



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL MEETING**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.00 PM ON  
06 MARCH 2017**

**CM496**

## 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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**1. OPENING PRAYER**

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

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

*I would like to acknowledge 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 INTERESTS**

**5. ADOPTION OF MINUTES**

**RECOMMENDATION**

**That the minutes of the Ordinary Council Meeting held on 13 February 2017 and Special Council Meeting held on 13 February 2017 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.*

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

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Chief Executive Office</b>		
22 August 2016	Urgent Matter: Regional Victorian Cities Delegation to China 19-23 September 2016	<p><b>Complete</b> <b>02 November 2016</b> A report is scheduled for the 05 December 2016 Council Meeting.</p> <p><b>18 November 2016</b> The report to Council has been rescheduled until 2017.</p> <p><b>10 January 2017</b> A report will be presented to the first Council Meeting of 2017.</p> <p><b>15 February 2017</b> Report was presented to Council at the Ordinary Council Meeting held 13 February 2017</p>
<b>City Development</b>		
20 June 2016	2016/13 - Remembrance Day And ANZAC Day Road Closures	<p><b>Complete</b> <b>31 August 2016</b> A report regarding ANZAC Day and Remembrance Day commitments from 2017 will be prepared for Council's consideration.</p> <p><b>27 October 2016</b> A report on this matter is scheduled for the Briefing on 21 November and Council Meeting on 5 December 2016.</p> <p><b>23 November 2016</b> A report on this matter will now be scheduled for a Briefing in February 2016.</p> <p><b>11 January 2017</b> A report will be presented to the Councillor Briefing on 30 January 2017.</p> <p>14 February 2017 A report was presented to the Ordinary Council Meeting on 13 February 2017, where funding decisions were made. Council recommendations will be implemented.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
11 July 2016	Installation Of CCTV Head Street Traralgon - Dumped Rubbish	<p><b>Complete</b> <b>04 October 2016</b> It is anticipated that a report will be presented to Council to provide details about the outcome of the trial in December 2016.</p> <p><b>15 November 2016</b> A report has been completed and will be presented to Council on 05 December 2016 providing an update on the progress of the trial and requesting an extension on the surveillance period.</p> <p><b>11 January 2017</b> Draft report required further work as a result of a recent decision of Council in relation to CCTV. Report will now be scheduled to be presented to the Feb 2017 Council meeting.</p> <p><b>16 February 2017</b> A recommendation was adopted by Council at the 13 February 2017 ordinary Council Meeting.</p>
03 October 2016	Planning Scheme Amendment C85 - Crinigan Road, Morwell	<p><b>Complete</b> <b>21 November 2016</b> A report will be presented to Council in 2017, subject to receiving further information from the proponent.</p> <p><b>16 February 2017</b> Report was presented to Council on 13 February 2017.</p>
13 February 2017	Planning Application 2016/91 – Development of a Second Dwelling on a lot in the General Residential Zone	<p><b>16 February 2017</b> A report will be presented to the Ordinary Council Meeting on 06 March 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Infrastructure &amp; Recreation</b>		
06 November 2013	Latrobe Regional Motorsport Complex	<p><b>2015</b> A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b> A briefing report will be presented in May 2016.</p> <p><b>26 May 2016</b> A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p><b>30 May 2016</b> A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p><b>20 September 2016</b> A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017.</p>
28 April 2014	Proposed Site for Latrobe City Mountain Bike Park  Confidential under section 89(2)(d) contractual matters	<p><b>11 November 2016</b> A further report will be presented to Council in early 2017.</p> <p><b>13 January 2017</b> A report will be presented to Council at the 6 March 2017 Council Meeting.</p>
19 May 2014	East West Link for Traralgon  Confidential under section 89(2)(h) a matter which the Council or special committee considers would prejudice the Council or any person	<p><b>27 January 2017</b> A report will be presented to Council in March 2017.</p>



<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
02 May 2016	Agnes Brereton Park Traralgon – Contract Management  Confidential under section 89(2)(e) proposed developments	<b>Complete</b> <b>09 December 2016</b> Report to Council planned for February 2017  <b>21 February 2017</b> Report presented to 13 February meeting
20 June 2016	Draft Drainage Asset Management Plan 2016	<b>05 July 2016</b> Following adoption Officers are reviewing the improvement plan and will discuss Consultation with Communication Department to prepare a plan to consult immediately following the caretaker period.  <b>21 September 2016</b> Consultation will commence once the Caretaker period has finished.  <b>23 November 2016</b> Consultation is arranged for December through to February 2017.  <b>27 January 2017</b> A report will presented to an Ordinary Council Meeting in May 2017 following the conclusion of the community consultation.
11 July 2016	Latrobe Leisure Moe Newborough Hydrotherapy Program	<b>20 July 2016</b> A report will be presented to Council in 2017.  <b>22 February 2017</b> Councillor Briefing report presented 20 February 2017. A further report will be presented to Council in April 2017.
12 September 2016	2016/25 - Footpaths in Central Business District and Moe CBD on Street Car Parking	<b>11 January 2017</b> Report to Council programmed for the March 2017 Council meeting.

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
12 September 2016	2016/26 - Parking and Traffic Management, Queen Street, Moe	<p><b>Complete</b> <b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.</p> <p><b>23 November 2016</b> Report preparation continues. Target date for presentation is February 2017.</p> <p><b>11 January 2017</b> Report being prepared for 13 February 2017 meeting</p> <p><b>22 February 2017</b> A report was presented on 13 February 2017. Further updates will be provided against this resolution.</p>
12 September 2016	Outdoor Pool Operating Hours 2016/17	<p><b>20 September 2016</b> A report will be presented to Council at the end of the outdoor pool season (March 2017).</p>
12 September 2016	Country Football Netball Program	<p><b>02 November 2016</b> A report will be presented to the Councillor Briefing on 28 November 2016.</p> <p><b>12 December 2016</b> A briefing report was presented to the 28 November 2016 Councillor Briefing. A further report will be presented to Council at the 13 February 2017 Ordinary Council meeting.</p> <p><b>01 February 2017</b> Report has been rescheduled to March 2017.</p>
12 September 2016	Latrobe City Sports and Entertainment Stadium - contractual matter  Confidential under section 89(2)(d) contractual matters	<p><b>Complete</b> <b>20 September 2016</b> A report will be prepared for a future Council Meeting.</p> <p><b>30 January 2017</b> A report will be presented at the 13 February 2017 Ordinary Council meeting.</p> <p><b>22 February 2017</b> A report was presented to the Ordinary Council Meeting on 13 February 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
12 September 2016	Community Cricket Program: On Common Ground  Confidential under section 89(2)(e) proposed developments	<b>30 January 2017</b> A report will be presented to Councillors at the 20 February 2017 Councillor Briefing.
05 December 2016	2016/29 - Parking in Henry Street, Traralgon	<b>Complete</b> <b>10 January 2017</b> Report regarding Resident Exempt Parking being prepared for 13 February 2017.  <b>22 February 2017</b> A report was presented to the Council Meeting on 13 February 2017. A further report will be presented in April 2017. Any additional comments will be provided against the 13 February 2017 action.
13 February 2017	Proposal to establish a BMX Track in Centenary Park, Boolarra	<b>15 February 2017</b> A Council report will be presented to the 6 March 2017 Ordinary Council meeting in relation to this matter.
13 February 2017	Henry Street, Traralgon - Resident Exempt Parking analysis	<b>22 February 2017</b> A report will be presented to Council in April 2017.
13 February 2017	39 Queen Street, Moe - Traffic and Verge Parking	<b>22 February 2017</b> A report will be presented to Council 3 months after the installation of signage.

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Community Services</b>		
18 February 2013	Affordable Housing Project – Our Future Our Place	<p><b>09 March 2016</b> A report will be presented to a Councillor Briefing in May 2016</p> <p><b>08 June 2016</b> The Briefing report has been rescheduled to 27 June 2016.</p> <p><b>20 July 2016</b> A briefing report was prepared for the Councillor briefing on 27 June.</p> <p><b>09 August 2016</b> A briefing report was presented to the Councillor briefing on 25 July.</p> <p><b>28 October 2016</b> Report scheduled in for Councillor Briefing (2) on Monday, 28 November 2016.</p> <p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p>
20 June 2016	2016/12 - Future Economic Development of Latrobe City	<p><b>20 September 2016</b> The Positioning Paper was presented at a Briefing on 05 September 2016. A further report will be presented to Council.</p> <p><b>02 November 2016</b> A further report will presented to a Councillor Briefing in November 2016.</p> <p><b>07 November 2016</b> A report will be presented to a Councillor Briefing on Monday 28 November 2016.</p> <p><b>30 January 2017</b> A report will be presented to a Councillor Briefing in February 2017.</p>
22 August 2016	2016/21 - Hinkler Street Reserve Site	<p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
12 September 2016	2016/27 - Use of Telephone and Mobile Device Applications for Improving Communication between our Community and Council	<p><b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.</p> <p><b>02 November 2016</b> A report will be presented to Council in 2017.</p> <p><b>30 January 2017</b> A report will be presented to Council in April 2017.</p>
12 September 2016	Future Morwell Revitalisation Plan  Confidential under section 89(2)(d)(e) contractual matters and proposed developments	<p><b>28 October 2016</b> Briefing report scheduled to go before Councillors in February 2017, with a Council Meeting report to be scheduled following the briefing.</p>
05 December 2016  Community Services	Moe Library Facility to Incorporate a Local Information Centre and the Display and Sale of Local Artworks	<p><b>30 January 2017</b> Follow up briefing due to Council in April 2017.</p>
<b>Corporate Services</b>		
25 May 2015	MAV Workcare Self Insurance  Confidential under section 89(2)(d) contractual matters	<p><b>2015</b> A report will be presented to Council in the second half of 2019.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
17 August 2015	Legal Matter - Sale of Council Property  Confidential under section 89(2)(f) legal advice	<b>27 January 2017</b> A report will be presented to Council in the second half of 2017.
05 December 2016	Proposed Sale of Land - Short Street, Traralgon	<b>Complete</b> <b>10 January 2017</b> Closing date for submissions is 13 January 2017. A further report will be prepared for Council consideration.  A report to consider submissions was presented at the 13 February 2017 Ordinary Council Meeting.
13 February 2017	Proposed Sale of Land – Short Street, Traralgon	<b>16 February 2017</b> A report will be presented to Council at the conclusion of the Expression of Interest process.
13 February 2017	Proposed name change - McPherson Road Newborough	<b>16 February 2017</b> A report will be presented to Council at the conclusion of the consultation period should any submissions be received.
13 February 2017	Proposed sale of a portion of Council owned Recreation Reserve located north of Rangeview Drive Traralgon	<b>16 February 2017</b> A report will be presented to Council at the conclusion of the consultation period should any submissions be received.

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

*Notices of Motion may be lodged by Councillors with the Chief Executive Officer up until 10.00 am on the Friday prior to an Ordinary Council Meeting.*

*All Notices of Motion accepted, will be published to the Council website on the same day.*



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

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

**10.1 HAUNTED HILLS BIKE PARK**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**EXECUTIVE SUMMARY**

This report presents the final master plan developed by the Gippsland Mountain Bike Club for the Haunted Hill Bike Park for Councils endorsement.

A report was presented to the 28 April 2014 Ordinary Council meeting and Council resolved the following:

*That Council:*

- 1. Endorse the proposed future site of the Latrobe City Mountain Bike Park project on the Council owned land adjacent to the Moe Landfill site on Haunted Hills Road in Newborough.*
- 2. Endorses Gippsland Mountain Bike Inc. to undertake a detailed mountain bike park design for this site.*
- 3. Request a further report be presented to Council upon completion of detailed design.*
- 4. Officers commence discussion with current lease holders with a view to bringing these leases to an end.*

The Gippsland Mountain Bike Club have funded and developed a trail master plan for the proposed Haunted Hills Bike Park in Haunted Hills Road in Newborough.

The Haunted Hills Bike Park Trail master plan has been developed to provide a clear pathway towards developing the proposed Haunted Hills Bike Park into a significant gateway trail network and skills development facility. This facility has the potential to attract strong interest from both local and visiting riders.

The Haunted Hills Bike Park site offers a diverse landscape of grassy agricultural land and natural bushland which provides an excellent canvas for high-quality trail development.

Sport & Recreation Victoria has reviewed the master plan and has advised that an analysis of the economic modelling and benefit to the local region should be undertaken prior to the project being submitted for funding opportunities.

There are already a range of significant mountain bike venues in the region, including Blores Hill at Glenmaggie, Mt Baw Baw, Colquhoun State Forest and Mt Taylor in East Gippsland. The proposed development at Haunted Hills could be positioned as a gateway development both for future events and mountain bike tourism.

It has been estimated that the cost of an economic analysis for the proposal would cost approximately \$10,000.

It is recommended that Council endorse the plan and assist the club to obtain external funding in order to undertake an economic analysis of the project.

