



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL**

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

**CM481**

## 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 11 April 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
<b>City Development</b>			
06 May 2013  City Development	Latrobe City International Relations Advisory Committee - Amended Terms of Reference  <b>(continued below)</b>	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	<p>Item on hold pending Council's review of Committees.</p> <p>A further report will be presented to Council once the review is complete.</p> <p><b>05 February 2016</b> Manager Arts &amp; Events is preparing a submission for the Tourism Advisory Board to consider options to broaden the scope of the Terms of Reference to include matters relating to Major Events. The submission will be presented to the Advisory Board meeting scheduled for April.</p> <p><b>10 March 2016</b> 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.</p> <p><b>18 March 2016</b> 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.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 May 2013  City Development	Latrobe City International Relations Advisory Committee - Amended Terms of Reference  <b>(continued)</b>	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	<b>08 April 2016</b> 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

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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><b>(continued below)</b></p>	<p>That Council defer the Consideration of the recommendations of the Panel Report for C87 until the following have taken place:</p> <p>1. That Council communicates with the Premier to organise a meeting with the EPA, interested Councillors, relevant Council Officers, Australian Paper and relevant stakeholders to discuss Urban Amenity Buffer solutions</p>	<p><b>05 February 2016</b> A Councillor Briefing with EPA and Australian Paper took place on 1 February 2016 to discuss the urban amenity buffer.</p> <p><b>09 March 2016</b> 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><b>30 March 2016</b> 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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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<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 <b>(continued)</b></p>	<p>As above</p>	<p><b>14 April 2016</b> 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 it is anticipated a Council report will be presented at the 23 May 2016 Ordinary Council Meeting for a decision on Amendment C87.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review <b>(continued below)</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the Review of the Latrobe Performing Arts and Convention Centre Feasibility Study and Business Case June 2015.</li> <li>2. Consider the Latrobe Performing Arts and Convention Centre as two separate projects – Latrobe Performing Arts Centre and Latrobe City Convention Centre.</li> <li>3. In relation to the Latrobe Performing Arts Centre:               <ol style="list-style-type: none"> <li>a) Confirms the site of the existing Latrobe Performing Arts Centre in Traralgon as the site for the new Latrobe Performing Arts Centre.</li> <li>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.</li> <li>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.</li> </ol> </li> </ol>	<p><b>05 February 2016</b></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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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review <b>(continued)</b>	<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><b>05 February 2016</b> 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><b>10 March 2016</b> 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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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review <b>(continued)</b>	As above	<p><b>20 April 2016</b> On Wednesday 20 April Minister for Regional Development Jaala Pulford announced State Funding of \$10 million towards the Latrobe Creative Precinct.</p> <p>A decision is now awaited on Council's submission for a further \$10 million from the Federal Government's National Stronger Regions Fund.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>06 July 2015  City Development</p>	<p>Latrobe Performing Arts and Convention Centre Review <b>(continued)</b></p>	<p>4. In relation to the Latrobe City Convention Centre:</p> <ul style="list-style-type: none"> <li>a) Confirms Morwell as the location of the Latrobe City Convention Centre.</li> <li>b) Undertakes further detailed analysis and investigation to confirm potential demand for a dedicated convention centre in Latrobe City.</li> <li>c) Establish a representative community working group, to steer the business case and design for the Latrobe City Convention Centre.</li> <li>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.</li> <li>e) Investigate funding options for the Latrobe City Convention Centre.</li> </ul> <p><b>27 July 2015</b> That Council:</p> <ul style="list-style-type: none"> <li>1. Receives a report outlining State Government funding opportunities and recommendations on applying for funding through National Stronger Regions Fund Round 3.</li> </ul>	<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. 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>
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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
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  <b>05 February 2016</b> Preparation of report is on schedule.
26 October 2015  City Development	Economic Development Engagement Plan	That Council:  1. Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication with Council staff, investors, government, business and industry leaders.  2. Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and  3. Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.	<b>05 February 2016</b> 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.  <b>09 March 2016</b> The next quarterly report will be presented to Council in May 2016.  The annual report will go to Council for consideration in September 2016.

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued below)</b>	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.  <b>05 February 2016</b> Contact will be made this month with Dr Ballis.  <b>09 March 2016</b> Correspondence has been sent to the Taizhou Government. Further information will be provided once a response is received.

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(cont'd)</b>	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.	<b>10 March 2016</b> 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.  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.



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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"> <li>1. Defer the consideration of Amendment C85 until advice has been received from the landowner on how they wish to proceed with the amendment.</li> <li>2. That a report outlining the next steps be presented to Council no later than 30 October 2016.</li> <li>3. Advises those persons who made written submissions to Amendment C85 of Council's decision</li> </ol>	<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><b>05 February 2016</b> 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><b>30 March 2016</b> 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><b>08 April 2016</b> Submitters to Amendment C85 were notified of Council's resolution on 11 December 2015.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>21 March 2016</p> <p>City Development</p>	<p>Community Amenity Local Law No 2 2015 Consideration of Submissions</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes and considers all submissions received in relation to the proposed draft Community Amenity Local Law No.2 2015;</li> <li>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;</li> <li>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</li> <li>4. A meeting is arranged with the submitters to discuss any alterations to the draft Community Amenity Local Law No.2.</li> </ol>	<p><b>24 March 2016</b></p> <p>Council has noted and considered all submissions received in relation to the proposed draft Law. 3 submitters spoke, specifically against section 94 - recreational vehicles &amp; permits.</p> <p>A further report will be presented to Council in May that identifies any changes to the proposed law.</p> <p>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.</p> <p>A report will then be presented to Council in July recommending that Council adopt the amended Local Law No 2.</p>

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Council Meeting Date	Item	Resolution	Status Update
<b>Infrastructure &amp; Recreation</b>			
06 November 2013  Infrastructure & Recreation	Latrobe Regional Motorsport Complex	<ol style="list-style-type: none"> <li>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.</li> <li>2. That Council officers meet with Energy Australia to discuss other possible sites for a motorsports complex on their land.</li> <li>3. That a further report be presented to Council at such time that site options have been investigated</li> </ol>	<p><b>2015</b> 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><b>30 March 2016</b> Further evaluation will be undertaken of 10 sites identified during on-site meeting. A briefing report will be presented in May 2016.</p> <p><b>08 April 2016</b> 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>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
25 October 2015  Infrastructure & Recreation	Petition Presented to Council in Regards to Raising the Temperature at Latrobe Leisure Moe Newborough (LLMN) One Day Per Week.	That Council:  1. Continues to heat the Latrobe Leisure Moe Newborough pool one day per week for the remainder of the 2015/16 financial year.  2. Requests a further report presented to council prior to the end of the financial year detailing the metrics of the extension to the heating of the pool for hydrotherapy.	<b>2015</b> A further report, detailing the results of the trial, including any financial implications and attendances will be provided following the end of the trial period in July 2016.
25 May 2015  Infrastructure & Recreation	Draft Tracks, Trails And Paths Strategy	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.	<b>09 March 2016</b> The Tracks Trails and Paths Strategy and Implementation plan will be presented to Council in May 2016.

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Council Meeting Date	Item	Resolution	Status Update
25 May 2015  Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities <b>(continued below)</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. Instructs Council Officers to undertake further investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities;</li> <li>3. Identifies and allocates the funding for the investigations detailed in point 2 from savings from the 2014/15 budget;</li> <li>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;</li> </ol>	<p><b>2015</b> 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><b>30 March 2016</b> A report is planned to be presented to the June Council Meeting.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities <b>(continued)</b>	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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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
27 July 2015  Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing	That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including; <ol style="list-style-type: none"> <li>1. The materials used</li> <li>2. The written Tender brief</li> <li>3. The overseeing process utilised and reporting details</li> <li>4. The report with all of these details be brought back to Open Council as soon as practical.</li> </ol>	<p><b>2015</b> 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><b>08 April 2016</b> 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>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
05 October 2015  Infrastructure & Recreation	Waste Management Strategy 2010-2017 Review	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes the review of the Waste Management Strategy 2010 – 2017.</li> <li>2. Requests a further report to Council in relation to: <ul style="list-style-type: none"> <li>• The Kitchen Organics trial in Churchill that was undertaken by Council in Latrobe City in 2012</li> <li>• The future provision of kerbside hard waste services in Latrobe City</li> </ul> </li> </ol>	<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><b>09 March 2016</b> The Hard Waste Review report has been scheduled for the 11 April 2016 Council meeting.</p> <p><b>24 March 2016</b> The Report has been rescheduled to a Councillor Briefing on 18 April 2016</p>



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02 MAY 2016 (CM481)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
05 October 2015  Infrastructure & Recreation	Draft Play Space Strategy – Release for Public Exhibition	That Council:  1. Releases the draft Play Space Strategy for a period of 8 weeks from Tuesday 06 October 2015 to Friday 27 November 2015.  2. Request a further report be presented to Council with the results of the community consultation process.	The draft Play Space Strategy is now on public exhibition until 27 November 2015. The draft Play Space Strategy can be found on Latrobe City Council's "Have a Say" webpage. Notices have been placed on the Council Noticeboard and an email has been sent to all identified stakeholders. Council officers will be present at the Children's Expo in late October to further engage with the community.  <b>09 March 2016</b> A further report will be presented to a Councillor Briefing on 09 May 2016, and the Ordinary Council Meeting on 23 May 2016.  <b>15 April 2016</b> 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.

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
26 October 2015	2015/19 - Modular Design of Female Friendly Change Facilities	<p>That Council:</p> <p>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</p> <ul style="list-style-type: none"> <li>• Three representatives from local community sporting clubs</li> <li>• Two reps from local sporting associations</li> <li>• Three nominated Councillors</li> <li>• A suitably experienced design consultant</li> </ul> <p>The final design be brought back to Council by March 2016.</p>	<p>An update was included in the Councillor Bulletin on 18 November 2015.</p> <p>An Expression of Interest process will be undertaken and report to Council to adopt the members of the working group.</p> <p>Information from Hume City Council is being obtained as they currently have portable female change facilities.</p> <p>A report is being presented to the 27 January 2016 Councillor Briefing in relation to Committee representation.</p> <p><b>09 March 2016</b> A further report will be presented to Council in April 2016.</p> <p><b>15 April 2016</b> 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>

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

Council Meeting Date	Item	Resolution	Status Update
<b>Community Services</b>			
18 February 2013  Community Services	Affordable Housing Project – Our Future Our Place	<ol style="list-style-type: none"> <li>1. 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.</li>   <li>2. 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.</li> </ol>	<p>Project review underway, almost at completion.</p> <p><b>09 March 2016</b> A report will be presented to a Councillor Briefing in May 2016</p>

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

Council Meeting Date	Item	Resolution	Status Update
08 February 2016  Community Services	Gippsland Train Services – Ongoing Service Issues	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Writes to the Premier, Daniel Andrews &amp; Minister for Public Transport, Jacinta Allan, requesting an urgent meeting to discuss and seek action regarding the ongoing issues of service cancellations, disruptions and overcrowding impacting Latrobe Valley users of Gippsland train services.</li> <li>2. Requests that the Mayor seek the support of GLGN to undertake a Gippsland campaign to overcome the ongoing rail transport issues impacting on the region.</li> <li>3. Requests that a report be presented to a future Ordinary Council Meeting detailing the outcomes of these approaches and representations.</li> </ol>	<p><b>11 February 2016</b> A draft has been prepared and is in the process of being forwarded to the Mayor for his consideration.</p> <p><b>09 March 2016</b> The letters are expected to be signed, and sent week ending 11 March 2016.</p> <p><b>18 April 2016</b> Confirmed that letters were sent out on 10 March 2016 to The Hon Daniel Andrews and The Hon Jacinta Allan.</p>

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

Council Meeting Date	Item	Resolution	Status Update
<b>Corporate Services</b>			
05 December 2011  Corporate Services	Investigation into Mechanisms Restricting the sale of Hubert Osborne Park Traralgon	<p>That a draft policy be prepared relating to Hubert Osborne Park and be presented to Council for consideration.</p> <p><b>26 October 2015</b> That Council release the draft policy for community consultation for at least 28 days, and a report be brought back to Council</p>	<p><b>Complete</b> A Briefing occurred on 27 April 2015, and a further briefing occurred on 10 August 2015.</p> <p>The Policy was presented to Council for consideration on 26 October 2015, where it was resolved to send the policy out for community consultation.</p> <p>Council has advertised in the Express and on Council's website calling for public submissions into draft policy on Hubert Osborne Park.</p> <p>The advertisement commenced Monday 02 November 2015.</p> <p>The policy will be released again for public comment in January 2016 to ensure the 28 day period is met.</p> <p>A report will then be presented to Council in April 2016.</p> <p><b>18 April 2016</b> Policy adopted by Council 11 April 2016</p> <p>Policy signed by CEO and registered in Agreement Register.</p> <p>Signed Policy emailed to Vicky Daddo to be uploaded to Council's website.</p> <p>Submissions acknowledged.</p>

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
23 March 2015  Corporate Services	2015/02 - Notice of Motion - Grants Acquittal	<p>That Council Officers conduct a review and prepare a report for Council detailing:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. Internal and external Legislation, Regulations and Policy Requirements around acquittal of such funds; and</li> <li>3. Council compliance obligations and best practice in regard to the acquittal of the above.</li> </ol>	<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><b>24 March 2016</b> A report has been prepared for the Ordinary Council Meeting 11 April 2016.</p> <p><b>08 April 2016</b> 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>

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>21 March 2016</p> <p>Corporate Services</p>	<p>Improvements in Council Governance - Items Closed to the Public</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receives and notes this report into the Improvements into Council Governance;</li> <li>2. Requests a report to be provided in the second half of 2016 updating Council on the progress of implementing improvements; and</li> <li>3. Requests a report be prepared listing every matter considered by Council in 'Items Closed to the Public' since 2014. This report to be tabled at the next meeting of Council, and be based around the Public Agenda listing of each matter. The report to include the title of each item considered and the justification for the matter to be considered in 'Items Closed'.</li> </ol>	<p><b>Complete</b></p> <p><b>24 March 2016</b> A report has been prepared for the Ordinary Council Meeting 11 April 2016.</p> <p><b>13 April 2016</b> A report was presented to the 11 April 2016 Ordinary Council Meeting.</p>

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

Council Meeting Date	Item	Resolution	Status Update
11 April 2016  Corporate Services	Proposed Road Exchange - Fox and Fanckes Road, Boolarra South	<p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	<p><b>18 April 2016</b> A report will be prepared for the 20 June 2016 Ordinary Council Meeting.</p>



**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>11 April 2016</p> <p>Corporate Services</p>	<p>Potential Sale of Land - Ryland Way, Moe South</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Notifies the owner of 97 Ryland Way, Moe South, of its decision.</li> </ol>	<p><b>18 April 2016</b></p> <p>A report will be prepared for the 20 June 2016 Ordinary Council Meeting.</p>

**ORDINARY COUNCIL MEETING AGENDA  
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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><b>(continued below)</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Authorises the Chief Executive Officer to:               <ol style="list-style-type: none"> <li>a. give public notice of the preparation of such budget in accordance with section 129 of the <i>Local Government Act 1989</i>;</li> <li>b. make such budget available for inspection at Council Headquarters, Service Centres and on Council's website; and</li> </ol> </li> <li>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</li> <li>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</li> </ol>	<p><b>18 April 2016</b></p> <p>A report to hear submissions will be prepared for the Ordinary Council Meeting on 23 May 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<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><b>(continued)</b></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>

# NOTICES OF MOTION

**9. NOTICES OF MOTION**

Nil reports

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

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

**10.1 TRARALGON GREYHOUND RACING CLUB - LONG TERM LEASE**

**General Manager**

**Corporate Services**

**For Decision**

**PURPOSE**

This report provides Council with an update on the specific lease terms and conditions contained in the proposed long term lease with the Traralgon Greyhound Racing Club for part of Glenview Park, Traralgon.

**EXECUTIVE SUMMARY**

The Traralgon Greyhound Racing Club (TGRC) is requesting Council that revoke the existing long lease (expiry 30 June 2021) and grant a new 21 year lease for part of Glenview Park, Traralgon.

Glenview Park is Council owned freehold land that is jointly occupied by the Traralgon Greyhound Racing Club and the Latrobe Valley Racing Club, under separate lease agreements.

Council, at the 14 September 2015 Council Meeting, resolved to enter into a 21 year lease agreement with the TGRC and consented to the TGRC entering into a 21 year sub-lease with Telstra Corporation Limited for part of Glenview Park, 66-110 McNairn Road, Traralgon (subject land);

The proposed sub-lease would run concurrently with the proposed head lease between Council and the TGRC. Note the Telstra sub-lease is conditional upon the signing of the head lease with TGRC.

Provided for the information of Councillors is the draft Lease Schedules 1 to 17 Terms and Special Conditions for consideration and adoption prior to the draft lease agreement being forwarded to the Traralgon Greyhound Racing Club for consideration.

## RECOMMENDATION

That Council:

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. Authorises 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, sign the revised Lease with the Traralgon Greyhound Racing Club and sublease with Telstra for Glenview Park, McNairn Road, Traralgon.

## 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*

*Theme 3: Efficient, effective and accountable governance*

*Theme 4: Advocacy for and consultation with our community*

*Strategic Direction*

- *Develop and maintain community infrastructure that meets the needs of our community.*
- *Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.*



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- *Protect and celebrate the cultural heritage and historical character of Latrobe City.*

### *Legislation*

#### *Local Government Act 1989*

Section 190 of the *Local Government Act 1989* provides Council with the power to lease land subject to the following restrictions;

- (1) A Council's power to lease any land to any person is limited to leases of a term of 50 years or less.
- (2) Subject to any other Act, if a Council leases any land to any person subject to any exceptions, reservations, covenants and conditions, it must comply with this section.
- (3) If the lease is to be-
  - (a) for 1 year or more and-
    - (i) the rent for any period of the lease is \$50,000 or more a year; or
    - (ii) the current market rental value of the land is \$50,000 or more a year; or
  - (b) for 10 years or more; or
  - (c) a building or improving lease-  
the Council must at least 4 weeks before the lease is made publish a public notice of the proposed lease.
- (4) A person has a right to make a submission under section 223 on the proposed lease.

### **BACKGROUND**

Council, at the Ordinary Council Meeting held Monday 27 July 2015, considered in part the following:

1. Moe Racing Club requested a new 21 year lease renewal for the Moe Racecourse, Joe Tabuteau Reserve, Moe. The current 21 year lease agreement will expire 31 July 2015, and
2. TGRC requested Council revoke the existing long lease (expiry 30 June 2021) and grant a new long term 21 year lease for part of Glenview Park, Traralgon, and
3. TGRC requested authorisation to enter into a sub-lease with Telstra Corporation Limited for a telecommunications facility for part of Glenview Park, Traralgon.

Council subsequently resolved the following:

*“That Council:*

1. *In accordance with sections 190 and 223 of the Local Government Act 1989 (Act), authorise the commencement of the statutory procedures relating to Council's intention to consider entering into*

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*respective long term 21 year leases with the Moe Racing Club, for part of Joe Tabuteau Reserve, Moe and the Traralgon Greyhound Racing Club for part of Glenview Park, 66-110 McNairn Road, Traralgon (subject lands) by giving public notice and inviting written submissions on the proposal.*

2. *In accordance with sections 190 and 223 of the Local Government Act 1989 (Act), authorise the commencement of the statutory procedures relating to Council's intention to consider allowing the Traralgon Greyhound Racing Club to enter into a long term 21 year leases with Telstra Corporation Limited for part of Glenview Park, 66-110 McNairn Road, Traralgon (subject lands) by giving public notice and inviting written submissions on the proposal.*
3. *Receive written submissions and hear submissions on the proposals to lease the subject lands 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, 14 September 2015."*

Public Notices were subsequently published inviting written submissions commenting on the proposed 21 year lease agreement.

Council further considered the matter at the Council at the Ordinary Council Meeting held 14 September 2015, and resolved the following:

*That Council:*

1. *Having complied with sections 190 and 223 of the Local Government Act 1989:*
  - a. *By giving public notice*
  - b. *By considering submissions received*
2. *Resolves to enter into a 21 year lease agreement with the Traralgon Greyhound Racing Club for part of Glenview Park, 66-110 McNairn Road, Traralgon (subject land), and*
3. *Resolves to consent to the Traralgon Greyhound Racing Club entering into a 21 year sub-lease with Telstra Corporation Limited for part of Glenview Park, 66-110 McNairn Road, Traralgon (subject land);*
4. *Requests that the agreement be brought back before Council for final ratification; and*
5. *Advises the Traralgon Greyhound Racing Club of its decision.*

Council again considered the matter in Items Closed at the Council Ordinary Council Meeting held 7 December 2015 and determined that it would defer its decision on the lease with TGRC until the first meeting in 2016.

This additional time was required to resolve a number of issues that have impacted on the Latrobe Valley Racing Club (LVRC) and the overall amenity of the Council facility following the realignment of the greyhound track and redevelopment of facilities at Glenview Park.

**KEY POINTS/ISSUES**

As mentioned above, the realignment of the greyhound track and redevelopment of facilities created a number of issues. These include the increased height of the greyhound track (compacted earth and barrier fence causing reduced track visibility), mounds of dumped soil, along with poor unfinished landscaping. The TRIAX cable linking the elevated Steward Boxes with the Grandstand was dug up and severed and a section of the former sand (now ambulance track) has had the sand removed or covered with compacted soil and clay.

These issues have now been resolved to the general satisfaction of the LVRC by the works being completed by the TGRC. This includes:

1. The ambulance track resurfaced from the southern side of the grass track crossing/entrance to the Greyhound facility to the northern section where the old harness track and ambulance track intersect. In addition, TGRC is also committed to a further resurfacing project from the crossing entrance to the end of the greyhound slipping runs, approximately 700 metres in length.
2. The reinstatement of the TRIAX cables or an alternative system is currently being arranged by Greyhound Racing Victoria and Racing Victoria Limited in consultation with the LVRC. All parties are aware of the necessity to complete these works.
3. The old TGRC semaphore board, donated to the LVRC, is now fully commissioned and fully operational.
4. The stockpile mound near the intersection of the ambulance track and harness track have been levelled.
5. TGRC has already undertaken shrub planting in the area from the 595 metre start to the 525 metre start, rear of the greyhound track visible to the old grandstand. In addition, TGRC has arranged for a contractor to create a garden bed area in the same area (595m back to the 525m) with further shrub planting and mulching to take place in the newly created garden bed area.

It is noted that the recent planning permit (2013/263/A) issued for the TGRC contains Landscaping Conditions. In particular, Condition 4 requires *“The landscaping shown on the endorsed plan must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.”*

This requirement shall also be referenced in the lease agreement with the stipulation that the height of the plantings do not further interrupt the line of sight across the racecourse infield towards the back straight.

As Council’s earlier concerns have been satisfied and the statutory requirements of Section 190 of the *Local Government Act 1989* being undertaken, (i.e. giving public notice, inviting written submissions and resolving to enter into a 21 year lease with TGRC and a sub-lease with Telstra Corporation Limited), Council can now review the draft terms and conditions of the draft lease as detailed in Schedules 1 to 17. Councillors

are directed to Attachment 1 for a copy of the draft lease terms and conditions.

Schedules 1 to 16 are general terms and conditions such as lease parties, term, rental, insurances, etc. Schedule 17, has detailed specific terms and conditions such as maintenance responsibilities, general appearance, planning requirements and termination/expiry of lease.

These schedules are presented for Council endorsement prior to forwarding to the TGRC for consideration.

### **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 a risk that the TGRC do not agree with the terms and special conditions contained in the lease and refuse to sign the lease agreement. In this event it may be necessary to negotiate a compromise.

The potential risk to the TGRC is in the event that Council does not grant a lease or grants a short-term lease. The TGRC would lose security of tenure which has the potential to impact on the racing club's viability and commitment for expansion/improvements.

Furthermore, the TGRC are unable to finalise the sub-lease with Telstra until such time as the head lease with Council has been executed. This will mean that Telstra will be unable to commence construction of the proposed telecommunication tower for which they have already been granted a planning permit.

If Council was to rush the finalisation of this lease prior to the resolution of outstanding issues, Council's bargaining power will be diminished and the facility may remain in a less than optimal condition.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

In accordance with section 190 of the *Local Government Act 1989* Council has obtained an independent market valuation for the land only

The TGRC will be responsible for payment of all outgoings, including: rates, charges and levies, water and sewerage rates, land tax if applicable, electricity, gas and fuel, telephone and insurance premiums.

Subject to Council consideration, market rental revaluations will occur every three or five years.

### **INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

Officers have consulted with the contract licenced valuer relating to the basis and quantum of rental payable.

*Details of Community Consultation / Results of Engagement:*

Details of consultation are provided above.

**OPTIONS**

Council has the following options:

1. Endorse the draft lease terms and special conditions, or
2. Seek further amendments to the terms and special conditions of the draft lease.

**CONCLUSION**

Draft terms and special conditions have been prepared for a 21 year lease with the TGRC and are presented for Council consideration. If endorsed, the draft lease agreement will be forward to the TGRC for consideration.

**SUPPORTING DOCUMENTS**

- 29 June 2015 Confidential Councillor Briefing – Item 9.3
- 15 July 2015 Confidential Councillor Briefing – Item 9.3
- 20 July 2015 Confidential Councillor Briefing – Item 9.4
- 27 July 2015 Council Meeting – Item 12.4
- 14 September 2015 Council Meeting – Item 9.2
- 7 December 2015 Council Meeting – Items Closed 19.8

**Attachments**

1. Draft Traralgon Greyhound Racing Club Terms & Special Conditions, Schedules 1 to 17. (Published Separately) (Confidential)

# 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 PROPOSED LIVESTOCK SELLING FACILITY

General Manager

City Development

For Decision

#### PURPOSE

The purpose of this report is to seek Council's approval for a pre-feasibility study into a proposed livestock selling facility in Latrobe City.

#### EXECUTIVE SUMMARY

In 2013, Council was approached by a group of local farmers seeking support to build a livestock selling facility in Latrobe City.

A range of options for the establishment of the facility have been explored including seeking funding through the Victorian Government. Initial investigations concluded further information and evidence to support the proposed facility was required.

With all external avenues exhausted, Council must now consider the potential to fund a feasibility study for the project.

#### **RECOMMENDATION**

**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.**

#### DECLARATION OF INTEREST

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

#### STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Economy*

The proposal of a new facility aligns with Latrobe 2026 and the Latrobe City Council Plan 2013 – 2017, in actively pursuing the diversification and expansion of business and local industry in the municipality. Equally, the Economic Sustainability Strategy 2011-2015 supports the development of

well-planned infrastructure seen to enhance the marketability of the municipality to industries and investors.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

*Theme 1: Job creation and economic sustainability*

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

**BACKGROUND**

Officers have been in discussions with a group of local farmers, led by Mr Evenden since February 2013 to discuss the proposed livestock selling facility.

Mr Evenden stated that the key drivers behind the need for a new facility were:

- Warragul saleyards is privately owned and at capacity.
- Baw Baw Shire Council will not commit to a new greenfield site.
- Sale saleyards is owned by the Victoria Livestock Exchange and is currently under refurbishment to comply with current livestock selling standards.
- Both Sale and Warragul saleyards are inadequate and to transport livestock to Koonawarra or Pakenham is over 80 kilometres and has significant cost implications for local farmers.
- The local livestock industry has expressed their encouragement of a greenfield livestock selling facility to be located in Latrobe City.

A formal letter was received from Novola Consulting requesting support for the proposal on 6 September 2013 (attachment one), this proposal was presented to Council on 21 October 2013. Council resolved the following:

*"That Council write to Nevola Consulting Pty Ltd, advising that in order to consider the proposed livestock selling facility, further information is required in the form of a detailed feasibility study including a cost benefit analysis and letters of support from identified stakeholders."*

Following further discussions with the project proponents, a request to assist with costs associated in conducting a feasibility study was received. At the Ordinary Council meeting of Monday, 28 April 2014 Council resolved the following:

*"That Council seek funding contributions from the Victorian and/or Australian Governments to enable a scoping study into the development of a Livestock Sales Facility in Latrobe City."*

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Council wrote to the Victorian Government on 7 May 2014 (attachment two) requesting funding support to develop a scoping study. A response was received on 2 June 2014 from Regional Development Victoria stating that Regional Development Victoria do not fund projects related to livestock sales facilities (attachment three).

Since that time officers have had informal discussions with proponents, however funding for a scoping study has not been committed. The issue has also been raised at Council and Victorian Farmers Federation meetings.

**KEY POINTS/ISSUES**

There is currently insufficient information available to determine if a greenfield livestock selling facility in Latrobe City is viable.

Traditional saleyards now compete with other selling systems such as direct selling from farmers to processors, feedlot selling, contract selling, online selling and independent buying. Buyers have also nominated large saleyards to conduct their business, resulting in decrease in sales of smaller regional facilities.

Other livestock sales facilities in Gippsland and surrounds include Bairnsdale, Sale, Warragul, and Koonwarra. Anecdotal evidence indicates increased pressure on the Warragul Saleyards due to an increase in traffic near the facility with the third rail crossing being built in close proximity. Increasing urban sprawl from Melbourne's south eastern suburbs is putting pressure on the Pakenham Saleyards. In November 2014, the Gippsland Regional Livestock Exchange, formally known as Sale Livestock Exchange, underwent a \$3.3 million upgrade and was officially opened 1 April 2016.

Therefore it would be appropriate to evaluate whether the facilities currently available to Latrobe farmers are suitable given current industry trends. Given the limited information available, completing a pre-feasibility study would provide Council with a clear view of the current and future viability of a livestock sales facility in Latrobe City and determine if further resources are required to complete a full-feasibility study.

**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**

A full feasibility study would examine both the demand for a livestock facility and fully investigate potential locations, costs and infrastructure requirements. This process is estimated to take six months and cost Council upwards of \$40,000.

A pre-feasibility study would examine the current supply of facilities within Victoria and estimate future demand taking into account current supply projections and industry trends. This would not include investigation of

infrastructure requirements or potential locations. A pre-feasibility process is estimated to take two months and cost between \$8,000 and \$10,000.

Adjustments can be made in council financial process to accommodate the proposal in the Economic Development Budget. A full feasibility study would need to be considered as part of the 2016/17 budget process, but it is recommended to complete this pre-feasibility study first.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Extensive consultation has been conducted with the group of local farmers, led by Don Evenden throughout the various stages of the process to date. Officers have also conducted discussions with Councils across Gippsland, livestock agents, Agribusiness Gippsland and Regional Development Victoria.

### **OPTIONS**

Council has the following options:

1. Engage a consultant to conduct a pre-feasibility study on a livestock selling facility in Latrobe City.
2. Engage a consultant to conduct a full-feasibility study on a livestock selling facility in Latrobe City.
3. Take no further action.

### **CONCLUSION**

There is currently limited evidence as to the feasibility supporting of a greenfield livestock selling facility in Latrobe City. Therefore a small exercise to determine the feasibility of the facility in Latrobe City is appropriate before Council considers committing to a full-feasibility study.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

1. Letter to Mayor from Nevola Consulting regarding Proposed Livestock Selling Facility
2. Letter from Acting GM to Jane Oakley regarding scoping study into the development of a livestock sales facility
3. Victorian Government response letter - Funding for scoping study for livestock exchange



## **14.1**

### **Proposed Livestock Selling Facility**

- 1 Letter to Mayor from Nevola Consulting regarding  
Proposed Livestock Selling Facility..... 59**
- 2 Letter from Acting GM to Jane Oakley regarding  
scoping study into the development of a livestock sales  
facility ..... 61**
- 3 Victorian Government response letter - Funding for  
scoping study for livestock exchange..... 63**



3 September 2013  
Cr Sandy Kam  
Mayor  
Latrobe City  
PO Box 264  
Morwell Vic 3840

Dear Ms Kam

I act on behalf of Mr Don Evenden of Hazelwood North with respect to a proposed Livestock Selling facility development on CA 9J Parish of Hernes Oak.

As you are aware there has been previous discussion with Council staff and individual Councillors on this proposal. Mr Evenden has received encouraging support from a number of individual Councillors.

Energy Australia previously TRU Energy and the current lease holder Stoneys Minto Pastoral have indicated a willingness to transfer the lease on this 17 hectare piece of land for the purpose of developing a livestock selling facility.

The preferred arrangement is for Latrobe City to enter into a lease agreement with Energy Australia and to broker arrangements with an operator to develop the Facility.

The site has a number of advantages to a proponent, some of these being; no requirement to purchase land, no immediate neighbours, good road/highway and rail access, central location to the region, suitable well drained soils and any off site drainage would pass through the Yallourn mine wetland system.

Mr Evenden has been discussing his ideas within the livestock industry for some time and has generally received encouraging support for such a facility in Latrobe City.

Two representatives I would encourage you to consult to verify this support are;

- Mr Peter Kostos 0429936876 who has been involved in Gippsland livestock industries for many years and is currently a Baw Baw Shire Councillor.
- Mr Ken Bailey who also has been involved in local livestock industries and is currently a local VFF Regional representative.

The purpose of this letter is to gain a clear direction about support for this proposal from the Latrobe City Council before investing further resources in developing a firm business case and design.

Without Council support this proposal will not proceed.

If you would like further details please contact me on mobile 0429192220

Yours sincerely

A handwritten signature in black ink that reads "Neville Penrose".

NEVILLE PENROSE  
Director Nevola Consulting

LATROBE CITY COUNCIL  
INFORMATION MANAGEMENT

RECEIVED

6 SEP 2013

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 A stylized graphic of three overlapping, curved lines that resemble blades of grass or reeds, positioned to the left of the contact information.
 

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abn - 59138 992 882

Our Ref: 1010103  
GH:LB

7 May 2014

Ms Jane Oakley  
Regional Director  
Victorian Business Centre  
33 Breed Street  
TRARALGON VIC 3844



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AUSDOC DX217733 Morwell

Dear Ms Oakley

**SCOPING STUDY INTO THE DEVELOPMENT OF A LIVESTOCK SALES FACILITY**

I write on behalf of Latrobe City Council to request the Victorian Government's support to develop a scoping study into the development of a livestock sales facility in Latrobe City.

At the Ordinary Council meeting of Monday, 28 April 2014, Council resolved the following:

*That Council seek funding contributions from the Victorian and/or Australian Governments to enable a scoping study into the development of a Livestock Sales Facility in Latrobe City.*

Officers are currently investigating funding contributions and would appreciate your assistance in identifying potential funding streams to enable a scoping study into the development of a Livestock Sales Facility in Latrobe City.

Your support in obtaining funding for this project and your continued assistance in Latrobe City Council infrastructure development and growth is very much appreciated.

Should you require further information, the contact officer at Latrobe City Council is Donna Taylor, Acting Manager Economic Development. Donna can be contacted on (03) 5128 5460 or via email [donna.taylor@latrobe.vic.gov.au](mailto:donna.taylor@latrobe.vic.gov.au)

Yours sincerely

GEOFF HILL  
**Acting General Manager Economic Sustainability**



## Regional Development Victoria

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Facsimile: +61 3 5175 0324  
www.rdv.vic.gov.au  
DX 219296

Mr Geoff Hill  
Acting General Manager Economic Sustainability  
Latrobe City Council  
PO Box 264  
Morwell VIC 3840

Dear Geoff,

Thank you for your letter received 8 May 2014 seeking Victorian Government support for a scoping study into the development of a livestock sales facility in Latrobe City.

Regional Development Victoria (RDV) do not fund projects related to the livestock sales facilities. RDV Gippsland officers have discussed this matter with Latrobe City Council officers in recent weeks.

RDV Gippsland will continue to partner with Latrobe City Council to develop economic projects delivering strong outcomes for the Latrobe Valley.

Yours sincerely,

Jane Oakley  
Regional Director

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**14.2 LATROBE REGIONAL AIRPORT MASTER PLAN 2015 -  
CONSIDERATION OF SUBMISSIONS**

**General Manager**

**City Development**

**For Decision**

**PURPOSE**

The purpose of this report is to present to Council the Latrobe Regional Airport Master Plan 2015 with public comments for adoption and inclusion in the Latrobe Planning Scheme.

**EXECUTIVE SUMMARY**

In February 2014 Council appointed Rehbein Airport Consultants to review and update the 2009 Latrobe Regional Airport Master Plan. In developing the Draft Latrobe Regional Airport Master Plan 2015 the contractor has taken into consideration the following major points:-

- Existing Site
- Planning Context
- Strategic Direction
- Development Concept
- Business Development & Marketing Strategy
- Airport Safeguarding

Consultation was held with key internal and external stakeholders, existing airport tenants and users, landowners in the surrounding area, and other interested organisations to provide early input to the development of the Draft Latrobe Regional Airport Master Plan 2015.

Extensive discussions were held with Council's Planning Officers and a specialised Airport planning consultant was also involved in identifying the appropriate planning mechanisms to be considered in the development of the Master Plan 2015.

The final Draft Latrobe Regional Airport Master Plan 2015 document was approved by the Airport Board at its meeting on 1 June 2015.

A report was prepared for Council to endorse the Draft Latrobe Regional Airport Master Plan 2015 and have it placed on public exhibition for further comment.

The Draft Master Plan was placed on exhibition from 8 December 2015 until 18 February 2016 at which time the following comments were recorded.

- Gippsland Water – supporting the Master Plan and the inclusion of the Gippsland Water Facility Buffer.
- Gary Pratt – suggesting that a new airport be built south of the railway line.
- John Willis OAM – supporting the Master Plan and suggesting some minor technical and administrative changes. That there was no

comparison made with Tooradin Airport, and concerns over a combined fuel farm were also mentioned.

### **RECOMMENDATION**

**That Council:**

- 1. Having considered the comments received from the public consultation, Council adopts the Latrobe Regional Airport Master Plan 2015 as presented; and**
- 2. Requests authorisation from the Minister for Planning to prepare and exhibit the proposed amendment to the Latrobe Planning Scheme, which seeks to:  
Implement the Latrobe Regional Airport Master Plan 2015 into the Latrobe Planning Scheme.**

### **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 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*

##### *Theme and Objectives*

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

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

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

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

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

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

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

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

*Strategy – Latrobe Regional Airport Master Plan*

*Policy - Deed of Delegation*

The Latrobe Regional Airport is wholly owned by the Latrobe City Council and operates under the management of the Latrobe Regional Airport Board. The Latrobe Regional Airport Master Plan guides the development of the Airport over a 20 year horizon with a review carried out every 5 years.

### **BACKGROUND**

The Latrobe Regional Airport Masterplan acts as a foundation to underpin all the activities and decisions of the Latrobe Regional Airport Board and Latrobe City Council. The vision for the Latrobe Regional Airport contained in the current Latrobe Regional Airport Masterplan (2009) is:

*“To promote the development and expansion of the Latrobe Regional Airport as a regionally significant airport providing a hub for aviation services and employment thereby adding economic and social benefit to the region, whilst maintaining options for future RPT services”.*

The Latrobe Regional Airport is wholly owned by Latrobe City Council on behalf of the community. The Airport operates under the management of the Latrobe Regional Airport Board which comprises representatives from the aviation sector, related firms, community and local government. The Latrobe Regional Airport Board is Council’s nominee to hold the airport license issued under Civil Aviation Regulations and is responsible for the promotion and development of regional aviation and tourism in the Latrobe region through the management, operation, maintenance and enhancement of the Airport. The duties of the Board include the development and periodic review of a masterplan for approval by Council. The Latrobe Regional Airport Master Plan guides the development of the Airport over a 20 year horizon with a review carried out every 5 years. Rehbein Airport Consultants was awarded the contract to undertake the 2015 review of the Latrobe Regional Airport Master Plan in February 2014.

**KEY POINTS/ISSUES**

**Master Plan Review 2015**

The importance to Latrobe City Council of the Latrobe Regional Airport is formalised in the Latrobe City Economic Sustainability Strategy 2011 and the draft 2015 Economic Development Strategy.

The Latrobe Regional Airport is recognised as one of the City's three key employment zones which are of significant interest in terms of future prosperity and growth for the municipality.

These three employment zones have an emphasis on job creation, industry diversification and the ability to offer opportunities to prospective investors.

The Latrobe Regional Airport Master Plan 2015 took into consideration the following major points:-

- Existing Site
- Planning Context
- Strategic Direction
- Development Concept
- Business Development & Marketing Strategy
- Airport Safeguarding

The Master Plan includes provision for an Education and Training Precinct which will compliment the developing association between Federation Training and the Latrobe Regional Airport. Aviation apprentices that are currently training through Federation Training are being employed at the Mahindra Aerospace/GippsAero manufacturing facility.

The plan also identifies a Northern Business and Employment Zone and the expansion of the Southern Business and Employment Zone.

There needed to be some clarification around Council's aspirations for the land around the airport, and the Airport Board's view of that same area. Council's planners and the Master Plan consultant worked to align the needs of both the Council and the Airport Board and achieve the outcomes that the parties were seeking, ie; long term planning protection for safeguarding the airport within the planning scheme without inhibiting the Council's view of appropriate development opportunities in the area.

A specialised airport and airport environs planning expert was used to assist in this part of the Master Plan development.

Substantial expert technical advice and input has been received from Council's planning staff whose support and guidance has been invaluable in the preparation of the Airport Master Plan 2015.

The final Draft Master Plan 2015 document was approved by the Airport Board at its meeting on 1 June 2015 subject to the provision of new Australian Noise Exposure Forecast (ANEF) and noise above (N) contours.



Rehbein Airport Consultants completed the Australian Noise Exposure Forecast (ANEF) including N above contours and included them in the Draft Latrobe Regional Airport Master Plan 2015. These contour plans were submitted to Airservices Australia for technical correctness assessment and have now received their endorsement.

The Master Plan provides a high level direction for the future of the Latrobe Regional Airport, outlining possible investment, grant funding and expansion opportunities for aviation services, business and manufacturing.

Subject to Council's adoption of the Master Plan, a priority action will be the inclusion of amendments to the Latrobe Planning Scheme to ensure the ongoing protection of the airport and future investments.

Following the public consultation period as described below, three parties made comment on the Draft Master Plan. Details of the comments are listed below.

1. Gippsland Water(GW) provided the following comments -

*We note that the GW facility Buffer has been included and considered in the draft Master Plan.*

*We note that in the short term the residential airpark and air chalet development is not recommended mainly due to the development constraints in the northern sector.*

*We believe that the intended land uses within the GW Facility Buffer are classified as non-sensitive under the EPA Guidelines PUB1518 – “recommended separation distances for industrial residual air emissions.”*

2. Gary Pratt commented as follows –

*I submit that the Master Plan consider a much bigger picture which takes into account shifting the new airport to the western side of the railway line before the opportunity is lost it could include a lot of cost savings to be built in conjunction with the Traralgon by pass road. The new airport would be able to accommodate the type of aircraft for the valley's future.*

3. John Willis indicated his support for the Master Plan and he also provided comments that are intended to correct minor errors or inconsistencies within the final Master Plan. These corrections have been made in the document presented. Mr Willis's other concerns are that Tooradin Airport was not used as a comparison and that the proposed fuel farm should continue to separate Jet A and Avgas supplies.

The consultant chose to not include Tooradin as it was not considered that it was an airport which would be “in competition” with the future developments proposed at Latrobe Regional Airport.

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

In regard to the fuel farm having Jet A and Avgas (and for that matter Mogas) at the one location, helicopters and fixed wing aircraft that use Jet A currently share the same facility as do helicopters and fixed wind aircraft that use Avgas share one facility. There are a number of airports that now offer a combined fuel farm for use of all aircraft and helicopters, including Bairnsdale and West Sale.

It is recommended that Gippsland Water's comments be acknowledged and that Mr Pratt be advised that project was to review the current Master Plan. Any consideration to relocate the airport would be the subject of a separate and extensive study.

### **RISK IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework. The risk to Council of the Master Plan 2015 being delayed, is the possible loss of potential investors and development opportunities.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The 2015 review of the Latrobe Regional Airport Master Plan has been returned within the allocated budget. The budget of \$120,000 was funded on a 1:1 basis between Latrobe City Council and the Victorian Government Putting Locals First program.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

In line with Council's Community Engagement Strategy consultation was undertaken with a range of stakeholders to identify key issues and opportunities. This consultation targeted key internal and external stakeholders, existing airport tenants and users, landowners in the surrounding area, and other interested organisations to provide early input to the development of the Draft Latrobe Regional Airport Master Plan 2015. Consultations with airport-based stakeholders were undertaken in person at Latrobe Regional Airport either individually or in group sessions. Other organisations were contacted by email. A total of 61 letters were sent to land owners in the airport environs area.

The Draft Master Plan 2015 was accepted by Council on 7 December 2015 and it was recommended that it be placed on public exhibition for further comment.

The proposed timetable for that process is shown below.

<b>Date</b>	<b>Activity</b>
7 December 2015	Council endorse Master Plan and release for public comment
8 December 2015 – 18 February 2016	Public consultation period.
21 March 2016	Report with public submissions to Council

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)***Details of Community Consultation / Results of Engagement:*

The Draft Master Plan was placed on exhibition from 8 December 2015 until 18 February 2016 at which time the following comments were recorded.

- Gippsland Water – supporting the Master Plan and the inclusion of the Gippsland Water Facility Buffer.
- Gary Pratt – suggesting that a new airport be built south of the railway line.
- John Willis – supporting the Master Plan but noting that several administrative corrections were required and questioning the positioning of a joint fuel farm and the absence of a comparison with Tooradin Airport.

**OPTIONS**

Council has the following options:

1. Adopt the Latrobe Regional Airport Master Plan 2015; or
2. Seek further clarification in respect to the Latrobe Regional Airport Master Plan 2015 report.

**CONCLUSION**

The Latrobe Regional Airport Master Plan has been reviewed and updated by Rehbein Airport Consultants to reflect the current views and aspirations of all stakeholders and the community. Following consideration of comments received after the public consultation period, the Latrobe Regional Airport Master Plan 2015 is now presented to Council for adoption.

**SUPPORTING DOCUMENTS**

Latrobe Regional Airport Master Plan Review (Residents Letter)

**Attachments**

1. Latrobe Regional Airport Master Plan
2. Latrobe Regional Airport Master Plan Submissions (Published Separately)  
(Confidential)

## **14.2**

### **Latrobe Regional Airport Master Plan 2015 - Consideration of Submissions**

- 1 Latrobe Regional Airport Master Plan ..... 73**



DATE 26 February, 2016

**Latrobe Regional Airport | Master Plan 2016**  
**For Latrobe City Council**



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## **APPENDIX A**

FIGURES

## **APPENDIX B**

TRARALGON WEST STRUCTURE PLAN

## **APPENDIX C**

STAKEHOLDER CONSULTATION SCHEDULE

## **APPENDIX D**

DEVELOPMENT GUIDELINES

## **APPENDIX E**

AIRCRAFT NOISE CONTOURS (ANEF AND N-ABOVE)



**Document Control Page**

Revision	Date	Description	Author	Signature	Verifier	Signature	Approver	Signature
0	29/1/15	PRELIMINARY	BJH		BFW		BJH	
1	29/1/15	PRELIMINARY	BJH		BFW		BJH	
2	10/2/15	PRELIMINARY	BJH		BFW		BJH	
3	2/3/15	PRELIMINARY	BJH		BFW		BJH	
4	16/3/15	DRAFT	BJH		BFW		BJH	
5	25/5/15	FINAL DRAFT	BJH		BFW		BJH	
6	5/6/15	FINAL DRAFT	BJH		BFW		BJH	
7	25/8/15	FINAL DRAFT	BJH		ND		BJH	
8	20/11/15	FINAL DRAFT	BJH		ND		BJH	
9	3/12/15	FINAL DRAFT	BJH		ND		BJH	
10	26/2/16	FINAL	BJH		ND		BJH	





## GLOSSARY OF TERMS AND ABBREVIATIONS

<b>ACN (Aircraft Classification Number)</b>	A number expressing the relative effect of an aircraft on a pavement for a specified standard subgrade category.
<b>ASV</b>	Annual Service Volume
<b>Aerodrome</b>	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
<b>AFRU (Aerodrome Frequency Response Unit)</b>	The AFRU is an electronic, ground based, aviation safety enhancement device, intended for use on the CTAF or MBZ frequency at non-controlled aerodromes.
<b>AIP ERSA</b>	Airservices Australia Aeronautical Information Package En-Route Supplement Australia
<b>ANEF</b>	Australian Noise Exposure Forecast
<b>ARC (Aerodrome Reference Code)</b>	A code used to specify the standards for individual aerodrome facilities which are suitable for use by aeroplanes within a range of performances and sizes. The code is composed of two elements: the first is a number (from 1 to 4) related to the aeroplane reference field length and the second is a letter (from A to F) related to the aeroplane wingspan and outer main gear wheel span.
<b>ARP</b>	Aerodrome Reference Point
<b>ATC</b>	Air Traffic Control
<b>AWIS</b>	Automatic Weather Information Service
<b>AWS</b>	Automated Weather Station
<b>BoM</b>	Bureau of Meteorology
<b>CAGR</b>	Compound Annual Growth Rate
<b>CASA (Civil Aviation Safety Authority)</b>	The Australian federal government department responsible for setting and maintaining safety standards for civil aviation. CASA is responsible for the codification of international standards and recommended practices into Australian legislation and for the issue of licences for aviation personnel including pilots, amongst other responsibilities.
<b>CASR (Civil Aviation Safety Regulation)</b>	CASRs establish the regulatory framework ( <i>Regulations</i> ) within which all service providers must operate.
<b>Council</b>	Mid-Western Regional Council
<b>CTAF</b>	Common Traffic Advisory Frequency
<b>FAA</b>	Federal Aviation Administration (United States Department of Transportation)
<b>General Aviation (GA)</b>	The sector of the aviation industry that does not include regular public transport (RPT) airlines and military aviation.
<b>GPS</b>	Global Positioning System
<b>IATA</b>	International Air Transport Association



<b>ICAO</b>	International Civil Aviation Organisation
<b>IFR/IMC (Instrument Flight Rules/ Instrument Meteorological Conditions)</b>	Refers to rules under which flight involving navigation requiring reference to radio navigational aids or instruments is carried out. Weather conditions below a certain minima are referred to as instrument meteorological conditions (IMC). IFR flight requires pilots to be qualified in the use of instrument navigation and to use radio navigational aids provided at airports.
<b>INM</b>	Integrated Noise Model
<b>IWI</b>	Illuminated Wind Indicator
<b>LCC</b>	Latrobe City Council
<b>LIRL</b>	Low Intensity Runway Lighting
<b>LPPF</b>	Local Planning Policy Framework
<b>LPS</b>	Latrobe Planning Scheme
<b>LRAB</b>	Latrobe Regional Airport Board
<b>LVAC</b>	Latrobe Valley Aero Club
<b>MOS</b>	Manual of Standards
<b>MTOW</b>	Maximum Take-off Weight
<b>NASF</b>	National Airports Safeguarding Framework
<b>Navaid</b>	Commonly-used abbreviation for 'radio navigational aid'
<b>NDB (Non Directional Beacon)</b>	A simple and common type of radio navigational aid which allows pilots to track to or from its location.
<b>Non-precision instrument approach</b>	An instrument approach and landing that uses lateral guidance but does not use vertical guidance.
<b>OLS</b>	Obstacle Limitation Surfaces
<b>PAL</b>	Pilot Activated Lighting
<b>PANS-OPS</b>	Procedures for Air Navigation Systems – Aircraft Operations
<b>Pavement Classification Number (PCN)</b>	A number expressing the bearing strength of a pavement for unrestricted operations by aircraft with ACN value less than or equal to PCN.
<b>Payload</b>	The total weight of passengers and cargo that an aircraft can carry.
<b>PSI</b>	Unit of pressure or stress (pounds per square inch)
<b>RESA (Runway End Safety Area)</b>	Area provided at the end of a runway strip, to protect the aeroplane in the event of undershooting or overrunning the runway.
<b>RFDS</b>	Royal Flying Doctor Service
<b>RNAV/GNSS Approach</b>	Area Navigation/Global Navigation Satellite System Approach. A form of instrument approach procedure using signals from orbiting satellites to determine an aircraft's precise position at a point in time.
<b>RPT (Regular Public Transport)</b>	Air services operated by airlines that are scheduled to occur on a regular basis at fixed times or frequencies and on fixed routes.



<b>RWS (Runway Strip)</b>	A defined area including the runway and stopway, intended to reduce risk of damage to aircraft running off a runway and to protect aircraft flying over it during take-off or landing operations.
<b>RWY</b>	Runway
<b>TGAR</b>	Traralgon Growth Areas Review
<b>TWSP</b>	Traralgon West Structure Plan
<b>TWY</b>	Taxiway
<b>VFR/VMC (Visual Flight Rules/ Visual Meteorological Conditions)</b>	Refers to rules under which flight involving navigation solely by reference to visual cues (rather than requiring reference to radio navigational aids or instruments) is carried out. VFR flight is permissible only when meteorological conditions (cloud base and visibility) are above defined limits. Such conditions are referred to as visual meteorological conditions (VMC). VFR flight does not require pilots to be qualified in the use of instrument navigation, nor does it require expensive radio navigational aids to be provided at airports.
<b>VPP</b>	Victoria Planning Provisions
<b>VSS</b>	Visual Segment Surface. Forms part of the PANS-OPS surfaces associated with a non-precision instrument approach to a runway and may, in some circumstances, be lower than the OLS
<b>WI</b>	Wind Indicator



## EXECUTIVE SUMMARY

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### Background and Purpose

It is routine to review airport master plans every five years. The Latrobe Regional Airport Master Plan was last reviewed in 2009 and over the last five years significant changes in the economic outlook for the Latrobe Valley have occurred. Latrobe City Council (LCC) therefore engaged REHBEIN Airport Consulting to develop the Latrobe Regional Airport Master Plan 2015 with the objective of providing:

- A visionary, vibrant and achievable Master Plan to guide the development of the Latrobe Regional Airport until 2035; and
- A business strategy which contributes to the sustainable development of the Latrobe Regional Airport and to the creation of employment.

An important purpose of airport master planning is to link and coordinate on- and off-airport planning and future development, to ensure that surrounding land uses remain compatible with the long-term plans for the airport.

### Objectives

The Latrobe Regional Airport Master Plan acts as a foundation to underpin all activities and decisions of the Latrobe Regional Airport Board and Latrobe City Council. The overall aim of this review is to revise the current 20-year Master Plan for Latrobe Regional Airport in order to revitalise the airport. The specific goal of the Latrobe Regional Airport Master Plan is to facilitate the appropriate development of the Latrobe Regional Airport and surrounds over the next 20 years, which will in turn, increase levels of employment, output and investment at the Latrobe Regional Airport.

### Site Context

Latrobe City is located approximately 150 kilometres east of Melbourne and encompasses the towns of Churchill, Moe-Newborough, Morwell, and Traralgon. The city has a population in excess of 70,000 and is one of Victoria's major regional centres. Latrobe's status as one of the 10 regional cities identified within Victoria's strategic planning policy (and the only eastern regional city) recognises its importance to the continued growth and development of Victoria as a whole.

Most of Victoria's electricity generation facilities are located in the area, which is also the centre of a large forestry industry which services Australia's largest pulp and paper mill.

Latrobe Regional Airport is located approximately midway between the towns of Morwell and Traralgon, some 500 metres north-west of the Princes Highway and the Gippsland Railway. The airport comprises 200 hectares of relatively flat, open land used for a variety of aviation and related uses. The surrounding areas are characterised by a variety of uses including: rural living



development to the east; plantations to the north and west; and the Latrobe Regional Hospital, a motel and caravan park to the south. **Figure A** (at Appendix A) provides a locality plan.

The Latrobe Regional Airport is wholly owned by Latrobe City Council on behalf of the Latrobe City community. The airport operates under the management of the Latrobe Regional Airport Board which comprises representatives from local government, the aviation sector, related firms and the community.

### Existing Development

The airport land includes the following land uses, which are illustrated on **Figure B** and **Figure C** (at Appendix A):

- Aerodrome movement area consisting of a main sealed runway 1,430m long by 23m wide, a secondary unsealed runway 919m long by 18m wide, a glider facility, taxiways, sealed and unsealed apron areas;
- Mahindra Aerospace, formerly Gippsland Aeronautics (GippsAero), occupies an area of approximately 2.3 hectares including a fabrication workshop, assembly shop, paint bay, finishing hangar, offices and canteen, together with employee and visitor car parking;
- A hangar precinct incorporating five hangars, including a large facility housing the Latrobe Flying Museum's collection of ex-military aircraft;
- Hangar and administrative facilities owned by the Latrobe Valley Aero Club;
- A precinct incorporating bases for emergency services providers including: Helimed 1, Air Ambulance Victoria's regional base for helicopter aeromedical operations; and the Department of Environment, Land, Water and Planning (DELWP – formerly DEPI) aerial fire-fighting base;
- A private hangar precinct with 34 privately-owned hangar units housing light aircraft;
- Terminal area including the terminal building, roads and car parks and engineering services;
- Support facilities including aircraft fuelling and airport maintenance; and
- Operational facilities including navigational aids and an automated weather station.

The areas to the north of Runway 09/27 and west of Runway 03/21 are largely undeveloped.

### Current Activity

Annual aircraft movements are estimated at around 30,000 per year. Around 30% of movements are due to private, sports and recreational users, almost half are devoted to flying training, and the remainder are composed of emergency services, helicopters, charter, business and warbird activity.

The majority of movements are undertaken by single engine aeroplanes, including a substantial proportion of ultralight and microlight categories.



### Relevant Planning Background

The Latrobe Planning Scheme, including the Municipal Strategic Statement, provides strategic context and planning controls for the Latrobe Regional Airport and its surrounds. The Latrobe Regional Airport is formally recognised within the *Latrobe City Economic Sustainability Strategy 2011* as one of the City's three key employment zones, which have an emphasis on job creation, industry diversification and the ability to offer opportunities to prospective investors. These zones are of significant interest in terms of future prosperity and growth for the municipality.

#### *Traralgon Growth Areas Review*

Traralgon is the largest urban area in the Gippsland region and Latrobe City Council undertook the *Traralgon Growth Areas Review (TGAR)* in response to a number of critical factors which put pressure on the ability of Traralgon and surrounds to accommodate future development. The TGAR was adopted by Council in 2014.

The purpose of the TGAR is to identify all future urban development growth options in and around Traralgon to ensure sufficient land is set aside for long term residential, commercial and industrial requirements as a result of future population, housing, retail and employment demands.

The TGAR acknowledges the importance of Latrobe Regional Airport as a major regional asset with considerable existing investment and recommends that consideration be given to the long term needs and opportunities of the aerodrome in a broader strategic context, including the land requirements for the airport.

One of the key outputs of TGAR is the *Traralgon West Structure Plan (TWSP)* which provides additional detail and direction regarding future land use and planning of the Traralgon-Morwell corridor, within which Latrobe Regional Airport is situated. The TWSP presents a number of opportunities which are relevant to the potential development at Latrobe Regional Airport. To the south of the airport site, the land immediately adjoining the hospital and south of the airport is identified as an 'employment investigation area', to be developed with employment generating uses directly related to Latrobe Regional Airport or the hospital, to support the Regional City of Latrobe. The TWSP identifies that further work in the form of a development plan or master plan is required in relation to this area. As such, this Latrobe Regional Airport Master Plan 2015 should be considered in any land use decisions affecting this area.

### Development Constraints

The key constraints on development within the Latrobe Regional Airport site are depicted on **Figure D** (at Appendix A) and include:

- An urban amenity buffer in relation to the Australian Paper Maryvale pulp mill as identified within TGAR. Whilst this buffer is not included in the Latrobe Planning Scheme as an overlay control, it is considered a constraint to further residential development or intensification in the area without the agreement of both Australian Paper and the EPA.



- A Gippsland Water emergency storage facility is located adjacent the northern boundary of the site, on the opposite side of Old Melbourne Road. A buffer to this facility is also identified within the TWSP. There is some ambiguity regarding the interpretation of the application of the buffer between Gippsland Water and the Latrobe Regional Airport. However this buffer is currently contained within the urban amenity buffer associated with the Australian Paper Maryvale pulp mill; and
- A gas pipeline runs adjacent the western and northern boundary of the airport, within the airport fence.

### Strategic Direction

The adopted vision for the Latrobe Regional Airport to be reflected in the 2015 Master Plan is:

*To promote the development and expansion of the Latrobe Regional Airport as a regionally significant airport providing a hub for aviation services and employment thereby adding economic and social benefit to the region, whilst maintaining options for future passenger transport services.*

### Future Growth and Business Development Opportunities

Broad trends in the aviation industry which are expected to influence the range of opportunities available for aviation businesses at regional airports such as Latrobe were considered. These opportunities were then refined in light of regional economic context, existing activities and aviation businesses already established at Latrobe Regional Airport and a SWOT assessment undertaken with the Latrobe Regional Airport Board.

In line with LCC's Community Engagement Strategy, consultation was undertaken with a range of stakeholders to identify key issues and opportunities. This consultation targeted key internal and external stakeholders, existing airport tenants and users, landowners in the surrounding area, and other interested organisations to provide early input to the development of the draft Latrobe Regional Airport Master Plan 2015.

Through this process, a refined and prioritised list of possible opportunities for aviation business growth was developed.

#### Regional Aerospace Manufacturing Hub

The presence of an aircraft development and manufacturing capability offers a number of unique opportunities which could combine to create a regional aerospace manufacturing hub. Such a hub could incorporate a number of related activities consistent with state and local government's stated employment priorities for the Latrobe Valley region, including: component manufacture; aircraft parts storage/warehousing and supply; advanced materials and manufacturing; and research and development.

#### Aerospace Education and Training

There are major industry-wide skills shortages across all forms of aircraft engineering. Skills shortages in aircraft maintenance sectors lend themselves naturally to education and training opportunities. Latrobe City is the educational centre for Gippsland, offering some of the finest educational facilities in regional Australia. The



opportunities to channel the existing education and training infrastructure towards the aerospace industry's skills gaps are significant.

#### **Aircraft Maintenance**

If Latrobe Regional Airport can establish an education and training capability, then clear synergies exist to attract aircraft maintenance, repair and overhaul organisations to the airport. Avionics in particular offers an opportunity due to particularly acute skills shortages and increased reliance on new technologies and roll-out of computer-based systems to airframes.

#### **Emergency Services**

There is potential for future expansion of emergency services activities at Latrobe Regional Airport. The established presence of DELWP and Helimed 1, a clear commitment to ensuring these are model facilities for regional areas, and the strategic importance of the airport as a regional emergency services hub for Gippsland, mean that other related service providers could be attracted to the airport in the future. It is important to recognise the importance of the airport and its support to the emergency services in the region and to protect and enhance the emergency precinct at the site.

#### **Private Aircraft Storage Hangars**

Uptake of the recently developed private hangar precinct has been strong, with a majority of the existing sites available having been let. Growth in this opportunity is considered to remain solid, leading to demand for expansion of the private hangar precinct

#### **Aviation-related Events**

Latrobe City Council has an events-focussed strategy. Previous events including musical performances have been held at the airport and this could be an opportunity for similar activities in the future. Possibilities include: aviation fly-ins for the recreational aviation community, sporting-related activities musical or other cultural events, with the possibility that ambassadors and performers could arrive and depart by air; Displays of an aerobatic, warbird or other aviation heritage nature; Mahindra/GippsAero promotions; and aviation trade events

#### **Helicopters**

Given the growth in the helicopter sector generally, and the suitability of the facilities at Latrobe for helicopter training including winch/rappe activity, helimed crew training and confined space assessments, which are undertaken in the adjacent plantation it is expected that there will be opportunities to attract helicopter operators, training and maintenance providers to the airport.

#### **Residential Airpark**

The demand for hangar accommodation combined with residence is becoming increasingly popular in Australia and can, in general, be considered an important growth sector. The concept of a residential airpark at Latrobe is one which is not, per se, conducive to business and employment objectives. It is however acknowledged that the ability to offer residential airpark style blocks may assist in attracting aviation businesses to the airport. There are, however, currently insurmountable constraints on residential land use in the northern sector of the airport. The only alternative area is the southern commercial precinct, which provides the only short-term response to aviation business enquiries, including several immediate opportunities.

In the medium- to long-term, appropriate aviation-related residential uses, which acknowledge and are compatible with the primary objective of employment generation, have the potential to contribute to business development at Latrobe Regional Airport.





#### **Pilot Training**

It is considered likely that opportunities will be present for existing flying training providers to expand their business or for additional providers of similar services. However major airline flight training academies would not be expected to establish at Latrobe.

#### **Passenger services**

The re-establishment of regular public transport services at Latrobe Regional Airport is considered to be highly unlikely. Excellent road and rail connectivity means these modes compete favourably with air travel to Melbourne. Increasing limitations on regional airline access to Melbourne Airport will make it even more difficult for airlines to re-establish scheduled airline services. Adequate demand for services to other destinations is considered unrealistic, given the relative proximity to the superior range of destinations, airlines and service frequency available from Melbourne. Frequent charter or air taxi services offer an alternative model which, given the factors outlined above, are likely to be more viable than a traditional airline service.

#### **Aircraft Movements**

Future aircraft movements will be directly driven by the number and scale of businesses on airport. The Master Plan envisages an expansion from around 15 hectares of active precincts to between 30 and 40 hectares. This would suggest movement levels of between 60,000 and 75,000 per year could occur upon realisation of the Master Plan vision.

#### **Development Concept**

The development concept established for Latrobe Regional Airport in this Master Plan seeks to support the principal objective of the airport as one of the Latrobe Valley's key employment hubs and is underpinned by the following principles:

- Focus on providing for opportunities which offer the greatest business and employment potential; and
- Maximise the ability for directly aviation-related development through the provision of airside access wherever possible.

The development concept establishes a land use plan which maximise the potential for a wide variety of potential commercial aviation-related business operations at the airport in response to existing and likely future opportunities. The land use plan sets out a vision for the ultimate development of Latrobe Regional Airport, and provides principles and guidance about land use and development on the airport to the Latrobe Regional Airport Board.

The land use plan divides the airport into a series of broad zones, which are further subdivided into smaller precincts providing for specific uses where a logical benefit exists to ensuring these are located in particular physical areas.

**Figure E** (at Appendix A) provides a Land Use Concept and Development Zone Master Plan, which sets out the extent of the various zones and precincts and provides an indicative layout for development within each area. A degree of flexibility has deliberately been incorporated within these concepts to enable the actual layout of lease lots and infrastructure to be refined in response to specific opportunities as these eventuate.



Modest expansion of aviation business sited within the terminal zone is anticipated, and three further zones on the airport have been identified where activities associated with business and employment opportunities will be prioritised. A park, recreational and events zone is also envisaged.

Due to its location, lack of access or services, it would not make sense to develop the area between the two runways until other development areas have been exhausted. Requirements to establish infrastructure in this area is not envisaged within the 20-year horizon of this Master Plan. However, whilst this area remains undeveloped it would be suitable for a range of activities which might be required by aviation business currently established on the airport and those which Latrobe Regional Airport aspires to attract. The objective of this area within this Master Plan, therefore, is to remain as open area for use by those aviation activities which require it.

### **Aerodrome Facilities**

Aerodrome facilities have been identified to serve the development concept above, driven by the operational and other needs of the aviation businesses and other airport users envisaged through the land use plan.

The current runways are of adequate length and width to serve the current aircraft types and traffic levels, and their orientation is suitable to achieve adequate runway usability with respect to prevailing wind patterns. In order to preserve the future capability for Latrobe Regional Airport to accommodate operations by Code 3 aeroplanes in accordance with the applicable regulatory standards, previous Master Plans have included for a possible Code 3C runway aligned parallel to and north-west of the existing. Future opportunities that might require such a runway to be provided would be primarily related to passenger services (including charters), aircraft manufacturing, and the maintenance, repair and overhaul (MRO) sector. This Master Plan identifies two possible location options for a future runway. For the purpose of maximising future flexibility, planning which safeguards both options is required.

### **Airport Safeguarding**

Adequate protection of the basic capability to undertake aircraft operations in accordance with prescribed safety standards and regulatory requirements, and in an efficient and economic manner, is imperative to the future realisation of aeronautical opportunities at Latrobe Regional Airport. These aeronautical operations provide the essence of the airport's activity and hence the catalyst for all employment and business activity envisaged by this Master Plan. Without adequate safeguarding, the vision established by the 2015 Latrobe Regional Airport Master Plan will not be achieved.

It is vitally important to protect Latrobe Regional Airport from encroachment from incompatible urban expansion and ensure continued operations whilst protecting the amenity of surrounding properties. In order to adequately protect for potential future aircraft operations envisaged by this Master Plan, safeguarding of a number of aspects will be required through appropriate planning and development restrictions and monitoring processes. In order to be most effective, these restrictions will be referenced within the Latrobe Planning Scheme.



## 1.0 INTRODUCTION

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### 1.1 BACKGROUND

The Latrobe Regional Airport Master Plan was last reviewed in 2009. The 2009 Master Plan evolved from the plan originally prepared in 1998, and subsequently revised in 2004, building on the original Master Plan's strengths and addressing some of its weaknesses.

In keeping with good practice it is routine to conduct a review of an Airport Master Plan every five years and this period has now elapsed since the 2009 Master Plan was adopted. In addition, over the last five years significant changes in the economic outlook for the Latrobe Valley have occurred as a result of changing attitudes and policies regarding carbon emissions. These global, national and state contexts have obvious potential to impact on the traditional coal and power generation sectors in which the region has been especially strong.

The purpose of this study is therefore to undertake a comprehensive review of the Latrobe Regional Airport Master Plan 2009 to develop a visionary, vibrant and achievable Master Plan to guide the development of the Latrobe Regional Airport until 2035, and provide a business strategy which contributes to the sustainable development of the Latrobe Regional Airport and to the creation of employment.

Latrobe City Council (LCC) engaged REHBEIN Airport Consulting to develop the Latrobe Regional Airport Master Plan 2015 to achieve this strategic planning goal.

### 1.2 PURPOSE

Airport master planning is undertaken to enable best-management practices and sound land use development in addressing diverse aviation and community interests. An Airport Master Plan is the primary strategic tool available to airport owners and operators, and communicates the operator's intentions with respect to development of the airport – to existing users, potential businesses, stakeholders and the general public.

Its purpose is to set out a long-term framework for the development of all facilities within the airport that provides adequately for short- and long-term opportunities and which protects future development against the effect of current decisions. Local government, industry and the community are informed of these intentions through the Master Plan, enabling compliant and compatible land-use planning and maximisation of any synergies across the local economy.

Master plans are not only developed to strategically guide the development of aeronautical-related aspects of the airport but also used to identify non-aeronautical opportunities for development. Airports are not merely pieces of infrastructure but businesses in their own right. Appropriate consideration and integration of aeronautical, aviation-support, aviation-related and compatible non-aviation land uses is key to guiding the successful development of a modern airport.



Consistent with these strategic considerations, the *Airports Act 1996* summarises the aims of an Airport Master Plan as follows:

- Establishing strategic direction for the efficient and economic development of the airport over the planning period;
- Providing for the development of additional uses of the airport site;
- Indicating to the public the intended uses of the airport site; and
- Reducing potential conflicts between uses of the airport site, and to ensure that uses of the airport site are compatible with the areas surrounding the airport.

Although the *Airports Act 1996* does not have statutory application to Latrobe Regional Airport, it is an appropriate industry benchmark for airport master planning and these four key aims remain relevant.

The specific purpose of the Latrobe Regional Airport Master Plan is to facilitate the appropriate development of the Latrobe Regional Airport and surrounds over the next 20 years, which will in turn, increase levels of employment, output and investment at the Latrobe Regional Airport.

### **1.3 PLANNING OBJECTIVES**

The Latrobe Regional Airport Master Plan acts as a foundation to underpin all activities and decisions of the Latrobe Regional Airport Board and Latrobe City Council. The overall aim of this review is to revise the current 20-year Master Plan for Latrobe Regional Airport in order to revitalise the airport. The principal objectives for the Latrobe Regional Airport Master Plan 2015 are that it should:

- Set the vision for the Latrobe Regional Airport to 2035, and beyond, including the key market opportunities that should be pursued to achieve the vision;
- Clarify the positioning work that needs to be undertaken in order for the Latrobe Regional Airport to achieve its vision including processes and timing that need to occur;
- Link into the strategic context of Latrobe City Council and its objective of the Latrobe Regional Airport as a key employment zone.

At a more detailed level, the objectives of the review include a desire to:

- Review and revise the existing Latrobe Regional Airport Master Plan 2009 as identified within the Latrobe Planning Scheme's Local Planning Policy Framework (LPPF);
- Review the current vision statement and develop a revised Master Plan for the sustainable development of the airport and its environs that will guide future growth of associated industries and business at the Latrobe Regional Airport over the period;
- Assess the success of the current business model under which the Latrobe Regional Board operates;



- Identify future growth and business development opportunities at the Latrobe Regional Airport, highlighting community benefits and opportunities while providing direction for diversity in business and industry at the Latrobe Regional Airport;
- Identify marketing opportunities that will attract aviation businesses and achieve a critical mass that will ensure the continued development of a recognised aviation/aerospace hub at the Latrobe Regional Airport;
- Review the land tenure model (leasehold, premium leasehold, freehold) to ensure it remains relevant;
- Review existing land use planning and development controls applicable to the Latrobe Regional Airport and its environs and identify any necessary amendments to the Latrobe Planning Scheme where required to support the objectives of the revised Master Plan;
- Review existing and future Obstacle Limitation Surfaces (OLS) areas together with Procedures for Air Navigation Systems – Aircraft Operations (PANS-OPS) surfaces and the Australian Noise Exposure Forecast (ANEF) mapping applicable to the Latrobe Regional Airport and verify their incorporation within the appropriate provisions of the Latrobe Planning Scheme;
- Prepare Development Guidelines for the Latrobe Regional Airport to ensure an attractive and sustainable built form of new development. The Development Guidelines will facilitate the ongoing useability, functionality and viability of the development precincts over the next 20 years;
- Consider future demand for Airport services in the context of projected demographic and economic changes in the region;
- Review relevant Commonwealth, State and Local government policy, and other relevant studies and strategies likely to be of significance to the future planning and development of the Latrobe Regional Airport; and
- Ensure that Latrobe Regional Airport Board, Latrobe City Council, key stakeholders and the community are fully engaged in the review and development of the Master Plan.

