



LATROBE CITY COUNCIL

**AGENDA FOR THE
ORDINARY COUNCIL**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6.00 PM ON
20 JUNE 2016**

CM485

MISSION
TO PROVIDE
THE BEST POSSIBLE
FACILITIES, SERVICES,
ADVOCACY AND LEADERSHIP
FOR LATROBE CITY, ONE OF
VICTORIA'S FOUR MAJOR
REGIONAL CITIES.

VALUES

- » Providing affordable people focused community services
- » Planning strategically and acting responsibly, in the best interests of the whole community
- » Accountability, transparency and honesty
- » Listening to and working with the community
- » Respect, fairness and equity
- » Open to and embracing new opportunities

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

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

I would like to acknowledge the traditional owners upon whose land we are meeting on today, the Gunaikurnai people and pay my respects to their Elders past and present.

If there are other Aboriginal people/Elders present I would also acknowledge them.

3. APOLOGIES AND LEAVE OF ABSENCE**4. DECLARATION OF CONFLICT OF INTEREST****5. ADOPTION OF MINUTES****RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 23 May 2016, Special Council Meeting held on 6 June 2016 and Special Council Meeting held on 9 June 2016 be confirmed.

6. ACKNOWLEDGEMENTS

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

7. PUBLIC QUESTION TIME

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

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

Council Meeting Date	Item	Resolution	Status Update
City Development			
06 May 2013 City Development	Latrobe City International Relations Advisory Committee - Amended Terms of Reference (continued below)	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	Item on hold pending Council's review of Committees. A further report will be presented to Council once the review is complete. 05 February 2016 Manager Arts & Events is preparing a submission for the Tourism Advisory Board to consider options to broaden the scope of the Terms of Reference to include matters relating to Major Events. The submission will be presented to the Advisory Board meeting scheduled for April. 10 March 2016 On the 12 January 2016, The Latrobe City International Advisory Committee approved the Draft Latrobe City International Relations Advisory Committee Terms of Reference for the consideration of Council. 18 March 2016 A report will be presented to Council which recommends adoption of the new terms of reference for the International Advisory Committee which is currently scheduled for 11 April 2016, following the Briefing held In February 2016.

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Council Meeting Date	Item	Resolution	Status Update
06 May 2013 City Development	Latrobe City International Relations Advisory Committee - Amended Terms of Reference (continued)	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	<p>08 April 2016 Council have requested further information in relation to the "Presentation of Advisory Committee Terms of Reference for Adoption" which includes the Latrobe City Council International Relations Advisory Committee</p> <p>27 May 2016 Copy of minutes of Advisory Committee meeting affirming the changes needs to be attached to new Terms of Reference; then matter can come back to Council for formal adoption.</p>

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Council Meeting Date	Item	Resolution	Status Update
<p style="text-align: center;">14 September 2015</p> <p style="text-align: center;">City Development</p>	<p>Consideration of the Recommendations of the Panel Report for C87</p> <p>(continued below)</p>	<p>That Council defer the Consideration of the recommendations of the Panel Report for C87 until the following have taken place:</p> <ol style="list-style-type: none"> 1. That Council communicates with the Premier to organise a meeting with the EPA, interested Councillors, relevant Council Officers, Australian Paper and relevant stakeholders to discuss Urban Amenity Buffer solutions 2. That Council requests the Department of Energy and Earth Resources to work through the issues to provide a solution to the Coal Residential Interface 	<p>05 February 2016 A Councillor Briefing with EPA and Australian Paper took place on 1 February 2016 to discuss the urban amenity buffer.</p> <p>09 March 2016 EPA, AP and LCC met with Tyers landowners on 03 March 2016, and will organise to meet with the Traralgon West, Morwell North and community groups on 21 March 2016.</p> <p>The draft Risk Assessment has been received and reviewed by Council Officers.</p> <p>A Councillor Briefing was held on 07 March 2016 to discuss the Risk Assessment report.</p> <p>A second Councillor Briefing will be organised with DEDJTR regarding their position on coal buffers and the AGL Work Plan variation. This date will be communicated to Councillors once confirmed.</p> <p>30 March 2016 EPA, AP and LCC met with the Traralgon West, Morwell North and community groups on 23 March 2016.</p> <p>A second Councillor Briefing has been organised with DEDJTR on 18 April 2016.</p>

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<p style="text-align: center;">14 September 2015</p> <p style="text-align: center;">City Development</p>	<p>Consideration of the Recommendations of the Panel Report for C87 (continued)</p>	<p>As above</p>	<p>14 April 2016 A Councillor Briefing has been scheduled for the 9 May 2016 to discuss the options and recommendations for progressing Amendment C87. Following the Councillor Briefing a Council report will be presented at the 23 May 2016 Ordinary Council Meeting for a decision on Amendment C87.</p> <p>23 May 2016 Motion One- Council considered PPV recommendation and split Amendment C87 into three parts: Part A (Urban Coal Buffer); Part B (Urban Amenity Buffer); Part C - all other elements. Motion Two- Council adopted C87 Part A with the changes identified in Attachment 3 - 'Consideration of Panel's Recommendations for Latrobe Planning Scheme Amendment C87', and committed to write to the Minister of Planning, and the Minister administering the Mineral Resources (Sustainable Development) Act 1990 seeking a meeting to discuss land use planning coal issues that affect Latrobe City.</p>

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<p style="text-align: center;">14 September 2015</p> <p style="text-align: center;">City Development</p>	<p>Consideration of the Recommendations of the Panel Report for C87 (continued)</p>	<p>As above</p>	<p>Council also committed to writing to the aforementioned Ministers to inform that any future decision by Council to proceed with new urban rezoning of land in areas adjacent to the existing coal buffer will be deferred pending confirmation from the State as to whether it intends to review the existing boundary of the mapped coal buffer set out in ESO1, having regard to the report of the Planning Panel considering C87.</p> <p>Motion Four- Council Adopted C87 Part C, with the changes identified in Attachment 3 - 'Consideration of Panel's Recommendations for Latrobe Planning Scheme Amendment C87'.</p> <p>Motion Five- Council will inform all written submitters of the resolutions from 23 May 2016 Ordinary Council Meeting.</p> <p>Motion Six- Council deferred C87 Part B until a report on further options can be presented to Council, and, if necessary, Council may need to seek an extension of time from the Minister of Planning</p>

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

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Council Meeting Date	Item	Resolution	Status Update
06 July 2015 City Development	Latrobe Performing Arts and Convention Centre Review (continued)	<p>d) Allocate \$200,000 from the 2015/16 Financial Year surplus to develop the Latrobe performing arts business case and functional concept design.</p> <p>e) Establish a representative community working group to steer the business case and design for the Latrobe Performing Arts Centre.</p> <p>f) Receive a report pending the outcome of the funding submission to the National Stronger Regions Fund – Round 2.</p> <p>g) Continue to liaise with the Victorian and Commonwealth governments in relation to potential funding opportunities.</p>	<p>Following the Councillor Briefing on Wednesday 27 January, a report will be presented to Council on Monday 08 February ahead of the submission being lodged with the State Government.</p> <p>10 March 2016 Following the appointment of Williams Boag Pty Ltd Architects in December 2015, a Business Case and Functional Concept Design has been prepared in relation to what is now called the Latrobe Creative Precinct. The Precinct incorporates a new Latrobe Performing Arts Centre, outdoor event spaces, educational and vocational training facilities and a digital learning hub; in addition to the existing Library and Service Centre and Maternal and Child Health Centre. Applications for funding have been prepared and lodged with the State Government and Federal Governments, following Council's resolution to provide \$10 million towards the project. If successful, Council will move to the preparation of detailed planning for the new Precinct in coming months.</p>

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Council Meeting Date	Item	Resolution	Status Update
06 July 2015 City Development	Latrobe Performing Arts and Convention Centre Review (continued)	<p>4. In relation to the Latrobe City Convention Centre:</p> <p>a) Confirms Morwell as the location of the Latrobe City Convention Centre.</p> <p>b) Undertakes further detailed analysis and investigation to confirm potential demand for a dedicated convention centre in Latrobe City.</p> <p>c) Establish a representative community working group, to steer the business case and design for the Latrobe City Convention Centre.</p> <p>d) Allocate funding in future budgets to assist with the development of a business case and functional concept design for the Latrobe City Convention Centre.</p> <p>e) Investigate funding options for the Latrobe City Convention Centre.</p> <p>27 July 2015 That Council:</p> <p>1. Receives a report outlining State Government funding opportunities and recommendations on applying for funding through National Stronger Regions Fund Round 3.</p>	<p>In relation to the Latrobe City Convention Centre, a project brief will be prepared late in the first half of 2015/16 to engage a consultant to undertake investigation to confirm potential demand for a dedicated convention centre. It is envisaged that this will be completed in the 2015/16 financial year, subject to budget approval by Council.</p> <p>A further report will be presented to Council at this time and depending on the outcome of the demand analysis, a business case including establishment of a working group will be progressed.</p> <p>20 April 2016 On Wednesday 20 April Minister for Regional Development Jaala Pulford announced State Funding of \$10 million towards the Latrobe Creative Precinct. A decision is now awaited on Council's submission for a further \$10 million from the Federal Government's National Stronger Regions Fund.</p> <p>27 May 2016 On 20 April 2016, Member for Gippsland and Federal Minister for Infrastructure Darren Chester issued a Media Statement which confirms his strong support for the LCP project.</p>

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Council Meeting Date	Item	Resolution	Status Update
26 October 2015 City Development	2015/20 - Traralgon Court House Status Update	That a report be brought back to Council on the status of the plans for the Traralgon Court House. That the report includes: (a) the options on how Council proposes to fund the plans; and (b) the actions for 2015/16 and any actions proposed for 2016/17	Officers will prepare a report for Council meeting in May 05 February 2016 Preparation of report is on schedule. 28 Apr 2016 A report will be presented to the Briefing Meeting on 9 May 2016. 11 May 2016 Accurate costings will now be obtained from a Quantity Surveyor regarding the construction of a new toilet block, deck and doorway to the existing building. When final costings are known, a report will be brought back to a Councillor Briefing meeting.
26 October 2015 City Development	Economic Development Engagement Plan	That Council: 1. Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication with Council staff, investors, government, business and industry leaders. 2. Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and 3. Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.	05 February 2016 The Economic Development Engagement Plan Quarterly report was presented to Council in February 2016. Report to be presented to the Ordinary Council Meeting on 29 February 2016. 10 March 2016 The next quarterly report will be presented to Council in May 2016. The annual report will go to Council for consideration in September 2016. 28 April 2016 The Economic Development Engagement Plan was presented to Council on 29 February 2016.

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Council Meeting Date	Item	Resolution	Status Update
07 December 2015 City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China (continued below)	That Council: 1. Supports the consideration of an allocation of Council resources to complement the Gippsland Campus of Federation University Australia proposed initiatives with Latrobe City's Sister City, Taizhou China. 2. Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy.	Email correspondence has recently taken place with the Taizhou Foreign Affairs Officer in relation to a proposed Educational Marketing Campaign in Taizhou and also a possible Taizhou Foreign Affairs Officer secondment for 8 weeks in February/March 2016. However, due to time constraints it is unlikely that the secondment will come to fruition. Initial feedback on the marketing campaign was positive; we are waiting to hear more information in coming weeks. Positive feedback from the Taizhou Foreign Affairs office indicates that the Federation University marketing campaign in Taizhou is a real possibility. Further conversation will be held once Dr Harry Ballis returns from overseas in late January. 05 February 2016 Contact will be made this month with Dr Ballis. 09 March 2016 Correspondence has been sent to the Taizhou Government. Further information will be provided once a response is received.

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Council Meeting Date	Item	Resolution	Status Update
07 December 2015 City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China (continued)	That Council: 3. Supports the consideration of an allocation of Council resources to complement the Gippsland Campus of Federation University Australia proposed initiatives with Latrobe City's Sister City, Taizhou China. 4. Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy.	<p>10 March 2016 During April 2016, Federation University Australia, Gippsland Campus is embarking on another marketing campaign to Taizhou, China. The purpose of the visit will be to further progress the collaborative partnerships with Taizhou Polytechnic, Taizhou University and Taizhou High Schools with the aim of establishing programs and exchanges for mutual benefits.</p> <p>The delegation is planned for 18th to 22 April 2016, will focus on finalising collaborative partnership initiatives, showcase Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families.</p> <p>08 June 2016 The delegation occurred from 18 to 22 April 2016, which focused on finalising collaborative partnership initiatives, showcasing Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families. It is anticipated that a delegation of high level education representatives will visit Latrobe City late in the 2016 calendar year and Federation University are planning for students in 2017.</p>

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Council Meeting Date	Item	Resolution	Status Update
23 May 2016 City Development	2016/10 - Impact Of Proposed Great Forest National Park	<p>That Council:</p> <ol style="list-style-type: none"> 1. Requests that the Chief Executive Officer prepares a report on the Assessment of the Economic and Social Impacts of the Proposed Great Forest National Park to the Latrobe City Municipality; 2. Requests that the Mayor writes to the Premier and the Minister for Energy, Environment and Climate Change and to express our disappointment that there is no local government voice on the taskforce looking at the Great Forest National Park. That the Mayor request that either MAV or Timber Towns Victoria are given a position on this taskforce. 	<p>08 June 2016</p> <p>A report is being prepared that includes the economic value of the timber industry in Gippsland and Latrobe City LGA. The report will be included in a Council report providing the information and the option to undertake detailed economic and social research at additional cost and timeframe.</p> <p>Letter will be drafted at conclusion of report preparation.</p>

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Council Meeting Date	Item	Resolution	Status Update
07 December 2015 City Development	Planning Scheme Amendment C85 - Crinigan Road, Morwell	<p>That Council:</p> <ol style="list-style-type: none"> 1. Defer the consideration of Amendment C85 until advice has been received from the landowner on how they wish to proceed with the amendment. 2. That a report outlining the next steps be presented to Council no later than 30 October 2016. 3. Advises those persons who made written submissions to Amendment C85 of Council's decision 	<p>The land owner has been advised of Council's decision, and are now considering their options. No further action will be undertaken until further advice from the landowner has been received.</p> <p>05 February 2016 The landowner (Hancock Victorian Plantations) has been contacted recently and has advised they are yet to make a decision pending a future HVP Board meeting. Further advice from the landowner is expected by the end of March.</p> <p>30 March 2016 The landowner (Hancock Victorian Plantations) have advised that they require more time to consider their options. The HVP Board have requested further information be sought prior to a decision being made. Further advice from HVP is expected in the coming months.</p> <p>08 April 2016 Submitters to Amendment C85 were notified of Council's resolution on 11 December 2015.</p> <p>08 June 2016 No further update to provide. Advice from HVP is still pending.</p>

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Council Meeting Date	Item	Resolution	Status Update
21 March 2016 City Development	Community Amenity Local Law No 2 2015 Consideration of Submissions	That Council: 1. Notes and considers all submissions received in relation to the proposed draft Community Amenity Local Law No.2 2015; 2. Requests a further report be presented no later than 20 June 2016 that identifies any changes to the proposed draft Community Amenity Local Law No.2 through consideration of these submissions; 3. That an amended draft Community Amenity Local Law No.2 2015 be put out to the public for consultation for a period of four weeks; and 4. A meeting is arranged with the submitters to discuss any alterations to the draft Community Amenity Local Law No.2.	24 March 2016 Council has noted and considered all submissions received in relation to the proposed draft Law. 3 submitters spoke, specifically against section 94 - recreational vehicles & permits. A further report will be presented to Council in May that identifies any changes to the proposed law. The amended draft Local Law 2 2015 can then be put to the public for consultation for a four week period during June and a meeting will be arranged with the submitters to explain alterations to the proposed law. A report will then be presented to Council in July recommending that Council adopt the amended Local Law No 2.
02 May 2016 City Development	Proposed Livestock Selling Facility	That Council: 1. Complete a pre-feasibility study into the establishment of a Livestock Sales Facility within the municipality. 2. That a further report outlining the results of the pre-feasibility study be presented to Council.	11 May 2016 Officers are currently in the process of drafting a brief in order to go to market for a pre-feasibility study.

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Council Meeting Date	Item	Resolution	Status Update
Infrastructure & Recreation			
06 November 2013 Infrastructure & Recreation	Latrobe Regional Motorsport Complex (continued below)	<ol style="list-style-type: none"> 1. That Council requests the members of the Latrobe Regional Motorsports Complex Advisory Committee to investigate potential sites for the motorsports complex and to advise Council of any sites identified so that further investigation can be undertaken by Council officers. 2. That Council officers meet with Energy Australia to discuss other possible sites for a motorsports complex on their land. 3. That a further report be presented to Council at such time that site options have been investigated 	<p>2015 Initial advice from Energy Australia and HVP is that land is not currently available for this use. Officers continuing to work with both parties to identify potential sites for further investigation.</p> <p>An on-site meeting with Cr Middlemiss occurred in December 2014 to investigate further site options.</p> <p>Further evaluation will be undertaken of sites identified during on-site meeting.</p> <p>A briefing report and Council report will be presented in April 2016.</p> <p>30 March 2016 Further evaluation will be undertaken of 10 sites identified during on-site meeting. A briefing report will be presented in May 2016.</p>

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Council Meeting Date	Item	Resolution	Status Update
06 November 2013 Infrastructure & Recreation	Latrobe Regional Motorsport Complex (continued)	As above	<p>08 April 2016 Officers have recently met with Cr. Middlemiss in relation to investigating a number of possible options for the development of a motorsports complex. These ten sites are currently being assessed for their suitability. When this assessment is complete a further report will be presented to Council detailing and findings.</p> <p>26 May 2016 A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p>30 May 2016 A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p>
25 May 2015 Infrastructure & Recreation	Draft Tracks, Trails And Paths Strategy	<p>That Council:</p> <ol style="list-style-type: none"> 1. Releases the draft Tracks, Trails and Paths Strategy for a period of 6 weeks from Tuesday 26 May 2015 to Friday 7 July 2015. 2. Request a further report be presented to Council with the results of the community consultation process. 	<p>09 March 2016 The Tracks Trails and Paths Strategy and Implementation plan will be presented to Council in May 2016.</p> <p>11 May 2016 A report will be presented to Council for endorsement on 20 June 2016.</p>

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Council Meeting Date	Item	Resolution	Status Update
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities (continued below)	<p>That Council:</p> <ol style="list-style-type: none"> 1. Considers allocating funding in the 2016/17 financial year for the installation of air handling systems at the following Latrobe Leisure facilities, Traralgon Sports Stadium, Latrobe Leisure Morwell, Latrobe Leisure Moe Newborough and Latrobe Leisure Churchill; 2. Instructs Council Officers to undertake further investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities; 3. Identifies and allocates the funding for the investigations detailed in point 2 from savings from the 2014/15 budget; 4. Request a report be presented to Council prior to the development of the 2016/17 budget detailing the results of the investigations detailed in point 3; 	<p>2015 Quotes are currently being requested for investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities.</p> <p>Quotes are currently being requested for the provision of temporary air handling units for the BVC Event in 2016.</p> <p>A report is planned to be presented to the April Council Meeting.</p> <p>30 March 2016 A report is planned to be presented to the June Council Meeting.</p> <p>08 June 2016 The report to Council has been rescheduled to 01 August 2016.</p>

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Council Meeting Date	Item	Resolution	Status Update
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities (continued)	5. Instructs Council Officers to investigate the ability to hire, and the costs associated with, temporary air handling units for the BVC event in 2016; 6. Consider the costs of item 5 is as part of the mid year budget review; and 7. Advise Basketball Victoria Country of Councils' decision.	As above

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Council Meeting Date	Item	Resolution	Status Update
27 July 2015 Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing	That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including; 1. The materials used 2. The written Tender brief 3. The overseeing process utilised and reporting details 4. The report with all of these details be brought back to Open Council as soon as practical.	<p>2015 Officers have not as yet engaged an independent investigator to investigate the Traralgon Netball Court resurfacing tender process. Council Officers are currently focused on finalising the remediation process with the Contractors who undertook the works.</p> <p>A project brief is currently being developed and quotes will be sought for the investigation during March. The investigation report will be provided to the Council Meeting in May 2016.</p> <p>We are currently negotiating with the Contractor who undertook the works for them to accept responsibility for the resurfacing. Once we have clarified the contractors position the review will commence.</p> <p>08 April 2016 The company have acknowledged that the repairs are their responsibility and the work is underway.</p> <p>An independent review will be arranged by end of financial year.</p> <p>04 May 2016 The remedial works were completed however minor defects have arisen that are being attended to.</p> <p>21 May 2016 The tender brief is prepared and will be sent 24 May 2016.</p>

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Council Meeting Date	Item	Resolution	Status Update
<p>05 October 2015</p> <p>Infrastructure & Recreation</p>	<p>Waste Management Strategy 2010-2017 Review</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Notes the review of the Waste Management Strategy 2010 – 2017. 2. Requests a further report to Council in relation to: <ul style="list-style-type: none"> • The Kitchen Organics trial in Churchill that was undertaken by Council in Latrobe City in 2012 • The future provision of kerbside hard waste services in Latrobe City 	<p>Complete</p> <p>The report for Hard Waste Review will be tabled at the March 2016 meeting.</p> <p>The report for the Kitchen Organics Trial was presented at the 07 December 2015 Council meeting.</p> <p>09 March 2016 The Hard Waste Review report has been scheduled for the 11 April 2016 Council meeting.</p> <p>24 March 2016 The Report has been rescheduled to a Councillor Briefing on 18 April 2016</p> <p>11 May 2016 A report will be presented to the Ordinary Council Meeting on 23 May 2016 for consideration.</p> <p>24 May 2016 A report was presented to Council on 23 May 2016. A further response is provided with this resolution.</p>

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20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
<p>05 October 2015</p> <p>Infrastructure & Recreation</p>	<p>Draft Play Space Strategy – Release for Public Exhibition</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Releases the draft Play Space Strategy for a period of 8 weeks from Tuesday 06 October 2015 to Friday 27 November 2015. 2. Request a further report be presented to Council with the results of the community consultation process. 	<p>Complete</p> <p>The draft Play Space Strategy is now on public exhibition until 27 November 2015. The draft Play Space Strategy can be found on Latrobe City Council’s “Have a Say” webpage. Notices have been placed on the Council Noticeboard and an email has been sent to all identified stakeholders. Council officers will be present at the Children’s Expo in late October to further engage with the community.</p> <p>09 March 2016 A further report will be presented to a Councillor Briefing on 09 May 2016, and the Ordinary Council Meeting on 23 May 2016.</p> <p>15 April 2016 A further report will be presented to Council at the 18 April 2016 Briefing Session and for Council endorsement at 23 May 2016 Ordinary Council Meeting.</p> <p>26 May 2016 A report was presented to the 23 May 2016 Council Meeting. Council endorsed the Play Space Strategy and Improvement plan 2016-2021.</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
26 October 2015	2015/19 - Modular Design of Female Friendly Change Facilities (continued below)	That Council: 1. Establish a working group consisting of a representative from the following organisations to develop a modular design that can be easily implemented to provide female change facilities <ul style="list-style-type: none"> • Three representatives from local community sporting clubs • Two reps from local sporting associations • Three nominated Councillors • A suitably experienced design consultant The final design be brought back to Council by March 2016.	An update was included in the Councillor Bulletin on 18 November 2015. An Expression of Interest process will be undertaken and report to Council to adopt the members of the working group. Information from Hume City Council is being obtained as they currently have portable female change facilities. A report is being presented to the 27 January 2016 Councillor Briefing in relation to Committee representation. 09 March 2016 A further report will be presented to Council in April 2016. 15 April 2016 A further report will be presented to Council at the 18 April 2016 Briefing Session and for Council endorsement at 23 May 2016 Ordinary Council Meeting. 09 May 2016 A report will now be presented to Council for endorsement at the 23 May 2016 Council Meeting.

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
26 October 2015	2015/19 - Modular Design of Female Friendly Change Facilities (continued)	As above	26 May 2016 A report was presented to the 23 May 2016 Council meeting. The report and recommendations were endorsed by Council. A further report detailing feedback and submissions received during the public exhibition period for options for the modular change facilities will be presented to Council on 1 August 2016

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
02 May 2016 Infrastructure & Recreation	Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs (continued below)	That Council: 1. Takes immediate action to inspect, stabilise and prepare a work plan to ensure the surface of the netball courts at Agnes Brereton Park Traralgon are safe and appropriately repaired; and 2. Advises the Traralgon Netball Club of the timeframe for this work; and 3. Requests a report to be provided to the next Ordinary Council meeting regarding the outcomes.	10 May 2016 An on-site meeting was held on 6 May 2016 with the following actions outlined, that will be carried out by Council over the coming weeks, addressing the concerns raised at the meeting by the Traralgon Netball Association. 1. Weekly Inspections An inspection will be undertaken of the courts on a weekly basis to determine if any additional repair works are required. Should any additional works be required these will be organised by Council as soon as practically possible. 2. Independent Consultant We will appoint an independent consultant to undertake an assessment of the Courts. The consultant will provide advice to Council in relation to any additional works that may be required, over both the short and long term, to ensure the courts are in the best condition possible for use by the community.

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
02 May 2016 Infrastructure & Recreation	Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs (continued)	As above	<p>3. Car Park Repairs</p> <p>I will arrange for my staff to assess the condition of the car park. While on site today I identified a number of areas that will require immediate attention and some that may be undertaken at a later date. I will provide you with further detail in relation to when these works will be undertaken after the car park has been assessed by my staff.</p> <p>4. Additional Concreting Works</p> <p>Additional concreting works will be undertaken to provide pathway connections from the concrete roadway to the back courts.</p> <p>Our contractor has advised that there may be a sand like material on the surface during the first few weeks while the surface dries completely. It would be appropriate for the association to monitor the condition of the courts during play to ensure that the surface continues to be safe for play. Should the surface be determined to be unsafe play may need to be suspended for a short period in order for the courts to be swept clean.</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
23 May 2016 Infrastructure & Recreation	Review Of Hard Waste Services	<p>That Council:</p> <ol style="list-style-type: none"> 1. In the 2017/18 financial year, implement hard waste services by providing ratepayers with two by one cubic metre coupons for the disposal of hard waste and green waste self-hauled to transfer stations or used as payment for the booked kerbside hard waste collection service. 2. Undertake an analysis of data collected during the 2017/18 financial year to determine the actual cost of landfill, resource recovery and processing of recyclables to ensure the cost to provide the Hard Waste Services is cost effective and maximises resource recovery. 3. Provide a report to Council that details the outcomes from the hard waste service analysis detailed in point 2. 	<p>26 May 2016</p> <p>The hard waste services will be amended as per the adopted resolution and introduced in the 17/18 financial year. Data will be collected for a period of 12 months after introduction and a report will be provided to council in the following 18/19 financial year</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
Community Services			
18 February 2013 Community Services	Affordable Housing Project – Our Future Our Place	<p>5. That Council proceeds to publically call for Expressions of Interest as a mechanism to assess the viability and interest in developing an affordable housing project on land known as the Kingsford Reserve in Moe.</p> <p>6. That a further report be presented to Council for consideration on the outcome of the Expression of Interest process for the development of an affordable housing project on land known as the Kingsford Reserve in Moe.</p>	<p>Project review underway, almost at completion.</p> <p>09 March 2016 A report will be presented to a Councillor Briefing in May 2016</p> <p>08 June 2016 The Briefing report has been rescheduled to 27 June 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
Corporate Services			
<p>23 March 2015</p> <p>Corporate Services</p>	<p>2015/02 - Notice of Motion - Grants Acquittal</p>	<p>That Council Officers conduct a review and prepare a report for Council detailing:</p> <ol style="list-style-type: none"> 1. The methods of acquittal currently used for all Council grants and other funds dispersed through Council to external entities or individuals on behalf of the State or Federal Government; 2. Internal and external Legislation, Regulations and Policy Requirements around acquittal of such funds; and 3. Council compliance obligations and best practice in regard to the acquittal of the above. 	<p>Complete</p> <p>The internal committee convened on 18 January 2016 with a copy of the results of the audit undertaken.</p> <p>Further work has been identified in the audit on grant management which is currently under consideration by management. This is anticipated to be tabled at the next Audit and Risk Committee meeting scheduled for March 2016.</p> <p>24 March 2016 A report has been prepared for the Ordinary Council Meeting 11 April 2016.</p> <p>08 April 2016 A meeting has been arranged for 27 April 2016 for a Councillor and Council Officers to discuss. This report will be finalised for 20 June 2016 Council Meeting,</p> <p>24 May 2016 Action completed. An interim report was presented to the Council meeting held on 23 May 2016 on grant management. Council has resolved to receive a report in September 2016 on the development of a new grant management framework</p> <p>24 May 2016 Action Completed. Decision made at the Council meeting held on 23 May 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
23 May 2016 Corporate Services	Report Into Grant Acquittal Practices	That Council: 1. Receives and notes this interim report into grant acquittal practices; 2. Notes the management actions contained within the Community Grants and Sponsorships internal audit report; and 3. Requests a further report to be presented by September 2016 detailing the progress of designing a new Grants and Sponsorship Framework.	A report is planned to be presented to Council at the 12 September 2016 meeting.

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
<p>11 April 2016</p> <p>Corporate Services</p>	<p>Proposed Road Exchange - Fox and Fanckes Road, Boolarra South</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. In accordance with Schedule 10 Clause 2 and section 223 of the Local Government Act 1989 (Act), authorise the commencement of the statutory procedures relating to Council's intention to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South. 2. Receives written submissions and hears submissions on the proposal to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South, from persons who have made a written request to be heard in person or by a party representing them as specified in their submission in accordance with the Act, at its Ordinary Meeting of Council on Monday, 20 June 2016. 	<p>18 April 2016 A report will be prepared for the 20 June 2016 Ordinary Council Meeting.</p> <p>27 April 2016 Public notices published in the Latrobe Valley Express and correspondence sent to adjoining property owners inviting comment on the proposed road deviation.</p> <p>Further report to be prepared for Council consideration at meeting to be held on 20th June 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
<p>11 April 2016 Corporate Services</p>	<p>Potential Sale of Land - Ryland Way, Moe South</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Gives public notice of its intention to consider the potential sale of a parcel of land currently fenced into 97 Ryland Way, Moe South, being Lot 1 on Title Plan 142956B and the land contained in Certificate of Title Volume 9920 Folio 837, and invite submissions pursuant to Section 223 of the Local Government Act 1989. 2. Considers any submissions received regarding the potential sale of a parcel of land currently fenced into 97 Ryland Way, Moe South, being Lot 1 on Title Plan 142956B and the land contained in Certificate of Title Volume 9920 Folio 837, at its meeting to be held on Monday, 20 June 2016. 3. Notifies the owner of 97 Ryland Way, Moe South, of its decision. 	<p>18 April 2016 A report will be prepared for the 20 June 2016 Ordinary Council Meeting.</p> <p>27 April 2016 Public notices published in the Latrobe Valley Express and correspondence sent to adjoining property owners inviting comment on the proposed sale of land.</p> <p>Further report to be prepared for Council consideration at meeting to be held on 20th June 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
<p>11 April 2016</p> <p>Corporate Services</p>	<p>2016/17 Draft Budget (Incl. Fees and Charges) and Strategic Resource Plan 2016-2020</p> <p>(continued below)</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Confirms the proposed 2016/2017 Budget annexed to this report as being the budget prepared by Council for the purposes of section 127 of the <i>Local Government Act 1989</i>; and 2. Authorises the Chief Executive Officer to: <ol style="list-style-type: none"> a. give public notice of the preparation of such budget in accordance with section 129 of the <i>Local Government Act 1989</i>; b. make such budget available for inspection at Council Headquarters, Service Centres and on Council's website; and 3. Hears any submissions in relation to such budget made in accordance with section 129 of the <i>Local Government Act 1989</i> at the Ordinary Meeting of Council to be held on Monday 23 May 2016; and 4. Gives notice of its intention to adopt such budget at a Special Meeting of Council to be held on Monday 6 June 2016 at the Corporate Headquarters, Morwell; and 	<p>Complete</p> <p>18 April 2016</p> <p>A report to hear submissions will be prepared for the Ordinary Council Meeting on 23 May 2016.</p> <p>29 April 2016</p> <p>The public notice was published in the LV Express on 14 April 2016 and subsequent editions. The notice provided all the information on the proposed dates for the hearing of submissions and adoption of the budget. Hard copies were made available at each of the service centres and libraries and a copy made available on Council's website.</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
<p>11 April 2016</p> <p>Corporate Services</p>	<p>2016/17 Draft Budget (Incl. Fees and Charges) and Strategic Resource Plan 2016-2020</p> <p>(continued)</p>	<p>5. Confirms the proposed Strategic Resource Plan 2016-2020 annexed to this report as being the Strategic Resource Plan prepared by the Council for the purposes of Section 126 of the <i>Local Government Act 1989</i>; and</p> <p>6. Authorises the Chief Executive Officer to:</p> <p style="margin-left: 20px;">a. Give public notice of the preparation of the Strategic Resource Plan 2016-2020 in accordance with Section 126 of the Local Government Act 1989; and</p> <p style="margin-left: 20px;">b. Make available for inspection the draft Strategic Resource Plan 2016-2020.</p>	<p>As above</p>

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Council Meeting Date	Item	Resolution	Status Update
23 May 2016 Corporate Services	Draft 2016/2017 Budget And Draft Strategic Resource Plan 2016-2020 - Hearing Of Submissions	That Council: 1. Notes and considers all submissions received in relation to the draft 2016/2017 Budget and Strategic Resource Plan 2016-2020. 2. Holds a Special Council Meeting to consider the adoption of the 2016/2017 Budget and Strategic Resource Plan 2016-2020 on Monday, 06 June 2016 at 6.00 pm, in the Nambur Wariga Meeting Room, Council Headquarters	Complete 29 April 2016 The public notice was published in the LV Express on 14 April 2016 and subsequent editions. The notice provided all the information on the proposed dates for the hearing of submissions and adoption of the budget. Hard copies were made available at each of the service centres and libraries and a copy made available on Council's website. 08 June 2016 A special Council meeting was held on 06 June 2016, where the 2016/17 Budget and Strategic Resource Plan were adopted by Council.

**ORDINARY COUNCIL MEETING AGENDA
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Council Meeting Date	Item	Resolution	Status Update
02 May 2016 Corporate Services	Traralgon Greyhound Racing Club - Long Term Lease	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the in principle draft terms and special conditions prepared for the long term lease with the Traralgon Greyhound Racing Club for part of Glenview Park, Traralgon, and 2. Forwards a copy of the draft lease document to the Traralgon Greyhound Racing Club for consideration. 3. Requests the Chief Executive to revise and amend the draft terms and special conditions following comments from the Traralgon Greyhound Racing Club and subject to further advice from Council Officers that the outstanding issues have been resolved provide a report prior to the signing of the revised Lease with the Traralgon Greyhound Racing Club and sublease with Telstra for Glenview Park, McNairn Road, Traralgon. 	<p>12 May 2016 Follow up report will be provided advising Council of the status of the outstanding issues.</p> <p>08 June 2016 A further report is planned to be presented to Council at the 01 August 2016 meeting, subject to receiving information from the Traralgon Greyhound Racing Club.</p>

NOTICES OF MOTION

9. NOTICES OF MOTION**9.1 2016/12 - FUTURE ECONOMIC DEVELOPMENT OF LATROBE CITY****Cr Graeme Middlemiss**

I, Cr Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 20 June 2016:

That Council, as a result of the increasing community concern around media speculation on the future of the Latrobe Valley based brown coal electricity generation industry;

- 1. Convenes a meeting within one month of all government, semi-government, union, community and business organisations who have been identified as preparing proposals for the future economic development of Latrobe City; and**
- 2. Invites each organisation to give a brief presentation of their proposals, in order to avoid duplication of efforts around economic development in Latrobe City; and**
- 3. Invites the Premier to open the meeting and outline the State position on this issue; and**
- 4. Invites observers from relevant organisations to the meeting; and**
- 5. Requests a Positioning Paper be produced incorporating the direction and issues identified, and that this paper to be used as the basis of further meetings to coordinate and accelerate economic development in Latrobe City; and**
- 6. Requests a report be presented to Council to consider adoption of the Positioning Paper as soon as practicable.**

Signed Cr Middlemiss
06 June 2016

Attachments
Nil

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

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

10.1 PROPOSED ROAD EXCHANGE - FOX AND FANCKES ROAD, BOOLARRA SOUTH

General Manager

Corporate Services

For Decision

PURPOSE

Council has given public notice of its intention to consider a request to undertake a road deviation (exchange) for a section of Fox and Fanckes Road, Boolarra South. As no submissions have been received in response this report is to enable further consideration of the proposal.

EXECUTIVE SUMMARY

Council has received a request from Beveridge Williams, on behalf of the owners of 55 Fox and Fanckes Road, Boolarra South, requesting that it undertake a road deviation for part of the road.

It has been brought to Council's attention that the farm residence and out buildings have been constructed on the road reserve while part of the physical road has been constructed on a different alignment through another part of the property.

As Council has given public notice of the proposal and no submissions have been received in response, it is recommended that it now resolve to undertake the proposed road deviation pursuant to Section 206 and Schedule 10, Clause 2 of the *Local Government Act 1989*.

RECOMMENDATION

That Council:

- 1. Having given public notice and invited submissions, resolves to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South, in accordance with Section 206 and Schedule 10, Clause 2 of the *Local Government Act 1989*.**
- 2. Publishes a notice in the Victoria Government Gazette discontinuing part of the unconstructed Government road and formally creating the section of the road that has been constructed over part of 55 Fox and Fanckes Road, Boolarra South.**
- 3. Authorises the Chief Executive Officer to sign and seal any documents required to transfer the discontinued road reserve to the owners of 55 Fox and Fanckes Road, Boolarra South; and**
- 4. Advises Beveridge Williams, acting on behalf of the owners of 55 Fox and Fanckes Road, Boolarra South, of its decision.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Governance

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

Strategic Direction – To provide open, transparent and accountable governance.

Legislation

Local Government Act 1989

Section 206 and Schedule 10 Clause 2 of the *Local Government Act 1989* gives Council the power to deviate roads:

(1) *A Council may deviate a road through private land, Crown land, or land held by licensees under the Land Act 1958 (whether or not the land is subject to any rights of way).*

(2) *However in the case of a proposed deviation –*

(a) through Crown land; or

(b) which would result in the vesting of land in a Council under section 207B(2A)-

this power may only be exercised after the Council has obtained the consent of the Minister administering the Land Act 1958.

(3) *Before starting any work to give effect to a deviation, the Council must publish a notice in the Government Gazette describing the deviation.*

This power is subject to Section 223 of the *Local Government Act 1989* which requires Council “publish a public notice stating that submissions in

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

respect of the matter specified in the public notice will be considered in accordance with this section”.

Council must then consider any submissions that have been received and any person who has made a submission and requested they be heard are entitled to appear before a meeting of Council.

BACKGROUND

Fox and Fanckes Road, Boolarra South, is a Government road that is classified as a sealed access road from Morwell River Road to Livingston Road on Council's Public Road Register.

As shown on the attachment 1, part of the northern section of the road has been constructed on land described as 55 Fox and Fanckes Road while the actual Government road reserve extends further to the east.

It is unclear how or why this has happened, however, the building on the property, including the residence, have been constructed on the Government road reserve and the owners of the property are therefore seeking Council's assistance in rectifying this issue by exchanging land.

In accordance with Schedule 10 Clause 2(2) of the *Local Government Act 1989*, consent to the proposed road deviation has already been obtained from the Department of Environment, Land, Water and Planning (DELWP).

This request was previously considered at the Ordinary Council meeting held on Monday, 11 April 2016 and it was resolved that Council:

- 1. In accordance with Schedule 10 Clause 2 and section 223 of the Local Government Act 1989 (Act), authorise the commencement of the statutory procedures relating to Council's intention to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South.*
- 2. Receives written submissions and hears submissions on the proposal to undertake a road deviation for part of Fox and Fanckes Road, Boolarra South, from persons who have made a written request to be heard in person or by a party representing them as specified in their submission in accordance with the Act, at its Ordinary meeting of Council on Monday, 20 June 2016.*

KEY POINTS/ISSUES

To rectify this issue Council can undertake a road deviation (exchange) whereby part of the Government road reserve will be discontinued and the section of Fox and Fanckes Road that has been constructed through private property will be formally declared as a road.

The parcels of land to be effected by the proposed road deviation are Lots 1, 2 and 4 on Title Plan 171943 being part of the land contained in Certificate of Title Volume 9320 Folio 578.

Land acquired for a road deviation under Clause 2 of Schedule 10 of the *Local Government Act* 1989 will vest in Council once the requisite notice has been published in the Government Gazette.

Furthermore, the discontinued section of the Government road reserve will also vest in Council upon publication of the notice and can then be transferred and consolidated with 55 Fox and Fanckes Road, Boolarra South.

Undertaking this statutory process will not have any impact on the physical road itself, it will merely formalise the existing alignment as a road reserve and will vest the land in Council's ownership.

RISK IMPLICATIONS

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

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

FINANCIAL AND RESOURCES IMPLICATIONS

Costs associated with this statutory process are officers' time and resources in the preparation of Council reports and the cost of public notices in the Latrobe Valley Express inviting submissions. Subject to Council finalising the statutory process, the cost of the preparing the necessary plan for inclusion with the notice in the Victoria Government Gazette will be borne by the property owners.

Any other survey or legal costs associated with the transfer and consolidation of the discontinued road reserve will also be borne by the property owners.

Given that this section of Fox and Fanckes Road is already recorded on Council's Public Road Register and is currently maintained by Council no additional financial or resource implications will be incurred as a result of this statutory process.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Public comment has been sought via:

- Public notices published in the Latrobe Valley Express on Thursday, 21 April, Monday, 25 April and Thursday, 28 April 2016.
- Notice displayed at the corporate headquarters, and

**ORDINARY COUNCIL MEETING AGENDA
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- Details placed on the Latrobe City Council website.

Details of Community Consultation / Results of Engagement:

No submissions or enquiries were received in response to the above public notices.

OPTIONS

As part of the northern section of Fox and Fanckes Road has been constructed over part of 55 Fox and Fanckes Road it will be necessary for Council to undertake the proposed road deviation (exchange) to formalise the road and obtain ownership to the land.

If Council resolves not to do so, the road would need to be constructed on the correct alignment through the Government road reserve which would obviously be a far more involved and expensive process, requiring the relocation of any structures that have been built on the road.

CONCLUSION

It has been identified that a section of Fox and Fanckes Road has been constructed over part of 55 Fox and Fanckes Road, Boolarra South, and the buildings on the property have been constructed on the Government road reserve to the east.

Undertaking this statutory process will formalise the existing alignment as a road reserve and will vest the land in Council's ownership while discontinuing part of the Government road reserve that has inadvertently been built upon by the owners of 55 Fox and Fanckes Road, Boolarra South.

Having given public notice in accordance and invited submissions it is recommended that Council undertake a road deviation (exchange) for this section of Fox and Fanckes Road in accordance with Section 206 and Schedule 10, Clause 2 of the *Local Government Act 1989*.

SUPPORTING DOCUMENTS

Nil

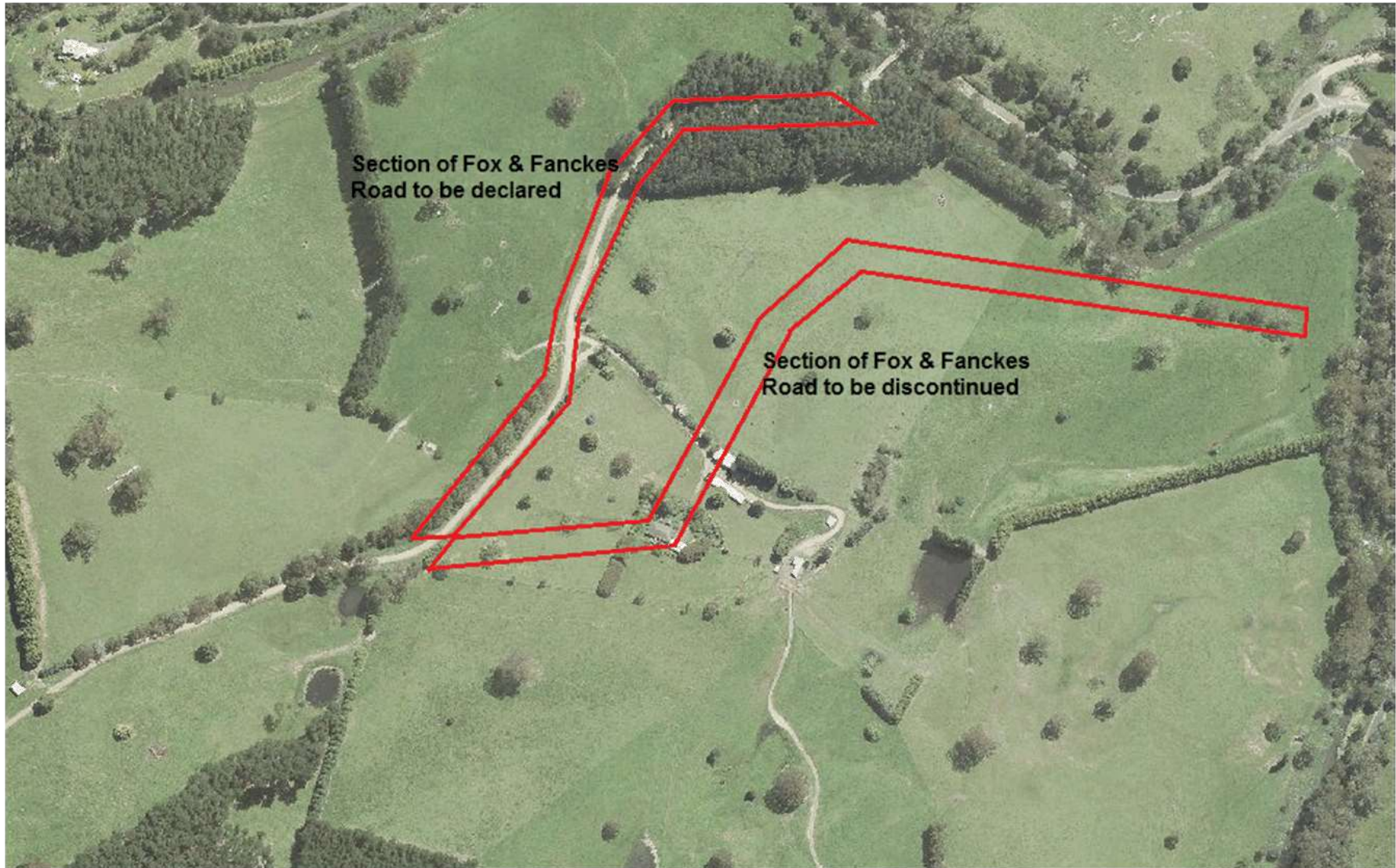
Attachments

1. Fox and Fanckes Road, Boolarra South, Aerial.
2. Letter of consent from DELWP for road deviation.

10.1

Proposed Road Exchange - Fox and Fanckes Road, Boolarra South

- 1 Fox and Fanckes Road, Boolarra South, Aerial..... 51**
- 2 Letter of consent from DELWP for road deviation..... 53**





Department of Environment,
Land, Water & Planning



Date Received: 18-Feb-2016

71 Hotham Street
Traralgon Victoria 3844
DX 219284
Telephone: (03) 5172 2111
Facsimile: (03) 5172 2100
ABN 90 719 052 204

DELWP Ref: 15L10.8057

10 February 2016

Peter Schulz
Latrobe City Council
PO Box 264
Morwell VIC 3840

Dear Peter,

RE : PROPOSED ROAD EXCHANGE, FOX AND FANCKES ROAD, PARISH OF MIRBOO

I refer to Council's request for consent to a proposed road exchange involving part of Fox and Fanckes Road in the Parish of Mirboo.

The department has no objection to the exchange and encloses a consent form signed by me as delegate for the Minister of Environment, Climate Change and Water.

Please note that Council are required to publish a notice in the Victorian Government Gazette describing the exchange prior to starting any works onground. It would be appreciated if a copy of this gazette could be forwarded to our office for our file.

Should you have any further questions regarding this matter please contact Tarnia Leeming on 5172 2146.

Yours sincerely

Pat Lambert
Manager, Property Services
Public Land Administration

Privacy Statement
Any personal information about you or a third party in your correspondence will be protected under the provisions of the Privacy and Data Protection Act 2014. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the Department should be directed to the Privacy Coordinator, Department of Environment, Land, Water and Planning, PO Box 500, East





Department of Environment,
Land, Water & Planning

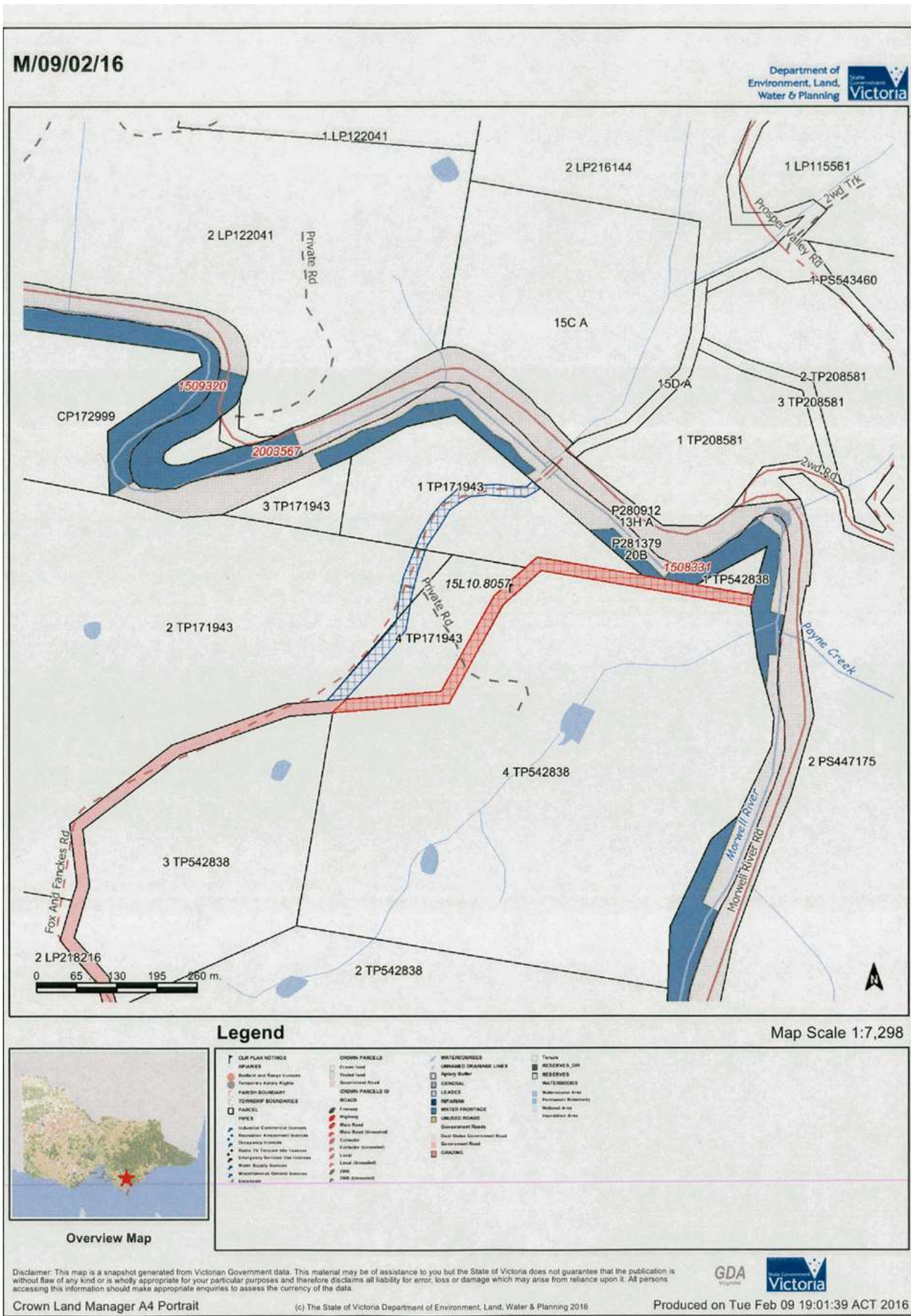
CONSENT FOR ROAD DEVIATION LOCAL GOVERNMENT ACT 1989

Under Clause 2 (2) of Schedule 10 of the *Local Government Act* 1989, I, Pat Lambert, Manager Property Services, as delegate of the Minister for Environment, Climate Change and Water, hereby consent to the deviation of a road in the Parish of Mirboo, shown cross-hatched red on the attached plan labelled M/09.02.16 which is government road to the land shown hatched blue on the plan which is not Crown land.

Department correspondence no 15L10.8057

.....
Pat Lambert
Manager Property Services
(As delegate for the Minister of Environment, Climate Change and Water)

Date : 11/2/16



10.2 POTENTIAL SALE OF LAND - RYLAND WAY, MOE SOUTH

General Manager

Corporate Services

For Decision

PURPOSE

Council has given public notice of its intention to consider a request to transfer a parcel of land currently fenced into 97 Ryland Way, Moe South. As one submission has been received in response this report is to enable it to be considered by Council in accordance with Section 223 of the *Local Government Act 1989* prior to making a decision on the proposal.

EXECUTIVE SUMMARY

In 1989 the former Shire of Narracan acquired a parcel of land from G.A.R Holdings Pty Ltd for a possible realignment of the Moe South Road as part of a proposed subdivision of the adjoining land that never took place.

This land has remained fenced into 97 Ryland Way, Moe South, and has been used for grazing in conjunction with the surrounding farmland. As a result, the property owner has approached Council seeking to acquire this parcel of land.

Council's Traffic Engineer has met with the owner 97 Ryland Way, Moe South, and has subsequently advised that the land is unlikely to be required for the intended purpose in the future and, as such, it could be considered surplus to Council requirements.

As Council has given public notice of the proposal and considered the submission received from Richard Horseman Lawyers, on behalf of the applicant, in accordance with Section 223 of the *Local Government Act 1989* it is recommended that it now resolve to sell the land to the owner of 97 Ryland Way, Moe South, pursuant to Section 189 of the *Local Government Act 1989*.

RECOMMENDATION

That Council:

1. Having given public notice in accordance with Section 189 of the *Local Government Act 1989* and Sale of Council Owned Property Policy regarding its intention to consider the sale of part of the land described as Lot 1 on Title Plan 142956B, contained in Certificate of Title Volume 9920 Folio 837, forms the opinion that the land is not reasonably required and is surplus to both community and Council requirements.
2. Pursuant to Section 189 of the *Local Government Act 1989*, Council resolves to sell by private treaty part of the land described as Lot 1 on Title Plan 142956B, contained in Certificate of Title Volume 9920 Folio 837, to the adjoining property owner at 97 Ryland Way, Moe South
3. Authorises the Chief Executive Officer to enter into a Contract of Sale and, when prepared, sign and seal a Transfer of Land document allowing the transfer of part of the land described as Lot 1 on Title Plan 142956B, contained in Certificate of Title Volume 9920 Folio 837, to the adjoining property owner at 97 Ryland Way, Moe South.

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Governance

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

Legislation

Local Government Act 1989

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Section 189 of the *Local Government Act 1989* gives Council the power to sell land however, prior to doing so, it must:

- (a) ensure that public notice of the intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
- (b) obtain from a person who holds qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

This power is subject to Section 223 of the *Local Government Act 1989* which requires Council “publish a public notice stating that submissions in respect of the matter specified in the public notice will be considered in accordance with this section”.

Council must then consider any written submissions that have been received and any person who has made a submission and requested they be heard are entitled to appear before a meeting of Council.

Policy – Sale of Council Owned Property Policy 11 POL-4

The principal aim of this policy is to define circumstances and factors that will be assessed by Council in respect to the sale of Council owned property. The purpose of this policy is to serve as an accountability mechanism to the community.

It is Council’s position that the sale of Council owned property will be via public auction unless circumstances exist that justify an alternative method of sale.

All sales of Council property shall be consistent with the Local Government Best Practice Guidelines for the Sale and Exchange of Land prepared by the (former) Department of Planning and Community Development.

BACKGROUND

In 1989 the former Shire of Narracan acquired a parcel of land from G.A.R Holdings Pty Ltd. That parcel of land, measuring 6400 square meters, is described as Lot 1 on Title Plan 142956B and is contained in Certificate of Title Volume 9920 Folio 837.

The Transfer of Land is dated 14 October 1986 and the Shire of Narracan paid \$1 for the land.

It is believed that this parcel of land was originally acquired to enable a realignment of the Moe South Road as part of a proposed subdivision of the adjoining land that never took place. The land has since remained fenced into the adjoining property at 97 Ryland Way, Moe South, as shown on the attached aerial photograph, [attachment 1](#).

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

The owner of 97 Ryland Way, Moe South, has approached Council seeking to acquire this land which has been used for grazing as part of the surrounding property which is also part of the land that was originally owned by G.A.R Holdings Pty Ltd.

This request was previously considered at the Ordinary Council meeting held on Monday, 11 April 2016, where was resolved that Council:

1. *Gives public notice of its intention to consider the potential sale of a parcel of land currently fenced into 97 Ryland Way, Moe South, being Lot 1 on Title Plan 142956B and the land contained in Certificate of Title Volume 9920 Folio 837, and invite submissions pursuant to Section 223 of the Local Government Act 1989.*

2. *Considers any submissions received regarding the potential sale of a parcel of land currently fenced into 97 Ryland Way, Moe South, being Lot 1 on Title Plan 142956B and the land contained in Certificate of Title Volume 9920 Folio 837, at its meeting to be held on Monday, 20 June 2016.*

3. *Notifies the owner of 97 Ryland Way, Moe South, of its decision.*

KEY POINTS/ISSUES

As stated previously, it is believed that the former Shire of Narracan originally acquired this land to enable a realignment of the Moe South Road as part of a proposed subdivision of the adjoining land however this never eventuated.

Council's Traffic Engineer has met with the owner of 97 Ryland Way, Moe South, and has subsequently advised that the land is unlikely to be required for the intended purpose in the future and, as such, it could be considered surplus to Council requirements.

The land is located within a farm zone and, at 0.64 hectares, it is significantly smaller than the minimum subdivision area of 40 hectares indicated in the Latrobe Planning Scheme. As such, the land could not be developed if sold as a stand-alone lot.

As shown on the attachment 1 (aerial photograph), the land on either side of this parcel forms part of 97 Ryland Way, Moe South (Lot S2 on PS 300458D). At the time of the original transfer a carriageway easement, shown as E-1 on Title Plan 142956B, attachment 2 was created over the land acquired by the former Shire of Narracan in favour of the adjoining property owner to enable access to the neighbouring land to the north.

It has been noted that part of the Council land extends beyond the boundary of the neighbouring property and is located between the current alignment of the Moe South Road and the neighbouring property at 245 Moe South Road. This section would need to be retained by Council should the land be transferred to the owner of 97 Ryland Way.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

One issue that may need to be addressed, should Council resolve to sell the land, is the purchase price. Given the size of this parcel, approximately 6400 square meters, the market value of the land could be significant even when taking into account the factors detailed previously.

RISK IMPLICATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

Costs associated with the statutory process are minimal, being the cost of notices in the Latrobe Valley Express inviting public comment on the proposed sale of land.

Should Council resolve to sell the land, all valuation, legal and survey costs associated with the transfer and consolidation of the land would be the responsibility of the purchaser.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Public comment has been sought via:

- Public notices published in the Latrobe Valley Express on Thursday, 21 April, Monday, 25 April and Thursday, 28 April 2016.
- Notice displayed at the corporate headquarters,
- Letters sent to the owners of 245 and 295 Moe South Road, and
- Details placed on the Latrobe City Council website.

Details of Community Consultation / Results of Engagement:

One submission ([attachment 3](#)) has been received from Richard Horseman Lawyers, on behalf of the owner of 97 Ryland Way, in support of the original application requesting that they be allowed to acquire the land on the basis that;

- The sale price be determined by a qualified valuer appointed by Council; and
- The applicant pays all reasonable legal and survey costs associated with the transfer and consolidation of the land.

It is noted that the submission also provides an estimate of the value of the land between \$4000 and \$6000 based upon the current site value of the applicant's property as well as an estimate from John Kerr Real Estate.

The actual purchase price will be based upon an independent valuation that will be obtained by Council (paid for by the applicant) in accordance with Section 189 of the *Local Government Act 1989* and it is likely that this will be higher than the estimates included in the submission.

OPTIONS

Council may now resolve to:

1. Determine that the parcel of land currently fenced into 97 Ryland Way, Moe South, is surplus to both community and Council requirements and resolve to sell part of the land to the adjoining property owner, or
2. Determine that the parcel of land currently fenced into 97 Ryland Way, Moe South, is required for either community or Council use and advise the applicant that Council declines to sell the land.

CONCLUSION

Council has received a request from the owner of 97 Ryland Way, Moe South, to acquire part of a parcel of land that is currently fenced into the property and used for grazing.

This land was originally acquired by the former Shire of Narracan in 1989 for the realignment of the Moe South Road however it is unlikely to ever be required for this purpose in the future and is therefore considered to be surplus to Council requirements.

Having given public notice of the proposed sale of land and considered the submission that has been received it is recommended that Council resolve to sell part of Lot 1 on Title Plan 142956B to the adjoining property owner.

SUPPORTING DOCUMENTS

Nil

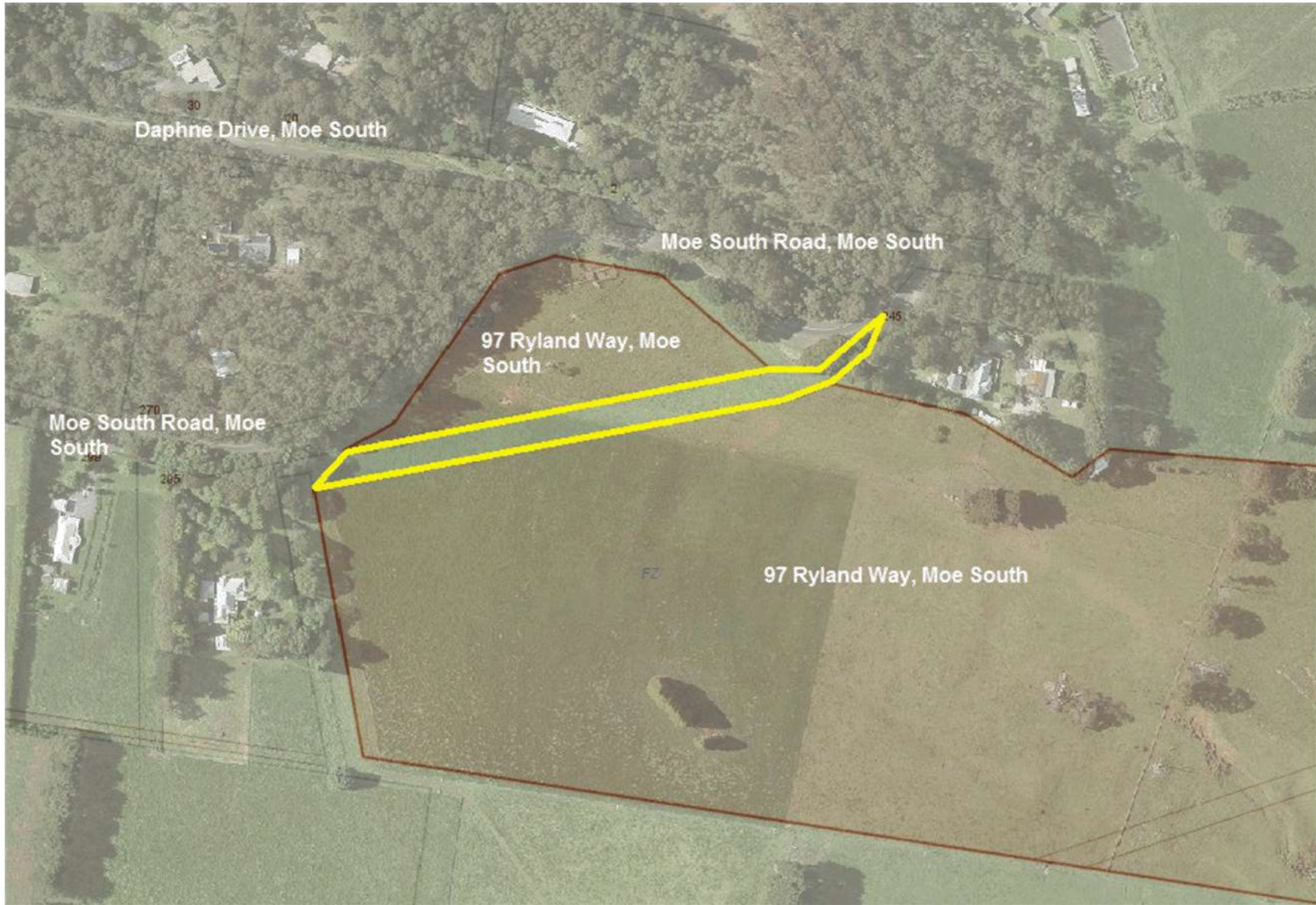
Attachments

1. Aerial Image
2. Copy of Title Plan 142956B
3. Submission received from Richard Horseman Lawyers (Published Separately)
(Confidential)

10.2

Potential Sale of Land - Ryland Way, Moe South

- 1 Aerial Image 63**
- 2 Copy of Title Plan 142956B 65**



ES of Section 32 of the Sale of Land Act 1962 or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LTA® System. The State of Victoria accepts no responsibility for any subsequent release, publication or reproduction of the information.

TITLE PLAN		EDITION 1		TP 142956B							
Location of Land Parish: MOE Township: Section: Crown Allotment: 114 (PT) Crown Portion: Last Plan Reference: CP162338H Derived From: VOL 9920 FOL 837 Depth Limitation: NIL			Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN								
Description of Land / Easement Information ENCUMBRANCES AS TO THE LAND SHOWN MARKED "E-1" THE CARRIAGE WAY EASEMENT CREATED BY TRANSFER M242356D			THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 14/09/1999 VERIFIED: PJ								
<table border="1"> <tr> <th colspan="2">TABLE OF PARCEL IDENTIFIERS</th> </tr> <tr> <td colspan="2">WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962</td> </tr> <tr> <td colspan="2">PARCEL 1 = LAND IN CP162338H (PT)</td> </tr> </table>						TABLE OF PARCEL IDENTIFIERS		WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962		PARCEL 1 = LAND IN CP162338H (PT)	
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PARCEL 1 = LAND IN CP162338H (PT)											
LENGTHS ARE IN METRES		Metres = 0.3048 x Feet Metres = 0.201168 x Links		Sheet 1 of 1 sheets							

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Nil reports

CITY DEVELOPMENT

14. CITY DEVELOPMENT

**14.1 AUTHORISATION TO PREPARE AN AMENDMENT TO THE
LATROBE PLANNING SCHEME - CORRECTION OF MINOR
ANOMALIES**

General Manager

City Development

For Decision

PURPOSE

The purpose of this report is for Council to consider a request to be made to the Minister for Planning to prepare and approve proposed Planning Scheme Amendment C98 under Section 20(4) of the *Planning and Environment Act 1987* (the Act). The amendment seeks to correct minor mapping and ordinance anomalies within the Latrobe Planning Scheme (the Scheme).

EXECUTIVE SUMMARY

Councils often undertake 'technical' amendments to Planning Schemes in order to correct anomalies. Given the procedural nature of these types of amendments, they are generally undertaken by the Minister for Planning under section 20(4) of the Act, which exempts council from having to give formal notice of the amendment.

In response to the identification of minor mapping and ordinance anomalies, an amendment to the Latrobe Planning Scheme is proposed.

The amendment proposes to correct two minor mapping anomalies affecting land at 1–5 Coach Road, Newborough and 43-45 Mount Hope Road, Tyers.

The amendment also proposes to correct four ordinance anomalies throughout the Scheme, one of which is a minor spelling error, one a minor mapping change and two relating to the removal of an incorporated document which is no longer required within the Scheme.

The anomalies are provided as Attachments 1 and 2 of this report and are also discussed in detail in the Key Points/ Issues section of this report.

Consultation with property owners affected by the proposed amendment has occurred and written consent from each land owner has been received (see Attachment 4).

RECOMMENDATION

That Council requests the Minister for Planning to prepare and approve proposed Planning Scheme Amendment C98, which seeks to correct mapping and ordinance anomalies within the Latrobe Planning Scheme, under Section 20(4) of the *Planning and Environment Act 1987*.

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley**Strategic Objectives – Built Environment (City Planning)*

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

Strategic Objectives – Governance

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

*Latrobe City Council Plan 2013 - 2017**Themes and Objectives**Theme 5: Planning for the future*

*To provide a well planned, connected and liveable community.
To provide clear and concise policies and directions in all aspects of planning.*

Strategic Direction – Planning for the future

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

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

Legislation

The provisions of the Latrobe Planning Scheme and the following legislation apply to this amendment:

- *Local Government Act 1989*
- *Planning and Environment Act 1987*
- *Transport Integration Act 2010*

The proposal is considered to be consistent with this legislation.

BACKGROUND

Councils often undertake 'technical' amendments to Planning Schemes in order to correct anomalies. Given the procedural nature of these types of amendments, they are generally undertaken by the Minister for Planning under section 20(4) of the Act, which exempts council from having to give formal notice of the amendment.

The changes incorporated within this proposed amendment have been identified through enquiries from landowners and by Latrobe City Council planning officers.

The anomalies which form this proposed amendment have been discussed with the Department of Environment, Land, Water and Planning (DELWP) who have advised that these anomalies are appropriate to form part of this proposed technical amendment because they are clearly an error or the documents are redundant.

Statutory Requirements

Each amendment must address the Department of Environment, Land, Water and Planning (DELWP) publication *Strategic Assessment Guidelines for Planning Scheme Amendments*. A response to these guidelines is outlined in the attached Explanatory Report (see Attachment 3).

The proposal is consistent with the State Planning Policy Framework and the Municipal Strategic Statement (MSS). This is also explained in the attached Explanatory Report (see Attachment 3).

INTERNAL/EXTERNAL CONSULTATION

A section 20(4) amendment allows for the Minister for Planning to exempt him or herself from the notice requirements under the Act. This is at the discretion of the Minister if he or she determines that the amendment warrants intervention from the standard Planning Scheme Amendment notification process.

Given the procedural nature of this proposed amendment, it is appropriate that the amendment be exempt from notification, given that those landowners affected by the mapping anomalies have been contacted and written consent from each owner has been received (see Attachment 4).

The anomalies which form the basis for this proposed Planning Scheme Amendment have been discussed with DELWP who have advised that these anomalies are appropriate to form part of this proposed technical planning scheme amendment.

KEY POINTS/ISSUES

The mapping anomalies are shown in Attachment 1 and are detailed below:

- **Mapping Anomaly 1**

Owner: Privately Owned

Property: 1 – 5 Coach Road, Newborough

Reasoning: Incorrect zoning as the land is privately owned

Current Zone: Public Park Recreation Zone

Proposed Zone: General Residential Zone - Schedule 1

Justification: The Yallourn Bowling Club has requested that their site be rezoned in order to more appropriately reflect the use/ ownership of the site as well as to allow the opportunity to subdivide the land in order for the Club to have equity into the future.

The Yallourn Bowling Club site is unique to other Bowling Clubs within the municipality in that two dwellings currently exist on site. Latrobe City Council understands that one is occupied by the caretaker of the Bowling Club and the other is privately leased.

The rezoning of the site to General Residential Zone (GRZ) is considered appropriate given the purpose of the GRZ among other things, is to allow for recreational, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Additionally, Ministerial Direction under Section 7(5) Clause 12 of the *Planning and Environment Act 1987* states that:

'A planning scheme may only include land in a Public Use Zone, a Public Park and Recreation Zone or a Public Conservation and Resource Zone if the land is Crown land, or is owned by, vested in or controlled by a Minister, government department, public authority or municipal council.'

Therefore it is determined that as the subject land is in private ownership, the land should not be zoned Public Park and Recreation Zone (PPRZ).

It is also considered that the GRZ is an appropriate zone as a significant portion of the surrounding area is in the GRZ and a number of other Bowling Clubs within the municipality are also currently zoned GRZ.

Latrobe City Council's rates department after consultation with the property valuer have indicated that there will likely be a minimal increase in rates associated with the rezoning of the land from PPRZ to GRZ. As the primary use of the land remains unchanged the Yallourn Bowling Club will continue to be eligible for the Cultural and Recreational Land (Type 2) discount, currently equivalent to a 40% reduction to the general rate.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

This advice was provided to the Yallourn Bowling Club with the invitation to speak with Latrobe City Councils rates department should they require further clarification on the potential rates implication. The Yallourn Bowling Club provided consent to proceed with the rezoning, acknowledging the potential rate implications and this is provided at Attachment 4.

- **Mapping Anomaly 2**

Owner: Privately Owned

Property: 43/45 Mount Hope Road, Tyers

Reasoning: Incorrect split zoning

Current Zone: Farming Zone & Rural Living Zone – Schedule 4

Proposed Zone: Farming Zone

Justification: This error was identified by planning officers and is a mapping anomaly which may have occurred by mistake at the time of rezoning. Split zones create confusion for owners and potential purchasers in relation to future opportunities for the land.

The area proposed to be rezoned makes up for 0.1 hectares or approximately 0.17% of the subject site. It is considered appropriate for the remainder of the site to be rezoned to Farming Zone as 99.9% of the site is correctly zoned Farming Zone. The total site area within the Farming Zone will increase from approximately 77 hectares to 77.1 hectares.

The subject site is within one title boundary.

ORDINANCE ANOMALIES

All ordinance anomalies are shown in Attachment 2 and are detailed below:

- **Ordinance Anomaly 1**

Clause/ Schedule: Clause 37.01 -Special Use Zone – Schedule 1 (Table of Uses)

Detail of Error: Spelling error in the Table of Uses – Section 1 Use: Mining

*“The top of the excavation must be at **lease** 1000 metres from a paper mill, residential zone, land used for a hospital or school or land in a Public Acquisition Overlay for a hospital or school.”*

Proposed Change: Update spelling from ‘lease’ to ‘least’.

Justification: This is a spelling error.

- **Ordinance Anomaly 2**

Clause/ Schedule: Clause 21.05 – Main Towns (Moe/Newborough Structure Plan)

Detail of Error: Within the updated Moe/Newborough Structure Plan, the 'Proposed Neighbourhood Activity Centre' in area 13 has been removed in error.

Proposed Change: Reinstate the 'Proposed Neighbourhood Activity Centre' in area 13 of the Moe/ Newborough Structure Plan.

Justification: Through Amendment C86 (Implementation of Lake Narracan Precinct Structure Plan and update to the Moe/ Newborough Structure Plan) the '*possible future neighbourhood centre*' has been removed in error from area 13. Amendment C86 only sought to update the Moe/ Newborough Structure Plan to include the Lake Narracan Precinct Structure Plan area into the township boundary. Therefore, the removal of the 'possible future neighbourhood centre' was done in error.

- **Ordinance Anomaly 3**

Clause/ Schedule: Schedule to Clause 81.01 – Incorporated Documents

Detail of Error: The *Traralgon Civic Precinct Plan, Latrobe City, 5 July 2004* which is currently an incorporated document is redundant.

Proposed Change: Removal of the *Traralgon Civic Precinct Plan, Latrobe City, 5 July 2004* from the Schedule to Clause 81.01 of the Latrobe Planning Scheme.

Justification: The '*Traralgon Civic Precinct Plan, Latrobe City, 5 July 2004*' was incorporated into the Latrobe Planning Scheme (the Scheme) in 2004. The Plan ensures that all development of land within the Public Use Zone 6 affecting land within the Traralgon Civic Precinct bounded by Kay Street, Church Street, Grey Street and Breed Street, Traralgon must be in accordance with the Traralgon Civic Precinct Plan as adopted by Latrobe City Council at the Ordinary Council Meeting held on 5 July 2004.

As the document is incorporated within the Scheme, it carries the same weight as any other part of the Scheme. Therefore if a proposed development was not in accordance with this plan, it would be likely refused at the planning permit stage unless there was clear strategic justification to depart from the direction in the Incorporated Document.

The Incorporated Document outlined five items which must be considered when assessing all future developments on land within the Traralgon Civic Precinct. These were as follows:

- a) *Relocation of Traralgon Library to the current Civic Complex to be co-located with the Traralgon Service Centre.*
- b) *Relocation of the Traralgon Neighbourhood Learning House to the Kath Teychenne Centre.*
- c) *Retention of the Function Room, Council Chamber and Mayoral Meeting Room.*
- d) *Establishment of Maternal and Child Health Centre in West Wing.*
- e) *Removal of North Wing for development of extended car parking for Latrobe Performing Arts Centre.*

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

The Traralgon Civic Precinct Plan was established to guide the development of the precinct into the future. It is considered that the Traralgon Civic Precinct Plan should now be removed as an incorporated document within the Scheme for the following reasons:

- All of the directions outlined in the plan as a,b,c,d and e above have been completed and have reached the desired outcome of the Plan.
- The Traralgon Civic Precinct Plan that was adopted in 2004 is outdated and is inconsistent with current and future strategic intent for the site, as identified under the new Latrobe Creative Precinct Plan (LCPP). The LCPP is intended to become a Reference Document in the Scheme as part of a future Planning Scheme Amendment and will guide the future strategic direction of the site.
- It is considered that the Traralgon Civic Precinct Plan should not be an Incorporated Document as its format and content does not allow for changes which are needed to occur once the Plans desired outcomes were achieved.

Without the removal of the Traralgon Civic Precinct Plan as an Incorporated Document in the Scheme, any proposed development which requires a planning permit that is not consistent with a-e above would be likely to be recommended for refusal due to the weight required to be given to Incorporated Documents when deciding planning permit applications. The difficulty also arises if Council were to defend a position at VCAT that was inconsistent with the Traralgon Civic Precinct Plan.

These issues present a risk to Council and could cause significant delays to the future development of the LCPP.

The *Traralgon Civic Precinct Plan* as shown in the Scheme, as well as background information in relation to the works undertaken in relation to recommendations a - e of the Plan are shown within Attachment 5.

• Ordinance Anomaly 4

Clause/ Schedule: Clause 36.01 – Schedule to the Public Use Zone

Detail of Error: Conditions relating to the *Traralgon Civic Precinct* within the Schedule states that development “*Must be in accordance with the Traralgon Civic Precinct Plan as adopted by the Latrobe City Council.*”

Proposed Change: Delete the condition that states development “*Must be in accordance with the Traralgon Civic Precinct Plan as adopted by the Latrobe City Council.*”

Justification: This condition is proposed to be removed because the incorporated plan entitled *Traralgon Civic Precinct Plan* will no longer exist in Clause 81.01 of the Scheme (refer to Ordinance Anomaly 3 above.)

RISK IMPLICATIONS

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

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

There is not considered to be any risks associated with this report given that the proposed amendment is administrative in nature and landowners affected by mapping changes have been consulted with and their consent to proceed with the amendment has been received.

FINANCIAL AND RESOURCES IMPLICATIONS

The financial implications of the Ministerial amendment request are limited to the statutory fees.

Funds have been allocated in the current 2015/16 budget year to enable this planning scheme amendment to proceed.

OPTIONS

The options available to Council are as follows:

1. That Council pursues proposed Planning Scheme Amendment C98 and supports the request to be made to the Minister for Planning to seek ministerial intervention under section 20(4) of the *Planning and Environment Act 1987*.

Or

2. That Council does not support the request to be made to the Minister for Planning to seek ministerial intervention under section 20(4) of the *Planning and Environment Act 1987* for proposed Planning Scheme Amendment C98.

CONCLUSION

Planning Scheme Amendment C98 proposes to correct two minor mapping anomalies affecting land at 1 – 5 Coach Road, Newborough and 43-45 Mount Hope Road, Tyers.

The amendment also proposes to correct four ordinance anomalies throughout the Scheme, one of which is a minor spelling error, one a minor mapping change and two relating to the removal of an Incorporated Document which is no longer required within the Scheme.

Consultation with property owners affected by the proposed amendment has occurred and written consent from each owner has been received.

The correction of these anomalies is a procedural matter and will ensure the accuracy of the Latrobe Planning Scheme and the reflection of the correct use of land within the municipality.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Mapping Anomalies
2. Ordinance Anomalies
3. Draft Amendment C98 Explanatory Report
4. Landowner consent (Published Separately) (Confidential)
5. Traralgon Civic Precinct Plan Recommendations

14.1

Authorisation to Prepare an Amendment to the Latrobe Planning Scheme - Correction of Minor Anomalies

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3	Draft Amendment C98 Explanatory Report	95
5	Traralgon Civic Precinct Plan Recommendations	99

Mapping Anomaly 1

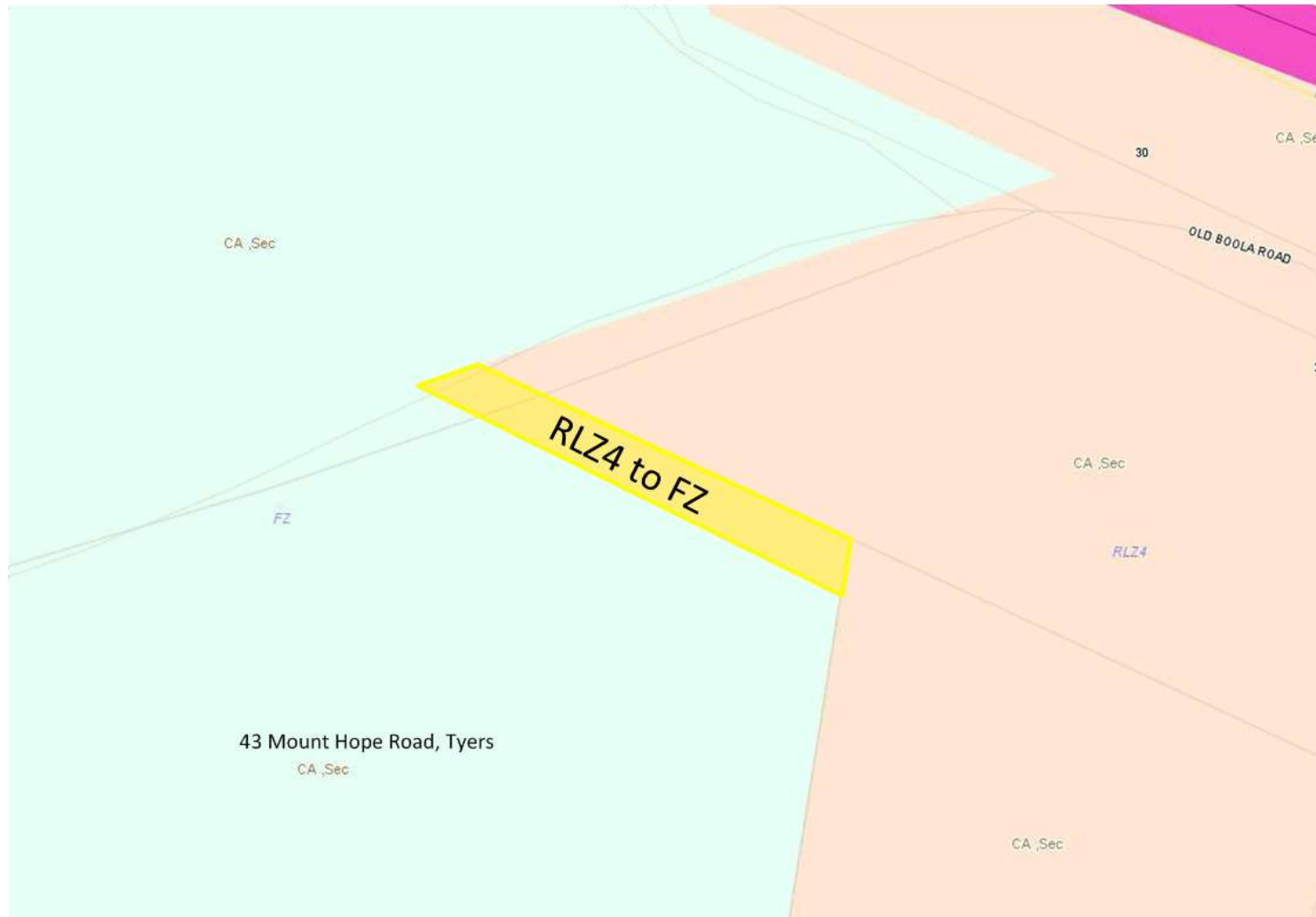
1-5 Coach Road, Newborough



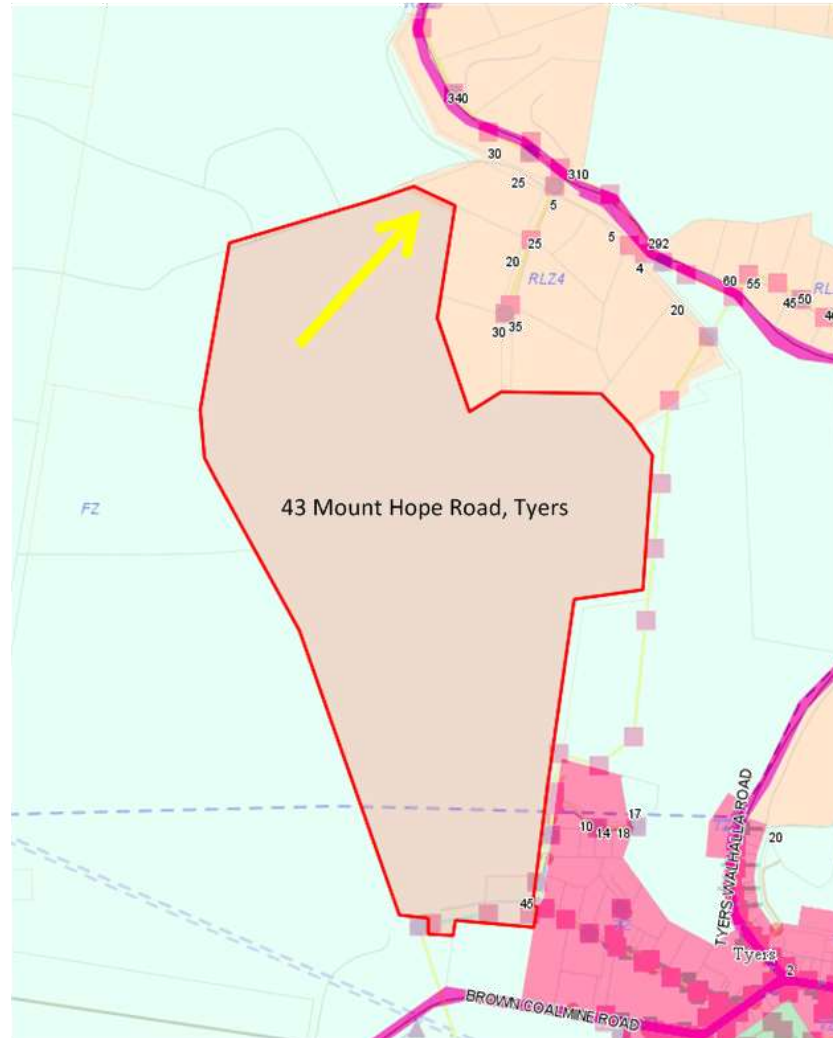


Mapping Anomaly 2

43/45 Mount Hope Road, Tyers



Mapping Anomaly 2 continued





LATROBE PLANNING SCHEME

Ordinance Anomaly 112/09/2013
C81**SCHEDULE 1 TO THE SPECIAL USE ZONE**Shown on the planning scheme map as **SUZ1**.**BROWN COAL****Purpose**

To provide for brown coal mining and associated uses

To provide for electricity generation and associated uses

To provide for interim and non-urban uses which protect brown coal resources and to discourage the use or development of land incompatible with future brown coal mining and industry

1.021/06/2012
C71**Table of Uses****Section 1 - Permit Not Required**

Use	Condition
Apiculture	Must meet the requirements of the Apiary Code of Practice, May 1997.
Crop raising (other than Timber production)	
Dependent person's unit	Must be the only dependent person's unit on the lot. Must meet the requirements of Clause 2.0 of this schedule.
Dwelling (other than Bed and breakfast)	The land must be at least 25 hectares, or have been reduced to less than 25 hectares by a realignment or excision granted under Clause 62.02 of this scheme or Clause 3.0 of this schedule. Must be the only dwelling on the lot. Must meet the minimum requirements of Clause 2.0 of this schedule.
Extensive animal husbandry	
Extractive industry	Must be directly associated with the mining, processing, or treatment of brown coal, or the generation, transmission, or distribution of electricity. All of the land must be at least 1000 metres from land (not a road) which is in a residential zone, business zone, land used for a hospital or school or land in a Public Acquisition Overlay for a hospital or school.
Home occupation	
Industry	Must be directly associated with the mining, processing, or treatment of brown coal, or the generation, transmission, or distribution of electricity. All of the land must be at least 1000 metres

LATROBE PLANNING SCHEME

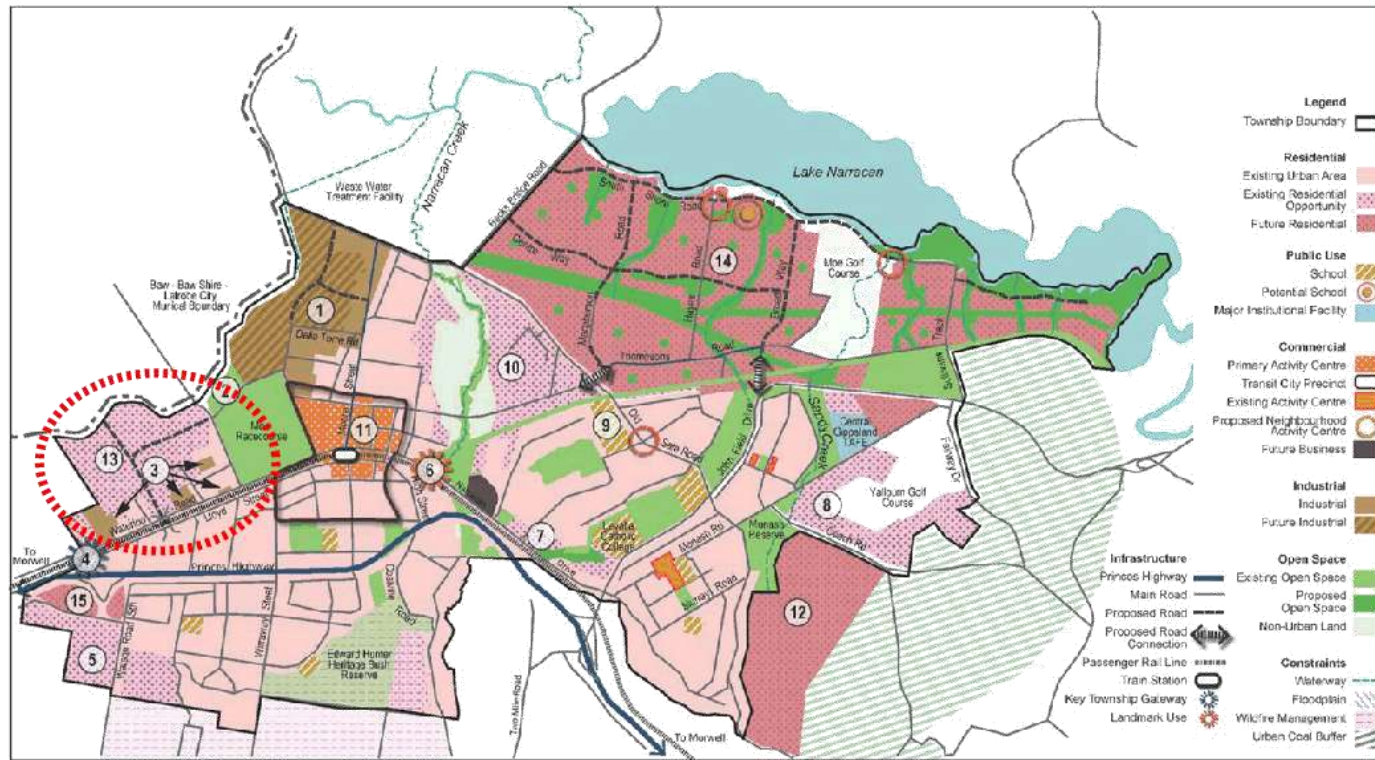
Use	Condition
	from land (not a road) which is in a residential zone, business zone, land used for a hospital or school or land in a Public Acquisition Overlay for a hospital or school.
Informal outdoor recreation	
Mineral exploration	
Mining	<p>Must meet the conditions of Clause 52.08 of this scheme.</p> <p>The top of the excavation must be at least 1000 metres from a paper mill, residential zone, land used for a hospital or school or land in a Public Acquisition Overlay for a hospital or school.</p>
Minor utility installation	
Natural systems	
Railway	
Road	
Search for stone	Must not be costeaning or bulk sampling.
Timber production	All of the land must be at least 1000 metres from land covered by a mining licence, or Order made by the Governor-in-Council under Section 47A of the Electricity Industry Act 1993.
Tramway	
Utility installation (other than Minor utility installation)	<p>Must be directly associated with the mining, processing, or treatment of brown coal, or the generation, transmission, or distribution of electricity.</p> <p>All of the land must be at least 1000 metres from land (not a road) which is in a residential zone, business zone, land used for a hospital or school or land in a Public Acquisition Overlay for a hospital or school.</p>
Warehouse	<p>Must be directly associated with the mining, processing, or treatment of brown coal, or the generation, transmission, or distribution of electricity.</p> <p>All of the land must be at least 1000 metres from land (not a road) which is in a residential zone, business zone, land used for a hospital or school or land in a Public Acquisition Overlay for a hospital or school.</p>
Section 2 - Permit required	
Use	Condition
Agriculture (other than crop raising and extensive animal husbandry)	
Bed and breakfast	
Convenience shop	
Dependent person's unit – if the Section 1 condition is not met	Must meet the requirements of Clause 2.0 of this schedule.

Ordinance Anomaly 2

Current Moe/ Newborough Structure Plan




MUNICIPAL STRATEGIC STATEMENT - CLAUSE 21.05

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Moe - Newborough Structure Plan

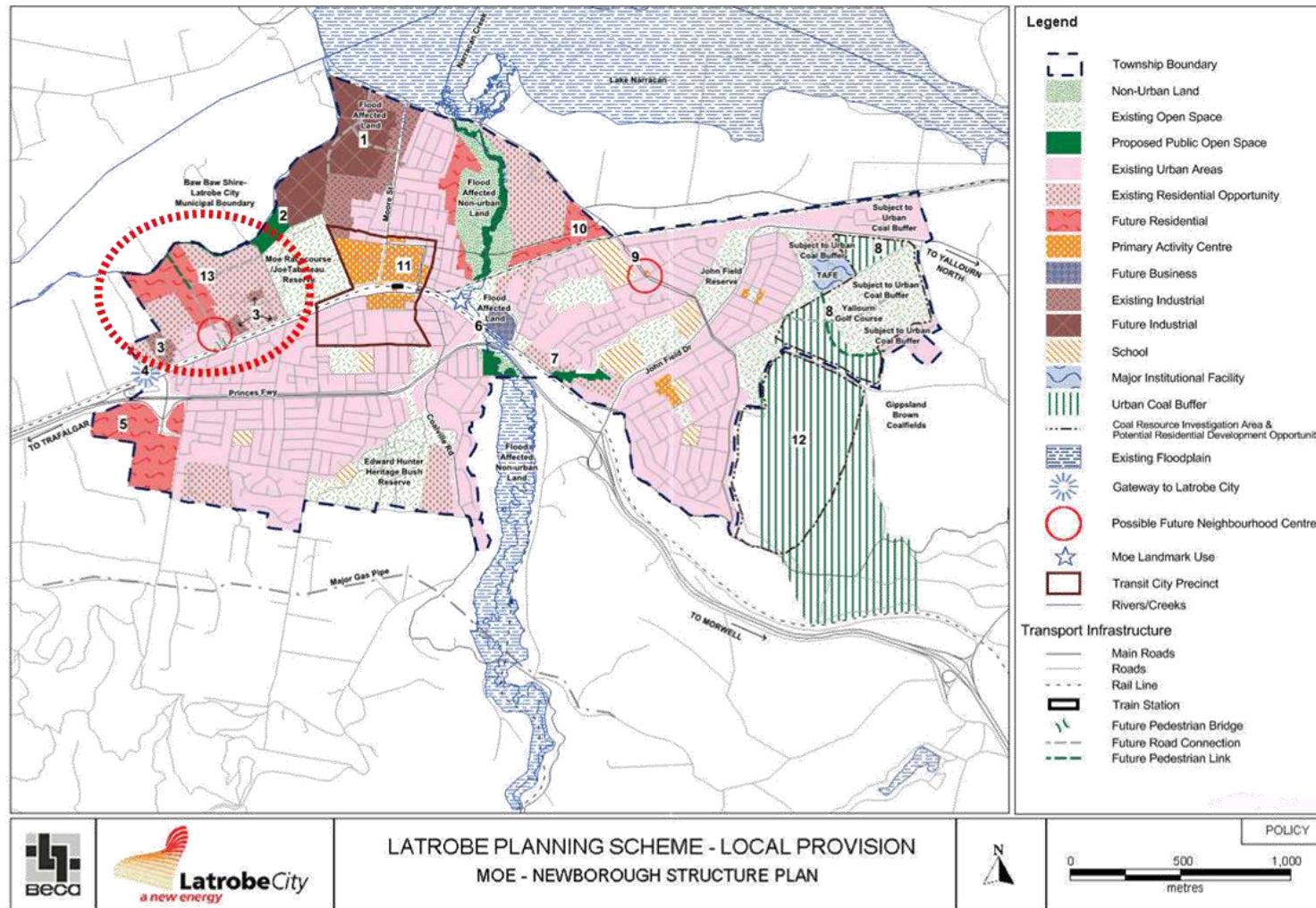
LATROBE PLANNING SCHEME

 <p>Latrobe City a new energy</p>	<p>LATROBE PLANNING SCHEME - LOCAL PROVISIONS MOE - NEWBOROUGH STRUCTURE PLAN</p>		<p>POLICY</p> 
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Previous Moe/ Newborough Structure Plan

MUNICIPAL STRATEGIC STATEMENT - CLAUSE 21.05

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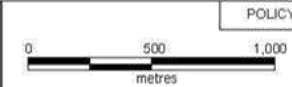


Moe - Newborough Structure Plan

LATROBE PLANNING SCHEME



LATROBE PLANNING SCHEME - LOCAL PROVISION
MOE - NEWBOROUGH STRUCTURE PLAN



POLICY

LATROBE PLANNING SCHEME

Ordinance Anomaly 317/12/2015
C86**SCHEDULE TO CLAUSE 81.01**

Name of document	Introduced by:
Australian Standard AS2021-2015, Acoustics – Aircraft Noise Intrusion – Building Siting and Construction, Standards Australia Limited, 2015	VC107
Basslink – Land Use and Development Controls, 2002	C20
Lake Narracan Development Contributions Plan, March 2015	C86
Lake Narracan Native Vegetation Precinct Plan, March 2015	C86
Lake Narracan Precinct Structure Plan, March 2015	C86
Latrobe City Heritage Overlay – Planning Permit Exemptions & Application Requirements Incorporated Plan July 2010	C14
Latrobe City Heritage Study. Volume 3: Heritage place & precinct Citations July 2010	C14
Latrobe Regional Airport Obstacle Limitation Surfaces Plan, Latrobe Airport Management Council, 3 November 1999	NPSI
NovaPower, Network Support Sub-station Incorporated Document, November 2012	C80
Princes Highway Duplication, Traralgon East to Kilmany, Incorporated Document, November 2012	C65
Rail Infrastructure Projects (comprising the Rail Gauge Standardisation Project, the Regional Fast Rail Project and the Fibre Optic Project), December 2002	VC17
Small Lot Housing Code, August 2014	C86
The Traralgon Civic Precinct Plan, Latrobe City, 5 July 2004	C28

LATROBE PLANNING SCHEME

Ordinance Anomaly 416/01/2014
C79**SCHEDULE TO THE PUBLIC USE ZONE**

Public land	Use or development	Conditions
Traralgon Civic Precinct bounded by Kay, Church, Grey and Breed Streets, Traralgon	Accommodation, Art and craft centre, Car park, Child care centre, Education Centre, Industry, Leisure and recreation, Office, Place of assembly, Research centre, Retail premises, Public transport interchange.	Must be in accordance with the Traralgon Civic Precinct Plan as adopted by the Latrobe City Council.
Moe Rail Station Precinct (northern part of the land at 10 Lloyd Street, and 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25 and 27 George Street, Moe)	Bus terminal, Car park, Education centre, Minor sports and recreation facility, Office, Place of assembly, Public transport interchange, Railway station, Retail premises	Must be in accordance with the Moe Rail Precinct Revitalisation Project Design as adopted by the Latrobe City Council.

Land	Advertising Sign Category
Traralgon Civic Precinct bounded by Kay, Church, Grey and Breed Streets, Traralgon	Category 2
Moe Rail Station Precinct (northern part of the land at 10 Lloyd Street, and 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25 and 27 George Street, Moe)	Category 1

Planning and Environment Act 1987

LATROBE PLANNING SCHEME

AMENDMENT C98

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Minister of Planning who is the planning authority for this amendment.

The amendment has been made at the request of Latrobe City Council.

Land affected by the Amendment

The Amendment applies to 1-5 Coach Road, Newborough and 43-45 Mount Hope Road, Tyers and also makes changes to clauses as outlined below.

What the amendment does

The amendment rezones the following privately owned land:

- 1-5 Coach Road, Newborough being CA5V from Public Use Zone – Schedule X to General Residential Zone.
- 43-45 Mount Hope Road, Tyers being Lot 8 PS127549 from Farming Zone and Rural Living Zone Schedule 4 to Farming Zone.

The amendment makes changes to the following schedules:

- Clause 37.01 Special Use Zone – Schedule 1, in subclause 1.0 under 'Section 1 – Permit Not Required - Mining' replace the word 'lease' with 'least'.
- Clause 21.05 Main Towns – Moe/ Newborough Structure Plan, insert a revised Moe/Newborough Structure Plan showing a 'Proposed Neighbourhood Activity Centre' in area 13.
- Clause 81.01 Incorporated Documents – Schedule to Clause 81.01, remove reference to the 'Traralgon Civic Precinct Plan, Latrobe City, 5 July 2004'.
- Clause 36.01 – Schedule to the Public Use Zone, remove the Condition 'Must be in accordance with the Traralgon Civic Precinct Plan as adopted by the Latrobe City Council'.

Strategic assessment of the Amendment

Why is the Amendment required?

The amendment is required to correct zone mapping and ordinance anomalies identified through enquiries from landowners and by Latrobe City Council planning officers.

The amendment is required to correct a spelling error in Schedule 1 to the Public Use Zone, amend the Moe/Newborough Structure Plan in Clause 21.05 and remove references to the *Traralgon Civic Precinct Plan* in Schedule 1 to the Public Use Zone and Schedule to Clause 81.01

How does the Amendment implement the objectives of planning in Victoria?

This amendment implements the following objectives of planning in Victoria as outlined in section 4 (1) of the *Planning and Environmental Act 1987*:

- a) *To provide for a fair, orderly and economic and sustainable use and development of land.*

How does the Amendment address any environmental, social and economic effects?

It is considered that the amendment would not have any environmental, social or economic effects as it simply corrects minor mapping and ordinance anomalies in the Scheme.

Does the Amendment address relevant bushfire risk?

The amendment is administrative in nature and is considered to not impact on bushfire risk as it is simply amending minor mapping anomalies.

Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes and the Strategic Assessment of Amendments under section 7(5) of the Act.

The amendment will not compromise the implementation of any Ministerial Direction's, given that it is a correction to the planning scheme.

How does the Amendment support or implement the State Planning Policy Framework and any adopted State policy?

The amendment does not alter the intent or implications of the State Planning Policy Framework. The amendment will ensure that clear policy direction is provided for the use and development of land by making corrections.

How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The amendment ensures that use and access of the Planning Scheme is in line with the Department's requirements for consistency across all Victorian Planning Schemes.

There are not considered to be any specific Local Planning Policy issues raised by the changes and therefore the amendment is not considered to be contrary to any Local Planning Policies.

Does the Amendment make proper use of the Victoria Planning Provisions?

By correcting the identified anomalies in the planning scheme the amendment makes proper use of the Victorian Planning Provisions.

How does the Amendment address the views of any relevant agency?

There are not considered to be any issues to be addressed by any agencies in respect of this amendment. The amendment is technical in nature and does not require any approvals from government agencies. All landowners affected by the amendment have either requested the corrections or have been contacted advising them of the amendment.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The Amendment is administrative in nature and considered to not have an impact of the *Transport Integration Act 2010*.

Resource and administrative costs**• What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The amendment is not expected to have any significant effect on the resource and administrative costs of the responsible authority as it corrects a number of anomalies in the scheme.

Where you may inspect this Amendment

The Amendment is available for public inspection, free of charge, during office hours at the following places:

- Latrobe City Council, Corporate Headquarters, 141 Commercial Road, Morwell VIC 3840
- Latrobe City Council, Traralgon Service Centre, 34-38 Kay Street, Traralgon VIC 3844
- Latrobe City Council, Moe Service Centre, 44 Albert Street, Moe VIC 3825
- Latrobe City Council, Churchill Service Centre, 9 – 11 Philip Parade, Churchill VIC 3842

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection.

Traralgon Civic Precinct Masterplan – Background Information

Recommendations of the Traralgon Civic Precinct Masterplan July 2004

- a) *Relocation of Traralgon Library to the current Civic Complex to be co-located with the Traralgon Service Centre.*

The relocation of the Traralgon Library was undertaken on 28 November 2005.

The Traralgon Service Centre and Library are still in operation at this location today. The proposal of the Latrobe Creative Precinct will keep the buildings with their current form and use.



- b) *Relocation of the Traralgon Neighbourhood Learning House to the Kath Teychenne Centre.*

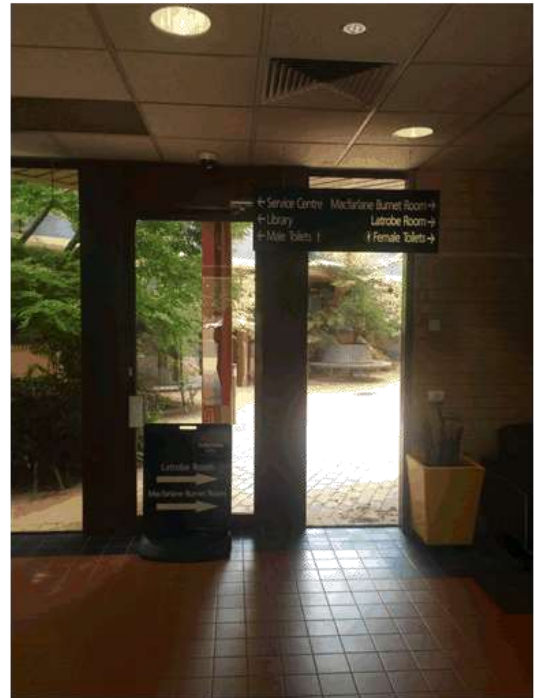
The Traralgon Neighbourhood Learning House has been moved to the Kath Teychenne Centre on 11-13 Breed Street. The Traralgon Neighbourhood Learning House is still at this location today.



Traralgon Civic Precinct Masterplan – Background Information

- c) *Retention of the Function Room, Council Chamber and Mayoral Meeting Room.*

The Function Room, Council Chamber and Mayoral Meeting Room is still within use as meeting rooms for Latrobe City Council. These rooms are known as Latrobe Room (Function Room), McFarlane Burnett Room (Council Chamber) and McFarlane Burnett Room (Council Chamber) and McFarlane Burnett Ante Room (Mayoral Meeting Room). They are used as meeting rooms for a range of services for both internal and external customers.



- d) *Establishment of Maternal and Child Health Centre in West Wing.*

The Maternal and Child Health Centre was established in May 2006 and is still in operation.