### **RECOMMENDATION**

**That Council:**

- 1. Endorses the Haunted Hills Bike Park master plan; and**
- 2. Supports an application by the Gippsland Mountain Bike Club to the State or Federal Government to fund an Economic Modelling and Cost Benefit analysis for the project.**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

The Gippsland Mountain Bike Inc. (GMTB) represents mountain bike riders across Latrobe City and the broader Gippsland region. The GMTB approached Latrobe City Council in mid-2013 to request that Council investigate the development of a mountain bike park on Council Land.

A small committee was formed with representatives from Council's Recreation & Open Space team and GMTB to discuss the opportunities and issues of such a development and the requirements to assist with the progression of the idea.

A mountain bike park consists of specially designed and built tracks; accommodating experience's sought after by mountain bike riders of all abilities. A standard loop design with interconnected multi use trails is generally recognised as the most effective design. See picture below.

The Gippsland Mountain Bike Inc. has been advocating Australia wide to build Gippsland's profile as a mountain biking destination. The club recently wrote a strategy for mountain biking in Wellington Shire which shows a great deal of statistics that apply to Latrobe City Council also.

All of Latrobe City's adjoining Councils have at least one mountain bike park. The GMTB currently has 300 members, with 30% of those members being Latrobe City residents that currently travel to other council or shire mountain bike parks to cycle.

Council officers investigated possible locations within Latrobe City and subsequently identified two potential sites for a mountain bike park.

The existing Flora & Fauna Reserve above the Traralgon South township was identified as a potential site; however this site was discounted early on due to the possible detrimental environmental impacts to the reserve.

A further site at Haunted Hills Road Newborough was also identified as a potential site. This site is adjacent to the former Moe landfill and provides the most potential

for this type of development due to the contours of this land, its location and accessibility.

Further investigation of this site revealed that it is currently occupied by three formal lease agreements and one informal arrangement and as such, these lease agreements would need to be considered should this site be endorsed as the preferred mountain bike park site.

The Gippsland FM Community Radio transmitter site takes up a very small parcel of the land and development of a mountain bike park would not affect this site nor would this lease make any impact on any mountain bike activities.

There are two formal leases currently held by lessees. One lessee currently agists cattle on their portion of leased property and pay Latrobe City Council \$70.65 per annum. The second lessee uses their portion for horse agistment at a rate of \$66.00 per annum. In both cases, the animals minimise the fire threat on the properties.

These two grazing leases have special conditions on the leases:

*'Council retains the right to determine the tenancy hereby created either as to the whole of the demised land or any part thereof by giving unto the lessee 3 months previous notice in writing of its intention to do so and the lessee shall not be entitled to claim any compensation or damages from Council for or by reason of or in respect of any loss or damage sustained by the lease.'*

Terminating these lease agreements will impact both lessees. Lessee one (1) will need to source an alternate grazing property and there may be potential financial impacts as a result. Likewise, Lessee two (2) will need to find an alternate agistment property for their horses and this may cause some inconvenience.

The site used by Lessee one (1) is a depot/dump yard for their businesses operations (weed control and slashing) and there is currently no formal lease agreement in place.

Latrobe City Councils Property and Statutory Services team recommend that if Council intends to reclaim the site, a notice period of 6 months would be an appropriate timeframe to advise Lessee one (1).

In addition, the planning zone that overlays the land is Schedule 1 to the Special Use Zone (SUZ1). The Latrobe Planning Scheme indicates that no permit is required for informal outdoor recreation such as mountain bike riding under this zoning.

The current site has no vegetation overlays, however if developed as a mountain bike park, the site lends itself very well to being revegetated. The Gippsland Mountain Bike Inc. has indicated that mountain bike riders enjoy getting back to nature and that is one of the draw cards of participating in the activity.

There is potential for Council to further support this development by assisting to revegetate the site through its carbon offset program. The carbon offset program provides Council with an annual budget to plant and establish native vegetation throughout the City to offset Council's vehicle emissions.

It should also be noted that the old Moe Landfill site is now in the early stages of planning for rehabilitation.

A report was presented to the 28 April 2014 Ordinary Council meeting and Council resolved the following:

*That Council;*

- 1. Endorse the proposed future site of the Latrobe City Mountain Bike Park project on the Council owned land adjacent to the Moe Landfill site on Haunted Hills Road in Newborough.*
- 2. Endorses Gippsland Mountain Bike Inc. to undertake a detailed mountain bike park design for this site.*
- 3. Request a further report to be presented to Council upon completion of a detailed design.*
- 4. Officers commence discussion with current lease holders with a view to bring these leases to an end.*

The Gippsland Mountain Bike Club engaged a consultant, Dirt Art to develop a trail master plan for the Haunted Hills Bike Park (attached).

The Haunted Hills Bike Park Trail master plan has been developed to provide a clear pathway towards developing the proposed Haunted Hills Bike Park into a significant gateway trail network and skills development facility. This facility has the potential to attract strong interest from both local and visiting riders.

The Haunted Hills Bike Park site offers a diverse landscape of grassy agricultural land and natural bushland which provides an excellent canvas for high-quality trail development.

The master plan has been developed around the following strategic objectives:

- Develop a diverse “gateway” trail network providing a range of skills development opportunities for all rider skill levels.
- Provide a range of trail experiences suitable for beginner through to elite riders.
- Provide cost-effective, feasible trail concepts and design which offer potential for world-class trail construction.
- Develop a suite of trail experiences that offer a genuine point of difference, and an attraction to visiting trail users.
- Develop a range of trail experiences that provide opportunities for genuine regional economic benefit.

The master plan provides trail and facility cost estimates along with an action plan. There is an opportunity to develop the facility on a staged basis, or as a single larger project.

There is currently no infrastructure and supporting facilities in the proposed Haunted Hills Bike Park area.

While there is significant value in exploring the development of supporting facilities such as shelters and toilets, the significant cost associated with many of these facilities is currently difficult to justify. While many users will see the value in a basic facility upgrade, most users would prefer to see investment in the trails, rather than

significant expenditure on toilets, shelters and other larger-scale capital infrastructure developments.

Stage 1 (one) of the proposal is to construct the Primary Trail Head. This is the entry point into the facility. This trailhead area may be developed in multiple stages, and is eventually proposed to feature the following elements:

- Car park
- Structure trailhead with formal entry trails funnelling into the trail network.
- A beginner trailhead area offering direct access to over three kilometres of beginner trails.
- Shelters
- Picnic tables
- Primary signage with maps
- Construction of trail 1 – 6 (approximately 4 km of trail)
- Pump Track
- Small Skills Park
- Bike wash

The cost of stage one is \$272,100.

Stage 2 (two) of the proposal is to construct the remaining trails including:

- Construct trails 7 – 10 (approximately 6 km of trail)
- Pump track – stage two
- Skills area – stage two
- Signage – stage two

The cost of stage two \$266,800.

There are a range of funding opportunities for the delivery of this project, including capital works funding from Latrobe City Council, funding through Regional Development Victoria for the community facility infrastructure (shelters, BBQ's, paths and landscaping) and Sport and Recreation Victoria for construction of the trails.

The master plan has been provided to Sport & Recreation Victoria to review and provide feedback. The feedback provided was very positive, and positioned in the right way, as a regional gateway bike park, the project has genuine funding merit.

Sport & Recreation Victoria has advised that an analysis of the economic modelling and benefit to the local region should be undertaken prior to the project being submitted for funding opportunities. There are already a range of significant mountain bike venues in the region, including Blores Hill at Glenmaggie and Mt Taylor in East Gippsland.

Unfortunately there are no local assessments of the economic benefit of mountain bike infrastructure in Gippsland. A literature review in relation to mountain bike

economic benefits of mountain bike facilities has identified a single report “*Mountain biking: An opportunity to enhance economic development in Australia rural areas?*” by the Faculty of Society and Design at Bond University, published in October 2014.

The Bond University report states “*There is no doubt that mountain biking is growing globally and is especially popular in affluent, economically developed countries where governments are keen to promote healthy exercise and whose citizens are expected to enjoy increasing leisure time in the coming decades (Zovko, 2013). Mountain biking will probably continue to evolve into new derivatives undertaken for tourism/recreation and as competitive, formalised sports, evidenced, for example, by the current increasing popularity of night mountain biking in some areas of the UK (Tourism Research Australia, 2013).*

*With a widening diversity of participants seeking different experiences, and with the Victorian Government already recognising the economic benefits of biking tourism, the Albury-Wodonga Region, for example, is in an excellent position to link with established trails such as the 100 km+ Murray to the Mountains Rail Trail (Tourism Resources Company, 2014) and develop an attractive addition to tourism in the area. In addition to disused rail corridors there is also the potential to use travelling stock routes, a range of already formed (formally or informally) tracks and country laneways. There are few places in the world that could offer trails that incorporate everything from mountain vistas, agricultural and bushland landscapes, trails that hug the river and the weir, historic villages and regional towns, and wineries. With careful review of availability, the basis for an extensive network of trails could be developed that would provide enjoyment for a range of experiences that span rides that challenge the most experienced of riders to those who wish to meander through the landscape on ‘easy’ rides. Based on experience elsewhere in the world, including Australia, the outcome could well be beneficially economically to a wide range of businesses spread throughout the Region.”*

Council Officers have investigated the cost of economic report, and it is estimated to cost approximately \$10,000 for a basic economic assessment.

### **STAKEHOLDER CONSULTATION**

Council Officers have undertaken significant engagement with the Gippsland Mountain Bike Club Inc. whilst assisting with the development of the Haunted Hills Bike Park master plan.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are significant financial implications with the endorsement of the Haunted Hills Bike Park master plan. The total project development costs as at December 2015 were \$538,000 for stages one and two of the project.

In order to progress this project for consideration by external funding opportunities, a report detailing the economic benefit to the local region could be undertaken. The expected cost of this report is approximately \$10,000.

Council could allocate funding in the 2017/18 Council budget process, or alternatively through Council’s mid-year budget review, to undertake the economic analysis.

Alternatively the association could seek a community grant to undertake this work.

The third alternative is that the Gippsland Mountain Bike Club seek external funding from the Latrobe valley Authority (or another government department) to fund the study.

### **RISK IMPLICATIONS**

Risk has been considered in the preparation of this report. No risks have been identified in regards to this report and the subsequent recommendations, however a thorough risk assessment will need to occur prior to any future construction of the mountain bike park.

### **CONCLUSION**

The Gippsland Mountain Bike Club have funded and developed a trail master plan for the development of a mountain bike facility at Haunted Hills in Newborough.

This report provides a thorough analysis of the proposal to construct a significant gateway mountain bike facility in Latrobe City.

Feedback and advice received about the master plan from Sport & Recreation recommends that further a report detailing the economic modelling and the benefit to the local region be undertaken prior to submitting the project to external funding opportunities.

A report detailing the economic modelling and benefit to the local economy is estimated to cost approximately \$10,000.

It is recommended that Council endorse the plan and assist the club to obtain external funding in order to undertake an economic analysis of the project.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

- 1 [↓](#). Haunted Hills Bike Park - Master plan
- 2 [↓](#). Mountain biking: An opportunity to enhance economic development in Australian rural areas?



# **10.1**

## **Haunted Hills Bike Park**

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Trail Master Plan- Haunted Hills Bike Park  
Client- Gippsland MTB Club

**We are a team of specialist consultants, designers and construction experts dedicated to the design, construction and management of innovative and sustainable mountain bike trails and facilities. We produce fresh and exciting trail concepts based upon proven construction technologies.**

*'We are mountain bikers at heart, and will never grow tired of playing in the dirt. We bring with us a true passion and commitment to supporting the progression of our sport.'*



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**Report Authors: Simon French, Luke Chiu, Lauren French**

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***Latrobe City Council, Gippsland MTB Club***

**Disclaimer;**

The contents of this report, including all advice and/or recommendations unless otherwise stated entirely represent the views of *Dirt Art* and not of the client/s, their advocates, stakeholders of the general public. *Dirt Art* has attempted to provide the best available advice and recommendations across all aspects of this report, though any such advice and recommendation must be considered against a range of factors, all of which may not have been available to *Dirt Art* at the time of completing this report.

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Executive Summary

## 1 Executive summary

The Haunted Hills Bike Park Trail Master Plan has been developed to provide a clear pathway towards developing Haunted Hills Bike Park into a significant gateway trail network and skills development facility, which will attract strong interest from both local and visiting riders. Haunted Hills Bike Park (HHBP) is located approximately 2 hours from the Melbourne CBD, sitting strategically amongst a range of other current and emerging mountain bike opportunities in the Latrobe Valley.

The Haunted Hills Bike Park site offers a diverse landscape of grassy agricultural land, and natural bushland, which provides an excellent canvas for high-quality trail development.