#### 1.4 MASTER PLAN STRUCTURE

This 2015 Latrobe Regional Airport Master Plan is structured in three broad segments.

- **Sections 2 and 3** provide analysis of the existing site and planning context against which the Master Plan has been developed;
- **Sections 4 and 5** establish the strategic vision for Latrobe Regional Airport through an analysis of key business development opportunities and a development concept for land use;
- **Sections 6 and 7** are focussed on implementing the vision. Section 6 outlines a business development and marketing strategy with key steps required to ensure the future growth and vibrancy of businesses at Latrobe Regional Airport, whilst Section 7 identifies



important airport safeguarding requirements in accordance with nationally accepted principles for inclusion within the Latrobe Planning Scheme to ensure future development opportunities are adequately protected far into the future.

Figures illustrating various aspects of the Master Plan are incorporated at **Appendix A**. Appendices B through D provide other supporting information as referenced throughout this document.



## 2.0 EXISTING SITE ANALYSIS

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### 2.1 SITE CONTEXT

#### 2.1.1 LATROBE CITY

Latrobe City is located approximately 150 km east of Melbourne and is one of Victoria's major regional centres. It covers an area of 1,426 square kilometres and, at the 2011 Census, had a population of 72,395. The region is made up of four central towns: Churchill, Moe-Newborough, Morwell, and Traralgon.

Most of Victoria's electricity generation facilities are located in the Latrobe Valley and the region has Australia's largest reserves of brown coal. Power generation resources and facilities dominate the landscape of large areas of the valley. To the immediate southwest of Traralgon is the Loy Yang Power Complex and open cut coal mine. Large areas of rural land to the south of Traralgon have been set aside as long term future coal reserves.

Latrobe City is also the centre of a large forestry industry which services Australian Paper's Maryvale pulp and paper mill (the largest in Australia) and other sawmills. Other industries in the area include food processing (Lion, Morwell), engineering, post-secondary education with the new Federation University Australia and the service sector. Being the largest population centre in the Gippsland region, Latrobe City acts as the regional headquarters for Government agencies and private operators.

Latrobe City is one of 10 regional cities identified within Victoria's strategic planning and the only eastern regional city. Latrobe's status as a regional city recognises its importance to the continued growth and development of Victoria as a whole. Latrobe's location means that the catchment for service provision extends outside the Latrobe City Council administrative boundaries and encompasses Sale and Bairnsdale to the east, Leongatha and Mirboo to the south. Realisation of the regional city objectives will continue to place development pressure on available land within Latrobe for employment and residential uses.

#### 2.1.2 LATROBE REGIONAL AIRPORT

Latrobe Regional Airport is located in a predominantly rural and farming area approximately midway between the towns of Morwell and Traralgon. The site is located some 500m north-west of the Princes Highway and the Gippsland Railway, which provide direct links to Melbourne and the region. A locality plan for Latrobe Regional Airport is shown in **Figure A**.

The site was originally chosen as the location for the airport as it was a large parcel of land and the proposed use was compatible with the surrounding uses at the time. It was also central to key transport routes and could make use of prevailing winds for runway positioning. The airport comprises 200 hectares of relatively flat, open land used for a variety of aviation and related uses.



The Latrobe Regional Airport is wholly owned by Latrobe City Council on behalf of the Latrobe City community. The airport operates under the management of the Latrobe Regional Airport Board which comprises representatives from local government, the aviation sector, related firms and the community.

The importance to Latrobe City Council of the Latrobe Regional Airport is formalised in the *Latrobe City Economic Sustainability Strategy 2011*. The Latrobe Regional Airport is recognised as one of the City's three key employment zones which are of significant interest in terms of future prosperity and growth for the municipality. These three employment zones have an emphasis on job creation, industry diversification and the ability to offer opportunities to prospective investors.

The existing operations and services at Latrobe Regional Airport are divided into seven precincts:

- Main Apron and Terminal area;
- North East Commercial area;
- Central Hangar Precinct
- GippsAero / Mahindra Aerospace facilities;
- Emergency Services Precinct;
- Southern Commercial Area; and
- Northern and western development areas

**Figure B** at Appendix A provides a layout of existing airport facilities. The airport land includes the following land uses:

- Movement area consisting of a main sealed runway, a secondary unsealed runway, a glider strip, taxiways, RPT Apron and a Southern Apron.
- Hangars including Latrobe Valley AeroClub hangars, GippsAero / Mahindra Aerospace aircraft manufacturing precinct, a former glider facility now occupied by a local aviation business, and private hangars.
- Terminal area including the terminal building, roads and car parks and engineering services.
- Support facilities including aircraft fuelling, aircraft maintenance, airport maintenance and the Latrobe Valley Aero Club.
- Operational facilities including navigational aids and an automated weather station.

The above uses and existing infrastructure at the site are described in greater detail in **Section 2.2**.

The topography of Latrobe Regional Airport land and the surrounding area is relatively flat, with the exception of rising ground to the north east. The vegetation at the site has been somewhat disturbed during the development of the airport. However, vegetation is present, particularly around the terminal.





### 2.1.3 SURROUNDING DEVELOPMENT

The surrounding areas are characterised by a variety of uses including: rural living development to the east; plantations to the north and west; and the Latrobe Regional Hospital, a motel and caravan park to the south. Surrounding land uses are described in further detail in **Section 3.1**.

Development pressures are also a concern with continual pressure on residential development in the area historically leading to the potential for incompatible land uses in close proximity to airport operations. The main concern with the potential development of these areas is the appropriate location of new sensitive uses and ensuring compatibility between long-term airport operational needs and surrounding land uses. These issues are discussed further in **Section 3.0**.

## 2.2 EXISTING AERODROME INFRASTRUCTURE

### 2.2.1 RUNWAYS

There are currently two operational runways at Latrobe Regional Airport:

- The primary runway, Runway 03/21, is 1,430m long by 23m wide and located within a 90m wide and 1,550m long graded runway strip. Runway 03/21 has recently been resurfaced with asphalt. The published pavement strength rating allows for unrestricted operations by aircraft up to 5,700kg MTOW and 450kPa (65psi) tyre pressure;
- A secondary runway, Runway 09/27, is 919m long by 18m wide within a 90m wide and 1,039m long graded runway strip. The runway has a gravel surface, with sealed sections at each end.

#### Runway 03/21

Runway 03/21 currently meets the requirements of CASA MOS Part 139 for non-precision instrument operations by aeroplanes up to reference code 2B. It is provided with low intensity runway edge lights and has published RNAV(GNSS) instrument approach procedures to both ends.

The present length and width of the main runway were adopted in the 1990s to cater for the Saab 340B aircraft previously operated by Hazelton Airlines. Although this is a reference code 3C aircraft, by virtue of its outer main gear wheel span, the Civil Aviation Safety Authority (CASA) agreed at that time to its use of 23 metre wide runways in lieu of the normal 30 metre standard for this class.

Because of the limited strength sub base and condition of the original runway pavement, aircraft over 5,700 kg are required to operate subject to a pavement concession. The surface is generally in good condition although the runway has a very flat cross fall which retards runoff and allows water to soak into and weaken the underlying base course and subgrade. Runway shape correction and drainage works have been undertaken in the past to address this problem. The runway was resurfaced with stone mastic asphalt in early 2015.



The runway strip width is presently 90 metres which is adequate for a Code 2 runway served by non-precision GPS instrument approach procedures.

### **Runway 09/27**

This runway was designed for reference code 1B aircraft operating at maximum take-off weight and currently meets the requirements of CASA MOS Part 139 for non-instrument operations by aeroplanes up to reference code 1B. The runway is not equipped with lighting.

### **Glider strip**

A grassed strip formerly used for gliding is aligned parallel with, and to the west of, the main runway. The strip is used for advanced pilot training by the Aero Club and by the Helimed Service provider for pilot recurrent and emergency service crew training (rappelling and winching, etc). As such it is a useful resource and continues to be maintained.

## **2.2.2 TAXIWAYS**

Four (4) main taxiways provide access to the various runways and aircraft parking areas. These are indicated on **Figure B** and **Figure C** and have been designated as Taxiways A, B, C and D for the purposes of the Master Plan.

### **Taxiway A**

Taxiway A runs parallel to Runway 03/21 for its original length and provides access for all existing users to Runway 03/21. Two stub taxiways (A1 and A2) provide connections to the runway.

Following recent upgrade works, Taxiway A is generally suitable for Code B aeroplanes in accordance with CASA MOS Part 139, with a weight restriction of 4,000kg. The section between Taxiway A2 and the Mahindra Aerospace precinct has recently been provided with an asphalt surface. From Mahindra Aerospace north-east to the Runway 21 threshold the taxiway has a concrete surface.

Taxiway A allows aircraft access to and from the runway without backtracking on the runway itself, and so minimises delays to other aircraft. It also helps to overcome the sight distance deficiencies which exist on Runway 03/21. The southern portion of this taxiway also serves the private hangar precinct, the aviation turbine (AVTUR) refuelling installation, the Helimed apron and Mahindra Aerospace.

### **Taxiway B**

Taxiway B links the RPT apron with Runway 09/27. Taxiway B is sealed and suitable for Code C aeroplanes although weight limited to 5,700kg without a pavement concession.

### **Taxiway C**

A gravel taxiway provides a link from Runway 09/27 to Runway 03/21 and thence to the main apron area via Taxiway B.



### **Taxiway D**

Taxiway D runs parallel to the eastern half Runway 09/27 and provides access to the 09 threshold from Taxiway C. This taxiway is suitable for Code A aeroplanes and has a gravel surface.

### **Link Taxiway**

A short, sealed, taxiway links the 21 and 27 thresholds.

## **2.2.3 AIRCRAFT PARKING AREAS**

### **Terminal apron**

The terminal apron is very limited in size and at times becomes very congested. Parking is available for one aircraft up to SAAB 340 size on a self-manoeuvring position immediately in front of the terminal.

Taxi-through tie-down parking areas for up to nine Code A general aviation aircraft are also provided to the north.

### **Large Helicopter pad**

A concrete pad for parking and servicing large firebombing helicopters during the bushfire season is provided between Taxiway A and Runway 03/21. Permanent drainage is provided and temporary amenities for use by helicopter crew are supplied when the helicopter is in operation.

## **2.2.4 HANGAR PRECINCTS**

There are a number of existing hangar facilities at Latrobe Regional Airport. These have been divided into several precincts as shown in **Figure C** and the locations of individual facilities are identified on **Figure D**.

### **North-east commercial area**

A hangar precinct to the north east of the terminal incorporates five (5) hangars, including a large facility housing the Latrobe Flying Museum's collection of ex-military aircraft. Two other hangars are owned by the museum. A fourth is home to Latrobe Valley Airframes and Welding. Space within the fifth hangar is rented out to individual aircraft owners by its owner, a private individual.

Access to this precinct is off Taxiway A to the north east of the main apron. The area between the hangars meets Code B aircraft taxiway minimum dimensions.

### **Central hangar precinct**

A central hangar precinct immediately southwest of the terminal contains a number of hangars. These include:

- A conventional hangar owned by LVAC and divided in half. One half houses LVAC and private aircraft and the other half accommodates East Coast Aviation, an aircraft maintenance organisation, as a tenant to LVAC. East Coast Aviation intends to expand its lease to encompass the whole of this hangar and is also in discussion about constructing an adjoining structure to the western elevation adjacent to Taxiway A.



- A series of 10 hangar units, also owned by LVAC, each capable of housing one average sized light aircraft; and
- 24 other individual privately-owned hangars housing light aircraft (also referred to as the Private Hangar Precinct).

A few private hangar sites remain and LCC plans to expand the private hangars further to the southeast, towards Airfield Road.

#### **GippsAero / Mahindra Aerospace facilities**

Mahindra Aerospace, formerly Gippsland Aeronautics (GippsAero), occupies an area of approximately 2.3 hectares located to the southwest of the central hangar precinct. Facilities in this area include a reception and offices, fabrication workshop, canteen, assembly shop, paint bay and finishing hangar together with employee and visitor car parking. More information on Mahindra Aerospace is provided in **Section 4.4.2**

#### **Emergency services precinct**

South west of Mahindra Aerospace is a precinct incorporating bases for emergency services providers. Included here are:

- Helimed 1, Air Ambulance Victoria's regional base for helicopter aeromedical operations, which includes a helipad, hangar, offices and crew facilities; and
- The Department of Environment, Land, Water and Planning (DELWP – formerly DEPI) aerial fire-fighting base. DELWP has recently expanded its lease area to accommodate additional aircraft based at Latrobe during the bushfire season.

#### **Southern commercial area**

Two (2) hangars have been constructed so far in the Southern precinct which is directly south of the DELWP fire base. These are occupied by Osprey Aviation Services and Jelfor Pty Ltd. Access to the Southern precinct is via Taxiway A.

#### **Northern and Western development areas**

The areas to the north of Runway 09/27 and west of Runway 03/21 are largely undeveloped. A private residence and hangar facility occupied by Aerial Extras is located within the northern area. Much of the land within these areas is currently leased for grazing, which provides LCC with income.

### **2.2.5 REFUELLING FACILITIES**

#### **AvGas**

An aviation gasoline (AvGas) facility, which has a 9,000 litre capacity is located adjacent to the terminal apron near the Latrobe Valley Aero Club facilities. The area around the installation also serves the East Coast Aviation workshop and is the main entrance to the apron area for the fuel tanker and service vehicles.



### **Jet A-1**

An AVTUR (Jet A-1) refuelling facility, which has a 30,000 litre capacity, is located adjacent to the Mahindra Aerospace hangar. Jet A-1 is also dispensed by a mobile tanker.

### **2.2.6 NAVIGATION AIDS**

There is a non-directional beacon (NDB) navigation aid in the northern corner of the airport site. The NDB has recently been relocated from the south-east of the GippsAero/Mahindra facilities in order to facilitate additional development in this area.

The NDB is listed on the Airservices Australia Back-up Navigation Network (BNN) as one of a series of national ground-based navigation aids that will be retained beyond 2016 in order to supplement the primary satellite-based en-route navigation system.

The airport has published instrument approach procedures to Runway 03 (with a minimum altitude of 850 feet) and Runway 21 (with a minimum altitude of 750 feet).

### **2.2.7 LANDSIDE DEVELOPMENT**

A number of landside facilities exist and these are located in proximity to the terminal. These include:

- A terminal, originally used for RPT operations but which now sees only limited use for charter operations in terms of passenger facilitation. The terminal also houses the LCC airport management functions;
- The Latrobe Valley Aero Club facilities adjoining the terminal;
- A central, sealed and lit public car park with space for 40 vehicles.;
- A LCC residence maintenance compound which provides direct access to airside via the north east commercial area.
- The RAAF cadets 426 squadron facilities; and
- Training and other facilities for the State Emergency Services (SES) and Country Fire Authority (CFA), which are vital locations for the provision of emergency responses to the community.

### **2.2.8 ACCESS**

There are three main access points to the airport located along Airfield Road and an access point to the northern part of the site, which currently leads to a dwelling and hangar. These access ways are considered to be appropriate for the efficient use of the airport and currently cause no traffic concerns.

The airport has an internal road network which provides access to each of the existing buildings.

A new road and vegetated buffer along the southern boundary of the site adjacent to the Village Caravan Park was proposed in the 2009 Master Plan, to provide appropriate separation from the proposed uses along this boundary. This is now designated as a conservation area.



### 2.2.9 VEGETATION

Open spaces exists in the form of a reserve along Airfield Road (where remnant vegetation exists). The 2009 Master Plan recommended this area should be retained as open space for recreational purposes.

## 2.3 CURRENT ACTIVITY

### 2.3.1 AIRPORT USERS

Latrobe Regional Airport currently services a region with a population of over 70,000 people. This catchment extends beyond the Latrobe City local government area and includes users from parts of Baw Baw Shire.

There are a number of existing tenants at the site which make use of its facilities. Current Latrobe Regional Airport tenants are indicated on **Figure C**. Aviation businesses operated by these tenants are described in **Section 4.4.2**.

### 2.3.2 AIRCRAFT MOVEMENTS

The Latrobe Regional Airport Master Plan 2009 does not make any analysis of existing aircraft movements, nor propose any forecasts of these into the future, against which to compare existing activity levels. This is perhaps because Latrobe City Council does not actively monitor aircraft movements for the purpose of aeronautical charging. The lack of historical records makes it difficult to establish the existing situation with respect to aircraft activity.

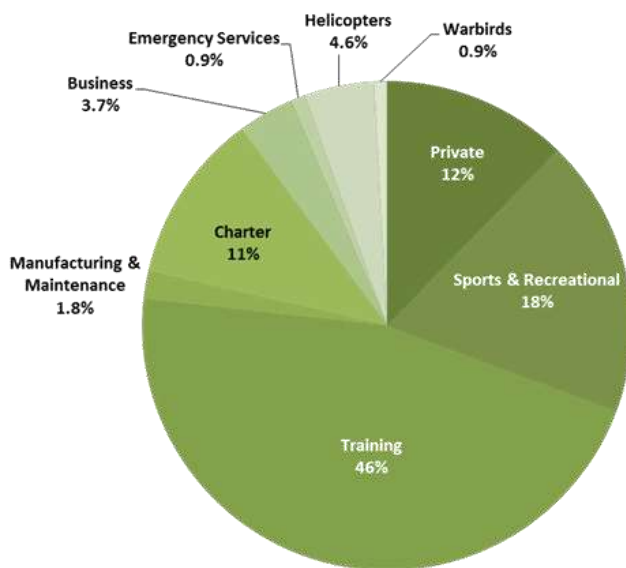
However, LCC recorded movements for a four-month period between November 2009 and February 2010. Annualising the results of this provides an estimated 29,970 movements per year. There is little reason to expect that movement levels have changed significantly since that time and airport management confirms that historically annual aircraft movements have remained relatively constant at between 25,000 and 30,000 per year.

Based on an assessment of the recorded aircraft movements, the approximate split between various categories of aircraft operation is shown in **Figure 1**. Operations are reasonably well distributed across a variety of purposes, with around 30% due to private, sports and recreational users, almost half devoted to flying training and the remainder composed of emergency services, helicopters (of which the majority are operated by the emergency services), charter, business and warbird activity from the Latrobe Flying Museum. It expected that aircraft manufacturing and maintenance operations have increased slightly in line with recent increases in production rates at Mahindra Aerospace, however other categories are considered to remain representative of the current situation.

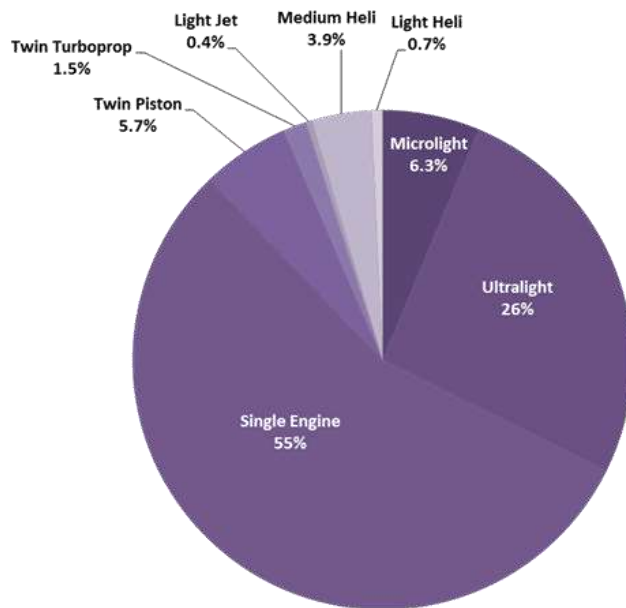
An estimation of the respective proportions of various aircraft types is given in **Figure 2**. The majority of movements are undertaken by single engine aeroplanes, including a substantial proportion of ultralight and microlight categories which are consistent with sports and recreational flying activities.



**Figure 1: Estimated Existing Aircraft Movements by Industry Sector**



**Figure 2: Estimated Existing Aircraft Movements by Aircraft Type**





## 3.0 PLANNING CONTEXT

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This section provides context to the 2015 Latrobe Regional Airport Master Plan in terms of surrounding land uses, relevant strategic planning background documentation and key development constraints.

### 3.1 SURROUNDING LAND USES

Historically, the land between Traralgon and Morwell had primarily been set aside as a non-urban area. However, recent planning undertaken by LCC anticipates a more diverse range of land uses in this corridor to complement the existing industrial and residential land uses. This section of the report identifies the existing surrounding land uses in the area.

#### 3.1.1 RURAL RESIDENTIAL AND FARMING

The land to the east of the site is dedicated to farming and rural living purposes or is vacant. Rural residential properties generally contain a single dwelling and sheds or other structures related to rural living. Land to the west is used primarily for farming purposes and similar development pressures exist. The importance of this Master Plan is increased with the need to control urban encroachment.

#### 3.1.2 PLANTATIONS

There are plantations located to the north and west of the subject site. The plantations present issues regarding fire management and should be considered in light of risks to any future development at, or near to, the site. The development guidelines for the northern part of the site should reflect fire risks.

#### 3.1.3 PAPER MILL

Australian Paper's Maryvale paper mill is located approximately 4 kilometres to the north-west of the Latrobe Regional Airport. According to the Environmental Protection Authority, paper mills have a buffer distance of 5 kilometres for sensitive uses to protect them from adverse amenity impacts such as noise, dust and smells. Currently, noise and pollutant modelling is more frequently used in the assessment of the appropriate distance for development from paper mills. The EPA's main concern is that residential subdivisions do not encroach any further into the buffer 'zone'. The applicable buffer and constraints are described under **Section 3.3.1**.

#### 3.1.4 LATROBE REGIONAL HOSPITAL

Latrobe Regional Hospital is located to the south of the airport. It is understood that the hospital has future plans for expansion, including possible multi-level buildings.

A Planning Scheme Amendment (C64) in December 2009 introduced planning controls for the protection of emergency medical service helicopter flight paths for the Hospital helipad. The amendment constrains development in an area at the airport to the north of the Village caravan





park. However, the extent of constraint over and above the Latrobe Regional Airport OLS in this area of the site is minimal.

Development in the southern parts of the airport site is overlain by height constraints, however in practical terms there are not likely to be restrictive in terms of the type of hangar development which might be expected at the airport.

### **3.1.5 TOURISM**

A motel and three caravan parks are located within the vicinity of the site. The caravan parks cater to both permanent and temporary residents. This accommodation is often used by families of hospital patients.

### **3.1.6 LOCAL BUSINESS**

There are several local businesses in the area surrounding the Latrobe Regional Airport. A nursery and local caravan sales yard are located to the south-east of the site. These businesses are well established in their location and are considered to be compatible with the current and future use of the Latrobe Regional Airport.

### **3.1.7 PRINCES HIGHWAY & GIPPSLAND RAILWAY**

The Princes Highway runs approximately 500m to the south of the airport, providing freeway standard road access to Melbourne. In the future, the proposed Traralgon bypass will deviate from the current highway alignment heading west.

The Gippsland railway, linking Traralgon and Morwell to Melbourne and Bairnsdale runs south of and adjacent to the Princes Highway.

## **3.2 RELEVANT PLANNING BACKGROUND**

### **3.2.1 LATROBE PLANNING SCHEME**

The Latrobe Planning Scheme, including the Municipal Strategic Statement, provides strategic context and planning controls for the Latrobe Regional Airport and its surrounds.

Latrobe Regional Airport Interim Land Use and Development Controls were put in place prior to the 2009 Master Plan, being originally introduced through planning scheme amendment C49 in April 2008. The controls applied to all land currently located within the flight circuit paths of the operational runways at Latrobe Regional Airport and served to ensure that a planning permit is triggered by any sensitive proposed developments in the vicinity of the airport. These interim controls were subsequently extended through further planning scheme amendments.

Recommendations were made in the 2009 Master Plan relating to how the Latrobe Planning Scheme can better assist to encourage the development and expansion of the airport whilst maintaining options for future operations. The 2009 Master Plan and its recommendations were intended to assist to ensure that an appropriate planning framework with strategic justification is put in place.



The Latrobe Planning Scheme currently contains the following provisions in relation to the Latrobe Regional Airport.

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

The State Planning Policy Framework (SPPF) seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development in the interests of net community benefit and sustainable development.

Clause 11.05-1 of the Latrobe Planning Scheme determines Latrobe's Regional City status under the State Planning Policy Framework.

From an economic development perspective, the SPPF under Section 17 of the Latrobe Planning Scheme, identifies that:

- Planning is to provide for a strong and innovative economy, where all sectors of the economy are critical to economic prosperity; and
- Planning is to contribute to the economic well-being of communities and the State as a whole by supporting and fostering economic growth and development by providing land, facilitating decisions, and resolving land use conflicts, so that each district may build on its strengths and achieve its economic potential.

Clause 18.04-2 Planning for airports sets out an objective to strengthen the role of Victoria's airports within the State's economic and transport infrastructure and protect their ongoing operation. Strategies to achieve this include:

- Protect airports from incompatible land-uses;
- Ensuring that in the planning of airports, land-use decisions are integrated, appropriate land-use buffers are in place and provision is made for associated businesses that service airports; and
- Ensuring the planning of airports identifies and encourages activities that complement the role of the airport and enables the operator to effectively develop the airport to be efficient and functional and contributes to the aviation needs of the State.

Under clause 18.04-3 Planning for airfields, the Latrobe Planning Scheme stipulates that planning for areas around all airfields will be such that:

- Any new use or development which could prejudice the safety or efficiency of an airfield is precluded;
- The detrimental effects of aircraft operations (such as noise) is taken into account in regulating and restricting the use and development of affected land; and
- Any new use or development which could prejudice future extensions to an existing airfield or aeronautical operations in accordance with an approved strategy or master plan for that airfield is precluded.



### Municipal Strategic Statement

The Latrobe Planning Scheme Municipal Strategic Statement links the elements of the Latrobe City 'Integrated Planning Framework', which consists of the following:

- **Latrobe 2021** provides the broad future directions for Latrobe. It is Council's most important strategic document which contains directions, objectives and indicators by which Council will monitor progress for the community as a whole;
- **Latrobe City Council Plan** which contains four-year strategies, indicators and a strategic resource plan that contributes to achieving the key objectives of the Latrobe 2021 Vision; and
- **Latrobe City Council Annual Business Plan and Budget** which identifies the allocation of resources to Latrobe City Council's services and projects, to be delivered over the financial year.

The Municipal Strategic Statement provides the objectives and strategies for land use planning in the municipality focussing on 'sustainability' and 'liveability'. It confirms the contribution of the Latrobe Regional Airport as follows:

*Latrobe Regional Airport is integral to the region's transport network and provides a range of employment and recreation opportunities. Well equipped and of a high standard, it ranks as one of the best regional airports in Australia. The airport's supply of serviced industrial land is currently being expanded to facilitate enhanced aeronautical development.*

When preparing amendments to this scheme and before making decisions about permit applications, planning and responsible authorities must take the Municipal Strategic Statement into account.

### Design and Development Overlay

Schedules 7 and 8 to the Design and Development Overlay (DDO7 and DDO8) were introduced under planning scheme amendment C26 in June 2012. DDO7 and DDO8 cover areas in the immediate vicinity of the runways at Latrobe Regional Airport and restrict the heights of buildings which do not require a permit.

DDO7 restricts buildings to a height of 55m AHD and DDO8 restricts buildings to a height of 65m AHD. These heights equate to approximately 0m and 10m above the aerodrome reference elevation<sup>1</sup>.

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<sup>1</sup> The aerodrome reference elevation at Latrobe Regional Airport is approximately the same as the highest runway threshold elevation. However, this is also around 7m higher than the lowest runway threshold. As the obstacle limitation surfaces defined in CASA MOS Part 139 are defined for each runway based on the runway threshold elevation, this means that, the building height limits in DDO7 and DDO8 may not be sufficient to prevent intrusion of all applicable obstacle limitation surfaces.



### **Airport Environs Overlay**

Under the Victorian Planning Provisions (VPP) the purpose of the Airport Environs Overlay (AEO) is to identify areas which are or will be subject to high levels of aircraft noise, including areas where the use of land for uses sensitive to aircraft noise will need to be restricted.

The AEO within the Latrobe Planning Scheme is currently based on the 20 ANEF contour determined through the development of an Australian Noise Exposure Forecast (ANEF) which was prepared in 1998.

Any new building within the extent of the AEO must be constructed so as to comply with any noise attenuation measures required by Section 3 of Australian Standard AS 2021-2000, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction, issued by Standards Australia International Ltd.

Schedule 2 to the AEO identifies uses for which an application must be referred to the airport owner.

### **Other relevant provisions**

Other provisions of the Latrobe Planning Scheme which have particular relevance to Latrobe Regional Airport are:

- Planning scheme amendment C15 introduced the Public Acquisition Overlay to facilitate the expansion of the Latrobe Regional Airport, rezoned airport land so that development and land use is in accordance with a Special Use Zone and introduced a local policy relating to the airport. The local policy was reviewed and removed by planning scheme amendment C62 in January 2010; and
- Parts of the airport land are also affected by DDO5 and DDO6 which control the development of land within a 926m radius of the Latrobe Regional Hospital Helipad site, as described in **Section 3.1.4**.

### **3.2.2 LATROBE CITY COUNCIL PLAN 2013 – 2017**

The Council Plan 2013-2017 outlines Latrobe City Council's vision and direction for the community over the period and will guide decision making and allocation of resources to deliver outcomes and services to the community.

The Council Plan identifies five Themes each with supporting Objectives which provide the framework for Strategic Directions. Under Theme 01 | Job Creation & Economic Sustainability, the Council Plan identifies the following Objectives:

- Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities;
- Actively pursue further diversification of business and industry in the municipality; and



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

The Latrobe Regional Airport Master Plan is identified as a key supporting plan to Theme 01. The other Themes identified in the Council Plan are:

- 02 | Appropriate, Affordable & Sustainable Facilities, Services & Recreation
- 03 | Efficient, Effective and Accountable Governance
- 04 | Advocacy for & Consultation with Our Community
- 05 | Planning for the Future

### 3.2.3 GIPPSLAND REGIONAL GROWTH PLAN

The *Gippsland Regional Growth Plan*, finalised in May 2014, is one of eight regional growth plans have been developed to provide broad direction for land use and development across regional Victoria.

The regional growth plans respond to directions established in the regional strategic plans that were prepared across regional Victoria between 2007 and 2010.

Having been developed in a partnership between local government and state agencies and authorities, regional growth plans reflect state and local government objectives and provide a long-term view of the region to 2041 and beyond.

Under Aviation and Manufacturing, the *Gippsland Regional Growth Plan* notes:

*“Gippsland has existing capabilities in advanced manufacturing and engineering services that support the mining and power generation sector, and specialised operations in agriculture, aircraft manufacturing and paper production. The region includes businesses with capabilities in steel fabrication, precision engineering and maintenance, packaging and plastics manufacturing that generate exports to both national and international markets.*

*Recent investment to redevelop defence facilities and the potential for expansion of RAAF operations in central Gippsland provide leverage opportunities for construction, manufacturing and technical service industries across Gippsland. The region’s capacity in aircraft manufacturing also presents opportunities to diversify into similar high technology enterprises that may grow through collaboration with the Latrobe Regional and West Sale airports as well as supporting the defence sector “*

The plan includes key strategies for future land use in this sector which:

- Facilitate opportunities within aviation-related industries;
- Develop further the region’s research and development profile;
- Increase Gippsland’s capacity in advanced manufacturing and engineering; and
- Support the continued presence and future growth of the defence sector in Gippsland.



### 3.2.4 GIPPSLAND FREIGHT STRATEGY

The *Gippsland Freight Strategy*, developed by the Gippsland Local Government Network in 2013 sets out a number of priority actions for addressing the freight task associated with the development of a coal derivative export industry along with intensification of primary industry.

Given the nature of the freight task, the strategy focusses on road, rail and port infrastructure requirements. However promoting the development of an air freight service out of Gippsland, subject to its commercial viability, is identified as Priority Action 14.

### 3.2.5 LATROBE CITY ECONOMIC SUSTAINABILITY STRATEGY 2011

The Latrobe City Economic Sustainability Strategy describes the framework by which Latrobe City Council will work with the community to cultivate sustainable economic development in Latrobe City and contribute to the delivery of the liveable, vibrant and enterprising region described in the Latrobe 2026 community vision.

Opportunities for investment and growth that bring new capital into the local economy, align with the strengths of Latrobe City, complement existing industries and serve to diversify the economy will be proactively identified and aggressively pursued. Prospects that will be targeted include: food processing, power generation; shared services; and education and training. With specific reference to the Latrobe Regional Airport, the strategy identifies the following actions:

- Attracting aviation related businesses including aerospace industries, adventure tourism firms, aviation training facilities and related service providers to establish or expand their operations on the expanding Latrobe Regional Airport site
- Developing the Latrobe Regional Airport as a concentrated Employment Zone.

The Latrobe Regional Airport Master Plan forms a key document directly referenced by the Economic Sustainability Strategy.

### 3.2.6 TRARALGON GROWTH AREAS REVIEW

Traralgon is the largest urban area in the Gippsland region and Latrobe City Council undertook the *Traralgon Growth Areas Review* (TGAR) in response to a number of critical factors which put pressure on the ability of Traralgon and surrounds to accommodate future development. The TGAR was adopted by Council in 2014.

The purpose of the TGAR is to identify all future urban development growth options in and around Traralgon to ensure sufficient land is set aside for long term residential, commercial and industrial requirements as a result of future population, housing, retail and employment demands.

The TGAR acknowledges the importance of Latrobe Regional Airport as a major regional asset with considerable existing investment and recommends that consideration be given to the long term needs and opportunities of the aerodrome in a broader strategic context, including the land requirements for the airport.



### Population Forecast

The TGAR adopts population growth forecasts of between 0.97% (low-growth case) and 1.32% (high-growth case) for the period to 2051, derived from an assessment of various population growth forecasts developed for Latrobe City and Traralgon over the preceding few years. The medium-growth case assumes 1.15% growth in population per year.

### Traralgon West Structure Plan

One of the key outputs of TGAR is the *Traralgon West Structure Plan* which provides additional detail and direction regarding future land use and planning of the Traralgon-Morwell corridor, within which Latrobe Regional Airport is situated. A copy is included for reference at **Appendix B**.

The proposed *Traralgon West Structure Plan* presents a number of opportunities which are relevant to the potential development at Latrobe Regional Airport. These include:

- A proposed train station on the Gippsland Railway at the Airfield Road/Princes Highway intersection;
- A neighbourhood activity centre at the Airfield Road/Princes Highway intersection;
- Indicative active open space to support the residential development envisaged east of Airfield Road;
- The Traralgon – Morwell shared path adjacent to the northern and western boundaries of the airport; and
- An indicative bus stop on Airfield Road within close proximity to the terminal and north-east commercial area.

To the south of the airport site, the *Traralgon West Structure Plan* identifies the land immediately adjoining the hospital and south of the airport as an 'employment investigation area', to be developed with employment generating uses directly related to Latrobe Regional Airport or the hospital to support the Regional City of Latrobe. The plan identifies that further work in the form of a development plan or master plan is required in relation to this area. This should include discussions with the Latrobe Regional Airport Board, Latrobe Regional Hospital and relevant landowners, to clarify the best future use for the land as well as finalisation of master plans for both key facilities. As such, this Latrobe Regional Airport Master Plan 2015 should be considered in any land use decisions affecting this area.

### 3.2.7 LATROBE VALLEY INDUSTRY AND EMPLOYMENT ROADMAP

The *Latrobe Valley Industry and Employment Roadmap* is the Victorian Government's long-term plan to assist the Latrobe Valley to grow and diversify its industry base. The Roadmap was developed in response to a need for the region to transition its economy as a result of a national price on carbon. It sets out a strategic framework for guiding future investment and collaboration in response to locally developed advice for addressing the challenges facing the region's economy.



The Roadmap recognises that aviation and aerospace are well established capabilities within the region and that Mahindra Aerospace activities supported by Latrobe Regional Airport are an important element of this.

Federation University (formerly Monash University's Gippsland Campus) is also identified in the Roadmap as well placed to continue as a major site of research in the region with a strategy of developing education and training courses in areas of expertise linked to local need.

The Roadmap framework is based around seven Strategic Directions. Strategic Direction Two (Strengthening the Workforce) has direct relevance to the Latrobe Regional Airport Master Plan.

### 3.2.8 PLAN MELBOURNE

In May 2014 the Victorian Government released *Plan Melbourne*, intended to guide Melbourne's housing, commercial and industrial development through to 2050 and seeking to integrate long-term land use, infrastructure and transport planning. The plan identifies that access to Melbourne Airport from the east and south-east is becoming increasingly difficult.

Under Initiative 1.5.6 of *Plan Melbourne* the government has committed to plan for a third airport in Melbourne's south-east. Although the realisation of a third airport is seen only as a possibility even in the long term, it would serve one third of Victoria's population including the 300,000 residents of Gippsland, would have the benefit of good road connections and would be an important driver for significant job creation. The Shire of Cardinia has identified locations between Koo Wee Rup and Lang Lang as potential sites, and the state government has undertaken to confirm a preferred site in partnership with local governments as a first step in the process.

## 3.3 DEVELOPMENT CONSTRAINTS

### 3.3.1 URBAN AMENITY BUFFER

Land on which the Australian Paper Maryvale pulp mill is located is zoned Industrial 2 Zone. There is a requirement in the Latrobe Planning Scheme for the establishment of a nominal 5km buffer around the uses occurring on the site. This nominal buffer can be adjusted on the basis of more location specific modelling and assessment.

Modelling has been undertaken for the Australian Paper mill by GHD and the resultant buffer is shown in both the TGAR and the Gippsland Regional Growth Plan. Whilst this buffer is not included in the Latrobe Planning Scheme as an overlay control, it is considered a constraint to further residential development or intensification in the area without the agreement of both Australian Paper and the EPA. The buffer would not be a constraint for other industrial land uses.

The urban amenity buffer is shown on **Figure D** and affects the northern and western portion of the Latrobe Regional Airport land, limiting the uses available in the northern and western development areas. It is however noted that the buffer is directly linked to the processes undertaken at the paper mill and there is, therefore, the possibility that the location may change or that restrictions may be adjusted in the future should those processes change.





### 3.3.2 GIPPSLAND WATER FACILITY BUFFER

A Gippsland Water emergency storage facility is located adjacent the northern boundary of the site, on the opposite side of Old Melbourne Road. A buffer to this facility also covers approximately a third of the northern portion of the site, as identified within the *Traralgon West Structure Plan* and indicated on **Figure D**.

There is some ambiguity regarding the interpretation of the application of the buffer between Gippsland Water and the Latrobe Regional Airport. Although this has the potential to limit any future sensitive uses (such as the airpark units), the buffer is currently contained within the urban amenity buffer associated with the Australian Paper Maryvale pulp mill.

### 3.3.3 GAS PIPELINE EASEMENT

A gas pipeline runs adjacent the western and northern boundary of the airport, within the airport fence. An easement approximately 50m in width, based on the applicable Design and Development Overlay Schedule 1 (DDO1), accommodates the pipeline. Development within the confines of DDO1 is subject to restrictions to ensure that buildings and works, particularly buildings designed to accommodate people, are sufficiently separated from high pressure pipelines for safety reasons.

For the purposes of this Master Plan, development within DDO1 is generally avoided. However before further detailed design is undertaken, further investigations into the implications of this pipeline should be considered, particularly with regards to access.

### 3.3.4 BIODIVERSITY ASSETS

A Native Vegetation Assessment was prepared by Indigenous Land Design Management in May 2008. This assessment provides a comprehensive native vegetation survey within Latrobe Regional Airport land. This assessment looked at the potential impacts of the previous Airport Master Plan. It provided a map that shows the location of remnant patch areas (habitat zones) and indigenous trees that are identified to be protected. The remnant patch areas identified across the study site should continue to provide the appropriate guidance for the provision of offsets as conditions of planning permits. This assessment was utilised in the 2009 Master Plan to identify areas of vegetation that should be retained. As far as possible, the proposed development avoids these areas.

The northern development area is considered appropriate for future development. No remnant patch areas were found here and the remnant indigenous tree on the northern boundary is able to be protected.

### 3.3.5 CULTURAL AND HERITAGE

It is understood that neither indigenous nor built heritage sites exist within the Airport boundary.



## 4.0 STRATEGIC DIRECTION

### 4.1 VISION

The 2009 Master Plan incorporated a vision for the Latrobe Regional Airport. An important element of this 2015 Latrobe Regional Airport Master Plan is to test and adjust this vision as necessary to ensure it continues to reflect the community's aspirations for this important asset. During a visioning workshop at the airport in December 2014, the following points were identified as important components of the vision:

- To promote development and expansion;
- Regionally significant;
- Provide a hub for aviation and employment;
- Add economic and social benefit; and
- Maintain options for passenger services.

The adopted vision for the Latrobe Regional Airport to be reflected in the 2015 Master Plan encapsulates all of the above. The vision statement itself remains essentially identical to that developed in the 2009. It is:

*To promote the development and expansion of the Latrobe Regional Airport as a regionally significant airport providing a hub for aviation services and employment thereby adding economic and social benefit to the region, whilst maintaining options for future passenger transport services.*

Further detail on particular opportunities to fulfil this vision, including the viability of various forms of passenger operations, is provided in **Sections 4.3 through 4.5** below.

### 4.2 STAKEHOLDER CONSULTATION

#### 4.2.1 CONSULTATION SCHEDULE

In line with Council's Community Engagement Strategy consultation was undertaken with a range of stakeholders to identify key issues and opportunities. This consultation targeted key internal and external stakeholders, existing airport tenants and users, landowners in the surrounding area, and other interested organisations to provide early input to the development of the Draft Latrobe Regional Airport Master Plan 2015.

Consultations with airport-based stakeholders were undertaken in person at Latrobe Regional Airport either individually or in group sessions. Other organisations were contacted by email.

A full schedule of consultation achieved throughout the early consultation phase, which ran from March to October 2014, is provided at **Appendix C**. Key feedback from this consultation is summarised below.



#### 4.2.2 KEY CONSULTATION FEEDBACK

- 24-hours automated weather information service (AWIS) is essential for a number of operators and in particular Air Ambulance Victoria.
- Accessibility of the current AvGas fuel bowser location in proximity to the maintenance workshop and public areas is not good.
- Adequate provision should be made for growth in helicopter operators, with adequate definition of helicopter landing site locations and appropriate separation of fixed-wing and rotary-wing operations as far as practicable.
- Multiple access points to airport development is confusing and a number of visitors can easily get lost when the location they seek is not within the terminal area. It will be important to address this through clear wayfinding and obvious road access routes.
- Although regular public transport services are generally considered unlikely, some form of low-capacity commuter service to Melbourne along with occasional larger aircraft charters for local events, remains an aspiration and must be provided for.
- There is a view that the vision for the airport may need to change in order to enable the Master Plan requirements to get incorporated into the planning scheme, and that the previous LRAB commitment to a residential airpark may have been a reason for previous failure to ensure adequate provisions for airport safeguarding in the planning scheme previously.
- Emergency services will continue to be an important and expanding role which the airport must facilitate.
- The airport and Council must direct the focus outwardly to convince people and businesses the Latrobe Valley is a great place to locate.
- The need for and value of operational efficiency should not be underestimated, versus the number of lease sites provided.
- It is important that LCC continues to promote and raise awareness of the value of the airport within the wider community, to ensure that the importance of this asset and the full extent of benefits to the region in terms of employment and the economy are understood.

#### 4.3 AVIATION TRENDS AND OPPORTUNITIES

There are a number of broad trends in the aviation industry nationally and globally which can be expected to influence the range of opportunities available for aviation businesses at regional airports such as Latrobe. The key trends considered most relevant to regional locations like Latrobe Regional Airport are outlined in the following sub-sections.

##### 4.3.1 REGIONAL AIR SERVICES

Regional air services have, in general terms, experienced a trend towards a reduction in the number of routes and destinations served, but with a trend toward larger aircraft types which is helping to drive passenger numbers on those routes which have retained services through more favourable aircraft operating economics leading to more affordable fares.



The major regional carriers (Regional Express, Virgin Australia Regional Airlines, and QantasLink) are now unlikely to perceive a route as viable where there is annual demand of less than 30,000 passengers per year.

This trend is related to the fact that aircraft types in the sub 50-seat category are now all out of production. An increasingly ageing fleet capable of serving ports with very low annual traffic is likely to contribute to a further reduction in viability of thin regional markets into the future. Despite widespread calls for new, modern and efficient aircraft suitable of serving the 19-seat market, this segment of the regional aircraft market is still under-provided.

#### **4.3.2 AIRLINE PERSONNEL TRAINING**

The expected growth in global air travel demand is fuelling demand for unprecedented expansion of the airline fleet. Boeing forecasts an increase of 21,270 aircraft in the global fleet over the next 20 years whereas Airbus suggests 31,000 will be required. A large proportion of these aircraft will be destined for airlines based in developing markets such as the Asia-Pacific region. These aircraft will, typically, need 5-6 crews (comprising both flight and cabin personnel) to operate each on an ongoing basis.

Australia is well placed to provide airline personnel training, as a pioneer of aviation and an acknowledged global leader in many aspects of the industry. Generally favourable meteorological conditions and relatively uncongested airspace mean that pilot training in particular is served by a number of Australian-based providers already, with more seeking to enter the market.

Flight training for commercial airlines is gravitating towards an academy model, focussed around high-intensity flying operations combined with intensive study. Academies generally seek to operate in the 100-200 students per year range to maximise efficiencies in what is becoming an extremely cost-competitive market. Such academies need easy access to international gateways for cadets, educational linkages to provide basic English skills, and airport facilities which are compatible with high-levels of training operations including large volumes of touch-and-go circuits. Ideally, such airports will be dedicated to flight training or at least prioritise this activity over other aviation uses. As such, commercial pilot training is largely confined to the major metropolitan general aviation airports, with Moorabbin Airport in Melbourne establishing itself as Australia's premier flight training facility. This however presents opportunities for regional aerodromes to serve the pilot training needs of individuals in a less congested environment and where a more personal service can be offered.

Cabin crew training also offers an opportunity although there is a lesser requirement for this to be undertaken outside of an airline's home country. Nor is it essential that training facilities for cabin crew be located on-airport. Similar accessibility requirements apply as airlines seek to minimise the time spent training in what is a high-turnover industry where costs must be minimised.



#### **4.3.3 AIR FREIGHT**

The economics of regional air freight services suffer from the same challenges as regional passenger services, although to a lesser extent. The freight sector has always tended to operate older aircraft types which have reached the end of their economic passenger-service life and this sector is still relatively well provided for in terms of freight operations.

The establishment of direct international freight services from regional locations is often considered to be a possibility. However, the vast majority of air freight is carried on passenger aircraft where imbalances in directional flows of passengers and freight can be used to offset each other. The dedicated air freighter segment requires a balance of inbound and outbound freight in order to make services economically viable. In markets with good highway access to international gateways where freight can be carried on passenger services or consolidated to feed demand for larger freighter operations, air freight activity is likely to be limited.

#### **4.3.4 AIRCRAFT MAINTENANCE**

With growth in the airline fleet comes an increasing need for aircraft maintenance, repair and overhaul (MRO). Despite trends for this activity to be undertaken outside Australia, the country retains a strong presence in the MRO sector. A number of regional ports have been successful in establishing and expanding maintenance facilities to serve regional aircraft markets, including the Regional Express maintenance facility and Wagga Wagga and QantasLink engineering base at Tamworth. However, these locations benefit from being on the network of the respective airlines and so ferry costs and down-time are minimised. Efficiency is the key to remaining competitive with offshore providers where labour costs may be substantially lower than in Australia.

#### **4.3.5 AEROSPACE TRAINING & EDUCATION**

The aviation industry continues to face significant skills shortages in aircraft maintenance, repair and overhaul (MRO) sectors. This includes airframe, powerplant and internal fit-out. The avionics field in particular is suffering from skills shortages as new technology rolls out across the general aviation fleet at an increasing rate. There is an urgent need to provide training and education in this sector, which has not to date been as responsive to the challenge as the pilot training sector has. However, a number of initiatives are beginning to emerge involving partnership between regional airports, aircraft maintenance providers and technical training institutions such as TAFE.

#### **4.3.6 HELICOPTERS**

The rotary-wing sector has been one of the fastest growing in Australia for much of the last decade. The sector is diverse, but is highly active in important areas such as emergency services (including air ambulance, firefighting, surf lifesaving and police), search and rescue, agricultural, charter and pleasure flights.

The industry requires a support and service network covering all of the same requirements as the fixed-wing sector including manufacture and assembly, maintenance, pilot training, and crew



training and currency in specialist aspects such as winching and rappelling and night vision operations. Helicopters are particularly versatile in the urban metropolitan environment and so regional airports such as Latrobe which are proximate to major cities offer good opportunities to service requirements such as crew training and maintenance.

#### **4.3.7 UNMANNED AERIAL VEHICLES**

One of the fastest growing sectors of the industry at present is the manufacture and operation of unmanned aerial vehicles (UAVs)<sup>2</sup>. UAVs have primarily been utilised in military or special operations, but are increasingly used in a growing number of civil roles generally involving aerial photography or surveillance of some kind. Accordingly UAVs come in a variety of sizes dependent on use, but are typically much smaller than piloted aircraft.

Operationally, a great degree of care is required in operating UAVs in the vicinity of other aircraft, which results in obvious potential conflicts in close proximity to aerodromes. In the context of Latrobe, however, there may be some opportunities associated with UAV development, prototyping and manufacturing which could offer synergies with existing activities in similar fields. It would be imperative, however, that safety issues associated with UAV operation and interaction with piloted aircraft be appropriately managed.

### **4.4 OPPORTUNITIES REFINEMENT**

#### **4.4.1 REGIONAL ECONOMIC CONTEXT**

The largest industries in the Latrobe Valley by number of businesses are classified as property and business services (21%), construction (20%) and retail trade (14%). This is consistent with the trend for Victoria as a whole. Agriculture, forestry and fishing are also significant components of the local economy, comprising 12% of the local economic base.

A major strength of the region is the extraction of coal resources for the generation of electricity, with major power generators in the Latrobe Valley representing 85% of the total electricity generated in Victoria. Latrobe City is also the location of a number of significant manufacturing facilities, many of which are associated with the region's electricity generation and coal mining activity. It is anticipated that technological advances will assist in securing this industry over the long term, although the region remains focussed on diversifying its economic base.

Key economic drivers over the period of the Master Plan are expected to revolve around diversification of the economy generally, 'cleaner' coal technology production and use, advanced manufacturing, and the attraction/retention of specialist skills. In terms of employment, Latrobe Regional Hospital and Australian Paper are expected to be important job providers while the power generation industry reduces its workforce.

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<sup>2</sup> UAVs are commonly referred to as 'drones' and also known as unpiloted aerial vehicles or remotely piloted vehicles.



#### 4.4.2 EXISTING AIRPORT ACTIVITIES

Existing businesses operating at Latrobe Regional Airport are indicated on **Figure C**. The activities encompassed by these include the following areas.

##### **Aircraft manufacturing**

GippsAero has designed and manufactured aircraft since the 1970s and been based in the Latrobe Valley since its formation as Gippsland Aeronautics in 1977. GippsAero's design and manufacturing capabilities are unique in Australia and this provides Latrobe Regional Airport with Australia's only commercial aircraft manufacturing facility.

Building on the development of the GA200 agricultural aircraft in the early 1990s, GippsAero's flagship aircraft is the GA8 Airvan. The Airvan is an eight-seat, high-wing, single-engine utility aircraft capable of operating on short, low-cost, semi-prepared airstrips that has proven ideal for many Australian operators in remote areas. Since its first delivery in 2000, the Airvan has been exported around the world and is used throughout Australia. With the success of the GA8, GippsAero is developing the GA10 (a stretched version of the GA8), and the GA18 – a twin turbo-prop commuter and multi-role aircraft.

The Airvan is an Australian success story and one of the few new aircraft types fulfilling low-capacity passenger sector needs.

##### **Charter services**

Both the Latrobe Valley Aero Club and Aerial Extras offer aircraft hire and charter services currently. However, there is no operator specifically serving a passenger charter market or freight operation.

##### **Aircraft maintenance**

East Coast Aviation offers aircraft maintenance for about 120 aeroplanes across the area from Flinders Island to Northern NSW. Services cover airframes and engines and the company is considering adding an avionics bay. Workforce has grown to seven employees in total. Diversification opportunities include the supply of aircraft parts to private individuals

##### **Test and ferry**

Aerial Extras offers test flying and ferry services. The company is widely known and respected for undertaking tasks which are beyond the capability or desire of other operators. The presence of such a company is seen as an asset for Latrobe Regional Airport which could provide opportunities for expansion of associated businesses, including maintenance providers and prototype development.

##### **Emergency Services**

The Department of Land, Water, Environment and Planning (DELWP) operates a minimum of 2 and up to 6 fixed wing fire-bombing aircraft from Latrobe Regional Airport during each bushfire



season. A dedicated fire base facility has been established to accommodate this, in addition to temporary operations which occur in the area between Taxiway A and Runway 03/21.

The DELWP fire base at Latrobe Regional Airport sets the benchmark for DELWP aerial firefighting bases across Victoria. DELWP has recently expanded its lease area to accommodate a mixture of fixed and rotary-wing operations including Bell JetRanger and Eurocopter Squirrel aerial attack platforms.

40-50 personnel are domiciled locally during the bushfire season. This includes a number of people on duty continually at the airport on a 15-30 minute call-out basis. During winter the facilities are utilised by the CFA or engaged in maintenance activities and infrastructure upgrades.

### **Flying Training**

There are currently three flying training providers at Latrobe Regional Airport. Osprey Aviation Services and Aerial Extras offer training in accordance with Recreational Aviation Australia (RAAus) requirements.

The Latrobe Valley Aero Club provides Private Pilots Licence, Commercial Pilots Licence and Multi-engine command rating as well as recreational pilot training.

### **Warbirds and historical aircraft**

Latrobe Flying Museum houses a collection of historical aircraft and operational warbirds.

### **4.4.3 OTHER AIRPORTS**

There are a number of other airports in the region. Whilst in some senses these will be competing for the same opportunities as Latrobe Regional Airport, an understanding of the current activities will assist in identifying the relevant points of difference.

#### **Moorabbin**

Moorabbin Airport in Victoria is Australia's largest centre for commercial flight training for both fixed and rotary wing aircraft with training-related movements accounting for a large majority of all aviation activity.

More than 200 businesses (50 aviation-related) operate within the airport land, which is leased and operated by Moorabbin Airport Corporation from the Commonwealth under the *Airports Act 1996*.

Aviation-related activities and businesses include maintenance, charter, freight, recreational flying, and aerial work (aerial photography and surveying). Emergency services, such as the Royal Flying Doctor and Air Ambulance are also based at Moorabbin.

As well as aviation, on-airport land uses include light industrial, manufacturing, logistics, commercial and retail. Non-aviation businesses that operate within the airport land include: Direct Factory Outlets, Kensington Central Plaza and Chifley Business Park. The Australian National Aviation Museum and the Royal Victorian Aero Club are also based at the airport, which is surrounded by a mix of industrial, commercial, business and residential land use.





Facilities at Moorabbin include two intersecting pairs of parallel runways, two helipads, and an air traffic control tower which enable it to serve several flight training organisations.

The airport currently operates at a level of almost 250,000 movements per annum and it is predicted that there is a long-term capacity of 500,000 movements.

#### **West Sale**

The West Sale Airport serves as a regional facility for commercial, recreational and military purposes. It is predominantly utilised by the oil and gas industry, emergency services such as the air ambulance, commercial charter operators, private business, recreational flying and RAAF flight training. Facilities at West Sale Airport include fuelling services, an airport terminal building that provides car parking, public phones and a waiting room. The airport does not charge any landing fees.

There are a limited number of business and other organisations, including a TAFE (Federation Training) automotive engineering training facility, an accommodation and aviation-oriented business and an oil and gas safety training facility.

#### **Bairnsdale**

Bairnsdale Airport is a relatively small aerodrome, but it supports a number of commercial aviation enterprises including corporate charters, aerial firefighting, emergency medical services, recreational flying and a courier service.

Support facilities include fuelling services and aircraft and fleet maintenance. The airport is open 24 hours and does not charge a landing fee. Both of these incentives are designed to attract business to the airport.

#### **Tyabb**

Tyabb Airport, on the Mornington Peninsula, is a privately owned, unlicensed airfield. The owner-operator is the Peninsula Aero Club, which provides a flight school, charter flights and joy flights. The airport also offers aircraft engineering services and support for emergency services.

The airport attracts aviation tourists and other visitors through the Tyabb Air Show, which is held every two years.

#### **Leongatha**

Leongatha Airport is the only commercial airfield within the South Gippsland Shire. A flying school operates from the airport and other businesses include four car rental agencies. An air services company offers pilot training and aircraft charter and hire. The airport site was recently subdivided to facilitate future aviation-related development opportunities.

### **4.4.4 SWOT ASSESSMENT**

A SWOT (Strengths, Weaknesses, Opportunities, Threats) assessment was undertaken with the Latrobe Regional Airport Board on 7 October 2014. The assessment considered general aspects of



the region as they relate to opportunities at Latrobe Regional Airport, as well as specific airport features. The key points identified during the assessment are indicated in **Table 1**.

**Table 1: SWOT Assessment**

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> <li>▪ <b>Proximity to Melbourne's</b> population base as this gravitates to the south east of the metropolitan area</li> <li>▪ <b>Central location</b> to attractions including beaches, the snow, and a major capital city (with associated amenity)</li> <li>▪ Recognition from government as one of the <b>identified regional centres</b> in Victoria</li> <li>▪ General <b>population growth</b> +1% (in excess of other regional centres)</li> <li>▪ Excellent <b>health facilities</b></li> <li>▪ <b>Accessibility</b></li> <li>▪ Friendly people and a <b>strong sense of community</b></li> <li>▪ Rich in <b>natural resources</b> including productive agricultural land</li> <li>▪ A <b>well-developed airport with respected businesses</b> such as GippsAero and Helimed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Image</b> of the Latrobe Valley has a number of negative perceptions including:                             <ul style="list-style-type: none"> <li>- "Cancer cluster"</li> <li>- Mining accidents</li> <li>- Industrial &amp; polluted area</li> <li>- Heavy union influence on industrial relations</li> <li>- Colloquial</li> </ul> </li> <li>▪ <b>Low connectivity</b> between the residential and employment areas of the Morwell, Moe and Traralgon, for pedestrians especially</li> <li>▪ An <b>ageing workforce</b> and <b>lack of diversity</b> in the skills base</li> <li>▪ <b>Difficulty retaining skills</b> in the region or attracting them to relocate from elsewhere</li> <li>▪ <b>Limited public transport</b> connections to/and from Melbourne at times suited to a 'reverse-commute'</li> <li>▪ <b>A lack of community engagement</b></li> </ul>
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> <li>▪ <b>Population growth</b></li> <li>▪ <b>Recreation</b> infrastructure</li> <li>▪ A <b>Gippsland Aviation Hub</b>, in conjunction with military pilot training at RAAF Base East Sale</li> <li>▪ <b>Lifestyle</b></li> <li>▪ <b>Tourism</b></li> <li>▪ Airport businesses already provide over <b>200 jobs</b></li> <li>▪ <b>Education</b> including flying training</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Land use pressures</b> including the need to maintain compatible land uses, requirements for additional residential development and the need for public acceptance of the airport and all associated activities</li> <li>▪ Incompatibility of long-term initiatives with <b>Government policy timeframes</b> based on an electoral cycle</li> <li>▪ <b>Relocation of the freeway</b> (through the proposed Traralgon Bypass) risks disconnecting it from the town.</li> </ul>

#### 4.5 FUTURE GROWTH AND BUSINESS DEVELOPMENT OPPORTUNITIES

Taking into account the vision established for Latrobe Regional Airport, feedback from the stakeholder consultation process, consideration of global and national trends in the aviation industry, the regional economic context, current airport operations and the assessment of strengths, weaknesses, opportunities and threats presented above, a refined and prioritised list of possible opportunities for aviation business growth was developed for further consideration.



The list includes:

- Regional aerospace manufacturing hub;
- Aerospace education and training;
- Aircraft maintenance;
- Emergency services;
- Private aircraft storage hangars;
- Aviation-related events;
- Helicopters;
- Residential Airpark
- Pilot training; and
- Passenger services.

These opportunities are discussed in the following sub-sections.

#### **4.5.1 REGIONAL AEROSPACE MANUFACTURING HUB**

Existing Latrobe Regional Airport tenant Mahindra Aerospace is Australia's only commercial aircraft manufacturer and currently employs approximately 200 personnel on airport. Production of the GA-8 at Latrobe has increased to between 1 – 2 aircraft per month. Over the next five years Mahindra is looking to achieve a sustainable production rate of 30 per year for this aircraft whilst increasing production of the GA-10 from 3 to 30 per year also. In the longer term, production rates of 70-80 aircraft per year in 10 years are conceivable.

Future expansion of Mahindra activities at Latrobe needs to be considered in the context of the comparative cost-effectiveness of offshore manufacturing activities. Development of new aircraft types is also necessarily subject to market feasibility and business case development, and there is the possibility that global aircraft manufacturers are waking up to the gap in the 18- to 20-seat market with a revamp of the DHC6 Twin Otter expected. For Mahindra the GA-18 concept will need to be evaluated in this light.

Regardless of the nature of activity, it is considered a priority that Mahindra Aerospace operations remain at Latrobe in the long term. The presence of an aircraft development and manufacturing capability offers a number of unique opportunities which could combine to create a regional aerospace manufacturing hub. Such a hub could incorporate a number of related activities consistent with state and local government's stated employment priorities for the Latrobe Valley region, including:

- Component manufacture;
- Aircraft parts storage/warehousing and supply;
- Advanced materials and manufacturing; and



- Research and development;

The development of such a hub will inevitably be an incremental process. Although a number of the elements are in place within the region, finding the right balance and application of these supporting activities to the aerospace sector and the appropriate level of facilities to locate at Latrobe Regional Airport will require effort. Whilst there are clearly synergies in having some of Mahindra's onshore providers located on-site, as these suppliers' have other customers in different industries there would need to be other benefits realisable to them by relocating. Nonetheless Mahindra is keen to work with LCC to identify which onshore providers might locate adjacent to its operations.

A key enabler in such a concept is for aerospace engineers to be attracted to Latrobe Valley as a place to live.

#### **4.5.2 AEROSPACE EDUCATION AND TRAINING**

As discussed in **Section 4.3.4**, there are major industry-wide skills shortages across all forms of aircraft engineering. Skills shortages in aircraft maintenance sectors lend themselves naturally to education and training opportunities. Few airports have, so far, been successful at establishing effective campuses which address apprenticeship and skills development requirements with a capability to provide aircraft maintenance services.

As indicated within the *Latrobe City Economic Sustainability Strategy 2011*, Latrobe City is the educational centre for Gippsland, offering some of the finest educational facilities in regional Australia. Due to a strong relationship between education providers and industry, Latrobe City has been a leader in vocational education and industry training for many years.

The opportunities to channel the existing education and training infrastructure towards the aerospace industry's skills gaps would appear to be significant.

#### **4.5.3 AIRCRAFT MAINTENANCE**

If Latrobe Regional Airport can establish an education and training capability, then clear synergies exist to attract aircraft maintenance, repair and overhaul organisations to the airport. These MRO facilities would be able to draw on the available pool of apprentice talent to add to experienced licensed aircraft engineer resources, which would develop in the region over time if the challenges of retaining skills in the area can be overcome at a municipal level.

Avionics in particular offers an opportunity due to particularly acute skills shortages combined with increased reliance on new technologies and roll-out of computer-based systems to airframes.

#### **4.5.4 EMERGENCY SERVICES**

There remains potential for future expansion of emergency services activities at Latrobe Regional Airport. DELWP has indicated that despite recent expansion, aerial firefighting aircraft numbers could conceivably double in the 5 – 10 year timeframe.



The established presence of DELWP and Helimed 1, together with a clear commitment to ensuring these are model facilities for regional areas, and the strategic regional importance of the airport as a regional emergency services hub for Gippsland, mean that other service providers such as training and maintenance providers could be attracted to the airport in the future.

It is important to recognise the importance of the airport and its support to the emergency services in the region and to protect and enhance the emergency services precinct at the site.

#### **4.5.5 PRIVATE AIRCRAFT STORAGE HANGARS**

Uptake of the recently developed private hangar precinct has been strong, with a majority of the existing sites available having been let. Growth in this opportunity is considered to remain solid, leading to demand for expansion of the private hangar precinct. This might include a combination of individual hangars along with further common-use facilities which might serve a more temporary need, through consolidation of hangar space and sub-letting individual aircraft parking on a short-term (yearly, monthly or weekly) basis. Nonetheless, the requirement for private aircraft storage is driven primarily by the local population. Based purely on expected population growth rates an increase in demand for hangar sites of 20% – 35% of the current demand is expected.

#### **4.5.6 AVIATION-RELATED EVENTS**

Latrobe City Council has an events-focussed strategy which includes activities such as motor sports and timber industry conferences. It is considered that some of these events could be used to raise the profile of the airport within the community. Previous events including musical performances have been held at the airport and this could be an opportunity for similar activities in the future. Possibilities include:

- Aviation fly-ins for the recreational aviation community, which would require parking for large numbers of itinerant light aircraft;
- Sporting-related activities such as Auskick or other youth development promotions, with the possibility that ambassadors could arrive and depart by charter aircraft;
- Musical or other cultural events, with the performers arriving and departing by air;
- Air displays of an aerobatic, warbird or other aviation heritage nature;
- Mahindra/GippsAero promotions; and
- Aviation trade events.

#### **4.5.7 HELICOPTERS**

Given the growth in the helicopter sector generally, and the suitability of the facilities at Latrobe for helicopter training including winch/rappel activity, helimed crew training and confined space assessments, which are undertaken in the adjacent plantation, it is expected that there will be opportunities to attract helicopter operators, training and maintenance providers to the airport.



#### 4.5.8 RESIDENTIAL AIRPARK

The demand for hangar accommodation combined with residence is becoming increasingly popular in Australia and can, in general, be considered an important growth sector. Previous Master Plans for Latrobe Regional Airport in 1998 and 2009 have identified space for a residential airpark on the airport.

A number of factors however contribute to the success of an airpark development, including resident demographics, facilities and safety standards.

There are several successful airparks within Australia and these include the Whitsunday Aviation Village Estate, Gatton Airpark in Queensland, Yarrowonga in Victoria and Temora in New South Wales. Despite their popularity, the quality and aesthetic of these airparks varies considerably.

The Whitsunday Aviation Village Estate and Temora Park incorporate residential and commercial precincts. The Gatton Airpark is residential only, however the residents own the airpark. There are also airparks in planning stages located in Gympie, Queensland, and Denmark, Western Australia.

Airparks appeal to a certain demographic, which generally includes aviation enthusiasts, charter businesses and holiday-makers. Key motivations for choosing to live in an airpark include:

- Sharing a common interest with like-minded people;
- A ready availability of aviation infrastructure; and
- The high level of security and convenience provided.

Airport-related amenity issues, such as potential noise from aircraft, are understood and are expected by residents.

According to a study of airparks in the USA, the estates generally consist of people, aged over 50 who are semi-retired professionals, with significant assets and moderate to high disposable income. They also have time available to fly and maintain their own aircraft. This selective demographic may also be attracted to the investment potential of airparks because there are few parks and property values within them are high, relative to similar property, whilst being low relative to conventional residential land. No such studies are available in relation to Australian airparks, although there is no reason to suggest the findings would be different.

At a minimum, airparks must adhere to the relevant Civil Aviation Safety Authority (CASA) guidelines in relation to infrastructure, technical support and resident-use amenity. However, there is no requirement for airparks to be licensed. It should be noted however that none of the existing airpark developments are at airports which also serve airline or commercial GA operations and therefore the requirements in relation to segregation and control of airpark users with respect to safety and security have never been fully tested in Australia. Generally, resident access to the runway, taxiway and terminal areas has to be monitored and this requires a security system that can be accessed via a key pad or swipe card together with a limited number of taxiway connections to the airfield proper.



Lot size differs and depends on the location of the airpark, but general lot size falls between 800m<sup>2</sup> and 2,500m<sup>2</sup>. The price of lots also varies, depending on the location and the facilities offered on site and the surrounding areas.

Uncontrolled and uncongested airspace is often a consideration among many potential airpark residents. The ability to incorporate both recreation and commercial facilities within an airpark also contributes to its success.

For a variety of reasons, long-leasehold arrangements provide greater power to ensure users comply with safety, security and general behavioural requirements. However, to encourage the investment needed to achieve a quality development freehold tenure may be necessary.

The concept of a residential airpark is one which is not, per se, conducive to business and employment objectives. Whilst it is acknowledged that the ability to offer residential airpark style blocks may assist in attracting aviation businesses to the airport, there are currently insurmountable constraints on residential land use in the northern sector of the airport. The only alternative area is the southern commercial precinct. However, this precinct also currently provides the only short-term response to aviation business enquiries, including the immediate opportunities associated with education and training discussed above.

In the short-term, therefore, residential airpark and air chalet development at Latrobe Regional Airport is not recommended unless and until development constraints in the northern sector can be removed, or sufficiently relaxed to enable this use. In the medium- to long-term, appropriate aviation-related residential uses, which acknowledge and are compatible with the primary objective of employment generation, have the potential to contribute to business development at Latrobe.

Prior to any such development commencing suitable design controls should be established in order to ensure an appropriate level of quality and aesthetic, consistent with other precincts at Latrobe Regional Airport.

#### **4.5.9 PILOT TRAINING**

The *Latrobe Valley Industry and Employment Roadmap* notes that there are opportunities to increase flying training and related activities, suggesting that capacity for training at Moorabbin Airport will become increasingly constrained. Moorabbin Airport is currently operating around 250,000 annual movements with an approximate long-term capacity (based on the Moorabbin Airport 2015 preliminary draft Master Plan) of 500,000 movements.

At typical GA growth rates, even allowing for the abovementioned expected demand, it is unlikely that Moorabbin Airport will reach capacity before about 2040 and may take until 2060 before significant constraints occur. During this period it is possible that some smaller flying schools serving recreational and private pilots may be displaced. However alternative locations closer to Melbourne's south eastern population base, such as Tyabb which already has a significant recreational pilot presence, are likely to be the first to absorb any displaced activity for reasons of



geographical convenience. Major commercial pilot training is likely to remain consolidated at Moorabbin.

Whilst opportunities for pilot training schools of various types to establish at Latrobe are not to be ignored, it is important to be realistic and target appropriate possibilities. Rather than major airline flight training academies, it is considered more likely that opportunities will be present for existing flying training providers to expand their business or for additional providers of similar services.

The Latrobe Valley Aero Club already offers the highest level of qualification of the current on-airport flight training providers. LVAC also has aspirations to increase its range of flight training capability. The model for this is to be determined but might include a component of outsourcing, offering an opportunity for one or more other flight training providers to establish at the airport on the strength of such a partnership.

#### **4.5.10 PASSENGER SERVICES**

The re-establishment of regular public transport services at Latrobe Regional Airport is considered to be highly unlikely. The excellent road and rail connectivity means that these modes compete extremely favourably with air travel to Melbourne from both a time and cost of travel perspective. Increasing limitations on regional airline access to Melbourne (Tullamarine) Airport in the future will make it even more difficult for airlines to re-establish scheduled airline services here from places like Latrobe.

The relatively short travel time and vastly lower cost of travel by road to Melbourne Airport will make air travel an uncompetitive mode in all but the most time-sensitive of situations. Of those airlines approached in consultation, QantasLink and Virgin provided responses confirming their position that Latrobe does not meet their key criteria for consideration as a potential part of their network. No response was received from Regional Express.

As far as other destinations go, there are two factors which are likely to inhibit the establishment of airline services to places other than Melbourne. Firstly, it is unlikely that the population of Latrobe will reach a level that will be able to support a RPT service to any particular destination based on outbound traffic alone. Secondly, the relative proximity to the superior range of destinations, airlines and service frequency available from Melbourne can be expected to ultimately erode any RPT demand.

Nonetheless, a potential market for passenger services is considered possible. An independent view put forward previously by one of the major regional airlines is that Latrobe is an ideal 18-seat route, with base level demand that could be catered for by aircraft such as the Embraer Bandeirante, Beechcraft 1900 and Metro III. The GA-18 Airvan, if ever developed, would be an obvious local candidate. Other options which could be viable include 8-12 seat services operated by Piper Chieftain or Cessna Caravan aircraft. Frequent charter or air taxi services using these aircraft offer an alternative model which, given the factors outlined above, are likely to be more viable than a traditional RPT service.





#### 4.5.11 AIRCRAFT MOVEMENTS

General Aviation aircraft movement growth rates nationally are expected to sit somewhere between 0.5% and 3.0% per year over the next 20 years. General Aviation aircraft movements are significantly more difficult to forecast with any accuracy than are passenger movements, due to substantial variations in movement rates associated with different sectors and sub-sectors of the general aviation industry.