Traralgon Civic Precinct Masterplan – Background Information

- e) *Removal of North Wing for development of extended car parking for Latrobe Performing Arts Centre.*

The removal of the north wing has been completed. The construction of car parking on this site has not occurred.

Car parking will be considered as part of the Latrobe Creative Precinct Plan, as this site forms part of the footprint for the new building to be constructed as part of the Precinct.



2004 Aerial (Above)



2014 Aerial (Above)

14.2 PROPOSED - COMMUNITY AMENITY LOCAL LAW NO.2 2016

General Manager

City Development

For Decision

PURPOSE

The purpose of this report is to seek the resolution of Council to give notice of its intention to make the Community Amenity Local Law No.2 2016 in accordance with Council's resolution, following the consideration of the first phase of community consultation.

EXECUTIVE SUMMARY

The initial review of the draft Local Law 2015 was released to the community for consultation in January 2016. Following a review of submissions from the community, major amendments are proposed to specific clauses of the local law as follows:

- **Clause 73 Occasional Events in Council Parks, Gardens and Recreational Reserves** – This clause aims to implement a permit based system that deals with Occasional Events that are not otherwise indemnified by Council. The wording of the clause has been amended so that it is clear that reasonable use of a park by the general public is not affected.
- **Clause 77 Public Places** – This clause aims to ensure that festivals, public entertainment and other one-off events held in public places obtain a permit to do so.
- **Clause 94 Recreational Vehicles** – Based on the high volume of submissions from the community compared with the low number of complaints historically received, it is recommended that this clause be removed.
- **Clause 96 Dilapidated Buildings** – Whilst there were no submissions regarding this clause it is recommended that it be adjusted to provide clarity for landowners and strengthen penalties for commercial and industrial buildings.

Following the resolution, Officers will seek submissions from the community on the draft Local Law No.2 2016 using the following methods:

- Notice will be published in the Victorian Government Gazette for the prescribed period
- Public meetings will be held where all objectors will be invited to attend
- Social media campaign will be undertaken to request additional feedback

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

- Hard copies of the draft will be made available at all Council Service Centres for viewing

It is anticipated that a final report will be presented to Council to summarise the findings of the second round of community consultation in August 2016 and then be presented at the Ordinary Council Meeting on 12 September 2016 for adoption.

RECOMMENDATION

That Council:

1. Gives notice of its intention to make the Community Amenity Local Law No.2 2016, replacing Community Amenity Local Law No. 2 2009, as outlined in the Local Law Community Impact Statement.
2. Gives notice in the Victorian Government Gazette and by public notice in the local newspapers of its intention to make Local Law No. 2 2016, stating the purpose and general support of the draft Community Amenity Local Law No. 2 2016 and advising that any person affected by the proposed Local Law may make a submission relating to the proposed Local Law under Section 223 of the *Local Government Act 1989*;
3. In accordance with Section 223 of the *Local Government Act 1989*, considers and hears submissions received regarding the proposed Community Amenity Local Law No. 2 2016, at an Ordinary Meeting of Council to be held on 22 August 2016, at 6.00 pm, in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell; and
4. That a copy of the proposed draft Community Amenity Local Law No. 2 2016 be made available at Latrobe City's Customer Service Centres and Libraries, during their respective hours of operation, and on Council's website from 23 June 2016.

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Our Community

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

Strategic Objectives – Our Community

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: Affordable and sustainable facilities, services and recreation

Theme 3: Efficient, effective and accountable governance

Theme 4: Advocacy for and consultation with our community

BACKGROUND

At the Ordinary Council Meeting held 21 March 2016 a report was presented outlining submissions received with respect to the proposed draft Community Amenity Local Law No.2 2015 for Councils consideration, Council resolved the following motion;

That Council:

1. *Notes and considers all submissions received in relation to the proposed draft Community Amenity Local Law No.2 2015;*
2. *Requests a further report be presented no later than 20 June 2016 that identifies any changes to the proposed draft Community Amenity Local Law No.2 through consideration of these submissions;*
3. *That an amended draft Community Amenity Local Law No.2 2016 be put out to the public for consultation for a period of four weeks; and*
4. *A meeting is arranged with the submitters to discuss any alterations to the draft Community Amenity Local Law No.2.*

CARRIED UNANIMOUSLY

KEY POINTS/ISSUES

Section 111 of the *Local Government Act 1989* provides councils with the authority to make local laws. Local laws are designed to assist councils to balance the needs of the individual against the needs of the broader community, but are limited to areas which local councils have jurisdiction (except those things dealt with under the planning scheme) and cannot be inconsistent with any other laws (either state or federal).

An analysis of the community feedback regarding draft Local Law 2015 has been undertaken by Council Staff and adjustments are proposed to two of the clauses as a result of this analysis. An additional clause has been altered as a result of legal advice from Maddocks Lawyers. Officers also recommend amending the wording of Clause 96 to clearly articulate Councils desire to maintain safety and improve the amenity of vacant buildings.

Summary of submissions received:

Proposed Community Amenity Local Law No. 2 – Public Consultation Submissions		
Support	2	0.5%
Objections – Clause 94 – Recreational vehicles	368	88.5%
Objections – Others	45	11%
Total Submissions	414	100%

Of the total 414 submission received 364 (87%) were from residents within Latrobe City Council.

In conjunction with the submissions Latrobe City Council received a petition containing 478 signatories objecting to clause 94 Recreational vehicles and vehicle tracks on private property

A summary of the changes proposed is provided as follows:

Clause 73 Occasional Events in Council’s Parks, Gardens & Recreational Reserves

A number of comments were received regarding Clause 73 of draft Local Law 2015. There is a theme of concern from the submissions that the clause will hinder reasonable use of a park or reserve by the community; it is unclear what use requires a permit and what does not.

The clause was not intended to require a permit for normal enjoyment of a park or reserve. Rather, the clause seeks to ensure that those who want exclusive use of part of a park, or with an intention to erect temporary infrastructure (i.e. Marquee, play equipment) to support an Occasional Event, hold or obtain the appropriate insurance. Members of the community seeking a permit under this clause will be required to demonstrate appropriate insurance cover, or through a fee, receive the benefit of Council’s insurance for the Occasional Event.

Clause 77 Public Places

While no community feedback was received in support of or objection to this clause, legal advice received from Maddocks Lawyers on 20 May 2016 highlighted the potential for this clause to be misunderstood by the community who may feel it is now necessary to apply for a permit to hold regular local sporting events (Local football, cricket or netball competitions) which was not the intent.

This clause was intended to ensure that community members wishing to hold major community events, festivals and other one-off events in open public spaces would be required to obtain a permit to demonstrate their capacity to facilitate the event in a safe and orderly fashion with the appropriate planning and insurance issues covered.

Clause 94 Recreational Vehicles

Clearly, the majority of submissions received on draft Local Law 2015 were regarding clause 94, dealing with recreational vehicle use on private land. The theme of the submissions calls for a removal of this clause entirely. However, there were two submissions in support of this clause that should also be considered by Council.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

A review of this clause has been undertaken in line with best practice guidelines for making local laws, issued by the Minister for Local Government.

The objective of making this local law was to provide a mechanism for council to respond to and control the effects of potential nuisance caused by recreation vehicle users on private land and the nuisance caused by creation of small tracks for the same purpose.

However, it is acknowledged that the wording of the current clause is broad and does not appear to meet the objectives stated above. It appears to overly restrict the reasonable use of a recreational vehicle that would otherwise be enjoyed by the majority of the public.

Furthermore, records show that there have been two complaints received by the Local Laws department in the last ten years, which have been dealt with under existing state legislation; the *Public Health and Wellbeing Act 2008* and the *Environmental Protection Act 1970*. Additionally, the planning scheme triggers the requirement for a planning permit under the Planning and Environment Act 1989 for the use of a recreational vehicle track on residential land two hectares or more in size.

Based on the high volume of submissions from the community compared with the low number of complaints historically received (and that complaints of this nature can be dealt with under state legislation), it is recommend that this clause be removed.

Clause 96 Dilapidated Buildings

Whilst there were no submissions from the public regarding clause 96, the operation of the clause has been reviewed and there is potential confusion within the clause to create doubt about its ability to be enforced effectively.

The purpose of the local law is to deal with buildings that remain derelict and unsightly within the Municipal District. The clause confuses the requirement to undertake temporary repairs for security/safety with maintaining the building in a state of good repair, therefore it is considered appropriate to strengthen the wording for clarity.

Furthermore, it is also considered appropriate that a higher penalty apply to commercial and industrial land, given the higher impact on the community if such land was allowed to remain unsightly or derelict.

RISK IMPLICATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

Financial:

The cost associated with the review Local Law No. 2 2009 has been considered as part of the approved budget.

Resources:

It is anticipated that this project will be managed effectively within current resource allocation.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used

Community Consultation 2016

As detailed in the previous report to Council on 07 December 2015, a comprehensive community consultation process was undertaken in accordance with best practice and section 223 of the *Local Government Act 1989*.

External Consultation

A focus group discussion process was undertaken to provide an opportunity for the community and key stakeholders to express their thoughts. Two discussion groups were held engaging a number of interested stakeholders across the community.

Project Assurance Group

The Project assurance group met regularly and provided feedback and information in regards to the review.

Councillor Briefings / Council Meetings

- Councillor Briefings – 15 November 2013, 28 September 2015, 06 June 2016
- Council Meetings – 07 December 2015, 21 March 2016

OPTIONS

There are two options available to Council:

1. To amend the draft Community Amenity Local Law No.2 2016 as per Officer recommendations and release the document for a second round of community consultation.
2. Release the draft Community Amenity Local Law No.2 2016 without amendments for a second round of community consultation.

CONCLUSION

The review of Local Law No.2 has been completed in accordance with sections 119 and 223 of the *Local Government Act 1989* and Guidelines for Local Laws Manual.

A full analysis of the first round of community feedback has been considered resulting in proposed amendments to the draft Local Law. As part of this review a number clauses of Local Law No. 2 2009 have been amended or deleted to reduce ambiguity, remove duplications or inconsistencies with legislation or the planning scheme, address contemporary issues and improve the readability of the document.

Key changes include:

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

- New**
- Clause 73 – Occasional Events in Councils’ Parks, Gardens and Recreational Reserves
 - Clause 77 – Public Places
 - Clause 88 – Storage of caravans and trailers on roads
 - Clause 98 & 99 – Waterway behaviour
 - Clause 112.2- Keeping of dog and cat permits issued for life of the animal
 - Clause 113 - Increase in number of dogs (3 to 4) that can be kept on farming land without a permit

Amended Clause 96- Dilapidated buildings

In addition, minor changes have been made where some clauses and standards have been combined to provide an easy to read format. There has been the addition of new penalties which are constant with legislative requirements and appropriate to the provision.

Full details of changes are outlined in the Local Law Community Impact Statement (refer to attachment 2).

It is now timely to consider releasing the draft Community Amenity Local Law No.2 2016 for community consultation as per Councils resolution.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Proposed Draft Community Amenity Local Law No.2 2016
2. Proposed Draft Community Amenity Local Law No.2 2016 - Community Impact Statement

14.2

Proposed - Community Amenity Local Law No.2 2016

- | | | |
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LATROBE CITY COUNCIL

**COMMUNITY AMENITY
LOCAL LAW NO. 2
2016**

Adopted - TBA

For enquiries please contact
Coordinator Local Laws
Ph. 1300 367 700



LATROBE CITY COUNCIL LOCAL LAW NO. 2 - COMMUNITY AMENITY 2016 PAGE 2

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PART 1 PRELIMINARY PROVISIONS

1. TITLE

This Local Law is Latrobe City Council's Local Law No. 2 and referred to below as "this Local Law".

2. PURPOSES OF THIS LOCAL LAW

The purposes of this Local Law are to:

- (a) provide for the peace, order and good government of the municipal district;
- (b) prohibit, regulate and control activities, events, practices or behaviour in public places so that no detriment is caused to the amenity of the neighbourhood, nor nuisance to a Person nor detrimental effect to a Person's property;
- (c) protect the Council's assets and land and to regulate their use;
- (d) promote a physical and social environment free from hazards to health in which the residents of the municipal district can enjoy a quality of life that meets the general expectations of the community;
- (e) provide for those matters which require a Local Law under the Act and any other Act; and
- (f) provide for the administration of Council powers and functions.

3. THE POWER TO MAKE THIS LOCAL LAW

The Council's power to make this Local Law is contained in section 111 (1) of the Local Government Act 1989.

4. COMMENCEMENT DATE OF THIS LOCAL LAW

This Local Law commences on the day following the Local Law being gazetted in the Victoria Government Gazette.

5. REVOCATION DATE OF THIS LOCAL LAW

Unless sooner revoked, this Local Law ceases to operate 10 years after the date on which it is made.

6. REVOCATION OF OTHER LOCAL LAWS

Upon this Local Law commencing, the application of the former Local Law No 2 will cease.

7. SCOPE OF THIS LOCAL LAW

This Local Law applies to the whole of the Municipal District, except where it is apparent from its wording that a clause or schedule applies to specific area or areas. Its provisions

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apply to the extent that they are not inconsistent with any Act, Regulation or Planning Scheme applicable to the Council or to its Municipal District.

8. HOW TO READ THIS LOCAL LAW

8.1 INTERPRETATION OF THIS LOCAL LAW

In this Local Law, unless the contrary intention appears:

- (a) a reference to a clause is a reference to a clause in this Local Law; and
- (b) a reference to a sub-clause is a reference to a sub-clause of the clause in which the reference is made; and
- (c) a reference to a paragraph is a reference to a paragraph of the sub-clause in which the reference is made; and
- (d) a reference to a Schedule or Part is a reference to a Schedule or Part of this Local Law; and
- (e) a reference to one gender includes a reference to each other gender; and
- (f) a reference to the singular is also a reference to the plural.

8.2 LOCAL LAW PROVISIONS AND EXERCISING DISCRETIONS

Parts 1 to 19 inclusive set out the provisions for meeting the objectives of this Local Law and the criteria to which the Council and its staff must have regard in exercising discretions under this Local Law.

9. WORDS USED IN THIS LOCAL LAW

WORDS	MEANING OR EXTENDED MEANING
Act:	Means the Local Government Act 1989.
Adult dog or cat:	Means an animal over the age of 3 months.
Advertising sign:	Means any temporary placard, notice board, sign, structure, banner, "A" frame or other similar device, whether portable or affixed to any structure, which is used for the purposes of: <ul style="list-style-type: none">(a) soliciting sales;(b) notifying people of the presence of an adjacent property where goods or services may be obtained; or(c) advertising or promoting goods, services, an event, pastime or competition.
Alcoholic beverage:	Means a beverage intended for human consumption with an alcoholic content greater than 0.5 per centum by volume at a temperature of 20° Celsius.

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Applicant:	Means a person who applies for a permit under this Local Law.
Appropriate fee:	Means the appropriate fee determined by the Council in accordance with this Local Law.
Arterial road:	Means a road declared to be an arterial road under section 14 of the Road Management Act 2004.
Authorised officer:	Means an Authorised Officer appointed under Section 224 of the Act.
Authorised sign:	Means a sign that is placed either temporarily or fixed permanently by the Council or the Council's contractor.
Barbecue:	Means a device for cooking food outdoors constructed predominantly of metal or other non flammable material, and whether powered by gas, electricity, liquid or solid fuel or any combination of them, and includes a device for spit roasting when used outdoors.
Built-up area:	Has the same meaning as in the Road Safety Road Rules 2009.
Bulk rubbish container:	Means a bin, container or other structure designed or used for holding a substantial quantity of rubbish and refuse which is unlikely to be lifted without mechanical assistance but excludes containers used in connection with the Council's regular domestic rubbish collections.
Busk:	Means playing a musical instrument and/or singing, conjuring, juggling, miming, mimicking, dancing, puppetry, performance art, recitation and other appropriate theatrical and visual forms, being activities which attract or attempt to attract a donation rather than a prescribed fee.
Camp:	Means the occupation or use of a tent, makeshift structure, caravan, campervan, mobile home or any other vehicle (including under the vehicle) for sleeping all or part of a night, or as a temporary accommodation. This does not include brief 'power napping' in a vehicle on a roadway.

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Camping Area: Means land which has been declared by the Council to be a 'camping area' for the purposes of this Local Law or land which has been registered with the Council as a caravan park pursuant to the Residential Tenancies Act 1997.

Caravan: Means any moveable dwelling (whether or not the wheels or axles thereof have been removed and whether it is resting directly on the ground or is placed on blocks or other supports) and any structure annexed to the moveable dwelling.

Cattle: Includes any bull, cow, ox, steer, heifer or calf.

Central Business

District: Means the Central Business District of the Council as shown in the plans in Schedule 3.

CFA Means the Country Fire Authority.

Chief Executive

Officer: Means the Chief Executive Officer appointed by the Council from time to time and includes a person for the time being acting in that position.

Code Red Day: Refers to the fire danger rating provided by the Bureau of Meteorology, Code Red is the highest level of rating in Victoria and it signifies the worst condition for grassfires or bushfires. If a fire were to start it will be uncontrollable, unpredictable and fast moving.

Commercial and

Industrial Properties: Means a property that is intended for business activities such as; shopping centres, offices or any other building or land intended to generate a profit, either from capital gain or rental income or used for manufacturing and production.

Council: Means Latrobe City Council.

Council and

Community Assets: Means furniture, fittings, assets, equipment, or other structures of any kind, tree reserves, gardens, garden plots, lawns,

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plantations, trees, shrubs, statues, monuments, fountains, seats, posts, fences and paths in or upon any public place in the Municipal District and includes Council Land.

Community Events: Means events on Council Land delivering a range of community benefits (including bringing communities together, providing volunteer, participation and entertainment opportunities and building community capacity) or that improve the liveability and image of Latrobe City. Such events include a wedding, fair, fireworks or carnival, food fair, wine or produce festival or market, or any other horticultural, social educational, cultural, recreational, political, religious or commercial occasion, celebration, rally, demonstrations and any other public gathering.

Community Market Means Markets held on Council Land delivering a range of community benefits (including bringing communities together, providing volunteer, participation and entertainment opportunities and building community capacity) or that improve the liveability and image of Latrobe City. Community Markets include Craft Markets, Farmers Markets and local produce markets and run by community groups (not including commercial ventures).

Council Land: Means all land owned, leased, managed or occupied by the Council or in respect of which the Council has a duty to maintain and includes a street, road and footpath and any improvements buildings and other structures permanently affixed to the land and any estate, interest, easement, servitude or right in or upon land.

Domestic bird: Means small bird.

Dwelling: Means a building used or intended to be used as a separate residence which requires a building permit under the Building Regulations 1994.

Dilapidated

Building: an unoccupied building that is in a state of disrepair or ruin.

Designated Boat

Ramp: Means a boat ramp which has been declared as such by Council resolution and which has been sign posted as a designated boat

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ramp and parking area.

- Emergency Service:** Means Ambulance Service, State Emergency Service or Fire Brigade when carrying out emergency duties.
- Environmental Health Officers:** Means Environmental Health Officers appointed by the Council from time to time.
- Event:** Means an organised gathering of people involved in sporting, special interest, cultural and community, celebratory or commemorative/remembrance activities.
- Farming Area:** Means land used for Primary Production and zoned as farm land in the Planning Scheme applicable to the Municipal District or any other land which has been declared by the Council to be a "farming area" for the purposes of this Local Law.
- Footpath:** Means any path or footway that is provided for the use of pedestrians only or that is regularly used by pedestrians and not vehicles, or that is a segregated footway or a shared path.
- Free flying pigeon:** Means a pigeon kept and permitted to fly free from a loft for any amount of time.
- Incinerator:** Means a structure, device or contraption (not enclosed in a building) which:
- (a) is used or intended, adapted or designed to be used or capable of being used for the purpose of burning any matter, material or substance; and
 - (b) is not licensed or otherwise subject to control under the of the Act; and
 - (c) is not a barbecue.
- Infringement Penalty:** Means the amount of the Penalty Units which must be fixed in any infringement notice.
- Landfill:** Means a landfill established by the Council for receiving waste or refuse.
- Livestock:** Has the same meaning as in Impounding of Livestock Act 1994

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Major Events:	Means on-going regular and one-off major events on Council Land achieving positive economic and community outcomes and enhance the image of Latrobe City.
Motor vehicle:	Has the same meaning as in the Road Safety Act 1986.
Multi-unit Development:	Means any development containing more than one dwelling on an allotment in an Urban Area.
Municipal District:	Means the Municipal District of the Council.
Municipal Place:	Means: (a) any road, footpath or shopping mall; and (b) a public place which is owned or occupied by or vested in the Council to which the public has access (whether an admittance fee is required or not).
Municipal Property:	Includes any buildings or parts of buildings used for municipal purposes.
Noxious weed:	Means any plant declared to be a state prohibited weed or a weed, which is prohibited, controlled or restricted for an area which includes the Municipal District, under the Catchment and Land Protection Act 1994.
Nuisance:	Means any condition which is liable to be noxious, dangerous or injurious to health, and includes any noise created by an animal or any other thing which persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises.
Occasional Events:	Means an event held on Council land that has a crowd of approximately 50 people and inhibits on the standard operation of the location being used for its intended purpose.
Outdoor eating Facility:	Means any table, chair, umbrella or other removable items located out of doors at which food or drink is served and/or consumed.

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Park:	Has the same meaning as in the Road Safety Road Rules 2009.
Parking area:	Has the same meaning as in the Road Safety Road Rules Victoria 2009.
Penalty Unit:	Has the same meaning as in section 110 of the Sentencing Act 1991.
Permit:	Means a permit issued by the Council under this Local Law.
Permit holder:	Means a person to whom a permit has been issued under this Local Law.
Person:	Includes a partnership, unincorporated body, a corporation, or an association incorporated under the Associations Incorporation Reform Act 2012.
Planning Scheme:	Means the Planning Scheme relevant to the Municipal District.
Premises:	Includes land, buildings and a building under construction.
Private land:	Means land that is not Council Land, a road or a public place.
Procession:	Means an organised group of people proceeding along a road or gathering for a ceremony or function and includes fun runs and bicycle events.
Property:	Means any ground, soil or earth whatsoever, whether dry or underwater, including all buildings on the land, and also everything attached to the land whether above or under the surface.
Public place:	Has the same meaning as in the Summary Offences Act 1966.
Public Reserves and Recreation Grounds:	Means and includes any commons or public reserve of which the management is vested in the Council, and any land purchased or rented or otherwise provided by, granted or given to or vested in the Council for the provision of pleasure grounds or places of

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- public resort or public recreation and any tree reserve, garden, garden plot, lawn or ornamental plantation in or upon any street or road within the Municipal District
- Recreation Centre:** Means a place provided for the purpose of public fitness, resort and recreation.
- Recreational vehicle:** Means a motor vehicle that is used or intended to be used in a public place or private land and includes a trail bike, mini bike, motor scooter, motor driven go-cart, monkey bike and any other vehicle propelled by a motor which is used for recreational or sporting purposes but does not include a motorised vehicle used for farming purposes.
- Regulations:** Means Regulations made under the Act.
- Reservation:** Means a physical provision on a road which divides it longitudinally (other than a longitudinal line or a series of lines marked on a carriageway) and includes a nature strip adjoining a footway or property line.
- Residential Area:** Means an area zoned residential in the Planning Scheme which includes Neighbourhood Residential, General Residential, Residential Growth and Low Density Residential zones.
- Rural Land:** Means land zoned as rural land which Includes Farming Zone, Rural Living Zone, Rural Conservation Zone, and any other zone in the suite of rural zones in the Latrobe Planning Scheme
- Sell:** Includes dispose of for consideration (whether by wholesale or retail or by means of any machine or mechanical device), barter or exchange, agree to sell, offer or expose for sale, keep or have in possession for sale, send, forward, deliver or receive for or on-sale, and attempt, direct, cause, suffer and admit any such act or thing.
- Senior Officer:** Has the same meaning as in the Act.
- Service Authority:** Means an entity (whether public or privately owned) which provides or intends to provide, water, sewage, drainage, gas,

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	electricity, telephone, telecommunications, or like services under the authority of an Act of Victoria or the Commonwealth.
Shopping trolley:	Means a wheeled container or receptacle supplied by a retailer for the specific purpose of enabling customers to transport goods.
Special Event:	Means an irregular, one-off major national or international event on Council Land that has the ability to attract significant interstate and international visitation and provide positive branding of Latrobe City outside the region.
Street Festival:	Means an organised recreational, cultural, commercial or social gathering of people which is held on a road.
Street furniture:	Means any sign, notice, structure, or fixture which is owned, erected, or maintained by the Council and which is located on, or adjacent to a road.
Street Party:	Means an organised social gathering of people resident in one or several adjacent roads that is held on a road.
Street Stall:	Means a table, structure, furniture, sign or fixture erected for the temporary display of goods, whether or not for sale.
Temporary dwelling:	Means a building or caravan used for residential purposes prior to and during construction of a dwelling.
Toy vehicle:	Means a vehicle (other than a bicycle) ordinarily used by a child at play and designed to be propelled by human power, and includes a scooter, skateboard, roller skates, roller blades and similar toys.
Traffic:	Means the movement of people by foot or in or on vehicles, along, across or within a road, road related area or footpath.
Transfer/Landfill Station Attendant:	Means the Transfer Station Landfill Attendant as appointed by the Council from time to time.
Urban Area:	Means any area set aside or used for urban development

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whether or not supplied with street lighting or a garbage collection service.

Vacant land: Means a property on which there is no house or other structure approved for human habitation.

Vehicle: Has the same meaning as in the Road Safety Act 1986.

Vehicle crossing: Means a constructed area that provides for the passage of vehicles from a carriageway to private property and includes the kerb, channel, nature strip and footpath.

Wheeled

Recreational device: Means a wheeled device, built to transport a person propelled by human power or gravity, and ordinarily used for recreation or play and –

- (a) includes rollerblades, roller skates, a skateboard and a similar wheeled device; but
- (b) does not include a golf buggy, pram, stroller or trolley, or bicycle, wheelchair or wheeled toy.

Wheeled toy: Means a child's pedal car, scooter or tricycle or a similar toy, but only when it is being used only by a child who is under 12 years old.

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PART 2 ADMINISTRATION OF THIS LOCAL LAW

10. EXERCISE OF DISCRETIONS

- 10.1 In exercising any discretion contained in this Local Law the Council must have regard to:
- (a) the purposes of this Local Law; and
 - (b) any applicable Council Policy; and
 - (c) any other relevant matter.
- 10.2 (a) The Council may from time to time prepare guidelines for use by the Council, authorised officers and other persons for the purposes of this Local Law.
- (b) Guidelines prepared by the Council must not be inconsistent with the purposes of this Local Law.
- (c) Any guidelines prepared cannot change or update a Local Law provision without the Local Law being amended and the guideline being incorporated by reference.

11. POWER TO OBTAIN NECESSARY INFORMATION LGA224

The Council or an authorised officer may require additional information to enable an application for a permit to be properly considered and for the purposes of administering and enforcing the provisions of this Local Law.

12. IMPOUNDMENT, RELEASE AND DISPOSAL OF ITEMS

- 12.1 If an authorised officer has impounded an item or other thing in accordance with this Local Law, the Council may refuse to release it until the appropriate fee or charge for its release has been paid to the Council.
- 12.2 Any impounded item must be returned to the owner after:
- (a) payment of any fees, as determined from time to time by the Council, have been paid in full; and
 - (b) evidence of ownership is provided to the satisfaction of the Council or an authorised officer.
- 12.3 As soon as practicable after the impoundment of any item an authorised officer must, if the identity of the person who owns the item can be determined, serve a Notice of Impounding on that person.
- 12.4 Any impounded item may be disposed of by an authorised officer if it is not claimed by the owner within the time specified on the Notice of Impounding or within 14 days of the impounding in a case where the owner cannot be ascertained.

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The procedure for the disposal of impounded items is as follows:

- (a) Where the item is declared by a Senior Officer or another member of the Council's staff authorised for the purpose to have no saleable value, it may be disposed of in the most economical way, as determined by the Council; and
- (b) Where the item is declared to have some saleable value the item may be disposed of by tender, public auction or private sale, but failing sale may be given away or disposed of at the discretion of the Senior Officer or other member of the Council's staff.

12.5 When the identity or whereabouts of the owner or person responsible for the impounded item is unknown, the authorised officer must take reasonable steps to ascertain the identity or whereabouts of that person and may proceed to dispose of the impounded item once he or she is satisfied that all reasonable efforts have been made to contact the owner or person responsible for the impounded item.

12.6 Any proceeds from the disposal of impounded items under this Part must be paid to the owner or the person who in the opinion of Council appears to be authorised to receive the money except for the reasonable costs incurred by the Council in the administration of this Part.

12.7 In the event that the person described in sub-clause 12.6 cannot be identified or located within six (6) months of the date of the impounding any proceeds may be retained for municipal purposes.

13. APPEALS

13.1 Any person who is aggrieved by any matter under this Local Law may make a written submission for consideration by the Council, but the making of any submission will not in any way remove that person's obligation to act in accordance with this Local Law and any directions or notices which are applicable under this Local Law.

PART 3 NOTICE TO COMPLY

14. POWER OF AUTHORISED OFFICERS TO DIRECT

LGA224

An authorised officer may issue a person with a *Notice to Comply* if the authorised officer believes on reasonable grounds that the person has committed an offence under this Local Law or direct any property owner, occupier or other relevant person to remedy any situation which constitutes a breach under this Local Law.

A *Notice to Comply* issued under this clause must set out the following details—

- (a) the offence that the authorised officer believes has been committed; and

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- (b) the action that the person is required to undertake; and
- (c) the time within which the specified action must be taken.

15. REASONABLE TIME TO COMPLY

The time fixed by a *Notice to Comply* served under this Local Law must be reasonable in the circumstances and what will be reasonable will vary depending on the matters to be remedied, but should take into account if applicable:

- (a) the amount of work involved; and
- (b) the degree of difficulty; and
- (c) the availability of necessary materials or other necessary items; and
- (d) climatic conditions; and
- (e) the degree of risk or potential risk; and
- (f) any other relevant factor.

16. FAILURE TO ADHERE TO A NOTICE TO COMPLY

16.1 Any person who fails to remedy a situation in accordance with a *Notice to Comply* served under this Local Law is guilty of an offence.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

16.2 If a person fails to carry out any work which he or she is required to do by a *Notice to Comply* issued under this Local Law within the time stated in the *Notice*, the Council in its discretion and wherever practicable may cause the work to be carried out and may recover the cost from that person. **LGA225**

17. POWER OF AUTHORISED OFFICERS TO ACT IN URGENT CIRCUMSTANCES

17.1 An authorised officer may, where a person has failed to comply with this Local Law, take action to remove, remedy or rectify a situation without serving a *Notice to Comply* provided:

- (a) he or she considers the circumstances or situation to be sufficiently urgent and that the time involved or difficulties associated with the serving of a *Notice* may place a person, animal, property or thing at risk or in danger; and
- (b) wherever practicable, a Senior Officer is given prior notice of the proposed action; and
- (c) details of the circumstances and remedying action are forwarded as soon as practicable to the person on whose behalf the action was taken; and
- (d) as soon as practicable a report is submitted to the Chief Executive Officer.

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- 17.2 The action taken by an authorised officer under sub-clause 17.1 must not extend beyond what is necessary to cause the immediate abatement of or minimise the risk or danger involved.
- 17.3 What is regarded as an urgent circumstance will depend on the circumstances of each situation. Factors to be taken into consideration may include:
- (1) Where:
 - (a) The person by whose default, permission or sufferance the situation has arisen; or
 - (b) the owner or the occupier of the premises or property affected is not known or cannot be found.
 - (2) Where, in the opinion of an authorised officer, there exists an urgent risk or threat to:
 - (a) public health; or
 - (b) public safety; or
 - (c) the environment; or
 - (d) animal welfare.

PART 4 PERMITS

18. PERMITS

- 18.1 The Council or an authorised officer in its, his or her absolute discretion may issue a permit under this Local Law with or without conditions, including the payment of any fee the Council may require or may refuse to issue a permit or refer an application to internal review.
- 18.2 The Council or an authorised officer may prescribe:
- (a) the manner and form in which applications for permits under this Local Law should be made;
 - (b) the manner in which any permit under this Local Law should be issued; and
 - (c) the fee for any such permit application.
- 18.3 The Council or an authorised officer may waive payment of any fee for a permit.
- 18.4 The Council or an authorised officer may require the applicant to give notice of the application, including public notice of the application.
- 18.5 If the Council or an authorised officer requires an applicant to give public notice of the application and that public notice is given, any person has the right to make a submission and be heard in support of their submission as if section 223 of the Act applies.

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- 18.6 The Council or an authorised officer may require an applicant to provide the Council with more information before the Council or authorised officer deals with the permit application.
- 18.7 Applicants under the age of 18 years require permission from a parent or guardian and must be accompanied by a person 18 years or over.
- 18.8 A permit expires on the date specified in the permit or if no such date is specified the permit will expire 1 year after the date of issue.
- 18.9 A permit under this Local Law may be issued subject to conditions which may include:
- (a) the payment of a fee or charge; and
 - (b) the application of any policy of the Council; and
 - (c) a time limit to be applied either specifying the duration, commencement or completion date; and
 - (d) the permit being subject to the happening of an event; and
 - (e) the rectification, remedying or restoration of a situation or circumstance; and
 - (f) where the applicant is not the owner of the subject property, the consent of the owner; and
 - (g) the granting of some other permit which may be required by the Council, whether under this Local Law or otherwise.
- 18.10 The Council must maintain a register of permits granted, including details of cancellation or corrections made to any permit or any exemption from a requirement to obtain a permit or conditions applied to that exemption.

19. CONSIDERING APPLICATIONS

- 19.1 In considering an application for a permit the Council or an authorised officer may consider:
- (a) any policy adopted or guidelines proposed by the Council relating to the subject matter of the application;
 - (b) any submission that may be received in respect of the application; and
 - (c) any comments that may be made in respect of the application by any public authority, Government department, community organisation or other body or person; and
 - (d) any other relevant matters.

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19.2 A person who has applied for a permit may appeal in writing to the Council's Appeals Panel against the decision of an authorised officer to refuse to grant a permit within 21 days of being notified of the decision.

20. CORRECTION OF PERMIT

20.1 The Council or an authorised officer may correct or amend a permit issued if the permit contains:

- (a) a clerical mistake or an error arising from any accident, slip or omission; or
- (b) an evident and material miscalculation of figures or any evident and material; or
- (c) a mistake in the description of any person, thing or property referred to in the permit.
- (d) a need for special consideration relevant to the purpose of the Permit.

20.2 The Council or the authorised officer must note the correction in the register of permits.

20.3 The Council or the authorised officer must give notice of the correction to the holder of the permit.

21. GROUNDS FOR CANCELLATION OR AMENDMENT OF PERMITS

21.1 The Council or an authorised officer may cancel or amend any permit if he or she considers that there has been:

- (a) a material misstatement, false representation or concealment of facts in relation to the application for a permit; or
- (b) any material mistake in relation to the use of the permit; or
- (c) any material change of circumstances which has occurred since the issue of the permit; or
- (d) a failure to comply with the conditions of the permit; or
- (e) a failure to comply with a Notice to Comply within the time specified in the Notice to Comply.

21.2 The Council or the authorised officer must notify the holder of a permit of the Council's or authorised officer's intention to amend or cancel the permit and give the holder of that permit an opportunity to make a written submission before the permit is amended or cancelled.

21.3 If the Council or the authorised officer, after considering any written submission

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made by the permit holder, determines to cancel or amend the permit, the Council or authorised officer must note that cancellation or amendment in the register of permits.

22. EXEMPTIONS

- 22.1 A person may request the Council to, and the Council may by written notice, exempt any person or class of persons from the requirement to have a permit, either generally or at specified times.
- 22.2 In determining whether to grant an exemption to the requirement to obtain a permit, an authorised officer must, as the delegate of the Council, have regard to:
- (a) the circumstances of the application; and
 - (b) whether the application is to raise funds for community or charitable purposes; and
 - (c) whether the proposed activity or use will have an overall community benefit; and
 - (d) whether the proposed activity or use could have a detrimental effect on adjoining properties; and
 - (e) whether the applicant will be given an unfair advantage over any other person or organisation; and
 - (f) any other matters relevant to the circumstances of the application.
- 22.3 An exemption may be granted subject to conditions.
- 22.4 A person to whom an exemption is granted but who does not comply with the conditions of the exemption is guilty of an offence.

Penalty: 20 Penalty Units

Infringement Penalty: 3 Penalty Units.

- 22.5 An exemption may be cancelled or corrected as if it were a permit.

23. FALSE REPRESENTATIONS

A person who makes a false representation or declaration (whether oral or in writing), or who intentionally omits relevant information in an application for a permit or exemption, is guilty of an offence.

Penalty: 20 Penalty Units

Infringement Penalty: 5 Penalty Units.

24. SERVICE AUTHORITY OR COUNCIL

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- 24.1 This Local Law does not apply to a service authority or Council, or a person employed by or working on behalf of, a Service Authority or Council in respect of works for that Service Authority or Council.
- 24.2 A person who would, but for this clause, be required to obtain a permit in respect of any activity must notify the Council of the activity prior to its commencement.

PART 5 FEES, CHARGES AND COSTS

25. SETTING FEES AND CHARGES LGA113

- 25.1 The Council may from time to time by resolution determine the fees and charges to apply under this Local Law, which may include an administrative or processing fee or charge and the Council must give public notice of its resolutions determining or altering those fees and charges.
- 25.2 Where a permit is issued part way through the financial year and is to operate for the balance of that financial year, the Council may vary the normal annual fee or charge by applying a fee or charge which is proportionate to the period for which the permit will apply corrected to the next higher quarter of that year.

26. DIFFERENTIAL OR STRUCTURED FEES AND CHARGES

In determining any fees and charges the Council may establish a system or structure of fees and charges, including a minimum or maximum fee or charge, if it considers it is appropriate to do so.

27. WAIVER OR ALTERATION TO FEES AND CHARGES LGA113

- 27.1 The Council may waive, reduce or alter any fee or charge with or without conditions.

PART 6 OPERATIVE PROVISIONS

DIVISION 1 – OBSTRUCTIONS TO THE FREE PASSAGE OF PEOPLE AND VEHICLES

28. TREES AND PLANTS NOT TO OBSTRUCT OR OBSCURE

- 28.1 An owner or occupier of land must not allow any vegetation growing on the land to obstruct pedestrians by encroaching onto or above:
- (a) a footpath; or
 - (b) another part of the road used by pedestrians ("road related area"); or
 - (c) a reserve owned or occupied by the Council
- to or at a height of less than three (3) metres above the surface of the footpath, road related area or reserve.

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Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

- 28.2 An owner or occupier of land must not allow any tree or plant in or growing on land to obstruct or interfere with the passage of traffic by:
- (a) extending over any part of the road in such a way that it:
 - (i) obstructs the view between vehicles at an intersection; or
 - (ii) obstructs the view between vehicles and pedestrians where they come close to each other; or
 - (iii) obscures a traffic control item from an approaching vehicle or pedestrian; or
 - (iv) obscures street lighting; or
 - (b) otherwise constituting a danger to vehicles or pedestrians or compromising the safe and convenient use of the road.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

28.3 REQUIREMENTS FOR A CLEAR VIEW AT INTERSECTIONS

Without limiting sub-clause 28.2, the owner or occupier of land must ensure that any tree, shrub or hedge growing on that land and located within 5 metres of an intersection is maintained to a height of not more than 1 metre, except trees with narrow clean trunks with foliage no lower than 2 metres above the ground. This is determined by a triangular area within the property, made up by a line drawn between points 5 metres back from the intersection on each road.

29. FENCES, SIGNS, POSTS, AND OTHER OBJECTS

- 29.1 An owner or occupier of land must not place or allow to be placed a sign, post or other object on the land in such a position that it causes an obstruction to pedestrians by encroaching onto or above:
- (a) a footpath; or
 - (b) another part of the road used by pedestrians; or
 - (c) a reserve owned or occupied by the Council.
- 29.2 An owner or occupier of land must not allow or place any fence or part thereof to cause an obstruction to pedestrians or vehicles by encroaching onto a:
- (a) road
 - (b) footpath; or
 - (c) reserve owned or occupied by the Council.

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Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

DIVISION 2 – ROAD NAMES AND PROPERTY NUMBERS

30. COUNCIL TO APPROVE ROAD NAMES

30.1 A person must not apply a name to a road without the consent of the Council.

30.2 A person must not destroy, pull down, obliterate or deface a sign containing the name of any road.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

30.3 Sub-clause 30.1 does not apply to any freeway or to any supplementary name applied to the entire length of a declared road by Vic Roads.

31. PROPERTY NUMBERS TO BE DISPLAYED

31.1 For each property that has been allotted a property number, the owner or occupier of the property must mark the property with the number allotted, which number must be of sufficient size, in such a position, made of such material and kept in such state of repair to be clearly read from the road abutting the property.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

31.2 SUFFICIENCY OF SIZE LOCATION AND VISIBILITY OF PROPERTY NUMBERS

The legibility of the property number is to be assessed from the footpath, naturestrip or road edge immediately adjacent to the front boundary of the property. In determining whether a property number meets the requirements of sub-clause 31.1, the following must be taken into account:

- (a) the size of the property number, a minimum of 100mm for residential properties and 200mm for commercial properties; and
- (b) the accuracy and completeness of the property number; and
- (c) the state of repair of the property number having regard to its visibility; and
- (d) the colour of the property number; and
- (e) distinction from its backgrounds; and
- (f) freedom from obstruction.

31.3 COUNCIL MAY ALLOCATE A PROPERTY NUMBER

The Council may, where the owner or occupier of a property does not mark the property with the number allotted, cause the property to be numbered and recover the cost of doing so from the owner or occupier as a debt due to the Council.

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32. INCORRECTLY DISPLAYING PROPERTY NUMBERS

A person must not paint, affix or set up any name or number to any premises contrary to the provisions of this Local Law.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

DIVISION 3 - VEHICLE CROSSINGS

33. A VEHICLE CROSSING IS REQUIRED

33.1 An owner of land must ensure that each point of vehicular access from a carriageway on a road to the land has a properly constructed vehicle crossing.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

33.2 For the purposes of sub-clause 33.1 a vehicle crossing is properly constructed if:

- (a) it was constructed by or in accordance with the terms of an approval by the Council; or
- (b) the Council has approved in writing the method of construction of the particular vehicle crossing.

34. A PERMIT IS REQUIRED

A person must not, without a permit, construct, install, remove or alter a vehicle crossing, whether temporarily or permanently.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

35. REDUNDANT VEHICLE CROSSINGS

35.1 Where works on a property involve the relocation or closure of a point of vehicular access, the owner or occupier of the land must ensure that any redundant part of a vehicle crossing is removed and the kerb, drain, footpaths, nature strip or other part of the road is reinstated to the satisfaction of the Council.

35.2 The Council may require the owner or occupier of a property to remove any part of or all of a vehicle crossing for which there is no effective point of vehicle access and to reinstate the road.

35.3 The owner or occupier of the property must comply with any such requirement.

36. VEHICLE CROSSINGS IN DISREPAIR

36.1 Where the Council or an authorised officer is of the opinion that a vehicle crossing is in a state of disrepair or otherwise in an unsatisfactory condition, the Council or authorised officer may require the owner or occupier of a property to carry out works to reinstate the vehicle crossing.

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DIVISION 4 – LIVESTOCK ON ROADS

37. DRIVING AND CROSSING OF LIVESTOCK ON ROADS

An owner or person in charge of livestock must not drive livestock along a road or allow livestock to cross a road without a permit.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

38. GRAZING OF LIVESTOCK ON ROADS

An owner or person in charge of livestock must not allow or cause any livestock to graze on a road without a permit.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

39. EXEMPT AREAS - PLACES WHERE THE DRIVING OR GRAZING OF LIVESTOCK IS NOT PERMITTED

39.1 The driving of livestock is not permitted to take place in the following places:

- (a) any section of road which is, at the time of driving the livestock, under construction or reconstruction; or
- (b) any footpath; or
- (c) any road identified by the Council to have roadside reservations of conservation or other environmental significance.

39.2 The Council may resolve that additional roads or areas are not to be made available for the driving or grazing of livestock.

40. LIVESTOCK GRAZING, DRIVING AND CROSSING PERMIT CONDITIONS

42.1 A permit holder must not vary the route or location specified in a permit without first obtaining the consent of the Council or an authorised officer.

42.2 A permit holder must not allow livestock to be on a road outside the hours specified in the permit.

42.3 A permit holder must follow the direction of an authorised officer to remove any livestock from a road.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

42.4 A permit must specify by name or by indication on an attached map the roads along which the livestock must be driven.

41. NOTICE OF PERMIT IS REQUIRED

A permit under this Division must be applied for not less than 14 days before the time at which it is proposed to drive livestock.

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42. POWER TO IMPOUND LIVESTOCK

Subject to the Impounding of Livestock Act 1994, an authorised officer may impound or secure in a place offering safe custody any livestock found trespassing on a road or in the possession of a permit holder who has breached the relevant permit.

DIVISION 5 - SHOPPING TROLLEYS

43. LEAVING SHOPPING TROLLEYS

A person must not leave, cause to be left or authorise another person to leave a shopping trolley on any road or Council Land or in any other public place.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

44. MISUSES OF SHOPPING TROLLEYS

A person must not use a shopping trolley for any other purpose for which it was not specifically designed.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

45. IMPOUNDMENT OF SHOPPING TROLLEYS

An authorised officer, may seize and impound any shopping trolley found abandoned or which is being used in contravention of this Local Law.

DIVISION 6 - CONTROL OF TOY VEHICLES AND MODEL AEROPLANES

46. MODEL AEROPLANES AND DRONES

A person must not, without a permit, fly or permit to be flown any model aeroplane, drone or similar type of equipment over any road or Council land.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

47. CONTROL OF TOY VEHICLES

A person must not:

- (a) use or allow to be used a toy vehicle so as to endanger, intimidate or unduly obstruct or hinder any other person or vehicle lawfully using or intending to use the same area; or
- (b) use a toy vehicle in an area designated by the Council under clause 48 contrary to that designation.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

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48. DESIGNATED AREAS

- 48.1 The Council may designate areas (other than a road or road related area) where it considers that the riding of toy vehicles is reasonably likely to cause physical damage to infrastructure located within the area.
- 48.2 Where the use of toy vehicles is likely to interfere with the use and enjoyment of the locality or members of the public the Council may designate areas (other than a road or road related area) where the use of a toy vehicle is:
- (a) prohibited or;
 - (b) restricted to use at specified times or;
 - (c) permitted conditionally.
- 48.3 If the Council designates an area in which toy vehicles must not be used or can only be used at specified times or conditionally, it must erect signs in or on the area designated indicating that toy vehicles must not be used or can only be used at the times or subject to the conditions specified.
- 48.4 Where the Council fails to erect and maintain signs in accordance with sub-clause 48.3 it cannot proceed to prosecute a person for an offence under sub-clause 47.

DIVISION 7 – RIDING OF HORSES IN BUILT UP AREAS

49. RIDING HORSES ON NATURESTRIPS, PUBLIC RESERVES, RECREATION GROUNDS OR OTHER COUNCIL LAND

- 49.1 Except where written permission has been obtained from the Council, a person in a built-up area must not ride or lead a horse or cause or authorise another person to ride or lead a horse upon a reservation, public reserve, recreation ground or other Council Land (other than one signposted by the Council as available for horse riding).

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

- 49.2 Notwithstanding sub-clause 49.1 a person can ride a horse on a Naturestrip, Public Reserve, Recreation Ground or other Council Land if it is part of an organised riding activity for which a special event permit has been issued by the Council.

50. WRITTEN PERMISSION

The Council may give written permission, subject to any conditions considered to be appropriate, for a horse to be ridden or led upon a Naturestrip, Public Reserve, Recreation Ground or other Council Land where it is reasonably necessary for this to take place and there is no reasonable and safe alternative.

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DIVISION 8 – STATIONARY HEAVY VEHICLES

51. PARKING VEHICLES OVER 4.5 TONNES ON RESIDENTIAL LAND

A person must not, without a permit, park, keep, store, repair or authorise the parking, keeping, storing or repairing of any vehicle weighing more than 4.5 tonnes (including any load) on any property within a Residential Area.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units

DIVISION 9 – ADVERTISING SIGNS

52. ERECTING OR PLACING ADVERTISING SIGNS

52.1 A person without a permit must not erect or place an advertising sign or cause or authorise another person to do so:

- (a) on any Council land; or
- (b) on any footpath; or
- (c) on any other part of a road.

Penalty: 20 Penalty Units

Infringement Penalty: 5 Penalty Units.

52.2 A person with a permit to display an advertising sign must ensure that permit conditions are complied with at all times.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

53. EXEMPT SIGNS

Clause 52 does not apply to :

- (a) an advertising sign for a garage sale, an open inspection or auction provided:
 - (i) the sign is no larger than 700mm in width or 1 metre in height without the specific approval of an authorised officer; and
 - (ii) the sign is not placed on a round-a-bout or does not obstruct any constructed footpath or walkway; and
 - (iii) the sign is not located on any part of a road to which motor vehicles have access; and
 - (iv) the sign (pointer board) is only displayed at or near a property for which the person or agent is acting provided further that the sign(s) are only placed within the two hours preceding the activity being advertised and removed within the two hours of the conclusion of the activity being advertised; or
 - (v) the sign is not attached to or does not obstruct any traffic control device or

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- sign or impede the view of any motorist; or
- (b) an advertising sign for which a planning permit has been issued.

54. IMPOUNDING SIGNS

Where any advertising sign is erected or placed in any place contrary to this Local Law or in contravention of any permit conditions, it may be removed by an authorised officer and impounded.

DIVISION 10 – DISPLAY OF GOODS FOR SALE

55. LOCATING GOODS FOR SALE

55.1 A person without a permit must not place or display any goods for sale or cause or permit another person under his or her control to do so:

- (a) on any Council land; or
- (b) on any footpath; or
- (c) on any other part of a road.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

55.2 A person with a permit to display goods for sale must ensure that permit conditions are complied with at all times.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

56. GOODS LEFT ON ROADS

Any goods left or displayed on any part of a road contrary to this Local Law or displayed in contravention of any condition of a permit may be removed by an authorised officer and impounded.

DIVISION 11 – TRADING FROM A ROAD OR TO A PERSON ON A ROAD

57. PERMIT REQUIRED FOR ROADSIDE TRADING

57.1 A person without a permit must not erect or place on any road a vehicle, caravan, trailer, table, stall or other similar structure for the purpose of selling or offering for sale any goods or services.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

57.2 A person with a permit to trade from a road must ensure that permit conditions are

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complied with at all times.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

58. TRADING TO A PERSON ON A ROAD

58.1 A person without a permit must not sell or offer for sale any goods or services from a public place or Council Land to any person who is in that public place or on that Council Land.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

58.2 A person with a permit to sell or offer for sale any goods or services from a public place or Council Land must ensure that permit conditions are complied with at all times.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

59. REGULATION OF TRADING SITES

59.1 If the Council has entered into an agreement (by way of lease, licence or otherwise) in relation to trading from a particular site, a person other than the person with whom the Council has the agreement must not trade from that site whether or not that person has a permit.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

59.2 In addition to any other power which it has, the Council may by resolution determine a fee, charge, fare or rent in relation to selling or offering for sale of any goods or services from a property or public place adjacent to a road or to any person who is on that road or public place.

60. IMPOUNDING OF GOODS AND EQUIPMENT

Where the use of a site or the contravention of any conditions of a permit or agreement continues after a Notice to Comply has been served, any goods and associated equipment may be removed by an authorised officer and impounded.

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DIVISION 12 – OUTDOOR EATING FACILITIES ON ROADS.

61. ESTABLISHING A TEMPORARY OUTDOOR EATING FACILITY

61.1 A person without a permit must not establish an outdoor eating facility on any footpath or other part of a road.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

61.2 A person with a permit to establish an outdoor eating facility must ensure that permit conditions are complied with at all times.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

61.3 The outdoor eating facility must be solely outside the permit holder's premises and must provide a 2 metre clear accessible path of travel from the property line and be 700 mm from the kerb.

61.4 A permit is not required under this Local Law where a planning permit has been issued for the establishment of the outdoor eating facility.

62. USE OF OUTDOOR EATING FACILITY

62.1 A person must not occupy a chair in or otherwise use the equipment in an outdoor eating facility unless he or she intends to use them for the purpose of eating food or drinking drinks to be provided by the permit holder.

Penalty: 5 Penalty Units.

Infringement Penalty: 1 Penalty Units.

62.2 A person must not cause a nuisance to or behave offensively towards another person at or passing an outdoor eating facility.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

62.3 A person must leave an outdoor eating facility when requested to do so by the permit holder, an authorised officer or a member of the Victoria Police.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

63. PERMIT CONDITIONS FOR TEMPORARY OUTDOOR EATING FACILITY

63.1 A temporary outdoor eating facility must:

- (a) not be affixed or attached to the footpath, roadway or other infrastructure;

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or

(b) not be placed so as to obstruct pedestrians and /or traffic at intersections.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

63.2 A temporary outdoor eating facility must be located solely outside the permit holder's premises and must provide a 2 metre clear accessible path of travel from the property line and be 700 mm from the kerb.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

63.3 The permit holder must ensure that all items comprising the temporary outdoor eating facility are removed from the footpath by the close of business each day or by 1 am on the day immediately following their placement (whichever occurs first).

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

63.4 Where an outdoor eating facility is used in contravention to this clause it may be removed by an authorised officer and impounded.

64. REMOVING THE FACILITY

A permit holder must move or remove an outdoor eating facility when requested to do so for the purposes of public safety by an authorised officer or member of the Victoria Police.

DIVISION 13 – BULK RUBBISH CONTAINERS

65. PLACING BULK RUBBISH CONTAINERS, NATURESTRIPS AND COUNCIL LAND

A person without a permit must not place or cause or allow another person to place a bulk rubbish container on a road or Council land.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

66. CONTAINER LEFT ON A ROAD, NATURESTRIP AND COUNCIL LAND

Any bulk rubbish container placed on any part of a road contrary to this Local Law or in contravention of any condition of a permit may be removed by an authorised officer and impounded.

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DIVISION 14 – OCCUPATION OF THE ROADS

67. ROAD OCCUPATION

A person must not, without a permit, on a road under the control of the Council:

- (a) occupy or fence off a road or any part of the road including the road reserve and other road related area; or
- (b) erect a hoarding or overhead protective awning; or
- (c) use a mobile crane or travel tower for any building work; or
- (d) make a hole or excavation; or
- (e) reinstate a hole or excavation; or
- (f) plant any vegetation (other than grass) on a nature strip.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

68. REINSTATEMENT WORKS

- 68.1 The reinstatement of any part of the road damaged or affected by works of a type listed in clause 67 must be carried out in accordance with any conditions contained in the permit.
- 68.2 The fees to be applied in respect of reinstatement works will be those determined by the Council from time to time.
- 68.3 A Service Authority is responsible for the reinstatement of any part of the road, damaged or affected by works carried out by that Service Authority.

69. IMPOUNDING OF EQUIPMENT

Where any equipment, fencing or other items are being used in contravention of this Division, an authorised officer may remove the equipment, fencing or other items and impound them.

70. WORKS OF SERVICE AUTHORITIES

Except for sub-clause 68.3, the provisions of this Division do not apply to the works of any Service Authority.

DIVISION 15 – DEPOSITED SUBSTANCES

71. SUBSTANCES FROM VEHICLES, ANIMALS AND LIVESTOCK

A person must not allow any grease, oil, mud, clay or other substance to fall or run off a

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vehicle or livestock onto or under a road or allow or authorise another person to do so.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

72. REMOVAL OF SUBSTANCES

A person in charge of a vehicle or livestock from which any substance has fallen or run off onto a road:

- (a) must take all reasonable steps to promptly remove the substance, make good any damage and remove any consequent hazard; and
- (b) where any damage or hazard remains, must promptly notify the Council or member of the Victoria Police of the damage or hazard.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

DIVISION 16 – EVENTS, STREET PARTIES, STREET FESTIVALS, PROCESSIONS, FIREWORKS, BUSKING, CIRCUSES AND CARNIVALS

73. OCCASIONAL EVENTS IN COUNCIL'S PARKS, GARDENS & RECREATIONAL RESERVES

73.1 A person is required to obtain a permit if they seek exclusive use of part or all of Councils parks, gardens and recreational reserves, or intend to install temporary infrastructure, to facilitate an event.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units

73.2 Clause 73.1 does not apply to general use of Council parks, gardens & recreational reserves. Where persons are using the facility for barbeques, social gatherings, family events and any other such gathering which does not interfere with other persons or impact on the general amenity of the area.

74. COMMUNITY, SPECIAL AND MAJOR EVENTS

A person is required to obtain a permit to conduct a Community Event, Special Event or Major Event.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units

75. PERMITS FOR STREET PARTY, STREET FESTIVAL, SPECIAL EVENT OR PROCESSION

A person is required to obtain a permit to hold a Street Party, Street Festival, Special Event or procession on a road.

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Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

76. PERMITS FOR COMMUNITY MARKETS

A person is required to obtain a permit to hold a Community Market on Council Land, roadway, or any private land.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

77. PUBLIC PLACES

A person is required to obtain a permit to conduct any festival, public entertainment, gathering or similar function in any public place.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

78. CANCELLATION OF PERMIT

An Event permit may be cancelled:-

- (a) if it is deemed a Code Red Day; or
- (b) if the event organisers do not comply with the Council's requirements.

79. DIRECTION TO CEASE EVENT

An Event organiser must comply with directions given by members of the Victoria Police or an authorised officer to cease the Event if it is considered dangerous or a nuisance is being caused.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units

80. DISCHARGE OF FIREWORKS

A person, including a licensed pyrotechnician, must not without a permit discharge or allow to be discharged fireworks on any property.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

81. DISCHARGE OF INTERNAL FIREWORKS

A person, including a licensed pyrotechnician must not without a permit discharge or allow to be discharged fireworks within a Council building.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units

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82. DIRECTIONS TO CEASE FIREWORKS

A licensed pyrotechnician or an event organiser must comply with directions given by a member of the Victoria Police or an authorised officer to cease fireworks if they are unauthorised, considered dangerous or are creating a nuisance.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

83. BUSKING AND STREET ENTERTAINMENT

A person must not, without a permit, busk within a Municipal Place.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

84. DIRECTIONS TO CEASE BUSKING

A busker must comply with directions given by any member of the Victoria Police or an authorised officer to cease busking or moving from the busking location where a congestion, inconvenience or nuisance is being caused.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

85. CIRCUSES AND CARNIVALS

A person must not, without a permit, conduct a circus, carnival or other similar event.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

DIVISION 17 - COLLECTIONS ON ROADS

86. COLLECTIONS

A person must not, without a permit, solicit or collect any waste materials, gifts of money or subscriptions while present on any footpath adjacent to any road or cause or authorise another person to do so.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

NOTE: Permit applications for highway collections (including traffic light intersections) are to be referred to Victoria Police.

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DIVISION 18 - VEHICLES AND OTHER OBSTRUCTIONS

87. DERELICT AND ABANDONED VEHICLES

A person must not abandon, leave or allow to be left in or on a road, public place, reserve or Council Land any vehicle that is:

- (a) not currently registered; or
- (b) derelict to such an extent as to be unable to move under its own power and in disrepair.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

Any Vehicle found on any Road, Council Land or Municipal Place and considered by an Authorised Officer to be derelict, abandoned or unregistered may be dealt with under the provisions of Schedule 11 to the Act.

88. REPAIR OF VEHICLES AND STORAGE OF VEHICLES

- (a) A person must not repair, paint, dismantle, maintain or service a vehicle on any road or Council Land except where it is necessary to undertake minor repairs to get the vehicle underway or moving.
- (b) A Person must not use any road or other Council Land for the purpose of storing any caravan, trailer, boat or damaged vehicle.
- (c) Where, in the opinion of an Authorised Officer, this clause is not being complied with, the Authorised Officer may serve a Notice to Comply on the owner of the Vehicle being repaired, or caravan, trailer, boat or damaged vehicle being stored.
- (d) If the owner of the Vehicle being repaired, or caravan, trailer, boat or damaged Vehicle being stored fails to comply with a Notice to Comply served under this the Vehicle being repaired, or caravan, trailer, boat or damaged vehicle being stored may be impounded by an Authorised Officer.
- (e) For the purposes of subclause (b), an Authorised Officer may consider a caravan, trailer, boat or damaged vehicle to be stored if the vehicle has not been moved for 28 days.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

89. REMOVAL OF UNLAWFULLY PARKED AND/OR OBSTRUCTING VEHICLES

89.1 Where a vehicle is left in the Municipal District:

- (a) causing an unlawful obstruction; or
- (b) unlawfully parked;

the vehicle may be relocated or impounded.

89.2 After having regard to the likely level of public nuisance, accidents, danger to

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pedestrians, congestion and delay to road users, the an Authorised Officer may relocate or impound a vehicle if it is causing an unlawful obstruction or is unlawfully parked in the following areas:

- (a) no stopping areas; or
- (b) on a footpath; or
- (c) school crossing zones; or
- (d) parking areas reserved for vehicles displaying a Disabled Persons Parking Scheme Permit; or
- (e) areas such as intersection zones and approaches to traffic lights, where the size and nature of the illegally parked vehicle creates an added problem for drivers' and pedestrians' line of sight; or
- (f) at Special Events, where unlawful parking is likely to result in unreasonable congestion; or
- (g) where a clear width of 3 metres has not been left for the passage of vehicles.

89.3 A notice of impounding is not required where a registered vehicle is moved less than 250m and relocated back onto a road.

90. OTHER OBSTRUCTIONS

Where a craft, rubbish container, movable structure, device, material, object or other thing is left in the Municipal District:

- (a) causing an unlawful obstruction; or
- (b) causing a danger to pedestrians or other vehicles; or
- (c) getting in the way of or likely to get in the way of traffic; or
- (d) at Special Events, where unlawful parking is likely to result in unreasonable congestion; or
- (e) is abandoned and/or disowned

the obstruction may be removed by an authorised officer and impounded.

91. AUTHORISED OFFICER MAY MARK TYRES

91.1 An authorised officer may mark the tyres of a vehicle parked in a parking area with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.

91.2 A person must not remove a mark made by an authorised person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

Penalty: 5 Penalty Units.

Infringement Penalty: 1 Penalty Units.

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92. PARKING BAY RESERVATION

Where access to a vehicle or equipment is required consistently or regularly in the pursuit of an applicant's business, promotion, Special Event or activity, the Council may issue a Parking Bay Reservation Permit for short term and specific location parking needs.

93. VEHICLE USE ON COUNCIL LAND

93.1 A person must not, without a permit:

- (a) drive, ride or use a vehicle on Council land, Municipal Place or other public place unless in an area designed and approved for that purpose: or
- (b) park a vehicle on Council Land, Municipal Place or other public place unless in an area designed and approved for that purpose.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

93.2 Where an unregistered vehicle is used in contravention of this clause, an authorised officer may remove and impound the vehicle.

93.3 Clause 93.1 does not apply to a road or road related area.

93.4 This Clause does not apply to an Authorised Officer or member of the Police Force in the course of their duties.

DIVISION 19 - SAFETY, PEOPLE AND PROPERTY

94. DANGEROUS AND UNSIGHTLY LAND

94.1 An owner or occupier of land must not allow the land to:

- (a) become unsightly or detrimental to the general character and amenity of the neighbourhood in which it is located; or
- (b) harbour unconstrained rubbish; or
- (c) contain disused excavation or waste material; or
- (d) store disused machinery or vehicles or for the assembly or dismantling of such machinery or vehicles; or
- (e) pose a danger or a risk to people or property in the vicinity.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

94.2 In determining whether land poses a danger or a risk to people or property in the vicinity or is unsightly or detrimental to the general amenity of the neighbourhood, an authorised officer must take into account the following factors:

- (a) the level of grass and weeds on property should be no higher than 500 millimetres; and

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- (b) whether the volume of unconstrained rubbish or litter is excessive; and
- (c) the fact that disused waste material should not remain on the land for a period longer than 14 days; and
- (d) the fact that disused excavation should not remain on the land for any period without the provision of fencing adequate to prevent access by children or for longer than 14 days in any case; and
- (e) whether the volume or type of substances or materials, including building materials and fill from building sites, is excessive; and
- (f) whether the volume or type of goods, such as second-hand goods, vehicles or machinery, is excessive.

94.3 An owner or occupier of any urban land must not allow blackberries to grow on or spread from that land.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

95. DILAPIDATED BUILDINGS

Without limiting clause 94, an owner or occupier of land on which is located any building or other structure which is unoccupied, unfit for occupation or not ordinarily occupied:

- 95.1 Must not permit that building or structure to become dilapidated or further dilapidated;
- 95.2 Must take all reasonable steps to secure the building or structure from unauthorised access, including, if required, secure fencing, boarding up/securing windows and other access points, more adequate locks and any other security options that are, in all the circumstances, reasonable to exercise;
- 95.3 Must undertake temporary repairs as required to ensure on-site safety and security and to avoid the appearance of neglect out of character with other land in the vicinity;
- 95.4 Must take reasonable steps to prevent or remedy the land from being a haven for regular anti-social or unlawful behaviour by unauthorised persons;
- 95.5 Must maintain the building or structure in a state of good repair and appearance.
- 95.6 Must not allow any graffiti to remain on any building, wall, fence, post or other structure or object erected on that land; and
- 95.7 Will commit a new offence under this Local Law for every month any breach of this clause continues unless effective works have been undertaken to remedy any breach.

Penalty: 20 Penalty Units

Infringement Penalty - Commercial and Industrial properties: 10 Penalty Units.

Infringement Penalty - All other properties: 5 Penalty Units.

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96. ELECTRIC FENCE

A person must not, without a permit, erect an electric fence in a Residential Area adjacent to a street alignment or public open space.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

97. BOAT RAMPS

A person must not, launch a boat, jet-ski or other craft on a council controlled waterway contrary to any sign requiring a permit.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

98. WATERWAY BEHAVIOUR

98.1 A person must not leave, moor, tie or secure a boat to a boat ramp, pontoon or jetty contrary to any sign on or adjacent to any boat ramp, pontoon or jetty.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

98.2 A person must not swim, dive, or fish contrary to any sign at a Council controlled waterway.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

98.3 A person must not, while aboard a vessel on a body of water:

- (a) engage in any activities which are dangerous to any other person; or
- (b) use an amplifier or electronic device so as to interfere with the use or enjoyment of the body of water or any adjacent land by any other person; or
- (c) interfere with the reasonable use and enjoyment of the body of water or any adjacent land by any other person.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

98.4 A person must not, without a permit, use or operate a boat, jet-ski, sailboard, wind surfer, skiffle board or ski on a Council controlled waterway other than in an area prescribed for that purpose.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

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99. CODE RED FIRE DANGER RATING DAY

A person must not enter a bushland reserve managed by the Council on a Code Red Fire Danger Rating day.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

100. OPEN AIR BURNING

100.1 A person must not, without a permit light or cause or allow to be lit or remain alight any fire in the open air on any land or road within the Municipal District.

100.2 Despite clause 100.1, an owner or occupier of land may burn-off in the open air for the purposes of reducing fuel loads on that land in accordance with the following -

- (a) The land greater than 1 hectare in size; and
- (b) The land is outside a 500 metre radius from any residential area; and
- (c) Someone is in attendance at all times while the fire is lit; and
- (d) Fire suppression equipment is onsite; and
- (e) The fire is only allowed to burn during daylight hours.
- (F) VicFire is notified beforehand.

101.2 A burn-off is disallowed or not permitted to continue on days of total fire ban, during CFA declared Fire Danger Period or any other time as directed by Latrobe City Council.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

101. USE OF A BARBECUE

(a) Despite clause 100, a fire is permitted in a barbecue for the purpose of cooking food provided that such use does not create a nuisance.

(b) A person must not light or allow to be lit or remain alight any fire in a barbecue or similar device for purposes other than for the cooking of food for human consumption or personal warmth.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

102. FIRES FOR PERSONAL WARMTH

(a) Despite clause 100, a fire is permitted on private property for the purpose of personal warmth provided that such use does not create a nuisance.

(b) A person must not burn leaves, green wood or rubbish in a fire lit for personal warmth.

(c) A person lighting a fire for personal warmth must ensure that:

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- (i) during the Fire Danger Period the wind is not more than 10 kph; and
- (ii) the fire is lit in a properly constructed fireplace or in a trench at least 30 centimetres deep; and
- (iii) the area within a distance of 3 metres from the outer perimeter of the fire is clear of flammable material; and
- (iv) the fire does not occupy an area in excess of 1 square metre and the size and dimensions of solid fuel used are the minimum necessary for the purpose; and
- (v) a person is in attendance at all times while the fire is alight and has the capacity and means to extinguish the fire; and
- (vi) the fire is completely extinguished before the person leaves.

NOTE: that in accordance with the CFA Act, a "properly constructed fireplace" means a fireplace that is constructed of stone, metal, concrete or any other non-flammable material so as to contain the perimeter of the fire. A commercially produced barbecue would be considered a properly constructed fireplace.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

103. BURNING IN AN INCINERATOR

103.1 A person must not, without a permit, cause or allow an incinerator to be constructed, erected, installed or used on any property, road or other land in respect of which that person is the owner or occupier or has responsibility for the management and control of the incinerator.

103.2 A person must not, without a permit, light or allow to be lit or remain alight any fire in an incinerator within the Municipal District.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

104. CHIMNEYS/WOOD STOVES

104.1 An owner or occupier of land must not cause or allow any chimney and/or wood stoves to discharge dust, grit, ashes or smoke to such an extent that it is dangerous to the health of another person.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

104.2 Where an authorised officer is of the opinion that a chimney and/or wood stove is discharging dust, grit, ashes or smoke which is dangerous to the health of or is offensive to another person, he or she may serve a Notice to Comply on the owner or occupier of the land.

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105. DIRECTION TO EXTINGUISH A FIRE.

A person must obey a direction from an authorised officer to extinguish a fire.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

106. CLOTHING RECYCLING BINS

106.1 A person must not, without a permit, place any clothing recycling bin on any land.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

106.2 A permit is not required under this Local Law for the placement of a clothing recycling bin in a place to which members of the public do not and might not reasonably expected to have access.

106.3 A person must not interfere with, deposit rubbish in or remove the contents of a clothing recycling bin except that this clause does not apply to the person on whose behalf the bin was placed, an employee or agent of the person who placed the bin or an authorised officer.

DIVISION 20 - THE ENVIRONMENT

107. CAMPING

A person must not, without a permit, camp on Council Land or in a public place in a tent, caravan or any other temporary or makeshift structure unless such land is within a licensed Caravan Park or an area determined to be available for camping purposes by the Council.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

108. CARAVANS AS TEMPORARY ACCOMMODATION

108.1 A person must not, without a permit, occupy a caravan on private property except in accordance with clause 107.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

108.2 Sub-clause 108.1 does not prevent an occupier of private property where a dwelling exists placing one caravan owned by them on the property for the use of a member of the household or a temporary visitor to sleep in for a total period not exceeding 28 days in any one year.

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109. PLACEMENT OF CARAVANS ON PRIVATE PROPERTY

A person without a permit must not place or allow to be placed on any private property more than one caravan.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

110. NOISE

110.1 A person on a road or in a public place must not without the consent of the Council or an authorised officer:

- (a) sound or play upon any musical or noise instrument; or
- (b) sound, play, control, operate or use any loudspeaker, amplifier, microphone, wireless receiving set, or broadcasting set or any other like device capable of being used for making or amplifying sounds or noise; or
- (c) shout, sing or harangue where that noise interferes with the reasonable comfort of a person.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

110.2 Sub-clause 110.1 does not apply to any sounds within a motor vehicle which cannot be heard outside that vehicle or any sound or noise conveyed through any head phones which are not audible to a person other than the wearer of those head phones.

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DIVISION 21- KEEPING OF ANIMALS

111. KEEPING OF ANIMALS

111.1 An owner or occupier of land must not, without a permit, keep or allow to be kept any more in number for each type of animal than as set out in the following table except for farming areas:

<i>Type of Animal</i>	<i>Definition</i>	<i>Multi Unit Development</i>	<i>All Other Areas (Except Farming area)</i>
Dogs		2	2
Cats		2	2
Poultry -		Not permitted	5
<i>Poultry includes; fowls, bantams, pheasants, ducks and geese.</i>			
Free Flying Pigeons		0	0
Rooster		0	0
Domestic Mice		10	10
Guinea Pigs,			
Ferrets, Hamsters		2	4
Domestic Rabbits		2	4
Reptiles		2	2
Other animals*		Not permitted	0 (Residential) / 10 (Rural Living Zone)

**Other animals include; cattle, horse, goat, swine, pig, ostrich, sheep and any other agricultural animal.*

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

111.2 A permit issued for the keeping of dogs and /or cats under this Part will be granted for the life of the animal although if an offence or nuisance be proven the permit can be revoked.

111.3 Sub-clause 111.1 does not apply where animals are kept in accordance with a planning permit or where a Commercial Wildlife Licence has been obtained in accordance with the Wildlife Regulations 2013.

111.4 A person keeping animals in accordance with clause 111.1 must ensure that the animals do not create a nuisance or danger to neighbours or other persons.

112. DOGS AND CATS ON FARMING PROPERTIES

Except where a planning permit is issued an owner or occupier of a working farm within a farming area must not, without a permit, keep or allow to be kept more than four adult dogs and/or four adult cats on that land except where allowed by the planning scheme.

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113. MAXIMUM NUMBER OF DOGS AND CATS ON ANY LAND

Except where a planning permit is issued a person must not keep more than five dogs or five cats on any land except where allowed by the planning scheme.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

114. LITTERS OF ANIMALS

For the purpose of calculating the maximum limit of the numbers of animals kept, the progeny of any animal lawfully kept will be exempt for a period of 3 months after their birth.

115. LIVESTOCK KEPT UNSECURED

(a) A person must not allow any livestock owned by or in that person's custody to be kept unsecured or allowed to stray onto any road or public land.

(b) A person without a permit must not keep or allow to be kept any horse, goat, sheep, pig or similar animal on land in a residential area.

(c) A person must not keep cattle on any land in a residential area.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

116. CAGED BIRDS

Any person keeping poultry or caged birds of any type must ensure that these birds do not result in the generation of any nuisances to any individual or group of people.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

117. FREE FLYING PIGEONS

117.1 A person must not, without a permit, keep free flying pigeons on any land.

117.2 Sub-clause 117.1 does not apply to a registered member of a pigeon racing club affiliated with the Gippsland Pigeon Federation.

117.3 Notwithstanding sub-clause 117.1 and 117.2 a planning permit is required for more than 99 pigeons to be kept under these provisions.

117.4 A Planning Permit is required for 100 or more pigeons.

117.5 An occupier of land must ensure that any free flying pigeons housed on that land are housed in a loft of the type approved by a racing pigeon organisation and which meets the requirements of the Building Code of Australia.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

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118. ANIMAL EXCREMENT

A person in charge of an animal on a road or other Municipal Place must:

- (a) carry a device suitable for the removal of any excrement that may be deposited by the animal; and
- (b) not allow any part of the animal's excrement to remain on a road or other Municipal Place; and
- (c) produce the device on demand by an authorised officer.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

DIVISION 22 - DISPOSAL OF WASTE

119. DOMESTIC WASTE

119.1 The occupier of every dwelling or other property to which the Council provides a kerbside waste collection service must comply with this Part.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

119.2 The occupier of any property to which the Council does not provide a kerbside waste collection service must remove any waste from the property and dispose of it into an appropriate receptacle or to a waste disposal facility in a manner that is clean, inoffensive and does not harm the environment, and in compliance with any relevant Environmental Protection Authority guidelines.

120. TYPE OF DOMESTIC WASTE AND RECYCLING RECEPTACLES

120.1 The occupier of every dwelling, or other property, to which the Council provides a kerbside garbage service, green waste service and/or recycling service must not place domestic waste or recycling out for collection unless the domestic waste is contained in a receptacle supplied, approved and determined by the Council from time to time for any particular collection district.

120.2 An occupier of property must ensure that all receptacles on the property:

- (a) have a lid which seals to make the receptacles weather and fly proof and secure; and
- (b) are kept in good order and in a clean and sanitary condition.

121. PLACEMENT OF DOMESTIC WASTE AND RECYCLING CONTAINERS

121.1 Domestic waste, green waste and recycling receptacles must be placed on the naturestrip adjacent to the driveway abutting the occupier's property no earlier than the evening before collection day as specified by the Council for collection from that property or in accordance with any instruction issued by the Council or any

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contractor engaged by the Council to collect such waste or recyclables.

121.2 Bin lids must be closed and not be overflowing.

121.3 Bins placed out for collection outside any commercial or retail premises must also be placed out in accordance with any instructions issued by the Council or any contractor engaged by the Council to collect waste or recyclables.

122. REMOVAL OF BINS AND ANY SPILLAGE

Once the waste has been collected by the Council or its contractor, the empty receptacle must be returned to the property by the occupier and any waste which has spilled onto the road, nature-strip or surrounding area must be removed by the occupier responsible for the bin within 24 hours of collection.

123. UNAUTHORISED USE OF RECEPTACLES

123.1 Garbage, recycling and green waste receptacles are for the exclusive use of the occupier. Garbage, recyclables, green waste or any other material must not be placed in another resident's receptacle.

123.2 Garbage, recycling and green waste receptacles must not be removed from a property when the occupier changes their place of residence for any reason.

123.3 ADDITIONAL WASTE RECEPTACLES

In the event of any occupier of a property placing out in excess of three receptacles for regular collection of domestic waste, green waste and recycling from any one dwelling, the Council may regard that dwelling as a multiple dwelling for the purposes of calculating the service charge as determined by the Council from time to time. Any additional receptacles require the approval of the Council.

124. PROHIBITED WASTE

124.1 The following material is prohibited from being placed in domestic waste receptacles and street litter receptacles for collection by the Council:

- (a) slops, liquid waste, animal carcasses and offensive material; and
- (b) dirt, dust, or other matter from any vacuum cleaner, hair, or other similar matter or moist refuse, unless it has been securely wrapped in an impermeable cover or container to prevent its escape; and
- (c) ashes or other like matter unless they have been mixed with water to form a consistency of a stiff paste before being wrapped and placed in the receptacle; and
- (d) glass or other sharp objects unless they are properly contained or wrapped in such a way as to render them harmless and inoffensive; and
- (e) oil, paint, solvents or similar substance or any other substance which may damage the receptacle or reduce its strength or effectiveness; and
- (f) disposable napkins unless they have been cleaned of solids and securely

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wrapped and placed in an impermeable cover; and

- (g) impervious material prior to being placed in the receptacle; and
- (h) commercial/industrial and trade waste of any kind; and
- (i) any garden refuse, grass clippings or tree cuttings unless wrapped; and
- (j) objects over 8 kilograms in weight; and
- (k) medical waste, needles, syringes, chemicals, prescribed wastes or other hazardous materials.

124.2 The following material is prohibited from being placed in green waste receptacles for collection by the Council:

- (a) any material prohibited from domestic waste receptacles, excluding green waste; and
- (b) plastic bags, soil or rubble, food or household waste, nappies, bricks, pot plants, logs or stumps over 100 mm in diameter and 300 mm in length, and recyclables.

124.3 The following material is prohibited from being placed in recycling receptacles for collection by the Council:

- (a) any material prohibited from domestic waste receptacles; and
- (b) household waste, polystyrene, plastic bags and film wrap and green waste.

125. RECYCLING AND HARD GARBAGE COLLECTION

125.1 Occupiers of properties who have made a prior booking with the Council for an at-call hard waste collection service must leave hard waste out for collection in accordance with the Council's instructions.

125.2 A person must not place out for collection on the naturestrip or in any surrounding area any waste unless the Council has instructed him or her to do so.

125.3 A person must not remove or interfere with any hard waste left out for collection.

126. COMMERCIAL/INDUSTRIAL WASTE AND WASTE SKIPS

An occupier of property may arrange for the collection of commercial/industrial waste or for the placement of a waste/recycling skip subject to compliance with this Local Law and consistency with any Vic Roads guidelines.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

127. TRADE WASTE AND WASTE HOPPERS (INCLUDING RECYCLING BINS)

127.1 CONSTRUCTION OF BINS

A person using a Waste hopper or bin for the collection and storage of trade waste must ensure that it:

- (a) is constructed of approved impervious material to the satisfaction of the

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Council to prevent leakage, absorption or accumulation of any refuse or rubbish that may be deposited in it; and

- (b) is watertight, fly and vermin proof; and
- (c) contains a removable drainage plug for the purpose of cleaning; and is fitted with fly and vermin proof lid with overlapping flanges which must be kept continuously closed.

127.2 EMPTYING OF TRADE WASTE BINS

Waste hoppers or bins must be emptied at least weekly or more regularly if the contents become offensive.

127.3 CLEANLINESS AND STORAGE OF BINS

The occupier of a property on which a bin for the storage of trade waste is kept must ensure that:

- (a) the surface upon which the bin is stored is impervious, graded and drained to the sewer or an approved outlet with such silt traps or other treatment devices as required by the Council; and
- (b) the storage site is supplied with a tap connection and hose of a size approved by the Council; and
- (c) the bin is screened in such a way and with such material as approved by the Council; and
- (d) the bin is cleaned thoroughly after each emptying; and
- (e) the storage site is such that it does not detrimentally affect the amenity of the area.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

128. USE OF TRANSFER STATIONS AND LANDFILL SITES BY RESIDENTS

128.1 Transfer Stations and Landfill Sites are available to residents and ratepayers for the disposal of waste generated from within the Municipal District and other wastes that are allowed to be disposed in accordance with an applicable Environmental Protection Authority licence.

128.2 The landfill sites will be available to residents for the disposal of asbestos material only when the appropriate permit has been issued prior to disposal.

128.3 A person using a Transfer Station or Landfill Site under this provision must pay the fees and charges applicable and comply with the set terms and conditions.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

129. USE OF TRANSFER STATIONS AND LANDFILL SITES BY NON RESIDENTS

129.1 The Council may consider allowing persons other than residents and ratepayers to use a Transfer Station or Landfill Site.

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129.2 A non-resident who is permitted to use the Transfer Station or Landfill Site under this provision must pay the fees and charges applicable and comply with the set terms and conditions.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

130. CONDUCT AT TRANSFER STATIONS/LANDFILL

A person must not fail to adhere to an instruction from a Transfer Station/Landfill attendant or act contrary to an authorised sign at a Transfer Station/Landfill.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

131. ACCESS TO TIPPING FACE

The Council may refuse access to the tipping area of a Landfill to a person who fails to pay the required fee or charge or who fails to comply with the terms and conditions of use of the Landfill.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

132. DUMPING OF ICE CHESTS, TRUNKS OR SIMILAR CONTAINERS

A person must not place or leave or allow to remain a disused refrigerator, ice-chest, icebox, trunk, chest or any other similar article having a compartment which has a capacity of 0.04 cubic metres or more on any land without first:

- (a) removing every door and lid; or
- (b) removing every lock, catch and hinge attached to a door or lid; or
- (c) otherwise rendering every door and lid incapable of being fastened.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

133. SCAVENGING AT TRANSFER STATIONS/LANDFILL

A person must not, without a permit, remove material of any kind which has been deposited at a Transfer Station/Landfill.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

134. TRANSFER STATION SECOND HAND GOODS SHOP

Any person may purchase materials or items displayed in the designated areas or the second hand goods shop located at the Transfer Station upon payment of the charges applied by the Transfer Station attendant.

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DIVISION 23 - GREY WATER, STORMWATER DRAINS AND PRIVATE DRAINS

135. DRAINAGE TAPPINGS

135.1 A person must not, without a permit, tap into or interfere with any drain under the control of the Council.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

135.2 Sub-clause 135.1 does not apply where the Council has certified a plan of subdivision or given its approval for the drain to be tapped under any other legislation administered by it.

136. INTERFERENCE WITH WATER COURSE

136.1 A person must not, without obtaining approval from the Council to do so, destroy, damage or interfere with a water course, ditch, creek, gutter, drain, tunnel, bridge, levee, culvert or fence which belongs to the Council or is under the control or management of the Council.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

136.2 Sub-clause 136.1 does not apply to works undertaken by a Service Authority.

137. GREY WATER

All effluent generated on a property must be retained and disposed of by approved means within that property boundary, unless:

- (a) the effluent is approved for disposal, and is disposed of through the reticulated sewerage system; or
- (b) there is a current approval in place issued by the relevant authority for off-site discharge to occur; or
- (c) there is a current contract with an approved waste disposal contractor in place to collect and dispose of effluent generated on the property

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

138. STORMWATER DRAINS

An owner of a property must:

- 138.1 obtain a permit from the Council prior to connecting a stormwater drainage system serving a residential, commercial or other property to an adjacent Council stormwater drainage system, and comply with the conditions of such permit; and
- 138.2 connect a stormwater drainage system serving a residential, commercial or other

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- property to an adjacent Council stormwater drainage system when directed to do so by an authorised officer provided that the authorised officer provides a timeframe within which the connection has to be made; and
- 138.3 ensure that such connection complies with any conditions imposed by the Council; and
- 138.4 adequately maintain the stormwater connection between the property boundary and the Council drain when directed to do so by an authorised officer, provided that the authorised officer provides a timeframe within which the maintenance has to be done.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

139. PRIVATE DRAINS

An owner of a property must not:

- (a) fail to maintain a private stormwater drainage system serving a residential, commercial or other property where the failure to do so causes a nuisance to a property upstream or downstream of the private stormwater drainage system whether during storm events or otherwise; and
- (b) fail to carry out rectification or maintenance works when directed to do so by an authorised officer provided that the authorised officer provides a timeframe within which the works have to be completed; and
- (c) build over, carry out works within or fill in any drain located in an easement, whether in favour of the Council or otherwise.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

DIVISION 24 - PUBLIC HEALTH

140. OFFENSIVE CONDITIONS

A person must not:

- (a) cause; or
- (b) allow to exist on or emanate from any property owned or occupied by or in the charge of that person, any condition that is offensive, unsanitary or liable to be dangerous to health.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

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DIVISION 25 – BEHAVIOUR

141. BEHAVIOUR IN MUNICIPAL PLACES

141.1 A person in any Municipal Place must not behave in a manner which is boisterous or harmful or which causes interference with the quiet enjoyment of any person using the Municipal Place.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

141.2 A person must not behave in any Municipal Place in a way which that is detrimental to the Municipal Place or other Council and Community Assets.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

141.3 An owner or occupier of land must not allow trees, plants or any other matter on his or her land to cause damage to or interfere with a Municipal Place.

Penalty: 10 Penalty Units.

Infringement Penalty: 5 Penalty Units.

141.4 Where the Council is of the opinion that trees, plants or any other matter or land are causing damage to or interfering with a Municipal Place, it may serve a Notice to Comply on the owner or occupier of the land.

141.5 A person must not, without a permit, destroy, damage or interfere with or attempt to destroy, damage or interfere with any trees and plants in any Municipal Place or under the care and management of the Council.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

141.6 A person must not in a Municipal Place:

- (a) act in a way which endangers any person; or
- (b) use or attempt to use any volatile, explosive or flammable matter; or
- (c) damage, destroy, write on, interfere with, remove from or affix to any building, improvement, furniture, fitting or equipment or other structure of any kind; or
- (d) destroy, pull down, obliterate or deface a sign put in place or erected by the Council; or
- (e) spit or expectorate; or
- (f) carry firearms unless specifically authorised to do so under the Firearms Act 1958; or
- (g) shoot, snare, molest, injure or in any way harm or interfere with any bird or animal, or attempt to shoot, snare, molest, injure or in any way harm or

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interfere with any bird or animal.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

141.7 Paragraphs (c), (f) and (g) of sub-clause 141.6 do not apply to an authorised officer, or another person acting in the course of their duty with a member of the Police Force or an Emergency Service or to a person acting in accordance with a request by or the permission of the Council.

DIVISION 26 - SMOKING

142. SMOKING IN MUNICIPAL PROPERTIES AND MUNICIPAL PLACES

142.1 The Council may declare any Municipal Property or Municipal Place or any part of a Municipal Property or Municipal Place to be a smoke free area.

142.2 The Council must cause signs to be displayed in any Municipal Property or Municipal place or any part of a Municipal Property or Municipal Place which it has declared to be a smoke free area.

142.3 Where the whole of a Municipal Property or Municipal Place is declared to be a smoke free area, it will be sufficient to display signs indicating the property as a smoke free or non smoking area at the main entrance (or entrances where there are more than one main entrance) to the property.

142.4 A person must not smoke in or on any Municipal Property or Municipal Place or any part of the Municipal Property or Municipal Place which has been declared to be a smoke free (or no smoking) area.

Penalty: 10 Penalty Units.

Infringement Penalty: 2 Penalty Units.

142.5 Where the Council fails to erect and maintain signs in accordance with sub-clauses 142.2 and 142.3 it cannot proceed to prosecute a person for an offence under sub-clause 142.4.

DIVISION 27 - CONSUMPTION OF ALCOHOL

143. MUNICIPAL PLACES WHERE ALCOHOLIC BEVERAGE MAY NOT BE CONSUMED OR POSSESSED

143.1 A person must not, without a permit, consume or have in his or her possession or under his or her control any alcoholic beverage, other than in a sealed container, in or on any Municipal Place located within the area shown on Map 1, 2, 3, 4 or 5 of Schedule 2 contained within the thick dark line and marked with the letters 'CBD' unless the Municipal Place is a licensed premises or authorised premises.

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Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

143.2 A person must not, without a permit, consume or have in his or her possession or under his or her control any alcoholic beverage, other than in a sealed container, in or on any Municipal Place located outside the area referred to in sub-clause 143.1 other than during the hours between:

- (a) 8.00 a.m. and 6.00 p.m. eastern standard time; or
- (b) 8.00 a.m. and 8.00 p.m. during the time in which daylight saving time operates in Victoria;

unless the Municipal Place is a licensed or authorised premises.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

DIVISION 28 - USE OF COUNCIL RECREATION CENTRES, PUBLIC RESERVES AND RECREATION GROUNDS

144. USE OF COUNCIL RECREATION CENTRES, PUBLIC RESERVES AND RECREATION GROUNDS

144.1 A person must not, while present in a Recreation Centre or on a Public Reserve and Recreation Ground:

- (a) climb, jump or get upon or over any wall, fence, gate, seat or other structure; or
- (b) use an amplifier or electronic device other than in a manner and location permitted by the Council or an authorised officer; or
- (c) use any children's playground equipment other than for the purpose for which it was provided; or
- (d) swim in, wade through, or enter for recreational purposes, or fish in any lake, pond or excavation containing water, or attempt to catch, injure or kill any animal contrary to any sign; or
- (e) throw, place or cause or allow to be thrown or placed any liquid, stone, stick, paper, dirt, rubbish or any other object, substance or thing into any wetland, lake, pond, fountain or any other body of water; or
- (f) enter any areas which are set aside for planting or growing of plants excepting the undertaking of approved works, where the person is, or is a volunteer directly supervised by, an employee of the Council, a person contracted to the Council for the purpose, a member of the relevant Committee of Management, or a member of that venue's approved committee or friends group; or
- (g) fly or permit to be flown any model aeroplane, aircraft or similar apparatus of any kind, excluding a kite, but including any audible motor-propelled

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device; or

- (h) undertake or organise activities for commercial gain, including commercial tour operations, and commercial providers of recreational activities (personal trainers use of facility) without a permit and payment of the prescribed fee.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

144.2 An owner or occupier of land adjoining a public reserve or recreation ground must not without a permit:

- (a) install, or permit to be installed, a gateway on or other means of access to or from the Recreation Centre or Public Reserve and Recreation Ground; or
- (b) allow vehicular access from their land to public reserve or recreation ground.

Penalty: 20 Penalty Units.

Infringement Penalty: 5 Penalty Units.

PART 7 - ENFORCEMENT AND PENALTIES

145. POWERS OF AUTHORISED OFFICERS

If an authorised officer considers that there has been a breach of this Local Law, including a breach of any conditions of a permit, the authorised officer may take any or all of the actions provided in this Local Law and may:

- (a) direct the person to cease the activity breaching the Local Law; or;
- (b) give a verbal warning the person who is breaching the Local Law; or
- (c) issue an official warning in accordance with the Infringements Act 2006; or
- (d) serve a Notice to Comply to remedy the breach; or
- (e) issue an infringement notice in accordance the Infringements Act 2006.

146. OFFENCES

146.1 Where any provision in this Local Law requires that something must be done, any person who fails to do that act is guilty of an offence.

146.2 Where any provision in this Local Law requires that something must not be done any person who does that act is guilty of an offence.

146.3 Where any provision in this Local Law requires that something may not be done between specified hours of the day or night during specified months of the year, on days falling within specified categories* or in or at specified locations or specified parts of those locations, any person who does that act between the hours, during the months, on the days, or at the location or a specified part is guilty of an offence.

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**e.g. acute fire danger days.*

- 146.4 Where any provision in this Local Law requires that a person obtain a permit from the Council before engaging in any particular activity, that person is guilty of an offence if that person engages in that activity without a current permit issued by the Council (unless the Council, in its discretion, has waived the requirement for a permit).
- 146.5 Where any permit issued under this Local Law contains conditions, any person who contravenes or fails to comply with a condition of a permit is guilty of an offence.
- 146.6 Where any offence arises under this Local Law in respect of which a specific penalty has not been indicated, the penalty for that offence is 10 penalty units and the Infringement Penalty is 2 Penalty Units.
- 146.7 A person who is guilty of a second or subsequent offence against the same provision in this Local Law is liable to a penalty not exceeding 20 penalty units.

147. POWER TO SERVE INFRINGEMENT NOTICES

An authorised officer may serve an infringement notice on a person who the authorised officer has reason to believe has committed an offence against this Local Law

An offence referred to in this clause is an infringement offence within the meaning of the Infringements Act 2006.

PART 8 - DELEGATIONS

148. DELEGATIONS

In accordance with section 114 of the Act, the Council hereby:

- (a) delegates to the Chief Executive Officer and to each Senior Officer and to any person for the time being acting for such persons all the powers, discretions, authorities and considerations of the Council under this Local Law including (but not limited to) the powers, discretions and authority to issue or refuse permits, fix conditions and durations relevant to such permits, cancel permits, required additional information, apply standards or guidelines or policies of the Council, consider appeals and waive the need for any permit or waive or fix or reduce any fee or charge or to do any act, matter or thing necessary for or incidental to the performance or exercise of any function or power by the Council; and
- (b) delegates to each authorised officer the powers, discretions and authorities to act on behalf of Council in performing any duty or function or in exercising any discretion of the Council specified in this Local Law.

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PART 9 - SCHEDULES

SCHEDULE 1: AREAS OF RESPONSIBILITY

Clause	Responsibility
DIVISION 1 - OBSTRUCTIONS TO THE FREE PASSAGE OF PEOPLE AND VEHICLES	
28	Trees and plants not to obstruct or obscure Local Laws
29	Fences, signs, posts, and other objects Local Laws
DIVISION 2 – ROAD NAMES AND PROPERTY NUMBERS	
30	Council to approve road names
31	Property numbers to be displayed Local Laws
32	Incorrectly displaying property numbers Local Laws
DIVISION 3 - VEHICLE CROSSINGS	
33	A vehicle crossing is required Asset Protection
34	A permit is required Asset Protection
35	Redundant vehicle crossings Asset Protection
36	Vehicle crossings in disrepair Asset Protection
DIVISION 4 – LIVESTOCK ON ROADS	
37	Driving and crossing of livestock on roads Local Laws & Traffic Engineering
38	Grazing of livestock on roads Local Laws & Traffic Engineering
39	Exempt areas - places where the driving or grazing of livestock Local Laws & Traffic Engineering
40	Livestock grazing, driving and crossing permit conditions Local Laws & Traffic Engineering
41	Notice of permit is required Local Laws & Traffic Engineering
42	Power to impound livestock Local Laws
DIVISION 5 - SHOPPING TROLLEYS	
43	Leaving shopping trolleys Local Laws
44	Misuses of shopping trolleys Local Laws
45	Impoundment of shopping trolleys Local Laws
DIVISION 6 - CONTROL OF TOY VEHICLES AND MODEL AEROPLANES	
46	Model aeroplanes and drones Local Laws
47	Control of toy vehicles Local Laws
48	Designated areas Local Laws
DIVISION 7 – RIDING OF HORSES IN BUILT UP AREAS	
49	Riding horses on naturestrips, public reserves, recreation Local Laws

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50	Written permission	Local Laws
DIVISION 8 – STATIONARY HEAVY VEHICLES		
51	Parking vehicles over 4.5 tonnes on residential land	Local Laws
DIVISION 9 – ADVERTISING SIGNS		
52	Erecting or placing advertising signs	Local Laws
53	Exempt signs	Local Laws
54	Impounding signs	Local Laws
DIVISION 10 – DISPLAY OF GOODS FOR SALE		
55	Locating goods for sale	Local Laws
56	Goods left on roads	Local Laws
DIVISION 11 – TRADING FROM A ROAD OR TO A PERSON ON A ROAD		
57	Permit required for roadside trading	Local Laws
58	Trading to a person on a road	Local Laws
59	Regulation of trading sites	Local Laws
60	Impounding of goods and equipment	Local Laws
DIVISION 12 – OUTDOOR EATING FACILITIES ON ROADS.		
61	Establishing a temporary outdoor eating facility	Local Laws
62	Use of outdoor eating facility	Local Laws
63	Permit conditions for Temporary Outdoor Eating Facility	Local Laws
64	Removing the facility	Local Laws
DIVISION 13 – BULK RUBBISH CONTAINERS		
65	Placing bulk rubbish containers, naturestrips and council Land	Local Laws
66	Container left on a road, naturestrip and council land	Local Laws
DIVISION 14 – OCCUPATION OF THE ROADS		
67	Road occupation	Local Laws & Traffic Engineering
68	Reinstatement works	Local Laws & Traffic Engineering
69	Impounding of equipment	Local Laws & Traffic Engineering
70	Works of service authorities	Local Laws & Traffic Engineering
DIVISION 15 – DEPOSITED SUBSTANCES		
71	Substances from vehicles, animals and livestock	Local Laws
72	Removal of substances	Local Laws

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DIVISION 16 – EVENTS, STREET PARTIES, STREET FESTIVALS, PROCESSIONS, FIREWORKS, BUSKING, CIRCUSES AND CARNIVALS

73	Occasional events in council's parks /gardens & recreational	Events
74	Community, special and major events	Events
75	Permits for street party, street festival, special event or	Events
76	Permits for community markets	Events
77	Public places	Events
78	Cancellation of permit	Local Laws & Events
79	Direction to cease event	Events
80	Discharge of fireworks	Local Laws & Events
81	Discharge of internal fireworks	Events
82	Directions to cease fireworks	Local Laws & Events
83	Busking and street entertainment	Local Laws & Events
84	Directions to cease busking	Local Laws & Events
85	Circuses and carnivals	Events

DIVISION 17 - COLLECTIONS ON ROADS

86	Collections	Local Laws
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DIVISION 18 - VEHICLES AND OTHER OBSTRUCTIONS

87	Derelict and abandoned vehicles	Local Laws
88	Repair of vehicles and storage of vehicles	Local Laws
89	Removal of unlawfully parked and/or obstructing vehicles	Local Laws
90	Other obstructions	Local Laws
91	Authorised officer may mark tyres	Local Laws
92	Parking bay reservation	Local Laws
93	Vehicle use on council land	Local Laws

DIVISION 19 - SAFETY, PEOPLE AND PROPERTY

94	Dangerous and unsightly land	Local Laws
95	Dilapidated buildings	Local Laws & Building
96	Electric fence	Local Laws
97	Boat ramps	Local Laws & Recreation
98	Waterway behaviour	Local Laws & Recreation
99	Code red fire danger rating day	Emergency Management

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100	Open air burning	Local Laws & Emergency Manager
101	Use of a barbecue	Local Laws
102	Fires for personal warmth	Local Laws & Emergency Manager
103	Burning in an incinerator	Local Laws
104	Chimneys/wood stoves	Building/Health & Local Laws
105	Direction to extinguish a fire.	Local Laws & Emergency Manager
106	Clothing recycling bins	Local Laws

DIVISION 20 - THE ENVIRONMENT

107	Camping	Local Laws
108	Caravans as temporary accommodation	Health
109	Placement of caravans on private property	Local Laws
110	Noise	Local Laws & Health

DIVISION 21- KEEPING OF ANIMALS

111	Keeping of animals	Local Laws
112	Dogs and cats on farming properties	Local Laws
113	Maximum number of dogs and cats on any land	Local Laws
114	Litters of animals	Local Laws
115	Livestock kept unsecured	Local Laws
116	Caged birds	Local Laws & Health
117	Free flying pigeons	Local Laws & Health
118	Animal excrement	Local Laws

DIVISION 22 - DISPOSAL OF WASTE

119	Domestic waste	Waste Management & Local Laws
120	Type of domestic waste and recycling receptacles	Waste Management & Local Laws
121	Placement of domestic waste and recycling containers	Waste Management & Local Laws
122	Removal of bins and any spillage	Waste Management & Local Laws
123	Unauthorised use of receptacles	Waste Management & Local Laws
124	Prohibited waste	Waste Management & Local Laws
125	Recycling and hard garbage collection	Waste Management & Local Laws
126	Commercial/industrial waste and waste skips	Waste Management & Local Laws
127	Trade waste and waste hoppers (including recycling bins)	Waste Management & Local Laws
128	Use of transfer stations and landfill sites by residents	Waste Management & Local Laws

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129	Use of transfer stations and landfill sites by non residents	Waste Management & Local Laws
130	Conduct at transfer stations/landfill	Waste Management & Local Laws
131	Access to tipping face	Waste Management & Local Laws
132	Dumping of ice chests, trunks or similar containers	Waste Management & Local Laws
133	Scavenging at transfer stations/landfill	Waste Management
134	Transfer station second hand goods shop	Waste Management

DIVISION 23 - GREY WATER, STORMWATER DRAINS AND PRIVATE DRAINS

135	Drainage tappings	Local Laws & Health
136	Interference with water course	Local Laws & Health
137	Grey water	Local Laws & Health
138	Stormwater drains	Local Laws & Health
139	Private drains	Local Laws & Health

DIVISION 24 - PUBLIC HEALTH

140	Offensive conditions	Local Laws & Health
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DIVISION 25 - BEHAVIOUR

141	Behaviour in municipal places	Local Laws
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DIVISION 26 - SMOKING

142	Smoking in municipal properties and municipal places	Local Laws & Health
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DIVISION 27 - CONSUMPTION OF ALCOHOL

143	Municipal places where alcoholic beverage may not be consumed	Local Laws
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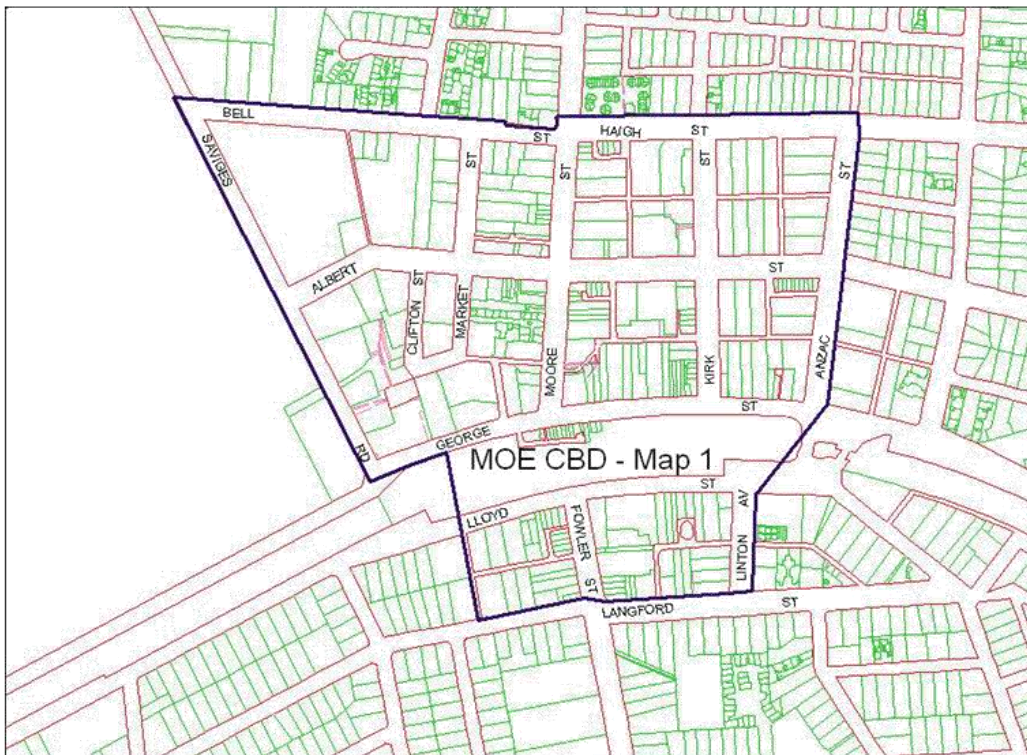
DIVISION 28 - USE OF COUNCIL RECREATION CENTRES, PUBLIC RESERVES AND RECREATION GROUNDS

144	Use of council recreation centres, public reserves and	Local Laws & Recreation
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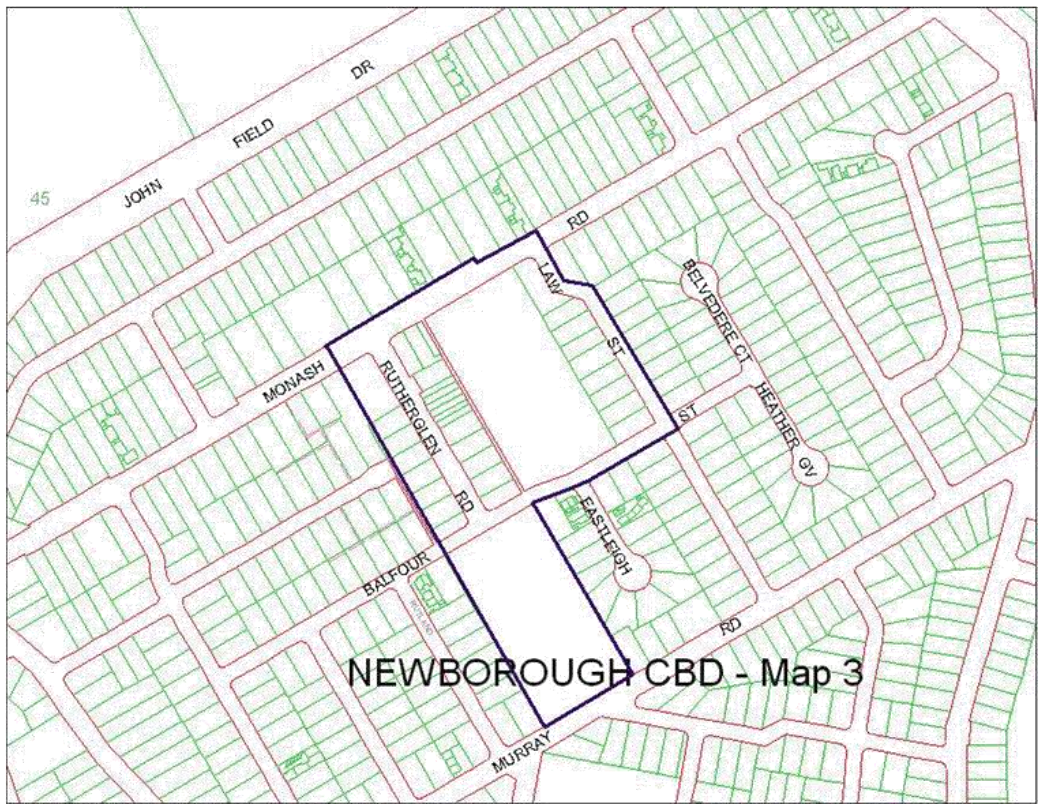
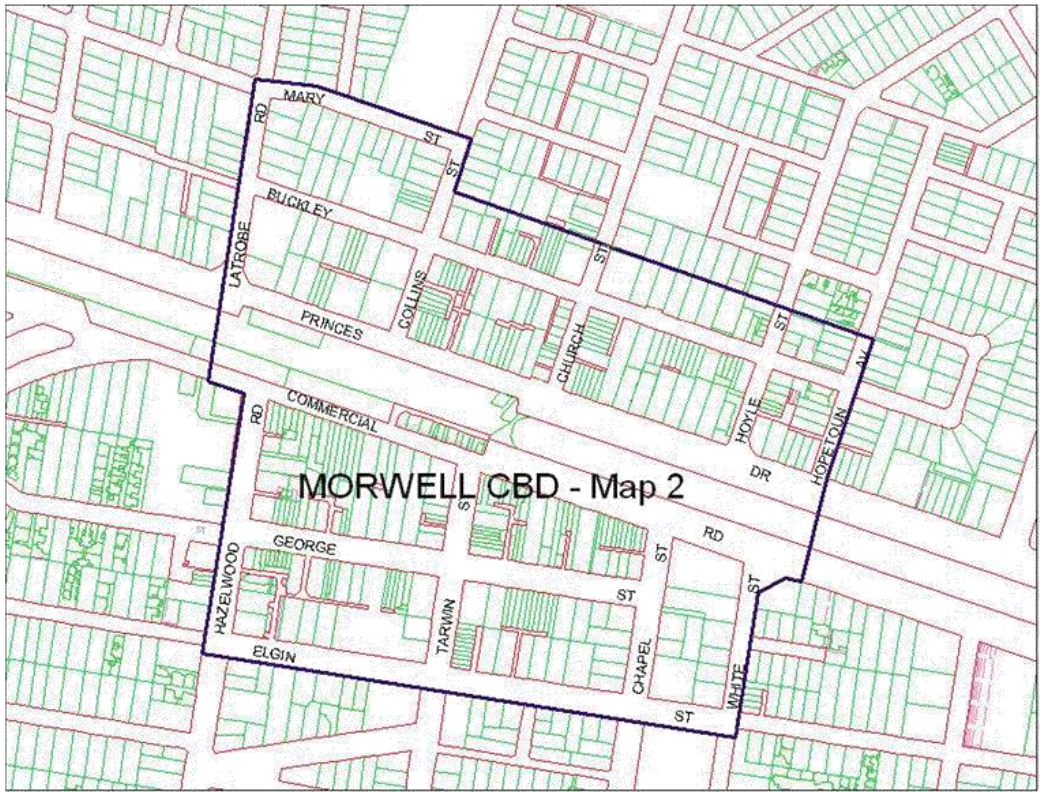
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SCHEDULE 2 (CLAUSE 143) - LATROBE CITY COUNCIL MUNICIPAL PLACES WHERE LIQUOR MAY NOT BE CONSUMED

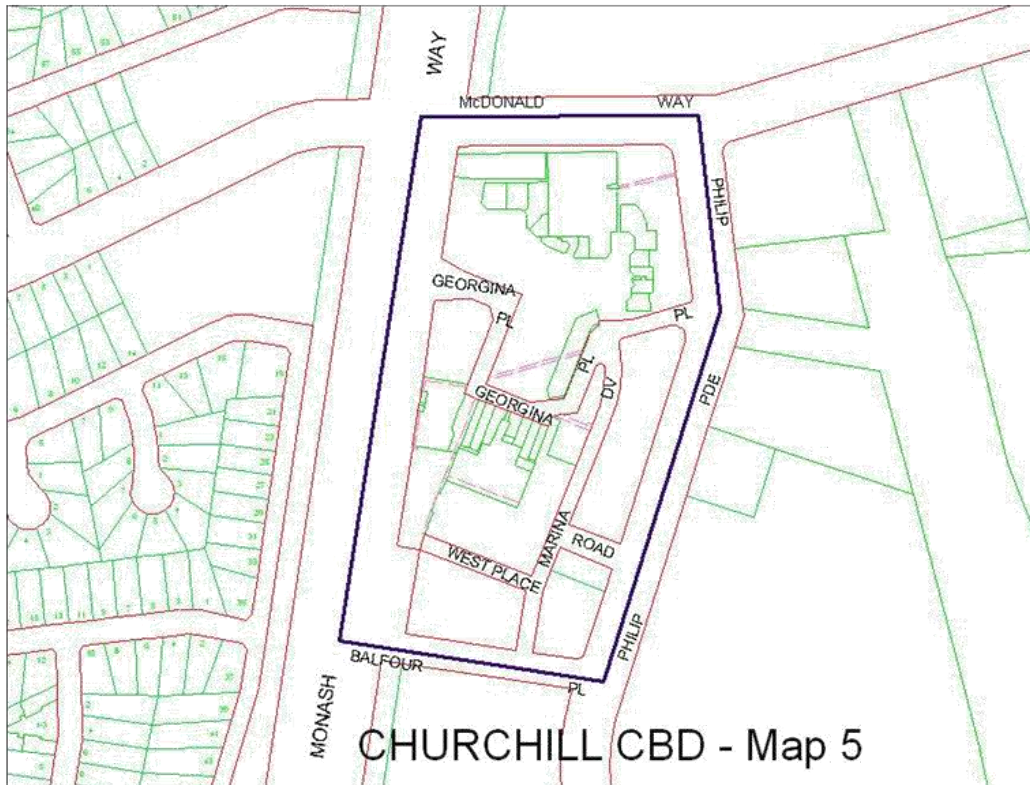
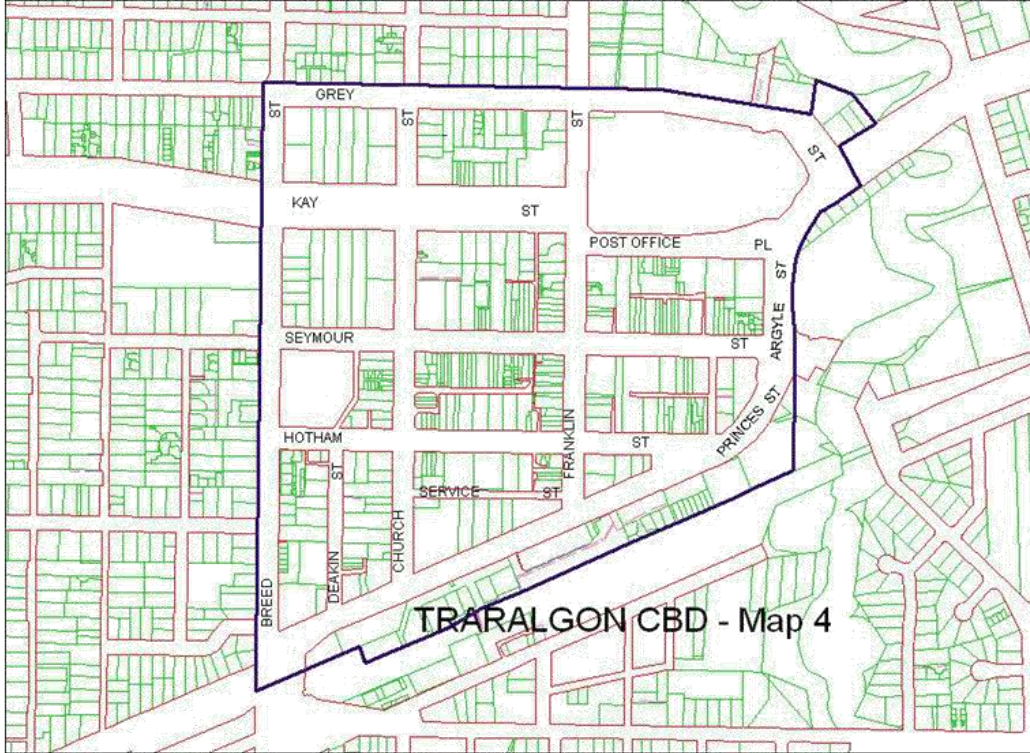
A person must not consume any liquor, have in his or her possession or under his or her control, any liquor other than in a sealed container, in or on any Municipal place which is located within the area shown on Maps 1, 2,3,4, and 5 contained within the thick dark line and marked with the letters 'CBD', attached to this Schedule, unless the Municipal place is a licensed premises or authorised premises under the Liquor Control Act 1987.