The TMP process has been based around the following strategic objectives;

- **Develop a diverse 'gateway' trail network providing a range of skills development opportunities for all rider skill levels**
- **Provide a range of trail experiences suitable for beginner through to elite riders**
- **Provide cost-effective, feasible trail concepts and design, which offer potential for world-class trail construction**
- **Develop a suite of trail experiences that offer a genuine point of difference, and an attraction to visiting trail users**
- **Develop a range of trail experiences that provide opportunities for genuine regional economic benefit**

The TMP process has involved the following tasks;

- **Consult with users and key stakeholders, to establish the prevailing wants and needs for ongoing facility management, upgrade and expansion**
- **Develop concept trail designs, proposing potential trail network expansion**
- **Develop a structured action plan, proposing a prioritised pathway for future maintenance, upgrade, management and development in the area**

The Haunted Hills Bike Park area offers truly significant potential to be developed as one of Australia's leading gateway mountain bike destinations, and to a standard that would attract significant non-local attention. Located within riding distance of the popular, well-serviced town of Moe and Yallourn North, offering an excellent soil type and gentle rolling hills, the Haunted Hills Bike Park site offers all of the key attributes required to develop a truly world-class gateway trail destination.

The Haunted Hills Bike Park Trail Master Plan provides a clear pathway towards development of a diverse range of mountain bike experiences, which if enacted would undoubtedly establish the Haunted Hills Bike Park area as one of Australia's leading gateway mountain bike destinations.



Glossary of Key Terms

## 2 Glossary of key terms

Term	Definition
<b>All-mountain</b>	A term describing rugged or adventurous cross country riding, often with a descending focus
<b>Bench</b>	The cut made into a side slope to provide a trail tread/surface
<b>Berm</b>	A banked corner, designed to make for faster and easier corner
<b>Camber</b>	Trail surface side slope angle. Positive camber refers to an in-sloping trail, negative camber refers to an out-sloping trail
<b>Double jump</b>	A jump with a defined gap between take off and landing
<b>Drop off</b>	A section of trail which forces or promotes riders to jump or launch off a flat or gradually inclined/declined ramp, which is often a log or rock
<b>Fall line</b>	A term used to describe a trail that is aligned directly down/up the contours of a hill, or on a sustained descent/ascent across the contour of a hill
<b>Flow</b>	A term used loosely to describe the free flowing nature of a trail. Typically flowing trails feature minimal braking and little need for intense pedalling
<b>Flow trail</b>	A trail with a smooth trail tread and a three-dimensional character, including bermed (banked) corners, roller and jumps. This style of trail is typically design to reduce of exclude braking through carefully considered speed prediction.
<b>Gateway trail network</b>	A typically urban mountain bike trail network that provides a 'gateway' into more advanced mountain bike opportunities.
<b>Grade reversal</b>	A reversing of the gradient/slope of a trail. Grade reversals maintain trail flow while providing a permanent drainage solution
<b>IMBA</b>	The International Mountain Bicycling Association. The world body responsible for trail advocacy and for providing internationally recognised trail difficulty rating systems
<b>MTBA</b>	Mountain Bike Australia. Australia's peak governing mountain bike body
<b>Rock garden</b>	A typically uneven rock trail surface
<b>Roller</b>	A domed mound used to improve flow and/or drainage. May be used by riders to either increase or decrease speed
<b>Singletrack</b>	Narrow trail, typically offering a tread less than 900mm in width
<b>TDRS</b>	The IMBA trail difficulty rating system for mountain biking
<b>Table top jump</b>	A jump with a flat/in-filled space between take-off and landing
<b>Technical trail</b>	A trail that typically features a rougher, more natural trail surface. Technical trails often have a narrow tread and may feature a number of technical features such as rocks, roots and drop-offs
<b>TMP</b>	Trail Master Plan

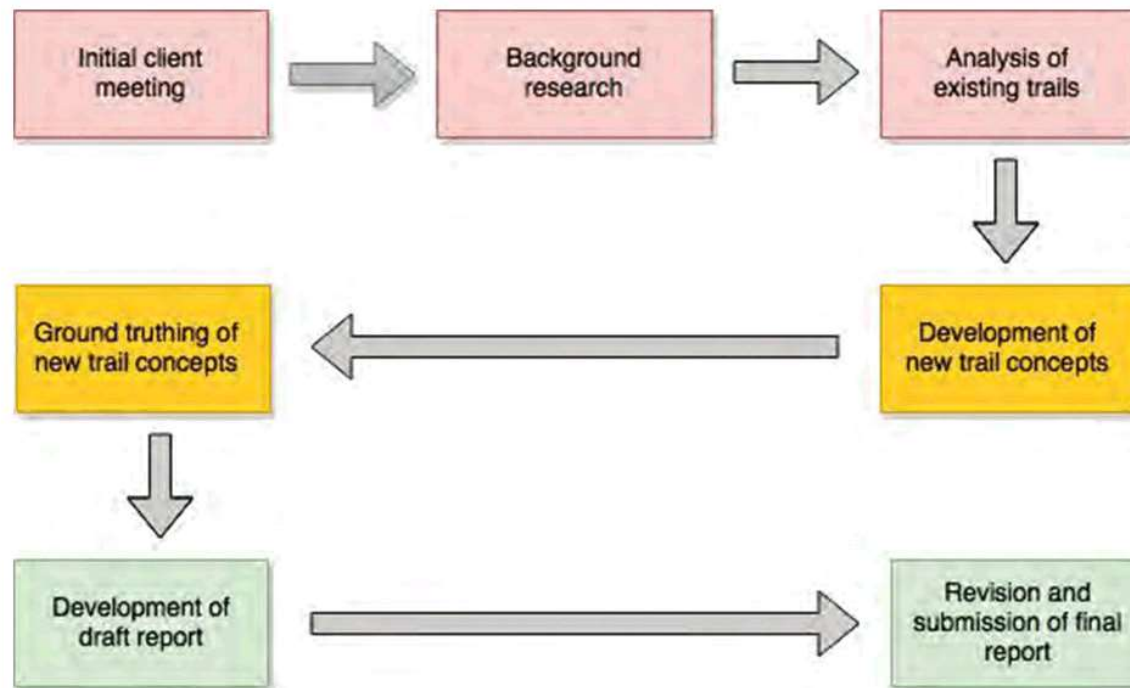


Project Overview

### 3 Project Overview

#### 3.1 Project Methodology

*Dirt Art* has employed the following methodology in developing this trail master plan;





## 3.2 Planning and design context

### 3.2.1 Overview

The development of any mountain bike trail or facility must be undertaken with an approach that is sensitive and considerate to the natural environment in which the development area is located. *Dirt Art* have carefully considered the natural environment and values of the Haunted Hills Bike Park site in developing this TMP, ensuring minimal disturbance to the natural environment and disruption to other current user groups. In general terms, the environmental value of the Haunted Hills site is considered low-moderate given the cleared nature, and agricultural history of the site.

*Dirt Art* undertake a comprehensive background analysis during the formation of all trail master plans. This background research ensures all relevant past planning and research documents are considered when formulating the final facility plan.

*Dirt Art* also place a strong emphasis on developing a plan that will target key demographics in both a local and tourist user context. The TMP provided has proposed trails and facilities that will cater for key local demands, and also provide significant points of difference to attract visiting riders. *Dirt Art* have developed the TMP to capitalise on the key attributes of the site, to ensure that the resulting trail developments will provide a wide range of sustainable, world-class and in-demand mountain biking experiences.

### 3.2.2 Natural Environment, native flora and fauna

The Haunted Hills site is predominantly agricultural land, featuring rolling grassy hills. Areas of the site are lightly wooded with the south west area of the site featuring an ex-land fill area. In general terms, the environmental value of the Haunted Hills site is considered low to moderate, given the cleared nature, and agricultural history of the site.

New trails proposed in this plan feature predominantly gentle, sustainable gradients, which largely eliminates issues associated with erosion and sediment dispersion, resulting in a greatly reduced or eliminated environmental impact. A limited number of trails feature steeper, more sustained gradients to meet the needs of more experienced gravity-orientated riders. These trails provide for a section of the market that is arguably not well catered for in Victoria. *Dirt Art* suggest that if developed and managed appropriately, these trails will have no net negative impact on the local and surrounding area natural environment.

### 3.2.3 Existing user groups

There are currently no established user groups of the Haunted Hills Bike Park site. Much of the site is currently held under agricultural lease. Notably this lease would have to conclude or be terminated to allow for development of the bike park.

Walking is not recommended on the proposed trail network due to its mountain bike-specific design. It is also considered unlikely that there will be demand from walkers due to the distance of the site from the urban centres of nearby towns.

At present there are no existing trails on the site.

### 3.2.4 Target demographics

*Dirt Art* suggests this facility and trail network is best targeted specifically to mountain bike users, with the current trail plan having been developed to facilitate skill progression from small children and absolute beginner riders, through to elite level riders. The facility as designed is not suitable for shared-use trail activity.

*Dirt Art* suggests that the development should target riders of all skill levels, particularly given the peri-urban location of the site, and the relatively small, greenfields development area. A focus has been placed on developing high quality, beginner mountain bike trail experiences, which will cater for riders who otherwise lack opportunities in the local and surrounding areas. The Haunted Hills Bike Park area will attract the 'destination mountain biker', though appeal will also be moderate-high for local riders looking for an adventure trail riding experience. The proposed volume of trails will ensure that there is an experience suitable for all comers, though a distinct focus has been placed on safe skill progression for beginner-intermediate riders.

Trail network structure has been developed to provide a clear progression in difficulty between trails, with more challenging trails generally placed in more remote areas of the network, and beginner trails located close to main trail heads. This traditional IMBA 'stacked loop' trail structure provides optimal user safety, and network flow and functionality.

### 3.3 Regional and state-wide context

#### 3.3.1 Current Victorian mountain bike opportunities

The following major mountain bike opportunities are available in Victoria;

Victoria- North		
Facility	Type and style of trails and facilities	Trail Volume (approx.)
Shepparton	XC, AM, DH	~30km
Echuca/Moama	XC	~8km

Victoria- North East		
Facility	Type and style of trails and facilities	Trail volume (approx.)
Bright	XC, AM, DH	~50km
Mount Beauty	XC, DH	~35km
Falls Creek	XC, AM, DH	~25km
Haunted Hills Bike Park	XC, AM	~10km
Buxton	XC	~25km
Mount Baw Baw	XC, DH	~10km
Kinglake	DH	~5km
Mount Buller	XC, AM, DH	~50km

Victoria- East/South East/South		
Facility	Type and style of trails and facilities	Trail volume (approx.)
Mount Taylor	XC, AM, DH	~10km
Colquhoun Forest	XC	~20km
Nowa Nowa	XC	~20km
Blores Hill	XC	~20km
Lysterfield	XC, AM	~30km
You Yangs	XC, AM, DH	~65km

Victoria- North West/West/South West		
Facility	Type and style of trails and facilities	Trail volume (approx.)
Bendigo	XC	~20km
Ballarat	XC, DH	~20km
Forrest	Cross country	~45km

### 3.3.2 Planned and potential Victorian mountain bike opportunities

Development	Location	Type and style of trails and facilities	Development stage
Black Hill MTB Park	Ballarat	DH, XC, AM, DJ, Skills	Tender for design awarded February 2015
Harcourt MTB Park	Harcourt	XC, AM, Skills	Design completed, funding for construction promised
Red Hill	Mornington Peninsula	XC, AM, DH	Feasibility completed. Detailed design required.

The Haunted Hills Bike Park TMP has proposed management, upgrade and development opportunities that will ensure that the Haunted Hills Bike Park area compliments other mountain bike experiences in the Gippsland region, while also considering broader opportunities across Victoria, to ensure that the resulting development will prove attractive to both local and visiting riders.

### 3.4 Other design considerations

The following design considerations have also been employed during the formation of this trail master plan and accompanying trail designs;

- **Safe skill progression-** This is achieved through the design of trails that allow riders to 'warm up' on easy trails, with the trails becoming more challenging further through the network.
- **Opportunities for ride variety-** The network design provided allows for multiple loop options, allowing for a variety of different riding options suitable for all skill levels.
- **Positive/negative controls-** There a number of attractive attributes and areas in the Haunted Hills Bike Park area. These key attributes have where possible been included along the routes of the proposed trails. Negative controls such as areas disturbed extensively by human activity, areas presenting uneconomic trail construction conditions, and any areas containing threatened flora/fauna communities have been avoided during trail planning

## 4 Hierarchy of mountain bike destinations

### 4.1 Overview

The below provides an indicative hierarchy of trails in a local, state wide and international context. The hierarchy provided is to be considered a guide only, with a number of variations affecting the likely popularity and status of any given trail/facility.