As a lower-bound, forecast population growth rates often serve as a reasonable proxy for predicting general aviation movements. Although it relates to the ABS Traralgon statistical local area only, rather than Latrobe City as a whole or the catchment of Latrobe Regional Airport generally, the medium-growth population forecast of 1.15% per year adopted by the TGAR is considered a reasonable lower-bound growth rate for aircraft movements at Latrobe Regional Airport. This would result in around 38,800 aircraft movements by 2035.

However, aircraft movements will be directly driven by the number and scale of businesses on airport. This can be assumed, very approximately, to be proportional to the extent of commercial aviation areas which are developed. The Master Plan envisages an expansion from around 150,000m<sup>2</sup> of active precincts to between 300,000 and 400,000m<sup>2</sup> assuming full occupancy of available land in the southern and eastern areas of the airport and depending on the extent of development in the Northern Business and Employment Zone. This would suggest movement levels of between 60,000 and 75,000 per year could occur upon realisation of the Master Plan vision.



## 5.0 DEVELOPMENT CONCEPT

The development concept established for Latrobe Regional Airport in this Master Plan seeks to support the principal objective of the airport as one of the Latrobe Valley's key employment hubs.

The development concept establishes a land use plan which maximise the potential for a wide variety of potential commercial aviation-related business operations at the airport, in response to existing and likely future opportunities (as set out in **Section 4.0**). The land use plan sets out a vision for the ultimate development of Latrobe Regional Airport and provides principles and guidance about land use and development on the airport to the Latrobe Regional Airport Board.

The aerodrome facilities plan is driven by the operational and other needs of the aviation businesses and other airport users envisaged through the land use plan.

The development concept is underpinned by the following principles:

- Focus on providing for opportunities which offer the greatest business and employment potential; and
- Maximise the ability for directly aviation-related development through the provision of airside access wherever possible.

The land use plan divides the airport into a series of broad zones, which are further subdivided into smaller precincts providing for specific uses where a logical benefit exists to ensuring these are located in particular physical areas.

**Figure E** provides a Land Use Concept and Development Zone Master Plan which sets out the extent of the various zones and precincts and provides an indicative layout for development within each area. A degree of flexibility has deliberately been incorporated within these concepts to enable the actual layout of lease lots and infrastructure to be refined in response to specific opportunities as these eventuate.

Each of the zones and precincts is described in the following sub-sections. The aerodrome facilities which are proposed to facilitate the development concept are described in **Section 0**.

### 5.1 TERMINAL ZONE

This zone encompasses the majority of existing activities at Latrobe Regional Airport, including the terminal and main apron areas, Latrobe Valley Aero Club facilities, East Coast Aviation, the Latrobe Flying Museum and the private hangar precinct. Landside facilities for the SES, CFA and airport maintenance are also located here.

These activities are integral to the present character of the airport. In addition several of the businesses are significant employers. It is envisaged that all of these uses will remain essential to Latrobe Regional Airport in the future. They are generally adequately provided for in the current locations. As such the principal objective of the precincts within this zone is to provide for the continuation and modest expansion of the existing activities.



### **Central activity precinct**

This precinct, which currently houses the terminal and main apron, LVAC building, LVAC hangar, East Coast Aviation, and AVGAS fuel bowser, will remain a central focus of operational activity at the airport. Although RPT passenger services are not envisaged to return to Latrobe Regional Airport, facilities will still be required to serve charter or air taxi operations and itinerant aircraft. The current terminal and LVAC facilities meet this requirement in general. Although the airside area within this precinct is subject to some existing congestion and conflict (especially in the area around the AVGAS facility, LVAC hangar and East Coast Aviation), there is room for expansion of airside infrastructure to the north-west which would be further facilitated by the ultimate realignment of Taxiway A.

The area to the north of East Coast Aviation (where the large helicopter pad is currently located) would make an appropriate location for consolidated AVGAS and Jet A-1 fuel storage facilities. As it is impractical to establish direct landside road access to this area, it would not be suitable for additional hangar or aviation business facilities. The existing taxiway could also be retained and used for taxi-up AVGAS bowser access.

### **Aviation heritage precinct**

This precinct currently houses several hangars occupied by the Latrobe Flying Museum, along with some other tenants. The Latrobe Flying Museum offers the potential to increase employment through expansion of its operations in an aviation heritage context. Naturally, consolidation of these activities into a compact precinct would be ideal. The current hangar precinct offers considerable expansion opportunity, if the other existing activities were to ultimately relocate to other development areas on the airport. The adjacency to the existing park area also presents an opportunity to incorporate some static displays which could enhance the experience for locals and visitors in respect of the park area.

### **Private hangar precinct**

Modest expansion of the existing private hangar precinct is envisaged. This includes the completion of Stage 2 to the south. With the relocation or redevelopment of the hangars currently occupied by LVAC and the Latrobe Valley Sport Aircraft Association, combined with realignment of Taxiway A, there exists capacity to approximately double the number of existing hangar sites.

### **Landside precinct**

Little change to the landside precinct is envisaged. Car parking is important to support any future passenger operations, as well as the adjacent businesses, but is considered generally of sufficient size for the purpose into the future.

Current landside sites provide important facilities for essential local services including the SES, CFA and RAAF cadets. It is considered beneficial to retain these organisations on-airport in the future and the current locations are considered appropriate.



Should these users relocate of their own volition to alternative facilities off-airport in the future then alternative uses which support the fundamental aviation activities within the terminal zone could be considered. These uses could include a café, food van, or other local food and beverage offering which would be specifically focussed on serving the airport community.

#### **Aviation business expansion precinct**

Within the terminal zone to the north of the aviation heritage precinct there exists the potential, through realignment of Taxiway A, to establish 2-3 additional lots for aviation businesses. By upgrading the realigned taxiway to Code C standards, these lots could be accessible for larger aircraft such as Dash 8 (Series 100 – 300) types, or other Code C aeroplanes which are permitted to use the existing runway infrastructure.

As sites which could potentially accommodate Code C aeroplanes on the airport are limited, these sites (along with those possible at the southern end of the runway) should be reserved for those operators which are likely to require operations by these larger aircraft. This might include the acquisition of larger aircraft by the Latrobe Flying Museum.

## **5.2 BUSINESS AND EMPLOYMENT ZONES**

Outside of the modest expansion of aviation business sited within the terminal zone, three further zones on the airport have been identified where activities associated with business and employment opportunities will be prioritised.

### **5.2.1 CENTRAL BUSINESS & EMPLOYMENT ZONE**

The central business and employment zone is located immediately south-west of the terminal zone. It currently accommodates Mahindra Aerospace and emergency services activities. The objective of this zone is to allow for the future expansion of these users' operations and provide opportunities for related businesses to establish in close proximity.

#### **Mahindra Aerospace precinct**

Mahindra Aerospace is presently Latrobe Regional Airport's most significant employer. Ensuring continuance of this activity is the objective of this precinct. Whilst some modest opportunity would exist for expansion with the realignment of Taxiway A to the north-west and relocation of the Jet A-1 aviation fuel storage facility, space within the existing precinct is limited. Should additional space for Mahindra Aerospace be required this would need to be accommodated within the adjacent precinct.

#### **Manufacturing support precinct**

The objective of this precinct is to support the continued operations of Mahindra Aerospace by providing sites suitable for aviation-related manufacturing activity. These might be occupied solely by Mahindra Aerospace, or by associated suppliers. Whilst the detail of the internal layout of this precinct would be subject to further consideration in light of the intended users and their specific



requirements, the Master Plan adopts a concept layout which allows all or part of the site to be occupied by Mahindra as an expansion of its current footprint.

#### **Emergency services facilities precinct**

Having recently established both the Helimed 1 Air Ambulance Victoria helicopter base and the Department of Environment, Land, Water and Planning (DELWP) fire base, significant expansion of these facilities is not envisaged in the short- to medium-term. In the longer term, however, there may be a requirement for additional facilities associated with emergency services activity by these operators and their contractors, or by other emergency service providers.

#### **5.2.2 SOUTHERN BUSINESS & EMPLOYMENT ZONE**

Development of the Southern Business and Employment Zone has already commenced, with the hangars occupied by Osprey Aviation Services and Jelfor Pty Ltd. This zone provides for immediate expansion opportunities to accommodate additional aviation businesses. This zone also offers the potential to connect with activities on adjacent land which might include industrial aviation related businesses.

The option exists to provide a taxiway connection onto adjacent land for the purposes of facilitating airport-related activities which are unable to be accommodated within the airport land boundary.

#### **Aviation business precinct**

This precinct represents the logical expansion of the existing lots in the southern precinct. These are in general suitable for Code B aircraft and consist of 23m wide by 51m deep lots which would be suitable for occupation singly or in combination by a wide variety of aviation businesses.

#### **Education and training precinct**

One of the more immediate opportunities is the potential establishment of aerospace training and education facilities. Based on preliminary discussions with a possible anchor tenant, a dedicated precinct with the objective of consolidating education and training activities relevant to the aviation sector is proposed.

#### **Large aircraft precinct**

Locations where aircraft of dimensions larger than Code B (such as the SAAB 340 or Dash 8) can be operated on the airport are limited. Although some hangar sites can be incorporated within the aviation business expansion precinct in the Terminal Zone, additional sites may be required. The large aircraft precinct is proposed to enable further opportunities for wider and deeper hangar sites needed for larger Code B and Code C aeroplanes. The proposed location of this precinct minimises the extent of Code C taxiway pavement that would be required to allow access to the runway.

#### **Emergency services operations reserve**

This area is reserved for the regular operations of emergency services aircraft, in particular aeroplanes and helicopters associated with firefighting activities. Each bushfire season, when



firefighting activities are in progress, additional aircraft are based at Latrobe Regional Airport. These aircraft cannot be accommodated within the leased area occupied by DELWP and presently the area between Taxiway B and Runway 03/21 is used. With continued development and realignment of Taxiway B, this area will no longer be available. The emergency services operations reserve fulfils the objective of ensuring adequate operational space when required in close proximity to the emergency services facilities.

This reserve is suitable for operation and temporary parking of aircraft and should remain clear of hangars or other permanent facilities. The area would be close to serviced water supply which could potentially be utilised for refilling of firefighting aircraft.

### **5.2.3 NORTHERN BUSINESS & EMPLOYMENT ZONE**

This zone has the advantages that it would be accessed directly off Old Melbourne Road, which carries a large amount of local traffic between Morwell and Traralgon. It is the only area within the current airport boundary where freehold disposal of lots could be considered by Council without jeopardising the long term flexibility for future development of the airport (see **Section 5.5**).

#### **Aviation enterprise precinct**

The objective of this precinct is to provide for a range of uses to enable the establishment of small businesses by providing access to a variety of facilities under different terms of tenure. This might include a mix of freehold, long leasehold lots, and shorter-term lease of multi-purpose building facilities constructed by Council (or by another larger developer).

If freehold is deemed desirable in order to establish businesses on airport and increase the critical mass of activity, the provision of freehold blocks should be limited to this precinct and remain within clearly defined areas, which should be as close to Old Melbourne Road Boundary as possible so as not to unduly restrict the future flexibility of airfield development.

#### **Future development precinct**

This precinct would be suitable for a range of uses and the most appropriate activities would to a certain extent be determined by the preceding development as well as the future situation with respect to various existing constraints (in particular the urban amenity buffer, Gippsland Water storage facility buffer and any bushfire management overlays associated with adjacent plantation). Subject to these constraints, future uses of this precinct could include:

- Residential lots, either as a pure residential airpark or a residential component attached to aviation business operations;
- Private hangars; or
- Expansion of the aviation enterprise precinct.



## 5.3 OTHER DEVELOPMENT AREAS

### 5.3.1 PARK, RECREATIONAL AND EVENTS ZONE

Whilst retention of the current park area within the aviation heritage precinct is envisaged, as development of aviation businesses occurs the current adjacency of the park to the airfield and in particular the runway will be eroded. In addition to this, an area is needed where the opportunities for aviation-related events described in **Section 4.5.6** might occur. This area would need sufficient room for parking of light aircraft and road vehicles, basic services (to feed ablutions and other amenities such as barbecue facilities and perhaps showers), as well as good access to the airfield but separate from the operational areas.

The northern corner of the airport meets these requirements. This area is of limited use for other purposes, being constrained by the clearances required to the NDB and the need to avoid constructing permanent structures or other facilities within the reserve which may be required for a future Code 3C runway and associated obstacle limitation surfaces.

Appropriate management and control of potential wildlife hazards to aircraft operations (such as from carelessly discarded rubbish, food scraps and other sources) appropriate to an on-airport environment would need to be implemented by the Latrobe Regional Airport management.

### 5.3.2 FUTURE DEVELOPMENT ZONE

This zone, which is situated between the two runways, would be available for future development. Due to its location, lack of access or services, it would not make sense to develop this area until other development areas have been exhausted. Requirement to establish infrastructure in this area is not envisaged within the 20-year horizon of this Master Plan.

Whilst this area remains clear it offers a large open area that would be suitable for activities such as helicopter crew training (winching, rappelling and hover training), skydiving and as an aerobatics box. All of these are activities which might be required by the types of aviation business currently established on the airport and which Latrobe Regional Airport aspires to attract. The objective of this zone within this Master Plan therefore, is to remain as open area suitable for use by those aviation activities which require it.

## 5.4 DEVELOPMENT GUIDELINES

A set of Development Guidelines for reference by the Latrobe Regional Airport Board in assessing development within each precinct is provided at **Appendix D**. These guidelines provide additional detail on requirements at an individual lot level.

## 5.5 TENURE & OWNERSHIP OF DEVELOPMENT SITES

A common difficulty at regional airports is the complaint that lease arrangements make it difficult for small aviation-related businesses to finance developments which would expand the range of aviation activities on airport land. Users often advocate the subdivision and freehold sale of airport



land, with Council potentially retaining ownership of the land required for runways, taxiways, aprons and the passenger terminal area. This arrangement, however, is predicated on having confidence that there will never be a need for major redevelopment or reconfiguration of facilities within the airport site. Given the dynamic nature of the industry and ever-changing development opportunities, it is widely acknowledged that it is essential to retain as much flexibility as possible with respect to future requirements. The lease of sites within the airport boundary is generally favourable on the basis that Council maintains long-term control of the land, even if the lease periods are relatively long.

The current arrangement at Latrobe Regional Airport, where leasehold sites are offered, is standard practice for airports throughout Australia, and fulfils the flexibility imperative described above. On the other hand it is acknowledged that it may prove difficult to arrange development finance for lease terms shorter than 20, or in some case 30 years.

LCC and the LRAB should therefore consider carefully how the available land will be made available to developers. Although the option exists to sell freehold some or all of the individual sites, this approach is not recommended in relation to the terminal zone, nor for the southern and central business and employment zones. In these areas, individual sites held on freehold purchase basis may restrict future plans for the adjacent sites and would reduce the flexibility of the surrounding precincts to develop in response to business opportunities. Through projects at other regional airports, REHBEIN Airport Consulting has also witnessed regional councils' difficulties in developing airports based on past decisions to sell land on a freehold basis.

It is recommended instead that LCC and LRAB adopt an extended lease arrangement. The standard leases offered by the Federal Airports Corporation (FAC) were for 25 years with 40 year tenure available for special developments and a number of regional airports are now considering 20 years as a minimum lease period, sometimes with extension options. Shorter lease terms may be negotiated by mutual agreement and longer terms could also be considered as preferable to a freehold arrangement.

In the event that the ability to offer freehold land is considered absolutely essential to attract businesses or residential aviators, and that the vision for development of Latrobe Regional Airport cannot be fulfilled without recourse to a freehold tenure, then limited release of freehold sites within the northern business and employment zone could be considered, as described in **Section 5.2.3**.

## 5.6 GROUND TRANSPORT

The proposed development zones and precincts will be accessed by the existing transport network, which provides road access to all of the proposed development areas. Ground transport links will be further enhanced through initiatives proposed within the TWSP.

Existing ground transport elements include:

- Access to the terminal zone off Airfield Road. The existing access point to the Landside Precinct will remain and other precincts in this zone will be accessed internally from here;





- Access to the Mahindra Aerospace Precinct from the existing access off Airfield Road;
- Access to the Manufacturing Support Precinct via Valley Drive;
- Access to the Southern Business and employment Zone from Village Avenue, which currently serves the DELWP firebase and Helimed 1;
- Public transport (bus services) at the intersection of the Princes Highway and Village Avenue, which serve the Latrobe Regional Hospital, are only 350m from the proposed Education & Training Precinct; and
- Access to the Northern Business & Employment Zone and the Recreational & Events Zone through a single additional access off Old Melbourne Road.

Proposed ground transport elements within the TWSP which will assist in supporting the development of the Master Plan include:

- The identification of the Princes Highway as a high frequency multi nodal public transport corridor including rapid local bus services and on-road commuter cycle paths as well as rail services.
- Consideration of the establishment of an additional train station to service the Latrobe Regional Hospital (allowing better access to regional users) and the residents and employees of this area.
- Development of Old Melbourne Road as a green movement corridor between Airfield Road and the Traralgon CBD
- The proposed Traralgon-Morwell Shared Path adjacent to the northern perimeter of the airport
- Additional bus stop on Airfield Road close to the Aviation Business Expansion Precinct.

Reference should be made to Section 3.3 and Figure 8 of the draft TWSP included at Appendix B for further details.



## 5.7 AERODROME FACILITIES

Aerodrome facilities have been identified to serve the development concept above.

### 5.7.1 PLANNING PARAMETERS

#### ICAO Reference Code

The dimensions, shape and layout of basic aerodrome facilities such as runways, taxiways and aprons are essentially determined by the performance capability and size of the aircraft that are intended to use them. The planning and design of these facilities therefore begins by identifying the most demanding or critical aircraft that will use them.

In Australia this is achieved by using an ICAO reference code system. The reference code has two elements, a number and a letter, which are derived by grouping aircraft with similar performance capability and key physical dimensions. Thirteen aircraft groupings, each with a unique code number and letter combination such as 1A, 2B, 3C and 4D have been identified.

The objective is to plan individual facilities for the critical aircraft likely to use them. Different facilities at the airport are normally planned for their specific critical aircraft. On the other hand, common use facilities such as the primary runway and taxiway system will be planned for the most demanding aircraft envisaged to use the airport.

#### Pavement Strength

The strength of airfield pavements is classified using the ICAO Aircraft Classification Number/Pavement Classification Number (ACN/PCN) system. The ACN is calculated by the aircraft manufacturer for each aircraft, based on the damaging effect of the aircraft on different types of pavement. The ACN is dependent on both the maximum weight of the aircraft and the number, type and configuration of the landing gear. The ACN also includes a component related to the tyre pressure of the main gear, which can often become the critical parameter in relation to pavement strength.

#### Principal Aircraft Parameters

Aircraft types in operation at Latrobe Regional Airport are expected to change in the long term to reflect the ongoing modernisation of the broader Australian fleet. To accommodate possible opportunities for the expansion of aircraft manufacturing and maintenance activities in the future, longer term planning for Latrobe Regional Airport includes large turbo-prop and regional jet aircraft with passenger capacity of at least 70 and up to 120 seats.

**Table 2** summarises the principal relevant planning parameters that relate to aeronautical facilities for each of the key aircraft types that might conceivably use Latrobe Regional Airport in the future. The aircraft in **Table 2** have been separated into those able to use the current Runway 03/21 and those for which a possible future Code 3C runway would need to be provided.



**Table 2: Principal Design Aircraft Key Parameters**

Aircraft Type	ICAO Aerodrome Reference Code	Wingspan (m)	MTOW (kg)	Typical Passenger Capacity (Pax)
Cessna 172	1A	10.9	1,160	N/A
Mahindra Airvan 8 / 10	1A	12.3	2,150	7 / 9
Cessna 310	1A	11.3	2,495	N/A
Cessna 404	1A	14.1	3,810	N/A
Beech Super King Air 200	1B	16.6	5,670	8-10
Cessna 208 Caravan	1B	15.9	3,310	9 – 12
Cessna 441	1B	15.1	4,468	8 – 10
DHC6 Twin Otter	1B	19.8	5,670	19
Air Tractor AT-802A	1B	18.0	7,257	N/A
Pilatus PC-12	2B	16.2	4,740	N/A
Embraer EMB-110	2B	15.3	5,670	19
Cessna Citation I/II	2B	15.8	6,030	8
Beech 1900D	2B	16.6	7,530	19
Metro III	2B	17.4	6,580	19
Dash 8-100, -200	2C	27.4	15,650	36
Dash 8-300	2C	27.4	18,645	50
Bombardier CL-600	3B	18.9	19,620	19
Dassault Falcon 900	3B	19.3	20,640	19
Embraer E-145	3B	20.0	24,100	50
Metro 23	3C	17.4	7,480	19
Saab 340	3C	21.4	13,155	34
ATR 72	3C	27.0	22,000	68
Dash 8- Q400	3C	28.4	29,260	74
Fokker F50	3C	29.0	20,820	55
Fokker 100	3C	28.0	45,810	100
Embraer E-170	3C	26.0	37,200	78
Boeing 717-200	3C	28.5	54,900	117

(1) For flexible pavement on a medium (category B) sub-grade



## 5.7.2 RUNWAYS

The current runways are of adequate length and width to serve the current aircraft types and traffic levels. Their orientation is suitable to achieve adequate runway usability with respect to prevailing wind patterns.

### Runway 03/21

An extension of Runway 03/21 to the south-west to achieve an additional 150m length is possible. Implementation of this would be subject to Runway 03/21 remaining a Code 2 runway as it is impractical to implement the runway strip width required by the standards for Code 3 instrument non-precision approach runways.

In order to preserve the future capability for Latrobe Regional Airport to accommodate operations by Code 3 aeroplanes in accordance with the standards set out in CASA MOS Part 139, the previous Master Plans in 1998 and 2009 included for a possible Code 3C runway aligned parallel to and north-west of the existing. Based on analysis of the previous Master Plan contents, this 2015 Master Plan preserves two possible location options for this runway.

- **Option 1:** Provides for a separation of 156m between the existing and parallel runway centrelines<sup>3</sup>. This separation would enable the existing runway to be retained as Code 1 or 2 capable runway, together with a Code C parallel taxiway between the two runways.
- **Option 2:** Provides for a separation of 93m between the existing and parallel runway centrelines. This is the minimum separation required between a Code 3C instrument non-precision approach runway and a Code C parallel taxiway, to which it is assumed the existing runway will be converted.

Both options would enable a Code 3C instrument non-precision runway 1,680m long by 30m wide together with 90m long Runway End Safety Areas to the current standards at each end.

For the purpose of maximising future flexibility in the long term, and on the basis that this requires no undue sterilisation of land from other uses in the interim, planning to preserve both options is recommended.

### Runway 09/27

Runway 09/27 currently meets Code 1B non-instrument runway standards. Sealing of the full length to provide for all-weather capability could be considered in the future. Subject to demand and development of the Aviation Enterprise Precinct, lighting of this runway could be considered to improve its availability.

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<sup>3</sup> Note: The 2009 Master Plan assumed a separation of 168m between the existing and future runways on the basis that the future runway would allow for Code 3C precision approaches and the existing runway would become a Code C parallel taxiway. As discussed further in Section 7.4, the feasibility and need for a precision approach capability is considered unlikely.



### **5.7.3 TAXIWAYS**

The Master Plan envisages realignment of Taxiway A in the medium- to long- term to align with the section between Taxiways A1 and A2. This realignment would place the taxiway centreline approximately 65m from the existing Runway 03/21 centreline enabling expansion of the existing main apron area and relieving congestion, as well as providing for expansion of other precincts.

### **5.7.4 NAVIGATION AIDS**

Having recently been relocated, it is envisaged the NDB will remain in its current location for its life, which is anticipated to be for the period of this Master Plan. Beyond that, should the NDB be removed entirely, the opportunity would exist for expansion of the Aviation Enterprise Precinct.



## 6.0 BUSINESS DEVELOPMENT AND MARKETING STRATEGY

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### 6.1 BACKGROUND

The preceding sections of this Master Plan set out the context, strategic direction and development concept for the Latrobe Regional Airport over the next 20 years and beyond. The identification of a prioritised set of business opportunities, and subsequent establishment of a development concept with the flexibility to accommodate various types of aviation business activity, are necessary enabling factors in the realisation of the Master Plan vision. They are, however, insufficient in themselves to ensure that the full potential of the Latrobe Regional Airport as an employment hub is realised.

In order to attract businesses and other aviation activity to establish at the airport, Latrobe City Council and the Latrobe Regional Airport Board will need to work proactively with existing airport tenants – and to identify, engage and initiate dialogue with prospective organisations – to understand the critical success factors for individual businesses.

For regional airports such as Latrobe where passenger services are marginal or uneconomical, a vibrant general aviation sector encompassing a diverse range of non-passenger aircraft operations is essential for maximising viability. Latrobe Regional Airport already hosts a range of aviation activities which are in good commercial health relative to the industry. The private hangar precinct, Mahindra Aerospace, Latrobe Valley Aero Club, Latrobe Flying Museum, Aerial Extras, East Coast Aviation, DELWP base and Helimed 1 are all commercially important operators. This level of activity already makes Latrobe Regional Airport one of the more vibrant non-passenger regional airports in Australia and offers a sound platform for expansion.

### 6.2 OBJECTIVES

The principal objectives of the Latrobe Regional Airport Business Development and Marketing Strategy are to:

- Establish a clear development vision reflecting the Latrobe Regional Airport Master Plan 2015 and the prioritised business development opportunities;
- Increase diversification of aviation businesses at Latrobe Regional Airport through targeted and effective marketing, undertaken in parallel with respect to each of the key opportunities; and
- Set out the key actions required by the Latrobe Regional Airport Board and Latrobe City Council to realise growth and development at the airport on the basis of the opportunities identified through this Master Plan.



### 6.3 THE LATROBE REGIONAL AIRPORT VISION

A key starting point for engagement with prospective tenants is to present a clear, concise and consistent vision of the future development of the airport, which describes exactly how Latrobe City Council and the Latrobe Regional Airport Board see the mix of airport related activities which will occur there in future. The development vision should clearly articulate the key strengths of Latrobe Regional Airport and Latrobe City for prospective businesses.

The three key elements of the development vision and how each is supported by other layers of the Master Plan are:

- A Regional Aerospace Manufacturing and Maintenance Hub**

  - Australia’s only commercial aircraft manufacturing facility provides established aircraft manufacturing activity within a dedicated Mahindra Aerospace precinct.
  - Development has commenced on a Manufacturing Support Precinct to accommodate expansion of Mahindra’s facilities and dedicated provision for new aircraft manufacturing businesses.
  - Existing aircraft maintenance providers will be supplemented with new maintenance, repair and overhaul organisations.
  - Establishment of an aerospace education and training centre will provide an essential skills and labour pool for manufacturing and maintenance providers.
  - The ability to accommodate larger aircraft in the short term, through strategic sites with connectivity to the existing runway and in the longer term through a possible new runway alignment.
- A Strategic Emergency Services Base serving the Gippsland Region**

  - Latrobe Regional Airport is a key regional base for aerial fire-fighting and aeromedical retrieval operators serving the Gippsland region.
  - Strategic sites adjacent to existing facilities are preserved within the Master Plan, which are suitable for operational, maintenance and training contractors wishing to co-locate their operations with these important airport users.
  - Access to education and training services through an aerospace education and training centre, in partnership with local education providers.
- An Enabler of Aviation Enterprise and Innovation**

  - A dedicated precinct to encourage the establishment of aviation businesses through flexible development arrangements.
  - A strong and vibrant private aviation user base fostered by the availability of private hangar sites and an events-focussed strategy.
  - Access to aerospace education and training service providers and apprentices on airport.
  - A wide range of commercial aviation operators offering the full suite of aviation related services expected of a multi-purpose general aviation airport.



## 6.4 KEY ACTIONS

The following targeted actions are recommended as initial steps in the process of implementing the Master Plan vision and attracting aviation business development to fulfil the development concept set out in **Section 5.0**.

Latrobe City Council and The Latrobe Regional Airport Board, through the Airport Manager, are already proactively implementing several of these initiatives. This work should continue to be supported and, where necessary, additional resources made available to further increase the effectiveness of the strategy.

### Short Term

- Continue regular discussions to secure the future of Mahindra Aerospace at Latrobe Regional Airport. Develop further definition as to the nature of this presence and how it relates to Mahindra's global operations.
- Work with Mahindra Aerospace to identify supply chain opportunities which could be attracted to locate operations at Latrobe Regional Airport.
- Engage with Federation University and Federation Training to identify opportunities to locate relevant training and education facilities on-airport, within a dedicated Training and Education precinct.
- Consolidate on the success of the private hangar precinct to attract further leases. Ensure the business case for this development incorporates the costs of realignment of Taxiway A, thus enabling expansion and reconfiguration of a number of existing facilities which are constrained.
- Work with LVAC to identify specific immediate opportunities for aviation-related events which could be successful at Latrobe and to promote these to the general aviation community.
- Formulate a clear policy on commercial arrangements within the Aviation Enterprise Precinct, including the nature of lease agreements, tenure (including clear definition of any areas where any freehold lots would be offered along with associated user agreements and covenants).

### Medium Term

- Continue to promote the strengths of Latrobe City and Latrobe Regional Airport for aviation businesses through relevant channels including the Australian International Airshow held bi-annually at Avalon Airport as well as industry publications and representation at general aviation events.
- Work with the Latrobe Valley Aero Club to understand and facilitate LVAC's expansion aspirations in the field of pilot training and to target complementary businesses in this area to attract.





- Review the Latrobe City events calendar and identify opportunities for a wider range of events to be held at Latrobe Regional Airport which could benefit from the location and which can also encourage aviation uses.
- Engage with contractors and suppliers to the emergency services providers to identify the potential for associated services to co-locate within the Emergency Services Precinct.
- Seek out and engage potential passenger charter, commuter service or air taxi operators, which might be capable of establishing and growing a potential passenger transport market based on Latrobe, to further enhance the attractiveness of the location to business executives. Also consider working with Melbourne (Essendon or Moorabbin) based operators with the objective of fostering charter services to and through Latrobe.



## 7.0 AIRPORT SAFEGUARDING

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### 7.1 THE NEED FOR SAFEGUARDING

Adequate protection of the basic capability to undertake aircraft operations in accordance with prescribed safety standards and regulatory requirements, and in an efficient and economic manner, is imperative to the future realisation of aeronautical opportunities at Latrobe Regional Airport. These aeronautical operations provide the essence of the airport's activity and hence the catalyst for all employment and business activity envisaged by this Master Plan. Without adequate safeguarding, the vision established by the 2015 Latrobe Regional Airport Master Plan will not be achieved.

It is vitally important to protect Latrobe Regional Airport from encroachment from incompatible urban expansion and ensure continued operations whilst protecting the amenity of surrounding properties.

In order to adequately protect for the potential future aircraft operations at Latrobe Regional Airport envisaged by this Master Plan, safeguarding of a number of aspects will be required through appropriate planning and development restrictions and monitoring processes. In order to be most effective, these restrictions must be referenced within the Latrobe Planning Scheme and it is recommended that the relevant requirements also be incorporated into the planning permit assessment process, to the extent possible under the Victorian Planning Policy Framework.

### 7.2 CURRENT PLANNING TOOLS

A number of planning tools or controls are available within the Victoria Planning Provisions for airport safeguarding:

- The Local Planning Policy Framework, including the Municipal Strategic Statement and Local Planning Policies, can be used to highlight the strategic importance of a municipality's airport(s) and set out objectives and strategies to support their ongoing operation and protection in accordance with the seven principles of NASF;
- Appropriate zones can be used to ensure that future land use and development around an airport is responsive to ongoing aviation activities at the airport; and
- Overlays, particularly the Airport Environs Overlay (AEO) and Design and Development Overlay (DDO), can be used to deal with specific matters such as protecting aircraft noise contours and operational airspace surfaces in accordance with the relevant NASF Guidelines.



### 7.3 NATIONAL AIRPORTS SAFEGUARDING FRAMEWORK

The National Airports Safeguarding Framework (NASF) is a national land use planning framework that aims to:

- Improve community amenity by minimising aircraft noise-sensitive developments near airports including through the use of additional noise metrics and improved noise-disclosure mechanisms; and
- Improve safety outcomes by ensuring aviation safety requirements are recognised in land use planning decisions through guidelines being adopted by jurisdictions on various safety-related issues.

The NASF was developed by the National Airports Safeguarding Advisory Group (NASAG), comprising of Commonwealth, State and Territory Government planning and transport officials, the Australian Government Department of Defence, the Civil Aviation Safety Authority (CASA), Airservices Australia and the Australian Local Government Association (ALGA).

NASF currently consists of a set of seven principles and six guidelines, as follows:

- **Principle 1:** The safety, efficiency and operational integrity of airports should be protected by all governments, recognising their economic, defence and social significance
- **Principle 2:** Airports, governments and local communities should share responsibility to ensure that airport planning is integrated with local and regional planning
- **Principle 3:** Governments at all levels should align land use planning and building requirements in the vicinity of airports
- **Principle 4:** Land use planning processes should balance and protect both airport/aviation operations and community safety and amenity expectations
- **Principle 5:** Governments will protect operational airspace around airports in the interests of both aviation and community safety
- **Principle 6:** Strategic and statutory planning frameworks should address aircraft noise by applying a comprehensive suite of noise measures
- **Principle 7:** Airports should work with governments to provide comprehensive and understandable information to local communities on their operations concerning noise impacts and airspace requirements.
- **Guideline A:** *Measures for Managing Impacts of Aircraft Noise*
- **Guideline B:** *Managing the Risk of Building Generated Windshear and Turbulence at Airports*
- **Guideline C:** *Managing the Risk of Wildlife Strikes in the Vicinity of Airports*
- **Guideline D:** *Managing the Risk of Wind Turbine Farms as Physical Obstacles to Air Navigation*
- **Guideline E:** *Managing the Risk of Distractions to Pilots from Lighting in the Vicinity of Airports*
- **Guideline F:** *Managing the Risk of Intrusions into the Protected Airspace of Airports.*

The full NASF principles and guidelines can be found on the Department of Infrastructure and Regional Development's website at:  
[www.infrastructure.gov.au/aviation/environmental/airport\\_safeguarding/nasf](http://www.infrastructure.gov.au/aviation/environmental/airport_safeguarding/nasf)



Two further NASF guidelines are understood to be under preparation by NASAG. One of these will cover the application of Public Safety Zones which are intended to protect third parties from risk as a result of aircraft crashes. The other will provide guidance on ensuring sensitive areas around aviation communication, navigation and surveillance (CNS) airways facilities are adequately protected against the impacts of surrounding structures on radio signals.

The NASF was agreed to by Commonwealth, State and Territory Ministers at the Standing Council on Transport and Infrastructure meeting on 18 May 2012. The agreement represents a collective commitment from governments to ensure that an appropriate balance is maintained between the social, economic and environmental needs of the community and the effective use of airport sites. NASF applies to all airports in Australia.

As of March 2015, the Victoria Planning Provisions incorporate controls to deal with specific matters such as the protection of operational airspace surfaces and aircraft noise contours in accordance with the relevant NASF Guidelines. These issues and the applicable planning controls are described in **Section 7.4** and **Section 7.5** respectively.

Also as at March 2015, a new Victorian Planning Policy Framework is under development. A draft of the proposed Planning Policy Framework released in 2014 contains a number of policies that support the ongoing protection of airports and their operation. The NASF is listed as a background document in Clause 12.09 of the draft Planning Policy framework. Other safeguarding considerations covered or envisaged by NASF are discussed in **Section 7.6** below.

## **7.4 AIRSPACE PROTECTION**

### **7.4.1 AIRSPACE PROTECTION LEGISLATION**

The safety, efficiency and regularity of aircraft operations require airspace to be largely free of obstacles which may make it unsuitable for the conduct of visual and instrument flights.

The Commonwealth provides for the protection of airspace around its federally leased airports through Part 12 of the *Airports Act 1996* and the *Airports (Protection of Airspace) Regulations 1996*. This Master Plan adopts the *Airports Act 1996* definitions of 'prescribed airspace' for Latrobe Regional Airport to ensure consistency with the latest Commonwealth practice. Prescribed airspace protected is defined thus as the airspace above any part of either an OLS or a PANS-OPS surface for the airport.

### **7.4.2 OBSTACLE LIMITATION SURFACES**

The Obstacle Limitation Surfaces (OLS) for an airport describe the airspace boundaries for flight in proximity to an airport which should be kept free of obstacles that may endanger aircraft operations in visual operations or during the visual stages of an instrument flight.

The OLS elements are defined in the International Civil Aviation Organization (ICAO) Annex 14 and in Chapter 7 of the CASA Manual of Standards Part 139. The OLS are used to define when objects are to be considered as obstacles and assessed for their impact on aircraft operations in visual



flight. Subject to an aeronautical assessment, CASA may permit an obstacle to penetrate the OLS without placing restrictions on the allowable operations, but will normally require it to be marked and/or lit to make it conspicuous to pilots.

However, CASA's general approach to obstacles is that every effort should be made to implement the OLS standards and limit the introduction of new obstacles. It is the responsibility of the aerodrome operator, to monitor surrounding airspace for obstacles and avoid penetrations of the OLS. The implication here is that for regional airports, which are not protected by the *Airports (Protection of Airspace) Regulations 1996*, that permitting obstacles within the OLS without a confirmatory aeronautical assessment may result in a mandate from CASA to alter the operational parameters of the aerodrome to remove the obstacle from the resultant OLS. This could easily result in closure or effective closure of a runway.

The previous (2009) Master Plan made provision for a precision approach runway. The feasibility of providing precision approach capability at Latrobe Regional Airport is highly questionable, given the existing obstacle environment. It is instead considered that improvements to satellite-based navigation procedures such as that offered by RNP are likely to represent the most cost-effective landing minima. Such procedures can be adequately protected by non-precision OLS requirements.

In order to adequately protect for all possible runway options, a composite OLS has been developed based on applying Code 3C instrument non-precision criteria to both possible future runway alignments (Option 1 and Option 2 on **Figure F**) together with Code 2C instrument non-precision criteria to the existing runway alignment (including the possible extension). This is shown on **Figure G**. Although it is acknowledged that some existing obstacles may penetrate this composite OLS, it is justifiable to protect for all possible future runway options by restricting the presence of any additional obstacles within the potential OLS of any future runway development.

#### 7.4.3 PANS-OPS

Obstacle assessment or accountability requirements for instrument flight are prescribed by ICAO in document 8166-OPS/611: Procedures for Air Navigation Services – Aircraft Operations. These PANS-OPS surfaces define the absolute upper limit required of new structures so that the procedure designer can guarantee that an aircraft will have required minimum vertical clearance when flying in instrument conditions. In these situations the pilot may be relying entirely on the information derived from cockpit instruments and may have no external reference to the ground, to obstacles or other aircraft.

As a minimum, the existing procedures must be protected from intrusion by obstacles in the same way as the OLS. However, with PANS-OPS it is important to emphasise that there is no discretion in penetrating the surfaces – any structures must be kept below the PANS-OPS surfaces. If a new building or structure penetrates a PANS-OPS surface the procedures designer will need to adjust the PANS-OPS surface vertically to compensate, and in doing so raise the minimum safe altitude



for that segment of the instrument flight. As a result, structures in the vicinity of an airport may prevent a pilot from descending below cloud and landing at the airport.

In light of changes to the required PANS-OPS surfaces associated with non-precision instrument approaches, Council should review its current operational PANS-OPS surfaces to ensure it is fulfilling its obligations under Civil Aviation Safety Regulations Part 139 and Part 173 to monitor and protect the relevant obstacle inspection areas for the current instrument approach procedures.

In terms of ensuring future capability is preserved, development of a future PANS-OPS plan, developed to the relevant current protection criteria, sufficient to protect conceptual instrument approach procedures to future Runway 03/21 runway alignment options, is recommended prior to incorporating updated obstacle protection controls into the Latrobe Planning Scheme.

#### **7.4.4 DESIGN & DEVELOPMENT OVERLAY**

There is no standard planning scheme mechanism in the Victoria Planning Provisions that specifically enables the height of structures that may impact on aircraft operations to be considered or controlled. In the absence of a standard overlay, several airports, including Latrobe Regional Airport, have used the Design and Development Overlay (DDO) as a form of airspace protection.

To ensure that the future vision of the Latrobe Regional Airport Master Plan 2015 is adequately protected in terms of obstacle limitation, revision and update of the current DDO schedules (DDO7 and DDO8) will be required. In preparing the relevant planning scheme amendment, reference to the obstacle limitation surfaces and PANS-OPS surfaces applicable to the future runway configuration(s) which may be necessary at the airport (as described above) should be made to ensure the DDO adequately protects these future requirements.

For the purposes of identifying updated DDO schedules, **Figure G** incorporates a composite OLS and PANS-OPS visual slope segment (VSS) surface plan for all three runway options.

### **7.5 AIRCRAFT NOISE**

#### **7.5.1 AUSTRALIAN NOISE EXPOSURE FORECAST**

Restrictions on airport operations as a result of annoyance caused by exposure to aircraft noise can significantly limit the ability of an airport to facilitate aviation related business and employment. The Australian Noise Exposure Forecast (ANEF) system is one metric used for conveying the levels of aircraft noise exposure in the vicinity of airports. It is the only system which currently has statutory meaning for land use planning, through Australian Standard AS2021-2015, *Acoustics: Aircraft Noise Intrusion – Building Siting and Construction*.

The ANEF is constructed using the Integrated Noise Model (INM) to generate contours of equal noise exposure level. It is normal to show contours of 20, 25, 30, 35 and 40 ANEF units. It is based upon the:

- Intensity, duration, content and spectrum of the sound;



- Forecast aircraft types and movements on various flight paths; and
- Average daily distribution of aircraft take-offs and landing.

In accordance with the safeguarding principles and manner of endorsement for ANEFs<sup>4</sup>, aircraft noise forecasts should represent the future expected state of aircraft noise exposure in the vicinity of an airport. The ANEF can be prepared for a specific forecast year, or to represent the anticipated aircraft operations associated with the ultimate development of the airport.

The ANEF system forms the basis of the Airport Environs Overlay.

### 7.5.2 AIRPORT ENVIRONS OVERLAY

The Airport Environs Overlay (AEO) is a standard overlay available in the Victoria Planning Provisions intended specifically for implementing the land use recommendations within AS2021-200 associated with the ANEF. The AEO has two schedules: Schedule 1 is more restrictive and is applied to land inside the ANEF 25 contours; Schedule 2 is applied to land between the ANEF 20 and ANEF 25 contours. To be correctly applied, the boundaries of the overlay should relate to an endorsed ANEF chart and both AEO schedules (rather than just one) should be applied.

Currently, the Latrobe Planning Scheme incorporates an Airport Environs Overlay based on a 2010 ANEF prepared in 1998 and endorsed by Airservices Australia. However, only Schedule 2 is currently referenced.

As a result of a number of factors, an update to the Latrobe Regional Airport ANEF has been prepared. These factors include:

- Revised expectations regarding the likely number, frequency and type of aircraft movements that may occur in future;
- Incremental changes in the sophistication of the noise modelling software since the time the current ANEF was prepared;
- Recent advances in the modelling of helicopter noise which could result in changes to the contours. Helicopter movements could form a substantial element of future activity, and are generally noisier than fixed wing general aviation movements; and
- The fact that the horizon of the previous ANEF has now passed.

Preparation of an updated ANEF which reflects the ultimate airport development scenario ensures that the resulting noise contours provide more accurate information to Council and stakeholders for use in future land use planning decisions. The updated ANEF is included at **Appendix E**. These contours and the ANEF model behind them have been submitted to Airservices Australia to be endorsed for technical accuracy in the manner of endorsement approved by the Minister for

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<sup>4</sup> All ANEFs are endorsed for technical accuracy by Airservices Australia, to ensure that the modelling assumptions adopted in INM appropriately reflect the parameters associated with aircraft operations, that consultation with relevant stakeholders including local and state government agencies has been undertaken, and that the forecast movements do not exceed the capacity of the future proposed airport infrastructure (ie runways).



Infrastructure, Transport, Regional Development and Local Government. Endorsement of these contours is anticipated to occur following the completion of the public exhibition of the Latrobe Regional Airport Master Plan 2015 and

## 7.6 OTHER SAFEGUARDING CONSIDERATIONS

In addition to the protection of Latrobe Regional Airport operational airspace surfaces and ANEF contours described above, the NASF highlights a number of other aspects of airport safeguarding which ought to be considered, but which are not yet covered by specific controls within the Victoria Planning Provisions. These are each described briefly under the respective sub-sections below.

### 7.6.1 N-ABOVE CONTOURS

NASF Guideline A – *Measures for Managing the Impacts of Aircraft Noise* recognises that the 20 ANEF and 25 ANEF zones within which residential developments are restricted under AS2021, do not capture all high noise affected areas around an airport. AS2021 itself recognises that the ANEF contours are not necessarily an indicator of the full spread of noise impacts, particularly for residents newly exposed to aircraft noise.

N-above contours have been developed and are now being applied by strategic planners to complement the ANEF metric and provide an additional communication and planning tool. N-above contours indicate the number of aircraft noise events equal to or greater than a specified noise level expected to occur on an average day.

Where there is no major existing or approved development, there is scope to plan ahead to take account of potential noise disturbance and in particular to minimise the zoning of noise-exposed land for residential development.

For this reason, NASF Guideline A recommends that existing and future development need to be treated differently, with rezoning of greenfield to permit noise sensitive uses only undertaken subject to the following approach:

- There should be no new designations or zoning changes that would provide for noise sensitive developments within a 20 ANEF where that land was previously rural or for non-urban purposes. Zoning for noise-sensitive development should be avoided where ultimate capacity or long range noise modelling for the airport indicates either:
  - 20 or more daily events greater than 70 dB(A);
  - 50 or more daily events of greater than 65 dB(A); or
  - 100 events or more daily events of greater than 60 dB(A).

N-above contours have been prepared based on the updated ANEF and are included for reference at **Appendix E**.





### 7.6.2 WILDLIFE HAZARDS

Wildlife strikes and/or their avoidance can cause major damage to aircraft and a reduction in safety. The majority of aircraft collisions with wildlife occur near the airfield during take-off, landing and associated phases. They may cause damage that may impact on the pilot's ability to manoeuvre the aircraft and are a leading cause of aircraft crashes

The risk of a strike on or in the vicinity of an airport relates to the level and form of wildlife activity both within the boundary of an airport and in surrounding areas.

Airports actively reduce wildlife populations and manage the risk of strikes on airport land. Such on-airport activities are underpinned by current aviation safety regulations. Australia's international aviation safety obligations as a contracting state to the Convention on Civil Aviation include responsibilities to take action to manage the risk from wildlife hazards. Aviation safety regulations do not address the risk of wildlife strikes occurring outside the boundary of airports in the same way as they address on-airport risk. The risk of a strike off-airport relates mostly to wildlife activity in areas surrounding the airport. Wildlife attracted to land uses around airports can migrate onto the airport or across flight paths, increasing the risk of strikes.

Land use planning decisions and the way in which existing land use is managed in the vicinity of airports can, therefore, significantly influence the risk of wildlife hazards. Minimising the risk of wildlife strike requires careful consideration from a planning perspective to identify potential land uses that may attract birds or other wildlife.

NASF Guideline C identifies land uses that have the potential to increase wildlife strike potential and provides guidance on buffer zones within which certain activities around airports should be controlled. Within these buffers it is recommended that some activities are excluded whilst others have monitoring and control measures.

The buffer zones applicable to Latrobe Regional Airport are indicated on **Figure H**.

### 7.6.3 LIGHTING RESTRICTIONS

Ground lights may cause confusion or distraction to pilots as a result of their colour, position, pattern or intensity of light emission above the horizontal plane. CASA has the power, through Regulation 94 of the Civil Aviation Regulations 1988 (CAR 1988), to require lights which may cause confusion, distraction or glare to pilots in the air, to be extinguished or modified.

Section 9.21 of the CASA MOS Part 139 provides advice with regard to the design and provision of lighting systems for use at or in the vicinity of an aerodrome, with the intention of minimising the potential hazard to aircraft operations from the lighting. Anyone proposing to install a lighting system within the vicinity of the aerodrome should be made aware of the requirements by the airport operator.

The advice provided by CASA is applicable to lighting installations within a 6 kilometre radius of the airport. The lights within this radius fall into a category most likely to be subjected to the provisions



of Regulation 94 of CAR 1988. Within the 6km radius, a primary area exists which is divided into four light control zones designated A, B, C and D. These zones reflect the degree of interference ground lights can cause as a pilot approaches to land. Each zone has specified limits on the intensity of light emissions (at 3 degrees above the horizontal plane) which should be maintained.

The extent of lighting restriction zones with respect to Latrobe Regional Airport are indicated on **Figure I**.

NASF Guideline E contains information to assist development proponents and planning authorities to ensure that lighting in the vicinity of airport does not compromise aviation safety. It is important that the guideline is consulted or CASA advice sought when new sources of significant lighting are being planned in the vicinity of airports. Examples of such developments include: motorway/freeway lighting; container yards; refinery flare plumes; stadium flood lighting; and construction lighting.

#### **7.6.4 BUILDING GENERATED WINDSHEAR AND TURBULENCE**

Buildings of a certain size and dimensions, when sited near to runway ends, can sometimes generate windshear and turbulence effects which can pose a safety risk to aircraft. The effect depends on a number of factors and NASF Guideline B sets out:

- empirically determined criteria for windshear and turbulence;
- generic guidance on mitigating risks from proposed buildings;
- a methodology for assessment of proposed buildings;
- options, where required, for subsequent detailed modelling of wind effects; and
- options to mitigate wind effects of existing buildings where required.

The assessment envelopes for building generated windshear and turbulence associated with NASF Guideline B cover an area 1,200m or close perpendicular to the runway centreline and extend 900m along the extended centreline of the runway prior to the runway threshold and 500m along the runway.

**Figure J** indicates the extent of the assessment envelopes applicable to each runway option. Within these areas, NASF Guideline B recommends that any proposed buildings be evaluated to confirm there will be no unacceptable impacts on the safety of aircraft operations.

#### **7.6.5 WIND FARMS**

Wind farms in the immediate vicinity of aerodromes pose a number of obvious risks to aviation safety, including the presence of tall structures which are likely to penetrate the protected operational airspace and the generation of turbulence.

NASF Guideline D provides general information and advice to proponents of wind turbine installations and planning authorities with jurisdiction over the approval of such structures. The guideline also provides specific advice on measure to reduce hazards to aviation and how to implement these.



Wind farm developments typically incorporate turbine structures in the order of 150m or more above ground level. These can be influential on aircraft safety some distance from the airport. To ensure that Latrobe Regional Airport is adequately protected from possible wind turbine development, the planning controls in relation to the height of structures within the DDO should be sufficiently extensive in area to capture any potential wind farm developments.

#### 7.6.6 PUBLIC SAFETY

Public safety zones are intended to limit the risks to third-parties as a result of potential aircraft crashes in the vicinity of airports, rather than to ensure levels of safety to aircraft occupants which is addressed through the civil aviation regulatory framework. Currently in Australia there is no clearly-defined national policy with regard to public safety zones at airports. Although the NASAG is currently considering the issue, the NASF does not currently include guidance on the protection of public safety zones at runway ends.

In the absence of a finalised national approach to public safety around airports, planning authorities should consider existing approaches to public safety zones, associated safety principles and how these might be applied in taking a precautionary approach to the treatment of development and public risk around airport sites.

Queensland is currently the only state which has adopted a policy which defines Public Safety Areas (PSAs) which are applicable to certain aerodromes considered to be of state significance. The Queensland Government has released planning guidelines for land uses at runway ends in its December 2013 *State Planning Policy: State interest – strategic airports and aviation facilities*. The Queensland SPP identifies 'Public Safety Areas' (PSAs) within which development should be restricted in order to protect the safety of both aircraft and passengers, and property and people on the ground in the event of an aircraft accident during landing or take-off.

The PSA as defined by the Queensland SPP is trapezoidal with a base width of 350m at the runway end, a length of 1,000m and a final width of 250m. The dimensions of the PSA enclose an area where the risk per year, to a representative individual, resulting from an aircraft crash is estimated to be in of the order of 1 in 10,000 ( $10^{-4}$ ). They also partly enclose an area of individual risk of the order of 1 in 100,000 ( $10^{-5}$ ).

Under the Queensland policy, a PSA is required at the end of a runway where:

- Regular Public Transport (RPT) jet aircraft services are provided; or
- Greater than 10,000 aircraft movements occur per year (excluding light aircraft movements<sup>5</sup>).

These criteria do not apply to either of the runways at Latrobe Regional Airport. However, the Queensland criteria have incorporated methodology adopted by the UK Department for Transport

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<sup>5</sup> Light aircraft are generally defined as those with a maximum take-off weight (MTOW) of less than 5,700kg.



in defining Public Safety Zones (PSZs). Since the 1990s, a considerable amount of quantitative risk work has been carried out to determine PSZs for major UK airports based on tolerable individual risk contours. The size of the individual risk contours and hence the PSZ is proportional to the number of aircraft movements, the type and size of the aircraft.

Recent work undertaken by REHBEIN Airport Consulting suggests that airports with significant numbers of light aircraft movements may generate PSZs of comparable size to the current Queensland PSA dimensions, as a result of the generally higher crash rates of smaller aircraft.

Pending any policy guidance from the NASF in terms of public safety, it is recommended that the Queensland PSA dimensions form the basis of guidance to Latrobe City Council in terms of permissible future off-airport land uses.

## 7.7 IMPLEMENTATION OF SAFEGUARDING

Measures for safeguarding of the future airport operations should be implemented progressively through appropriate amendment(s) to the Latrobe Planning Scheme. This would require the following steps to be undertaken:

- This Latrobe Regional Airport Master Plan 2015, once adopted, should be introduced in the Latrobe Planning Scheme as a reference document;
- At a strategic level, it is imperative that a master plan be developed for the area identified as 'employment investigation area' within the *Traralgon West Structure Plan*, in order to determine what mix and allocation of uses is appropriate within this area. This work should take into account the airport safeguarding principles described in this section as well as how best to complement vision and development concept for airport described in **Sections 4.0 and 5.0** above. In particular, it must ensure that any residential uses in the area do not present any potential to compromise the future operations of the airport;
- In light of the proximity of the Latrobe Regional Airport and Latrobe regional Hospital, and the potential for interaction in terms of land uses, Latrobe City Council, the Latrobe Regional Airport Board and the Latrobe Regional Hospital should engage in discussions, with the objective of establishing a Memorandum of Understanding allowing both to work together in achieving their respective development objectives.
- Restrictions on the height of surrounding structures, vegetation and other objects which may present a hazard to existing or possible future aircraft operations will need to be implemented through the application of Schedules to the Design and Development Overlay (DDO) to the Latrobe Planning Scheme. The DDO Schedules will need to identify areas and applicable height restrictions which will form the planning permit trigger.
- The DDO Schedules will be based on a set of Obstacle Limitation Surfaces required to ensure the safety of future aircraft operations in accordance with the Civil Aviation Safety Regulations Part 139 and the minimum standards required by the Civil Aviation Safety Authority set out in **Figure G**.



- The strategic justification for the DDO will be provided through the adoption of the Final Latrobe Regional Airport Master Plan 2015 and the need for Council to enable the vision set out in the Master Plan to be realised.
- Land use restrictions on inappropriate development are currently implemented through an Airport Environs Overlay (AEO). The AEO should be based on an Australian Noise Exposure Forecast contour map which has been endorsed for technical accuracy by Airservices Australia. The ANEF is a forecast of future aircraft operations expected as a result of the realisation of the Master Plan and not a measure of the noise footprint of existing operations.
- It is justifiable and permissible to establish an ANEF based either on a long-range (beyond 20-years) timeframe or to represent the expected ultimate development of the airport. Given the long-term nature of land use zoning and the irreversibility of allowing incompatible development, a long-range ANEF has been prepared consistent with the development vision of the Master Plan. This ANEF has been endorsed for technical accuracy by Airservices Australia.
- The Airport Environs Overlay in the Latrobe Planning scheme should then be replaced with the updated long range (2050) ANEF. As the ANEF preparation and endorsement process can take some time, in the interim, the current AEO remains relevant and should be retained within the Planning Scheme.
- A set of N-above contours reflecting the advice of the National Airports Safeguarding Framework has been prepared in association with the updated ANEF. These are included at **Appendix E**. Council should investigate and keep under review the ability to incorporate the N-above contours within the Latrobe Planning Scheme in a manner which can guide future planning decisions and inform the public of the expected impacts of airport operations as a supplement to the ANEF.
- Council should consider the windshear, wildlife hazard, wind farm, lighting and public safety guidelines, as outlined in **Section 7.6**, when assessing planning proposals around the airport (but not apply planning controls for these matters at this stage pending completion of the State Government's work on implementing NASF and further work by NASAG relating to Public Safety Areas).

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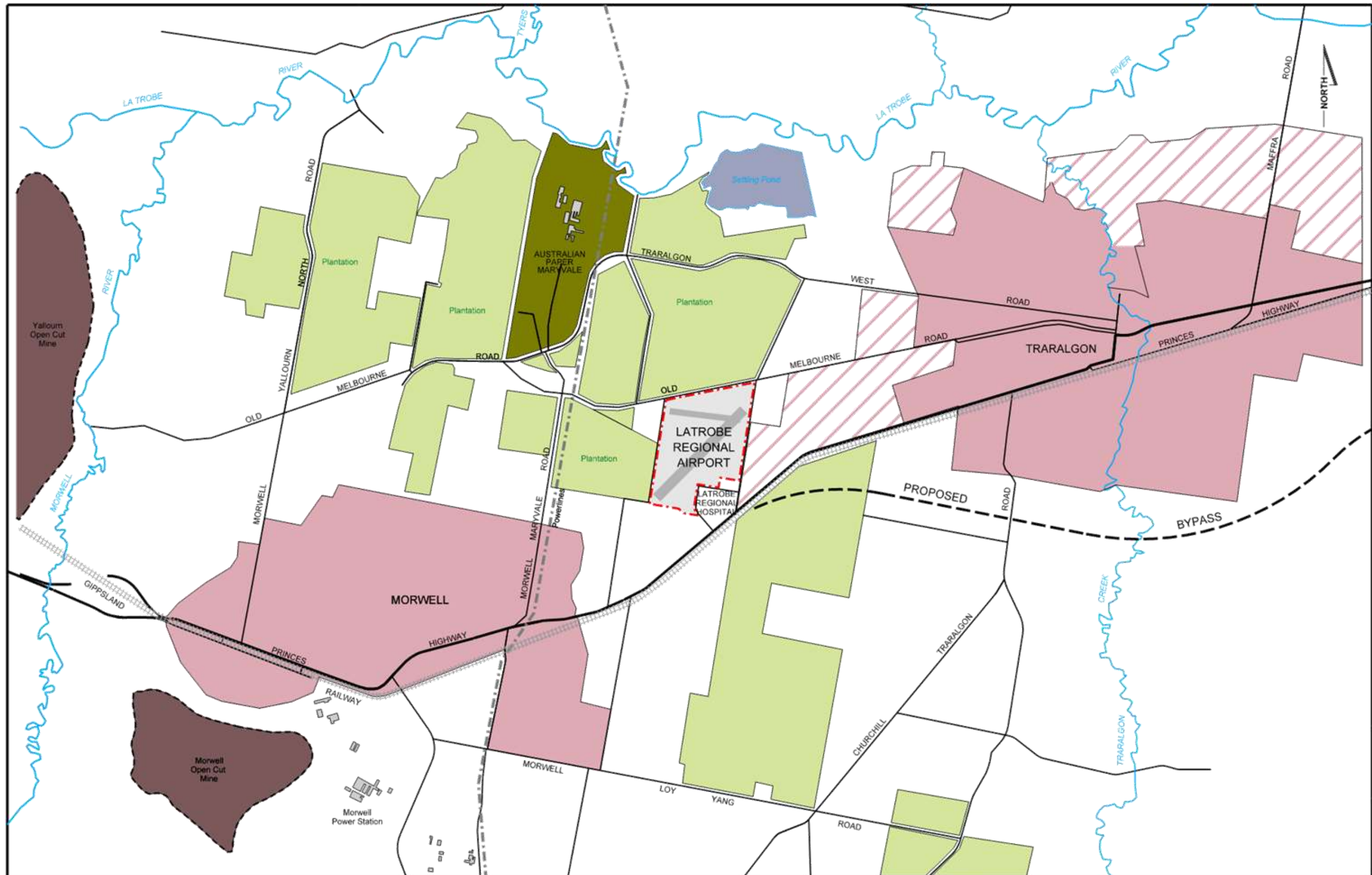
**APPENDIX A**


**FIGURES**



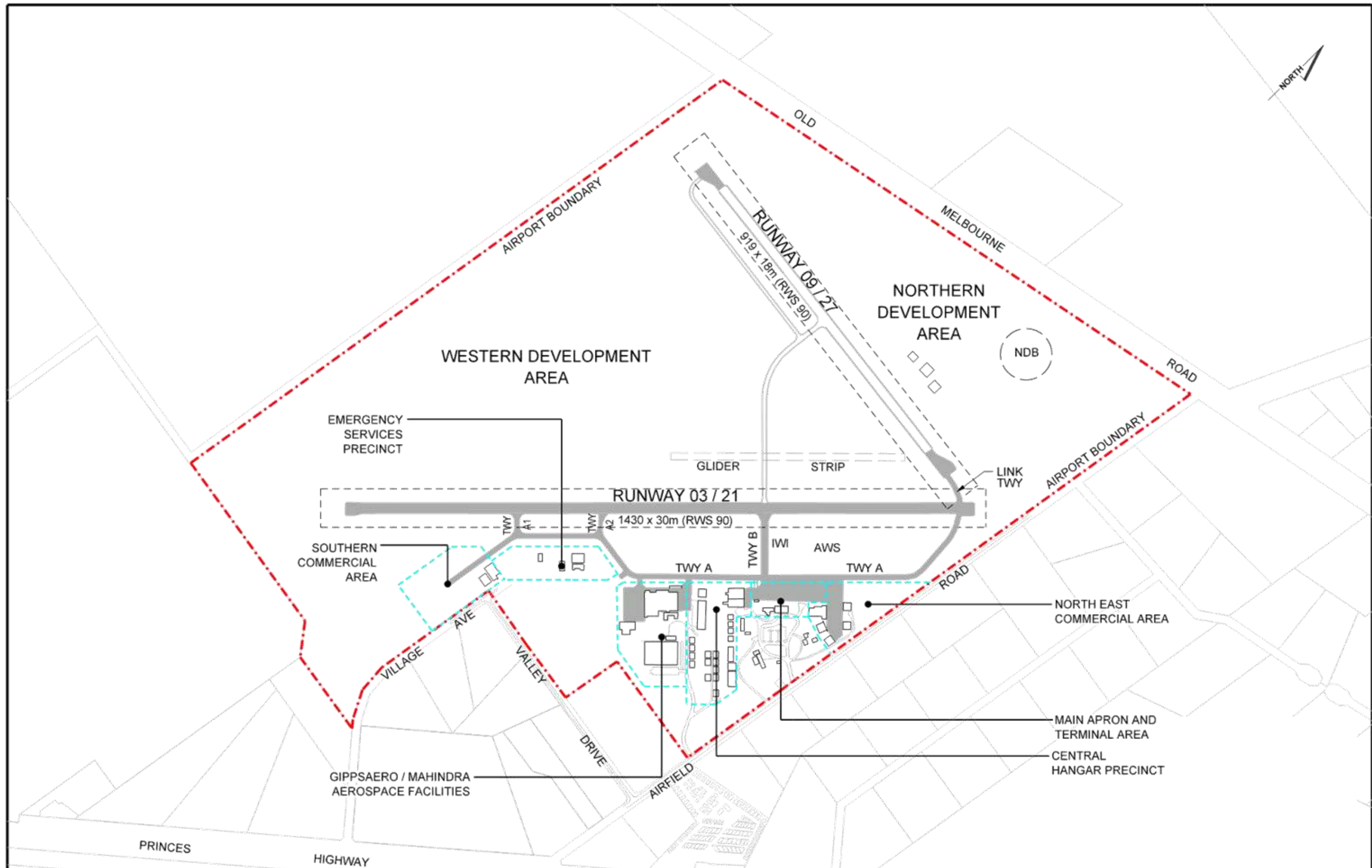
**LIST OF FIGURES:**

<b>Figure A</b>	<b>Locality Plan</b>
<b>Figure B</b>	<b>Existing Aerodrome Facilities Layout</b>
<b>Figure C</b>	<b>Existing Airport Development</b>
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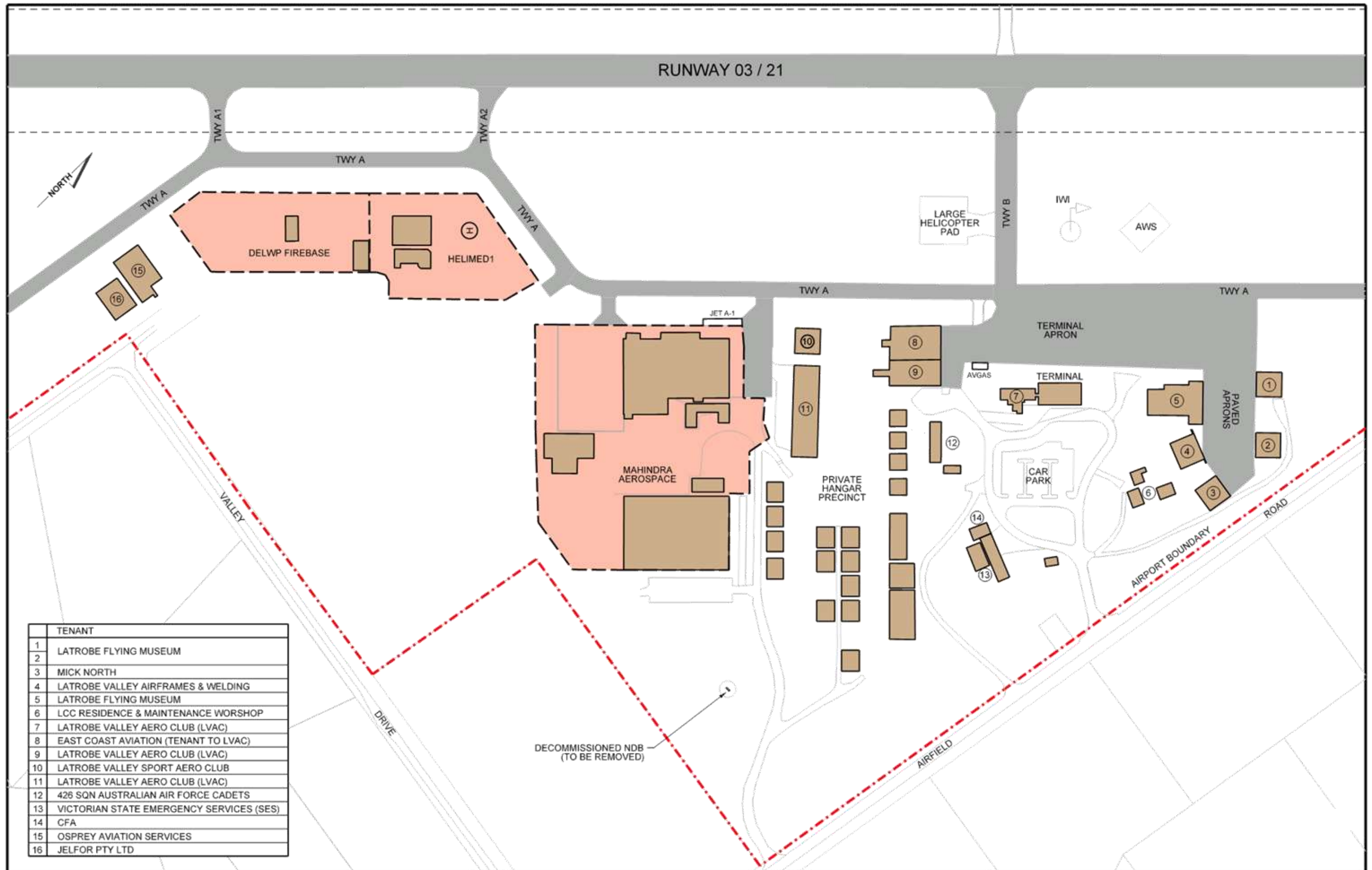


Project <b>LATROBE REGIONAL AIRPORT MASTER PLAN 2016</b>	Client <b>LATROBE CITY COUNCIL</b>	 SUITE 1, GROUND FLOOR 55 WALSH STREET WEST MELBOURNE VIC 3003 A C N 110 685 160 TELEPHONE 1031 9328 4166 FACSIMILE 1031 9328 4255 EMAIL mal@rehbein.net.au	Figure No	<b>FIGURE A</b>	Scale 150,000	A3									
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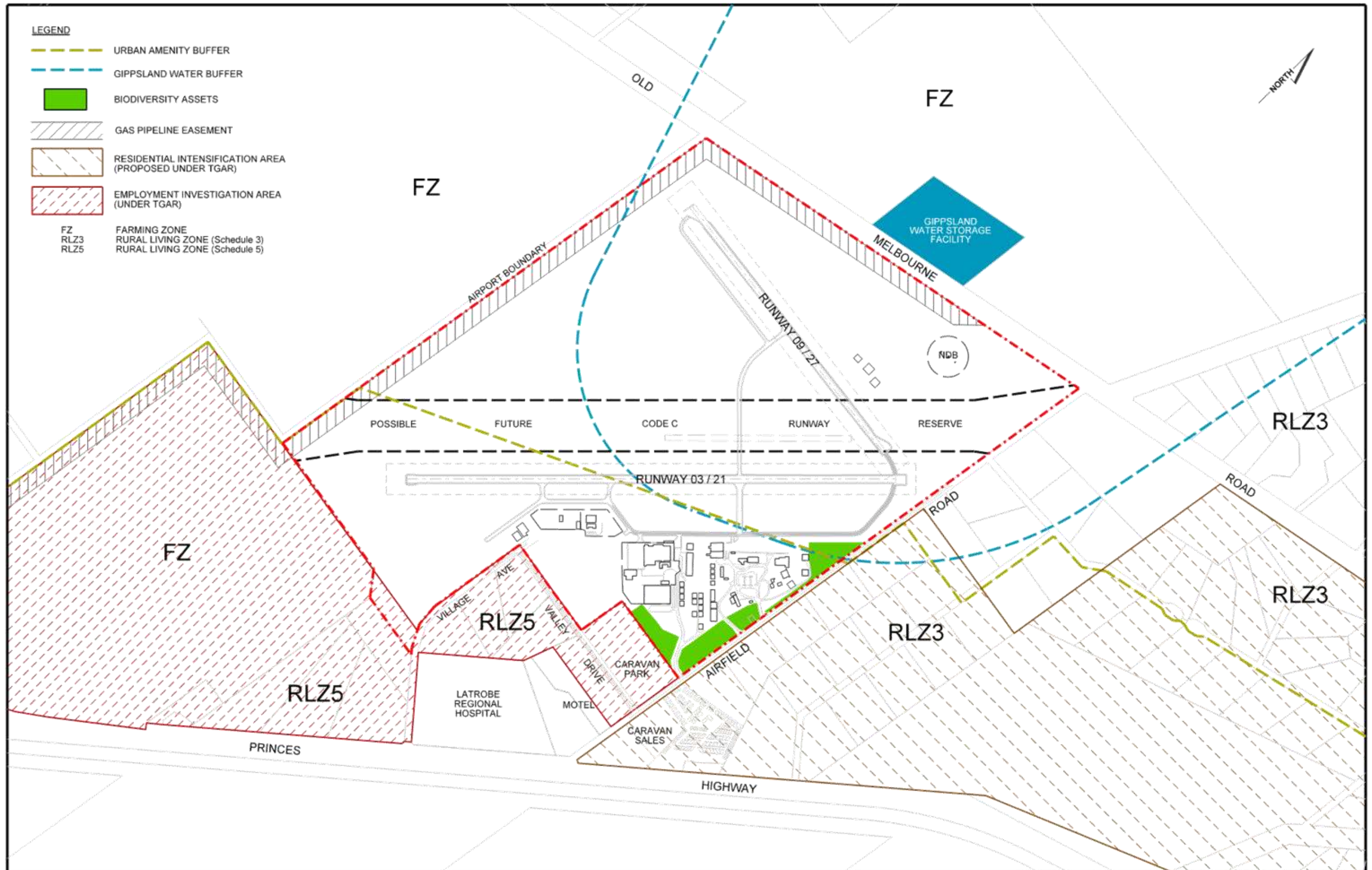