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LATROBE CITY COUNCIL

**LOCAL LAW COMMUNITY IMPACT
STATEMENT**

**COMMUNITY AMENITY
LOCAL LAW NO. 2
2016**

For enquiries please contact

**Coordinator Local Laws
Ph. 1300 367 700**



Local Law Community Impact Statement
Community Amenity Local Law No. 2 2016

Local Law Community Impact Statement

This Local Law Community Impact Statement is designed to assist the community in understanding the proposed Community Amenity Local Law No. 2, 2016 and its intent.

The objectives of the proposed local law are to:

- enhance neighbourhood amenity;
- secure community safety;
- protect public assets;
- provide for the peace, order and good government of the municipal district.

In 2010, the State Government, through Local Government Victoria, released 'Guidelines for Local Laws Manual', listing new best practice guidelines for the creation and enforcement of Local Laws. The key features of these best practice guidelines are summarised as follows:

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

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Community Amenity Local Law No. 2 2016

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1. Background

Section 111 of the Local Government Act 1989 provides councils with the authority to make local laws. Local laws are designed to assist councils to balance the needs of the individual against the needs of the broader community, but are limited to areas which local councils have jurisdiction (except those things dealt with under the planning scheme) and cannot be inconsistent with any other laws (either state or federal).

The Local Government Act 1989 allows Council to make local laws to provide for peace, order and good government within the municipal district. Local laws assist Council to meet community expectations by allowing it to manage and respond to a wide range of issues including complaints and the abatement of nuisances.

Latrobe City Council last reviewed Local Law No 2 in 2009, the decision to conduct this review was in response to;

- New State Government (local law development) Guidelines,
- Amended State legislation,
- Inconsistencies and duplications in many existing Local Law provisions,
- Promote greater community interest and ownership.

The proposed Community Amenity Local Law No. 2, 2016 is the result of that review. To ensure that the local law provides effective regulation and is consistent with current and future needs of the community all provisions in the existing local law were reviewed and extensive internal and external consultation was conducted including community focus group sessions.

This review and consultation resulted in inconsistencies and duplications being removed from the local law and new provisions been included to regulate matters that could not effectively be regulated by existing laws. While the proposed local law maintains a similarity with those found in most Victorian municipalities, this local laws has been specifically tailored to meet the needs of the Latrobe City community.

2. Existing legislation

In reviewing the local law Council sought where practicable to remove any clauses that relate to matters addressed under existing legislation, a number of clauses in the current local law have been deleted or amended as a result of this approach.

Section 2 provides details in relation to these matters.

3. Overlap / Duplication with Existing Legislation

During the desk top review and project assurance group meeting many areas were identified in the current local law that overlapped or duplicated existing legislation. It is believed that the provisions of the new local law supplement State legislative provisions without duplicating, overlapping or creating any inconsistencies.

4. Overlap with Planning Scheme

Council does not believe that the new local law overlaps or creates any inconsistencies with the Planning Scheme.

5. Risk assessment

A risk assessment approach was undertaken in the early stages of this review, all local law

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clauses were subjected to an analyses in relation to possible impacts;

Impacts (risk assessment);

- Protection of amenity.
- Abatement of nuisance.
- Health and safety.
- Prevention of damage.
- Liability of Council.

6. Legislative approaches adopted

The approach adopted in the new local law places a minimum burden on the community. This is evident by the way of:

- Minimum possible number of offence provisions.
- Clear and unambiguous provisions.
- A community engagement and education approach rather than enforcement.
- Wherever possible, provisions for permits rather than prohibition of activities
- Reasonable enforcement procedures including provision for the giving of compliance notices and warnings where appropriate, provision of an internal review process.

7. Restriction of competition

National Competition Policy

In 1996, the Federal Government introduced a National Competition Policy (NCP). This policy aims to ensure that where applicable, competition across and within sectors is fair and balanced. All levels of government are required to comply with this policy and principles it contains. The principles are reproduced below.

Prices oversight of Government Business Enterprises to limit monopoly pricing capacity of public monopolies
Competitive Neutrality Policy and Principles to remove any net competitive advantage enjoyed by significant government businesses enterprises by virtue of their public sector ownership
Structural Reform of Public Monopolies to introduce greater competition into markets traditionally supplied by public monopolies
Legislation Review to review and, where appropriate, reform all legislation and regulation which restricts competition
Access to Services provided by means of Significant Infrastructure Facilities to allow third party access to significant infrastructure facilities where required for effective competition in an upstream or downstream market

The new local law does not breach these principles and is considered to be compliant.

8. Penalties

Council considers that the penalties proposed are sufficient to act as a deterrent and to reflect the seriousness of the offences.

9. Permits

The new local law will continue to make use of permits as a means of controlling activities, rather than using prohibition. Council has found that the use of permits is a very effective means of managing activities fairly and reasonably.

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10. Fees and Charges

The Local Government Act 1989 and the new Local Law allows Council to set fees and charges annually.

This will be undertaken as part of the budget process.

11. Performance standards / measuring Success

The success of Council's new Local Laws will be monitored and reported annually to the community. The key performance indicators for measuring success will include:

- Number of customer complaints received annually
- The surveyed level of community satisfaction with community safety resulting from the Local Laws
- Number of Local Law breaches detected by Authorised Officers
- Numbers of Compliance notices, Official Warnings and Infringement Notices conducted annually
- Annual number of requests for review of decisions made under Local Laws.

12. Comparison with neighboring and like Councils

The provisions within the proposed Local Law have been compared with the Local Laws of Wellington Shire, Baw Baw Shire, South Gippsland Shire, Greater City of Geelong, City of Ballarat, City of Greater Bendigo, Melbourne City Council, Boroondara City Council, Frankston City Council and Yarra City Council.

The provisions were found to be similar in most cases to the proposed Local Law.

13. Charter of Human Rights

Council conducted a review of its Local Laws in 2009, as a result of the Charter of Human Rights being implemented. In the main that review found the Local Laws to be compliant, however Council adopted some policy and procedure in relation to review of decisions, to ensure that both the spirit and the letter of the Charter were addressed. That policy and procedure has been incorporated into the new Local Laws.

With the inclusion referred to above, Council believes that the new Local Laws appropriately reflect the objectives of the Victorian Charter of Human Rights.

14. Community Consultation

Mach 2 Consulting was engaged by Council to assist the Review of Local Law No 2 (2009) by facilitating a consultation process designed to engage the community in the development of regulatory measures.

In October 2013 two community focus group sessions were held with a key objective to ensure that the community was provided an opportunity to contribute to the development of regulatory measures for Latrobe City. Focusing on this objective, a discussion process was undertaken to provide an opportunity for the community and key stakeholders to express their thoughts on key issues relating to the development of Council's new local law.

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15. Submissions

Council will give public notice of the proposed local law. Section 223 submissions will be considered at a Special Meeting of Council.

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Part 2, 3 & 4 – Analysis of new provisions in the proposed Local Law and deleted provisions from previous Local Law.

PART 2 - Deleted clauses

CLAUSE 11 (LL No 2 2009) – REGISTER OF DETERMINATIONS AND GUIDELINES

Purpose - Outlines the use of determinations and guidelines in the local law.

Amendment – Delete Clause.

Comment – Advice for Maddock Solicitors that a register of determinations is not required. The Local Government Act details that guidelines must be incorporated at the time the local law is made or would require an amendment to be incorporated at a later date.

CLAUSE 15 (LL No 2 2009) - TIME TO COMPLY (NOTICE TO COMPLY)

Purpose – Specifies that a Notice to Comply must state the time within by which the situation must be remedied.

Amendment – Delete Clause.

Comment – The provisions of the Clause has been includes into new Clause 15 – Notice to Comply.

CLAUSE 20.1 (LL No, 2 2009) – APPLICATION FOR A PERMIT

Purpose – Stipulates a specific form to be used when applying for a permit.

Amendment – Delete clause.

Comment – This form has been deleted. Forms are developed and amended as required, therefore they cannot be included in the Local Law.

CLAUSE 20.2 (LL No, 2 2009) – APPLICATION FOR A PERMIT

Purpose – The Council may require an applicant to give Public Notice.

Amendment – Delete clause.

Comment – Advice from Maddocks Solicitors, this is a duplication of section 223 of the Local Government Act and therefore not required.

CLAUSE 21 (LL No, 2 2009) – PERMIT MAY BE CONDITIONAL AND CORRECTION RIGHTS

Purpose – Specifies that conditions and corrections can be made to a permit.

Amendment – Delete clause.

Comment – This provision has been included into clause 18 Permits.

CLAUSE 22 (LL No, 2 2009) – ADDITIONAL INFORMATION

Purpose – Provision to allow for additional information to be requested from applicants.

Amendment – Delete clause.

Comment – This provision has been included into clause 18 Permits.

CLAUSE 23 (LL No, 2 2009) – DURATION OF PERMITS

Purpose – Sets a Permit expiry date of 30 June.

Amendment – Delete clause.

Comment – Amendment to Clause 18.7. A Permit now expires 1 year after the date of issue or the date specifically stated in the Permit.

CLAUSE 33 (LL NO 2 2009) – NOTICE TO COMPLY

Purpose – This clause give the power to issue a Notice to Comply for Clause 32.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is included in Clause 10.

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CLAUSE 35 (LL NO 2 2009) – FENCES NOT TO CAUSE AN OBSTRUCTION

Purpose – This clause regulated property fence heights and obstructions caused by such fences at intersections.

Amendment – Delete clause.

Comment – This clause is a Duplication of Section 427 of the Building Regulation 2006

CLAUSE 35.2 (LL NO 2 2009) – FENCES NOT TO CAUSE AN OBSTRUCTION

Purpose – A person must not allow any fence or part thereof the cause and obstruction.

Amendment – Delete clause.

Comment – This is a Duplication of Clause 34.2.

CLAUSE 36 (LL NO 2 2009) – NOTICE TO COMPLY

Purpose – This clause give the power to issue a Notice to Comply for Clause 35 and 36.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is included in Clause 10.

CLAUSE 37.2 (LL NO 2 2009) – CONSIDERING THE ALLOCATION OF ANY NAME TO A ROAD

Purpose – This clause requires Council to consider any standards and the Geographic Place Names Act 1998 before allowing the use of a road name.

Amendment – Delete clause.

Comment – This Clause is a duplication of Schedule 10 of the Local Government Act 1989 and requirement under the Geographic Place Names Act 1998.

CLAUSE 39 (LL NO 2 2009) – PROPERTIES NOT DISPLAYING NUMBERS

Purpose – This clause allows a Notice to Comply to be issued for non-compliance relating to house numbering provisions.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 40 (LL NO 2 2009) – CHANGES TO ROAD NAMES

Purpose – This clause give Council the power to approve road names changes.

Amendment – Delete clause 40.

Comment – This clause is not required as it duplicates Schedule 10 (5) of the Local Government Act.

CLAUSE 41 (LL NO 2 2009) – RECORD OF ROAD NAMES

Purpose – This clause requires Council to keep a record of all road names and name changes agreed to by the Council and must accurately record the names, locations and the dates the changes became operative.

Amendment – Delete clause.

Comment – This clause is not required as it duplicates Schedule 10 (5) of the Local Government Act.

CLAUSE 42 (LL NO 2 2009) – ADVICE TO GEOGRAPHIC NAMES REGISTER

Purpose – This clause requires Council to advise the Register of Geographic Names of any action by Council to approve, assign or change the name of a road.

Amendment – Delete clause.

Comment – This clause is not required as it duplicates Schedule 10 (5) of the Local Government Act.

CLAUSE 43 (LL NO 2 2009) – ADVICE TO OTHER ORGANISATIONS

Purpose – This clause requires Council to notify every authority supplying water, gas, electricity, postal services, telephone services, the State Land Tax Office, the

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Commonwealth Electoral Office and any other relevant authority as required by Clause 4.4.2 of the Guidelines for Geographic Names.

Amendment – Delete clause.

Comment – This clause is not required as it duplicates Schedule 10 (5) of the Local Government Act.

CLAUSE 44.3 (LL No, 2 2009) – A VEHICLE CROSSING IS REQUIRED

Purpose – Power for an authorised officer to issue a notice to comply.

Amendment – Delete clause.

Comment – Notice to Comply provisions are now included in Part 3 Notice to Comply.

DIVISION 4 (LL NO 2 2009) - FENCES TO CONTAIN ANIMALS

CLAUSE 48 (LL NO 2 2009) – FENCES TO CONTAIN LIVESTOCK

Purpose – Requires the owners or occupiers of land use for the grazing of livestock to fence the land adequately to prevent the animals from straying onto any adjacent road.

Amendment – Delete Division 4 and Clause 48.

Comment – This clause is not required as it duplicates section 16A & 16B of the Impounding of Livestock Act.

CLAUSE 49 (LL NO 2 2009) – NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 48.

Amendment – Delete clause.

Comment – Clause 48 has been deleted and the power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 50-54 (LL NO 2 2009) – PROHIBITION OF VEHICLES LIKELY TO DAMAGE THE ROAD

Purpose – Specify classes of vehicles prohibited from using roads.

Amendment – Delete clause.

Comment – Clause 50-54 is a duplication of Road Management Act.

CLAUSE 55 (LL No, 2 2009) – LIVESTOCK DRIVING IN THE MUNICIPAL DISTRICT

Purpose – Permit required to drive livestock.

Amendment – Delete clause.

Comment – Amended into See Clause 37.

CLAUSE 56 (LL No, 2 2009) – FORM OF APPLICATION

Purpose – Specified the form of application to be used.

Amendment – Delete clause.

Comment – Application forms are no longer prescribed in the Local law.

CLAUSE 57 (LL NO 2 2009) - FORM OF PERMITS

Purpose – Before issuing a Permit to Drive Livestock Council must consider guidelines and standard.

Amendment – Delete Clause.

Comment – The information contained in this clause has been included in Clause 56.

CLAUSE 58 (LL No, 2 2009) – SPECIFIED ROADS

Purpose – Allows a permit condition to be varied.

Amendment – Delete clause.

Comment – No longer required, this would need a permit variation in clause 20.

CLAUSE 59 (LL No, 2 2009) – DEPARTURE FROM ROUTE

Purpose – Allows a permit condition to be varied.

Amendment – Delete clause.

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Comment – No longer required, this would need a permit variation in clause 20.

CLAUSE 60 (LL No, 2 2009) – TIME FOR DRIVING LIVESTOCK

Purpose – Requires that permit conditions be adhered to.

Amendment – Delete clause.

Comment – Not required detailed in clause 21.1 (d)

CLAUSE 62 (LL NO 2 2009) - CURRENCY OF PERMIT

Purpose – Specifies the expiry date for a Driving of Livestock Permit.

Amendment – Delete Clause.

Comment – The information contained in this clause is a duplication of Clause 22 -
DURATION OF PERMITS.

CLAUSE 64 (LL No, 2 2009) – POWER TO IMPOUND LIVESTOCK

Purpose – Power to impound livestock.

Amendment – Delete clause.

Comment – Inconsistent with the Impounding of Livestock Act 1994

CLAUSE 66 (LL NO 2 2009) - RESPONSIBILITY OF APPLICANT

Purpose – Allows an authorised officer to require an applicant to make a declaration to the effect that the livestock are fit, healthy and free from disease and able to travel.

Amendment – Delete Clause 66

Comment – This Clause is no longer required as the provisions of the Livestock Disease Control Act 1994 and Prevention of Cruelty to Animals Act 1986 place a responsibility on the livestock owner.

CLAUSE 68- PERMITS CONDITIONS TEMPORARY OUTDOOR EATING FACILITY

Purpose – To specify permit conditions applicable to the establishment of a temporary outdoor eating facility.

Amendment – Delete clause.

Comment – To include conditions of use as currently detailed on issued permits.

CLAUSE 69 (LL No, 2 2009) – USE OF TOY VEHICLES/WHEELED RECREATION DEVICE

Purpose – Designates areas where toy vehicles can not be used.

Amendment – Delete clause.

Comment – Incorporated into clauses 46 and 47.

CLAUSE 74 (B) - (LL NO 2 2009) - PARKING (HEAVY VEHICLES) IN RESIDENTIAL AREAS

Purpose – This clause regulates the parking of heavy vehicle in residential areas. A heavy vehicle cannot park on a road within a residential area for longer than 2 hours.

Amendment – Delete Clause 74 (b).

Comment – Clause 74 (b) contradicts and duplicates section 200 (2) of the Road Safety Road Rules 2009, parking of heavy vehicles in built up areas. The Road Safety Road Rules 2009 specifies that a heavy vehicle must not stop on a length of road in a built-up area for longer than 1 hour.

CLAUSE 75 (LL No, 2 2009) – PERMIT APPLICATION

Purpose – Stipulates a specific form to be used when applying for a permit.

Amendment – Delete clause.

Comment – This form has been deleted. Forms are developed and amended as required, therefore they cannot be included in the Local Law.

CLAUSE 76 (LL No, 2 2009) – PERMIT AND CONDITIONS

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Purpose – Specifies need to consider permit conditions.

Amendment – Delete clause.

Comment – Included into Part 4 Permits

CLAUSE 77 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 74.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 79 (LL No, 2 2009) – PERMITS FOR ADVERTISING SIGNS

Purpose – Specifies need to consider permit conditions.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 80.2 (LL No, 2 2009) – IMPOUNDING SIGNS

Purpose – Specifies actions that must be taken following the impoundment of items.

Amendment – Delete clause.

Comment – See clause 12 IMPOUNDMENT, RELEASE AND DISPOSAL OF ITEMS

CLAUSE 81 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 78.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 84 (LL No, 2 2009) – REQUIREMENTS FOR GRANTING PERMITS

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 86.2 (LL No, 2 2009) – IMPOUNDING OF GOODS AND EQUIPMENT

Purpose – Specifies actions that must be taken following the impoundment of items.

Amendment – Delete clause.

Comment – See clause 12 IMPOUNDMENT, RELEASE AND DISPOSAL OF ITEMS.

CLAUSE 87 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 82.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 89 (LL No, 2 2009) – PERMITS FOR DISPLAYING GOODS

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 90.2 (LL No, 2 2009) – GOODS LEFT ON ROADS

Purpose – Specifies actions that must be taken following the impoundment of items.

Amendment – Delete clause.

Comment – See clause 12 IMPOUNDMENT, RELEASE AND DISPOSAL OF ITEMS.

CLAUSE 91 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 88.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

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CLAUSE 93 (LL No, 2 2009) – GRANTING OF PERMITS

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 97 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 92.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 99 (LL NO 2 2009) - GRANTING OF PERMITS

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 101 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 98.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 102.2 (LL No, 2 2009) – ROAD OCCUPATION (PERMITS)

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 103 (LL NO 2 2009) - GRANTING OF A PERMIT

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – See Clause on Permits.

CLAUSE 107 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply for Clause 104.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 111 (LL NO 2 2009) - PERMITTED ROADS

Purpose – To specify where street parties, festival or procession may be held.

Amendment – Delete Clause.

Comment – These requirements are now detailed in the Road Management Act.

CLAUSE 113.2 (LL No, 2 2009) – BUSKING AND STREET ENTERTAINMENT

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 114 (LL NO 2 2009) - GRANTING OF A PERMIT

Purpose – Specification of details for the granting of a Permit.

Amendment – Delete clause.

Comment – See Clause on Permits.

CLAUSE 115 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

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CLAUSE 116.2 (LL No, 2 2009) – COLLECTIONS

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits

CLAUSE 117 (LL NO 2 2009) - GRANTING OF A PERMIT

Purpose – Specification of details for the granting of a Permit.

Amendment – Delete clause.

Comment – See Clause on Permits.

CLAUSE 118 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – This clause gave power to issue a Notice to Comply.

Amendment – Delete clause.

Comment – The power to issue a Notice to Comply is now included in Clause 10.

CLAUSE 121 (LL NO 2 2009) - SURRENDER OF VEHICLES

Purpose –

Amendment – Delete Clause.

Comment – This clause is not required as these provisions are contained in Clause 13 Impounding and Schedule 11 of the Act.

CLAUSE 121 (LL NO 2 2009) - POWER TO SELL OR GIVE AWAY

Purpose – Gave Council power to sell or give away impounded vehicle.

Amendment – Delete Clause.

Comment – This clause is not required as these provisions are contained in Clause 13 Impounding and Schedule 11 of the Act.

CLAUSE 123 (LL NO 2 2009) – IMMOBILISING BUT NOT REMOVING VEHICLES

Purpose – Allows an Authorised Officer to wheel clamp a vehicle that is parked unlawfully or causing an unlawful obstruction.

Amendment – Delete Clause.

Comment – Currently there is no legislative power allowing Council to use wheel clamps. Road Safety Act gives this power to Victoria Police and Sheriff Officers only. Schedule 11 (4) allows a Council to move and/or impound any vehicle causing an unlawful obstruction.

CLAUSE 124 (LL NO 2 2009) - NOTICE TO THE OWNER

Purpose –

Amendment – Delete Clause.

Comment – This clause is not required as these provisions are contained in Clause 13. Impounding and Schedule 11 of the Act.

CLAUSE 126 (LL No, 2 2009) – PERMIT FOR VEHICLE STANDING AREA WORKS

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 127 (LL No, 2 2009) – VEHICLE STANDING AREAS IN DISREPAIR

Purpose – Provides the power to issue a Notice to Comply.

Amendment – Delete clause.

Comment – Incorporated into Part 3 Notices to Comply.

CLAUSE 128 (LL NO 2 2009) - PERMIT TO PARK / DRIVE A VEHICLE ON A RESERVATION

Purpose – Permit application process and considerations.

Amendment – Delete clause.

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Comment – No longer required as the provision are now contained in the new permits clause.

CLAUSE 129 (LL NO 2 2009) - NOTICE TO COMPLY

Purpose – To allow an Authorised Officer to issue a Notice to Comply for a breach of Clauses 125 to 128.

Amendment – Delete clause.

Comment – Clause 129 is no longer required as the power to issue a Notice to Comply is now included in Clause 10

CLAUSE 131 (LL NO 2 2009) - UNSIGHTLY LAND

Purpose – Offence for owner/occupier for keeping property in a manner which is unsightly.

Amendment – Delete clause.

Comment – Clause 131 Unsightly Land is no longer required as it has been included into clause 113.

CLAUSE 132 (LL NO 2 2009) – NATURE STRIPS

Purpose – previous local law specified that it is an offence not to maintain a naturestrip to the satisfaction of an Authorised Officer.

Amendment – Delete clause.

Comment – A naturestrip is a public place and forms part of a road (road related area by definition) this clause shifted responsibility from Council (or other road authority) to the adjoining property owner.

CLAUSE 133 (LL NO 2 2009) - STORAGE OF MACHINERY, SECOND HAND VEHICLES OR SECOND HAND GOODS ON PROPERTY

Purpose – To regulate the storage of machinery, second hand goods or second hand vehicles on private property.

Amendment – Incorporated into Clause 104.

Comment - Duplication of the Planning Scheme and to a lesser extent clause 130 dangerous, unsightly or detrimental land.

CLAUSE 141.2 (LL No, 2 2009) – CLOTHING RECYCLE BINS

Purpose – Specifies consideration prior to issuing permits.

Amendment – Delete clause.

Comment – Included into Part 4 Permits.

CLAUSE 144.2 (LL No, 2 2009) – PLACEMENT OF CARAVANS ON PRIVATE PROPERTY

Purpose – Stated that the provisions of clause 144.2 did not apply to a licenced caravan park.

Amendment – Delete clause.

Comment – A licenced caravan park is a commercial property and therefore not required under this part.

CLAUSE 147.4 TO 147.11 (LL NO 2 2009)- DOG UNLEASHED AREAS

Purpose – This clause requires that dogs be leashed in built-up areas, the designating of unleashed areas and regulates the unleashing of dogs in approved areas.

Amendment – Delete Clause.

Comment – Advise form Maddocks solicitor that this clause duplicates section 26 of the Domestic Animals Act. However, a Council Order will need to be resolved.

CLAUSE 135 (LL NO 2 2009) – BURNING OF PROHIBITED MATERIALS

Purpose – To prohibit the burning of offensive materials.

Amendment – Delete clause.

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Comment – This clause is a duplication of section 41 Pollution of atmosphere of the Environment Protection Act 1970.

CLAUSE 140 (LL NO 2 2009) – ADVERTISING, BILL POSTING AND JUNK MAIL

Purpose – Prohibits bill posting, distribution of advertising material and the leaving of advertising or promotional material in letter boxes where there is a sign that states “No Junk Mail”.

Amendment – Remove clause.

Comment – This is a duplication of PART VIIA of the EPA Act 1970.

CLAUSE 143.2 (LL No, 2 2009) – CARAVANS AS TEMPORARY ACCOMMODATION

Purpose – An occupier of private property where a dwelling exists placing one caravan owned by them on the property for the use of a member of the household or a temporary visitor to sleep in for a total period not exceeding 28 days in any one year.

Amendment – Delete clause.

Comment – Incorporated in to clause 106.

CLAUSE 144.2 (LL NO 2 2009) – PLACEMENT OF CARAVANS ON PRIVATE PROPERTY

Purpose – Specifies that Clause 144.1(a) does not apply to a licensed Caravan Park or a licensed caravan retailer.

Amendment – Delete clause.

Comment – Not required as Clause 144.2 only relates to private property. In addition this clause would be contrary to Planning Scheme provisions.

CLAUSE 146.3 AND 146.4 (LL NO 2 2009) – NOISE ON PREMISES

Purpose – This clause prohibits unreasonable noise on and from residential premises.

Amendment – Delete Clause.

Comment – Not required as this clause duplicates section 48A of the Environment Prevention Act - Unreasonable noise from residential premises.

CLAUSE 148 (LL NO 2 2009) - PERMIT APPLICATION

Purpose – Specifies the requirements for a keeping of animal permits.

Amendment – Delete clause.

Comment – Clause 148 has been moved to Clause 122.

CLAUSE 149 (LL NO 2 2009) - GRANTING OF A PERMIT

Purpose – Granting of a permit.

Amendment – Delete clause.

Comment – No longer required as the provision are now contained in the new permits clause.

CLAUSE 150 (LL No, 2 2009) – RESTRICTION OF LIVESTOCK IN RESIDENTIAL AREAS/LIVESTOCK KEPT UNSECURED

Purpose – Regulates the keeping of livestock in residential areas.

Amendment – Delete clause.

Comment – see clause 113.2.

CLAUSE 151.1 (LL NO 2 2009) - LIVESTOCK KEPT UNSECURED

Purpose – Requires that Livestock be adequately confined in residential areas.

Amendment – Delete clause.

Comment – This clause is a duplication of section 5B of the Impounding of Livestock Act 1994, Power to enter land or building and impound inadequately confined livestock.

CLAUSE 152 (LL No, 2 2009) – POULTRY

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Purpose – Regulates the keeping of poultry.

Amendment – Delete clause.

Comment – see clause 109.

CLAUSE 153.1 AND 153.2 (LL NO 2 2009) - CAGED BIRDS

Purpose – Caged birds must be kept under good sanitary and humane conditions and caged birds may keep caged bird as allowed by Wildlife regulations.

Amendment – Delete clauses.

Comment – Duplication of Wildlife Regulations 1992 and Prevention of Cruelty to Animals Act.

CLAUSE 155.3 (LL NO 2 2009) – KEEPING OF BEES

Purpose – Exclude bee keeping in Clause 155.

Amendment – Delete Clause.

Comment – This clause is no longer required as the keeping of bees are regulated in the Planning scheme.

CLAUSE 157(a) (LL NO 2 2009) - ANIMAL EXCREMENT

Purpose – A person in charge of a dog must not allow any part of the dogs excrement to remain on any road or other municipal place.

Amendment – Delete clause.

Comment – The clause duplicates clause 157 Animal Excrement.

CLAUSE 165 (LL NO 2 2009) – REMOVAL OF ASBESTOS

Purpose – To regulate the handling and disposal of asbestos.

Amendment – Delete the clause.

Comment – This is a duplication of clause 176.

CLAUSE 168 (LL NO 2 2009) – TRANSPORTATION OF WASTE

Purpose – To regulate the transportation of waste materials.

Amendment – Delete the clause.

Comment – This is a duplication of section 45U of the Environment Protection Act 1970 and 245 Road Safety Vehicle Regulations.

CLAUSE 170 (LL No, 2 2009) – DEPOSITING OF WASTE AT TRANSFER STATIONS

Purpose – Regulates the deposition of waste at transfer stations.

Amendment – Delete clause.

Comment – See clause 126

CLAUSE 176 (LL NO 2 2009) - REMOVAL OF ASBESTOS

Purpose – To regulate the handling and removal of asbestos.

Amendment – Delete clause.

Comment – Duplication of existing legislation, Environment Protection Act and Public Health and Wellbeing Act (nuisance section). Environment Protection (Industrial Waste Resource) Regulations 2009 provides the regulatory framework for the handling, management and disposal of prescribed industrial waste. Processing and handling asbestos in the workplace is covered by the Occupational Health and Safety Regulations 2007.

CLAUSE 181 (LL NO 2 2009) - PERMITS TO SELL FOOD OR PREPARE FOOD FOR SALE

Amendment – Delete clause.

Comment – Duplication of Public Health and Wellbeing Act.

CLAUSE 182 (LL NO 2 2009) - GUIDELINES FOR FOOD VENDORS

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Amendment – Delete clause.
Comment – Duplication of The Food Act.

CLAUSE 183 (LL NO 2 2009) - REGISTRATION RENEWAL LATE FEES

Amendment – Delete clause.
Comment – Duplication of Public Health and Wellbeing Act.

CLAUSE 184 (LL NO 2 2009) - COSTS OF SAMPLES

Amendment – Delete clause.
Comment – Environmental Health team advised not required.

CLAUSE 186 (LL No, 2 2009) – PUBLIC PLACES

Amendment – Delete clause.
Comment – Duplication of Public Health and Wellbeing Act.

CLAUSE 187 (LL NO 2 2009) - FOOD SAFETY PLAN COMPLIANCE ASSESSMENTS

Amendment – Delete clause.
Comment – Environmental Health team advised not required. Duplication of The Food Act.

CLAUSE 188.5 (LL No, 2 2009) – BEHAVIOUR IN MUNICIPAL PLACES

Amendment – Delete clause.
Comment – See clause 139.5

CLAUSE 191 (LL No, 2 2009) – PERMITS

Amendment – Delete clause.
Comment – Incorporated into Part 4 Permits.

CLAUSE 192 (LL NO 2 2009) – COUNCIL RECREATION CENTRES RESTRICTION OF ENTRY

Purpose – to inform of the rules of attending these facilities.
Amendment – Delete Clause.
Comment – the Centre's restrictions are clearly defined and are adapted by each facility for their specific needs. Enforcing of these restrictions would be under the summary offences act and are covered in council's behaviours and therefore does not require a local law provision.

CLAUSE 193 (LL NO 2 2009) – CODE OF CONDUCT COUNCIL RECREATION CENTRES/FACILITIES RESTRICTION OF ENTRY

Purpose – to inform of the code of behaviour in attending these facilities.
Amendment – Delete clause.
Comment – the centres code of practice is clearly defined and is adapted by each facility for their specific needs. Enforcing of these restrictions would be under the summary offences act and are covered in council's behaviours and therefore does not require a local law provision.

CLAUSE 194 (LL NO 2 2009) – PUBLIC RESERVES AND RECREATION

Purpose – to inform of the code of behaviours in attending these facilities.
Amendment – Delete clause.
Comment – the centres code of practice is clearly defined and is adapted by each facility for their specific needs. Enforcing of these restrictions would be under the summary offences act and are covered in council's behaviours and therefore does not require a local law provision.

CLAUSE 196 (LL No, 2 2009) – PENALTIES

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Amendment – Delete clause.

Comment – Incorporated into Part 7 ENFORCEMENT AND PENALTIES.

CLAUSE 197 (LL NO 2 2009) - INFRINGEMENT NOTICE

Amendment – Delete clause 197 (clause 197 has been reallocated).

Comment – This clause is no longer required as the as it duplicates and in part contradicts the provisions of the Infringements Act 1996.

CLAUSE 198 (B) (LL NO 2 2009)- DELEGATIONS

Purpose – Delegates powers of Council to Local Laws Officers and Environmental Health Officers in relation to permits.

Amendment – Delete Clause.

Comment – These powers are detailed in Part 4 Permits.

STANDARD 1 (LL NO 2 2009) – URGENT CIRCUMSTANCES

Purpose – This standard lists factors to be taken into consideration when applying urgent circumstances to Local Law provisions.

Amendment – Delete Standard 1.

Comment – Standard 1 is no longer required as the information has been incorporated into Clause 18 urgent circumstances.

STANDARD 2 (LL NO 2 2009) – DISPOSAL OF IMPOUNDED ITEMS

Purpose – This standard specifies the means of disposing of impounded items.

Amendment – Delete Standard 2.

Comment – Standard 2 is no longer required as the information has been incorporated into Clause 13.

STANDARD 3 (LL NO 2 2009) – REQUIREMENTS FOR A CLEAR VIEW AT INTERSECTIONS

Purpose – This standard specifies a maximum height for plants on private land within 5 metres of an intersection.

Amendment – Delete Standard 3.

Comment – The details specified in standard 3 have been incorporated into clause 30.3.

STANDARD 4 (LL NO 2 2009) – REQUIREMENTS FOR SELECTING A NAME FOR A ROAD

Purpose – This standard specifies the considerations to be taken when selecting road names.

Amendment – Delete Standard 4.

Comment – This Standard is no longer required as it duplicates Schedule 10 (5) of the Local Government Act 1989 and the Geographic Place Names Act 1998.

STANDARD 5 (LL NO 2 2009) – SUFFICIENCY OF SIZE LOCATION AND VISIBILITY OF PROPERTY NUMBERS

Purpose – This Standard specifies requirements for the placement, size, location and visibility of property numbers.

Amendment – Delete Standard 5.

Comment – This Standard is no longer required as it has been incorporated into Clause 31.2 – Property Numbers.

STANDARD 6 (LL NO 2 2009) – VEHICLES LIKELY TO DAMAGE THE ROAD

Purpose – This Standard specifies matters to be considered when granting a permit for a vehicle likely to cause damage to a road.

Amendment – Delete Standard 6.

Comment – This Standard is no longer required as it has been incorporated into Clause 50.

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STANDARD 7 (LL NO 2 2009) – LIVESTOCK ON ROADS

Purpose – This Standard specifies permit considerations in regards to the driving of livestock along roads.

Amendment – Delete Standard 7.

Comment – This Standard is no longer required as it has been incorporated into Clause 37 and 38.

STANDARD 8 (LL NO 2 2009) - PLACES WHERE DRIVING OF LIVESTOCK IS NOT PERMITTED

Purpose – This Standard specifies areas where the driving of livestock is not permitted.

Amendment – Delete Standard 8.

Comment – Standard 8 is no longer required as the information has been incorporated into Clause 39.

STANDARD 9 (LL NO 2 2009) - PERMITTING VEHICLES OVER 3 TONNES TO BE PARKED, KEPT, REPAIRED OR STORED ON RESIDENTIAL LAND

Purpose – This Standard specifies issues that must be taken into account prior to issuing a permit.

Amendment – Delete Standard 9.

Comment – Standard 9 is no longer required as the information has been incorporated into Clause 50.

STANDARD 10 (LL NO 2 2009) - DISPLAYS OF FOOTPATH ADVERTISING SIGNS

Purpose – This standard specifies the requirement for the displaying of advertising signs on a road.

Amendment – Delete Standard 10.

Comment – Standard 10 is no longer required as the information has been incorporated into Division 9 ADVERTISING SIGNS.

STANDARD 11 (LL NO 2 2009) - TRADING FROM A ROAD OR TO A PERSON ON A ROAD

Purpose – This standard specifies the requirement for roadside trading.

Amendment – Delete Standard 11.

Comment – Standard 11 is no longer required as the information has been incorporated into Division 11 TRADING FROM A ROAD OR TO A PERSON ON A ROAD.

STANDARD 12 (LL NO 2 2009) - REQUIREMENTS FOR OUTDOOR EATING FACILITIES ON ROADS

Purpose – This Standard specifies the requirement for the establishment of an outdoor eating facility on a road.

Amendment – Delete Standard 12.

Comment – Standard 12 is no longer required as the information has been incorporated into Division 12 OUTDOOR EATING FACILITIES ON ROADS.

STANDARD 13 (LL NO 2 2009) - BULK RUBBISH CONTAINERS ON A ROAD

Purpose – This Standard specifies the requirement for the placement of bulk rubbish containers on a road.

Amendment – Delete Standard 13.

Comment – Standard 13 is no longer required as the information has been incorporated into Clause 63.

STANDARD 14 (LL NO 2 2009) - OCCUPATION OF ROADS

Purpose – This Standard specifies requirement to be considered prior to the issuing of a permit for the occupation of roads.

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Amendment – Delete Standard 14.

Comment – Standard 14 is no longer required as the information has been incorporated into Clause 65.

STANDARD 15 & 16 (LL NO 2 2009) - REQUIREMENTS FOR A STREET PARTY, FESTIVAL OR PROCESSION

Purpose – This standard specifies requirement to be considered prior to the issuing a permit to allow camping on Council land which is not licensed as a caravan park.

Amendment – Delete Standards 15 & 16.

Comment – Standard 16 is no longer required as the information has been incorporated into Clause 73.

STANDARD 17 (LL NO 2 2009) - BUSKING

Purpose – This standard specifies requirement to be considered prior to the issuing of a permit for Busking.

Amendment – Delete Standard 17.

Comment – Standard 17 is no longer required as the information has been incorporated into Clause 81.

STANDARD 18 (LL NO 2 2009) - COLLECTIONS ON ROADS AND FOOTPATHS

Purpose – This standard specifies requirement to be considered prior to the issuing of a permit for Collections on Roads and Footpaths.

Amendment – Delete Standard 18.

Comment – Standard 18 is no longer required as the information has been incorporated into Clause 84.

STANDARD 19 (LL NO 2 2009) - UNLAWFUL PARKING AND OBSTRUCTIONS WARRANTING TOW-AWAY

Purpose – This standard specifies requirements to be considered prior to removing or impounding an unlawfully parked or obstructing vehicle.

Amendment – Delete Standard 19.

Comment – Standard 19 is no longer required as the information has been incorporated into Clause 119.

STANDARD 20 (LL NO 2 2009) - PARKING ON A RESERVATION

Purpose – This standard specifies requirements to be considered prior to issuing a permit for a vehicle standing area on a naturestrip.

Amendment – Delete Standard 20.

Comment – Standard 20 is no longer required as the information has been incorporated into Clause 142.

STANDARD 21 (LL NO 2 2009) - DANGEROUS AND UNSIGHTLY LAND

Purpose – This standard specifies requirements to be considered in evaluating dangerous and unsightly land.

Amendment – Delete Standard 21

Comment – Standard 21 is no longer required as the information has been incorporated into Clause 92.

STANDARD 22 (LL NO 2 2009) - DISCHARGING OF FIREWORKS/PERMIT TO BURN

Purpose – This standard specifies requirements to be considered prior to issuing a permit to burn or to discharge fire works.

Amendment – Delete Standard 22.

Comment – Standard 22 is no longer required as the information has been incorporated into Clause 78 and permit to burn has been deleted.

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STANDARD 23 (LL NO 2 2009) – STORAGE OF MACHINERY, SECONDHAND VEHICLES OR SECONDHAND GOODS.

Purpose – This standard specifies consideration for the issuing of permits in relation to the storage of machinery, secondhand vehicles or secondhand goods.

Amendment – Delete standard 23.

Comment – Incorporated into clause 86.

STANDARD 24 (LL NO 2 2009) - ADVERTISING, BILL POSTING AND JUNK MAIL

Purpose – This standard specifies consideration for the issuing of permits in relation to writing, placing or affixing any letter, figure, device, poster, sign or advertisement.

Amendment – Delete standard 24.

Comment – Standard 24 is a duplication of the EPA Act 1970.

STANDARD 25 (LL NO 2 2009) - CAMPING

Purpose – This standard specifies requirement to be considered prior to the issuing a permit to allow camping on Council land which is not licensed as a caravan park.

Amendment – Delete Standard 25.

Comment – Standard 25 is no longer required as the information has been incorporated into Clause 105.

STANDARD 26 (LL NO 2 2009) – CARAVANS AS TEMPORARY ACCOMMODATION

Purpose – This standard specifies requirement to be considered prior to the issuing of a permit to use a caravan as temporary accommodation.

Amendment – Delete Standard 26.

Comment – Standard 26 is no longer required as the information has been incorporated into Clause 106.

STANDARD 27 (LL NO 2 2009) – CIRCUSES AND CARNIVALS

Purpose – This standard specifies requirement to be considered prior to the issuing of a permit for Circuses and Carnivals.

Amendment – Delete Standard 27.

Comment – Standard 27 is no longer required as the information has been incorporated into Clause 87 & 88.

STANDARD 28 (LL NO 2 2009) - KEEPING OF ANIMALS

Purpose – This standard specifies requirement to be considered prior to the issuing of a permit for Collections on Roads and Footpaths.

Amendment – Delete Standard 28.

Comment – Standard 28 is no longer required as the information has been incorporated into Clause 109.

STANDARD 29 (LL NO 2 2009) - TRADE WASTE AND WASTE HOPPERS (INCLUDING RECYCLING BINS)

Purpose – This standard specifies requirements for waste hoppers or bins used for the collection and storage of trade waste.

Amendment – Delete Standard 29.

Comment – Standard 29 is no longer required as the information has been incorporated into Clause 125.

STANDARD 30 (LL NO 2 2009) - SCAVENGING AT MUNICIPAL LANDFILL

Purpose – This standard specifies consideration that must be taken into account prior to issuing a permit for scavenging at a transfer station or landfill sites.

Amendment – Delete Standard 30.

Comment – Standard 30 is no longer required as the information has been incorporated into Clause 131.

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STANDARD 31 (LL NO 2 2009) - PERMIT FOR CONSUMPTION OF ALCOHOLIC BEVERAGE

Purpose – This standard specifies requirement to be considered prior to the issuing of a permit for the consumption of any alcoholic beverage or for the possession of alcoholic beverage in unsealed containers in any Municipal place.

Amendment – Delete Standard 28.

Comment – Standard 28 is no longer required as the information has been incorporated into Clause 141.

SCHEDULE 2 to 14 (LL NO 2 2009) – FORMS

Purpose – Prescribes form for specific local law provisions.

Amendment – Delete Schedules 2 to 14.

Comment – The majority of these form are not used, forms do not need to be prescribed in the local law.

SCHEDULE 9 (LL NO 2 2009) - CONTROL OF TOY VEHICLES

Purpose – This clause prescribes areas where toy vehicles can not be used.

Amendment – Delete Schedule 9.

Comment – The use of a toy vehicle and wheeled recreation device on a road or road related area is a duplication of provision within the Road Safety Road Rules 2009.

SCHEDULE 18 (LL NO 2 2009) - PUBLIC RESERVES AND RECREATION GROUNDS

Purpose – List of reserves and recreation grounds.

Amendment – Delete Schedule 18

Comment – There is no legal or practical reason why these areas need to be listed in the Local Law.

SCHEDULE 20 (LL NO 2 2009) - INFRINGEMENT NOTICES PENALTIES

Purpose – Prescribes penalty amounts for infringement offences.

Amendment – Delete Schedule 20.

Comment – Schedule 20 is no longer required as the information has been incorporated into Clause 145.

SCHEDULE 21 (LL NO 2 2009) - INFRINGEMENT NOTICES

Purpose – Describes the format for infringement offences.

Amendment – Delete Schedule 21.

Comment – Schedule 21 is no longer required as the Infringement Act now defines the contents and format for Infringement notices.

SCHEDULE 22(LL NO 2 2009) - FEES AND CHARGES FOR PERMITS

Purpose – Prescribes fees and charges for permits.

Amendment – Delete Schedule 22.

Comment – Schedule 22 is no longer required as fees & charges are determined annually by Council in accordance with section 113 of the Local Government Act 1989.

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PART 3 – Amended clauses

CLAUSE 2 – PURPOSES OF THIS LAW

Amendment – Amended

Comment – Wording change to more accurately describe to purpose of the Local Law.

Previous clause number - 2

CLAUSE 3 - AUTHORISING PROVISION – POWER TO MAKE THIS LOCAL LAW

Purpose – Specifies Councils power to make this local law.

Amendment – The Council's power to make this Local Law is contained in section 111 of the Local Government Act 1989.

Comment – Updated to reflect current legislation

CLAUSE 4 - COMMENCEMENT DATE– OPERATIONAL DATE OF LOCAL LAW

Purpose – Change to the commencement date

Amendment –

Comment – Change to reflect new start date for this new Local Law

CLAUSE 5 - REVOCATION DATE – DATE THIS LOCAL LAW CEASES TO OPERATE

Purpose – Change to the expiry date, ten year sunset provision

Amendment –

Comment – required to reflect a new expiry date for this Local Laws

CLAUSE 6 - REVOCATION OF OTHER LOCAL LAWS

Purpose – change to end date of previous Local Law

Amendment –

Comment – change to reflect an end date (repeal) of previous Local Law

CLAUSE 8 – HOW TO READ THIS LOCAL LAW

Amendment – Amended

Comment – Reference to standards removed as these have been incorporated into operative clauses.

CLAUSE 8.2 - STANDARDS AND LOCAL LAW PROVISIONS AND THEIR RELATIONSHIPS

Purpose – Criteria to be considered by Council and its officers when exercising discretions under this Local Law.

Amendment – Amend clause to remove reference to Standards.

Comment – Standards have been incorporated into the operative provisions.

CLAUSE 9 - WORDS USED IN THIS LOCAL LAW

Purpose – This clause sets out the value of a penalty unit applicable to this local law

Amendment – Penalty Unit: has the meaning as defined by section 110 of the *Sentencing Act 1991*.

Comment – The previous definition for "Penalty Unit Value" incorrectly identified the authorising provision as Section 5 of the Monetary Units Act 2004, however, this Act does not relate to local law provisions. Section 110 (2) of the Sentencing Act 1991 refers to a local law penalty unit which is currently set at \$100.00

CLAUSE 9 - WORDS USED IN THIS LOCAL LAW

Purpose – This clause defines words used in this local law.

Amendment – Words have been added and removed to reflect to the needs of the new local law.

Comment – Some deleted words were clearly defined in existing legislation while others

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were no longer applicable. New words have been added to give a clear meaning or to remove confusion.

CLAUSE 10 – EXERCISE OF DISCRETIONS

Amendment – Updated wording.

Comment – Reference to standards removed as these have been incorporated into operative clauses.

CLAUSE 12 - IMPOUNDMENT, RELEASE AND DISPOSAL

Purpose – Rename Clause to better reflect the purpose of the provision – from “*Power of Authorised Officer to Impound*”.

Amendment – Clause name change.

Comment – This Clause specifies impoundment release and disposal actions; the power to impound comes from the operative provisions.

Previous clause number - 18

DIVISION 1 – OBSTRUCTIONS TO THE FREE PASSAGE OF PEOPLE AND VEHICLES

Comment – Previous clause number – 25

CLAUSE 24 (LL No, 2 2009) – SERVICE AUTHORITY OR COUNCIL

Purpose – Allows a service Authority to carry out works without the need to apply for a permit from Council.

Amendment – Amend clause.

Comment – ‘Council’ added to this clause.

CLAUSE 28 - TREES AND PLANTS NOT TO OBSTRUCT OR OBSCURE TRAFFIC OR PEDESTRIANS

Purpose - To ensure that trees and/or plant growing on private land do not obstruct the safe passage of vehicle traffic on roads or pedestrians traffic along footpaths or other road related areas. Inappropriately placed or overgrown vegetation can cause sight obstructions, damage or injury to vehicle or pedestrian traffic using roads, footpaths or other road related areas.

Amendment – An owner or occupier of land must not allow any vegetation growing on the land to obstruct pedestrians by encroaching onto or above a;

- a) footpath; or
- b) other part of the road used by pedestrians; or
- c) reserve owned or occupied by Council

to or at a height of less than three (3) metres above the surface of the footpath, road related area or reserve.

Comment – This clause has been amended to remove uncertainty with regards to what is required. A property owner / occupiers must ensure that vegetation growing on their land does not grow out onto and/or above a road, footpath, naturestrip or reserve to a height less than 3 m.

Previous clause number - 32

CLAUSE 29 – SIGNS, POSTS, FENCES AND OTHER OBJECTS NOT TO OBSTRUCT TRAFFIC OR PEDESTRIANS

Purpose – To ensure that signs, posts, fences and/or other objects do not cause an obstruction to vehicle or pedestrians traffic.

Amendment – Clause 38 has been amended to clearly define what is required.

Comment – This clause previously referred depended on other authorizing provision, but is now a stand alone clause.

Previous clause number – 34

CLAUSE 30 – COUNCIL TO APPROVE ROAD NAMES

Comment – Previous clause number - 37

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CLAUSE 31.2 – SUFFICIENCY OF SIZE LOCATION AND VISIBILITY OF PROPERTY NUMBERS

Purpose – To ensure that properties are numbered and clearly identifiable a minimum size has been included in this clause. These size recommendations were identified during the local law focus group sessions.

Amendment – Amendment to clause 38 to include - property number size; a minimum of 100 mm for residential properties and 200 mm for commercial properties.

Comment – This contents of this clause was previously contained in the standards.

Previous clause number – 38

CLAUSE 35.3 – REDUNDANT VEHICLE CROSSINGS

Comment – Previous clause number – 46.3

CLAUSE 38 – GRAZING OF LIVESTOCK ON ROADS

Comment – Previous clause number – 63

CLAUSE 39 – EXEMPT AREAS- PLACES WHERE THE DRIVING OF OR GRAZING OF LIVESTOCK IS NOT PERMITTED

Comment – Previous clause number - 61

CLAUSE 41 – NOTICE OF PERMIT IS REQUIRED

Comment – Previous clause number - 65

CLAUSE 45 - IMPOUNDMENT OF SHOPPING TROLLEYS

Purpose – To allow for the impounding of abandoned shopping trolleys or shopping trolleys being misused in public places.

Amendment – Clause reworded.

Comment – This Clause has been reworded to clarify the shopping trolley impounding provision and to allow for the impounding of shopping trolleys being misused in public places.

Previous clause number - 67

CLAUSE 46 - MODEL AEROPLANES, DRONES ETC.

Purpose – This clause regulates the flying of model aeroplane or similar type of equipment over any road or Council land.

Amendment – Stand alone clause, heading and wording change “road and Council land”

Comment – The words “road and land” are consistent with local law and other legislative definitions.

Previous clause number – 70.2

CLAUSE 47 - CONTROL OF TOY VEHICLES

Purpose – This clause regulates the use of toy vehicles and wheeled recreation devices.

Amendment – Amended to remove application to a road or road related area as this is now included in the Road Safety Road Rules 2009

Comment – The use of a toy vehicle and wheeled recreation device on a road or road related area is a duplication of provision within the Road Safety Road Rules 2009.

Previous clause number - 70

CLAUSE 48 – DESIGNATED AREAS

Comment – Previous clause number – 71

CLAUSE 49 - RIDING HORSES ON NATURESTRIPS, PUBLIC RESERVES, RECREATION GROUNDS OR OTHER COUNCIL LAND

Purpose – This clause regulates the riding and leading of horses in a built up area on naturestrips, reserves and other Council land.

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Amendment – Amend Clause 50 to include “other Council land” and to amend the wording reservation to naturestrip as defined in the Road Safety Road Rules.

Comment – To remove confusion, Council land is clearly defined in the local law.

Previous clause number –

CLAUSE 50 – WRITTEN PERMISSION

Comment – Previous clause number – 73

CLAUSE 51 - PARKING VEHICLES OVER 4.5 TONNES ON RESIDENTIAL LAND

Purpose – This clause regulates the parking of heavy vehicles on residential properties.

Amendment – Amend Clause 74 (a) - change the 3 tonnes limit to 4.5 tonnes.

Comment – A 4.5 tonnes limit is consistent with section 200 of the Road Safety Road Rules 2009.

Previous clause number – 74

CLAUSE 52 – ERECTING OR PLACING ADVERTISING SIGNS

Comment – Previous clause number – 78

CLAUSE 53 – EXEMPT SIGNS

Comment – Previous clause number – 78.2

CLAUSE 55 – LOCATING GOODS FOR SALE

Comment – Previous clause number – 88

CLAUSE 61 - ESTABLISHING A TEMPORARY OUTDOOR EATING FACILITY

Purpose – This clause allows the establishment of outdoor eating facilities.

Amendment – The inclusion of the word “*Temporary*”.

Comment – The provision relates to the establishment of temporary facilities, these types of facilities cannot be permanent affixed or attracted to the footpath or roadway in any manner.

Previous clause number - 92

CLAUSE 64 – REMOVING THE FACILITY

Comment – Previous clause number – 96

CLAUSE 65 – PLACING BULK RUBBISH CONTAINERS, NATURESTRIPS AND COUNCIL LAND

Comment – Previous clause number – 98

CLAUSE 66 – CONTAINER LEFT ON A ROAD, NATURESTRIP AND COUNCIL LAND

Comment – Previous clause number – 100

CLAUSE 67 – ROAD OCCUPATION

Comment – Previous clause number – 102

CLAUSE 68.3 – REINSTATEMENT WORKS

Comment – Previous clause number – 104.3

CLAUSE 69 – IMPOUNDING OF EQUIPMENT

Comment – Previous clause number – 105

CLAUSE 75 - PERMITS FOR STREET PARTY, STREET FESTIVAL, SPECIAL EVENT OR PROCESSION

Purpose – to change the heading to highlight that these events require additional requirements as they are held on a roadway

Amendment – to include what must be provided by applicants.

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Comments – this section has been updated to include event activities that take place on a roadway, with a new title of Street Parties, Street Festivals, Events or Processions on a Road more clearly identifies the types of events that these cover.

Previous clause number – 112

CLAUSE 85 – CIRCUSES AND CARNIVALS

Purpose – to require a permit to conduct a circus and carnival

Amendment – To replace clause 145 of Local Law No 2 (2009).

Comment – Moved to the event section.

Previous clause number – 145

CLAUSE 88 - REPAIR OF VEHICLES

Purpose – This clause has been moved to Part 8 Vehicles

Amendment – Clause moved was clause 108 in Local Law No 2 (2009)

Comment – This clause is vehicle related and more applicable to Part 8 of the Local Law.

Previous clause number – 108

CLAUSE 89 – REMOVAL OF UNLAWFULLY PARKED AND/OR OBSTRUCTING VEHICLES

Purpose – To provide impounding provisions for vehicles causing an obstruction or unlawfully parked.

Amendment – Reference to stopping on a clearway has been removed and leaving a vehicle on a footpath added.

Comment – There are no clearways within the municipal district.

Previous clause number - 119

CLAUSE 90 - OTHER OBSTRUCTIONS.

Purpose – To provide impounding provisions for items causing an obstruction not listed in clause 88.

Amendment – Change to definition - craft, rubbish container, movable structure, device, material or object or other thing is left in the municipal district. Added sub clauses (d) *at special events, where unlawful parking is likely to result in unreasonable congestion;* and (e) *is abandoned and/or disowned*

Comment – Moved to events section and added additional clauses.

Previous clause number – 120

CLAUSE 94 – DANGEROUS AND UNSIGHTLY LAND

Purpose – To control land within the Municipal District that is dangerous, unsightly or detrimental to the general amenity of the neighbourhood.

Amendment – Re-worded to remove ambiguous content and to give clearer guidelines for authorised officers investigating such matters.

Comment – As above.

Previous clause number – 130 & 131

CLAUSE 95 – DILAPIDATED BUILDINGS

Amendment: To add in additional safety precautions for owners to complete.

Comment – Previous clause number – 131a

CLAUSE 100 – OPEN AIR BURNING

Purpose – To regulate the lighting of fires in the open air and to reduce the effects that smoke and ash can have on residents and to promote a safe and clean environment.

Amendment – Delete part clause 110c – *“as declared by the Municipal Fire Prevention Officer from time to time”*.

Comment – The fire danger period is declared by the Country Fire Authority not a Municipal Fire Prevention Officer.

Local Law Community Impact Statement
Community Amenity Local Law No. 2 2016

Previous clause number - 136

CLAUSE 101 – USE OF A BARBECUE

Purpose – To regulate the use of Barbecues

Amendment – Amend clause 112 – remove reference to Chimenea.

Comment – New clause 113 has been included to allow fires for person warmth.

Previous clause number - 137

CLAUSE 103 – BURNING IN AN INCINERATOR

Comment – Previous clause number – 138

CLAUSE 106 – CLOTHING RECYCLE BINS

Comment – Previous clause number – 141

CLAUSE 110 - NOISE

Comment – Previous clause number – 146

CLAUSE 111 –KEEPING OF ANIMALS

Purpose – This clause list the types and number of animals that can be kept on any one property with out a permit.

Amendment – Clause amended.

Comment – Area name change, “Residential / Rural Living” changed to “All Other Areas (Except Farm Land)”. The location names became confusing with recent changes to the Planning Scheme.

Previous clause number – 155

CLAUSE 112 – DOGS AND CATS ON FARMING PROPERTIES

Purpose – To regulate the number of dogs and cats that can be kept on a property.

Amendment – Delete clause 147.1 as this is duplication of clause 155 (Local Law No 2 (2009)). Amend Clause 147.2 to allow 4 dogs and 4 cats to be kept on properties zoned Farming without a permit.

Comment – Findings of Focus group sessions 3 Oct 2014;

There is unanimous support for retaining the existing provisions in relation to residential properties i.e. no more than 2 adult dogs without a written permit. In regard to rural (farming) properties it is generally agreed that an owner or occupier be allowed to keep up to four adult dogs without a permit. There is also general support that any written permit for additional dogs be granted for the lifetime of the dog at a lower fee than currently applies or no fee at all. Such permits to be reviewed if any additional dog/s are deemed a nuisance.

Previous clause number -147 & 155

CLAUSE 113 – MAXIMUM NUMBER OF DOGS AND CATS ON ANY LAND

Comment – Previous clause number – 158

CLAUSE 117 – FREE FLYING PIGEONS

Comment – Previous clause number – 154

CLAUSE 118 – ANIMAL EXCREMENT

Comment – Previous clause number – 157

CLAUSE 119- DOMESTIC WASTE

Purpose – To require occupiers of properties where Council does not provide a kerbside waste collection service to dispose of waste in an appropriate manner.

Amendment – include subclause (2)

Comment – The reference to “Standards Schedule 1” has been removed from subclause (1) as Standards have been incorporated into the operative provisions.

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Previous clause number - 159

CLAUSE 120 - TYPE OF DOMESTIC WASTE AND RECYCLING RECEPTACLES

Purpose – To specify requirements for occupiers of properties in regards to waste receptacles.

Amendment – To include a reference to the green waste and recycle services in the main clause. Fly proof included in sub clause (a).

Previous clause number - 160

CLAUSE 121 - PLACEMENT OF DOMESTIC WASTE AND RECYCLING CONTAINERS

Purpose – To specify requirements for the placement of waste, green waste and recycling receptacles prior to collection.

Amendment – To include reference to, green waste and recycling receptacles and to include that bins are not to be place out for collection earlier than the evening before collection day as specified.

Previous clause number – 161

CLAUSE 123 – UNAUTHORISED USE OF RECEPTACLES

Comment – Previous clause number – 163

CLAUSE 124 – PROHIBITED WASTE

Comment – Previous clause number – 164

CLAUSE 126 – COMMERCIAL/INDUSTRIAL WASTE AND WASTE SKIPS

Comment – Previous clause number – 167

CLAUSE 128 – USE OF TRANSFER STATIONS AND LANDFILL BY RESIDENTS

Comment – Previous clause number – 169

CLAUSE 129 – USE OF TRANSFER STATIONS BY NON RESIDENTS

Comment – Previous clause number – 175

CLAUSE 132 – DUMPING OF ICE CHESTS, TRUNKS OR SIMILAR CONTAINERS

Purpose – To regulate the depositing of disused refrigerators, ice-chests, icebox's, trunks, chests or any other similar article.

Amendment – Remove part clause “(a) removing all CFCs;”

Comment – Duplication of existing legislation. The removal of CFCs is regulated by Commonwealth legislation, *The Commonwealth Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*;

Previous clause number – 171

CLAUSE 133 – SCAVENGING AT TRANSFER STATIONS/LANDFILL

Comment – Previous clause number – 172

CLAUSE 137 – GREY WATER

Comment – Previous clause number – 178

CLAUSE 141 – BEHAVIOUR IN MUNICIPAL PLACES

Comment – Previous clause number – 188

CLAUSE 142 – SMOKING IN MUNICIPAL PROPERTIES AND MUNICIPAL PLACES

Purpose – To allow Council to ban smoking on municipal property or municipal places.

Amendment – Amend clause 177

Comment – Amended to allow Council to prohibit smoking in Municipal places.

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Previous clause number - 189

SCHEDULE 2

CLAUSE 143 - MUNICIPAL PLACES WHERE LIQUOR MAY NOT BE CONSUMED

Purpose – Lists maps of CBD areas where alcohol is prohibited under Clause 155 .

Amendment – Schedule relocated.

Comment – Moved from Schedule 19 in LL No 2 2019.

Previous clause number – 190

CLAUSE 146 – OFFENCES

Comment – Previous clause number – 195

CERTIFICATION OF COMMUNITY AMENITY LOCAL LAW NO. 2 2016

Purpose – To certify the new Local Law and to affix Common Seal of Latrobe City Council.

Amendment – To amend title, number of pages and operative date of the new Local Law.

Comment – As above.

Local Law Community Impact Statement
Community Amenity Local Law No. 2 2016

Part 4 - New Clauses

PART 3 - CLAUSE 14 – POWER OF AUTHORISED OFFICER TO DIRECT

Purpose – Prescribe a process for *Authorised Officers* to follow when issuing a *Notice to Comply* in relation to local law offences. This allows an *Authorised Officers* to issue and direct a formal corrective requirement in addition or as an alternative to legal action; specifying work to be undertaken and/or a behavior to be corrected to remedy a breach.

Amendment – New Clause 14 - An *Authorised Officer* may issue a person with a notice to comply if the *Authorised Officer* believes on reasonable grounds that the person has committed an offence under this local law or direct any property owner, occupier or other relevant person to remedy any situation which constitutes a breach under this Local Law.

A notice issued under this section must set out the following details—

- (a) the offence that the authorised officer believes has been committed; and
- (b) the action that the person is required to undertake; and
- (c) the time within which the specified action must be taken.

This is a new part to this local law removing the need list individually clauses where a notice to comply can be used.

Comment – This approach is consistent with State legislation having a stand alone authorising provision allowing an *Authorised Officer* to take a proactive approach to remedy situations.

CLAUSE 18 – PERMITS

Amendment – New clause.

Comment – Incorporates old clauses 21, 22 & 23

CLAUSE 19 – CONSIDERING APPLICATIONS

Purpose – List matters to be considered prior to granting a permit.

Amendment – New clause.

Comment – Previously contained in Standards.

CLAUSE 20 – CORRECTION OF PERMITS

Purpose – To allow a permit to be corrected or amended.

Amendment – New clause.

Comment – Previously in clause 21.

CLAUSE 21 – GROUNDS FOR CANCELLATION OF AMENDMENT OF PERMITS

Amendment – New Clause.

Comment – Previous clause number – 25.

CLAUSE 22 – EXEMPTIONS

Amendment – New Clause.

Comment – Previous clause number – 27.

CLAUSE 18.7 – AGE OF APPLICANTS

Purpose – The Council requires an applicant to be over the age of 18 years or have parent/guardian permission and be accompanied by an adult.

Amendment – New Clause.

Comment – This clause can be applied for persons under the age of 18 applying for a permit to have parent/guardians consent and a requirement that they are accompanied by a person over the age of 18 for the specified activity.

CLAUSE 28.3 – REQUIREMENTS FOR A CLEAR VIEW AT INTERSECTIONS

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Purpose – This standard specifies a maximum height for plants on private land within 5 metres of an intersection.

Amendment – New clause.

Comment – The details previously specified in standard 3 have been incorporated into this new clause. This new clause clarifies the intended meaning and requirements for the clear view at intersections.

CLAUSE 31.3 – COUNCIL MAY ALLOCATE A PROPERTY NUMBER

Purpose – To ensure that properties are numbered and clearly identifiable. Council may cause a property to be numbered and recover the cost of doing so from the owner or Occupier as a debt due to Council.

Amendment – New clause.

Comment – This Clause can be applied where a property owner fails to adhere to a direction to mark the property with the number allotted.

CLAUSE 32 – INCORRECTLY DISPLAY PROPERTY NUMBERS

Purpose – To ensure that property numbers remain clearly identifiable.

Amendment – New clause.

Comment – This new clause provides an offence for persons who intentional display an incorrect property number.

CLAUSES 37 to 42 – DRIVING, GRAZING AND CROSSING OF LIVESTOCK ON ROADS

Purpose – Requires a permit to allow livestock to drive, graze or cross roads.

Amendment – New Clauses.

Comment – Clauses 55 to 66 and Standard 8 of the Local Law No 2 (2009) have been combined and reworded to provide clearer provisions.

CLAUSE 44 - MISUSES OF SHOPPING TROLLEYS

Purpose – To prohibit the misuse of abandoned shopping trolleys in public places.

Amendment – New Clause.

Comment – The misuse (joy-riding etc) of shopping trolleys in public places has been known to lead to damage of public and private property and can result in being a danger to pedestrians and vehicular traffic.

CLAUSE 48.4 - DESIGNATED AREAS

Purpose – Specifies that if the Council fails to erect and maintain signs in accordance with sub-clauses 49.3 it cannot proceed to prosecute a person for an offence under sub-clause 48.

Amendment – New clause.

Comment – New clause incorporated following advice from Maddocks Solicitors.

CLAUSE 49.2 - RIDING HORSES ON PUBLIC RESERVE, RECREATION GROUND OR OTHER COUNCIL LAND

Purpose – To allow for Horse event held on Council Land and reserves.

Amendment – New clause 50.1 to be created.

Comment – This will ensure that horse events can be held on reservations, reserves and Council land.

CLAUSE 57.2 – PERMIT REQUIRED FOR ROADSIDE TRADING

Purpose – Requires a person with a roadside trading permit to comply with all permit conditions.

Amendment – New clause.

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CLAUSE 58.2 – TRADING TO A PERSON ON A ROAD

Amendment – New clause.

Comment – Previously in clause 83.

**DIVISION 16 – EVENTS - STREET PARTIES, STREET FESTIVALS AND PROCESSIONS
AND BUSKING**

Purpose – New section to encompass all categories of events.

Amendment – New Part.

Comment – The inclusion of an event section and permit requirements will ensure that events held in Latrobe City will be conducted in a safe manor. Currently event requirements are not enforceable and this will allow for events to be better managed whilst ensuring that insurance is adequate to indemnify.

**CLAUSE 73 – OCCASIONAL EVENTS IN COUNCIL’S PARKS/GARDENS &
RECREATIONAL RESERVES**

Purpose – This clause aims to implement a permit based system that deals with Occasional Events and to ensure adequate insurance to indemnify.

Amendment – Amended clause.

Comment – The wording of the clause has been amended so that it is clearer that reasonable use of a park by the general public is not affected.

CLAUSE 74 – COMMUNITY, SPECIAL AND MAJOR EVENTS

Amendment – New clause.

CLAUSE 76 – PERMITS FOR COMMUNITY MARKETS

Amendment – New clause.

CLAUSE 77 – PUBLIC PLACES

Purpose – The reference to sporting event have been removed from this clause and wording has been amended to provide further clarification.

Amendment – Amended clause following legal advice.

Comment – Appeared to be excessive in regard to conducting sporting events.

CLAUSE 78 – CANCELLATION OF PERMIT

Amendment – New clause.

CLAUSE 79 – DIRECTION TO CEASE EVENT

Amendment – New clause.

CLAUSE 80-82 - DISCHARGE OF FIREWORKS PURPOSE – To regulate the discharging of fireworks in a municipal district.

AMENDMENT – replaced clause 134 of Local Law No 2 (2009). 87-90 are new clauses.

COMMENT – Moved to events section and added additional clauses.

CLAUSE 84 – DIRECTIONS TO CEASE BUSKING

Purpose – Power to direct a person with a permit to cease busking following a complaint or a disturbance.

Amendment – New clause.

CLAUSE 87 – DERELICT AND ABANDONED VEHICLES

Purpose – This clause provides an offence provision for persons leaving or abandoning a vehicle on a road.

Amendment – New Clause.

Comment – Schedule 11 to the LGA Act provides the power to impound a derelict,

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abandoned or unregistered vehicle, but provides not offence for the act.

CLAUSE 88 (b)-(e) – REPAIR OF VEHICLES AND STORAGE OF VEHICLES

Purpose – To provide a provisions to regulate the storage of caravans, trailers, boats or damaged vehicles on roads.

Amendment – New clause.

Comment – This provision allows Council to deal with the long term parking/storage of caravans, trailers, boats or damaged vehicles on roads, the storing of these types of vehicles on roads has shown to cause safety concerns and undue obstruction to other road users roads.

Additional Note – This Clause does not limit or contradict section 200 (2) of the Road Safety Road Rules 2009, Stopping on roads—heavy and long vehicles - The driver of a heavy vehicle, or long vehicle, must not stop on a length of road in a built-up area for longer than 1 hour, unless the information on or with a traffic control device specifically permits the driver of a heavy vehicle, or long vehicle, to stop on the length of road for longer than 1 hour, or is permitted to do so under sub rule (2A) or by the Council. A heavy vehicle means a vehicle with a GVM of 4.5 tonnes or more; long vehicle means a vehicle that, together with any load or projection, is 7.5 metres long, or longer.

CLAUSE 91 – AUTHORISED OFFICER MAY MARK TYRES

Purpose – To provide a provision for an authorised officer to mark the tyres of a vehicle parked in a parking area within the municipality with chalk or any other non-indelible substance. In addition to provide a penalty for a person who remove such a mark so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

Amendment – New Clause.

Comment – To provide a level of protection for Authorised Officers involved in parking and other duties where the destructive surface of vehicle tyres are marked.

CLAUSE 90 – PARKING BAY RESERVATION

Purpose – To provide a provision to allow the short term hiring of parking bays.

Amendment – New Clause.

Comment – Where access to a vehicle or equipment is required consistently or regularly in the pursuit of an applicant’s business, promotion, special event or activity, Council may issue a Parking Bay Reservation Permit for short term and specific location parking needs.

CLAUSE 93 - VEHICLE USE ON COUNCIL LAND.

Purpose – To prohibit the driving, riding and/or parking of vehicles on a reserve, reservation or public place, or other municipal property.

Amendment – New Clause.

Comment – The Road Safety Road Rules 2009 applies to a road but not to council land, this provision prohibits the driving, riding and/or parking of vehicles on a reserve, reservation or public place, or other municipal property.

CLAUSE 94.3 – BLACKBERRIES

Purpose – To require owner/occupier to remove blackberries from a residential property.

Amendment – New Clause.

Comment – The EPA Act provides the Power for the EPA to enforce the removal of blackberries on Rural/Farming properties, however there is no power for residential properties in township areas.

CLAUSES 97 & 98 – BOAT RAMPS & WATERWAY BEHAVIOR

Purpose – To ensure that boat users in our municipality have a permit and to ensure other water activities are undertaken in a safe manner.

Amendment – New Clause to regulate waterway activities and the behaviors of persons using Council controlled waterways.

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Comment – These provisions will supplement the Marine Act and provide enforcement provisions for boat ramp permits and restricted areas.

CLAUSE 102 - FIRES FOR PERSONAL WARMTH

Purpose – New clause to allow and regulate the use of fire for personal warmth.

Amendment – New clause.

Comment – Has been included to allow fires for person warmth. Findings of Local Law No. 2 focus group sessions 21 October 2013, overall the discussion group participants are supportive of the lighting of fires on private land for personal warmth or personal use. There is support for ensuring safety and that the activity does not cause a nuisance, with suggestions for Council to establish a set of guidelines as part of the local law provisions. Such guidelines might include provisions for:

- not causing a nuisance
- fire to be suitably contained
- not in fire season
- not for burning of leaves.

CLAUSE 105 – DIRECTION TO EXTINGUISH A FIRE

Purpose – To allow an Authorised Officer to direct a person to extinguish a fire.

Amendment – New Clause.

Comment – There are no other legislative provisions that allow an Authorised Officer to direct a person to extinguish an illegal or nuisance fire.

CLAUSE 111.2 – PERMITS FOR THE KEEPING OF DOG AND CATS

Purpose – Detail the process to be followed by applicants.

Amendment – New Clause - A permit issued for the keeping of dogs and/or cats under this part shall be granted for the life of the animal. Should an offence or nuisance be proven the permit can be revoked.

Comment – Findings of Focus group sessions 3 Oct 2014;
There is also general support that any written permit for additional dogs be granted for the lifetime of the dog at a lower fee than currently applies or no fee at all. Such permits to be reviewed if any additional dog/s are deemed a nuisance.

CLAUSE 111 – KEEPING OF ANIMALS

Amendment – New clause.

Comment – Replaces clause 155.

CLAUSE 123.3 – ADDITIONAL WASTE RECEPTACLES

Purpose – The placing in excess of three receptacles for regular collection from any one dwelling, Council may regard that dwelling as a multiple dwelling for the purposes of calculating the waste charge.

Amendment – New clause.

Comment –

CLAUSE 127 – TRADE WASTE AND WASTE HOPPERS (INCLUDING RECYCLE BINS)

Amendment – New clause

Comment – Replaces clause 167

CLAUSE 128 - USE OF TRANSFER STATIONS AND LANDFILL SITES BY NON RESIDENTS

Purpose – New provision to allow non-residents to use sites if considered by Council to be reasonable and practicable.

Amendment – New Clause 127.

Comment – As above.

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CLAUSE 134 – TRANSFER STATION SECOND HAND GOODS SHOP

Purpose – allows a person to purchase materials or items displayed in the designated areas or the second hand goods shop located at the Transfer Station upon payment of the charges applied by the Transfer Station attendant.

Amendment – New clause.

**CLAUSE 144.1 (h) –USE OF COUNCIL RECREATION CENTRES,
PUBLIC RESERVES AND RECREATION GROUNDS**

Purpose – to list unacceptable behaviours relevant to recreational facilities and reserves.

Amendment – New Clause.

Comment – General behaviours clause and addresses the use of reserves by personal trainers and others for commercial gain.

**CLAUSE 144.2 - USE OF COUNCIL RECREATION CENTRES, PUBLIC RESERVES AND
RECREATION GROUNDS**

Purpose - To prohibit without a permit the construction of a new gate or access points into a public reserve or recreation ground and to prohibit vehicular access to reserves from any existing gateway or access point.

Amendment - Create new clause .An owner or occupier of land adjoining a public reserve or recreation ground must not without a permit;

(a) install, or permit to be installed a gateway or other means of access to or from the reserve or ground, or

(b) allow vehicular access from their land to public reserve or recreation ground.

Comment - Old Clause 144 (h) moved to new clause 144.2 and new provision to deal with property owners and occupiers who allow vehicular access to reserves from their land.

CLAUSE 145 – POWERS OF AUTHORISED OFFICERS

Purpose – This Clause outlines actions that authorised officer can consider with dealing with a breach of this Local Law.

Amendment – new clause.

Comment – New clause relating to the powers of authorised officers.

CLAUSE 147 - POWER TO SERVE INFRINGEMENT NOTICES

Purpose – Authorising provision; An authorised officer may serve an infringement notice on a person who the authorised officer has reason to believe has committed an offence against this Local Law.

Amendment – new clause.

Comment – New clause relating to the Infringements Act.

SCHEDULE 1 – AREAS OF RESPONSIBILITY

Purpose – List person or team responsible for operative provision in the new local law.

Amendment – New Schedule

Comment – To remove confusion in relation to areas of responsibility.

**14.3 LAKE NARRACAN PRECINCT STRUCTURE PLAN -
RELOCATION OF THE LATROBE VALLEY HOVERCRAFT CLUB**

General Manager

City Development

For Decision

PURPOSE

The purpose of this report to provide Council with an overview of the works required to relocate the Latrobe Valley Hovercraft Club as part of the Lake Narracan Precinct Structure Plan (PSP) project and the funding options available to finance the relocation.

EXECUTIVE SUMMARY

The Latrobe Valley Hovercraft Club is required to be relocated due to the future development on the club's current site in accordance with the Lake Narracan PSP.

The costs associated with relocating the club to the north side of Lake Narracan has been estimated at approximately \$160,000 (this figure is an estimate only and costs will be further determined at planning permit stage). It is noted that these costings are based on relocating the club's current facilities which includes a shipping container, carport and portable toilet, no upgrades to facilities are proposed at this stage.

The following works will be required to be undertaken as part of the relocation:

- An upgrade of vehicle access to the site via North Shore Road (Latrobe City Council road);
- Installation and connection of a septic tank;
- Relocation of existing facilities (shipping container, carport and toilet);
- Preparation and lodgement of a planning permit application;
- Preparation and lodgement of a building permit application; and
- Preparation and lodgement of septic tank permit.

Through the Lake Narracan Development Contribution Plan (DCP) a Community Infrastructure Levy (CIL) of \$881 will be collected at building permit stage for each dwelling constructed within the precinct. A CIL amount of \$500,000 has been allocated to the relocation of the Latrobe Valley Hovercraft Club, Latrobe Valley Aero Club and landscaping works for the naval cadets. A proportion of the \$500,000 will be assigned to the relocation of the Latrobe Valley Hovercraft Club.

The costs associated with the works identified above can be funded through the CIL, with the exception of the upgrade to North Shore Road, as this project does not meet the CIL criteria.

In general community infrastructure levies can be utilised for future buildings and facilities. Within the Lake Narracan PSP, the CIL allows for the construction of a new multipurpose facility to provide club rooms/meeting rooms and storage for the Latrobe Valley Hovercraft Club.

The costs associated with upgrading North Shore Road has been estimated at approximately \$94,000 and cannot be recovered through the CIL. A CIL can only be used for items of a community or social nature, a road is classed as a Development Infrastructure Levy (DIL) item and only key shared roads (i.e. upgrades to collector or arterial roads) will be considered as a DIL.

Due to the long term nature of the PSP and given that development in the area has not yet commenced, collection of CIL payments will be gradual. The relocation of the Hovercraft Club will need to occur in the next 12 – 24 months due to the fact that planning permit applications, for the land abutting the Hovercraft Clubs current site, are expected to be lodged by mid-2016 and potentially issued by the end of 2016. Therefore, it is not unreasonable to expect the construction of houses to commence towards the end of 2017.

The upgrade to North Shore Road would need to take place prior to the issue of any planning permit required by the Hovercraft Club. Therefore in order to facilitate the relocation a future funding allocation would need to be identified by Council, with a view to recoup a portion of the costs once enough CIL is collected.

RECOMMENDATION

That Council:

- 1. Commits to funding the relocation of the Latrobe Valley Hovercraft Club to a site along North Shore Road, Yallourn North.**
- 2. Refers consideration of up to \$65,000 to the 2015/16 surplus allocation process, in order to facilitate the relocation of the Latrobe Valley Hovercraft Club to a site along North Shore Road, Yallourn North, with these funds to be recouped in time through the collection of the Community Infrastructure Levy as part of the Lake Narracan Development Contributions Plan.**
- 3. Reallocates \$94,000 of the road rehabilitation 2015/16 budget towards the upgrade to North Shore Road from Fernlea Road, Yallourn North.**
- 4. Notifies the Latrobe Valley Hovercraft Club of Council's decision.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Built Environment

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

Strategic Objectives – Economy

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

Strategic Objectives – Governance

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 1: Job creation and economic sustainability

Strategic Direction - Job Creation and Economic Sustainability

Provide timely and targeted infrastructure to support economic growth and the marketability of Latrobe City to industry and investors.

Theme 2: affordable and sustainable facilities, services and recreation

Strategic Direction - Appropriate, Affordable and Sustainable Facilities, Services and Recreation

Develop and maintain community infrastructure that meets the needs of our community

Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities.

Continue to maintain and improve access to Latrobe City's parks, reserves and open space.

Theme 5: Planning for the future

Strategic Direction – Planning for the Future

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

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

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

Legislation

Local Government Act 1989

Planning and Environment Act 1987

BACKGROUND

The Lake Narracan PSP was prepared by Latrobe City Council and the Metropolitan Planning Authority (MPA) in consultation with State Government agencies, service authorities and landowners. It was incorporated into the Latrobe Planning Scheme on 17 December 2015.

Through the early planning stages of the PSP it was identified that the Latrobe Valley Hovercraft Club, as well as the Latrobe Valley Model Aero Club, would need to be relocated from their current location due to their close proximity to proposed residential development.

A Relocation Strategy for both clubs was prepared and presented to Council on 28 July 2014 with an addendum provided on 15 December 2014.

The Relocation Strategy identified a location on the north shore of Lake Narracan accessed via Fernlea Road and North Shore Road as the preferred option for the relocation of the Hovercraft Club.

Latrobe Valley Hovercraft Club

The Latrobe Valley Hovercraft Club is currently located on the southern bank of Lake Narracan on land owned by Latrobe City Council. The club is the main hovercraft club in Victoria and is a member of the Australian Hovercraft Association. The club currently has around 40 members coming from Latrobe Valley and surrounding areas. The club meet once a month with a formal family day every two months with around 20-25 attendees.

Lake Narracan is an attractive place for the club as the lake's periodically shallow water does not limit hovercraft use as it does other water-based crafts. The club also has exclusive rights as there is no speed limit for hovercrafts on the lake. This is not available for any other lake in Australia.

The club's facilities consist of a shipping container where equipment is stored, a carport which is used for shelter, and a portable toilet. Ramps used for access to the lake have been constructed and are suitable only for hovercraft. Please see Attachment 1 for an image of current facilities.

Relocation of the Latrobe Valley Hovercraft Club

The current location of the club is on land proposed for intensive redevelopment in the Lake Narracan PSP. The Hovercraft Club has accepted that this location will be impractical in the long term because of conflicts over access to the lake foreshore, access and egress for trailers, and amenity impacts on residential areas from noise as the hovercrafts enter and exit the lake.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

In consultation with the club, the Relocation Strategy identified a location on the north shore of Lake Narracan accessed via Fernlea Road and North Shore Road as the preferred option for the relocation of the club. This option was adopted by Council at the Ordinary Council Meeting held on 15 December 2014 whereby Council resolved that:

The Chief Executive Officer seek to enter into a community lease arrangement with the Latrobe Valley Hovercraft Club at the Lake Narracan north shore location as identified as Option E in the Relocation Strategy with access via Fernlea Road.

A lease between the Hovercraft Club and Latrobe City Council has been entered into and came into effect on 1 January 2016. It should be noted that the lease of the existing site is still effective until the relocation site is implemented.

Relocation – North Shore Road

The relocation site on North Shore Road is zoned Public Park and Recreation Zone and is within the Land Subjection to Inundation Overlay. Under these provisions, the relocation of the Hovercraft Club will require a planning permit for the use of the site and for buildings and works. Please see Attachment 2 for site plan.

It is noted that the current site of the Hovercraft Club, on South Shore Road, is also zoned Public Park and Recreation Zone and is within the Land Subject to Inundation Overlay although no planning permits have been issued for the club to date.

The proposal to relocate the Hovercraft Club to North Shore Road has been discussed with several internal and external stakeholders to gain an understanding of what is required in order to relocate the club. The key requirements and associated costs are summarised below:

Vehicle Access

- An upgrade to 1.5 km of North Shore Road to provide vehicle access to the relocation site from Fernlea Road is required in order to meet CFA access requirements. North Shore Road is a Latrobe City Council road.

The Infrastructure Development department have inspected the road and have provided an itemised costing to upgrade the section of road to a 3.5 metre driveway standard. Please see this at Attachment 3.

Health Requirements

- The Health department have advised that the installation of a septic tank will be necessary and will be required to be constructed 60 metres from the lake.

Current Facilities

- All existing facilities that are to be relocated will need to be certified by a structural engineer.

Permits

- Given this application is complex, it may be appropriate for a planning consultant to be appointed to prepare the application and associated plans, with assistance from the Urban Growth Team of Latrobe City Council. It is noted that governance arrangements would need to be put in place to ensure transparency between the Urban Growth Team and Statutory Planning Team, who would be assessing the application.
- Preparation and lodgement of a building permit application.
- Preparation and lodgement of a septic tank application.

Within the Lake Narracan PSP, the CIL allows for the construction of a new multipurpose facility to provide club rooms/meeting rooms and storage for the Latrobe Valley Hovercraft Club. This option is supported by the Hovercraft Club and will be further investigated once the relocation of the current facilities has been finalised, to avoid delaying the relocation. To date, the works to plan/design and construct this facility has not been costed.

KEY POINTS/ISSUES

A total of approximately \$160,000 is required to relocate the club to the north side of Lake Narracan. It is noted that this figure is an estimate only and costs will be further determined at planning permit stage.

A portion of these funds will be recouped through the CIL over time, but the cost of upgrading North Shore Road will be a direct cost to Latrobe City Council and will not be recovered.

There are a number of funding sources that have been investigated to finance the relocation. These are:

Community grants

The Hovercraft Club could apply for community grants under the Minor Capital Works, but given the maximum grant is \$5,000 it is not an ultimate solution.

External funding opportunities

Advice from Latrobe City Council's Recreation department is that given the exclusive nature of the Hovercraft Club and its facilities, it will be extremely difficult to meet the criteria to be eligible to apply for external funding.

Council Funding/ Community Infrastructure Levy

The approved Lake Narracan DCP has allocated \$500,000 of the overall CIL to the User Group Relocation and landscaping works of the naval cadets' site at Lake Narracan.

Through the Lake Narracan DCP the CIL of \$881 per dwelling constructed within the precinct will be collected at building permit stage.

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Due to the long term nature of the PSP and given that development in the area has not yet commenced, it is assumed that the collection of CIL payments will be quite slow.

The relocation of the Hovercraft Club needs to occur in the next 12 – 24 months due to the fact that planning permit applications, for the land abutting the Hovercraft Clubs current site, are expected to be lodged by mid-2016 and potentially issued by the end of 2016. Therefore, it is not unreasonable to expect the construction of houses to commence towards the end of 2017.

Of the works required, Figure 1 below demonstrates the estimated costs associated with the works in order to relocate the Hovercraft Club and what costs can be recouped through the CIL once it's collected.

Figure 1- Works and associated costs

Works	Cost *Estimate only – Quotes required	Covered by Community Infrastructure Levy?
Road upgrades to North Shore Road	\$93,280.75	No
Installation of Septic Tank	\$15,000*	Yes
Relocation of existing facilities	\$5,000*	Yes
Preparation of Planning and Building Permit	\$15,000*	Yes
Structural engineer assessing current structures and any remediation works	\$2,000 - \$10,000*	Yes
Any other works required	Unknown	Will need to be assessed once works are identified

The building/design and construction of a new multipurpose facility are covered by the CIL, but as this is not going to be implemented in the short term, this has not yet been costed as part of this proposal.

In order to facilitate the relocation of the Hovercraft Club a funding allocation in the order of approximately \$160,000 would need to be identified by Council. This consists of funds required for the North Shore Road upgrade (approximately \$94,000) and other permit related works (approximately \$65,000) as listed in Figure 1 above.

Savings are available in the road rehabilitation 15/16 budget in order to fund the upgrade to North Shore Road, should Council wish to utilise these savings for that component of the relocation. Remaining funds would need to be identified in a future budget allocation.

Works to be undertaken by the Club

The Latrobe Valley Hovercraft Club has been a model tenant and have maintained and improved their current site significantly over the years.

It should be noted that the Hovercraft Club has unanimously decided that at a minimum the following works would be undertaken by club members as their contribution to facilitate the relocation of the club:

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- Working bees – 6 per year involving 15 persons for at least 6 hours (per person) to clean up and landscape the area.
- Development of defined areas – car parks, BBQ areas, family activities area, specific hovercraft areas.
- Fire risk reduction work.
- Grass cutting, grading of the general area and specific hovercraft ramps.
- Lane marking by appropriate marine signage on waterway.
- Revegetation, weed control, general landscaping.
- Erosion prevention.
- Ongoing tasks such as litter control, de-snagging of the lake and identification of marine safety issues as they are identified.

RISK IMPLICATIONS

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

If the recommendation is not supported the risk to Council would be that the Latrobe Valley Hovercraft Club would no longer have a suitable site to relocate to as there would be no vehicle access to the site and they would not have appropriate permits to use the site.

FINANCIAL AND RESOURCES IMPLICATIONS

The financial and resource implications of relocating the Hovercraft Club are:

- Approximately \$94,000 can be reallocated within the 15/16 road rehabilitation budget to construct North Shore Road.
- Approximately \$65,000 would need to be identified in future budgets, either from any identified surplus in 15/16 budget or in the mid-year review. This money would be recouped over time with the development of the Lake Narracan Precinct through the collection of the CIL.
- It is envisaged that all resources required to facilitate the relocation of the Latrobe Valley Hovercraft Club can be managed within current team structures.

INTERNAL/EXTERNAL CONSULTATION

The Latrobe Valley Hovercraft Club was heavily involved in the preparation of the Relocation Strategy through assessing and providing feedback on all of the potential relocation sites that were identified.

The club are supportive of the site that they now lease along North Shore Road as it meets all of their necessary requirements.

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Regular meetings with representatives of the Latrobe Valley Hovercraft Club have been occurring since the project of relocating the club commenced in March 2014.

More recently discussions have been held with the club to inform them of the planning permit requirements and funds required in order to facilitate the relocation.

To gain an understanding of the requirements and associated costs of relocating the club, a number of internal and external stakeholders have been consulted with.

OPTIONS

Council has the following options:

1. Refer consideration of the funds required in order to facilitate the relocation of the Latrobe Valley Hovercraft Club to a site along North Shore Road, Yallourn North to the 2015/16 surplus allocation process; or
2. That Council defers consideration of funding the relocation of the Latrobe Valley Hovercraft Club to a future budget; or
3. That Council not support funding the relocation of the Latrobe Valley Hovercraft Club but works with the club to assist in applying for community grants and external funding applications in order to fund the relocation of the Club to the north side of Lake Narracan.

CONCLUSION

Council has endorsed the Lake Narracan PSP, which includes the requirement to relocate the Latrobe Valley Hovercraft Club, and it now forms part of the Latrobe Planning Scheme. The DCP makes a financial commitment to assist in the relocation of these clubs, through the CIL.

During the PSP process Council has been supportive of assisting the Hovercraft Club in relocating to a more suitable site.

This is evident in the Council motion of 15 December 2014 which sought to facilitate the Club entering into a lease agreement for the preferred site on the northern side of Lake Narracan.

Works are required to be undertaken to relocate the club to the site on North Shore Road. Funding of these works, excluding the road upgrade, has been allocated in the Lake Narracan DCP via the CIL, however, money will not be available for some time until the CIL is collected.

In order to facilitate the relocation, funds will need to be put forward in the short to medium term, with a view to recoup the costs once enough CIL is collected.

Savings are available in the road rehabilitation 15/16 budget in order to fund the upgrade to North Shore Road, which is the key aspect of facilitating the relocation of the club, should Council wish to utilise these savings for that component of the relocation. Remaining funds would need to be identified in a future budget allocation.

SUPPORTING DOCUMENTS

1. Relocation Strategy – Latrobe Valley Hovercraft Club and Latrobe Valley Model Aero Club: Preliminary Report
2. Addendum to the Lake Narracan Relocation Strategy: Update Report
3. Lake Narracan Precinct Structure Plan
4. Lake Narracan Development Contribution Plan

Attachments

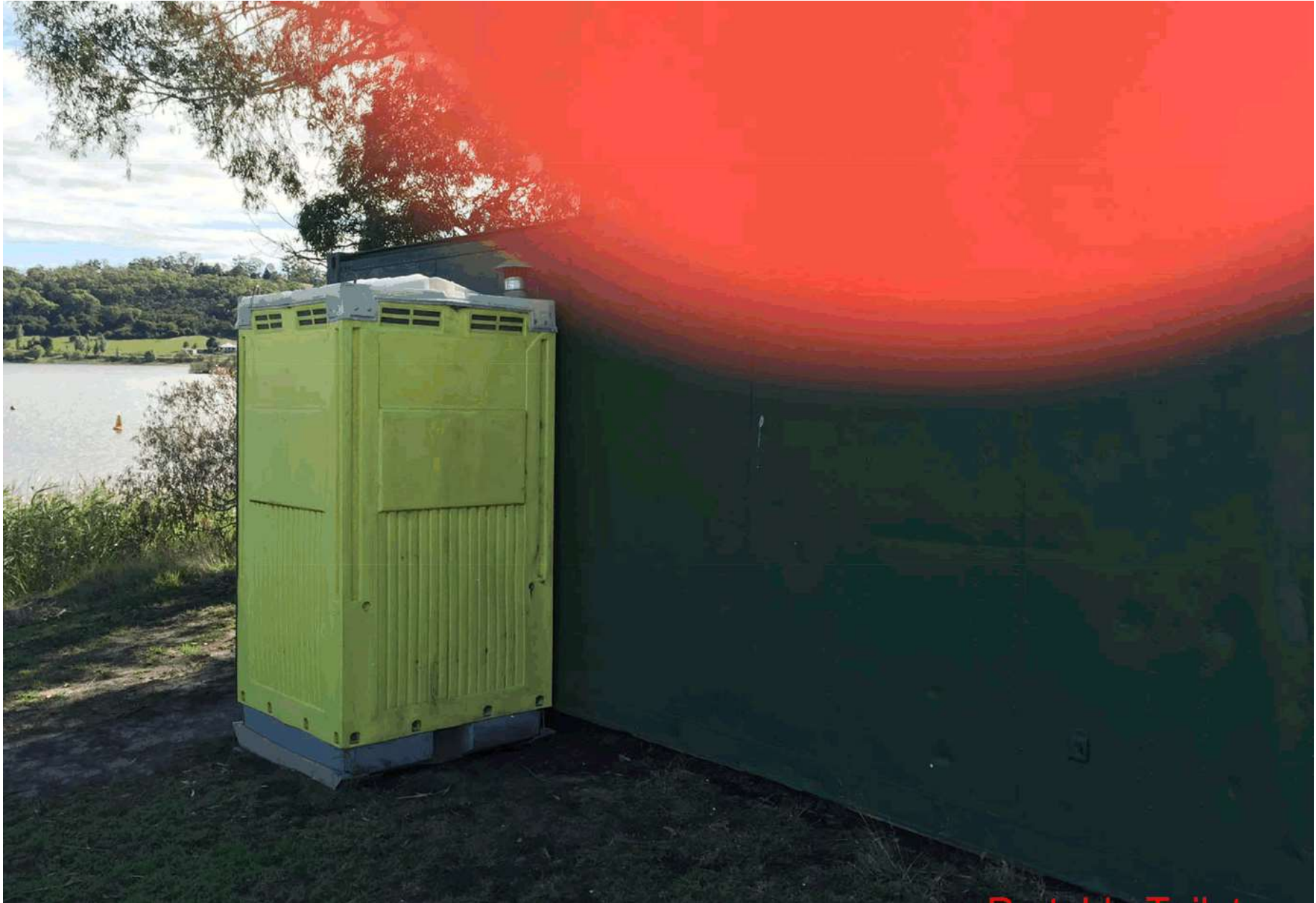
1. Latrobe Valley Hovercraft Club - Current Facilities
2. Site Plan
3. North Shore Road - Upgrade Estimate

14.3

Lake Narracan Precinct Structure Plan - Relocation of the Latrobe Valley Hovercraft Club

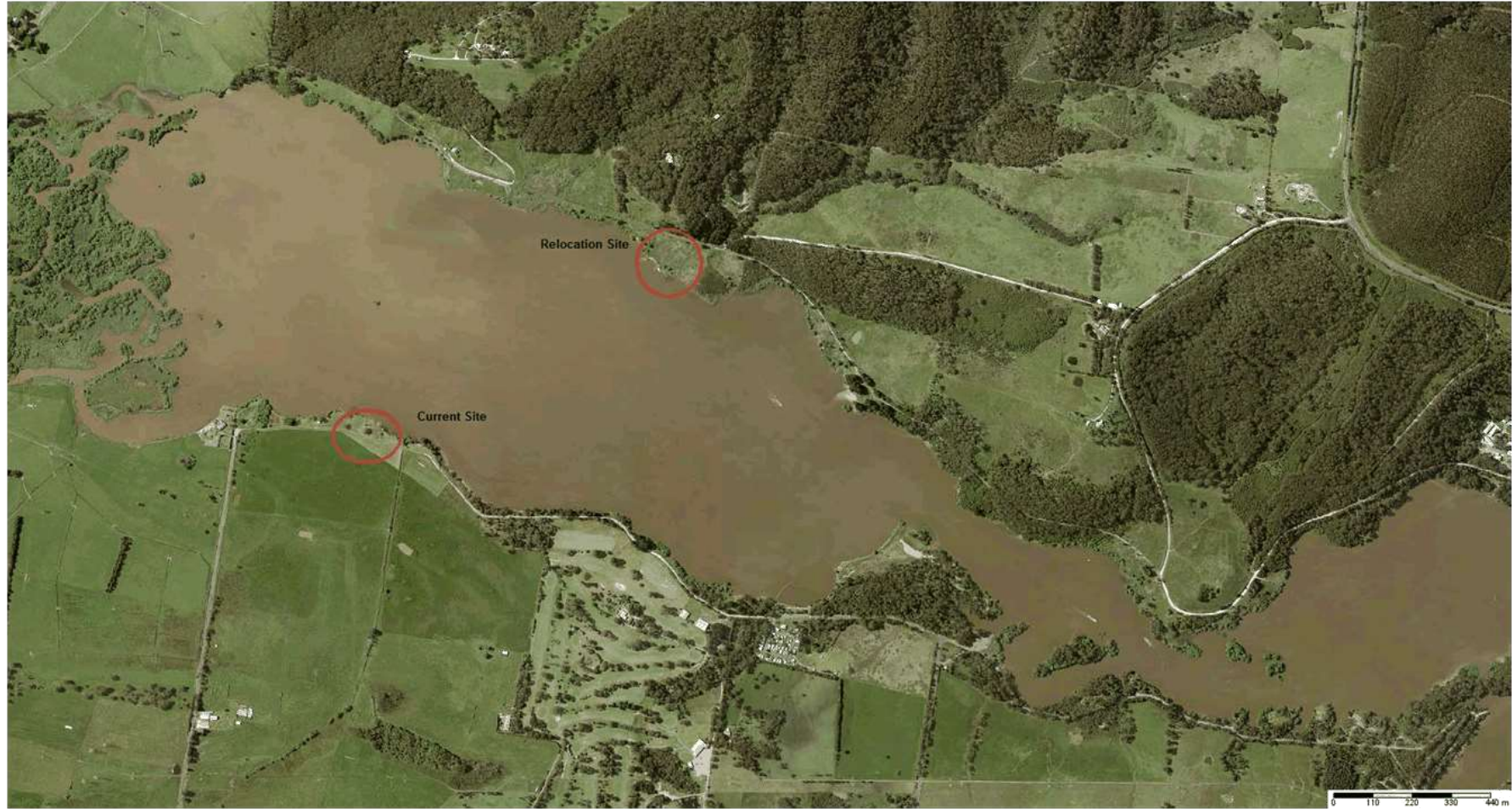
- 1 Latrobe Valley Hovercraft Club - Current Facilities 231**
- 2 Site Plan 235**
- 3 North Shore Road - Upgrade Estimate 237**











Estimate for North Shore Hovercraft Driveway

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	Supply all labour, plant and materials necessary				
1	GENERAL				
	(a) Management, supervision and maintenance of work site		Item		\$ 7,000.00
	(b) Site establishment and removal		Item		\$ 2,500.00
	(c) Locating utility services		Item		\$ 500.00
2	SITE PREPARATION WORKS				
	(a) Strip spoil from the existing shoulders, verges and table drains and dispose of the material, shape existing track to be free draining		Item		\$ 8,000.00
	(b) Remove trees, branches and shrubs surrounding the pavement to provide 4 meter height clearance and 0.5m clearance from the edge of pavement		Item		\$ 4,000.00
3	EARTHWORKS				
	(a) Excavation to spoil	285	m ³	\$ 15.15	\$ 4,317.75
	(b) Shape and fill area to create suitable subbase for carpark		Item		\$ 5,000.00
4	PAVEMENT				
	(a) Supply and place a 100 mm compacted depth of 20 mm Class 2 crushed rock for the base pavement	5,650	m ²	\$ 8.38	\$ 47,347.00
	(b) Supply and place a compacted depth of 20 mm Class 2 crushed rock for the base pavement of carpark	800	m ²	\$ 8.38	\$ 6,704.00
6	INCIDENTAL WORKS				
6.1	Underground Drains				
	(a) Supply, bed, lay, joint and backfill stormwater drainage pipes as per Standard Drawing Nos LCC 212, LCC 306 and LCC 901.				
	(i) Install 300 mm diameter Class 3, rubber ring jointed, reinforced concrete pipe culverts with Size 20 mm Class 3 crushed rock backfill;	20	m	\$ 168.00	\$ 3,360.00
6.2	Drainage Structures				
	(a) Install the following precast concrete drainage structures				
	(i) 300 mm diameter precast culvert headwalls with Size 20 mm Class 3 crushed rock backfill as per Standard Drawing No LCC 212	8	No	\$ 569.00	\$ 4,552.00
Total Estimate					\$ 93,280.75

**14.4 LATROBE REGIONAL AIRPORT MARCH 2016 QUARTERLY
REPORT****General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is to provide Council with information on the operations of the Latrobe Regional Airport for the quarter ended 31 March 2016.