### 4.2 Internationally significant destination

#### 4.2.1 Key requirements

Attribute	Minimum requirement
<b>Trail volume</b>	100km cross country trails and/or 50km gravity trails
<b>Proportion of purpose built trails</b>	90%
<b>Minimum vertical elevation range</b>	200m
<b>Location requirements</b>	<3 hrs from major airport <30 minutes from major highway/road
<b>Proximity to local town/resort/city</b>	<10km
<b>Trail difficulties offered</b>	All
<b>Minimum proportion of professionally built trail</b>	70%
<b>Minimum ancillary facilities required</b>	<ul style="list-style-type: none"> <li>- Skills development area/trail</li> <li>- Pump track</li> </ul>
<b>Trail head facilities</b>	<ul style="list-style-type: none"> <li>- Signage</li> <li>- Toilets</li> <li>- Showers</li> <li>- Bike wash</li> <li>- Shelter</li> <li>- Seating</li> </ul> PLUS <ul style="list-style-type: none"> <li>- Bike shop retail and hire</li> <li>- Café and/or F&amp;B outlet</li> </ul>
<b>Minimum service offerings</b>	<ul style="list-style-type: none"> <li>- Skills coaching and/or tours</li> <li>- Bike repair/maintenance</li> </ul>

#### 4.2.2 Potential outcomes

Item	Outcome
<b>Potential visitation (non local)</b>	100k-200k per annum
<b>Potential economic benefit</b>	\$30- 60m per annum

### 4.3 Nationally significant trail destination

#### 4.3.1 Key requirements

Attribute	Minimum requirement
<b>Trail volume</b>	60km cross country trails and/or 15km gravity trails
<b>Proportion of purpose built trails</b>	70%
<b>Minimum vertical elevation range</b>	100m
<b>Location requirements</b>	<4 hrs from major airport <1 hour from major highway/road
<b>Proximity to local town/resort/city</b>	20km
<b>Trail difficulties offered</b>	Green, blue, black
<b>Minimum proportion of professionally built trail</b>	40%
<b>Minimum ancillary facilities required</b>	NA
<b>Trail head facilities</b>	<ul style="list-style-type: none"> <li>- Signage</li> <li>- Toilets</li> <li>- Bike wash</li> <li>- Shelter</li> <li>- Seating</li> </ul>

#### 4.3.2 Potential outcomes

Item	Outcome
<b>Potential visitation (non local)</b>	50k-100k per annum
<b>Potential economic benefit</b>	\$15- 30m per annum

## 4.4 State significant trail destination

### 4.4.1 Key attributes

Attribute	Minimum requirement
<b>Trail volume</b>	30km cross country trails and/or 7.5km gravity trails
<b>Proportion of purpose built trails</b>	50%
<b>Minimum vertical elevation range</b>	50m
<b>Location requirements</b>	<5 hrs from major airport <2 hrs from major highway/road
<b>Proximity to local town/resort/city</b>	40km
<b>Trail difficulties offered</b>	Green or blue and black and/or double black
<b>Minimum proportion of professionally built trail</b>	20%
<b>Minimum ancillary facilities required</b>	NA
<b>Trail head facilities</b>	- Signage - Shelter

### 4.4.2 Potential outcomes

Item	Outcome
<b>Visitation volume (non local)</b>	25k-50k per annum
<b>Broad economic benefit</b>	\$5- 10m per annum



## 4.5 Local level trail destination

### 4.5.1 Key attributes

Attribute	Minimum requirement
Trail volume	10km cross country trails and/or 2.5km gravity trails
Proportion of purpose built trails	25%
Minimum vertical elevation range	NA
Location requirements	NA
Proximity to local town/resort/city	NA
Trail difficulties offered	NA
Minimum proportion of professionally built trail	NA
Minimum ancillary facilities required	NA
Trail head facilities	- Signage

### 4.5.2 Potential outcomes

Item	Outcome
Visitation volume (non local)	5k-10k per annum
Broad economic benefit	<\$1m per annum

## 4.6 Alternative developments

Notably, establishing key points of difference in a development can significantly lower the required trail volume to create market appeal. For example, well developed urban skill centres (such as Valmont Bike Park in Denver, USA) can have a profound national and international impact despite featuring relatively low volumes of trail.



## The Mountain Bike Market- Overview

## 5 The Mountain Bike Market- Overview

### 5.1 The Mountain Bike Market- National and Local

#### 5.1.1 History

Mountain biking has been well established in Australia since the early 90's, though the sport really began to prosper in the mid-late 90's, which saw a period of some of the first purpose-built mountain bike infrastructure in Australia. In 2004 some of Australia's first large-scale mountain bike parks were developed, namely Glenorchy Mountain Bike Park in Tasmania and Mount Stromlo in Canberra. Prior to these developments, mountain biking was taking place largely on existing walking trails and on informal trails created by the riders themselves.

Between 2005 and present day there have been significant advances in mountain bike technology, which is contributing to defining the type of riding experience achievable for and desired by riders. While some trends in riding have come and gone, the disciplines of downhill and cross country have remained, with some blurring between these styles of riding with the emergence of the all-mountain bicycle.

#### 5.1.2 Current market

The current mountain bike market is dominated by longer travel cross country mountain bikes, broadly referred to as 'all mountain' bicycles. This style of bike is incredibly capable at both climbing and descending, and has effectively increased the capability of the average rider.

Currently riders are seeking a broad range of experiences from local urban and peri-urban trails through to remote wilderness style longer distance riding experiences. Generally speaking the mountain bike tourist market is seeking these destination, adventure experiences in more remote natural environments, involving longer distance loops or point-to-point trails. Trails proximate to urban areas are typically most popular with local riders because of their accessibility and convenience though may be ridden by visitors drawn to an area for other experiences.

Research indicates that the current demographic of riders is predominately male, with an age of 30-40 years and a high disposable income<sup>1</sup>. This market is a key target for tourism as they are seeking longer, destination-based' stays and typically seek out high quality dining and accommodation options.

---

<sup>1</sup> Koepke, J. (2005) Exploring the Market Potential for Yukon Mountain Bike Tourism, Cycling Association of Yukon, Canada, page 5.

### 5.1.3 Current participation and economic data- Australia

Despite anecdotal evidence of high levels (and growing) participation of mountain biking in Australia, current participation data for mountain biking in Australia is distinctly lacking, though as new commercial venues emerge more data is becoming available. Traditionally the recording of trail usage numbers has been a relatively rare practice, though in a current climate often characterised by particularly frugal government and corporate investment this practice is increasing being used to justify investment in trails.

The most reliable data source that has been available over the last decade has been the Exercise, Recreation and Sport Survey (ERASS) that was undertaken annually between 2001 and 2010<sup>4</sup>. This data includes mountain biking within a broader 'cycling' data set, however the trends are likely to be consistent across mountain biking specific participation. During this period cycling participation grew from 9.5% to 11.9%, representing a growth in participation of approximately 25% over this period. During this period cycling consistently ranked as the fourth most frequently undertaken recreational activity (after walking, swimming, and aerobics), further reinforcing the high levels of participation.

Of note the ERASS data excludes children in the survey. The Australian Cycling Participation Survey (2015) that was commissioned by the Australian Bicycle Council, which does include children's participation, records a participation rate as high as 17.4% of Australians that had ridden a bicycle in the previous week; and 36.3% that had ridden within the last year.

### 5.1.4 Local participation data- Victoria and Gippsland

Cycling participation in Victoria is generally consistent with the national average. The above noted ERASS data reports that cycling participation in Victoria grew from 12.1% in 2001 to 12.7% in 2010 (compared to 9.5% to 11.9% nationally).

The above noted Australian Cycling Participation Survey (2015) that includes children in the sample reports that 16.6% of Victorians cycled within the last week, and 35.9% within the past year (compared to 17.4% and 36.3% nationally).

Gippsland-specific participation data is not available, however there is no obvious reason to expect significant variations to the National or Victorian figures noted above.

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<sup>4</sup> It is noted that the ABS has since begun collecting the sport and recreation participation data, however differences in sampling methodologies mean the data sets cannot be directly compared.

Sample data from some of Victoria's key mountain bike destinations can be found below;

**Mount Buller (Victoria)** have invested over \$1m over a four-year period in developing predominantly all mountain and cross country mountain bike trails. Data for the resort from the 2011/12 summer recorded a total rider count of 23,000 over a five month period.<sup>5</sup>

**You Yangs (Victoria)** have recorded rider numbers of approximately 90,000 per annum in 2011, though a higher true count is expected due to the various entry points used for the park.<sup>6</sup>

#### 5.1.5 Current Participation and economic data- International

Internationally, New Zealand is Australia's closest competitor in the mountain bike tourism market. While New Zealand offers significant volumes of trails, not all trails are necessarily of a world-class standard, often involving fire trails and access roads to add volume to trail distances. Examples of participation in an international context can be seen below.

**Rotorua (South Island New Zealand)** is perhaps New Zealand's most recognised and loved mountain bike destination. The 120km+ trail network is regarded around the world for its fast, flowing trails through a working pine forest. Research by APR consulting found that approximately 33% of visitors to the forest in 2007 were Australian<sup>7</sup>. It was recently reported that mountain bike activity in Rotorua is generating \$10.2m per annum, as opposed to the \$4.6m (one time) in export revenue potentially generated by logging the forest<sup>8</sup>.

**Whistler Mountain Bike Park (Canada)** is perhaps the world's most recognised mountain bike park, offering one of the highest volumes of trail in one venue anywhere in the world. Mountain bike activity in Whistler attributed some \$34m to the local economy in 2006<sup>9</sup>.

#### **Bike Park Wales (United Kingdom)**

<sup>5</sup> www.world-trail.com accessed 25<sup>th</sup> November 2012.

<sup>6</sup> Data provided by Parks Victoria staff July 2011.

<sup>7</sup> Recreational Use and Economic Impact of Whakarewarewa Forest (2009 Update), APR Consultants

<sup>8</sup> The New Zealand Herald January 17<sup>th</sup> 2012, *Bikes bring more money than wood from Rotorua forest*

<sup>9</sup> Sea to Sky Mountain Biking Economic Impact Study, Whistler Report. Western Canada Mountain Bike Tourism Association, 2007.

Bike Park Wales has been open for two years, and has sold out shuttle service tickets on every day of operation. The facility features 29.5km of gravity trails, suitable for both all mountain and downhill users. Visitation to the site tops 60k per annum.

#### **Park City, Utah (United States of America)**

Mountain bike visitation in 2014 is projected to top 1m users<sup>10</sup>.

#### **Oregon (United States of America)**

Cycle tourism (predominantly mountain biking) was worth over \$400m to the state in 2013, with cycle tourist spending on average 20% more than general tourists<sup>11</sup>.

#### **5.1.6 The future**

The sport of mountain biking has continued to see sustained and exponential growth both in Australia and overseas. With current demand for high-quality riding opportunities still far exceeding supply, there exists significant potential to see excellent return on investment when developing world-class mountain bike trails and facilities.

The next few years will see bike technology stabilise following a huge increase in bicycle capability in the past five years. The all mountain category of riding will continue to grow, resulting in an increasing demand for more challenging, descending-focussed riding. *Dirt Art* suggests that the next five years will see a huge increase in demand for chairlift or shuttle accessed descending cross country and all mountain trail experiences.

<sup>10</sup> Information provided by Park City Regional Tourism Board

<sup>11</sup> Information provided by Destination Oregon.



The socio-economic benefits of investing in mountain bike trails and infrastructure

## 6 The socio-economic benefits of investing in mountain bike trails and infrastructure

### 6.1 Environmental benefits

Investment in mountain bike infrastructure has many proven benefits to the natural environment. While the initial construction of trails does result in some minimal environmental disturbance, in many cases the resulting trail delivers a net benefit to the environment it resides in. Some environmental benefits associated with mountain bike trail development are;

- **Establishing a sustainable, low impact use in natural areas**, which in many situations results in significant economic activity. This economic activity can be used to justify social use of our natural spaces rather than high impact uses such as logging and mining.
- **Passive removal of less desirable users**; Establishing mountain bike activity in an area is proven to passively remove less desirable users of natural areas. These users include; motor bike riders, 'wood hookers', vandals and four wheel drivers.
- **Opportunities for improving the environmental integrity and amenity of the area**; In many situations mountain bike developments have also involved significant efforts to restore the environmental quality of an area. This activity may include, drainage and waterway works, replanting, soil and sediment stabilisation, and weed management.

### 6.2 Social benefits

Mountain biking provides significant social benefits to communities, and is one of the few outdoor recreational pursuits embraced by all ages and demographics. Recognised social benefits of mountain bike infrastructure development area;

- Provision of an accessible, enjoyable sporting venue suitable for all ages and demographics
- Most facilities are highly-inclusive and accessible and enjoyable by all in society
- A reduction in obesity through the provision of a safe and accessible sporting opportunity
- A high level of interest from schools who are already embracing mountain bike facilities as components in their school sporting programs
- A social and inclusive sporting facility that encourages group riding, companionship and the development of new friendships



### 6.3 Potential economic benefits

Mountain biking is one of the fastest growing areas of unstructured recreation in Australia and around the world. Mountain biking has a proven history of stimulating regional and urban economies, through growing local use and a rapidly expanding adventure tourism sector.