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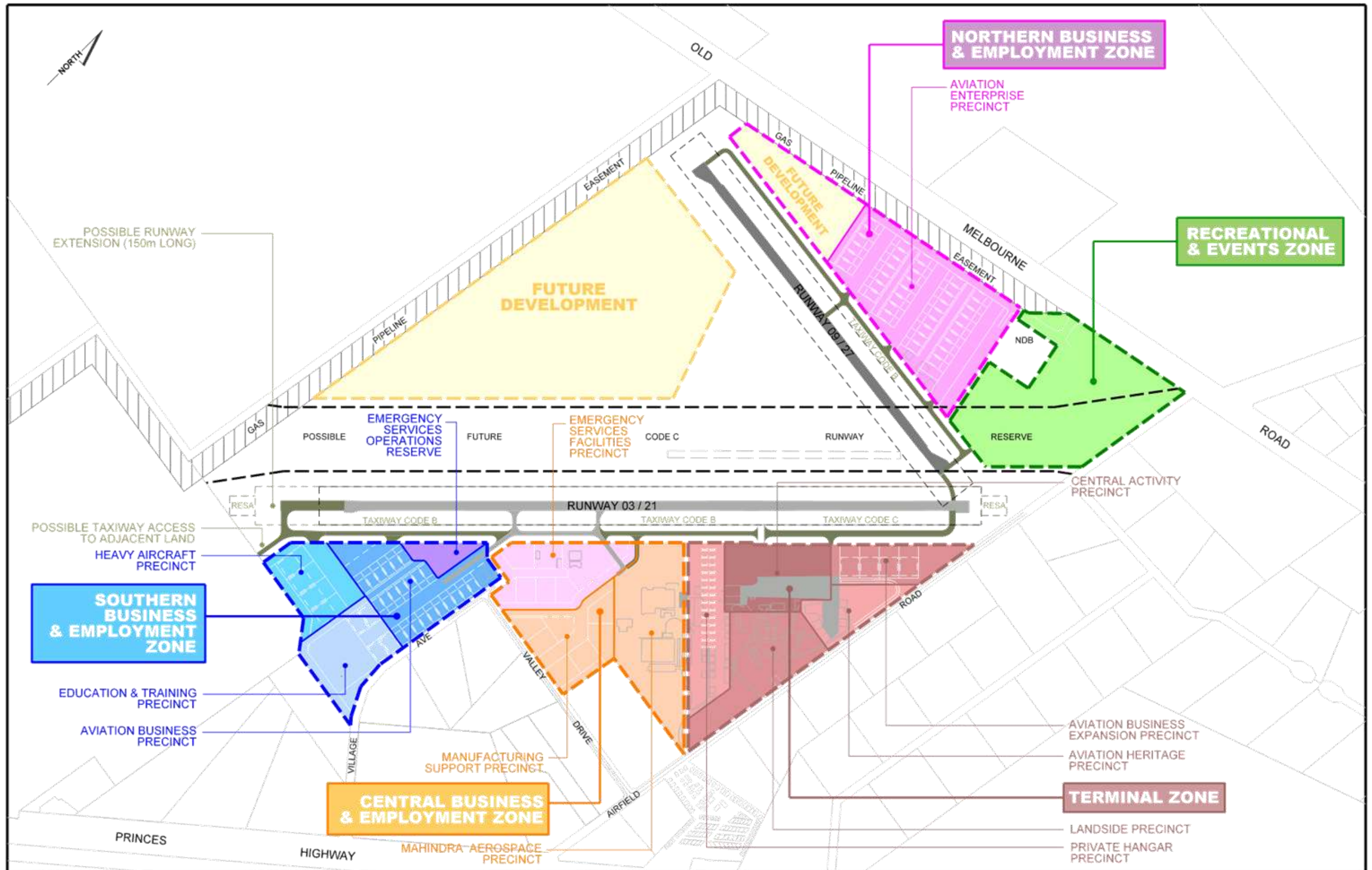


TENANT	
1	LATROBE FLYING MUSEUM
2	MICK NORTH
3	LATROBE VALLEY AIRFRAMES & WELDING
4	LATROBE FLYING MUSEUM
5	LCC RESIDENCE & MAINTENANCE WORKSHOP
6	LATROBE VALLEY AERO CLUB (LVAC)
7	EAST COAST AVIATION (TENANT TO LVAC)
8	LATROBE VALLEY AERO CLUB (LVAC)
9	LATROBE VALLEY SPORT AERO CLUB
10	LATROBE VALLEY AERO CLUB (LVAC)
11	426 SQN AUSTRALIAN AIR FORCE CADETS
12	VICTORIAN STATE EMERGENCY SERVICES (SES)
13	CFA
14	OSPREY AVIATION SERVICES
15	JELFOR PTY LTD
16	

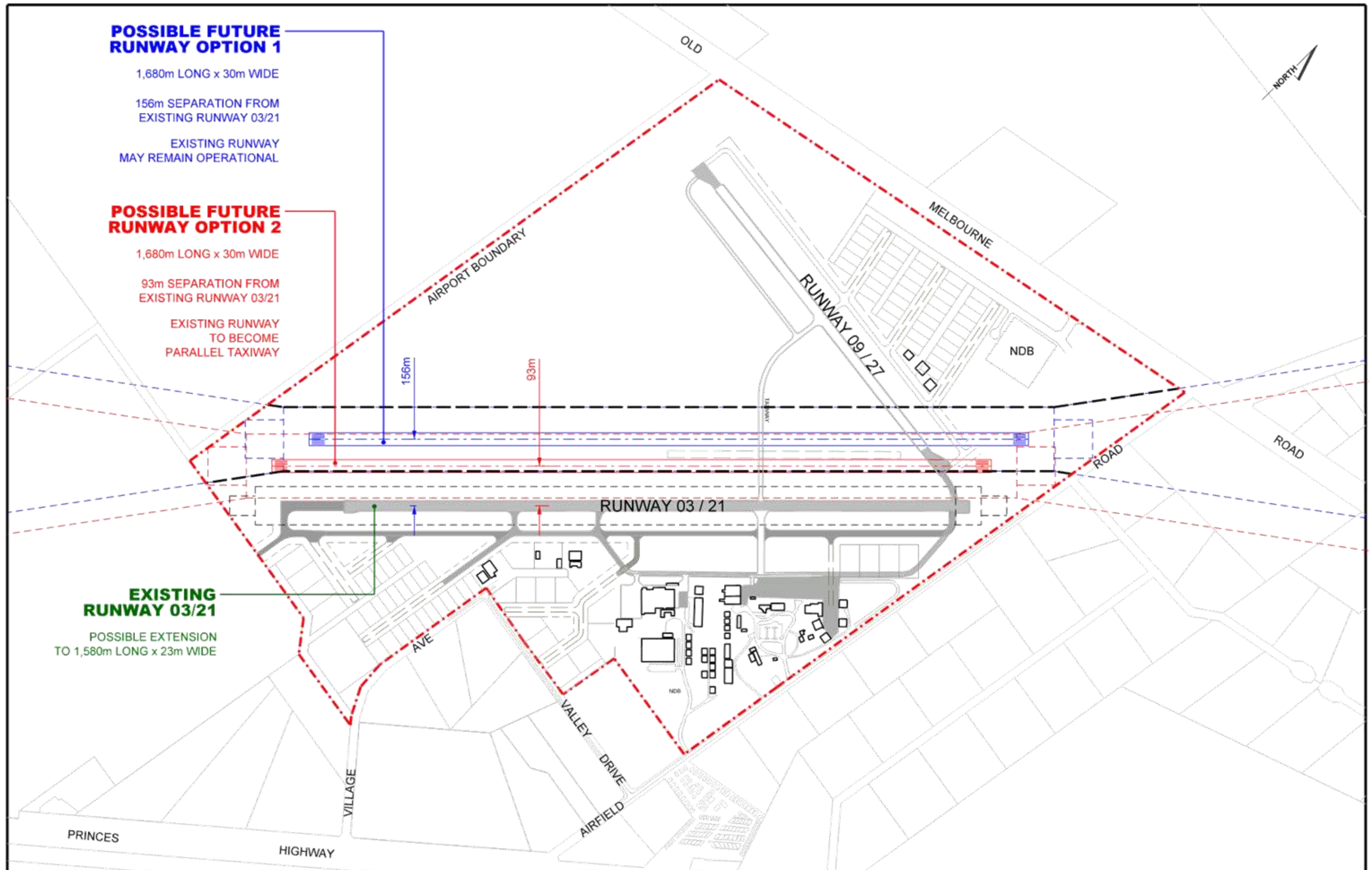
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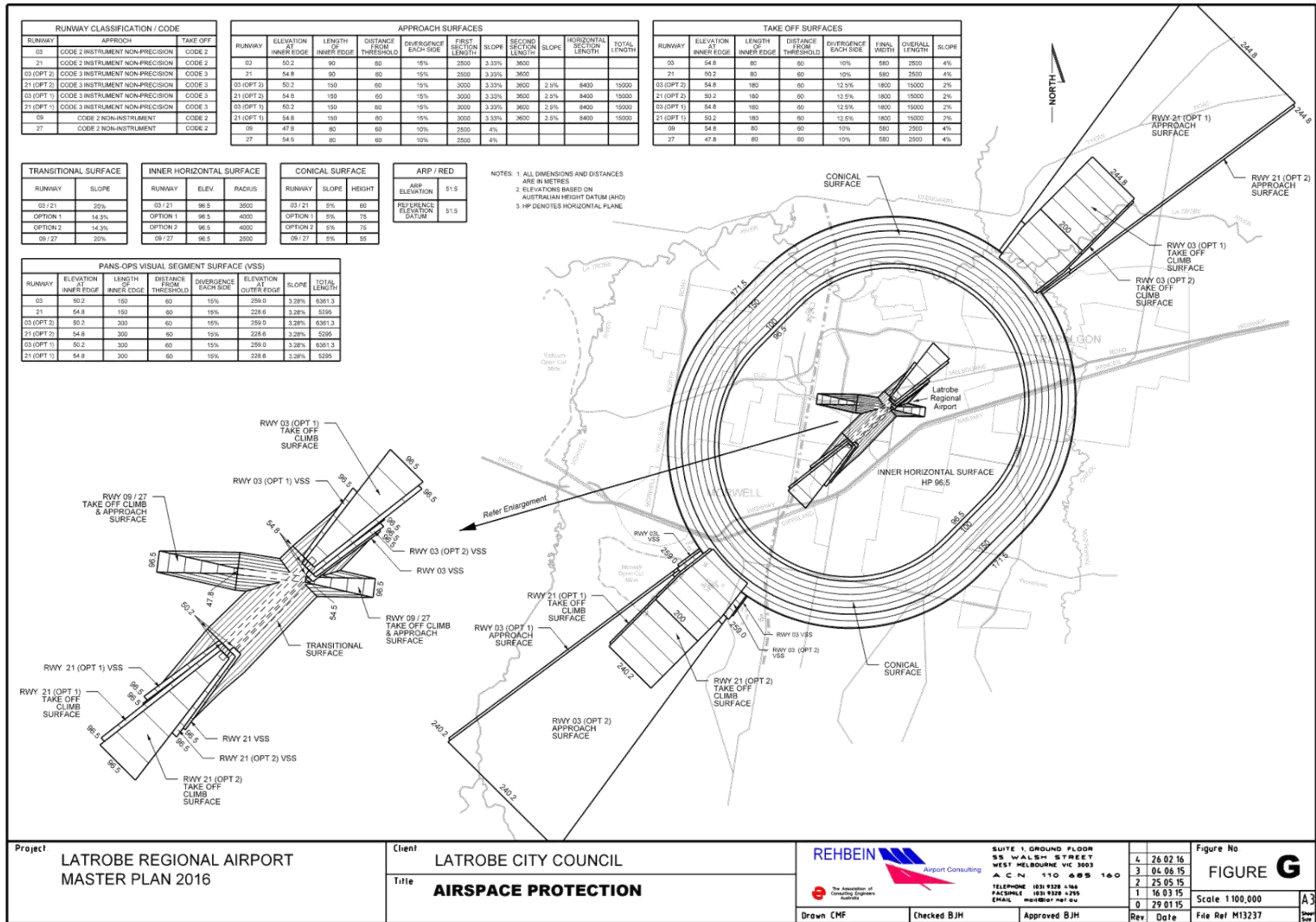
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Project <b>LATROBE REGIONAL AIRPORT MASTER PLAN 2016</b>	Client <b>LATROBE CITY COUNCIL</b>	SUITE 1, GROUND FLOOR 55 WALSH STREET WEST MELBOURNE VIC 3003 A C N 110 685 160 TELEPHONE 1031 9328 4166 FACSIMILE 1031 9328 4255 EMAIL mail@rehbein.net.au	Figure No	<b>FIGURE F</b>		
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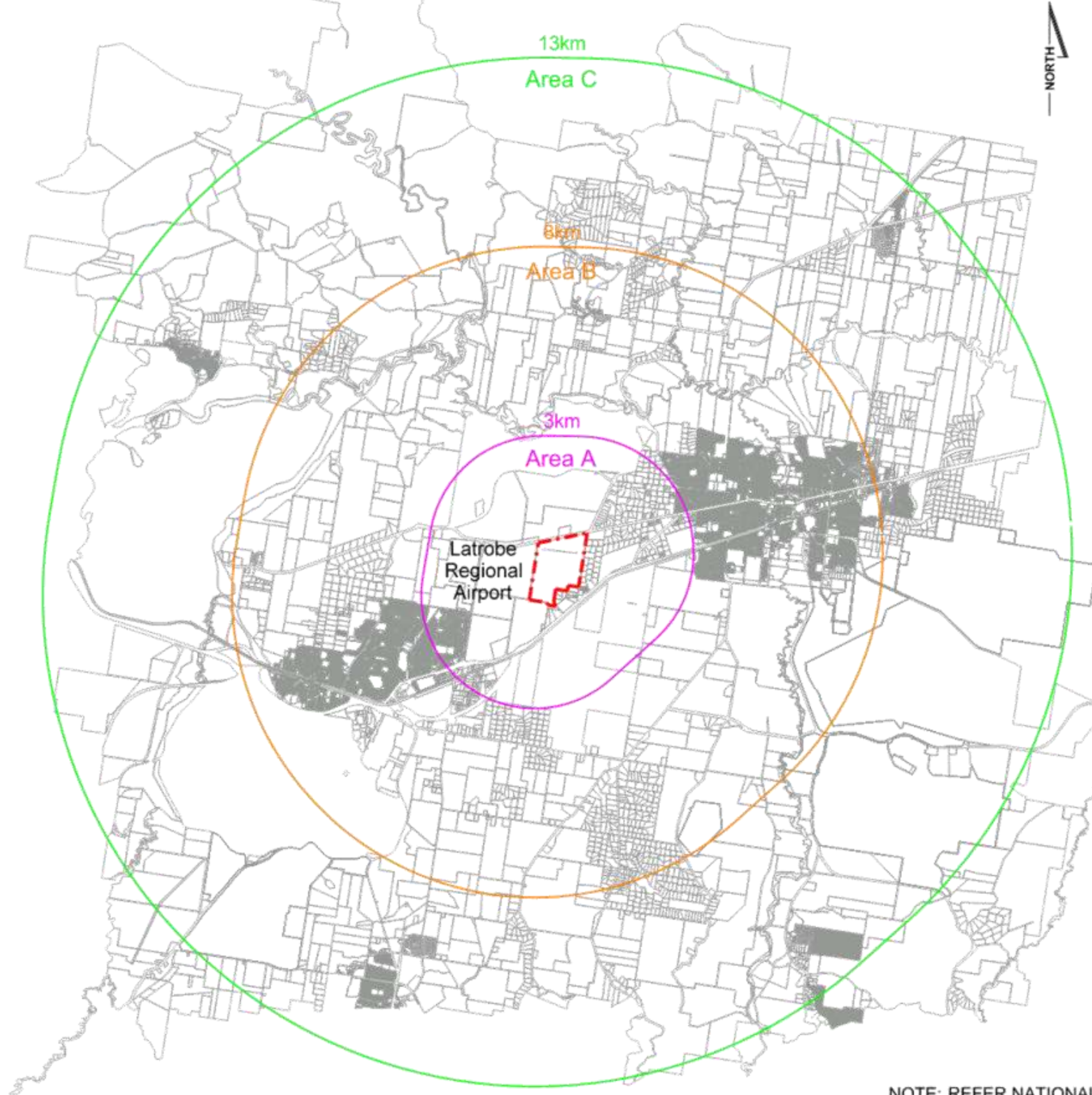


Project: LATROBE REGIONAL AIRPORT MASTER PLAN 2016

Client: LATROBE CITY COUNCIL  
 Title: AIRSPACE PROTECTION

REHBEIN Airport Consulting  
 SUITE 1, GROUND FLOOR  
 55 WALSH STREET  
 WEST MELBOURNE VIC 3003  
 A.C.N. 110 685 160  
 TELEPHONE 1031 9328 4166  
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 EMAIL mail@rha.net.au

Figure No	4	26 02 16
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NOTE: REFER NATIONAL AIRPORTS SAFEGUARDING FRAMEWORK (NASF)  
GUIDELINE C: MANAGING THE RISK OF WILDLIFE STRIKES IN THE VICINITY OF AIRPORTS

Project  
**LATROBE REGIONAL AIRPORT  
MASTER PLAN 2016**

Client  
**LATROBE CITY COUNCIL**

Title  
**WILDLIFE HAZARD AREAS**

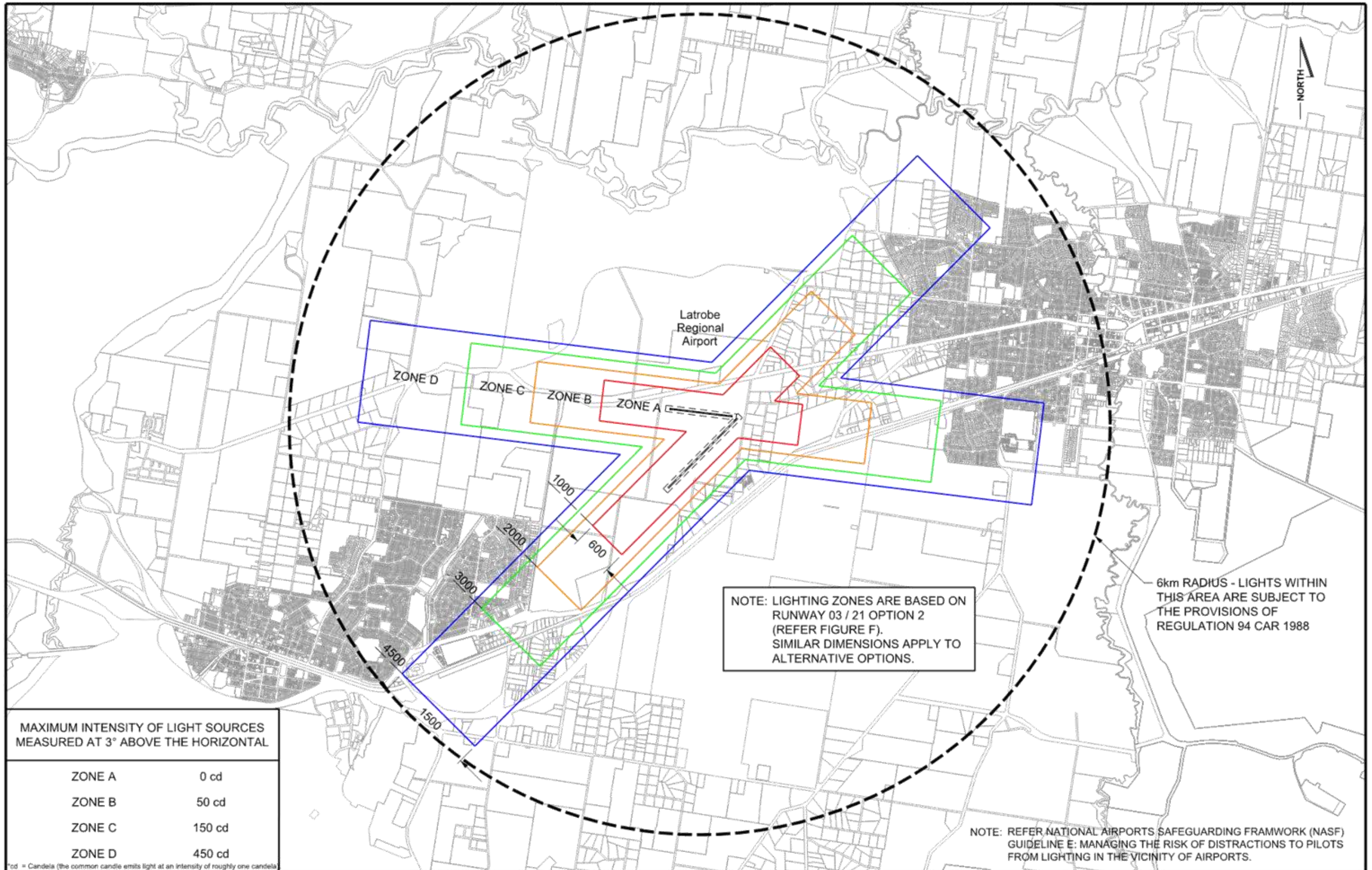


SUITE 1, GROUND FLOOR  
55 WALSH STREET  
WEST MELBOURNE VIC 3003  
A C N: 110 685 160  
TELEPHONE 1031 9328 4166  
FACSIMILE 1031 9328 4255  
EMAIL mal@rehbein.net.au

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MAXIMUM INTENSITY OF LIGHT SOURCES MEASURED AT 3° ABOVE THE HORIZONTAL

ZONE A	0 cd
ZONE B	50 cd
ZONE C	150 cd
ZONE D	450 cd

\*cd = Candela (the common candle emits light at an intensity of roughly one candela)

**Project** LATROBE REGIONAL AIRPORT MASTER PLAN 2016

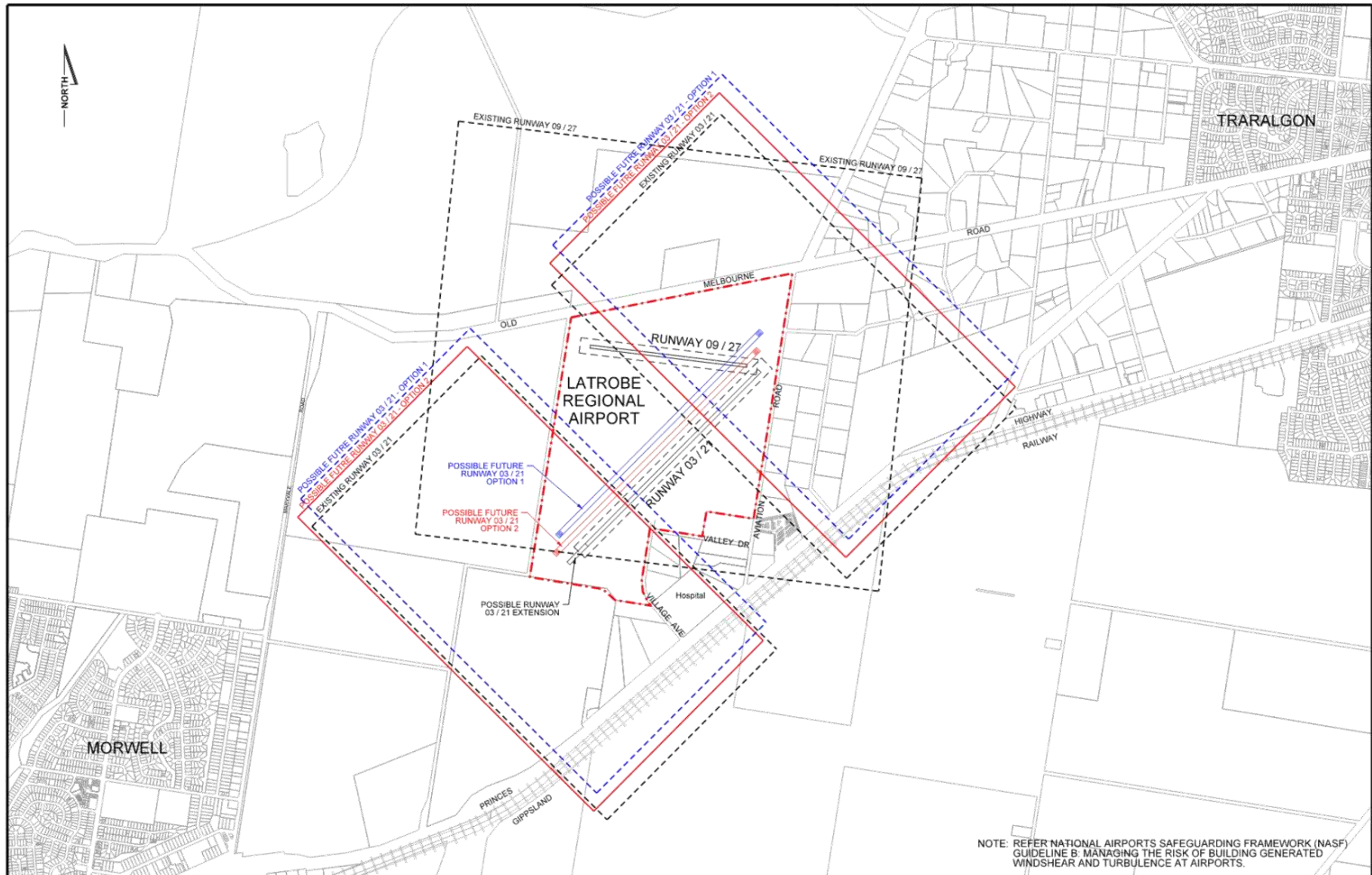
**Client** LATROBE CITY COUNCIL  
**Title** LIGHTING RESTRICTIONS

**REHBEIN** Airport Consulting  
 SUITE 1, GROUND FLOOR  
 55 WALSH STREET  
 WEST MELBOURNE VIC 3003  
 A C N 110 685 160  
 TELEPHONE 1031 9328 4166  
 FACSIMILE 1031 9328 4255  
 EMAIL mail@rehbein.net.au

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NOTE: REFER NATIONAL AIRPORTS SAFEGUARDING FRAMEWORK (NASF) GUIDELINE B: MANAGING THE RISK OF BUILDING GENERATED WINDSHEAR AND TURBULENCE AT AIRPORTS.

<b>Project</b> LATROBE REGIONAL AIRPORT MASTER PLAN 2016	<b>Client</b> LATROBE CITY COUNCIL	<b>REHBEIN</b> Airport Consulting SUITE 1, GROUND FLOOR 55 WALSH STREET WEST MELBOURNE VIC 3003 A.C.N. 110 685 160 TELEPHONE 1031 9328 4166 FACSIMILE 1031 9328 4255 EMAIL mail@rehein.net.au	Figure No <b>FIGURE J</b>										
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**APPENDIX B**

**TRARALGON WEST STRUCTURE PLAN**



# traralgon west structure plan

## traralgon growth areas review

august 2013





The Traralgon West Structure Plan was undertaken by **hansen partnership** as part of the Traralgon Growth Areas Review.

The Traralgon Growth Areas Review is a shared initiative of the Victorian State Government and Latrobe City Council.  
August 2013

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## 1 introduction

The *Traralgon West Structure Plan* will become a key guiding document designed to shape the future development of a significant area of land strategically located between the Latrobe City towns of Morwell and Traralgon. The structure plan was commissioned by Latrobe City Council in 2010 as part of a broader long term growth strategy known as the *Traralgon Growth Areas Review* and was undertaken by hansen partnership pty ltd (urban planning, urban design and landscape architecture), in association with Carono Grogan Richards (traffic and engineering) and Tim Nott (economics).

Latrobe City Council has a responsibility under the State Planning Policy Framework to ensure that sufficient land is available for urban growth within the municipality. The *Traralgon Growth Areas Review* was undertaken due to a number of critical factors that have, or will, put pressure on the ability of Traralgon and surrounds to accommodate likely future development. Among these factors is the State Government decision to nominate the northernmost alignment for the future Traralgon Bypass. That decision had a direct impact on the adopted *Traralgon-Morwell Corridor Concept Plan* (2007) which earmarked a large area of land (approximately 500 ha) for future urban growth, south of the confirmed highway bypass alignment.

Latrobe City has therefore needed to revise its current strategies to accommodate future urban growth, as land to the south of the proposed bypass is no longer feasible nor is it a desirable settlement outcome. In addition to this, recent strategic assessments (undertaken in 2009) of current land supply estimates in Traralgon and surrounds indicated there was a substantial shortage of residential land earmarked for future urban needs and that a number of possible areas had significant constraints that limit where urban growth can be located. While recent rezonings (Amendments C47, 56 and 58) may have alleviated some of the short term pressures, these pressures will remain in the longer term.

The *Traralgon Growth Areas Review* comprises three separate documents:

- A *Background Report*, which investigated both the existing situation on the ground in relation to the location of land uses but also constraints to development in the wider Traralgon area.
- The *Traralgon Growth Areas Framework*, which looks longer term at the identification of sustainable directions for growth and the policy and strategies which may be required to achieve this.
- The *Traralgon West Structure Plan* (this document) which is designed to provide guidance in relation to a strategically important area of land currently experiencing ad-hoc or inefficient development and facing increasing development pressures.

These reports form the collective findings of the *Traralgon Growth Areas Review*, although each document, including this Structure Plan, can be read as individual parts.

This document seeks to establish an agreed vision for the *Traralgon West* area (which extends through to Morwell) to be realised over a period of up to 20 years. The Structure Plan is intended to establish a number of principles to guide future development of the area. It will also lay the foundation for amendments to the Latrobe Planning Scheme to facilitate significant changes in the land uses and structure of the area, in view of broader strategic issues facing Latrobe City.

### 1.1 project brief

The project brief set out the primary objectives of this project as follows:

- Recommend an equivalent or if possible superior long term outcome to the redundant *Traralgon-Morwell Corridor Concept Plan*;
- Identify and map appropriate residential urban densities in existing and future urban areas;
- Include structure plan maps that designate key land uses, in terms of precincts, zonings and linkages;
- Recommend appropriate changes to the Latrobe Planning Scheme (zone, overlay & ordinance) to facilitate the future use and development of land; and
- Respond to the outcomes of the stakeholder engagement process.

### 1.2 land affected by the project

The study area for the *Traralgon West Structure Plan*, shown in Figure 1 on the following page, is an irregular shaped area which extends along the north side of the Princes Highway between the existing urban extents of Traralgon and Morwell. It extends north towards the plantations associated with the Australian Paper Mill and existing parcels of land occupied by rural residential dwellings.

The study area covers approximately 1,150 hectares of land, of which around 550ha is currently used for low density residential development (in either a Low Density Residential or a Rural Living Zone) and around 200ha is occupied by the Latrobe Regional Airport. Other significant parcels of land in the area include the National Foods manufacturing site, the Latrobe Regional Hospital, the currently undeveloped 'Hollydale' site and the Traralgon Golf Course.

**1.3 preparing the structure plan**

A number of studies have been undertaken to guide the development of Traralgon over the last two decades. These documents have shaped the growth and development of Traralgon West (or Traralgon-Morwell Corridor) in particular, including the *Traralgon-Morwell Corridor Concept Plan* prepared by Beca Consultants in 2007. The current study builds upon the base established by earlier documents, but also responds to the broader strategic objectives outlined in the *Traralgon Growth Areas Framework*. Consultation with stakeholders and the community further informs this document.





## 2 background

In order to establish a plan for the future development of the Traralgon West area, it is necessary to understand elements of the context that are likely to exert an influence on this precinct. These include the policy context of the area, the current land uses and planning controls, constraints to development within the precinct and existing development pressures.

### 2.1 regional context

The Moe, Morwell, Churchill and Traralgon network of towns is one of the key regional centres in Victoria. It is located 164km to the east of Melbourne along the Princes Highway. Traralgon is the largest of a string of towns which stretch out towards Lakes Entrance on the Victorian coast which include Drouin, Warragul, Moe, Morwell, Traralgon, Sale and Bairnsdale.

The municipality of Latrobe City has previously adopted a model of development that establishes a hierarchy of townships comprising four main towns: Moe (approximately 15,300 persons), Morwell (13,700) and Traralgon (21,700), and the satellite town of Churchill (4,600) which form what is known as a 'networked city' with the remaining settlements within the municipality being identified as 'small towns'.

The population of Latrobe that does not reside in the 'networked city' is distributed across seven smaller settlements and a rural hinterland. The Municipal Strategic Statement recognises that while each town within the 'network' provides many of the services and facilities required by its residents, they are not separate, self contained entities which operate in isolation from each other. The towns interact, to varying degrees, to create what is effectively a 'networked city', highlighting the need for good inter-town connections.

Most of Victoria's electricity generation facilities are located in the Latrobe Valley and the region has Australia's largest reserves of brown coal. Power generation resources and facilities, and open cut mines associated with them, dominate the landscape of large areas of the Latrobe Valley. This can be seen clearly on Figure 2.

To the immediate southwest of Traralgon is the Loy Yang Power Complex and open-cut coal mine. In addition, large areas of rural land to the south of Traralgon have been set aside as long term future coal reserves. As such, the land around Traralgon plays a role in the functioning of the whole state of Victoria, well beyond that which would otherwise be the case in a regional area.

Traralgon's large commercial centre includes the Stockland Shopping Centre, South Side Central (which incorporates the major regional railway station) and shops which line the attractive Franklin, Seymour and Hotham Streets. The landmark building in the town centre is the elegant post office building built in 1887.

To the immediate west of the study area is the Mid Valley Shopping Centre which provides a range of large format retail uses such as Bunnings, Target and Big W as well as supermarket and specialist retail stores. Cinema and other entertainment options not available elsewhere mean this centre attracts residents from a wide catchment.

Regional facilities include the Latrobe Regional Hospital, a purpose built 257-bed, fully integrated health service located at Traralgon West, and a University of Ballarat campus at Churchill, 10 kilometres to the southwest of Traralgon.

These services, facilities and retail offering serve a very large catchment. Anecdotal evidence suggests the retail opportunities of the town, as well as larger scale infrastructure such as the Latrobe Regional Hospital, and entertainment such as nightclubs attract people from the full extent of Gippsland. As such, Latrobe City plays a role as the 'capital' of Gippsland.

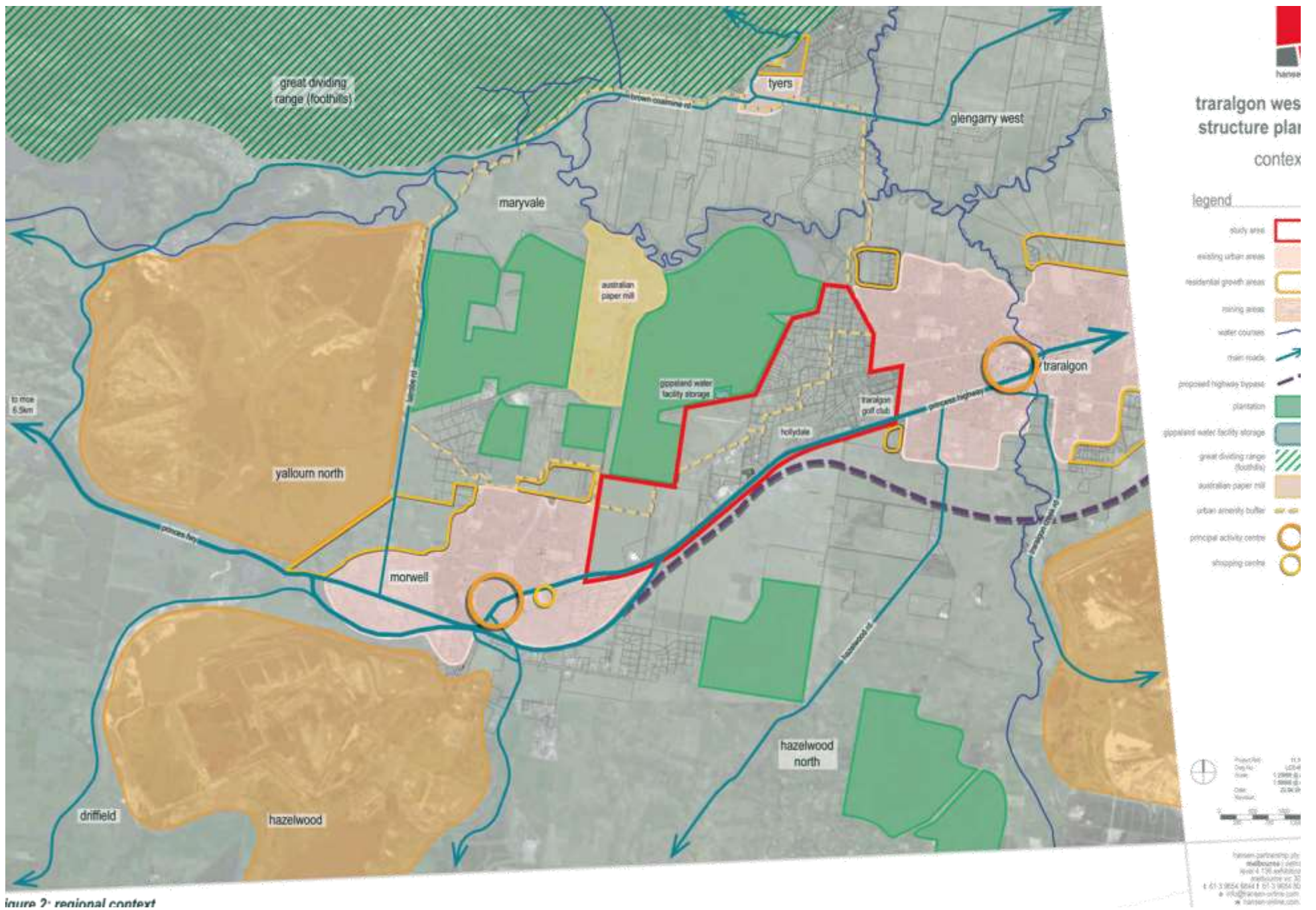


Figure 2: regional context

## 2.2 current land use and development

The Traraigon West Precinct is more accurately described as the Traraigon-Morwell Corridor and encompasses land uses which occur in the existing 'urban break' between the developed urban areas of Morwell and Traraigon. The land is currently used for the following purposes:

- The Traraigon Golf Course is located on the Princes Highway at the eastern edge of the precinct.
- Large areas of the precinct are used for low density residential uses. While some sections of the land are zoned Low Density Residential and others are zoned Rural Living, both areas are developed with similar lot sizes of between 1.5 and 3.5ha. Limited lots within the LDRZ land have been subdivided down to the allowed minimum lot size of 0.4ha. Conversely, while the RLZ has a default minimum lot size of 8ha, within the study area the schedule to the zone allows subdivision down to 2ha. The majority of these lots have been developed with one dwelling.
- A strip of around 10 lots zoned Special Use along the Princes Highway are designated as an 'Urban Gateway' under the Latrobe Planning Scheme. These lots accommodate almost exclusively car and caravan yards and associated businesses.
- A very large site located centrally within the precinct's Princes Highway frontage is known as 'Hollydale'. While this land is currently mostly undeveloped (with one dwelling located on the site) there have been a number of concepts suggested for the land, including higher density residential development and bulky goods retailing.
- A number of sites within the precinct are used for accommodation purposes within the Rural Living Zone, including sites used for retirement living, hotels and caravan parks. These uses are primarily clustered around the Latrobe Regional Hospital.
- The Latrobe Regional Hospital is located on the Princes Highway at the intersection with Airfield Road. The hospital also supports a number of associated uses such as consulting suites. A masterplan has been prepared by Latrobe Regional Hospital to guide the future development of the site.
- Large portions of the land are also currently used for non-intensive, non-residential uses or are not currently developed. The majority of such land is zoned for farming. A portion of this land was also set aside for many years for the diversion of the Morwell River. The Special Use Zone which protected this corridor has recently been removed and there are various other potential uses for the area that are subject to further investigation.
- The Latrobe Regional Airport occupies a large (approx 200ha) site central within the precinct. The airport has two runways, with the main runway aligned on a south-west / north-east alignment and a smaller runway running east / west. A number of buildings associated with the airport are located in the south-east corner of the site, where access is provided off Airfield Road. The adopted masterplan for the site seeks to intensify development on the site and was partially implemented through Amendment C26, noting that the masterplan is proposed to be revised and updated. The airport has been identified as one of three "concentrated employment zones" in Latrobe City (*Latrobe Economic Sustainability Strategy 2011*). The employment zones have an emphasis on job creation, industry diversification and the ability to offer opportunities to prospective investors.
- To the immediate north and west of this site are plantations associated with the Australian Paper Mill which are unlikely to see change.
- Towards the Morwell end of the precinct there is a large parcel which accommodates the National Foods / Lion major processing site.

- The remainder of the land between National Foods / Lion and the existing urban edge of Morwell is currently vacant. However this land has been rezoned to allow for industrial development. It is also expected to accommodate a substantial bulky goods retail cluster through rezoning approved under Amendment C39 part 2.

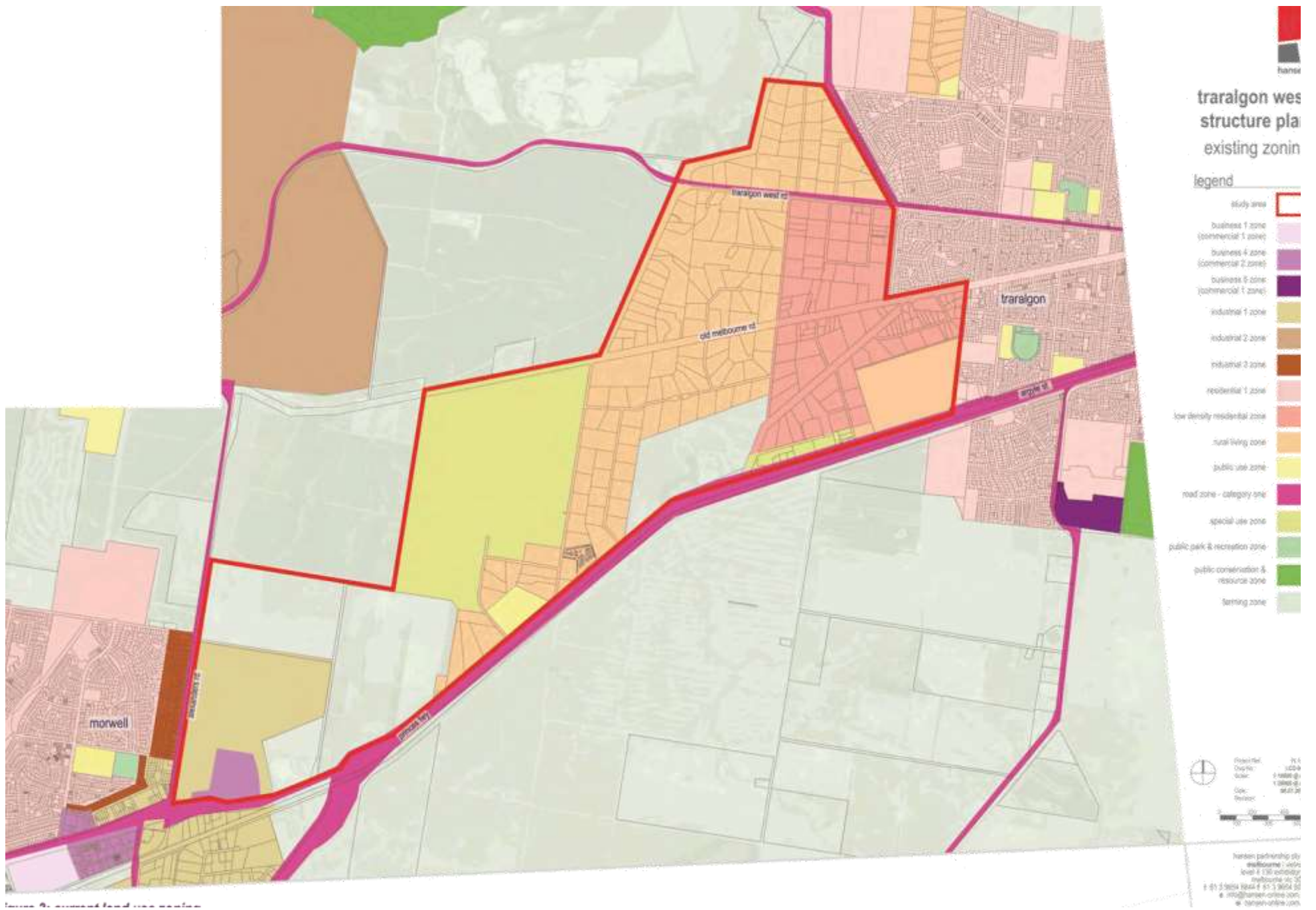
## 2.3 current land use planning controls

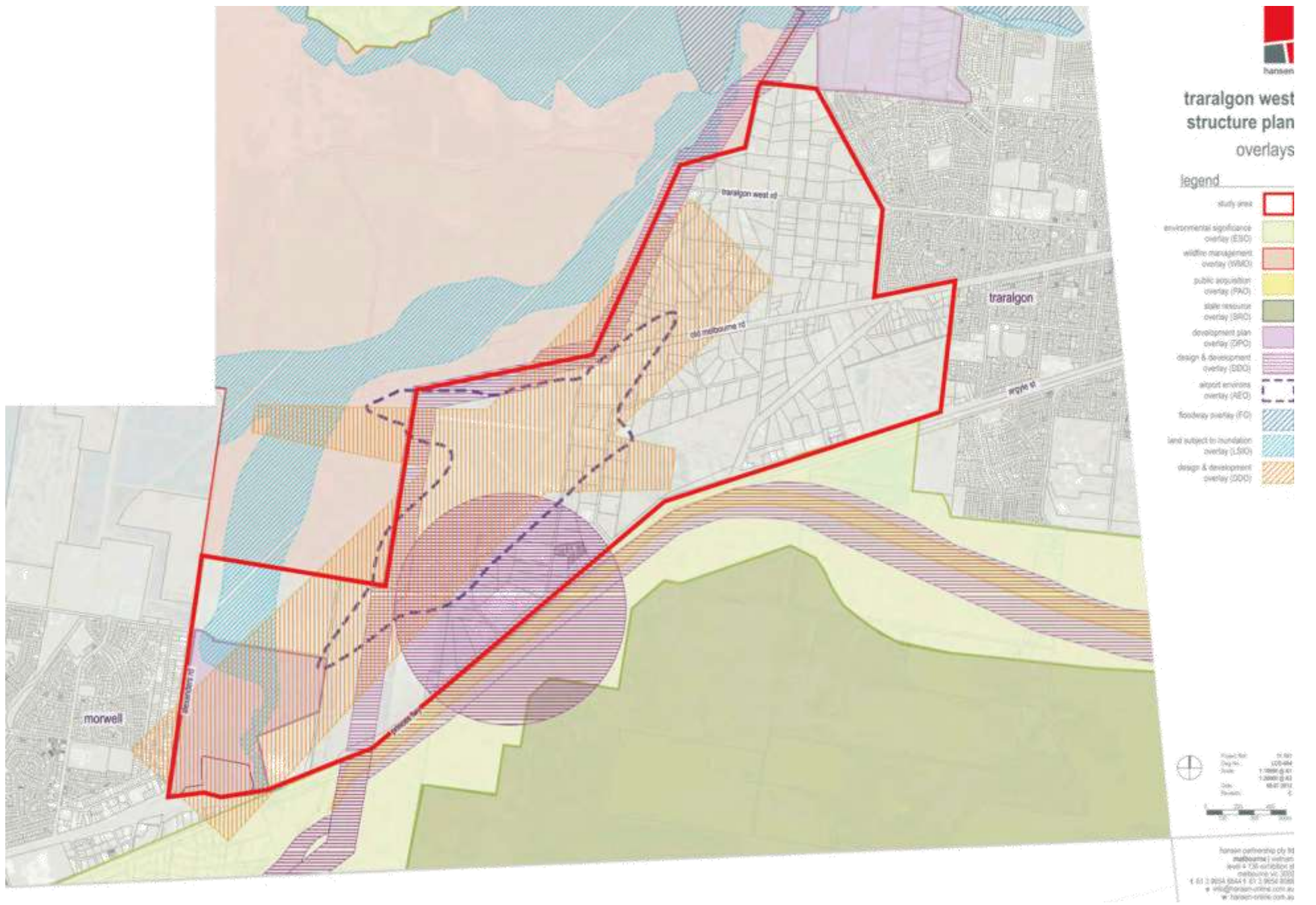
Existing zoning controls for the precinct are outlined below and illustrated on the following plans:

- Land adjoining Morwell within the study area is zoned Industrial 1, Business 4 or Farming Zone;
- The airport, hospital site and strip of car yards are zoned Special Use;
- Land at the western edge of Traraigon and the Traraigon Golf Course are all zoned Rural Living, while the Hollydale site remains in a Farming Zone; and
- Land immediately contiguous to the Residential 1 Zone of Traraigon is zoned Low Density Residential.

A number of overlays also apply to the area, in particular the western end of the precinct, as follows:

- A Development Plan Overlay applies to the Industrial 1 zoned land adjacent to Morwell.
- A Design and Development Overlay acts as a permit trigger where a major gas pipeline runs through the site and where the helipad associated with the hospital is located.
- There is currently an Airport Environs Overlay which affects land around the airport and a Design and Development Overlay was applied through Amendment C26, which has implications for the allowable height of buildings in proximity to the airport.
- Floodway and Land Subject to Inundation Overlays affecting land along waterways, have been implemented through Amendment C9).





## 2.4 constraints within traralgon west

There are some significant constraints to the development of this precinct. Development to date has been relatively ad-hoc and until recently, local planning policy has encouraged the retention of a 'non urban' break between Traralgon and Morwell. This 'break' was compromised by incremental development of motels, caravan parks, car yards and the presence of the Latrobe Regional Hospital. Much of the land within the study area, where it adjoins the existing urban area of Traralgon, is already developed with low density or rural living uses as a result of previous policy positions. In seeking to reposition this corridor and promote more sustainable development of the City as a whole, some of the important constraints which must be considered include:

- The existing fragmentation of the land, where landowners may have differing aspirations for their land and coordination of development may be difficult.
- Flooding associated with drainage lines which run through the precinct.
- Lack of existing connectivity through the study area.
- Potential impacts from noise / odour associated with the Australian Paper Mill and the extent of any urban amenity buffer to residential development that would be required to manage this to avoid conflict.
- Impacts in terms of safety or noise buffers to protect long term uses that may be required in relation to the Latrobe Regional Airport, including the existing Airport Environs Overlay.
- Lack of public transport or cycle lanes within the precinct.
- Potential bushfire impacts due to the proximity of plantations to the northwest of the precinct.
- Buffer requirements associated with the Gippsland Water storage lagoon located to the immediate north of the airport.

The extent of some of these constraints is identified on the following page.

## 2.5 opportunities for traralgon west

There are also a number of clear opportunities available which can be maximised to obtain benefit not just for new and existing residents in the immediate area but also for the broader Latrobe community as a whole.

These include:

- Maximisation of the opportunities to develop employment generating uses supported by the airport and hospital.
- Improvements to public transport potential due to proximity to the Princes Highway.
- Locational advantage for residents between two Principal Activity Centres (Morwell and Traralgon).
- Proximity to Mid Valley Shopping Centre.
- Potential to provide interesting and diverse areas of public open space that can provide links to the wider open space network of Traralgon.
- Clear opportunities for excellent cycle and pedestrian linkages.
- The presence of two large strategic redevelopment sites that could act as catalysts for development.
- Highly amenable landscape setting.
- Opportunities to provide additional land for long term industrial or other employment uses contiguous with existing identified areas.

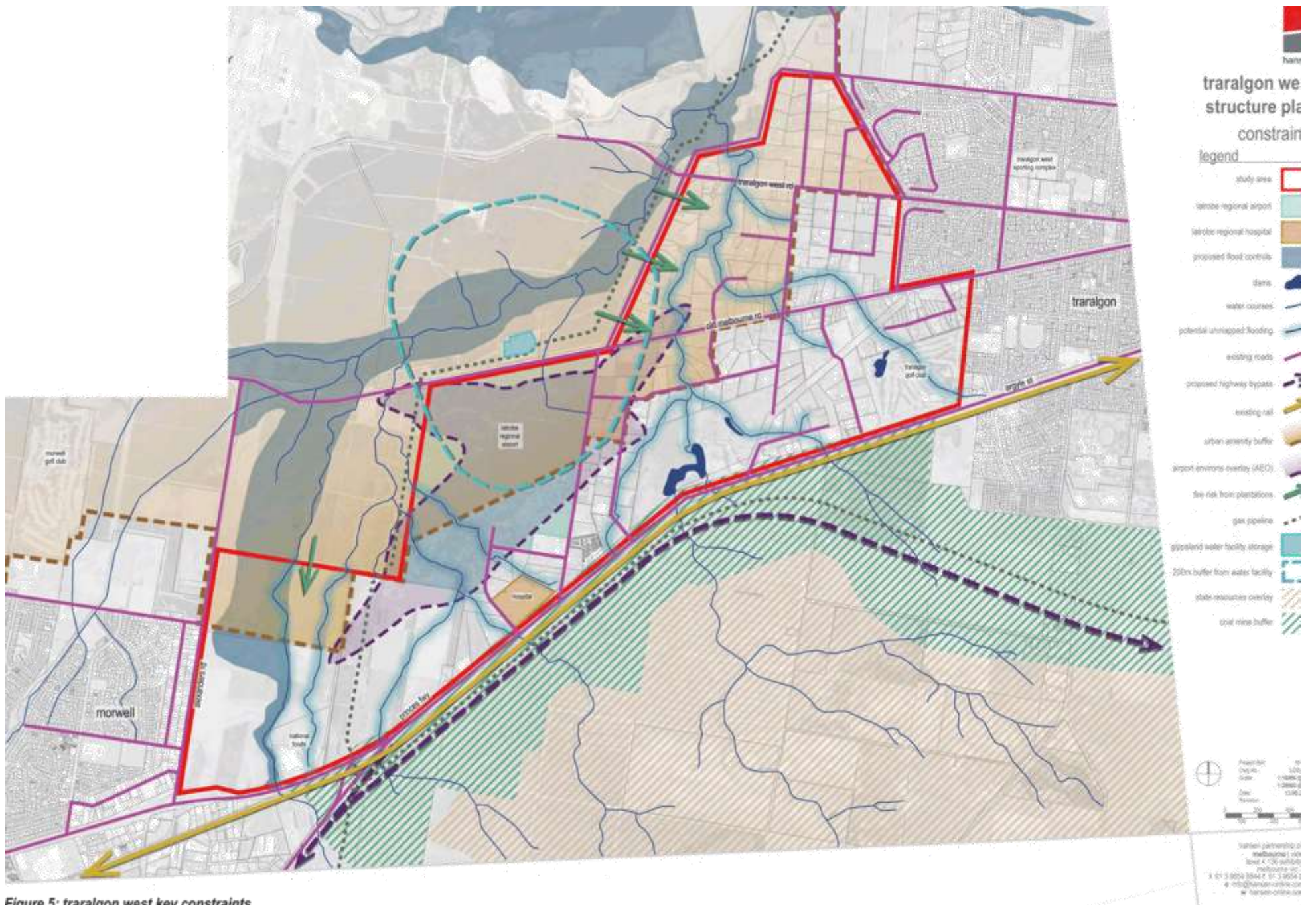


Figure 5: traralgon west key constraints

### 3 traralgon west structure plan

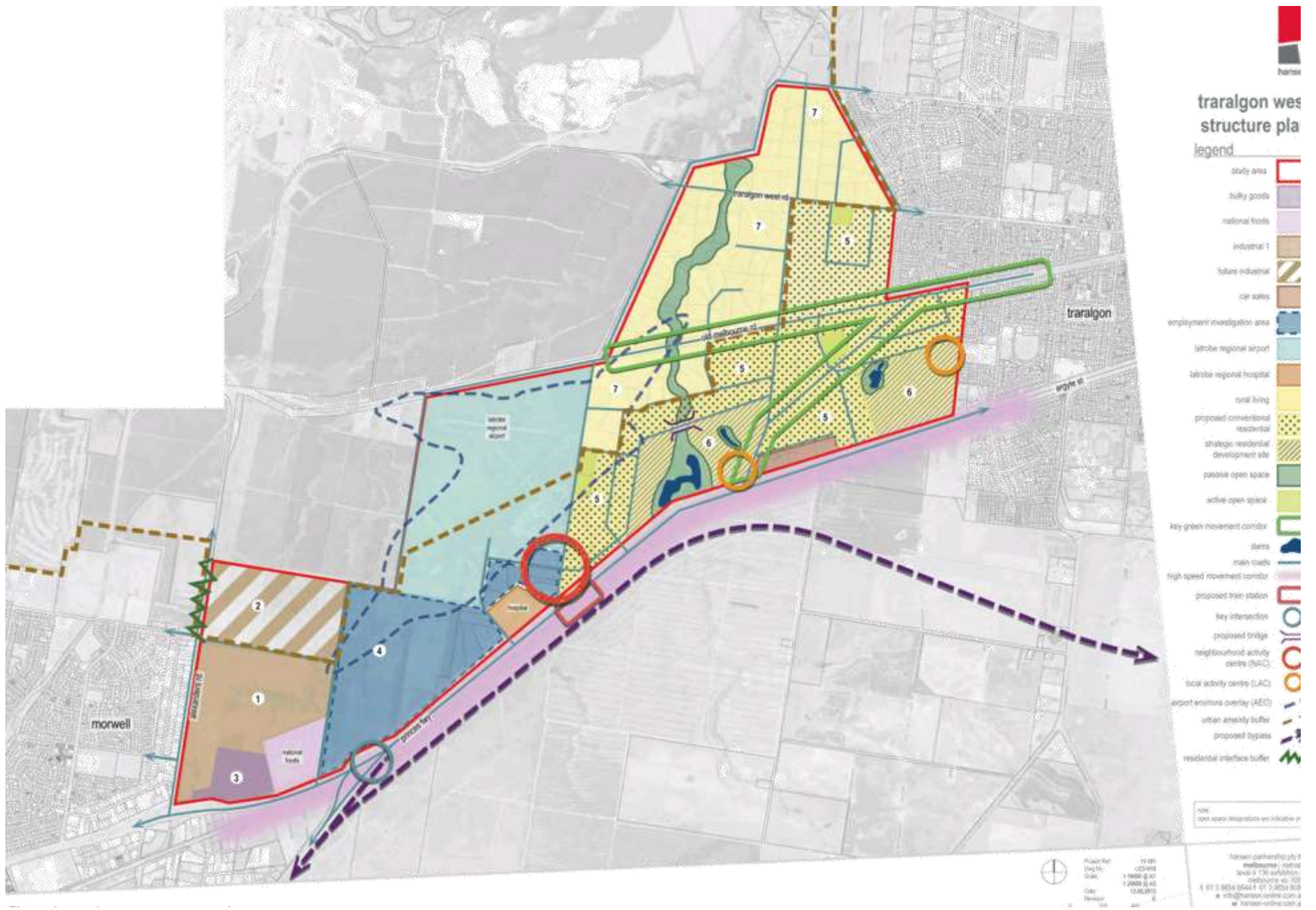
The long term strategic future of Traralgon West will evolve over time. However, this structure plan seeks to facilitate the transition of this important corridor to an area which better reflects the opportunities available within the precinct, while responding appropriately to the constraints which exist within the area. The precinct will develop over time into a higher density residential corridor in the areas closest to the Princes Highway. The northern areas will remain as lower density residential in order to respond to the position of this land both at the 'urban edge' and also in proximity to the Australian Paper Mill. Residential areas along the corridor will be strongly connected to the urban areas of both Morwell and Traralgon by sustainable transport options. While the corridor will primarily accommodate residential uses to the east of Airfield Road, there are opportunities for the development of employment generating uses on the land between the Latrobe Regional Airport and the Princes Highway which is more constrained for residential development but which offers exciting opportunities to support the growth and development of new and existing industries.

#### 3.1 key precinct principles

Key principles which should guide the development of this corridor include:

- The identification of the Princes Highway as a high frequency multi nodal public transport corridor. This should include rapid local bus services and on-road commuter cycle paths as well as rail services.
- The development of a Neighbourhood Activity Centre around the Latrobe Regional Hospital to provide services and facilities, both for residents of the higher density accommodation which exists in this area but also to provide for employees and users of both the hospital and the airport. This NAC should not compromise development in either the Morwell or Traralgon PACs.
- Consideration of the establishment of an additional train station to service the Latrobe Regional Hospital (allowing better access to regional users) and the residents and employees of this area.
- The development of the Old Melbourne Road and the existing Coopers Road road reserve leading to the 'Hollydale' site as key green links, providing not only vehicular access but priority cycle paths and landscaped pedestrian pathways (in addition to considerations of the Traralgon–Morwell shared path).
- The creation of a key corridor of open space leading from the large waterbody central on the 'Hollydale' site, along the creekline to connect with a broader system of new open space to be established to the north of Traralgon.
- Development of both the 'Hollydale' site and the Traralgon Golf Course in the longer term as medium density 'villages' in landscaped settings.
- Re-subdivision of identified low density and rural living land not affected by the urban amenity buffer for conventional residential development.
- Retention of lower residential densities in the northern areas of the precinct where there may be odour impacts arising from the presence of the paper mill. These areas may be able to redevelop over time as improvements to the management of emissions could reduce the extent of buffer requirements and should be reviewed periodically.
- Exploration of employment generating uses which may be suitable for land immediately adjoining the hospital and south of the airport identified as an 'employment investigation area' to support the Regional City role of Latrobe.
- Retention and potential long term expansion of the eastern industrial (and bulky goods) precinct of Morwell, to the north of existing zoned land.
- Clear policy to avoid 'strip' retail development fronting the Princes Highway in the study area.
- Clear movement networks and appropriate levels of highly accessible public open spaces, community infrastructure and local shopping opportunities.





### 3.2 land use

Land uses proposed within the precinct are identified on the following land use plan as follows:

- **AREAS 1 & 3:** The existing areas of industrial and Business 4 (bulky goods) zoned land to the immediate east of Morwell are retained.
- **AREA 2:** Land to the north and east of the industrial area is retained as farming zoned land to protect longer term opportunities for the expansion of the industrial precinct. The need to maintain areas to accommodate additional industrial development in the longer term to protect the economic sustainability of the city is recognised by the identification of this land. Any development in this area will need to take into account appropriate buffers to the identified residential growth area on the western side of Alexanders Road.
- **AREA 4:** The hospital should be retained and expansion or intensification of health related uses should be encouraged. This may occur either through intensification of the existing area shown on the plan or through expansion into the 'employment investigation area'.
- The development of higher densities of residential development, including retirement villages and aged care, proximate to the hospital on otherwise unconstrained land (as is currently occurring) should continue on unconstrained land, preferably to the east of Airfield Road in order to not preclude development of employment generating uses.
- Land to the immediate west and north of the hospital should be retained as an 'employment investigation area' to be developed with either employment generating uses which are directly related to the hospital or airport. Regard should be had to the masterplans undertaken for both those key facilities and appropriate zoning should be considered once further detail regarding these land uses is determined.
- The airport should continue to be developed to make better use of the opportunities for more integrated development on the site. The existing masterplan for the site is currently being reviewed to ensure consistency with the Australian Paper Mill urban amenity buffer and as part of an assessment of economic development opportunities within the area.
- A Neighbourhood Activity Centre should be developed adjoining the hospital to provide service facilities and local shopping opportunities to both users and employees of the hospital and airport, and also to residents of medium density residential development in the area. This centre will provide a clear focal point for the "concentrated employment zone" (Latrobe Economic Sustainability Strategy) to be developed in relation to the airport as well as facilitating health related development. This centre should have strong connections to sustainable transport options, as well as pedestrian pathways. The centre should not compete with the larger activity centres of Morwell, Traralgon or Mid Valley, but may contain a small supermarket. A specific site has not been identified for this centre as the appropriate extent of this centre will need to be determined prior to an area being identified. This should be further explored at a broader level through an Activity Centre Strategy. However, the centre should be located close to the intersection of the Princes Highway and Airfield Road close to the Latrobe Regional Hospital.
- **AREA 5:** Existing Low Density Residential and Rural Living zoned land in the south of the precinct (as identified on the following plan) should intensify through development at conventional residential densities. A Development Plan should be prepared for the identified areas in collaboration with the existing landowners to ensure that appropriate connections and infrastructure are established as densities increase. Appropriate mechanisms to ensure developer contributions to fund infrastructure will also need to be considered.
- **AREA 6:** The 'Hollydale' site and Traralgon Golf Course should be developed with medium density urban 'villages' within a landscape context. This will diversify the housing offer within Traralgon as a whole and should be designed as 'sustainable' housing.
- Large waterbodies on those sites should be retained to provide areas of public open space, with the central waterbody on the 'Hollydale' site to be designed as a 'focal' area of open space with an important interface with the Princes Highway. These areas could connect through to an open space corridor to be established along the main drainage line through the area and to the broader new area of open space recommended to be established to the north of Traralgon in the *Traralgon Growth Areas Framework*.
- **AREA 7:** The remainder of existing Rural Living zoned land in the precinct should be retained as such, to respond to the potential impacts of odour associated with the Australian Paper Mill. Opportunities for new development in line with the potential allowable under existing zoning are supported where they are supported by the EPA and Australian Paper.
- The existing strip of car sales within the precinct is identified as remaining; however the extent of that area along the highway should not be increased and further retail activities should be discouraged in this precinct.
- Two smaller Local Activity Centres have been identified within the precinct. These have been located within the 'urban village' strategic sites. While their locations are indicative only, the relationship between the eastern centre and Lavalla College is to be pursued to ensure that co-location of any community facilities is possible. The proposed Local Activity Centre on the 'Hollydale' site is identified as being located on the Princes Highway, adjacent to the existing car yards. This location ensures that the centres are distributed in a way what provides equitable access to residents within the precinct. These centres are identified as playing a local 'convenience' role only, and are not identified as providing supermarket or bulky goods retailing. The size of these centres will need to be confirmed as part of an Activity Centre Strategy or similar study that considers this area as part of the broader Traralgon or Latrobe City context.

### 3.2.1 bulky goods and medium density development on the 'Hollydale' site.

It is understood that there are a number of options which have been put forward for the future development of the large site within Traralgon West known as 'Hollydale'. There is some pressure to allow development of this site for the purpose of bulky goods development. There is a clear strategic rationale for encouraging the uses of the land as identified above, which is elaborated further below.

The site is one of two large 'strategic' sites within the Traralgon-Morwell Corridor which are relatively unconstrained. The other site is the Traralgon Golf Course discussed in the following section. As such, the 'Hollydale' site represents the most likely site for development within the precinct.

It is acknowledged that the site was identified as the third option for the identified bulky goods requirements of Latrobe City in the adopted *Bulky Goods Retail Sustainability Assessment* (March 2009). It is noted that this was identified as having advantages due to the low density nature of residential development around the site and the potential for co-location with other trade supplies or light industrial uses. Should the corridor be developed for primarily residential purposes, then the suitability of this site for bulky goods development would be subsequently reduced.

That report identified that around 5-7 ha of B4Z land was required in the short term (to 2013), another 5-7 ha in the medium term (to 2018) and that longer term needs (beyond 2021) be assessed at a later date to ensure that decisions responded to changes in the retail environment or context. Subsequent to that report being issued, Council has rezoned land in the east of Morwell and the east of Traralgon for bulky goods uses (as part of Amendment C39). Those parcels were the top two ranked parcels in the bulky good assessment and combined provide over 20 ha. This is well in excess of the 10 – 14 ha identified as required to 2018.

It is not considered appropriate to allow for the establishment of a third area of bulky goods retailing until such a time as the existing available land has been utilised, particularly given those parcels were identified as more suitable than the 'Hollydale' site. At such a time as the available land is diminished, providing additional land that is proximate to the existing bulky goods centre, rather than dispersing the use is recommended (and is supported by the existing assessment which recommends the establishment of defined precincts rather than standalone sites).

An additional assessment of bulky goods needs was provided by proponents of a development seeking to utilise the Hollydale sites for such purposes. This report (*Latrobe Bulky Goods Retail Need Analysis Traralgon West, MacroPlan Dimasi 2012*) identified that there was a need to provide land above and beyond that identified in the original MacroPlan report. However, a peer review of that assessment (Review of economic support for the Masters development proposal in Traralgon West, Tim Nott 2012) identified:

- There is no need to rezone any additional land to accommodate bulky goods uses and the two recently rezoned sites can easily accommodate demand to 2026.
- Both the original MacroPlan report and the more recent development justification are based on a significant underestimate of existing bulky goods retail space.
- The development of the Hollydale site would be unlikely to result in any net increase in economic activity or employment as the development would be balanced by losses by existing businesses. As such there would not be sufficient overall community benefit to strategically justify (on the basis of economic development) an additional rezoning given existing available land.
- In addition, the assessment found that while the reduction in housing potential within Traralgon West would be modest, the impact on the development of a Neighbourhood Activity Centre at the hospital site would be compromised.

- Development of bulky goods on the relatively restricted Hollydale site may also compromise the ability for a more extensive precinct to develop. This may compromise the ability of independent bulky goods development to maximise benefits from co-location with an anchor tenant such as Masters in the longer term.

Furthermore it is considered that, due to the topographical and landscape characteristics of this parcel (including the presence of two large dams), there are clear opportunities for development of a more intensive residential use on the site. A medium density development on this site, within a landscape context, could go some way to offsetting the loss of land earmarked for residential development south of the Princes Highway. As such, the development of an integrated medium density residential development on the site is of strategic benefit to the broader area. Should the Princes Highway be established as a high frequency transit corridor, then residents in this precinct would have a high level of accessibility which is not found in all of the urban areas of Traralgon. While the use of the land for this purpose cannot be forced, there is considered enough justification to pursue this as a strategic objective through the *Traralgon West Structure Plan*.

### 3.2.2 traralgon golf course

The other large strategic development site within the Traralgon West area is the Traralgon Golf Course. However, although the golf club has the potential for medium density development, it does not mean that the club must develop their land. It allows for that opportunity in the longer term should the club management decide this is appropriate, either as a replacement for the club or part of a redevelopment of the course to include a housing component (as has occurred on many other sites).

The development of land to the north of the club at higher densities has been a long standing strategic aim, as identified through the Traralgon Structure Plan (at Clause 21.05 of the Latrobe Planning Scheme) and reflected in the inclusion of the land under DPCD's land supply calculations as 'future residential'. The land was originally proposed for rezoning under Amendment C58 but this rezoning did not proceed.

This Traralgon Growth Areas framework supports the rezoning of both the golf course itself, and the Low Density Residential land to the north land to the General Residential Zone. However, any rezoning of both areas of land would need to be accompanied by a Development Plan which addressed the interface with the golf course and ensure that appropriate setbacks or other measures are included. There may be merit in considering any future development of the golf course as part of this Development Plan to ensure both interim and potential long term interfaces are considered, as well as setting in place mechanisms for any required financial contributions towards necessary infrastructure.

### 3.2.3 neighbourhood activity centre

The identification of a Neighbourhood Activity Centre (NAC) is intended to support a network of activity centres in line with Clause 11.01 of the planning scheme. It is considered that the potential location of a train station in the area due to the regional nature of the hospital as well as the needs of hospital and airport workers means a high level of activity within this area is inevitable, particularly in the longer term given the aspirations of the draft Gippsland Regional Growth Plan which see Latrobe City growing substantially in reflection of its role as the 'capital city' of Gippsland. When this is considered in line with the existing and future residential populations in the area, the identification of a NAC in this area will allow this to be planned and considered strategically.

Under the Melbourne 2030 definition, NACs have a limited mix of uses meeting local needs and are dominated by small businesses and shops and limited community services. They offer some local convenience services and some public transport provision. Their key features are:

- generally, a limited mix of uses meeting local convenience needs
- generally less than 10,000 square metres of retail floor space
- accessible to a viable user population by walking/cycling
- accessibility by local bus services, and public transport links to one or more Principal or Major Activity Centres
- their role as important community focal points, ideally close to schools, libraries, child care, health services, police stations and other facilities that benefit from good public transport.

It is noted that this definition relates to a metropolitan context and within the Latrobe context (where there are no Major Activity Centres), one of the key characteristics of a Neighbourhood Activity Centres should be a higher level of connectivity through public transport, which it is considered this centre can achieve. There is also more likelihood and strategic justification in improving connections to this area given the presence of the hospital. The issues with the application of a metropolitan hierarchy to a regional city is reflected in the recommendations as part of the Traralgon Growth Areas Review for an Activity Centre Strategy to be undertaken to ensure that the land use mix, level of transport connections and relevant floorspace targets at various level of the activity centre hierarchy are locally responsive. This is particularly the case given the ability of regional Councils to retain floorspace caps under recent changes to the Victorian Planning Provisions.

A single Neighbourhood Activity Centre (NAC) has been identified as establishing around the Latrobe Regional Hospital (LRH). This is considered a suitable site for a Neighbourhood Activity Centre for a number of reasons, including:

- Large number of people employed at the airport and hospital who would be able to access the centre.
- Availability of services and facilities within the NAC to users of the LRH.

- Recommended establishment of an additional rail station at this location would ensure improved and sustainable access.
- Existing higher density residential development in the form of retirement villages and a caravan park, as well as the accommodation options such as motels, in the area.

This activity centre is not intended to serve a significant retail function, as seen in centres such Mid Valley and the Traralgon and Morwell CBDs, rather it is intended to provide a locally accessible range of services and retail offer to meet the day to day needs of the resident and worker population of the area as well as support the airport and hospital by offering flexibility for related land uses to establish in proximity. Larger scale office uses should be restricted to the Traralgon CBD, or where there is a demonstrated nexus through co-location, such as in association with the hospital or airport.

The establishment of a supermarket in this area could be supported due to the increased residential population identified for the catchment and the siting of the centre where it is easily accessible by employees, patients and visitors to the hospital and to residents of retirement villages or aged care facilities which may be attracted to the Airfield Road area given proximity to the hospital.