EXECUTIVE SUMMARY

This is the March 2016 quarterly report which is required under Section 4(b) of the Deed of Delegation from Latrobe City Council to the Latrobe Regional Airport Board, which states that a progress report is to be provided to Council quarterly and annually.

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

The main focus for the Latrobe Regional Airport has now moved from the development of infrastructure to the consolidation and attraction of aviation/aerospace businesses.

The Airport Master Plan has been through its final public consultation period and a report has been prepared for Council to adopt the Master Plan in May 2016. This is an important strategic document which will guide the development of the Latrobe Regional Airport over a 20 year horizon.

The Airport Marketing Plan is now under development and initial discussions have been held with the main contractors in the RAAF AIR 5428 program which will see massive development of the East Sale RAAF base.

Education in the Aviation/Aerospace sector is a priority in the Master Plan and continuing discussions are being held with Federation Training around the development of an Education Hub to train aviation apprentices in the areas of avionics and engines and airframes, an area where there is a desperate shortage of trained people.

The Latrobe Regional Airport is continuing to progress, and the increased focus on marketing over the next twelve months should see further growth in businesses and employment at Latrobe Regional Airport.

RECOMMENDATION

That Council receives and notes the report on Airport Operations for the quarter ended 31 March 2016.

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

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

Latrobe City Council Plan 2013 - 2017

Economic Sustainability Objectives

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

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

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

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

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

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

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

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

Strategy – Latrobe Regional Airport Master Plan

Deed of Delegation

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

BACKGROUND

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

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

KEY POINTS/ISSUES

The significant activities undertaken during the quarter are outlined below.

Master Plan Review 2015

The Latrobe Regional Airport Master Plan 2015 including the ANEF Noise contours was completed and endorsed by the Council in December 2015. It was resolved that the Master Plan be placed on public exhibition until the 18 February 2016. Three submissions were received and reviewed and appropriate changes were included in the final Master Plan report that was presented to Council for adoption on 23 May 2016.

Airport Open Day

Now that all of the infrastructure upgrades are completed, an Open Day to showcase the “new look” airport and to promote career opportunities in the Aviation/Aerospace industry was programmed for **Sunday 10 April 2016**.

Inside the Terminal building there were trade displays by educators including Latrobe Valley Aero Club (learn to fly), Recreational Aviation Australia (flying training) Federation Training, RMIT University, Combined Services Recruiting, Airservices Australia, Air Cadets and Gippsland Armed Forces Museum.

Latrobe Valley Airframes and Welding opened up areas for people to see repairs and rebuilding of aircraft, in particular historic aircraft.

Latrobe Flying Museum (Jeff Trappett) had his collection of ex-military aircraft on display for the day.

The organisation of the day was accomplished with the support of the Airport Community Committee and tenants.

The Open Day had aircraft on static display only and allowed public access to airside with soft barriers around display aircraft; close enough to observe in detail, but not close enough to touch.

Marketing Strategy and AIR 5428 East Sale RAAF

Work continues on the development of an overall Marketing Strategy for Latrobe Regional Airport. Fox Strategic was engaged to carry out this

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project in two parts, AIR 5428 involvement and the Latrobe Regional Airport Marketing Strategy.

Discussions have been held with the RAAF, Lockheed Martin and others regarding Council's possible involvement in the development and ongoing operations of AIR 5428 at RAAF East Sale.

Meetings have been held with State and Federal politicians and senior bureaucrats to raise the concept for a **Latrobe City Aerospace Precinct** with decision makers.

Responses have been positive in all cases and once the Marketing Strategy is received a more focussed marketing push, including to individual companies, will commence.

Federation Training

Discussions with Federation Training regarding the establishment of an Aviation Training Hub at Latrobe Regional Airport, have revolved around the provision of a 2 hectare block of land adjacent to the new hospital car park in Village Avenue.

A letter of intent confirming its commitment to the development of the training hub on that site has been received from Federation Training. This paves the way for the Board to move to a survey of the area to include a road on the south and west sides for future access to the land west of the current taxiway.

Federation Training are continuing to move forward on this project, with preliminary costing estimated to be \$6 million. Federation Training has approached the State Government for partial funding.

Federation Training also launched their new branding for the Aviation training arm, the Federation Academy for Aviation, on 17 February 2016.

RISK IMPLICATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

There is no consultation required as this is the March 2016 Quarterly Report on activities, as required by the Latrobe Regional Airport Deed of Delegation from Council.

OPTIONS

Council has the following options:

1. Receive and note the Latrobe Regional Airport Board March 2016 quarterly report; or

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2. Seek further clarification in respect to the Latrobe Regional Airport Board March 2016 quarterly report.

CONCLUSION

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

SUPPORTING DOCUMENTS

Nil

Attachments

1. Latrobe Regional Airport Quarterly Financial Report

14.4

Latrobe Regional Airport March 2016 Quarterly Report

- 1 Latrobe Regional Airport Quarterly Financial Report..... 245**

Monthly Operating Report

ATROBE REGIONAL AIRPORT DIVISION



Month: March 2016

Comment on Year to Date Result

The variances shown are mainly because of timing of receiving income and incurring expenses

Comment of Full Year Forecast

End of year result is estimated to be in line with adopted budget

	Year to Date			Full Year Forecast		
	Actual	Budget	Variance (Fav)/Unfav	Forecast	Budget	Variance (Fav)/Unfav
Net Results by Cost Centre						
Latrobe Regional Airport Management	452	68,835	(68,383)	207,705	222,289	(14,584)
Latrobe Regional Airport - LANDSIDE	(273,101)	(288,895)	15,794	(321,003)	(361,582)	40,579
Latrobe Regional Airport - AIRSIDE	6,417	15,587	(9,170)	17,906	27,363	(9,457)
Latrobe Regional Airport - General Maintenance	78,478	78,969	(492)	110,447	111,932	(1,485)
Net Result	(187,754)	(125,504)	(62,251)	15,055	2	15,053
Net Results by Account Group						
Income:						
Grants	(6,000)	0	(6,000)	(6,000)	(6,000)	0
Other	(26,223)	(20,315)	(5,908)	(32,750)	(33,191)	441
Residence	(9,440)	(9,553)	113	(12,720)	(12,833)	113
Commercial	(294,262)	(301,734)	7,472	(388,759)	(408,339)	19,580
Trading / Light Commercial	(38,861)	(47,783)	8,922	(48,976)	(57,898)	8,922
Recreational / Non-Trading	(46,221)	(44,456)	(1,765)	(46,221)	(44,456)	(1,765)
Community Group/Service	(150)	(150)	0	(150)	(150)	0
Lease / Agistment	(22,153)	(16,720)	(5,433)	(22,152)	(22,545)	393
Transfer from Reserve	(134,301)	(134,301)	0	(134,301)	(134,301)	0
Total Income	(577,611)	(575,012)	(2,599)	(692,028)	(719,713)	27,685
Expenditure:						
Salaries Wages & Oncosts	147,168	147,180	(12)	206,021	205,604	417
Other Employee Costs	9,757	11,664	(1,907)	13,311	15,482	(2,171)
Materials & Contracts	90,804	148,537	(57,733)	206,048	309,176	(103,128)
Internal Charge Costs	142,128	142,128	0	189,453	189,453	0
Transfer to Reserve	0	0	0	92,250	0	92,250
Total Expenditure	389,857	449,509	(59,652)	707,083	719,715	(12,632)
Net Result - Recurrent	(187,754)	(125,503)	(62,252)	15,055	2	15,053

14.5 ARTS STRATEGY AND ACTION PLAN 2016-2021**General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is to present the proposed Arts Strategy and Action Plan 2016-2021 (the Strategy) to Council for adoption.

EXECUTIVE SUMMARY

Latrobe City Council has an opportunity to adopt its first ever Arts Strategy and Action Plan, one that will provide focus and direction for Latrobe City's arts programs and facilities.

In early 2015, Outside the Square consultants were engaged to develop the Strategy with research and community consultation occurring since then to inform the development of the Strategy.

The following six key themes underpin the Strategy; Place, Space, Leadership, Connectedness, Creative Economy and Participation.

The corresponding action plan provides a number of potential actions that align with the above themes and producing outcomes that will improve the Arts in Latrobe City.

Following its initial presentation to Council in August/September 2015, the draft Latrobe City Arts Strategy and Action Plan 2016-2021 was released for community comment. The draft Strategy received further consideration and revision during the Latrobe Creative Precinct project in January-March 2016, after which it received a further period of public consultation and comment in March/April 2016.

Comments and feedback from the most recent public consultation have now been considered and, where appropriate, incorporated into the Strategy, which is now presented to Council for formal adoption.

RECOMMENDATION**That Council:**

- 1. Adopts the Arts Strategy and Action Plan 2016-2021; and**
- 2. Determines the allocation of funding to deliver the Arts Strategy and Action Plan 2016 -2021 through the development of the Long Term Financial Plan and the 2017/18 Strategic Resource Plan.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Built Environment

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

Strategic Objectives – Culture

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community with activities and facilities that support the cultural vitality of the region.

Strategic Objectives – Community

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 1: Job creation and economic sustainability

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

Strategic Direction –

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

Provide timely and targeted infrastructure to support economic growth and the marketability of Latrobe City to industry and investors.

Provide timely and targeted infrastructure to support economic growth and the marketability of Latrobe City to industry and investors.

Promote and support the development and economic return of the tourism and events sector.

Enhance community and business confidence in the future of the local economy.

Theme 2: Affordable and Sustainable facilities, services and recreation

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

To promote and support a healthy, active and connected community

Strategic Direction –

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

Promote and support opportunities for people to enhance their health and wellbeing.

Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities.

Enhance and develop the physical amenity and visual appearance of Latrobe City.

BACKGROUND

An Arts Strategy and Action Plan will provide Latrobe City Council with a strategic framework to support the realisation of Council's vision of celebrating the diversity of arts activity and heritage that shapes our community.

The strategic framework will also provide an informed focus for the future, enabling the arts and creative industries to make a significant contribution to the maintenance and strengthening of Latrobe City's standing as a regional capital.

The adoption of the proposed Arts Strategy will position the arts as an integral element of the liveability of Latrobe City. It is an acknowledgement that sustainable development and cultural engagement are interdependent and that taken together they can deliver a vibrant, inter-connected, creatively expressive, adventurous and healthy community.

KEY POINTS/ISSUES

Following a competitive tender process in early 2015, the consulting firm Outside the Square was engaged to develop the Latrobe City Arts Strategy and Action Plan 2016-19.

Initial Community Consultation

An initial round of Community Consultation was undertaken in May/June 2015, including informal discussion points, the formation of a Community Leaders Group, public meetings, an online and hardcopy survey, advertising, direct mail and social media/website coverage. The specifics of this consultation were outlined in a Councillor Briefing report on 24 August 2015.

How the Arts Strategy was prepared

The initial Arts Strategy and Action Plan 2016-19 document was developed based on extensive research and stakeholder engagement.

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Research included; National and International research about arts, culture, creative economies, galleries and performing arts centres, review of Council documents, Latrobe demographic review and Latrobe service review.

Stakeholder engagement from this initial phase was detailed in the Research and Consultation report, tabled in August 2015 and attached to the Council Meeting report of 14 September 2015.

Following presentation of the draft Strategy to Council on 14 September 2015, the document was released for community comment for a period of 4 weeks from 15 September 2015 to 13 October 2015.

Consultation Feedback 2015

There were 5 responses to the September/October 2015 round of community consultation. These comments and responses made are summarised in the attachment to this report.

Further Review and Revision

During the Latrobe Creative Precinct project development phase that commenced in earnest in January 2016, it was considered prudent and appropriate by Regional Development Victoria that Council's submission of an Arts Strategy document would make its bid for State Government support more attractive.

As a result, the LCP project team, with the support of Arts and Events team staff, undertook a review of the draft Strategy and revised it further, prior to its submission to government as part of the submission for State funding.

Further Community Consultation

Given the further changes to the draft Strategy, it was deemed appropriate that another period of community consultation be undertaken. This took place from 14 March to 18 April 2016.

For this period of engagement, the following methodologies were undertaken:

- Media news release
- Public advertisement
- Public meeting
- Email blast to arts organisations and community groups
- Social media/website coverage
- Community noticeboard listing
- Direct engagement with past consultation participants/respondents

8 responses to this latest consultation period were received, which are summarised in the table below (note - some names withheld at respondent's request). Where appropriate, and as indicated below, the feedback has been incorporated into the final Strategy document:

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Respondent	Issue Raised	Response
Rod Scherer	Strategy should be a fluid document Suggested the establishment of a Biennial Visual Arts Festival	Agreed. Strategy can be reviewed as necessary Included as Action 5.6
Representative from ARC Yinnar	Arts Resource Collective, Yinnar is a leader in contemporary art practices and is worthy of ongoing support	Noted as a general comment and thanked for their interest in the process
Council employee 1	Strategy seems limited to performing arts, events and gallery activities; would be great to see it extend to public art	Review of Public and Urban Art Policy included as Action 1.7
Chairperson, ARC Yinnar	Full endorsement of initiative to develop an Arts Strategy. Very disappointed in first 2015 draft No mention of where Creative Precinct is located No mention of Gippsland Centre for Art and Design at Federation University No percentage requirement for public art in new developments Hopes that Strategy can be a 'living' document	2015 draft Strategy has been reviewed and revised Included in Action 2.1 where mentioned Not considered necessary; no particular institution has been cited Public and Urban Art Policy to be reviewed Agreed. Policy can be reviewed as necessary
Coordinator, Gippsland Centre for Art and Design	No specific mention of Gippsland Centre for Art and Design at Federation University Not adequately consulted, kept out of the loop, Consultants did not contact the University at all	Not considered necessary; no particular institution has been cited Met with Coordinator and discussed Strategy and intent in detail
Community member	Glad to note improvements since first Draft	Comment noted
Council employee 2	Note mention of Visual Arts Policy; will Public and Urban Art Policy or Performing Arts Policy be linked to Strategy?	Public and Urban Art Policy to be reviewed as Action 1.7. Review of Visual Arts and Performing Arts Policies included as Action 3.7

Principles that underpin the Strategy

- Everyone should have access to participate in or experience the Arts
- Investment in the Arts will improve Latrobe's economy; build community participation, pride of place and social cohesion
- Our local artists, arts workers and the Arts should be recognised as an important part of how we project Latrobe onto the national and international stage
- The Arts will be at the forefront of promoting who and what Latrobe City is
- The Arts are an important part of Latrobe's history and should be nurtured to be part of its ongoing evolution
- Council has a leadership and advocacy role to play in supporting local arts and cultural industry, access and participation
- Often, the most effective role that Council can play in enabling local arts and cultural industry, and encouraging access and participation, is to collaborate with or support and enable community to take creative control
- We have a vast range of existing arts and cultural activities that have been developed by the community and these are to be supported and celebrated

Themes

A summary of the key themes, ideas and issues of the Arts Strategy are:

Place

To be - and be recognised as - a creative city.

Space

To provide and/or facilitate a range of buildings and outdoor areas that house, support and/or facilitate the arts, arts activity and enterprise

Leadership

To advocate for the inclusion of arts and culture across all areas of Council's operation, strategic planning reach and partnerships.

Connectedness

To improve Latrobe City arts networks and partnerships, building support for, information about and access to arts, artists, arts activities and events in Latrobe City.

Creative Economy

To encourage and promote creative industries as key drivers of Latrobe City's economy

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

Participation

To support and enable opportunities for everyone who lives, works, visits or learns in Latrobe City to have access to experience and participate in arts, culture and creative industries

Action Plan

An Action Plan has been included with the Arts Strategy and provides a number of suggested actions and recommendations to achieve the objectives of the various themes. There are costs associated with some of these actions; these are summarised in the following table:

Action	When	Cost \$
1.1 Scope and establish an Audience Development Plan	Year 1 - 3	5,000
2.2 Develop a Business Case and Functional Concept Design for redevelopment of Kernot Hall	Year 1 - 2	125,000
2.4 Develop an Asset Management Plan for Council-owned arts and culture facilities	Year 1	50,000
3.6 Research the potential establishment of a Latrobe Corporate Partners Program to harness corporate support	Year 2	5,000
4.1 Engage a dedicated arts marketing officer (new position; but only if LCP project goes ahead)	Year 3	100,000
4.2 Build a strong online presence to support effective information sharing and engagement	Year 3 – 5	15,000
4.6 Redevelop existing LPAC building (forms part of LCP budget)	Year 3 – 5	2,855,000
5.1 Implement ADP (action 1.1) via new CRM software	Year 3 – 5	50,000
5.4 Establish an Artist in Residence program	From Year 2, then ongoing	25,000
5.6 Investigate feasibility of holding a biennial visual arts festival	Year 2	10,000
6.6 Scope and evaluate the establishment of a Latrobe City Cultural Festival that would become an annual event	From Year 3, then ongoing	60,000

One-off Costs to Council:

\$260,000 (over 5 years)

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

One-off Costs funded via LCP budget (redevelopment of existing LPAC)	\$2,855,000
Ongoing Costs subject to LCP being funded: (new A & E Marketing Officer)	\$100,000
Other Ongoing Costs not subject to LCP: (Artist in Residence (from Year 2) and new Festival (from Year 3))	\$85,000

Next Steps

Following its formal adoption, the Arts Strategy and Action Plan 2016-2021 will be tabled with Regional Development Victoria and the grant obtained to assist with its development will be acquitted.

RISK IMPLICATIONS

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

If there is no Arts Strategy and Action Plan it will be more difficult for Latrobe City to readily progress its artistic focus for the future and enable the arts and creative industries to make a significant contribution to the maintenance and strengthening of Latrobe City's standing as a regional capital.

FINANCIAL AND RESOURCES IMPLICATIONS

The Action Plan outlines various initiatives, many of which can be completed within existing resources. Costs associated with some of the others will only be incurred if the proposed Latrobe Creative Precinct becomes a reality and would be funded by LCP-associated capital or operational budget allocations.

The remaining items, amounting to one-off expenditure of \$260,000 spread over five years and ongoing costs of \$85,000 per annum in relation to a new cultural festival (from year 3) and an artist-in-residence program (from year 2) would need a resource allocation and could be considered in the normal process of the development of future year's budgets.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

First Round Community Consultation (2015):

Discussion Points

These provide community members with the opportunity to have an informal discussion about the project and complete the survey. A total of 38 people were interviewed during the 4 discussion points.

Traralgon Stockland Plaza: 24 June 2015

Morwell Mid Valley: 24 June 2015

Churchill Hub: 26 June 2015

Community Leaders Group

A community leaders group was established comprising 10 selected stakeholders from within the arts industry (Refer attachment 2). This group was briefed on the project and encouraged to share details of the project within their networks.

Meetings

1:1 meetings/telephone calls with key stakeholders were undertaken by the consultant and booked in during the consultation period. These are detailed in the research and Consultation report.

Direct Mail

A letter advising of the development of the Latrobe City Arts Strategy and Action Plan 2016-19 was sent to key stakeholders, schools, gallery member and performing arts members. There were approximately 891 letters sent in this mail out.

Online Survey

An online survey was available between 22 May 2015 – 1 July 2015. There were two surveys; one designed for the general community and one designed for artists within the community.

There were a total of 78 respondents (52 general community and 26 artists/arts workers).

Hardcopy Surveys

Surveys were available at the following locations and also available upon request:

Traralgon Service Centre and Library

Moe Service Centre and Library

Morwell Service Centre (HQ) and Library

Churchill Hub

Latrobe Regional Gallery

Latrobe Performing Arts Centre

Advertising

Advertising was carried out in the Council Noticeboard of the Latrobe Valley Express on 21, 25 May and 4, 11, 15, 18 June 2015. This included details on how to access the survey and of the community discussion points.

Website and Social Media

Opportunities to be involved have been included on the Council's website 'Have a Say' page, Facebook and Twitter, including the community discussion point details.

Second Round Community Consultation (2016):

For this period of engagement from 14 March to 18 April 2016, the following methodologies were undertaken:

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

- Media news release
- Public advertisement
- Public meeting
- Email blast to arts organisations and community groups
- Social media/website coverage
- Community noticeboard listing
- Direct engagement with past consultation participants/respondents

8 responses to this latest consultation period were received, which have been outlined in the table shown earlier in this Report.

Details of Community Consultation / Results of Engagement:

Community consultation was thorough and results informed the development of the strategy and action plan. Where appropriate, and as indicated, the feedback has been incorporated into the final Strategy document:

OPTIONS

1. That Council adopts the Arts Strategy and Action Plan 2016-2021.
2. That Council requests further information
3. That Council takes no action.

CONCLUSION

Currently, Latrobe City Council did not have an Arts Strategy and it was identified that one would be required to provide focus and direction for Latrobe City's arts programs and facilities.

In early 2015, Outside the Square consultants were engaged to develop the draft Latrobe City Arts Strategy and Action Plan 2016-19 with research and community consultation occurring since then to inform its development.

The following six key themes underpin the Strategy; Place, Space, Leadership, Connectedness, Creative Economy and Participation. The corresponding action plan provides a number of potential actions that align with the above themes and producing outcomes that will improve the Arts in Latrobe City.

Following its initial presentation to Council in August/September 2015, the draft Latrobe City Arts Strategy and Action Plan 2016-2021 was released for community comment. The draft Strategy received further consideration and revision during the Latrobe Creative Precinct project in January-March 2016, after which it received a further period of public consultation and comment in March/April 2016.

The Strategy has since been finalised and is presented to Council for formal adoption.

SUPPORTING DOCUMENTS

Nil

Attachments

1. LCC Arts Strategy and Action Plan 2016-2021 Final Draft

14.5

Arts Strategy and Action Plan 2016-2021

- 1 LCC Arts Strategy and Action Plan 2016-2021 Final Draft 259**



LATROBE CITY COUNCIL | DRAFT ARTS STRATEGY | 2016-2021
AND ACTION PLAN



IN 2026,
Latrobe Valley



...CELEBRATES THE DIVERSITY OF HERITAGE AND CULTURES THAT SHAPE OUR COMMUNITY, WITH **ACTIVITIES AND FACILITIES THAT SUPPORT THE CULTURAL VITALITY OF THE REGION.**

LATROBE VALLEY ENJOYS A STRONG REPUTATION AS A CULTURALLY VIBRANT REGION, ENRICHED BY THE DIVERSITY OF OUR ABORIGINAL AND TORRES STRAIT ISLANDER AND MULTICULTURAL HERITAGE, AND SUPPORTED BY WELL-ESTABLISHED INTERNATIONAL RELATIONSHIPS.

Cultural Strategic Objective
—Latrobe 2026: The community vision for Latrobe Valley



Mayor's Message

- ▶ It is with great pleasure that I introduce Latrobe City's first Arts Strategy – an important step for our community in formalising our recognition of and support for the role that the Arts have and will play in Latrobe City into the future.
- ▶ Our community has strongly and consistently advocated for increased focus on and support for arts, culture and creative industries. It is no accident that the launch of this strategy aligns with Council naming the Latrobe Creative Precinct as its number one priority project.
- ▶ Council recognises the transformative power that arts and culture can have on driving positive change. When strategically aligned, appropriately supported and warmly welcomed, arts and culture can help create a stronger, more prosperous region; a more resilient and cohesive community; and enrich a region as an attractive place to live, work and visit.
- ▶ This strategy demonstrates Council's dedication to taking action and realising the potential of Arts in Latrobe City. It builds on the community expectation expressed in Latrobe 2026 by outlining Council's commitment to increased investment in arts facilities and programming, active partnerships with those who share and contribute to our vision and a stronger focus on building arts and culture into our identity and reputation.
- ▶ The strategy sets out our vision for Latrobe City to be recognised and celebrated as a major regional creative city. It provides Council and our community with a roadmap for supporting and growing arts and culture within our region and beyond.
- ▶ We are looking forward to Latrobe City being recognised and visited because it is a unique and shining destination within the larger arts trail that is Victoria and Australia. Come on the journey with us.

Cr Michael Rossiter
Latrobe City Mayor

THE LATROBE CREATIVE PRECINCT...
Council's number one priority project



LATROBE
CITY COUNCIL
HAS A FOCUS ON
building arts
and culture
into our
region's
identity and
reputation.



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ARTS AND CULTURE: The Wider Perspective

Arts, culture and creative industries enrich communities by:

- enhancing the quality of people's lives through personal enjoyment and providing intellectual stimulation;
- increasing community engagement and connection;
- contributing to a strong sense of place and community pride;
- contributing to community health and wellbeing;
- providing employment;
- increasing tourism, retail sales and other indirect economic activity;
- providing people with a sense of their own history and innovative vision for the future;
- contributing to building vibrant, engaged and socially active communities;
- contributing to community and economic development;
- providing opportunities for lifelong learning;
- helping to develop higher level skills such as critical thinking and problem solving;
- forming a critical component of city revitalisation programs; and
- regenerating undervalued/under-utilised spaces and transforming the urban landscape.

In summary, arts, culture and creative industries contribute to people having rich, meaningful and engaged lives.

They are an essential part of our community fabric – past, present and future.

**85% OF AUSTRALIANS AGREE:
"The arts make for a richer and more meaningful life"**

ARTS AND CULTURE: Latrobe in 2016

Latrobe is a city in transformation. It is seeking to further diversify its economy, create new avenues for social connectedness, improve its standard of health (including mental health), establish new pathways in education, training and employment and establish Latrobe as a prosperous, livable and sustainable city.

The arts and cultural industries play a vital role in the fabric of Latrobe's community.

VISUAL ARTS

- ▶ Latrobe Regional Gallery attracts over 22,000 people each year and is part of the Public Art Galleries Association of Victoria.
- ▶ Since its inception the Latrobe Regional Gallery has closely identified with home-grown artists as well as hosting national and international exhibitions of note. The Gallery is also custodian to a number of specialist collections.
- ▶ Latrobe Regional Gallery provides comprehensive education and public programs including artist talks, specialist workshops and bespoke gallery tours.

PERFORMING ARTS

- ▶ Latrobe Performing Arts delivers a stimulating annual performance season. In addition, an education and community engagement program is offered and the venue features a dedicated education exhibition space.
- ▶ An average of 27,000 people per year have attended the Latrobe Performing Arts Centre for the past three years.
- ▶ Latrobe Performing Arts Centre is a member of the Victorian Association of Performing Arts Centres and the Australian Performing Arts Centres Association.

FESTIVALS AND EVENTS

- ▶ Latrobe City has a large number of festivals and events initiated both by Council and community groups. It is estimated that close to 50,000 people attend an arts and cultural festival or event in Latrobe every year.

- ▶ Festivals include (but are not limited to): The Sister Cities Festival, Multicultural festivals, Moe Music Festival, Boolarra Folk Festival, The Latrobe Valley Eisteddfod, Moe Dance Eisteddfod; Morwell Festival of Dance, Tyers Arts Festival and the Fiddlehead Festival.

COMMUNITY CULTURAL DEVELOPMENT

- ▶ Council provides a range of community cultural development services that aim to support and grow community arts and cultural activity.
- ▶ Council administers an annual Community Grants program with grants up to \$5,000 for festivals and events.
- ▶ A Community Use Grant is available for performing arts venues. Groups can apply for a reduced rate/ free use of some venues.
- ▶ Council's Public and Urban Art Policy provides guidelines for the encouragement, creation and maintenance of public artworks in Latrobe City.
- ▶ Council participates in the Creative Gippsland collaboration through which Council provides free arts development information sessions and workshops; and Creative Gippsland supports the marketing of local events through its website and local advertising.

OUR VISION: Creative, Brave and Beautiful

Our Arts Vision for Latrobe City is to be recognised and celebrated as a major regional creative city. This vision comes from our community, for our place and will be realised in partnership.

Latrobe City is envisioned to be a place:

- ▶ That recognises and enables the transformative power of arts and culture in driving positive change - for our economy, for our social fabric, for our reputation and for our identity
- ▶ That is proud to claim and be inspired by its industrial past and also seeks to move beyond it
- ▶ In which people choose to live, work and visit because of its arts and cultural vibrancy
- ▶ That is recognised and celebrated for its arts, artists and creative economy
- ▶ Where arts and artists are encouraged, valued and supported as important contributors to the local economy
- ▶ Where artworks and creative ideas beautify and give greater meaning to our public space; our community places
- ▶ That fosters collaborative, mutually beneficial relationships and partnerships with providers and supporters of arts, culture and education in our region and beyond
- ▶ That embraces the creative, brave and beautiful, and a culture of the innovative, sustainable and empowered.



OUR FRAMEWORK:

Our Arts Strategy is a roadmap to achieving our vision for the Arts in Latrobe City. It is a bold statement of our intention to reach beyond our industrial legacy, to celebrate and support the arts as a catalyst for renewal and to promote our place - to ourselves and others - as a thriving, interesting, optimistic and beautiful place to live, work and visit.

The Arts are a core component of community and cultural life in Latrobe City. Their presence and importance to the community are long standing and for many locals, they are at the hub of what people love and value about the area. They also represent a reason for people outside of the region to visit – and fall in love with – Latrobe City.

The Arts Strategy 2016 – 2021 is Council's recognition of the importance of the Arts and role that we see them playing in strengthening our Regional City's image and vitality into the future. It is a plan to capitalise on, resource and strengthen its professional and community-based arts and cultural activities, industries, facilities, art collections, festivals and events.

It will guide Latrobe City's planning, provision and commitments for Latrobe's arts and cultural services into the future.

It is the outcome from community discussion and feedback paired with research about arts in Latrobe and further abroad, undertaken in 2015 and 2016. These findings have been broken down into Principles and Themes.

THE PRINCIPLES THAT UNDERPIN OUR STRATEGY

This strategy reflects a new way of thinking about who we are, what we do and how and why we do it.

Our principles are:

- ▶ Everyone should have access to participate in or experience the Arts
- ▶ Investment in the Arts will improve Latrobe's economy, build community participation, pride of place and social cohesion
- ▶ Our local artists, arts workers and the Arts should be recognised as an important part of how we project Latrobe onto the national and international stage
- ▶ The Arts will be at the forefront of promoting who and what Latrobe City is
- ▶ The Arts are an important part of Latrobe's history and should be nurtured to be part of its ongoing evolution
- ▶ Council has a leadership and advocacy role to play in supporting local arts and cultural industry, access and participation
- ▶ Often, the most effective role that Council can play in enabling local arts and cultural industry, and encouraging access and participation, is to collaborate with or support and enable community to take creative control
- ▶ We have a vast range of existing arts and cultural activities that have been developed by the community and these are to be supported and celebrated





PLACE

To be - and be recognised as - a creative city.

WE COMMIT TO:

- ▶ Positioning Latrobe City as a hub for education and training in arts, cultural and creative industries
- ▶ Innovatively programming Council-led creative programs to deliver unique, progressive, stimulating content that attracts the attention and participation of both local and extended audiences
- ▶ Recognising the unique heritage, environment and characteristics and of Latrobe City and using arts, culture and creative industries to capitalise on inherent strengths, realise opportunities and address barriers to participation in our region
- ▶ Incorporating arts, culture and creative pursuits into Council policies, events and tourism attraction strategies, economic development positioning and regional marketing campaigns
- ▶ Widely marketing the Latrobe City as an arts, culture and creative industries destination
- ▶ Supporting arts businesses and activities and to build Latrobe City's reputation as an artistic, creative place
- ▶ Honouring our Aboriginal and Torres Strait Islander past and celebrating its culture into the future

SPACE

To provide and/or facilitate a range of buildings and outdoor areas that house, support and/or facilitate the arts, arts activity and enterprise

WE COMMIT TO:

- ▶ Advocating strongly and consistently for State, Federal, partnership and philanthropic investment in new and existing facilities to enable the full potential of our community and Council's arts and culture aspirations to be achieved; in particular, the development of the Latrobe Creative Precinct.
- ▶ Improving access to and quality of facilities for arts, culture and creative industry activity and innovation
- ▶ Providing flexible and scalable spaces to meet the dynamic and evolving needs of our community's creative practice and experience
- ▶ Investing in and maintaining our existing facilities to ensure that they achieve maximum value for our community and remain fit for professional purpose
- ▶ Supporting and facilitating the use of public open space for creative pursuits
- ▶ Including arts in strategies for developing, activating and beautifying community, urban and vacant spaces
- ▶ Celebrating and supporting artist-run spaces within our community

LEADERSHIP

To advocate for the inclusion of arts and culture across all areas of Council's operation, strategic planning reach and partnerships.

WE COMMIT TO:

- ▶ Demonstrating leadership by ensuring Arts and Culture is a core strategy in continuing to grow Latrobe as a strong, well governed, unique and visionary place.
- ▶ Establishing and building recognition of the value of arts, culture and creative industries within Council to enable arts to be effectively incorporated into the policies, practices, services and initiatives of Council into the future
- ▶ Reviewing and identifying opportunities for arts and cultural resource provision and making recommendations for future needs
- ▶ Providing ideas to build on existing strengths and developing them in line with community needs, aspirations and resources
- ▶ Encouraging and, where possible, implementing creative ideas, innovations and approaches from our community to enhance the realisation of arts, culture and creative industries in Latrobe City
- ▶ Working to attract events of significant artistic impact to drive economic growth, enrich the local community and inspire and challenge local audiences

CONNECTED -NESS

To improve Latrobe City arts networks and partnerships, building support for, information about and access to arts, artists, arts activities and events in Latrobe City.

WE COMMIT TO:

- ▶ Fostering mutually beneficial relationships and partnerships with providers and supporters of arts and culture presentation, participation and education in our region and beyond
- ▶ Proactively identifying strategic and operational opportunities for collaboration and combining resources to achieve greater artistic standards
- ▶ Partnering with surrounding galleries and performing arts centres as well as national and international institutions, to better enable effective touring routes and increase access to high quality arts presentation
- ▶ Taking a leadership role within the broader region in promoting the value of investment in the arts, cultural and creative industries
- ▶ Facilitating clear and accessible connections between the arts community and Council services
- ▶ Active participation in arts and culture networks at a regional, state and national level to pursue alignment in activity and investment

CREATIVE ECONOMY

To encourage and promote creative industries as key drivers of Latrobe City's economy

WE COMMIT TO:

- ▶ Supporting and enabling the arts to further develop as an integral component of our regional economy
- ▶ Proactively attracting and fostering arts investment by growing arts awareness or activity in Latrobe City, through new and established programs and in-kind support
- ▶ Including arts, culture and creative industries at the heart of tourism and events, in particular, showcasing activity that attracts new spending in the region (including, but not limited to, meetings, exhibitions, shows, markets, festivals and tours)

PARTICIPATION

To support and enable opportunities for everyone who lives, works, visits or learns in Latrobe City to have access to experience and participate in arts, culture and creative industries

WE COMMIT TO:

- ▶ Enhancing our understanding of drivers for and barriers to people experiencing and participating in arts, culture and creative industries in Latrobe City
- ▶ Advocating for, creating opportunities for and facilitating the involvement of people with disability or disadvantage so that they might participate in, contribute to and enjoy the full spectrum of arts and cultural activity
- ▶ Supporting and enabling the expertise and energy that exists in the Latrobe community in providing, developing, growing, promoting local arts, culture and creative industries
- ▶ Providing support to facilitate artists, arts workers and arts administrators in identifying and building the talents and artistic capacities of their community's human resources
- ▶ Offering innovative and memorable experiences for local audiences by encouraging the development of unique local content and attracting high quality programming to the region

HOW WE PREPARED the Latrobe Arts Strategy

RESEARCH

- National & International research about Arts, Culture, Creative Economies, Galleries and Performing Arts Centres
- Review of State and Federal Arts and Culture Policies, including, but not limited to;
 - Creative Australia
 - National Cultural Policy
 - National Arts and Disability Policy
 - Arts Victoria Priority Actions
- Review of Council documents
- Latrobe demographic review
- Latrobe service & resources review

CONSULTATION

- Face to face consultations
- Councillors workshop
- 4 discussion points across Latrobe, 38 discussions
- 11 Community leaders – 2 workshops
- Community leader community conversations
- Key stakeholder interviews
- Peak association interviews
- Important group meetings and workshops – 6

SURVEYS

- Community survey (47)
- Artists and Arts Workers survey (26)

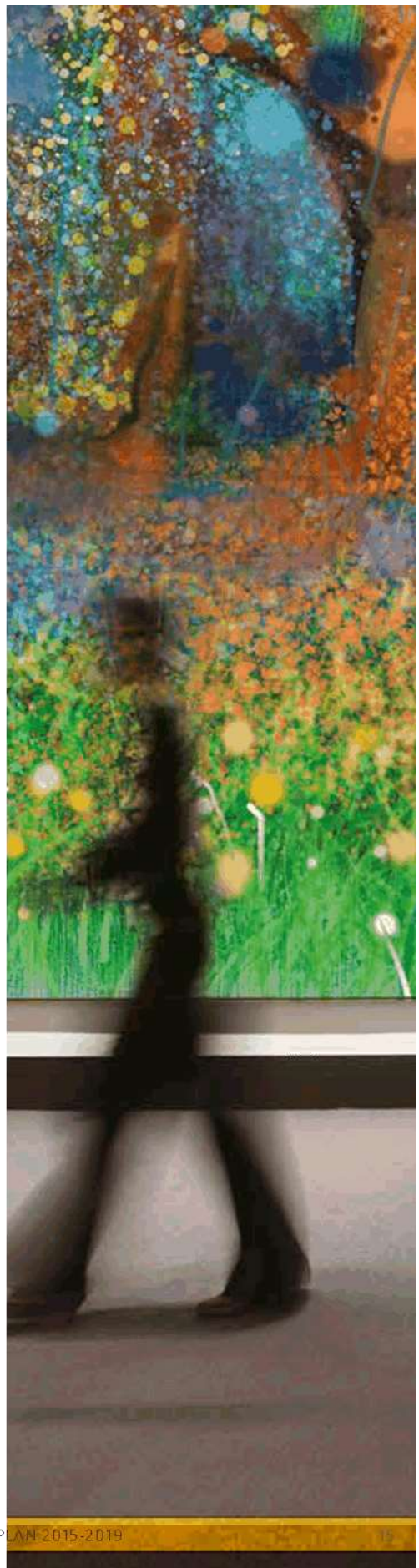
ART AND CULTURAL STRATEGY – DISCUSSION DRAFT

- Key Themes
- Principles
- Goals
- Proposed Strategies

COUNCIL REVIEW AND COMMUNITY DISCUSSION (PUBLIC CONSULTATION) FEEDBACK FROM STATE BODIES

Research and Consultation

THE ARTS STRATEGY HAS EVOLVED FROM RESEARCH AND CONSULTATION WITH AND BETWEEN PEOPLE WHO LIVE, WORK AND VISIT IN LATROBE CITY. OVER 171 COMMUNITY MEMBERS AND STAKEHOLDERS WERE DIRECTLY CONSULTED OVER THE COURSE OF THE STRATEGY DEVELOPMENT.





PLACE

ACTION	TIMEFRAME	ADDITIONAL RESOURCES / COST IMPLICATIONS
1.1 Scope and establish an Audience Development Plan for LCC Arts Facilities to inform best practice programming, hiring, promotion and identity building	Year One to Three	\$5,000
1.2 Collaborate with national and international institutions to enable the delivery of a diverse range of arts and cultural experiences, programs and activities in the region	Ongoing	Nil
1.3 Seek opportunities to import new arts experiences into the region and export local art works and performances to a broader audience	Ongoing	Nil (use of regular programming funds)
1.4 Establish and further develop relationships with recognised education and training organisations to enable lifelong learning and engagement in the arts	Ongoing	Nil
1.5 Facilitate the delivery of a broad range of education and training programs from LCC venues, in particular the education hub of the Latrobe Creative Precinct	Year Three	Nil
1.6 Ensure that arts and culture feature strongly in promotion of the Latrobe City region as a place to live, work, learn, visit and play	Ongoing	Nil (use of regular marketing budgets)
1.7 Update and review Council's Public and Urban Art Policy	Year One	Nil

SPACE

ACTION	TIMEFRAME	ADDITIONAL RESOURCES / COST IMPLICATIONS
2.1 Secure a staff resource to pursue funding opportunities to realise the development of the new Latrobe Creative Precinct in Traralgon and support other existing LCC arts facilities	Year One	Nil (redesign of existing Arts & Events staff structure)
2.2 Develop a Business Case and Functional Concept Design for the potential Conference Centre redevelopment of Kernot Hall and precinct	Year One to Year Two	\$125,000
2.3 Undertake a review of fees and charges for Council facilities that are used for arts purposes, considering affordability, accessibility, quality and location	Ongoing	Nil
2.4 Develop an Asset Management Plan for all Council-owned arts and culture facilities and resources	Year One	\$50,000
2.5 Secure adequate ongoing budget allocations for maintaining and developing LCC arts assets, including facilities and resources	Ongoing	Nil
2.6 Develop policies and work with Council, community groups and artists to encourage the utilisation of public open space for arts, cultural activities and events	Year Three	Nil
2.7 Provide advice to community-led initiatives to establish and develop arts and culture spaces, activities and experiences	Ongoing	Nil
2.8 In association with local arts organisations and practitioners, identify potential new arts spaces and provide advice to Council as to how these may be accessed, activated and used	Year Four	Nil

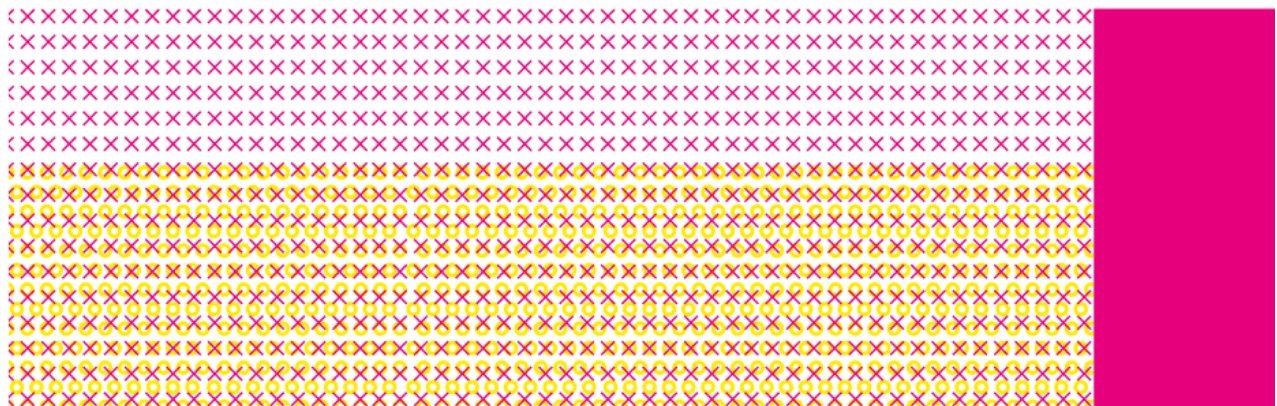
LEADERSHIP

ACTION	TIMEFRAME	ADDITIONAL RESOURCES / COST IMPLICATIONS
3.1 In collaboration with relevant Council Divisions/Departments, encourage arts representation in Council project development and decision making processes, including strategy and policy development, project reference groups and community engagement activities	Ongoing	Nil
3.2 Adopt a cross-Council approach when researching and developing arts initiatives to ensure their success and sustainability	Ongoing	Nil
3.3 Encourage innovation and creativity considerations into Council decision making processes	Ongoing	Nil
3.4 Annually review Arts Strategy and Action Plan	Ongoing	Nil
3.5 Review Council's arts and culture service provision with a focus on adding value by being an enabler of community driven art initiatives, projects and programs rather than the sole provider	Year One to Three	Nil
3.6 Research the potential establishment of a Latrobe Corporate Partners Program to harness corporate support for Council's arts and cultural initiatives	Year Two	\$5,000
3.7 Update and review Council's Visual Arts and Performing Arts Policies	Year Three	Nil

ACTION PLAN

CONNECTEDNESS

ACTION	TIMEFRAME	ADDITIONAL RESOURCES / COST IMPLICATIONS
4.1 Engage a dedicated arts marketing officer to: <ul style="list-style-type: none"> + Promote Council-led opportunities to participate in arts and culture + Provide advice and support to small towns to effectively promote their arts initiatives + Provide marketing advice and support to local arts networks, groups and collectives to help ensure their sustainability and growth + Provide systems for promoting arts and culture sites and activities in Latrobe 	Year three	\$100,000
4.2 Build a strong, connected and interactive online presence to support the growth of arts and culture in Latrobe through effective information sharing and engagement with a diverse range of audiences	Year three to five	\$15,000
4.3 Research and develop opportunities for partnering with local, state, national and international arts and culture organisations to improve local access to and participation in high quality arts and culture experience	Ongoing	Nil
4.4 Build, maintain and expand relationships with funding bodies to ensure opportunities are recognised early, well understood and effectively responded to	Ongoing	Nil
4.5 Continue to invest in arts and culture networks and initiatives in the region and beyond and leverage these partnerships to achieve Strategy goals and mutually beneficial outcomes	Ongoing	Nil
4.6 When the Latrobe Creative Precinct is realised, redevelop the existing Performing Arts Centre building to provide a place for community members, artists and creative businesses to connect, collectively create art, share skills, rehearse and enhance their practices	Year three to five	\$2.855 million (as part of LCP budget)
4.7 Position Council's arts facilities as community 'meeting places' where people come together for a range of community, arts and cultural purposes	Ongoing	Nil



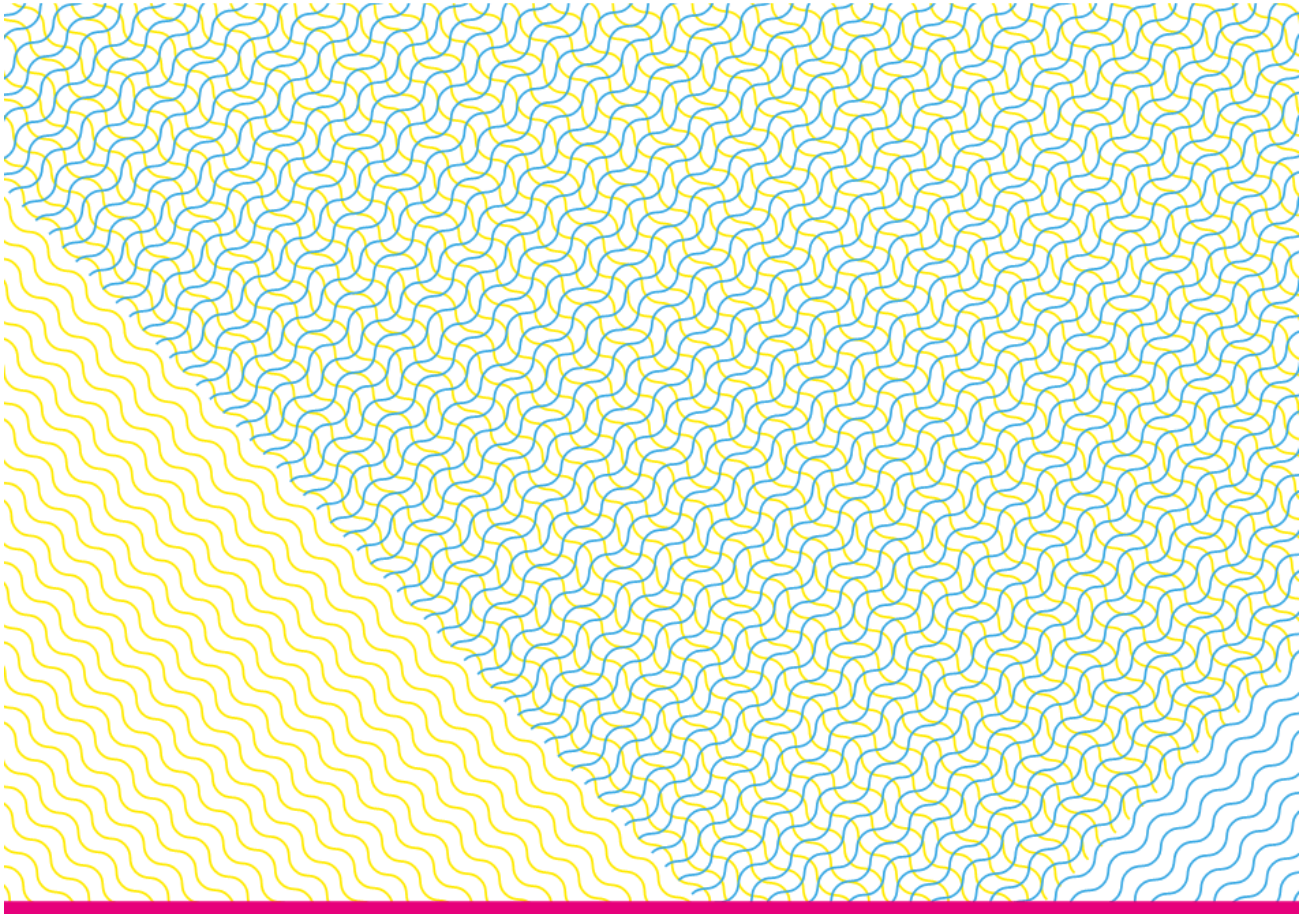
CREATIVE ECONOMY

ACTION	TIMEFRAME	ADDITIONAL RESOURCES / COST IMPLICATIONS
5.1 Implement the actions of the Audience Development Plan (refer action 1.1)	Year Three to Five	\$50,000 (new CRM software)
5.2 Develop a Cultural Events and Tourism Strategy	Year Three	\$10,000
5.3 Continue to provide in-kind support and advice to the OUTR Re:Activate Latrobe initiative	Ongoing	Nil
5.4 Establish an Artist/Company in Residence Program with a trial in Year Two of the Strategy implementation	Ongoing	\$25,000 per annum
5.5 Provide professional development opportunities to support local artists, arts groups, companies and initiatives	Ongoing	Nil
5.6 Investigate the potential of holding a biennial arts festival in Latrobe City	Year 2	\$10,000

PARTICIPATION

ACTION	TIMEFRAME	ADDITIONAL RESOURCES / COST IMPLICATIONS
6.1 Provide arts and culture participation opportunities for all our communities, including all-abilities access to arts and culture facilities, programs, events and information (including websites)	Ongoing	Nil
6.2 Ensure that there are no-cost and low-cost options for residents and visitors to access and participate in a range of arts and culture activities and seek to increase access and participation from diverse communities	Ongoing	Nil (revenue forgone as part of normal programming budget)
6.3 Ensure Council promotional strategies for arts and culture meet best practice communication standards	Ongoing	Nil
6.4 Provide regular opportunities for feedback to position Council to better understand and respond to issues in participating in arts and culture facilities, programs and events	Ongoing	Nil
6.5 Provide personal creative development opportunities through formal and informal learning opportunities, with a focus on broad engagement and access for all	Ongoing	Nil (achieved through normal training budget)
6.6 Scope and evaluate the establishment of a Latrobe City Cultural Festival that will engage participation and attract visitation	Ongoing	\$60,000





Supported by:



INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

15.1 TRACKS TRAILS AND PATHS STRATEGY & IMPLEMENTATION PLAN

General Manager

Infrastructure and Recreation

For Decision

PURPOSE

The purpose of this report is to present the Tracks Trails and Paths Strategy and Implementation plan 2016-2021 to Council for their consideration and endorsement.

EXECUTIVE SUMMARY

This report presents submissions received with respect to the draft Tracks, Trails and Paths Strategy which was publically exhibited from 26 May 2015 to the 7 July 2016.

Council received 45 submissions which have directly influenced the development of the Tracks Trails and Paths Implementation plan 2016-2021.

The general themes from the community engagement are summarised as follows.

- Requests for additional paths, upgrades to existing paths and filling in of missing links
- Requests for additional infrastructure such as drinking fountains and parking
- Improved signage and communication
- Support for the recently released Latrobe City Council ParksTrack App
- Improved and enhanced programs focused on encouraging physical activity, including walking and cycling

The feedback provided during the public exhibition period clearly identifies that our community expects to have infrastructure such as paths and sometimes shared paths as a basic requirement in our new and existing residential areas and public open spaces. The community also aspires to have shared paths that link to key public infrastructure and other close by townships for both walking and cycling.

A five year implementation plan has been developed to implement the key recommendations identified in the Tracks Trails and Paths Strategy. The key focus of this five year implementation plan is to make sure that a funded capital program of priority community infrastructure is delivered to ensure that priorities identified by the community such as missing paths, paths in linear reserves, drinking fountains, lighting and signage is constructed.

RECOMMENDATION

That Council:

- 1. Adopts the Latrobe City Council Tracks Trails and Paths Strategy and Implementation plan 2016 - 2021.**
- 2. Determines the allocation of funding to deliver the Tracks Trails and Paths Implementation plan 2016 -2021 through the development of the Long Term Financial Plan and the 2017/18 Strategic Resource Plan.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Recreation

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: affordable and sustainable facilities, services and recreation

Strategic Direction –

- Promote and support more involvement of children in active recreation and sport
- Develop and maintain community infrastructure that meets the needs of our community
- Promote and support opportunities for people to enhance their health and wellbeing
- Improve and link bicycle paths, footpaths and rail trail networks to encourage physical activity and promote liveability
- Enhance and develop the physical amenity and visual appearance of Latrobe City

BACKGROUND

The Latrobe City Tracks Trails and Paths Strategy is a municipal wide strategy to guide planning, development, management and promotion of tracks, trails and paths within the municipality.

The project objectives of the strategy were to:

- Provide an appreciation of the benefits of walking and cycling and active transport in achieving Councils strategic direction towards community health and wellbeing;
- Evaluate the existing walking and cycling networks to assess the connectivity, adequacy in operation, safety, comfort and amenity;
- Provide strategies for improving the function of walking and cycling so they become a viable transport and recreation option for all Latrobe City visitors and residents;
- Coordinate planning and delivery of priority walking and cycling infrastructure including assisting capital works expenditure;
- Establish principle pedestrian networks in the four major towns of Traralgon, Morwell, Moe and Churchill based around key activity centres;
- Identify opportunities to link planned or guided walks for walking groups or tourism based upon the principal pedestrian networks;
- Develop strategies for promotion, education, advocacy and supporting of walking and cycling to create a culture within Latrobe City which respects and embraces walking and cycling both at a strategic decision making level and at a community level;
- Develop strategies for the promotion, education, advocacy and support for users of mobility devices.

Recent strategies and plans endorsed by Latrobe City Council have highlighted the need for more detailed planning and programs to address connectivity, activation and increasing physical activity levels in the community.

The draft Tracks Trails and Paths Strategy was presented to the 25 May 2015 Ordinary Council meeting. Council resolved:

That Council:

1. *Releases the draft Tracks, Trails and Paths Strategy for a period of 6 weeks from Tuesday 26 May 2015 to Friday 7 July 2015.*
2. *Request a further report be presented to Council with the results of the community consultation process.*

Moved: Cr Gibson

Seconded: Cr Gibbons

That the recommendation be adopted.

For the Motion

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

Councillors Gibson, Rossiter, White, O'Callaghan, Middlemiss, Harriman and Gibbons

Against the Motion

Councillor Kam

The Mayor confirmed the Motion was CARRIED.

KEY POINTS/ISSUES

The draft Tracks, Trails and Paths Strategy was released for public exhibition on 26 May 2015 for a period of 6 weeks until 7 July 2015.

Community engagement commenced on the 26 May 2015, with the following activities:

- A public notice was placed on Council's noticeboard in the Latrobe Valley Express on Thursday 28 May 2015 and repeated each Monday and Thursday until Thursday 6 July 2015.
- The draft strategy was placed on Council's webpage for review.
- The draft strategy was placed at all Latrobe City Council Service Centres from the 26 May 2015 to 7 July 2015.
- The draft strategy was able to be requested by community members and sent out upon their request.
- Workshops for interest community members, peak bodies and local health organisations were held in Morwell, Newborough and Traralgon.
- A copy of the proposed network map for each town in Latrobe City was placed on Council's webpage, was placed at each of Council's service centres and was able to be sent out upon request to interested community members.

A total of 45 submissions (Attached) were received in response to the public exhibition of the strategy. The key themes that emerged from the submissions and workshops are summarised as follows:

Requests for paths

The majority of the submissions received related to direct requests for path infrastructure. These requests included the following categories:

- Missing link paths in the existing path network
- Missing link paths connecting to new residential developments
- Paths in parks, play spaces and linear reserves
- Aspirational paths to link towns or towns to other destinations

Historically, some residential subdivisions in Latrobe City constructed in the past, particularly in the 1980's and 1990's, paths were either not constructed, or were partially constructed perhaps on one side of the road only. Paths were rarely constructed within linear reserves, parks or play spaces. Developers of residential developments and commercial developments are required to construct paths and shared paths (where

appropriate) in new developments, however they are not responsible for the construction of paths outside the subdivision area.

Council officers have undertaken an audit of the path network, including linear reserves and parks and have identified a list of 'missing' links in the existing path network as well as parks and play spaces.

With the increase in residential development following a major land rezoning in Latrobe City in 2011, the demand for path infrastructure has been clearly expressed by the community. In particular, specific feedback to the draft strategy has been provided from residents of Montane Boulevard situated off Old Sale Road in Newborough and Emerald Waters situated off Bank Street in Traralgon. These particular subdivision developments have a good network of internal paths, however poor connectivity to them.

Walking is the most popular, affordable and readily attainable form of medium intensity physical activity, with more than a million Victorians actively walking for exercise. Walking is easily the most common form of exercise, with a participation rate estimated at 24.3%, compared to fitness/gym (17.6%), cycling/BMX (8.8%) and jogging/running (7.8%).

A distinction is often drawn between walking for transport (as a means of getting to a destination) and walking for recreation or exercise. In practice, there is likely to be considerable overlap - people may walk to the shop, for example, because they enjoy it.

When walking for transport, directness is critical and walkers will follow pedestrian desire lines, so infrastructure to direct walking elsewhere is unlikely to be successful. For recreational walking, the journey may be as important as the destination, although destinations are often still important.

Creating a pleasant urban environment for walking can encourage people to both:

- Walk for recreation from home, rather than driving to a separate location to walk; or
- Travel to another destination like work or shopping by walking.

Walking is particularly important as a recreational activity and form of exercise for women. Analysis of the Exercise Recreation and Sport Survey found that Australian women were 74% more likely to be regular walkers (more than 5 times a week) than men. Conversely, women were less likely to undertake other physical activity than men (Bauman et al, 2012, *Active, healthy cities - how does population physical activity vary between Australian cities?*).

In July 2015 the Australian Bicycle Council released the results of the National Cycling Participation Survey 2015. The survey shows that around 4 million people in Australia ride a bicycle for recreation and transport in a typical week.

The cycling participation rate in Victoria is slightly below the Australian average.

The survey suggests that 16.6% of residents ride a bicycle in a typical week. More than one third had done so in the past year.

Approximately 969,300 residents ride in a typical week and 2.1 million residents ride at least once in a typical year. The cycling participation rate when measured over the past month and year appears to have declined steadily since 2011 in both Melbourne and regional Victoria. The participation rate measured over the past week has declined between 2011 and 2013 but remained steady between 2013 and 2015.

The cycling participation rate is much greater for males than females, with 22% of males riding in a typical week compared to 11% of females.

Cycling participation rates are much higher among children than adults, with a steep decrease occurring from teenage years to early adulthood, particularly for males.

Most Victorians that had ridden in the past month had done so for recreation or exercise (85%) while fewer had done so for transport (27%). The preference for recreational cycling was strongest in Melbourne, where 88% of riders had cycled for recreation and 21% had cycled for transport.

57% of Victorian households have access to a bicycle, with little difference between regional and metropolitan households.

Missing links

For a number of years, there has been a capital allocation to address these missing path links, and this is proposed to continue, with the Tracks Trails and Paths Implementation Plan (2016 – 2021) identifying priority missing link paths for construction for the next five years.

Some major missing links have been constructed during the past couple of years. These include the missing path network in George Street Traralgon from the Wright Street Bridge connecting to the shared path network in Davidson Street Traralgon. The missing link in Crosses Road Traralgon was constructed in 2015, as was the path network from Liddiard Road in Traralgon to connect to the large businesses in Argyle Street Traralgon.

A considerable number of submissions were received from residents of the Montane Boulevard development on Old Sale Road in Newborough. Construction of a path linking the Montane Boulevard development to the existing on road pedestrian path at Haigh Street has been identified in the 2016/17 draft Latrobe City Council budget as a stand-alone capital works project.

The construction of the missing link in Bank Street Traralgon to connect to west to the Emerald Waters residential development at the west end of Bank Street has been identified for funding in the year two (17/18) actions in the Tracks Trails and Paths Implementation plan 2016 -2021. Works to extend the existing Bank Street path cycle network are also ongoing in this current financial year.

Latrobe City Council has a large number of parks, play spaces and linear reserves which do not have paths. The lack of formal paths is a barrier and deterrent to the community using these spaces, especially for older people, young parents with children and users of mobility devices (scooters).

An audit of these parks has been undertaken and a five year construction program of paths in parks and linear reserves is included in the Tracks Trails and Paths Implementation plan 2016-2021. The focus of these projects is paths that link residential developments, play spaces, schools and other key community infrastructure such as CBD's and smaller activity centres.

Linear paths in reserves

The 2016/17 Latrobe City Council budget has identified the year one actions emanating from the Tracks Trails and Paths Implementation plan 2016-2021, which will see paths constructed in the following key reserves or linear reserves:

The Downs Reserve Traralgon

This path will provide a path link from Crosses Road through to Grubb Ave. This linear reserve is a key linkage, with a significant local play space. It is a key link in the west end of Traralgon to three major schools and existing public open spaces.

Northern Reserve Morwell

Stage one of this path construction will provide an essential link from the existing path network at Collins Street, travel along Holmes Road connecting to the existing path network in Latrobe Road. Currently, residents wanting to walk or cycle on this route have to on the road. Northern Reserve is also the site of a significant local level play space and active reserve for junior sport.

The Northern Reserve play space is being updated during 2015/16 financial year as part of the final year five actions of the existing Playground Implementation plan 2011-2016. Stage two of the path construction will see a path constructed as part of the year two actions (2017/18) of the Tracks, Trails and Paths Implementation plan 2016-2021, connecting from the play space through to the southern edge of the reserve.

Watson Park Churchill

This reserve is another significant local level play space, which is being upgraded as part of the final year five actions identified in the 2011-2016 Playground Implementation Plan. Whilst there are some paths within the reserve, they do not extend or link to the western part of the park. McLean Avenue is on the western boundary of the park and has a bus stop, but no path.

Orion Court to Prince Street Moe

This linear reserve connects Orion Court through to Prince Street by way of public open space. Whilst there is no play space or other infrastructure within the reserve, it provides a crucial and convenient linkage between to the two areas.

The Boulevard to Waterhole Creek Reserve Morwell

The Waterhole Creek Reserve runs adjacent to The Boulevard in Morwell. Adjacent to the old homestead is a local level play space, which can be

accessed from The Boulevard path network. A very apparent desire line (dirt path) has been established by local residents walking through the park to access either the play space or the existing path network. A formal concrete path will be constructed to formalise this arrangement.

Aspirational paths

There was a variety of feedback received relating to 'aspirational' paths that either connect or link towns with each other; i.e. Morwell to Moe or towns to community infrastructure of tourist attractions, i.e. Moe Yallourn Rail Trail to Yallourn North.

These projects, their benefits, feasibility, cost and possible funding options should be explored in greater detail prior to any commitment being given to construct them.

The Tracks Trails and Paths Implementation plan 2016-2021 proposes that these 'aspirational' projects be identified as a separate category, and proposes that a desk top analysis for each project be completed, prior to the project progressing to a possible feasibility study.

In order to assess the merits of these 'aspirational' paths, a cost benefit analysis as well as a health and economic assessment should be undertaken. This process is proposed to be completed via a desktop analysis using the following techniques:

Cost Benefit Analysis

Cost Benefit Analysis (CBA) is an economic evaluation technique that measures all the positive (beneficial) and negative (costly) consequences of an intervention or program in monetary terms. The valuation of all program outcomes in monetary units allows decision makers to directly compare the outcomes of different types of interventions.

Health Economic Assessment Tool

To facilitate evidence-based decision-making, the World Health Organisation has developed, in collaboration with experts, an online tool to estimate the value of reduced mortality that results from regular walking or cycling.

The Health Economic Assessment tool is recommended to be used for planning new walking and cycling infrastructure. The tool provides an estimate of the economic benefit accruing from walk or cycling. It is used in conjunction with a Cost Benefit Analysis.

The Tracks Trails and Paths Implementation Plan 2016-2021 proposes a five year program of priority projects in which a desk top analysis is recommended to be completed. The year one projects proposed include:

- Investigate the feasibility of an off-road path from Nadenbouschs Road Churchill to the Hazelwood Pondage Caravan Park, Yinnar Rd.
- Investigate the feasibility of an off-road path from the Yinnar township to the Hazelwood Pondage Caravan Park, Yinnar Rd.

Additional infrastructure

Whilst the construction of new paths and missing links in the path network is important to our community, so is the supporting infrastructure. The importance of this issue was highlighted in feedback and community engagement activities to the draft strategy.

Supporting infrastructure such as seating, lighting, drinking fountains, shade, cycle racks, bike storage (parkiteers) and way finding signage is very important to our community.

Drinking fountains

There is a general lack of drinking fountains across Latrobe City. In Traralgon, there are only a handful of public drinking fountains available for the entire community. Morwell was recently the beneficiary of a bequeath from a member of the public, and because of this kind donation, Rotary has partnered with Gippsland Water and Latrobe City Council to install an additional three drinking fountains in the Morwell area.

Drinking fountains come in a range of designs, from a basic design to fountains that have a water bottle filling capacity and a bowl to capture discharged water for dogs to drink from. Water taps are not considered a viable option for linear paths and public spaces as they will not cater for everyone and can be subject to vandalism and community members leaving them running.

Linear reserves across Latrobe City have been highlighted as the areas of greatest need for drinking fountains, as they are the places where community members will walk and cycle on a regular basis; Kay Street Reserve, Waterhole Creek in Morwell, Bank Street, Tyers Road Traralgon, John Field Drive in Newborough, Shakespeare Street Traralgon, Eelhole Creek Churchill, Centenary Park in Yinnar and the Traralgon Creek linear path network are all areas of priority.

Consideration should also be given to the installation of drinking fountains in activity centres, such as the central business districts in Traralgon (Post Office Place), Morwell (Legacy Place) and Moe (Moore Street).

The newly developed Latrobe City Play Space Strategy 2016 -2021 has identified that district and regional level play spaces should have drinking fountains. The five year Play Space Improvement plan (2016 – 2021) has identified these play spaces, and drinking fountains will be installed with these identified upgrades.

Planned upgrades to pavilions at recreation reserves will also include the installation of drinking fountains at the design phase.

The Tracks Trails and Paths Implementation plan 2016-2021 has identified a list of priority drinking fountain projects that should be considered for a once off funding in 2017/18. It is estimated that each drinking fountain costs approximately \$2,200, with the cost of installation dependent on the access to a water supply. A total of twenty-two priority sites have been identified across the municipality.

Lighting

Lighting in parks and linear reserves encourages greater participation and activation of our public spaces, especially during the early morning, early evening and the cooler months, when the amount of daylight is reduced.

Lighting provides better surveillance and improves the perception of safety for those community members that are concerned about their safety and wellbeing.

A requirement of newly planned and developed public open spaces, including parks and linear reserves is that lighting is installed during the construction of the development. Good examples of this are the new public open spaces in Traralgon (Franklin Place), Moe (Mitchell Grove) and Morwell (Heritage Boulevard). However, Latrobe City Council's older public open spaces and linear reserves, developed prior to 2010 have partial or no public lighting in parks and reserves.

The installation of lighting should be a priority on the existing shared path network. The Tracks Trails & Paths Strategy Implementation plan 2016-2021 identifies a list of priority projects for design and costings. These include the following existing shared path networks:

- Tyers Road Traralgon shared path
- John Field Drive Newborough shared path
- Kay Street Traralgon shared path
- Agnes Brereton Reserve Traralgon shared path
- Eelhole Creek path Churchill

The design of lighting projects in the linear reserves is required to accurately determine the actual cost of installation. A five year program of designs has been included in the Tracks Trails and Paths Implementation plan 2016 - 2021 and designs once completed will be referred to the following year capital program for funding consideration.

Bicycle infrastructure

Feedback provided in relation to bicycle infrastructure focused on the start/end of journey. Cycle racks and storage are important to encourage the community to cycle to places in their community including schools, parks, play spaces, active reserves and activity centres.

Ensuring that cycle infrastructure complies with Australian standards is very important. Cycle racks that allow a bike to be fixed or locked at two places are the minimum standard. This standard applies to all cycle infrastructure, including private developments.

Recently a cycle parking rack was installed at the Mid Valley Shopping in Morwell. Whilst this was a great initiative by the shopping centre, unfortunately the infrastructure doesn't comply with the Australian standard as bicycles are not able to be fixed at two points.

Council has recently received requests from the community about installing bicycle parking racks near or adjacent to precincts with cafes and restaurants. This is beneficial to both Council and local businesses as it encourages more people on bikes and fewer cars.

Local train stations have installed bicycle storage units such as Parkiteers. These facilities allow commuters to cycle to the train station, safely store their bike during their commute to work or study and then return and pick up their bike to travel back home. Alternatively it is also used by people who take their bike on the train and want to leave their bike in Melbourne or Caulfield during their work or study hours and then return home on the train with the bike.

Whilst there are no recommendations contained in the implementation plan for new parkiteers, consideration should be given when developing new transport infrastructure; i.e. Bus depots etc.

Signage, and Communication

The feedback provided to the draft Tracks, Trails and Paths Strategy indicated that the '2 K A Day' branding did not resonate with the community. Whilst most people accept that 30 minutes of exercise provides a benefit to them, the 2 K A Day principles was not the answer.

In response to this, during the engagement activities, officers offered the community a chance to go into the draw for a Fitbit for a better brand for the Tracks, Trails and Paths Strategy and subsequent way finding signage and marketing for the Strategy.

The resounding 'winner' was Latrobe: Be in It.

Council has received permission from the trademark owner of the Life: Be in It branding to use the trademark for Council's marketing, wayfinding and future signage. This is great news and builds upon an existing marketing strategy that many community members identify with and remember from the 1980's. There are still walking groups in the Latrobe City that were started as a Life: Be in It walking group. The Traralgon group still has weekly walks, and regularly participates in Latrobe City Councils Heart Walk held locally each Australia Day.

A Signage & Marketing Strategy has been proposed for completion in the year two actions (2017/18) of the draft Tracks Trails and Paths Implementation plan 2016-2021. The purpose of the project is to develop a wayfinding signage and marketing strategy that aligns with the Latrobe: Be in it program for Latrobe City Council's path network and provides direction for the following:

- Wayfinding signage design (including community information signage for CBD's)
- Incorporation of the Park Tracks application into the wayfinding signage design
- Wayfinding signage location points
- Key information provided (You are here, distance to toilets, drinking fountains, community facilities etc.)
- A prioritised list of signage projects for future implementation.

Many workshop attendees talked about the need for a physical 'hub' for information on physical activity including walking and cycling. This could

be as simple as a public noticeboard, placed in a prominent position in the CBD's of major public open spaces like Victory Park or the Morwell Immigration Park. Many people highlighted and commented on the number and range of activities that are already offered in the community, including:

- Informal cycle groups
- Informal walking groups
- Informal Fitness groups
- Informal running groups

Workshop participants felt that the ability to stick up a flyer or brochure on a public noticeboard was a great way to promote and communicate with others. Workshop participants also spoke about web sites and smartphone apps that might assist with the communication of programs and activities.

ParkTracks App

Latrobe City Council and Healthy Communities have been supported by VicHealth in building a smartphone app which incorporates existing walks, runs and rides within Latrobe City.

The app provides everything a community member or potential visitor needs, including information, maps and photography. With ParkTracks, anyone anywhere can explore and plan their time in our outdoors. The ParkTracks app brings the outdoors to life with:

- Path, track and trail descriptions.
- Options to view walks by list or map based and view all walk details.
- Maps and directions, including amenity, water and seating locations and includes walk features such as public toilets, transport and picnic tables.
- Photography, which can be uploaded by users with the option to view a gallery of images for each walk.
- Points of Interest will be displayed on walk, including heritage information.
- ParkTracks makes exploring outdoors simple, safe and social.
- Login and view previous walk performance history, track your times and average speed and upload your own photos.
- Sign in can be done using a Facebook account.
- Community members can upload their walk/cycle or run details to share on Facebook.

The ParkTracks app was officially launched by Latrobe City Council on Sunday 20 March 2013 with a community fun run. The app is now working and fully functional and can be downloaded to a smartphone for free. Council will continue to promote and market this app as part of a broader marketing process as part of the proposed Signage Strategy.

Programs

Programs that encourage physical activity, including walking and cycling were a big topic of conversation during the workshops held with community groups and partner organisations during engagement activities for the draft strategy.

Community members identified that while there were many activities happening in Latrobe City, however it was sometimes difficult to find out about what was happening in the community.

Whilst there were a lot of programs identified that were happening in Latrobe City, there was no single repository for this information, no single point of contact and no one group or organisation responsible for activating outdoor open spaces (the outdoor gym).

Latrobe City Council provides programs and activities that are linked to events, such as the annual Heart Walk held on Australia Day, as well as partnering with a range of organisations for the delivery of programs such as Walk to School with Latrobe Community Health Service, Park Run with local running clubs and Park Walk with the Friends of the Morwell National Park.

Council does not currently have a staffing resource that is specially resourced to promote, activate and encourage the community to be more physically active within Council owned parks and reserves. Whilst Gippsport is specifically funded through VicHealth to encourage physical activity in the community through participation in sporting clubs, not all people will want to join a 'sporting club'.

The Healthy Communities program, which was funded from both Federal and State governments, will finish in June 2016. Latrobe Leisure is focused on programs and activities within the confines of the leisure facilities.

Council Officers will consider how to best address this issue potentially through the internal reallocating of resources or redefining of existing roles to deliver improved outcomes in relation to delivery of programs.

This type of resource is common in many regional Councils, including City of Greater Shepparton and Baw Baw Shire Council. The functions delivered by such roles includes:

- Coordination of activities and events in public open spaces, parks and play spaces.
- Marketing and promotion of activities and events in public open spaces, parks and play spaces.
- Liaison with other activity and event providers such as Latrobe Community Health Service, Gippsport, Berry Street, Anglicare etc.
- Liaison with local schools to promote activities and events in public open spaces, parks and play spaces
- Assisting community groups with management of activities, volunteers, events etc.

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- Assist with funding applications to external funding bodies to support the promotion of activities and events in public open spaces, parks and play spaces.
- Maintenance of the Park Track app, dedicated Latrobe City Council web site pages , Facebook and community noticeboards or hubs for the promotion of activities and events in public spaces, parks and play spaces

The 45 submissions that have been considered as part of this report have been largely positive about the draft Tracks, Trails and Paths Strategy.

The feedback provided through submissions and attendances at the workshops has highlighted the importance of the path network for walking and cycling.

The majority of the feedback provided relates directly to the construction of missing links in the existing path network and aspirational paths either between two towns or linking a particular town with community infrastructure such as Yallourn North to the existing Moe Yallourn Rail Trail or Lake Narracan.

In most cases the submissions and feedback provided by the community have resulted in a change to the strategy or directly influenced the identification of projects in Tracks Trails and Paths Implementation plan 2016 - 2021.

The development of the Tracks, Trails and Paths Strategy has been a positive process, with a substantial level of engagement by the community of Latrobe City.

The recommendations in the Tracks Trails and Paths Strategy and Implementation plan 2016 - 2021 will guide the delivery of community infrastructure by way of key capital works projects and ongoing programs such as the Missing Links program and Paths in Linear Reserves program for the next five years.

The strategy has a strong synergy with the objectives of both the Council Plan (2013 – 2017), the key strategic directions of the Municipal Public Health and Wellbeing Plan (2013 – 2017), the Public Open Space Strategy (2013) and the Play Space Strategy and Improvement plan 2016 -2021.

The Tracks Trails and Paths Implementation plan 2016 -2021 directly addresses the key recommendations that have been identified in the final strategy.

A five year Tracks Trails and Paths Implementation Plan 2016-2021 (Attachment 2) has been developed that responds to the feedback provided during the public exhibition period and the recommendations in the Tracks Trails and Paths Strategy.

RISK IMPLICATIONS

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

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

FINANCIAL AND RESOURCES IMPLICATIONS

The year 1 actions in the Tracks Trails and Paths Implementation plan have been funded in the 2016/17 Latrobe City Council budget.

Year	Capital Cost
Year 1 – 16/17	\$438,500
Year 2 – 17/18	\$522,750
Year 3 – 18/19	\$447,250
Year 4 – 19/20	\$426,750
Year 5 – 20/21	\$439,500
TOTAL	\$2,274,750

In addition to the feedback received Council will also need to consider the financial impact of endorsing any new strategy.

The Local Government Act 1989 provides specific direction to the consideration and incorporation of both approved and proposed strategies and plans within the business and budget planning processes undertaken each year. In particular, section 126 of the Local Government Act 1989 states that:

“the strategic resource plan must take into account services and initiatives contained in any plan adopted by Council and if the Council proposes to adopt a plan to provide services or take initiatives, the resources required must be consistent with the strategic resource plan”

With the introduction of rate capping, actions identified in the Tracks Trails and Paths Implementation plan 2016 - 2021 will need to be referred for consideration by Council through the process of developing a new Long Term Financial Plan and a future four year Strategic Resource Plan.

External funding for the construction of paths, signage and drinking fountains is difficult to source, as this type of infrastructure is deemed to be the responsibility of Council to provide to the community. Funding is unlikely to be provided by Sports & Recreation Victoria or Regional Development Victoria.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

The draft Tracks, Trails and Paths Strategy was released for public exhibition on 26 May 2015 for a period of 6 weeks until 7 July 2015.

Community engagement commenced on the 26 May 2015, with the following activities:

- A public notice was placed on Councils noticeboard in the Latrobe Valley Express on Thursday 28 May 2015 and repeated each Monday and Thursday until Thursday 6 July 2015.

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- The draft strategy was placed on Council's webpage for review.
- The draft strategy was placed at all Latrobe City Council Service Centres from the 26 May 2015 to 7 July 2015.
- The draft strategy was able to be requested by community members and sent out upon their request.
- Workshops for interest community members, peak bodies and local health organisations were held in Morwell, Newborough and Traralgon.
- A copy of the proposed network map for each town in Latrobe City was placed on Council's webpage, was placed at each of Council's service centres and was able to be sent out upon request to interested community members.

Details of Community Consultation / Results of Engagement:

A total of 45 submissions were received in response to the public exhibition of the strategy. The 45 submissions are provided as an attachment to this report.

OPTIONS

Council have the following options:

1. Adopt the Latrobe City Council Tracks Trails and Paths Strategy and Implementation plan 2016 – 2021.
2. Not adopt Latrobe City Council Tracks Trails and Paths Strategy and Implementation plan 2016 – 2021.

CONCLUSION

The Latrobe City Tracks Trails and Paths Strategy and Implementation plan 2016 -2021 have been developed to provide a clear strategic direction for the development and improvement of paths, shared paths and supporting infrastructure throughout the municipality.

Feedback provided by the community during the public exhibition has assisted in finalising both the key recommendations and the five year capital improvement program, the Tracks Trails and Paths Strategy 2016-2021.

The Tracks Trails and Paths Implementation plan 2016-2021 has been developed and is fully planned and costed for the construction of missing link paths, linear paths in reserves, drinking fountains and the development of a signage strategy for Council's path networks.

SUPPORTING DOCUMENTS

Council Plan 2013 - 2017

Municipal Public Health & Well Being Plan 2013 – 2017

Public Open Space Strategy 2013

Play Space Strategy & Implementation Plan 2016 -2021

Attachments

1. Tracks Trails and Paths Strategy April 2016
2. Tracks Trails and Paths Implementation plan 2016 -2021
3. Tracks Trails and Paths Background Review

15.1

Tracks Trails and Paths Strategy & Implementation plan

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- 2 Tracks Trails and Paths Implementation plan 2016 -2021..... 381**
- 3 Tracks Trails and Paths Background Review 407**



TRACKS, TRAILS & PATHS STRATEGY
Latrobe. Be in it.
LATROBE CITY COUNCIL

April 2016



PROJECT CONTROL

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PROJECT CONTROL

Status	Version	Checked PM	Checked PD	Date released
Draft Strategy	1	CE	MS	02/02/2015
Strategy for Consultation	1	CE	MS	12/03/2015
Strategy for Consultation	2	CE	MS	19/03/2015
Strategy for Consultation	3	CE	MS	20/03/2015
Final Strategy	1	JM	MS	24/02/2016
Final Strategy	2	JM	MS	01/04/2016

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Federation University, Churchill

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THE PROJECT

The Latrobe City Tracks, Trails and Paths Strategy is a municipal wide strategy to guide planning, development, management and promotion of tracks, trails and paths.

The municipality already has a successful network of paths, tracks and trails that connect a majority of locations, yet usage in places is very low. The strategy not only looks to fill gaps in the network and ensure links to destinations but to examine ways to promote greater use.

The project objectives are:

- Provide an appreciation of the benefits of walking and cycling and active transport in achieving councils strategic direction towards community health and wellbeing.
- To evaluate the existing walking and cycling networks to assess the connectivity, adequacy in operation, safety, comfort and amenity.
- Provide strategies for improving the function of walking and cycling so they become a viable transport and recreation option for all Latrobe City visitors and residents.

- Coordinate planning and delivery of priority walking and cycling infrastructure including assisting in directing capital works expenditure.
- Establish principal pedestrian networks in the four major towns of Traralgon, Morwell, Moe and Churchill based around key activity centres.
- Identify opportunities to link planned or guided walks for walking groups or tourism based upon the principal pedestrian networks.
- Develop strategies for promotion, education, advocacy and support of walking and cycling to create a culture within Latrobe City which respects and embraces walking and cycling both at a strategic decision making level and at a local community level.
- Develop strategies for the promotion, education, advocacy and support for users of mobility devices.

Latrobe City Council is located in eastern Victoria in the Gippsland region. It has a land area of 1,426 square kilometres and a population of over 72,000 people.

Latrobe City scores 939.7 on the Socio-Economic Index for Areas (SEIFA) which is lower than the Regional Victorian average of 978.0 in terms of level of advantage. The SEIFA Index measures and ranks areas in Australia according to relative socio-economic advantage and disadvantage.

Increasing walking and cycling within Latrobe City are elements imperative to delivering on the strategic objectives of the Latrobe City Council Plan (2013 – 2017).

The Council produced a Municipal Public Health and Wellbeing plan for 2013 to 2017. The plan outlines residents' and the council's goals of improving the health and wellbeing of people in the area, which includes developing a Tracks, Trails and Paths Strategy.

A bicycle plan was adopted in 2007 that looked at the physical connections between areas and focussed more on bicycle use on roads.

The need for a Tracks, Trails and Paths Strategy for Latrobe City was clearly identified as a priority recommendation in the Public Open Space Strategy (2013).

A Background Report, containing information about the project, a demographic analysis, and a summary of trends, community values and health benefits, was prepared early in the process, and can be made available on request.



LATROBE. BE IN IT.

Following a community competition to name the strategy the winner was 'Latrobe. Be in it'. This name is linked to the well known television adverts, originating in the 1970s, starring 'Norm', an average Aussie bloke, who was used to promote a healthier lifestyle. The 'Life. Be in it' organisation, formally government funded and now a not-for-profit organisation, has kindly agreed to Latrobe utilising their branding as 'Latrobe. Be in it'.

The strategy will be led by the Council, however many of the programs and communication are likely to be in partnership with community groups. Latrobe. Be in it. is primarily about encouraging people into active travel (walking and cycling) for their day to day short journeys. Journeys up to half an hour of walking would be part of their daily routine – getting to work, to school, to the shops and so on. For cyclists, the same target of 30 minutes applies, but can allow them to travel a much greater distance, approximately 10km.

The strategy is a response to what some describe as a public health crisis. Latrobe City citizens are more overweight or obese, and engage in less exercise, than the Victorian average.

PHYSICAL HEALTH BENEFITS

The physical health benefits for walking, jogging and cycling:

- Improves general health, helps to lower both blood pressure and improves heart health.
- Helps with weight management.
- Improves fitness.
- In congested areas, cyclists and pedestrians breathe fewer fumes than drivers.
- Fewer cars on the road and more cyclists and pedestrians means safer roads.

PSYCHOLOGICAL HEALTH BENEFITS

Mental health conditions such as depression, stress and anxiety can be reduced by regular walking and bike riding. This is due to the effects of the exercise itself due to of the enjoyment that riding a bike and walking can bring. Walking and cycling help with stress management by providing time to relax without annoyances that driving can bring.

- Nearly two-thirds of Latrobe City citizens are overweight or obese
- Almost a third reported having hypertension (high blood pressure)
- Fewer than 1 in 30 walk or cycle to work

WHY 30 MINUTES A DAY?

- Over 40% of car trips are for just two kilometres, the distance you can walk in 30 minutes
- Short car trips are inefficient in fuel use and wear-and-tear on the vehicle
- Walking 30 minutes is sustainable
- It's useful for shopping, travel to school and daily tasks
- A 30 minute round trip accesses useful destinations – eg. primary school, milk bar, local park
- It's achievable by most people
- It's healthy
- It is a target that changes habits that can grow into better behaviour such as cycling long trips
- Older people may find this a challenge, but the concept is also about doing short local trips that are achievable for the individual.

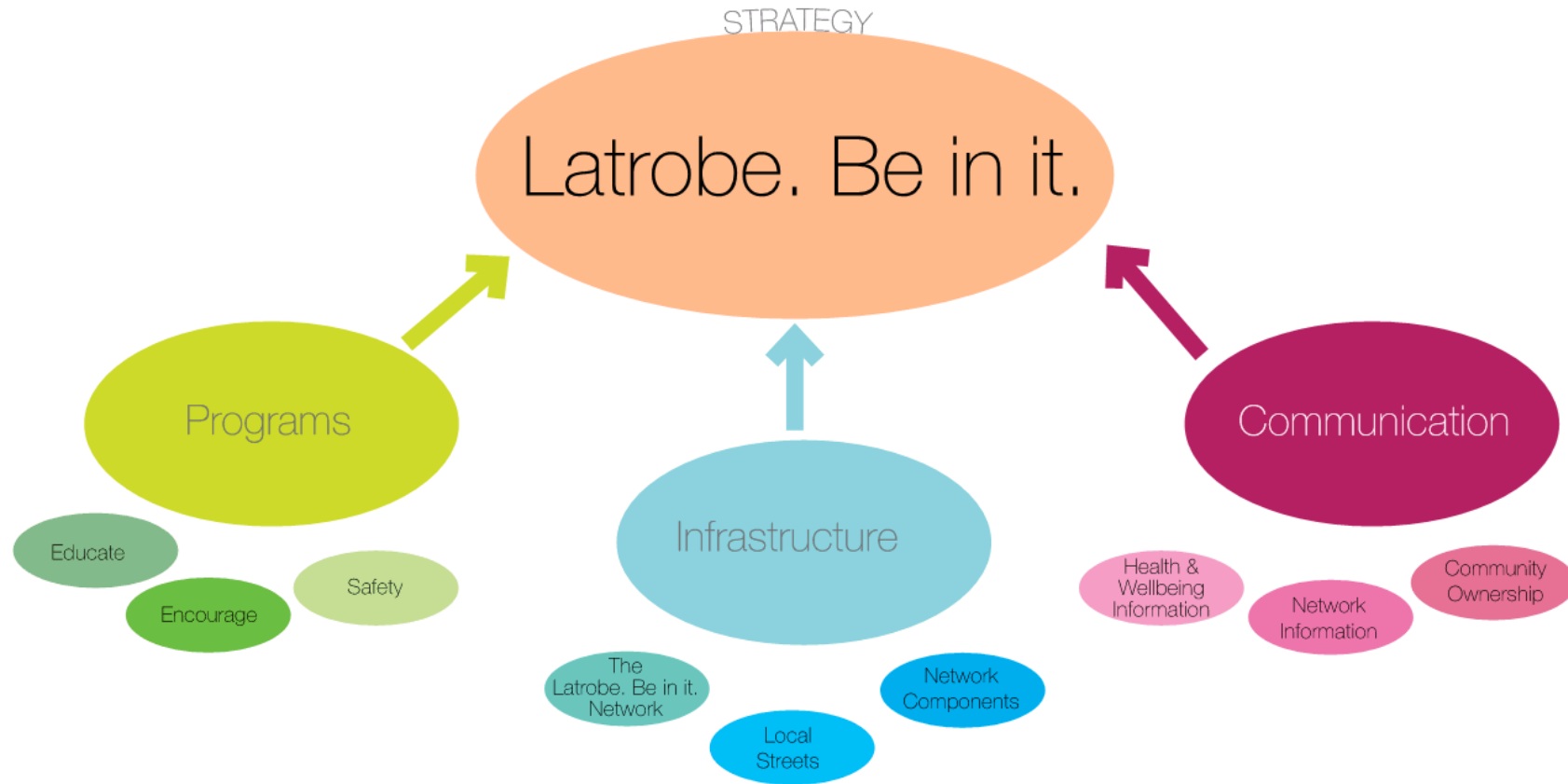
SOCIAL BENEFITS

There is an increased social benefit from walking and cycling through the increased opportunity for social interaction between people in the community. This helps to make connections between people, which provides a wide range of benefits, including increased support and allowing for knowledge sharing on all issues from child education, to jobs, and health. The increased support from neighbours also helps, from simply collecting mail on vacation to a greater reporting of domestic violence.

URBAN BENEFITS

Walking, jogging and cycling have a range of benefits for the urban environment:

- A decrease in vehicular traffic.
- More people on trails and streets, providing passive surveillance, which increases safety and security.
- A decrease in pollution.
- Reduced fuel expenditure.
- Increased retail opportunities on routes.
- Council needs less capital expenditure for road maintenance compared to paths and trails.
- Walkers and cyclists have fewer days ill each year.



STRATEGY PRODUCT

The Latrobe. Be in it. vision has three strategy bundles:

1. Programs
2. Infrastructure
3. Communication

Each strategy bundle has three action plans:

- Programs
 - Educate
 - Encourage
 - Safety
- Infrastructure
 - The Latrobe. Be in it. Network
 - Local Streets
 - Network Components
- Communication
 - Health & Wellbeing Information
 - Network Information
 - Community Ownership

Information on the scope of each of these strategies can be found in the following pages.

PROGRAMS

The Programs chapter (Educate, Encourage, Safety) contains program possibilities – national, international, or Victorian programs, that could be considered for application locally. Latrobe City already has a number of encouragement programs, and these are listed. Appendix A contains fuller information about each program.

INFRASTRUCTURE

The strategy's main infrastructure recommendation is that a Latrobe. Be in it. Network be established, to lay a primary network of walking and cycling routes across the municipality. The priority routes would become the 'trunk routes' for journeys beyond an immediate neighbourhood, and would serve both a recreational and active transport (eg journey to work, shops or school) function.

Case studies of local street types have been analysed to explore the kinds of issues that arise for active transport, and recommendations made to establish an understanding of issues that arise in Latrobe City.

The Network Components section looks on a detail level at paths and associated components with some recommendations.

COMMUNICATION

Much of the Latrobe. Be in it. strategy will rely on good communication, not only between Council and the community, but also facilitating members of the community to interact with each other. Ensuring that people know about walking and cycling groups and when they meet will create greater momentum for the community to become more active and reduce social exclusion.

Strategies for communication are outlined in the final chapter.



2
PROGRAMS

Traralgon

The first task is to establish the need for the Tracks, Trails & Paths Strategy Programs and to generate community support and action. The starting point is awareness of the health benefits gained through walking, cycling and other forms of active transport. What follows are an outline to various programs organised into three categories:

- Educate
- Encourage
- Safety

USER GROUPS

Pedestrians and cyclists can be divided into many user groups ranging from school children, to commuters, as well as the elderly enjoying a neighbourhood stroll. Each group will have a different level of requirements for footpaths. The strategy focuses a level of provision that is DDA (Disability Discrimination Act) compliant. The different groups are addressed at a program level.



EDUCATE

There are various examples of education programs relating to active transport, these existing campaigns predominantly focus on communicating road safety messages to pedestrians, cyclists and other road users in order to prevent death and injury as a result of road accidents. Education programs relating to encouraging physical activity typically communicate broad and generalised messages about the importance and benefits of physical activity not including specific or localised information.

PROGRAMS IN LATROBE

LIVE LIGHTER

LiveLighter is a campaign aimed at helping the Australian population lead healthier lifestyles by making changes to what they eat and drink, and increasing their levels of physical activity. The campaign provides general health recommendations and information on how to lead a healthier lifestyle including issues such as food, nutrition and physical activity. It doesn't include localised information.

LATROBE CITY TRAFFIC SCHOOL

Latrobe City Traffic School is an educational facility owned by the Latrobe City Council that provides traffic safety education programs for children across the region including pedestrian and bike safety. The school runs a traffic safety and pedestrian education session with a qualified traffic educator and includes hands on and practical activities in a controlled environment. The use of this facility could be expanded to include new initiatives such as a Rusty Riders program or mobility scooter training.

OTHER PROGRAM POSSIBILITIES

A METRE MATTERS

'A metre Matters' is a campaign run by the Amy Gillett Foundation with the dual purpose of raising awareness of the safe minimum overtaking distance and advocating for it to be legislated in road law. The campaign encourages drivers to adopt a safe passing distance of 1 metre to avoid accidents and injuries to cyclists.

CYCLING IN THE CITY: RUSTY RIDERS COURSE

Riding a bike is something that most people learn during childhood however over time the basic riding skills and confidence developed at a young age can be forgotten. Rusty Riders Course is a program delivered by the City of Sydney designed at developing the skills of cyclists who lack the confidence and skills to confidently ride. Concepts covered in the course include the rights and responsibilities of cyclists, appropriate route planning, correct road-cycling positioning and basic bicycle control and technique.

DON'T TUNE OUT

Rates of pedestrian-vehicle accidents have increased in recent years. The 'Don't Tune Out' campaign was commissioned by the Pedestrian Council of Australia with the aim to change pedestrian behaviour and improve safety outcomes for pedestrians. The campaign employed broadcast advertising on radio, print and billboards.

POINT-OF-DECISION PROMPTS

Point-of-decision prompts at pedestrian-road intersections are a common way of encouraging safe walking practices from pedestrians. Pedestrian point-of-decision prompts at intersections generally involve prompts painted on the ground at intersections employing a number of simple messages such as 'look right' or 'look both ways before you cross'. Prompts can be strategically located in high-traffic areas, accident hot-spots or intersections close to schools or other sensitive uses.

CYCLING IN THE CITY

The Cycling in the City course is an education program facilitated by the City of Sydney which is designed to give participants the skills and confidence to be an effective bike rider in Sydney's city centre. The Cycling in the City course involves both classroom lessons and practical cycling activities.

MOBILITY DEVICES

Mobility devices are being used by some users on roads instead of paths. The Disability Services Community Building Program is a part of the City of Bendigo's vision to work towards building inclusive communities. The program works with a Disability Inclusion Team which aims to deliver the vision. The team ensures the needs of people with a disability are the focus of community planning. This includes access and social inclusion.

ENCOURAGE

To encourage fitness and greater use of tracks, trails and paths, special programs can raise walking/cycling as a viable form of transport.

The Latrobe. Be in it. concept promotes walking for 30 minutes a day which should be achievable for the elderly, people with time constraints (as it can be combined with commuting or doing shopping), and for children.



BENEFITS OF 30 MINUTES A DAY

Walking for 30 minutes can provide the physical and mental health benefits without the daunting task of long distances or the under performing short distances. This length of journey places the local milk bar and school in reachable distances for many residents. The concept is to help people in understanding their walkable neighbourhood and that short distances are suitable for walking rather than driving.



10,000 STEPS A DAY

The 10,000 steps a day program is to help improve health with the goal of walking 10,000 steps which is 8 Kilometres, recorded on a Pedometer. A sedentary person, may only walk on average 1,000 to 3,000 steps a day, so adding steps has physical health benefits. A criticism of the program maybe that 10,000 steps may seem a lot and daunting to some people, and it does not encourage the idea of getting out of the house on to tracks, trails and paths which has many additional benefits.



SPECIAL EVENTS

Special events such as the Traralgon Marathon which is Australia's oldest Marathon helps to raise awareness of physical exercise in Latrobe City. Cycling events, fun runs, night walks etc. all help promote physical exercise in the public realm and range in level of experience from amateur to professional. Special events can be tailored for specific population groups including young people, seniors and families. Routes that cater for these events could be formalised through the use of way finding signs, alternative surfacing for paths and water bubblers to encourage use during nonevent days.



CYCLE TO WORK PROGRAMS

Ride2Work encourages Australians to start riding to work and promotes commuting by bike as a regular habit. Individual companies, Councils or bicycling organisations may take the lead in the program. Physical facilities at the work place could be bicycle parking areas and showers can help to promote cycling to work as a real alternative to driving.

ENCOURAGE

Below is a brief overview of current Latrobe City programs, potential additional ones and recommendations.

PROGRAMS IN LATROBE



WALK TO SCHOOL MONTH

A month long program organised by VicHealth to encourage primary school children to walk to school. In 2014 more than 1,650 students in Latrobe participated, recording 26,418 walks covering 18,968 kilometres during the month of October. Despite a usually high rate of participation it is unclear if this translates to an increase in walking to school once the month is over.



RIDE 2 SCHOOL

Ride 2 School Day is an annual event organised by Bicycle Network Victoria to encourage primary school children to cycle, walk, scooter or skate to school. The event aims to build an active travel culture at schools and in communities. In 2014, 22 schools in Latrobe participated in National Ride 2 School Day. 8 schools participated in the longer-term Ride 2 School program over 2014 with 2,175 students participating.



WALKING GROUPS

Organised walking groups provide structured walks for a variety of fitness levels and an opportunity to socialise and explore the local area. This should in turn promote an increase in walking. There are many existing walking groups in Latrobe including a number of walking groups facilitated by The Heart Foundation in conjunction with Healthy Together Latrobe. There is scope for walking groups to introduce low impact walks for older and less mobile people.



COMMUNITY FUN RUNS AND WALKS

The Australia Day Heart Walk is an annual walking event held in Traralgon on Australia Day. Event participants can complete either the 2.7 km or 4 km walking course.

The Traralgon Harriers Community Fun Run and Walks is held in late summer every year. Individuals, families, schools and workplace teams can register. Participants are encouraged to train and adopt active lifestyles in the lead up to the event.



WALK TO SCHOOL PROGRAMS

Walk to school programs are organised by the Healthy Together Latrobe, a partnership between Latrobe City Council and Latrobe Community Health Services.

Facilities such as particular safe routes could be set up that take into account wider paths, areas of high visual surveillance, minimal traffic and shade structures for waiting areas.

ENCOURAGE

OTHER PROGRAM POSSIBILITIES

MAP MY TOWN TOOLKIT

The Map my Town Toolkit is a resource that promotes active transport and encourages community involvement in the development. The toolkit maps the distance that can be covered by walking, cycling or using a wheelchair in a 10 and 20 minute time frame, community members are directly involved in the project by testing travel times and collecting supporting information. The Map my Town toolkit has been used in a number of areas in regional Victoria.

FUN RUNS

A Parkrun is a free weekly running event facilitated by Parkrun volunteers. Participants compete in a weekly 5 km timed run on a designated course in a parkland environment. Events are held across 112 locations across Australia and new locations are regularly established where there is community demand for it.

The Traralgon Parkrun has recently been established and will be conducted every Saturday at 8:00am over a 5 km course through Agnes Brereton Park.

BIKE TRAFFIC COUNTER AND DISPLAY

A traffic counter is a tool that can be used to quantify the number vehicles traversing through a designated point and can be an accessible way to share information with the community and can be a focal point for measuring a common goal.

For example: The City of Moreland in partnership with Velo Cycles installed a bicycle traffic counter on the Capital City Trail that automatically counts and displays a real time count for cyclists on that day and the total figure for the year. This intervention is designed to promote the visibility of cycling in the City of Moreland.

RIDE 2 WORK DAY

Ride 2 Work Day is an annual event organized by Bicycle network Victoria and supported by employers, individuals and local government. Individuals are encouraged to register and ride to work on a specified day. Complimentary events such as a free breakfast either at work or at a community location are often provided as an incentive for participation.

OPEN STREETS

Open streets can serve as popular community events attracting large numbers of participants in active transport use. Open Streets is a phrase used to describe the temporary closure of streets to cars that are re-purposed for pedestrian and cyclist use, this temporary intervention aims to directly encourage walking and cycling through participation in the event and by promoting modes of active transport.

WORKPLACE TRAVEL PLAN

A workplace travel plan is a tool that is developed by a business or organization to address the travel needs of an organization and aims to reduce dependence on private vehicles and car parking. Workplace travel plans that are supported by management and are appropriately resourced are generally successful at achieving shifts to walking, cycling and public transport.

WALKING TOURS

Walking tours are a structured way to engage in walking. Walking tours are a pre-planned route or circuit that can cover a range of topics or themes such as history, heritage, environment and food. Walking tours appeal to a broad cross-section of the community and can encourage people who wouldn't usually participate in physical activity.

APPS AND WEBSITES

A variety of Apps and websites designed to map, track and share walking routes and performance are available on the market. These Apps and websites are designed to aide walkers in recording the distance, route and time of their walks and also include features aimed at maintaining motivation and sustained walking habits such as setting goals and targets, automatic reminders and competition between friends and other users.

ENCOURAGE

OTHER PROGRAM POSSIBILITIES

LATROBE. BE IN IT. WALKING APP

The Council has started to develop a walking and riding app as part of this strategy. The app is being designed in the same style as the Baw Baw Shire Council's Trail Trak and will feature short or long walks and showcase the areas of interest in Latrobe. The app will also allow users to track their physical activity. An example screenshot of the Baw Baw app is below.



WALK SAFELY TO SCHOOL DAY

Walk safely to School Day is an annual event that is organized by the Pedestrian Council of Australia where schools can register and encourage students to walk safely to school on Walk Safely to School Day. It is unclear as to how effective a single day event can be in encouraging long term behavioural change.

WALKING SCHOOL BUS

The Walking School Bus initiative (now called Walk to School) encourages children to walk to school in supervised groups, with the children representing the bus and adults as the 'drivers' and 'conductors'. There have been great success stories, such as Churchill Primary School, serving the Glendonald Estate, which has seen improved attendance, better relationships with the community and police and strong support. Other initiatives have struggled however, with issues around lack of volunteers often cited as a primary problem.

WAYFINDING SIGNAGE

Wayfinding Signage provides pedestrian information at decision points and usually displays walking routes, popular destinations and amenities. When correctly designed it can be a useful tool to aide navigation and encourage walking. The location of important destinations, distance to destinations and the duration of time it will take to get to key destinations are key features of effective wayfinding signage. Signage can be tailored to include other information such as the location of toilets and drinking fountains could to align with more targeted audiences.

WALKING MAPS BY VICTORIA WALKS

The Walking Maps website is published by Victoria Walks and allows people to both create new walks and search for existing walks. Detailed information is available such as photographs, maps, distance and facilities is available and walks can be rated for their difficulty and popularity. Walks can be searched by geographic location, accessibility and features.



SAFETY

A Tracks, Trails and Paths Strategy cannot be successful through infrastructure alone. Efforts to improve safety for cyclists and pedestrians helps dispel the myth that these activities are unsafe, compared to travel by car, for both perception and real levels of safety.



TRAFFIC CONTROL

Victoria Police need to enforce speed limits, intersection laws and crossings to make the streets safer for pedestrians. Busy roads, with drivers unaware of the rights of cyclists, and crossing into cycle lanes, can often deter many people from cycling. Law enforcement, coupled with clear signage, can help to make roads safer allowing cycling to be a great transport option.



PARKING RESTRICTIONS

Restrictions may limit parking times in a particular area making walking or cycling to these locations an attractive alternative. In other areas, such as a regional parks, restrictions may be removed to encourage longer visits. Some towns may have a long stay parking area on the edge of town to encourage people to park and forget their car for the day.



COMMUNITY SAFETY

Latrobe residents feel less safe walking at day and night compared to the average Victorian. Unsafe areas of the municipality may prevent people from walking, particularly at night. Policed neighbourhoods through regular patrols can give the sense of safety and can help prevent unlawful activity. Foot patrols are the most successful approach as vehicle patrols tend to not engage with the community and miss some activity. Important routes need to have regular patrols and could become a priority to reduce the pressures on Police resources.



TRAFFIC LAW ENFORCEMENT

There are often conflicts between pedestrians, cyclists, motorised scooter users and motorists, with each accusing each other of breaking the law on the road.

SAFETY

**THE "MEGA BLITZ"**

Victoria Police's biggest ever four-month traffic blitz on speeding, drunk and drug drivers. Victoria's road toll was 12 more than at the same time the previous year and so the Victoria Police Force instigated a "mega blitz", cracking down on drivers during the traditionally most dangerous period of the year, the Festive Season.

**OPERATION SAFEWAY**

Operation Safeway campaign, which saw 2,500 officers deployed at 170 junctions throughout London following the deaths of six cyclists. Police say that around 900 of those 1,598 tickets issued to cyclists for riding without lights were cancelled after the riders in question went to designated locations to show that they had fitted lights to their bikes.

**PARK AND STRIDE SCHEME
GALWAY, IRELAND**

Parking around schools can often be limited and cars parking illegally or waiting for spaces creates a dangerous environment for pedestrians and cyclists. Encouraging children to walk to school is also positive for their health and learning. Local businesses are encouraged to allow free parking in the mornings and afternoons to allow parents to park and walk their children to school. This is designed to alleviate congestion around the school and to allow children to walk part of the way to school, to encourage a healthier lifestyle, where walking the entire distance may not be possible. Windscreen stickers are provided to participating parents to allow them free parking in designated car parks.

UNIVERSITY OF WISCONSIN - MADISON



UNIVERSITY OF WISCONSIN - MADISON



Toilet facilities in Yinnar

THE LATROBE. BE IN IT. NETWORK

The strategy's main infrastructure recommendation is that a Latrobe. Be in it. Network is established. It incorporates Priority Routes and Local Routes. The proposed Network is shown on the maps in the following pages. The intent is to produce and distribute a large version that combines these onto a single sheet, for public use.

PRIORITY ROUTES

The purpose of the Priority Routes is to lay a primary network of walking and cycling routes across the municipality. They would become the main routes for journeys beyond an immediate neighbourhood, and would serve both a recreational and an active transport (eg. journey to work, shops or school) function.