Recent research commissioned for the North East Tasmania Mountain Bike Development<sup>12</sup> conducted by the *Tourism Research Council (TRC)* has found that;

- Expenditure habits of mountain biker tourists are representative of average tourist spends
- International and interstate tourists spend on average \$205 per night
- Visitor expenditure per person for intrastate visitors is \$113 per night and \$90 per day

In an international context mountain biking is having a profound economic impact for many regions;

- The Whakarewarewa Forest in Rotorua New Zealand recorded mountain bike-related annual expenditure of \$8.5m<sup>13</sup> in 2009
- In 2006 mountain bike trail networks in the Whistler area of British Columbia, Canada were found to have directly contributed \$10.3 CDN to the local economy from out of town riders<sup>14</sup>. It is now widely recognised that the mountain bike market contributes more to the local economy than the winter ski/snowboard market at the Whistler Resort.

While the above examples are clearly related to large-scale trail networks and a well-established mountain bike brand, the potential economic impacts for the Haunted Hills Bike Park region are not insignificant.

<sup>12</sup> Tourism Research Council (2012), Potential for Mountain Biking in North East Tasmania- Market Demand and Economic Assessment, Page 21

<sup>13</sup> Recreational Use and Impact of Whakarewarewa Forest: 2009 Update. Rotorua District Council/APR 2009

<sup>14</sup> Sea to Sky Mountain Biking Economic Impact Study, MBTA 2006

Based upon a scenario of a group of three riders visiting Haunted Hills Bike Park for a weekend (two day) trip, the following economic impact can be derived. For the purposes of this calculation the daily spend has been calculated as a direct average between both intrastate and interstate/international visitation, which is suggested as a very low-range estimate (\$159 per person, per day);

- Spend per day: \$477.00
- Total spend: \$955.00

*Dirt Art* suggests that with targeted future trail development at Haunted Hills Bike Park has potential to introduce over 10,000+ new visitors per annum to the local area. This figure is based upon a number of market research projects undertaken across Australia. The base economic benefit using the above rationale of 10,000 people per annum, staying for one two-day stay, would be \$3.18m per annum.

**Using a standard economic benefit multiplier for tourism (0.9x), and using visitor numbers at the above level, based upon a short, two-day stay in the area, the potential economic impact to the local area is \$6.042m+ per annum.**

(Please note: These above are approximate, estimated figures only).



The Haunted Hills Bike Park Site

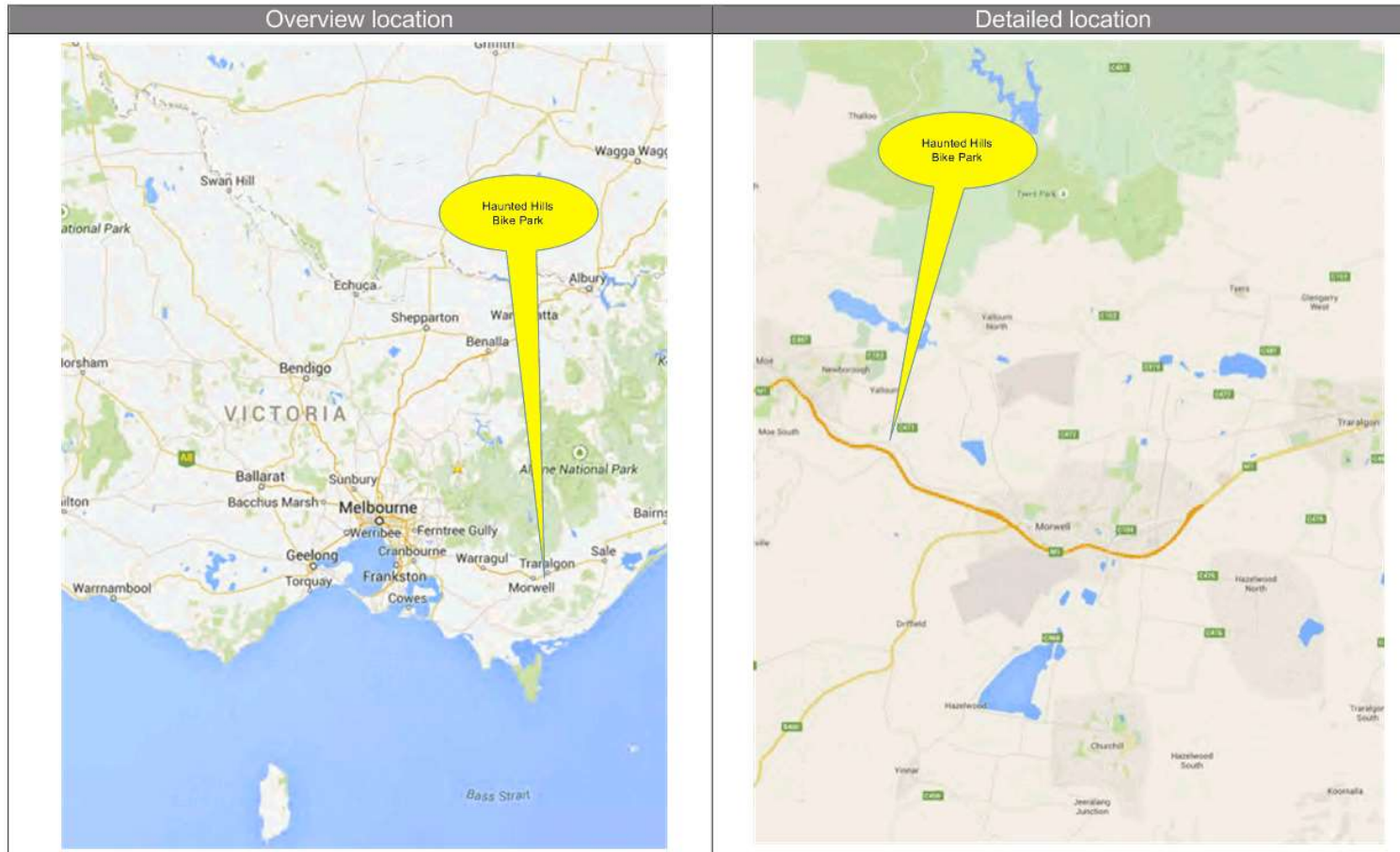
## **7 The Haunted Hills Bike Park Site**

### **7.1 Location**

The Haunted Hills Bike Park area is located 140km east of Melbourne, in a region with a number of existing formal and informal mountain bike trails and facilities. Haunted Hills Bike Park is accessed via a network of arterial sealed roads, which offer predominantly highway driving conditions

Haunted Hills Bike Park is located a short, 5-10 minute drive from a number of nearby towns, including; Yallourn, Yallourn North, Newborough, Moe, Morwell and Traralgon.

A location map can be found over the page.



## **7.2 Land Tenure**

### **7.2.1 Overview**

The Haunted Hills site is crown land managed by the Latrobe City Council. Areas of the site are understood to be currently under lease for grazing purposes. Notably, grazing leases would require expiration/termination to facilitate the development.

A lower section of the site is currently utilised as a council depot/storage. This area has been proposed for development as the skills and pump track area,

### 7.3 Quick facts

Site location	Haunted Hills Road, Latrobe Valley, Victoria
Soil type/s	Sandy loam
Predominant geographical features	Rolling hills (20-40% grades), with some limited steep (40-60%) grades.
Total elevation variation	~40m
Annual rainfall	637mm (www.bom.gov.au)
Predominant vegetation types	Agricultural grasses, limited native and non-native shrubs and trees
Total volume of new proposed trails	10.1km
Available amenities	Nil

### 7.4 Services and amenities

A breakdown of services and amenities can be found below;

Service type	Availability/description
Accommodation	Various- 2>4 star
Food and beverage	Various- budget> mid level
Medical	Medical centre- business hours 24hr regional centre hospital (Traralgon)
Supermarket	Yes
Bike Retail Store	Haunted Hills Bike Park- No Nearby towns- Yes
Bike hire	Nil
Existing tourism operators	Nil

## **7.5 Geology and geomorphology**

### **7.5.1 Terrain and topography**

The Haunted Hills site consists of predominantly rolling hills (20-40% grade), with some limited areas of the site featuring steep grades (40-60%). Small upper areas of the site feature flatter, shallower grades of 5-20%.

The site has a number of shallow gullies, which feature shallow depressions. These areas are predominantly dry and do not pose any significant issues for construction.

### **7.5.2 Soils**

The prevailing soil type is a sandy loam, which when excavated to an adequate depth is anticipated to provide a stable, sustainable trail surface. It is likely that surface and sub-surface soils (0-100mm surface depth) will not provide a viable trail base or surface, and should be dispersed during construction.

It is not anticipated that any sub surface bedrock or substantial floating rock will be unearthed during construction. Any rock required for construction will need to be imported to the site.

## **7.6 Vegetation types**

The prevailing vegetation type across the site is low-lying agricultural grasses. These grasses will require adequate excavation during construction, which will include removing the root bed to restrict re-growth into the trail surface. Due to the likely depth of these grasses, trails across shallower gradients may require back filling to create a suitable trail surface.

The north-east area of the site features areas of native eucalypt forest. The trail network proposed would retain all semi-mature and mature native tree species (above 150mm trunk diameter).





Proposed New Trail Concepts

## **8 Proposed New Trail Concepts**

### **8.1 Overview**

As a component of the Haunted Hills Bike Park Trail Master Plan process a number of new trail alignments have been proposed. These new trail alignments have been developed to address key demands expressed by users and to establish a large-scale skill development facility. New proposed trails have been placed in areas conducive to economical, world-class trail construction, and in areas where environmental values are typically lower.

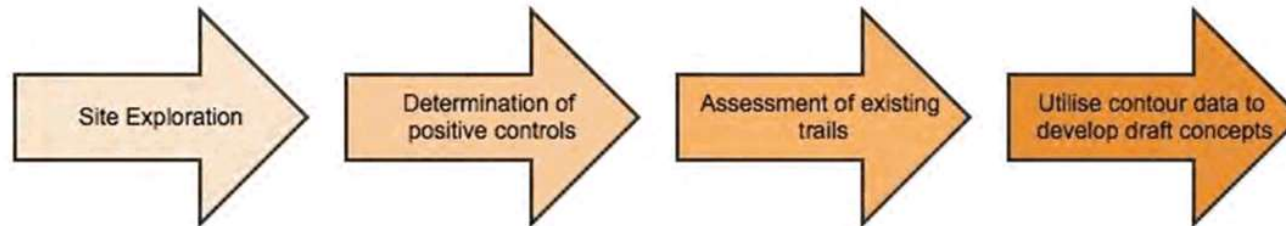
### **8.2 Guiding design principles**

New trail concepts proposed have been developed based upon a number of guiding principles. All trails are listed in priority (numbered) order, based upon a suggested staging approach to trail construction. Overall project priority staging can be found in the action plan for this project. Guiding principles for the new trail concepts proposed are as follows;

- Develop trails in a way that is sympathetic to the environmental, cultural and social values of the Haunted Hills Bike Park area
- Provide high-quality, purpose-built beginner trail experiences that focus on fun, free-flowing trail experiences
- Design trails to provide structured trail heads/intersections, to allow simple navigation and optimal network flow
- Develop a range of new trails to provide multiple, long distance riding loop options in the area
- Integrate positive controls such as viewing points and unique landscapes to provide an iconic, unique trail experience
- Develop an area focusing on iconic descending trail experiences, capitalising on maximum available elevation in the area

### 8.3 Overview of the concept design process

All new trails proposed in this document have been developed as working desktop concepts, and do not represent detailed trail designs. *Dirt Art* undertakes a structured concept design process, based upon the below workflow;



Some alignments proposed have been ground truthed, though many concepts have only been ground truthed in a limited capacity or not at all. Concepts have in most cases been designed to feature average gradients of approximately 4-7%, and to reside in areas conducive to construction of economical, high quality trail infrastructure. Average gradients have been calculated using detailed contour and elevation data for the target area.

## **8.4 Trail Zones**

### **8.4.1 Overview**

The Haunted Hills site has been divided into three trail zones, based on the suggested prioritisation of trail development.

Zone One is intended for stage one development, due to its location to car parking and proposed higher volume of beginner-friendly trails.

Zone Two is proposed for stage two development, due to its more remote location and higher volume of intermediate-advanced trails. Potential exists to combine stages one and two if budget and approvals allow.

Zone Three has been highlighted as an area for future potential trail development only at this stage in the planning process.

An overview of proposed trail zones can be found over the page.