### 3.2.4 local activity centre

While two Local Activity Centres (LACs) have been identified in the plan, these locations are indicative. Their identification is intended to highlight the need for locally accessible convenience retailing to be available to residents should the population density in this area increase. This principle is in line with established growth area planning principles which have been established through State Planning Policy. The definition of a local centre varies and is one of the reasons an Activity Centre Strategy has been suggested, however in this case the definition identified as part of the Growth Area Authority's (GAA) *Precinct Structure Planning Guidelines* has been adopted, as follows:

*"An activity centre smaller than a neighbourhood activity centre which may include a small limited line supermarket or convenience store of between 500sqm and 1500sqm plus non-retail uses."*

As identified, further consideration will need to be given to the most appropriate size for any retail uses rather than convenience store in the Traralgon West context once an understanding of the population and densities in the area are further tested through a development plan process (understanding that the GAA's definitions as developed in a metropolitan context). While Section 3.2.6 identifies an indicative population, it is important to recognise that this is very much a high level assessment based on the theoretical capacity. The Traralgon West area is relatively unusual in that, while significant increases in population are expected, the area that will accommodate these new communities represents intensification of existing residential areas rather than being greenfield land. A more detailed assessment of the development capacity of the area once landowner expectations are better understood will provide a more accurate prediction. This understanding should not unduly influence the hierarchy of centres identified in this plan.

The locations shown on the plan have been identified where it has appeared logical. Establishing a LAC in proximity to the existing school site (Lavalla) allows the centre to be accessed not only by local residents but also by those accessing the school, increasing the catchment of the centre. This also offers the potential of the use of the activity centre to co-locate other educational or early years' facilities. The location of the other centre adjacent to the car yards, means that the centre will be accessible to those working in that precinct and its position on the highway offers potentially greater economic viability of any retail uses.

In addition, for practical reasons these have been identified on sites identified as being developed for medium density 'urban villages'. Establishing a new commercial centre as part of an integrated redevelopment of large parcels of land in single ownership allows for better outcomes to be pursued and more straightforward establishment of the centres. In addition, these areas are likely to see the greatest potential

increases in density and therefore the location of centres within these sites would provide the greatest access to large residential catchments.

### 3.2.5 employment investigation area

Land to the immediate north and west of the Latrobe Regional Hospital (Area 4) is identified as an 'employment investigation area'. This report identifies it should be developed for either employment generating uses preferably associated with the airport or hospital.

The Latrobe Regional Airport is identified as one of three areas of "significant commercial importance" to Latrobe City and as such this document has sought to provide an outcome which supports the areas identified role as a "concentrated employment zone" by providing the following:

- The potential for expansion to the south if required through this identification of an 'investigation area' and the avoidance of rezoning to residential uses which may conflict with future uses
- Identification of the area as a Neighbourhood Activity Centre, supporting a range of commercial and retail activities associated with the two facilities and providing facilities and services for employees in the area.
- The identification of an additional train station to provide sustainable transport access to the area for employees.

A priority of this investigation area is the protection of the long term economic opportunities associated with the two key sites. Latrobe City has enormous potential to grow as a key regional city but this will largely be driven by employment opportunities. Protecting a substantial area of land to allow exploration and establishment of innovative economic generators or land uses which benefit from synergies with the airport or hospital will support the long term growth of the municipality.

Given the proposed establishment of a Neighbourhood Activity Centre (discussed above) and the recommended establishment of an additional

train station to provide increased access to the LRH facilities across the region, as well as the employment opportunities provided by the hospital, airport and associated businesses, the establishment of additional residential development in the area would also provide a good planning outcome. Given existing constraints, residential development should generally only be provided to the east of Airfield Road. However, a residential component as part of a mixed use development on unconstrained land (where it will not compromise airport or hospital uses) could be supported.

The land has not been identified for retail uses with the exception of land that may form part of the NAC or be directly associated with the airport or hospital as dispersal of retail development is to be avoided without strong justification. This area lacks strategic justification for retail uses other than those outlined above.

### 3.2.6 anticipated traralgon west population

Given the existing development of much of the land within the Traralgon West area, an understanding of the likely population and dwelling numbers is difficult to predict without further assessment. A Development Plan process that establishes the desire for change among landowners and more clearly articulates how the residential areas are likely to develop will provide a greater level of understanding of the likely population that can be accommodated in these areas. This process will also allow further consideration of the appropriate densities for this area noting the figures used below are indicative only.

In the interim, in order to provide a broad understanding of the likely residential population, a series of nominal figures have been developed. It is important to note that these figures are preliminary and should not be used to guide decision making. This is particularly the case when assessing the establishment of activity centres, given the role that non-residential and worker populations will play in supporting identified centres.

In relation to the calculations, the following informed the relevant figures:

- Areas of potential residential land were identified and areas calculated using GIS mapping on the basis of the Traralgon West Structure Plan.
- A figure of 75% of land was presumed to be developable. This is lower than the 85% figure used within the Traralgon Growth Areas framework in light of the drainage lines which affect the Traralgon West area and the extent of existing development within the area.
- Differing development densities were used for calculating dwelling numbers within the area, with a gross figure of 8.5 lots/ha used for the conventional residential areas and a higher figure of 20 lots/ha used for strategic sites in light of the integrated and masterplanned development anticipated for those sites.
- In areas proposed for intensification a nominal 900sqm lot was deducted from the total in recognition of each existing dwelling within these established areas.
- Once the number of dwellings was identified, the average household size figures for Traralgon were applied to generate an indicative population figure.

Strategic Development Sites

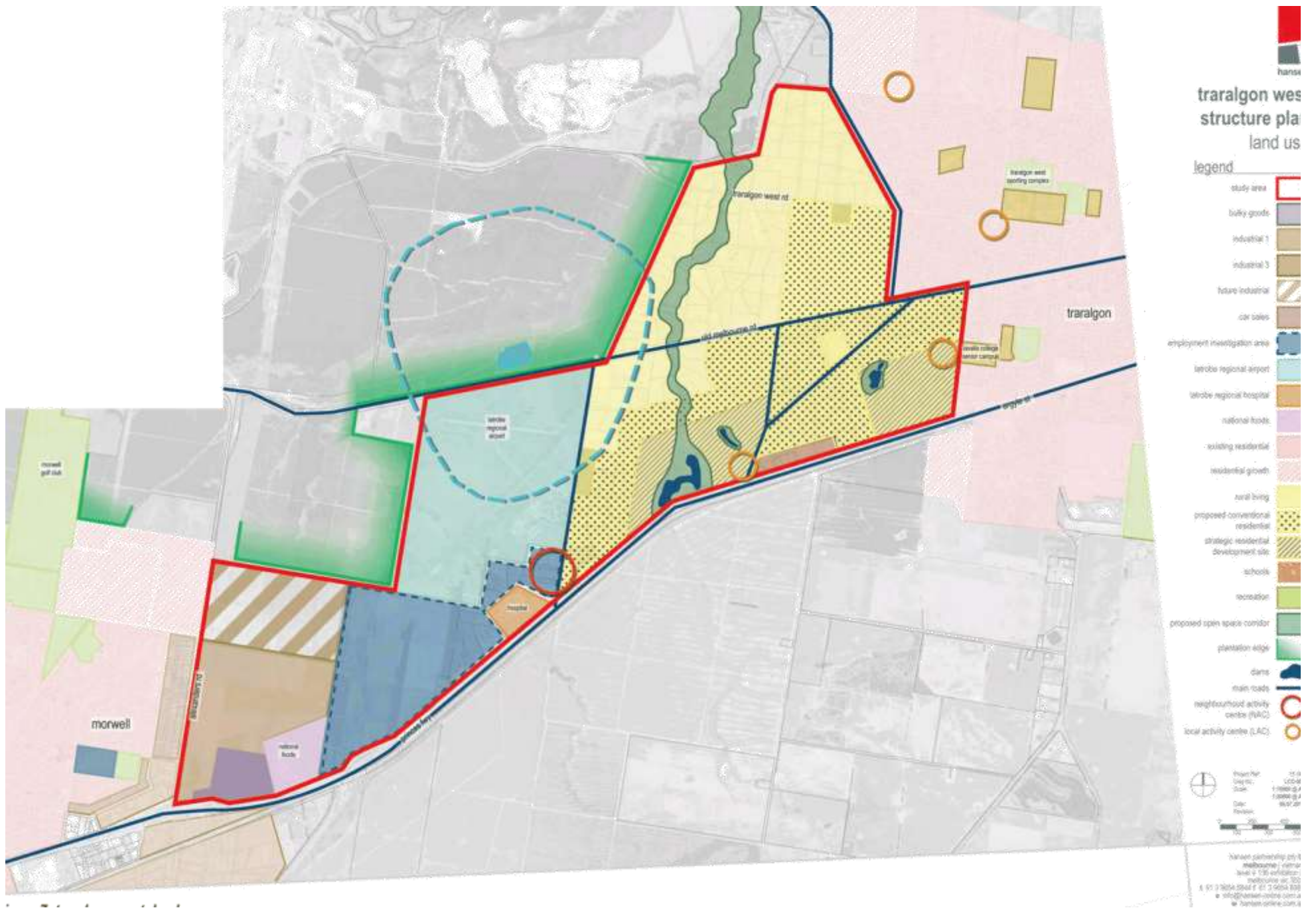
site	total area	developable area	potential dwelling numbers
Hollydale	57ha	42.75ha	855
Golf Course	41ha	30.75	615

Residential areas

areas	total area	existing dwelling numbers	potential dwelling numbers
intensifying	235ha	29 + 55 (7.56ha)	1933
existing	n/a	61	n/a

Given the identification of potential for 3,403 new dwellings in the precinct and 61 existing dwellings in the precinct, and the average household size in Traralgon of 2.46 persons per dwelling (2011 census figures), the preliminary residential population anticipated in the Traralgon West area is estimated at close to 8,500. As identified, these figures are very high level and are subject to further investigation and refinement through the recommended implementation actions outlined in Section 4 of this report.

It is also noted that the population within this area has the potential to increase should any reconsideration of the alignment of the Traralgon bypass and coal resource needs by the State Government occur. Should the identified alignment be revised to a more southerly position, additional land would become available within the Traralgon West area and this plan should be revised on that basis.



### 3.3 movement and access

The structure plan seeks to provide clear and logical routes through the area, and to increase opportunities to access more sustainable modes of transport both to, and within, Traralgon West. The plan identifies only key roads within the precinct and principles for future networks of local roads. The layout of the network of local roads will need to be determined as part of any future development plan for both the strategic development sites and the area that is to transition in dwelling intensity (i.e. existing low density and rural living land). Any development plan should have regard to the contents of this document. Movement and access within the precinct is proposed as follows:

- The Princes Highway will continue to develop as a key transport corridor. As identified in the *Traralgon Growth Areas Framework*, a high frequency bus service should be established along this corridor, in addition to cycle lanes and existing vehicular movement.
- A new train station should be provided adjacent to the hospital and near the proposed Neighbourhood Activity Centre.
- Old Melbourne Road and the existing Coopers Road road reserve within the precinct (which should be constructed to form a road) will be developed as key green movement corridors, having regard to the need to protect any important areas of native vegetation. Old Melbourne Road and Coopers Road should provide a high amenity pedestrian pathway, which may be used as part of a broader network of jogging/ walking tracks. The alignments of these green movement corridors should be further refined both through the Development Plan process, but also through the upcoming *Pathways, Tracks and Trails Strategy* which should have regard to this Structure Plan
- Another new shared path will be established along the key drainage line which is identified as an open space corridor providing a connection through to a broader area of open space proposed to the north of Traralgon as part of the *Traralgon Growth Areas Framework*.
- Bus services should be extended from the existing urban area into the southern portion of the precinct proposed for increased development and intensity of residential use. Bus stops should be provided within a 400m distance of dwellings as identified on the plan and stops should be provided at key areas of open space and activity centres.
- Apart from the construction of the existing road reserve (Coopers Road) which angles through the precinct, a number of other key road connections have been identified on the following plan, including along the boundaries of the 'Hollydale' and Traralgon Golf Club sites to provide east-west access across the centre of the precinct to Airfield Road.
- Careful consideration will need to be given to the most appropriate configuration of the bridge that will be required to cross the main drainage line (between Areas 5 and 6), to ensure that it is complementary to the proposed open space corridor.
- The remainder of the local road network must provide clear, permeable and legible connections through the precinct to key locations such as public open space, schools and activity centres, in line with relevant subdivision design standards.
- Cul-de-sacs should be avoided where possible and when provided must integrate pedestrian connections to avoid restrictions on movement.
- Roads should follow existing boundary alignments where possible to integrate and preserve existing canopy vegetation.
- Car parking provided in association with any commercial development in activity centres should be provided to the rear of buildings to ensure activated frontages are achieved and car parking does not dominate.



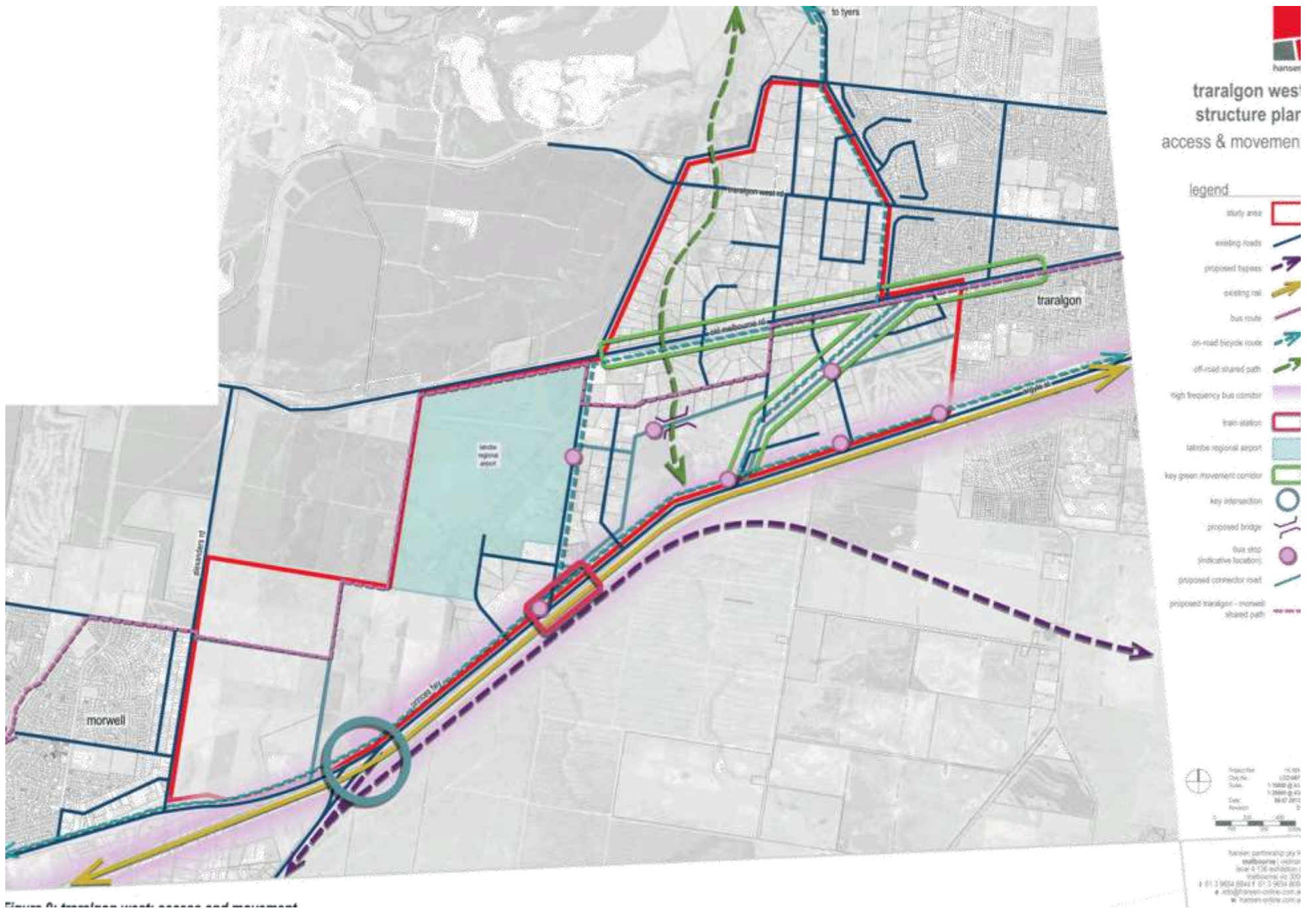
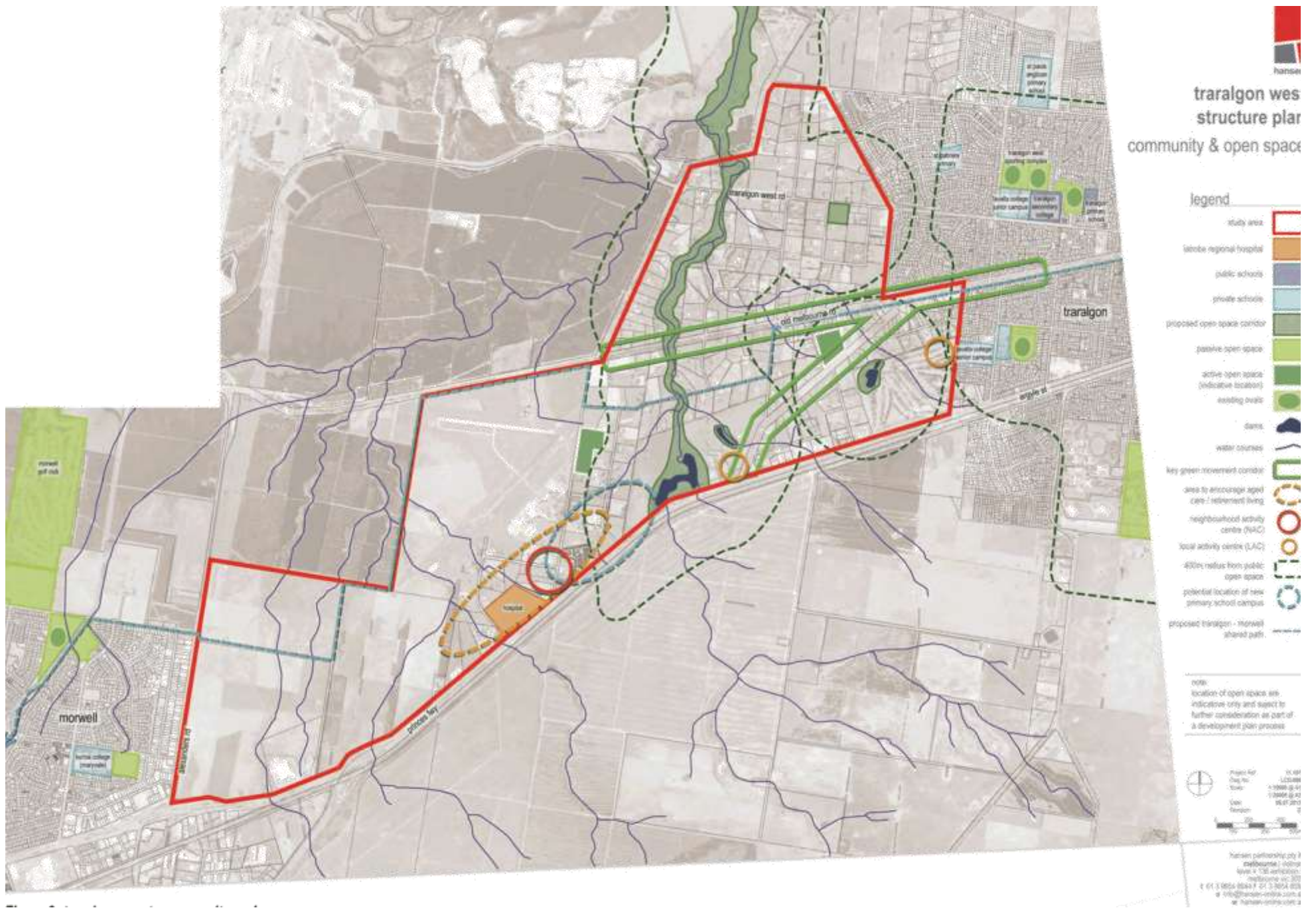


Figure 8: transport access and movement

### 3.4 community and open space

The structure plan details the distribution of proposed public open space and location of key community facilities within the precinct. The particular requirements for community infrastructure have not been identified at this time and will be subject to more detailed assessment over time, given the dependence on the rate of transition of previously developed land. Key elements of community infrastructure and open space are identified on the following plan, including:

- Ongoing development and expansion of health facilities and services associated with the Latrobe Regional Hospital.
- Development of aged care facilities and services in proximity to the hospital.
- Development of one Neighbourhood and two Local Activity Centres which should include community infrastructure such as kindergartens, child care, and community meeting rooms as required.
- Given there is no current school within the area, a preferred area for development of a new public primary school (if required) has been identified. While an indicative location has been identified proximate to the Neighbourhood Activity Centre, whether a school is required will need to be considered further once a Development Plan has been prepared for the residential areas as this will provide a more accurate indication of the likely local population. The location of any new school will need to be subject to further detailed analysis and the requirements of the relevant department for site location.
- A key green corridor of public open space has been identified along the drainage line which runs north south through the precinct, which will connect to a broader network of open space around Traralgon. A large area of public open space on the 'Hollydale' site will provide an 'end' or 'entry' point for this broader open space network and will be highly visible from the Princes Highway.
- Existing drainage basins and waterbodies have been utilised to provide areas of interest and focal points for areas of local open space. Open space has been identified in locations that ensure the majority of residents within the areas have access to open space not further than 400m distance from their dwelling.
- An area of public open space should also be developed within the Neighbourhood Activity Centre, although this is not specifically identified in the plan. Providing this open space close to the hospital site provides opportunity for users of the hospital to access quality open space and consideration should be given to working with the hospital to achieve this outcome
- Three indicative locations have been identified for the development of additional active open spaces, in line with the recommended GAA *Precinct Structure Planning Guidelines* which seek to have active open space provided within 1km of new residences.
- Residential areas adjoining areas of open space should all be developed with an active or attractive frontage and increase passive surveillance of these areas. In particular 'back fence' interfaces to public parkland should be avoided.
- Key green movement corridors link many of these open spaces and community facilities increasing access for residents via cycle and high amenity pedestrian pathways. The upcoming Pathways, Tracks and Trails Strategy should consider the growth patterns outlined in this framework and provide additional detail about how these linear connections might be achieved.
- The proposed Morwell-Traralgon Shared Path offers another opportunity for the development of a key linear open space that provides opportunities for both informal recreation and active connections and should be pursued.
- Other areas of public open space should be provided in line with any adopted Public Open Space Strategy prepared by Council.



## 4 implementation

The implementation of this structure plan is unlikely to be achieved in the short term, and will require careful on-going management due to the large number of landowners within the precinct and the existing nature of development. Nonetheless, it is important that a clear strategic direction be established for the precinct in order to guide development as it occurs and to provide landowners with an understanding of the potential of their holdings.

New commercial and residential zones being introduced to the Latrobe Planning Scheme should not have a significant impact on the area, given existing minimum lot sizes and sewerage connections. However, following the release of the new Rural zones there may be a need for consideration of additional policy in order to protect the 'employment investigation area' from uses which may become 'as-of-right' and potentially compromise the longer term development of this area.

### 4.1 development plans

It is important that Council continues to work pro-actively with both the owners of identified strategic sites and also with groups or individual landowners of existing Low Density Residential or Rural Living zoned land. The preparation of this structure plan is the first step in the process. However a more detailed development plan will need to be prepared for particular areas and will need to be undertaken in close consultation with landowners. A development plan (or plans) will be particularly important for the areas proposed for redevelopment within this area.

Importantly, a Development Plan will also allow the identification of appropriate funding mechanisms to ensure that contributions from developers to the required infrastructure in the area is provided in a timely manner.

A Development Plan Overlay (and potential Development Contribution Plan Overlay) will ensure that development on the two large single landholdings in the area will need to be in accordance with the strategic aims of the precinct before any rezoning occurs. In relation to area 5, given the large number of landowners within the affected land, a development plan will be needed to ensure appropriate staging and provision of infrastructure is incorporated through and as part of any rezoning and subsequent development. The development plan process will allow a more site specific assessment of the relevant biodiversity, cultural heritage, servicing and other matters prior to the approval of any more intensive development of the land.

In particular it will be important to identify which landowners are interested in maximising the development potential of their land in the short to medium term to ensure orderly development is possible. In addition to the consultation held as part of TGAR, further contact should be made with landowners to ascertain level of interest in development and use this feedback to inform areas of change and staging of development as required. Any interest in commercial development of those landowners close to the intersection of Airfield Road and the Princes Freeway could also be ascertained through this process, noting that further investigations would be required prior to any of this land being identified for commercial use.

Council will also need to work closely with the owners of the 'Holydale' site to ensure that a Development Plan is prepared for that area which accords with broader strategic objectives for Latrobe City.

Discussions should also be held with owners of the Traralgon Golf Course in relation to the possible relocation or redevelopment of the course to allow the site to be utilised for residential purposes. Relocation of this facility should be driven by the club, rather than Council.

### 4.2 further work

A number of other matters and / or further work will need to be considered or undertaken in order to implement the plan as outlined in the previous sections, as follows:

- The agreed urban amenity buffer for the Australian Paper Mill will need to be translated into appropriate planning controls, noting the need for further modelling to be undertaken in two investigation areas (Morwell North and Tyers South) identified in the *Traralgon Growth Areas Framework* (outside the Traralgon West study area).
- Discussions with the Latrobe Regional Airport Board, Latrobe Regional Hospital and relevant landowners in relation to land identified as an 'employment investigation area', to clarify the best future use for the land, as well as finalisation of masterplans for both those key facilities.
- A detailed landscape masterplan for the open space corridor should be prepared. This may be prepared as part of a larger project for the broader area of open space identified in the *Traralgon Growth Areas Framework*, or it may be prepared independently and feed into that project.
- Masterplans should be prepared to identify the preferred configuration of the Key Green Movement Corridors. This should be integrated with work undertaken in relation to the Traralgon-Morwell shared path.
- A detailed drainage assessment should be prepared for the area in order to inform any development plan, including the likely extent of flooding associated with the existing drainage lines, given the extent of current flood mapping does not cover this area.

- As part of an Activity Centre Strategy for Traralgon (or the Latrobe Regional City), the preferred location, extent, indicative floorspace and potential community infrastructure to be located within different activity centres within the precinct should be confirmed. This recommendation has been included to allow Council to establish a robust strategic basis for decision making in relation to the location of activity centres and the anticipated size and needs of activity centre residential catchments. An Activity Centre Strategy will enable a defined hierarchy and role for each area of commercial activity to be established. While this work may be undertaken for Traralgon, given the Regional City context (and in particular the proximity of Traralgon and Morwell) it is considered it may be more useful to undertake a study on that basis (i.e. for the Regional City). An Activity Centre Strategy would also offer the opportunity to assess the establishment of areas of commercial activity in a holistic manner based on an understanding of where growth is likely to occur and thus to ensure orderly planning of these centres. While a 'retail strategy' assesses floorspace requirements, an Activity Centre Strategy should also consider the incorporation of community and social uses which better reflects the accepted definition of an 'activity centre'. In the context of the *Traralgon West Structure Plan*, an Activity Centre Strategy could also consider in greater depth the most appropriate location for the identified Local Activity Centres, based on further analysis of existing activity and anticipated residential densities. In addition, it could also provide greater detail, assessed in an holistic manner, of the optimal size of the proposed Neighbourhood Activity Centre. Recommendations in relation to any additional community facilities that may provide benefit for the community by being located in this centre should also be explored.
- As a broad guide, the Activity Centre Strategy should include the following:
  - Updates to existing floorspace demand across a range of sectors;
  - Identification of existing areas of commercial activity (within all zones);

- Establishment of a range of broad principles to underpin activity centre policy;
- Identification of an activity centre hierarchy and definitions (from Principal to Local centres) suitable for a regional context; and
- Identification of a new network of centres in line with the established hierarchy, this could include (indicative) floorspace targets and key actions for each centre.

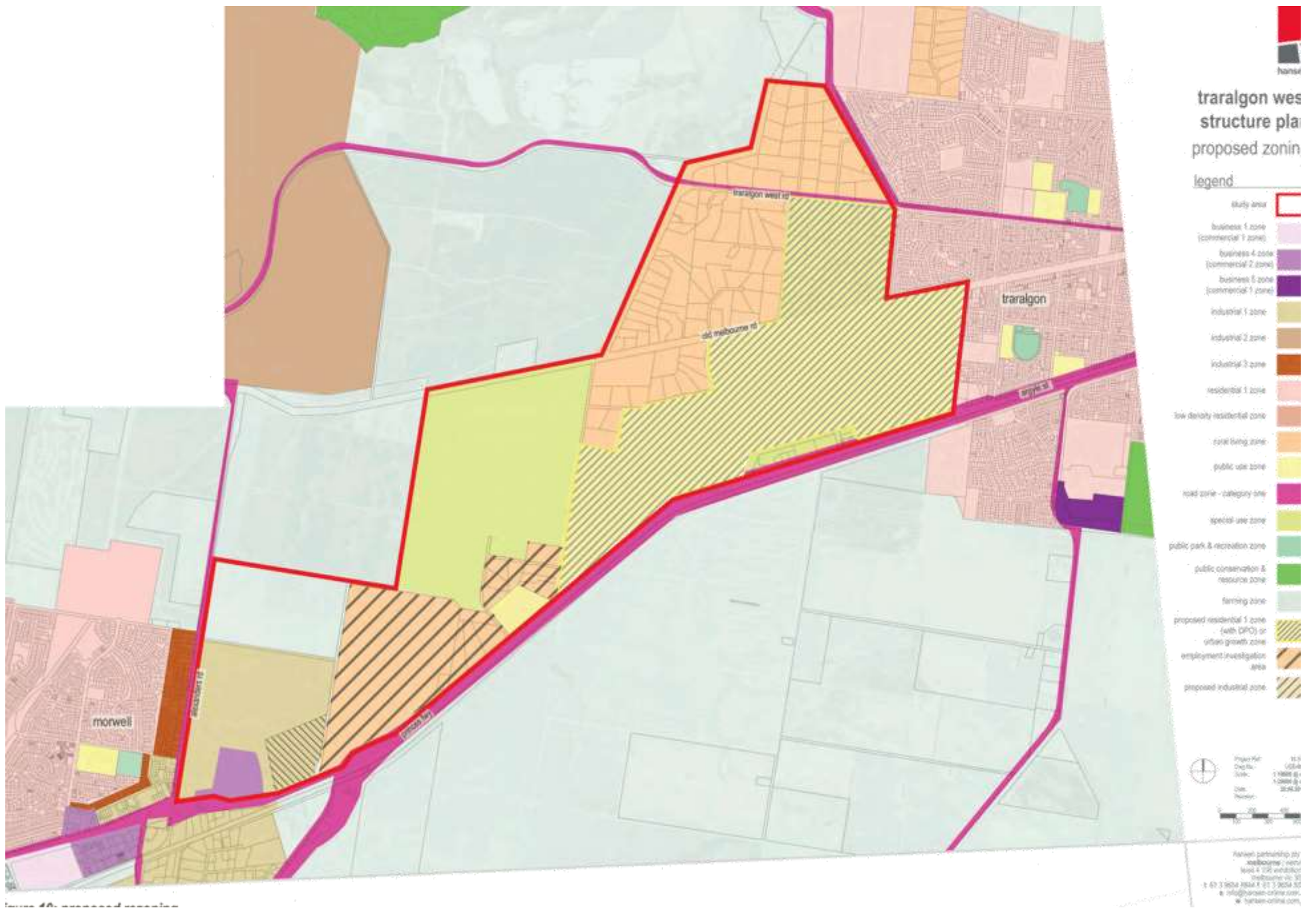
#### 4.3 planning controls

In order to implement the structure plan for Traralgon West, there will need to be a number of steps undertaken. As discussed previously the development of this area will be determined largely by the speed of redevelopment by individual landowners, given the existing fragmented land ownership within the precinct. In order to best facilitate this transition over time, the following actions in relation to the Latrobe Planning Scheme are recommended.

- Update Clause 21 of the Latrobe Planning Scheme to reflect the objectives of the Traralgon West Structure Plan. In particular, sections relating to Clauses 21.04-2 and 21.04-7, which deal with settlement, and Clause 21.05-6, which address Traralgon's growth and development, will need to be updated. A plan should also be included within that Clause to ensure development direction is clear. In addition, this document should be included as a reference document under Clause 21.04-8.
- Rezone land within the precinct as identified on the following plan (Figure 10).
- Rezone land identified as 'employment investigation area' around the Latrobe Regional Hospital from Rural Living to a more suitable zone, once the best use for this land has been identified. The current minimum subdivision size of 8ha is considered to be a sufficient size to function as a 'holding' zone as most lots within the area are already significantly smaller than that. Uses which may compromise

or 'lock-in' a future use of this land should be discouraged where possible until a clear set of objectives have been developed.

- Apply a Development Plan Overlay to the 'Holydale' site and the Traralgon Golf Course site to ensure development of these key strategic sites is maximised and issues such as vehicular connections and public open space are considered in a broader, precinct wide context. Consider coordinating Development Plans for the golf course with the adjoining Low Density Residential area pending feedback from stakeholders.
- Apply a Development Plan Overlay to the areas currently zoned LDRZ and RLZ, which are proposed for rezoning to the General Residential Zone, in order to ensure that re-subdivision occurs in an orderly manner and that appropriate linkages, drainage management and open spaces are provided.
- Apply a Development Contribution Plan Overlay or other appropriate mechanism to the area to be rezoned to General Residential Zone, to ensure that key infrastructure is appropriately costed and costs are distributed equitable among landowners.





**APPENDIX C**

**STAKEHOLDER CONSULTATION SCHEDULE**



Organisation	Representative(s)	Date/Time Undertaken	Response
GippsAero	Lloyd Don	8/5/14 13:00	Present in person
Latrobe Valley Aero Club	John Warren President	8/5/14 08:00	Present in person
East Coast Aviation	Dave Dawson Proprietor	8/5/14 09:00	Present in person
Ambulance Victoria	Anthony DeWit Manager Air Operations	24/6/14 10:00	Present in person
Helimed 1	Steven Grove Team Manager HEMS2	16/6/14	Present in person
DEPI	John Wood Fire Base Manager	8/5/14 10:00	Present in person
Latrobe Valley Gliding Club		19/6/14 08:30	Present in person
Latrobe Flying Museum			Present in person
State Emergency Service			Present in person
CFA – Traralgon West Fire Brigade			Present in person
Osprey Aviation Services			Present in person
Latrobe Valley Airframes & Welding			Present in person
Aerial Extras	Gerard Lappin Proprietor	8/5/14 14:00	Present in person
Latrobe City Business Tourism Association	Linda Brock	30/9/14 Email	No response received
Morwell Chamber of Commerce and Industry Inc	E: info@morwell.latrobe.net.au	30/9/14 Email	No response received
Traralgon Chamber of Commerce and Industry Inc	E: traralgonchamber@gmail.com	30/9/14 Email	No response received
HVP Pty Ltd	Simon Gatt	29/9/14 Email	No response received
Hazelwood	Garry Smith	29/9/14 Email	No response received
Loy Yang Power	Roland Davies	29/9/14 Email	No response received
Lion	Darren Day	29/9/14 Email	No response received
Sam Suleman	Adjoining Landowner	30/9/14 Email	31/10/14 Letter





Organisation	Representative(s)	Date/Time Undertaken	Response
Gippsland Water	David Mawer CEO Paul Young, Asset Planner	30/9/14 Email	5/11/14 Letter
Energy Australia	Geoff Gay	29/9/14 Email	No response received
Australian Paper Maryvale Ltd	Rohan Wilks	29/9/14 Email	14/11/14 Email 17/11/14 Telephone 31/12/14 Letter
QantasLink	Todd Chapman	29/9/14 Email	3/10/14 Email
Virgin Australia Regional Airlines	Ms Merren McArthur	30/9/14 Email	No response received
Regional Express Airlines	Warrick Lodge	29/9/14 Email	No response received
Sharp Airlines	General Inquiries	29/9/14 Email	No response received
Department of State Development Business and Innovation	Andrew Heasley	26/3/14	Present in person
	The Hon. Gordon Rich-Phillips MLC	2/7/14	Present in person
Latrobe Regional Hospital	TBA	TBC	No response received

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## APPENDIX D

### DEVELOPMENT GUIDELINES



DATE 26 February, 2016

**Latrobe Regional Airport | Master Plan 2016**  
**Development Guidelines**  
**For Latrobe City Council**



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Revision	Date	Description	Author	Signature	Verifier	Signature	Approver	Signature
0	16/3/15	DRAFT	GW		BJH		BJH	
1	25/8/15	FINAL DRAFT	GW		BJH		BJH	
2	26/2/16	FINAL	GW		BJH		BJH	



## 1.0 INTRODUCTION

### 1.1 PURPOSE

The long-term viability of Latrobe Regional Airport depends upon the adoption of sound planning practice and therefore strategies must be put in place to protect the site from incompatible developments. This must be balanced against the need for environmentally responsible and appropriate development.

General guidelines are provided in this document for future development within the following development zones and their relevant constituent precincts envisaged within the Latrobe Regional Airport Master Plan 2015 and defined in **Table 1**. Reference should also be made to **Figure E** at Appendix A of the Latrobe Regional Airport Master Plan 2015.

**Table 1: Future Development Zones and Precincts**

Zone	Precincts
Terminal Zone	Private Hangar Precinct
	Aviation Business Expansion Precinct
Central Business & Employment Zone	Manufacturing Support Precinct
Southern Business & Employment Zone	Aviation Business Precinct
	Education & Training Precinct
	Heavy Aircraft Precinct
Northern Business & Employment Zone	Aviation Enterprise Precinct

Guidelines for specific building types are also provided under **Section 3.0**.

Variation in the design response is encouraged where development is compatible with existing and proposed development.

A checklist tool is provided to assist the assessment of proposed development at the site.



## 1.2 OBJECTIVES

The primary objectives of these development guidelines are to provide guidance for lease holders at the Latrobe Regional Airport in terms of private and commercial aviation and non-aviation development by providing criteria which:

- (a) Ensure that land use is consistent with the Latrobe Regional Airport Master Plan 2015.
- (b) Establish a strong precinct identity.
- (c) Ensure that private and commercial developments proposed to be constructed are assessed against minimum design standards as set out in this policy.
- (d) Maintain a high level of building and landscaping presentation throughout the Airport to achieve the desired street-scape.
- (e) Minimise impacts on the natural environment, and promote the adoption of sustainable design principles into development at Latrobe Regional Airport.
- (f) Ensure development does not adversely impact upon the airports core aviation activities.
- (g) Encourage development that achieves the most effective and best use of sites
- (h) Provide guidance to Council and Council's representatives when considering applications made under this policy.
- (i) Assist in the management of the Latrobe Regional Airport and ensure growth in value of Airport assets.

## 1.3 DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions included in Latrobe Planning Scheme:

**“Council”** means Latrobe City Council.

**“Master Plan”** means the Latrobe Regional Airport Master Plan 2015 which incorporates Figures A to G within Appendix A.

**“OLS”** means Obstacle Limitation Surface(s) as defined in CASA Manual of Standards Part 139 and indicated on Figure G at Appendix A of the Latrobe Regional Airport Master Plan 2015.

**“Aerodrome”** means Latrobe Regional Airport.

**“NCC”** means National Construction Code.

## 1.4 DISCLAIMER

All appropriate legislative and regulatory standards take precedence over this development guideline where any aspects are contradictory.



## 2.0 GENERAL GUIDELINES

### 2.1 LATROBE REGIONAL AIRPORT MASTER PLAN

The Latrobe Regional Airport Master Plan 2015 incorporates a Development Zone Master Plan which identifies development precincts which are characterised by certain types of permitted development.

The Development Zone Master Plan is depicted in **Figure G** (at Appendix A of the Master Plan) and, in conjunction with these development guidelines, sets out the objectives and desired outcomes for each precinct.

The land uses within each precinct should comply with the Master Plan and the permitted uses specified in the lease for the site. All uses must have a lease approved by Council prior to commencement of any works or occupation of a premises.

### 2.2 LAND USE

Development and land use within the Latrobe Regional Airport must be consistent with the intent of the Master Plan, specifically the Development Zone Master Plan. **Table 2** indicates the type of developments that are acceptable according to the development zones and precincts allocated by the Master Plan.

The uses indicated in Table are not exhaustive and should be considered as a guide to the development intent only. Other uses may be considered but they must be consistent with the Master Plan and they must add value in the context of the established vision and objectives for the Latrobe Regional Airport.

Final decisions on permitted land uses will be made by the Latrobe Regional Airport Board.

**Table 2: Anticipated Uses by Development Area**

Development Zone	Precinct	Anticipated Uses
Terminal Zone	Central Activity Precinct	Existing uses including aircraft parking, passenger terminal, aero club, aviation fuel facilities, hangars
	Private Hangar Precinct	_Maintenance and parking hangars for general aviation fixed wing aircraft sizes up to and including code B
	Aviation Business Expansion Precinct	Aviation and commercial activities requiring direct access to Code C Taxiway including: _Maintenance and parking hangars for fixed wing aircraft sizes up to and including code C _Administration functions





Development Zone	Precinct	Anticipated Uses
	Aviation Heritage Precinct	Existing uses including hangars for historical aircraft Park/recreational area
	Landside Precinct	Common car parking
	Manufacturing Support Precinct	Larger scale commercial development requiring code B taxi lane access to the apron including: _Logistics _Maintenance _Assembly _Administration functions
	Heavy Aircraft Precinct	Larger scale light industrial development requiring code B taxi lane access to the apron including: _Light and heavy maintenance of aircraft _Administration functions
	Education & Training Precinct	Smaller scale commercial and light industrial development including: _Administration functions _Maintenance _Avionics _Engineering
	Aviation Business Precinct	Smaller scale light industrial development requiring code B taxi lane access to the apron including: _Maintenance and parking hangars for Rotary and fixed wing aircraft _Flying school _Light industrial development _Administration functions
	Aviation Enterprise Precinct	Smaller scale commercial and light industrial development including: _Business start-ups _Non aviation related activity _Administration functions _Maintenance _Logistics _Manufacturing / assembly

### 2.3 SUBDIVISION

Subdivision is not encouraged.



## 2.4 HEIGHT

All development in this zone is to comply with the future Obstacle Limitation Surfaces requirements shown in the Master Plan. Refer to **Section 3.0** for additional height controls within specific development precincts.

## 2.5 OTHER AIRPORT SAFEGUARDING CONTROLS

All developments should be assessed against the latest National Airport Safeguarding Framework (NASF) Guidelines and other relevant standards and guidance applicable to an airport environment, including (but not limited to) assessment of issues such as:

- Building generated windshear and turbulence;
- Plume rise;
- Reflectivity and glare;
- Wildlife hazards;
- Construction stage impacts; and
- Public safety and dangerous goods.

## 2.6 BUILDING DESIGN AND PLACEMENT

The following principles should be used in the design of new development:

- Positive contribution to the street-scape.
- Buildings should be sited to take advantage of views, provide a positive presentation to road and to provide a strong corporate image and an inviting entrance.
- The main entrance to the building is to be clearly visible and located along the developments road frontage.
- Generally, architectural form and character should avoid large unrelieved expanses of facade or roof.
- Where a site will have more than one building, the design and layout of the buildings should result in the creation of a group of integrated buildings clearly expressing their interrelationship.
- Massing and building form should be of a contemporary nature, based on simple bold and strong forms using the selection of various materials, texture and colour to highlight the design, develop the corporate image within the overall design vision of the precinct.



## 2.7 FACADES

Facades of buildings are to be well articulated and modulated to reduce the appearance of the bulk of the building from adjoining roads. Varying heights and setbacks are encouraged where this is practical acknowledging the fundamental functional requirements of some types of aviation facilities.

The use of texture and colour should reflect adjoining and existing developments. In general neutral shades of greys, creams and earth colours are encouraged for the major facades with architectural features expressed in panels of strong, bold corporate colours with integrated building signage.

Although the use of 'Colourbond' or similar materials is permitted for all buildings, developments are encouraged that use brick / concrete walls particularly for the frontage of a building (particularly those used for administration and education purposes).

The use of un-painted 'Zincalume' wall cladding is not permitted on any building.

Colours and finishes should be non-reflective and appropriate for an aerodrome environment.

## 2.8 BUILDING SIGNAGE

The following guidelines are provided for the provision of signage on buildings:

- Building signage may contain the business name and/or corporate logo.
- There is to be only one tenant sign per building.
- No building sign shall be larger than 5% of the total area of the wall onto which it is placed.
- Signs must be specified, installed and maintained to a high standard, with three-dimensional approach preferred and laser cut raised lettering encouraged.
- Building signage facing primary roads shall be illuminated to enhance the presentation of the precinct and it must be compliant with CASA MOS Part 139.
- Sub-tenants are not permitted to place a sign on the building but may place their business name on or adjacent to the main entrance door to their premises.
- No advertising or promotional signs are permitted within leased sites.
- Signs are to be static with no dynamic elements.

## 2.9 ROOF FORM AND MATERIALS

Roof form should be pitched and flat roofs discouraged. All roofing materials are to be non-reflective and not interfere with the operation of the aerodrome.

Roof mounted plant is discouraged, and if unavoidable will require special screening or design treatments to avoid visually detracting from the precinct.



## 2.10 ENTRANCES

All development should have their primary entrance oriented to the road, and include architectural elements, such as canopies or porte cocheres which identify the entry.

Whenever possible, building entrances for pedestrians should be well separated from vehicular entrances.

Where a development has a boundary along an airside movement reserve, apron or taxi lane shall retain access to the airside.

## 2.11 LANDSCAPING AND OPEN SPACE

The following guidelines are provided for the provision of landscaping and open space:

- All plant and equipment shall be hidden from view from public areas including public roads.
- Any screening should be designed as an integral part of the building form and character.
- Respect and build upon the historical and current landscape character and be visually complementary to the surrounding landscape and uses.
- Ensure quality landscaping throughout the Airport area and maintain a high standard of landscaping.
- Adhere to obstacle height limitations with the location and height of landscape features.
- Provide broad boulevards at appropriate locations in key Airport precincts.
- Encourage low growing or large, open canopy trees to maintain the “open feel” of the Airport.
- Tree and shrub species will be selected to avoid attracting birds.
- Provide definite and exciting entry statements at appropriate locations in the Airport.
- Site and design to minimise disruption to the natural landscape systems.
- At least 5% of each main development precinct area is to be developed and landscaped for use as open space.
- Existing vegetation should be retained where possible.
- Landscape planting zones are encouraged in the frontage setback.
- Provide planting to western and northern facades to reduce building heat loading.
- Landscaped areas are to be reticulated and maintained at all times to the satisfaction of Council.
- The use of native vegetation and water efficient plants is encouraged.
- Buildings shall be arranged to provide landscaped outdoor places for people to use during breaks.



## 2.12 ENVIRONMENTALLY SUSTAINABLE DESIGN

Good building design based on best practice ESD principles can significantly reduce everyday running costs of buildings without significant additional building costs.

Building envelopes and internal layouts should be designed to minimise energy consumed for heating, cooling and light where:

- Window design and shading facilitates good thermal performance and optimises access to day light.
- Building materials and insulation minimise energy loss through heat gain / loss through the building fabric.
- Building materials and energy sources are specified from sources which minimise the impact to the environment.

Building services shall be designed to minimise energy and resource use through:

- Maximising the use of natural light and ventilation.
- Selection of energy efficient building engineering systems.
- Minimising water use via water efficient fixtures and fittings and maximising water reuse and recycling where possible.

## 2.13 FENCING

Airside perimeter security fencing to minimum specifications acceptable to the Latrobe Regional Airport Board shall be provided where required by the Board.

In all other areas, boundary fencing to a maximum height of 1.8m is permitted, except on the frontage. Fencing is to be proprietary 'Colourbond' fencing system or galvanised chain wire fencing. Fencing along street frontages is prohibited.

## 2.14 CAR PARKING

Access and parking is to be provided in accordance with the regulatory requirements given development type. Car parking areas can be located within the front setback area or other suitable location that allows for visitors to locate the bays easily, provided adequate landscaping is included in the layout. Car parking areas and crossovers should be constructed in accordance with the relevant Australian standards.

## 2.15 LOADING

Loading and service areas for industrial and commercial buildings should generally be located away from the road frontage of developments and visually screened from public roadways.



## **2.16 TRAFFICABLE AREAS**

Regular trafficked areas, such as driveways, are to be paved or sealed. Areas that are used for hardstands, truck turnarounds, etc can be of gravel construction, except where direct vehicular access to the airside is provided. However, these areas are to be constructed to ensure that dust does not cause a nuisance to the occupants of the property or adjoining properties.

## **2.17 LIGHTING AND ELECTRICITY**

Lighting must be designed to avoid impacts on airport operations and be in accordance with the applicable aviation regulations.

## **2.18 DESIGN FOR FIRE**

The airport site is within the vicinity of land used for forestry purposes. The design of developments should consider the use of fire resistant materials and fires escapes. The design of the layout for this part of the site should consider muster areas and appropriate access.

## **2.19 DESIGN FOR NOISE**

The Australian Standard provides guidance on building siting and construction to minimise aircraft noise intrusion in Section 3 of Australian Standard AS 2021-2000, *Acoustics - Aircraft Noise Intrusion*. Reference shall be made to the applicable Latrobe Regional Airport Australian Noise Exposure Forecast as may be from time to time in force.

## **2.20 USE OF TRANSPORTABLE BUILDINGS**

The use of transportable buildings such as offices and ablutions is permitted only with the consent of the Latrobe Regional Airport Board. Where used as a detached building, transportable buildings are to be painted and/or clad to complement other buildings on the site. Where a transportable building is to be attached to an industrial building, it is to be painted and/or clad to match the main building.

## **2.21 PERMITTED USE**

The use of any development or part of a development for human or animal habitation is prohibited without the specific written approval of the Latrobe Regional Airport Board. Such approval, if granted, may be conditional and any such conditions should be complied with in full at all times.

## **2.22 FUEL STORAGE**

Aviation fuel and combustible chemicals are to be stored in accordance with established guidelines/. No more than 500 litres of aviation fuel is to be stored on a lease area without the approval of the Latrobe Regional Airport Board.



### 3.0 PRECINCT SPECIFIC DEVELOPMENT CONTROLS

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#### 3.1 PRIVATE HANGAR PRECINCT

##### 3.1.1 SETBACKS

Private hangars shall comply with the following minimum building setbacks:

To road:	Nil Setback
To taxiway/taxilane edge	Nil Setback
Sides:	1.0m Setback

##### 3.1.2 BUILDING MATERIALS TO BE USED

Roof Cladding	Wall Cladding
Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar	Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar
	Face masonry (unpainted)

##### 3.1.3 BUILDING HEIGHT

All development is to be single storey and have a maximum wall height of 4.5 metres.

##### 3.1.4 CAR PARKING

All vehicles are to be parked entirely within the leased area.

##### 3.1.5 ABLUTIONS

Developers of private hangars are not obligated to provide private ablution facilities within the hangar. There are public ablution facilities at the nearby terminal that can be accessed.

##### 3.1.6 STORAGE OF EQUIPMENT

Storage of all equipment used in the operation of the private hangar is to be contained within the hangar(s) at all times.

##### 3.1.7 MAINTENANCE OF BUILDINGS AND SURROUNDS

The owners of private hangar sites shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease site is kept free of disused materials and rubbish.

##### 3.1.8 RAINWATER TANK

A minimum of 1,000 litre rain water tank is to be installed within the leased area.



### 3.2 AVIATION BUSINESS EXPANSION PRECINCT

#### 3.2.1 SETBACKS

Development shall comply with the following minimum building setbacks:

To road:	6m Setback
To taxiway/taxilane edge	30m Setback
Sides:	3.0m Setback

#### 3.2.2 BUILDING MATERIALS TO BE USED

##### Roof Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Translucent open cell roof cladding system on a proprietary framing system, for example Danpalon or similar

##### Wall Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Face masonry (unpainted)

Composite refinished cassette type cladding system, for example Alucobond or similar

Translucent open cell wall cladding system on a proprietary framing system, for example Danpalon or similar

Pre-cast concrete cladding panels

#### 3.2.3 BUILDING HEIGHT

All development is to be a maximum of two storey and have a maximum wall height of 8.0 metres.

#### 3.2.4 CAR PARKING

Car parking bays are to be provided within the leased area at a minimum rate as stipulated by the NCC. All visitor parking is to be contained within the leased area.

#### 3.2.5 ABLUTIONS

Ablutions facilities are to be provided as specified within the NCC.

#### 3.2.6 STORAGE OF EQUIPMENT

Storage of all equipment and material associated with the development is to be contained within the building(s) at all times.

#### 3.2.7 MAINTENANCE OF BUILDINGS AND SURROUNDS

The owners of development sites shall maintain the leased area in a neat and tidy manner and ensure the site is kept free of disused materials and rubbish.





### 3.2.8 RAINWATER TANK

A minimum of 2,000 litre rain water tank is to be installed within the leased area.

## 3.3 MANUFACTURING SUPPORT PRECINCT

### 3.3.1 SETBACKS

Development shall comply with the following minimum building setbacks:

To road:	6m Setback
To taxiway/taxilane edge	Nil Setback
Sides:	3.0m Setback

### 3.3.2 BUILDING MATERIALS TO BE USED

#### Roof Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Translucent open cell roof cladding system on a proprietary framing system, for example Danpalon or similar

#### Wall Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Face masonry (unpainted)

Composite refinished cassette type cladding system, for example Alucobond or similar

Translucent open cell wall cladding system on a proprietary framing system, for example Danpalon or similar

Pre-cast concrete cladding panels

### 3.3.3 BUILDING HEIGHT

All development is to be a maximum of two storeys and have a maximum wall height of 9.0 metres.

### 3.3.4 CAR PARKING

Car Parking bays are to be provided within the leased area at a minimum rate as stipulated by the NCC. All visitor parking is to be contained within the leased area.

### 3.3.5 ABLUTIONS

Ablutions facilities are to be provided as specified within the NCC.

### 3.3.6 STORAGE OF EQUIPMENT

Storage of all equipment and material associated with the development is to be contained within the building(s) at all times.



**3.3.7 MAINTENANCE OF BUILDINGS AND SURROUNDS**

The owners of development sites shall maintain the leased area in a neat and tidy manner and ensure the site is kept free of disused materials and rubbish.

**3.3.8 RAINWATER TANK**

A minimum of 2,000 litre rain water tank is to be installed within the leased area.

**3.4 HEAVY AIRCRAFT PRECINCT**

**3.4.1 3.4.1 SETBACKS**

Development shall comply with the following minimum building setbacks:

To road:	6m Setback
To taxiway/taxilane edge	30m Setback
Sides:	3.0m Setback

**3.4.2 BUILDING MATERIALS TO BE USED**

**Roof Cladding**

**Wall Cladding**

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Translucent open cell roof cladding system on a proprietary framing system, for example Danpalon or similar

Face masonry (unpainted)

Composite refinished cassette type cladding system, for example Alucobond or similar

Translucent open cell wall cladding system on a proprietary framing system, for example Danpalon or similar

Pre-cast concrete cladding panels

**3.4.3 BUILDING HEIGHT**

All development is to be a maximum of two storey and have a maximum wall height of 9.0 metres.

**3.4.4 CAR PARKING**

Car Parking bays are to be provided within the leased area at a minimum rate as stipulated by the NCC. All visitor parking is to be contained within the leased area.



### 3.4.5 ABLUTIONS

Ablutions facilities are to be provided as specified within the NCC.

### 3.4.6 STORAGE OF EQUIPMENT

Storage of all equipment and material associated with the development is to be contained within the building(s) at all times.

### 3.4.7 MAINTENANCE OF BUILDINGS AND SURROUNDS

The owners of development sites shall maintain the leased area in a neat and tidy manner and ensure the site is kept free of disused materials and rubbish.

### 3.4.8 RAINWATER TANK

A minimum of 2,000 litre rain water tank is to be installed within the leased area.

## 3.5 EDUCATION AND TRAINING PRECINCT

### 3.5.1 SETBACKS

Development shall comply with the following minimum building setbacks:

To road:	6m Setback
To taxiway/taxilane edge	3.0m Setback
Sides:	3.0m Setback

### 3.5.2 BUILDING MATERIALS TO BE USED

#### Roof Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

#### Wall Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Face masonry (unpainted)

Composite refinished cassette type cladding system, for example Alucobond or similar

### 3.5.3 BUILDING HEIGHT

All development is to be a maximum of two storeys and have a maximum wall height of 8.0 metres.

### 3.5.4 CAR PARKING

Car Parking bays are to be provided within the leased area at a minimum rate as stipulated by the NCC. All visitor parking is to be contained within the leased area.



### 3.5.5 ABLUTIONS

Ablutions facilities are to be provided as specified within the NCC.

### 3.5.6 STORAGE OF EQUIPMENT

Storage of all equipment and material associated with the development is to be contained within the building(s) at all times.

### 3.5.7 MAINTENANCE OF BUILDINGS AND SURROUNDS

The owners of development sites shall maintain the leased area in a neat and tidy manner and ensure the site is kept free of disused materials and rubbish.

### 3.5.8 RAINWATER TANK

A minimum of 2,000 litre rain water tank is to be installed within the leased area.

## 3.6 AVIATION BUSINESS PRECINCT

### 3.6.1 SETBACKS

Development shall comply with the following minimum building setbacks:

To road:	4m Setback
To taxiway/taxilane edge	14m Setback
Sides:	2.0m Setback

### 3.6.2 BUILDING MATERIALS TO BE USED

#### Roof Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Translucent open cell roof cladding system on a proprietary framing system, for example Danpalon or similar

#### Wall Cladding

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Face masonry (unpainted)

Composite refinished cassette type cladding system, for example Alucobond or similar

Translucent open cell wall cladding system on a proprietary framing system, for example Danpalon or similar

### 3.6.3 BUILDING HEIGHT

All development is to be single storey and have a maximum wall height of 6.0 metres.



**3.6.4 CAR PARKING**

Car Parking bays are to be provided within the leased area at a minimum rate as stipulated by the NCC. All visitor parking is to be contained within the leased area.

**3.6.5 ABLUTIONS**

Ablutions facilities are to be provided as specified within the NCC.

**3.6.6 STORAGE OF EQUIPMENT**

Storage of all equipment and material associated with the development is to be contained within the building(s) at all times.

**3.6.7 MAINTENANCE OF BUILDINGS AND SURROUNDS**

The owners of development sites shall maintain the leased area in a neat and tidy manner and ensure the site is kept free of disused materials and rubbish.

**3.6.8 RAINWATER TANK**

A minimum of 2,000 litre rain water tank is to be installed within the leased area.

**3.7 AVIATION ENTERPRISE PRECINCT**

**3.7.1 Setbacks**

Development shall comply with the following minimum building setbacks:

To road:	4m Setback
To taxiway/taxilane edge	14m Setback
Sides:	2.0m Setback

**3.7.1 BUILDING MATERIALS TO BE USED**

**Roof Cladding**

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Translucent open cell roof cladding system on a proprietary framing system, for example Danpalon or similar

**Wall Cladding**

Proprietary pre-painted steel sheet wall and roof cladding system, for example colour bond or similar

Face masonry (unpainted)

Composite refinished cassette type cladding system, for example Alucobond or similar

Pre-cast concrete cladding panels

**3.7.2 BUILDING HEIGHT**

All development is to be single storey and have a maximum wall height of 6.0 metres.



### **3.7.3 CAR PARKING**

Car Parking bays are to be provided within the leased area at a minimum rate as stipulated by the NCC. All visitor parking is to be contained within the leased area.

### **3.7.4 ABLUTIONS**

Ablutions facilities are to be provided as specified within the NCC.

### **3.7.5 STORAGE OF EQUIPMENT**

Storage of all equipment and material associated with the development is to be contained within the building(s) at all times.

### **3.7.6 MAINTENANCE OF BUILDINGS AND SURROUNDS**

The owners of development sites shall maintain the leased area in a neat and tidy manner and ensure the site is kept free of disused materials and rubbish.

### **3.7.7 RAINWATER TANK**

A minimum of 2,000 litre rain water tank is to be installed within the leased area.



## 4.0 ASSESSMENT TOOL

GUIDELINE	COMPLIES?
Does the development comply within Latrobe Regional Airport 2015 Master Plan?	
Does the proposed height comply with the relevant OLS and PANS-OPS obstacle height limits?	
Does the proposed height comply with the precinct specific height control?	
Are building set back appropriately from internal and external roads and adjoining development?	
Is the developments main entry orientated to the road and is readily identifiable?	
Are facades well modulated and articulated?	
Are the materials proposed appropriate and compliant with the precinct specific materials to be used?	
Is building signage complaint with the development guideline?	
Is existing vegetation retained in accordance with the identified conservation areas?	
Does the proposed landscaping respond appropriately to the existing character and contribute positively to the site?	
Are proposed trees and shrubs low growing?	
Is 40% of the Airport site open space?	
Is 5% of each main development precinct area landscaped for open space?	
Is adequate solar access provided?	
Is boundary fencing a maximum of 1.8 metres in height and not located along the road frontage?	
Is the level of car parking provided suitable for the uses proposed?	
Are loading and servicing areas screened from view?	
Are services provided underground?	

A decorative graphic consisting of two horizontal bars. The top bar is a solid brown color, and the bottom bar is a solid dark blue color. The dark blue bar is wider and contains the text for the appendix.

## APPENDIX E

### AIRCRAFT NOISE CONTOURS (ANEF AND N-ABOVE)





<b>M13237/A/005</b>	<b>Long Range (2050) ANEF Contour Map</b>
<b>M13237/A/006</b>	<b>N60 Contours</b>
<b>M13237/A/007</b>	<b>N65 Contours</b>
<b>M13237/A/008</b>	<b>N70 Contours</b>

### LAND USE COMPATIBILITY ADVICE FOR AREAS IN THE VICINITY OF AUSTRALIAN AIRPORTS

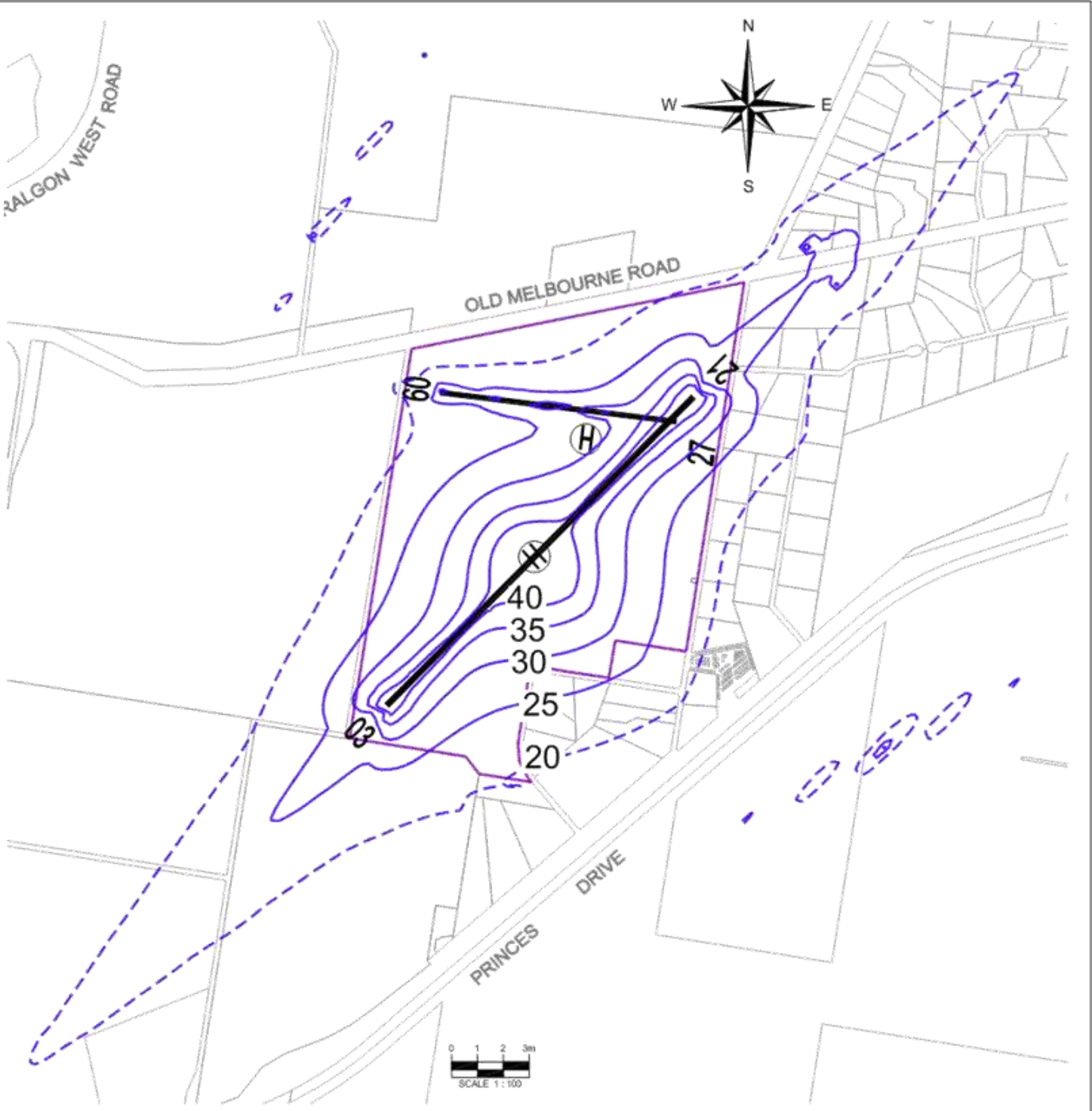
Shall be read in conjunction with AS2021:2015  
Acoustics - Aircraft noise intrusion - Building siting and construction

Building Type	ANEF zone of site		
	Acceptable	Conditionally acceptable	Unacceptable
Home, home unit, flat, caravan park	Less than 20 ANEF (note 1)	20 to 25 ANEF (note 2)	Greater than 25 ANEF
Hotel, motel, hostel	Less than 20 ANEF (note 1)	25 to 30 ANEF (note 2)	Greater than 30 ANEF
School, university	Less than 20 ANEF (note 1)	20 to 25 ANEF (note 2)	Greater than 25 ANEF
Hospital, nursing home	Less than 20 ANEF (note 1)	20 to 25 ANEF	Greater than 25 ANEF
Public building	Less than 20 ANEF (note 1)	20 to 30 ANEF	Greater than 30 ANEF
Commercial building	Less than 25 ANEF	25 to 35 ANEF	Greater than 35 ANEF
Light industrial	Less than 30 ANEF	30 to 40 ANEF	Greater than 40 ANEF
Other industrial	Acceptable in all ANEF Zones		

- The actual location of the 20 ANEF contour is difficult to define accurately, mainly because of variation in aircraft flight paths. Because of this, the procedure of Clause 2.3.2 of the Standard may be followed for building sites outside but near to the 20 ANEF contour.
- Within 20 ANEF to 25 ANEF, some people may find that the land is not compatible with residential or educational uses. Land use authorities may consider that the incorporation of noise control features in the construction of residences or schools is appropriate. (See Exposure - Response graph below)
- There will be cases where a building of a particular type will contain spaces used for activities which would generally be found in a different type of building (e.g. an office in an industrial building). In these cases Table 2.1 of the Standard should be used to determine site acceptability, but internal design noise levels within the specific spaces should be determined by Table 3.2 of the Standard.
- The Standard does not recommend development in unacceptable areas. However, where the relevant planning authority determines that any development may be necessary within existing built-up areas designated as unacceptable, it is recommended that such development should achieve the required ANR determined according to Clause 3.2 of the Standard. For residences, schools, etc., the effect of aircraft noise on outdoor areas associated with the buildings should be considered.
- In no case should new development take place in greenfield sites deemed unacceptable because such development may impact airport operations.

Source: Australian Standard AS2021:2015

RUNWAY	AIRCRAFT	ARRIVALS		DEPARTURES		TRAININGS		GRAND TOTAL
		DAY	NIGHT	DAY	NIGHT	DAY	NIGHT	
03	777B20	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	B737	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320XLR	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321XLR	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
03 Total		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
09	B737	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
09 Total		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
21	B737	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
21 Total		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
27	B737	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
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	A321neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A320neo	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
27 Total		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
HS		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
HS		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
HS		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
HS		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
HS		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
Grand Total		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000



**GENERAL NOTE:**

- WHERE FIGURES HAVE BEEN ROUNDED DISCREPANCIES MAY OCCUR BETWEEN TOTALS AND THE SUMS OF COMPONENT ITEMS.
- AFTER EXAMINATION IT WAS DETERMINED THAT THE TERRAIN SURROUNDING LATROBE REGIONAL AIRPORT COULD HAVE AN INFLUENCE OVER THE SIZE AND SHAPE OF THE NOISE CONTOURS AND THEREFORE THE INCLUSION OF LOCAL TOPOGRAPHY IN THE MODEL WAS WARRANTED.

**AERODROME DATA**

LOCATION IDENTIFIER - YLTV  
(WAC 3050)  
Magnetic Variation - 12° EAST

ELEVATION - 180 FEET

Aerodrome Reference Point - ARP  
(WGS 84)  
Latitude - 38° 12.4'  
Longitude - 146° 28.2'

**INM SOFTWARE:**

VERSION: FAA INM v7.0d  
DATE OF RUN:  
20 JULY 2015

**ENDORSEMENT FOR TECHNICAL ACCURACY**  
**LONG RANGE ANEF**

Date: \_\_\_\_\_

Executive General Manager Safety,  
Environment & Assurance  
Airservices Australia, Canberra

The aircraft noise contours on this chart have been calculated using an appropriate modelling process. Airservices Australia has, in accordance with the approved manner of endorsement, considered the physical atmospheric capacity of the existing or proposed runways in its endorsement process.

The data input and assumptions made in this process are derived in part from external sources. Airservices Australia makes no warranty in respect of that information and excludes all liability for any loss arising from reliance on that information.