These routes are derived from the Latrobe Bicycle Plan (2007-2010), with revisions that link to neighbourhood destinations such as schools, shopping centres, attractions and other priority routes to form a network. They avoid areas which may have safety issues and to direct pedestrians into visible areas of greater surveillance.

LOCAL ROUTES

Local routes connect into each neighbourhood and may consist of a leisure trail route that is indirect to a destination. Local routes could be a rural route that has few residents.

ON-ROAD AND OFF-ROAD

The Latrobe. Be in it. Network comprises street-based and off-road elements. The street-based network for pedestrians is footpaths, in the sense of street footpaths. The full footpath network is discussed in the Local Streets Network section. The aim of the strategy is to fill the gaps in the network, and bring Priority Route footpaths up to the best standard of convenience and safety, for all users.

ON-ROAD NETWORK

The on-road network for cyclists would involve provisions such as:

- Bike lanes
- Shared road space on traffic-calmed streets
- Shared road space on streets with low traffic speeds

Improvements to benefit both cyclists and pedestrians would include:

- Barrier crossings (eg. of main roads, railway lines)
- Intersection improvements

OFF-ROAD NETWORK

The off-road network would be shared paths or trails to:

- Fill network gaps
- Take advantage of recreation opportunities (eg. rail trails, creek corridors) and urban parks and gardens
- Extend into newly developed areas

EXISTING AND PROPOSED

The network already largely exists, though there are important gaps, some of which will be costly to fill – these are shown with a broken line on the Latrobe. Be in it. Network maps. A major expenditure challenge will be to bring the standard of the network up to an acceptable level. In the Network Components section of this chapter (below), the High standard for each component could be the ultimate aim for the entire Latrobe. Be in it. Network.

A route marked as existing and on a main road will have a bicycle lane, if on a local road a bicycle lane may not be provided and may or may not be planned for in the Bicycle Plan. Existing routes will also have footpaths on both sides of the road.

A route marked as proposed and on a main road may need a formal bicycle lane and is planned for in the Bicycle Plan (2007-2010). A route that has a gap in the footpath is also marked as proposed or if it only has a footpath on one side of the road. A route that is a

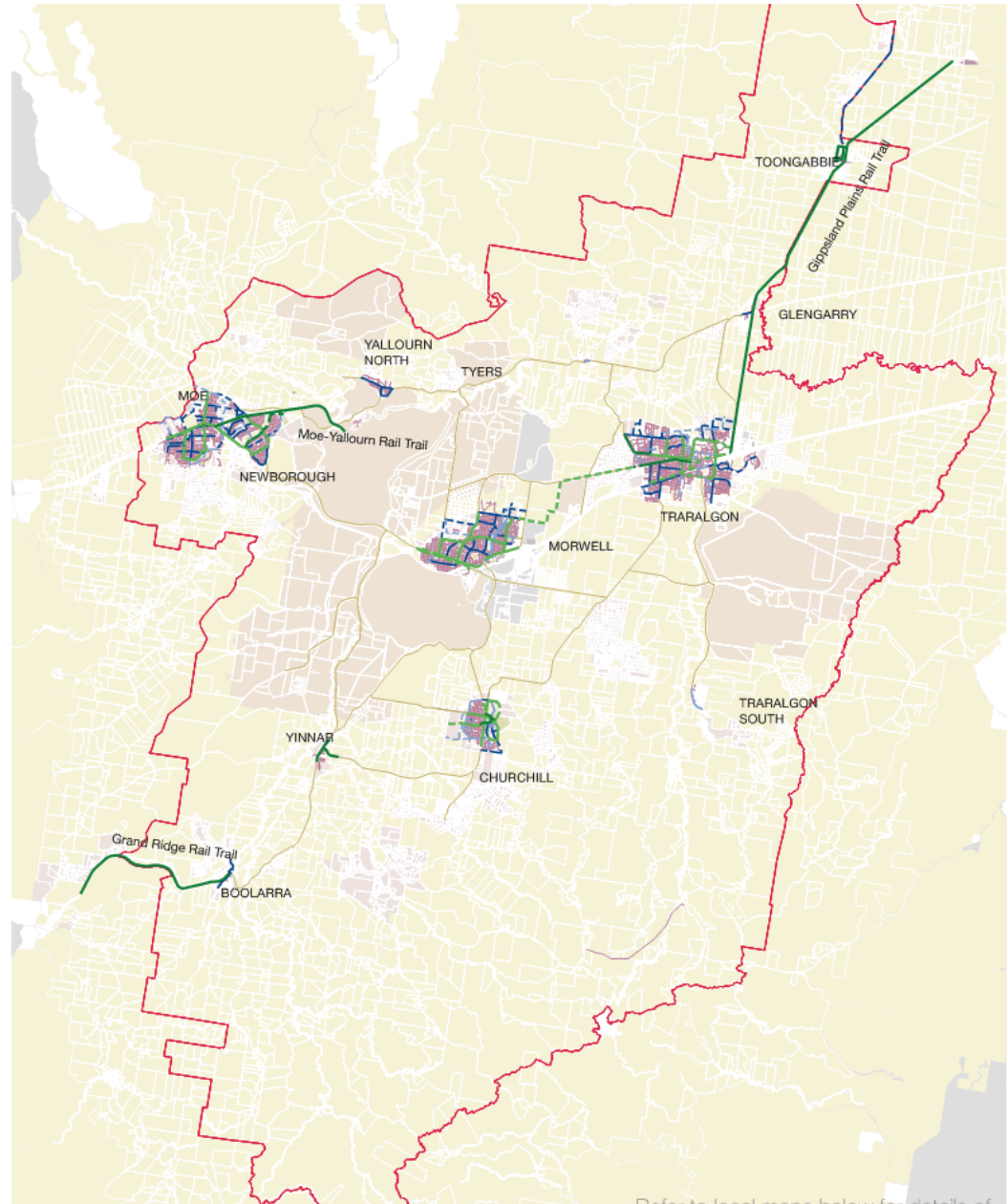
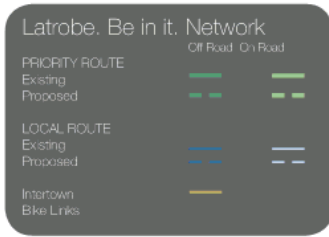
dirt trail or an informal route across parks and reserves and needs upgrading to a formal path, would also be shown as proposed.

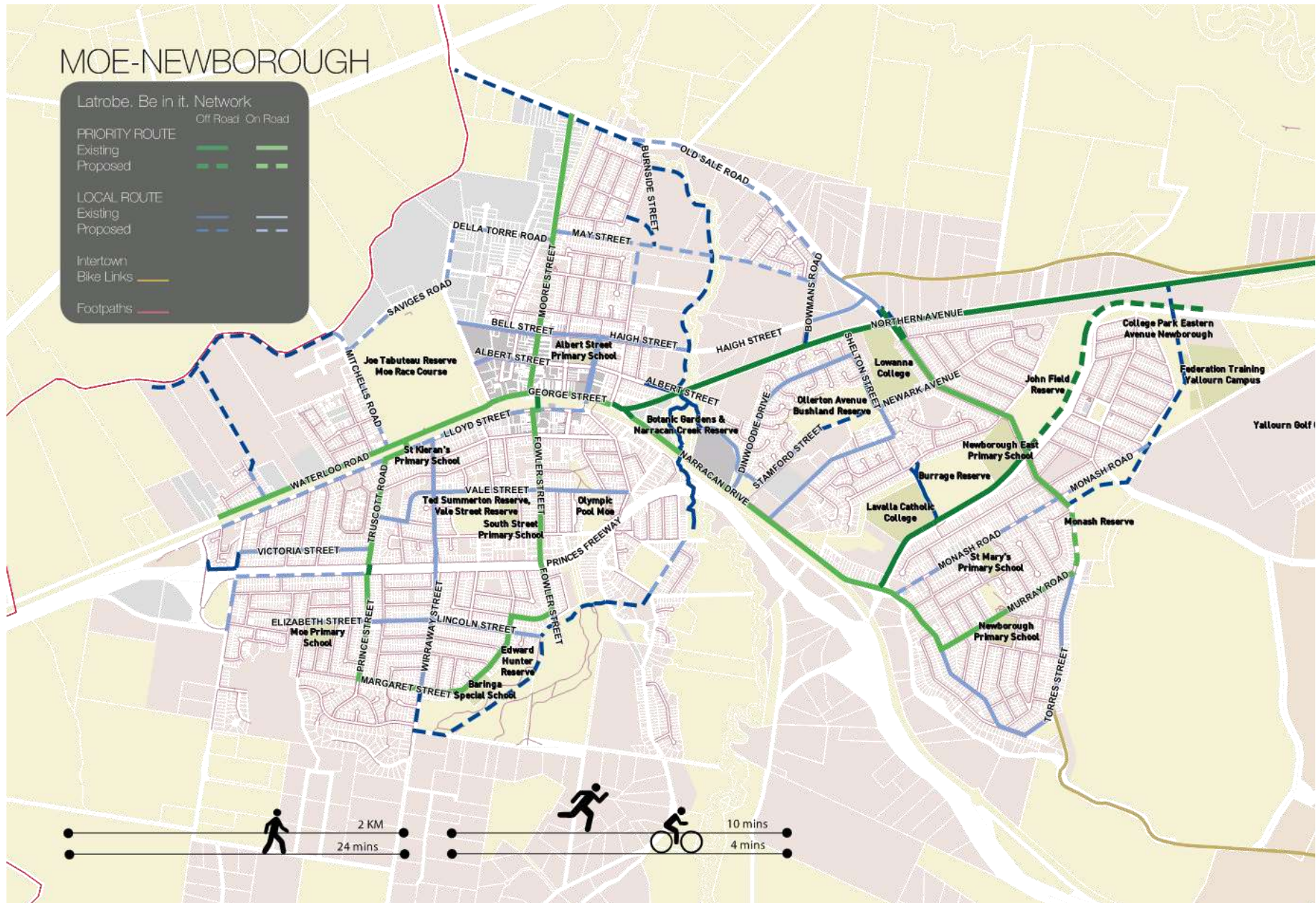
PROPOSED INTERTOWN BIKE LINKS

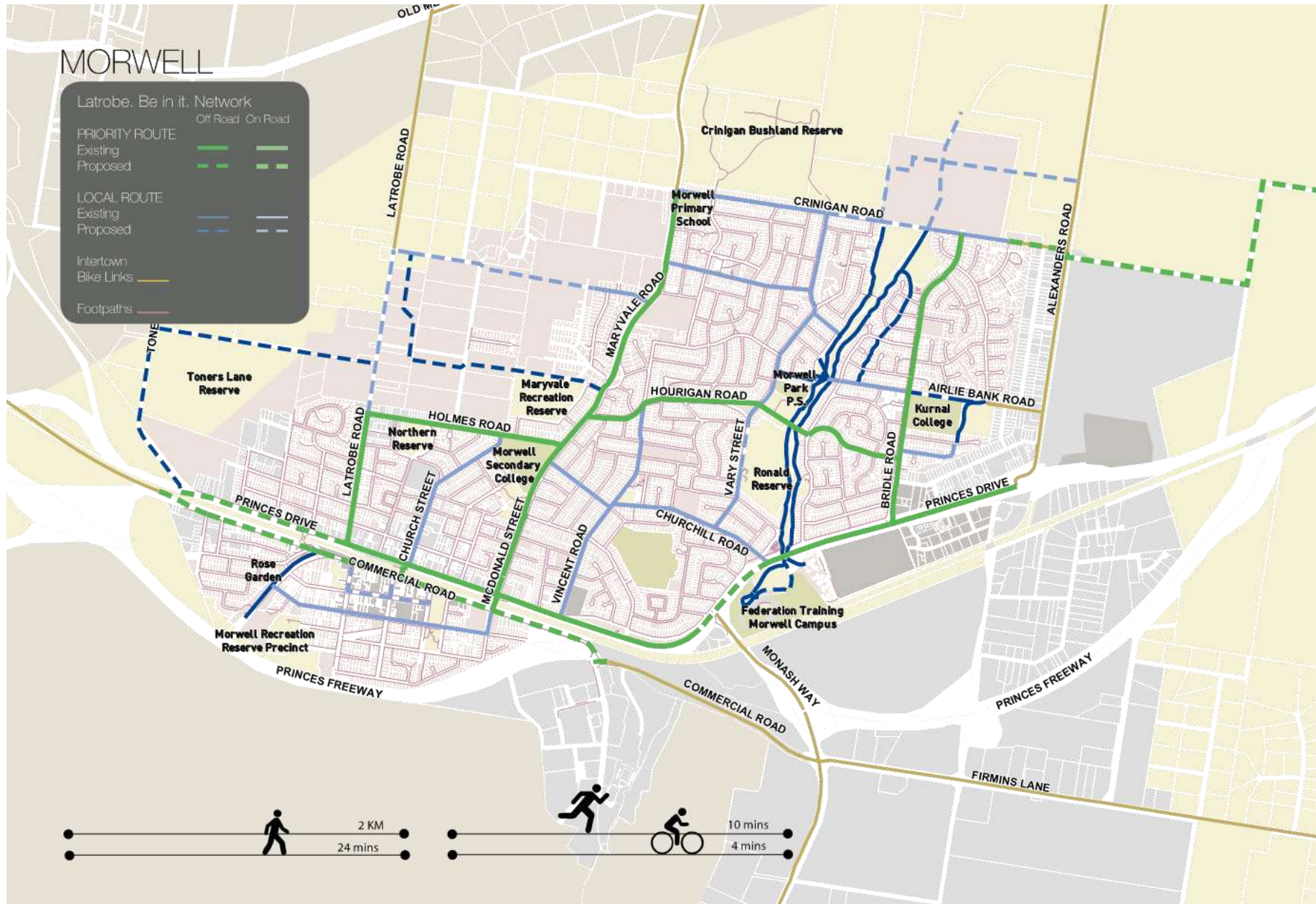
The intertown bicycle routes from the Bicycle Plan (2007-2010), some proposed, are shown for reference and way-finding. Although this is not part of the Latrobe. Be in it. strategy as it is envisaged that few people will walk between towns, the opportunity to cycle is a possibility for some.

RECOMMENDATION

That the Latrobe. Be in it. Network should be a focus of the Council's active transport infrastructure investment programs for some years to come.

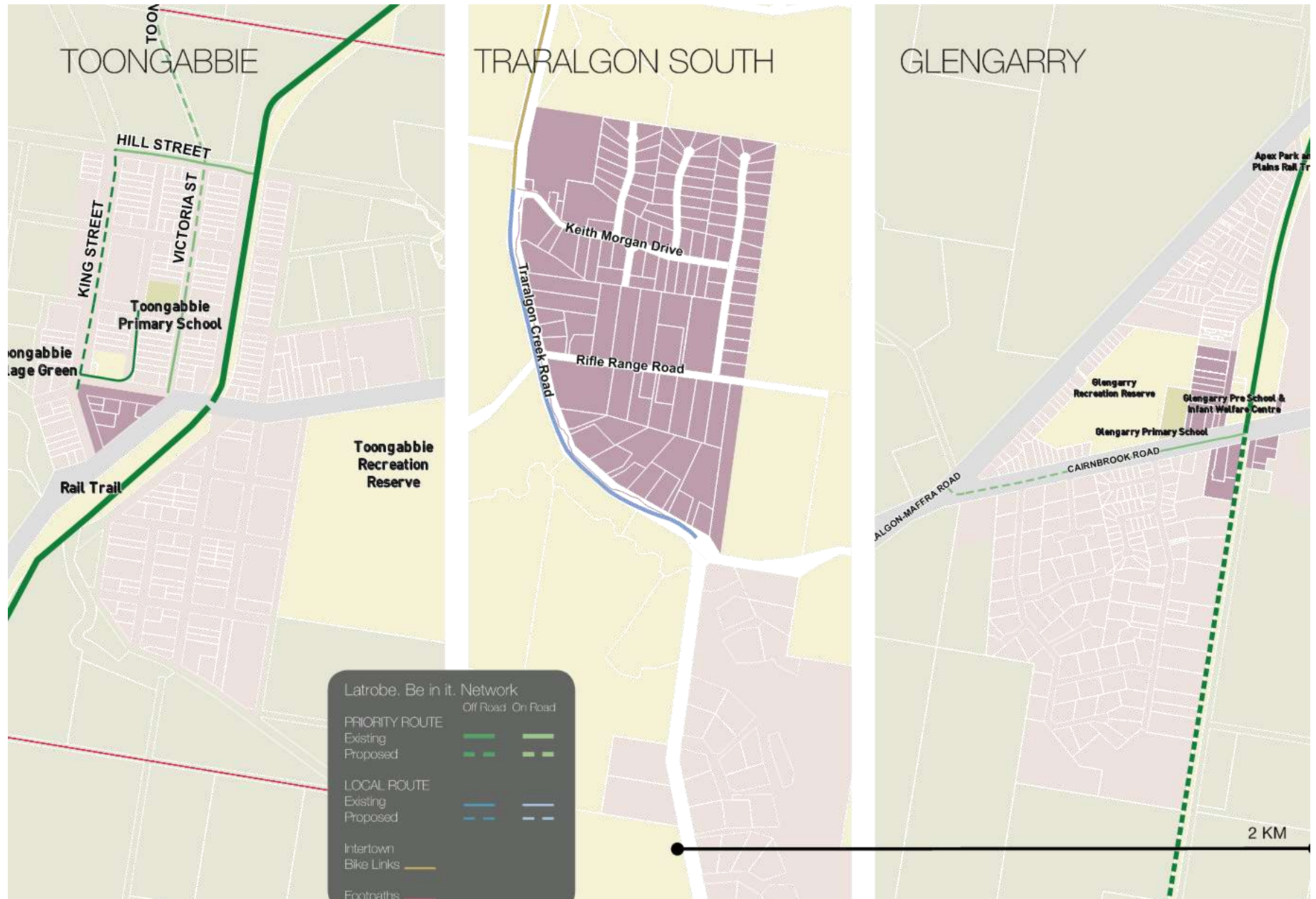


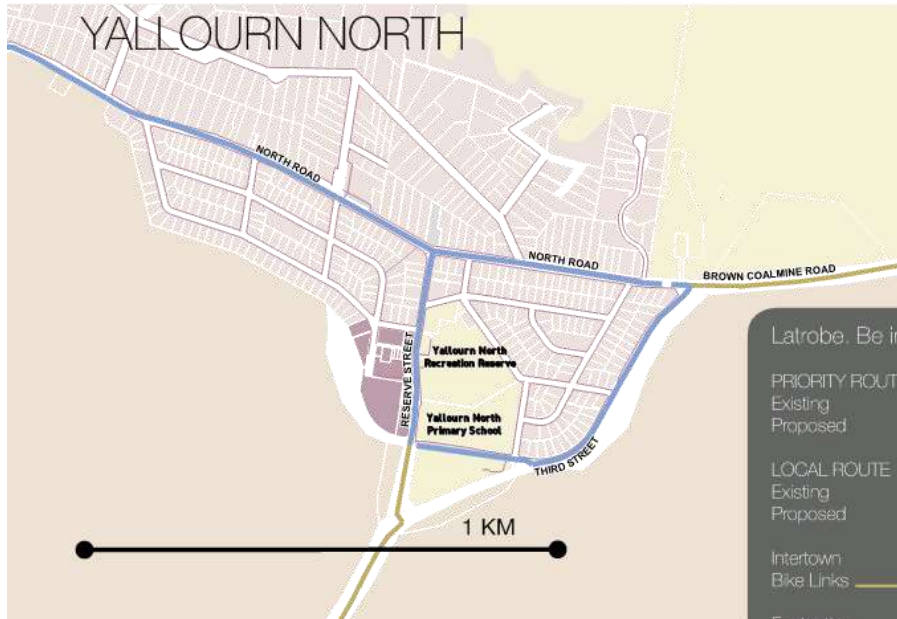
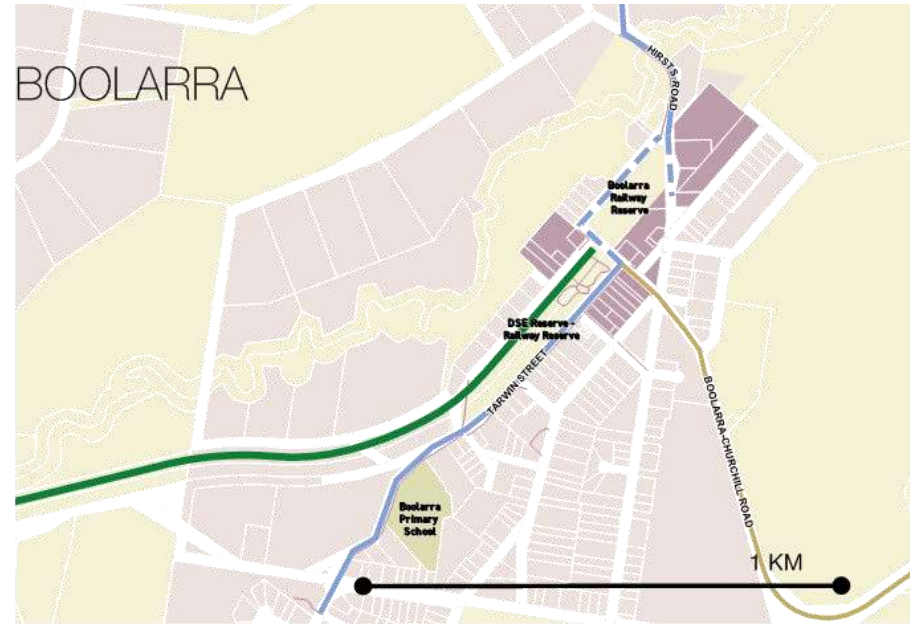
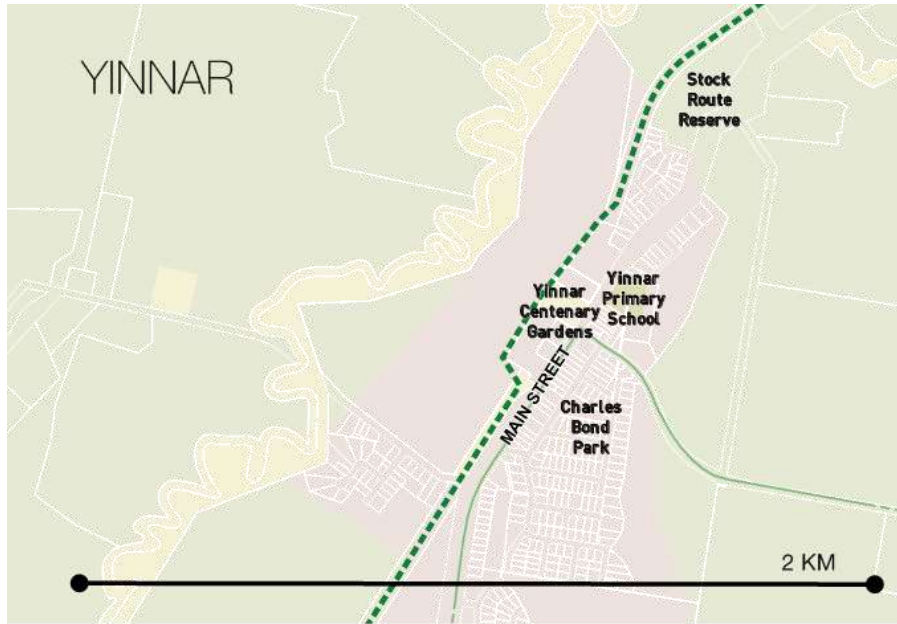












Latrobe. Be in it. Network

Off Road On Road

PRIORITY ROUTE

Existing — —

Proposed - - - -

LOCAL ROUTE

Existing — —

Proposed - - - -

Intertown Bike Links —



LOCAL STREETS

While a focus of this strategy is development of a Priority Routes network, the reality is that people will still need to walk and cycle their local streets. Indeed, the strategy's challenge of walking 30 minutes a day is aimed at encouraging people to walk (or cycle) their local streets for short trips to the milk bar, local park and primary school. For trips like these, there will not always be Priority or Local Routes nearby. The reality is, and must remain: **Every street is a cycle street; every street is a walking street.**

There are hundreds of kilometres of paths in Latrobe City, lining a multitude of streets and roads. Council has a well-maintained data base of its footpath assets, including maps showing every footpath (see Appendix X). From these maps it is clear that most urban streets have footpaths on both sides of the road, but there are also many gaps. Path maintenance is a major expenditure as there is a need to continually invest in upgrades regularly, or construct new infrastructure, putting a further strain on resources.

This strategy responds to this challenge by categorising the City's streets into a number of Local Street types:

- Small Block Centre
- Medium Block Suburban
- Large Block Suburban
- Cul-De-Sac Suburban
- Rural Network

The location of each of these Local Street types is shown on the following maps.

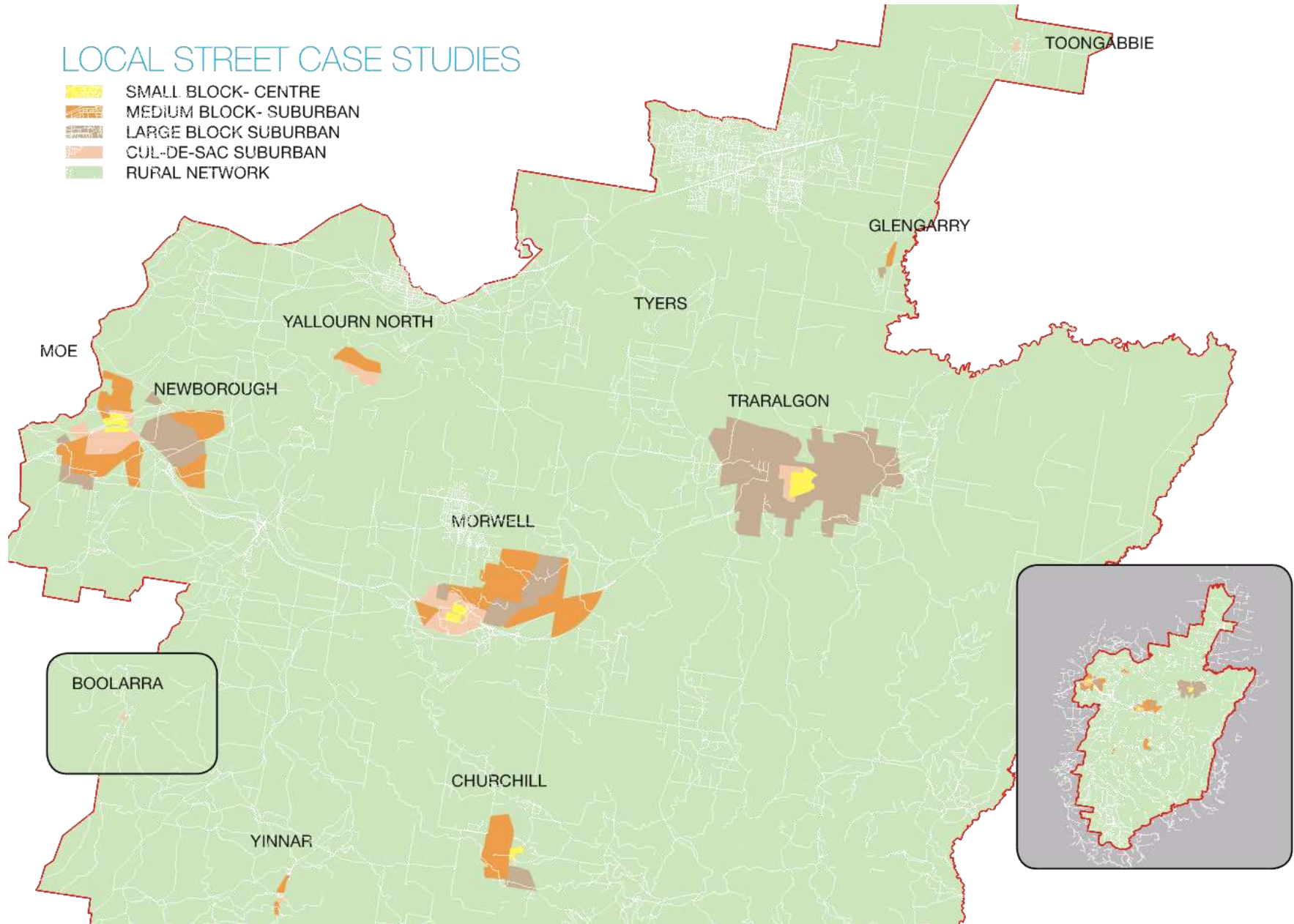
Case studies of the walking and cycling conditions in each of these Local Street types were analysed in detail as part of the survey process. The results of this analysis are set out in the following pages. Localised deficiencies in path standard exist, and will continue to arise. Council has monitoring systems in place to respond to these. From a network perspective, the main deficiency is gaps in connectivity.

RECOMMENDATION

That the Council establish a connectivity index or standard against which to judge priorities for filling gaps in the footpath network.

LOCAL STREET CASE STUDIES

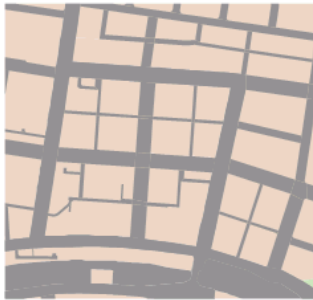
- SMALL BLOCK- CENTRE
- MEDIUM BLOCK- SUBURBAN
- LARGE BLOCK SUBURBAN
- CUL-DE-SAC SUBURBAN
- RURAL NETWORK



LOCAL STREET CASE STUDIES

The layout of the street network is often the initial ingredient in determining whether a local area is 'walkable'.

Areas with many route options are said to have 'high permeability', yet landlocked suburbs with few paths in and out, are considered to have 'low permeability.'



SMALL BLOCK-CENTRE

Inner town areas have street networks that are highly permeable with small blocks and lanes connecting streets within the blocks. This is a highly desirable pattern for walking with short trips being faster and more efficient than driving.



MEDIUM BLOCK-SUBURBAN

Suburban areas with a finer grain of streets less than 270 metres in length provide greater permeability, meaning more ways of walking from point A to point B. This increases the opportunity to walk or cycle and neighbourhoods are better connected.



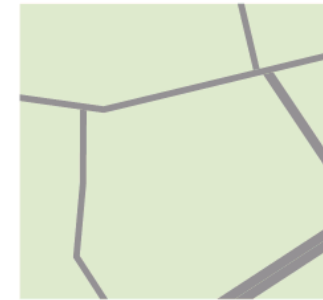
LARGE BLOCK-SUBURBAN

Suburban areas with large street blocks of 300 metres or more in length make walking distances too long to facilitate walking in particular directions. The neighbourhoods may also lack connectivity to other neighbourhoods, increasing the reliance on cars.



CUL-DE-SAC-SUBURBAN

Street patterns with cul-de-sacs instead of connected streets often block direct pedestrian access to destinations like shopping centres. Some examples may have open space links that provide direct routes for pedestrians/cyclists but indirect for cars, encouraging walking over driving.



RURAL NETWORK

Rural areas tend to have a coarse grained network, with intersections widely spaced. Often it isn't possible to walk a circuit of roads within a two kilometre distance. The absence of footpaths on busier rural roads is a further disincentive. Most roads do not have a sealed shoulder or wide kerb side lanes that offer a safer environment for cyclists.

CASE STUDY: SMALL BLOCK CENTRE (TRARALGON)



CASE STUDY: SMALL BLOCK CENTRE (TRARALGON)

The inner town area of Traralgon has a typical block size of approximately 200M by 130M similar to inner Morwell and Moe, and a lesser extent Churchill. These locations are highly walkable with lanes connecting within the blocks as well as a smaller block size.



OVERVIEW

Two-way road with painted median, angled parking on both sides. Footpaths are 4.34m wide on both sides which widen at corners. Large street trees are located at corners with smaller street trees located under shop canopies. There was some water pooling along the footpath. Bollards linked by chains create barriers. The footpaths are well maintained, although there were some cafe chairs and tables and sandwich boards in the walking path and adjacent to shop front walls.



FACILITIES

Street facilities such as seating and rubbish bins are provided in good condition. There is also large trees and weather protection canopies along the front of shops. Signage would improve way finding in these locations. No Tactile Ground Surface Indicators were provided, however, they were used further down Franklin Street near Moore Street to cross to the road to the community facility.



TRAFFIC AND ROAD CROSSING

Crossings are at logical places and at regular intervals apart from near the shopping centre. The crossings are of the right size for the road, views to oncoming traffic are not obstructed and pedestrian islands are provided on wider roads. The street layout with narrow roads and angle parking on both sides, as well as the traffic in busy periods, slow traffic down. There are bollards (with good contrast for those who are vision impaired) between the pedestrian areas and roadway.



CYCLING

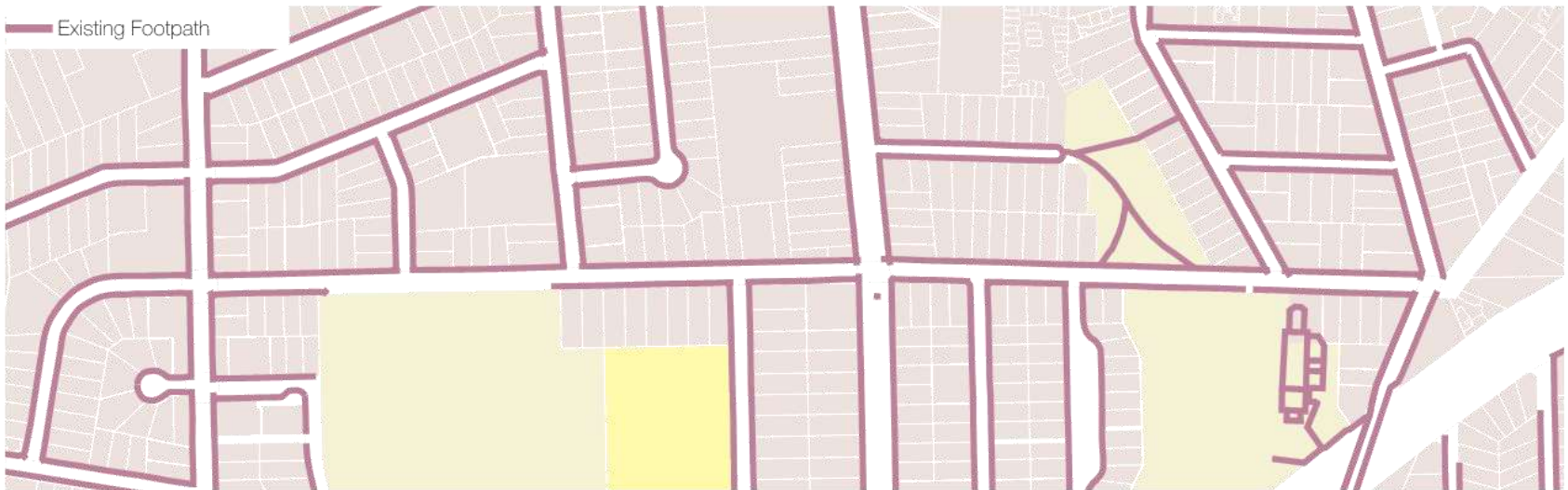
The street caters for cycling as a destination but is not appropriate as a through-route. Angle parking creates a hazard for cyclists. The road surface though is good, with numerous bicycle parking facilities.



AESTHETICS

The street trees and street furniture make the area attractive for walking. Shops and businesses are well maintained and accessible. The streets are clear of litter and the roundabout provides a feature with a floral garden and clocks.

CASE STUDY: MEDIUM BLOCK SUBURBAN (MOE)



CASE STUDY: MEDIUM BLOCK SUBURBAN (MOE)

The area around Vale Street in Moe is an example of Medium sized suburban blocks, less than 270 m in length. These areas are similar to the town centres of Moe, Morwell and to a lesser extent Traralgon. Blocks are often rectangular with many routes available to travel across the suburb.



OVERVIEW

Street trees exist (most established, some establishing), and footpaths are on both sides but not continuous (175 cm road width, 286 cm footpath on main side, 145 cm other side), some locations are covered by debris from trees. Nature strips are very wide with drains in locations. Traditional kerbs, with swept curve corners and a variety of kerb ramps at corners (historical).



FACILITIES

There is no street furniture along this street type. Although parks have seats at various locations. Bus shelters have been removed (due to route closures) and concrete slabs exist in these locations. Trees are sufficient for shading on a hot day, and no signage is present.



TRAFFIC AND ROAD CROSSING

There are no crossings on most streets as it's appropriate to cross at any point. The main issues for crossings are the quality of the kerb ramps at street corners and the large intersections with cut off corners (where cars can cut the corner and conflict with pedestrians). There are some school crossings along the main roads.



CYCLING

Some routes exist as a result of the Latrobe City Bicycle Plan 2007-2010. The road surfaces are well maintained with few issues for cyclists. Bicycle parking is available at newer recreation facilities.



AESTHETICS

The area is relatively attractive to walk around. The streets are clear of rubbish, although there are no interesting features to make the walk enjoyable.

CASE STUDY: LARGE BLOCK SUBURBAN (MORWELL)



CASE STUDY: LARGE BLOCK SUBURBAN (MORWELL)

Unlike other municipalities Large Suburban Blocks are similar to Medium Suburban Blocks. They are defined as having a distances of around 300 metres, and may have some cul-de-sacs (courts).

These larger blocks make it difficult to navigate due to great distance required to simply go to the next street, although green connections exist making it easier for pedestrians compared to drivers.



OVERVIEW

Footpaths are usually 1.35 metres wide and are on each side of the road next to the nature strip. The streets are two-way residential streets with traditional kerbs and a lack of street trees.

Park paths are 1.23 metres wide in one area and 2.5 metres wide else where.



FACILITIES

No facilities provided in the area except for at specific locations such as the milk bar that has a bin and a telephone box. The park has lighting, which is uncommon in Latrobe City.



TRAFFIC AND ROAD CROSSING

Similar to the medium suburban block, there are no crossings on most streets, which allows pedestrians to cross at any point.

The main issues for crossings are the quality of the kerb ramps at street corners and the large intersections with cut off corners.

There are some school crossings along the main roads. Additionally trail crossing points have fencing to prevent cyclists from riding directly into the road.



CYCLING

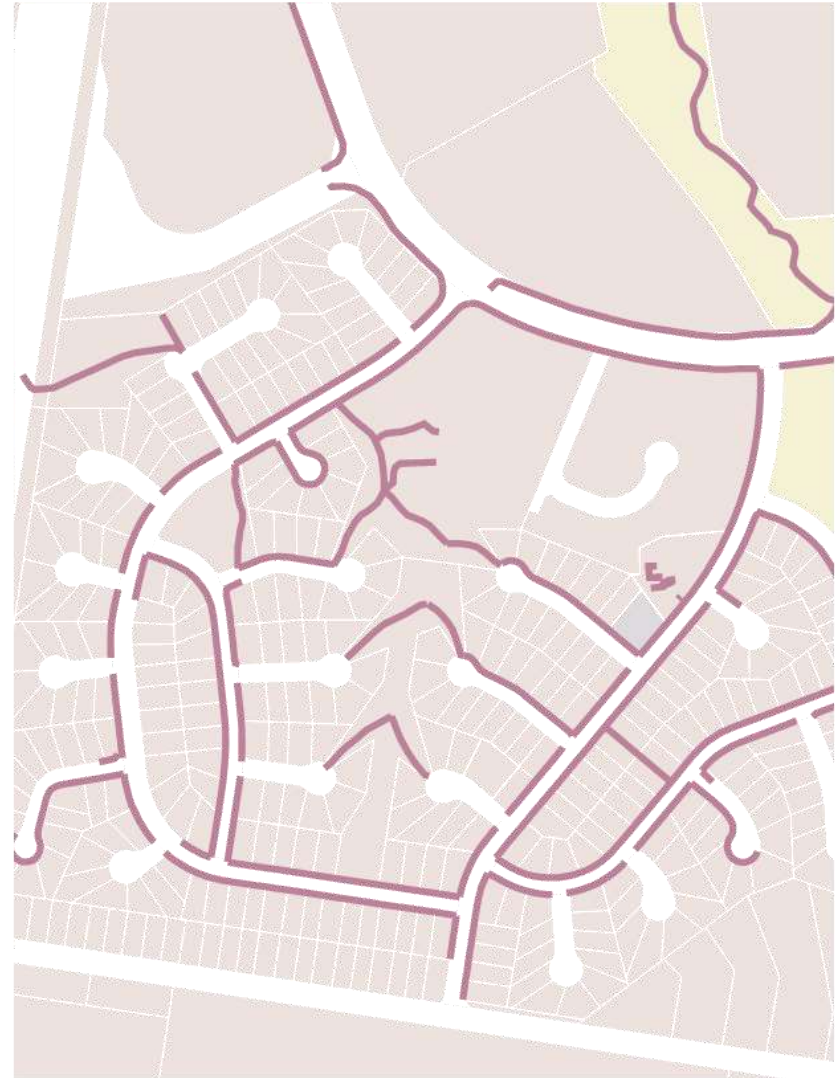
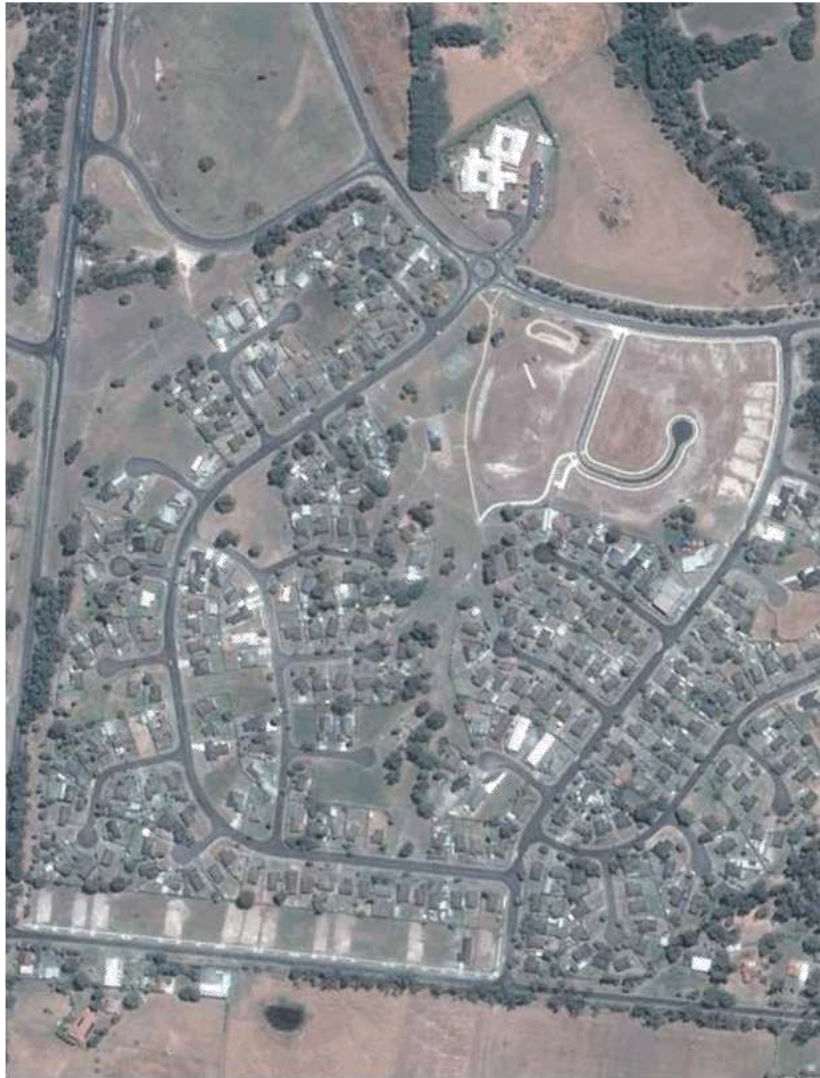
There tends to be more bicycle lanes in this area than in other locations. The road condition is quite good and suitable for cyclists.



AESTHETICS

The area is relatively attractive to walk around. The streets are clear of rubbish, although there are no interesting features to make the walk enjoyable.

CASE STUDY: CUL-DE-SAC SUBURBAN (CHURCHILL)



CASE STUDY: CUL-DE-SAC SUBURBAN (CHURCHILL)

Cul-de-sac or court development predominate many of the town's outer suburban areas. The blocks tend to be very large in size. Paths through open space that connect streets are, however commonplace, making connectivity for pedestrians a lot higher than for vehicles, which can encourage walking journeys.



OVERVIEW

Two-way roads with nature strips and footpaths on both sides (1.4 m) mostly with some areas only with one path. Cul-de-sacs may have no footpaths in older areas yet new areas have a path all the way around.



FACILITIES

There is no street furniture along this street type. Some furniture is available in the open space. Bus shelters exist. Although parks have seats at various locations. Some trees are present for shading with newer areas having less mature trees.



TRAFFIC AND ROAD CROSSING

Speeding is sometimes an issue in the area therefore speed humps have been used to slow down traffic.



CYCLING

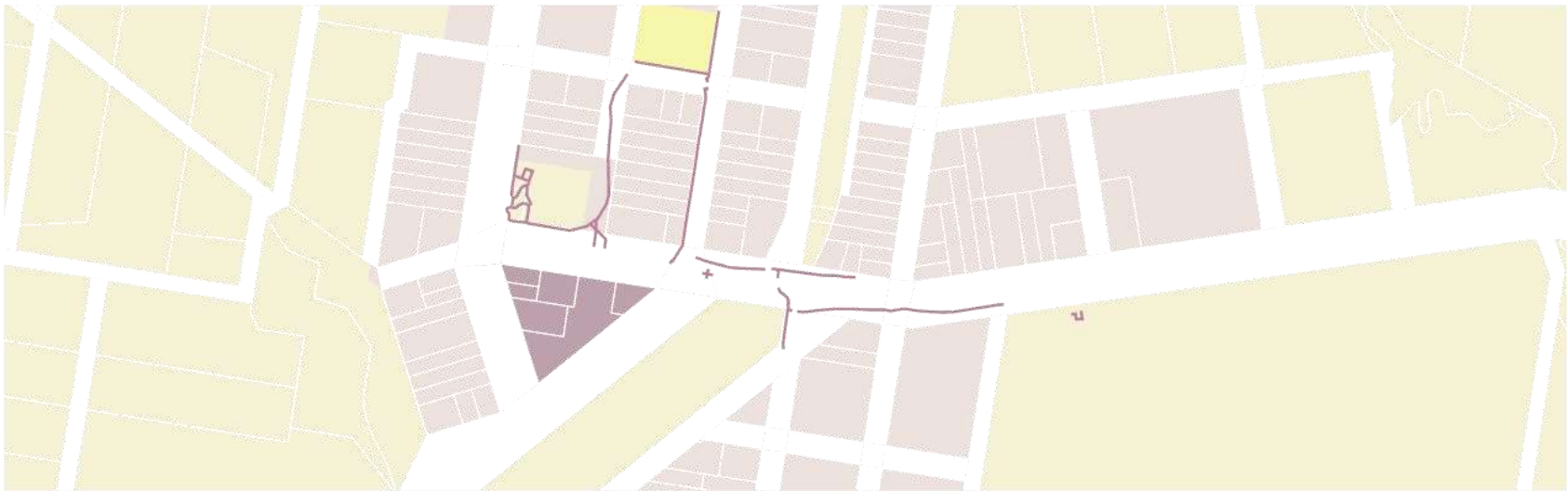
The road surfaces are well maintained with few issues for cyclists. There are some shared pathways through parks that link into the town centre.



AESTHETICS

The area is relatively attractive to walk around. The streets are clear of rubbish, although there are no interesting features to make the walk enjoyable.

CASE STUDY: RURAL NETWORK (TOONGABBIE)



CASE STUDY: RURAL NETWORK (TOONGABBIE)

The rural network of roads are the majority street types in Latrobe City. The case study chosen is in Toongabbie due to the range of roads, from higher speed main routes to typical township streets. It is also the location of the Gippsland Plains Rail Trail.



OVERVIEW

Roads tend to have gravel shoulders which merge into grass nature strips. There are ditches well away from the granitic sand paths that are present on one side.



FACILITIES

The rail trail has some facilities and the recreation reserves are well provided for with drinking fountains and toilets.



TRAFFIC AND ROAD CROSSING

The speed limit is 100 kph and no devices to slow traffic at down such as islands or speed bumps near crossing points. There are no barriers between the road and people but the road side areas are large enough that pedestrians are far away from the traffic.



CYCLING

The road condition is quite good and suitable for cyclists although there are often no bike lanes. The granitic sand paths when properly maintained are suitable for cyclists and the rail trail is perfect for town inter-connectivity.



AESTHETICS

The streets are very attractive to walk around with remarkable landscapes and rural features. The old grandstand and Mechanics institute are interesting attractions with sustainable urban drainage systems in this location, makes for an enjoyable walk.

NETWORK COMPONENTS

Both the Priority Routes Network and the Local Street Network depend on their implementation on Network Components, which are the subject of this section of the report.

EQUITY OF ACCESS

Providing access for elderly and people with young children is a high priority. Wherever possible, path design should accommodate the needs and aspirations of people of all abilities, cultures and ages. It is essential to ensure that people can use existing or proposed paths and trails, and have access to a range of locations, irrespective of their mobility range.

RECOMMENDATION

That the Council give priority to filling gaps in footpath connectivity, prioritised by means of a 'Pathway Service Priority Matrix'.

RECOMMENDATION

That when network gaps are filled, or infrastructure upgrades are programmed, the works should be designed to be DDA compliant.

PUBLIC TOILETS

For some people, such as some elderly people, parents with small children or some pregnant women, public toilets actually determine the route they may take to a destination. Public toilet facilities have a range of various criteria to determine their location which includes, the potential usage, community safety and location of other toilet facilities.

RECOMMENDATION

Primary routes should be signed indicating distance to destinations such as parks, schools and shops as well as toilet facilities.

SHADE

The path network should be accessible at all times of the year and it important that additional tree planting is carried out to shade the path. Council no longer supports the installation of Shade Sails and so the location of benches, water fountains and other infrastructure should be sited where they are shaded by canopy trees. Other green infrastructure could be considered to improve the microclimate and provide shading as well.

As well as providing shade, trees also cool the air, are aesthetically pleasing, improve local property prices, and many other benefits. Tree planting will is therefore a very cost effective solution for urban areas to improve the environment for its residents.

PATH LEVEL OF SERVICE

Level of service is a way of determining the size and material and location of a path. Council uses a system of high to low priority and is developing a scoring approach to determine level of service. Level of service is explored further in Appendix B, path types and recommendations.

PUBLIC TRANSPORT INTEGRATION

Paths should connect to train stations and bus stops as a high priority because these both enable the use of public transport and walking. Paths along bus routes can also provide the opportunity for people to walk instead.

RECOMMENDATION

That the Council give critical priority to paths to bus stops and train stations.

RECOMMENDATION

That the Council develop and implement a signage strategy for the Latrobe. Be in it. network.

SEATING

Seats along path routes are beneficial for people with mobility issues. Seats are present in Latrobe in parks and town centres. Seating can be incorporated into trails at stopping points, where people with mobility issues may rest, or locations with other facilities, playgrounds, or skate parks. They are more often associated with more leisurely walking than for commuter routes to work, when specifying material choices for seating wood should be the preferred option.

RECOMMENDATION

That seating be placed at points where priority paths meet other facilities, or at common stopping places.

RECOMMENDATION

Drinking fountains are recommended for locations of greater usage, for example where priority paths meet sports grounds or parks, and high use retail areas.

DRINKING FOUNTAINS

Drinking fountains or bubblers, provide water to pedestrians/cyclists on their journey to a destination. For short local trips as discussed in the Latrobe. Be in it. strategy, they may not be necessary, but for longer routes it would be a useful component. The possibility of locating them near sports fields, parks and trails to gain the benefit from both uses would be the best strategy.

A drinking fountain unit that also provides a bottle refill tap is a must, and a dish for pets would also be useful for dog walkers.

PATH CONTEXT

The path context plays an important role in usage of paths, tracks and trails. A natural context with a stream may be well used whereas a path along a busy road may be greatly under used. Furthermore, public safety is a concern for areas that are remote and hidden with walkers possibly avoiding these routes, especially at night.

LIGHTING

Lighting along routes, especially off road routes, can enhance both the real and perceived level of safety.



Traralgon

NETWORK COMPONENTS: SURFACE MATERIALS

Latrobe City has a range of different path surface materials that can be organised into four broad categories. These make up nearly all paths within the municipality. For further technical information please refer to Appendix B.



JOINTED CONCRETE PATH

Surface material in town centres may vary depending on the streetscape design. Traralgon has concrete with joints in a grid pattern. Gum and tar tends to dot the surface and are highly visible on the light surface. Grinding of trip hazards tend to expose the aggregate and disrupt the look of the surface.



PAVING

Concrete pavers are used in Moe, in such streets as Moore Street, Albert Street and George Street. Brick paving has been used in a few streets as feature courses around concrete paved modules. Most of the brick paved areas in Morwell have now been removed for public safety reasons. Paving using bricks is a safety hazard when wet.



EXPOSED AGGREGATES

New areas such as inner area of Churchill have exposed aggregate treatments that are visually very appealing and may also be used as a permeable surface to allow water to penetrate into the ground which is a very sustainable solution.



CONCRETE STENCILLING AND PRESSING

Stencilled concrete has a pattern that is usually one or two millimetres high. Concrete paving can also be pattern impressed where a metal template is pushed into the surface to create a pattern resembling pavers. This creates a rougher surface as the faux joints may be up to one centimetre deep. This can be very successful or very unsuccessful depending on the skill of the trade-person.

NETWORK COMPONENTS: SURFACE MATERIALS



STANDARD CONCRETE PATH

These are the most common path surface in Latrobe City. They are well maintained with tripping hazards resolved with the use of grinding. They are more expensive to implement but need less maintenance than other path types with a life expectancy of over 40 years*.



ASPHALT PATH

Few asphalt paths exist in Latrobe City, they require more frequent maintenance than concrete paths but are cheaper to install with a life of 7-15 years*. They provide a smoother surface in the cases of deformations by tree roots. There is no colour difference between paths and the road pavement which may cause confusion.



SPRAY SEAL

Spray sealing is often used in road construction and is not common practice for paths. On occasion some granitic paths have been spray sealed on Latrobe but the life cycle and level of quality is not really known.



GRANITIC SAND PATH

These are the second most common path surface in Latrobe City and are found mostly in parks and rural areas. They are the cheapest to install but require more frequent maintenance and tend to be in poor condition, can have a loose surface, cracking and depressions which presents a hazard for a range of users. It is a suitable surface for some users as it absorbs some of the impact of weight-bearing exercise such as walking and running, but cyclists find it rough to ride on particularly in wet weather.



TRACKS

Some tracks may have been granitic sand paths that have not been maintained, others are simply desire lines that pedestrians have created as short cuts. Tracks should not be considered paths.

*Cairney and King 2003 (VicRoads report by ARRB)

NETWORK COMPONENTS: RAMPS

Ramp condition varies from street to street and if inefficient will impede access for people with mobility difficulties. Generally the ramps in Latrobe City are in good condition and of high quality, although there are places where ramps are omitted or have not been upgraded.



**SINGLE RAMP-
RECONSTRUCTED**

Shown is an example of a reconstructed ramp to meet DDA standards. The ramp has been introduced for pedestrians walking in one direction of the street but not for the other direction which still has a concrete kerb step.



DOUBLE RAMP

Shown is a double ramp that meets standards. It is worth noting that a tripping hazard has been ground down to maintain compliance with regulations.



LARGE SINGLE RAMP

More rare than the double and single ramp, is the large single ramp which relates to the angle which two streets meet. There is a minor tripping hazard and the path may not meet all regulations.



NO RAMP

Some locations have no ramp present in either direction, yet this is uncommon. Renovation is required to meet regulations. Residents are required to maintain nature strips and keep paths free from vegetation. Overgrown paths represent significant tripping and slipping hazards in Latrobe City.



SOFT RAMPS

Particularly in rural areas, paths meet the road shoulder directly, with no separate ramp construction. The materials are not ideal being gravel or granitic sand, which is difficult for wheel chair users. Erosion at these points may also carve deep holes which require extensive maintenance.

NETWORK COMPONENTS



ROLLOVER KERBS

Rollover kerbs are in many locations around the municipality, and is common for new areas. This kerb does not discourage cars from cutting corners and driving into the pedestrian realm, which compromises safety at these points.



RENOVATION

Paths and ramps in Latrobe City have generally been well maintained in relation to tripping hazards. The concrete is ground down to remove the hazard, but reveals the aggregate in the concrete making the ground down surface highly visible and unattractive. If concrete with more exposed aggregate was used the ground down areas would be less apparent.



RAIL TRAILS

Latrobe City has three rail trails, which have a granitic sand surface and are well maintained. The routes are generally not in locations which would be frequented by commuters but are likely to be popular for leisure, with the possible exception of the Moe-Yallourn Rail Trail. Rail trails are not managed by Latrobe City Council.



ON ROAD CYCLING LANES

As part of the previous Latrobe City Bicycle Plan some cycle paths have been implemented across the municipality. These paths form the structure for a complete walking and cycling network.



SHOULDERS

Many road shoulders in Latrobe City rural areas are not sufficient for bicycles and do not have enough space for vehicles to over take. Some locations where bicycle lanes are present, the lanes stop at bridges forcing cyclists to merge into traffic.

ASPIRATIONAL PATHS AND LINKS

Alongside the Latrobe. Be in it. network, which sets out an existing and future paths strategy, there have been various community suggestions for more aspirational links.

These links could potentially be viable in the future, being predominantly longer linkages between towns. Once the main network has been completed and usage increases it is likely that people will tend to increase the distances they walk and cycle. In the future these more strategic links are likely to be more viable will fill in the gaps between longer distance nodes.

It is the recommendation of this strategy that the following projects are investigated further in terms of their potential usage and cost. A cost benefit assessment can then be used to determine if they should go ahead and also rank them in importance and therefore the order they should be implemented.

POTENTIAL PROJECTS

The following projects are not listed in any particular order, but have been highlighted by members of the community as being future links they would like created:

- Link to Yallourn North from the existing Moe Yallourn Rail Trail
- Link from the Churchill Township to Hazelwood Pondage

- Link from the Yinnar township to Hazelwood Pondage
- Link from Traralgon to Traralgon South
- Link from Morwell to Churchill
- Link from Moe to Morwell
- Link from Yallourn North township to George Bates Reserve
- Path on the north side of Lake Narracan to link to south side of Lake Narracan
- Pipeline in northern and north eastern parts of Traralgon (as featured on the Latrobe. Be in it. plans, linking St Paul's Grammar School area to Marshall's Road)

RAIL CORRIDORS

In addition to the above links it was suggested to utilise existing rail corridors to create new paths and link suburban areas. VicTrack are not supportive of this and also the recommendation of this strategy is to find alternative routes for these connections. Although within Victoria there are many successful Rail Trails, including in Latrobe, consideration must be given to future sustainable travel options for longer distances, such as new rail links or guided bus routes. Strategic rail corridors should be retained for future uses such as these.

Suggested links:

- Railway corridor in Traralgon, both west and east of the CBD.
- Railway corridor in Morwell, from the CBD to Mid Valley (mix of rail corridor and beside Princes Hwy)

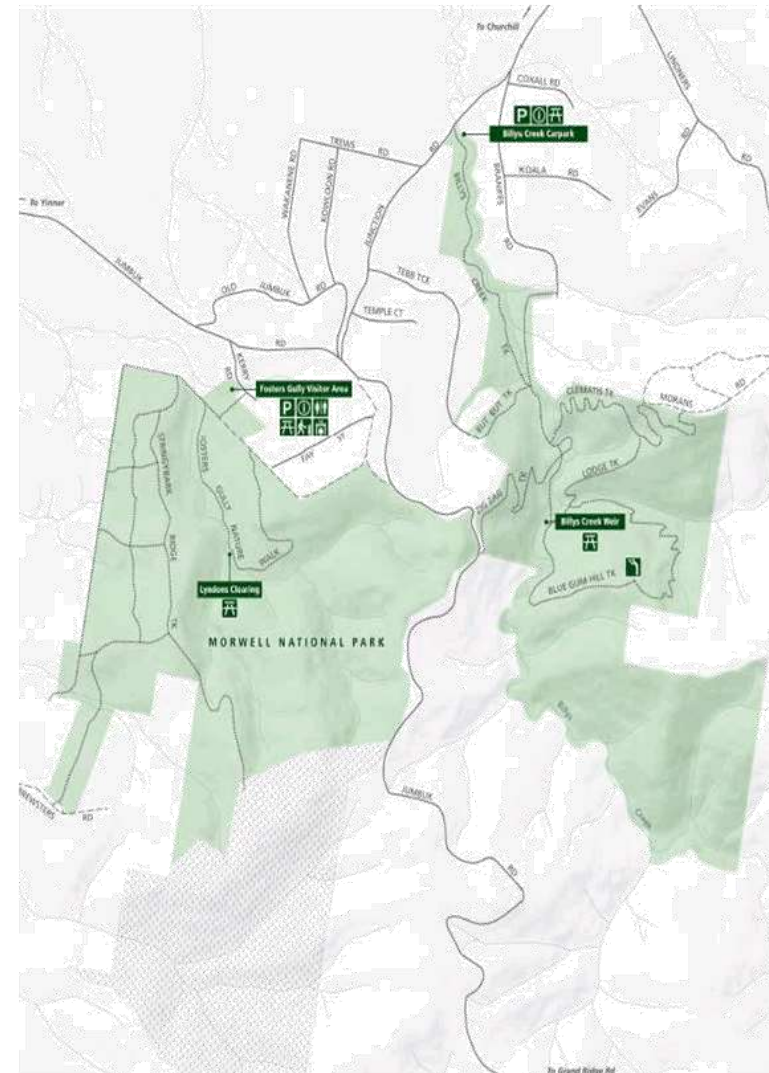
EXISTING PARKS/NATIONAL PARKS/TRACKS

In addition to the Latrobe, Be in it. network of tracks, trails and paths there are a significant number of popular tracks and trails that exist in reserves and National Parks across Latrobe.

Whilst it has not been the purpose of this study to identify these paths, the value of these existing routes was highlighted in submissions. These routes are regularly utilised and offer interesting scenery for various activities. The existence of these paths should be promoted where possible.

Existing tracks/paths in parks and reserves:

- Morwell National Park
- Grand Strzelecki Track
- Tyers Park
- Latrobe City Council – Bushland Reserves
 - › Crinigan Road Bushland Reserve
 - › Traralgon Railway Reservoir Conservation Reserve
 - › Edward Hunter Reserve
 - › Ollerton Avenue Bushland Reserve
- Rail Trails
 - › Gippsland Plains Rail Trail
 - › Grand Ridge Rail Trail
 - › Moe Yallourn Rail Trail
- Traralgon to Morwell Shared Pathway



© Parks Victoria, 2013

SIGNAGE AND WAYFINDING

Way finding signs are an important component to a successful route network. Signs provide four aspects of information:

Orientation: to help an individual determine where they are;

Route Decision: to help someone determine the correct and fastest way to travel;

Route Monitoring: to confirm that the person is still on the correct route; and

Destination Recognition: to determine the destination is reached.

Signs are most important for the visitor to an area, as local may often already know the routes, but a local may not understand distance, or know of an alternative route. It is also worth noting, that some people may have mapping apps on their smart phone that can provide direction and distance information as well.

A key component of any paths strategy is ensuring that the routes and options are well signposted and can easily be followed.

Although many paths will be used by local residents, who are therefore familiar with the area, longer distance routes and direction finders will be useful for all. Maps showing uninterrupted routes across town will encourage people to walk or cycle longer distances if they know they can do so safely and easily.

There are many examples of good wayfinding and signage schemes across the world, for either urban or parkland areas, which could be used as a starting point for Latrobe. Be in it. to develop signage scheme.

An example of a high quality wayfinding system is Legible London*, which suggests 'An effective pedestrian wayfinding system needs to answer key questions at the appropriate time and place. 'Progressive disclosure' – giving people just the right amount of information just when they need it...'

This means providing more information in the immediate vicinity, but also directions to further major destinations. This allows people to follow general directions to 'CBD' for example and then as they approach more specific map content and signs show the location of train stations, libraries, shops, etc. An example of a Legible London 'Minilith' sign is shown on the right.



© Transport for London, 2007

*Legible London. Yellow Book. A prototype wayfinding system for London, Transport for London, 2007



UNRECOGNIZED FILE NAME



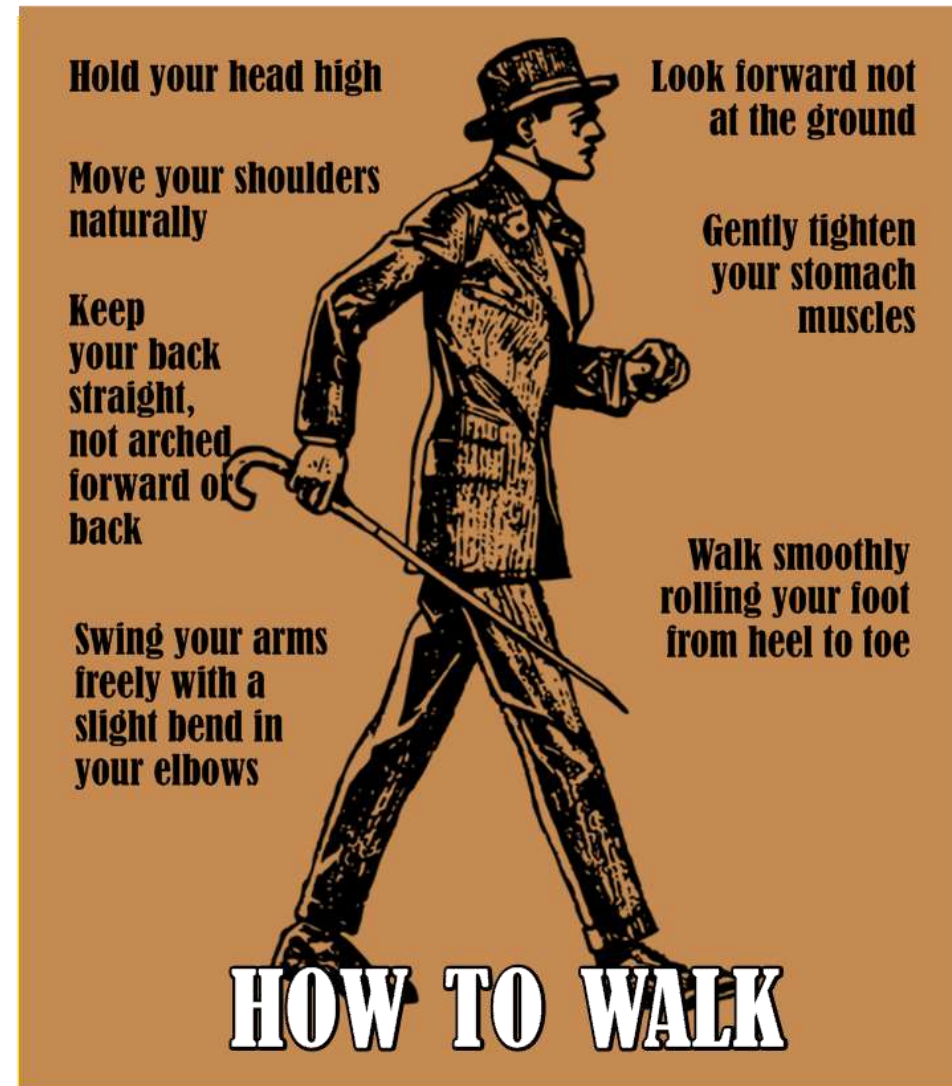
COMMUNICATION STRATEGY

A Communication strategy to inform the community about the benefits of exercise, will complement the programs and infrastructure that are being introduced. This chapter provides suggestions and a firm proposal as to the content of such a strategy.

The main components are:

- Health and Wellbeing Information
- Network Information: Latrobe. Be in it. Map
- Community Ownership

Further details of the Communication Strategy are contained in the Tracks, Trails and Paths Strategy Implementation section. This has been informed by community feedback received on the contents of the Draft version of the Strategy.



HEALTH AND WELLBEING INFORMATION

The benefits of active transport (walking, cycling etc.) can be publicised in support of the Encourage Program, as in the following information panels.

WALKING IS EASY AND GOOD FOR YOU

WEIGHT LOSS – walking is a great way to lose weight, walking just 2 km burns 534 KJ. (This adds up to 194,910 KJ over an entire year)

PERFECT FOR BEGINNERS – walking is a low-intensity way of getting fit and is great for people just starting out.

RELIEVES STRESS – activities like walking trigger the production of endorphins that relieve stress and improves mental wellbeing

IT'S FREE! – Walking doesn't require special equipment or expensive membership fees
Strengthens bones – walking stimulates the regeneration of bone tissue and helps to maintain bone strength.

HEALTHY FOR YOUR HEART – walking helps lower blood pressure and reduces the risk of heart disease and stroke.

FUN FOR THE WHOLE FAMILY – walking is a great way to spend quality time with your family

Kids love it – 75% of primary school children say that they'd prefer to walk to school

MAKE IT SOCIAL - walking with other people can help make exercise an enjoyable social occasion

GOOD FOR YOUR DOG – walking your dog improves the health and behaviour of your dog

YOU CAN WALK ANYWHERE – with hundreds of kilometres of walking tracks, trails and paths in Latrobe there are endless opportunities for walking in Latrobe

FITS INTO YOUR SCHEDULE – make walking part of your daily routine by walking to the shops, school or work

DIABETES – walking just 60 minutes a day can lower your risk of developing diabetes.

TAKE CARE OF YOURSELF

DOCTOR APPROVAL - consult with your doctor before starting any new exercise program of physical activity.

BE SUN SMART – apply sunscreen, avoid exercising during the hottest part of the day and wear sun protection

STAY HYDRATED – drink plenty of water before and after exercise

MAINTAIN A HEALTHY DIET – including a mix of fruits, vegetables, grains, dairy, meat and meat alternatives.

AVOID INJURY – stop exercise at the first sign of injury and see a doctor if injury persists

CYCLING FOR FUN GETS YOU FURTHER, FASTER

Cycling is a healthy, fun and low impact form of exercise for all ages.

WEIGHT LOSS – cycling is good for weight loss, cycling just 1 km burns 66 KJ

SAVES MONEY – cyclists save money.

LOWERS DIABETES RISK – people who cycled for more than 30 minutes a day had a 40% lower risk of developing diabetes.

STRENGTHENS MUSCLES – cycling uses all the major muscle groups and helps build and strengthen muscle

LOWERS RISK OF HEART DISEASE – regular cycling exercises the heart and helps maintain a healthy heart.

FEWER INJURIES - cycling places little stress on joints and causes fewer injuries than other forms of exercise.

ENJOYABLE – cycling is a fun and relaxing activity
Improves balance and coordination – cycling requires balance and coordination and

WORKS FOR BUSY PEOPLE - cycling can fit into your daily routine by riding to the shops, school or work.

GOOD FOR THE ENVIRONMENT – fewer cars on the road and more cyclists means less pollution and improved air quality.

RUN, IF YOU'RE READY FOR IT

WEIGHT LOSS – running is good for weight loss, running just 1 km burns 372 KJ.

STRESS RELIEF – running can improve your mood and relieve stress and anxiety

BUILDS STRONG BONES – running is a weight bearing activity and stimulates the regeneration of bone tissue

FEWER SICK DAYS – regular exercise boosts the immune system and lowers the odds of catching a cold.

PREVENTS HEART DISEASE – running stimulates the heart, lungs and circulation and reduces risk of cardiovascular disease.

BETTER SLEEP – regular exercise can improve the quality and duration of sleep

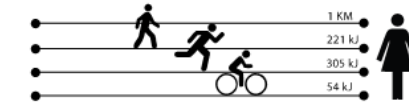
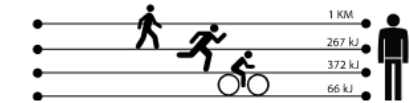
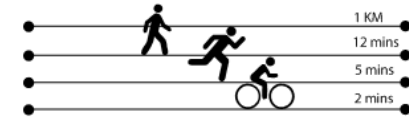
ENJOYMENT – running releases endorphins into the body which results in a sense of elation during or after a run which is also known as a 'runner's high'.

STRENGTHENS MUSCLES – running builds lower body strength and increases the strength of ligaments and tendons

PROGRAM INFORMATION

The Programs chapter of this strategy report contains, for each topic (Educate, Encourage, Safety):

- Programs in Latrobe – reference to any known existing programs in the Latrobe community
- Program Possibilities – national, international, or Victorian programs that could be considered for application locally



NETWORK INFORMATION: A Latrobe. Be in it. Map

A Latrobe. Be in it. Map should be prepared in publishable form to complement this strategy, consolidating the content of the segmented maps contained within this document. The map can be both a useful resource and a promotional tool. It can highlight the Priority Routes network (see Infrastructure chapter), and in doing this, it can:

- Show routes that already have useful connectivity for walkers and cyclists
- Highlight destinations of interest
- Draw attention to hazards and barriers
- Expose the missing links Council plans to fill

This latter information may help to build a degree of community support for ongoing funding of Priority Routes network implementation. Council may also find it to be a useful tool for attracting funding.

The Latrobe. Be in it. Map can also include, on its reverse side, useful information about fitness ('Educate'), and about the Encourage and Enforce programs contained in this strategy.



BE DOWN WITH WALKING
 Walking lowers weight
 Reduces depression and anxiety
 Its low impact on your body
 Lowers bad cholesterol
 Lowers blood pressure
 Lowers the risk of some cancers
 Lowers the risk of type 2 diabetes
 Lowers the risk of heart attack
 Lowers the chance of injury
Low e r s s t r e s s

60% of people in Latrobe are **overweight**
 Way higher than the *Victorian average*.

1/3 of Latrobe **SIT** for more than 7 hours a day

HYPERTENSION IN LATROBE IS **HIGHER** THAN FOR OTHER VICTORIANS

Men in latrobe **DIE 3.4 YEARS** sooner and **Women DIE 2.2 YEARS** sooner than the average *Victorian*.



DOG WALKERS ARE MORE PHYSICALLY FIT.

1/3 THE RISK OF DIABETES
15% LESS LIKELY TO HAVE HIGH BLOOD PRESSURE
30% LESS LIKELY TO HAVE HIGH CHOLESTEROL
35% LESS LIKELY TO HAVE DEPRESSION

Least stable ← → Most stable

COMMUNITY OWNERSHIP

A strategy of this kind needs grass-roots community support if it is to have any chance of success. How to achieve that is a sizeable challenge. Factors like community sensitivity and the changing communication landscape have to be considered. The approach suggested in this strategy is a grass-roots community role.

COMMUNITY SENSITIVITY

The topic of personal health and well-being can be particularly sensitive. The intended recipients of messages about obesity and sedentary lifestyle may be resistant or even hostile to having this pointed out to them in the wrong way. Poor self image, poverty, relationship problems, the struggle of daily life – any or all these factors are potential barriers to behaviour change. We need to be sensitive in the way we communicates about health issues.

In response to client suggestions, the Education component of this draft strategy begins with a page headed Getting Support & Attention which carries a HEALTH WARNING: "SHAPE UP LATROBE" CALL. Such an approach may be appropriate to generate initial interest and political support; a more nuanced approach may be needed in targeting particular populations.

TWO-WAY COMMUNICATION

Forty years ago, the Victorian, then national, Life Be In It campaign introduced us all to Norm, and generated a high level of awareness of the importance of exercise. Many actions and activities occurred under the Life Be In It banner.

Today we live in a different world. Attitudes towards state-sponsored campaigns have changed, and the infotech revolution has completely altered the

communication landscape. Phenomena like crowd-sourcing, Facebook and Apps have created a two-way communication world, in place of the 'top down' approach to communication that previously pertained.

The joke about the bureaucrat announcing 'I'm here to help you' has an edge of reality to it. People dislike being patronised, and are mistrusting of the motives and commitment of public agencies and their representatives. Bureaucrats and professionals may think they know best – sometimes they do – but the communication must be two-way. Whether you are a doctor, a town planner or a public health officer, listening and understanding are as important as technical knowledge.

A GRASS-ROOTS MOVEMENT

A strategy of this kind is most likely to succeed if it can become community-led, with the Council and other agencies playing a facilitating role.

There are already many community groups in Latrobe City who are involved in, and have an interest in promoting, physical exercise. The challenge is to build from this base in a way that opens up the possibilities of exercise beyond the 'sport-for-sport's-sake' market.

There are numerous potential pathways into the community to begin the process of opening up these possibilities. The consultation process for this draft strategy can be used to take the first steps along this road. Some examples are:

- Working with schools to expand walking and cycling programs
- Providing helpful information, including a Latrobe. Be in it. Map (see below)
- Tapping into community networks like the Scouts, local groups (history, naturalists etc.)

- Talking to sporting groups about the potential to extend their market into 'daily routine' exercise populations

Council's role in these types of program needs to be carefully considered. Devolved procedures will only be as successful as the systems set up to manage them. On the other hand, Wikipedia and numerous other internet innovations have demonstrated that 'self-managed' or 'peer-managed' processes can reap huge benefits for minimal organisational effort.

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IMPLEMENTATION PLAN

IMPLEMENTATION PLAN

The Tracks, Trails and Paths Implementation plan is provided as an attachment to this strategy.

A

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Walk to School Month	
Program overview	Walk to School Month is a month long program organised by VicHealth and is supported by schools and local government is designed to encourage primary school students to walk to and from school during the month of October.
User group focus	The main target of the Walk to School Month Program is primary school students and their parents.
Success rate, issues	Whilst participation rates in walk to school activities is reasonably high it is unclear as to the long term success of walk to school programs in shifting behaviours. Successful walk to school programs require the support and resources from schools and teachers and walking to school can difficult for time-poor parents.
Case study example	In 2014 more than 1,650 students from schools in Latrobe recorded 26,418 walks over walk to school month. Participants are supported by their schools and parents to record their walks on a website or app and students are able to track their performance and compare it to other schools and classes.
Key performance indicators	Comparing baseline data to data collected during and after walk to school month would give a clear indication as to the long term success of a walk to school program.
Process of implementation	Engaging with schools to participate in program, schools run the education and data collection aspects in the classroom, distribute awards to students for recognition of their participation.

Heart Foundation: Walking Groups and Park Walks	
Program overview	Walking groups provide structured walking opportunities in a social environment and are typically organised by a local group or organisation in a suburb or town. Walking groups generally follow a regular schedule of walking events catering for a wide range of abilities and experience.
User group focus	Walking groups are an appropriate activity for most age groups however walking groups are particularly appropriate for older participants who would like to participate in a physical group activity but can no longer participate in high-intensity team sports.
Success rate, issues	Each walking group has an average of 10-15 participants. The schedules of walking groups can be rigid and inflexible for time poor people and be an unsuitable option
Case study example	Heart Foundation Walking helps facilitate a number of walking events and promotes walking groups in Latrobe. Monthly walking events coordinated by a volunteer walk organiser offer guided walks of National Parks that take 30-60 minutes and are suitable for a range of physical abilities. The guided tours are led by local 'Friends of' groups. Latrobe has seven walking groups registered on the Heart Foundation Walking website.
Key performance indicators	The number of walking groups in existence and the number of unique participants involved in walking activities.
Process of implementation	Walking groups can form organically or they can be cultivated from direct intervention from organisations or groups, because of this, walking groups can either be created from scratch or existing informal walking groups can be officially recognised. It is important to designate a contact person who can run and organise the group, advertise the group and the day(s) and time(s) the group meets.

Australia Day Heart Walk	
Program overview	The Australia Day Heart Walk is an annual walking event held in Traralgon on Australia Day. The event aims to encourage community celebration of Australia and the promotion of active lifestyles.
User group focus	The Australia Day Heart Walk is heavily promoted and is targeted at the general community across the Latrobe Valley and Traralgon
Success rate, issues	The event is a long standing annual fixture on the Latrobe Valley calendar. The type of food served at the free breakfast may not align with the overall aim of the program.
Case study example	Event participants can complete either the 2.7km or 4km walking course and a range of incentives for participation are offered such as free breakfast, giveaways and prize draws.
Key performance indicators	Number of attendees at the event.
Process of implementation	Determine a suitable location and select walking routes. Promote the event and encourage community participation. Organize activities, prizes and food.
Ride 2 Work Day	
Program overview	Ride 2 Work Day is an annual event organized by Bicycle network Victoria and supported by employers, individuals and local government. Individuals are encouraged to register and ride to work on a specified day. Complimentary events such as a free breakfast either at work or at a community location are often provided as an incentive for participation.
User group focus	Ride 2 Work Day primarily targets adults in the workforce.
Success rate, issues	Whilst one day events encouraging active transport may encourage cycling on a single day it is unclear as to the long term impacts Ride 2 Work has on cycling uptake. Events such as Ride 2 Work Day do not address structural barriers to cycling such as safety, storage and amenities.
Case study example	A workplace may chose to participate in the Ride 2 Work Day program by signing up online, encouraging employees to ride to work on the nominated day and hosting events such as breakfast or morning tea to recognize participation.
Key performance indicators	Number of participants in one-off event, long term cycling rate at workplace.
Process of implementation	Promote the event and recruit organization to participate. Support organizations to run successful events and activities.

Walking School Bus	
Program overview	A walking school bus is a program where groups of children walk to school in a 'walking bus' with the bus following a predetermined route and children being picked-up and dropped-off along the way by adult supervisors. The selected route follows the safest and most convenient journey and varies in length but 30 minutes or Aspirationalm is the longest distance.
User group focus	Walking School Buses are targeted at primary school students and their parents and guardians.
Success rate, issues	Walking School Busses are difficult to establish and maintain and require a significant commitment from volunteers, because of this walking school buses usually operated on an unpredictable and infrequent basis. Whilst the Walking School Bus was popular in some areas the program didn't increase the number of children who walked to school independently of the Walking Bus program.
Case study example	VicHealth Walking School Bus: The Walking School Bus program was supported by VicHealth from 2001-2007 however a number of challenges and issues were identified with the effectiveness of the Walking School bus.
Key performance indicators	Number of participants in walking bus programs, long term rate of school children walking to school.
Process of implementation	Engaging schools to participate in program, recruiting volunteers to run the program, identifying the safest route for the walking bus, promoting the program to parents and guardians, running the walking school bus, monitoring and evaluation of the program.

Apps and websites	
Program overview	A variety of apps (Map my Walk) and websites designed to map, track and share walking routes and performance are available on the market. These apps and websites are designed to aide walkers in recording the distance, route and time of their walks and also include features aimed at maintaining motivation and sustained walking habits such as setting goals and targets, automatic reminders and competition between friends and other users.
User group focus	Young people and technology-literate people are the likely user groups of walking apps and websites.
Success rate, issues	With the wide availability of Smartphone technology apps for recording walking are very popular. Unclear if walking apps and websites have any impact on encouraging inactive people to participate in moderate levels of walking.
Case study example	The Map my Walk app can be downloaded onto a Smartphone and record and track walking undertaken by a user, the Map my Run app is also available.
Key performance indicators	Use of active transport apps or websites in the community.
Process of implementation	Production of an app, promotion and distribution of the app, encouragement to use the app.

Map my Town Toolkit	
Program overview	<p>The Map my Town Toolkit is a resource from Victoria Walks that promotes active transport and encourages community involvement in the development. The toolkit maps the distance that can be covered by walking, cycling or using a wheelchair in a 10 and 20 minute timeframe. Community members are directly involved in the project by testing travel times and collecting supporting information such as places of interest.</p> <p>The toolkit is particularly useful for regional towns as a significant proportion of regional towns can be covered within a 10 or 20 minute timeframe. The Map my Town toolkit has been used in a number of areas including Bendigo, Castlemaine and Echuca-Moama. Community involvement is an important component of the program as it helps to clearly demonstrate the viability of active transport to get to destinations.</p>
User group focus	Community members with an interest in active transport are likely targets to conduct the data collection activity. The general community is the likely user of the finished map.
Success rate, issues	Conducting the data collection exercise is a good way of engaging with the community and helps communicate travel times to the community. However it is unclear as to how effective this type of map is in encouraging walking and cycling to local destinations.
Case study example	Students from la Trobe University and community members from the City of Bendigo used the Map my Town Toolkit to create walking and cycling maps for Bendigo and Castlemaine. A central starting point was selected and preselected paths were allocated to participants, participants then follow this path for a period of 10 and 20 minutes and record their results.
Key performance indicators	Community participation in the data collection process, access to and promotion of the map.
Process of implementation	Recruiting community members to participate, selecting a central point to meet and start routes from (eg: community centre), determining preferred routes to measure, conducting the data collection activity, creating map based on collected data, publishing and communicating map.

Bike Traffic Counter and display	
Program overview	A traffic counter is a tool that can be used to quantify the number vehicles occupying or traversing through a designated point, traditionally traffic counters have been used to collect private data on road traffic volumes, parking occupancy and bicycle traffic. The data collected is rarely made public in real time however there are some examples of real time counts being displayed in real time such as carparking availability displays. Traffic counters can also be used to count bicycle traffic and displayed in real time.
User group focus	Targeted at both current cyclists and non-cyclists, encourages existing cyclists to continue and increase their cycling and demonstrates the popularity and viability to cycling to non-cyclists.
Success rate, issues	Traffic counters can be an accessible way to share information with the community and can be a focal point for measuring a common goal. The significant installation cost (\$30,000+) of permanent traffic counting equipment could prevent it from being a viable program.
Case study example	The City of Moreland in partnership with Velo Cycles installed a bicycle traffic counter on the Capital City Trail that automatically counts and displays a real time count for cyclists on that day and the total figure for the year. The display is designed to distinguish cyclists from walkers or joggers and has been strategically placed to be able to be seen by cars travelling on an adjacent road. This intervention is designed to promote the visibility of cycling in the City of Moreland.
Key performance indicators	Coverage in media, community knowledge of the traffic counter and what it does.
Process of implementation	Locating a place to install the traffic counter - a high-traffic route for active transport use that also has high visibility amongst people who do not use active transport. Setting realistic targets/goals for the traffic counter to measure based upon estimated patronage. Communicate the purpose and aims of the sign to community.
Workplace Travel Plan	
Program overview	A workplace travel plan is a tool that is developed by a business or organization to address the travel needs of an organization and generally aims to reduce dependence on private vehicles and carparking. A workplace travel plan identifies the transport need of an organization assesses local transport options and provides possible solutions to change transport behaviours. Increased support for walking, cycling and public transport are often included in the travel plan.
User group focus	Businesses, organisations and adults of working age who commute to work.
Success rate, issues	Workplace travel plans that are supported by management and are appropriately resourced are generally successful at achieving realistic transport goals.
Case study example	In 2007, Optus relocated 6,900 staff from across Sydney to a new facility, as part of the relocation process a workplace transport strategy was developed. The Optus workplace travel plan included an employee bus service, improved walking and cycling amenities and parking management programs. Survey data from Optus found that 45% of employees at the new facility use public transport, walk or cycle to get to and from work in contrast to the 10% of workers in surrounding areas.
Key performance indicators	Survey data on method of transport to work from organizations can be used to quantify the performance of the workplace travel plan.
Process of implementation	Various workplace travel plans templates are available, setting out a framework for developing successful travel plans. Successful transport plans require support from management and genuine engagement with employees on their expectations and needs. The development of a transport plan requires an understanding existing transport use and existing transport gaps, clear and deliverable plans to change transport patterns and monitoring and evaluation.

Pop-Up Park	
Program overview	A Pop-Up Park is a temporary park that can be created by closing-off road space and relocating carparking and replacing it with temporary landscaping treatments such as street furniture, plants and trees. A pop-up park can remain in place for anywhere between a single day through to a number of years. Pop-up parks aim to reclaim space from cars and carparking and they also aim to encourage walking by fostering a positive pedestrian environment.
User group focus	Pop-up parks can attract a broad cross-section of the community; however they can be tailored to appeal to and attract specific populations.
Success rate, issues	Loss of road and parking space can provoke dissatisfaction from the community and local traders, pop-up parks has also been associated with increases in local trade and increased patronage.
Case study example	In 2012 the Maribyrnong Council established a temporary park in Yarraville furnished with astro-turf, umbrellas and outdoor furniture. The park was open for the duration of the summer months before returning to its original form, the pop-up park was re-established for the summer months of 2013 and 2014. The temporary park was converted into a permanent year round park in 2015.
Key performance indicators	Use and attendance of park, method of travel to get to the park, community support of the program.
Process of implementation	Developing objectives and aims for the intervention, selecting potential locations for a park, engaging with community and traders, selecting preferred location, designing temporary intervention, implementing intervention, monitoring and evaluation.
Ciclovia (Open Streets)	
Program overview	Ciclovia is a Spanish term that means 'cycleway' and is used to describe the temporary closure of streets to cars that are repurposed for pedestrian and cyclist use this concept is also known as open streets. This temporary intervention aims to directly encourage walking and cycling through participation in the event and through promoting modes of active transport.
User group focus	Open streets can attract a broad cross-section of the community and have a particular appeal to people who already engage in some form of physical activity.
Success rate, issues	Open streets can serve as popular community events attracting large numbers of participants, however the long term benefits are unclear.
Case study example	In 2014 the City of Gold Coast blocked off cars from a section of road for a four-hour period for the Gold Coast Bike and Street Fest. Opening up the space to pedestrians and cyclists and hosting a range of events and activities celebrating bikes and active travel, the event attracted an estimated 5,000 participants
Key performance indicators	Patronage and participation in event, public support for program.
Process of implementation	Developing aims for the intervention, selecting potential streets for temporary closure, consulting with community and traders, selecting preferred route, communicating intervention to the community, implementing street closure, monitoring and evaluation.

Walking Maps	
Program overview	There are a variety of websites and apps that record and publish popular walking routes with information about features and scenery along the route. These websites aim to encourage people to participate in walking by helping them choose interesting and suitable routes.
User group focus	Walking maps appeal to a broad cross-section of the community; but can be tailored to attract specific populations.
Success rate, issues	Walking maps can help people identify appropriate walking routes in their community and encourage greater uptake of walking. It can be difficult to promote the availability of walking maps.
Case study example	The Walking Maps website is published by Victoria Walks and allows people to both create new walks and search for existing walks. Detailed information is available such as photographs, maps, distance and facilities is available and walks can be rated for their difficulty and popularity. Walks can be searched by geographic location, accessibility and features.
Key performance indicators	Rate of use of the map, number of people using the maps to guide their walking.
Process of implementation	Publicizing the website/app people can use to submit their own walking routes or view other suggested walking routes in their area.
Walking Tours	
Program overview	Walking tours are a structured way to engage in walking. Walking tours are a pre-planned route or circuit that can cover a range of topics or themes such as history, heritage, environment and food. Walking tours can be either be guided or self-guided, facilitated through a community group, tourism operator or facilitated through a series of signs, maps or audio content.
User group focus	Walking tours appeal to a broad cross-section of the community; however depending on the content and nature of the tour they can attract specific populations. For example, an historical walk of Traralgon could be a great way to engage with a different user group
Success rate, issues	Walking tours can encourage people to participate in physical activity however the efficacy of infrequent or once-off walking tours is unclear, walking tour programs could be enhanced by developing a series of tours over a number of weeks.
Case study example	The Natural Trust conducts a number of heritage walking tours across Victoria, covering a number of topics and destinations. Participants in walking tours must book in advance and are particularly geared towards community groups and tourist groups.
Key performance indicators	Number of participants and the variety and number of walking tours available.
Process of implementation	Identify landmarks or icons that would be suitable for a walking tour, identify groups or individuals who would be capable of running or facilitating walking tours and promote the walking tour.

Fun Runs	
Program overview	Fun runs are formal events open to members of the community that generally include a fundraising component, this type of event typically requires participants to run or walk over a range of distances. Whilst the event itself may only be conducted on a single day participants are often encouraged by event organizers to train in the lead up to the event and to continue exercising after the event.
User group focus	People who are already engaged in some form of physical activity but have the capacity to do more physical activity are the likely participants in running events.
Success rate, issues	Running events are a high-visibility activity with the potential to engage a wide cross-section of the community in physical activity. The cost and effort required to conduct running events could prevent running events from being a viable option.
Case study example	The Traralgon Harriers Community Fun Run and Walks is an annual running event held in late summer every year. In 2015 over 550 people participated in the event and over \$6,000 was raised for local charities. Individuals, families, schools and workplace teams can register. The event encouraged participants to train and adopt active lifestyles in the lead up to the event.
Key performance indicators	Number of participants in the event, community engagement with the event, improved knowledge of health and fitness.
Process of implementation	Fun runs are large and complex events that require significant resourced and organization. Fun runs typically require identifying a suitable route, recruiting participants, promoting the event and staffing race day.

Cycling in the City Course	
Program overview	The Cycling in the City course is an education program facilitated by the City of Sydney which is designed to give participants the skills and confidence to be an effective bike rider in Sydney's city centre.
User group focus	This program is targeted at people who have proficient bike riding skills but lack the skills and experience to confidently cycle in inner-city environments.
Success rate, issues	Perceptions of on-street cycling safety are a key issue for many people considering adopting active transport. Programs that both educate and improve the skills of participants can have a meaningful impact on perceptions of safety and cycling confidence.
Case study example	The Cycling in the City course involves both classroom lessons and practical cycling activities. The classroom lesson covers topics such as rights and responsibilities, route planning and positioning theory, the practical activities put this information in practice through a number of off-street and on-street drills that mimic scenarios likely to be faced by cyclists in Sydney.
Key performance indicators	The number of participants attending the course, feedback on the course content and the number of people who increase their cycling after attending the course.
Process of implementation	Provision of a suitable facility with classroom and open space for cycling activities. Qualified instructors who can deliver a cycling workshop. Promotion of the course and recruitment of participants.

A Metre Matters	
Program overview	'A Metre Matters' is a campaign run by the Amy Gillett Foundation with the dual purpose of raising awareness of the safe minimum overtaking distance and advocating for it to be legislated in road law. The campaign encourages drivers to adopt safe driving practices around cyclists to avoid accident and injury.
User group focus	The main target of the A Metre Matters campaign is vehicle drivers.
Success rate, issues	The interaction between vehicles and cyclists is a serious issue and the failure of drivers to comply with existing laws to protect cyclists is a major cause of injury and death of cyclists.
Case study example	The information campaign for A Metre Matters primarily involves the use of broadcast advertising which explains the importance of maintaining a minimum distance of 1 metre when overtaking cyclists. Resources such as billboards, bumper stickers and clothing are also used by the campaign particularly in cycling hot-spots where cyclist-car conflicts are likely to emerge.
Key performance indicators	Number of cyclist-car accidents occurring, the number of accidents caused as a result of passing cars and awareness of the safe passing distance.
Process of implementation	Design of campaign material. Display and distribution of materials in targeted areas.

Point-of-decision prompts – Look Before You Walk	
Program overview	Point-of-decision prompts at pedestrian-road intersections are a common way of encouraging safe walking practices from pedestrians. Point-of-decision prompts are signs placed at intersections to encourage pedestrians to look for oncoming traffic before crossing the street.
User group focus	Pedestrians are the primary focus of this intervention.
Success rate, issues	Intersections are a likely location of pedestrian-vehicle accidents, awareness of oncoming road conditions can aide pedestrians to make safe and responsible decisions when crossing the road. Point-of-decision prompts have successfully been used to encourage the use of stairs with various studies finding that point-of-decision prompts improved rates of stair use when prompts were posted.
Case study example	Pedestrian point-of-decision prompts at intersections generally involve prompts painted on the ground at intersections employing a number of simple messages such as 'look right' or 'look both ways before you cross'. Prompts can be strategically located in high-traffic areas, accident hot-spots or intersections close to schools or other sensitive uses.
Key performance indicators	Accident rates at intersections, number of people crossing the street safely.
Process of implementation	Selection of appropriate intersections for point-of-decision interventions. Design of prompt and selection of message to be displayed. Chose appropriate material for prompt.

Don't Tune Out – PSA	
Program overview	The Don't Tune Out campaign was commissioned by the Pedestrian Council of Australia with the aim to change pedestrian behaviour and improve safety outcomes for pedestrians.
User group focus	The target of the campaign is pedestrians, particularly pedestrians who use electronic devices to listen to music/audio.
Success rate, issues	Rates of pedestrian-vehicle accidents have increased in recent years and there is some suggestion that the increased prevalence of portable electronic devices has led to increased numbers of pedestrians crossing intersections distracted and this has resulted in an increase in accidents.
Case study example	The Don't Tune Out campaign employed broadcast advertising on radio, print and billboards and contains images of pedestrians either distracted by electronic devices or staged images of pedestrians who have been involved in accidents as a result of walking distracted.
Key performance indicators	Advertising reach, rates of pedestrian accidents.
Process of implementation	Select campaign message. Design of campaign material. Organized display and distribution of campaign materials.

Cycling in the City: Rusty Riders Course	
Program overview	The Rusty Riders Course is a program delivered by the City of Sydney designed at developing the skills of cyclists who lack the confidence and skills to confidently ride.
User group focus	The focus of the Rusty Riders Course is beginner to intermediate cyclists who may be considering adopting cycling as a mode of transport or a leisure activity.
Success rate, issues	Riding a bike is something that most people learn during childhood however over time the basic riding skills and confidence developed at a young age can be forgotten.
Case study example	The Rusty Riders Course covers a range of cycling related topics relevant to beginner and intermediate cyclists which involves classroom instruction and hands on cycling activities in a controlled environment. Concepts covered in the course include the rights and responsibilities of cyclists, appropriate route planning, correct road-cycling positioning and basic bicycle control and technique.
Key performance indicators	Number of people accessing the course and the number of participants who adopt cycling after the course.
Process of implementation	Provision of a suitable facility with classroom and open space for cycling activities. Qualified instructors who can deliver a cycling workshop. Promotion of the course and recruitment of participants.

Latrobe City Traffic School	
Program overview	The Latrobe City Traffic School is an educational facility owned by the Latrobe City Council that provides traffic safety education programs for children across the region including pedestrian and bike safety. The school runs a traffic safety and pedestrian education session with a qualified traffic educator and included hands on and practical activities in a controlled environment.
User group focus	The education programs provided by the traffic school are targeted to children of pre-school through to primary school age.
Success rate, issues	Traffic schools are an effective way to provide traffic education as they allow students to engage in hands on activities in a controlled environment under the supervision of qualified traffic educators.
Case study example	A typical lesson at the Latrobe traffic school includes classroom instruction and practical activities. A lesson generally covers topics such as traffic safety, pedestrian education and hands-on use of traffic lights, roundabout, railway crossing, helmets and bikes.
Key performance indicators	Number of participants in programs, number of schools in the region accessing the program, traffic safety literacy of children in the region.
Process of implementation	Provision of a suitable facility and qualified traffic educators, engagement with schools from the region.

LiveLighter	
Program overview	LiveLighter is a campaign aimed at helping the Australian population lead healthier lifestyles by making changes to what they eat and drink, and increasing their levels of physical activity. The campaign provides general health recommendations and information on how to lead a healthier lifestyle including issues such as food, nutrition and physical activity. It doesn't include localised information.
User group focus	LiveLighter campaign is targeted at the wider Australian population.
Success rate, issues	Whilst broad based information campaigns may communicate important health messages they typically are unable to communicate relevant and usable information that can be directly applied by audiences. Generalised information campaigns can be supported with supplementary community based programs that are relevant to community needs.
Case study example	The information campaign for LiveLighter provides general health recommendations and tips on how to lead a healthier lifestyle including issues such as food, nutrition and physical activity.
Key performance indicators	Number of people accessing resources, awareness of the campaign and its aims, level of education in the community.
Process of implementation	Research for content of campaign and design of campaign materials. Display and distribution of materials.

Parkrun	
Program overview	A parkrun is a free weekly running event facilitated by parkrun volunteers. Participants compete in a weekly 5 km timed run on a designated course in a parkland environment. Events are held across 112 locations across Australia and new locations are regularly established where there is community demand for it.
User group focus	Events facilitated by parkrun are open to people of all abilities from beginners to more experienced runners with a focus on recreational running and increasing participation.
Success rate, issues	There are 7,669 parkrun events across Australia with an average of 127 people participating in each event.
Case study example	The Traralgon parkrun has recently been established and the first event is scheduled to be held in April 2015, the event will be held every Saturday at 8:00am over a 5 km course through Agnes Brereton Park. Participants are required to register online in order to participate and receive a time for their run. Participants will be invited to meet up and socialise with other participants after the run in a local cafe to foster a sense of community.
Key performance indicators	Number of parkrun participants, number locations hosting parkrun events, the health and wellbeing of participants.
Process of implementation	Recruitment of a local volunteer to lead the local event, identification of suitable running course, promotion of the event to potential participants, hosting the event.

B

APPENDIX

PATH TYPES AND SERVICE LEVELS

This appendix comprises of a technical report looking at path service levels, Paths and Network Hierarchy reviewing User Groups, Path Design, Intersections and Crossings and Additional Considerations.

SERVICE LEVEL CROSS SECTIONS

Facility Type	LOS [1]	Location [2]	Characteristics	Comments	Cross-Section (Typical)
Priority Routes	HIGH	On-Road (60km/h)	<p>Includes an off-road shared path and on-road bike lane.</p> <p>Buffers between the parking lane and the traffic lane increase the safety of riders and visually narrow the road carriageway (which promotes lower speeds).</p> <p>Bike lanes should have green surface treatments at conflict zones (across side roads and adjacent to turn lanes).</p> <p>Bicycle storage boxes (green surface) should be provided at all signalised intersections</p>	<p>Provides for both on-road (confident) and off-road (less confident) riders</p> <p>The shared path should be widened to 3.0m if there is room available</p> <p>Painted buffer widths can be reduced where existing carriageway widths are constrained.</p> <p>The bike lane would be located kerbside if there is no parking.</p>	
	LOW	On-Road (80km/h)	<p>As above, noting that a physical separator would further enhance the safety of riders.</p>	<p>On roads with speeds of 80km/h, the recommended facility is off-road (see Figure 2.2 in Cycling Aspects of Austroads Guides)</p>	
	VERY HIGH	Off-Road	<p>Separated path for both cyclists and pedestrians</p> <p>Paths should have priority at local road crossings and have signalised crossing facilities at major road crossings.</p>	<p>This represents the best level of service in terms of safety and user experience.</p> <p>Safest treatment to encourage accessibility from all ages (young children through to elderly)</p>	
	HIGH	Off-Road	<p>Wide two-way shared pathway</p> <p>Separated from traffic.</p> <p>Typically located in a wide road reservation or through parklands and used commuting and recreation</p> <p>Paths should have priority at local road crossings and have signalised crossing facilities at major road crossings.</p>	<p>Should include path-side amenities such as seats, bins, drinking fountains, shade trees.</p>	

Facility Type	LOS [1]	Location [2]	Characteristics	Comments	Cross-Section (Typical)
Local Routes	MEDIUM	On-Road (50km/h)	<p>Minimum 1.2m wide footpath.</p> <p>Basic standard for local residential areas. Wider paths (1.5m) are preferable where space permits.</p> <p>Crossings will typically be in the form of kerb ramps or pedestrian refuges where warranted</p>	<p>No specific provision for cyclists.</p> <p>Recommend reducing the speed limit to 40km/h on low volume local roads that are designated cycle routes.</p> <p>Could be supplemented with painted bike symbols (or 'sharrows') on the road, or, preferably, if space permits, provide exclusive bike lanes.</p>	<p>1.2 (MIN) FOOTPATH VARIES VERGE VARIES MIXED TRAFFIC (VOL <3000VPD)</p>
	HIGH	Off-Road	<p>Sealed, off-road shared path</p> <p>Typically located through parklands and serving a recreational function</p>	<p>Similar to the Priority Route off-road treatment but with a reduced width.</p>	<p>2.5 SHARED PATH</p>
Walking Trails	MEDIUM	Off-Road	<p>Unsealed walking track/trail</p> <p>Typically located through parklands and bushlands and serving a recreational function. Designed to fit in with natural environment.</p>	<p>Not necessarily suitable for mobility impaired users.</p> <p>Not specifically designed for bikes (i.e. not a shared path)</p>	<p>1.5-2.0 UNSEALED PATH</p>

[1] LOS – Level of Service (VERY HIGH - HIGH – MEDIUM – LOW - VERY LOW)

[2] On-Road – relates to areas within the road reserve

C

APPENDIX WALKING AUDITS

This appendix comprises detail walking audits conducted with in each of the case studies presented in the report.





Tracks Trails & Paths Strategy Implementation Plan 2016-2021

A five year implementation plan for paths, seating, drinking
fountains and lighting.

Tracks Trails and Paths Strategy—Implementation Plan 2016—2021

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Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

The Tracks Trails and Paths Implementation Plan 2016-2021 provides guidance for the funding and delivery of priority projects for infrastructure, programs and communication.

The priorities identified in this implementation has been developed to address each of the recommendations in the Tracks Trails and Paths Strategy.

The recommendations and subsequent priorities align directly to:

- Latrobe City Council Plan 2013-2017
 - ⇒ Appropriate, Affordable & Sustainable Facilities, Services & Recreation
 - ⇒ Planning for the Future
- Municipal Public Health and Wellbeing Plan 2013-2017
 - ⇒ Being Active
- Latrobe City Council Public Open Space Strategy
- Latrobe City Council Play Space Strategy and Improvement Plan 2016-2021

The recommendations directly respond to the results of an audit of Council's current path assets as well as feedback provided from the community during the engagement activities for the Draft Tracks Trails and Paths Strategy.

The recommendations have been categorised by:

- Infrastructure
- Programs
- Communication

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Tracks Trails and Paths recommendations

- That the Latrobe: Be in it network should be the focus Council's active transport infrastructure investment programs for some years to come.
- That Council develop and implement a signage strategy for the Latrobe: Be In It network.
- That seating is placed at points where priority paths meet other facilities, or at common stopping points.
- Drinking fountains are recommended for locations of greater usage, for example where priority paths meet sports grounds or parks and high use retail areas.
- That Council give critical priority to paths to bus stops and train stations.
- That Council give priority to filling gaps in footpath connectivity, prioritised by means of a path service priority matrix.
- That when network gaps are planned, or infrastructure upgrades are programmed, the works should be designed to DDA compliance.
- Primary routes should be signed indicating distance to destinations such as parks, schools and shops as well as toilet facilities.

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Linear Paths – Parks & Reserve Implementation plan 2016 - 2021

Latrobe City Council is endowed with a very good range of parks and linear reserves, situated across the municipality. Despite the strength of the current path network, at the time that many parks or linear reserves were developed a path network was not required to be constructed by developers. Current practice is to now require developers (on behalf of Council) to construct paths or where appropriate shared paths in parks and linear reserves.