8.4.2 Trail zones map



## 9 Summary of all proposed new trails

### 9.1 Summary- Distance and difficulty

Trail	Distance (km)	IMBA TDRS	Stage
1	0.4	Green Circle	One
2	1.5	Green Circle	One
3	0.5	Blue	One
4	0.5	Blue	One
5	0.6	Blue	One
6	0.6	Black	One
7	2.5	Green	Two
8	1.6	Blue	Two
9	0.7	Blue	Two
10	1.2	Black	Two
<b>Total</b>	<b>10.1km</b>		

### 9.2 Trail difficulty breakdown

Green Circle	Blue Square	Black Diamond	Double Black Diamond
4.4km	3.9km	1.8	0
43%	39%	18%	0%

### 9.3 All trails map





Zone One Trails



### 9.4 Zone One Trails

#### 9.4.1 Summary of proposed trails- Zone One

Trail	Distance (km)	IMBA TDRS	Priority
1	0.4	Green Circle	High
2	1.5	Green Circle	High
3	0.5	Blue Square	High
4	0.5	Blue Square	High
5	0.6	Blue Square	High
6	0.6	Black Diamond	High
<b>Total</b>	<b>4.1km</b>		

Green Circle	Blue Square	Black Diamond	Double Black Diamond
1.9km	1.6km	0.6km	0km
46%	39%	15%	0%

Trail Specifications-Trail One	
<b>Length</b>	0.4km
<b>TDRS</b>	Green Circle
<b>Tread width</b>	1200mm (nominal)
<b>Trail Style</b>	Flow with skill development elements
<b>Description</b>	Trail one is proposed as a short, beginner/child-friendly trail that would include a number of basic skill development trail features. These features may include; rock sections, balance beams, logs, berms, rollers and flat corners. The trail is situated to provide for active surveillance by parents/guardians, making it a perfect opportunity for young children to safely develop fundamental mountain bike skills.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (1.5-2.5t)

Trail Specifications-Trail Two	
<b>Length</b>	1.5km
<b>TDRS</b>	Green Circle
<b>Tread width</b>	1200mm (nominal)
<b>Trail Style</b>	Flow
<b>Description</b>	Trail Two is designed to act as a gentle progression from Trail One, providing a longer distance loop format trail, which circumnavigates the Zone One area. Proposed as a machine-built flow trail, the trail would feature a range of berms and rollers, and is also suggested to include skill development features suitable for safe skill progression by beginner riders. The trail has a gentle but sustained climb and descent, providing an accessible but genuine mountain bike trail experience that is a perfect introduction to the sport for new riders.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (1.5-2.5t)

Trail Specifications-Trail Three	
<b>Length</b>	0.5km
<b>TDRS</b>	Blue Square
<b>Tread width</b>	1000mm (nominal)
<b>Trail Style</b>	Flow/Technical
<b>Description</b>	Trail three is proposed as a short machine-built descending trail, which would act as a gentle progression from the descent of Trail Two. The trail is proposed to offer both flow and technical trail elements, with a number of natural rock trail features providing for safe skill progression. There is scope to develop small table top jumps in sections of the trail, which should be in open areas with clear fall zones. Jump heights are proposed to be no higher than 1200mm, with all jumps to have gentle take off and landing transitions.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (1-1.7t)

Trail Specifications-Trail Four	
<b>Length</b>	0.5km
<b>TDRS</b>	Blue Square
<b>Tread width</b>	1000mm (nominal)
<b>Trail Style</b>	Technical
<b>Description</b>	Trail Four is proposed as an alternative climb to the core climb in Trail Two. The trail would provide a clear progression in difficulty from the Trail Two climb, offering a more direct, steeper climbing experience, with a number of optional technical trail features installed. The trail would be developed to offer users an opportunity to develop the skills required to climb steeper, more technical trails in an experience that supports safe skill progression. The trail is proposed as a machine built trail with potential for machine and hand built technical elements.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (1-1.7t)

Trail Specifications-Trail Five	
<b>Length</b>	0.6km
<b>TDRS</b>	Blue Square
<b>Tread width</b>	1500mm (nominal)
<b>Trail Style</b>	Flow/Jump
<b>Description</b>	Trail Five is proposed as an intermediate flow/jump trail, with larger berms, jumps and rollers. The trail would be suitable for safe jumping skill progression by both downhill and cross country/all mountain riders. The trail would be populated with frequent jumps, which should all be table top in form, with a maximum lip height of 1200mm. Take off and landing transitions should be gentle and rollable by a rider of moderate skill. Potential exists for installation of a range of 'bike park-style' built trail features such as drop offs (avoidable only) and timber berms/wall rides. Notably, these features should only be installed in open areas with good site lines, clear entry/exits and clear fall zones.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (2.5-3.5t)

Trail Specifications-Trail Six	
<b>Length</b>	0.6km
<b>TDRS</b>	Black Diamond
<b>Tread width</b>	1500mm (nominal)
<b>Trail Style</b>	Flow/Jump
<b>Description</b>	Trail Six is proposed as an intermediate flow/jump trail, which would act as a natural progression from rail Five. The trail would feature larger berms, jumps and rollers. The trail would be suitable for safe jumping skill progression by both downhill and cross country/all mountain riders. The trail would be populated with frequent jumps, which should all be table top or camelback in form, with a maximum lip height of 1800mm. Take off and landing transitions should be gentle and rollable by a rider of moderate-high level skills. Potential exists for installation of a range of 'bike park-style' built trail features such as drop offs (avoidable only) and timber berms/wall rides. Notably, these features should only be installed in open areas with good site lines, clear entry/exits and clear fall zones.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (2.5-3.5t)

## 9.5 Zone Two Trails

### 9.5.1 Summary of proposed zone two trails

Trail	Distance (km)	IMBA TDRS	Priority
7	2.5	Blue Square	Moderate
8	1.6	Blue Square	Moderate
9	0.7	Blue Square	Moderate
10	1.2	Black Diamond	Moderate
<b>Total</b>	<b>6km</b>		

Green Circle	Blue Square	Black Diamond	Double Black Diamond
2.5km	2.3km	1.2km	0km
42%	38%	20%	0km

Trail Specifications-Trail Seven	
<b>Length</b>	2.5km
<b>TDRS</b>	Green Circle
<b>Tread width</b>	1000mm (nominal)
<b>Trail Style</b>	Flow
<b>Description</b>	Trail Seven is proposed as a fast, free-flowing trail loop that effectively circumnavigates the Zone Two area. The trail is proposed as flow-style trail with a range of rollers, berms and small jumps. The trail has potential to include a range of technical trail features, suitable for safe skill progression by beginner- intermediate riders. The trail is intended as a progression up in difficulty from the other beginner trails proposed for the network.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (1-1.7t)

Trail Specifications-Trail Eight	
<b>Length</b>	1.6km
<b>TDRS</b>	Blue Square
<b>Tread width</b>	1000mm (nominal)
<b>Trail Style</b>	Flow/technical
<b>Description</b>	Trail Eight is proposed as a shorter, more technical loop trail option, which would act as a natural progression from Trail Seven. The loop would feature steep climbs and descents including a range of technical trail features such as rock sections. The trail is designed to act as an internal loop off Trail Seven, meaning the two trails can be ridden in an uninterrupted fashion, allowing for event use.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (1-1.7t)

Trail Specifications-Trail Nine	
<b>Length</b>	0.7km
<b>TDRS</b>	Blue Square
<b>Tread width</b>	1500mm nominal
<b>Trail Style</b>	Flow/jump
<b>Description</b>	Trail Nine is proposed as a fast, free flowing trail suitable for intermediate riders. The trail would include a number of natural and built trail features across both flow and technical trail styles. Potential exists to install a range of jumps suitable for intermediate riders (maximum jump height 1200mm).
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Excavator (2.5-3.5 tonne)

Trail Specifications-Trail Ten	
<b>Length</b>	1.2km
<b>TDRS</b>	Black Diamond
<b>Tread width</b>	600mm
<b>Trail Style</b>	Technical
<b>Description</b>	Trail Ten is proposed as a technical, hand built loop trail suitable only for advanced riders. The trail would be the only hand built trail in the network, providing diversity and a highly challenging, technical experience suitable for more experienced riders. The trail would act as a natural progression from the other technical features installed throughout the trail network. The trail may potentially be built with a small excavator, though a hand built character should be maintained.
<b>Proposed uses</b>	Mountain bike only
<b>Construction</b>	Hand built (potential for construction with a small excavator)

## 9.6 Pump track and skills park areas

### 9.6.1 Overview

Pump track and skills park elements have been included in this TMP as they add significant value to the facility, offering a broad range of skill development for riders of all abilities. Final inclusion and staging of these elements will largely be budget dependant, though their inclusion is critical to realising the overall vision for the site.

A development area has been proposed for these elements, as it is suggested that the final design be completed by the company/companies constructing the facility.

### 9.6.2 Skills Park

While skills elements are proposed to be included throughout the trail network, an areas dedicated solely to skill development provides a clearly structured and safe pathway for skill improvement, free from trailside distractions and potential dangers.

The skills park for this facility should include a broad range of elements, suitable for all rider skill levels. Elements should include;

Dirt elements;

- Rollers
- Jumps (table top and camelback shapes)
- Berms

Rock elements;

- Rock paving
- Rock gardens (uneven rock paving)
- Rock stairs
- Rock drop offs

Built timber features;

- Roll overs (timber A-frames)
- Timber balance beams (various widths and lengths)
- Wall rides (curved timber berms and flat wall rides)
- Drop off structures (200-1200mm height)

*Dirt Art* suggest that the final skill area design be completed by the company responsible for construction of this facility element.

### 9.6.3 Pump Track

Pump tracks are a fantastic bike park element, which provide a safe, progressive experience for riders of all abilities. A well-designed pump track is harder the faster it is ridden, meaning one track can cater for all user skill levels.

*Dirt Art* suggests a target track length of 150-200m, formed in a circuit with multiple direction change possibilities. The pump track base should be formed with imported clay-based fill, which should be layer compacted during construction. The pump track should be surfaced with a gravel/granitic sand material with an aggregate size of less than 20mm. The facility surface should be surfaced with an appropriate natural stabilising compound (Vivashield is recommended).

*Dirt Art* suggest that the final pump track area design be completed by the company responsible for construction of this facility element.



## 10 Trail and facility cost estimates

### 10.1 Overview

The below cost estimates are based on market rates, and are not reflective of *Dirt Art's* costs for project construction. *Dirt Art* typically complete works at a rate significantly lower than market costs. The costs provided represent upper end market rate costs, which are reflective of the rates likely to be provided by a cross section of professional providers in a construction tender process.

### 10.2 Cost estimates

Trail/facility	Per metre cost	Metres	Total cost
Trail One	\$35.00	400	\$14,000.00
Trail Two	\$35.00	1500	\$52,500.00
Trail Three	\$30.00	500	\$15,000.00
Trail Four	\$30.00	500	\$15,000.00
Trail Five	\$40.00	600	\$24,000.00
Trail Six	\$40.00	600	\$24,000.00
Trail Seven	\$30.00	2500	\$75,000.00
Trail Eight	\$30.00	1600	\$48,000.00
Trail Nine	\$35.00	700	\$24,500.00
Trail Ten	\$40.00	1200	\$48,000.00
Pump Track	NA	NA	\$30,000.00
Skill Area	NA	NA	\$40,000.00
<b>Total</b>			<b>\$410,000.00</b>



Proposed New Infrastructure and Support Facilities

## 11 Proposed New Infrastructure and Support Facilities

### 11.1 Overview

There are currently no infrastructure and support facilities in the Haunted Hills Bike Park area.

While there is significant value in exploring the development of supporting facilities such as shelter and toilets, the significant cost associated with many of these facilities is currently difficult to justify. While many users will see the value in a basic facility upgrade, most users would prefer to see investment in trails, rather than significant expenditure on toilets, shelters and other larger-scale capital infrastructure developments.