**REHBEIN** Airport Consulting

The Association of  
Professional Engineers  
(Australia)

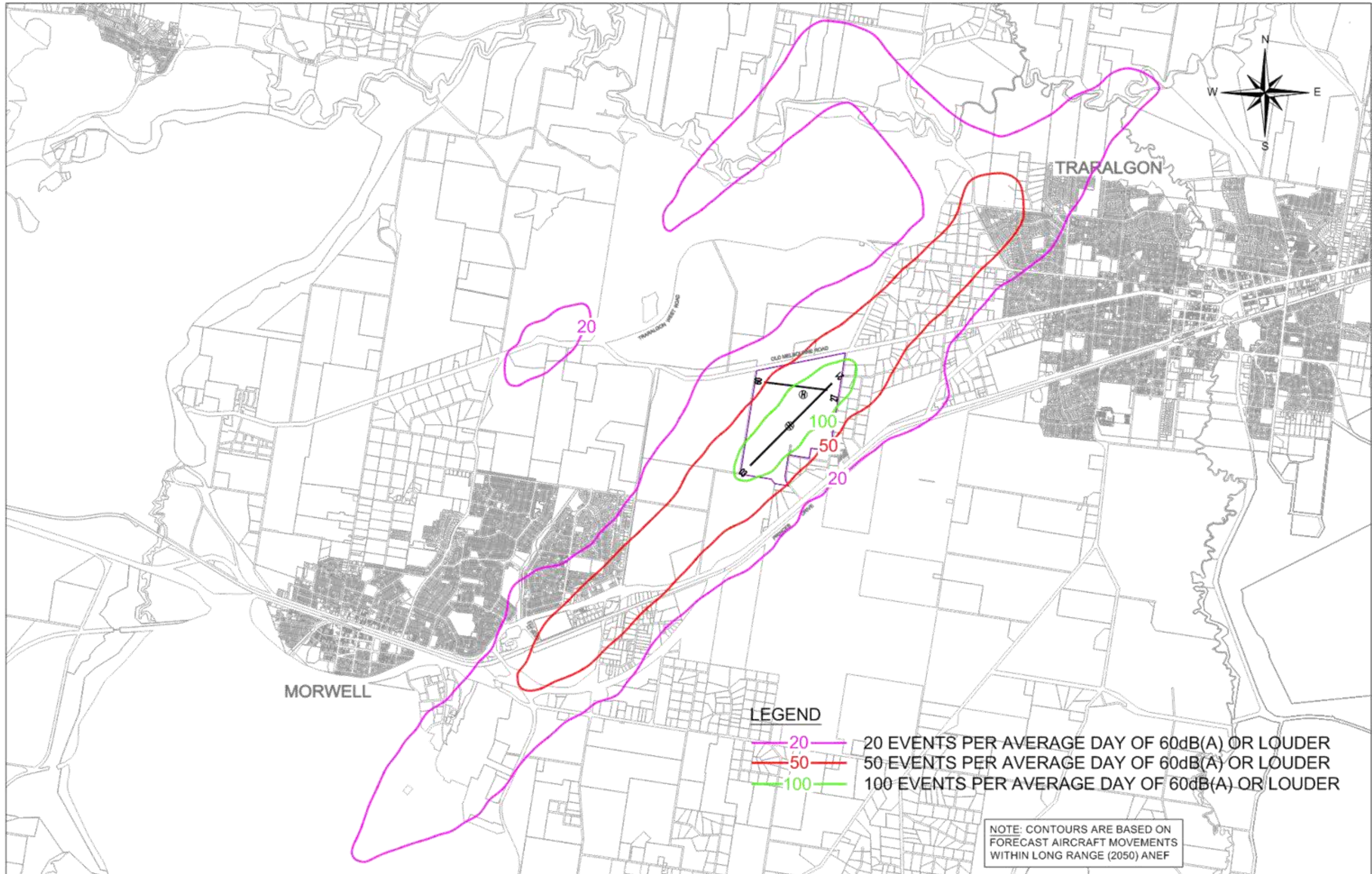
**Project:** LATROBE REGIONAL AIRPORT MASTER PLAN 2015

**Title:** LONG RANGE (2050) ANEF CONTOUR MAP

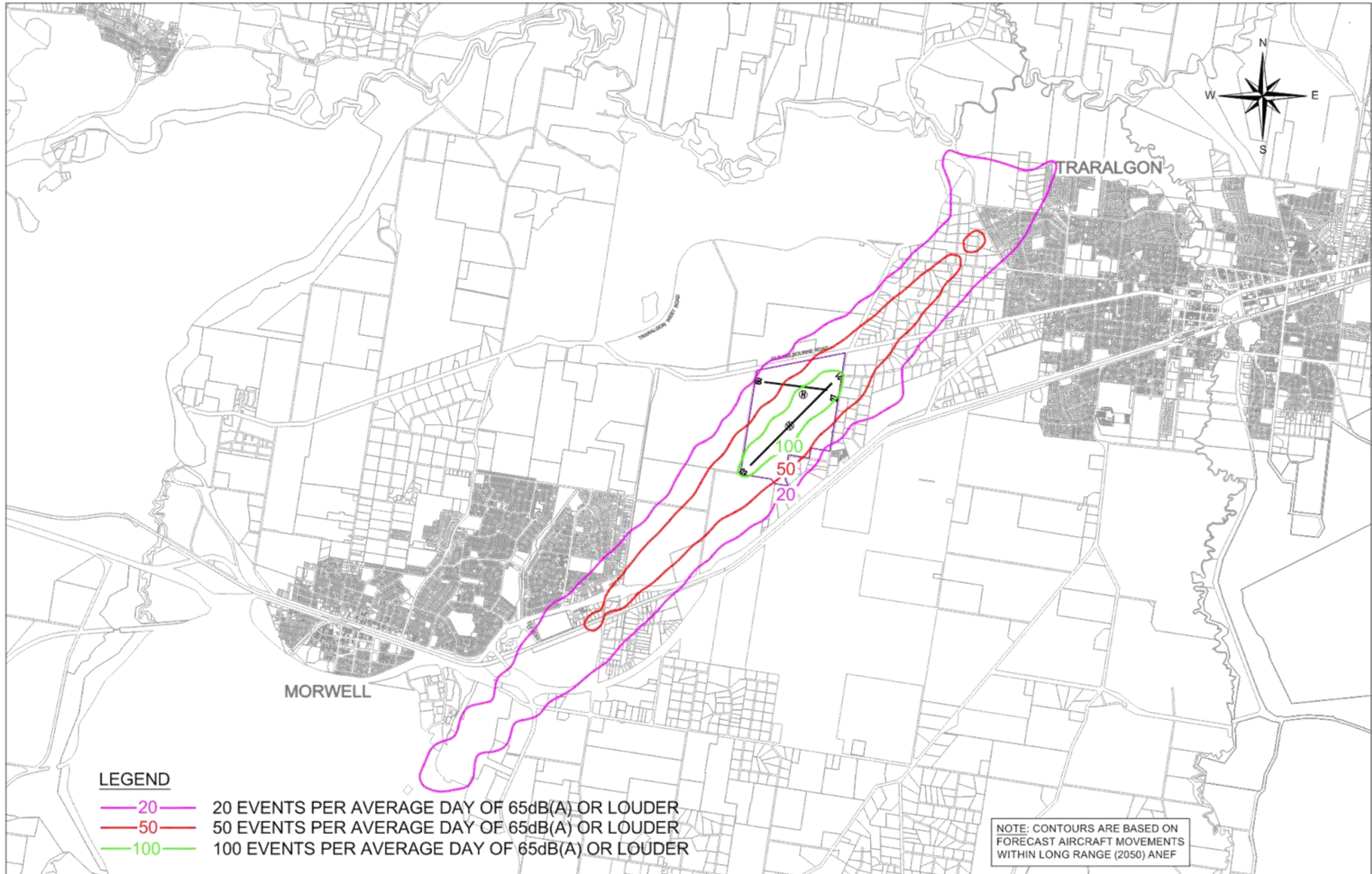
<b>Client:</b> LATROBE CITY COUNCIL			
Designer: ND	Checked: BJH	Sheet No: A1	Drawing No: M13237A005
Designer: ND	Approved: BJH		
Scale: AS SHOWN	Date: 18/03/2015		

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No.	Date	By	Amendment	Checked
3	31/1/15	ND	FINAL	BJH
2	18/09/15	ND	DRAFT	BJH
1	20/07/15	ND	DRAFT	BJH
0	17/07/15	ND	DRAFT	BJH



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<p>CBD HOUSE LEVEL 3                  120 WICKHAM STREET                  PO BOX 112 FORTITUDE VALLEY QLD 4006                  A.C.N. 110685160 A.B.N. 77126839768                  TELEPHONE (07) 3250 9000                  FACSIMILE (07) 3250 9001                  EMAIL mail@ar.net.au</p>				<p>1 25/02/16 MJ FINAL BJH</p> <p>0 25/08/15 ND DRAFT BJH</p>		<p>Scale: 1:25,000 @ A3</p>		<p>Checked: BJH                  Approved: BJH                  Date: 25/08/15</p>	
<p>No. Date By Amendment Checked</p>				<p>Sheet No. <b>A3</b></p>		<p>Drawing No. <b>M13237A006</b></p>		<p>0 1</p>	

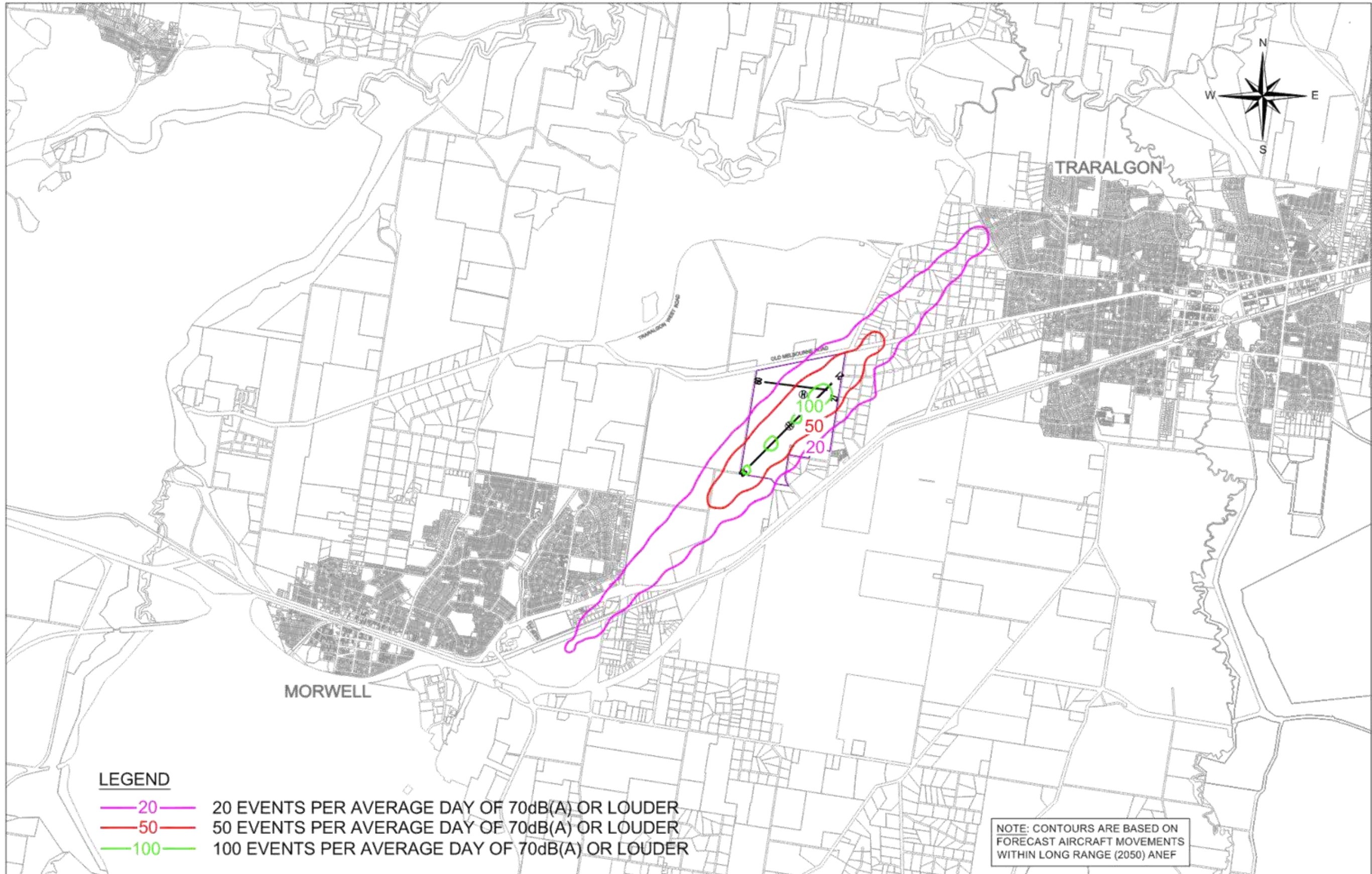


**LEGEND**

- 20 — 20 EVENTS PER AVERAGE DAY OF 65dB(A) OR LOUDER
- 50 — 50 EVENTS PER AVERAGE DAY OF 65dB(A) OR LOUDER
- 100 — 100 EVENTS PER AVERAGE DAY OF 65dB(A) OR LOUDER

NOTE: CONTOURS ARE BASED ON FORECAST AIRCRAFT MOVEMENTS WITHIN LONG RANGE (2050) ANEF

				Project: LATROBE AIRPORT MASTER PLAN 2015 Title: N65 CONTOURS		Client: Latrobe City Council	
CBD HOUSE LEVEL 3 120 WICKHAM STREET PO BOX 112 FORTITUDE VALLEY QLD 4006 A.C.N. 110685160 A.B.N. 77126839768 TELEPHONE (07) 3250 9000 FACSIMILE (07) 3250 9001 EMAIL mail@ar.net.au				Designer: ND Checked: BJH Approved: BJH		Sheet No: A3 Drawing No: M13237A007	
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**LEGEND**

- 20 — 20 EVENTS PER AVERAGE DAY OF 70dB(A) OR LOUDER
- 50 — 50 EVENTS PER AVERAGE DAY OF 70dB(A) OR LOUDER
- 100 — 100 EVENTS PER AVERAGE DAY OF 70dB(A) OR LOUDER

NOTE: CONTOURS ARE BASED ON FORECAST AIRCRAFT MOVEMENTS WITHIN LONG RANGE (2050) ANEF

				Project: LATROBE AIRPORT MASTER PLAN 2015 Client: Latrobe City Council	
CBD HOUSE LEVEL 3 120 WICKHAM STREET PO BOX 112 FORTSIDE VALLEY QLD 4006 A.C.N. 110685160 A.B.N. 77126939768 TELEPHONE (07) 3250 9000 FACSIMILE (07) 3250 9001 EMAIL mail@ar.net.au				Title: N70 CONTOURS Designer: ND Checked: BJH Approved: BJH Date: 25/08/15	
No. Date By Amendment Checked				Sheet No. A3 Drawing No. M13237A008 Scale: 1:25,000 @ A3	

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**14.3 PLANNING APPLICATION 2015/267- USE AND DEVELOPMENT  
OF LAND FOR A DWELLING WITHIN THE FARMING ZONE AT 25  
JUMBUK ROAD YINNAR.**

**General Manager**

**City Development**

**For Decision**

**PURPOSE**

The purpose of this report is to determine Planning Permit Application 2015/267 for the use and development of land for a dwelling at 25 Jumbuk Road Yinnar (Lot 1 LP116938).

The application is being heard at an Ordinary Council Meeting as requested by a Councillor under the current delegation process.

**EXECUTIVE SUMMARY**

The application seeks a permit for the use and development of a dwelling in the Farming Zone. The lot size is 12.34 hectares which is below the threshold set out in the Schedule to the zone of 40 hectares. The applicant has submitted justification for the proposal as part of the planning application, in that the dwelling is required to support the management of grazing cattle and the continued operation of a timber cartage business.

Having assessed the application, the justification provided is considered to have insufficient grounds for allowing a dwelling on a lot of this size in the Farming Zone. The proposal is inconsistent with the Planning Scheme and the application is therefore recommended for refusal.

**RECOMMENDATION**

**That Council issues a notice of refusal to grant a planning permit for the use and development of a dwelling at 25 Jumbuk Road Yinnar (Lot 1 LP116938) on the following grounds:**

- a) **The proposal is inconsistent with Clause 11.05-3 (Rural Productivity), Clause 14.01-1 (Protection of Agricultural Land) and Clause 14.01-2 (Sustainable Agricultural Land Use) of the State Planning Policy Framework.**
- b) **The proposal is inconsistent with key issues identified in the Municipal Strategic Framework at Clause 21.07-5 (Agricultural Overview).**
- c) **The proposal is inconsistent with the 'Purpose' and Decision Guidelines of Clause 35.07 Farming Zone.**
- d) **The proposal is inconsistent with Clause 65 (Decision Guidelines).**

**DECLARATION OF INTERESTS**

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 connected and inclusive community.

*Latrobe City Council Plan 2013 - 2017*

*Strategic Objectives – Built Environment*

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

*Theme and Objectives*

*Theme 5: Planning for the future*

*Strategic Direction*

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

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

*Legislation*

*Local Government Act 1989*

*Planning and Environment Act 1987*

**SUMMARY**

Land:	Planning 2015/267
Proponent:	Hannah Gajic and Brian Williams C/ Associated Construction Services Gippsland Pty Ltd
Zoning:	Farming Zone
Overlay	Part Land Subject to Inundation Overlay

A Planning Permit is required for the use of the land for a dwelling in accordance with Clause 35.07-1, as the lot size is less than 40 hectares, which is the threshold specified in the schedule to the zone.

A planning permit is also required for buildings and works for a Section 2 use in accordance with Clause 35.07-4.

A planning permit is not required for the buildings and works under the Land Subject to Inundation Overlay as the house site is located outside the overlay area.

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

### **PROPOSAL**

The application is for the use and development of a dwelling in the Farming Zone. The applicant has detailed that the dwelling is necessary for the management of cattle grazing and the continued operation of a timber cartage business which are currently in operation on the land.

The proposed dwelling would be located in the north-western section of the site, with a minimum setback of approximately 54.8 m from Jumbuk Road. The dwelling would be two storey with three bedrooms.

Vehicular access to the site is already established via an existing crossover.

A copy of the development plans is included in Attachment 2 of this report.

### **SUBJECT LAND AND SURROUNDING AREA**

The site is irregular in shape and is located on the northern side of Jumbuk Road in Yinnar. It has a frontage to Jumbuk Road of approx. 330 m, a depth of approx. 796 m, and an overall area of 12.34 ha. It is currently used by the owners for their timber cartage business and for the grazing of beef cattle. The applicant has advised both uses have been operation on the site since 2003. Two sheds and uncovered storage areas for the business are located in the south-west of the site. Vehicle access is provided to the sheds via a crossover and driveway located at the western end of the site frontage.

The site is undulating. Middle Creek runs north-south through the middle of the site with two tributaries running east-west from the creek. The site is subject to flooding from these waterways.

The site is located to the east of the Yinnar township with land immediately abutting the western boundary located in the General Residential Zone. This land has not been subdivided for residential purposes and is largely undeveloped at present. Abutting the site to the north, south and east is land located in the Farming Zone. Surrounding agricultural uses are generally the grazing of beef and dairy cattle.

### **LATROBE PLANNING SCHEME**

The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement



(MSS) have been considered as part of the assessment of this application. The following clauses are relevant to consideration of the application.

### **State and Local Planning Policy Framework**

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

The objective of Clause 11.05-3 Rural Productivity is *'to manage land use change and development in rural areas to promote agriculture and rural production'*. Strategies to achieve this are:

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

The objective of Clause 14.01-1 Protection of agricultural land is *'to protect productive farmland which is of strategic significance in the local or regional context'*. The relevant strategies in the assessment of this application are:

- *Ensuring that the State's agricultural base is protected from the unplanned loss of productive agricultural land due to permanent changes of land use.*
- *Taking into consideration regional, state and local, issues and characteristics in the assessment of agricultural quality and productivity.*
- *Permanent removal of productive agricultural land from the State's agricultural base must not be undertaken without consideration of its economic importance for the agricultural production and processing sectors.*

The objective of Clause 21.07-5 Agricultural Overview is *'to protect high quality agricultural land'*. Strategies to achieve this are:

- *Encourage high quality agricultural land to be used primarily for farming purposes except where the land supports significant vegetation of local provenance.*
- *Limit subdivision, use or development of land that should be incompatible with the utilisation of the land for sustainable resource use.*

- *Improve the landscape and environment of the rural resources of the municipality.*

### **Zoning – Farming Zone**

The site is located within the Farming Zone, where the purpose includes:

- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

In accordance with Clause 35.07-3 of the Latrobe Planning Scheme a planning permit is required to use the site for a dwelling as the site is less than 40 ha.

A planning permit is also required for buildings and works associated with a Section 2 use pursuant to Clause 35.07-4.

In accordance with Clause 35.07-6 of the Scheme, Council must consider the relevant decision guidelines of the Farming Zone. A discussion of decision guidelines is included in the issues section of this report.

### **Decision Guidelines (Clause 65):**

Clauses 65.01 sets out the decision guidelines to be considered before deciding on an application or approval of plan. These guidelines have been considered as part of the assessment of this planning application and where relevant have been discussed in this report.

### **Proposed Rural Land Use Strategy**

The Rural Land Use strategy forms part of the *Live Work Latrobe* project, which will set long-term guidelines for the future use and development of rural land in Latrobe. These guidelines will consider the protection of valuable agricultural land and rural landscapes, as well as opportunities for rural residential living and rural industry in Latrobe City. The outcomes of the project are currently unknown as the Rural Land Use strategy is currently in the 'community conversation' phase.

### **INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

#### Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the Planning and Environment Act 1987. Notices were sent to all adjoining and adjacent landowners and occupiers and a site notice was displayed on the site frontage for 14 days. There were no objections received to the application.

Section 52 Referrals:Internal:

The application was referred internally to Council's Health and Infrastructure Planning teams for consideration. There was no objection to the granting of a planning permit subject to the inclusion of appropriate conditions.

**KEY POINTS/ISSUES**Strategic direction of the State and Local Planning Policy Frameworks:

The State and Local Planning Policy Frameworks aim to protect productive farmland. Agricultural land is a finite natural resource which must be managed to maintain its long term sustainable use. Quality agricultural land is encouraged to be used primarily for farming purposes with rural residential development actively discouraged. The key issue therefore is to determine whether the dwelling is necessary to ensure the primary productive capacity of the land in the operation of a timber cartage business and the grazing of livestock.

It is considered the agricultural activities as outlined by the applicant could reasonably be carried out on the land without a dwelling as is currently the case. The applicant has advised that the timber cartage business and cattle grazing have been in operation on the site since 2003, and has been run remotely by the landowners. Whilst having a dwelling on site would be convenient for the landowners, it is not needed to operate the business. If a dwelling was supported, it would allow the use of the site for a rural residential purpose, thereby removing the land from agriculture permanently.

It is noted that whilst the area required for the dwelling is only a small percentage of the site, it is considered that it is not required to operate the existing business activities and will result in a permanent change in land use. In addition, approving the planning permit will result in an artificial land value based on the fact that a permit has been issued for the use and development of a dwelling.

The surrounding land area is generally used for grazing and dairying purposes and it is therefore considered that the land area is a valuable agricultural resource which should be protected and managed.

It is therefore considered that the proposal does not satisfy the State and Local Planning Policy Frameworks. The proposal does not seek to protect high quality agricultural land and would impact on the continuation of primary production in the area in relation to amenity issues and land values.

'Purpose' and 'Decision Guidelines' of the Farming Zone:

The purpose of the Farming Zone relates to the use of the land for agriculture, retaining productive agricultural land, and ensuring that non-agricultural uses do not adversely affect the use of land for agriculture.

One of the purposes of the Farming Zone is to ensure that non-agricultural uses, particularly dwellings, do not adversely affect the use of land for agriculture. The zone does not encourage dwellings not necessary to support agricultural uses, hence the need to obtain a permit for a dwelling on a lot less than 40 hectares. An application must respond to the decision guidelines for dwellings within the Farming Zone.

The decision guidelines for dwelling applications in the Farming Zone include consideration of:

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

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

- There is inadequate justification that the dwelling is required to support and enhance the proposed agricultural operation on the land. The current business activities on the land have been in operation since 2003 without the need for a dwelling.
- The use and development of the dwelling will result in a residential use rather than an agricultural use of the site.
- The subject site may adversely impact the nearby agricultural activities and restrict the possible further expansion of adjoining agricultural uses.

As outlined above, it is considered that the proposed use and development application for a dwelling does not meet the relevant purpose and decisions guidelines of the Farming Zone and would result in a non-agricultural use adversely affecting the use of the site and surrounding land for agriculture.

**Clause 65 (Decision Guidelines):**

The Decision Guidelines at Clauses 65.01 have been considered in the assessment of the application. The proposal is considered to be contrary to the orderly planning of the area as the proposed use and development would not benefit agriculture.

**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 RESOURCES IMPLICATIONS**

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

**OPTIONS**

Council has the following options in regard to this application:

1. Refuse to Grant a Planning Permit
2. Grant a Planning Permit

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

**CONCLUSION**

That Council issues a notice of refusal to grant a planning permit for planning permit application 2015/267 for the use and development of a dwelling at 25 Jumbuk Road Yinnar (Lot 1 LP116938) on the following grounds:

- The proposal is inconsistent with Clause 11.05-3 (Rural Productivity), Clause 14.01-1 (Protection of Agricultural Land) and Clause 14.01-2 (Sustainable Agricultural Land Use) of the State Planning Policy Framework.
- The proposal is inconsistent with key issues identified in the Municipal Strategic Framework at Clause 21.07-5 (Agricultural Overview).
- The proposal is inconsistent with the 'Purpose' and Decision Guidelines of Clause 35.07 Farming Zone.
- The proposal is inconsistent with Clause 65 (Decision Guidelines).

**Attachments**



1. Site Context Plan
2. Development Plans

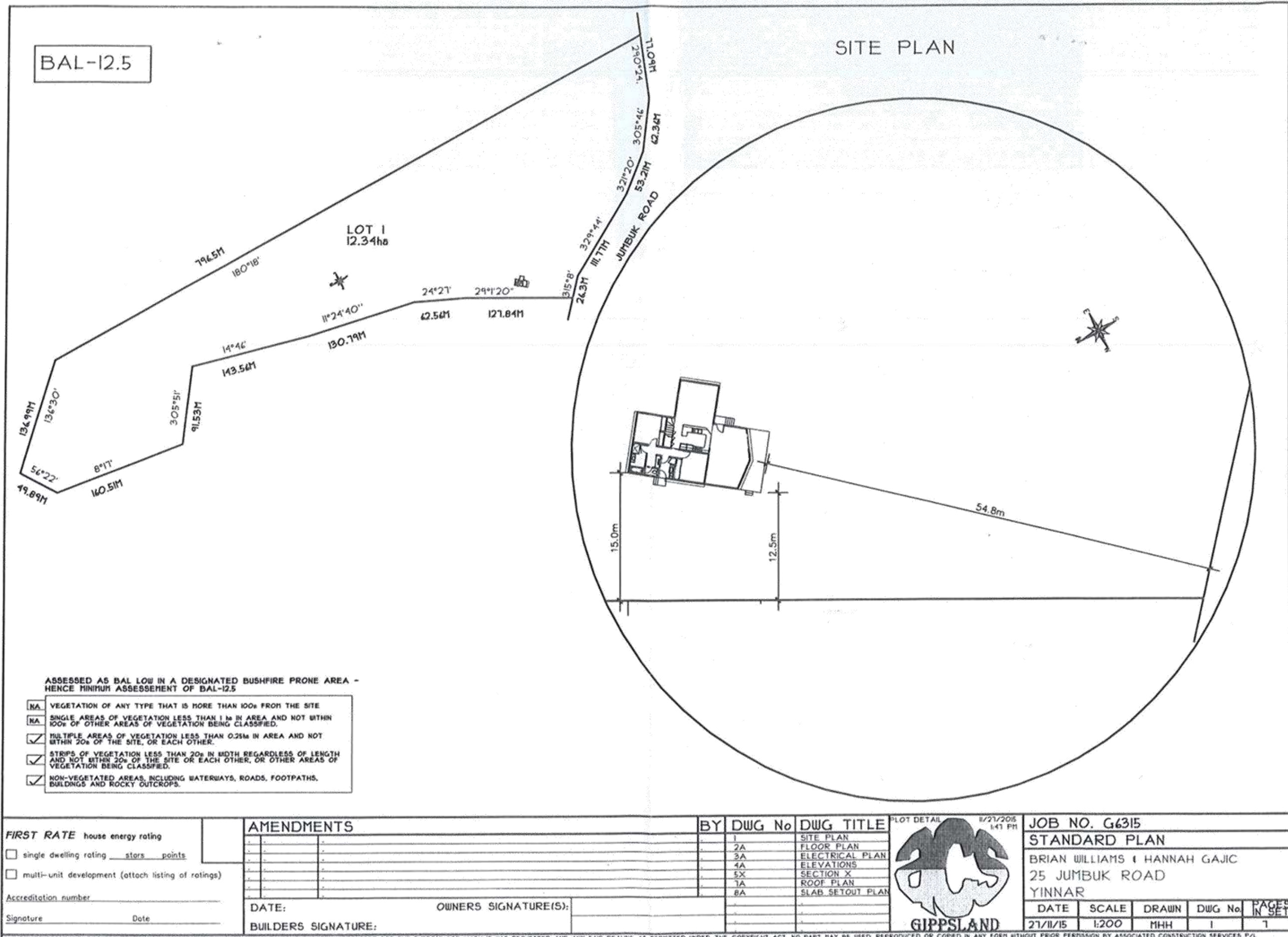
## **14.3**

### **Planning Application 2015/267- Use and Development of Land for a Dwelling within the Farming Zone at 25 Jumbuk Road Yinnar.**

- |          |                                |            |
|----------|--------------------------------|------------|
| <b>1</b> | <b>Site Context Plan .....</b> | <b>235</b> |
| <b>2</b> | <b>Development Plans.....</b>  | <b>237</b> |



	<p><b>Note</b> The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p><b>Disclaimer:</b> The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information. The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for <b>Dial Before You Dig</b>. The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	23/03/2016	
		25 Jumbuk Road, Yinnar  Planning Permit Application 2015/267	







### FIRST FLOOR PLAN

WRITTEN DIMENSIONS TO TAKE PRECEDENCE OVER SCALE ON ALL DRAWINGS

COLORBOND CUSTOM ORB ROOF CLADDING  
#38° PITCH

SMOOTH HARDIPLANK EXTERNAL CLADDING

COLORBOND GUTTERS AND FASCIA TO DWELLING

P / COATED ALUMINIUM SLIDING WINDOWS

ALL GLAZING IN ACCORDANCE WITH A.S 1288

TERMITE TREATMENT REQUIRED IN ACCORDANCE WITH A.S. 3440

FULL HEIGHT HORIZONTAL REGENCY PINE LINING TO LOUNGE, MEALS, KITCHEN, RETREAT & MASTER SUITE - PLASTER TO REMAINING

42MM KDHW ARCHITRAVE TO PINE AREAS

42MM MDF ARCHITRAVE TO PLASTER AREAS  
45MM MDF SKIRTING TO PLASTER AREAS

STEPS INCLUDED TO EACH EXIT  
3 ROWS OF BASEBOARDS INCLUDED

KDHW STAIRCASE & BALUSTRADES INCLUDED

DEMOUNTABLE HINGES TO WC DOOR

DOWNPIPES TO BE INSTALLED IN ACCORDANCE WITH B.C.A. VOLUME 2 1996 CLAUSE 3.5.2.

**STEPS**  
STEP SIZES (OTHER THAN FOR SPIRAL STAIRS) TO BE:-  
RISERS (R) 100mm MAXIMUM AND 85mm MINIMUM  
GOING (G) 355mm MAXIMUM AND 240mm MINIMUM  
2R + 1G = 100mm MAXIMUM AND 55mm MINIMUM  
125mm MAXIMUM GAP TO OPEN TREADS

ALL TREADS, LANDINGS AND THE LIKE TO HAVE NON SLIP FINISH OR SUITABLE NON-SKID STRIP NEAR EDGE OF NOSING.

**BALUSTRADES**  
PROVIDE BALUSTRADES WHERE CHANGE IN LEVEL EXCEEDS 1000mm ABOVE THE SURFACE BENEATH LANDINGS, RAMPS AND /OR TREADS. BALUSTRADES TO BE:-  
1000mm min. ABOVE FINISHED SURFACE LEVEL OF BALCONIES, LANDINGS OR THE LIKE, AND  
865mm min ABOVE FINISHED SURFACE LEVEL OF STAIR NOSING OR RAMP, AND  
VERTICAL WITH A 125mm MAXIMUM GAP BETWEEN, AND ANY HORIZONTAL ELEMENT WITHIN THE BALUSTRADE BETWEEN 150mm AND 140mm ABOVE THE FLOOR MUST NOT FACILITATE CLIMBING WHERE CHANGES IN LEVEL EXCEEDS 4000mm ABOVE THE SURFACE BENEATH LANDINGS, RAMPS AND /OR TREADS

HAND RAILS TO BE 865 MINIMUM ABOVE STAIR NOSING AND LANDINGS

AREA	
GROUND FLOOR	120.52 M2
FIRST FLOOR	16.0 M2
DECK	16.4 M2

**ENGINEER TO CONFIRM ALL SIZES DUE TO 38° ROOF PITCH**

<p><b>FIRST RATE</b> house energy rating</p> <p><input type="checkbox"/> single dwelling rating _____ stars _____ points</p> <p><input type="checkbox"/> multi-unit development (attach listing of ratings)</p> <p>Accreditation number _____</p> <p>Signature _____ Date _____</p>	<p><b>AMENDMENTS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>BY</th> <th>DWG No</th> <th>DWG TITLE</th> </tr> </thead> <tbody> <tr><td> </td><td>1</td><td>SITE PLAN</td></tr> <tr><td> </td><td>2A</td><td>FLOOR PLAN</td></tr> <tr><td> </td><td>3A</td><td>ELECTRICAL PLAN</td></tr> <tr><td> </td><td>4A</td><td>ELEVATIONS</td></tr> <tr><td> </td><td>5X</td><td>SECTION X</td></tr> <tr><td> </td><td>7A</td><td>ROOF PLAN</td></tr> <tr><td> </td><td>8A</td><td>SLAB SETOUT PLAN</td></tr> </tbody> </table> <p>DATE: _____ OWNERS SIGNATURE(S): _____</p> <p>BUILDERS SIGNATURE: _____</p>	BY	DWG No	DWG TITLE		1	SITE PLAN		2A	FLOOR PLAN		3A	ELECTRICAL PLAN		4A	ELEVATIONS		5X	SECTION X		7A	ROOF PLAN		8A	SLAB SETOUT PLAN	<p><b>BY</b></p> <p><b>DWG No</b></p> <p><b>DWG TITLE</b></p> <p><b>PLOT DETAIL</b> 11/21/2015 1:41 PM</p>	<p><b>JOB NO. G6315</b></p> <p><b>STANDARD PLAN</b></p> <p>BRIAN WILLIAMS &amp; HANNAH GAJIC</p> <p>25 JUMBUK ROAD</p> <p>YINNAR</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>SCALE</th> <th>DRAWN</th> <th>DWG No</th> <th>PAGES IN SET</th> </tr> </thead> <tbody> <tr> <td>27/11/15</td> <td>1:100</td> <td>MHH</td> <td>2B</td> <td>1</td> </tr> </tbody> </table>	DATE	SCALE	DRAWN	DWG No	PAGES IN SET	27/11/15	1:100	MHH	2B	1
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THIS DRAWING REPRESENTS THE PLAN OF PROPOSED DEVELOPMENT. IT IS THE RESPONSIBILITY OF THE CLIENT TO OBTAIN ALL NECESSARY APPROVALS AND TO ENSURE THAT THE DEVELOPMENT IS IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND ANY FAIR DEALING AS PERMITTED UNDER THE COPYRIGHT ACT. NO PART MAY BE USED, REPRODUCED OR COPIED IN ANY FORM WITHOUT PRIOR PERMISSION BY ASSOCIATED CONSTRUCTION SERVICES P/L



**14.4 SUBMISSION TO EARTH RESOURCES REGULATION -  
STAKEHOLDER ENGAGEMENT STRATEGY 2016-2018**

General Manager

City Development

For Decision

**PURPOSE**

The purpose of this report is for Council to consider a submission that has been drafted in response to the Earth Resources Regulation - *Draft Stakeholder Engagement Strategy 2016-2018*, and to seek Council to endorse the submission.

**EXECUTIVE SUMMARY**

The Earth Resources Regulation branch is currently seeking comments in relation to their *Draft Stakeholder Engagement Strategy 2016-2018*. Given the significance of the earth resources industries to Latrobe City Council, it is important for Council to provide feedback and have input into ensuring that a robust engagement strategy is developed. This will go some way to ensuring that Latrobe City Council will be able to work collaboratively with the Earth Resources Regulation Division into the future.

A recommendation of this Council report is to endorse the draft submission and forward comments to the Earth Resources Regulation department prior to the closing date of 16 May 2016.

**RECOMMENDATION**

**That Council endorses the *Latrobe City Council Submission to the Earth Resources Regulation - Draft Stakeholder Engagement Strategy 2016 – 2018 and submit it to DEDJTR by 16 May 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***

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

*Strategic Objectives - Governance*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 4: Advocacy for and consultation with our community*

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

To ensure effective two-way communication and consultation processes with the community.

*Strategic Direction – Planning for the future*

Strengthen our region by actively leading and encouraging partnerships with other local governments, industry and community agencies.

In making a submission to the *Draft Stakeholder Engagement Strategy 2016-2018*, Council will be actively meeting these directions and objectives that are outlined within the Latrobe Council Plan. This will ensure that there the Latrobe City Council and its community are actively considered in the processes undertaken by Earth Resources Regulation.

**BACKGROUND**

In March 2016 the Earth Resources Regulation branch of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR), released their *Draft Stakeholder Engagement Strategy 2016 – 2018* for public comment. A copy of the proposed submission in the format requested by DEDJTR is at Attachment 1.

Earth resources are extremely important to Latrobe City. In 2012 it was estimated that 85 percent of the state's power generation occurring in the region, brown coal electricity generation accounts for around 20 percent of Latrobe City's Gross Regional Product, with each job in Latrobe City's energy sector generating an additional four to five local jobs in the broader regional economy.

Maintaining and developing further relationships with regulating agencies such as Earth Resources Regulation branch, is extremely important for ensuring that consideration is given to Local Governments interests and to ensure that Latrobe City Council can effectively advocate for its community. It is also important that the Latrobe City community's needs are represented in processes undertaken by the DEDJTR.

Earth Resources Regulation is Victoria's earth resources regulator branch of the DEDJTR. Their role includes licensing, risk management, compliance responsibilities and stakeholder engagement.

Earth Resources Regulation are responsible for 1,600 mineral licences for exploration and mining activities in Victoria and oversee activities in petroleum, greenhouse gas geological storage, extractive and geothermal industries.

The *Draft Stakeholder Engagement Strategy 2016 – 2018* states that their 'approach is to look at all the risks of a project and balance the needs of the environment, community and the Victorian economy. We do this by providing robust regulation and engaging with all of the sector's stakeholders. This is known as a risk-based approach.'

It is DEDJTR intention that this draft strategy will work towards proving a structure that allows stakeholders' needs and interests to be consistently transparent and considered in the Earth Resources Regulation's activities. It goes on to state 'we are moving from 'informing and responding' to *'involving' stakeholders in the regulation of our sector by engaging with them during the processes in a transparent, timely and meaningful way.'*

The *Draft Stakeholder Engagement Strategy 2016 – 2018* aims to establish the direction of the Victorian Government's earth resource regulator's stakeholder engagement approach over the next three years, with a focus on building trust and restoring community confidence in the regulator.

### **KEY POINTS/ISSUES**

Latrobe City Council's draft submission (attachment 1) to the strategy, commends DEDJTR for releasing the draft Strategy and suggesting that stakeholder engagement is an important aspect to the work that they undertake.

The draft submission recognises the difficulties Latrobe City Council has experienced engaging with DEDJTR in the past and supports the sentiment expressed by the draft Strategy.

Latrobe City Council believes that the community engagement strategy is an opportunity to establish positive change to the practices and transparency of the Earth Resources Regulation, associated agencies and industry and as such Latrobe City Councils draft submission outlines that the lack of information and apparent transparency of operators does not assist with the objectives of working together.

The draft submission suggests that further publicly available information such as publishing data relating to mine monitoring (including historical information) would assist Latrobe City Council and the community with respect to ground movement around each of the coal mines in the Latrobe Valley. In the case of the Morwell/Hazelwood Mine, historical data from existing measuring stations used to be published by the State Electricity Commission Victoria, however since privatisation this is no longer the case.

Additionally the draft engagement strategy provides a strong framework for communicating with stakeholders; however it fails to provide a framework where engagement provides empowerment, influence or a vision for co-creation where control and decision determination is largely vested in the relevant stakeholders.

The submission also seeks clarification on how the Department intends to safeguard the health and wellbeing of the local community, as the draft strategy fails to contain details around processes for assessing, weighing

or considering public health or wellbeing elements. Latrobe City Council believes there needs to be greater detail and linking around how the draft strategy will balance the priorities of safeguarding of the health and wellbeing of local communities.

To ensure that ongoing engagement will be undertaken in a responsive and comprehensive manner, Latrobe City Council believes that community committees such as the Environment Review Committee (for Loy Yan Mine) should be a process that is embedded in legislation, with clear terms of reference. This would ensure that these groups have broad community support. Having a Councillor as a member of such a committee is an opportunity for an elected representative to advocate for the community and assist in informing the community.

In line with the objectives and commitments of the draft strategy, the draft submission requests that Latrobe City Council be provided the opportunity to actively participate and support the department to better engage and inform the local community regarding future earth resource and mining proposals in Latrobe City.

The draft submission also seeks to reinforce that Local Government is a key stakeholder and should be listed as a separate stakeholder. This will provide clarity and support for the multifaceted role that Local Government has which is as an advocate for the community as well as a regulator.

### **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 providing the State Government with submissions to this *Draft Stakeholder Engagement Strategy 2016 – 2018*. However, if no submission are made then there is a risk that Council will be seen as not effectively advocating on behalf of its community.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no additional financial implications for lodging a submission. The processes require internal resources regarding staff time. The resourcing allocation has been accommodated within the existing Future Planning budget.

### **INTERNAL/EXTERNAL CONSULTATION**

No external consultation was undertaken as part of this project given the limited timeframes in which the reports had to be prepared. A number of internal departments have provided input into the submissions.

The draft submission generally calls for more engagement with both Council and also the Latrobe City community. It is considered that once the practices are embedded into the Earth Resources Regulation's practices and policies that further engagement will be allowed for and will result in positive community outcomes.

**OPTIONS**

Options available to Council are as follows:

1. That Council having considered the submission, endorses the submission and submits it for consideration within the process; or,
2. Endorses the submission and provide additional comments; or,
3. Decide to not endorse the submission and not forward a submission for consideration.

The recommendation within this report is in line with the approach outlined in option 1.

**CONCLUSION**

It is important that Council consider and make a submission to Earth Resources Regulation Draft Stakeholder Engagement Strategy 2016-2018. It is important for Council to consider the development of the *Draft Stakeholder Engagement Strategy 2016 – 2018* and ensure that Latrobe City Council's ongoing interests are considered as important. It is also important that Council consider any future reports or findings and are party to any future discussions with DEDJTR.

**SUPPORTING DOCUMENTS**

Copy of Draft Stakeholder Engagement Strategy 2016 – 2018

**Attachments**

1. Final Draft Submission to Earth Resources Regulation Stakeholder Engagement Strategy 2016-2018



## **14.4**

### **Submission to Earth Resources Regulation - Stakeholder Engagement Strategy 2016-2018**

- 1 Final Draft Submission to Earth Resources Regulation  
Stakeholder Engagement Strategy 2016-2018 ..... 247**

# Latrobe City Council

## Submission to Earth Resources Regulation Stakeholder Engagement Strategy 2016-2018



XX April 2016  
(Final Draft)





Revision	Date	Written by	Reviewed by
1.0	5 April 2016	S. Davies	L. Dukes
2.0	7 April 2016	S. Davies	G. Gatt
3.0	13 April 2016	G. Gatt	G. Gatt
4.0	19 April 2016	S. Davies	G. Gatt



## Introduction

Latrobe City Council welcomes the opportunity to make this submission to the Earth Resources Regulation Stakeholder Engagement Strategy 2016-2018.

It is Council's understanding that the draft stakeholder engagement strategy aims to establish the direction of the Victorian Government's earth resource regulator's stakeholder engagement approach over the next three years, with a focus on building trust and restoring community confidence in the regulator.

Earth resources are extremely important to the Latrobe City Council. In 2012 it was estimated that 85 percent of the state's power generation occurring in the region, brown coal electricity generation accounts for around 20 percent of Latrobe City's Gross Regional Product, with each job in Latrobe City's energy sector generating an additional four to five local jobs in the broader regional economy.

Maintaining and developing further relationships with regulating agencies such as Earth Resources Regulation branch, is vital for ensuring that consideration is given to Local Governments interests and Latrobe City Councils community's needs are represented in processes undertaken by the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

The submission to Earth Resources Regulation Stakeholder Engagement Strategy 2016-2018 is based around the format of the submission that has been provided by the Comments Form.

Should there be any questions regarding this submission, please contact Jason Pullman, Coordinator Strategic Planning via phone 5128 6151 or email:

[Jason.Pullman@latrobe.vic.gov.au](mailto:Jason.Pullman@latrobe.vic.gov.au) . Alternatively, you may contact Gail Gatt, Manager Future Planning via phone 5128 5446 or email: [Gail.Gatt@latrobe.vic.gov.au](mailto:Gail.Gatt@latrobe.vic.gov.au).

## Response to framed feedback questions

1. **Earth Resources Regulation's approach to stakeholder engagement (page 5 of strategy). Do you think our approach will facilitate your engagement expectations adequately?**

### FEEDBACK:

Council commends the Earth Resources Regulation branch for committing to stakeholder engagement. In line with the objectives and commitments of the draft strategy, Latrobe City Council would be keen to actively participate and support the Department to better engage and inform the local community regarding future earth resource and mining proposals in Latrobe City.

The Earth Resources Regulation Stakeholder Engagement Strategy 2016-2018 provides a strong framework for communicating with stakeholders but fails to provide a framework where engagement provides empowerment, influence or a vision for co-creation where control and decision determination is largely vested in the relevant stakeholders. The aspirations of the Executive Director's Statement where the '*needs and interests of stakeholders are to be consistently, transparently and meaningfully considered in our activities, including our*



*decision making processes*' aren't fully delivered by the document which has a strong focus on explaining as opposed to engaging.

Additionally, we request that the Draft Engagement Strategy specify that Local Government is a key stakeholder and should be listed as a separate stakeholder. This will provide clarity and support for the multifaceted role that Local Government has which is as an advocate for the community as well as a responsible authority. At times in the current draft it is unclear about when and how Local Government is considered a stakeholder.

**2. Earth Resources Regulations principles and commitment (page 6 of strategy). Do you think our principles and commitments meet your expectations as a stakeholder?**

**FEEDBACK:**

The principles, commitments and expectations are considered to be sound from a high level perspective. Whilst Council agrees with the general approach, we are looking forward to further detail about how this engagement will occur, and an understanding of what processes will change to ensure that we can effectively participate and provide our community the opportunity to be involved in future engagement.

Maintaining and developing further relationships with regulating agencies, such as Earth Resources Regulation branch, is a high priority for Latrobe City Council to ensure consideration is given to the interests of Local Government and that the needs of the community of Latrobe City are represented in processes undertaken by the DEDJTR.

**3. Earth Resources Regulations engagement responsibility (page 7 of strategy). Do you think our stated responsibility will support your engagement adequately?**

**FEEDBACK:**

Latrobe City Council thinks that your stated responsibility of *'working closely with local government and the community to establish dialogue to help resolve community concerns around licensed earth resources industry activities'* is an excellent aspiration.

Of critical importance for Latrobe City Council is the requirement to have access to information. Being informed in a timely matter should be a reasonable expectation of any stakeholder.

A recent example of this pertains to the AGL Loy Yang Mine licence variation (2015) where Latrobe City Council at the request of DEDJTR provided input for consideration. The subsequent approved Work Plan Variation was not provided to Latrobe City Council even though there are conditions placed on the Work Plan Variation that specify future involvement from Council.

Similarly in situations where Council is working alongside DEDJTR for example in the consideration of work approval conditions it would seem reasonable that access to relevant information could be provided from the regional office. Unfortunately this has not been the case. Council has found that in the past there has been a level of detail that has not been made available despite numerous requests, even where we have been a party to ongoing matters. So collaboration/ engagement on these important matters are crucial.



The monitoring of ground movement and collection of this data is also of particular interest to Latrobe City. Any engagement around such information would be very welcomed (see further comments on page 6). It seemed apparent from the C87 Traralgon Growth Areas Review Planning Panel Hearing, that information around ground movement was known to AGL Loy Yang and the DEDJTR Technical Review Board, however Latrobe City Council were not made aware of this information until it was presented at the Planning Panel Hearing, despite attempts by Latrobe City to liaise with both organisations during the planning scheme amendment.

It is recommended that the lines of communication between the Council and the mining companies (from a land use planning perspective) be improved to ensure that issues such as this do not become commonplace.

Regardless of the fact that the mining licence extensions are able to avoid the planning permit process, there are cases when Latrobe City Council should still be made aware of all matters and changes. This awareness would enable Latrobe City Council to amend the Planning Scheme where required to respond to the changes, particularly the broader impact of the changes on the surrounding land use. Likewise, Latrobe City Council should have a better awareness of the possible and likely implications of any changes to mining licences and/or resource mining activity.

Latrobe City Council would like to play a greater role and have access to information and believes that there needs to be greater transparency into the future for the community. In the past we have found that the processes undertaken by the Earth Resources Regulation Department can be confusing and 'mystifying' not only for community but also for Latrobe City Council. For true engagement to occur, change is required in particular the community and Latrobe City Council need to have a better understanding of the processes to ensure that efforts are directed into the right elements of processes. This transparency relates not only to the level of detail and access to information, but to clearer procedures and understanding of roles and responsibilities of the department for everyone.

Council is looking forward to exploring the mechanisms and the finer detail with respect to how and when consultation processes will occur, including the level of information that will be provided publicly.

**4. Earth Resources Regulations engagement methodology (page 8 of strategy). Does our methodology reflect what you think are the necessary elements for supporting engagement adequately?**

**FEEDBACK:**

The methodology provided at page 8 of the engagement strategy is sound and appears to be appropriate however; again it is going to depend on the detail, frequency and relationships that are built with the local department of Earth Resources Regulations.

The Engagement Approach talks about "...*'involving' stakeholders in the regulation of our sector by engaging with them during the processes in a transparent way*"



- The Engagement Strategy does not detail any 'involving' in regulation or the opportunity for stakeholders to influence or co-create regulation in partnership with the Department.
- The document has a strong explaining focus as opposed to a focus which gives power to stakeholders or community to assert their health and wellbeing priorities into regulation or decision making.

Latrobe City Council would also like to see that these processes are embedded into the department through legislation and regulatory changes. The adoption of these processes will provide an ideal opportunity for ongoing improvements and information sharing between not only local government and DEDJTR but with other government departments.

**5. Earth Resources Regulations engagement objectives, priorities and actions (pages 9-13 of strategy) Please tell us what you think about our priorities:**

**i. Working with others:**

Latrobe City Council believe this objective to be commendable but would be interested to see some timeframes with respect to short, medium and long term priorities. The current actions are mainly regarding the provision of information and not actively seeking to engage and close the loop. It would be good to see commitments to responding to issues and doing reviews of the processes that are undertaken.

Whilst there seems to be much discussion about the need to engage with the community, it does not seem that there is any effort to change the processes that underpin many of the frustrations that Latrobe City Council have had in the past. This is part of working together and we believe that further work should be done to establish good processes that provide the opportunity to work together proactively and be actively engaged.

While we recognise the importance of having a strategy it is equally important to identify crucial times the strategy or parts of the strategy should be put in place. There seems to be a pattern following past events, such as work plan variation breaches or land use planning issues where DEDJTR has remained silent. The community have had to rely on Latrobe City Council to be their advocate in these situations.

The lack of information and apparent transparency of operators does not assist with the ERR's objective of working together. Further publicly available information will assist Latrobe City Council and the community.

One specific example is that Council believes it is important for ERR to require the publishing data relating to mine monitoring, this should also include historical information. In the past there was data that was accessible to both Council and the community with respect to ground movement around the Morwell/Hazelwood Mine which was publically available under the previous operator. This information was released annually and assisted with the community's knowledge of the site.

Access to this information will provide Latrobe City Council and its community with more information to assist with building the communities confidence and aide transparency with major industry practices that are occurring within significant sites within Latrobe City Council.



## ii. Realising risk-based regulation:

Latrobe City Council believes that this priority is commendable however; access to information is a key component within the objectives that are outlined in the strategy. Being transparent and consistent in decision-making and engagement activities will require considerable moves as far as being able to access information and providing Council with an appropriate amount of time to respond to enquiries. Latrobe City Council also recommends the establishment of minimum standards for giving notice, including the provision of information on a webpage, public notice, and extent of information provided to relevant Local Governments and other agencies. The current system, in Council's opinion, is not appropriate and requires further interrogation.

It is unclear what the role of community and stakeholders is in supporting the Department to realise 'risk-based regulation'. There needs to be some clarity around who determines risk and on what scale risk is graded and if stakeholders are involved in this process. If not, the Department may wish to consider a way of empowering the community in supporting such a fundamental platform of their engagement activity.

Once again, we look forward to seeing detail on how this item is going to be addressed and welcomes the opportunity to provide further feedback on these processes.

## iii. Building resources and capability:

Latrobe City Council maintains that there are important changes necessary to existing processes and these changes need to be made and embedded in policy and legislative changes. Until these changes occur, it remains difficult to ensure that ongoing engagement will be undertaken in a responsive and comprehensive manner.

Further to general practices relating to Community Engagement Practices, Latrobe City Council believes that community committees such as the Environment Review Committee (for Loy Yan Mine) should be a process that is embedded in legislation. There need to be clear terms of reference and is a practice that should be supported by legislation to ensure that these groups have broad community support and are also represented by a local councillor. It is understood that these Committees have an important place in the practices of major industry and also provide a good opportunity to liaise with the community and should be supported by a framework that is clear and consistent across Victoria.

## 6. Any other comments?

### FEEDBACK:

Land Use:

Whilst Latrobe City Council and the broader community understand the economic importance of the coal resource; Council advises there is a high level of sensitivity about existing and future land use conflicts as well as associated community health and safety concerns. This sensitivity was emphasised by recent events including mine batter collapses, the Hazelwood Mine fire, road subsidence and the recent AGL Loy Yang submission to Planning Scheme Amendment C87 Traralgon Growth Areas Review (which highlighted landslip and subsidence concerns resulting from open cut mining to both future and existing urban areas).





Obtaining clarity on future coal resource licensing, regulation and future works planning remains strategically important for Latrobe City. This importance has been demonstrated through Council's participation in the Supplementary Inquiry into the Traralgon Bypass, the State Government Coal Planning Provisions Review Project (since deferred), Council's position on the LV2100 report, numerous planning panels and Latrobe City's policy Positioning Latrobe for a Low Carbon Emissions Future (2010).

Council looks forward to exploring these issues more closely in the detail of the Engagement Strategy.

Health of our community:

One of the statements within the strategy states "We are focused on safeguarding the health and wellbeing of local communities and ensuring that resource developments do not pose environmental and public health risks."

- How will the Department ascertain the health and wellbeing of a local community – will it utilise the relevant Municipal Public Health and Wellbeing Plan or will it utilise the State Health and Wellbeing Plan?
- This statement fails to have an appropriate link back into the document in that it doesn't detail the process for assessing, weighing or considering those public health and wellbeing elements.
- There needs to be greater detail and linking around how the Engagement Strategy will balance the priorities of safeguarding of the health and wellbeing of local communities, v's the risk based approach, v's Victorian economy.

Council looks forward to exploring these issues more closely in the detail of the Engagement Strategy.

# INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

**15.1 MANAGEMENT OF INAPPROPRIATE ACTIVITIES AFFECTING  
BUSHLAND RESERVES AND RAIL TRAILS**

General Manager

Infrastructure and Recreation

For Information

**PURPOSE**

The purpose of this report is to provide a summary of the issues of concern to the Committees responsible for the management of Latrobe City's bushland reserves and rail trails and potential solutions.

**EXECUTIVE SUMMARY**

A meeting involving the Committees responsible for the management of Latrobe City's bushland reserves and rail trails was held on Wednesday 9 December, 2015, and a further meeting was held on the 29 March, 2016, which included members of Victoria Police.

The main findings of the meetings were that activities such as the prohibited use of motorcycles and four-wheel drive vehicles, rubbish dumping, vandalism, graffiti and firewood collection are significant ongoing problems in all of the bushland reserves and the rail trail mentioned above. The Committees responsible are concerned not only about the damage and associated costs of repairs caused by these inappropriate activities but the safety of the volunteers involved and the general public also.

The notes of this meeting are attached for Council's information.

It is recommended that an education campaign be developed, to educate the community into prohibited uses etc., in the reserves and how to report this to the appropriate authorities. Also there is a requirement to upgrade reserve signage to help educate the community.

**RECOMMENDATION**

**That Council continues to work with the Committees of Management and Authorities to;**

- 1. Educate the community on prohibited and inappropriate activities within Council's Bushland Reserves.**
- 2. Improve signage within the reserves to educate the community in relation to prohibited uses within the reserves.**

**DECLARATION OF INTEREST**

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

### **STRATEGIC FRAMEWORK**

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

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

##### *Strategic Objective – NATURAL ENVIRONMENT*

*In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect to ensure a lasting legacy for future generations.*

##### *Strategic Objective – RECREATION*

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

#### Latrobe City Council Plan 2013 - 2017

##### Theme and Objectives

*Theme 4: Advocacy for and consultation with our community*

*Strategic Direction – Work with the community and other key stakeholders to improve community safety and harmony.*

### **BACKGROUND**

The Committees responsible for the management of Latrobe City's bushland reserves and rail trails are Traralgon Railway Reservoir Conservation Reserve, Crinigan Bushland Reserve, Ollerton Avenue Bushland Reserve and Edward Hunter Heritage Bush Reserve are all managed by operational Committees of Council while the Moe Yallourn Rail Trail is managed by the incorporated body Moe Yallourn Rail Trail Inc. (MYRT).

Inappropriate and unauthorised activities such as the use of motorcycles and four-wheel drive vehicles, rubbish dumping, vandalism, graffiti and firewood collection have been issues of concern for the Committees responsible for the management of bushland reserves and rail trails in Latrobe City for a long time.

The meeting held on Wednesday 9 December brought together relevant stakeholders including Committee of Management volunteers, Cr Peter Gibbons, Council officers, and a Department of Environment, Land, Water & Planning (DELWP) officer and provided an opportunity to table all the major issues of concern and discuss possible solutions.

On 29 March, 2016, Council Officers, Cr Gibson, reserve committee members met with Victoria Police, to discuss the concerns of the committee in relation to inappropriate activities that occur within the reserves.

Notes from this meeting are attached for Council's information.

**KEY POINTS/ISSUES**

- Activities such as the prohibited use of motorcycles and four-wheel drive vehicles, rubbish dumping, vandalism, graffiti and firewood collection are significant ongoing problems in all of the bushland reserves and the rail trail mentioned above;
- The Committees responsible are concerned not only about the damage and associated costs of repairs caused by these inappropriate activities but the safety of the volunteers involved and the general public also;
- Councils Local Laws department and Victoria Police are limited in their ability to address these issues.

Potential solutions and strategies to combat these problems as discussed at the meeting are as follows:

**Motorcycles & Four-wheel Drive Vehicles**

- Better inform and educate the public via local newspapers and social media on where motorcycles and four-wheel drives can and cannot be used;
- Encourage users to join an official motorcycle or four-wheel drive club;
- Increased presence and patrolling by volunteers (with High Visibility vests and Committee name);
- Increased presence and patrolling by Local Laws officers and Victoria Police;
- Better signage with more specific information that is consistent across all reserves and trails.

**Rubbish dumping**

- Report rubbish dumping to Latrobe City Council either via the 1300 number or use the 'Report an issue' option on Councils website. This will ensure that a Pathway request is lodged and the issue should be dealt with promptly;
- If requests are lodged a request to Council, volunteers are advised not to disturb the litter so that Local Laws officers can carry out an investigation before the rubbish is removed to try and identify the offender;
- If volunteers remove any rubbish, they should advise Council beforehand so that fees for disposal at Transfer Stations or Pinergrow are waived.

**Graffiti & Vandalism**

- All graffiti and vandalism should be photographed and reported to Council so that it can be investigated and used as evidence.

Firewood Collection

- Better education required through signage and media, including advice on designated firewood collection areas administered by the DELWP.

To implement the above potential solutions the main emphasis will be on educating the community into what are prohibited uses etc., Council will continue to work with the committees and relevant authorities to education the community. Council will also work with the Committees to improve the level of signage within the reserves.

**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 Committees of Management responsible for bushland reserves and rail trails are all issued an Annual Maintenance Grant from Latrobe City Council to cover general maintenance. Where occurrences such as vandalism require extra funds to rectify, Committees often struggle with the budget they are allocated.

Latrobe City Council maintains a small amount of funding within the Environment Sustainability budget to deal with extra matters of importance within Crinigan Bushland Reserve, Eric Lubcke Yarra Gum Conservation Reserve, Ollerton Avenue Bushland Reserve and Edward Hunter Heritage Bush Reserve.

Volunteer numbers on all Committees are low and therefore their capacity to deal with vandalism issues is limited.

Local Laws and Victoria Police have limited resources and bushland reserves and rail trails are generally not considered a high priority due to the level of risk in comparison to other areas.

**INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

Internally, the Environment Sustainability team, Recreation Liaison team and Local Laws team have been consulted and kept informed of the issues associated with this problem.

Externally, feedback was sought from DELWP, Parks Victoria, Victoria Police and members of Traralgon Railway Reservoir Conservation Reserve, Crinigan Bushland Reserve, Ollerton Avenue Bushland Reserve, Edward Hunter Heritage Bush Reserve and MYRT Committees of Management.

*Details of Community Consultation / Results of Engagement:*

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

Community consultation has been in alignment with Council's community engagement principles in that all affected groups have been kept informed at all times via Committee meetings and all volunteers were invited to a the meeting held with Council officers, Councillors, DELWP, Parks Victoria and Victoria Police.

The meeting provided an opportunity for each community group to present concerns around the topic of vandalism and valuable feedback was received. The following is a summary of the issues presented:

Ollerton Avenue Bushland Reserve

- Three arson events in 2014/15.
- Motorbikes using reserve is a constant issue.
- Litter is an ongoing problem, particularly from school students.
- Dumping of household waste from adjoining properties.
- Cutting and removal of fallen trees for firewood.

Moe Yallourn Rail Trail

- Trail bikes are a constant problem. Recent patrolling by Dean Caldwell (Friends of MYRT) seems to have helped. Signs advising that motorcycles are not permitted don't seem to help.
- 4x4 vehicles have been a recent problem.
- Graffiti on signs, seating etc. is an ongoing problem.
- Rubbish dumping, particularly around Sullivan's Bridge is a problem.
- Some of the rubbish on the rail trail is being dumped over the Sullivan's Track Bridge.
- Volunteers believe that motorbikes would never be stopped on the rail trail and that vandalism is considered the biggest issue for the rail trail Committee.
- Vehicles are accessing the rail trail via the temporary fence on Amaroo Drive.

Edward Hunter Heritage Bush Reserve

- Recent arson attempts (small fires).
- Motorcycles are an ongoing problem although presence seems to have been reduced since additional signs were erected.
- Firewood collection is an ongoing issue and signs put up by volunteers have quickly been pulled down.
- Restricting vehicle access is difficult given the road frontage of this reserve however logs are continually being put in place to try and deal with this. Small areas where parking on the reserves edge are being eliminated also.
- One volunteer asked Council officers what could be done with any wild exotic birds (ducks and geese) that appear in the reserves.

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

Committees are advised to contact Council on 1300 367 700 to report the problem and a Pathway request would go to Local Laws. Officers will then try to have the birds caught and re-located.

- It was suggested that a presentation to school students by either Victoria Police and/or Latrobe City officers would be beneficial in passing the message on about appropriate behaviour in reserves and on trails.
- Litter is an ongoing issue.

### Initial meeting with Victoria Police

Council Officers, Cr Gibson, reserve committee members met with Victoria Police, in mid-March, to discuss the concerns of the committee in relation to inappropriate activities that occur within the reserves.

The outcomes from this meeting included the following:

- Victoria Police will be implementing trail bike riders in the community and this will include local media on their usage.
- Council Officers are preparing a report in relation to inappropriate behaviour in these reserves and actions to be taken by Council to support the committee's activities.
- Community to be encouraged to report crime at the time that it occurs by dialling triple zero.
- Educate the community that they can also provide intelligence to Crime Stoppers to help solve crimes.

### OPTIONS

Council should consider the issues of concern presented in this report and work directly with the Committees, officers of DELWP and Victoria Police to develop an education campaign to educate the community into prohibited uses etc.

### CONCLUSION

Committees of Management are assigned responsibility for the management and maintenance of the bushland reserves and rail trail in question.

It is considered that an education campaign be developed, to educate the community into prohibited uses etc., in the reserves and how to report this to the appropriate authorities. There is also a requirement to upgrade reserve signage to help with education of the community.

### SUPPORTING DOCUMENTS

Nil

#### **Attachments**

1. December 2015 - Bushland Reserve and Trails Vandalism - Committee Meeting Notes
2. 29 March 2016 - Bushland Reserve and Trails - Meeting with Victoria Police



## 15.1

### Management of Inappropriate Activities Affecting Bushland Reserves and Rail Trails

- 1 December 2015 - Bushland Reserve and Trails  
Vandalism - Committee Meeting Notes..... 263
- 2 29 March 2016 - Bushland Reserve and Trails - Meeting  
with Victoria Police..... 269

**Meeting:** Public Open Space Vandalism Issues

**Date:** Wednesday 9 December 2015

**Time:** 3:00 pm

**Chairperson:** Simon Clark – Coordinator Recreation Liaison

**Venue:** Moe Service Centre - Conference Room

Meeting commenced at 3:05 pm

**Invitees:**

Cr Peter Gibbons - Latrobe City Council  
Cr Graeme Middlemiss - Latrobe City Council  
Cr Sharon Gibson - Latrobe City Council  
Simon Clark - Latrobe City Council  
Brett McGennissen - Latrobe City Council  
Jamey Mullen - Latrobe City Council  
Steve Wright - Latrobe City Council  
Kerry Snare - Crinigan Bushland Reserve Committee  
Ken Smith - Crinigan Bushland Reserve Committee  
Kate Holz - Crinigan Bushland Reserve Committee  
Bruce King - Edward Hunter Bushland Reserve Committee  
Kevin Jones - Ollerton Avenue Bushland Reserve Committee  
Margaret Coupe - Moe Yallourn Rail Trail Committee  
Martin Downs - Parks Victoria  
Andrew Scanlon – Victoria Police  
Sergeant Ben McWilliam- Victoria Police  
Peter Simpson - Department of Environment, Land, Water & Planning  
Tarnia Leeming - Department of Environment, Land, Water & Planning  
Deb Shaw - Department of Environment, Land, Water & Planning  
Ian Morland - Department of Environment, Land, Water & Planning  
Judy Alexander - Department of Environment, Land, Water & Planning

**Attendees:**

Cr Peter Gibbons - Latrobe City Council  
Simon Clark - Latrobe City Council  
Brett McGennissen - Latrobe City Council  
Steve Wright - Latrobe City Council  
Bruce King - Edward Hunter Heritage Bush Reserve Committee  
Julie Murray - Edward Hunter Heritage Bush Reserve Committee  
Kevin Jones - Ollerton Avenue Bushland Reserve Committee  
Margaret Coupe - Moe Yallourn Rail Trail Committee

Tarnia Leeming - Department of Environment, Land, Water & Planning

**Apologies:**

Cr Sharon Gibson (Latrobe City Council)

Cr Graeme Middlemiss (Latrobe City Council)

Ian Morland (Department of Environment, Land, Water & Planning)

Martin Downs (Parks Victoria)

Peter Simpson (Department of Environment, Land, Water & Planning)

Debbie Shaw (Department of Environment, Land, Water & Planning)

Judy Alexander (Department of Environment, Land, Water & Planning)

Kate Holz (Crinigan Bushland Reserve Committee)

Andrew Scanlon (Victoria Police)

Jamey Mullen (Latrobe City Council)

**Discussion of illegal vehicles, dumping of domestic waste, arson, vandalism, illegal entry and illegal removal of firewood**

Ollerton Avenue Bushland Reserve (Kevin Jones)

1. Three arson events in 2014/15.
2. Motorbikes using reserve is a constant issue.
3. Litter is an ongoing problem, particularly from school students.
4. Dumping of household waste from adjoining properties.
5. Cutting and removal of fallen trees for firewood.

Moe Yallourn Rail Trail (Margaret Coupe)

1. Trail bikes are a constant problem. Recent patrolling by Dean Caldwell (Friends of MYRT) seems to have helped. Signs advising that motorcycles are not permitted don't seem to help.
2. 4x4 vehicles have been a recent problem.
3. Graffiti on signs, seating etc is an ongoing problem.
4. Rubbish dumping, particularly around Sullivan's Bridge is a problem.
5. Margaret Coupe stated that some of the rubbish on the rail trail is being dumped over the Sullivan's Track Bridge.
6. Margaret Coupe stated that she did not believe that motorbikes would ever be stopped on the rail trail and that vandalism is considered the biggest issue for the rail trail Committee.
7. Margaret Coupe stated that vehicles are accessing the rail trail via the temporary fence on Amaroo Drive. Simon Clark to investigate why the fence is not secure.

Edward Hunter Heritage Bush Reserve (Bruce King)

1. Recent arson attempts (small fires).

2. Motorcycles are an ongoing problem although presence seems to have been reduced since additional signs were erected.
3. Firewood collection is an ongoing issue and signs put up by volunteers have quickly been pulled down.
4. Restricting vehicle access is difficult given the road frontage of this reserve however logs are continually being put in place to try and deal with this. Small areas where parking on the reserves edge are being eliminated also.
5. Julie Murray asked Council officers what could be done with any wild exotic birds that appear in the reserves. Steve asked the Committee's to contact Council's 1300 367 700 number and make a report via the Pathway system and Local Laws officers will try to have the birds caught and re-located.
6. Bruce King believes that a presentation to school students by either Victoria Police and/or Latrobe City officers would be beneficial in passing the message on about appropriate behaviour in reserves and on trails.
7. Litter is an ongoing issue.

### **Discussion of Strategies to minimise illegal activities**

#### **Motorcycles**

1. Encourage people to join a motorcycle club.
2. Children and unlicensed riders can use private property.
3. Licensed riders can ride on gazetted roads.
4. Increased presence and patrolling by volunteers (with High Visibility vests and Committee name).
5. Increased presence and patrolling by Council staff, particularly Local Laws officers.
6. Increased presence and patrolling by Victoria Police.
7. Produce better signs with more specific information and make these signs consistent across all reserves.
8. Tarnia Leeming will send a draft Media Release regarding illegal vehicles on public land to Simon Clark for consideration and comment.
9. Simon Clark offered to have designed a draft generic information sign for motorbikes and distribute to the Committee's for comment.
10. Media releases advising that motorcycles are not permitted in reserves.  
NOTE: Tarnia advised that the Gippsland Plains Rail Trail Committee is in the process of producing a media release and other reserves and rail trails could be included. This was to be posted on the DELWP Facebook page also.

#### **Rubbish dumping**

1. Report rubbish dumping to Council either via 1300 367 700 or better still, use the 'Report an issue' option on Councils website. This will ensure that a Pathway request is lodged and the issue should be dealt with promptly.

2. If volunteers remove any rubbish, they shouldn't have to pay any fees at Transfer Stations or Pinero to dispose of it. Need to contact Council to arrange this prior.
3. Steve Wright informed the Committee's that when they experience rubbish dumping to contact Council's 1300 367 700 number and make a report via the Pathway system and Local Laws officers will carry out an investigation before the rubbish is removed. Key message is to not touch the rubbish bags until the Local Laws officers have finished their investigation.
4. Simon Clark to investigate the Committee's being allowed free hard rubbish dumping at Council transfer stations.

### Graffiti & Vandalism

1. All graffiti and other vandalism should be photographed so that it can be used as evidence.

### Firewood Collection

1. Better education required through signage and media, including advice on where designated firewood collection areas (administered by DELWP).

### General Comments

1. Increased representation of all issues via media and ensure the public are well educated.
2. Use of surveillance cameras.
3. Increased penalties issued by Victoria Police and Local Laws.
4. Seek funding via 'Crime Prevention Grants'.
5. Use the 'Have Your Say' feature on the LCC website to report issues.
6. Active education in local schools with Victoria Police, Latrobe City Council and volunteer representation. All issues previously mentioned should be covered along with nature education.
7. Use of the 'Eyewatch – Latrobe Police Service Area' Facebook page to report specific issues and increase public awareness.
8. Increased use of social media (Facebook pages are best) to report incidents, increase public awareness and to educate.
9. Cr Gibbons asked when the meeting report would go to Council.
10. Cr Gibbons informed the meeting that officers will report back to the Committees on what was discussed at the meeting.
11. Tarnia Leeming offered to send any Crime Prevention Grants information to Simon for distribution.
12. Simon Clark will pass on the Committee's concerns to Latrobe City senior management and Victoria Police.
13. Steve Wright offered to conduct occasional drive throughs in the reserves and rail trail by Local Laws officers. Simon Clark to obtain entry keys for each of the reserves and the rail trail and give to Steve Wright.

14. Simon Clark to investigate if photos of offenders undertaking illegal activities can be placed on Victoria Police's Facebook page. It is recommended to discuss this initiative with Victoria Police Media Officer Brett Goddard.

Meeting concluded at 4:20 pm

## RESERVES COMMITTEE MEETING – 11 March 2016

### In Attendance

Andrew Scanlon – Victoria Police - Officer in Charge Highway Patrol  
Peter Fusinato – Victoria Police - Officer in Charge Moe  
Greg Mitchell - Edward Hunter Heritage Bush Reserve Committee  
Kevin Jones - Ollerton Avenue Bushland Reserve Committee  
Margaret Coupe - Moe Yallourn Rail Trail Committee  
Cr Sharon Gibson - Deputy Mayor Latrobe City Council  
Andrew Balfour - Latrobe City Council - Local Laws Officer  
Steven Piasente - Latrobe City Council - General Manager Infrastructure and Recreation

### Apology:

Cr Peter Gibbons

### NOTES:

Margaret Coupe

- Outlined concerns of the groups in particular on the rail trail, signage, media, would like a coordinated approach to addressing behaviour.

Kevin Jones

- Concerns in relation to trail bike usage in the reserves, generally the reserve has better control than the other reserves.

Margaret Coupe

- Still having problems with access onto the rail trail.

Peter Fusinato

- VicPol need to be able to witness offences or have credible evidence in order to undertake prosecutions. Currently significantly under resourced due to operational changes particularly in needing to operate two up. Seeking government support to increase numbers in the area.

Best strategy is for the community to continue to report incidents. Need media campaigns and promotion within the community. Media needs to be focused on the community so that the local community take pride in the local area.

Margaret Coupe

- Need to educate the community/promote the fines/to contact the police.

Andrew Scanlon

- Secured funding for two trail bikes for VicPol and a member from Bass Coast to staff the bikes. This is a longer term strategy. Cars unable to travel off road. Bikes are

currently being fitted up to VicPol standards. Proposing media in the local community once the bikes are ready for use.

Cr Sharon Gibson

- Council could undertake improved media in Latrobe Valley Express, Facebook in relation to crushing of bikes.

Andrew Scanlon

- Best option is to call 000 for activities that are occurring. Crime Stoppers can be used for information/intelligence in relation to knowledge of illegal behaviour.

Margaret Coupe

- A media release was proposed from DELWP regarding rail trail usage.

Andrew Scanlon

- We need to have one consistent message to address concerns.

Margaret Coupe

- Some in the community feel as though they have no power to do anything.

Peter Fusinato

- Need to develop a clear communications, report events at the time that they occur or provide information/intelligence in relation to illegal behaviour.

Steven Piasente

- Is there an option to redirect any potential offenders to the motorcycle clubs.

Cr Sharon Gibson

- Is there any value in the community taking photos of offenders.

Greg Mitchell

- Recent concern has been in relation to motorcycle access, vandalism has been sporadic in the past.

Kevin Jones

- Have had problems with vandalism but it has also been sporadic.

Margaret Coupe - Vandalism/Graffiti has diminished somewhat.

Peter Fusinato

- VicPol had previously run a taskforce in relation to graffiti and this had an impact.

Margaret Coupe

- Signage is important and the current ones are out of date.



Andrew Scanlon

- Motorbike patrols will be undertaken primarily during winter. During summer other activities will take priority. The police presence will be a deterrent. The barriers that are at the end of the rail trail have been effective in preventing access to the rail trail.