A priority matrix has been developed for the assessment of these projects. This includes:

- Links and paths within open space reserves
- Provides access to play spaces and within reserves
- Activation of linear reserves (green belts) and reserves for access to schools, play spaces, public transport and key destinations
- Encourages passive exercise opportunities
- Demonstrated community need

Year 1 – 2016/17

Location	Actions	Budget
Traralgon	Riverslea Boulevard to Parkwood Way and	\$46,000
Morwell	Northern Reserve (Holmes Rd to Latrobe Rd)**	\$32,000
Churchill	Watson Park**	\$38,500
Moe	Orion Court to Prince Street	\$31,000
Yinnar	Alfred Street – connect play space to existing	\$32,250
Morwell	The Boulevard through to Waterhole Creek	\$19,750
Total		\$199,500

**Both the Northern Reserve & Watson Park play spaces are being upgraded during 2015/16 as part of the final year 5 actions from the Playground Improvement Implementation plan (2011-2016)

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Linear Paths—Parks & Reserves

Year 2 – 2017/18

Location	Actions	Budget
Traralgon	Bond Park – Christenson Close to Conway	\$30,000
Morwell	Northern Reserve (Collins Street)	\$58,500
New-	Dinwoodie Drive Reserve	\$37,000
Churchill	Gaskin Park (Switchback Rd) to connect to Gaskin Rise development	\$66,500
Total		\$192,000

**The Bond Park play space is to be upgraded as part of the year 2 actions identified in the Play Space Improvement Plan 2016 -2021

Year 3 – 2018/19

Location	Actions	Budget
Morwell	Sir Norman Brooks Park – McDonald Street through to Margaret Street	\$31,000
Moe	Joe Tabuteau Reserve – park & playground	\$53,000
Moe	Hawker Street to Bristol Street	\$51,000
Traralgon	Tulloch Way to Liddiard Road (Think Big Re-	\$47,250
Churchill	Walkley Park (Play Space)	\$20,000
Total		\$202,250

**The play space in the Think Big Reserve will be upgraded as part of the year 3 actions identified in the Play Space Improvement Plan 2016-2021

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Linear Paths—Parks & Reserves

Year 4 – 2019/20

Location	Actions	Budget
Traralgon	Grubb Avenue to Inverness Way	\$34,750
Morwell	Barry Street Reserve (Play Space) from Cynthia Street through to Hyland Street	\$31,000
Moe	Scott Avenue	\$47,000
Yinnar	Link Centenary Park to the Yinnar Skate Park**	\$63,500
Total		\$176,250

**The play space in Centenary Park will be upgraded as part of the year 4 actions identified in the Play Space Improvement plan 2016 -2021

Year 5 – 2020/21

Location	Actions	Budget
Churchill	Andrews Park West**	\$80,000
Morwell	Berg Street Play space**	\$54,000
Traralgon	Medew Reserve (Play Space) connecting Strathcole, Pepperdine & Morgan**	\$70,000
Total		\$204,000

**The play spaces in Andrews Park West Churchill, Berg St Morwell and Medew Reserve Traralgon will be upgraded as part of the year 5 actions identified in the Play Space Improvement plan 2016-2021.

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Missing Links Paths - Implementation plan 2016 - 2020

Missing link paths are generally paths that were not constructed at the time of subdivision development in residential areas across Latrobe City. Many of these missing links are in older existing developments constructed during the 1970's and 1980's.

The lack of a footpath in these areas detracts from the strength of the local path network and discourages the community from using certain areas or causes them to use the road network, which is sometimes dangerous and always less than ideal.

Projects identified for delivery in the next five years are predominantly identified for the towns of Traralgon, Morwell, Churchill and Moe as these are the areas with the greatest number of missing links.

A priority matrix has been developed for the assessment of these projects. This includes:

- Links within commercial precincts (major towns and small town main streets).
- Links to commercial areas.
- Links to transport networks (Railway stations, bus terminals, local bus stops, cycling networks).
- Community precincts (Elderly Citizen Centres, schools, community centres, sports stadiums, recreation reserves).
- Demonstrated community need

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Year 1 – 2016/17

Location	Actions	Budget
Yinnar	Chapel Street- Linkage between paths on a busy road	\$8,500
Traralgon	Howitt Street- Path link from Doorty Park Hickox St through to Lid-diard Rd	\$92,250
Churchill	Acacia Street- Access across Monash Way	\$7,500
Morwell	Davey Street-Maintenance and new path	\$36,250
Morwell	Julia Street- Elgin Street to Commercial Road	\$13,750
Traralgon	Davison/Franklin – Link to the footbridge from Traralgon Tennis Centre to Agnes Brereton Reserve	\$47,250
Traralgon	Field Court- Link through reserve	\$19,750
Traralgon	Hazelwood Road- Link to Dalkeith facility	\$13,750
Total		\$239,000

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Year 2 – 2017/18

Location	Actions	Budget
Moe	Cemetery Road – Link to the bus stop	\$12,250
Morwell	Patricia Street – Link from Joy St to connect to Latrobe Road	\$13,750
Traralgon	Bank St – continue path along Bank Street to connect to Emerald Waters residential development	\$100,000
Traralgon	Ormond St to Mapleson Drive	\$91,000
Glengarry	Rhodes Court – Internal link from	\$13,750
Total		\$230,750

Year 3 – 2018/19

Location	Actions	Budget
Traralgon	McNairn Road (A) – Rail crossing needs to be resolved	\$101,000
Moe	Bayley Street – path link to Bayley Street Reserve play space**	\$20,000
Morwell	Crinigan Road – Path from existing network east of Beattie Crescent to Crinigan Road South Reserve	\$48,250
Boolarra	Church Street – Link to elderly accommodation units	\$8,500
Churchill	Opposite Acacia Way through to Mackeys Road path network	\$67,250
Total		\$245,000

**The play space in Bayley Street Reserve will be upgraded as part of the year 3 actions identified in the Play Space Improvement plan 2016-21.

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Year 4 – 2019/20

Location	Actions	Budget
Tyers	Mt Hope Road	\$80,000
Moe	Coalville Road	\$90,000
Traralgon Sth	Keith Morgan Drive	\$80,500
Total		\$250,500

Year 5 – 2020/21

Location	Actions	Budget
Traralgon	McNairn Road (B) – Rail crossing needs to be re-solved	\$ 58,500
Moe	Saviges Road – link from Mitchells Road	\$177,000
Total		\$235,500

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Aspirational paths - Implementation plan 2016 - 2021

Physically separated facilities such as paths or shared-use paths for pedestrians and cyclists are a great way to encourage more walking and cycling. Shared-use paths provide off-road connections that can be used for recreation and active transport.

Shared-use paths attract both cyclists and pedestrians. Special care must therefore be taken in the planning and design of such paths to provide a satisfactory experience for cyclists, and safe sharing of the facility with a variety of users (walkers, runners, dog walkers etc.) of differing speeds and abilities.

A number of 'aspirational' paths were identified following community engagement activities for the Tracks, Trails and Paths Strategy. Many of these 'aspirational' paths are identified in or link to rural communities or areas of interest such as rail trails, lakes and other tourist attractions in Latrobe City.

In order to assess the merits of these 'aspirational' paths, a cost benefit analysis as well as a health and economic assessment should be undertaken. This process can be completed via a desktop analysis.

Cost Benefit Analysis

Cost Benefit Analysis (CBA) is an economic evaluation technique that measures all the positive (beneficial) and negative (costly) consequences of an intervention or program in monetary terms. The valuation of all program outcomes in monetary units allows decision makers to directly compare the outcomes of different types of interventions.

Health Economic Assessment Tool

To facilitate evidence-based decision-making, the World Health Organisation has developed, in collaboration with experts, an online tool to estimate the value of reduced mortality that results from regular walking or cycling.

The health and economic assessment tool (HEAT) for cycling and walking:

- Is intended to be part of comprehensive cost–benefit analyses of transport interventions or infrastructure projects;
- Complements existing tools for economic valuations of transport interventions, for example on emissions or congestion;
- Can also be used to assess the current situation or past investment;
- Is based on best available evidence, with parameters that can be adapted to fit specific situations.

HEAT calculates the answer to the following question: if x people cycle or walk y distance on most days, what is the economic value of mortality rate improvements?

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Aspirational paths - Implementation plan 2016 - 2021

Year 1 – 2016/17

Location	Actions	Budget
Churchill	Off road Path to extend from Nadenbouschs Rd Churchill to Hazelwood Pondage	Assessment to be undertaken within existing resources of the Recreation & Open Space Team
Yinnar	Off road Path to extend from Yinnar township to Hazelwood Pondage	Assessment to be undertaken within existing resources of the Recreation & Open Space Team

Year 2 – 2017/18

Location	Actions	Budget
Morwell	Off road path from Morwell to Churchill	Assessment to be undertaken within existing resources of the Recreation & Open Space Team
Yallourn North	Off road path from the Yallourn North township to George Bates Reserve	Assessment to be undertaken within existing resources of the Recreation & Open Space Team
New-borough	Path around the north side of Lake Nar-racan	Assessment to be undertaken within existing resources of the Recreation & Open Space Team

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Aspirational paths - Implementation plan 2016 - 2021

Year 3 – 2018/19

Location	Actions	Budget
Moe	A shared path to extend from Moe to Morwell	Assessment to be undertaken within existing resources of the Recreation & Open Space Team
Moe	Path extension from the end of the Moe Yallourn Rail Trail at Halls Bay to extend to the township of Yallourn North	Assessment to be undertaken within existing resources of the Recreation & Open Space Team

Year 4 – 2019/20

Location	Actions	Budget
Yallourn North	Path to extend from the Yallourn North Township to the George Bates Reserve	Assessment to be undertaken within existing resources of the Recreation & Open Space Team

Year 5 – 2020/21

Location	Actions	Budget
Traralgon	Path through the Regional Outfall Sewer from Marshalls Rd over the Traralgon Creek to Bradman Boulevard	Assessment to be undertaken within existing resource of the Recreation & Open Space Team

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Other Infrastructure (Drinking fountains, cycle racks/storage etc.)

Recommendation

Drinking fountains are recommended for locations of great usage, for example where priority paths meet sports grounds or parks and high use retail areas.

Drinking Fountains

The development of the Tracks, Trails and Paths strategy has identified that there is a lack of public drinking fountains in all towns of Latrobe City. Drinking fountains are essential public infrastructure; encouraging people, who are using our public spaces to recreate, visit and exercise in a safe and healthy way, especially during the warmer months. Drinking fountains also addresses a serious environmental concern over the over-reliance of plastic water bottles.



The Play Space Strategy has identified that all district and regional level play spaces should have a drinking fountain. The implementation plan for the Play Space Strategy has identified that the following district level facilities will have drinking fountains installed when the play spaces are upgraded or funding becomes available:

Northern Reserve Collins Street Morwell,
Morwell Recreation Reserve Travers Street (new play space)
The Downs Reserve Crosses Road Traralgon
Bradman Reserve Traralgon
Hubert Osborne Park Traralgon
Hearn Park Moe
Glendonald Park Churchill
Lions Park Yallourn North
Apex Park Glengarry
Hazelwood Pondage Reserve
Tyers Play Space
Yinnar Centenary Park

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Action	Year	Budget
Install drinking fountains on or near the following list of sites in Latrobe City	2016-2021	\$2200 per site allocation
TOTAL		\$50,000

Traralgon sites

The following sites have been identified as priority sites for the installation of drinking fountains:

- Kay Street shared path (1)
- Kay Street shared path (2)
- Tyers Road shared path (Rod Dunbar Reserve Play Space)
- Banks Street shared path
- Traralgon Creek shared path (Eric Taylor Reserve)
- Shakespeare Street shared path (near Liddiard Rd roundabout)

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Morwell

- Waterhole Creek shared path (The Boulevard Play Space)
- Waterhole Creek shared path (Crinigan Road Reserve)
- Northern Reserve (Northern Reserve Play space)
- Maryvale Reserve
- Morwell Recreation Reserve

Moe

- Moe Botanic Gardens shared path
- John Field Drive shared path
- Narracan Drive path

Churchill

- Eelhole Creek shared path (near Skate park)
- Andrews Park West
- Gaskin Park

Traralgon South sites

- Traralgon South Recreation Reserve

Toongabbie

- Gippsland Plains Rail Trail
- Toongabbie Village Green

Glengarry

- Glengarry Recreation Reserve

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Signage

Recommendations

Primary routes should be signed indicating distance to destinations such as parks, schools and shops as well as toilet facilities.

That Council develop and implement a signage strategy for the Latrobe: Be In It network.

Wayfinding signage helps people navigate their way through the urban landscape. Good wayfinding signage also details walking distance and/or time to key locations.

Good signage should be able to respond to the following questions:

Where am I now?

Where do I want to go?

How do I walk or cycle there?

How long will it take to walk or cycle there?

What is the safest walking or cycling route?

What else is in the area – shops, services, attractions, other places to visit?

Latrobe City Council has a wide range of signage. This includes:

Street name signage

Directional signage

Information signage

Wayfinding signage to significant tourist or local attractions (this is very limited)

Tourist information signage

Car parking signage

Information about distance to and how long it will take to reach a destination will influence people's behaviour, particularly when it comes to making a choice to walk or cycle.

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Key Actions

Action	Year	Budget
Develop a wayfinding signage strategy that aligns with the Latrobe: Be in it program for Latrobe City Council's path network that provides direction for the following: Signage design (including Community Information signage for CBD's) Signage location Key information provided (You are here, distance to toilets, drinking fountains, community facilities etc.) Link to the ParksTrack app on the signage A prioritised list of signage projects for future implementation	2017/18	\$50,000

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Seating

Recommendation

That seating be placed at points where priority paths meet other facilities, or at common stopping places

Seating infrastructure is already a key focus in the development and management of public open space at Latrobe City Council. The draft Play Space Strategy has identified to need for additional seating to be installed in most local and district level play spaces, along with supporting path infrastructure.

An allocation of capital works already identifies the need to replace inappropriate or non-serviceable street furniture, which includes seating infrastructure. This capital program is scheduled to continue as an annual allocation.

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Lighting

Lighting in parks and linear reserves encourages greater participation and activation of our public spaces, especially during the early morning, early evening and the cooler months, when the amount of daylight is reduced.

Lighting provides better surveillance and improves the perception of safety for those community members that are concerned about their safety and wellbeing.

Year 1 2016/17 Design & Cost actions

Location	Actions	Budget
Traralgon	Design and determine costs of the installation of reserve lighting to the Kay Street shared	Assessment to be undertaken within existing resource of the Recreation & Open Space Team
New-borough	Design and determine costs of the installation of lighting to the Montane Boulevard to Haigh Street shared path*	Assessment to be undertaken within existing resource of the Recreation & Open Space Team

*subject to VicRoads approval

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Year 2 2017/18 Design & Costs actions

Location	Actions	Budget
New-borough	Design and determine costs of the installation of reserve lighting to the John Field Drive	Assessment to be undertaken within existing resource of the Recreation & Open Space Team
Churchill	Design and determine costs of the installation of reserve lighting at Eelhole Creek shared	Assessment to be undertaken within existing resource of the Recreation & Open Space Team
Traralgon	Design and determine costs of the installation of reserve lighting at Agnes Brereton Re-	Assessment to be undertaken within existing resource of the Recreation & Open Space Team

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Year 3 2018/19 Design & Costs actions

Location	Actions	Budget
Traralgon	Design and determine costs of the installation of reserve lighting at Tyers Rd shared path	Assessment to be undertaken within existing resource of the Recreation & Open Space Team
Morwell	Design and determine costs of the installation of reserve lighting at Northern Reserve	Assessment to be undertaken within existing resource of the Recreation & Open Space Team
Churchill	Design and determine costs of the installation of reserve lighting at Gaskin Park Churchill	Assessment to be undertaken within existing resource of the Recreation & Open Space Team

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Year 4 2019/20 Design & Costs actions

Location	Actions	Budget
Traralgon	Design and determine costs of the installation of reserve lighting at Doorty Park Traralgon	Assessment to be undertaken within existing resource of the Recreation & Open Space Team
Traralgon	Design and determine costs of the installation of reserve lighting at Tyers Road Traralgon	Assessment to be undertaken within existing resource of the Recreation & Open Space Team
Morwell	Design and determine costs of the installation of reserve lighting at Sir Norman Brookes Park	Assessment to be undertaken within existing resource of the Recreation & Open Space Team

Tracks Trails and Paths Strategy—Implementation Plan 2016-2021

Year 5 2020/21 Design & Costs actions

Location	Actions	Budget
Morwell	Design and determine costs of the installation of lighting in Sir Norma Brookes Park	Assessment to be undertaken within existing resources of the Recreation & Open Space team.



PROJECT CONTROL

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PROJECT CONTROL

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A Volcanic Rock Pile on the Spring Hill Cone



ENCLOSURE 1 (TRACKS TRAILS AND PATHS)

PROJECT BRIEF

The Latrobe City Tracks, Trails and Paths Strategy is a municipal wide strategy to guide planning, development, management and promotion of tracks, trails and paths.

The project objectives are:

- Provide an appreciation of the benefits of walking and cycling and active transport in achieving councils strategic direction towards community health and wellbeing.
- To evaluate the existing walking and cycling networks to assess the connectivity, adequacy in operation, safety, comfort and amenity.
- Provide strategies for improving the function of walking and cycling so they become a viable transport and recreation option for all Latrobe City visitors and residents.
- Coordinate planning and delivery of priority walking and cycling infrastructure including assisting in directing capital works expenditure.
- Establish principal pedestrian networks in the four major towns of Traralgon, Morwell, Moe and Churchill based around key activity centres.
- Identify opportunities to link planned or guided walks for walking groups or tourism based upon the principal pedestrian networks.
- Develop long-term management/service plans for renewing and upgrading of Council paths, trails and cycle infrastructure.
- Develop strategies for promotion, education, advocacy and support of walking and cycling to create a culture within Latrobe City which respects and embraces walking and cycling both at a strategic decision making level and at a local community level.
- Develop strategies for the promotion, education, advocacy and support for users of mobility devices.
- Develop a consistent approach to signage and branding the pathway, tracks and trails network in Latrobe City.
- Ensure that all engagement methods used in the consultation process have regard to the Seven Principles of Universal Design to ensure that the master plan recommendations incorporate the following concepts:
 - Equitable use;
 - Flexibility in use;
 - Simple and intuitive;
 - Perceptible information;
 - Tolerance for error;
 - Low physical effort
 - Size and space for approach and use.

BACKGROUND

Latrobe City Council is located in eastern Victoria in the Gippsland region. It has a land area of 1,426 square kilometres and a population of over 72,000 people.

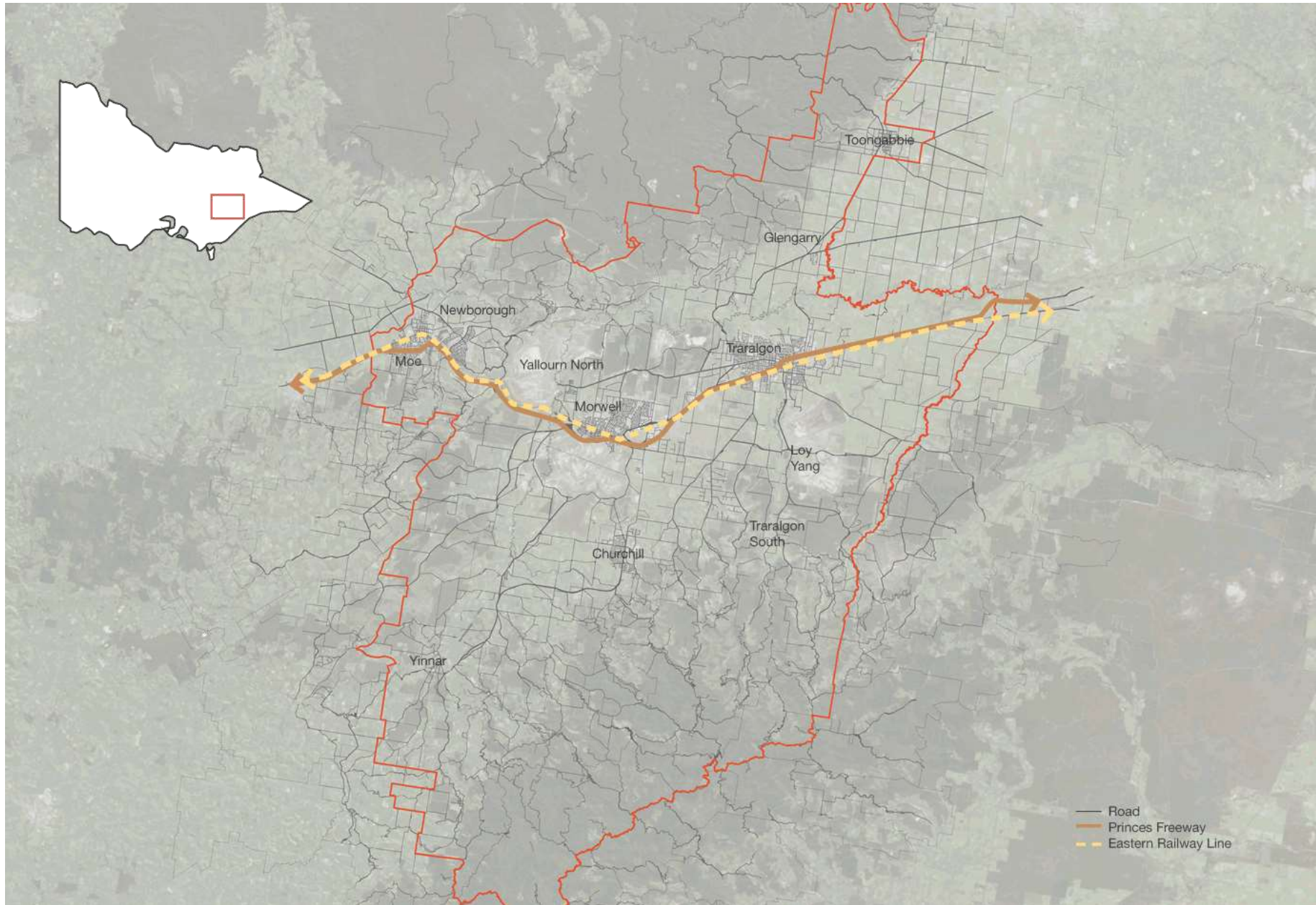
Latrobe City scores 939.7 on the Socio-Economic Index For Areas (SEIFA) which is lower than the Regional Victorian average of 978.0 in terms of level of advantage.

Increasing walking and cycling within Latrobe City are elements imperative to delivering on the strategic objectives of the Latrobe City Council Plan (2013 – 2017) .

The Council produced a Municipal Public Health and Wellbeing plan for 2013 to 2017 which outlines residents and the councils goals of improving the health and wellbeing of people in the area which includes developing a Tracks, Trails and Paths Strategy.

A bicycle plan was adopted in 2007 that looked at the physical connections between areas and focussed more on bicycle use on roads.

The need for a Tracks, Trails and Paths Strategy for Latrobe City was clearly identified as a priority recommendation in the Public Open Space Strategy (2013).



LOCATION

Latrobe City Council is located in eastern Victoria in the Gippsland region. It has a land area of 1,426 square kilometres and a population of over 72,000 people.

Primarily there are four main towns- Moe/ Newborough, Morwell, Traralgon and Churchill. It also comprises of seven smaller towns of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar, with a number of rural settlements including Hazelwood North, Yinnar South and Flynn.

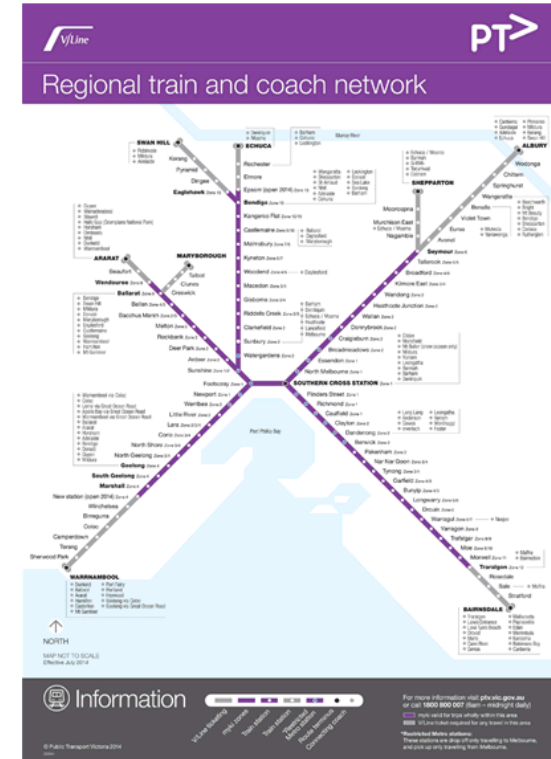
MUNICIPAL CONNECTIONS

The primary transport connections run east west connecting to the neighbouring municipality of Baw Baw to the west and Wellington to the east. The neighbouring municipality of South Gippsland is to the south west.

The Princes Highway connects the major population centres as well as to Melbourne and along the coast, north to Sydney.

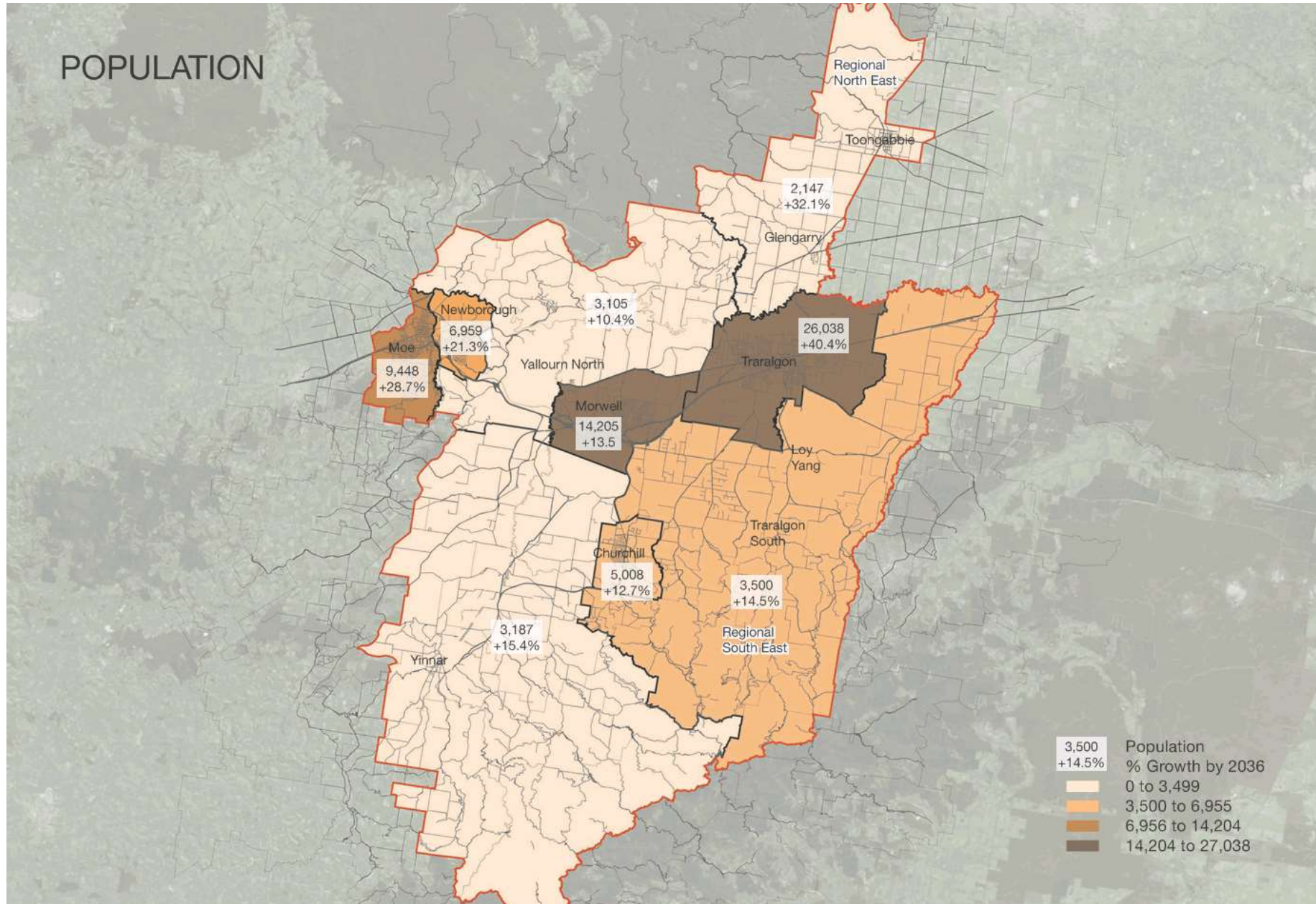
The Regional V/Line Eastern train line connects Southern Cross Station in Melbourne, through the South Eastern suburbs to Warragul in the east. To the west the line connects to Rosedale, sale ending in Stratford. The service has stations at Moe, Morwell and Traralgon within the Municipality.

There is limited space for bicycle storage on this regional train line inhibiting free use of bicycle trails and train connections.





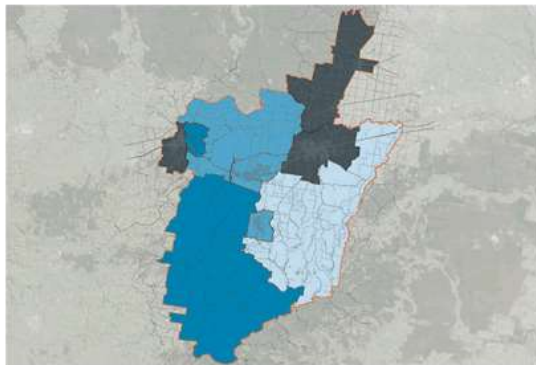




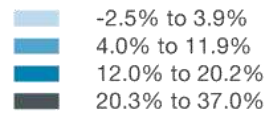
The Census population of Latrobe City in 2011 was 74,402 people with a population density of 0.51 persons per hectare. The Greater Traralgon area is the most populated area followed by Morwell then Moe. The Regional North East with the settlements of Glengarry and Toongabbie has the lowest population yet is predicted to have the second highest growth over the next

twenty years. Traralgon is expected to have the highest population growth with Moe and Newborough to also have greater growth. Churchill and the Regional North is expected to have low population growth. Overall the greater Traralgon area is the highest in population with the highest predicted growth with the under populated Regional North East following behind.

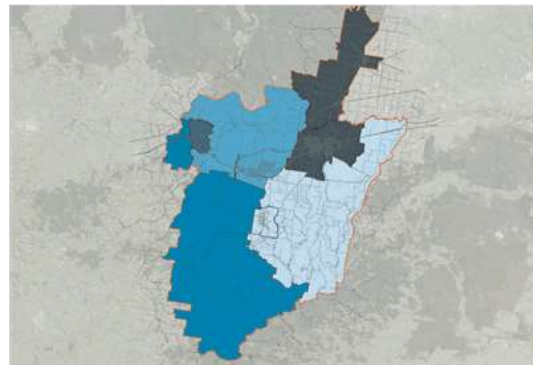
The Census population of Latrobe City in 2011 was 72,402, living in 32,478 dwellings with an average household size of 2.38.



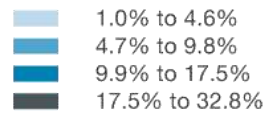
POPULATION GROWTH IN AGES 0-20 YEARS



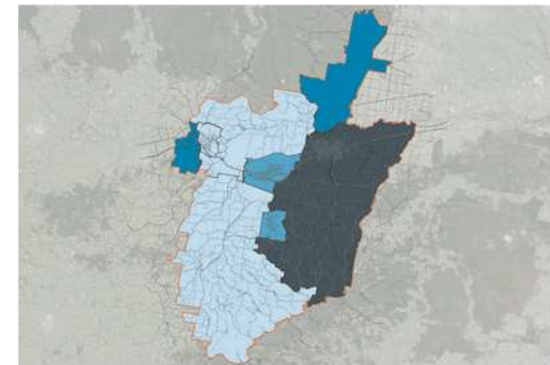
Population growth over the next twenty years for ages 0-20 is estimated to increase dramatically in Traralgon, the Regional North-East and Moe. This indicates a rise in new families in these areas. The Regional South East is expected to decline in younger groups.



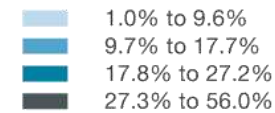
GROWTH IN AGES 20-50 YEARS



For ages 20 to 50 the Regional North East and Traralgon are expected to increase considerably, as well as Newborough, over the next twenty years. There is no decline in population growth for this age segment across the whole of Latrobe City.

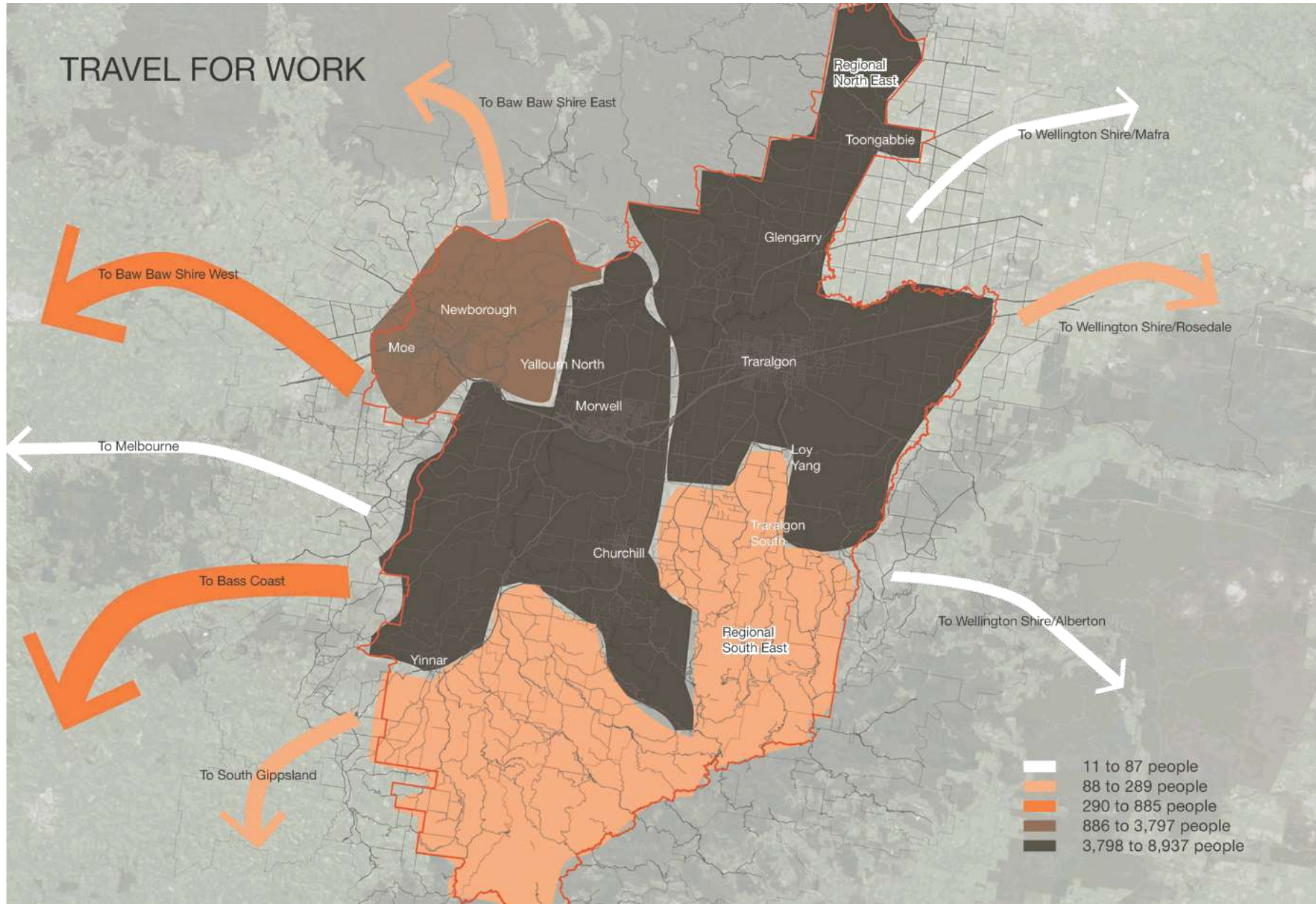


GROWTH IN AGES 50+ YEARS



People aged over 50 years are expected to increase significantly in Traralgon and the Regional South East indicating a rise in retirees, who may have mobility issues over time.

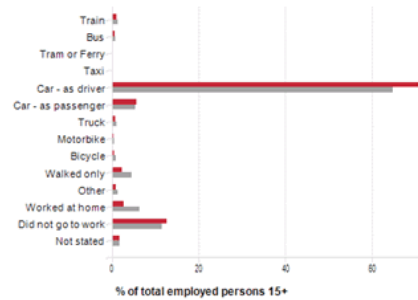
Source: profile.id.com.au



The map on the previous page indicates travel out of the Statistical Local Area (SLA) for work, highlighting that many workers live and work in the same area. Workers who do travel out of their local area tend to travel to neighbouring SLA's, and very few travel to Melbourne.

This indicates that alternative transport options such as walking or cycling to work are possible for many people.

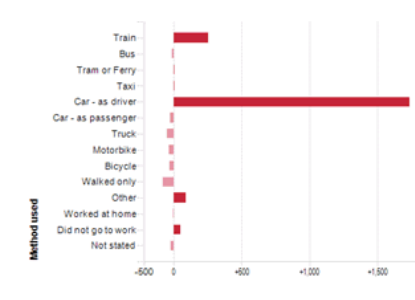
In 2011, 3,087 (10.2%) of Latrobe City's working residents travelled outside of the area to work.



METHOD OF TRAVEL TO WORK

■ Latrobe City
■ Regional Victoria

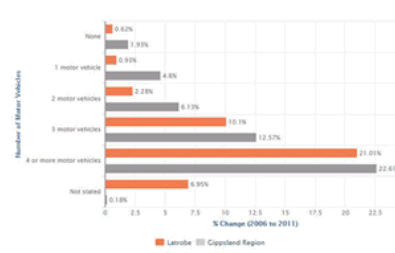
Most people drive to work in Latrobe with few passengers. The use of bicycles as transport to work is virtually non-existent, with few walking and is less than the Regional Victorian average.



CHANGE IN METHOD OF TRAVEL (2006-2011)

■ Increasing
■ Decreasing

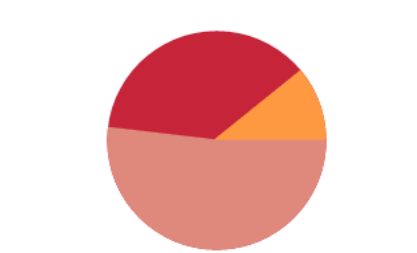
Between 2006 to 2011 driving to work by car increased in Latrobe, whereas walking and bicycling decreased.



CHANGE IN CAR OWNERSHIP (2006-2011)

■ Latrobe City
■ Gippsland Region

Car ownership is increasing in Latrobe.



RESIDENTIAL LOCATION OF WORKERS (2011)

■ Live and work in same SLA
■ Live and work in different SLA
■ Work outside Latrobe

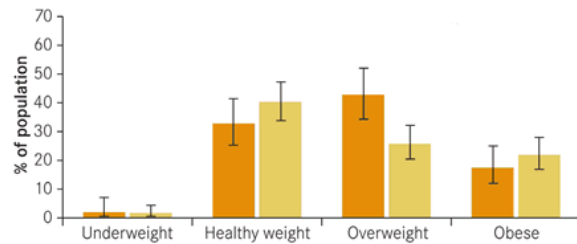
Over half of Latrobe's workers travelled to work in the same Statistical Local Area (SLA), which indicates that the option of using alternative means of transport such as walking or cycling may be possible for some.

Source: profile.id.com.au

HEALTH

Latrobe City residents are more over weight than the average Victorian. Statistics indicate that in 2008 88% of residents did not meet the dietary guidelines for vegetable intake, which is an important factor in health as well as exercise. Levels of physical activity are low but not significantly below the state average.

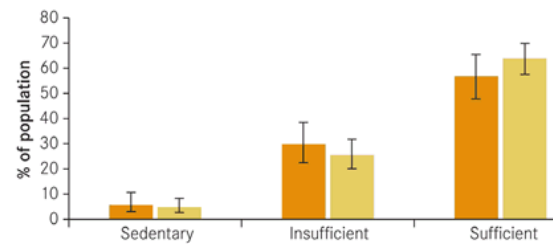
40% of Latrobe residents had visited green space at least weekly in the previous three months which is lower than the state average. (50%)



WEIGHT OF ADULTS (2008)

Legend: Latrobe Males (Orange), Latrobe Females (Yellow)

The Victorian Population Health Survey in 2008 indicated that Latrobe City has a significant number of people who are overweight or obese, with around 40% of females and 33% of males at healthy weight. In 2010, a Gippsland wide survey revealed 45% of males and 28% of females in the Region were overweight, similar to all Victorian males and females (41% and 25% respectively). There were higher proportions of males (20%) and females (21%) in the Region who were obese, compared with Victorian males (18%) and females (15%). Males in the Region were also more likely to be overweight than their female counterparts.

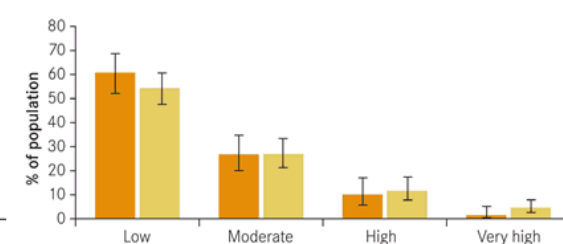


LEVELS OF PHYSICAL ACTIVITY (2008)

Legend: Latrobe Males (Orange), Latrobe Females (Yellow)

In 2008, Vichealth reported 56% of males and 63% of females in Latrobe City met physical activity guidelines similar to Victorian males and females (61% and 59% respectively).

In 2010, 57% of males and 62% of females in Gippsland met the physical activity guidelines, similar to Victorian males and females (61.2% and 57.1% respectively). There were no differences in physical activity levels between the Region and Victoria overall, or between males and females in the Region.



LEVELS OF PSYCHOLOGICAL DISTRESS (2008)

Legend: Latrobe Males (Orange), Latrobe Females (Yellow)

40% to 45% of people in Latrobe had levels of Psychological Distress, measured from moderate to very high. There was no difference between Latrobe and the Victorian average.

The Australian Psychological Society recommends that regular exercise will help to reduce anxiety by providing an outlet to let off stress that builds up in the body.

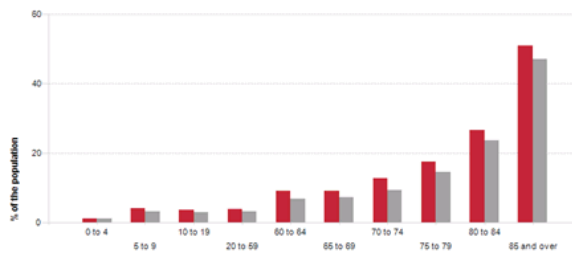
Source: profile.id.com.au

BARRIERS TO EXERCISE

Physical ability to participate in exercise is a significant barrier to walking and cycling. Latrobe City is above the regional Victorian average of people in need of assistance with core activities. Lack of leisure time is also a barrier to increased exercise, and Latrobe City residents feel they lack free time compared with the rest of Victoria.

“Latrobe City leisure facilities are great.”

Latrobe City Municipal Public Health and Wellbeing Plan 2013 – 2017

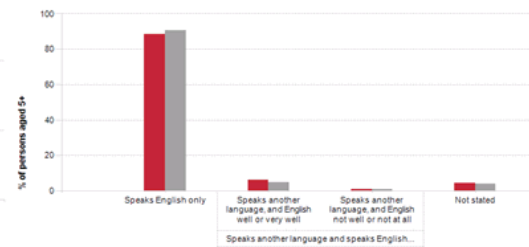


NEED FOR ASSISTANCE WITH CORE ACTIVITIES

■ Latrobe City
■ Regional Victoria

Latrobe City is above the regional Victorian average for residents in need of assistance with core activities. (2011 Bureau Statistics)

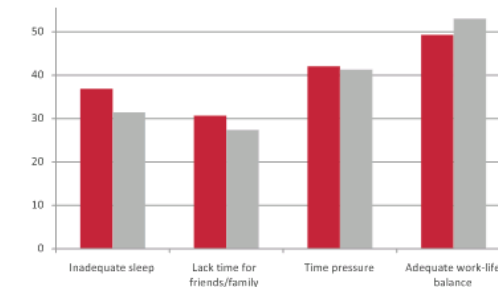
In aging populations the need increases dramatically. This information coupled with the increase in aging population indicates that Traralgon and the Regional South East of Latrobe City will have more issues with mobility in the future.



PROFICIENCY IN ENGLISH

■ Latrobe City
■ Regional Victoria

Proficiency in English may be an issue for tracks, trails and paths in relation to map reading and signage. Latrobe has the same overall percentage of people who do not speak English very well or cannot speak English at all as the Victorian average.



WORK LIFE BALANCE

■ % Latrobe City
■ % Victoria

On average Latrobe City residents face more time pressure than the average Victorian, which would impact their preference for driving over walking or cycling for daily activities.

Source: profile.id.com.au





WALKING TRENDS

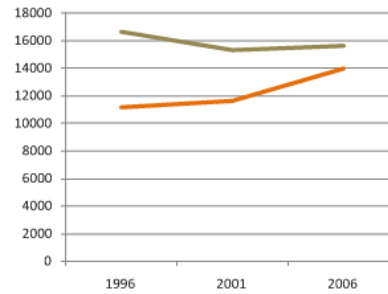
The trend in walking as transport for work or school is increasing, and the incidence of walking trips to school is higher for younger children but decreases as age increases. The gap between gender difference is closing with moderate improvements for men, and increased changes in women.

*From 2005/06 to 2009/10 the participation rate in jogging or running increased from 4.3% to 6.5%.
ABS*



GROWTH IN WALKING TO WORK

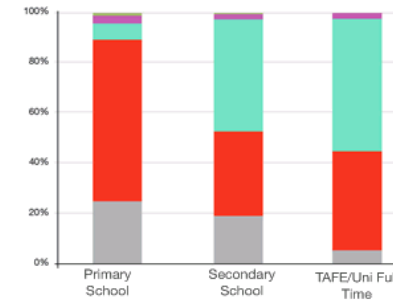
Walking to work is increasing state wide, but the trend is less significant in regional Victoria, which was decreasing between 1996 to 2001.



WALKING TO WORK BY GENDER

Male
Female

The amount of people who walk to work in regional Victoria is increasing according to the Department of Transport Report in 2008. The incidence of females walking to work is on the rise with males relatively steady.



VICTORIAN TRIPS TO SCHOOL

Other
Cycling
Public Transport
Vehicular
Walking

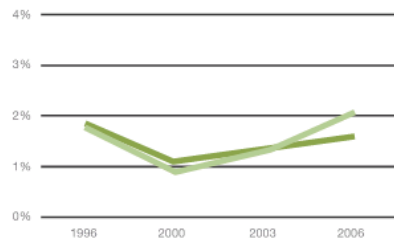
Younger children are often driven to school. The 2010 Transport Victoria study found many parents prefer to drive younger children to school and as age increases the children take public transport. Although at a younger age children will walk to school, this decreases with age, a factor that most likely relates to travel distances to school.

Source: Produced from data gained from the Department of Transport.

CYCLING TRENDS

Statistics show in Victoria that bicycle use for commuter purposes varies and that currently there is opportunity for significant increase. Bicycle use for recreation purposes is the dominant use of bicycles.

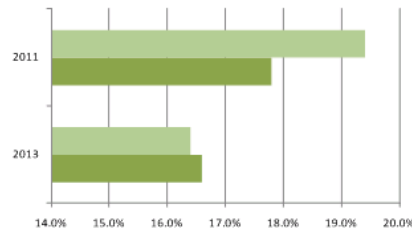
Bicycles are nine times more likely to be used for recreation purposes than to travel to work.



BICYCLE USE FOR WORK

Victoria
Australia

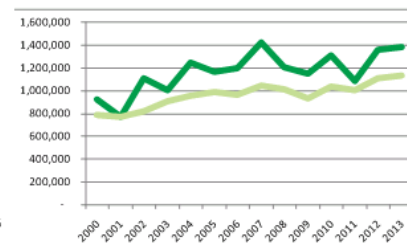
Bicycle use for commuting to work declined from 1996 to 2000, but increased to 2006, with Victoria showing a greater decline and greater increase than the national average according to the ABS. This data correlates with bicycle purchases over the same period.



BICYCLE USE 2011 AND 2013

Victoria
Australia

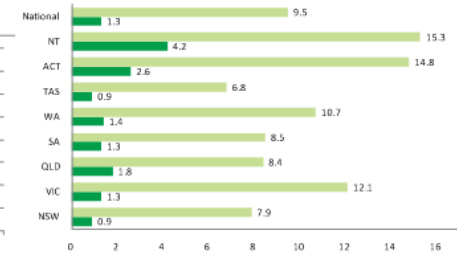
Cycling participation in 2013 declined compared to 2011 according to the Australian National Cycling Participation Survey 2013. Victoria again showing a more extreme change. The report notes that cycling is becoming more popular in dense urban areas, yet there is a general decrease in participation which may be related to the general decrease in activity seen in the wider population.



BICYCLE AND CAR SALES

Car
Bicycle

Bicycle sales have been consistently higher than car sales over the past decade, with the trend indicating that both are rising. The trend shows bicycles are not replacing cars, but are an alternative form of transport. The rise in sales indicates more bicycles are available to house holds.



TYPES OF BICYCLE TRIP

Recreation
Work

Bicycle use for recreation is clearly shown as the preferred use of bicycles compared with that of commuter use. Victoria has a higher recreational use of bicycles than the national average but equal for commuter use.

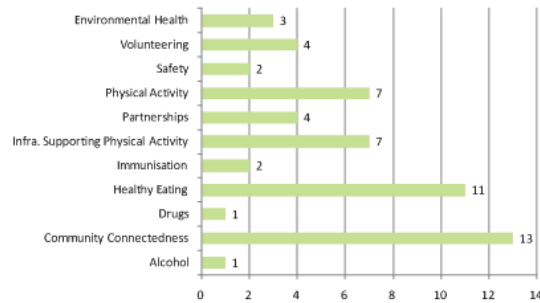
Source: *Cycling Infrastructure For Australian Cities Infrastructure Australia, March 2009*

COMMUNITY VALUES ABOUT HEALTH

Latrobe City conducted a community and stakeholder consultation for the Municipal Public Health and Wellbeing Plan 2013–2017. The results indicate residents feel a strong connection to their community and more support for physical activity and infrastructure to support physical activity is most important.

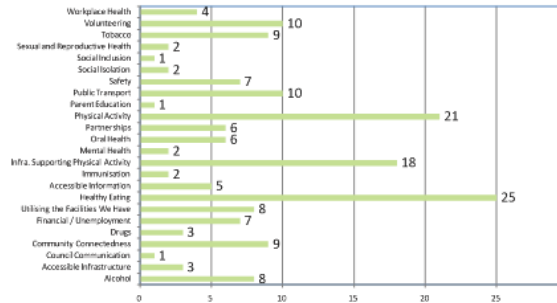
“Feeling part of a community”

Latrobe City Municipal Public Health and Wellbeing Plan 2013 – 2017



WHAT IS WORKING WELL IN SUPPORTING HEALTH AND WELL BEING?

Residents feel a strong connection to their community and eating healthy are two areas council is doing well. This correlates with other data including volunteering (ABS) and sporting club activity. This indicates that there is an opportunity to use social networks to expand education approaches for the Tracks, Trails and Paths Strategy.



WHAT CAN COUNCIL DO TO SUPPORT HEALTH AND WELL BEING?

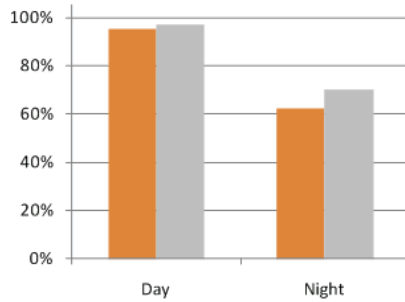
Food health is of primary importance as well as physical activity to Latrobe residents. Infrastructure supporting physical activity is also considered an area where Council could do better, which contradicts the previous table on what is considered done well by council. Infrastructure supporting physical activity incorporates active open space and sports facilities as well as trails, tracks and paths.

FEELING SAFE

Safety concerns can be a significant barrier to cycling and walking. For cycling, concerns are amplified by aggressive motorist behaviour. The combination of speed, high volume of traffic and lack of designated riding space are also barriers. The perception of risk is disproportionate to actual risk, despite a 7 times more likelihood of hospitalisation from playing football than cycling.

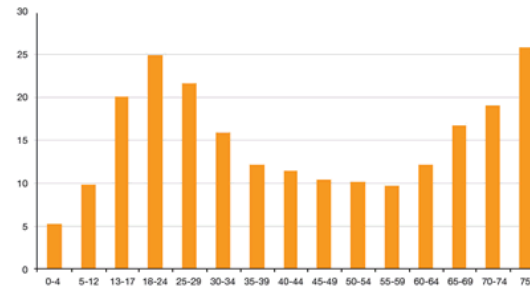
*“Ensure pathways are well lit.”
“Promote safe walking to school.”*

*What the community said.
Latrobe City Municipal Public
Health and Wellbeing Plan
2013 – 2107*



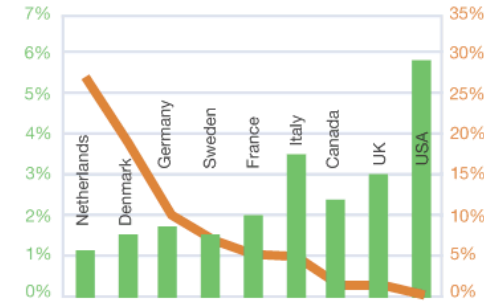
PERCEPTION OF SAFETY: WALKING

Latrobe City residents feel less safe walking both at day and at night compared to the Victorian Average. Night time safety is a significant issue at 62.1% of people feeling less safe.



SERIOUS INJURIES: WALKING

In Victoria, 249 pedestrians were killed between 2004 and 2008 and around 680 were seriously injured. While the number of deaths is much lower than for vehicle crashes, fewer pedestrian crash deaths will help the community feel safer about walking.

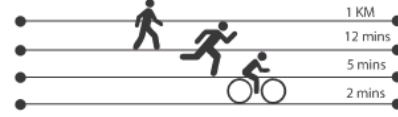
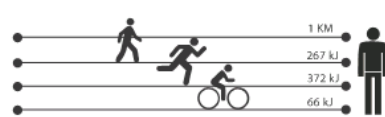


CYCLING DAILY INCREASES SAFETY

Cycling Infrastructure for Australian Cities report shows that the more people cycle the safer they are. This information is based per kilometre cycled.

BENEFITS

The benefits of walking, jogging and cycling maybe considered on four levels. The benefits gained by the individual in terms of physical health and psychological health, the social benefits by building better social connections with the community, and the overall urban benefit that the municipality can enjoy.



PHYSICAL HEALTH BENEFITS

The physical health benefits for walking, jogging and cycling:

- Improves general health, helps to lower both blood pressure and improves heart health.
- Helps with weight management.
- Improves fitness.
- In congested areas cyclists and pedestrians breathe fewer fumes than drivers.
- Fewer cars on the road and more cyclists and pedestrians means safer roads.

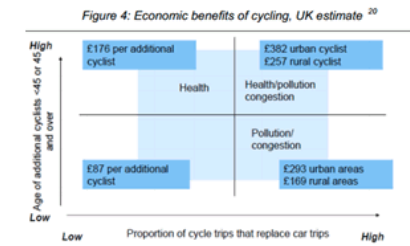
PSYCHOLOGICAL HEALTH BENEFITS

Mental health conditions such as depression, stress and anxiety can be reduced by regular walking and bike riding. This is due to the effects of the exercise itself due to of the enjoyment that riding a bike and walking can bring.

Walking and cycling help with stress management by providing time to relax without annoyances that driving can bring.

SOCIAL BENEFITS

There is an increased social benefit from walking and cycling through the increased opportunity for social interaction between people in the community. This helps to make connections between people that provides a wide range of benefits from increased support, allows for knowledge sharing on all issues from child education to jobs and health. The increased support from neighbours also helps from simply collecting mail on vacation to a greater reporting of domestic violence.



URBAN BENEFITS

Walking, jogging and cycling have a range of benefits for the urban environment:

- A decrease in vehicular traffic.
- More people on trails and streets providing passive surveillance increasing safety and security.
- A decrease in pollution.
- Reduced petrol expenditure.
- Increased retail opportunities on routes.
- Council needs less capital expenditure for road maintenance compared to paths and trails.
- Walkers and cyclists have fewer days ill each year.

A

Appendix

WALKING AUDITS

This appendix comprises the detailed walking audit notes from which the Case Studies in the main strategy report have been prepared.

Walking & Cycling Audit

Audit route / area: Vale St, Moe

Audit date / time: 11am Thurs 15/1/15

Audit participants: Karen (Council), Christopher & Chantal (Planisphere)

FOOTPATHS*Footpath description:*Vale Steet

Street trees (most established, some establishing), footpaths on both sides but not continuous (175cm road width, 286cm footpath on main side, 145cm other side), covered by debris from trees, very wide nature strips), drain as part of northern footpath, old bus stop hard areas

Traditional kerbs, with swept curve corners and a variety of kerb ramps at corners (historical)

Other nearby streets

Wirraway Street: Main north-south street with one lane either side, space for car parking on side, footpaths both sides

Fowler Street: Unusual road layout

Railway Crescent: Typical of older areas in Moe and Traralgon with no footpaths and roll kerbs

Park path

2m wide granitic sand

QU	ISSUE	OBSERVATIONS
1.	Is there a continuous footpath network on both sides of the street, with no missing sections?	No Vale St (south side is an issue), Yes Wirraway St
2.	Are the footpaths smooth, even and well maintained? Are they steep or include ramps?	Generally smooth, some issues with maintenance, some ramp issues)
3.	Are the footpaths wide enough for everyone to use? (e.g. someone in a wheelchair or with a pram or stroller?)	Yes
4.	Is the footpath free of any temporary or permanent obstructions (e.g. cafe tables, low trees, parked cars or signs)?	Tree debris in Vale St

FACILITIES*Facilities description:*

No facilities apart from tree shade

QU	ISSUE	OBSERVATIONS
5.	Is there street furniture (e.g. drinking fountains, seating, shelters, rubbish bins) provided in good condition?	None
6.	Are there trees or enough shade on paths to keep you comfortable on a hot day?	Yes

7. Is there signage to guide and direct pedestrians and bicycles (as well as cars)? No

CROSSING THE ROAD

Crossing description:

There are no crossings on Vale Street as it's appropriate to cross at any point. The main issues for crossings were the quality of the kerb ramps at street corners and the large intersections with cut off corners (where cars can cut the corner and conflict with pedestrians).

Zebra crossing in Fowler St is unusual, it's historical.

There were some school crossings along the main roads.

QU	ISSUE	OBSERVATIONS
8.	Are there crossings at logical places – such as opposite schools, major intersections, or shops?	No crossing points necessary, crossing can occur at any point due to the minor nature of the road
9.	Are there the right sort of crossings for the size of the road, and the amount of traffic?	Not applicable
10.	Do the traffic signals allow enough time for you to cross in safety?	Not applicable
11.	Can you see oncoming traffic with no obstructions at places where you cross the road?	Yes
12.	Where you cross, is the slope from the footpath to the road safe, smooth and comfortable to use?	There are issues with the corner kerb ramps
13.	Is there a safe place to stop (a pedestrian island) in the middle of big roads?	Not applicable due to minor nature of the road

TRAFFIC

Speed limit: 50km

QU	ISSUE	OBSERVATIONS
14.	Is the posted speed limit right for this area?	Yes
15.	Are there any devices in place to slow traffic down (e.g. islands, speed humps)?	No (this indicates it has limited issues with speeding perhaps because the road appears to have been narrowed in the past)
16.	Are drivers obeying the speed limit?	Yes
17.	Do drivers obey other road rules – stopping at a safe distance from crossings and traffic lights, checking before backing out of driveways?	Yes

18. Are cyclists riding on the street or footpath? Is there an on-road bicycle lane? No
19. Are there barriers between the traffic and people walking (e.g. safety barriers, trees or a nature strip)? No

SAFETY

QU	ISSUE	OBSERVATIONS
20.	Does the area feel safe for walking and cycling?	Yes
21.	Is there adequate street lighting or lighting along off-street paths?	Yes for an average residential street
22.	Are you aware that other people can see you as you walk around or cycle – like drivers and residents?	Yes except if vehicles take the corner too quickly
23.	Are there enough people around on the street to make you feel safe? Is there passive surveillance?	Not many people around but houses provide passive surveillance

AESTHETICS

QU	ISSUE	OBSERVATIONS
24.	Is the area attractive and pleasant to walk around?	Yes
25.	Is there attractive landscaping (e.g. trees and flowers, public art)?	Yes
26.	Are shops and businesses well-maintained and accessible?	Not applicable
27.	Is the area clear of litter and dumped rubbish?	Yes
28.	Are there interesting features that make you want to walk?	No

CYCLING

Description of bicycle conditions: Pretty good

QU	ISSUE	OBSERVATIONS
29.	Are there any hazards for cyclists (eg. grates with longitudinal bars)?	No
30.	What is the condition of the road surface for riding (e.g. pot holes)?	Good surface
31.	What is the location of bike	Bike parking at swimming pool

parking?

TACTILE GROUND SURFACE INDICATORS (TGSIs)

Description of TGSIs condition: Appropriate TGSIs at the swimming pool

QU	ISSUE	OBSERVATIONS
32.	Are TGSIs provided?	Yes
33.	Are TGSIs applied correctly with adequate contrast?	Yes
34.	Are TGSIs in good condition?	Yes

Walking & Cycling Audit

Audit route / area: Bolger St, Morwell

Audit date / time: 1:45 Thurs 15/1/15

Audit participants: Chantal, Christopher (Planisphere), Josh & Gerard (Council)

FOOTPATHS*Footpath description:*

Bolger Street

135cm footpath width each side, nature strips both sides, two-way residential street with traditional kerbs and a lack of street trees

Park path is 123cm width in one area and 2.5m

QU	ISSUE	OBSERVATIONS
1.	Is there a continuous footpath network on both sides of the street, with no missing sections?	Yes
2.	Are the footpaths smooth, even and well maintained? Are they steep or include ramps?	Yes
3.	Are the footpaths wide enough for everyone to use? (e.g. someone in a wheelchair or with a pram or stroller?)	Narrow in park, wide enough
4.	Is the footpath free of any temporary or permanent obstructions (e.g. cafe tables, low trees, parked cars or signs)?	Mostly, there is some grass growing up between some concrete squares on the footpath

FACILITIES*Facilities description:*

No facilities provided in the area. Around the corner there was a milk bar that had a bin and a telephone box.

QU	ISSUE	OBSERVATIONS
5.	Is there street furniture (e.g. drinking fountains, seating, shelters, rubbish bins) provided in good condition?	No, none provided
6.	Are there trees or enough shade on paths to keep you comfortable on a hot day?	No, only a few street trees
7.	Is there signage to guide and direct pedestrians and bicycles (as well as cars)?	No

CROSSING THE ROAD

QU	ISSUE	OBSERVATIONS
8.	Are there crossings at logical places – such as opposite schools, major intersections, or shops?	Not applicable

9.	Are there the right sort of crossings for the size of the road, and the amount of traffic?	Not applicable
10.	Do the traffic signals allow enough time for you to cross in safety?	Not applicable
11.	Can you see oncoming traffic with no obstructions at places where you cross the road?	Yes
12.	Where you cross, is the slope from the footpath to the road safe, smooth and comfortable to use?	There are issues with the corner kerb ramps
13.	Is there a safe place to stop (a pedestrian island) in the middle of big roads?	Not applicable

TRAFFIC*Speed limit: 50km*

QU	ISSUE	OBSERVATIONS
14.	Is the posted speed limit right for this area?	Yes
15.	Are there any devices in place to slow traffic down (e.g. islands, speed humps)?	No
16.	Are drivers obeying the speed limit?	No vehicles we observed moving in the street
17.	Do drivers obey other road rules – stopping at a safe distance from crossings and traffic lights, checking before backing out of driveways?	Not applicable
18.	Are cyclists riding on the street or footpath? Is there an on-road bicycle lane?	No
19.	Are there barriers between the traffic and people walking (e.g. safety barriers, trees or a nature strip)?	No

SAFETY

QU	ISSUE	OBSERVATIONS
20.	Does the area feel safe for walking and cycling?	Yes
21.	Is there adequate street lighting or lighting along off-street paths?	Yes for a residential area, the park has good lighting along the waterway

- | | | |
|-----|---|--------|
| 22. | Are you aware that other people can see you as you walk around or cycle – like drivers and residents? | Mostly |
| 23. | Are there enough people around on the street to make you feel safe? Is there passive surveillance? | No |

AESTHETICS

QU	ISSUE	OBSERVATIONS
24.	Is the area attractive and pleasant to walk around?	Mostly
25.	Is there attractive landscaping (e.g. trees and flowers, public art)?	Mostly
26.	Are shops and businesses well-maintained and accessible?	Not applicable
27.	Is the area clear of litter and dumped rubbish?	No there's some rubbish
28.	Are there interesting features that make you want to walk?	No

CYCLING

Description of bicycle conditions:

Good condition for residential area

QU	ISSUE	OBSERVATIONS
29.	Are there any hazards for cyclists (eg. grates with longitudinal bars)?	No
30.	What is the condition of the road surface for riding (e.g. pot holes)?	Good condition
31.	What is the location of bike parking?	Not applicable (there is no bike parking)

TACTILE GROUND SURFACE INDICATORS (TGSIs)

Description of TGSIs condition: No TGSIs were found in the area

QU	ISSUE	OBSERVATIONS
32.	Are TGSIs provided?	No
33.	Are TGSIs applied correctly with adequate contrast?	Not applicable
34.	Are TGSIs in good condition?	Not applicable

Walking & Cycling Audit

Audit route / area: Franklin St, Traralgon

Audit date / time: 3:30pm Thurs 15/1/15

Audit participants: Chantal, Christopher (Planisphere), Josh, Gerard (Council)

FOOTPATHS**QU ISSUE OBSERVATIONS***Road description:*

Two-way road with painted median, angled parking on both sides. Footpaths are 434cm wide on both sides which widen at corners. Large street trees are located at corners with smaller street trees located under shop canopies. There was some water pooling along the footpath. Bollards linked by chain create barriers

- | | | |
|----|--|--|
| 1. | Is there a continuous footpath network on both sides of the street, with no missing sections? | Yes |
| 2. | Are the footpaths smooth, even and well maintained? Are they steep or include ramps? | Yes they are well maintained |
| 3. | Are the footpaths wide enough for everyone to use? (e.g. someone in a wheelchair or with a pram or stroller?) | Yes |
| 4. | Is the footpath free of any temporary or permanent obstructions (e.g. cafe tables, low trees, parked cars or signs)? | Generally, but there were some cafe chairs and tables and sandwich boards in the walking path and adjacent to shop front walls |

FACILITIES**QU ISSUE OBSERVATIONS***Facilities description:*

Abundant facilities (regularly spaced bins and public chairs)

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|----|--|--|
| 5. | Is there street furniture (e.g. drinking fountains, seating, shelters, rubbish bins) provided in good condition? | Yes |
| 6. | Are there trees or enough shade on paths to keep you comfortable on a hot day? | There are large trees and weather protection canopy along the front of shops |
| 7. | Is there signage to guide and direct pedestrians and bicycles (as well as cars)? | No |

CROSSING THE ROAD*Crossing description:*

There are median stopping points at each crossing

QU ISSUE OBSERVATIONS

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|----|---|--|
| 8. | Are there crossings at logical places – such as opposite schools, | Yes at regular intervals apart from near the shopping centre |
|----|---|--|

	major intersections, or shops?	where you have to go out of the way to cross the road
9.	Are there the right sort of crossings for the size of the road, and the amount of traffic?	Yes
10.	Do the traffic signals allow enough time for you to cross in safety?	Yes
11.	Can you see oncoming traffic with no obstructions at places where you cross the road?	Yes
12.	Where you cross, is the slope from the footpath to the road safe, smooth and comfortable to use?	Yes
13.	Is there a safe place to stop (a pedestrian island) in the middle of big roads?	Yes

TRAFFIC

Speed limit: 50km (outside the town centre to the north of Franklin St it increases to 60km)

QU	ISSUE	OBSERVATIONS
14.	Is the posted speed limit right for this area?	Yes
15.	Are there any devices in place to slow traffic down (e.g. islands, speed humps)?	The street layout with narrow roads and angle parking on both sides, as well as the traffic in busy periods, slow traffic down
16.	Are drivers obeying the speed limit?	Yes
17.	Do drivers obey other road rules – stopping at a safe distance from crossings and traffic lights, checking before backing out of driveways?	Not always
18.	Are cyclists riding on the street or footpath? Is there an on-road bicycle lane?	No
19.	Are there barriers between the traffic and people walking (e.g. safety barriers, trees or a nature strip)?	There are bollards (with good contrast for those who are vision impaired) between the pedestrian areas (footpath) and roadway

SAFETY

QU	ISSUE	OBSERVATIONS
20.	Does the area feel safe for walking and cycling?	Safe for walking generally however the angled parking and roundabouts make the area feel unsafe for cycling
21.	Is there adequate street lighting or lighting along off-street paths?	Yes
22.	Are you aware that other people	Not when you cycle down the street due to parking

can see you as you walk around or cycle – like drivers and residents?

23. Are there enough people around on the street to make you feel safe? Is there passive surveillance? Yes to both

AESTHETICS

QU	ISSUE	OBSERVATIONS
24.	Is the area attractive and pleasant to walk around?	Yes
25.	Is there attractive landscaping (e.g. trees and flowers, public art)?	Yes the street trees and street furniture make the area attractive for walking
26.	Are shops and businesses well-maintained and accessible?	Generally
27.	Is the area clear of litter and dumped rubbish?	Yes
28.	Are there interesting features that make you want to walk?	Yes, the roundabout with flowered garden and clocks

CYCLING

QU	ISSUE	OBSERVATIONS
<i>Description of bicycle conditions:</i>		
The street caters for cycling as a destination but is not really appropriate as a through-route		
29.	Are there any hazards for cyclists (eg. grates with longitudinal bars)	Yes the angled parking
30.	What is the condition of the road surface for riding (e.g. pot holes)?	Good
31.	What is the location of bike parking?	Numerous positions along the street, particularly at corners

TACTILE GROUND SURFACE INDICATORS (TGSIs)

Description of TGSIs condition:

No TGSIs were provided. There were, however, appropriate TGSIs used further down Franklin St near Moore Street to cross to the road to the community facility.

QU	ISSUE	OBSERVATIONS
32.	Are TGSIs provided?	No
33.	Are TGSIs applied correctly with adequate contrast?	Not applicable
34.	Are TGSIs in good condition?	Not applicable

Walking & Cycling Audit

Audit route / area: Hower St, Toongabbie

Audit date / time: 9:30am Fri 16/1/15

Audit participants: Chantal, Christopher (Planisphere), Karen & Josh (Council)

FOOTPATHS**QU ISSUE OBSERVATIONS***Road description:*

Two road with gravel shoulders which merge into grass nature strips. There are spoon drains well away from the gravel (granitite sand) path that is available on one side. Proper footpath at the Mechanics Hall (unusual).

N.B. Rail trail only just got finished last year.

- | | | |
|----|--|---|
| 1. | Is there a continuous footpath network on both sides of the street, with no missing sections? | No and the path doesn't extend to the residential area |
| 2. | Are the footpaths smooth, even and well maintained? Are they steep or include ramps? | Yes for the type of footpath provided |
| 3. | Are the footpaths wide enough for everyone to use? (e.g. someone in a wheelchair or with a pram or stroller?) | Yes |
| 4. | Is the footpath free of any temporary or permanent obstructions (e.g. cafe tables, low trees, parked cars or signs)? | General, had a puddle, some weeds on the path and grass growing over the path edges |

FACILITIES**QU ISSUE RATING OBSERVATIONS**

Facilities description: Bus stop at the general store, seats at the garden area and water fountain at the Recreation Reserve.

- | | | |
|----|--|---|
| 5. | Is there street furniture (e.g. drinking fountains, seating, shelters, rubbish bins) provided in good condition? | Water fountain was working but difficult to turn on |
| 6. | Are there trees or enough shade on paths to keep you comfortable on a hot day? | Some trees along the path to provide shade |
| 7. | Is there signage to guide and direct pedestrians and bicycles (as well as cars)? | No |

CROSSING THE ROAD

There's a crossing point at the rail trail but no other formal crossing point otherwise.

QU ISSUE OBSERVATIONS

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|----|--|--|
| 8. | Are there crossings at logical places – such as opposite schools, major intersections, or shops? | The rail trail is at a logical crossing point. It could be useful to have crossing point near the general store. |
|----|--|--|

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|-----|--|--|
| 9. | Are there the right sort of crossings for the size of the road, and the amount of traffic? | Yes for rail trail crossing |
| 10. | Do the traffic signals allow enough time for you to cross in safety? | Not applicable (the rail trail crossing does not have signals) |
| 11. | Can you see oncoming traffic with no obstructions at places where you cross the road? | Yes |
| 12. | Where you cross, is the slope from the footpath to the road safe, smooth and comfortable to use? | Difficult except where the rail trail crossing due to the width of the nature strips and drain areas |
| 13. | Is there a safe place to stop (a pedestrian island) in the middle of big roads? | No |

TRAFFIC

100km speed limit

QU ISSUE**OBSERVATIONS**

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|-----|---|---|
| 14. | Is the posted speed limit right for this area? | Would be better if it was lower, people did slow down when they saw us trying to cross the road |
| 15. | Are there any devices in place to slow traffic down (e.g. islands, speed humps)? | No |
| 16. | Are drivers obeying the speed limit? | Yes |
| 17. | Do drivers obey other road rules – stopping at a safe distance from crossings and traffic lights, checking before backing out of driveways? | Yes |
| 18. | Are cyclists riding on the street or footpath? Is there an on-road bicycle lane? | No |
| 19. | Are there barriers between the traffic and people walking (e.g. safety barriers, trees or a nature strip)? | No |

SAFETY**QU ISSUE****OBSERVATIONS**

- | | | |
|-----|---|----------|
| 20. | Does the area feel safe for walking and cycling? | Yes |
| 21. | Is there adequate street lighting or lighting along off-street paths? | Not much |

- | | | |
|-----|---|-----------------------------|
| 22. | Are you aware that other people can see you as you walk around or cycle – like drivers and residents? | Yes |
| 23. | Are there enough people around on the street to make you feel safe? Is there passive surveillance? | No, there was barely anyone |

AESTHETICS

QU	ISSUE	OBSERVATIONS
24.	Is the area attractive and pleasant to walk around?	Yes particularly around the Mechanics Institute
25.	Is there attractive landscaping (e.g. trees and flowers, public art)?	Yes
26.	Are shops and businesses well-maintained and accessible?	Not applicable
27.	Is the area clear of litter and dumped rubbish?	Yes
28.	Are there interesting features that make you want to walk?	Yes, such as the grandstand at the oval

CYCLING

QU	ISSUE	OBSERVATIONS
<i>Description of bicycle conditions:</i>		
Generally good along the gravel paths and on the road way		
29.	Are there any hazards for cyclists (eg. grates with longitudinal bars)	No
30.	What is the condition of the road surface for riding (e.g. pot holes)?	Good
31.	What is the location of bike parking?	No bike parking

TACTILE GROUND SURFACE INDICATORS (TGSi)

QU	ISSUE	OBSERVATIONS
No TGSIs were provided. These cannot be provided at present due to the type of paths provided (gravel).		
32.	Are TGSIs provided?	No
33.	Are TGSIs applied correctly with adequate contrast?	Not applicable
34.	Are TGSIs in good condition?	Not applicable

Walking & Cycling Audit

Audit route / area: Amaroo St, Churchill

Audit date / time: 11am Fri 16/1/15

Audit participants: Chantal, Christopher (Planisphere), Karen, Josh (Council)

FOOTPATHS*Footpath description:*Amaroo St

Two-way road with nature strips and footpaths on both sides (140cm) mostly with some areas only with one footpath.

No footpaths in most of the courts off Amaroo St.

Newer areas

Footpaths 150cm and provided on both sides even in court bowls.

QU	ISSUE	OBSERVATIONS
1.	Is there a continuous footpath network on both sides of the street, with no missing sections?	No only on one side for part of the street
2.	Are the footpaths smooth, even and well maintained? Are they steep or include ramps?	Partly ,some cracking, the worst we'd seen in Latrobe, was present at one point, and there were some areas where footpaths were overgrown
3.	Are the footpaths wide enough for everyone to use? (e.g. someone in a wheelchair or with a pram or stroller?)	Yes
4.	Is the footpath free of any temporary or permanent obstructions (e.g. cafe tables, low trees, parked cars or signs)?	Mostly, one instance of a tree that had low branches overhanging the footpath

FACILITIES*Facilities description:*

Very few facilities, just a bus stop which was covered with a very low seat without arms

QU	ISSUE	OBSERVATIONS
5.	Is there street furniture (e.g. drinking fountains, seating, shelters, rubbish bins) provided in good condition?	Bus stop was in reasonable condition
6.	Are there trees or enough shade on paths to keep you comfortable on a hot day?	Some trees
7.	Is there signage to guide and direct pedestrians and bicycles (as well as cars)?	No

CROSSING THE ROAD

QU	ISSUE	OBSERVATIONS
----	-------	--------------

- | | | |
|-----|--|---|
| 8. | Are there crossings at logical places – such as opposite schools, major intersections, or shops? | This is a residential area so crossings are not needed |
| 9. | Are there the right sort of crossings for the size of the road, and the amount of traffic? | Not applicable |
| 10. | Do the traffic signals allow enough time for you to cross in safety? | Not applicable |
| 11. | Can you see oncoming traffic with no obstructions at places where you cross the road? | Generally good visibility despite curves in the road |
| 12. | Where you cross, is the slope from the footpath to the road safe, smooth and comfortable to use? | There were some issues with corner kerb ramps, while smooth they did not slope evenly |
| 13. | Is there a safe place to stop (a pedestrian island) in the middle of big roads? | No but this is not needed |

TRAFFIC*Speed limit: 50km*

- | QU | ISSUE | OBSERVATIONS |
|-----|---|--------------------------------|
| 14. | Is the posted speed limit right for this area? | Yes |
| 15. | Are there any devices in place to slow traffic down (e.g. islands, speed humps)? | No apart from roundabouts |
| 16. | Are drivers obeying the speed limit? | No, a car was sighted speeding |
| 17. | Do drivers obey other road rules – stopping at a safe distance from crossings and traffic lights, checking before backing out of driveways? | Yes |
| 18. | Are cyclists riding on the street or footpath? Is there an on-road bicycle lane? | No |
| 19. | Are there barriers between the traffic and people walking (e.g. safety barriers, trees or a nature strip)? | No |

SAFETY

- | QU | ISSUE | OBSERVATIONS |
|-----|---|---|
| 20. | Does the area feel safe for walking and cycling? | Yes |
| 21. | Is there adequate street lighting or lighting along off-street paths? | Probably, though there is only lighting on one side |

- | | | |
|-----|---|--|
| 22. | Are you aware that other people can see you as you walk around or cycle – like drivers and residents? | Yes |
| 23. | Are there enough people around on the street to make you feel safe? Is there passive surveillance? | No people, there is generally adequate surveillance of the street (no high fences blocking views from houses)
Poor passive surveillance (high fences backing onto the reserve) where linear parkland exists behind the central courts |

AESTHETICS

QU	ISSUE	OBSERVATIONS
24.	Is the area attractive and pleasant to walk around?	Mostly, aided by the fact that there are no above ground powerlines on the side with the street lights.
25.	Is there attractive landscaping (e.g. trees and flowers, public art)?	Somewhat, there are unkept houses and front gardens that detract from the area
26.	Are shops and businesses well-maintained and accessible?	Not applicable
27.	Is the area clear of litter and dumped rubbish?	No
28.	Are there interesting features that make you want to walk?	Perhaps the reserve

CYCLING

Description of bicycle conditions: Adequate for a residential area.

QU	ISSUE	OBSERVATIONS
29.	Are there any hazards for cyclists (eg. grates with longitudinal bars)	No
30.	What is the condition of the road surface for riding (e.g. pot holes)?	Satisfactory
31.	What is the location of bike parking?	None

TACTILE GROUND SURFACE INDICATORS (TGSIs)

None provided or really needed given it's a residential area.

QU	ISSUE	OBSERVATIONS
32.	Are TGSIs provided?	No
33.	Are TGSIs applied correctly with adequate contrast?	Not applicable
34.	Are TGSIs in good condition?	Not applicable



15.2 DRAFT DRAINAGE ASSET MANAGEMENT PLAN 2016**General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

This report presents the draft Asset Management Plan for drainage infrastructure assets to Council for endorsement in principle and to proceed to public consultation.

EXECUTIVE SUMMARY

Council is the custodian of over \$1.2 billion in infrastructure assets to provide a variety of services. The approximately value to renew in situ the drainage assets in this Asset Management Plan is \$214 million. Annual Depreciation is \$1.5 million.

With such a significant portfolio, Asset Management Plans are important to help Council define various aspects of how it will provide, maintain, renew and dispose of the assets that provide the service.

The drainage service has approximately 600 km of pipe, 10,000 pits, and 24 Gross Pollutant Traps, and numerous but unquantified other minor drainage assets.

The draft Drainage Asset Management Plan presented as part of this report is a Core plan, in that it is based on existing service levels and uses unsophisticated life cycle analysis. The Plan identifies improvements with a net value of \$113,500, in addition to those already identified. This has not been included in any budget plan.

This report provides a high level summary of the draft Drainage Asset Management Plan and recommends it be endorsed in principle for public consultation.

RECOMMENDATION**That Council:**

- 1. Endorses the draft Drainage Asset Management Plan 2016 for public consultation for 7 weeks from 10 October 2016 to 28 November 2016.**
- 2. Requests that a further report be brought to Council following the public consultation with a draft Drainage Asset Management Plan 2016 that considers the feedback from the community consultation.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives –

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: Affordable and sustainable facilities, services and recreation.

Theme 4: Advocacy for and consultation with our community.

Theme 5: Planning for the future.

Strategic Direction –

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

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

BACKGROUND

Council is the custodian of infrastructure assets that provide services to the community across the following broad groups of civic services.

1. Transport
2. Stormwater Drainage
3. Parks and Recreation
4. Buildings
5. Waste

This report presents the draft Drainage Asset Management Plan for Council's endorsement in principle and to undertake public consultation on the plan.

The International Infrastructure Management Manual defines an asset management plan as:

"a plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques over the life cycle of the asset in the most cost effective manner to provide a specific level of service."

Put simply it is: "A plan for minimising the cost of asset ownership while maintaining required service levels and sustaining the infrastructure".

This is a Core Asset Management Plan, which documents an organisation's practice and data as it is currently known. The management philosophy for a Core Asset Management Plan is simple and

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

based on current practice. The community service levels are qualitative. Life cycle analysis is also based on existing practice, with no optimisation.

KEY POINTS/ISSUES

Asset Management Plans (AMP) are developed by the asset owner to improve regulatory compliance, improve asset performance, reduce maintenance and renewal costs, provide more meaningful financial reporting and prediction, improve asset reliability, and provide better risk management.

Data

Few councils have reliable condition drainage data because the bulk of the assets are underground and inspection is by way of a portable video camera (CCTV). For a long lived asset that generally performs adequately it is hard to justify the expense of collecting condition data for every individual asset. Council Officers have location data on perhaps high proportion of the actual asset base. Officers consistently find assets previously not recorded and testing the completeness of the data is considered a worthy improvement.

Category	Total Quantity	Category Breakdown	Quantity (m)	% of Category	Level of confidence in Data %
Pipes a i	17,964 segments 597,400m	Collector: Pipes 0 mm- <300 mm	344,099	58	80
		Local Main: Pipes >375 mm - <575 mm	135,032	23	80
		Main: Pipes >600 mm- <1150 mm	90,420	15	90
		Trunk Main: Pipes >1200 mm	27,958	5	75
n a g e Pits A M P (18,076 Pits	Side Entry Pit – Normal, Double, and Haunched (SEP, 2SEP, HSEP, 2HSEP)	9,992	55	75
		Junction Pit - Normal, Double, and Haunched (JP, HJP, 2JP)	7,540	41	80
		Collector Pit (CP)	281	2	80
		Other: Inspection Openings/Endwalls/Outfall	236	1	80
Gross Pollutant Traps M		GPT	24	100	100

P) proposes in its improvement plan, to measure the condition of a sample of key assets and to augment this with opportunistic data collection during inspections undertaken in the normal course of maintenance activities.

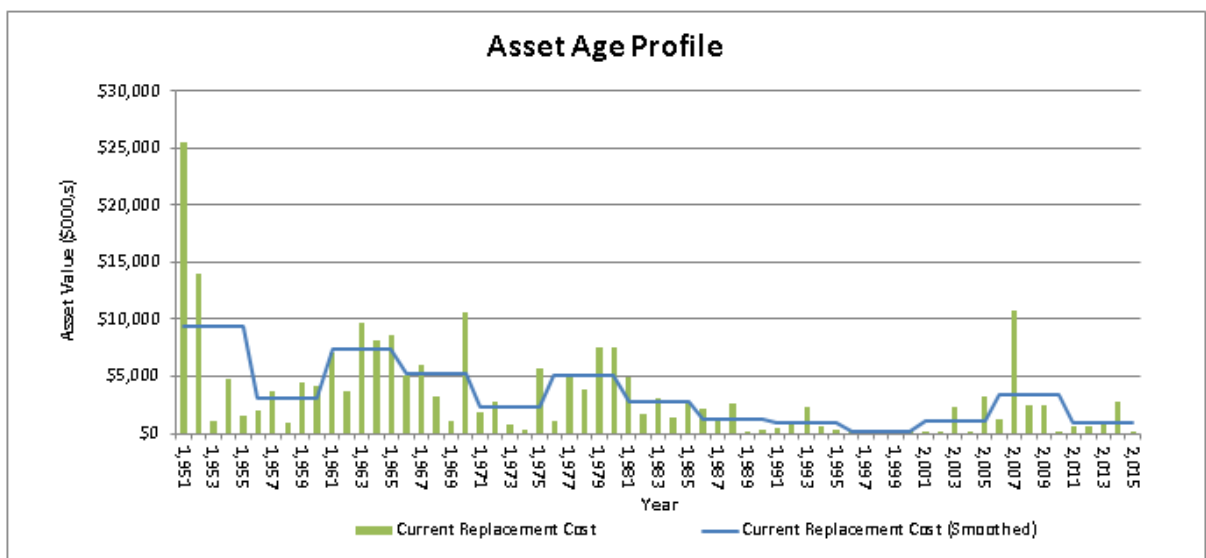
Waterways are not considered infrastructure and are under the care and control of the West Gippsland Catchment Management Authority. The environmental and appearance/public amenity aspects of watercourses does not form part of the AMP.

Also not included in the plan are wetlands, detention basins and similar assets where there is currently insufficient knowledge about the assets to make intelligent determination of the quantity, value and costs, or renewal plans etc.

Table 5.1: Assets covered by this Plan(as at 30 June 2015)

The age profile of the assets derived from surrounding infrastructure or the age of establishment of the neighbourhood is the base attribute used for predicting the timing of renewal in this AM Plan and is shown in Figure 2.

Figure 2: Asset Age Profile



Elements of the plan

The draft Drainage Asset Management Plan follows the format developed by the Institute of Public Works Engineers Australasia, and Jeff Roorda and Associates.

The key sections of the plan are:

1. Levels of Service
2. Future Demand
3. Lifecycle Management
4. Financial Summary
5. Plan Improvement and Monitoring

Levels of Service (LOS)

The service levels of the drainage assets are unique in that the assets are not directly used by the community. They benefit from the rainwater being removed but, they do not drive or walk on them; most of the infrastructure cannot be seen.

Community service levels are essentially what the community expects from the service and how it measures Council's success. They are generally qualitative. The main community LOS is satisfaction with the service is based on historic expectations as inferred by Officers.

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Table 3.4.1: Community Level of Service

COMMUNITY OUTCOMES				
The impact of rainfall events on their property and personal safety arising from rainwater from Council's pipes and roads is minimal except in severe events.				
COMMUNITY LEVELS OF SERVICE				
Service Attribute	Service Objective	Current Performance Measure	Current Performance	Future Performance
Quality and Function	Provide well maintained stormwater facilities that collect and convey rainwater to natural watercourses	Measurement is informally measured by officers based on feedback after rain events	Not currently measured	Modification of Pathways to record nuisance and other flooding action requests. This will be reviewed as part of the AMP process
Safety	No significant Occupational, Health and Safety hazards	Requests for safety enhancements are noted but not formally recorded	Not currently measured	Hazards are identified and mitigated. Safety issues are addressed in a timely manner appropriate to the risk

Technical service levels for drainage are defined by the designed level of protection that the infrastructure will provide to the community (e.g. the level of inundation protection or the level of nuisance overland flow) or by the performance in providing that protection.

The levels of service are based on existing practices as these are matched by the existing budget. Future revisions of the plan may change these levels and that will necessitate a change to the budget.

Table 3.5: Technical Levels of Service

TECHNICAL LEVELS OF SERVICE					
Service Attribute	Service Objective	Performance measure	Target Performance	Current Performance	Future actions
System capacity	Capacity to convey stormwater to protect properties from overland flow	Frequency of non- nuisance overland flow that impacts a) Private property b) Major roads c) Minor roads d) Passive open space	On average: a) <1 event every 2 years b) <1 event every 5 years c) <1 event every 2 years d) <2 events every year	Some under-capacity drains identified by investigation following resident reports.	Addressing under capacity drains as resources allow
System condition to meet capacity	Routine maintenance maintains existing system to allow the asset to meet capacity objectives	a) Defect/Safety inspection frequency b) Responsiveness	a) Programmed inspections as per schedule b) Attend issues identified following a questionnaire as "High Urgency" within 4 hours and other issues within 5 days	a) Few inspections are programmed. b) High urgency issues are assessed within the timeframes Non urgent issues are assessed within the timeframe	Increase targeted programmed inspections

Note

Future Demand

The future demand is primarily related to development of low density urban and semi-rural areas that increases runoff due to increased hard surface areas, such as house roofs and paved surfaces.

Increasing the amount of water runoff may increase demand on the existing piped network, and increase water flows in the receiving waterways.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

With the increased developed area and associated drainage infrastructure there is a corresponding immediate increase in routine and proactive maintenance, and as pipes and pits age, there will be an increase in reactive maintenance.

Council Officers will manage this by requiring developers install well-constructed infrastructure and detention into the new systems

Latrobe City does not have a pronounced pattern of infill development (changing two lots into three for example) in the urban area. That can lead to a demand for increased infrastructure capacity. Should this change however the increase in hard surface may need to be accommodated.

Officers are aware of nuisance flooding in certain areas however are not aware of a general capacity issues that would indicate a broad demand for network wide capacity increases.

Lifecycle Management and Risk

The concept of a lifecycle is self-evident – the life of an asset from commissioning to disposal. Lifecycle cost therefore is the cost to construct, maintain, operate, and dispose of an asset, to provide a set level of service during that life, and for community assets, over the long term.

The lifecycle management plan also includes risk management. The AMP identifies for the first time in a formal way:

- Critical Assets – where due to the depth, configuration etc. an asset is more prone to failure or there are high consequences of such a failure, and
- Critical Locations – that is those assets whose failure will cause significant disruption and damage.

Officers have historically inspected locations where instances of flooding have shown a need for higher than normal attention. Further inspection plans are to be developed to reflect the level of risk presented by these critical assets.

Financial Summary

The asset base was valued (Greenfield) in June 2015 and is summarised as follows

Current Replacement Cost	\$ 191.0 million
Annual Depreciation Expense	\$ 1.5 million
Depreciable Amount	\$ 81.0 million
Depreciated Replacement Cost	\$ 110.0 million

These values are called Greenfield as they represent what a developer would construct in an open field, and does not include aspects of replacing existing pipes in roads etc., which is termed Brownfield. Victorian accounting practices dictate the use of Greenfield for valuing assets.

Current Replacement Cost (CRC) is the cost to rebuild the entire asset base in the same location to the same standard utilising “Greenfield” costing. The Annual Depreciation Expense (AD) is the amount the asset

depreciates each year. The Depreciable Amount (DA) is the Annual Depreciated Expense accumulated since the asset was built. The Depreciated Replacement Cost (DRC) is the CRC less the Depreciable Amount - frequently referred to as the Written Down Value or Written Down CRC.

Figure 7 shows the projected expenditure for the assets in Table 5.1. (capital, operating, and maintenance expenditure).

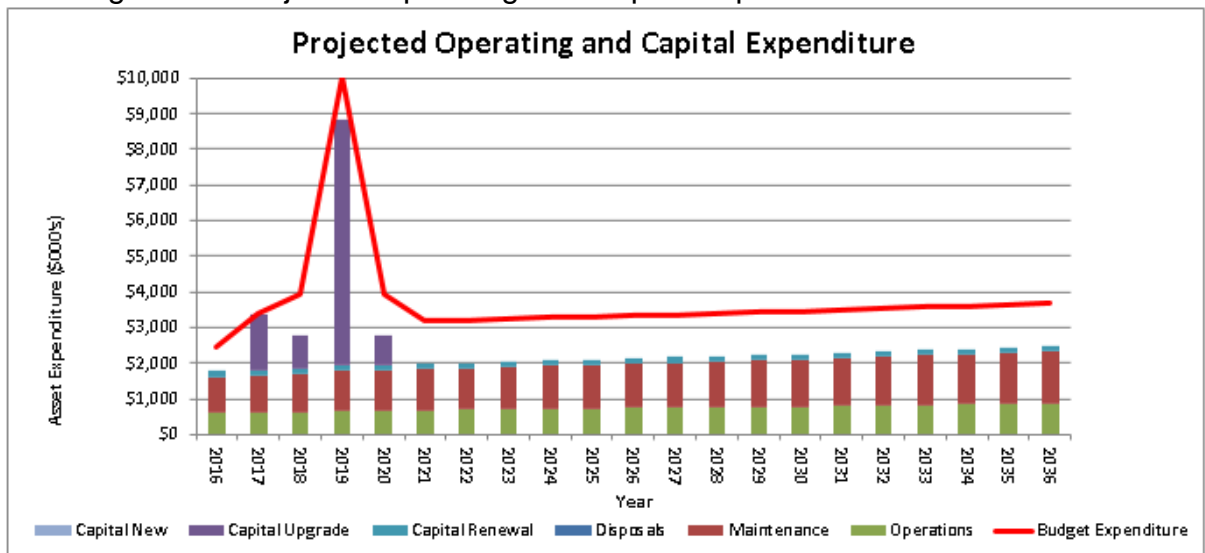
Without more accurate information regarding the condition of the drainage assets, the projected capital expenditure is based on age – that is when an asset reaches the end of its expected useful life.

Where the actual asset age is not known, it has been estimated based on the approximate year the adjacent roads or the development age of the neighbourhood. As drainage assets are long lived with and adopted useful life of 100 years, therefore there is no age based renewal projected until 2045.

However, as it is evident from the occasional failure that does occur there is a current need for a renewal budget. This has been factored into Figure 7 below in a simplistic way until further analysis can give guidance.

The spike in projected expenditure in 2019 includes \$6 million allocation for the Morwell Northwest Precinct trunk drainage scheme.

Figure 7 – Projected Operating and Capital Expenditure



Plan improvement and monitoring

In preparing this plan a considerable number of required improvements have been identified. They have been roughly grouped into three key areas: Data improvement, Maintenance Management processes, and Risk Management.

Data improvement

The confidence in the data is reasonable in that it gives a representative picture of the renewal requirements. but needs improvement. There are

clear shortfalls in the extent of the information (pits and pipes not recorded) and more particularly, the condition.

Officers estimate the age of the assets and projected a renewal expenditure profile around that.

Upgrade of the assets is driven by known capacity issues (i.e. where it surcharges). Recent history indicates that rainfall events that occur on average every year or two are handled adequately by the system.

Maintenance Management Processes

Officers have identified a need to better record, and then analyse, where the maintenance activities are focused. Without a system to track where the actual maintenance expenditure has been spent, and on what activity improving the process relies on anecdotal records from the maintenance teams.

The improvement plan includes several items that are related to improving either the knowledge behind maintenance effort or planning for future renewal programs.

Risk management improvement

Most of the level of services shortfalls are related to surcharging either as nuisance issues or related to genuine inundation – i.e. rainwater entering a house. The improvement section includes several items related to improving Council's understanding of, and management of, these risks.

Appendix H of the plan includes a number of locations where a desktop review indicates that a problem may exist. Officers have explored this list in conjunction with Operations and Waste Department maintenance officers. Inspection regimes will be established over time as new risk locations are identified.

RISK IMPLICATIONS

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

The report itself proposes an Asset Management Plan that in itself contains a risk management strategy.

FINANCIAL AND RESOURCES IMPLICATIONS

The DAMP Appendix J - DAMP Improvement Plan identifies \$408,500 to implement the improvement plan, of which \$285,000 has been identified in Council's Financial Plans through the Asset Management Strategy.

Therefore the DAMP identifies \$113,500 of new expenditure to be incorporated into future budgets if the DAMP is endorsed.

INTERNAL/EXTERNAL CONSULTATION*Engagement Method Used:*

Engagement to date has been entirely in-house, with Operations and Waste maintenance crews and the Infrastructure Development Department Asset and Design officers.

The recommendation proposes consultation with the public for 7 weeks following the local Government elections from early October to late November. This period was chosen as this will not be a high profile item attracting attention by other means and ensures a sufficient time for most people to take the time to respond.

The intent of this consultation on the initial plan is to make the community aware of the plan, seek feedback on the levels of service, and to highlight specific issues that may present a risk for inclusion in the AMP.

Once Officers have undertaken a number of the improvement plan items, Council will be better positioned to consult more intently on the level of service desired by the community and how Council may be able to accommodate that level of service.

The initial consultation plan proposed is exhibition of the document within the various service centres, available on Council's website, advertised in the local paper, with an evening open house at the Morwell Headquarters Office. Feedback will be sought via hardcopy and on-line.

OPTIONS

Although good practice, there is no legal imperative for Council to endorse the plan. Considerable work remains to improve the data information, develop renewal strategies, and so on. Council may also opt to continue to refine the plan before undertaking public consultation, and endorse at a later date.

CONCLUSION

The draft Drainage Asset Management Plan submitted is a Core Asset Management Plan. While fully featured the analysis is not sophisticated.

It is however, competent, and documents existing practice and has a substantial improvement plan.

It is recommended to endorse the plan in principle and to undertake a process of public consultation before presenting a final draft document to Council for final endorsement.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Draft Drainage Asset Management Plan

15.2

Draft Drainage Asset Management Plan 2016

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Drainage Asset Management Plan 2016





Draft Plan V24





Drainage Asset Management Plan (DAMP) 2016

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I EXECUTIVE SUMMARY

1.1 Context

Latrobe City is located approximately 150 kms east of Melbourne and is one of Victoria's four major regional cities with a population of over 75,000 residents. Latrobe City is made up of four central townships: Churchill, Moe-Newborough, Morwell and Traralgon. The smaller rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon-South, Yallourn North and Yinnar are situated within the surrounding rural communities within the municipality.

Council owns, operates and maintains an underground urban pipe network that provides drainage and stormwater control services to the community. The assets that make up the stormwater drainage network have a 'Brownfields' replacement value of **\$214,472,000**.

Drainage infrastructure is provided to enable the community to go about their business without hindrance from uncontrolled stormwater. The drainage system serves to reduce the risk of inundation of both public and private property.

The purpose of this Drainage Asset Management Plan (DAMP) is to assist with decision-making about Council's existing urban drainage infrastructure, to present asset information, and to predict the financial requirements of long-term renewal of these drainage assets.

The community desire is generally for increased and improved services, be that safer roads, better parks, modern buildings or lower levels of stormwater inundation. Unfortunately, the funding available to meet these demands is not increasing at the same rate as this desire for increased services. Good Asset Management Practice enables a more efficient approach to maintaining assets. By doing more with less, through knowing what assets we have, what the services are that we need to provide, what condition our assets are in and by monitoring the effect that our actions are having on the useful life and serviceability of our assets targeted expenditure can be made to sustain service delivery. Good Practice Asset Management requires a proactive approach to asset maintenance and planning to identify works before costly and dangerous asset failures occurring.

Much of Latrobe City's physical infrastructure, particularly drains and roads, were constructed from the 1950s through to the late 1980s. As an organisation using Asset Management practices, the community expects Council to know which assets are in need of replacement and when. As a Council, responsible for community funds, we acknowledge that we need to evaluate the impact of different funding scenarios and different management practices on the useful lifespan of our drainage assets and to demonstrate effective use of funds. Our most recent Council Plan 2015 states the requirements of Latrobe's 2026 vision of sustainability.

1.2 The Drainage Assets Service

The Latrobe City Council urban stormwater drainage network is primarily comprised of piped systems and the following assets:

- 18,076 Pits (generally Grated Pits, Side Entry Pits and Junction Pits)
- 17,964 Pipe segments (generally reinforced concrete); and
- 24 Gross Pollutant Traps – GPTs (designed to improve stormwater quality by intercepting litter)

1.3 What does it Cost?

The projected outlays necessary to provide the drainage and stormwater control services covered by this DAMP which includes operations, maintenance, renewal and the upgrade of existing assets over the next 10 year planning period is on average **\$2,968,000** per year.

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The funding allocated for this period is on average **\$3,998,000** per year which includes capital expenditure for new and upgrade projects, maintenance, operations and an allowance for renewal based on the financial depreciation of the drainage assets. This is a funding over-allocation on average of **\$1,029,000** per year, generated primarily from the allocation for annual renewal expenditure based on the annual depreciation rate.

Latrobe City Council's drainage assets have an assumed 100 year life, and thus renewal of the first assets installed in approximately 1950 is not technically required until 2050. However, experience and evidence show that because the life of the assets is an estimated average, some assets will deteriorate faster than others and will require renewal sooner than that suggested by their expected useful life. Council will, and does, fund critical projects and renewal as required. Projected expenditure required to provide stormwater control and drainage services in the DAMP compared with planned expenditure are shown in Figure 1.1 below and are currently included in the Long Term Financial Plan.

Figure 1.1 - Projected & Planned Expenditure

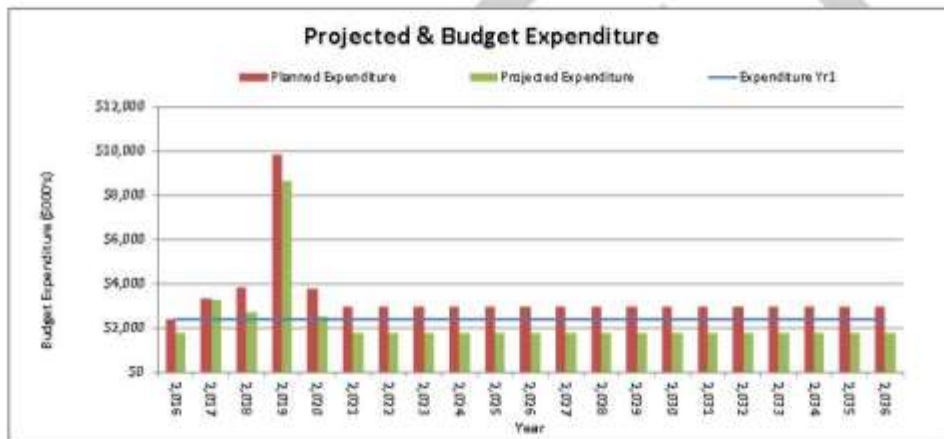
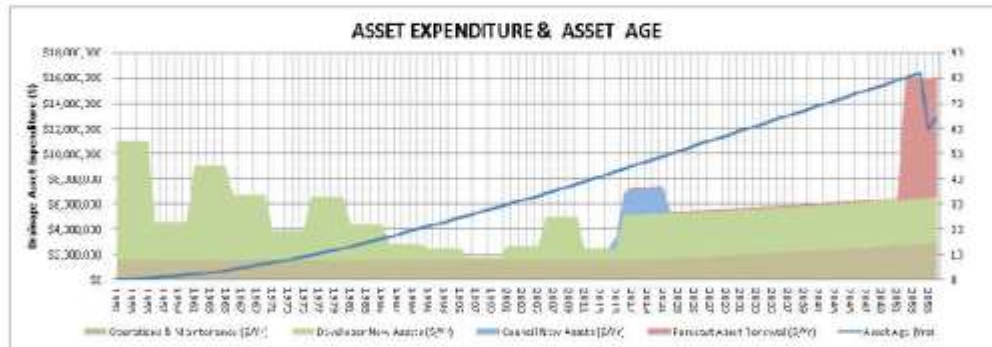


Figure 1.2, outlines the history of investment in drainage assets. The creation of assets began in the early 1950s. Most assets were generated as part of residential development, gifted to Council through development. The figure shows the steady increase in asset age and the minor renewal task starting in 2017 and ramping up significantly in 2050.



Figure 1.2 - Drainage Investment History and Asset Age



1.4 What we will do

Council plans to provide stormwater control and drainage services for the following:

- Operation, maintenance, and renewal and of pits, pipes and GPTs to meet the current service.
- Undertake upgrade of the stormwater network where capacity shortfalls have been identified in the existing system.
- Maintain critical drainage assets as a high priority.

1.5 What we cannot do

Council is not responsible for creeks or flood protection. Some creek flood protection is undertaken where there is evidence Council has permitted development without obliging the developer to protect against riverine flooding.

Works and services that cannot be provided under present funding levels are:

- Provision of protection from inundation by stormwater to all properties in significant rain events,
- Monitoring of water quality, and treatment of all stormwater being discharged, in respect of meeting EPA water quality standards,
- Protection against inundation where the cause is due to factors outside the control of Council such as:
 - Riverine flooding,
 - Poor home owner maintenance, and
 - Poor building practices and/or site design and building location, and
- Prevention of overland water flow in reserves where planned drainage flow paths exist even though a reserve may have a secondary use for recreation,

This plan currently does not include drainage assets such as:

- open drains/channels including major contour drains,
- head-walls and end-walls,



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- outfall structures, and
- Stormwater Quality Improvement Devices (SQUID's).

These asset types are planned to be progressively included in future revisions of the DAMP as data is collected.

Also excluded are drainage assets associated with Latrobe Regional Airport, caravan parks at Hazelwood, Moe, and Lake Narracan as well as the Hyland Highway Landfill. These assets will be collected as part of the data improvement project however are under the care and control of the management of these business units.

1.6 Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects. We have identified major risks as:

- Incomplete/inaccurate asset data which potentially leads to poor decision-making and lack of funding for maintenance and renewals.
- No resource dedicated to the direct management of drainage assets

We will endeavour to manage these risks, within funding constraints, by:

- Conducting regular condition audits and site inspections to determine the remaining useful life of assets and maintenance requirements. This includes adherence to Australian Standards,
- Continued effort to rationalise collected data and improved processes to ensure data completeness and accuracy,
- Improved training and education of staff to increase awareness and adherence with associated standards, and
- Request funding for renewals as required and monitor trends of maintenance requirements.

1.7 Confidence Levels

This DAMP is based on **low to moderate** level of confidence, primarily as the database was developed incrementally over some 25 years, and the current data set has been created from a variety of sources with varying degrees of accuracy. To date the data has not been tested to provide a measure of completeness and accuracy.

There is greater confidence in the calculation of the financial information; however the results are based on asset quantities with **moderate to high** confidence and asset age with **low to moderate** confidence. This plan has not incorporated asset condition but has used age as predictor of remaining useful life, reducing the overall confidence level.

1.8 The Next Steps

The actions resulting from this asset management plan are to:

- Continue to improve asset data,
- Increase staff awareness surrounding the importance of maintaining an up to date and accurate DAMP, and
- Implement DAMP improvement plan as time and resources allow.



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1.9 Key Issues:

The specific drainage and stormwater issues within Latrobe City are:

- The threats to stormwater quality on account of litter from commercial and industrial areas and the implementation of the proposed strategies to counter these threats. Refer to Council's Stormwater Management Plan 2002.
- Aging elements of the drainage network,
- Some historical design, construction and inspection standards have left a legacy of assets that may not perform as expected nor last their design life,
- Tree root invasion, from nature strip and private trees, blocks our drains which reduces functionality,
- Some of the debris that blocks our drains is the result of building and development works by building contractors. The effective policing of these processes, including the recommendation of CCTV after construction works, is critical,
- Some overland flow paths pass through private property,
- Not all properties discharge to a piped network which leads to a higher level of nuisance flows than would be expected in an urban area, and
- Low public awareness of the nature of stormwater management, the requirement for keeping easements and pits accessible and the importance of appropriate building/site design.
- Ground movement, particularly near open cut mines, may be a contributing factor to pipe separation.
- Trees over/near pipes cause issues – solution is not necessarily to remove the tree/s but to actively manage the situation.