### 11.2 Primary Trail Head

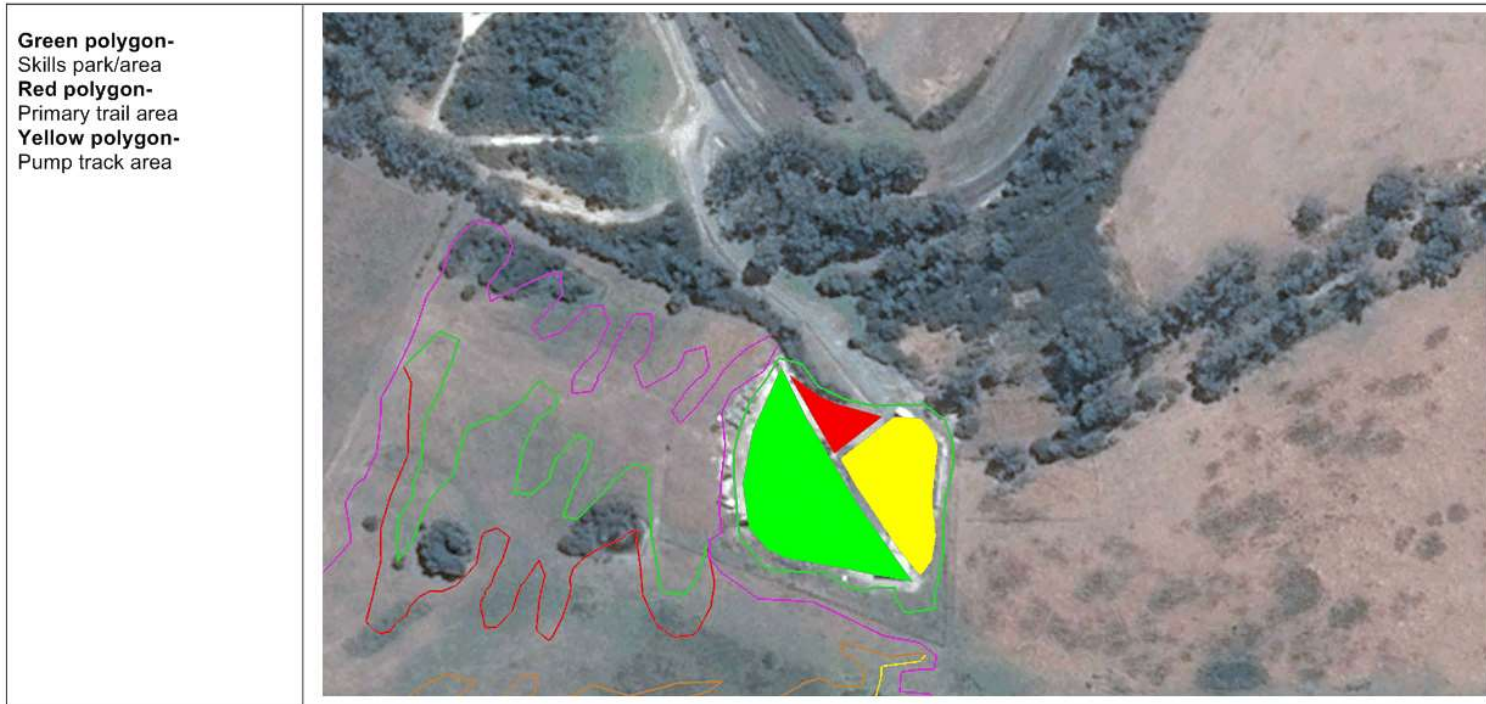
#### 11.2.1 Overview

A primary trailhead area has been proposed for the entry area (currently utilised as a council depot). This trailhead area may be developed in multiple stages, and is eventually proposed to feature the following elements;

- Formalised car park
- Structured trailhead with formal entry trails funnelling into the trail network
- A beginner trailhead area offering direct access to 3+km of beginner (IMBA Green Circle) trails
- Shelter
- Picnic tables
- Primary signage with maps
- Pump Track
- Small Skills Park
- Bike wash

A concept sketch of the proposed trailhead area can be found over the page.

11.2.2 Trail head area- overview map





Moving from concept to construction

## **12 Moving from concept to construction**

### **12.1 Overview**

*Dirt Art* suggest that the majority of trail and facility elements in this trail master plan be constructed by a professional mountain bike trail company with significant experience in these specific areas of development. Professional construction ensures all elements of the facility should meet relevant safety and sustainability standards, and that the trails will ultimately 'flow' well and will be enjoyable for users. While the designs provided for trail corridors in this trail master plan provide the optimum corridor for development, the final 'character' of the trail will be dictated by the construction team undertaking the trail build.

### **12.2 Final design**

The new proposed trails provided in this trail master plan constitute suggested trail development corridors rather than detailed trail designs. These corridors have been established through on ground exploration and desktop research. The proposed corridors have not been completely ground truthed and as such a final design phase will be required prior to any trail development.

It is suggested that final detailed trail design be left to the company or companies completing trail construction.

### **12.3 Planning approvals and assessments**

The approval process for proposed trails will be dependant on individual council requirements, which may involve a development application/planning permit.

Due to the lack of vegetation on site, it is not expected that a clearing permit will be required. The exception to this is Trail Ten, which does pass through a predominantly wooded area. Notably, trail construction would not require the removal of any mature flora (trees with a mid level trunk diameter greater than 150mm).

## 12.4 Potential funding sources

### 12.4.1 Overview

Mountain bike facilities across Australia are having growing success in attracting funding from a wide range of sources. As the mountain bike tourism market continues to grow, it is becoming easier to justify investment in mountain biking.

A range of funding avenues may be available for the Haunted Hills Bike Park development, which will be explored in detail below.

### 12.4.2 Government grants

State and federal government grants are the most common source of larger scale mountain bike development funding, often in unison with other funding sources. There are a range of funding programs that may be suitable, including regional development and tourism grant streams. Many of these programs will require an in-kind contribution, which will often include a minimum cash component. Different grant programs will have differing priorities, however in *Dirt Art's* experience key factors that assist with securing grants are often having: multiple partner contributions; a well resourced lead agency that is willing to take overarching responsibility for ongoing maintenance (even if supported by volunteers); regional collaboration; and advanced planning (i.e. 'shovel ready').

### 12.4.3 Accommodation and/or dining levy

Internationally there are numerous examples of regions that have implemented a small tax onto local accommodation and/or dining experiences. The system has worked particularly well in the United States, where regions such as Park City (Utah) and Steamboat Springs (Colorado) have funded multi-million dollar trail developments using the lodging/dining tax system. The tax is typically a nominal amount of approximately 1%, relying on a broad base to achieve a meaningful monetary value.

#### 12.4.4 Private funding/venture capital

Internationally, private investors and venture capital companies are beginning to take a keen interest in mountain bike projects. There are currently a number of large scale, multi-million dollar developments under development in Australia and New Zealand, proving that private investment is beginning to see the value of mountain biking in the continent.

Various avenues exist for private investors to benefit from investment in a venture such as the Haunted Hills Bike Park trail system, many of which would have little to no impact on public use.

The above funding model would likely involve commercialisation of part or all of the proposed trail network.

#### 12.4.5 Crowd funding

While only a relative new concept for mountain bike development, there are successful international examples of mountain bike developments using this funding model. Should this funding model be pursued, success would require careful planning and a significant commitment to promoting the development.



### **12.5 Engaging a suitable construction provider**

Unlike a commercial or residential construction project, there is only so much design detail that can be given in a trail master plan/trail design process. The natural environment poses many unique challenges that will often dictate a change in trail alignment that could never have been anticipated during the design process. Buried bedrock, animal habitats and underground springs are all examples of factors that will force a change in trail alignment should they appear during construction. For this reason it is essential that mountain bike trails and facilities are built by highly experienced, specialist construction companies, with significant experience building mountain bike trails.

The final character and style of a trail is entirely dictated by the construction team and particularly the machine operator involved in the construction process. A mountain bike trail has an absolute reliance on developing a riding 'flow', where braking is minimised and the trail carries a rider along in a smooth, undulating fashion. Unlike a walking trail, which typically relies on a flat, even surface, a mountain bike trail is about creating a landscape. This again is an essential reason for engaging a suitable construction company to complete the project.

A number of avenues are available for involving trainees, volunteers and/or retrained workers, but this should be as part of a professionally managed trail team.

### **12.6 Construction methods- professional**

Currently the majority of professionally built mountain bike trails are completed utilising machinery, in most cases a small excavator. A mini-excavator, if professionally driven is a fast, economical and ultimately optimal method of building most mountain bike trails. These machines allow for simple construction of a variety of trail features, rock walls, TTF's, rolling terrain, bermed corners and jumps, all features that consume significant time if hand built. Ultimately in most cases machinery allows for construction of a much more exciting, engaging trail experience.

All excavation work should be followed with extensive hand finishing. *Dirt Art* typically compose project teams in the following make up;

**Management Team-**

Project Manager X 1  
Office Support/logistics Team

**Construction Team**

Machine operator X 1  
Trail Crew/Finishing Team X 2

Typically projects are conducted with more than one machine operator, in most cases utilising two finishing/trail crew members behind each piece of machinery.

## **12.7 Construction methods- volunteer**

### **12.7.1 Overview**

The Gippsland area has a long history of informal and formal volunteer involvement in trail design and construction, across a range of different land tenures. The quality of volunteer workmanship is highly varied and in some cases has resulted in trails that are unsustainable, and in some isolated cases unsafe for public use. While there are numerous avenues for volunteer construction at the Haunted Hills Bike Park, it is suggested that all works are supervised/managed by a professional trail company.

### 12.7.2 Recommendations for managing volunteers during trail construction

It is suggested that the current volunteer trail construction activity in the Haunted Hills Bike Park area would benefit from a focus on approved construction projects. Significant management changes are required to ensure future trail development occurs in a fashion that acknowledges global network planning, and results in the development of safe and sustainable trails.

*Dirt Art* suggests that the following management principles are enacted;

- All volunteers to undergo a formal trail construction training program
- All volunteers to agree to follow a basic set of workplace health and safety (WHS) guidelines, and to operate under an agreed safe work method statement/s (SWMS) for all construction activity in the area
- Volunteers to work on agreed, professionally designed projects only
- Trail construction to follow agreed standards, based upon the IMBA trail construction guidelines
- All volunteer projects to be regularly assessed during construction to ensure compliance (assessment by third party and/or land management agencies)
- All completed volunteer projects to be formally assessed and signed off prior to opening for public use (assessment by third party and/or land management agencies)

While the above management principles represent a significant culture change in current practices, they ensure that ultimately the area will benefit from safe, well-organised and sustainable trail network. There remains significant scope within this management model for individuals and groups to develop their own 'style' of trail and to work independently while doing so.

The notion of a diverse style of volunteer developed trails is very valuable, but it must occur in an organised and sustainable fashion to ensure user safety and ongoing trail sustainability.

## 12.8 Seasonal construction considerations

*Dirt Art* suggest that sustainable trail construction should be possible in the Haunted Hills Bike Park area year round, with preferred construction seasons being Spring and Autumn.



Operational Considerations

## 13 Operational considerations

### 13.1 Ongoing maintenance

#### 13.1.1 Overview

A professionally designed and constructed mountain bike facility will require very minimal ongoing maintenance. Despite this it is strongly recommended that a formal maintenance program be initiated prior to facility completion, as a structured program will typically result in significant cost savings over an approach whereby maintenance is only undertaken when major issues arise.

The current maintenance and management program is operating well, and has resulted in typically well-maintained trails, and an ongoing program of trail upgrade and renewal. With continued network expansion the program should be periodically reviewed to ensure that the model in use is providing optimal outcomes.

#### 13.1.2 Suggested maintenance budget

The general market rate for trail maintenance in Australia is averaged at 2-5% of capital investment/value per annum. This figure is affected by a range of factors including; quality of trail construction, soil and geology type and local topography and terrain. This figure is to be considered an upper limit range, and does not take into account volunteer maintenance efforts, which provide significant work hours in the Haunted Hills Bike Park area.

Given the significant potential involvement from volunteers at Haunted Hills Bike Park, much of the trail maintenance required may be managed by local riders at little or no cost to land managers. Should a volunteer maintenance model be pursued, it is suggested that a formal structure is in place to ensure trails are safely and sustainably maintained. While volunteer trail maintenance can provide a very effective method of maintaining mountain bike infrastructure, it should be noted that volunteers must be trained and resourced appropriately. *Dirt Art* suggest that any volunteer program should be supplemented with some financial support and a level of professional assistance.

*Dirt Art* suggests that \$1,000/kilometre per annum would be an appropriate base maintenance budget, which may be further reduced through involvement of volunteers.

### 13.1.3 Volunteer maintenance

Local volunteers play a significant role in the current maintenance program throughout the Haunted Hills Bike Park area, in both a formal and informal capacity. It is suggested that an effort be made to provide some formality to the current volunteer efforts, which may be as simple as offering a fortnightly/monthly session for volunteer works. It is suggested that volunteer efforts be coordinated by volunteer team leaders who should steer efforts to a known priority list of areas, to be provided either by a professional third party or by land managers.

Volunteer works should be coordinated by a team leader (volunteer or professional third party) who should ensure that works are completed in a safe and sustainable fashion. Volunteer programs should be coordinated under at minimum a blanket SWMS (safe work method statement) to ensure the safety of participants and the general public in the vicinity.

## 13.2 Ongoing auditing

*Dirt Art* recommend a formal auditing program be developed prior to completion of any new trail construction. An ongoing commitment to auditing provides optimal user safety, while also assisting with risk management compliance.

*Dirt Art* recommend a professionally developed site-specific template is utilised for all facility auditing. It is suggested that facilities of this type are audited every 1-2 months, with an external audit to be professionally completed at least one per annum.

Auditing is a task that may be completed by in-house land manager staff, or by local volunteers, providing appropriate education and templates are provided. If this method of auditing is utilised, *Dirt Art* strongly suggest that an external audit is completed at least once per annum.