Andrew Scanlon

- Is it possible to include engineering treatments such as a gate across the track with a hidden lock. Behaviour change in the community is likely to occur through usage of trail bikes by Victoria Police.

Greg Mitchell

- Had problems with inappropriate behaviour (drug usage) implemented changes to improve the situation. This was achieved by limiting access to hidden areas.

Andrew Scanlon

- Crime stoppers is a good tool for providing intelligence to VicPol.

**Meeting Summary:**

- Victoria Police to implement trail bike riders in the community and this will include local media on their usage.
- Council Officers are preparing a report in relation to inappropriate behaviour in these reserves and actions to be taken by Council.
- Community to be encouraged to report crime at the time that it occurs by dialling triple zero.
- Community can also provide intelligence to Crime Stoppers in relation to information to help solve crimes.

## **15.2 2016/17 COMMUNITY GRANTS PROGRAM**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

### **PURPOSE**

The purpose of this report is to present to Councillors the proposed process and timeline for the 2016/17 Community Grants Program.

### **EXECUTIVE SUMMARY**

It is proposed to officially open the 2016/17 Community Grants Program for application on Sunday, 8 May 2016 and close for application on Sunday, 17 July 2016.

The opening and closing of the 2016/17 Community Grants Program is earlier than in previous years to allow for Council to allocate grants to the community prior to the 'caretaker period' during September and October.

The proposed approval of the community grants program by Council is Monday, 22 August 2016.

### **Impacts of an early program**

Council's Policy requires that grant applicants have acquitted any current grants prior to making an application for any new grants. (*Refer to attachment 1 - Community Grants Policy 15 POL-6*)

In regards to the completion and acquittal of community grants, the Community Grants Policy 15 POL-6 (page 5-6) states the following:

- *The project must be completed and acquitted within 12 months from notification of 'approval' of a community grant. If not, the group will not be considered for a community grant in the following financial year/s.*
  - *Council will rescind the grant after the twelve month period, if the group has not made contact with Council to: claim the grant funding; complete the project and provide an acquittal for the project.*
  - *If an extension of time is required, the applicant must write to Council requesting an extension to the 12 month period.*
  - *Approval by Council is required.*

As last year's grant recipients were notified in November 2015 and in accordance with the conditions set out in the Community Grants Program Policy 15 POL-6, groups have until December 2016 to complete and acquit their project/s.

It would be argued that by opening the 2016/17 grants program early, groups have not had sufficient time to acquit their 2015/16 grant/s, therefore making them ineligible to apply for a 2016/17 community grant.

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

In order to overcome this concern Council could either;

1. Proceed with the grant program as proposed and if the grant program is undersubscribed then run a further program later in the 2016/17 financial year or;
2. Modify the current policy, for the 2016/17 year only, to allow applications from those organisations who have not acquitted current grants.

A comprehensive media and advertising campaign will be undertaken to ensure there is widespread community awareness of the opening of the Community Grants Program, with initial advertising to begin on Thursday, 5 May 2016.

A number of 'hands-on' open sessions to assist applicants with their on-line applications will be arranged; in addition Latrobe City Council officers will provide individual assistance upon request.

### RECOMMENDATION

**That Council:**

1. **Brings forward the application process for the 2016/17 Community Grants Program to May 2016 in order to allow Council to allocate community grants by August 2016.**
2. **Modifies the current Community Grant Policy, for the 2016/17 financial year only, to allow applications from groups that have not acquitted their 2015/16 community grants.**
3. **Requires those groups who receive 2016/17 grants to acquit all grants within the 2016/17 financial year.**

### DECLARATION OF INTEREST

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

### OFFICER COMMENTS

The following timetable outlines key dates for the 2016/17 Community Grants Program application submission / assessment / approval process:

<u>Date</u>	<u>Action</u>
Monday, 18 April 2016	Councillor Briefing Report to provide proposed schedule for 2016/17 Community Grants Program.
Monday, 2 May 2016	Schedule for 2016/17 Community Grants Program approved by Council.

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

<u>Date</u>	<u>Action</u>
Commencing Thursday, 5 May 2016	News release and advertisement campaign to commence from Thursday, 5 May 2016 to outline the opening and closing of the Community Grants Program.  Community Grants Program officially opens for application on Sunday, 8 May 2016. Application forms and guidelines will be available online.
Commencing 2016	Three open days are proposed for community members to use Latrobe City Council computers, with staff assistance provided, to guide applicants through the on-line grant application. These sessions will be held in the Latrobe Room, Traralgon Service Centre: 1. Saturday, 21 May 2016 from 9.00 to 1.00 pm 2. Thursday, 26 May 2016 from 3.30 pm to 7.30 pm 3. Wednesday, 8 June 2016 from 9.00 am to 1.00 pm
Sunday, 17 July 2016	Applications close at midnight.
Commencing Monday, 18 July 2016	<ul style="list-style-type: none"> <li>• Input of data</li> <li>• Eligibility check</li> <li>• Preparation of spreadsheets</li> </ul>
Commencing Wednesday, 20 July 2016	Council Officer Assessment/Scoring: <ul style="list-style-type: none"> <li>• Minor Capital Works</li> <li>• Community Development</li> <li>• Events</li> </ul>
Commencing Monday, 25 July 2016	Initial consultation with Councillors
Monday, 8 August 2016	Draft recommendations – agenda review for Councillor discussion at a Briefing (1) Session
Monday, 22 August 2016	Final report for decision by Council at the Ordinary Council Meeting
Commencing 23 August 2016	Applicants informed in writing and via email of the outcome of their application/s
September 2016	Media campaign undertaken to highlight grant allocations

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

### Funding Allocations

The proposed budget for the 2016/17 Community Grants Program is:

<b>Grant Type</b>	<b>Budget</b>
Minor Capital Works	\$360,000
Community Development	\$30,000
Events	\$25,000
<b>Total</b>	<b>\$415,000</b>

The total amount of grant funding allocated per community group will not exceed \$5,000 and the following indicates the maximum grant amount per category:

- Minor Capital Works - \$5,000
- Community Development - \$2,000
- Events - \$2,000

A group can apply in multiple categories however; the combined amount requested should not exceed \$5,000.

### 'Hands-on' Open Sessions

To assist groups that don't have access to, or knowledge of computers and on-line systems, we will be holding three open 'hands-on' sessions. Groups can attend the Latrobe Training Room at the Traralgon offices to prepare and submit their applications on-line, with the assistance of Latrobe City Council staff on the following dates:

1. Saturday, 21 May 2016 from 9.00 to 1.00 pm
2. Thursday, 26 May 2016 from 3.30 pm to 7.30 pm
3. Wednesday, 8 June 2016 from 9.00 am to 1.00 pm

Groups are required to register their interest in attending these sessions and be prepared with the following information, in order to complete their on-line application:

- Email address;
- If the group has used SmartyGrants previously, they will require their email login and password;
- Australian Business Number;
- Quotes and/or plans for their proposed project/s.
- If the group requires an Auspice, they will require written evidence from the Auspice, that the Auspice is prepared to sponsor the group and manage the grants funds on their behalf, should the group be successful in their application.

In addition, Latrobe City Council officers will be available to meet with community groups by appointment, to assist with their applications at an agreed date and time, during office hours.

**Guidelines & Information Booklet**

A full copy of the Community Grants Program 'Guidelines & Information' booklet is attached (Refer to attachment 2).

**Information Pack for Councillors**

To assist Councillors in supporting our systems, officers will provide an information pack to take to community group meetings that will include:

- Instructions of how to navigate our website and use our on-line system
- Who to contact when they need help
- Details of open sessions for preparing online grant applications
- How to prepare a successful grant application online
- Links to other grants available for eligible groups within Victoria
- Community Grants Guidelines & Information
- Community Grants Policy
- Timetable of the Community Grants Program
- Hard copy version of the application

**Assessment**

In accordance with the *Local Government Act 1989* (Councillor's Discretionary Funds), officers will make recommendations on applications ranking projects based on the highest score to the lowest. Each application to be assessed and scored in accordance with the community grants program criteria, funding projects within the budget allocation.

Each application is scored on the following set criteria:

1. The group's 'need' for this project
2. The group's capability of delivering the project
3. The benefits the project/s will have for the community
4. The group's contribution to the project/s
5. Quotes and/or plans in support of the application

A report will be presented to Council making recommendations of applications to be funded, for Council approval.

**Attachments**

1. Community Grants Program Policy 15 POL-6
2. 2016/17 Community Grants Program Guidelines & Information

## **15.2**

### **2016/17 Community Grants Program**

- 1 Community Grants Program Policy 15 POL-6..... 279**
- 2 2016/17 Community Grants Program Guidelines &  
Information..... 287**

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Document Name: **Community Grants Policy**

**15 POL-6**

Adopted by Council: **25 May 2015**

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### **Policy Goals**

Latrobe City Council shall provide a budget item and financial commitment for the Community Grants Program on an annual basis. A community grant may be either:

- a contribution to the operating cost associated with supporting community organisations to undertake community projects and/or activities;
- a contribution to the running of an event that supports Council's philosophy of partnerships with the community;
- a cash or in-kind contribution to the marketing and/or publicising of a project, event or activity e.g. material, signage, advertising;
- a one-off grant to assist groups or individuals to participate in or conduct activities or events;
- a contribution to the capital cost of providing or improving assets; or
- a contribution to a community organisation to assist with the hiring of a Council owned and managed hall or venue.

Council will encourage groups and or organisations to undertake joint grant submissions. Council acknowledges the very considerable benefits that accrue through collaboration and co-operation and accordingly strongly supports partnership projects that will effectively and efficiently respond to local community needs.

### **Relationship to Latrobe 2026 & Council Plan 2013 - 2017**

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan 2013-2017:-

#### **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:**

- Continuously review our policies and processes to increase efficiency and quality of our facilities and the services we provide.
- Regularly report Council decisions and performance to the community.
- Establish and maintain rigorous Council policies that comply with legislation and respond to community expectation.
- Increase community awareness and satisfaction with Council's services and facilities.



- Continuously improve decision-making structures and processes.
- Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.

## Our Community

### **Latrobe 2026:**

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.

### **Council Plan:**

- Promote and support more involvement of children in active recreation and sport.
- Develop and maintain community infrastructure that meets the needs of our community.
- Promote and support opportunities for people to enhance their health and wellbeing.
- Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities.
- Improve and link bicycle paths, footpaths and rail trail networks to encourage physical activity and promote liveability.
- Continue to maintain and improve access to Latrobe City's parks, reserves and open spaces.

## Culture

### **Latrobe 2026:**

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.

### **Council Plan:**

- Promote and support the development and economic return of the tourism and events sector.

## Policy Implementation

### 1. Guidelines

Applications must be for programs, activities/events or facilities that will assist in the ongoing development or maintenance of the recreational, social and cultural needs of the citizens of Latrobe City.

Applications must clearly outline the aims, objectives and provide a full description of the service or project. Latrobe City Council may request additional information, to assist in assessing an application for funding.

Where assistance is given to groups seeking support to conduct special events of significance, an audience or spectators must be involved with local or regional promotion/tourism being an intended outcome.

Evidence of co-operation and sharing between community groups is desirable.

It is not Latrobe City Council's intention to fully fund projects/events under the Community Grants Program. It is expected that groups will be able to demonstrate financial and/or in-kind assistance that will be obtained from other services and the level of contribution being provided by the applicant.

2. What will 'NOT' be funded

- a) Groups without an ABN or are not incorporated, will not be eligible. If the group is not incorporated or does not have an ABN, the group will need to seek out an incorporated group or organisation that is willing to auspice (endorse) the group, their application and manage the grant monies on their behalf. Written consent from the auspice is required.
- b) General administration costs of groups (except for Committees of Management operating under the auspices of Latrobe City Council). General administration costs include wages, salaries and project management costs.
- c) Projects or programs which are the responsibility of State or Commonwealth Government departments.
- d) Applications from individuals or community groups submitting requests in support of other groups (for example; donation to the Royal Children's Hospital).
- e) Scholarships or subscriptions.
- f) Allocations to government departments or government funded agencies will not be considered.
- g) Applications for political groups or events.
- h) Contributions to community groups or groups based outside Latrobe City boundaries.
- i) Services based outside of Australia.
- j) Areas within a facility designed for gaming machines or primarily for the sale of

alcohol.

- k) Where the need for funding is not clearly demonstrated or where insufficient information is provided to make a reasonable assessment of need.
- l) The construction of facilities where little or no public access is available or encouraged.
- m) Conferences, events, community development programs and activities that are designed for group members to attend and are not designed to attract the broader community.
- n) Private businesses and organisations.
- o) Requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval.
- p) Projects that require ongoing funding or support other than the initial grant.
- q) Routine or cyclical maintenance works to existing facilities.
- r) The purchase of land.
- s) Facilities where little or no public access is available.
- t) Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance.
- u) Purchase of sporting equipment or uniforms (*refer to Sports Recreation Victoria grants*).
- v) Tours, outings, travel or accommodation expenses for community groups.
- w) Minor capital works projects where a quote from a registered tradesperson or registered business is not sought and included with the application.
- x) Applications for programs/events/services/activities that are currently provided by Latrobe City Council and accessible to the broader community.

- y) Applications for projects which are not compatible with adopted Council strategies and plans.
- z) Applications from schools (public and independent); unless the proposed project, program and/or activity can demonstrate significant benefits for the wider community.
- aa) Applications from churches and religious organisations for projects or initiatives where Council considers the purpose of the project, or activities within it, is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be. If the proposed project, program and/or activity can demonstrate significant benefits for the wider community, the application will be considered.
- bb) Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

### 3. Conditions

Latrobe City Council's community grants are subject to the following conditions:

- Projects or events funded must clearly identify and formally recognise and promote the level of assistance provided by Latrobe City Council in all publications/promotional materials, stationary, media releases, newsletters and at program launches/events (e.g. speeches and placards). Any public statement, media release, promotional material, advertisement or editorial which relates to a grant acquitted through the Community Grants Program which is published, issued or placed by the grant recipient, must first gain approval from Latrobe City Council.
- If Latrobe City Council's electronic version of the logo is used by groups it must be obtained from Latrobe City Council and must be replicated in its existing form and not altered in anyway.
- Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the event/project.
- All programs and projects must abide by the terms and conditions outlined in Latrobe City Council's '*Disability Action Plan*'.
- All programs and projects must abide by Federal and State Government legislation in relation to discrimination in the provision of goods, services or facilities.
- The project must be completed and acquitted within 12 months from notification of 'approval' of a community grant. If not, the group will not be considered for a community grant in the following financial year/s.

- Council will rescind the grant after the twelve month period, if the group has not made contact with Council to: claim the grant funding; complete the project and provide an acquittal for the project.
  - If an extension of time is required, the applicant must write to Council requesting an extension to the 12 month period.
  - *Approval by Council is required.*
- Copy of 'tax invoices' and/or 'tax receipts' must be provided as supporting evidence for all expenditure of community grant funds, to be included with the 'accountability/acquittal report'.
  - Applicants must be incorporated and/or have an Australian Business Number (ABN) from the Australian Tax Office. If the applicant does not have either, they may appoint an incorporated Auspice to sponsor their application and manage the grant monies on their behalf. , That Auspice must supply a declaration agreeing to manage the community grant funds on behalf of the group.
  - Applicants must have a bank account. If a bank account is not viable, the group may seek an Auspice however, that Auspice is to supply a declaration agreeing to managing the community grant funds on behalf of the group.
  - For Minor Capital Works grants where funds will be spent on the purchase, construction, upgrade or renewal of community assets, groups must supply a copy of their constitution showing ownership of these assets in the event of that group disbanding. Capital contributions to Latrobe City Council owned assets on permanent fixtures on Latrobe City Council owned property remain the property of Latrobe City Council.
  - Any works on a Latrobe City Council building requires the approval of the Building Maintenance Team.

If a user group shares a facility with other user groups and the proposed project impacts on them, then written approval from all the other user groups in support of the application is required.

- Applications for *design, consultancy or feasibility studies*' projects may be considered by Council however, groups must contribute to the cost of the project. For these projects Council will only award \$2.00 for each \$1.00 the group contributes, with the total amount awarded by Council not exceeding \$5,000.
- Latrobe City Council **must** be notified in writing of any significant changes to the project to what was originally submitted. The following conditions apply:
  - Depending on the proposed changes to the original submission, Latrobe City Council may request that the applicant resubmit a new application that outlines how the new project addresses the selection criteria.
  - If Latrobe City Council accepts the proposed changes, a document varying the original application and outlining the new requirements will need to be completed and signed.
  - If written notice is not given within a reasonable timeframe or the resubmission does not meet the selection criteria, Latrobe City Council may deem the application ineligible and the grant offer will be revoked.

- Grant funds are not to be expended on items **not identified** in the grant application without prior approval from Council.
  - Failure to notify Latrobe City Council of any changes will be considered a breach and Council will not consider funding future applications by that applicant.
- Latrobe City Council may impose special conditions on any successful application at its discretion.
  - Grantees must apply for any appropriate approvals i.e. Town Planning, Building Permit and Latrobe City Council permission.
  - All events will be required to provide Latrobe City Council with participation statistics.
  - All events must meet the requirements of Latrobe City Council's event planner and liaise with the Senior Events Officer prior to the event commencing.

#### 4. Other Consideration

- The final decision rests with Council and in reaching that decision Council will have regard to the guidelines.
- Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly strongly supports partnership projects which will effectively and efficiently respond to local community needs.
- Latrobe City Council provides direct financial assistance, on an annual basis, to various community groups that are identified in particular budget allocations, as well as substantial 'in kind' contributions towards numerous groups, events/activities and special projects. The Community Grants Program involves local groups working collaboratively with Latrobe City Council to achieve positive outcomes for the betterment of the municipality's citizens.
- Priority will be given to projects that address issues of safety and risk management.
- Individuals will be given a lower priority than team, group and joint proposals. Individual applicants must demonstrate a high level of achievement in their field, together with the potential to develop the activity to a very high level.

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 : 5/06/2015

# 2016-17 Community Grants Program *Guidelines & Information*



## **The Community Vision for Latrobe Valley**

The Latrobe 2026 vision provides a clear direction for Latrobe Valley through outlining a series of objectives and actions required to achieve a liveable and sustainable region with collaborative and inclusive community leadership.

It is important that the 2026 vision provides a platform from which the key ingredients of the community's vision can be integrated into the planning framework for the future of the region.







## 2016/17 COMMUNITY GRANTS PROGRAM *Guidelines & Information*

# 2026 Vision for Latrobe City

## Liveability

Liveability is about the characteristics that influence people to live in a place including infrastructure and services, employment opportunities underpinned by a strong economy, transport and accessibility, social inclusion and participation, and how safe we feel in our community.

## Sustainability

Sustainability refers to our ability to meet the diverse needs of the community today in a way that will not compromise the ability of future generations to meet their needs. Whether we are considering the environment, the strength of our economy or our social and cultural wellbeing as a community, we are striving to identify solutions that will achieve sustainable outcomes for the future.

## Leadership

Leadership is the ability to bring people together to achieve common objectives. It's about the capacity of leaders in our community to understand issues and use their expertise to encourage dialogue, participation and transparency in the decision making process. Leadership is about being proactive, having foresight, and initiating positive change in the best interests of the community.

Community grants are provided to facilitate programs, activities/events or facilities that will assist in the ongoing development or maintenance of the recreational, social, and cultural needs of the citizens of Latrobe City, thus contributing to the overall development of the municipality.



## 2016/17 COMMUNITY GRANTS PROGRAM *Guidelines & Information*

### Aim

Community grants are provided to facilitate programs, activities/events or facilities that will assist in the ongoing development or maintenance of the recreational, social, and cultural needs of the citizens of Latrobe City, thus contributing to the overall development of the municipality.

### Objectives

The objectives of Latrobe City Council's Community Grants Program are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources.
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services.
- Support community development initiatives and socially responsible community activities.
- Give particular consideration to those community groups that can demonstrate the greatest need.
- Encourage and support equity of access to community facilities, programs and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities.
- Support those groups that are providing and developing local community services.
- Encourage communities to promote their region through promotional activities.
- Encourage the development of excellence in recreational, sport and cultural activities

### Introduction

Latrobe City Council is a major sponsor of sporting and community groups within the municipality. For example, recreation reserves, halls, parks and other facilities are made available to clubs and groups at a cost that is up to 90% less than the actual cost of maintaining and operating these facilities.

The Community Grants Program represents a significant contribution by Latrobe City Council to programs, projects and events. The contribution by the community is funded from rate revenue and reflects the goodwill of the Latrobe community in supporting the activities of individual clubs and groups.

It is important that this significant community contribution is recognised by individual groups, and that members and/or participants are made aware of such contributions. Latrobe City Council therefore requires those clubs and groups that benefit from community support to recognise Latrobe City Council in all promotional and/or advertising material.



## 2016/17 COMMUNITY GRANTS PROGRAM *Guidelines & Information*

### Grant Categories

Funding is available under the following categories:

*Note: The maximum amount of funding per group in a financial year is \$5,000. A group can apply in multiple categories however; the combined amount requested should not exceed \$5,000.*

#### **Minor Capital Works Grants – Maximum amount of \$5,000**

Financial assistance will be provided to those community groups who wish to assist in the development of community facilities for example: buildings, disability access, renovations, repairs and equipment. In order to receive grant funds for a Minor Capital Works grant relating to a sport and recreation group, the successful applicant must liaise with Latrobe City Council's Coordinator Recreational Liaison on (03) 5128 5422. The successful applicant may be required to complete a Project Management Plan prior to the allocation of the funding and all costs for Latrobe City Council services and infrastructure must be accounted for within the grant funds.

#### **Community Development Grants – Maximum amount of \$2,000**

Community Development grants are to provide assistance to community groups for a broad range of community development programs, services, and activities (e.g. community newsletters and community support activities). If further information is required regarding a Community Development Grant, please contact Latrobe City Council's Coordinator Community Development on (03) 5128 5648.

#### **Event Grants – Maximum amount of \$2,000**

Assistance to groups seeking financial support will be provided to conduct special events of significance or to develop or improve an event. An audience or spectators must be involved and local or regional promotion must be an intended outcome i.e. carnivals, festivals, cultural events. In order to receive grant funds for an Event, all successful applicants be required to liaise with Latrobe City Council's Senior Events Officer, to ensure all requirements of the 'Event Planner' have been met and to complete the 'Event Compliance and traffic management' documentation. All costs for Latrobe City Council services and infrastructure must be accounted for from within the grant funds. For further information regarding Event grants please contact our Senior Events Officer on (03) 5128 5618.



## 2016/17 COMMUNITY GRANTS PROGRAM *Guidelines & Information*

### **Community Venue Hire Grant – maximum amount of \$500**

Community Venue Hire grants are provided to assist **'not for profit groups'**, who are seeking financial support to conduct events/performances in halls/facilities owned and operated by Latrobe City Council's Venue Operations Team. Prior to submitting an application for a Community Venue Hire grant, you must first contact the Venue Operations Team on (03) 5176 3334. Community Venue Hire grants are open until the funds are depleted, there is no close off date.

Latrobe City Council owned and operated halls/facilities include:

- *Latrobe Performing Arts Centre, Traralgon Court House, Traralgon East Community Centre, Kernot Hall, Moe Town Hall, Newborough Hall and Churchill Public Hall*

A variety of different sized spaces are available across the venues, seating between 10 - 864 people. Venues are available for day or night events, subject to availability.

#### ***Eligibility criteria for a Venue Hire Grant***

For a community event to be eligible for support from the Community Venue Hire Grant, your group must meet the following minimum requirements:

- Must be a 'not-for-profit' group;
- based within the municipality of Latrobe City or provide services or benefits to the Latrobe City community;
- must have an ABN and/or be incorporated;
- must offer free access to carers of people with disabilities, who require essential support, in accordance with the Disability Discrimination Act 1992; and
- hold a current certificate of Public Liability insurance coverage.

#### ***In addition, the planned activity should meet at least one of the following criteria:***

- Contribute to community building through activities that focus on skill development, fundraising or celebrate cultural vibrancy and diversity; and
- Build on informal and formal networks to strengthen relationships.



## 2016/17 COMMUNITY GRANTS PROGRAM *Guidelines & Information*

### ***Important information to be aware of when submitting a 'Venue Hire' application***

1. Some venues will require technical support that must be provided by Latrobe City Council. While venue hire is subsidised, these additional services will be quoted and supplied as per the Council adopted fees and charges for the current financial year.
2. Groups must be capable of organising and resourcing their own planned activity, and agree to venue hire conditions and other conditions of support, such as logo recognition of Latrobe City Council on all promotional material. Failure to comply will result in the hirer being charged the commercial rate for venue hire. Groups must supply copies of all promotional literature, prior to the event, to the Latrobe Performing Arts & Venues team.
3. Should you wish to invite a representative from Council (e.g. the Mayor or Councillors); a written submission is required, addressed to: Mayoral & Councillor Support, PO Box 264, MORWELL VIC 3840 – at least four weeks prior to the event.
4. Funds will not be issued directly to the grant recipients, an internal transfer of funds within Latrobe City Council will occur i.e. the amount will be deducted from the 'venue hire' account.
5. Assistance is only for venue hire. Venue Hire grant funds are to the maximum value of \$500 or the cost of the venue hire, whichever is the lesser amount.
6. Successful applications will be granted once, per community group, per financial year.

### ***Information to be included with your application***

- Detailed event budget; including income, expenditure and Latrobe City venues cost estimate;
- a brief background on the group promoting the event; and
- a brief description of the event.



## 2016/17 COMMUNITY GRANTS PROGRAM Guidelines & Information

### GUIDELINES

Applications must be for programs, activities/events or facilities that will assist in the ongoing development or maintenance of the recreational, social and cultural needs of the citizens of Latrobe City.

Applications must clearly outline the aims & objectives and provide a full description of the service or project. Latrobe City Council may request additional information, to assist in assessing an application for funding.

Where assistance is given to groups seeking support to conduct special events of significance, an audience or spectators must be involved with local or regional promotion/tourism being an intended outcome.

Evidence of co-operation and sharing between community groups is desirable.

It is not Latrobe City Council's intention to fully fund projects and events under the Community Grants Program. It is expected that groups will be able to demonstrate financial and/or in-kind assistance that will be obtained from other services and the level of contribution being provided by the applicant.

***Community Grants are for 'not' for profit Latrobe City community groups. The projects should clearly demonstrate how the wider community of Latrobe City will benefit from the project.***

### What will not be funded

1. Groups without an ABN or are not incorporated, will not be eligible. If the group is not incorporated or does not have an ABN, the group will need to seek out an incorporated group or organisation that is willing to auspice (endorse) the group, their application and manage the grant monies on their behalf. Written consent from the auspice is required.
2. General administration costs of groups (except for Committees of Management operating under the auspices of Latrobe City Council). General administration costs include wages, salaries and project management costs.
3. Projects or programs which are the responsibility of State or Commonwealth Government departments.
4. Applications from individuals or community groups submitting requests in support of other groups (for example; donation to the Royal Children's Hospital).
5. Scholarships or subscriptions.
6. Allocations to government departments or government funded agencies will not be considered.



## 2016/17 COMMUNITY GRANTS PROGRAM *Guidelines & Information*

7. Applications for political groups or events.
8. Contributions to community groups or groups based outside Latrobe City boundaries.
9. Services based outside of Australia.
10. Areas within a facility designed for gaming machines or primarily for the sale of alcohol.
11. Where the need for funding is not clearly demonstrated or where insufficient information is provided to make a reasonable assessment of need.
12. The construction of facilities where little or no public access is available or encouraged.
13. Conferences, events, community development programs and activities that are designed for group members to attend and are not designed to attract the broader community.
14. Private businesses and organisations.
15. Requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval.
16. Projects that require ongoing funding or support other than the initial grant.
17. Routine or cyclical maintenance works to existing facilities.
18. The purchase of land.
19. Facilities where little or no public access is available.
20. Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance.
21. Purchase of sporting equipment or uniforms (*refer to Sports Recreation Victoria grants*).
22. Tours, outings, travel or accommodation expenses for community groups.
23. Minor capital works projects where a quote from a registered tradesperson or registered business is not sought and included with the application.
24. Applications for programs/events/services/activities that are currently provided by Latrobe City Council and accessible to the broader community.
25. Applications for projects which are not compatible with adopted Council strategies and plans.
26. Applications from schools (public and independent); unless the proposed project, program and/or activity can demonstrate significant benefits for the wider community.



## 2016/17 COMMUNITY GRANTS PROGRAM Guidelines & Information

27. Applications from churches and religious organisations for projects or initiatives where Council considers the purpose of the project, or activities within it, is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be. If the proposed project, program and/or activity can demonstrate significant benefits for the wider community, the application will be considered.
28. Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

### Conditions

Latrobe City Council's community grants are subject to the following conditions:

1. Projects or events funded must clearly identify and formally recognise and promote the level of assistance provided by Latrobe City Council in all publications/promotional materials, stationary, media releases, newsletters and at program launches/events (e.g. speeches and placards). Any public statement, media release, promotional material, advertisement or editorial which relates to a grant acquitted through the Community Grants Program which is published, issued or placed by the grant recipient, must first gain approval from Latrobe City Council.
2. If Latrobe City Council's electronic version of the logo is used by groups it must be obtained from Latrobe City Council and must be replicated in its existing form and not altered in anyway.
3. Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the event/project.
4. All programs and projects must abide by the terms and conditions outlined in Latrobe City Council's '*Disability Action Plan*'.
5. All programs and projects must abide by Federal and State Government legislation in relation to discrimination in the provision of goods, services or facilities.
6. The project must be completed and acquitted within 12 months from notification of 'approval' of a community grant. If not, the group will not be considered for a community grant in the following financial year/s.
  - If an extension of time is required, the applicant must write to Council requesting an extension to the 12 month period.
  - *Approval by Council is required.*
7. Copy of 'tax invoices' and/or 'tax receipts' must be provided as supporting evidence for all expenditure of community grant funds, to be included with the 'accountability/acquittal report'.





## 2016/17 COMMUNITY GRANTS PROGRAM Guidelines & Information

8. Applicants must be incorporated and/or have an Australian Business Number (ABN) from the Australian Tax Office. If the applicant does not have either, they may appoint an incorporated Auspice to sponsor their application and manage the grant monies on their behalf. That Auspice must supply a declaration agreeing to manage the community grant funds on behalf of the group.
9. Applicants must have a bank account. If a bank account is not viable, the group may seek an Auspice however, that Auspice is to supply a declaration agreeing to managing the community grant funds on behalf of the group.
10. For Minor Capital Works grants where funds will be spent on the purchase, construction, upgrade or renewal of community assets, groups must supply a copy of their constitution showing ownership of these assets in the event of that group disbanding. Capital contributions to Latrobe City Council owned assets on permanent fixtures on Latrobe City Council owned property remain the property of Latrobe City Council.
11. Any works on a Latrobe City Council building requires the approval of the Building Maintenance Team.
12. If a user group shares a facility with other user groups and the proposed project impacts on them, then written approval from all the other user groups in support of the application is required.
13. Applications for 'design, consultancy or feasibility studies' projects may be considered by Council however, groups must contribute to the cost of the project. For these projects Council will only award \$2.00 for each \$1.00 the group contributes, with the total amount awarded by Council not exceeding \$5,000.
14. Latrobe City Council **must** be notified in writing of any significant changes to the project to what was originally submitted. The following conditions apply:
  - Depending on the proposed changes to the original submission, Latrobe City Council may request that the applicant resubmit a new application that outlines how the new project addresses the selection criteria.
  - If Latrobe City Council accepts the proposed changes, a document varying the original application and outlining the new requirements will need to be completed and signed.
  - If written notice is not given within a reasonable timeframe or the resubmission does not meet the selection criteria, Latrobe City Council may deem the application ineligible and the grant offer will be revoked.
  - Grant funds are not to be expended on items **not identified** in the grant application without prior approval from Council.
  - Failure to notify Latrobe City Council of any changes will be considered a breach and Council will not consider funding future applications by that applicant.
15. Latrobe City Council may impose special conditions on any successful application at its discretion.



## 2016/17 COMMUNITY GRANTS PROGRAM Guidelines & Information

16. Grantees must apply for any appropriate approvals i.e. Town Planning, Building Permit and Latrobe City Council permission.
17. All events will be required to provide Latrobe City Council with participation statistics.
18. All events must meet the requirements of Latrobe City Council's event planner and liaise with the Senior Events Officer prior to the event commencing.

## Assessment process

The Latrobe City Council Community Grants Program involves a competitive application process, as follows:

- Once the application has been submitted online, an automated email will be sent to the applicant, advising that the application has been submitted successfully.
- All submitted applications are kept confidential. Only the relevant Latrobe City Council staff, grant assessors and Councillors will have access to applications, the contents will not be disclosed to any other person.
- Applications will be assessed for eligibility by Latrobe City Council staff, based on a specific criteria. The assessment criteria is as follows:
  - *The group's 'need' for this project*
  - *The group's capability of delivering the project*
  - *The benefits the project/s will have for the community*
  - *The group's contribution to the project/s*
  - *Quotes and/or plans in support of the application*
- Councillors will consider the staff assessment, then make their final decision at a confidential Council Meeting.
- All applicants will receive a letter notifying them of the result of their application/s following approval by Council at an Ordinary Council Meeting.
  - *Information about grant decisions will not be released over the telephone.*
- The list of successful applicants and a brief description of the successful projects will be published on Latrobe City Council's website and in the Latrobe Valley Express.

## Other Consideration

1. The final decision rests with Council and in reaching that decision Council will have regard to the guidelines.
2. Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and



## 2016/17 COMMUNITY GRANTS PROGRAM Guidelines & Information

cooperation, and accordingly strongly supports partnership projects which will effectively and efficiently respond to local community needs.

3. Latrobe City Council provides direct financial assistance, on an annual basis, to various community groups that are identified in particular budget allocations, as well as substantial 'in kind' contributions towards numerous groups, events/activities and special projects. The Community Grants Program involves local groups working collaboratively with Latrobe City Council to achieve positive outcomes for the betterment of the municipality's citizens.
4. Priority will be given to projects that address issues of safety and risk management.
5. Individuals will be given a lower priority than team, group and joint proposals. Individual applicants must demonstrate a high level of achievement in their field, together with the potential to develop the activity to a very high level.

## Application Check List

In order to avoid any unnecessary delays or confusion in assessing your application, please ensure that you complete all relevant aspects of the application. Below are some points to use as a checklist:

- Your group must have an ABN in order to be eligible to apply for a community grant.
- Does your group have a bank account? If not, has an 'Auspice' been appointed and a signed declaration submitted on your group's behalf?
- Have you included a copy of a **quote** from a registered business, for your project?
- Have all costs to complete the project been identified and included in the total project cost?
- Have you included your group's current contact details?
- Has your group finalised and acquitted all previous community grants from Latrobe City Council?

# COMMUNITY SERVICES

**16. COMMUNITY SERVICES**

**16.1 LATROBE CITY MUNICIPAL EARLY YEARS PLAN 2016-2020**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**PURPOSE**

The purpose of this report is to present to Council the Draft Latrobe City Municipal Early Years Plan (MEYP) 2016-2020 and to seek endorsement to release the draft plan for community comment in accordance with Council's Community Engagement Strategy.

**EXECUTIVE SUMMARY**

The Draft Municipal Early Years Plan 2016-2020 is presented to Council for consideration and to seek endorsement to release the Draft Plan for community comment.

The Latrobe City Municipal Early Years Plan 2011-2015 was designed to provide strategic direction for the development and coordination of early years programs, activities and other local community development processes that impact on children 0-8 years within the municipality.

The MEYP 2011-2015 has now reached its conclusion and a new Plan is required to be developed to articulate Latrobe City Council's role in planning and infrastructure development as well as advocacy and community development for children during the early years.

After considerable consultation with the community and other relevant stakeholders, a Draft MEYP 2016-2020 has been developed, resulting in three strategic priorities:

- Growing up Happy, Healthy and Safe
- Learning for Life
- Strong Communities, Strong Families

It is recommended that the Draft Municipal Early Years Plan 2016-2020 is released for community comment prior to the finalisation of the Plan.

**RECOMMENDATION**

**That Council endorses the Draft Municipal Early Years Plan 2016-2020 for community comment for a period of 6 weeks commencing 4 May 2016 and concluding 15 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 – 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 – 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: Affordable and sustainable facilities, services and recreation*

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

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

#### *Strategic Direction –*

Work in partnership with all stakeholders to ensure the provision of quality education and care services to the community.

##### *Theme 4: Advocacy for and consultation with our community*

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

#### *Strategic Direction –*

Advocate for the alignment of local education, training and health services with the needs of businesses, industry and the community.

## **BACKGROUND**

In 2006, The Municipal Association of Victoria (MAV) and the State Government developed the Municipal Early Years Plan (MEYP) initiative. It was aimed at supporting Councils to be better placed to provide strategic direction for the coordination and development of early years' programs, activities, services and facilities.

In 2010, the Victorian Government funded the MAV to review the 2006 MEYP framework in relation to current policy context and local government strategic planning processes.

The resulting revised framework was instrumental in the development of the Latrobe City Municipal Early Years Plan 2011-2015 which was designed to provide strategic direction for the development and

coordination of early years programs, activities and other local community development processes that impact on children 0-8 years within the municipality.

Since the development of the MEYP 2011-2015 a range of activities and reviews related to early years services have been undertaken by Council. They include:

- The development of the Children's Services Plan; a strategic document guiding the future direction of Latrobe City's Children's Services.
- The introduction of Family Support workers into the Enhanced Maternal and Child Health team allowing intensive support to be provided to our most vulnerable families.
- Feasibility study into the future of the Family Day Care program.
- Introduction of the Commonwealth of Australian Governments (COAG) National Quality Framework, a framework that sets a high standard for the delivery of Early Years Services across Australia.
- The development of the Early Years Reference Committee.

Latrobe City's Municipal Early Years Plan 2011-2015 has now reached its conclusion and a new plan is required to be developed to further identify Council's role across early years programs.

### **KEY POINTS/ISSUES**

Latrobe City's Municipal Early Years Plan 2016-2020 aims to strengthen local support for children and families throughout the critical early stages of children's development and family formation with a particular emphasis on 0-8 years.

The broad scope of the MEYP 2016-2020 seeks to address all aspects of community and family life which influence health, well-being, education, social connection, economic support, urban and neighbourhood design and developmental outcomes for children and families.

Furthermore, the MEYP 2016-2020 sets out strategic objectives, along with performance criteria, on a rolling 4 year timescale, based on community and stakeholder consultation.

### **Key Stakeholders**

- Families and children aged 0-8 years of age.
- Families who have special needs related to cultural issues, health and disability, poverty and lack of education.
- Providers of Universal Services and Health Services.
- Latrobe City Early Years Reference Committee.

- Latrobe Best Start (which includes representatives from many other community groups).

### **Consultation**

A lengthy consultation period for the Draft MEYP 2016-2020 beginning in October 2014 was undertaken and resulted in over 300 people participating in consultation activities and an additional 213 survey respondents. This process included:

- Consulting with children and families through pictures and conversations at the Children's Expo 2014 with 1,520 people in attendance.
- A survey was made available to parents and the community during the second half of 2015 and a total of 213 responses were received.
- Discussions with Early Years professionals, gaining their perspective of the current landscape for families within Latrobe City.
- Activities conducted with the children in Preschools and Early Years of Primary School to understand their thoughts, ideas and needs in relation to their early years in Latrobe City.

### Consultation Themes

The consultation completed with parents at the 2014 Children's Expo indicated that accessibility and affordability of services and activities was a common theme amongst those participating.

The survey was made available during the second half of 2015 and a total of 213 responses were received. Survey results have indicated that accessibility of education and care services is not a common issue however affordable and accessible activities for children under school age is.

Other common themes that were noticed in the surveys were:

- Safe open spaces/environment.
- Safe, clean toilets.
- Better public transport.
- Enclosed parks/play equipment.
- Provision of Bike tracks/ open space.

### **Strategic Priorities**

Three Strategic Priorities have been identified through the research and consultation process. These reflect the Community Vision within Latrobe 2026 and are aligned with the Council Plan 2013 – 2017.

### Growing Up Happy, Healthy and Safe



A healthy and safe environment is vital to a child's development. Children have a right to grow up in a safe environment free of harm and be confident to take risks to enhance their learning. Research shows that a healthy lifestyle from early childhood leads to improved outcomes both academically and socially into the future.

*Learning for Life*

Learning starts early in life (from birth) and continues through your entire life. Research shows that a loving, healthy and intellectually stimulating early childhood is critical to a person's well-being and success throughout life. The brain has the greatest capacity for change during these early years, that is why an investment in education from birth is key to ultimate success.

Parents and caregivers are a child's first teacher in life and it's extremely important that we consider them and other educators when planning for the learning of our children.

*Strong Communities, Strong Families*

A community plays an enormous role in supporting families and children to thrive and achieve the best possible outcomes. The opportunities for communities and community organisations to empower families are endless. Community and professionals need to connect and plan to ensure place based planning occurs to meet the needs of the individual. Families also need to be aware of services and support available within the local community to support them and ultimately improve outcomes for children.

**Links and Relationships to Council Strategies/Plans**

There is a direct relationship between the Municipal Early Years Plan and the Council Plan 2013-2017 and the Latrobe Municipal Health and Wellbeing Plan. When developing the Draft MEYP, clear links and relationships were identified and these are outlined in the document under each strategic priority.

Furthermore, some of the common themes that were identified through the consultation process were; safe open spaces/environment, enclosed parks/play equipment and provision of bike tracks/open space.

Currently, Latrobe City is in the process of developing the Playspace Strategy and Tracks, Trails and Pathway Strategy. These strategies will result in outcomes that are highly relevant to the themes/strategic priorities as identified by the community in the development of the MEYP 2016-2020.

**State Government – Roadmap to Reform (Strong Families, Safe Children)**

There is currently another piece of work being undertaken by State Government that may provide relevant linkages in the development of Latrobe City's MEYP 2016-2020; that is:

- Road Map to Reform (Strong Families, Safe Children)

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

Further information regarding this work is not yet forthcoming but should this be released in the coming months, any relevant information will be incorporated into the final MEYP that will be presented to Council after the community comment period.

### **State Government – Education State Early Childhood Reform Plan**

In addition, the State Government has recently released consultation findings in relation to the development of the Education State Early Childhood Early Childhood Reform Plan. The proposed themes for the Plan are:

- Earlier engagement in learning.
- Boost to educational quality.
- More support for parents.
- More support for vulnerable and disadvantaged children and families.
- Better connection between services.

There are some clear connections between the three strategic priorities in the Draft MEYP and this Plan.

### **Implementation of the MEYP/Annual Actions**

Annual Action Plans will be developed on a yearly basis outlining the actions that Latrobe City Council and other partners will undertake to ensure the objectives of the plan remain relevant, are being met and can evolve with the changing nature of the sector.

The Early Years Reference Committee will be responsible for reviewing the Plan with a report provided back to Council, stakeholders and the community on an annual basis.

### **RISK IMPLICATIONS**

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

<b>Risk</b>	That the draft review is not released for community comment within the appropriate timeframes.
<b>Outcome</b>	Delayed adoption of the final Latrobe City Municipal Early Years Plan 2016-2020.
<b>Likelihood</b>	Unlikely
<b>Consequence</b>	Minor
<b>Risk Rating</b>	Low
<b>Risk Mitigation</b>	Detailed draft strategy and action plan presented to Council for endorsement to release for community comment.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

Currently, there are no financial or resource implications as a result of the MEYP.

Should any annual actions evolve and result in the need for additional resources, funding opportunities will be investigated by all stakeholders of this Plan.

### **INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

#### **Pre- Draft Development**

- Consulting with children and families through pictures and conversations at the Children's Expo 2014 with 1,520 people in attendance.
- A survey was made available to parents and the community during the second half of 2015 and a total of 213 responses were received.
- Discussions with Early Years professionals, gaining their perspective of the current landscape of families within Latrobe City.
- Activities conducted with the children in Preschools and Early Years of Primary School to understand their thoughts, ideas and needs in relation to their early years in Latrobe City.

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

### Community Comment Period

<b>DATE (2016) 13 April - 25 May</b>	<b>ACTIVITY</b>	<b>VENUE/MEDIUM</b>	<b>RESPONSIBILITY</b>
4-May	Advertise/publish community comment period to general public.	LCC Website Social Media Council Noticeboard LV Express	LCC - Media
4-May	Place copies of draft MEYP Plan at facilities, including feedback instructions.	Early Learning Centres Leisure Centres Libraries	LCC - Family Services
May/June	Information on MEYP provided to community at Library Storytime sessions.	Morwell Library Moe Library Traralgon Library Churchill Hub	LCC - Family Services
May/June	Distribution of draft document to key stakeholders for feedback.	Direct Contact	LCC - Family Services
May/June	Distribution of draft document to pre-school Committees.	Direct Contact - Mail Out	LCC - Family Services
May/June	Letters to all parents of children attending Latrobe City day care and pre-school advising them of the community comment period.	TBC	LCC - Family Services

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

The pre-draft development consultation entailed a number of activities (outlined above) and was instrumental in the development/formation of the draft MEYP 2016-2020.

#### **OPTIONS**

Council has the following options in relation to the Draft Municipal Early Years Plan 2016-2020:

**ORDINARY COUNCIL MEETING AGENDA  
02 MAY 2016 (CM481)**

1. Endorse the Draft Municipal Early Years Plan 2016-2020 for community comment for a period of 6 weeks commencing 4 May 2016 and concluding 15 June 2016.
2. Not endorse the Draft Municipal Early Years Plan 2016-2020 for community comment for a period of 6 weeks commencing 4 May 2016 and concluding 15 June 2016.
3. Request further information or changes be provided in relation to the Draft Municipal Early Years Plan 2016-2020.

**CONCLUSION**

The Latrobe City Municipal Early Years Plan 2011-2015 was designed to provide strategic direction for the development and coordination of early years programs, activities and other local community development processes that impact on children 0-8 years within the municipality.

The MEYP 2011-2015 has now reached its conclusion and a new Plan is required to be developed to articulate Latrobe City Council's role in planning and infrastructure development as well as advocacy and community development for children during the early years.

After consultation with the community and relevant stakeholders, a Draft Municipal Early Years Plan 2016-2020 has been developed, resulting in three strategic priorities; Growing up Happy, Healthy and Safe, Learning for Life and Strong Communities, Strong Families.

**SUPPORTING DOCUMENTS**

Latrobe City Municipal Early Years Plan 2011-2015

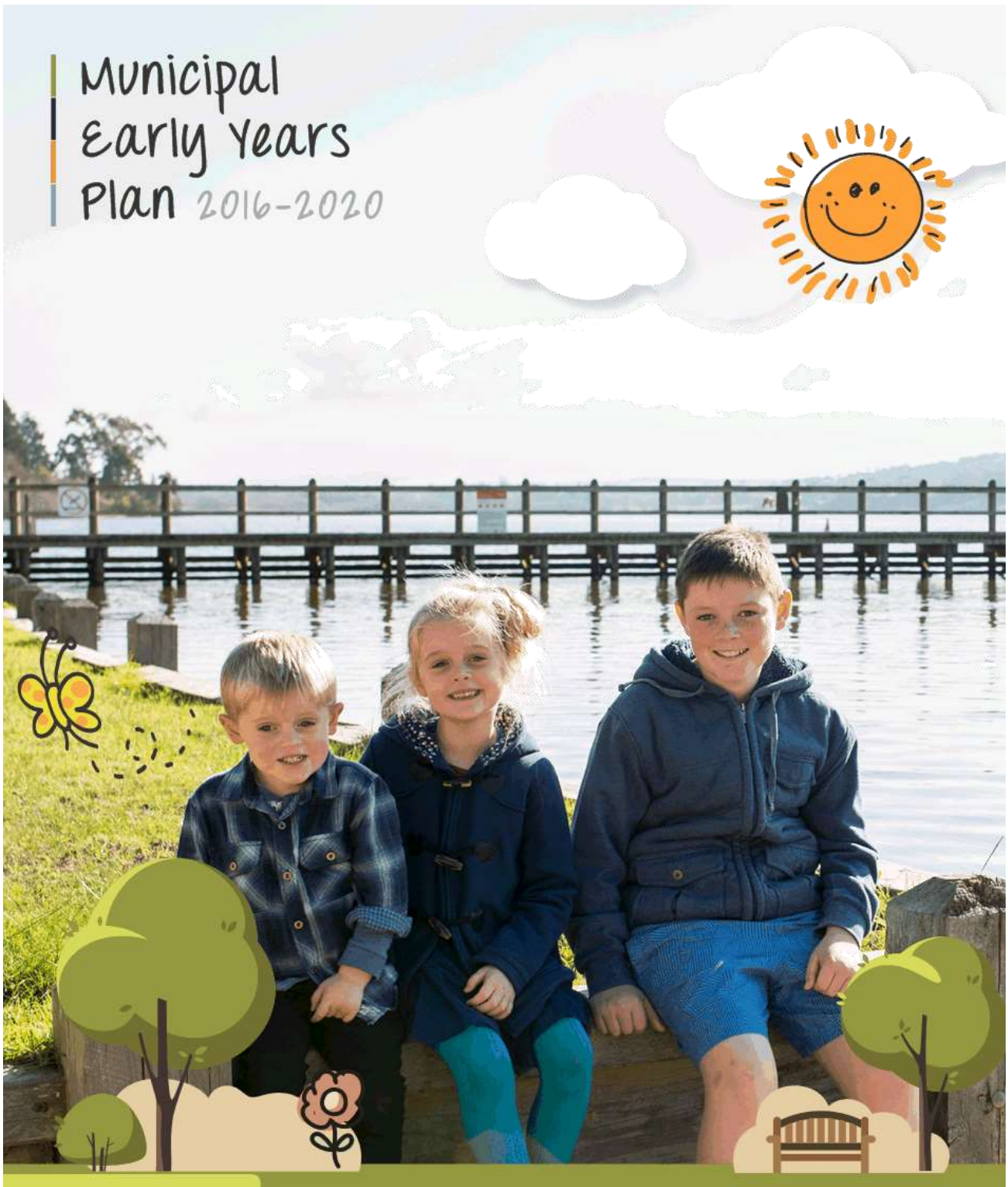
**Attachments**

1. Draft Latrobe City Municipal Early Years Plan 2016-2020

## **16.1**

### **Latrobe City Municipal Early Years Plan 2016-2020**

- 1 Draft Latrobe City Municipal Early Years Plan 2016-2020..... 311**



LATROBE CITY COUNCIL | MUNICIPAL EARLY YEARS PLAN | 2016-2020



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



## Message from the Mayor

Creating a positive, healthy, safe, learning environment for children in Latrobe City is the motivation for developing and implementing a Municipal Early Years Plan. Latrobe City Council is committed to creating environments that support our community's health and well-being. The Latrobe City Municipal Early Years Plan 2016 - 2020 demonstrates Council's commitment, and recognition of our role as a key partner in enabling children and their families to live in a diverse and equitable community where their children can thrive.

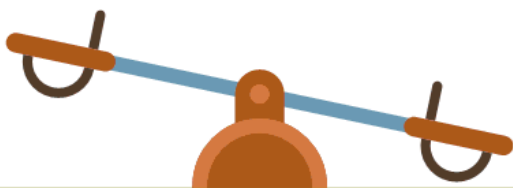
Based on solid community consultation and research, our Plan provides a clear framework for collective action in addressing the opportunities, challenges, aspirations and emerging issues facing our children and their families over the next four years.

Developed with Federal and State Government priorities in mind, the Plan builds upon existing child and family related strategies and programs as well as introducing new initiatives. It has also taken into account the feedback gathered by our community partners and Council staff, emphasising that we all play a role in the well-being of children living in Latrobe City.

Three strategic directions were identified in the development of this plan: Growing Up Happy, Healthy and Safe; Learning for Life and Strong Families, Strong Communities. These three strategic directions are in alignment and complement many of the core principals and objectives of Latrobe 2026 and the key themes in the 2013 – 2017 Council Plan.

The key purpose of Latrobe City's 2016-2020 Municipal Early Years Plan is to ensure that all children in our community, as well as their families, have the opportunity to lead happy, active, safe and secure lives.

Cr Michael Rossiter  
Latrobe City Mayor



## Purpose of a Municipal Early Years Plan

A community whereby children feel valued and safe is important to Latrobe City Council, so to a strong connection between Latrobe City's early year's planning, its service delivery partners and the needs of the community.

With this in mind, the Latrobe City Council Municipal Early Years Plan:

- ▶ Provides a platform for the community, Latrobe City Council and other service providers and business partners to work together to provide direction and support in ensuring the health, learning and developmental needs of children are met and that parents, families and carers are supported in the essential role of ensuring all children grow and develop.
- ▶ Harnesses desires and aspirations of the community with recent research and data in order to strategically target services and infrastructure that achieve the best outcomes for children.
- ▶ Articulates Latrobe City Council's role in planning and infrastructure development as well as advocacy and community development for children during the early years. It is not intended to be a Plan for the entire service system within the municipality, but to provide a starting point.
- ▶ Allows Latrobe City Council and other providers in the municipality to work in partnership in service development and evaluation, in maximising resources and in long term advocacy for children and their families.
- ▶ Is a key Plan for Latrobe City Council, defining the manner in which Council will work with other early years services providers, children and their families in order to ensure that improved outcomes are the aim for all members of the community.

### LATROBE CITY COUNCIL'S ROLE IN THE MUNICIPAL EARLY YEARS PLAN

Latrobe City Council will actively bring together stakeholders around key issues faced on a regular basis by children and their families. Council leads and facilitates partnerships so that local community priorities can be identified and then support and promote initiatives related to these priorities.

Council will then provide a lead role in the coordination and oversight of the MEYP to ensure that all relevant stakeholders are committed to the success of the Plan and its objectives.

Council will also play the lead role in evaluating, reviewing, consulting and developing future MEYP's.



**PLANNING CONTEXT**

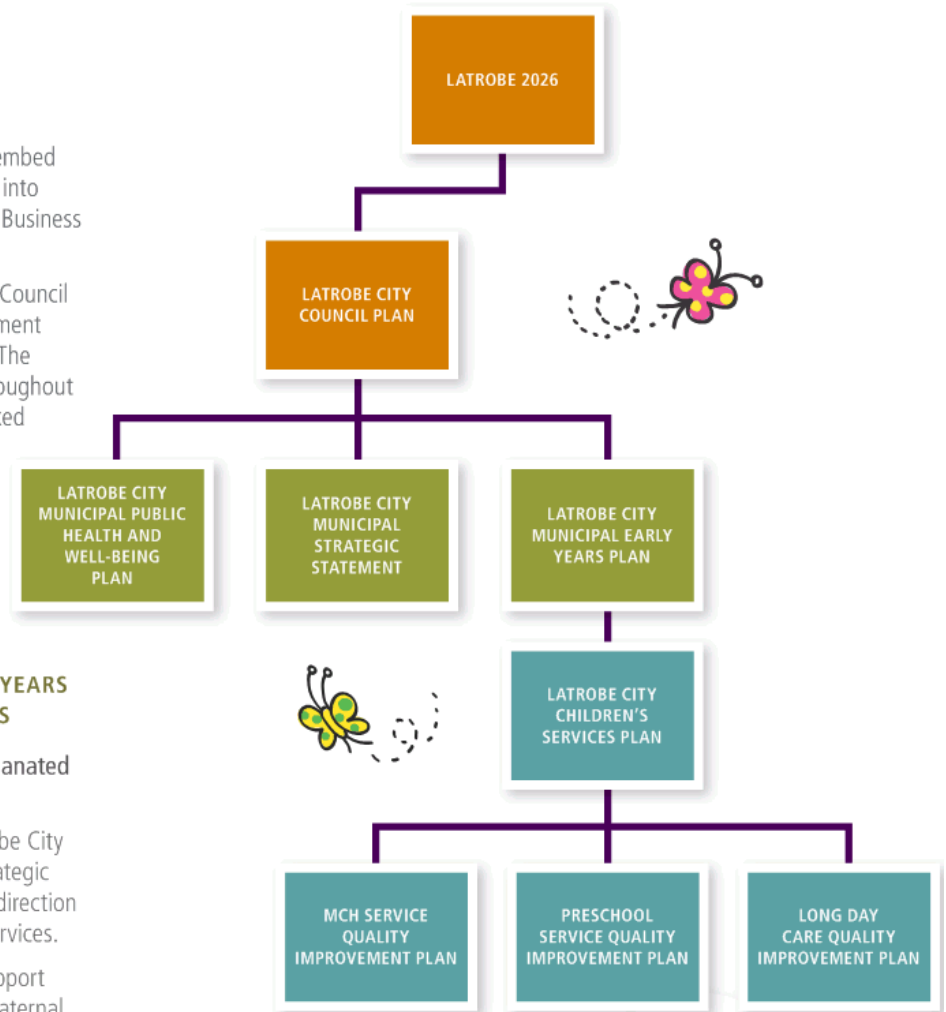
The MEYP has the potential to embed early years community priorities into Council planning processes and Business Plans.

Furthermore, the Latrobe City’s Council Plan 2013 – 2017 is a key document in outlining Councils priorities. The strategic priorities identified throughout the MEYP have been closely linked back to the Council Plan and Municipal Public Health and Well-Being Plan. However, the priorities can also be linked to existing strategies and plans of Council and various other community organisations.

**LATROBE MUNICIPAL EARLY YEARS PLAN 2011-2015: HIGHLIGHTS**

Some of the initiatives that emanated from the previous MEYP were:

- ▶ The development of the Latrobe City Children’s Services Plan; a strategic document guiding the future direction of Latrobe City’s Children’s Services.
- ▶ The introduction of Family Support Workers into the Enhanced Maternal and Child Health team allowing intensive support to be provided to our most vulnerable families.
- ▶ Feasibility study into the future of the Family Day Care program.
- ▶ The development of the Early Years Reference Committee.





## Development of the Latrobe Municipal Early Years Plan 2016-2020

Latrobe City's Municipal Early Years Plan 2016-2020 was developed with the involvement of a broad range of stakeholders and community members. Each stage of the process included engagement, consultation and active feedback.

The Plan has been informed by:

- ▶ Latrobe City Early Years Reference Committee.
- ▶ Demographic information relating to Latrobe City and the region.
- ▶ Research and policy supporting children's early years.
- ▶ Internal and external stakeholders and the broader community through extensive consultation.



### EARLY YEARS REFERENCE COMMITTEE

The Early Years Reference Committee was established in 2012 to ensure a partnership approach for the development and implementation of Latrobe City Council's Early Years Plans into the future. This committee includes Councillors, agencies and community representatives and plays a crucial role in improving opportunities and environments for young children. The main objectives of the Committee are to:

- ▶ Assist in the promotion of the MEYP.
- ▶ Monitor the progress of the previous MEYP.
- ▶ Through the chair, to inform Councillors of matters related to the needs of children and their families that may affect their participation in community life or their development into the future.
- ▶ Advocate in relation to areas of identified need on behalf of children and their families.
- ▶ Provide input into the development of future Latrobe City Council plans and strategies that have a focus on the early years.

The following committee members were instrumental in the formation of the Latrobe City Municipal Early Years Plan 2016 – 2020:

- ▶ Cr Kellie O'Callaghan
- ▶ Frank Bezzina
- ▶ Lauren Beecroft
- ▶ Paul Ambrose
- ▶ Manager Family Services (Latrobe City)
- ▶ Early Education Teacher (Latrobe City)



## GOVERNANCE

Chaired by Cr Kellie O'Callaghan, the Early Years Reference Committee has had internal oversight in relation to the development of this Plan. Comprising a combination of early years professionals, community members and Latrobe City Council officers, the committee has maintained close contact and is largely responsible for the development of this Plan. The Committee provides required updates and seeks endorsement from Council through presentation of relevant information at Council meetings.

The Latrobe City Council remains responsible for the endorsement of the Plan and works closely with the Committee to ensure that it is implemented appropriately.

## RESEARCH

Research was undertaken to determine the priorities for children 0-8 years old in Latrobe City. This included:

- ▶ Research using the latest release of data from a range of sources.
- ▶ Review of the Municipal Early Years Plan 2011-2015.
- ▶ Relevant Federal and State policies and frameworks.

Mapping, research and analysis identified a number of key findings which contributed to the development of the Strategic Priorities. The key findings have been included in the following pages against each Strategic Priority.

## CONSULTATION

Involving the community and other stakeholders has been an integral part of understanding the needs of children and families in Latrobe City and thus, the formation of the MEYP 2016-2020.

A lengthy consultation period beginning in October 2014 was undertaken and resulted in 300 people participating in consultation activities. This captured important information of how the community felt about the future of the early years space and proved valuable in highlighting the three Strategic Priorities of this Plan.

### Survey

- ▶ Predominantly web-based with option for hard copy if required.
- ▶ This method proved popular with the community and a total of 213 responses were received.

### Face to Face Family Contact

- ▶ The 2014 Children's Expo provided an opportunity to connect with Latrobe City's families with 1520 people in attendance.
- ▶ At the expo, families were encouraged to discuss through conversations and pictures what was important to them in the early year's space.

### Children's Activities

- ▶ Activities were undertaken with children in Preschools and Early Years Primary Schools to understand their thoughts, ideas and needs in relation to their early years in Latrobe City.

### Professional Workshops/Focus Groups

- ▶ Discussions were had with Early Years professionals and other stakeholders to gain their perspective of the current landscape of families within Latrobe City.



## Latrobe City now and in the Future



- ▶ The population of Latrobe City is 73,846 with an annual growth rate of approximately 0.9%.
- ▶ The population in Latrobe City will continue to grow and by 2031, it is expected to be in excess of 85,000 residents.
- ▶ The median age of residents was 38 years at the 2011 Census.
- ▶ There are currently 13,180 children between the age of 0-8 years (4,778 between 0-4) residing in Latrobe City with an approximate proportionate split of 50% male and female.
- ▶ 1028 new babies enrolled in Latrobe City's MCH program in 2014-15
- ▶ The Latrobe City community is becoming increasingly culturally diverse with many nations represented.

### LATROBE CITY'S CHILDREN – HOW ARE THEY DOING?

#### Maternal and child health attendance at key age and stage visits:

- ▶ The average attendance, overall, at maternal and child health key age and stage visits is 82.5% (State average is 86.9%).
- ▶ 100% of families attended their first key age and stage visit.
- ▶ In the 2014/15 financial year the attendance rate for visits from 0 – 4 months increased by 1.9% to a total of 94.8% (State average is 97.2%).
- ▶ In the 2014/15 financial year the attendance rate for visits from 8 months was 70.2% (State average is 76.7%).
- ▶ Latrobe City offers an additional key age and stage visit, at 4 years. A total of 659 (65.9%) children were presented for this check in Latrobe City in the 2014/15 financial year (State average is 66.1%).

#### Immunisation:

- ▶ Immunisation rates in Latrobe City are 4% above the average for the State.
- ▶ 97.74% of Latrobe City's children are fully immunised at 1 year compared to the State average of 94.08%.
- ▶ 93.8% of Latrobe City's children are fully immunised at 2 year compared to the State average of 92.05%.
- ▶ 97.68% of Latrobe City's children are fully immunised at 5 year compared to the State average of 94.49%.

#### Breastfeeding:

- ▶ Breast feeding rates for Latrobe City are below the average rate for the State of Victoria.
- ▶ 44.1% of babies are either partially or fully breastfed at 3 months of age compared to the State average of 64.5%.



### AUSTRALIAN EARLY DEVELOPMENT CENSUS (AEDC)

The Australian Early Development Census (AEDC) is a population based measure of how children have developed by the time they start school. The data examines five areas of childhood development:

- ▶ Physical health and well-being;
- ▶ Language and cognitive skills
- ▶ Social competence
- ▶ Emotional maturity
- ▶ Communication skills and general knowledge

The AEDC results provide some connections to the three strategic priorities identified in the formation of Latrobe City's Municipal Early Years Plan and can be used as a reference point when analysing the plan's objectives.



## Strategic Priorities

Three strategic priorities have been identified through the research and consultation process. These reflect the Community Vision within Latrobe 2026 and are aligned with the Council Plan 2013 – 2017.

- ▶ Strategic Priority 1 - Growing Up Happy, Healthy and Safe
- ▶ Strategic Priority 2 - Learning for Life
- ▶ Strategic Priority 3 - Strong Communities, Strong Families

The following pages in this Plan explain the rationale for identifying the three strategic priorities, how the priorities link to Federal and State policy, the Latrobe City Council Plan 2013-2017 and Latrobe City's Municipal Public Health and Well-being Plan 2013-2017.

The Plan also outlines objectives, measures of success and partners who will work together to implement the Municipal Early Years Plan.



### Strategic Priority 1:

## Growing up happy, healthy and safe

A healthy and safe environment is vital to a child's development. Children have a right to grow up in a safe environment free of harm and be confident to take risks to enhance their learning. Research shows that a healthy lifestyle from early childhood leads to improved outcomes both academically and socially into the future.

#### What the community said...

- ▶ "We need more child friendly housing developments where safe foot/bike paths for physical activity is considered"
- ▶ "We need safe routes to schools to encourage physical activity and independence"
- ▶ "We need safe and clean public toilets and playgrounds with shade structures"
- ▶ "Public open space and playgrounds require attention"
- ▶ "We generally have a healthy and safe environment"

#### What the statistics say...

- ▶ 23.6% of children aged 0-7 are reported to be obese and 17% of parents surveyed reported that their children eat 'sometimes food' daily.
- ▶ 79.7% of people believe there are good services in Latrobe City.
- ▶ Percentage of infants fully breastfed at three months is 44.1% compared to the State average of 51.4%
- ▶ Percentage of children attending Latrobe City 3 year old maternal and child health checks is 64.3% compared to State average 64.4%
- ▶ AEDC results indicate a decline in the Physical Health and Well-being domain with Latrobe lower than the State average.



**RELATIONSHIP TO COUNCIL PLAN 2013-2017**

MEYP Strategic Direction	Related Council Plan Themes	Council Plan Objectives
Growing up happy, healthy, and safe.	Appropriate, affordable and sustainable facilities, services and recreation.	<ul style="list-style-type: none"> <li>▶ To promote and support a healthy, active and connected community.</li> <li>▶ To provide facilities and services that are accessible and meet the needs of our diverse community.</li> </ul>

**RELATIONSHIP TO MUNICIPAL PUBLIC HEALTH AND WELL-BEING PLAN 2013 - 2017**

MEYP Strategic Direction	Related MPHWP Themes	MPHWP Objectives
Growing up happy, healthy, and safe.	<ul style="list-style-type: none"> <li>▶ Being Active</li> <li>▶ Eating well</li> <li>▶ Protecting our health</li> <li>▶ Feeling Safe</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increase participation in physical activity.</li> <li>▶ Increase understanding of and opportunities for healthy eating.</li> <li>▶ Maintain or increase immunisation rates.</li> <li>▶ Reduce incidence of childhood injury.</li> <li>▶ Maintain or improve the safety of public facilities.</li> </ul>

**HOW ARE WE GOING TO HELP OUR CHILDREN GROW UP HAPPY, HEALTHY AND SAFE?**

Objectives	Measures of Success
Increase participation in physical activity.	<ul style="list-style-type: none"> <li>▶ More children are participating in physical activity (ABS, LCC REC*)</li> </ul>
Advocate on behalf of families for the provision of safe paths and adequate open space as a part of town/housing development plans.	<ul style="list-style-type: none"> <li>▶ Town/housing development plans consider the needs of the whole family, including children (LCC PLAN*)</li> <li>▶ Recreational plans/strategies consider open space requirements for children (LCC REC OS*)</li> </ul>
Advocate on behalf of families for the provision of shade and safe and clean public toilets at playspaces.	<ul style="list-style-type: none"> <li>▶ Playspace strategies ensure shade and public toilets are considered as a part of the design (LCC REC OS, LCC IO*)</li> </ul>
Increase the understanding of and opportunities for healthy eating.	<ul style="list-style-type: none"> <li>▶ Improved oral health in children under 8 years (DHSV*)</li> <li>▶ More children eating the recommended daily intake of fruit and vegetables (VPHS, LCH*)</li> <li>▶ Decrease in obesity levels in children under 8 years (VH*)</li> </ul>

\*Measure of Success Data Source Legend on Page 21

*Identified partners who may work with the community toward achieving this:*

Latrobe City Council (in particular the Family Services, Infrastructure, Planning and Recreation departments), Latrobe Community Health Services, Good Beginnings, Anglicare, Ramahyuck and Latrobe Regional Hospital.



*Other strategies and plans that are relevant:*

- ▶ Best Start Action Plan (Latrobe City as lead agency of Best Start)
- ▶ Latrobe City Council Children’s Services Plan 2013-2017
- ▶ Public Open Space Strategy
- ▶ Playspace Strategy (currently under development)
- ▶ Tracks, Trails and Pathways Strategy (currently under development)





## Strategic Priority 2:

### Learning for life

Learning starts early on in life (from birth) and continues through your entire life. Research shows that a loving, healthy and intellectually stimulating early childhood is critical to a person's well-being and success throughout life. The brain has the greatest capacity for change during these early years, that is why an investment in education from birth is the key to ultimate success.

Parents and caregivers are a child's first teacher in life and it is extremely important that we consider them and other Educators when planning for the learning of our children.

What the community said...

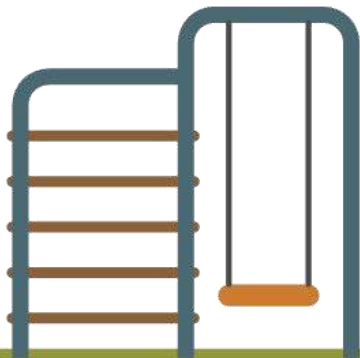
- ▶ "Access for all children to early education through Preschools, kindergartens, schools and playgroup"
- ▶ "Learning needs to start early"
- ▶ "Encouragement and involvement of parents"
- ▶ "Learning through play"
- ▶ "We need continued access to affordable kinder, school, outdoor play areas undercover for rainy days, library access that meets the communities needs and free education sessions for children and parents"

What the statistics say...

- ▶ The percentage of children developmentally vulnerable in Latrobe (18%) has increased since 2009 and is higher than the State average (9.9%).
- ▶ The specific domains that have seen increases in developmentally vulnerable children are Social Competence and Emotional Maturity.

Access  
for all children to  
early education

THROUGH PRESCHOOLS,  
KINDERGARTENS, SCHOOLS AND  
PLAYGROUP



**RELATIONSHIP TO COUNCIL PLAN 2013-2017**

MEYP Strategic Direction	Related Council Plan Themes	Council Plan Objectives
Learning for Life	Appropriate, affordable and sustainable facilities	<ul style="list-style-type: none"> <li>To promote and support a healthy, active and connected community.</li> <li>To provide facilities and services that are accessible and meet the needs of our diverse community.</li> </ul>

**RELATIONSHIP TO MUNICIPAL PUBLIC HEALTH AND WELL-BEING PLAN 2013 - 2017**

MEYP Strategic Direction	Related MPHWP Themes	MPHWP Objectives
Learning for Life	Skills for healthy communities.	<ul style="list-style-type: none"> <li>Build the capacity of the organisation and community groups to deliver health and well-being outcomes</li> </ul>

**HOW ARE WE GOING TO HELP OUR CHILDREN BECOME LEARNERS FOR LIFE?**

Objectives	Measures of Success
Increase participation in Maternal and Child Health key age/stage visits.	<ul style="list-style-type: none"> <li>Increase in participation across all 10 KA&amp;S visits (LCC MCH*)</li> </ul>
Advocate on behalf of local families for parent education programs to support the learning needs from infancy through to Primary school.	<ul style="list-style-type: none"> <li>Number of parent education sessions that support the needs of local families and improve outcomes for the children (LCC FS*)</li> </ul>
Increase participation in Early Start Kindergarten for eligible children.	<ul style="list-style-type: none"> <li>Eligible children are offered and attending 15 hours of Prekinder per week (LCC FS*)</li> </ul>
Increase participation in the funded Kindergarten program.	<ul style="list-style-type: none"> <li>Increase in participation (LCC FS*)</li> </ul>
Ensure a smooth transition between the Universal Service System (MCH, Preschool, School)	<ul style="list-style-type: none"> <li>Children and families are transitioning well between the Service types (LCC FS, STN*)</li> </ul>
Ensure local educators are well trained and highly skilled in supporting the developmental needs of all children.	<ul style="list-style-type: none"> <li>Reduction in the percentage of children who are developmentally vulnerable in the 5 domains of the AEDC (LCC FS, LCH*)</li> </ul>
Increase participation in libraries	<ul style="list-style-type: none"> <li>Participation of children under 8 years at Libraries increases (LCC L*)</li> </ul>

\*Measure of Success Data Source Legend on Page 21

### Identified partners who may work with the community toward achieving this:

Latrobe City Council (in particular Family Services and Libraries), Latrobe Community Health Services, Good Beginnings, Anglicare, Latrobe Regional Hospital, Berry Street, Ramahyuck, Department of Education and Training, and Department of Health and Human Services.

### Other strategies and plans that are relevant:

- Best Start Action Plan (Latrobe City as lead agency of Best Start)
- Latrobe City Council Children's Services Plan 2013-2017
- Children Youth Area Partnership plan (DET – currently being developed)
- Child First and Integrated Family Services Latrobe/ Baw Baw Catchment Plan (Anglicare as lead agency with ChildFirst)





### Strategic Priority 3:

## strong communities, strong families

A Community plays an enormous role in supporting families and children to thrive and achieve the best possible outcomes. The opportunities for communities and community organisations to empower families are endless. Community and professionals need to connect and plan to ensure place based planning occurs to meet the needs of each individual. Families also need to be aware of services and supports available within the local community to support them and ultimately improve outcomes for our children.