Drainage Asset Management Plan (DAMP) 2016

2 INTRODUCTION

2.1 Background

This DAMP aids responsive management of assets (and services the provided from assets), compliance with regulatory requirements, and to communicate funding needs to provide the required levels of service over the forward planning period.

Council does not have a specific legislated duty to provide drainage infrastructure. However, having supported development of land there is a duty of care to ensure reasonable enjoyment of the properties. In addition, the management of drainage greatly enhances the life and performance of other infrastructure. Further, there is a duty to mitigate disasters and a well-functioning drainage system is an appropriate method. The DAMP follows the format recommended in Section 4.2.6 of the International Infrastructure Management Manual¹.

The DAMP is to be read with Latrobe City Council’s Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- Long Term Financial Plan,
- Annual Business Plan,
- Risk Management Policy, and
- Subdivision Design Guidelines.

At the time of preparing this plan there remain several categories of assets for which Council does not have complete data. Where Council Officers have an estimate, this is included, as are indicative level of confidence scores for the data on which this plan is based. Council continues to increase the accuracy of the data to improve the projections of costs. Key stakeholders in the preparation and implementation of this asset management plan are: Shown in Table 2.1.1.

Table 2.1.1 – Internal Key Stakeholders

Internal Key Stakeholder	Role in Asset Management Plan
Councillors	Represent the needs of community/stakeholders, Allocate resources to meet the organisation’s objectives in providing services while managing risks, Ensure organisation is financially sustainable.
CEO/General Manager	Overall stewardship and responsibility to provide the support structure and resources to allow adequate management of the drainage assets.
Manager Infrastructure Development	Manage strategic planning, construction of new, and renewal of existing assets.
Co-ordinator Infrastructure Planning	Provide support and undertake strategic asset planning.
Team Leader Asset Strategy	Coordinate Strategic Planning activities.
Asset Assessment Officers	Data collection, condition reporting and spatial location of assets.

¹ PWEA, 2011, Sec 4.2.6, *Example of an Asset Management Plan Structure*, pp 4|24 – 27.



Drainage Asset Management Plan (DAMP) 2016

Manager Operations and Waste	Manage reactive and planned asset maintenance.
Co-ordinator Roads, Drains	Provide support and guidance to reactive and programmed routine maintenance.
Team Leader Drainage	Respond to reactive maintenance requests and undertake routine maintenance.
Drainage Crews	Respond to reactive maintenance requests and undertake routine maintenance.
Council Business Units –	Responsible for operational delivery, local laws enforcement and land use / development planning.

Table 2.1.2 – External Key Stakeholders

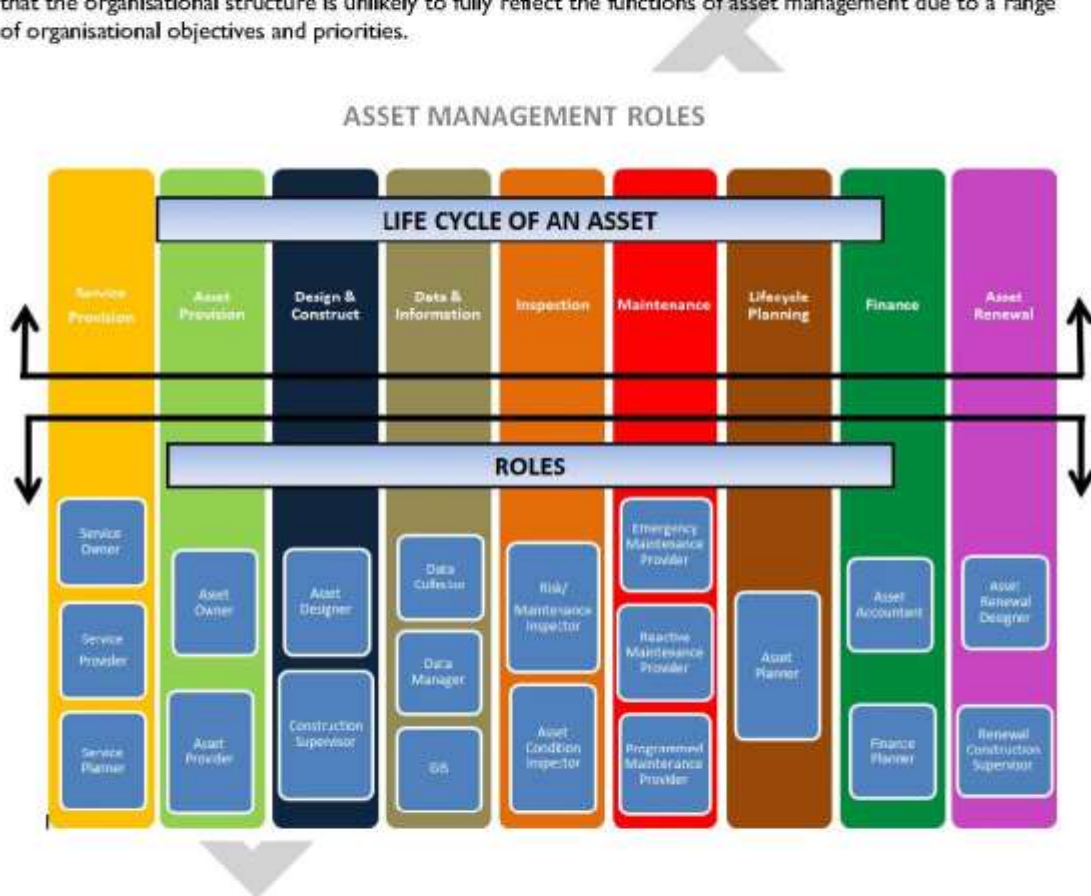
External Key Stakeholder
Community and general users
Local Businesses
West Gippsland Catchment Management Group
Recreational users and sporting groups – as users of open spaces subjected to inundation
Tourists and visitors – as occasional users
Management Committees of the Environment
Mines and other private entities whose properties serve as outfalls
VicRoads
Developers
Council's Insurer
State and Federal Government



Our organisational structure for service delivery from infrastructure assets is detailed below:

Figure 3: Organisational Structure/Roles

Our organisational structure for service delivery from infrastructure assets is detailed below. The functions that have been identified in the Asset Management Strategy are not fully reflected in the organisational structure. This is a matter that has been included in the improvement plan but it should be appreciated that the organisational structure is unlikely to fully reflect the functions of asset management due to a range of organisational objectives and priorities.

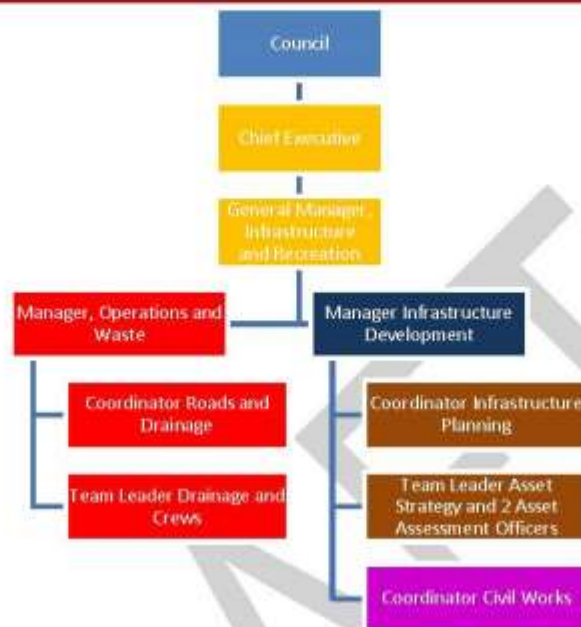




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The following table represents the Latrobe City Council positions implementing asset management throughout the asset life cycle.

Service & Asset Function	Division	Department	Position	Formalised in Organisational Structure
Service Owner	IR	IR	GM IR	No
Service Provider	IR	Infra Dev	Mgr Infra Dev	No
Service Planner	IR	IR	Not allocated to position	No
Asset Owner	IR	Infra Dev	Mgr Infra Dev	No
Asset Provider	IR	Infra Dev	Mgr Infra Dev	Yes
Asset Designer	IR	Infra Dev	Co-ord Infra Design	Yes
Construction Supervisor	IR	Infra Dev	Co-ord Civil Works Projects Civil Engineers Team Leader Development Co-ord Major Projects TO Civil Works	Yes Yes Yes Yes Yes
Data Collector	IR	Infra Dev	Asset Assessment Officer	Yes
Data Manager	IR	Infra Dev	Team Leader Asset Strategy	Yes
GIS	IR	Infra Dev	Asset Assessment Officer	Yes
Risk Inspector	IR	Infra Ops	Not allocated to position	No
Asset Condition Inspector	IR	Infra Dev	Asset Assessment Officer	Yes
Emergency Maintenance	IR	Infra Dev	Team Leader Drainage	Yes
Reactive Maintenance	IR	Infra Dev	Team Leader Drainage	Yes
Programmed Maintenance Provider	IR	Infra Ops	Not Allocated to position	No
Asset Planner	IR	Infra Dev	Co-ord Infrastructure Planning	Yes
Financial Planner	Corp Services	Finance	Mgr Finance	No
Asset Accountant	Corp Services	Finance	Mgr Finance	No
Asset Renewal Designer	IR	Infra Dev	Co-ord Infra Design	Yes
Asset Renewal Construction Supervisor	IR	Infra Dev	Co-ord Civil Works Projects Civil Engineers Team Leader Development Co-ord Major Projects TO Civil Works	Yes



2.2 Goals and Objectives of Asset Management

The organisation exists to provide services to its community. Some of these services are provided by infrastructure assets. Council has acquired infrastructure assets by 'purchase', through construction by our staff or through contract, and by gifting of assets constructed by developers and others to meet increased service provision.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future users.

The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment.
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Managing risks associated with asset failures,
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed, and
- Continuing improvement in asset management practices.



Drainage Asset Management Plan (DAMP) 2016

2.3 Plan Framework

Key elements of the plan are:

- Future demand and how this will impact on future service delivery, and how this is to be met,
- Specifying the Stormwater Control Service Provision (where we would install pipes) the organisation will provide and Functional levels of service (when they will be cleaned),
- Lifecycle management that outlines how Council will manage its existing and future assets to provide the defined levels of service,
- Financial summary of what funds are required to provide the defined services,
- Monitoring of the plan to ensure it is meeting organisation's objectives, and an
- Asset management improvement plan.

2.4 Core and Advanced Asset Management

This DAMP is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual². It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is essentially where the level of service is not analysed against community expectations or Council's ability to fund different service delivery strategies.

Future revisions of the DAMP will move towards 'advanced' asset management using a 'bottom up' approach, gathering asset information for individual assets inclusive of asset condition to support the optimisation of activities and programs to meet agreed service levels in a financially sustainable manner.

2.5 Community Consultation

Future revisions of the DAMP will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability and willingness to pay for the service.

To elaborate, the 'core' AMP does not attempt to:

- Optimise decision making, or to
- Balance community expectation of service provision and levels of service to Council's ability to fund.

² PWEA, 2011, IMM.



Drainage Asset Management Plan (DAMP) 2016

3 LEVELS OF SERVICE

3.1 Customer Research and Expectations

The organisation has not carried out any research on customer expectations. This will be investigated for future updates of the DAMP.

The levels of service developed for this plan are based on current adopted technical levels of service that have been the experience of Council in delivering the service and responding to community requests and complaints.

3.2 Strategic and Corporate Goals

This DAMP is prepared under the direction of the organisation's vision, mission, goals and objectives.

Our vision is:

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

Our mission is:

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

Relevant organisational goals and objectives and how these are addressed in the DAMP are included in Table 3.2.

Table 3.2: Organisational Goals and how these are addressed in this Plan

Goal	Objective	Strategic Directions	How Goal and Objectives are addressed in AM Plan
APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION	To provide facilities and services that are accessible and meet the needs of our diverse community.	Develop and maintain community infrastructure that meets the needs of our community.	To document how Latrobe City Council will provide the stormwater drainage service provision and level of service.
EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE OBJECTIVES 2013 – 2017	Work to minimise rate increases for our community.	Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.	To analyse existing services and lifecycle management plans that will optimise the service delivery.

The organisation will exercise its duty of care to ensure public safety is accordance with Council's risk management policies. Management of infrastructure risks is covered in Section 5.2.



Drainage Asset Management Plan (DAMP) 2016

3.3 Legislative Requirements

The organisation will meet legislative requirements including Australian and State legislation and regulations. These include:

Table 3.3.1: Legislative Requirements

Legislation	Requirement
Local Government Act 1989	Sets out role, purpose, responsibilities and powers of local governments.
Road Management Act 2004	Relates to management of the drainage system where it lies within a public road reserve.
Water Act 1989	Applies to the management of the use of water resources including conservation, protection and quality of discharges into waterways
Subdivision Act 1988 and Subdivision Regulations (Procedures) 1989	Applies to works for drainage to connect the subdivision to the system serving properties outside it.
Building Act 1993, Building Regulations 2006 and Plumbing Regulations 2008	Provides for regulation of plumbing work and plumbing standards as it impacts discharge of water into the stormwater drainage system from private buildings.
ResCode	In relation to stormwater management, ResCode applies to the construction of new residential subdivisions to ensure environmentally sustainable residential development. This includes stormwater discharges from subdivision development.
Environment Protection Act 1970	Relates discharge, emission or deposit of any substance that may pollute any segment or element of the environment – in this instance, by its introduction into discharge waters of the stormwater drainage system.
Emergency Management Act 1986	Requires a council to have a Municipal Emergency Management Plan to address local emergency risks. This may include hazards arising from storm flows in the drainage system and associated infrastructure.
Health and Wellbeing Act 2008	Allows the issue of a prohibition notice for the conducting of an activity that may damage public health - in this instance being illegal discharges into the stormwater drainage system.
Occupational Health and Safety Act 2004	Applicable to working on stormwater infrastructure.
Melbourne Water Standards	Used in conjunction with Council's Standards to determine standards for road construction and maintenance for stormwater drainage systems.

3.4 Community Levels of Service

Service levels are defined in two terms, customer levels of service and technical levels of service.

Community Levels of Service measure how the community perceives the service and whether the organisation is providing community value.



Drainage Asset Management Plan (DAMP) 2016

The organisation's current and expected community service levels are detailed in Tables 3.4 and 3.5. Table 3.4 shows the agreed expected community levels of service based on resource levels in the current long-term financial plan and community consultation/engagement.

Table 3.4.1: Community Level of Service

COMMUNITY OUTCOMES				
The impact of rainfall events on their property and personal safety arising from stormwater from Council's pipes and roads is minimal except in severe events.				
COMMUNITY LEVELS OF SERVICE				
Service Attribute	Service Objective	Current Performance Measure	Current Performance	Future Performance
Quality and Function	Provide well maintained stormwater facilities that collect and convey rainwater to natural watercourses.	Measurement is informally measured by officers based on feedback after rainfall events.	Not currently measured.	Modification of Pathways to record nuisance and other inundation action requests. This will be reviewed as part of the AMP process.
Safety	No significant Occupational, Health and Safety hazards.	Requests for safety enhancements are noted but not formally recorded.	Not currently measured.	Hazards are identified and mitigated. Safety issues are addressed in a timely manner appropriate to the risk.

3.5 Technical Levels of Service

Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleansing, mowing grass, utilities, inspections, etc,
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. cleaning of refuse/rubble, removing tree roots, replacing cracked pit lids),
- Renewal – the activities that return the service capability of an asset to its original status (e.g. frequency and cost of pipeline replacement),
- Upgrade – the activities to provide a higher level of service (eg replacing a pipeline with a larger size) or a new service that did not exist previously (drainage augmentation projects),
- New – the activities to provide a new asset which in turn provides a new service, and
- Expansion – the activities that result in an asset providing an expanded level of service,



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Service and asset managers plan, implement and control technical service levels to reflect and meet the customer service levels.³

Table 3.5 shows the technical level of service expected to be provided under this AM Plan. The agreed sustainable position in the table documents the assumed current position of Council based on existing and past practice. Further development of this Plan will include/consider community consultation and trade-off of service levels performance, costs and risk within resources available in the long-term financial plan.

DRAFT

³ PWEA, 2011, IMM, p 2.22



Table 3.5: Technical Levels of Service

TECHNICAL LEVELS OF SERVICE					
Service Attribute	Service Objective	Performance measure	Target Performance	Current Performance	Future actions
System capacity	Capacity to convey stormwater to protect properties from overland flow.	Frequency of non-nuisance overland flow that impacts a) Private property b) Major roads c) Minor roads d) Passive open space	On average: a) <1 event every 2 years b) <1 event every 5 years c) <1 event every 2 years d) <2 events every year	Some under-capacity drains identified by investigation following resident reports.	Addressing under capacity drains as resources allow.
System condition to meet capacity	Routine maintenance maintains existing system to allow the asset to meet capacity objectives.	a) Defect/safety inspection frequency. b) Responsiveness.	a) Programmed inspections as per schedule. b) Attend issues identified following a questionnaire as "High Urgency" within 4 hours and other issues within 5 days.	a) Few inspections are programmed. b) High urgency issues are assessed within the timeframes. Non urgent issues are assessed within the timeframe.	Increase targeted programmed inspections.



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4 FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

Latrobe City Council has minimal infill densification of its urban areas, and in rural areas the increased impervious area is still generally managed on the properties themselves. This is not projected to change in the next 10 years without significant societal attitude change.

The primary growth areas projected for the next 10 years that will result a significant increase in impervious area (new housing) are to the north and northeast of Traralgon, and north of Moe (Narracan). Less significant growth is occurring west of Morwell. These developments are providing their own infrastructure including detention basins to reduce the impact on receiving waters from increased stormwater flow resulting from increased impervious area.

The increased drainage flows are generally managed by developers and so have a minor requirement for infrastructure upgrades. The effect of this growth however, is to increase future renewal requirements when the assets wear out or are "consumed", and also to increase maintenance requirements in the near term. Care is taken as much as the legislation allows to ensure the new works are low maintenance, do not represent hazards to the community or the environment, and there are no or few highly critical assets.

4.2 Demand Forecast

The present position and projections for demand drivers that may impact future service delivery and utilisation of assets are documented in Table 4.2.



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Table 4.2 – Demand Drivers, Projections and Impact on Services

Demand drivers	Present position	Projection	Impact on services
Increased infill around urban areas	Minimal increase in impervious area	To remain steady for the next 10 years	Negligible
Traralgon Growth Area including northeast and southwest developments	Significant increase in impervious area in the area	Existing developed lots to be built on gradually over the next 10 years but the level of new development to moderate	Negligible requirement for new or upgraded infrastructure but a projected increase in maintenance works
Moe North and Morwell North West	Significant increase in impervious area in the area	Existing developments to be brought on gradually over the next 10 years with little further projected increase	Negligible requirement for new or upgraded infrastructure but a projected increase in maintenance works
Increased awareness of environmental impact on waterways of changes to impervious area	Council is obliging developers to implement retention and detention into their designs to manage the impact.	To gradually increase in expectation. Council already has a good awareness and resources this aspect of creek health	With the increase in wetland style retention basins, usually with detention to manage increased water flow, there will be an increase in this maintenance/renewal requirement
Increase in rural living and an increase in the population of small towns	Expectation of a increased level of service of drainage management in small towns and rural residential developments	As the population increases so will the pressure to provide increased drainage services	An increase in services equates to an increase in maintenance and renewal costs. Also as the issues are well removed from depots, a pressure to meet service response times
Increase in expectations in environmental management	As the residents' awareness of drainage's impact on the environment increases, so will the management strategy/funding be expected to increase	Council already has a responsible approach to environmental management of drainage	No impact is projected if Council continues to be "on the front foot" of this issue

4.3 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Non-asset solutions focus on providing the required service without the need for the organisation to own the assets and management actions including reducing demand for the service, reducing the level of service



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(allowing some assets to deteriorate beyond current service levels) or educating customers to accept appropriate asset failures⁴. Examples of non-asset solutions include providing services from existing infrastructure such as aquatic centres and libraries that may be in another community area or public toilets provided in commercial premises.

Opportunities identified to date for demand management are shown in Table 4.4. Further opportunities will be developed in future revisions of the DAMP.

Table 4.3 – Demand Management Plan Summary

Dem and Driver	Impact on Services	Dem and Management Plan
Infill development increasing impervious area	The increased sudden flow from the increased impervious area will result in the current infrastructure being under capacity resulting in minor flooding and nuisance overland flow	Monitor the amount of infill and manage through installing detention basins in the current infrastructure and obliging home builders to include detention on-site as part of their construction
Increased development and impervious area increasing the amount of stormwater infrastructure and resulting in increasing maintenance effort	Increased maintenance effort due to the additional infrastructure	Ensure designs use 'best practice' principles out to minimise maintenance – such as additional pits for inspection, well thought out overland flow paths, easy access to new wetlands, community groups maintaining wetland vegetation, etc.

4.4 Asset Programs To Meet Demand

The new assets required to meet growth will be acquired free of cost (gifted) from land developments and constructed/acquired by Council.

New assets constructed/acquired by Council are shown below in Figure 4.4. The cumulative value of new contributed and constructed assets will be further refined in future editions of this plan.

⁴ IPWEA, 2011, IIMM, Table 3.4.1, p 3|58.



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Figure 4.4: Upgrade and New Assets to meet demand (Cumulative)



Acquiring these new assets will commit the organisation to fund ongoing operations, maintenance and renewal costs for the period that the provision of service from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5.





5 LIFECYCLE MANAGEMENT PLAN

5.1 Data and assets

This section relates to long term management and operation at agreed levels of service (defined in Section 3) while optimising life cycle costs.

In order to estimate operational expenditure and focus planned maintenance activities, a quantitative desktop analysis has been conducted of available data including the current Geographical Information System (GIS) and Asset Management System (AMS) datasets. To properly prioritise actions and mitigate operational risks, drainage assets have also been ranked and categorised in a hierarchical structure, and rated for relative risk by examining a number of key factors.

A complete picture of the drainage network is not yet known, and it is estimated by Council Officers that the information held has an accuracy level as shown in Table 5.1. Improving this accuracy is one of the key objectives of the DAMP improvement plan.

5.1.1 Physical parameters

The assets covered by the DAMP are shown in Table 5.1:

Table 5.1a: Assets covered by this Plan (as at 30 June 2015)

Category	Total	Category Breakdown	Measure	% of Category	Level of confidence in Data %
Pipes	17,964 segments 597,400 m	Collector: Pipes 0 mm-<300 mm	344,099 m	57.6%	80
		Local Main: Pipes >375 mm - <575 mm	135,032 m	22.6%	80
		Main: Pipes >600 mm-<1150 mm	90,420 m	15.1%	90
		Trunk Main: Pipes >1200 mm	27,958 m	4.7%	75
Pits	18,076 Pits	Side Entry Pit - Normal, Double, and Haunched (SEP, 2SEP, HSEP, 2HSEP)	9,992	55.28%	75
		Junction Pit - Normal, Double, and Haunched (JP, HJP, 2JP)	7,540	41.71%	80
		Collector Pit (CP)	281	1.55%	80
		Other: Inspection Openings/Endwalls/Outfall	236	1.45%	80
Gross Pollutant Traps	24 units	GPT	24	100%	100

Due to a lack of information of suitable accuracy, this plan currently does not include stormwater assets listed in the table below. Future iterations of this plan will be expanded to include these assets.



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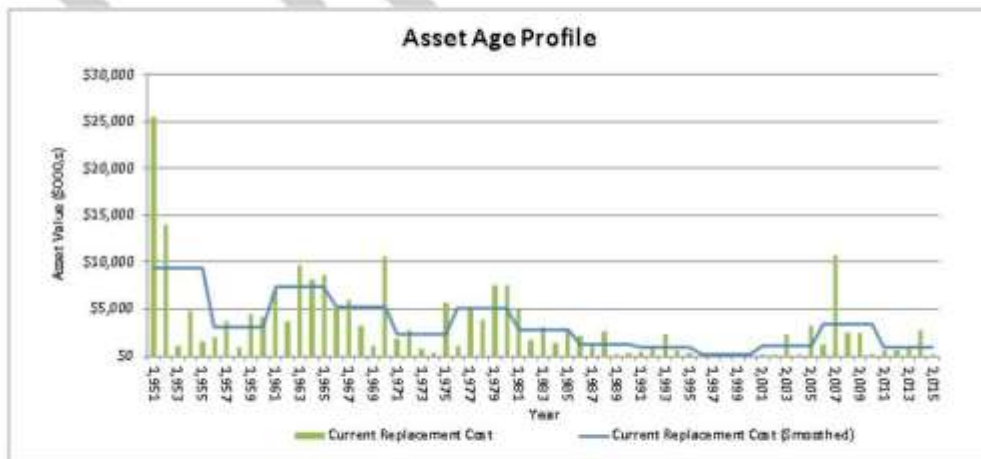
Table 5.1b: Assets not covered by this Plan (as at 30 June 2015)

Asset Type	Status
<ul style="list-style-type: none"> • Open drains/channels including major contour drains 	Limited asset inventory
<ul style="list-style-type: none"> • Headwalls/endwalls/outfall structures 	Data collection underway
<ul style="list-style-type: none"> • Stormwater Quality Improvement Devices (SQUID's) 	Limited asset Inventory
<ul style="list-style-type: none"> • Hazelwood, Moe and Lake Narracan Caravan Parks 	Business Unit planning
<ul style="list-style-type: none"> • Latrobe Valley Airport 	Business Unit planning
<ul style="list-style-type: none"> • Hyland Highway Landfill 	Business Unit planning

The age profile of the assets include in the DAMP is shown in Figure 2. Age profile information has been estimated based on the apparent age of the neighbourhoods where the assets are located or where a clear linkage can be established the age of adjacent road segments. This is considered adequate for the purposes of the plan as developing more accurate profiles for management purposes would be better based on condition than age. Condition is a better predictor of performance and renewal requirements than age.

The graph in Figure 4 shows the total value of the assets for the year acquired or last renewed in each year. All values are current values.

Figure 4: Asset Age Profile





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Due to the size and the spread nature of drainage assets they are only practically viewable on Council's GIS system. For convenience of reference only, generalised snapshots of each major township are provided in Appendix G - Drainage System.

5.1.2 Asset capacity and performance

The organisation's services are generally provided to meet design standards where these are available. Without undertaking a catchment analysis, calculating the expected volumes, then modelling the drain system capacity, determining the capacity of the drainage system is estimated based on historical data and local knowledge.

Officers are not aware of significant capacity issues of the underground pipe network such that there is systemic and frequent flooding. Deficiencies are assumed to be restricted to localised nuisance flooding hotspots and assumptions about the infrastructure condition (not necessarily performance or capacity). Most situations where flooding of residents' yards occurs is due to maintenance issues – either Council's asset maintenance or the residents'.

Riverine flooding from creeks and rivers is the responsibility of the West Gippsland Catchment Management Authority.

At the time of preparing this plan, locations where deficiencies in service performance are known were not recorded. A future development of this plan will include at least suspected deficient locations. Table 5.1.2 merely defines the situation at this time.

The locations identified as critical risk locations and included in Appendix H - Identified Critical Risk Locations are not known deficiencies, rather locations where a failure would have higher than acceptable consequences.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
Localised nuisance flooding issue - Pipes	Localised minor flooding when pits surcharge. Capacity issue related to pipes
Localised nuisance flooding issue - Pits	Localised minor flooding when pits surcharge. Capacity issue related to size of pit openings or other reason such that water is not able to get into the underground system quickly enough

5.1.3 Asset condition

Condition is known for a small minority of drainage assets. The sheer volume of the pipes and pits and the inaccessibility of the pipes in particular preclude a cost-effective data collection for every asset.

Therefore condition data collected to date has been only where maintenance or repairs has been required. This is not only skewed to poor condition pipes, but is insufficient to predict the condition of the overall network.



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However, officers have compiled the issues contained in Table 5.1.3a, which includes issues other than just condition.

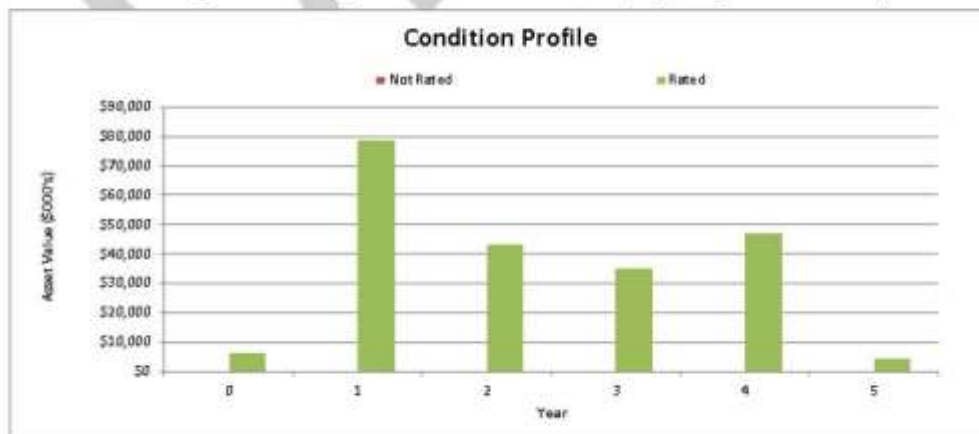
Table 5.1.3a: Known asset condition and other issues

Location	Service Deficiency
All towns	Lack of infrastructure due to stormwater asset construction not being a requirement pre-1960s
All towns	Brick drainage pits/pipes in easements in private property, earthenware pipes, concrete with no reinforcing
Concentrated in Traralgon	Poor construction standards/practices pre-2000
Traralgon, Moe/Newborough Morwell	Planning Scheme rezoning – lack of review of changed infrastructure needs
All areas	Unmaintained concrete or earth drains
All areas	Private buildings/structures constructed, covered over top of infrastructure
Traralgon, Morwell, Moe/Newborough and Churchill	Utility companies and communication providers compromising capacity and serviceability of drainage network e.g. utility conduits driven through pipes
Urban roads within Traralgon, Morwell, Moe/Newborough and Churchill	Pit inaccessibility – asphalted, heavy or buried pits lids

The condition profile of Council's assets is not available with a good degree of confidence. Instead the age profile provided in Figure 4 can be used to estimate the condition profile. Developing better condition-related information is a key element of the improvement program.

Figure 5.1.3b shows the condition profile of the asset category using the IIMM 1 (very good) – 5 (very poor) condition. The graph shows the total value of assets for each condition grading. A zero value represents asset that are new. All values are current values. The average condition (based on the IIMM criteria) is 2.2.

Figure 5.1.3b: Age Based Asset Condition Profile (Average Condition 2.2)





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Condition will be measured using a 1 – 5 grading system⁵ as detailed in Table 5.1.3.

Table 5.1.3: Simple Condition Grading Model

Condition Grading	Description of Condition
1	Very Good: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair: significant maintenance required
4	Poor: significant renewal/rehabilitation required
5	Very Poor: physically unsound and/or beyond rehabilitation

5.1.4 Asset valuations

Asset valuations are of two types, depending on their application. 'Greenfields' based valuation is based on the cost to construct an asset in an undeveloped area and is required for Asset Valuation Reporting purposes. 'Brownfields' based valuation is based on the costs for construction in a developed situation and better reflects the actual cost to replace established assets and is used to determine the replacement costs for asset planning purposes. Care has been taken to note which figure is used in this plan.

Assets were last revalued at 30 June 2015. Assets are valued at Fair Value in accordance with AASB13 Fair Value Measurement. The values listed below are 'Greenfields' values with the associated "Brownfield" values presented for comparison.

Table 5.1.1 – Greenfield Financial Asset Reporting values

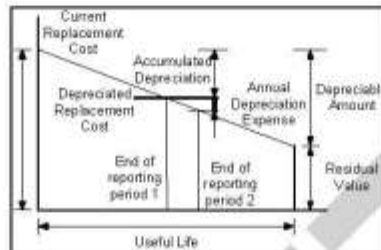
Criteria	Greenfield value	Brownfields value (15% allowance for in-situ construction)
Current Replacement Cost	\$191,002,776	\$219,676,192.40
Accumulated Depreciation	\$80,917,995	\$93,055,694.25
Depreciated Replacement Cost ⁶	\$110,084,781	\$126,597,498.15
Annual Depreciation Expense	\$1,510,152	\$1,736,674.80

⁵ IPWEA, 2011, IMM, Sec 2.5.4, p 279.

⁶ Also reported as Written Down Current Replacement Cost (WDCRC).



Figure 5.1.1 – Asset Financial reporting value explanation



Useful lives were independently reviewed in June 2015 by Assetic Pty Ltd as part of the independent advice for the asset valuation.

Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset

Criteria	Brownfields value
Rate of Annual Asset Consumption (Depreciation/Depreciable Amount)	0.96%
Rate of Annual Asset Renewal (Capital renewal exp/Depreciable Amount)	0.55%

management performance and trends over time.

On a long life asset, the rate of Annual Asset Consumption and rate of Annual Asset Renewal can misrepresent the immediate financial position by reflecting constant renewal when renewal demand does not occur until asset reach their useful life.

Council plans to renew assets at 57.3% of the rate they are being consumed and will be increasing its asset stock by 1.8% in each year.

5.2 Infrastructure Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets has identified some of the critical risks. The typical risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Stormwater assets play an important role in protecting the community from primarily property damage. Therefore, a failure of the assets will cause potential property and injury risks, as a result of inundation (under capacity / inappropriate design / structural failure / blockage) or soil effects (void generation, subsidence, erosion). Two less obvious risks are failure of wetlands vegetation resulting unexpected costs to maintain or replace, as well as damaging Council's reputation, and failure of the detention component of wetland/detention basins resulting in creek or drain erosion.



In order to assess these risks, each stormwater asset is assigned a Risk Rating derived from Table 5.2.

Table 5.2. - Risk Rating likelihood and consequence criteria and weighting

		Likelihood of Failure				
		Improbable	Remote	Occasional	Probable	Frequent
Consequence of Failure	Negligible	Acceptable	Acceptable	Acceptable	Moderate	Moderate
	Low	Acceptable	Moderate	Moderate	High	High
	Moderate	Acceptable	Moderate	High	High	Very High
	Significant	Moderate	High	High	Extreme	Extreme
	Catastrophic	Moderate	High	Very High	Extreme	Extreme

Critical risks, being those assessed as 'Extreme' - requiring immediate corrective action and 'Very High' - requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.2.

5.2.1 Risk of pit and pipe failure

Tables 5.2.1a and 5.2.1b are derived from the tables in Appendix I and represent a calculation-based assessment of individual pipes and pits.

Table 5.2.1a: Pipes Risk Assessment Results

Risk Rating	Pipes	Length (m)	% (Total)	% (Length)
1	16,00	46	0%	0%
2	13,695,00	394,924	77%	67%
3	4,141,00	192,426	23%	33%
4	8,00	1,479	0%	0%
5	-	-	0%	0%
Total	17,860,00	588,878		

Table 5.2.1b: Pits Risk Assessment Results

Risk	Risk Rating	Pits	% (Total)
Acceptable	1	1,474	8%
Moderate	2	13,516	76%
High	3	2,814	16%
Very High	4	0	0%
Extreme	5	0	0%
Total		17,804	

Tables 5.2.1a and 5.2.1b provide a rating for individual pipes and pits. Considering the location of the pipe or a small network of pipes, and the consequence of failure, Council officers have also identified key locations as contained in Appendix H - Identified Critical Risk Locations.



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This Appendix identifies small sub-systems where engineering judgement or local knowledge indicates a significant consequence should a failure occur. The list will be enhanced and expanded as time and resources allow, and as locations are brought to Council's attention.

The factors used in identifying the consequences in Appendix H - Identified Critical Risk Locations are contained in Table 5.2.1c. Engineering judgement is used to apply a consequence weighting using Table 5.2.

Causes of the system failure and the likelihood of each mechanism will vary depending on the asset's configuration, the parameters of the immediate area and upstream.

The proposed actions have yet to be formally included in routine maintenance activities.

Table 5.2.1c – Generic risk categories

ID	Risk	Consequence
1	Flooding of several residential properties (more than nuisance flows)	Damage to buildings and erosion of land
2	Flooding of industrial, commercial and retail properties	Damage to buildings and stock. Potential loss of revenue
3	Severing a no through road	Temporary loss of access for a period of time to a small number of properties
4	Severing a road	Temporary inconvenience to a number of properties during detour
5	Floodwaters disrupting utilities	Loss of service to broader community

5.2.2 Insurance

Council has a process to report any incidents regarding drainage when they occur.

5.3 Routine Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. cleansing, street sweeping, grass mowing and street lighting electricity and operations costs. For drainage there are few operational costs and those identified do not appear to apply in Latrobe City. Drainage operational activities may include activities such as pumping stations, monitoring stations, Bureau of Meteorology notifications.

Maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again. Maintenance excludes rehabilitation or renewal.

Maintenance Management activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Maintenance may be classified into Reactive, Planned and Specific maintenance work activities.



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- Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.
- Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS).
- Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacing air conditioning units, etc. This work falls below the capital/maintenance threshold but may require a specific budget allocation.

Table 5.3.1: Staffing levels

Position	Effective Full Time	2015/16 Actuals
Co-ordinator Operations	0.15	\$23,000
Supervisor Drainage	0.15	\$20,000
Team Leader Drainage	1.0	\$333,041
3 Full Time workers	3.0	
2 Casuals	1.0	
Litter Trap Administration	0.15	\$16,000
Street Sweeping Administration	0.30	\$15,000
Total	5.75 EFT	\$407,041

5.3.1 Operations and Maintenance Plan

Actual past operational and maintenance expenditure of the following services: road street sweeping, drainage maintenance and GPT cleaning services is shown in Table 5.3.1.

Table 5.3.2: Maintenance Expenditure Trends

Year	Maintenance Expenditure			
	Operations	Administration	Vehicles	Total
2013/14	\$1,041,360	\$170,845	\$83,966	\$1,296,171
2014/15	\$1,073,567	\$174,067	\$86,563	\$1,334,196
2015/16	\$1,106,770	\$179,450	\$89,240	\$1,375,460
Draft 2016/2017	\$1,141,000	\$185,000	\$92,000	\$1,418,000

Assessment and prioritisation of reactive maintenance is undertaken by Council officers using experience and judgement.

Council is advised to allocate annual operations funding to the following projects in Table 5.3.2.

Table 5.3.3: Projected Maintenance Additions

Project	Annual Allocation
Outfall Maintenance	\$30,000
Open Drain Maintenance	\$30,000
Gross Pollutant Trap Maintenance	\$20,000
Annual Total	\$80,000



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These estimates have been reflected in projected maintenance figures of this plan.

5.3.2 Asset Hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

Drainage systems have been designed to aggregate flows from many small sub catchment areas, with increasing hydraulic capacity as more flows are combined on their route to the closest outfall location. In the majority of cases, the larger the carrying capacity of the drain, the more area, and properties are serviced. This directly correlates with a greater need to maintain consistent service delivery, and a greater consequence should the asset fail.

With this in mind, the primary criteria for assigning to a hierarchical category is hydraulic capacity, however drains may be assigned to a category of greater importance based on number of properties/area serviced, context and function.

To assist in monitoring service delivery and calculating risk, the organisation's service hierarchy is shown in Table 5.3.2.

Table 5.3.2: Drainage Hierarchy

Service Hierarchy		Service Level Objective
Pipe - Trunk	Trunk Main	<ul style="list-style-type: none"> Where multiple sub-catchments share the same outfall, main drains are aggregated into trunk mains destined for outfall. Primary Criteria – Pipes 1200mm diameter and greater.
Pipe - Trunk	Main	<ul style="list-style-type: none"> The main drain will carry the aggregated runoff from a large geographic area to outfall. Primary Criteria – Pipes 600mm -> 1150mm diameter.
Pipe – Non Trunk	Local Main	<ul style="list-style-type: none"> These pipes aggregate collector pipes and provide path to the main drain. Primary Criteria – Pipes 375mm -> 575mm diameter
Pipe – Non Trunk	Collector	<ul style="list-style-type: none"> These pipes service a small area/number of properties. They are close to the start of line of a drainage line, and are typically shallow (< 2m deep) Primary Criteria - Pipes up to 300mm diameter
Pit	JP simple	<ul style="list-style-type: none"> Pit less than 900mm a single inlet and single outlet only
Pit	JP complex	<ul style="list-style-type: none"> Pits over 900mm or with more than single inlet and single outlets
Pit	Standard Side Entry Pit (SEP) or Catch pit	<ul style="list-style-type: none"> Simple SEP on a run with no or little impact should it fail
Pit	Critical Side Entry Pit (SEP) or Catch pit	<ul style="list-style-type: none"> An SEP on a sag point or low point or where failure has greater than normal consequences



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5.3.3 Operations and Maintenance Strategies

The organisation will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. This is being developed as part of a maintenance management system and the following proposed/identified activities will be modified as that plan/system develops.

The operation and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner,
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50 – 70% planned maintenance desirable as measured by cost),
- Maintain a current infrastructure risk register for assets and present service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council/Board,
- Review current and required skills base and implement workforce training and development to meet required operations and maintenance needs,
- Review asset utilisation to identify underutilised assets and appropriate remedies, and over utilised assets and customer demand management options,
- Maintain a current hierarchy of critical assets and required operations and maintenance activities,
- Develop and regularly review appropriate emergency response capability,
- Review management of operations and maintenance activities to ensure Council is obtaining best value for resources used.

5.3.3.1 Maintenance and operation of Critical Assets

Critical assets are those assets which have a high consequence of failure but not necessarily a high likelihood of failure. By identifying critical assets and critical failure modes, organisations can target and refine investigative activities, maintenance plans and capital expenditure plans at the appropriate time.

Operations and maintenance activities may be targeted to mitigate critical assets failure and maintain service levels. These activities may include increased inspection frequency, higher maintenance intervention levels, etc. Critical asset locations are listed in Appendix H - Identified Critical Risk Locations.

At present a specific program of inspection has not been developed or costed. This will be developed in conjunction with the stakeholders as time and resources allow.

5.3.3.2 Standards and specifications

Maintenance work is carried out in accordance with the following Standards and Specifications.

Australian Standards

- AS 3725 Loads on Buried Concrete Pipes
- AS 3600 Concrete Structures



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- AS 1726 Geotechnical Site Investigations
- AS 2280 D.I.C.L. Pressure Pipes and Fittings
- AS 1477 PVC Pipes and Fittings for Pressure Applications
- AS 1379 Specification and Supply of Concrete
- AS 4058 Precast Concrete Pipes (pressure and non-pressure)
- AS 1289 Methods of Testing Soils for Engineering Purposes
- AS 1260 PVCU Pipes and Fittings for drain, waste and vent applications
- AS 1254 PVC Pipes and Fittings for Storm and Surface Water Applications
- AS 1012 Methods of Testing Concrete

Standard Drawings

- LCC 101 Kerb and Channel Profiles
- LCC 202 Pit Covers
- LCC 203 Lintels
- LCC 204 Pipe Installation on Steep Slopes
- LCC 205 Side Entry Pit(PDF, 44KB)
- LCC 206 Grated Side Entry Pit
- LCC 207 Grated Pit for a footpath drain
- LCC 208 Junction Pit(PDF, 40KB)
- LCC 209 Property Connections
- LCC 210 Double Side Entry(PDF, 36KB)
- LCC 211 Inlet Catch Pit
- LCC 212 Culvert Installation
- LCC 215 Grated Junction Pits
- LCC 216 Side Entry Pit with Flared Entry
- LCC 219 Drainage Chute
- LCC 220 Traffic Grated Pit
- LCC 301 Subsurface Drainage
- LCC 306 Vehicle Crossing at Culvert
- LCC 307 Vehicle Crossing at Kerb
- LCC 310 Rural Access Track
- LCC 401 Pedestrian Path
- LCC 402 Ramped Path Crossing at Kerb
- LCC 403 Ramped path Crossing at kerb with TGSI
- LCC 411 CBD Concrete Paving
- LCC 412 Joints in Concrete Pavements
- LCC 501 Guide Posts
- LCC 505 Guard Fence Ground Beam
- LCC 901 Trenched Service Installation

Standard sections

- Section 02 Grubbing
- Section 03 Earthworks
- Section 04 Drainage
- Section 06 Kerb and Channel
- Section 08 Road Pavement



5.3.4 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock as shown in Figure 4. Note that all costs are shown in 2016 dollar values (i.e. current values).

Figure 5.3.3: Projected Operations and Maintenance Expenditure



Deferred maintenance are works that are identified for maintenance and unable to be funded and are to be included in future risk assessment and analysis.

Maintenance is funded from the operating budget where available. This is further discussed in Section 6.2.

5.4 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

5.4.1 Renewal Plan

The data from the asset register has been used to project the renewal costs using acquisition year and useful life to determine the renewal year. Condition Assessment to determine renewal is proposed to be used in future iterations of this Plan.

The useful lives of assets used to develop projected asset renewal expenditures are shown in Table 5.4.1. Asset useful lives which were last reviewed on June 30, 2015⁷



Drainage Asset Management Plan (DAMP) 2016

Table 5.4.1: Useful Lives of Assets

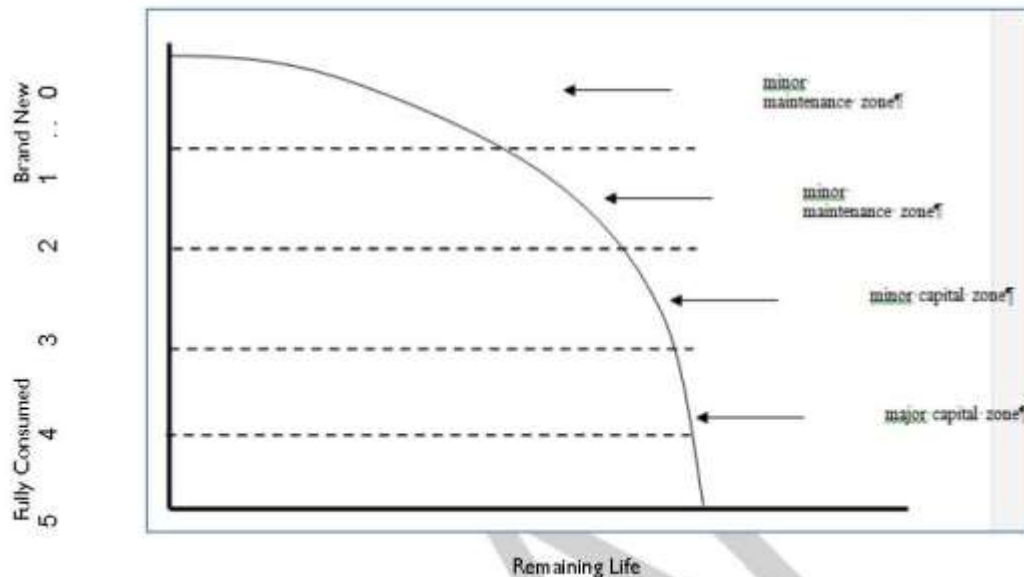
Asset Category	Useful life
Stormwater Pipes	100 years
Stormwater Pits	100 years
Gross Pollutant Traps	100 years

5.4.2 Renewal and Replacement Strategies

- The organisation will plan capital renewal and replacement projects to meet level of service objectives and minimise infrastructure service risks by:
 - Planning and scheduling renewal projects to deliver the defined level of service in the most efficient manner,
 - Undertaking project scoping for all capital renewal and replacement projects to identify:
 - the service delivery 'deficiency', present risk and optimum time for renewal/replacement,
 - the project objectives to rectify the deficiency,
 - the range of options, estimated capital and lifecycle costs for each options that could address the service deficiency,
 - and evaluate the options against evaluation criteria adopted by the organisation, and
 - select the best option to be included in capital renewal programs,
- Using 'low cost' renewal methods (cost of renewal is less than replacement) wherever possible,
- Maintain a current infrastructure risk register for assets and service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council/Board,
- Review current and required skills base and implement workforce training and development to meet required construction and renewal needs,
- Maintain a current hierarchy of critical assets and capital renewal treatments and timings required ,
- Review management of capital renewal and replacement activities to ensure Council is obtaining best value for resources used.



Figure 5.4.2 Condition and its relationship to intervention



5.4.3 Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (eg replacing a bridge that has a 5 t load limit with a bridge with a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (eg roughness of a road).⁸

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure (criticality – see Appendices),
- Have a high utilisation and subsequent impact on users would be greatest,
- The total value represents the greatest net value to the organisation,
- Have the highest average age relative to their expected lives,
- Are identified in the DAMP as key cost factors,
- Have high operational or maintenance costs, and
- Where replacement with modern equivalent assets would yield material savings.⁹

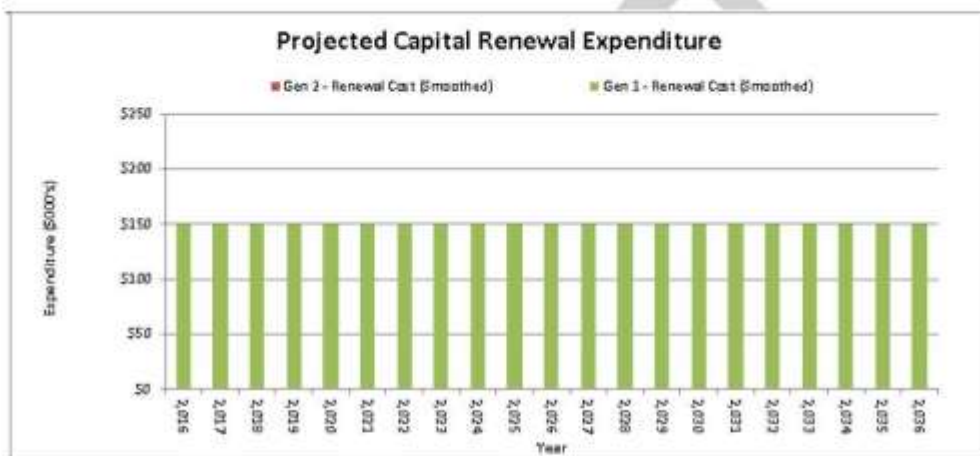
⁸ IPWEA, 2011, IIMM, Sec 3.4.4, p 3|60.



5.4.4 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock increases from growth. There is some capital renewal expenditure for the foreseeable future. This forecast incorporates a contingency amount of \$150,000 per annum in the absence of the preferred method of condition based assessment. Council's first recorded drainage assets date back to approximately 1950 which at the adopted 100 year useful life, will not be due for replacement until 2050. The current planning horizon does not encompass the renewal of significant quantities of drainage assets.

Fig 5.4.3: Projected Capital Renewal and Replacement Expenditure



Renewals and replacement expenditure in Latrobe City's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

5.5 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the organisation from land development. These assets from growth are considered in Section 4.4.

5.5.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as Councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed below.

⁹ Based on IPWEA, 2011, IIMM, Sec 3.4.5, p 3|66.



Drainage Asset Management Plan (DAMP) 2016

Table 5.5.1: New Assets Priority Ranking Criteria

Criteria	Weighting
Reducing community risk profile	50
Reduce maintenance activity	30
Improve environmental outcomes	15
Promote economic benefits	5
Total	100%

5.5.2 Capital Investment Strategies

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

- Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,
- Undertake project scoping for all capital upgrade/new projects to identify:
 - the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset,
 - the project objectives to rectify the deficiency including value management for major projects,
 - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency,
 - management of risks associated with alternative options,
 - and evaluate the options against evaluation criteria adopted by Council, and
 - select the best option to be included in capital upgrade/new programs,
- Review current and required skills base and implement training and development to meet required construction and project management needs, and
- Review management of capital project management activities to ensure Council is obtaining best value for resources used.

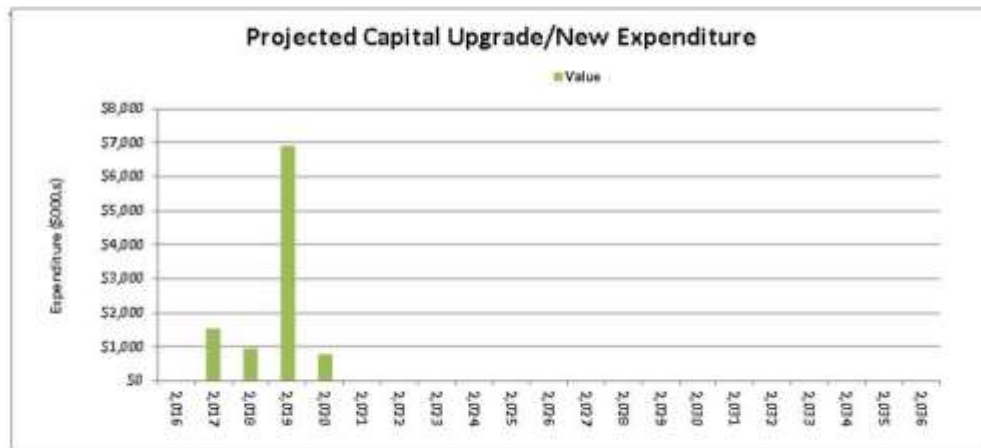
Standards and specifications for new assets and for upgrade/expansion of existing assets are the same as those for renewal shown in Section 5.4.2.

5.5.3 Summary of future upgrade/new assets expenditure

Council is not funding an expansion of the network to attract new development at this time. There are projections for development contribution plan construction that would eventually be cost neutral to the existing community.



Figure 6 Projected Capital Upgrade/New Asset Expenditure



Five (5) major upgrade projects are planned to address hot spots and drainage inefficiencies and this will result in new assets or an upgrade of existing assets at the current rate. The projected upgrade/new capital works program is shown in Appendix C.

Where upgrade/new projects have been identified, they will be funded as part of the current capital budget process.

Projected upgrade/new asset expenditures are summarised in Fig 6. All amounts are shown in net real values (No inflation).

Expenditure on new assets and services in the organisation's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

5.6 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any.

The revenue projected is not sufficient to be included in Council's long term financial plan. Currently there are no disposals identified. There is limited market for used pipes etc. however where possible storage and reuse in low risk areas will be considered where appropriate – this opportunity is limited.



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Drainage Asset Management Plan (DAMP) 2016

6 FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of the DAMP. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

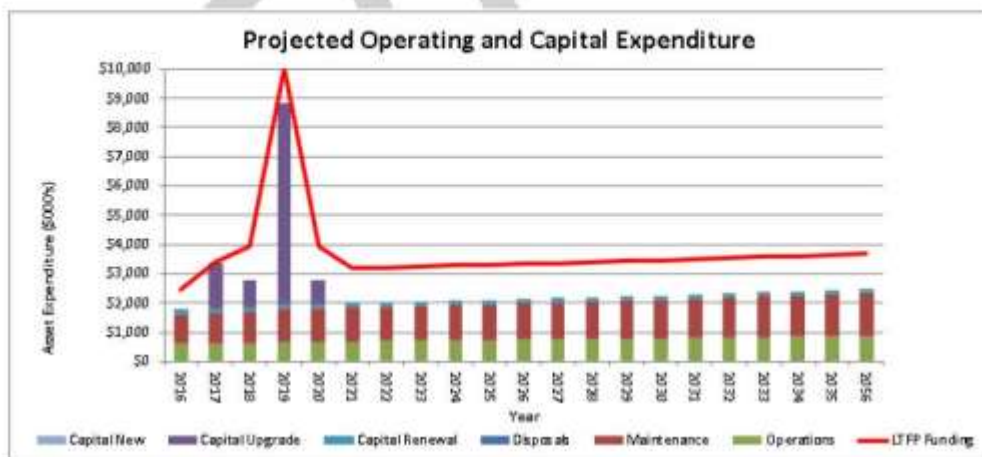
Table 6.1 : Financial Classification "Drainage Works"

Financial Sub-Class	Valuation Input	Valuation Technique	June 2015 Replacement Valuation
Stormwater Pits	Level 3	Cost Approach	\$162,876,913
Stormwater Pipes	Level 3	Cost Approach	\$26,624,903
Gross Pollutant Traps	Level 3	Cost Approach	\$1,500,960
Total Greenfields Valuation			\$191,002,776

6.1 Financial Statements and Projections

The financial projections are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). All amounts are shown in net real values (No inflation).

Fig 7: Projected Operating and Capital Expenditure



The spike in capital upgrade in 2019 relates to capital expenditure required to support the development of the drainage system for the Morwell north west precinct. The requirement for that expenditure is known but the timing of that expenditure will depend upon the rate and spatial distribution of development within the precinct. It is likely that that expenditure will be distributed over the years beyond 2019, but this is unable to be accurately predicted at this time.



Drainage Asset Management Plan (DAMP) 2016

6.1.1 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over five and 10 years of the planning period.

6.1.1.1 Asset Renewal Funding Ratio

Asset Renewal Funding Ratio ¹⁰	783%
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The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 20 years, Council is forecasting that it will have 783% of the funds required for the optimal renewal and replacement of its assets. This is due to the long life of the drainage asset and that based age driven forecast, that technically no asset is required for renewal. However, due to evidence of minor failures requiring renewal an amount of renewal based on engineering experience has been factored in to represent this known required expenditure.

6.1.1.2 Long term - Lifecycle Cost

Lifecycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Lifecycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The lifecycle cost for the services covered in this asset management plan is **\$1,655,000** per year (average operations and maintenance expenditure plus depreciation expense projected over 20 years).

Lifecycle costs can be compared to life cycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles. Life cycle expenditure includes operations, maintenance and capital renewal expenditure. Lifecycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure over the 20 year planning period is **\$2,711,000** per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 20 years).

A gap between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is +ve **\$1,056,000** per year (-ve = gap, +ve = surplus).

Life cycle expenditure is 164% of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

6.1.1.3 Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

¹⁰ AIFMG, 2012, Version 1.3, Financial Sustainability Indicator 4, Sec 2.6, p 2.16



Drainage Asset Management Plan (DAMP) 2016

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is **\$1,741,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$2,770,000** on average per year giving a 10 year funding over-allocation of **\$1,029,000** per year. This indicates that Council expects to have 159% of the projected expenditures needed to provide the services documented in the DAMP.

6.1.1.4 Medium Term – five year financial planning period

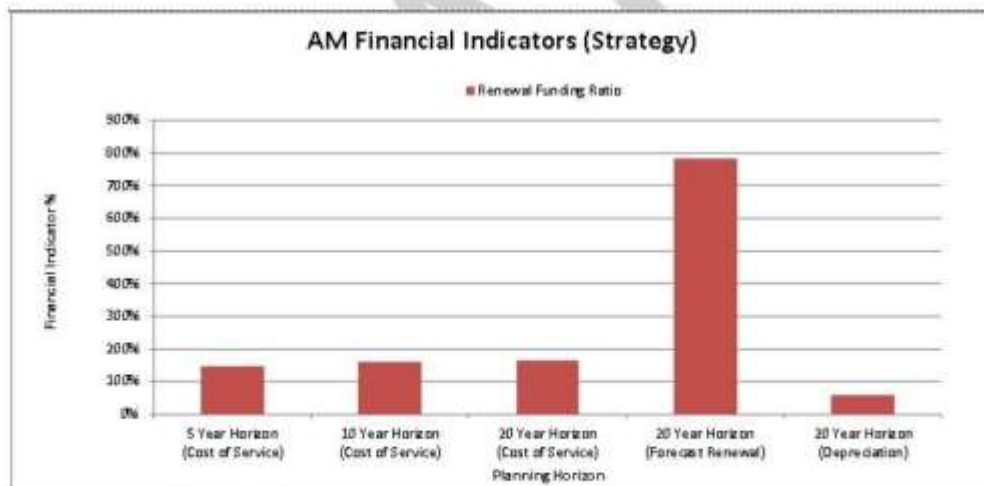
The projected operations, maintenance and capital renewal expenditure required over the first five years of the planning period is **\$1,740,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$2,594,000** on average per year giving a 5 year funding over-allocation of **\$854,000**. This indicates that Council expects to have 149% of projected expenditures required to provide the services shown in the DAMP.

6.1.1.5 Asset management financial indicators

Figure 7A shows the asset management financial indicators over the 10 year planning period and for the long term life cycle.

Figure 7A: Asset Management Financial Indicators



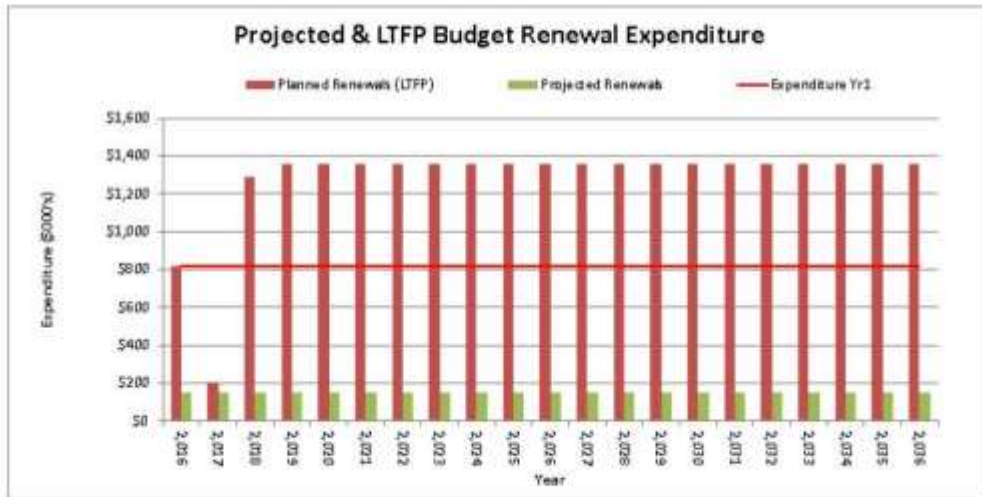
Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 100% for the first years of the DAMP and ideally over the 10 year life of the Long Term Financial Plan.

Figure 8 shows the projected asset renewal and replacement expenditure over the 20 years of the DAMP. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long-term financial plan.



Drainage Asset Management Plan (DAMP) 2016

Figure 8: Projected and LTFP Budgeted Renewal Expenditure



Table

6.1.1 shows the over-allocation between projected renewal and replacement expenditures and expenditure accommodated in long term financial plan. Budget expenditures accommodated in the long-term financial plan or extrapolated.

Table 6.1.1: Projected and LTFP Budgeted Renewals and Financing Variances

Year End Jun-30	Projected Renewals (\$'000)	LTFP Renewal Budget (\$'000)	Renewal Financing Variance (- gap, + surplus) (\$'000)	Cumulative Variance (- gap, + surplus) (\$'000)
2016	\$150	\$821	\$671	\$671
2017	\$150	\$200	\$50	\$721
2018	\$150	\$1,287	\$1,137	\$1,858
2019	\$150	\$1,356	\$1,206	\$3,064
2020	\$150	\$1,356	\$1,206	\$4,270
2021	\$150	\$1,356	\$1,206	\$5,476
2022	\$152	\$1,356	\$1,204	\$6,680
2023	\$152	\$1,356	\$1,204	\$7,884
2024	\$152	\$1,356	\$1,204	\$9,088
2025	\$152	\$1,356	\$1,204	\$10,293
2026	\$152	\$1,356	\$1,204	\$11,497
2027	\$152	\$1,356	\$1,204	\$12,701
2028	\$152	\$1,356	\$1,204	\$13,905
2029	\$152	\$1,356	\$1,204	\$15,109
2030	\$152	\$1,356	\$1,204	\$16,313
2031	\$152	\$1,356	\$1,204	\$17,517
2032	\$152	\$1,356	\$1,204	\$18,720
2033	\$152	\$1,356	\$1,204	\$19,924
2034	\$152	\$1,356	\$1,204	\$21,128
2035	\$152	\$1,356	\$1,204	\$22,332
2036	\$152	\$1,356	\$1,204	\$23,536



Drainage Asset Management Plan (DAMP) 2016

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

6.1.2 Projected expenditures for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in 2016 real values.

Table 6.1.2: Projected Expenditures for Long Term Financial Plan (\$000)

Latrobe Pathways (M1)_S1_V5					
Year	Operations	Maintenance	Projected Capital Renewal	Capital Upgrade/New	Disposals
2,016	\$598	\$1,019	\$150	\$0	\$0
2,017	\$612	\$1,040	\$150	\$1,550	\$0
2,018	\$624	\$1,065	\$150	\$950	\$0
2,019	\$654	\$1,114	\$150	\$6,300	\$0
2,020	\$682	\$1,136	\$150	\$800	\$0
2,021	\$677	\$1,154	\$150	\$0	\$0
2,022	\$687	\$1,172	\$152	\$0	\$0
2,023	\$698	\$1,190	\$152	\$0	\$0
2,024	\$703	\$1,209	\$152	\$0	\$0
2,025	\$721	\$1,220	\$152	\$0	\$0
2,026	\$732	\$1,248	\$152	\$0	\$0
2,027	\$744	\$1,268	\$152	\$0	\$0
2,028	\$759	\$1,288	\$152	\$0	\$0
2,029	\$767	\$1,308	\$152	\$0	\$0
2,030	\$780	\$1,329	\$152	\$0	\$0
2,031	\$792	\$1,350	\$152	\$0	\$0
2,032	\$805	\$1,372	\$152	\$0	\$0
2,033	\$817	\$1,394	\$152	\$0	\$0
2,034	\$830	\$1,416	\$152	\$0	\$0
2,035	\$844	\$1,438	\$152	\$0	\$0
2,036	\$857	\$1,461	\$152	\$0	\$0

All dollar values are in (\$'000)'s

6.2 Funding Strategy

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 6.1.2 will be accommodated in the Council's 10 year long-term financial plan.

Figure 9: LTFP Expenditure Projections

Projected Expenditure (\$000,s)	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Cap Ex Renewal/Replacement of existing assets	\$150	\$150	\$150	\$150	\$150	\$150	\$152	\$152	\$152	\$152
Cap Ex Upgrade/New assets	\$0	\$1,550	\$950	\$6,300	\$800	\$0	\$0	\$0	\$0	\$0
Operational cost of existing assets	\$598	\$612	\$624	\$654	\$682	\$687	\$698	\$703	\$721	\$732
Maintenance cost of existing assets	\$1,000	\$1,040	\$1,065	\$1,114	\$1,136	\$1,142	\$1,154	\$1,169	\$1,184	\$1,190
Operational cost of New assets	\$10	\$24	\$36	\$46	\$70	\$89	\$89	\$110	\$121	\$133
Maintenance cost of New assets	\$17	\$41	\$62	\$112	\$132	\$151	\$169	\$188	\$207	\$226
Disposal of Surplus assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance and Operations figures for new assets are included, these costs increase in line with the growth in assets due to developer contributions and new and upgrade projects.



Drainage Asset Management Plan (DAMP) 2016

6.3 Valuation Forecasts

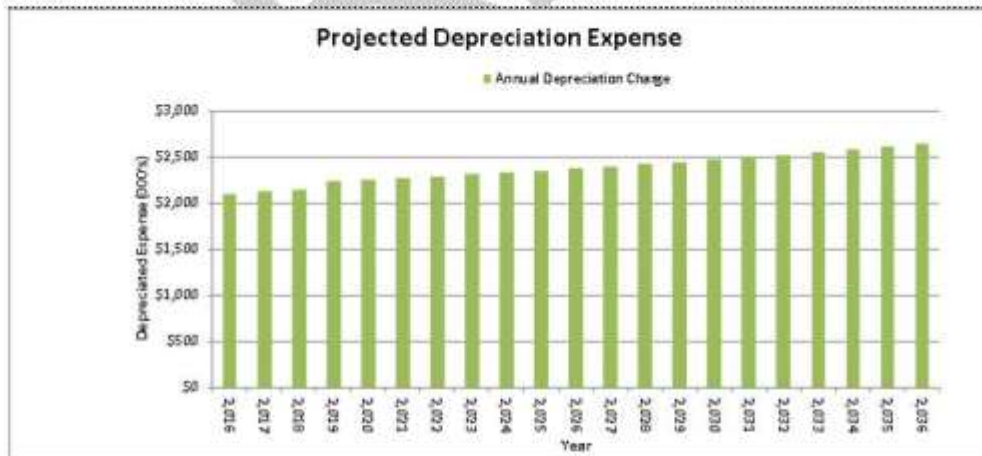
Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated (gifted) to Council. Figure 10 shows the projected (gross) replacement cost asset values over the planning period in real values.

Figure 10: Projected Asset Values



Depreciation expense values are forecast in line with asset values as shown in Figure 11.

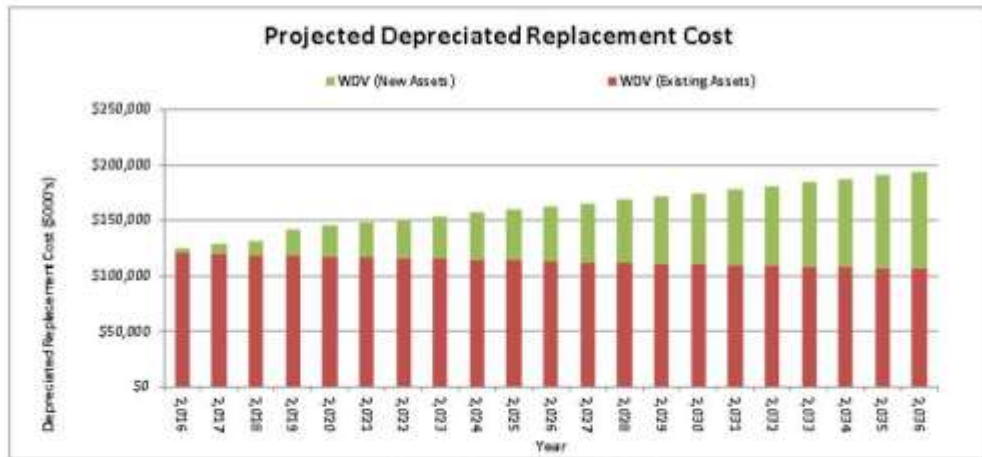
Figure 11: Projected Depreciation Expense



The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 12. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.



Figure 12: Projected Depreciated Replacement Cost



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Drainage Asset Management Plan (DAMP) 2016

6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in the DAMP and risks that these may change are shown in Table 6.4.

Table 6.4: Key Assumptions made in the DAMP

Key Assumptions
Additional maintenance funds will be made available to continue current services as Council's asset base grows from assets handed over from developers and asset upgrades.
Impact of rate capping will not affect maintenance and renewal funding.
Forecasted financial plans are in today's dollars (Net Present Value)
Current maintenance levels of service will remain the status quo.
The funds raised via a Development Contribution Plan for the provision of new drainage or upgrade (particularly in established areas) have not been taken into consideration for this iteration of the DAMP as further investigation is required.
Renewal is based on replacement like for like for financial purposes.
Upgrade or increased capacity projects beyond those identified in this plan are subject to separate capital bids.

6.4.1.1 Inferred and reported condition

Based on current industry knowledge, Latrobe City Council has adopted 100 years as the life expectancy for reinforced concrete pipes.

Condition, and remaining life will be inferred by a degradation curve for long life concrete assets using the asset's construction date.

It is noted, however, that in Australia, work relating to age deterioration models is still in its infancy, and lifecycles can vary widely due to construction practices and external conditions such as acid sulphate soils. As condition information is added, and the network is calibrated to local conditions, a revised figure for asset consumption will be evaluated.

6.4.1.2 Current Conditions

It can be seen by examining available construction age data, there were three periods of intense construction activity – the mid 1950s and 1960s driven by residential support for the State Electricity Commission, in the mid 1970s and a steady decline in late 1980s until a recent increase in residential development. With this in mind, it is anticipated that significant renewals will occur between 2065 and 2090, and therefore a funding strategy needs to be developed with a 50 year vision from present.



Drainage Asset Management Plan (DAMP) 2016

It is known that reinforced concrete pipes installed under good conditions may last longer than the current accounting lifespan. Therefore, improving drainage knowledge via the improvement plan, and moving to an evidence based condition system has the potential to save residents significant long term expenditure.

Until significant field data is obtained, age must be used to plan for failures, and estimate renewal expenses.

Table 6.4a: Data Confidence Grading System

Construction Year	Remaining Life (Years)	Consumption	Assets	% (by numbers)	Length (m)	% (by length)
Unknown	50	50%	103	1%	4450	1%
1940	24	76%	52	0%	1035	0%
1950	34	66%	380	2%	10599	2%
1960	44	56%	475	3%	11613	2%
1965	49	51%	6050	34%	203767	35%
1970	54	46%	467	3%	14548	2%
1975	59	41%	4755	27%	162822	28%
1980	64	36%	495	3%	15622	3%
1990	74	26%	3282	18%	110852	19%
2000	84	16%	1110	6%	34651	6%
2001	85	15%	38	0%	1320	0%
2002	86	14%	82	0%	2911	0%
2003	87	13%	50	0%	1756	0%
2005	89	11%	19	0%	340	0%
2012	96	4%	88	0%	2661	0%
2013	97	3%	233	1%	6177	1%
2014	98	2%	139	1%	3255	1%

Asset Condition, both inferred and evidence-based, will be measured and interpreted according to Section 9 contained in the IPWEA Practice Notes 5 – Condition Assessment and Asset Performance Guidelines V2 2015.

6.4.2 Technical Design Criteria

– Table 6.4b: Design for Storm Frequency

Area	Designed to Accommodate Storm Frequency of: AEP (Annual Exceedance Probability)	LCC Design Guidelines for Subdivision Development ARI (Average Recurrence Interval)
Residential	18.1% AEP	1 in 5 year ARI
Commercial & Industrial – 10 shops or less/industrial areas	9.5% AEP	1 in 10 year ARI
Commercial - 10 shops or more	4.9% AEP	1 in 20 year ARI
Car parks	Measure designed in accordance with location	Measure designed in accordance with location
Overland Flow Paths inc. road reserves, Drainage Reserves,	Overland Flow Path of 1% AEP minus pipe capacity	-



Drainage Asset Management Plan (DAMP) 2016

Australian Rainfall and Runoff – A Guide to Flood Estimation Edition 3 – 1987 – The Institution of Engineers, Australia 1987.

AEP - Average Exceedance Probability is the chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage.

Provision is also to be made to ensure that the runoff resulting from a storm having a 100 year recurrence interval has an overland flow route along streets and reserves where practical.

6.5 Forecast Reliability and Confidence

The expenditure and valuations projections in the DAMP are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a five level scale¹¹ in accordance with Table 6.5.

Table 6.5: Data Confidence Grading System

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D Very Uncertain	Data based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E Unknown	None or very little data held.

¹¹ IPWEA, 2011, IIMM, Table 2.4.6, p 2159.



Drainage Asset Management Plan (DAMP) 2016

The estimated confidence level for and reliability of data used in the DAMP is shown in Table 6.5.1.

Table 6.5.1: Data Confidence Assessment for Data used in the DAMP

Data	Confidence Assessment	Comment
Demand drivers	Uncertain	
Growth projections	Reliable	
Operations expenditures	Reliable	Obtained from Finance Department
Maintenance expenditures	Reliable	Obtained from Finance Department
Projected Renewal exps.		
- Asset values	Reliable	
- Asset residual values	Reliable	
- Asset useful lives	Reliable	Benchmarked against like Councils and reviewed in 2015
- Condition modelling	Very Uncertain	refer DAMP Improvement Plan
- Defect repairs	Very Uncertain	
Upgrade/New expenditures	Reliable	

Over all data sources the data confidence is assessed as **Reliable** confidence level for data used in the preparation of the DAMP.



7 PLAN IMPROVEMENT AND MONITORING

7.1 Status of Asset Management Practices

7.1.1 Accounting and financial systems

Council uses FinanceOne from TechnologyOne as the finance system.

7.1.1.1 Accounting standards and regulations

The applicable accounting standards are AASBI 16 "Property, Plant, and Equipment", AASB 13 "Fair Value Measurement" and AASB 138 "Intangible Assets"

7.1.1.2 Capital/maintenance threshold

Council has set a value of \$10,000 in maintenance expenditure before it is considered to be capitalised –the costs captured as renewal or upgrade as opposed to maintenance.

7.1.1.3 Required changes to accounting financial systems arising from the DAMP

No specific changes have been identified however with advances in Maintenance Management processes, the Finance system may be modified to better capture maintenance effort against the assets (as opposed to generally). This increased detail will assist in identifying maintenance and renewal needs.

7.1.2 Asset Management System

Council uses MyData Asset Management System from Assetic Pty Ltd. It is a sophisticated database system that allows detailed management of the data. A partner to this is MyPredictor Asset Modelling System also from Assetic that will, once implemented with the data and necessary algorithms, allow Council to model the deterioration of assets and improve the science of lifecycle costing.

Asset registers

The asset register relevant to the DAMP held in MyData include:

Stormwater Pits	Stormwater Pipes	Gross Pollutant Traps
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Linkage from asset management to financial system

This is currently a manual process through Microsoft Excel spreadsheets. There is no integration between financial and asset management systems.

Accountabilities for asset management system and data maintenance

Team Leader Asset Strategy and Co-ordinator Infrastructure Planning

Required changes to asset management system arising from the DAMP

The AMS used is sophisticated and very capable. No changes are required to the system. Changes proposed are related to the data and information that reside in the system. This is discussed in Appendix J – DAMP Improvement Plan.

7.1.3 Geographic Information System (GIS)

Council's drainage spatial data is contained and updated within separate GIS layers and can be viewed via the internal GIS viewer, Intramaps.



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7.2 Monitoring and Review Procedures

This asset management plan will be reviewed periodically and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The DAMP will be updated to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the organisation's long term financial plan.

The financial model of this DAMP should be reviewed annually to adjust for changes to the network, and DAMP should be reviewed every 4 years at a minimum to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values consistent with the organisation's long term financial plan .

7.3 Performance Measures

The effectiveness of the DAMP can be measured in the following ways:

- The degree to which the required projected expenditures identified in the DAMP are incorporated into Council's long term financial plan;
- The degree to which one to five year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the DAMP;
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans, and;
- The Asset Renewal Funding Ratio achieving the target of 1.0.



Drainage Asset Management Plan (DAMP) 2016

8 REFERENCES

Documents referenced by the DAMP include:

IPWEA, 2011, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM

IPWEA, 2011, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.

IPWEA, 2011, 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMG.

Latrobe City Council Plan 2013-2017

Professional Advice from Kirk Bloomfield, Managing Director of Geospatial Data Systems.

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9 APPENDICES

Appendices attached to the DAMP include:

- Appendix A *Proposed Maintenance Response Service Level Agreement*
- Appendix B *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix C *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix D *Budgeted Expenditures Accommodated in LTFF*
- Appendix E *Abbreviations*
- Appendix F *Glossary*
- Appendix G *Drainage System Plans*
- Appendix H *Identified Critical Risk Locations*
- Appendix I - *Likelihood and Consequence Tables*
- Appendix J - *DAMP Improvement Plan*

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9.1 Appendix A - Proposed Maintenance Response Service Level Agreement

Until a new Service Level Agreement is developed in conjunction with the Operations and Waste Department the current operational approach and standards will be maintained.

Part of the development of the new Service Level Agreement will be refining inspection and resulting maintenance using the criticality of pipes and pits as per the risk categorisation model of Appendix I that determines each pipe and pit's criticality.

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Appendix B - Projected 10 year Capital Renewal and Replacement Works Program

Renewal and replacement projects incorporated in the DAMP include:

PROJECT NAME	PROGRAM/PROJECT	PROGRAM CATEGORY	LOCATION	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Non Program
Allowance for Drainage Renewal	Program	Renewal	Various	-	-	\$1,037,000	\$1,106,000	-
Minor Pipe Systems Repairs	Program - new	Renewal	Various	\$158,000	\$150,000	\$200,000	\$200,000	-
Stormwater Management/Outfall Repair Program	Program - new	Renewal	Various	\$63,000	\$50,000	\$50,000	\$50,000	-
Allowance for future major drainage works Transfer to Reserve	Project	Transfer to Reserve	Various	\$600,000	-	-	-	-
			Renewal	\$821,000	\$200,000	\$1,287,000	\$1,356,000	\$0



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9.2 Appendix C - Projected Upgrade/New Expenditure 10 year Capital Works Program

Upgrade and new projects incorporated in the DAMP plan include:

PROJECT NAME	PROGRAM/PROJECT	PROGRAM CATEGORY	LOCATION	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Non Program
Argyle Street South Service Rd Drainage Augmentation (C0379)	Project	Upgrade	Traralgon	-		\$500,000	\$500,000	\$500,000
Drainage augmentation to Furlonger St - Nixon Ct Precinct in Traralgon (C0689)	Project	Upgrade	Traralgon	-	\$500,000	-		
Latrobe Regional Hospital Precinct Drainage Augmentation	Project	Upgrade	Morwell	-	\$50,000	\$150,000		
Drainage augmentation to Liddland/Hawthorn/Glenview Precinct	Project	Upgrade	Traralgon	-	\$1,000,000	\$300,000	\$400,000	\$300,000
Morwell Northwest Precinct Trunk Drainage Schema	Project	New	Morwell	-			\$6,000,000	
			Expansion	10	\$1,550,000	\$950,000	\$6,900,000	\$800,000



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9.3 Appendix D - Budgeted Expenditures Accommodated in LTFF

Expenditure currently incorporated into annual budgets and the LTFF include:

		2017	2018	2019	2020	2021
Operations	Management Overhead budget	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
	Asset Management budget	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
	Operations budget	\$403,000	\$403,000	\$403,000	\$403,000	\$403,000
OPERATIONS BUDGET		\$588,000	\$588,000	\$588,000	\$588,000	\$588,000
Maintenance	Reactive maintenance budget	\$947,496	\$947,496	\$947,496	\$947,496	\$947,496
	Planned maintenance budget	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000
	Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0
MAINTENANCE BUDGET		\$1,002,496	\$1,002,496	\$1,002,496	\$1,002,496	\$1,002,496
Capital	Planned Renewal (LTFF) budget	\$281,000	\$1,287,000	\$1,786,000	\$1,786,000	\$1,786,000
	Planned upgrade/expansion budget	\$1,550,000	\$970,000	\$6,900,000	\$500,000	\$0
	Planned new budget	\$0	\$0	\$0	\$0	\$0
	Planned Asset Disposal budget	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURE BUDGET		\$1,796,000	\$2,237,000	\$8,256,000	\$2,156,000	\$1,256,000
TOTAL EXPENDITURE (LTFF)-Ops, Main, Capex		\$3,346,496	\$3,827,496	\$9,844,496	\$3,744,496	\$2,946,496
TOTAL EXPENDITURE (FORECAST)-Ops, Main, Capex		\$3,298,496	\$2,598,496	\$8,640,496	\$2,540,496	\$1,740,496

		2022	2023	2024	2025	2026
Operations	Management Overhead budget	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
	Asset Management budget	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
	Operations budget	\$403,000	\$403,000	\$403,000	\$403,000	\$403,000
OPERATIONS BUDGET		\$588,000	\$588,000	\$588,000	\$588,000	\$588,000
Maintenance	Reactive maintenance budget	\$947,496	\$947,496	\$947,496	\$947,496	\$947,496
	Planned maintenance budget	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000
	Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0
MAINTENANCE BUDGET		\$1,002,496	\$1,002,496	\$1,002,496	\$1,002,496	\$1,002,496
Capital	Planned Renewal (LTFF) budget	\$1,286,000	\$1,286,000	\$1,286,000	\$1,286,000	\$1,286,000
	Planned upgrade/expansion budget	\$0	\$0	\$0	\$0	\$0
	Planned new budget	\$0	\$0	\$0	\$0	\$0
	Planned Asset Disposal budget	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURE BUDGET		\$1,286,000	\$1,286,000	\$1,286,000	\$1,286,000	\$1,286,000
TOTAL EXPENDITURE (LTFF)-Ops, Main, Capex		\$2,946,496	\$2,946,496	\$2,946,496	\$2,946,496	\$2,946,496
TOTAL EXPENDITURE (FORECAST)-Ops, Main, Capex		\$1,742,347	\$1,742,347	\$1,742,347	\$1,742,347	\$1,742,347



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9.4 Appendix E - Abbreviations

Abbreviations used in the DAMP include:

AAAC	Average annual asset consumption
AM	Asset management
AEP	Annual Exceedance Probability
ASC	Annual service cost
BOD	Biochemical (biological) oxygen demand
CRC	Current replacement cost
CWMS	Community wastewater management systems
DA	Depreciable amount
DAMP	Drainage Asset Management Plan
DRC	Depreciated replacement cost
EF	Earthworks/formation
GPT	Gross Pollutant Trap
IRMP	Infrastructure risk management plan
LCC	Life Cycle cost
LCE	Life cycle expenditure
LTFP	Long term financial plan
MMS	Maintenance management system
PCI	Pavement condition index
RV	Residual value
SoA	State of the Assets
SS	Suspended solids
vph	Vehicles per hour
WDCRC	Written down current replacement cost



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9.5 Appendix F-Glossary

Annual service cost (ASC)

a) 1) Reporting actual cost

The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.

b) 2) For investment analysis and budgeting

An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

Asset category

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Asset hierarchy

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Asset renewal funding ratio

The ratio of the net present value of asset renewal funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMG Financial Sustainability Indicator No 8].

Average annual asset consumption (AAAC)*

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has



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insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

Brownfields Valuation

Valuation method where the initial recognition and subsequent recognition of assets involves expensing those costs that are considered to be 'sunk' one-off costs for components that are expected to have an unlimited life such as earthworks and formation for roadworks and capitalising only those costs associated with ongoing renewal of the asset.

Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital expenditure - expansion

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

Capital expenditure - new

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

Capital expenditure - renewal

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, eg. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital expenditure - upgrade

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, eg. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

Capital funding

Funding to pay for capital expenditure.

Capital grants

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

Capital investment expenditure

See capital expenditure definition



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Capitalisation threshold

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

Carrying amount

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

Class of assets

See asset class definition.

Component

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

Core asset management

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cashflow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision-making).

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

Critical assets

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

Current replacement cost (CRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second-hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Deferred maintenance

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value.

Depreciated replacement cost (DRC)

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Depreciation / amortisation

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.



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Economic life

See useful life definition.

Expenditure

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

Expenses

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.

Financing gap

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap, if not addressed, will result in a future diminution of existing service levels.

Greenfields valuation

Valuation method where the initial recognition and subsequent revaluation of assets involves the capitalisation of all costs including those for components that are expected to have an unlimited life (such as earthworks and formation for roadwork).

Heritage asset

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

Impairment loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Infrastructure assets

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

Investment property

Property held to earn rentals or for capital appreciation or both, rather than for:

- a) (a) use in the production or supply of goods or services or for administrative purposes; or
- b) (b) sale in the ordinary course of business.

Key performance indicator

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety,



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responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of service

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

Life Cycle Cost * (LCC)

- a) **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- b) **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

Life Cycle Expenditure

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

Loans / borrowings

See borrowings.

Maintenance

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**
Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- **Reactive maintenance**
Unplanned repair work that is carried out in response to service requests and management/supervisory directions.
- **Specific maintenance**
Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.
- **Unplanned maintenance**
Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

Maintenance expenditure *

Recurrent expenditure which is periodically or regularly required as part of the anticipated schedule of works to ensure that the asset achieves its useful life, and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.



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Materiality

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

Modern equivalent asset

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

Net present value (NPV)

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg parks and playgrounds, footpaths, roads and bridges, libraries etc.

Operations

Regular activities to provide services such as public health, safety and amenity, eg street sweeping, grass mowing and street lighting.

Operating expenditure

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

Operating expense

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

Operating expenses

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, maintenance, depreciation, on-costs and overheads.

Operations, maintenance and renewal financing ratio

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (eg five, 10 and 15 years).

Operations, maintenance and renewal gap

Difference between budgeted expenditures in a long-term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. five, 10 and 15 years).

Pavement management system (PMS)

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.



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PMS Score

A measure of condition of a road segment determined from a Pavement Management System.

Rate of annual asset consumption *

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

Rate of annual asset renewal *

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade/new *

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Recoverable amount

The higher of an asset's fair value, less costs to sell and its value in use.

Recurrent expenditure

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

Recurrent funding

Funding to pay for recurrent expenditure.

Rehabilitation

See capital renewal expenditure definition above.

Remaining useful life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

Renewal

See capital renewal expenditure definition above.

Residual value

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Section or segment

A self-contained part or piece of an infrastructure asset.



Drainage Asset Management Plan (DAMP) 2016

Service potential

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

Service potential remaining

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

Specific Maintenance

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

Strategic Longer-Term Plan

A plan covering the term of office of councillors (four years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the Council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the Council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

Sub-component

Smaller individual parts that make up a component part.

Useful life

Either:

- (a) the period over which an asset is expected to be available for use by an entity, or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council.

Value in use

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary

Additional and modified glossary items shown *

 **Latrobe City**
a new energy

**Drainage Asset Management Plan
(DAMP) 2016**

9.6 Appendix G - Drainage System Plans

Moe/Newborough Drainage system



 **Latrobe City**
a new energy

**Drainage Asset Management Plan
(DAMP) 2016**

Morwell Drainage System



 **LatrobeCity**
a new energy

**Drainage Asset Management Plan
(DAMP) 2016**

Traralgon Drainage System



DRAFT

 **Latrobe City**
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**Drainage Asset Management Plan
(DAMP) 2016**

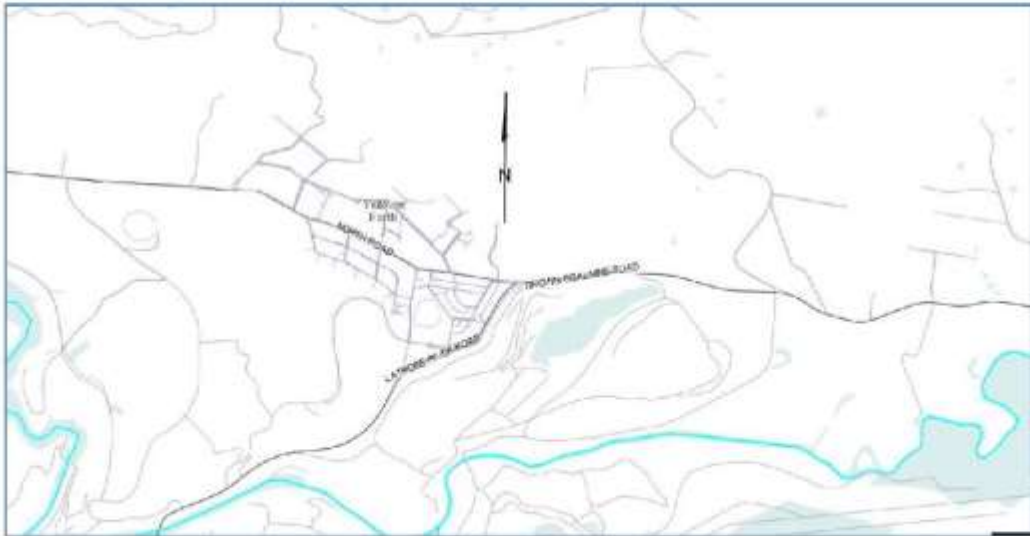
Churchill Drainage System



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(DAMP) 2016**

Yallourn North Drainage System



DRAFT

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Drainage Asset Management Plan
(DAMP) 2016

Yinnar Drainage System



DRAFT

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**Drainage Asset Management Plan
(DAMP) 2016**

Glengarry Drainage System



DRAFT

 **Latrobe City**
a new energy

Drainage Asset Management Plan (DAMP) 2016

Toongabbie Drainage System



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Drainage Asset Management Plan (DAMP) 2016

Boolarra Drainage System





9.7 Appendix H - Identified Critical Risk Locations

Area 1 – 160 Commercial Road, Morwell

Issue: Pipes under buildings at low spot in the road. Nearest overland flow is Hazelwood Road with a potential depth before flowing overland along the road is approximately 400mm. Shops at risk.

Action

Inspect and take necessary maintenance action every three months including in advance of winter and summer.

Where possible, inspect at least the key pits on Commercial Road in advance of known storm events. Continue regular street sweeping. Educate the traders in the area of the potential impact on the drain of their activities and the risk to them of failure.

Risk 2: Flooding of industrial, commercial and retail properties Commercial Road, Morwell		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Occasional	Moderate	Remote	Moderate

Area 2 – 165 Princes Drive, Morwell

Issue: Pipes under buildings at low spot in the road. Nearest overland flow is Latrobe Road or Collins Street. There are two pipes (redundancy) of large size for the catchment.

Action

Inspect the pits in front of and at the rear of the properties fronting Princes Drive and take necessary maintenance action annually.

Continue regular street sweeping. Educate the traders in the area of the potential impact on the drain of their activities and the risk to them of failure.

Risk 2: Flooding of industrial, commercial and retail properties Commercial Road, Morwell		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Occasional	Moderate	Remote	Moderate



Drainage Asset Management Plan (DAMP) 2016

Area 3 – 249 Princes Drive, Morwell

Issue: Pipes under the railway track collect water from a large portion of Buckley Street and Princes Drive buildings at low spot in the road. Nearest overland flow is Hopetoun Avenue or across Princes Drive. There are two pipes (redundancy) of crossing Princes Drive and pits in the road reserve park on the south side that would likely flood before affecting properties north of Princes Drive.

Action

Inspect the pits on Princes Drive and in the road reserve park and ensure they are clear and that surcharging is possible. Inspect the pipes crossing the railway. Take necessary maintenance action annually.

Continue regular street sweeping.

Risk 2: Flooding of industrial, commercial and retail properties Princes Road, Morwell		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Remote	Moderate	Improbable	Acceptable

Area 4 – 291 Princes Drive, Morwell

Issue: Pipes under the railway track collect water from a moderate portion of Fairfield Street/Booth Street/Botany Street/Doherty Avenue/and perhaps Vindon Avenue.

There are buildings at the low spot in the road. The nearest overland flow is across Princes Drive. There are two pipes (redundancy) crossing Princes Drive and several pits on the north side of the road.

Action

Inspect the pits on Princes Drive and in the road reserve park and ensure they are clear and that surcharging is possible. Inspect the pipes crossing the railway. Take necessary maintenance action annually.

Continue regular street sweeping.

Risk 1/2: Flooding of one shop and residential properties Princes Road, Morwell		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Low	Remote	Low	Improbable	Acceptable



Drainage Asset Management Plan (DAMP) 2016

Area 5 – 96 Vary Street to Burnside Drive, Morwell

Issue: Pipes adjacent residential buildings conveying rainwater from a large catchment primarily Saviges Road and Robertson Street. A blockage at any of the pits or pipes in this run would cause flooding of the properties.

The pipe travels through a twisted path, accessed and able to surcharge to a road only at Fraser Street.

Action

Inspect the pits and the pipes ensure they are clear and if possible, that surcharging has an overland flow path away from buildings twice a year. Take necessary maintenance action as required. Advise residents of the potential for flooding, to take care not to block the pipes, and of the advantage of maintaining a clear overland flow path once every two years.

Risk 1/2: Flooding of one shop and residential properties		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Occasional	Moderate	Remote	Moderate

Area 6 – Blackwood Place, Morwell

Issue: Pipes run through private property adjacent residential buildings conveying rainwater from a large catchment primarily Susan Court, Peter Street, Gillie Crescent. A blockage at any of the pits or pipes in this run would cause flooding of the properties.

The pipe travels through private properties. The pipe is however, large, and there are alternate overflow possibilities at Ash Street and the rear of allotment drain through 1 Blackwood Place.

Action

Inspect the pits and the pipes ensure they are clear and if possible, that surcharging has an overland flow path away from buildings once a year. Take necessary maintenance action as required. Advise residents of the potential for flooding, to take care not to block the pipes, and of the advantage of maintaining a clear overland flow path once every two years.

Risk 1: Flooding of residential properties		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Occasional	Moderate	Remote	Moderate



Drainage Asset Management Plan (DAMP) 2016

Area 7 –Hotham Street at Franklin Street, Traralgon drain

Issue: A large (1.5m) pipe down Hotham collecting rainwater from a large catchment. A blockage below Franklin Street would surcharge on Hotham Street upstream of Franklin, where it is quite flat. There is the potential to flood shops before finding overland flow path.

There are other systems that would take some of the overland flow, mitigating the consequence and the pipe is quite large, reducing the likelihood of blockage.

Action

Inspect and take necessary maintenance action annually in advance of winter and summer.

Risk 2: Flooding of industrial, commercial and retail properties		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Remote	Moderate	Remote	Moderate

Area 8 – 37 Brock Street Moe and 13 Brock Street

Issue: For 37 Brock Street, pipes run through private property adjacent residential buildings conveying rainwater from a large catchment primarily Wurtich Street, Hennessey Street, and Bruce Street. A blockage at a pit or pipe in this run would cause flooding of the properties along Brock Street.

For 13 Brock Street, pipes run through private property adjacent residential buildings conveying rainwater from a moderate sized catchment primarily Alyn Court and part of Bliss Street and Hennessey Street.

The pipe travels through private properties. The pipe is however, large in both cases. The nearest overland flow is to the other Brock Street drain,

Action

Inspect the pits and the pipes ensure they are clear and if possible, that surcharging has an overland flow path away from buildings once a year. Take necessary maintenance action as required. Advise residents of the potential for flooding, to take care not to block the pipes, and of the advantage of maintaining a clear overland flow path once every two years.



Drainage Asset Management Plan (DAMP) 2016

Risk 1: Flooding of residential properties		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Occasional	Moderate	Remote	Moderate

Area 9 – 121 Lloyd Street, Moe drain

Issue: A large (1.5m) pipe through the reserve and crossing Hawker Street conveys rainwater from a large catchment including Caldwell Street and Phillip Street across the Freeway. A blockage at Lloyd Street would surcharge near Hawker St.. There is the potential to flood shops before finding overland flow path.

There are other systems that would take some of the overland flow, mitigating the consequence and the pipe is quite large, reducing the likelihood of blockage.

Action

Inspect and take necessary maintenance action annually in advance of winter and summer.

Risk 2: Flooding of industrial, commercial and retail properties		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Remote	Moderate	Remote	Moderate

Area 10 – 10 Northern Avenue

Pipes run through private property adjacent residential buildings conveying rainwater from a large catchment primarily Newark Avenue and roads uphill of Newark Avenue. A blockage at the pit to the rear of 8 Northern Avenue or of either of the two pipes leading to it would cause flooding of the adjacent properties.

The pipe travels through private properties. The pipes are however, 900mm and 600mm so would not be as prone to blockage as smaller pipes. As there are two pipes to the pit there is some redundancy.

Action

Inspect the pits and the pipes ensure they are clear and if possible, that surcharging has an overland flow path away from buildings once a year. Take necessary maintenance action as required. Advise residents of the potential for flooding, to take care not to block the pipes, and of the advantage of maintaining a clear overland flow path once every two years.



**Drainage Asset Management Plan
(DAMP) 2016**

Risk 1: Flooding of residential properties		Action adopted: Regular Inspection		
Consequence	Likelihood	Consequence	Likelihood	Residual Risk
Moderate	Remote	Moderate	Remote	Moderate

DRAFT



9.8 Appendix I - Likelihood and Consequence Tables

The following tables represent the process to measure the criticality of individual pipes and pits. The results of this are Tables 5.3 and 5.4

9.9.1 - Pipes Likelihood Table

Pipes			
Likelihood	Score	Value	Notes
Length	1	<=5m	Longer pipe has more scope for failure
	2	6 -> 30m	
	3	31 -> 70m	
	4	71 -> 100m	
	5	>= 101m	
Age	1	0-20	If CCTV available reduce weighting to 0.3 Age still factor, but condition overrides
	2	21-40	
	3	41-60, Unknown	
	4	61-80	
	5	> 81	
Construction	1	Reinforced Concrete	Revise if more materials found in system
	2	PVC, Unknown	
	3	n/a	
	4	n/a	
	5	n/a	
Condition	1	As per CCTV, or equal to age rating	.
	2	.	
	3	.	
	4	.	
	5	.	
History	1	No Reports	.
	2	.	
	3	.	
	4	.	
	5	.	
Notes:			
Rating= Score * Weighting			
Round up to next whole number (i.e. 2.3= 3)			
Overall rating= Average of all scores			
Scores/Ratings may be adjusted at any time, additional criteria may be added to refine model			
MyData condition data used. May not be accurate. No weighting adjustment has been applied			



Drainage Asset Management Plan (DAMP) 2016

9.9.2 – Pipes Consequence Tables

Pipes			
Consequence	Score	Value	Notes
Hierarchy	1	Collector	Importance of function
	2	Local Main	
	3	Unknown	
	4	Main	
	5	Trunk Main	
Size	1	< 300	Refine in future to encompass carrying capacity / max velocity
	2	300-375	
	3	450->675	
	4	750->1050	
	5	> 1050	
Depth	1	< 3m	Deeper pipes should be more stable, but higher social, time and economic cost of repair.
	2	1-2m	
	3	2-3m, Unknown	
	4	3-5m	
	5	> 5m	
Road Hierarchy	1	Maintained by VicRoads, More than 50m from road center, Not Maintained, Private Road, Reserve Access Road	Relative disruption to people/property
	2	Sealed Access <= 60 km/hr, Limited Access, Minor Access	
	3	Sealed Access > 60 km/hr & all Unsealed Access	
	4	Collector, Link	
	5	Critical Area, Under Building	
Zone	1	Farm, Conservation Zone, Cemetery, Rural Activity Zone, Rural Conservation Zone, Special Use Zone 5 - Earth and Energy Rural, Urban Floodway	Relative disruption to people/property
	2	Industrial 3 (Buffer Zone), Low Density Residential, Parks and Recreation, Local Government, Rural Living Zone, Special Use Zone 2 - Old Gipps town Heritage Park	
	3	General Residential, Industrial 1, Industrial 2 (Large Remote), Mixed Use Zone, Neighbourhood Residential Zone, Other Public Use, Road 2, Residential Growth Zone, Special Use Zone 2 - Urban Gateway - Truck Stops at entry to town and series of car yards at edge of town, Township	
	4	Commercial 2 (Light), Road 1	
	5	Commercial 1 (Heavy), Services and Utility, Education, Health and Community, Transport, Special Use Zone 1 - Coal, Special Use Zone 4 - Telephone Exchange, Special Use Zone 6 - Airport	



Drainage Asset Management Plan (DAMP) 2016

9.9.3 – Pits Likelihood Table

Pits			
Likelihood	Score	Value	Notes
Type	1	Non-inlet	Inlet pits more likely to block
	2	Outlet, Unknown	
	3	Inlet	
	4	n/a	
	5	n/a	
Age	1	0 - 20	If inspection available reduce weighting to 0.3 Age still factor, but condition overrides
	2	21 - 40	
	3	41 - 60, Unknown	
	4	61 - 80	
	5	> 81	
Condition	1	As per inspection, or equal to age rating	
	2	*	
	3	*	
	4	*	
	5	*	
History	1	No Reports	
	2	*	
	3	*	
	4	*	
	5	*	
Notes:			
Rating = Score * Weighting			
Round up to next whole number (i.e. 2.3 = 3)			
Overall rating = Average of all scores			
Scores/Ratings may be adjusted at any time, additional criteria may be added to refine model			



Drainage Asset Management Plan (DAMP) 2016

9.9.4 – Pits Consequence Table

Pits			
Consequence	Score	Value	Notes
Hierarchy	1	Collector	Importance of function
	2	Local Main	
	3	Unknown	
	4	Main	
	5	Trunk Main	
Type	1	Non-Inlet	Outlet must function for network to work. Inlet pits may surcharge.
	2	n/a	
	3	Inlet, Unknown	
	4	Outlet	
	5	n/a	
Depth	1	< 1m	
	2	1 - 2m, Unknown	
	3	2 - 3m	
	4	3 - 5m	
	5	> 5m	
Road Hierarchy	1	Maintained by VicRoads, More than 50m from road center, Not Maintained, Private Road, Reserve Access Road	
	2	Sealed Access <= 60 km/hr, Limited Access, Minor Access	
	3	Sealed Access > 60 km/hr & all Unsealed Access	
	4	Collector, Link	
	5	Critical Area, Under Building	
Zone	1	Farm, Conservation Zone, Cemetary, Rural Activity Zone, Rural Conservation Zone, Special Use Zone 5 - Earth and Energy Rural, Urban Floodway	
	2	Industrial 3 (Buffer Zone), Low Density Residential, Parks and Recreation, Local Government, Rural Living Zone, Special Use Zone 2 - Old Gipps town Heritage Park	
	3	General Residential, Industrial 1, Industrial 2 (Large Remote), Mixed Use Zone, Neighbourhood Residential Zone, Other Public Use, Road 2, Residential Growth Zone,	
	4	Commercial 2 (Light), Road 1	
	5	Commerical 1 (Heavy), Services and Utility, Education, Health and Community, Transport, Special Use Zone 1 - Coal, Special Use Zone 4 - Telephone Exchange, Special Use Zone 6 - Airport	



Drainage Asset Management Plan (DAMP) 2016

9.9 Appendix J - DAMP Improvement Plan

The asset management improvement plan is shown below

Category	Item	Priority	Resources
Data	Improve Asset Handover Procedures	Medium	Internal
Data	Data Improvement – Condition In order to better plan for renewal and maintenance there is a need for better condition data. Age can be used as a rough guide to condition and as collecting condition data on a network of this size is costly, it is proposed that a program of targeted condition assessment be undertaken on a sample and that be applied to the remainder of the network based on the estimated age. Action: Undertake a condition and performance assessment of 2% of the pits and pipes every four years for 12 years and translate that across the network.	High	\$285,000
Data	Purchase a Portable CCTV Camera to assist teams quickly and safely determine the function of and in some cases the condition of an asset during maintenance activities.	High	\$60,000
Data	Develop CCTV Procedure and Specification for external providers based on Wincan or Quikcam format	High	\$5,000
Data / Renewal	Update the DAMP with condition assessment data from assessments and translate this into a renewal and maintenance regime.	High	Internal
MMS	Consider altering the maintenance regime to include a proactive routine drainage maintenance activity that could perhaps be provided through a Drainage Maintenance Contract	High	\$7,500
MMS	Measure Performance – maintenance response times, average response times, costs – and reconfigure Pathways to capture customer requests related to performance.	High	Internal/ MMS
MMS	Develop a Maintenance Management System that includes retaining a maintenance history, retaining a link with previous failure codes.	High	Funded Project
MMS	Undertake a detailed analysis of customer service requests to ascertain the nature and details of complaints/requests received over the life of this plan to assist with future plan updates.	High	Performance and Innovation Team



Drainage Asset Management Plan (DAMP) 2016

Category	Item	Priority	Resources
Other	Provide Education material/website improvements – community facts sheets via web and for distribution by field workers. Help the community understand the importance of the drains to their wellbeing and the environment.	High	\$7,500
Plan	Develop measurement process for technical levels of services	High	\$2,500
Risk	Further develop Inspection Regime based on criticality	High	\$1,000
Risk	Investigate and prioritise items in Appendix H and expand the list using known locations and customer requests.	High	\$5,000
Data	Increase the asset management skills and capability of Council's agencies that have assets under their care and control	Low	Training Budget
Data	Improve the quality of as-constructed and A-Spec data from developers and capital works projects	Medium	\$2,500
Data	Mandate that developers will collect and provide CCTV reports from new developments and ensure third party assessment of condition and recommended rectification before acceptance according to a set of agreed standards.	Medium	Internal
Data/Plan	Determine Levels of Service and confirm inventory for overland flow, open drains/channels, inlet/outlet/outfall structures	Medium	\$5,000
Other	Provide training in drainage legislation, local laws and drainage easements, property boundaries and Local Government and the Water Act	Medium	Training Budget
Other	Develop a Community Engagement Framework for drainage assets	Medium	Internal
Other	Review location, maintenance standards and suitability of GPT locations	Medium	\$5,000
Planning	Ensure full Life cycle asset reporting from creation, acquisition, design, maintenance to renewal/upgrades	Medium	Internal
Planning	Create improved links between Finance and Asset management through timely valuations	Medium	Internal
Planning	Develop Drainage Policy and Processes	Medium	\$2,500
Planning	Configure MyPredictor to enable long term modelling of renewal and maintenance to occur for drainage assets	Medium	\$20,000



Drainage Asset Management Plan (DAMP) 2016

Category	Item	Priority	Resources
Risk	Implement a strategy to identify, investigate, prioritise and/or rectify easement drainage assets (also known as Easement Drains)	Medium	Internal
Other	Agreements with West Gippsland Catchment Management Authority and coal mine operators for outfall management on their property	Medium	Property and Statutory Services
MMS	Investigate Street Sweeping Data to evaluate the effectiveness of keeping the drains clear and determine whether changes are required	Low	Operations
Planning / MMS	Develop Maintenance Plan and budget allocation for Council Stormwater Quality Improvement Devices	Low	Infra. Design
Risk	Develop a Risk Management Framework covering Strategic, operational and financial factors and update the Risk Register as required.	Low	Risk
Data	Data improvement: Location and quantity The data has been derived from a variety of sources with varying degrees of accuracy and completeness. There is a need to identify omitted data and improve information about the assets themselves including type; dimensions, criticality etc. Action: desktop analysis using existing plans and aerial photographs, interview depot officers and limited site visits.	Ongoing	Internal
Planning	Update Long Term Financial Plan based on remaining life on currently available data	Ongoing	Finance
	TOTAL EXTERNAL RESOURCES/FUNDING REQUIRED		\$408,500

COMMUNITY SERVICES

16. COMMUNITY SERVICES

16.1 REVIEW OF THE TRARALGON CBD SAFETY COMMITTEE TERMS OF REFERENCE

General Manager

Community Services

For Decision

PURPOSE

The purpose of this report is to present to Council the amended Terms of Reference for the Traralgon CBD Safety Committee for its consideration.