#### What the community said...

- ▶ 49% of survey respondents did not know where to go or where to refer a friend to if they needed food but could not afford to buy it.
- ▶ 33% of survey respondents did not know where to refer a friend who needs family support services.
- ▶ "Activities within the community need to be more affordable for all families to be able to participate."
- ▶ "Families require more one on one support".
- ▶ "Positive parents, make sure families are connected to services if they need help of any kind. Focus on early intervention, make sure all families have access to services that help children develop social skills, ensure there are campaigns to assist parents in making the right choices for their children".

#### What the statistics say...

- ▶ 16.1% of children are at risk of developmental or behaviour problems entering Primary school compared to the State average of 14.7%.
- ▶ 38% of family violence incidents occur where a child is present.
- ▶ 50.7% of Latrobe's children are living in families declared as most disadvantaged.
- ▶ Latrobe City has the highest rate of Child Protection notifications in the State.

ensure

THERE ARE CAMPAIGNS TO ASSIST PARENTS IN MAKING

the right choices  
for their children



**RELATIONSHIP TO COUNCIL PLAN 2013-2017**

MEYP Strategic Direction	Related Council Plan Themes	Council Plan Objectives
Strong communities, strong families.	Appropriate, affordable and sustainable facilities, services and recreation.	<ul style="list-style-type: none"> <li>▶ To promote and support a healthy, active and connected community</li> </ul>

**RELATIONSHIP TO MUNICIPAL PUBLIC HEALTH AND WELL-BEING PLAN 2013 - 2017**

MEYP Strategic Direction	Related MPHWP Themes	MPHWP Objectives
Strong communities, strong families	<ul style="list-style-type: none"> <li>▶ Feeling safe</li> <li>▶ Staying connected</li> <li>▶ Skills for healthy communities</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduce the incidence of family violence within the community.</li> <li>▶ Support activities and events that build community and social networks.</li> <li>▶ Ensure access and equity for all community groups within the community.</li> <li>▶ Build the capacity of the organisation and community groups to deliver health and well-being outcomes.</li> <li>▶ Increase opportunities for residents to participate in community action and volunteering.</li> </ul>

**HOW ARE WE GOING TO HELP OUR CHILDREN BECOME LEARNER'S FOR LIFE?**

Objectives	Measures of Success
Educating the community on supports available for families experiencing a difficult time.	<ul style="list-style-type: none"> <li>▶ Community is more aware of what services are available for people (FSC*)</li> </ul>
Increasing opportunities for community members to be trained to volunteer as a support to families.	<ul style="list-style-type: none"> <li>▶ Increase in family support volunteers (LCC FS, VA*)</li> </ul>
Support the delivery and promotion of community playgroups.	<ul style="list-style-type: none"> <li>▶ Playgroups are promoted more readily throughout the community (LCC FS*)</li> </ul>
Provide support to build the capacity and empower families to provide their children with a happy and safe learning environment.	<ul style="list-style-type: none"> <li>▶ Provision of quality early years services (FSC*)</li> </ul>
Ensure local family support workers are well trained and highly skilled in supporting the needs of all families.	<ul style="list-style-type: none"> <li>▶ Families feel supported and children's outcomes improve (FSC*)</li> </ul>

*\*Measure of Success Data Source Legend on Page 21*

*Identified Partners who may work with the community toward achieving this:*

Latrobe City Council (in particular Family Services), Latrobe Community Health Services, Good Beginnings, Anglicare, Latrobe Regional Hospital, Berry Street, Ramahyuck, Department of Education and Training, and Department of Health and Human Services.

*Other strategies and plans that are relevant:*

- ▶ Children Youth Area Partnership Plan (DET – currently being developed)
- ▶ Roadmap to reform (Victorian State Government – currently being developed)
- ▶ Child First and Integrated Family Services Latrobe/ Baw Baw Catchment Plan (Anglicare as lead agency with ChildFirst)
- ▶ Best Start Action Plan (Latrobe City as lead agency of Best Start)
- ▶ Latrobe City Council Children's Services Plan 2013-2017



## Implementation

Annual action plans will be developed on a yearly basis outlining the actions that Latrobe City Council and its key partners will undertake in order to meet the objectives of this plan.

Responsibility for the oversight of the plan will sit with Latrobe City Council officers, who will be required to report at agreed timeframes to the Early Years Reference Committee. Responsibility for the successful delivery of the plan sits with Latrobe City Council and its partners, who will work together in a collaborative fashion to deliver the best possible outcomes for the children of Latrobe City and their families.



## Measures of success

The measures of success under each strategic priority were developed after considering what data sources are relevant, available and whether or not they appropriately provide a measurement of the MEYP objectives.

Below is a table and reference to those data sources that will enable the measurement of success for each objective:

Abbreviation	Data/Source Title
ABS	▶ Australian Bureau of Statistics
LCC REC	▶ Latrobe City Council - Recreation Team
LCC PLAN	▶ Latrobe City Council - Planning Team
LCC REC OS	▶ Latrobe City Council - Recreation & Open Space Team
LCC REC IO	▶ Latrobe City Council - Infrastructure Operations Team
DHSV	▶ Dental Health Services Victoria
VPHS	▶ Victorian Population Health Survey
LCH	▶ Latrobe Community Health
VH	▶ Vic Health
LCC MCH	▶ Latrobe City Council - Maternal and Child Health Team
LCC FS	▶ Latrobe City Council - Family Services
STN	▶ School Transition Networks
LCC L	▶ Latrobe City Council - Libraries
VA	▶ Volunteering Australia
FSC	▶ Future Surveys/Consultation.



## Review and evaluation

The Early Years Reference Committee has developed a review and evaluation process for the Plan.

Some determinates of success that are listed against the Strategic Direction objectives can be obtained yearly, while others will only be accessible every three years to four years. The yearly measures of success will be collected annually and, along with the Action Plan review, be used to guide the development of the next years Action Plan.

At the completion of each annual review, a report will be provided to Council, stakeholders and the community.

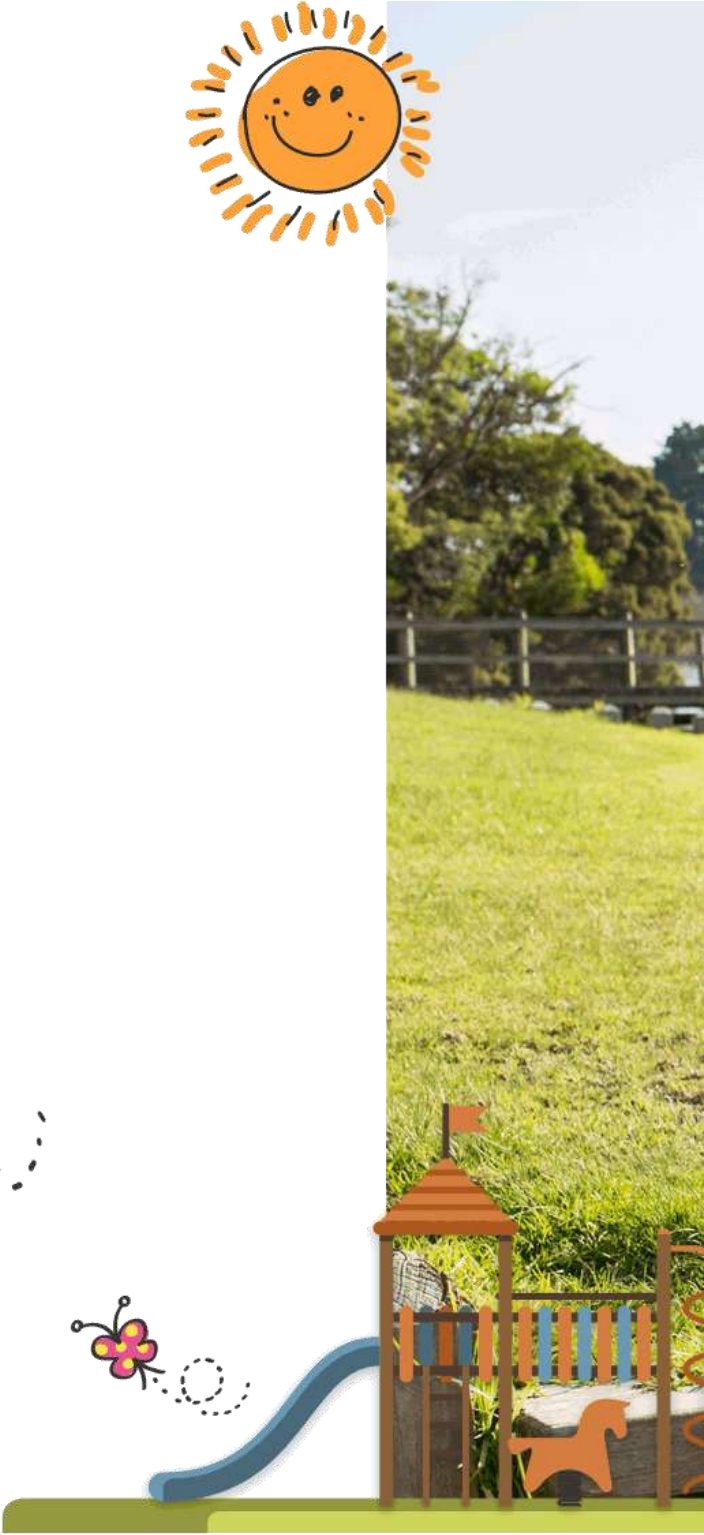
The Latrobe City Municipal Early Years Profile will also be reviewed and updated on a regular basis as new data becomes available.

In 2019/20 an evaluation of the four year MEYP will be undertaken to determine positive outcomes and areas for further consideration in the 2020 – 2024 MEYP.

## References

- ▶ Latrobe City Council – Community Profile  
<http://communityprofile.com.au/latrobe>
- ▶ Latrobe City Council – Community Profile  
<http://communityprofile.com.au/latrobe>
- ▶ Latrobe City Council - Children's Services Plan 2013-2017  
[http://www.latrobe.vic.gov.au/Search?dlv\\_DLv%20Search=\(keyword=childrens+services+plan\)](http://www.latrobe.vic.gov.au/Search?dlv_DLv%20Search=(keyword=childrens+services+plan))
- ▶ Latrobe City Council – Muncpal Health and Well-Being Plan  
[http://www.latrobe.vic.gov.au/About\\_Us/Media\\_and\\_Publications/Major\\_Council\\_Publications](http://www.latrobe.vic.gov.au/About_Us/Media_and_Publications/Major_Council_Publications)
- ▶ Latrobe City Council – Council Plan 2013-17  
[http://www.latrobe.vic.gov.au/About\\_Us/Media\\_and\\_Publications/Major\\_Council\\_Publications](http://www.latrobe.vic.gov.au/About_Us/Media_and_Publications/Major_Council_Publications)
- ▶ Australian Early Development Census  
<https://www.aedc.gov.au/resources/detail/2015-aedc-national-report>
- ▶ Department of Education and Training - Maternal and Child Health Services Annual Report  
<http://www.education.vic.gov.au/childhood/providers/support/Pages/mchannualreportarchive.aspx>
- ▶ Department of Health and Human Services  
[www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)
- ▶ School Entrance Health Questionnaire 2012 to 2014, Department Education and Training.
- ▶ The Education State Early Childhood Consultation Paper, Department of Education and Training.
- ▶ Department of Health, Latrobe City Profile







# CORPORATE SERVICES

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

### 17. CORPORATE SERVICES

#### 17.1 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 11 April 2016.

#### EXECUTIVE SUMMARY

The following Assemblies of Councillors took place:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Conflicts of Interest Declared</b>
30 March 2016	Rail Freight Working Group	<b>Councillors:</b> Cr Middlemiss, Cr Gibbons <b>Officers:</b> Phil Stone, Bruce Connelly, Donna Taylor	Confidential under Section 89(2)(e) proposed developments	Nil
04 April 2016	Councillor Briefing	<b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr O'Callaghan, Cr Kam, Cr Rossiter, Cr Gibson <b>Officers:</b>	No	Cr Middlemiss
08 April 2016	War Memorial Advisory Committee Meeting	<b>Councillors:</b> Cr Harriman <b>Officers:</b> Henry Morrison, Kevan Delaney	No	Nil
11 April 2016	Early Years Reference Committee meeting	<b>Councillors:</b> Cr O'Callaghan <b>Officers:</b> Bill Macpherson, Kelly Woolston	No	Nil
12 April 2016	Churchill & District	<b>Councillors:</b> Cr White <b>Officers:</b> Bill	No	Nil

## ORDINARY COUNCIL MEETING AGENDA 02 MAY 2016 (CM481)

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
	Community Hub (Joint) & Advisory Committee Meeting	Macpherson, Kelly Woolston		
12 April 2016	Churchill & District Community Hub Advisory Committee Meeting	<b>Councillors:</b> Cr White <b>Officers:</b> Bill Macpherson, Kelly Woolston	No	Nil
13 April 2016	Morwell Town Common Development Plan Project Control Group	<b>Councillors:</b> Cr Middlemiss <b>Officers:</b> Simon Clark	No	Nil

### RECOMMENDATION

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 30 March 2016 to 13 April 2016.**

### DECLARATION OF INTEREST

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

#### Attachments

1. Rail Freight Working Group 30 March 2016 (confidential)
2. Councillor Briefing 04 April 2016
3. War Memorial Advisory Committee 08 April 2016
4. Early Years Reference Committee 11 April 2016
5. Churchill & District Community Hub (Joint) Advisory Committee Meeting 12 April 2016
6. Churchill & District Community Hub Advisory Committee Meeting 12 April 2016
7. Morwell Town Common Development Plan Project Control Group 13 April 2016

# **17.1**

## **Assemblies of Councillors**

<b>1</b>	<b>Rail Freight Working Group 30 March 2016 (confidential) .....</b>	<b>333</b>
<b>2</b>	<b>Councillor Briefing 04 April 2016 .....</b>	<b>335</b>
<b>3</b>	<b>War Memorial Advisory Committee 08 April 2016 .....</b>	<b>337</b>
<b>4</b>	<b>Early Years Reference Committee 11 April 2016 .....</b>	<b>339</b>
<b>5</b>	<b>Churchill &amp; District Community Hub (Joint) Advisory Committee Meeting 12 April 2016.....</b>	<b>341</b>
<b>6</b>	<b>Churchill &amp; District Community Hub Advisory Committee Meeting 12 April 2016.....</b>	<b>343</b>
<b>7</b>	<b>Morwell Town Common Development Plan Project Control Group 13 April 2016 .....</b>	<b>345</b>



## 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*}.

<b>Assembly details:</b>	Rail Freight Working Group
<b>Date:</b>	<b>30 March 2016</b>
<b>Time:</b>	<b>3.00 pm – 5.15 pm</b>
<b>Assembly Location:</b>	Meeting Room 4, Latrobe City HQ

### IN ATTENDANCE

<b>Councillors:</b>	<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 type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Phil Stone, General Manager City Development</b> <b>Bruce Connolly, Manager Economic Development</b> <b>Donna Taylor, Coordinator Business Development</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>\$10 Million Gippsland Logistics Precinct (GLP) Funding Commitment</b> <b>Update of GLP Masterplan</b> <b>Overview of proposed developments (confidential under section 89(2)(e) proposed developments)</b> <b>Gippsland Rail Issues Paper – GLGN Project</b>		
<b>Confidential/ Not confidential</b>	<i>Are the matters considered confidential under the Local Government Act?</i> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<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
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			

**Completed by:** Donna Taylor, Coordinator Business Development, 30 March 2016



### Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

#### 1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

#### 2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

#### **Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

#### 3. Section 80A and 80B requirements (re: **Conflict of Interest**):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

##### **Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

##### **Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Council Operations Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	04 April 2016
<b>Time:</b>	5.05 pm - 9.31 pm
<b>Assembly Location:</b>	Nambur Wariga Room, Corporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt from 6.11 pm	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman via phone 8.58 pm - 9.02 pm	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan via phone	<input checked="" type="checkbox"/> Cr Sandy Kam via phone, from 6.00 pm
	<input type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson 5.00 pm - 5.40 pm
<b>Officer/s:</b>	Gary Van Driel, Brett McCulley, Peter Mangan, Kylie Stockdale, Natalie Tanner, Phil Stone (from 5.25 pm), Kevan Delaney (from 6.00 pm), Angelo Saridis (from 6.00 pm) Sara Rhodes-Ward (from 6.00 pm)		
<b>Matters discussed:</b>	Public Presentations Tonight's Presentations Future Presentations Review of Council Meeting Agenda Mayor Proposed Livestock Selling Facility Structures for Social Inclusion Moe Racing Club Expression of Interest to Purchase part of Joe Tabuteau Reserve from the Department of Environment, Land, Water & Planning Draft Budget Consultations Plan Mayoral Sponsorship Fund - Appreciation Certificate Outstanding Issues New Issues		



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 Middlemiss	Yes

**Record Completed by:** Kylie Stockdale, Council Operations Administration Officer





## 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*}.

<b>Assembly details:</b>	War Memorial Advisory Committee Meeting
<b>Date:</b>	Friday, 8 April 2016
<b>Time:</b>	11.00 am – 12.30 pm
<b>Assembly Location:</b>	Latrobe City Council Corporate Headquarters

### IN ATTENDANCE

<b>Councillors:</b>	<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
<b>Officer/s:</b>	Henry Morrison and Kevan Delaney		
<b>Matter/s and main topic/s discussed:</b> <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.		
<b>Confidential/ Not confidential</b>	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)

<b>Councillors:</b>	<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
<b>Officer/s:</b>	Nil		
<b>Times that Officers / Councillors left/returned to the room:</b>	Not applicable		

**Completed by:** Henry Morrison Coordinator Property & Statutory Services 8 April 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);
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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;

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- 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;
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providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

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**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
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- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

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**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Early Years Reference Committee meeting
<b>Date:</b>	<b>Monday 11 April 2016</b>
<b>Time:</b>	<b>1.09 pm to 2.54 pm</b>
<b>Assembly Location:</b>	<b>Meeting Room 6, Headquarters, Latrobe City Council</b>

### IN ATTENDANCE

<b>Councillors:</b>	<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 checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Bill Macpherson – a/g Manager Family Services Kelly Woolston – EA Community Services (admin support)</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>Early Years Summit rescheduled date</b> <b>Protected Behaviours Training sessions</b> <b>Early Years Educator membership on EYRC</b> <b>Municipal Early Years Plan</b> <b>Morwell Super School development update</b> <b>Streamlining/Team around the Child pilot</b> <b>Early Start program update</b> <b>Best Start – Children's Expo update</b>		
<b>Confidential/ Not confidential</b>	<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)

<b>Councillors:</b>	<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
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			



Completed by: *Kate Kerslake, a/g Manager Family Services 10.02.16*

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

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**Brief Explanation:**

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**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)**

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## Assembly of Councillors Record

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<b>Assembly details:</b>	Churchill & District Community Hub (Joint) & Advisory Committee Meeting
<b>Date:</b>	<b>Tuesday 12 April 2016</b>
<b>Time:</b>	<b>4.03 pm to 4.45 pm</b>
<b>Assembly Location:</b>	<b>Churchill Community Hub</b>

### IN ATTENDANCE

<b>Councillors:</b>	<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
<b>Officer/s:</b>	<b>Bill Macpherson – Acting Manager Family Services Kelly Woolston – EA Community Services (admin support)</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>Energy audit template Fire/Evacuation Drill Library Doors Churchill Festival MOU Data usage Parkrun Grant</b>		
<b>Confidential/ Not confidential</b>	<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)

<b>Councillors:</b>	<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
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			



Completed by: Kate Kerslake, a/g Manager Family Services 10.02.16

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

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## Assembly of Councillors Record

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<b>Assembly details:</b>	Churchill & District Community Hub Advisory Committee Meeting
<b>Date:</b>	<b>Tuesday 12 April 2016</b>
<b>Time:</b>	<b>4.50 pm to 5.10 pm</b>
<b>Assembly Location:</b>	<b>Churchill Community Hub</b>

### IN ATTENDANCE

<b>Councillors:</b>	<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
<b>Officer/s:</b>	<b>Bill Macpherson – Acting Manager Family Services Kelly Woolston – EA Community Services (admin support)</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>Energy audit template</b> <b>Library Doors</b> <b>Churchill Festival</b> <b>MOU</b> <b>Data usage</b> <b>Parkrun</b> <b>Grant</b> <b>Relocation of outdoor tap</b>		
<b>Confidential/ Not confidential</b>	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>		

### **CONFLICT OF INTEREST DISCLOSURES:** (refer to page 2)

<b>Councillors:</b>	<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
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			



Completed by: Kate Kerslake, a/g Manager Family Services 10.02.16

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

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- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.





## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Morwell Town Common Development Plan Project Control Group
<b>Date:</b>	13 April 2016
<b>Time:</b>	5:10pm
<b>Assembly Location:</b>	NAMBUR WARIGA ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> <li>Following the Committee resolution from the February 2016 meeting to “undertake further investigations into the possible inclusion of a unique piece of AAA equipment into the playground”, Max and Cr Middlemiss presented a Flying Fox unit and Rope Net unit respectively. The Committee reiterated their wishes for Simon to correspond with Tom Shanahan regarding the Committees decision on his proposed Liberty Swing project and thank him for his interest in the Morwell Town Common.</li> <li>Simon reported to the meeting that the playground report that was presented to Council on 28 February agreed on the proposed \$21,000 expenditure plan for the Town Common timber playground. Simon said that contractors were being sought and works would proceed in due course. Max asked Simon to request that any replacement of the junior swing set remain in the playground timber style/theme.</li> <li>Cr Middlemiss informed the meeting that Council had been recently presented with further information regarding the Latrobe City Committee’s Review. Part of that information was a proposal to have many of the Committees administered under a standard Constitution with part of the process also being Council officers consulting with Committees. Further information would</li> </ul>		



	<p>be sent to Council for consideration.</p> <ul style="list-style-type: none"> <li>• Further discussion was held on the proposed additional playground units being the Flying Fox and the Rope Net with recommendations that the items be passed onto Council's Recreation Planners for consideration and be included in the initial discussions of the review of the Development Plan. The Flying Fox is an All Abilities unit with the Rope Net being an adventurous and challenging unit. Both units could act as additional "Go To" items for the playground. Simon to undertake an investigation into the Wonthaggi Rope Net unit by contacting the school and Steve Piasente (who was at Bass Coast Shire Council). The investigation would cover required area needed, costs etc. The Committee discussed both items and agreed that they warranted further investigation.</li> </ul> <p><b><u>Review of 2004 Development Plan</u></b></p> <p>The Committee discussed the 2004 Development Plan and provided the following comments in the review of the existing plan and the establishment of a possible new plan to be presented to Council for consideration. The consensus was that although the existing plan had not been fully completed that a new plan could be developed. Further discussion is required on the role of the Committee however it is likely that the Committee would continue to be viewed as relevant although it may require a review itself. Further discussion is required at the June meeting to establish a Committee stance on the matter.</p> <p>The following were comments regarding the existing 2004 Development Plan and a possible new plan:</p> <p><b><u>2004 Development Plan</u></b></p> <ol style="list-style-type: none"> <li>1. On hold component of "<i>extend barbeque shelter and install second barbeque unit</i>" be retained in some form in a new plan.</li> <li>2. Uncompleted component of "<i>Drainage and Security Lighting</i>" be described in a new plan as such, the Committee resolved to retain the Drainage component however recommended that the project be completed in two stages - Stage One be the installation of drainage around the playground and Stage Two being the installation of drainage in the open common space. Security lighting was discussed with the feeling of the Committee that strictly security type lighting may not be required however as a way of highlighting the aesthetics of the</li> </ol>
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	<p>common that appropriate mood lighting be recommended.</p> <ol style="list-style-type: none"> <li>3. Uncompleted component of <i>Irrigation</i> was discussed and recommended that it remain on a new plan as the common open space is very hard during the summer months which can restrict community activities.</li> <li>4. Uncompleted component of <i>Boundary Fence</i> was discussed and recommended that it not be part of a new plan as it is not required and the fully enclosing of the common would detract from its community aim of being open, friendly and accessible.</li> <li>5. The Committee discussed the possibility that when the timber playground was re-built that there may be an opportunity to re-position some infrastructure items in the common if needed. This suggestion was generated from the discussion that the existing barbeque shelter may be replaced with a larger new structure and the position of that structure needing further discussion.</li> <li>6. The Committee resolved that the components from the 2004 plan, <i>Transport a small number of black she oak trees and Outdoor Stage</i> were not to be pursued in any new plan as work had been carried out over of the years on the trees and they no longer needed to be thinned out. Also the Committee do not believe that the stage would get used to any extent to justify its construction.</li> <li>7. The Committee discussed that the replacement of the timber playground would be considered close as it is eighteen years old and could make up part of a new plan. Cr Middlemiss recommended that in preparation for a future playground re-build that an investigation be conducted to discuss – What Worked? What didn't work? What does the future of the playground look like? What is needed? Keeping of the iconic theme? Max commented that any new playground may not necessarily be timber.</li> <li>8. The Committee resolved that the Flying Fox and Rope Net were valid recommendations to be considered as part of any new plan. Other ideas were for the installation of public art and shade concepts whether the installation of additional large trees or temporary/pop up shade structures.</li> </ol>
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<b>Confidential/ Not confidential</b>	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)**

<b>Councillors:</b>	<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
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			





Completed by: Simon Clark

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

**"Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

**17.2 CONTRACT VARIATIONS AND CONTRACTS AWARDED BY THE  
CHIEF EXECUTIVE OFFICER FOR THE PERIOD 1 JANUARY  
2016 TO 31 MARCH 2016****General Manager****Corporate Services****For Information****PURPOSE**

The purpose of this report is to provide Council with a summary of all contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation for the period 1 January 2016 to 31 March 2016.

**EXECUTIVE SUMMARY**

*Policy – Procurement Policy 15 POL-8*

2.12 Contract Management

Contract variations are reported to Council on a quarterly basis.

All contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation are detailed in the attachment.

**RECOMMENDATION**

**That Council receives and notes this report on contract variations and contracts awarded by the Chief Executive Officer during the period 1 January 2016 to 31 March 2016.**

**DECLARATION OF INTEREST**

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

**Attachments**

1. Contract Variation Details and Contracts awarded by the Chief Executive Officer

## **17.2**

### **Contract Variations and Contracts Awarded by the Chief Executive Officer for the period 1 January 2016 to 31 March 2016**

- 1 Contract Variation Details and Contracts awarded by the  
Chief Executive Officer ..... 353**

**CONTRACTS AWARDED BY THE CEO UNDER DELEGATION FROM 1 JANUARY 2016 TO 31 MARCH 2016**

<b>Contract Number and Title:</b>	<b>Contractor:</b>	<b>Date Awarded:</b>	<b>Contract Amount or SOR</b>
LCC-303 Hyland Highway Landfill - Rehabilitation Design of part of Cells 1 & 2 and Cell 3	Golder Associates Pty Ltd	23/02/2016	\$69,000.00



<b>Contract No. and Title:</b>		LCC-177 Moe Rail Precinct Revitalisation Project - Stage 1							
<b>Contractor:</b>		Building Engineering Pty Ltd							
<b>Date Contract Awarded:</b>		11/08/2014	<b>Contract Awarded by:</b>		Council	<b>Original Contract Value:</b>		\$11,990,080.00	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
32	Café opening and change in TVC clad doors	7/03/2016	CEO	-\$1,955.00	-0.02%	\$154,681.95	\$152,726.95	1.27%	\$12,142,806.95
33	Revised falls arrest system	7/03/2016	CEO	\$2,642.20	0.02%	\$152,726.95	\$155,369.15	1.30%	\$12,145,449.15
34	Additional joinery to staff workroom	7/03/2016	CEO	\$5,291.00	0.04%	\$155,369.15	\$160,660.15	1.34%	\$12,150,740.15
35	Ductworks penetrations and relocation of cleats	1/03/2016	CEO	\$10,841.00	0.09%	\$160,660.15	\$171,501.15	1.43%	\$12,161,581.15

<b>Contract No. and Title:</b>		LCC-229 Services of Environmental Auditor for the Hyland Highway Landfill Cell 4 Construction							
<b>Contractor:</b>		GHD Pty Ltd							
<b>Date Contract Awarded:</b>		21/11/2014	<b>Contract Awarded by:</b>		CEO	<b>Original Contract Value:</b>		\$25,515.00	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
2	Additional review of geotextile test results, discussion with laboratories regarding CEC testing methods, variation of geotextile mass, review additional geomembrane strength tests, minor variation of geotextile cross seams, review of non-complying leachate pipes and additional indormation for TPSS report and review	29/02/2016	General Manager	\$5,084.75	19.93%	\$738.50	\$5,823.25	22.82%	\$31,338.25

<b>Contract No. and Title:</b>		LCC-276 Ted Summerton Reserve Oval Resurfacing Project							
<b>Contractor:</b>		Hume Turf and Machinery Pty Ltd							
<b>Date Contract Awarded:</b>		14/09/2015	<b>Contract Awarded by:</b>		Council	<b>Original Contract Value:</b>		\$491,651.00	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Cut and fill base according to new surface shape, GPS laser level shaping of base surface shape final trim and marking drainage lines	18/02/2016	General Manager	\$9,495.45	1.93%	\$0.00	\$9,495.45	1.93%	\$501,146.45
2	Unearthing existing drainage lines, survey drainage lines and irrigation heads and additional 30 l/m drainage line east of wicket	21/03/2016	CEO	\$49,332.50	10.03%	\$9,495.45	\$58,827.95	11.97%	\$550,478.95

<b>Contract No. and Title:</b>		LCC-279 Construction of Sport Pavillion at Harold Preston Reserve, Traralgon							
<b>Contractor:</b>		Waltcon Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		17/08/2015	<b>Contract Awarded by:</b>		Council	<b>Original Contract Value:</b>		\$339,910.00	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
5	Energy Safe Victoria additional works	18/01/2016	General Manager	\$1,122.00	0.33%	\$4,057.00	\$5,179.00	1.52%	\$345,089.00

<b>Contract No. and Title:</b>		LCC-291 Design and Reconstruction of Saunders Crescent, Griffiths Court and Stage 1 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b>		Council	<b>Original Contract Value:</b>		\$824,648.16	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Provision of access to 4 Griffiths Court, materials and labour	5/02/2016	General Manager	\$5,642.22	0.68%	\$0.00	\$5,642.22	0.68%	\$830,290.38
2	Installation of double vehicle crossing at 1 and 2 Tucker Court	24/03/2016	General Manager	\$2,126.00	0.26%	\$5,642.22	\$7,768.22	0.94%	\$832,416.38

Contract No. and Title:		LCC-292 Design and Reconstruction of Stages 2 and 3 of Garibaldi Street at Traralgon							
Contractor:		Quality Roads Pty Ltd							
Date Contract Awarded:		16/11/2015	Contract Awarded by:		Council	Original Contract Value:		\$661,221.06	
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value
1	Re-design of longitudinal grading and cross section plans to meet design plans	5/02/2016	Manager	\$3,200.00	0.48%	\$0.00	\$3,200.00	0.48%	\$664,421.06
2	Changes to original detailed design: supply and palce 300mm RCP, supply and install 3 number 1000 x 750 SEP, supply and install 1 number 1000 x 750 GSEP	3/03/2016	General Manager	\$16,000.00	2.42%	\$3,200.00	\$19,200.00	2.90%	\$680,421.06
3	Changes to original detailed design: construct 12.5Lm of LM2 kerb and 6.3m2 footpath on limit of works at Lafayette intersection, construct standard vehicle crossing at 49 Garibaldi St, cut laybacks into LM2 kerb, remove and reconstruct failed top portion of SEP 5, replace unsuitable subgrade as per clause 100.13, remove and replace 7.2m2 failed footpath north side near Ambrose intersection, connect and install flushout risers to existing subsoil drainage	3/03/2016	General Manager	\$10,256.30	1.55%	\$19,200.00	\$29,456.30	4.45%	\$690,677.36
4	Changes to original detailed design: delete install 32.5Lm subsurface detainage, hydro excavation of services in stage 2 at Garibaldi St, cutting and removal of abandoned water main from within road pavement at Bernard Ave, demolish existing failed pit and construct new SEP, demolish inappropriate existing and construct a new grated SEP, Lafayette St - install extra 10.5Lm length of subsurface drainage to match the additional new kerb return	15/03/2016	General Manager	\$10,771.00	1.63%	\$29,456.30	\$40,227.30	6.08%	\$701,448.36

<b>Contract No. and Title:</b>		LCC-292 Design and Reconstruction of Stages 2 and 3 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		Quality Roads Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b>		Council	<b>Original Contract Value:</b>		\$661,221.06	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
5	Changes to original detailed design: remove and replace 2.25m@ failed footpath sth east corner Demard St intersection adjoining limit of works, ex SEP 15- top half of existing pit failed due to flooded constructions, remove and construct new top portion of SEP	16/03/2016	General Manager	\$2,062.00	0.31%	\$40,227.30	\$42,289.30	6.40%	\$703,510.36

<b>Contract No. and Title:</b>		LCC-293 Design and Reconstruction of Fowler Street and Hampton Street at Moe							
<b>Contractor:</b>		Quality Roads Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b>		Council	<b>Original Contract Value:</b>		\$621,919.18	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Further survey work needed at intersections to properly complete designs	30/03/2016	Manager	\$1,340.00	0.22%	\$0.00	\$1,340.00	0.22%	\$623,259.18



<b>Contract No. and Title:</b>		LCC-295 Construction of Open Drain and Wetland at Fourth Road, Hazelwood North							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		7/12/2015	<b>Contract Awarded by:</b>		Council	<b>Original Contract Value:</b>		\$1,582,355.73	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Use of hydro truck to clean out DS1 and culvert under Porters Road	10/02/2016	General Manager	\$2,900.00	0.18%	\$0.00	\$2,900.00	0.18%	\$1,585,255.73
2	Alternative rock gabion cage: supply and installation of permathene galfan plus rock gabion cages, 211m of gabions at 1000mm width and 500mm height and 74m of gabions at 1500mm width and 1000mm height	3/03/2016	General Manager	\$22,098.62	1.40%	\$2,900.00	\$24,998.62	1.58%	\$1,607,354.35
3	Extra earthworks to allow for floating wetlands: excavate an extra 1200m <sup>3</sup> from initial design to allow for the future construction of a floating wetland	9/03/2016	General Manager	\$12,924.00	0.82%	\$24,998.62	\$37,922.62	2.40%	\$1,620,278.35

<b>Contract No. and Title:</b>		LCC-298 Latrobe City Hard Court Surfaces Audit							
<b>Contractor:</b>		2MH Consulting Pty Ltd							
<b>Date Contract Awarded:</b>		23/12/2015	<b>Contract Awarded by:</b>		CEO	<b>Original Contract Value:</b>		\$23,400.00	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Inclusion of hard court assessment of Traralgon South Recreation Reserve tennis court	7/03/2016	General Manager	\$1,200.00	5.13%	\$0.00	\$1,200.00	5.13%	\$24,600.00

**17.3 QUARTERLY FINANCE REPORT - MARCH 2016**

**General Manager**

**Corporate Services**

**For Information**

**PURPOSE**

The purpose of this report is to present the March 2016 Quarterly Finance Report.

**EXECUTIVE SUMMARY**

This report meets the requirements of the *Local Government Act 1989* to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.

The report is provided for Council's information.

**RECOMMENDATION**

**That Council receives and notes the March 2016 Quarterly Finance Report for the nine months ended 31 March 2016, in accordance with the requirements of the *Local Government Act 1989*.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

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

***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 – Regularly report Council decisions and performance to the community*

*Legislation –*

*Local Government Act 1989*

### **BACKGROUND**

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 31 March 2016 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results for the first nine months of the financial year.

### **KEY POINTS/ISSUES**

The attached report provides the overall outcomes of the first half of the 2015/2016 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The “Income Statement” report forecasts a surplus result for the full financial year of \$10.6M which is an unfavourable variance of \$1.4M to the original budget. This is mainly due to expenditure relating to income which was received in the 2014/15 financial year where projects are ongoing or grants received relating to 2015/16 were advanced to Council earlier.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with a \$88.1M in current assets compared to \$22.9M current liabilities.
- The “Statement of Cash Flows” shows that Council has \$66.4M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The “Statement of Capital Works Statement” shows a forecast expenditure of \$36.4M compared to the budget of \$35.2M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. Roads to Recovery and Blackspot programs largely offset by current year project funding that is now expected to be carried over to the 2016/2017 financial year.
- The “Financial Performance Ratios’ indicate that Council remains within the industry expected ranges.

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works expenditure to date and full year forecasts, together

with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

### **RISK IMPLICATIONS**

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

This report assists in ensuring legislative requirements are met.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The attached report provides details of budget variances for the nine months to 31 March 2016 and the forecasted full financial year.

### **INTERNAL/EXTERNAL CONSULTATION**

No consultation was required in the preparation of this report.

### **OPTIONS**

The requirement to report on financial and key strategic actions quarterly is a statutory requirement, therefore the options that exist are:

1. Council receives and notes the March 2016 Quarterly Finance Report for the nine months ended 31 March 2016, in accordance with the requirements of the *Local Government Act 1989*; or
2. Council seeks additional information.

### **CONCLUSION**

The attached report provides financial details, as required by the Local Government Act 1989. The report indicates that Council is operating within the parameters of its 2015/2016 adopted budget. Variances arising from the timing of the receipt of Victoria Grants Commission funding and other higher than expected carry forward funds which led to a higher than expected surplus in 2014/2015 have resulted in a forecasted decreased operating surplus for the current financial year.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

1. Quarterly Finance Report - March 2016

# **17.3**

## **Quarterly Finance Report - March 2016**

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# Quarterly Finance Report

March 2016

**LATROBE2026**

*In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.*

**Quarterly Finance Report  
March 2016**



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**MARCH 2016 Quarterly Report Summary****KEY ISSUES**

The attached report provides the overall outcomes of the first three quarters of the 2015/2016 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$10.6M which is an unfavourable variance of \$1.4M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with a \$88.1M in current assets compared to \$22.9M current liabilities.
- The "Statement of Cash Flows" shows that Council has \$66.4M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$36.4M compared to the budget of \$35.2M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. Roads to Recovery and Blackspot programs largely offset by current year project funding that is now expected to be carried over to the 2016/2017 financial year.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

**BACKGROUND**

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. In addition the quarterly budget review process provides a key form of financial control and planning within the organisation.

**INCOME STATEMENT ANALYSIS****Overview**

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand our existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. In 2014/2015 Council achieved a surplus of \$24.9M which was \$13M favourable to budget largely due to 2015/2016 Federal Assistance Grants advanced early by the Victoria Grants Commission \$5.7M together with income generated that had not yet been spent for ongoing projects and commitments. This larger than expected surplus in 2014/2015 is currently expected to result in a \$1.4M reduced surplus in the current year due to the subsequent reduction in grants income and an increase in materials and services expenditure as Council completes the projects and meets the commitments that the prior year funding was generated for.

**Year to date**

The year to date result shows an operating position of \$31.2M surplus which is \$6.2M favourable to budget. The key items that make up this variance are as follows;

- Rates and charges (\$0.6M favourable) due to higher than expected growth in supplementary rates valuations.
- User Fees (\$0.7M favourable) mainly due to higher than anticipated Landfill and subdivision supervision fees to date.
- Grants - Capital (\$4.1M favourable) mainly a result of grants budgeted to be received in the previous financial year that were not received until the first quarter of the current financial year the most significant being Landslip remediation (\$0.2M) and the Moe Rail Precinct Revitalisation Project (\$3.0M). Additionally Roads to Recovery funding (\$0.7M) has been received to date.
- Grants – Operating (\$4.3M unfavourable) mainly a result of Victoria Grants Commission and Healthy Communities funding that was budgeted for in the current financial year but advanced earlier to Council in the previous year.

**MARCH 2016 Quarterly Report Summary**

- Employee Costs (\$2.4M favourable) due to vacant positions, lower workcover and fringe benefits tax costs together with \$1.0M of wages that have been capitalised to reflect staff whose role is primarily to manage and deliver capital works projects, this is a change in procedure that was not anticipated in the adopted budget but has been subsequently implemented to more accurately reflect the true cost of capital works.
- Materials and services (\$1.6M favourable) mainly associated with reductions in the Healthy Communities program expenditure as a result of government ceasing funding for this program (\$0.5M) together with savings in fuel costs. The remaining variance is largely due to expenditure which will be incurred later than anticipated.

**Full year forecast**

The full year forecasted result shows an operating surplus of \$10.6M which is an \$1.4M unfavourable variance to the adopted budget. The key items that make up this variance are as follows;

- Materials and Services (\$4.8M unfavourable) mainly associated with additional expenditure associated with the surplus that was generated in the 2014/15 financial year. The funds have been carried over to complete projects and meet new requirements that have arisen since the budget was compiled e.g. Morwell Main Drain issues (\$0.5M), Mine Fire Enquiry (\$0.3M), Performing Arts Centre design(\$0.2M), Dunbar Rd depot site rehabilitation (\$0.26M), Lighting Latrobe project (\$0.2M), Health Conservation Zone (\$0.25M), Future Project Designs (\$0.4M), Streetscape beautification (\$0.25M) and Waterhole Creek Flood Mitigation (\$0.2M).
- Grants – Operating (\$6.0M unfavourable) mainly a result of Victoria Grants Commission (\$5.7M) and Healthy Communities (\$1.0M) funding that was budgeted for in the current financial year but advanced to Council in the 2014/15 year.
- Grants – Capital (\$5.0M favourable) mainly due to funding for the Moe Rail Precinct Revitalisation (\$2.8M), Hazelwood Pondage Caravan Park Waste water upgrade (\$1.0M) and Landslip Remediation (\$0.5M) projects that had been budgeted to be received in the 2014/15 financial year but was not received until the first half of the current year. In addition extra funding has been approved for the Roads to Recovery (\$1.0M) and National Blackspot (\$0.5M) Programs.
- Employee costs (\$3.0M favourable) mainly due to savings from vacant staffing positions and lower than expected workcover costs (\$0.09M) due to lower than anticipated wages and fringe benefits tax expenses (\$0.05M) mainly as result of fleet reductions. Additionally \$1.6M of wages are forecasted to be capitalised to reflect staff whose role is primarily to manage and deliver capital works projects, this is a change in procedure that was not anticipated in the adopted budget but has been subsequently implemented to more accurately reflect the true cost of capital works.
- Other expenses (\$0.8M unfavourable) mainly due to additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received (\$0.5M), increase internal audit allocations (\$0.1M), together with additional expenditure to be funded from funds carried forward from the 2014/15 financial year and additional government grants e.g. funds carried forward for Future Morwell project (\$0.15M) and Community Minor Capital Grants program (\$0.07M).

These comprise the major variances identified at this time some further explanations can be found in the attached statements.

**BALANCE SHEET**

The significant movements in the balance sheet over the first nine months were as follows;

- Cash and Cash Equivalents (\$8.7M decrease) together with Other Financial Assets (i.e investments) (\$12.6M increase). The overall increase of \$3.9M is mainly due to Council having now received 79% of its annual rates but still having over a quarter of its expenditure to be incurred, additional some expenditure is now expected to be delayed until the 2016/2017 financial year.
- Trade and Other receivables (\$13.2M increase) this is primarily due to the annual rates notices being raised in July and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the year, with the fourth rates instalment not due until the end of May.
- Other Assets (\$2.1M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2015 having now been reversed/received in the current financial year.
- Payables (\$10.6M decrease) is primarily due to amounts that were outstanding to suppliers at 30 June 2015. These amounts have now been paid in the current financial year.
- Interest –bearing liabilities (\$1.8M decrease) reflects loan principal repayments made during the first nine months.

**MARCH 2016 Quarterly Report Summary****STATEMENT OF CASH FLOWS**

The budgeted cash & financial assets at the beginning of the year of was \$40.8M however the actual opening balance was \$62.5M. This additional \$21.7M was mainly a result of additional carry forward capital works projects and recurrent funding including \$5.7M of Victoria Grants Commission 2015/16 funding that was advanced to Council late in the 2014/15 financial year. Total Cash and financial assets (investments) as at the end of March stand at \$66.4M.

**STATEMENT OF CAPITAL WORKS**

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure e.g. Community Minor Capital Grants Program.

As at the 31 March 2016 Council had spent \$21.9M on capital works mostly on Roads projects \$8.8M and Property (land & buildings) \$8.6M. Whilst the full year forecast shows an additional \$1.2M expenditure this is primarily associated with employee costs that have previously been expensed but will now be capitalised as project management costs to better reflect the true costs of capital works projects. Other additional expenditure from funds carried forward for projects that commenced or that were budgeted to commence in the 2014/15 financial year and additional capital grants has been largely offset by current year funding that is now forecasted to be carried forward to the 2016/2017 financial year.

**FINANCIAL PERFORMANCE RATIOS**

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the first three quarters of the financial year show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

**INCOME STATEMENT**  
For The Quarter Ended 31 March 2016

	NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
<b>INCOME</b>							
Rates and charges	1	72,539	71,900	639	72,492	71,900	592
Statutory fees and fines	2	1,294	1,259	35	1,875	1,835	40
User fees	3	10,963	10,198	765	14,702	14,229	472
Grants - operating	4	13,391	17,700	(4,309)	17,927	23,884	(5,957)
Grants - capital	5	7,693	3,548	4,145	15,571	10,522	5,049
Contributions - monetary	6	518	51	467	607	140	467
Contributions - non monetary	7	0	0	0	2,000	2,000	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	375	0	375	375	0	375
Other income	9	2,890	2,536	353	3,803	3,382	421
<b>TOTAL INCOME</b>		<b>109,663</b>	<b>107,192</b>	<b>2,471</b>	<b>129,352</b>	<b>127,892</b>	<b>1,460</b>
<b>EXPENSES</b>							
Employee costs	10	34,841	37,192	2,352	50,377	53,373	2,996
Materials and services	11	23,167	24,800	1,633	40,073	35,305	(4,768)
Bad and doubtful debts	12	17	12	(5)	20	16	(4)
Depreciation and amortisation	13	17,066	17,210	144	23,282	22,946	(336)
Borrowing costs	14	771	824	54	1,020	1,076	56
Other expenses	15	2,626	2,128	(498)	4,011	3,214	(797)
<b>TOTAL EXPENSES</b>		<b>78,487</b>	<b>82,166</b>	<b>3,679</b>	<b>118,784</b>	<b>115,930</b>	<b>(2,853)</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>31,176</b>	<b>25,026</b>	<b>6,150</b>	<b>10,568</b>	<b>11,962</b>	<b>(1,393)</b>

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****1. Rates and charges**

**Year to Date - \$0.639M Favourable**

The favourable variance is primarily a result of higher than anticipated supplementary rates growth from new subdivisions.

**Full Year - \$0.592M Favourable**

The favourable variance is primarily a result of higher than anticipated supplementary rates growth from new subdivisions.

**2. Statutory fees and fines**

**Year to Date - \$0.035M Favourable**

The minor favourable variance largely due to higher than expected planning permit income.

**Full Year - \$0.040M Favourable**

The minor favourable variance largely due to higher than expected planning permit income.

**3. User fees**

**Year to Date - \$0.765M Favourable**

The favourable variance is primarily a result of higher than anticipated landfill gate fees (\$1.12M) and subdivision supervision (\$0.15M) fees partially offset by unfavourable results in child care fees (\$0.29M), full cost recovery programs in aged and disability services (\$0.88M) and Churchill Leisure Centre (\$0.11M).

**Full Year - \$0.472M Favourable**

The favourable variance is primarily a result of higher than anticipated landfill gate fees (\$1.15M) and subdivision supervision fees (\$0.15M) partially offset by unfavourable results in child care fees (\$0.5M), full cost recovery programs in aged and disability services (\$0.2M) and Churchill Leisure Centre (\$0.11M).

**4. Grants - operating**

**Year to Date - (\$4.309M) Unfavourable**

The unfavourable variance is mainly due to Victoria Grants Commission (VGC) (\$4.3M) funding being advanced to Council in June 2015 and therefore was included as income in the 2014/15 financial year together with Healthy Communities program funding reductions (\$1.0M). These variances have been partially offset by additional unbudgeted grants received for Future Morwell Urban Design Revitalisation Plan (\$0.15M), Preschools (\$0.5M) and Natural Disaster funding (\$0.1M), together with other favourable timing variances.

**Full Year - (\$5.957M) Unfavourable**

The unfavourable variance is mainly due to Victoria Grants Commission (VGC) (\$5.7M) and Healthy Communities program (\$1.0M) funding being advanced to Council in June 2015 and therefore was included as income in the 2014/15 financial year. These variances have been partially offset by additional unbudgeted grants identified in the year to date comments.

**5. Grants - capital****Year to Date - \$4.145M Favourable**

The favourable variance is mainly due to funding for Moe Rail Precinct Revitalisation (\$3.0M), Landslip remediation (\$0.2M), and Boolarra Railway Park Upgrade (\$0.07M) projects that had been budgeted to be received in the 2014/15 financial year but was not received until the first quarter of the current year. Additionally additional funding has been received for the Roads to Recovery program creating a year to date favourable variance of \$0.7M.

**Full Year - \$5.049M Favourable**

The additional funding forecasted is mainly funding for the Moe Rail Precinct Revitalisation (\$2.8M), Hazelwood Pondage Caravan Park Waste water upgrade (\$1.0M), and Landslip Remediation (\$0.5M) projects that had been budgeted to be received in the 2014/15 financial year but was not received until the nine months of the current year. In addition extra funding has been approved for the Roads to Recovery (\$1.021M) and National Blackspot (\$0.506M) Programs. Partially offsetting these variances is an unfavourable variance of \$0.8M relating to grants budgeted in 2015/16 for the Heavy Industrial Park Infrastructure project that were recognised in the 2014/15 financial year due to expenditure being incurred earlier than anticipated in the budget.

**6. Contributions - monetary****Year to Date - \$0.467M Favourable**

The favourable variance is mainly due to drainage infrastructure and public open space contributions received from developers that were not anticipated in the adopted budget. All funds received from developers are transferred to a reserve to meet future capital works requirements relating to each development.

**Full Year - \$0.467M Favourable**

The favourable variance is mainly due to drainage infrastructure and public open space contributions received from developers that were not anticipated in the adopted budget. All funds received from developers are transferred to a reserve to meet future capital works requirements relating to each development.

**7. Contributions - non monetary****Year to Date - \$0.000M Nil Variance**

No variance.

**Full Year - \$0.000M Nil Variance**

No variance is forecasted at this stage.

**8. Net gain (loss) on disposal of property, infrastructure, plant and equipment****Year to Date - \$0.375M Favourable**

The favourable variance associated with plant and fleet trade-ins to date together with a surplus received over book value for the ex Traralgon Early Learning Centre.

**Full Year - \$0.375M Favourable**

It is expected that the year to date favourable variance will be largely maintained through to the end of financial year.

**9. Other income****Year to Date - \$0.353M Favourable**

The favourable variance is mainly due to higher than anticipated penalty interest raised on outstanding rates accounts (\$0.15M) and interest on investments (\$0.19M)

**Full Year - \$0.421M Favourable**

The additional income forecasted to be received is mainly a result of higher than anticipated penalty interest raised on outstanding rates accounts (\$0.15M) and interest on investments (\$0.28M).

**10. Employee costs****Year to Date - \$2.352M Favourable**

The favourable variance is mainly due to savings from vacant staffing positions and a lower than anticipated workcover levy for 2015/16. Additionally \$1.0M of wages have been capitalised to reflect staff whose role is primarily to manage and deliver capital works projects, this is a change in procedure that was not anticipated in the adopted budget but has been subsequently implemented to more accurately reflect the true cost of capital works.

**Full Year - \$2.996M Favourable**

Full year savings are forecasted as a result of staff vacancies, the organisation realignment and lower than expected workcover costs (\$0.10M) due to lower than anticipated wages and fringe benefits tax expenses (\$0.07M) mainly as result of fleet reductions. Additionally \$1.6M of wages are forecasted to be capitalised to reflect staff whose role is primarily to manage and deliver capital works projects, this is a change in procedure that was not anticipated in the adopted budget but has been subsequently implemented to more accurately reflect the true cost of capital works.

**11. Materials and services****Year to Date - \$1.633M Favourable**

The favourable variance is mainly associated with reductions in the Healthy Communities program expenditure as a result of government ceasing funding for this program (\$0.5M) together with savings in fuel costs. The remaining variance is largely due to expenditure which will be incurred later than anticipated.

**Full Year - (\$4.768M) Unfavourable**

The unfavourable variance is mainly associated with additional expenditure associated with the surplus that was generated in the 2014/15 financial year. The funds have been carried over to complete projects and meet new requirements that have arisen since the budget was compiled e.g. Morwell Main Drain issues (\$0.5M), Mine Fire Enquiry (\$0.3M), Performing Arts Centre design(\$0.2M), Dunbar Rd depot site rehabilitation (\$0.26M), Lighting Latrobe project (\$0.2M), Health Conservation Zone (\$0.25M), Future Project Designs (\$0.4M), Streetscape beautification (\$0.25M) and Waterhole Creek Flood Mitigation (\$0.2M).

**12. Bad and doubtful debts**

**Year to Date - (\$0.005M) Unfavourable**

Minor variance.

**Full Year - (\$0.004M) Unfavourable**

Minor variance.

**13. Depreciation and amortisation**

**Year to Date - \$0.144M Favourable**

The favourable variance is mainly due to the current Landfill cell being fully depreciated/amortised and the new cell not being opened as early as was anticipated (\$2.4M). This has been largely offset by unfavourable variances in infrastructure depreciation as a result of a revaluation that was applied at 30 June 2015.

**Full Year - (\$0.336M) Unfavourable**

The unfavourable variance is a result of higher than expected depreciation expenses for Infrastructure that was revalued at the end of June 2015. The increase in values and better than expected condition ratings have caused an expected increase of \$2.86M over budget. This has been largely offset by reductions in depreciation and amortisation of landfill cells. Changes to the accounting treatment of landfills made at the end of June 2015 in consultation with Council's auditors resulted in the balances of all closed cells being written off earlier than anticipated. In addition the current cell at Hyland Way has been fully depreciated and the new cell is not expected to commence accepting waste (and depreciating) until April 2016.

**14. Borrowing costs**

**Year to Date - \$0.054M Favourable**

Minor variance.

**Full Year - \$0.056M Favourable**

Lower than expected interest rates for the borrowings drawn down in the 2014/15 financial year will result in a favourable full year variance.

**15. Other expenses**

**Year to Date - (\$0.498M) Unfavourable**

The unfavourable variance is mainly due to additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received (\$0.5M).

**Full Year - (\$0.797M) Unfavourable**

The unfavourable variance is mainly due to additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received (\$0.5M), increase internal audit allocations (\$0.1M), together with additional expenditure to be funded from funds carried forward from the 2014/15 financial year and additional government grants e.g. funds carried forward for Future Morwell project (\$0.15M) and Community Minor Capital Grants program (\$0.07M).



**RECONCILIATION OF INCOME STATEMENT TO CASH BUDGET**  
For The Quarter Ended 31 March 2016

NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
<b>Operating Surplus (Deficit)</b>	<b>31,176</b>	<b>25,026</b>	<b>6,150</b>	<b>10,568</b>	<b>11,962</b>	<b>(1,393)</b>
<b>Reconciliation to Cash Budget</b>						
Plus Depreciation	17,066	17,210	(144)	23,282	22,946	336
Plus Written Down Value of Assets Disposed	1,286	469	817	2,499	719	1,780
Less Developer Contributed assets	0	0	0	(2,000)	(2,000)	0
Less Capital Expenditure	(21,870)	(21,249)	(621)	(36,420)	(35,226)	(1,195)
Less Loan Principal Repayments	(1,753)	(1,754)	0	(2,360)	(2,360)	0
Less Landfill Rehabilitation Expenditure	(127)	(500)	373	(591)	(3,240)	2,649
Plus Internal Transfers	24,100	7,817	16,284	7,833	7,199	634
<b>Net Total Non-Operating items</b>	<b>(18,702)</b>	<b>(1,993)</b>	<b>(16,710)</b>	<b>7,757</b>	<b>11,962</b>	<b>(4,205)</b>
<b>Cash Budget Surplus (Deficit)</b>	<b>49,878</b>	<b>27,019</b>	<b>22,860</b>	<b>2,812</b>	<b>(0)</b>	<b>2,812</b>

**INCOME STATEMENT**  
For The Quarter Ended 31 March 2016 Compared To Previous Financial Year

	2015/16			2014/15		
	YTD Actuals	YTD Budgets	Variance YTD Act/Bud	YTD Actuals	YTD Budgets	Variance YTD Act/Bud
<b>INCOME</b>						
Rates and charges	72,539	71,900	639	69,647	69,264	383
Statutory fees and fines	1,294	1,259	35	1,209	993	215
User fees	10,963	10,198	765	10,870	9,592	1,278
Grants - operating	13,391	17,700	(4,309)	20,222	18,224	1,998
Grants - capital	7,693	3,548	4,145	5,300	9,209	(3,909)
Contributions - monetary	518	51	467	655	41	614
Contributions - non monetary	0	0	0	0	0	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	375	0	375	100	(0)	100
Other income	2,890	2,536	353	2,835	2,736	99
<b>TOTAL INCOME</b>	<b>109,663</b>	<b>107,192</b>	<b>2,471</b>	<b>110,838</b>	<b>110,060</b>	<b>778</b>
<b>EXPENSES</b>						
Employee costs	34,841	37,192	2,352	34,740	35,979	1,239
Materials and services	23,167	24,800	1,633	24,707	26,399	1,691
Bad and doubtful debts	17	12	(5)	14	11	(3)
Depreciation and amortisation	17,066	17,210	144	14,674	17,475	2,801
Borrowing costs	771	824	54	668	866	199
Other expenses	2,626	2,128	(498)	2,421	2,370	(51)
<b>TOTAL EXPENSES</b>	<b>78,487</b>	<b>82,166</b>	<b>3,679</b>	<b>77,225</b>	<b>83,101</b>	<b>5,877</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>31,176</b>	<b>25,026</b>	<b>6,150</b>	<b>33,613</b>	<b>26,958</b>	<b>6,655</b>

**BALANCE SHEET**  
As at 31 March 2016

	Current Balance \$'000s	Opening Balance 1/07/2015 \$'000s	Movement for Year to Date \$'000s	Balance as at 31/03/2015 \$'000s
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	9,553	18,242	(8,689)	8,675
Trade and Other Receivables	21,434	8,196	13,238	19,377
Other Financial Assets	56,884	44,298	12,586	48,260
Non-Current Assets Classified as Assets Held for Sale	0	926	(926)	0
Other Assets	273	2,352	(2,079)	280
<b>Total Current Assets</b>	<b>88,144</b>	<b>74,015</b>	<b>14,130</b>	<b>76,593</b>
<b>NON CURRENT ASSETS</b>				
Trade and Other Receivables	7	7	0	17
Property, Infrastructure, Plant and Equipment	1,158,674	1,154,114	4,560	1,033,096
Other Financial Assets	2	2	0	2
Intangible Assets	232	348	(116)	706
<b>Total Non-Current Assets</b>	<b>1,158,916</b>	<b>1,154,472</b>	<b>4,444</b>	<b>1,033,822</b>
<b>TOTAL ASSETS</b>	<b>1,247,060</b>	<b>1,228,486</b>	<b>18,574</b>	<b>1,110,415</b>
<b>CURRENT LIABILITIES</b>				
Trade and Other Payables	2,709	13,338	(10,630)	2,669
Trust Funds and Deposits	3,247	2,610	637	3,247
Provisions - Employee Benefits	10,719	11,448	(729)	9,975
Provisions - Landfill	2,198	2,325	(127)	1,467
Interest-bearing Loans and Borrowings	3,956	5,710	(1,753)	8,844
<b>Total Current Liabilities</b>	<b>22,829</b>	<b>35,431</b>	<b>(12,602)</b>	<b>26,201</b>
<b>NON CURRENT LIABILITIES</b>				
Provisions - Employee Benefits	1,553	1,553	0	1,370
Provisions - Landfill	17,224	17,224	0	12,012
Interest-bearing Loans and Borrowings	14,684	14,684	0	8,828
<b>Total Non-Current Liabilities</b>	<b>33,460</b>	<b>33,460</b>	<b>0</b>	<b>22,211</b>
<b>TOTAL LIABILITIES</b>	<b>56,289</b>	<b>68,891</b>	<b>(12,602)</b>	<b>48,412</b>
<b>NET ASSETS</b>	<b>1,190,771</b>	<b>1,159,595</b>	<b>31,176</b>	<b>1,062,003</b>
<b>EQUITY</b>				
Current Year Surplus/(Deficit)	31,176	24,855	6,321	33,613
Accumulated Surplus	650,054	625,647	24,407	625,709
Reserves	509,541	509,093	448	402,681
<b>TOTAL EQUITY</b>	<b>1,190,771</b>	<b>1,159,595</b>	<b>31,176</b>	<b>1,062,003</b>

### STATEMENT OF CASH FLOWS

For the Quarter ended 31 March 2016

	NOTE	YTD Cash Flow	Adopted Budget	Cash Flow
		\$'000s	Annual Cashflow	2014/15
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Rates and charges		59,370	71,892	68,800
Statutory Fees & Fines		1,295	1,835	1,764
User fees		10,991	14,228	15,912
Grants - operating		14,624	23,852	32,412
Grants - capital		7,693	10,619	10,709
Contributions - monetary		518	41	818
Interest received		1,582	1,382	1,789
Trust Funds and deposits taken/ (repaid)		637	55	88
Other receipts		1,091	2,229	2,466
Net GST refund/(payment)		621	0	1,859
Employee costs		(37,722)	(54,854)	(49,425)
Materials & services		(31,488)	(34,917)	(40,529)
Other Payments		(2,669)	(7,809)	(3,933)
<b>Net cash from operating activities</b>		<b>26,543</b>	<b>28,353</b>	<b>42,730</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for Property, Infrastructure, Plant & Equipment		(21,870)	(35,226)	(26,659)
Proceeds from Sale of Property, Infrastructure, Plant & Equipment		1,662	719	794
Payments for Investments		(109,144)	0	(97,608)
Proceeds from Investments		96,558	(690)	56,620
<b>Net Cash Flows used in investing activities</b>		<b>(32,794)</b>	<b>(35,197)</b>	<b>(66,853)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Finance costs		(684)	(1,076)	(1,009)
Proceeds from borrowings		0	0	11,566
Repayment of borrowings		(1,753)	(2,380)	(10,823)
<b>Net Cash Flows from Financing Activities</b>		<b>(2,438)</b>	<b>(3,436)</b>	<b>(267)</b>
<b>Net Increase/(Decrease) in cash held</b>		<b>(8,689)</b>	<b>(10,280)</b>	<b>(24,390)</b>
<b>Cash &amp; cash equivalents at beginning of year</b>	1	<b>18,242</b>	<b>37,515</b>	<b>42,632</b>
<b>Cash &amp; cash equivalents at end of period</b>		<b>9,553</b>	<b>27,235</b>	<b>18,242</b>
<b>Financial assets</b>		<b>56,884</b>	<b>4,000</b>	<b>44,298</b>
<b>Total Cash and financial assets</b>		<b>66,437</b>	<b>31,235</b>	<b>62,540</b>

#### NOTES

1. The budgeted cash & financial assets at the beginning of the year of was \$40.8M however the actual opening balance was \$62.5M . This additional \$21.7M was mainly a result of additional carry forward capital works projects and recurrent funding including \$5.7M of Victoria Grants Commission 2015/16 funding that was advanced to Council late in the 2014/15 financial year.

**STATEMENT OF CAPITAL WORKS**  
For The Quarter Ended 31 March 2016

		YTD Actuals	Full Year Forecast	Annual Budget	Variance Annual Budget /Forecast
	NOTE	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	1	565	1,111	0	(1,111)
Buildings	2	8,001	11,960	10,766	(1,194)
Heritage buildings	3	0	307	270	(37)
<b>Total Property</b>		<b>8,567</b>	<b>13,378</b>	<b>11,036</b>	<b>(2,342)</b>
<b>Plant and Equipment</b>					
Plant, machinery & equipment	4	1,220	2,939	2,869	(70)
Fixtures, fittings & furniture	5	38	146	120	(26)
Computers & telecommunications	6	163	511	645	134
Artwork collection	7	18	27	15	(12)
<b>Total Plant and Equipment</b>		<b>1,438</b>	<b>3,624</b>	<b>3,649</b>	<b>25</b>
<b>Infrastructure</b>					
Roads	8	8,789	14,768	14,841	72
Bridges & culverts	9	145	544	450	(94)
Footpaths & cycleways	10	1,061	1,542	1,200	(342)
Drainage	11	684	981	1,621	640
Waste management	12	822	852	800	(52)
Parks, open space and streetscapes	13	221	364	136	(228)
Recreational, leisure & community facilities	14	25	25	1,300	1,275
Aerodromes	15	1	1	0	(1)
Offstreet car parks	16	105	225	193	(32)
Other infrastructure	17	12	117	0	(117)
<b>Total Infrastructure</b>		<b>11,865</b>	<b>19,419</b>	<b>20,541</b>	<b>1,122</b>
<b>Total Capital Works expenditure</b>		<b>21,870</b>	<b>36,420</b>	<b>35,226</b>	<b>(1,195)</b>
<b>REPRESENTED BY:</b>					
New asset expenditure	18	8,764	12,760	11,771	(989)
Asset renewal expenditure	19	10,778	19,705	19,224	(481)
Asset expansion expenditure	20	947	1,545	2,121	576
Asset upgrade expenditure	21	1,381	2,410	2,110	(300)
<b>Total Capital Works expenditure</b>		<b>21,870</b>	<b>36,420</b>	<b>35,226</b>	<b>(1,195)</b>

**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**

- 1. Land** **(\$1.111M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for landslip remediation.
- 2. Buildings** **(\$1.194M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly relating to the Moe Rail Precinct Revitalisation project (MRPRP) and Leisure facilities upgrade program.
- 3. Heritage buildings** **(\$0.037M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Traralgon Courthouse upgrade project.
- 4. Plant, machinery & equipment** **(\$0.070M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the fleet and plant replacement programs.
- 5. Fixtures, fittings & furniture** **(\$0.026M) Unfavourable**  
Additional requirement for performing arts centre dimming system replacement \$20K offset by a saving in equipment budget.
- 6. Computers & telecommunications** **\$0.134M Favourable**  
Savings identified in a range of items.
- 7. Artwork Collection** **(\$0.012M) Unfavourable**  
Minor additional expenditure funded by external donations.
- 8. Roads** **\$0.072M Favourable**  
Forecast additional expenditure relating to unexpended funds carried over from the 2014/15 financial year mainly relating to the Heavy Industrial Park Infrastructure project (\$1.0M), road rehabilitation projects (\$2.3M) and additional \$1.0M of Roads to Recovery and \$0.5M National Blackspot funding to what was expected in the budget has been largely offset by projects that the funding is now expected to be carried forward for completion in the 2016/2017 financial year.
- 9. Bridges & culverts** **(\$0.094M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Bridges & Major Culverts major maintenance and renewal program.
- 10. Footpaths & cycleways** **(\$0.342M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly for completion of the footpath replacement and new footpath links programs (\$0.4M) and the Tramway Road Bicycle Plan project (\$0.14M)
- 11. Drainage** **\$0.640M Favourable**  
The forecast reduction in expenditure relates to funds now expected to be carried over to the 2016/17 financial year due to various delays experienced.
- 12. Waste management** **(\$0.052M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for completion of Cell 4 at the Highland Highway landfill.
- 13. Parks, open space and streetscapes** **(\$0.228M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Boolarra Railway Park upgrade project.
- 14. Recreational, leisure & community facilities** **\$1.275M Favourable**  
The forecast reduction in expenditure relates to funds now expected to be carried over to the 2016/17 financial year for the Traralgon Tennis Showcourt project.
- 15. Aerodromes** **(\$0.001M) Unfavourable**  
Minor variance

**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances****16. Offstreet carparks (\$0.032M) Unfavourable**

The forecast additional expenditure mainly relates to unexpended funds carried over from the 2014/15 financial year for the Hazelwood Pondage sealing project.

**17. Other infrastructure (\$0.117M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Hazelwood Pondage Caravan Park wastewater upgrade project.

**18. New asset expenditure (\$0.989M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly for landslip remediation, the Moe Rail Precinct, shared pathways and drainage projects.

**19. Asset renewal expenditure (\$0.481M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year road rehabilitation projects and additional Roads to Recovery funding.

**20. Asset expansion expenditure \$0.576M Favourable**

The forecast reduction in expenditure mainly relates to funds to be carried over to the 2016/17 financial year primarily for drainage augmentation projects.

**21. Asset upgrade expenditure (\$0.300M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year and additional capital grants funding mainly for the Hazelwood Pondage Caravan Park wastewater upgrade project, National Blackspot funding projects and drainage upgrades.

## FINANCIAL PERFORMANCE RATIOS

As at 31 March 2016

	Year to Date Ratios			Forecast at 30/06/16	Budget at 30/06/16	Expected Range
	\$'000s	Ratio at 31/03/16	Ratio at 31/03/15			
<b>OPERATING POSITION</b>						
<b>Adjusted Underlying Result Indicator</b>						
(Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)						
<b>Adjusted underlying surplus (or deficit)</b>						
	23,483					
<u>Adjusted net Surplus/(Deficit)</u> Adjusted underlying revenue	101,970	23.0%	25.9%	(3.1%)	1.4%	-20% - +20%
The ratio takes out the effect of once off capital grants & developer contributions.						
<b>Note:</b> The forecasted negative ratio of 3.1% reflects the reduced operating surplus that is now projected in the 'Income Statement' and is mainly a result of the early receipt of 2015/2016 grant revenue and unspent 2014/2015 recurrent project and program expenditure which led to a greater than expected accumulated surplus result at the end of the 2014/2015 financial year.						
<b>LIQUIDITY</b>						
<b>Working Capital Indicator</b>						
(Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)						
<b>Current assets compared to current liabilities</b>						
	88,144					
<u>Current Assets</u> Current Liabilities	22,829	386.1%	282.5%	198.0%	156.8%	100% - 300%
<b>Unrestricted Cash Indicator</b>						
(Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity )						
	55,120					
<u>Unrestricted Cash</u> Current Liabilities	22,829	241.4%	169.3%	153.0%	87.5%	0.0% - 200%
<b>Note:</b> This ratio is expected to decrease as Council spends the funding that has been carried forward from the 2014/15 financial year, however it is forecasted to be higher than budgeted due to funding now expected to be carried forward to the 2016/17 financial year.						



	Year to Date Ratios					Expected Range
	\$'000s	Ratio at 31/03/16	Ratio at 31/03/15	Forecast at 30/06/16	Budget at 30/06/16	
<b>OPERATING POSITION</b>						
<b>OBLIGATIONS</b>						
<b>Loans and borrowings Indicator</b>						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
<b>Loans and borrowings compared to rates</b>						
<u>Interest Bearing loans and borrowings</u>	18,640	25.7%	25.4%	24.9%	25.1%	0% - 50%
Rate Revenue	72,539					
<b>Note:</b> This ratio is expected to be slightly lower than budgeted due to the favourable increase in rates income from supplementary growth.						
<b>Loans and borrowings repayments compared to rates</b>						
<u>Interest &amp; principal repayments</u>	2,524	3.5%	15.6%	4.7%	4.8%	0% - 10%
Rate Revenue	72,539					
<b>Note:</b> This ratio is expected to be in line with the budgeted result.						
<b>Indebtedness Indicator</b>						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
<b>Non-current liabilities compared to own source revenue</b>						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	33,460	38.0%	27.8%	27.7%	28.3%	0% - 50%
Own Source Revenue	88,061					
Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)						
<b>Asset Renewal Indicator</b>						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal Expenditure</u>	10,778	63.2%	58.2%	84.6%	83.8%	50%-100%
Depreciation	17,066					

	Year to Date Ratios					
	\$'000s	Ratio at 31/03/16	Ratio at 31/03/15	Forecast at 30/06/16	Budget at 30/06/16	Expected Range
<b>OPERATING POSITION</b>						
<b>STABILITY</b>						
<b>Rates Concentration Indicator</b> (Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)						
<b>Rates compared to adjusted underlying revenue</b>						
<u>Rate Revenue</u>	72,539					
Adjusted underlying revenue	101,970	71.1%	65.7%	62.9%	61.1%	40% - 80%
<b>Rates Effort Indicator</b> (Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)						
<b>Rates compared to property values</b>						
<u>Rate Revenue</u>	72,539					
property values (CIV)	10,260,258	0.7%	0.7%	0.7%	0.7%	0.2% to 0.7%
<b>EFFICIENCY</b>						
<b>Expenditure Level Indicator</b> (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)						
<b>Expenses per property assessment</b>						
<u>Total expenses</u>	78,487					
Number of property assessments	38	\$ 2,071	\$ 2,096	\$ 3,134	\$ 3,088	\$2000 - \$4000
Note: The forecasted increase in expenses per assessment is mainly related to materials and services expenditure funded from additional government funding and carry forward funds.						
<b>Revenue Level Indicator</b> (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)						
<b>Average residential rate per residential property assessment</b>						
<u>Residential Rate Revenue</u>	51,739					
Number of residential property assessments	34	\$ 1,535	\$ 1,495	\$ 1,535	\$ 1,535	\$800 - \$1,800

# 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 GIPPSLAND LOGISTICS PRECINCT**

**Agenda item 19.2 *Gippsland Logistics Precinct* is designated as confidential as it relates to proposed developments (s89 2e)**