EXECUTIVE SUMMARY

At its meeting on 18 February 2016 the Traralgon CBD Safety Committee discussed potential amendments to its existing Terms of Reference (attachment 1) with a view to strengthening the group.

At the next meeting on 10 March 2016 the Committee was presented with a marked up version of the existing Terms of Reference that incorporated feedback given by Committee members (attachment 2). A further version that transposed the marked up version into the new template (attachment 3) for its consideration. It was agreed at this meeting that the members of the Committee would review the three versions of the document made available to them and provide feedback at its next meeting.

At its meeting on 12 May 2016, the Committee provided no further feedback and indicated that they were happy to recommend the final version to Council for consideration.

RECOMMENDATION

That Council:

- 1. Adopts the Terms of Reference for the Traralgon CBD Safety Committee with an effective date of 20 June 2016;**
- 2. Notes that with the adoption of these Terms of Reference, that any previous versions are rescinded; and**
- 3. Notifies the Committees accordingly.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Advocacy and Partnerships

In 2026, Latrobe Valley is supported by diversity of government, agency, industry and community leaders, committed to working together to advocate for and deliver sustainable local outcomes.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

Strategic Direction – To provide open, transparent and accountable governance.

BACKGROUND

The Traralgon CBD Safety Committee was formed as a Committee of Council in 2007 and has met regularly since its inception.

The Committee's work has been guided by an action plan that focusses on the emerging issues in the Entertainment Precinct that may adversely impact upon the safety and amenity in the area.

The Committee currently meets in accordance with its Terms of Reference which were adopted by Council in 2011.

At its meeting on 18 February 2016 the Committee discussed potential amendments to the existing Terms of Reference with a view to strengthen the group and to bring the current terms of reference in line with the Council adopted template.

At its meeting on 10 March 2016 the Committee was presented with a marked up version of the existing Terms of Reference that incorporated feedback given by Committee members and a further version that transposed the marked up version into the new Council adopted template for its consideration. It was agreed at this meeting that the members of the Committee would review the three versions of the document made available to them and provide any feedback at its next meeting.

The next scheduled meeting to be held on April was cancelled as a quorum was unable to be achieved.

At its meeting on 12 May 2016, the Committee provided no further feedback and indicated that they were happy to recommend the final version to Council for consideration.

KEY POINTS/ISSUES

The key points in regard to this report are;

- The review of the Terms of Reference for the Traralgon CBD Safety Committee has come about at the suggestion of the group.
- The revised Terms of Reference have been transposed into the new adopted template.
- The revised Terms of Reference makes provision for an expansion of the membership of the Traralgon CBD Safety Committee.

RISK IMPLICATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

There are no additional financial or resource implications associated with this report as support for this Committee has been taken into consideration within the existing budget.

INTERNAL/EXTERNAL CONSULTATION*Engagement Method Used:*

Direct engagement with the Traralgon CBD Safety Committee has occurred since the suggestion to amend the Terms of Reference for the group occurred at its meeting on 18 February 2016.

Details of Community Consultation / Results of Engagement:

The proposed changes to the Terms of Reference of the Traralgon CBD Safety Committee were discussed at its meeting on 18 February 2016.

A copy of the adopted version of the Terms of Reference along with a tracked changed version of the original document and the revised Terms of Reference, in the most recently adopted council template were provided to the Committee at its meeting on 10 March 2016 for its consideration.

All three versions of the Terms of Reference were made available to Committee members at its meeting on 12 May 2016.

OPTIONS

Council may:

- Adopt the revised Terms of Reference for the Traralgon CBD Safety Committee.
- Not adopt the revised Terms of Reference for the Traralgon CBD Safety Committee.
- Request further consideration of the amendments to the document by the Committee.

CONCLUSION

With a view to strengthening its membership, the Traralgon CBD Safety Committee has reviewed their Terms of Reference and is now presenting them to Council for its consideration. The proposed Terms of Reference will enable the membership to change to better reflect the current issues being dealt with by the Committee.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Current Terms of Reference
2. Marked up version of the current Terms of Reference
3. Draft Terms of Reference Traralgon CBD Safety Committee

16.1

Review of the Traralgon CBD Safety Committee Terms of Reference

- 1 Current Terms of Reference 557
- 2 Marked up version of the current Terms of Reference..... 559
- 3 Draft Terms of Reference Traralgon CBD Safety
Committee 561



TRARALGON CENTRAL BUSINESS DISTRICT SAFETY COMMITTEE

Terms of Reference

Name

The group is known as Traralgon Central Business District (CBD) Safety Committee.

Purpose

The Committee is to provide a consultative forum for all stakeholders that can effectively address the Safety, Security, Health and Wellbeing issues of the Traralgon Central Business District (CBD).

Objectives

1. Create safe and secure environments for all Traralgon CBD users.
2. To improve the perception of a safe environment in the Traralgon Central Business District.
3. Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property. .
4. Promote Responsible Serving of Alcohol in the hospitality industry in the CBD, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders.
5. Develop a safe movement and dispersal methods to support late night users of the CBD to allow for increase in enjoyment of a safer environment and more reliable return home options. This will thereby reduce the potential for anti-social behaviour.
6. Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within the CBD, to encourage and support the use of a safer environment, with a particular focus on the hospitality precinct.

Key Performance indicators

1. To receive police reports, for example: banning notices.
2. To survey Traders, Licence Premises and Patrons, for example: perception of safety.
3. Reduction of violence against the person.
4. Reduction of property damage.
5. To produce a quarterly Newsletter to keep key stakeholders informed of initiatives.

Group Membership

- 2 Councillors
- 1 LCC Officer (no voting right)
- 1 Minute Taker (no voting right)
- 1 Taxi Representative
- 1 Busline Representative
- Up to four late night venue representatives
- 1 Liquor Accord Representative

1 Police Officer in Charge of Traralgon Police
1 Police Crime Prevention Community Liaison Officer
1 Traralgon Chamber of Commerce Member
1 Community Member
Other guests, representing the broader CBD community, may attend meetings from time to time (no voting right)

Quorum

A quorum will be 5 voting members. (1/2 + 1)

Delegation and responsibilities

Members should take appropriate actions to ensure they represent the views of the businesses, organisations, agencies and sectors that they represent.

Matters arising that require action prior to the next scheduled meeting of the Traralgon CBD Safety Committee will be the responsibility of the Actioning Officer as identified in the minutes.

Frequency of meetings

Meetings will be held monthly on the 3rd Thursday of every month unless otherwise agreed.

Chairperson/Secretary

An elected Councillor of Latrobe City Council will be Chairperson.



An Officer of Latrobe City Council will be minute and agenda secretary.

Review of Terms of Reference

These Terms of Reference will be reviewed annually.



Attachment 1 - Traralgon CBD Safety Committee Terms of Reference with amendments as Drafted on Thursday 18 February 2016

 <p>LatrobeCity a new energy in community safety</p>	
<p>TRARALGON CENTRAL BUSINESS DISTRICT SAFETY COMMITTEE</p>	
<p>Terms of Reference</p>	
<p>Name The group is known as Traralgon Central Business District (CBD) Safety Committee.</p>	
<p>Purpose The Committee is to provide a consultative forum for all stakeholders that can effectively address the Safety, Security, Health and Wellbeing issues of the Traralgon Central Business District (CBD).</p>	
<p>Objectives</p> <ol style="list-style-type: none"> 1. Create safe and secure environments for all Traralgon CBD users. 2. To improve the perception of a safe environment in the Traralgon Central Business District. 3. Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property. . 4. Promote Responsible Serving of Alcohol in the hospitality industry in the CBD, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders. 5. Develop a safe movement and dispersal methods to support late night users of the CBD to allow for increase in enjoyment of a safer environment and more reliable return home options. This will thereby reduce the potential for anti-social behaviour. 6. Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within the CBD, to encourage and support the use of a safer environment, with a particular focus on the hospitality precinct. 	
<p>Key Performance indicators</p> <ol style="list-style-type: none"> 1. To receive <u>a general police reports summary</u>, for example: banning notices, <u>and general issues or new trends</u>.- 2. To survey Traders, Licence Premises and Patrons, for example: perception of safety. 3. Reduction of violence against the person. 4. Reduction of property damage. 5. To produce a quarterly Newsletter to keep key stakeholders informed of initiatives. 	
<p>Group Membership</p> <ul style="list-style-type: none"> 2 Councillors 1 LCC Officer (no voting right) 1 Minute Taker (no voting right) 1 Taxi Representative 1 Busline Representative Up to four late night venue representatives 1 Liquor Accord Representative 1 Police Officer <u>in-Charge of Sergeant or above from the</u> Traralgon Police <u>Station</u> 	



1 Police Crime Prevention Community Liaison Officer

1 Stockland Plaza Representative

1 Traralgon Chamber of Commerce Member

1 Traralgon Community Development Association Inc. Member

4 Up to Community 3 Community Members (One of which will be aged between 18 – 24)

Other guests, representing the broader CBD community, may attend meetings from time to time (no voting right)

Quorum

A quorum will be 5 voting members. (1/2 + 1)

Delegation and responsibilities

Members should take appropriate actions to ensure they represent the views of the businesses, organisations, agencies and sectors that they represent.

Matters arising that require action prior to the next scheduled meeting of the Traralgon CBD Safety Committee will be the responsibility of the Actioning Officer as identified in the minutes.

Frequency of meetings

Meetings will be held monthly on the 3rd-2nd Thursday of every month unless otherwise agreed.

Communication

Members of the Traralgon CBD Safety Committee will be sent electronic invitations to attend the monthly meeting ten days prior to the 2nd Tuesday of the month. This invitation will include the minutes from the previous meeting.

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Meeting Cancellation

If a quorum is not reached by the Monday prior to the meeting, the meeting will be cancelled. Members of the committee will be notified on the following Tuesday of this cancellation.

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Chairperson/Secretary

An elected Councillor of Latrobe City Council will be Chairperson.

An Officer of Latrobe City Council will be minute and agenda secretary.

Review of Terms of Reference

These Terms of Reference will be reviewed annually.

TRARALGON CENTRAL BUSINESS DISTRICT SAFETY COMMITTEE

Terms of Reference



June 2016





CONTENTS:

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



1. Establishment of the Committee

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

2. Objectives

- 2.1. The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision making authority.
- 2.3. The Committee is established to:
 - 2.3.1. Create safe and secure environments for all Traralgon CBD users.
 - 2.3.2. To improve the perception of a safe environment in the Traralgon Central Business District.
 - 2.3.3. Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property.
 - 2.3.4. Promote Responsible Serving of Alcohol in the hospitality industry in the CBD, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders.
 - 2.3.5. Develop a safe movement and dispersal methods to support late night users of the CBD to allow for increase in enjoyment of a safer environment and more reliable return home options. This will thereby reduce the potential for anti-social behaviour.
 - 2.3.6. Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within the CBD, to encourage and support the use of a safer environment, with a particular focus on the hospitality precinct.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:



- 2.4.1. The Committee is to provide a consultative forum for all stakeholders that can effectively address the Safety, Security, Health and Wellbeing issues of the Traralgon Central Business District (CBD).
- 2.4.2. Policy and Strategy Development.
 - 2.4.2.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.3. Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the Committee

- 3.1. The Committee shall comprise of members, being:
 - 3.1.1. Up to two Councillors.
 - 3.1.2. Up to 2 representatives from each of the following sectors:
 - 3.1.2.1. Taxi Industry representative.
 - 3.1.2.2. Bus lines representative.
 - 3.1.2.3. Liquor Accord representative.
 - 3.1.2.4. Up to four late night venue representative.
 - 3.1.3. Victoria Police Officer Sergeant of above from the Traralgon Police Station.
 - 3.1.4. Victoria Police Crime Preventions Community Liaison Officer.
 - 3.1.5. Traralgon Chamber of Commerce representative.
 - 3.1.6. Representative from the Traralgon Community Development Inc. (TCDA Inc).
 - 3.1.7. Up to Three of Community representatives appointed via expression of interest process.
 - 3.1.7.1. Two Community members aged between 18- 24 years of age.
 - 3.1.7.2. A Community Member.
 - 3.1.8. Up to two Latrobe City Council Officers (no voting right).



3.1.8.1. Latrobe City Officer minute taker (no voting right).

Length of appointment

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

Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.
- 3.5. The Committee may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

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

Attendance at meetings

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

Resignations

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

4. Proceedings

Chair

- 4.1. The nominated Councillor shall Chair the meetings.



- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

Meeting schedule

- 4.4. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly initially or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.
 - 4.5.1. Frequency of meetings; Meetings will be held monthly on the 2nd Thursday of every month unless otherwise agreed.

Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided (see appendix one for the agenda template).
- 4.7. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.
- 4.9. Communication; Members of the Traralgon CBD Safety Committee will be sent electronic invitations to attend the monthly meeting ten days prior to the 2nd Tuesday of the month. This invitation will include the minutes from the previous meeting.
- 4.10. Meeting Cancellation; if a quorum is not reached by the Monday prior to the meeting, the meeting will be cancelled. Members of the committee will be notified on the following Tuesday of this cancellation.

Quorum

- 4.11. A majority of the members constitutes a quorum.
 - 4.11.1. A quorum will be 6 voting members. (1/2 + 1).
- 4.12. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting



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

Minutes of the Meeting

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

Reports to Council

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

5. Review of Committee and Duration of the Committee

- 5.1. The committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.



- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
 - 5.4.1. The Committee's achievements.
 - 5.4.2. Whether there is a demonstrated need for the Committee to continue, and
 - 5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

- 6.1. The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The Committee must comply with the Assembly of Councillor provisions provided for in the Local Government Act 1989.
- 6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



Appendix 1: Agenda Template



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



Appendix 2: Minutes Template



<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
<p><i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i></p>			
No.	Item	Responsible Person	Timeframe
1.	Present		
2.	Apologies		
3.	Conflicts of Interest Disclosures		
	<p><i>Members of the Committee declare any Conflicts of interest in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p>		





[Name] Advisory Committee Minutes

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

Meeting Chair: < Name >

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

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



<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
<p><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>			
No.	Item	Responsible Person	Timeframe
6.	<p>General Business</p> <p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
<p>Next Meeting: <Provide details of the next meeting date, time and location>.</p>			



**16.2 MORWELL AND DISTRICTS COMMUNITY RECOVERY
COMMITTEE - MORWELL EAST NEIGHBOURHOOD RESILIENCE
PLAN**

General Manager

Community Services

For Information

PURPOSE

The purpose of this report is to provide to Council for information the Morwell and Districts Community Recovery Committee's Morwell East Neighbourhood Resilience Plan 2015-2016 - a community health, wellbeing and resilience plan. This is a follow-up to the Morwell and Districts Community Recovery Committee's Doorknock Summary Report received at the Ordinary Council Meeting on 29 February 2016 –.

EXECUTIVE SUMMARY

The Morwell and Districts Community Recovery Committee (Committee) is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. All Committee members are volunteers. Council works with the Committee in recovery by arrangement with the State to support recovery and resilience activities.

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services has funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to seek guidance from the Committee and work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan.

On the 29 February 2016 Council received the Morwell East Community's doorknock report. This report noted that a survey was provided to 824 homes, with 161 responses either received in person by Latrobe City Council Staff or returned by post.

Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan.

The survey sought to create strengths based approach for residents – focusing on how the community can develop solutions to become healthier, more resilient and connected as opposed to feeling disempowered and focusing on the deficits.

The survey data has been considered at two neighbourhood workshops. These workshops sought to identify and prioritise actions to support enhanced health, wellbeing, resilience and social cohesions for the Morwell East neighbourhood. A neighbourhood working group committee was formed to develop these actions into a resilience plan.

The draft Morwell East Neighbourhood Resilience Plan has been approved by the neighbourhood working group committee.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

Also, the Morwell and Districts Community Recovery Committee have endorsed the Resilience Plan for Morwell East and requested that a copy of the Plan be provided to Council for information.

RECOMMENDATION

That Council:

1. **Receives and notes the Morwell and Districts Community Recovery Committee's Morwell East Neighbourhood Resilience Plan 2015-2016 – a community health, wellbeing and resilience plan.**
2. **Acknowledges the work of the Morwell East Neighbourhood community in developing this plan.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Our Community

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: affordable and sustainable facilities, services and recreation

Strategic Direction – Promote and support opportunities for people to enhance their health and wellbeing.

BACKGROUND

The Committee Resilience team had previously undertaken an audit of all projects, services, activities and initiatives in the Morwell district which have commenced, been developed or funded as a result of or in connection to the Hazelwood Mine Fire, or which align with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017.

In addition, the Committee sought to gather from the mine fire impacted community the views, thoughts and recommendations for improving their health. Considering the size of the Morwell community, it was determined that this work would start at a neighbourhood level. The first

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

neighbourhood identified for this piece of work was a pilot area in the south of Morwell, now known as the Rose Garden neighbourhood.

The Community Recovery Committee Rose Garden Neighbourhood Plan was received at the Ordinary Council meeting on 29 February 2016.

This Plan focusses on a second neighbourhood – Morwell East, an area between Maryvale Road, Well Street, Crinigan Road, Juniper/Vary Streets and along Waterhole Creek to Morwell Park Primary School.

KEY POINTS/ISSUES

The neighbourhood survey was undertaken in partnership with Berry Street (Gippsland) as part of their commitment to Latrobe Valley under the “Making Morwell a Good Childhood Place” (also known as Morwell 4 Kids) initiative to actively engage families, business and community leaders to build on the strengths and capacities of the community. This partnership provided a collaborative approach to deliver enhanced outcomes and positively transform the community.

Berry Street provided staff resourcing to assist with each stage of the resilience planning approach, including the development of an agreed survey to include access to vocational pathways and education; access and utilisation of maternal and child and preschool services; local job opportunities and aspirations; and neighbourhood transience.

All 824 households within the ‘footprint’ area were provided the opportunity to participate in the survey. One hundred and sixty-one completed surveys were received; 80 completed face-to-face and 81 returned by mail.

Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan.

The survey sought to create a positive future orientation for residents – focusing on how the community could become healthier, more resilient and connected as opposed to focusing on past events and the challenges people experienced during that time.

Survey results were conveyed to the neighbourhood community at two facilitated workshops on 18 November 2015 and a working group was formed to further develop the Neighbourhood Resilience Plan. These workshops identified and prioritised actions for their “Morwell East Neighbourhood Resilience Plan” to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

The neighbourhood working group has approved the draft Morwell East Neighbourhood Resilience Plan and the plan has been endorsed by the Morwell and Districts Community Recovery Committee.

RISK IMPLICATIONS

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

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

FINANCIAL AND RESOURCES IMPLICATIONS

This report is an information document for Council and does not have any financial and resource implications.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

This report relates to the following specific objectives within the Community Engagement Strategy and Action Plan 2015-2019:

- create opportunities for community members to be involved and have a say in matters of interest that may affect them;
- assist the community to understand how their input may have been used to influence the final decision; and
- develop and maintain an effective feedback process throughout all aspects of the community engagement process.

In line with the IAP2 Spectrum, the level of engagement appropriate for this project included: Inform; Consult; and Involve.

The next phase involving the development of a Neighbourhood Resilience Plan utilised the collaboration and empowerment stages of the public participation spectrum.

Details of Community Consultation / Results of Engagement:

This report on the Morwell East Neighbourhood Resilience Plan is based on the survey undertaken by Latrobe City Council and Berry Street staff in the designated area in October & November 2015 and subsequent community workshops held in November 2015.

Tools used for the survey included doorknocking for face-to-face interviews and letter box dropping for survey completion and return by mail. These tools ensured that all 824 households in the area were provided the opportunity to participate. One hundred and sixty-one surveys were completed. The return rate was 20%, comprising 50% face-to-face and 50% by mail.

Survey results were conveyed to the neighbourhood community at two facilitated workshops on 18 November 2015 and a working group was formed to further develop the Neighbourhood Resilience Plan. These workshops identified and prioritised actions for their "Morwell East Neighbourhood Resilience Plan" to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

OPTIONS

Council can receive and note the Morwell and Districts Community Recovery Committee - Morwell East Neighbourhood Resilience Plan.

CONCLUSION

Committee representatives met with the neighbourhood working group at two facilitated workshops to listen to the community and discuss the results from the survey conducted in Morwell East. These workshops identified and prioritised actions for their Morwell East Resilience Plan to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

It is anticipated that the work of the Committee will be more broadly shared and where possible replicated at a neighbourhood level in other areas to identify placed based actions.

In support of this, a third area of Morwell, in the north, has been identified, surveyed and a resilience plan is being formulated with the community.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Morwell East Neighbourhood Resilience Plan 2015-2016

16.2

Morwell and Districts Community Recovery Committee - Morwell East Neighbourhood Resilience Plan

- 1 Morwell East Neighbourhood Resilience Plan 2015-2016..... 579**



**Morwell East
Neighbourhood
Resilience Plan
2015-2016**

Acknowledgements

This plan was prepared by the Latrobe City Council Community Resilience Team, Stuart Simmie, Christine Body, Andrea Smith and Linda Bulner, along with Liza Gelt and Julia Hovenden of Cube Group consultancy.

<http://cubegroup.com.au/>

Council acknowledges the support and guidance of the Morwell and Districts Community Recovery Committee (CRC), and the members of the Morwell East Neighbourhood Working Group. The members of the working group whose input into the plan has been creative, inspiring, and invaluable are:

Gina and Allan Agustin	Glenda Suson
Ann and Roger Arthur	Lynette Pattison
Rod and Loris Catchpole	Allan Goldstraw
Jim Charalambous	Elsie Le Broc
Kellie and Howard Langan	Liz Tierney
Robyn Horvath	Peter Ryan
Erika Cassar	Gerard Traynor

This plan was written in December 2015, following the survey conducted from 25 October until 13 November 2015, one year and eight months after the Hazelwood Mine Fire was officially declared extinguished.



Foreword

A resilient community is one that is connected, able to come together during times of difficulty and capable of working together on collective or common purposes designed to enhance the overall strength of the community. A resilient community is able to bounce back from events – be they natural disasters, emergencies, traumas, social or economic events.

It is a flexible model that provides a means of understanding how a community's positive response to change can be encouraged and reinforced, as it shifts attention to capacity in the context of change rather than focusing solely, and unproductively, on a community's vulnerabilities (Kelly, 2004). Community resilience and working with communities to enhance resilience is undertaken in partnership with the community. It is a strength based approach where the inherent strengths and values of a community are celebrated, highlighted and recognised as achievements. These strengths and values are unique to the collective and individual talents of the residents of the neighbourhoods within which they exist.

These bespoke strengths become the resources and adaptive capacity of a community to overcome problems and challenges that may come from change - conversely they are also the resources which can be leverage to enhance opportunities and grow common strengths (Maquire and Cartwright, 2008)

Resilience is an issue that impacts on everyone, and Latrobe City Council (LCC) is passionate about supporting a strengths based approach to community resilience. The development of the Morwell East Neighbourhood Resilience Plan demonstrates Council's commitment to supporting communities and neighbourhoods to work together to build and deliver plans which enhance individual and neighbourhood resilience. This approach supports stronger localised connections, providing a framework through which residents are able to be well supported and resourced to face crisis events with endurance and look to the future with hope.

All neighbourhoods have inherent strength. The Morwell East Neighbourhood is already a well-connected and supportive community. During its work, Council identified that 81% of residents who participated in its survey¹ process said that they could ask a neighbour for help. This connectedness suggests that the Morwell East Neighbourhood is already robust. However, there are many opportunities for improving health, wellbeing and perceptions of safety. The plan will

¹ Survey Response Summary Post Morwell Mine Fire Doorknock Morwell East Area November 2015



MORWELL EAST NEIGHBOURHOOD RESILIENCE PLAN 2015-2016

continue to build on the community's strengths. For example while 94% of residents ate one or more serves of vegetables a day, a lower rate of 75% of residents consumed fruit on a daily basis. This is well below the Australian Government dietary guidelines of five serves of vegetables and two serves of fruit daily. Some residents stated that a limited income is a barrier for them to eat more fresh produce due to the high cost of fresh fruit and vegetables. This, coupled with reliance on public transport, made access to fresh produce harder for some. The community's resilience is demonstrated through their suggestions and ideas about how this and many other areas can be improved by working together to create a community that is healthy, inclusive, and vibrant.

The Plan, created by the community, captures their aspirations for future action in their community; action which they believe will enhance and respond to identified health and wellbeing priority issues and concerns. The development of the plan was community-led, with Council enabling residents in the Morwell East Neighbourhood to determine their own priorities and suggest actions for moving forward.

Council's role is one of listening, supporting and facilitation. It is one of working in partnership with the community and service providers to improve and maintain health and wellbeing of the community. With the endorsement of the Morwell and Districts Community Recovery Committee, Council will facilitate and support the community to deliver the actions contained in this plan.

The community's time and experience has helped create a plan that will make a difference to the residents in a Morwell East Neighbourhood. It has assisted Latrobe City to transform its approach to emergency recovery, leveraging a strengths based approach through the framework of the Municipal Public Health and Wellbeing Plan.



Executive Summary

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services (DHHS) funded Latrobe City Council to deliver a Community Resilience program to the Morwell community, with work activities supported and endorsed by the Morwell & Districts Community Recovery Committee. The program's focus is to work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience.

The Morwell and Districts Community Recovery Committee is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. Latrobe City Council is working with the Committee in recovery by arrangement with the State to support recovery and resilience activities.

Given Morwell is a large and diverse rural town; a decision was made to identify and engage 'natural' neighbourhoods and focus on one area at a time to recognize the town's diversity. The learnings would then be replicated to other parts of the town. The Morwell East Neighbourhood Resilience Plan has been developed to identify issues and opportunities within the community. These were then progressed to deliver a series of actions to assist enhancing health, safety, wellbeing and social connectedness. It is the second plan delivered and builds on the *Rose Garden Neighbourhood Resilience Plan 2015-2016* dated November 2015. Both plans provide a strategic direction to Council and the community to address local-level matters, and are closely linked to *Latrobe 2026*: "in 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership". There are specific localised priorities identified in each plan, however there are broader community improvements that both neighbourhoods have the capacity to work on together.

The consultation process identified a number of ideas which were prioritised into the initiatives and actions presented in this Plan and include the following:

- Development of a Welcome Kit for all new residents moving into Latrobe City
- Improved connection and promotion of local walking tracks through Crinigan Bushland Reserve and Water Hole Creek
- Advocacy to construct better linkages in existing walking path networks
- Expansion of the existing community kitchen programs, construction of a community garden and regular food swaps
- Development of a suite of affordable exercise programs
- Collaboration with Victoria Police and Neighbourhood Watch to reduce speeding and hoon behaviour
- The Morwell Neighbourhood House (MNH) is a recognized and valued community asset that provides opportunities to connect, gain learning confidence, support each other and be involved in activities of interest
- Promote community connections by hosting community barbeques and promotion of existing services such as the free lawn mower hire located at MNH.
- Advocate as a community to improve street lighting and installation of lighting along the western side of Water Hole Creek
- Steer jobless young people towards volunteerism to build capacity, experience and employability
- Advocate for more building/industrial projects in Morwell





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Overview

What is resilience?

Broadly, the term 'resilience' refers to the ability to spring back quickly from setbacks or adversities and respond to a potentially disruptive situation in order to prevent it from becoming a crisis – being elastic, having the ability to react to potential crisis and enabling a speedy recovery when issues arise.

More specifically, 'Resilience is the adaptive capacity to "bounce back" from challenging situations or events and respond positively to change. However, it is more than overcoming adversity – it is also the capacity to plan positively for the future. Resilience applies to both individuals and communities'. (Federation University, Centre of Research for Resilience Communities, [Coalmine Fire Initial Impact on Community Health and Wellbeing Project Summary Report](#), February 2015)

Characteristics of a resilient community

A number of studies show that a resilient community has characteristics which help it recover faster and with greater understanding from significant events within their community. A resilient community is one where²:

- People function well while under stress
- People successfully adapt to the current conditions
- Residents have self-reliance
- People understand the risks that may affect them and others in the community
- Emergency management plans are resilience-based, to build broad resilience within communities over time

² Council of Australian Governments, *National Strategy for Disaster Resilience: Building our nation's resilience to disasters*, February 2011 <https://www.coag.gov.au/node/81>



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- Following a crisis event, a satisfactory range of functioning is restored quickly
- People have taken steps to anticipate crisis events and to protect themselves, their assets and their livelihoods
- People understand the mechanisms and processes through which recovery assistance may be available

The need for this plan

The Morwell community has experienced a series of challenging economic and environmental events over recent decades which have significantly impacted on the town³. These include events such as privatisation of the State Electricity Commission (SEC) in the mid-1990s resulting in a reduction of employment opportunities and migration of industrial skills from people in the area; and closure of the Princes Freeway between Morwell and the Hazelwood Open Cut mine from February to September 2011, with diversion of traffic through Morwell via the former Princes Highway.

Arguably the most unique event Morwell residents have experienced occurred when a local bushfire spread into the Hazelwood Open Cut Mine on 9 February 2014, causing a coal fire which continued to burn for 45 days, spreading thick ash and smoke across the town and region. Despite this, Morwell residents have demonstrated their resilience by seeking to strengthen their community and to progress a positive vision for the future. It has been recognised that a healthy and connected community creates a resilient community, so the focus is to work directly with the Morwell community to empower residents to improve their health, wellbeing and social connectedness.

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan, and will align with its six strategic objectives.

³ Please refer to Appendix Three: Emergency Management History



Strategic objectives and outcomes of the Municipal Public Health and Wellbeing Plan

<p>Being Active</p>	<p>Promote and support a healthy, active and connected community</p>	<p>Increase participation in physical activity, recreation and leisure</p> <p>Increase the commitment of workplaces to strategically plan active environments for workers</p>
<p>Eating Well</p>	<p>Increase healthy eating and access to affordable nutritious food</p>	<p>Increase understanding of and opportunities for healthy eating</p> <p>Build the capacity of workplaces and food retails premises and restaurants to provide healthy food choices</p>
<p>Protecting our Health</p>	<p>Promote and support healthy environments and positive public health</p>	<p>Reduce the rates of smoking</p> <p>Increase the number of smoke free environments</p> <p>Reduce excessive alcohol consumption</p> <p>Minimise harm associated with misuse of alcohol</p> <p>Maintain or increase the rates of immunisation</p> <p>Improve the awareness and knowledge of safe sexual practices for young people</p> <p>Minimise the harmful use of drugs</p>



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Staying Connected	Promote and support an active, diverse and connected community	Improve awareness and knowledge of mental health and wellbeing in the community Support activities and events that build community and social networks Ensure access and equity for all groups in the community
Feeling Safe	Promote and advocate for a safe and diverse environment	Increase safety perceptions among the community Reduce the incidence of family violence in the community Maintain or improve the safety of public facilities and amenities Reduce the incidence of childhood injury
Skills for Healthy Communities	Recognise and harness the skills of Latrobe City residents and organisations for the advancement of our economy and community	Build the capacity of organisations and community groups to deliver health and wellbeing outcomes Increase opportunities for residents to participate in community action and volunteering

Development of the plan

With Morwell having an estimated population of 14,347 (Australian Bureau of Statistics 2012, "Morwell: Region Data Summary"), it was decided that a pilot project would be established at a neighbourhood level while still recognising the whole of Morwell was affected by the Hazelwood Mine Fire in a variety of ways. The initial pilot neighbourhood area of 373 homes was bounded by Commercial Road, Driffield Road, Hazelwood Road, and the Princes Freeway in an area now referred to as the Rose Garden neighbourhood. The name was chosen by residents in that area as it is upbeat, positive, and clearly able to identify the area of which they are very proud.



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This Plan focuses on the second chosen neighbourhood - Morwell East, an area between Maryvale Road, Well Street, Crinigan Road, Junier/Vary Streets, and along Waterhole Creek to Morwell Park primary school (please refer to 'footprint' map on page 14).

The area encompasses a number of community assets, parks and reserves which are highly valued and appreciated by the community. These include a preschool, two primary schools, the Morwell Neighbourhood House, Crinigan Bushland Reserve, Waterhole Creek and associated walking paths, Crinigan Road Reserve, Mera Park, several halls and service and sporting facilities.

This part of Morwell has a high rate of public housing, disadvantage and historically poor external public perceptions. However, the survey clearly identified a high level of connectedness, pride and sense of belonging, with 72% of respondents rating their neighbourhood as an excellent or good place to live. The newly formed Working Group show strong community leadership and have excellent ideas on how to make their area an even better place to live, learn, work and play.

Due to the size and scope of the Morwell East Neighbourhood, a partnership was formed with Berry Street (Gippsland). Berry Street are progressing its vision for Morwell under the "A Good Childhood Place" project by consulting and actively engaging families, business and community leaders to build on the strengths and capacities of the community. This initiative of Berry Street is aligned with the resilience planning of Latrobe City, so a partnership arrangement was developed to provide a collaborative approach, and enhance the potential to deliver outcomes and positively transform the community. Berry Street committed to providing staff resourcing to assist with each stage of the resilience planning approach, including the development of an agreed survey.

The doorknock approach is considered an excellent way to engage with the community to seek genuine views of residents. It also provides a tool for checking in on residents' health and wellbeing following the Hazelwood Mine Fire and assisting them to connect directly with Latrobe City Council. All 824 households within the "footprint" area were provided the opportunity to participate in the survey. A letter and survey were left in the letterbox to capture the input of those not engaged face-to-face. Eighty (80) surveys were completed face-to-face and another eighty one (81) were returned via mail. This made a total response of one hundred and sixty one (161) surveys prior to the closing date of 13 November 2015. This represents a 20% response rate. Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan. Additional questions on vocational training, employment opportunities and service access were also included. The survey sought to create a positive future orientation for residents by focusing on how the community could become healthier, more resilient, and connected, as opposed to focusing on past events and challenges.

Posters were displayed throughout the survey area in local shops, Elizabeth Wilmot Preschool, Morwell East Senior Citizen Centre, and the Morwell Neighbourhood House advising the local community of the upcoming door knock. The survey was also advertised across media such as Latrobe Valley Express, Latrobe City Council website, and WIN News. www.youtube.com/watch?v=y5c5jG-9spk&feature=youtu.be

The Plan identifies the perceptions, thoughts and suggestions from people within the community affected by the mine fire on creating greater health and wellbeing for themselves as individuals, family, neighbourhood and the larger Morwell community. The Plan was community-led and resulted from survey



outcomes, neighbourhood feedback sessions, and working group meetings. It encompasses activities and actions which align with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017.

Identifying key priorities and formulating the action plan

Following analysis of the survey results, a series of workshops was held with residents of the neighbourhood on 18 November and 25 November 2015 to report survey findings; and to identify and prioritise actions to support development of the plan. Opportunities to improve health and wellbeing within the community were identified through the survey and the workshops as part of the consultation process. Residents who wished to be involved in progressing the initiatives have formed a working group to assist the Latrobe City Council Community Resilience Team and Berry Street. It is anticipated that sub committees within the working group will be formed to drive specific actions within this plan. A draft plan was prepared using this community-led information and presented to the community working group and the Morwell and Districts Community Recovery Committee for endorsement.

Reporting on the plan

Progress of the actions set out in the plan will be fed back to the neighbourhood to ensure they are engaged and included in their own community-led plan. Service sector organisations are also a key part of the plan and will be kept apprised of progress.

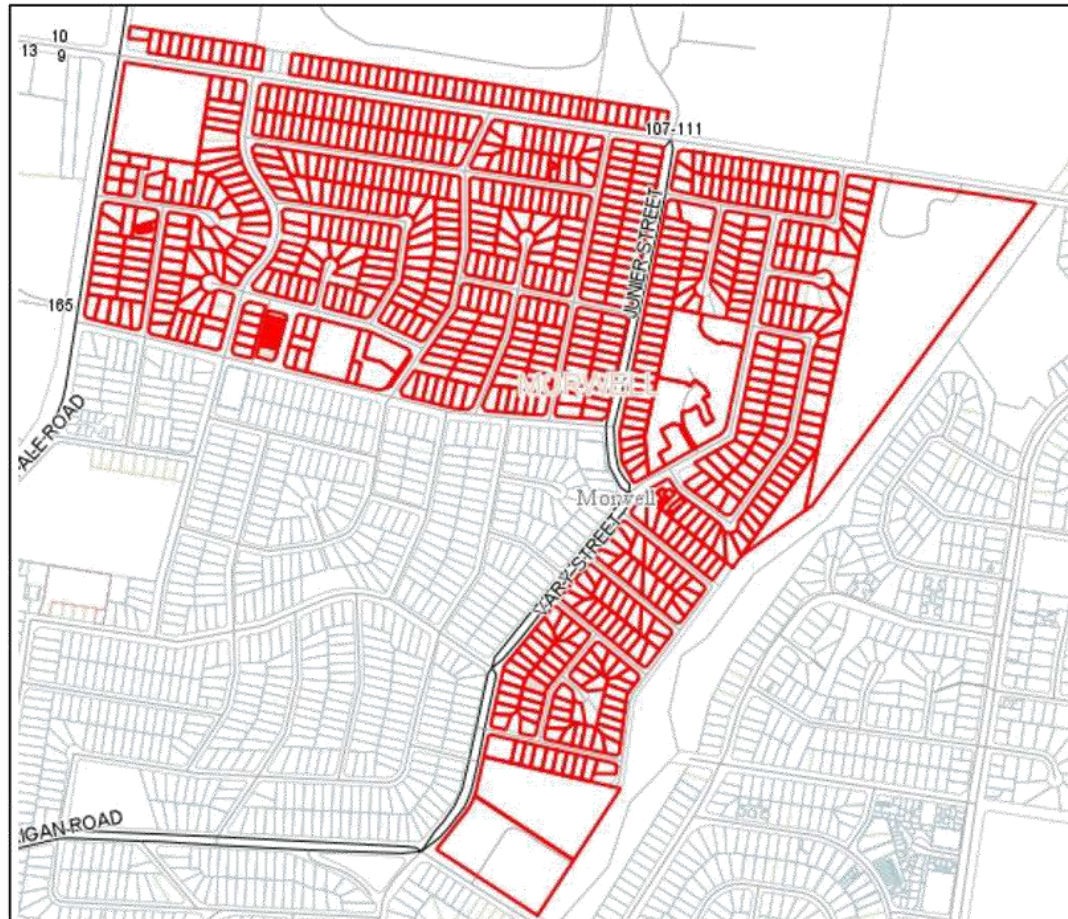
Every action within the plan has been allocated measures to monitor progress and mark completion. These include timeframes, responsibility/ownership of the action, and performance indicators. These measures will be continually monitored and their progress reported to the community, Latrobe City Council, the Morwell and Districts Community Recovery Committee, and other stakeholders. Leaders from within the neighbourhood have formed a Working Group to oversee the actions within the plan, with Community Resilience Team members as project managers for each initiative. Quarterly meetings will be held with the Working Group to manage the project. Where program funding does not allow for the Community Resilience Team to continue in this role, initiatives will be allocated to other teams within Council.

Evaluation of the plan

The Morwell East Neighbourhood Community Resilience plan will become a sub-plan of the Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017. This enables it to be monitored and reviewed as part of Council's regular review cycle. Evaluation of the plan will include community input to the effectiveness of the implemented actions and any change required to priorities.



Neighbourhood map



Priority Areas for Action

Analysis of community consultation resulted in the following priority areas for action, each within a strategic direction from the Municipal Public Health and Wellbeing Plan.

Strategic Direction 1: Being Active					
Goal: Promote and support a healthy, active and connected community.					
INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATOR	STATUS
1.1 Increased activation of Crinigan Bushland Reserve	1. Inclusion in a Welcome Kit for new residents of LCC	March 2016	Communications Team	Welcome Kit brochure developed for new residents to LCC	
	2. Promotion via LCC Walking App	February 2016	Be Active Coordinator	New Walking App launched	
	3. "Friends of Crinigan Bushland Reserve" or community member to be a guest speaker at a working group meeting	February 2016	Community Resilience Team	Guest speaker attendance at a working group meeting in February	



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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATOR	STATUS
1.2 Affordable exercise classes	1. Sports Education Development Australia (SEDA) placements/work experience to have students run classes	February 2016	Be Active sub committee	Formation of interested residents to work together on the range of initiatives outlined Development and distribution of the timetable of affordable, easily available exercise classes	
	2. Promote Active Aging in Open Space program (free for aged) at Morwell East Senior Citizens Centre	February 2016			
	3. Exercise classes at Kernot Lake (Council of The Aged – COTA and Vic Health)	February 2016			
	4. Engage with Chris Stanlake – Gippsport	February 2016			
	5. Promotion of existing walking groups	February 2016			
	6. Establish walking group along Water Hole Creek	February 2016			
	7. Explore opportunities to run exercise classes at MNH	February 2016			

“Promote and advertise groups - walking groups, dancing groups, friendships – throughout the neighbourhood. Map out all the groups and let people know” – Morwell East Survey Respondent

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Strategic Direction 2: Eating Well

Goal: Increase healthy eating and access to affordable, nutritious food.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
2.1 Open Gardens (local)	1. Arrange tour of residents' gardens.	February 2016	Eating Well sub-committee Community Resilience Team	Formation of Eating Well sub-committee with interested residents from Morwell East and Rose Garden Neighbourhoods to work in collaboration on all initiatives	
2.2 Food Swap	1. Monthly gathering where people would bring their excess produce and swap with someone else (potentially at MNH) 2. Run workshops (i.e. health, wellbeing, cooking styles) at the monthly gathering	April 2016	Eating Well sub-committee Community Resilience Team		
2.3 Community Gardens	1. Have local residents share knowledge on how to start/what to do (work in with Rose Garden Neighbourhood Working Group)	April 2016	Eating Well sub-committee Community Resilience Team		

There are many who, for one reason or another, do not consume a sufficient variety of foods to meet their nutritional needs" - National Health and Medical Research Council



Strategic Direction 3: Protecting our Health

Goal: Promote and support healthy environments and positive public health.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
3.1 Understand the health effects of the mine fire	1. Hazelwood Health Study will be asking all eligible residents to sign up	February 2016	Hazelwood Mine Fire Health Study	Recruitment and advertising begins	
	2. Request guest speaker from the Health Study re; what work is already in place and how to get involved	February 2016	Community Resilience Team	Guest speaker booked for February working group meeting	
	3. University of Tasmania project to test roof cavities in test area (please say yes if they knock at your door) 24 houses -> 8 points and 3 houses at each point.	December 2015	University of Tasmania	Samples from 24 houses collected and sent for testing	
	4. CRC is advocating for DHHS to undertake further investigation of dust/ash through a submission to the Mine Fire Inquiry	March 2016	CRC	Submission considered by the Mine Fire Enquiry	

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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
3.2 Increase police presence	1. Utilise the Eyewatch @ Latrobe Facebook page for those with internet access to keep up to date with and to promote local policing issues	February 2016	Victoria Police, Morwell Community Liaison Officer	Liaison meeting with Victoria Police held to provide relevant information to the neighbourhood	
“Concerned about communication during/after mine fire - inconsistent and worried it was more dangerous that we were told” – Morwell East Survey Respondent					

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Strategic Direction 4: Staying Connected

Goal: Promote and support an active, diverse and connected community.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
4.1 Connect Crinigan Road Reserve to Water Hole Creek	1. New footpath/bridge already in plans		LCC Engineers		
	2. Advocate to LCC for link/connection	February 2016			
4.2 Promote community spirit	1. Open garden competition (based on improvement/effort)	March 2016	Community Resilience Team Working Group	Development of a biannual garden competition within the area	
	2. Welcome kit for new residents	March 2016	Community Resilience Team LCC Communication Team Working Group	Development and distribution of welcome kit to new residents	

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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
	3. BBQ/gathering to reconnect community with local councillor, local member etc.	March 2016	Community Resilience Team Working Group Mayoral and Council Support	Successful event in the area based on feedback from attendees	
	4. Promote use of free lawn mower hire from Morwell Neighbourhood House	February 2016	Community Resilience Team in conjunction with Morwell Neighbourhood House	Advertising campaign developed and implemented	

81% of residents surveyed know their neighbours, would ask for assistance and have friends/family in the area they can rely on. This indicates excellent connectedness within the area – Morwell East Survey

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Strategic Direction 5: Feeling Safe

Goal: Promote and advocate for a safe and diverse environment.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
5.1 Reduce speeding/hoon behaviour	1. Utilise Vic Roads speed advisory trailer in known speeding areas. Data will then be analysed and followed up by Highway Patrol	February 2016	Community Resilience Team Vic Roads Highway Patrol	Installation of speed advisory trailer	
	2. Encourage residents to ring the Hoon Line (Crime Stoppers 1800 333 000)	January 2016	Community Liaison Officer Victoria Police Neighbourhood Watch	<ul style="list-style-type: none"> Promotional letterbox drop developed and implemented Increase in reports of hoon driving to Crime Stoppers from the area 	
	3. Work with LCC to investigate options around the establishment of a community based motor sports complex which includes an education component			Working group to investigate options and models for the development of community based motor sports complex in the Latrobe municipality	

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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
	4. Advocate with LCC to provide speed humps in the area, beginning with a petition from the neighbourhood	February 2016	Working Group	Petition developed, implemented, and submitted to council	
5.2 Street Lighting	1. Lighting along Water Hole Creek path from Crinigan Road to O'Grady St needs to be extended. Advocate as a community to extend the lighting.	March 2016	Working Group	Proposal provided to Latrobe City Council for action	

Survey results showed a high personal safety rating within the neighbourhood – 83% felt safe/very safe during the day and 34% after dark – Morwell East Survey

Strategic Direction 6: Skills for Healthy Communities

Goal: Recognise and harness the skills of Latrobe Valley residents and organisations for the advancement of our economy and community.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
6.1 Employment/ apprenticeships	1. Identify volunteering and potential project/s – identify skills such as cash handling, working at heights, etc. Work with LCC to access training	February 2016	Community Resilience Team Working Group	Form Employment and Education Sub Committee	
	2. Ensure training opportunities have identifiable employment options; sub-committee to write to local training providers	February 2016	Working Group	Letter sent to all local education/training providers	
	3. Advocate for more building/industrial projects in Morwell				
	4. Have input into the new technology school	Based on Department of Education and Early Childhood Development timelines	Working Group	Working group have provided input, based on DEECD requirements (i.e. written, forum etc.) into the development of the technology school	

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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
6.2 To further develop the neighbourhood's relationship with Morwell Neighbourhood House	1. To investigate the opportunity to establish a Neighbourhood Working Group that will explore ways to strengthen the Morwell Neighbourhood House.	April 2016	Community Resilience Team		
	2. To discuss ways to connect young people into Morwell Neighbourhood House activities	April 2016	Community Resilience Team Berry Street Gippsland		

45% of respondents felt that job opportunities for young people are poor – Morwell East Survey

Timeframes

Pillar	Initiative	Timeframes						
		Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016
	Development of a Welcome Kit for new residents of Latrobe City							
	Guest speaker from "Friends of Crinigan Bushland Reserve" or community to attend a working group meeting							
	Form sub-committee to work on 'Affordable Exercise Classes' initiatives							
	Form sub-committee to work on 'Eating Well' initiatives including food swaps and community garden in collaboration with Rose Garden Neighbourhood working group							
	Invite guest speaker from Hazelwood Health Study to attend working group meeting							
	Arrange meeting with Victoria Police regarding speeding and hoons – book speed advisory trailer through Vic Roads							

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Pillar	Initiative	Timeframes						
		Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016
	Advocate to Latrobe City Council to link exercise to Water Hole Creek walkway; Promote existing link through the back of St Vincent’s cricket ground			■				
	Promote use of free lawn mower hire through Morwell Neighbourhood House			■				
	Arrange community gathering re; meet your councillor, local member etc.					■		
	Advocate to Latrobe City Council to install speed humps or other traffic calming devices			■				
	Advocate as a community to have lighting extended along Water Hole Creek				■			
	Work with Neighbourhood Watch and Police to encourage reporting to the Hoon Line (1800 333 000)		■					
	Form Employment and Education sub committee					■		
	Neighbourhood Working Group feedback to be provided to Morwell Neighbourhood House			■				



Appendix One

Further Ideas, Strategies and Suggestions

The following are ideas, strategies and suggestions raised by the community during the consultation phases that were not yet prioritised for action. They are listed here as a record of the powerful thoughts of the community when consulted on their needs and wants.

Being Active

1. Create active open spaces:
 - a. Clean up Waterhole Creek – create a “Friends of” group
 - b. Clean up playgrounds
 - c. More public toilets
2. Exercise classes:
 - a. Affordable (not within the leisure centre)
 - b. In public spaces
 - c. Increase promotion and advertising
 - d. Community Zumba classes in Kernot Hall – low cost to make it affordable
 - e. Tai Chi in the park along Waterhole Creek
 - f. Volunteer (supervised students) personal trainers to run sessions
3. Promotion of groups and clubs – sporting (especially pre-season), aged-specific,

Suggestions

- Improve ‘linkages’ – i.e. link walking tracks around Morwell, fix up ad hoc bike paths and footpaths that aren’t connected (Missing Links Program within council)
- Exercise stations in parks (such as www.parkfitaust.com.au/ or <http://aspaceto.com.au/fit/products/fit-for-parks/>)
- Walking groups on weekends or later in the day to suit working people and those not wanting to walk early in the morning



Concerns

- When considering cleaning up Waterhole Creek, need to know if the reeds and other plants are considered 'protected'.

Eating Well

Priorities

1. Establish community gardens:
 - a. Have a bush tucker track at the Crinigan Bushland Reserve
 - b. Teach people to grow their own food
2. Establish a food sharing co-op such as "Grow Lightly":
 - a. People could share their skills and produce
 - b. Skills swapping – i.e. swap home-grown vegies for knitting lessons
 - c. Have it in a centralised 'food hub'
3. Reduce the cost of fruits and vegetables:
 - a. Provide it for free/cheaper
 - b. Supply fruit and vegetables via a fruit truck that drives around the community
 - c. Gold coin donation for fruit and vegie day at a community hub (Morwell Neighbourhood House?)

Suggestions

- Information on how to eat well on a budget (FOODcents program)
- Affordable access to dieticians
- Cooking demonstrations/classes at Midvalley
- Run food programs in schools

Concerns

- Survey results show high ease of access to fruits and vegetables, but low levels of consumption – how is this fixed?
- Difficult to change people's eating habits



Protecting our Health

Priorities

1. Reduce use of drugs and alcohol:
 - a. Development of a local drug and alcohol rehabilitation centre
 - b. Target school children re drug/alcohol education
2. Fully understand the long-term effects of the mine fire on health
3. More education about protecting our health

Suggestions

- Reduce smoking rates
- Close pubs earlier
- Improve training for teachers

Staying Connected

Priorities

1. Promote community spirit:
 - a. Annual street party for residents (perhaps at Christmas)
 - i. Have it on one of the smaller streets
 - ii. Block off the road/provide signage
 - iii. Transform it into a project where young people can learn new skills
 - b. Provide a welcome kit for all new residents including a list of services, supplies, vouchers etc.)
2. Provide more support for young people to gain employment

Suggestions

- Promotion and cross-pollination of community groups
- Reinstate bus stop on/near Haywood Street
- Raise community pride – promote and utilise the Neighbourhood House lawn mower service
- Better promotion of sporting clubs and events



Feeling Safe

Priorities

1. Reduce hoon/speeding drivers (inc. mini bikes in the reserve):
 - a. Prevent trucks from using Crinigan Road
 - b. Dob hoons into Crime Stoppers
 - c. Add speed humps to major roads (Crinigan Road, Well Street, Haywood Street etc.)
 - d. Indented street parking – no room for the garbage trucks
 - e. Improve safety on the Haywood Street school crossing for Crinigan Road PS
 - f. Unmarked police vehicles on Crinigan Road over a period of time
 - g. Provide opportunities for hoon drivers to go elsewhere. Run education programs on safer driving
2. Increase police presence and resourcing:
 - a. Have enough police so they can walk around neighbourhoods
 - b. Reactivate Neighbourhood Watch (author's note: Neighbourhood Watch is still active, and in the process of enhancing promotion about their group)
3. Increase/improve street lighting

Skills for Healthy Communities

Priorities

1. A strengthened Morwell Neighbourhood House
2. More employment opportunities – apprenticeships for young people (Apprenticeships Groups Australia)
3. Improvement in internet and telephone infrastructure and connectivity (telephone drop outs common, internet connectivity too slow)

Suggestions

- Learning opportunities at the library for school aged kids (e.g. robotics, 3D printing)
- Improve health education
- Create a campaign to alter the image and perception of Morwell



Other Ideas

Ideas provided by participants that did not necessarily fit under a particular pillar of the Municipal Public Health and Wellbeing Plan include:

- Utilise cheap clothing options at Salvation Army jumble sales held regularly
- Let people know when the street sweeper is due in their street – have it come around more often
- Provide free overnight camping facilities near the CBD for travellers
- Provide a copy of the survey results to people in the survey area (difficult to absorb on the day)
- Mini make-overs to house fronts (i.e. garden, paint, repairs etc.) – make it a partially funded project
- Campaign to change the perception of Morwell – some think that has always been an issue
- Concerns around square kerbing on street gutters in many streets – having an impact on people’s vehicles and their capacity to get into/out of their driveways. The gutters are too deep.

Appendix Two

Evaluation

Evaluation of the initiatives within the plan will be an ongoing process involving the following questions:

- Have the actions within each initiative been met?
- To what extent have the outcomes been achieved?
- Were there any variations from the original idea? If so, why?
- Were there any unintended outcomes?
- What worked well, and what needs improvement?
- What lessons have been learned?

An evaluation document will be prepared by the relevant team within Council and supported by the Morwell East Neighbourhood Working Group to assess the efficacy of each initiative. The Working Group will then have the opportunity to prioritise the ideas, suggestions and strategies that were not included in the initial plan, or develop new ideas, and initiate a new action plan to meet these needs.

As a sub-plan of Council's *Municipal Public Health and Wellbeing Plan 2013-2017*, this document will be reviewed annually to determine if it is meeting the needs of the neighbourhood and their chosen priorities.

Appendix Three

Emergency Management History

Latrobe City has a long history of experiencing environmental challenges with varying degrees of severity and impact as summarised below:

- Road Accidents 1997, 2008
- Fire 1939, 1944, 1962, 1968, 1978, 1982, 1983, 2001, 2005, 2006/07, 2009 Delburn & Churchill (Black Saturday), 2013 Aberfeldy, 2014 (Hernes Oak/Driffield and Hazelwood Mine Fires)
- Floods 1978, 1993, 1995, 2007, 2010, 2011, 2013
- Explosions Church St 1990, ESSO Longford Gas Plant 1998
- Gas Pipeline Rupture Moe 1997
- Pollution 2010 (Kernot Lake)
- Chemical Spills, Morwell 1998
- Mine Incidents 2007, 2008
- Mine Collapse and Freeway Closure Morwell 2011
- Landslips 2011 (Piggery Rd), 2012 (Summerfield Track), 2014 (Latrobe Road)
- Storm Events (High Winds) 2014

Appendix Four

Lessons Learned

The following are lessons that have been learnt throughout the project:

Door-knocking

- Frank, open and honest results are achieved when surveys are conducted face-to-face
- Door-knocking is weather-dependent – timeframes may need to be adjusted accordingly
- Promote and inform the community about your work beforehand; and provide opportunity for follow-up communication
- Clearly identify yourselves to residents when visiting their neighbourhoods and follow required Occupation, Health and Safety practices
- Wear comfortable shoes, and be prepared to be invited into people's homes as well as conducting business on the doorstep or at the letterbox – go with what makes people most comfortable

Community Workshops

- A community led approach where people are consulted about their wants and needs (as opposed to decisions being made on their behalf based on statistics) yields excellent responses
- Provide feedback to the community - people appreciate being kept informed, and knowing what their information is being used for
- Consult with people in their own community (i.e. locally), and recognise the diversity of community groups that need to be engaged for informed guidance.
- Listen to, and accept, all ideas – don't pre-judge
- Where funds permit, employ a consulting group to facilitate the workshops. This has yielded excellent results as they are seen as neutral to the issues and ideas.
- When arranging workshops, remain flexible and work within the community's needs



MORWELL EAST NEIGHBOURHOOD RESILIENCE PLAN 2015-2016

- Have relevant referral and community services information available. Consultations may raise personal concerns and issues for people; be aware of this and have strategies in place

Staffing

- A personable and engaging approach is required from all staff. This assists in eliciting honest responses from the community, and helps build relationships with the residents
- Be frank and open with people – honesty is appreciated

Other

- It is critically important to provide clarity around spheres of influence – be clear with people about what can and can't be achieved
- Ensure to follow through with commitments, and if an issue requires clarity, research the answer/s and feedback to residents
- Advertising workshops and other gatherings through direct letterbox drops - along with a reminder for events – had a positive effect on increasing RSVP numbers

16.3 MUNICIPAL GARDEN COMPETITION

General Manager

Community Services

For Decision

PURPOSE

The purpose of this report is to recommend to Council the establishment of an annual Latrobe City Municipal Garden Competition to support enhanced community health and wellbeing outcomes.

EXECUTIVE SUMMARY

Since February 2015, Latrobe City Council's Community Resilience Team have been supporting neighbourhood groups across Morwell in their recovery from the Hazelwood Mine Fire. This work has involved engaging neighbourhoods through the use of doorknock surveys, neighbourhood workshops and working groups where neighbours come together to identify opportunities to enhance their health and wellbeing. Council's approach has utilised the Municipal Public Health and Wellbeing Plan as the overarching architecture for this work.

The Municipal Public Health and Wellbeing Plan supports a range of positive community outcomes including:

- Focus on positive change to individual and collective behaviour to enhance health and wellbeing.
- Collective ownership and support for enhanced health and wellbeing behaviours.

Research undertaken to support this approach suggests that healthy communities are more resilient communities which are able to 'bounce back' from events – be they emergency or otherwise.

Working with community to enhance resilience is undertaken through a partnership approach. It is a strengths based, where the inherent strengths and values of a community are celebrated, highlighted and lauded as achievements which are unique to the collective and individual talents of the residents of the neighbourhood within which they exist.

These bespoke strengths become the resources and adaptive capacity of a community to overcome problems and challenges that may come from change - conversely they are also the resources which can be leverage to enhance opportunities and grow common strengths (Maquire and Cartwright, 2008).

Council's recovery work has had a strong focus on supporting community to identify local neighbourhood actions which support a shared and collective intent to enhance neighbourhood resilience, health and wellbeing.

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One common theme which has emerged throughout this work has been the strong desire to build neighbourhood pride through the use of the land assets on both private and public property.

Interestingly, this desire would appear to coincide with a number of Councillor, community and small town association requests received by Council over the years. Many of these requests have focused on the use of green space across the municipality to link, engage and activate open spaces in order to enhance the municipal environment for the broader health and wellbeing of the community.

Coincidentally, Council's Parks and Gardens Team have also been working on a proposal for a municipal garden competition designed to celebrate those who take pride in their gardens and the role that this plays in making our communities better places to live.

In bringing together these aligned elements, a Latrobe City Municipal Garden Competition is now presented for Councillors consideration.

The Municipal Garden Competition aims to create the opportunity for Council to:

- Enhance the visual amenity of our neighbourhoods.
- Respond to the strong desire of the Neighbourhood Resilience Plans
- Build pride
- Enhance the profile of our communities
- Celebrate residents and ratepayers who demonstrate genuine care and pride in their municipality.
- Support the outcomes of the Municipal Public Health and Wellbeing Plan (category – food garden and physical activity)
- Support the outcomes and recommendations of the Hazelwood Mine Fire Inquiry Vol III (recommended identifying opportunities to build pride in the community.)

It is anticipated that the competition will be announced in July 2016 with entries for the competition to open at the end of September. Judging and the announcement of winners in each category will occur in November 2016.

RECOMMENDATION

That Council implement an annual Municipal Garden Competition from July – November, as an opportunity to build pride and enhance the health and wellbeing of residents.

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Advocacy and Partnerships

In 2026, Latrobe Valley is supported by diversity of government, agency, industry and community leaders, committed to working together to advocate for and deliver sustainable local outcomes.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: Appropriate, affordable and sustainable facilities, services and recreation.

Strategic Direction: Promote and support opportunities for people to enhance their health and wellbeing.

Enhance and develop the physical amenity and visual appearance of Latrobe City.

Theme 4: To advocate for and support cooperative relationships between business, industry and the community.

Strategic Direction: Actively encourage and support initiatives that promote social inclusion and diversity within our community.

Theme 5: Planning For The Future

Strategic Direction: Work with stakeholders to maintain and enhance the natural environment and biodiversity of Latrobe City and the region.

BACKGROUND

Since February 2015, Latrobe City Council's Community Resilience Team has been supporting neighbourhood groups across Morwell in their recovery from the Hazelwood Mine Fire.

The Municipal Public Health and Wellbeing Plan is assisting this work in supporting a range of positive community led outcomes.

Research suggests that healthy communities are more resilient communities which are able to 'bounce back' from events – be they emergency or otherwise. Similarly, resilience also refers to the ability to a system to absorb change and still carry on – an important attribute for any community.

Our emphasis on resilience aims to take the focus away from the mine fire event and any underlying feelings of vulnerability related to the event. It challenges communities to envisage a strong, healthy, happy future and then articulate the local neighbourhood elements which residents could develop and implement as a way of achieving that future vision.

Working with communities to enhance resilience is undertaken in partnership with the community. It is a strengths based approach where

the inherent strengths and values of a community are celebrated, highlighted and lauded as achievements which are unique to the collective and individual talents of the residents of the neighbourhoods within which they exist.

These bespoke strengths become the resources and adaptive capacity of a community to overcome problems and challenges that may come from change - conversely they are also the resources which can be leverage to enhance opportunities and grow common strengths.

Council's recovery work has had a strong focus on identifying local neighbourhood actions which support enhanced health and wellbeing. In reviewing these neighbourhood plans there is a clear connection between the visual amenity of our neighbourhoods and a sense of neighbourhood pride.

In both the Rose Garden and Morwell East Neighbourhood Resilience Plans there is a strong desire for a garden competition or community garden as an opportunity to enhance neighbourhood presentation, grow and share healthy food while building neighbourhood social connections. While Council is still in the early stages of its neighbourhood resilience work with the Morwell North Neighbourhood, there is strong evidence to suggest that this community will also have a strong focus on building community connectedness through greening and gardening activities.

While the Community Resilience Team have been working in the Morwell neighbourhoods, Council's Parks and Gardens team have also identified an opportunity to use a garden competition as a way to recognise, celebrate and reward the achievements of community members who take pride in their gardens, helping to make our communities better places to live, work and do business.

Together, these teams have worked cooperatively to develop a combined model. The model gives voice to the aspirations of the community as it is articulated in these neighbourhood plans while acknowledging the broader opportunity to build a sense of community pride through this activity.

This model will see Council hold an annual Municipal Garden Competition each spring. Winners will be announced in November. It is proposed that Council initially start with eight categories and review those categories after the first year.

It is anticipated that the Municipal Garden Competition could be held with minimal funding and that Council Officers will work to secure sponsorship for the event to reduce the cost to ratepayers.

KEY POINTS/ISSUES

The Latrobe City Municipal Garden Competition would be held annually in spring.

All residents and ratepayer would be eligible to apply.

The aims of the Municipal Garden Competition are to:

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- Promote healthy living (category: food garden) Access to fresh food is a key component of Latrobe City's Municipal Public Health and Wellbeing Plan.
- Build pride of place through celebrating local performance.
- Enhance community engagement at a local level particularly through the schools and community kitchen garden elements of the competition.
- Empower communities to make physical changes to their environment
- Build social cohesion
- Engage residents of all age and cultural backgrounds
- Encourage physical activity.

Proposed categories will include:

- Best small garden/pot garden
- Best large garden
- Best kitchen garden/vegetable garden
- Best school garden
- Best business/industrial garden
- Best senior's garden (over 65)
- Best community garden
- Best native/habitat garden

Runner Up and Winners will be awarded in each category.

Entry rules will be developed to preclude entries from private residents who have their garden developed and maintained by professional landscapers.

The Mayor will have the opportunity to announce an overall winner.

Judging will occur against a pre-determined criteria. It is anticipated that judging criteria will be slightly different for some of the categories, in particular the school garden, kitchen garden, native/habitat garden.

It is estimated that the Municipal Garden Competition will cost approximately \$10,000. However, sponsorship will be sought to decrease the cost to ratepayers.

RISK IMPLICATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

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A small allocation from the operational provisions will be earmarked for this activity. Council officers will seek sponsorship in order to reduce the annual cost to ratepayers.

INTERNAL/EXTERNAL CONSULTATION*Engagement Method Used:*

While Council has not undertaken specific engagement and consultation on the matter of a Municipal Garden Competition, it has undertaken considerable engagement as a result of the Hazelwood Mine Fire Recovery activities. These activities have been consistent with the Community Engagement Strategy and Action Plan 2015-2019. This engagement has highlighted a strong community desire to enhance the visual attractiveness of neighbourhoods and public space. The two Neighbourhood Resilience Plans developed to date have a strong theme of 'gardens and community gardening', one has even chosen to name itself after the Rose Garden – a reflection of the value that this neighbourhood places in this green asset.

OPTIONS

Council may choose to:

- Proceed with the development of a Municipal Garden Competition for 2016.
- Not proceed with the development of a Municipal Garden Competition for 2016.
- Seek further information.

CONCLUSION

Council has the opportunity to consider the establishment of an annual Latrobe City Municipal Gardening Competition. The Gardening Competition has a direct link to Council's Municipal Public Health and Wellbeing Plan and supports enhance social cohesion, physical activity, community health and wellbeing outcomes.

SUPPORTING DOCUMENTS

Nil

Attachments
Nil

CORPORATE SERVICES

17. CORPORATE SERVICES

**17.1 ROAD DEVIATION AND PUBLIC HIGHWAY DECLARATION,
PART VILLAGE AVENUE MORWELL**

General Manager

Corporate Services

For Decision

PURPOSE

This report is to seek authorisation to commence the statutory process to undertake a partial road deviation and declare a public highway for part of Village Avenue Morwell.

EXECUTIVE SUMMARY

It has come to Council's attention that the northern part of Village Avenue Morwell has been constructed outside of the road reserve. This occurred when Council changed the constructed road alignment for the development of the air park industrial/commercial land at the Latrobe Regional Airport.

The existing road reserve is located within the property boundaries of 79 and 81 Village Avenue Morwell.

It is proposed to commence the statutory process to alter the road reserve alignment for the northern end of Village Avenue. This will result in the closure of the current northern end of Village Avenue road reserve and deviation of the road reserve to reflect the constructed road. Refer attachment 1 for an aerial image of the affected land.

Council can undertake a road deviation and public highway declaration pursuant to Section 206 and Schedule 10 Clause 2 of the *Local Government Act 1989*.

RECOMMENDATION

That Council:

- 1. In accordance with Section 206 and Schedule 10 Clause 2 and Section 223 of the *Local Government Act 1989* (the Act), authorise the commencement of the statutory process relating to Council's intention to undertake a road deviation and public highway declaration for the northern part of Village Avenue Morwell.**
- 2. Receives written submissions and hears submissions on the proposal to undertake a road deviation and public highway declaration for the northern part of Village Avenue Morwell. Persons who have made a written request to be heard in person or by a party representing them as specified in their submission in accordance with the Act, can present at the Ordinary Meeting of Council on Monday 22 August 2016.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Governance

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

Strategic Direction – To provide open, transparent and accountable governance.

Legislation

Local Government Act 1989

Section 206 and Schedule 10 Clause 2 of the Local Government Act 1989 gives Council the power to deviate roads:

(1) *A Council may deviate a road through private land, Crown land or land held by licensees under the Land Act 1958 (whether or not the land is subject to any rights of way).*

(2) *However, in the case of a proposed deviation –*

(a) *through Crown land; or*

(b) *which would result in the vesting of land in a Council under section 207B(2A)-*

this power may only be exercised after the Council has obtained the consent of the Minister administering the Land Act 1958.

(3) *Before starting any work to give effect to a deviation, the Council must publish a notice in the Government Gazette describing the deviation.*

This power is subject to Section 223 of the *Local Government Act 1989* which requires Council “publish a public notice stating that submissions in respect of the matter specified in the public notice will be considered in accordance with this section.”

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Council must then consider any submissions that have been received and any person who has made a submission and requested they be heard are entitled to appear before a meeting of Council.

BACKGROUND

Village Avenue Morwell is a Council managed road reserve. The section of road reserve proposed to be deviated is not required for Council's road network. Council is the owner of all surrounding land which forms part of the Latrobe Regional Airport.

When processing a planning permit application for the Department of Environment, Land, Water and Planning for an extension to the existing firebase located at the Latrobe Regional Airport, it was discovered that Council had altered the Village Avenue road alignment as it intruded too close to the main runway extension. Accordingly, the road was diverted to make more land available for the Latrobe Regional Airport air park commercial/industrial sites at the airport.

The realigned and constructed northern end of Village Avenue provides access to Department of Environment, Land, Water and Planning's firebase, Helimed Air Ambulance base and other undeveloped land.

KEY POINTS/ISSUES

It is proposed to commence the statutory process to:

1. Alter the road alignment at the northern end of Village Avenue which will result in the closure of the unconstructed part of the northern end of Village Avenue road reserve being the land shown hatched on attachment 2 Plan of Road Deviation.
2. Open the constructed road/court bowl being the land shown cross-hatched on attachment 2 Plan of Road Deviation.

Section 206 and Section 10 Clause 3 of the *Local Government Act 1989* allows Council to exercise its powers over roads including the discontinuance and realignment of a road as set out in Schedule 10 of the Act.

Should Council proceed with the road deviation, the section of Village Avenue that is to be discontinued will be retained by Council and the section which is to be created as a road will also be vested in Council's ownership.

RISK IMPLICATIONS

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

If the road deviation does not occur this has the potential to impact on future development of the leased area at the Latrobe Regional Airport.

FINANCIAL AND RESOURCES IMPLICATIONS

Costs associated with this statutory process are:

1. Officer resources in the preparation of Council reports.

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2. Public notices in the Latrobe Valley Express inviting submissions;
3. A notice in the Victorian Government Gazette, subject to Council finalising the statutory process.
4. Preparation of the Plan of Road Deviation.

INTERNAL/EXTERNAL CONSULTATION*Engagement Method Used:*

It is proposed to seek public submissions via:

1. Public notices in the Latrobe Valley Express.
2. Notice displayed at the Corporate Headquarters.
3. Details placed on the Latrobe City Council website.

Details of Community Consultation / Results of Engagement:

In accordance with Section 223 of the *Local Government Act 1989* any submissions received regarding this matter will be referred for consideration at a future meeting of Council.

OPTIONS

Council has the following options:

1. Commence the statutory process to undertake a road deviation and a public highway declaration for part of Village Avenue Morwell, by giving public notice.
2. Decline to commence the statutory process to undertake a road deviation and public highway declaration for part of Village Avenue Morwell.

CONCLUSION

It has been identified that part of Village Avenue Morwell has been constructed outside the existing road reserve.

To rectify this issue, it is recommended that Council gives notice of its intention to consider undertaking a road deviation and a public highway declaration for part of Village Avenue Morwell in accordance with Section 206 and Schedule 10 Clause 2 of the *Local Government Act 1989*.

SUPPORTING DOCUMENTS

Nil

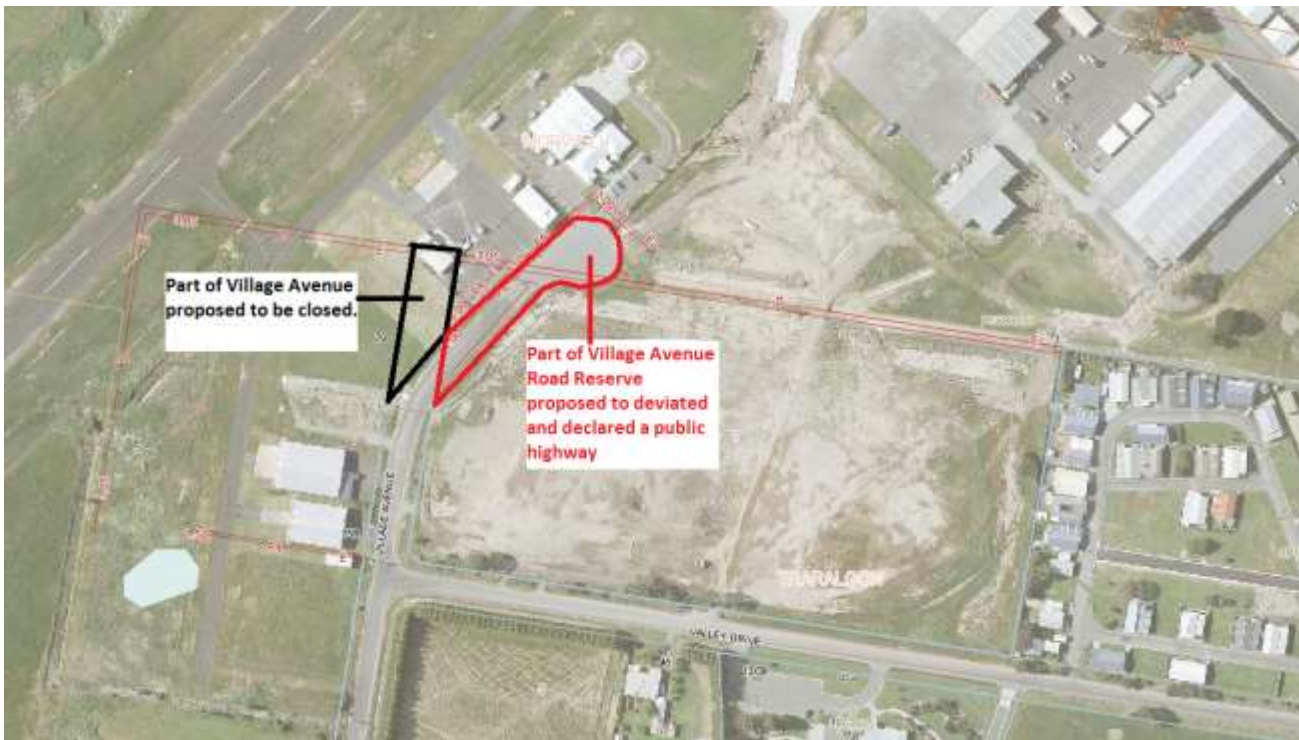
Attachments

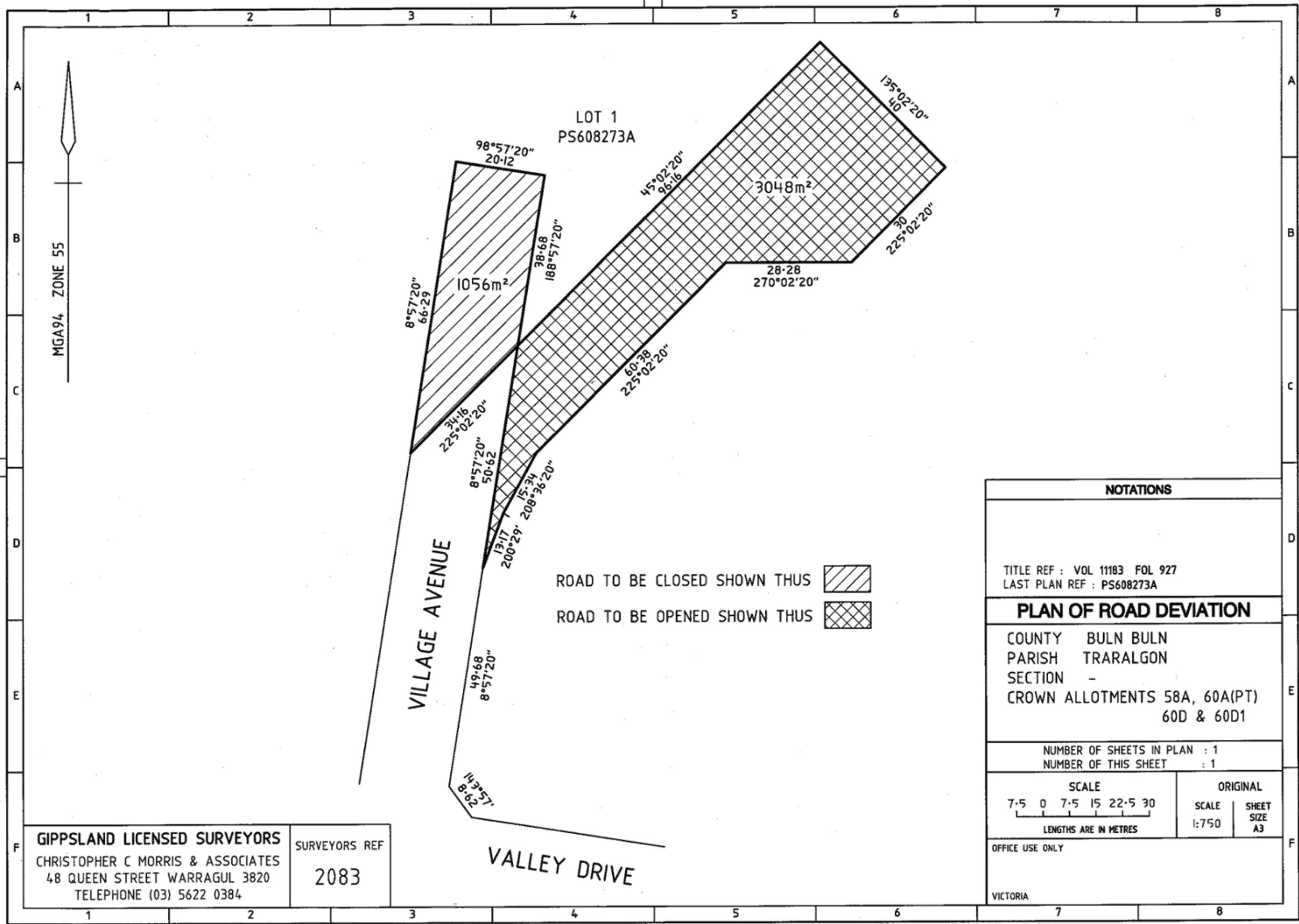
1. Aerial image of proposed Village Avenue road closure and public highway declaration.
2. Plan of Road Deviation

17.1

Road deviation and public highway declaration, part Village Avenue Morwell

- 1 Aerial image of proposed Village Avenue road closure
and public highway declaration. 627**
- 2 Plan of Road Deviation..... 629**





NOTATIONS	
TITLE REF : VOL 11183 FOL 927 LAST PLAN REF : PS608273A	
PLAN OF ROAD DEVIATION	
COUNTY	BULN BULN
PARISH	TRARALGON
SECTION	-
CROWN ALLOTMENTS 58A, 60A(P.T) 60D & 60D1	
NUMBER OF SHEETS IN PLAN : 1 NUMBER OF THIS SHEET : 1	
SCALE 7.5 0 7.5 15 22.5 30 LENGTHS ARE IN METRES	ORIGINAL SCALE 1:750 SHEET SIZE A3
OFFICE USE ONLY	
VICTORIA	

GIPPSLAND LICENSED SURVEYORS
CHRISTOPHER C MORRIS & ASSOCIATES
48 QUEEN STREET WARRAGUL 3820
TELEPHONE (03) 5622 0384

SURVEYORS REF
2083

17.2 REVIEW OF COUNCIL POLICIES

General Manager

Corporate Services

For Decision

PURPOSE

This report is to present two policies for consideration by Council, being the *Tree Work Notification Policy* and the *Human Resources Policy*.

EXECUTIVE SUMMARY

Good governance principles establish that Council should determine its policy position and put in place a periodic review process. Council adopted a new *Council Policy Development Policy* at its meeting held on 29 February 2016. With the adoption of this policy, Council policy reviews have recommenced. This is the second report provided to Councillors since the program has recommenced.

The review process has been undertaken on two policies, being the *Tree Work Notification Policy* and the *Human Resources Policy* which are presented as part of this report.

The *Tree Work Notification Policy* has been recommended to be transferred and updated to the current template, with a review in twelve months. The *Human Resources Policy* is recommended to be abolished due to recent changes to roles of Councillors and the Chief Executive Officer within the *Local Government Act 1989*, making it no longer appropriate to have a policy such as this adopted by Council.

RECOMMENDATION

That Council:

- 1. Adopts the *Tree Work Notification Policy* with an effective date of 21 June 2016;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now rescinded and makes this Policy available to the public on Council's website; and**
- 3. Rescinds the *Human Resources Policy* effective from 21 June 2016 and removes this Policy from circulation.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

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Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Governance

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

BACKGROUND

The Policy Review Table set out below lists all policies presented for consideration, identifying the status assigned to each policy and the revisions made (if any) under the following headings:

Statutory Review	Policy review is a statutory requirement
No change	No change to current policy
Title change	Amendment to existing policy title
Minor change(s)	Minor amendment within policy content to reflect the passage of time; enhance language and/or correct grammatical errors
Significant change(s)	Significant amendments within policy content
Superseded / obsolete	Existing policy no longer required and /or superseded by another document or policy
New	New policy developed

Adopted Policy Title	Statutory Review	No change	Title Change	Minor Change(s)	Significant Change(s)	Superseded / Obsolete	New
Tree Works Notification Policy		X					
Human Resources Policy						X	

KEY POINTS/ISSUES

Tree Work Notification Policy

Council officers are currently developing a new Tree Management Strategy, which Councillors were briefed on at the Councillor Briefing held on 16 May 2016. The Tree Work Notification Policy is a related document,

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however officers recommend that the Policy remains with no changes at this point in time, and review again in twelve months time, allowing sufficient time to implement the strategy.

It is therefore recommended that the Policy is readopted in the new template with a review date of twelve months time.

Human Resources Policy

The Policy is a duplication of legislation already contained within the *Local Government Act 1989* and the *Equal Opportunity Act 2010*. With recent changes to the *Local Government Act 1989* clarifying the roles of Councillors and the Chief Executive Officer, it is no longer appropriate to have a policy such as this adopted at a Council level.

Therefore it is recommended that the Policy is abolished.

RISK IMPLICATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial or resource implications in relation to the adoption or rescission of the policies as outlined in this report.

INTERNAL/EXTERNAL CONSULTATION

As part of the review process, most policies will require a form of consultation where there is significant change, or where there are sensitivities around the subject matter.

For the two policies reviewed there were no consultation requirements due to the nature of the recommended changes.

OPTIONS

Council has the following options:

1. To accept the officers recommendation to rescind the *Human Resources Policy* and to adopt the reviewed *Tree Work Notification Policy*;
2. To not accept the recommendation and to provide an alternative position on the *Human Resources Policy* and the reviewed *Tree Work Notification Policy*.

CONCLUSION

A comprehensive review of the *Human Resources Policy* and the *Tree Work Notification Policy* has been completed.

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SUPPORTING DOCUMENTS

Council Policy Development Policy

Attachments

1. Draft Tree Work Notification Policy
2. Human Resources Policy proposed to be abolished

17.2

Review of Council Policies

- 1 Draft Tree Work Notification Policy..... 635**
- 2 Human Resources Policy proposed to be abolished 643**



Tree Work Notification Policy

Version 1

Approval Date: 7 February 2011

Review Date: May 2016



Tree Work Notification Policy

DOCUMENT CONTROL

Responsible GM	Steven Piasente	
Division	Infrastructure & Recreation	
Last Updated (who & when)	Manager Operations and Waste, Martin Teplik	2016
DOCUMENT HISTORY		
Authority	Date	Description of change
Manager	May 2016	Update to current template style
Council	7 February 2011	Approved
References	Refer to Section 8 and 9 of this policy	
Next Review Date	May 2017	
Published on website	Yes	
Document Reference No	11 POL -4	

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Responsible Division	Infrastructure & Recreation	Approved Date	7 February 2011	Review Date	May 2016
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Tree Work Notification Policy

1. Objectives

The purpose of this policy is to detail processes for the notification of significant tree works prior to the works being undertaken.

2. Principles of Management

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:-

Built Environment

Latrobe 2026:

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

Council Plan:

- Enhance the quality and sustainability of streetscapes and parks across the municipality through the provision and maintenance of trees that are appropriate to their surroundings.
- Ensure Latrobe City Council's infrastructure is managed through a long term strategic approach to asset management.
- Ensure public infrastructure is maintained in accordance with community aspirations.

Natural Environment

Latrobe 2026:

In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect to ensure a lasting legacy for future generations.

Council Plan:

- Protect and enhance bushland parks and reserves for the benefit of native flora and fauna.
- Enhance biodiversity conservation through the protection and management of remnant native vegetation and revegetation.

Governance

Latrobe 2026:

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed

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Page 3 of 7

Responsible Division	Infrastructure & Recreation	Approved Date	7 February 2011	Review Date	May 2016
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Tree Work Notification Policy

and engaged community, committed to enriching local decision making.

Council Plan:

- Support effective community engagement to increase community participation in Council decision making.
- Provide timely, effective and accessible information about Latrobe City Council's activities.
- Ensure that Council decision-making considers adopted policies.

Policy Implementation

DEFINITIONS

Category 1 - Routine maintenance

- Amenity pruning
- Removal of dead, dying or dangerous trees
- Removal of trees where the roots are affecting assets including services e.g. water, sewer, gas, drainage or telecommunications assets.

Category 2 - Clearance of trees from power lines

Category 3 – Significant tree works

- Pre planned removal of inappropriate trees
- Removal of dead, dying or dangerous trees where more than 25% of trees are required to be removed in a street block, a reserve or a park
- Removal or major works on identified significant specimen trees

PROCEDURES

Category 1 – Routine Maintenance

- Notification not required

Removal of dead, dying or dangerous trees or trees affecting assets where immediate removal is required

- Verbal notification to the abutting residents
- If nobody is home a notification form is to be left at the abutting properties explaining the reason for the urgent tree removal

Removal of dead, dying or dangerous trees or trees affecting assets where immediate removal is not required

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Responsible Division	Infrastructure & Recreation	Approved Date	7 February 2011	Review Date	May 2016
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Tree Work Notification Policy

- Notification form delivered to abutting properties at least three days prior to the commencement of works explaining the reason for the proposed tree removal
- The form is to have name and contact details of the arborist in charge of the work with an invitation to make contact if further information is required

Category 2 – Clearance of trees from power lines

- The “Code of Practice for Electric Line Clearance (Vegetation)” published by Energy Safe Victoria includes requirements for consultation and notification, which Council is required to follow. The additional requirements of the Electrical Safety (Electric Line Clearance) Regulations 2005 must also be followed.

Category 3 – Significant Tree Works

Pre planned removal of inappropriate trees

Unless a specific Council resolution is made to the contrary:

- Report to Council annually after the adoption of the budget with a recommended program for the financial year;
- Report to include proposed replacement tree species;
- Following Council acceptance of the annual program a press release to be prepared detailing the proposed annual program;
- Notification by letter to be distributed to affected persons at least two months prior to commencement of works explaining the details of the proposed works -
 1. Street trees – residents within the block
 2. Recreation reserve trees – user groups through the City's recreation unit and residents in close proximity to the trees
 3. Parks – residents in close proximity to the trees;
- Notification in the Councillor bulletin at least two months prior to commencement of works;
- Copy of the notification to be placed in the pigeon hole of the respective ward Councillor;
- Verbal notification to the respective ward Councillor at least one month prior to commencement of works.

Removal of dead, dying or dangerous trees or trees affecting assets or identified significant specimen trees where immediate removal required

- Verbal notification to the abutting residents;
- If nobody is at home a notification form to be left at the abutting properties explaining the reason for the urgent tree removal.

WARNING - uncontrolled when printed.

Page 5 of 7

Responsible Division	Infrastructure & Recreation	Approved Date	7 February 2011	Review Date	May 2016
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Tree Work Notification Policy

Removal of dead, dying or dangerous trees or trees affecting services or identified significant specimen trees where immediate removal is not required

- Notification form delivered to abutting properties at least one month prior to the commencement of works explaining the reason for the proposed tree removal;
- The form is to have name and contact details of the arborist in charge with an invitation to make contact if further information is required;
- Notification in the Councillor bulletin at least one month prior to commencement of works;
- Copy of the notification to be placed in the pigeon hole of the respective ward Councillor;
- Verbal notification to the respective ward Councillor at least one month prior to commencement of works.

3. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

3.1. 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

3.2. Chief Executive Officer

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

3.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

3.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures

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Responsible Division	Infrastructure & Recreation	Approved Date	7 February 2011	Review Date	May 2016
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Tree Work Notification Policy

- Provide appropriate resources for the execution of the frameworks and procedures

3.5. 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.

4. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

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Page 7 of 7

Responsible Division	Infrastructure & Recreation	Approved Date	7 February 2011	Review Date	May 2016
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Document Name: **Human Resources Policy** **11 POL-4**

Adopted by Council: **7 February 2011**

Policy Goals

The purpose of Latrobe City's Human Resources Policy is to identify the relationship between the Council, the Chief Executive Officer and other members of staff employed by Latrobe City Council. Latrobe City Council as a corporate entity, employs the Chief Executive Officer who is directly accountable to the Council and whose role and function is documented in the relevant Local Government Act.

The Chief Executive Officer is charged with the responsibility of establishing and maintaining an appropriate organisational structure for the Council and is responsible for appointing, directing, managing and dismissing Council staff and for all other issues that relate to Council staff.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Regulation and Accountability

Latrobe 2026:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

Council Plan:

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

Governance

Latrobe 2026:

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

Council Plan:

- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.

Policy Implementation

The Chief Executive Officer may appoint as many members of Council staff as are required to enable the functions of the Council under the Local Government Act or any other Act to be carried out and to enable the Chief Executive Officer to carry out her or his functions.

The Chief Executive Officer, through Latrobe City's Organisational Excellence division, will from time to time develop a range of employment frameworks and procedures to ensure that the following principles are observed with respect to the employment of Council staff. These mechanisms are in accordance with, and designed to take full account of all legislative requirements including: -

- recruitment to Council staff will be on the merit principle that is from individuals selected on the basis of relative ability, knowledge and skills in fair and open competition which ensures that all receive equal opportunity;
- promotion and advancement shall be from qualified individuals selected in fair and open competition, on the basis of relative efficiency measured in relation to the position involved;
- all Council staff will receive fair and equitable treatment in all aspects of human resource management without regard to age, gender or gender identity, race, colour, religious or political beliefs or activities, sexual orientation, marital and parental status, pregnancy, disability or impairment;
- Council will act in a way that is compatible with human rights and properly consider human rights in all decisions relating to Council staff;
- equal pay will be provided for work of equal value with appropriate consideration being given to the different requirements of various occupational employment categories;
- Council staff will be used efficiently and effectively;
- staff will as far as possible be provided with effective development and training if the development and training would result in better organisational and individual performance;
- Council staff will be protected against arbitrary action, personal favouritism and coercion;
- all necessary steps will be taken to ensure that all Council staff maintain proper standards of integrity, conduct and concern for the public interest.

As a general principle the Chief Executive Officer will give the Council staff an opportunity to apply for any vacant permanent full-time Council staff position that she or he intends to fill.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed :

Chief Executive Officer

Date : 08/02/2011.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

17.3 ASSEMBLIES OF COUNCILLORS

General Manager

Corporate Services

For Information

PURPOSE

The purpose of this report is to present to Council the Assembly of Councillor forms submitted since the Ordinary Council Meeting held on 23 May 2016.

EXECUTIVE SUMMARY

The following Assemblies of Councillors took place:

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
10 May 2016	Churchill & District Community Hub Advisory Committee Meeting	Councillors: Cr White Officers: Carole Ayres	No	Nil
11 May 2016	Latrobe City Cultural Diversity Advisory Committee Meeting	Councillors: Cr Sindt, Cr Gibbons Officers: Steve Tong	No	Nil
12 May 2016	Traralgon CBD Safety Committee Meeting	Councillors: Cr Rossiter, Cr Kam Officers: Steve Tong Andrew Legge	No	Nil
12 May 2016	War Memorial Advisory Committee Meeting	Councillors: Cr Harriman Officers: Henry Morrison, Kevan Delaney	No	Nil

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
16 May 2016	Public Presentations	<p>Councillors: Cr White, Cr Middlemiss, Cr Rossiter, Cr Kam, Cr Gibson</p> <p>Officers: Gary Van Driel, Phil Stone, Steve Piasente, Amy Phillips, Kylie Stockdale</p>	No	Nil
16 May 2016	Councillor Briefing	<p>Councillors: Cr White, Cr Middlemiss, Cr Rossiter, Cr Kam</p> <p>Officers: Gary Van Driel, Phil Stone, Steve Piasente, Sara Rhodes-Ward, Sarah Cumming, Amy Phillips, Kylie Stockdale, Jason Pullman, Gail Gatt, Kevan Delaney</p> <p><i>This Briefing does not meet the requirements for an Assembly of Councillor Record due to the number of Councillors in attendance, however has been completed for transparency</i></p>	Confidential Under Section 89(2) (e) proposed developments and (d) contractual matters	Cr Kam
24 May 2016	Municipal Public Health & Wellbeing Reference Group	<p>Councillors: Cr Kam</p> <p>Officers: Heather Farley, Steve Tong, Teresa Pugliese, Stuart Simmie, Andrea Smith, Linda Bulner, Christine Body</p>	No	Nil

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
30 May 2016	Business Roundtable	<p>Councillors: Cr Sindt, Cr Harriman, Cr White, Cr Middlemiss, Cr Rossiter, Cr Gibbons, Cr Kam, Cr Gibson</p> <p>Officers: Gary Van Driel, Phil Stone, Bruce Connolly, Donna Taylor, Courtney Aquilina</p>	No	Nil
30 May 2016	Councillor Briefing	<p>Councillors: Cr Sindt, Cr Harriman, Cr White, Cr Middlemiss, Cr Rossiter, Cr Gibbons, Cr Kam, Cr Gibson</p> <p>Officers: Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Jamey Mullen, Amy Phillips, Bruce Connolly</p>	Confidential Under Section 89(2) (e) proposed developments and (d) contractual matters	Cr Kam Cr Gibbons Cr Harriman
31 May 2016	Procedural Breaches Advisory Committee	<p>Councillors: Cr White, Cr Kam, Cr Gibson</p> <p>Officers: Amy Phillips</p>	Confidential Under Section 89(2) (e) proposed developments and (d) contractual matters	Nil
06 June 2016	Development of a Rotary Play Space	<p>Councillors: Cr Sandy Kam</p> <p>Officers: Karen Tsebelis, Kat Marshall</p>	No	Nil

**ORDINARY COUNCIL MEETING AGENDA
20 JUNE 2016 (CM485)**

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
06 June 2016	Public Presentations	<p>Councillors: Cr Gibbons, Cr Middlemiss, Cr Rossiter, Cr Gibson</p> <p>Officers: Gary Van Driel, Kevan Delaney, Michael Bloyce, Amy Phillips, Kylie Stockdale, Nathan Fenech</p> <p><i>This Public Presentation Session does not meet the requirements for an Assembly of Councillor Record due to the number of Councillors in attendance, however has been completed for transparency</i></p>	No	Nil
06 June 2016	Councillor Briefing	<p>Councillors: Cr White, Cr Harriman, Cr Middlemiss, Cr O'Callaghan, Cr Rossiter, Cr Gibbons, Cr Gibson</p> <p>Officers: Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Kevan Delaney, Michael Bloyce, Susan Gillett, Amy Phillips, Angelo Saridis, Edith Heiberg, Bruce Connolly, Ryan Allott, Steve Wright, Ronda Bruerton</p>	No	Nil

RECOMMENDATION

That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 10 May 2016 to 31 May 2016.

ORDINARY COUNCIL MEETING AGENDA 20 JUNE 2016 (CM485)

DECLARATION OF INTEREST

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

Attachments

1. Churchill & District Community Hub Advisory Committee 10 May 2016
2. Latrobe City Cultural Diversity Advisory Committee Meeting 11 May 2016
3. Traralgon CBD Safety Committee Meeting 12 May 2016
4. War Memorial Advisory Committee Meeting 12 May 2016
5. Public Presentations 16 May 2016
6. Councillor Briefing 16 May 2016
7. Municipal Public Health & Wellbeing Reference Group 24 May 2016
8. Business Roundtable 30 May 2016
9. Councillor Briefing 30 May 2016
10. Procedural Breaches Advisory Committee 31 May 2016
11. Development of Rotary Play Space 06 June 2016
12. Public Presentations 06 June 2016
13. Councillor Briefing 06 June 2016

17.3

Assemblies of Councillors

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Churchill & District Community Hub Advisory Committee Meeting
Date:	Tuesday 10 May 2016
Time:	5.10 pm to 5.38pm
Assembly Location:	Churchill & District Community Hub Meeting Room, Philip Parade, Churchill

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Carole Ayres - EA Community Services (admin support)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Library Doors Relocation of outdoor tap Change of Responsible Officer representing CEO		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			

Completed by: Carole Ayres, Executive Assistant Community Services 11/05/16



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Latrobe City Cultural Diversity Advisory Committee Meeting
Date:	Wednesday, 11 May 2016
Time:	5.00 pm to 7.01 pm
Assembly Location:	Latrobe City Council Offices, Nambur Wariga Room.

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Steve Tong		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • Guest – Letitia Naidu, Gippsland Community Legal Service. • Organise a Library Open Day to inform groups about what libraries offer and to break down barriers (utilise the Committee's networks to promote this). • Committee members to contact Debbie Skinner (business cards circulated) with ideas for making libraries more accessible to people from culturally diverse backgrounds. • Send Grace's PowerPoint presentation about Latrobe Regional Hospital's Mental Health Services to Committee members. • Send Grace's contact details to Committee members. • Invite Sergeant McWilliam to join the committee as a co-opted member. • Invite the CMY Youth Advisory Group to the 9 November 2016 Committee meeting. • Teresa to invite Gippsland Community Legal Service to attend the 11 May 2016 Committee meeting. • Issue an invitation to the Gippsland South Sudanese Association to participate on the Committee. • Cultural Diversity Action Plan Discussion Action 2.1. • Cultural Diversity Action Plan Discussion Action 3.2. • Cultural Diversity Action Plan Discussion Action 4.2. • Circulate invitations to Committee members regarding the Islamic Consul of Victoria community event. • Upcoming Latrobe City Citizenship Ceremonies 2016 dates. • Latrobe Settlement Network Update. • Latrobe City Committees Review update. • Latrobe Police Multi-faith Advisory Council. • Member Reports. • Committee Meeting Dates for 2016. 		



Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	--

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			

Completed by: Mary Sharrock, Administration Officer Community Development, 12 May 2016.

Assembly of Councillors Record Explanation / Guide Notes
Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Traralgon CBD Safety Committee Meeting
Date:	Thursday 12 May 2016
Time:	9.01 am to 10.01 am
Assembly Location:	Traralgon Police Station, Kay Street Traralgon

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Andrew Legge Steve Tong		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • Review the Terms of Reference • Review the 12 month Action Plan • LV Bus lines Report • Late Night Bus Service • Victoria Police Report • Traralgon Liquor Accord Report • Late Night Venus Report 		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: Teresa Pugliese, Community Development Officer, Thursday 17 September 2015

Assembly of Councillors Record Explanation / Guide Notes
Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.

Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	War Memorial Advisory Committee Meeting
Date:	Thursday, 12 May 2016
Time:	11.00 am – 12.30 pm
Assembly Location:	Latrobe Regional Airport

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Henry Morrison and Kevan Delaney		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Preservation of war memorials located within Latrobe City with representatives of the various RSL sub branches.		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Nil		
Times that Officers / Councillors left/returned to the room:	Not applicable		

Completed by: Henry Morrison Coordinator Property & Statutory Services 12 May 2016



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

Assembly details:	Public Presentations
Date:	16/05/2016
Time:	5:00pm -5:40pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam from 5:08pm
	<input checked="" type="checkbox"/> Cr Darrell White from 5:14pm	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Phil Stone, Steve Piasente, Amy Phillips, Kylie Stockdale		
Matters discussed:	<ul style="list-style-type: none"> Amendment C87 Traralgon Growth Areas Review 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Amy Phillips



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

Assembly details:	Councillor Briefing This Briefing does not meet the requirements for an Assembly of Councillor Record due to the number of Councillors in attendance, however has been completed for transparency
Date:	16 May 2016
Time:	6:00pm -10:00pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss from 6:07pm	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam from 6:01pm
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Phil Stone, Steve Piasente, Sara Rhodes-Ward, Sarah Cumming, Amy Phillips, Kylie Stockdale, Jason Pullman (from 6:00pm - 6:47pm), Gail Gatt (from 6.00pm - 6:47pm), Kevan Delaney (from 6:00pm - 7:20pm)		
Matters discussed:	<ul style="list-style-type: none"> • Presentations - Confidential under Section 89(2)(e) proposed developments • Matters arising from Presentations • Clarification on matters that are listed for the Council Meeting agenda for 23 May 2016 • Latrobe City Tree Management Strategy • Draft Drainage Infrastructure Asset Management Plan • Tracks Trails and Paths Strategy - Presentation of Submissions • Quarterly Performance Report • Councillor Issues for General Discussion 		



Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Kam	Yes

Record Completed by: Amy Phillips, Acting Manager Governance



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Municipal Public Health & Wellbeing Reference Group
Date:	24 May 2016
Time:	1.30 pm
Assembly Location:	Latrobe City Council Office, 141 Commercial Road Morwell.

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Heather Farley Steve Tong Teresa Pugliese Stuart Simmie Andrea Smith Linda Bulner Christine Body		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • Welcome/Introductions • Apologies • Conflicts of Interest • Confirmation on Minutes – 16 December 2015 • Year 2 (2014-2015) Annual Review Report • Endorsement of Year 3 (2015-2016) Action Plan • Gippsland Health Promotion Online Collaboration Space • Year 3 (2015-2016) Progress Report/Updates • Year 4 (2017-2017) Action Plan Development • General Business • Next meeting 		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson



Officer/s:	
Times that Officers / Councillors left/returned to the room:	

Completed by: Teresa Pugliese, Community Development Officer 24 May 2016.

Assembly of Councillors Record Explanation / Guide Notes
Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.

Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Business Roundtable
Date:	30 May 2016
Time:	12 noon – 2 pm
Assembly Location:	Nambur Wariga Meeting Room, 141 Commercial Road, Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam (arrived at 12.20 pm)
	<input checked="" type="checkbox"/> Cr Darrell White (arrived at 1.10 pm)	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson (arrived at 12.30 pm)
Officer/s:	Gary Van Driel, Phil Stone, Bruce Connolly, Donna Taylor, Courtney Aquilina		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • What is happening in local business? • Is there anything Council can do to help businesses? • Is there anything Council can do generally to help the local business economy? • Economic Development Strategy. 		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			

Completed by: Courtney Aquilina, Acting Coordinator Regional Strategy 30.05.2016



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

Assembly details:	Councillor Briefing
Date:	30 May 2016
Time:	6:00pm - 10:50pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam via phone
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Jamey Mullen, Amy Phillips, Bruce Connolly (until 7:06pm)		
Matters discussed:	<ul style="list-style-type: none"> • Tonight's presentations • Future presentations • Matters arising from presentations • Correspondence received from City Of Darebin regarding fossil fuel investment • National day of thanksgiving • Review of the Councillor Code Of Conduct • 2016/2017 draft Budget And Strategic Resource Plan 2016-2020 - submissions for consideration • Review of council policies • Sister cities relationship with Villers-Bretonneux, France • Draft Arts Strategy And Action Plan 2016-2021 • Latrobe Regional Motorsport Complex - project update • Outdoor pool operations - 2015/16 summer season • Agnes Brereton Park Netball Court Response to Surface Issues • Moe Activity Centre Plan - remaining projects 		



	<ul style="list-style-type: none"> • Tarwin pop up park • Morwell and Districts Community Recovery Committee - morwell east neighbourhood resilience plan • Municipal Garden Competition • Future Morwell - Confidential under Section 89(2) (d) Contractual matters. • Impact of National Disability Insurance Scheme on Council - Confidential under Section 89(2) (h) discussion of a matter which the Council or special committee considers would prejudice the Council or any person. • Councillor issues for general discussion
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input 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
Cr Kam	Yes
Cr Gibbons	Yes
Cr Harriman (personal interest not a conflict)	No

Record Completed by: Amy Phillips



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

Assembly details:	Procedural Breaches Advisory Committee
Date:	31 May 2016
Time:	3:15pm-3:47pm
Assembly Location:	Meeting Room 5, Latrobe City Council, Morwell Headquarters

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson via phone
Officer/s:	Amy Phillips		
Matters discussed:	<ul style="list-style-type: none"> • Procedural Breach Report – Confidential (d) Contractual matter • Abolishment of Committee 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Amy Phillips



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

Assembly details:	Meeting for the development of a Rotary Play Space
Date:	6 June 2016
Time:	2 pm
Assembly Location:	Moe Service Centre

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Karen Tsebelis - Acting Manager Recreation Kat Marshall - Recreation & Open Space Development Officer		
Matters discussed:	Development of a Memorandum of Understanding for the design and development of a play space at Moe Botanic Gardens.		

Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Karen Tsebelis



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Public Presentations This Public Presentation Session does not meet the requirements for an Assembly of Councillor Record due to the number of Councillors in attendance, however has been completed for transparency
Date:	06 June 2016
Time:	5:02pm-5:22pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Kevan Delaney, Michael Bloyce, Amy Phillips, Kylie Stockdale, Nathan Fenech		
Matters discussed:	Gamblers Help Service & Responsible Gambling		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			



Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Amy Phillips, Coordinator Governance



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Councillor Briefing
Date:	06 June 2016
Time:	6:19pm-8:14pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Kevan Delaney, Michael Bloyce, Susan Gillett, Amy Phillips, Angelo Saridis (until 7:13pm), Edith Heiberg (until 7:13pm), Bruce Connolly (from 6:28pm-7:13pm), Ryan Allott (from 7:13pm-7:37pm), Steve Wright (from 7:13pm-7:37pm), Ronda Bruerton (from 7:13pm-7:37pm)		
Matters discussed:	Presentations Matters Arising from Presentations Lake Narracan Precinct Structure Plan - Relocation of Latrobe Valley Hovercraft Club Community Amenity Local Law No. 2 2016 Review of the Traralgon CBD Safety Committee Terms of Reference Transition Advocacy and Communication Strategy Councillor Issues for General Discussion		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?			



Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Amy Phillips, Coordinator Governance

URGENT BUSINESS

18. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

MEETING CLOSED TO THE PUBLIC

19. MEETING CLOSED TO THE PUBLIC

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

RECOMMENDATION

That the Ordinary Meeting of Council closes this meeting to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:

19.1 CONFIDENTIAL ITEMS HELD OVER

Agenda item 19.1 *Confidential Items Held Over* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

19.2 LCC-317 - TRARALGON TENNIS SHOW COURTS

Agenda item 19.2 *LCC-317 - Traralgon Tennis Show Courts* is designated as confidential as it relates to contractual matters (s89 2d)