## 13.3 Risk management

### 13.3.1 Overview

Effective risk management relies upon recognising risk, where possible removing the risk, or where removal is not possible, managing the risk effectively. *Dirt Art* employ a number of design and construction considerations to reduce risk to users, and to advise users of the potential risks of engaging in particular aspects of the sport.

### 13.3.2 Risk management controls

The following risk management controls were implemented during the planning and design for this project;

- a) Single direction, single use trails where possible
- b) Trails designed to meet target demographics
- c) Trails not proposed in areas where moderate to high trail verge risks occur
- d) Trail located where possible within easy access from service roads to allow evacuation if required
- e) Proposed use of the IMBA trail difficulty rating system (TDRS)
- f) Trail signage proposed with clear indications of trail difficulty

### 13.3.3 Emergency access and evacuation

Emergency access at Haunted Hills Bike Park is deemed 'very good', with the majority of areas unwooded and completely accessible by 4WD ambulance or helicopter.

## 13.4 Capital renewal

Given the size and scope of the proposed facility it is suggested that capital renewal will not be required in the mid to long term. If professionally constructed, the trail and facilities at the Haunted Hills Bike Park MTB facility will offer significant diversity in experience, even for frequent users.

*Dirt Art* suggest that any further capital expenditure would be best targeted towards the future trail development opportunities.

## 13.5 Governance and management models

Implementation of a sound and sustainable governance and management model is vital to the ongoing success of any mountain bike development. *Dirt Art* suggests that user engagement and involvement is pivotal to the success of such a program, fostering stewardship and 'ownership' over the trails. This then breeds a culture of respect, which will instil through the local riding population. It must also be remembered that mountain bikers traditionally often gain great satisfaction from building and maintaining trails. If not provided avenues for such involvement, some may resort to illegal trail building.

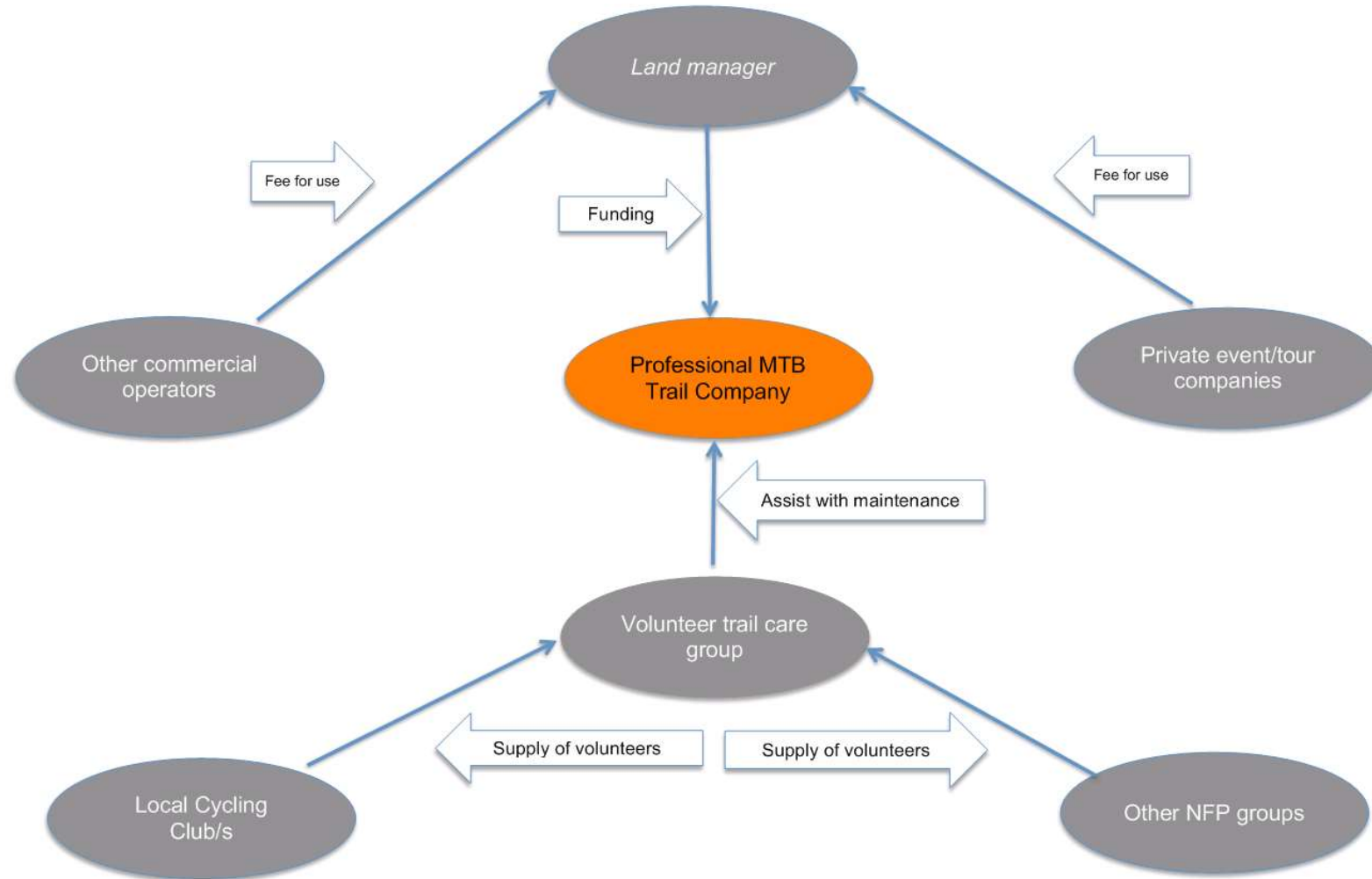
While it is suggested that volunteer involvement is vital to the process, an overreliance on the volunteer model has proven a significant issue for many mountain bike facilities.

*Dirt Art* suggests that a greater focus on a professional maintenance program would be the optimal approach for managing the Haunted Hills Bike Park facility.

See over the page for suggested governance model diagram.



13.5.1 Suggested governance model



### **13.6 Shared-use**

Shared-use is not recommended on the Haunted Hills Bike Park trail network.

### **13.7 Trail Direction**

The recommended management option regarding trail direction is to offer all trails as single-direction only. This then allows for the descending trails to be built to a more advanced standard, offering a more engaging and exciting experience for more skilled riders.

Where a viable alternative route in an opposing direction is not available, trails should be allowed for use in a dual direction where safe and sustainable to do so.

### **13.8 Signage**

#### **13.8.1 Overview**

An effective signage system is a vital component of any mountain bike facility. Signage provides users with a clear overview of the facility at the trail head, and also provides valuable navigational assistance throughout the trail network. Signage also plays a valuable role in risk management compliance and greatly reduces the risk of injury caused due to riders using facilities beyond their skill level.

The design and planned implementation of a signage system should form an integrated component of any facility design.

The suggested signage strategy for the Haunted Hills Bike Park Trail Network can be found over the page.

### 13.8.2 Signage types

#### 13.8.2.1 Information and entry signage

Information and entry signage welcomes users to the facility, while also providing a clear and concise overview of the facility type and trail difficulty ratings. Entry signage should be placed in a prominent location either at the trail head itself or in a main car park area. At a minimum this signage should house the following information;

- a) Trail and facility map
- b) Trail distances
- c) User safety information
- d) Emergency contact numbers
- e) Any site-specific warning information

*Dirt Art* suggest using a sign with a Perspex cover so trail maps may be easily updated, and any relevant news and information can easily be advertised. Alternatively a metal sign may be utilised, with an adhesive map to allow for any trail additions or alterations.

Consideration should be given to numbering trails to allow for simpler user navigation.

#### 13.8.2.2 Trail head signage

Each trail head should have an entry sign detailing the trail name, length and difficulty rating. This sign may be mounted to a range of post sizes, though it is suggested that a 200mm width post and sign is optimal.

Consideration should be given to numbering trails to allow for simpler user navigation.

#### 13.8.2.3 Way marker signage

Way marker signage should be utilised at any ambiguous trail areas or at any intersection throughout the trail network. These signs are typically much smaller and thus cheaper to produce. *Dirt Art* suggest a 90mm post and sign is optimal.

13.8.3 Signage examples

13.8.3.1 Entry point signage

CLARENCE






Welcome to the Clarence Mountain Bike Park.

.....

*Construction of these trails was managed by Dirt Art involving local volunteers.*

*The park has been designed to cater for a wide range of rider abilities, please ride within your ability on trails suitable for your skill level.*

**> PARK USERS MUST**

- Wear a helmet
- Ride within your ability
- Respect other trail users
- Remain on designated trails
- Ensure children are supervised at all times

**> PARK USERS SHOULD**

- Carry all drinking water required for your ride (no water on-site)
- Wear body armor and other protective equipment
- Inspect trails and trail features before proceeding (some trails contain large jumps and drops)

**> MAINTENANCE**

This facility is maintained by volunteer mountain bike riders. To report trail damage or to become involved in maintenance and development please contact the *Clarence Mountain Bike Park Committee* on 0438 310 984. All trail repair and/or modification must be approved by the management committee.


**> WARNING**


Some trails within the park contain large jumps, drops, and other technical trail features. Riders using this facility do so at their own risk.



13.8.3.2 Trail Head Signage



 **Trail head**  
Access track 400m

 **Caution:** track contains jumps and drops



13.8.3.3 Way marker signage



**13.8.4 Suggested signage requirements and projected costs**

**Stage One Signage**

Sign Type	Unit price	Volume	Total
Branding and design	\$2,000.00	X 1	\$2,000.00
Main entry sign	\$2,500.00	X 1	\$2,500.00
Trail head signage (inc. pump track and skills areas)	\$200.00	X 8	\$1,600.00
Way marker signage	\$100.00	X 15	\$1,500.00
Total Signage cost (Inc. installation)			\$7,600.00

**Stage Two Signage**

Sign Type	Unit price	Volume	Total
Trail head signage	\$200.00	X 4	\$800.00
Way marker signage	\$100.00	X 5	\$500.00
Total Signage cost (Inc. installation)			\$1,300.00

## 13.9 Event potential

### 13.9.1 Overview

Mountain bike events provide not only a significant one-time economic boost, but also an excellent advertising medium for mountain bike facilities and experiences. *Dirt Art* suggest that the Haunted Hills Bike Park region offers a range of different potential event hosting avenues including, cross country, short format gravity enduro and timed-format cross country. Other potential events may include mountain bike orienteering and trail running.

Conduction of mountain bike events also has potential to provide an income stream to assist with facility maintenance and ongoing capital investment and renewal. Standard event hosting arrangements will be explored further below.

### 13.9.2 Event Bases/villages

The Haunted Hills Bike Park area offers potential to host events in a variety of different spaces, across a range of trail use activities, including; mountain biking, trail running and orienteering.

## 13.10 Managing event provider relationships

### 13.10.1 Overview

Throughout Australia event provider relationships are managed in a number of different ways, though typically as fee is charged for providers engaging in a commercial activity. Not for profit clubs and associations may be managed differently, generally depending on the level of support (i.e. volunteer maintenance) that they provide to the facility. Commercial events have significant scope to bring meaningful financial gains to mountain bike facilities, as an example the exclusive booking of Mount Stromlo in Canberra involves a fee of \$5,500 per weekend.

A typical arrangement would involve commercial event providers paying both a bond and a per rider fee for utilising the venue. Bonds generally range from \$500-5,000, with per rider fee set on the anticipated size and impact of the event. Generally a per rider fee is in the region of \$2-10 per participant. Not for profit associations and clubs in most cases pay the lower end of this per rider fee range, and at times may have the fee waived.



*Dirt Art* suggests that all revenue from commercial use is wherever possible directed back into the facility for maintenance and ongoing development.

#### **13.10.2 Commercial operators**

*Dirt Art* suggest that commercial event providers who may wish to use the Haunted Hills Bike Park trails should be liable for a per rider fee of \$4-6.00 for a single event or event weekend, depending on the level of activity the event is likely to introduce into the area. It is also suggested that commercial operators pay a bond in the region of \$500-1,000, to ensure that the venue and trails are returned in an acceptable state following the completion of the event.

Commercial operators may be offered the option to contribute in an 'in-kind' fashion, by donating time to trail construction and maintenance in lieu of or as part of a cash contribution for venue use. Should this model be utilised a written agreement should be sought with the operator prior to event commencement. In most cases the in-kind contribution should be greater than or equal too the required cash fee for facility use.

#### **13.10.3 Not for profit operators**

While it is acknowledged that in most cases not-for-profit clubs and event providers are providing events for the good of the local community, it is also important to ensure that these events do not result in damage to community trail infrastructure. While not-for-profit events in the Haunted Hills Bike Park area should be supported and encouraged, these events should also provide something back to the facility in return for use.

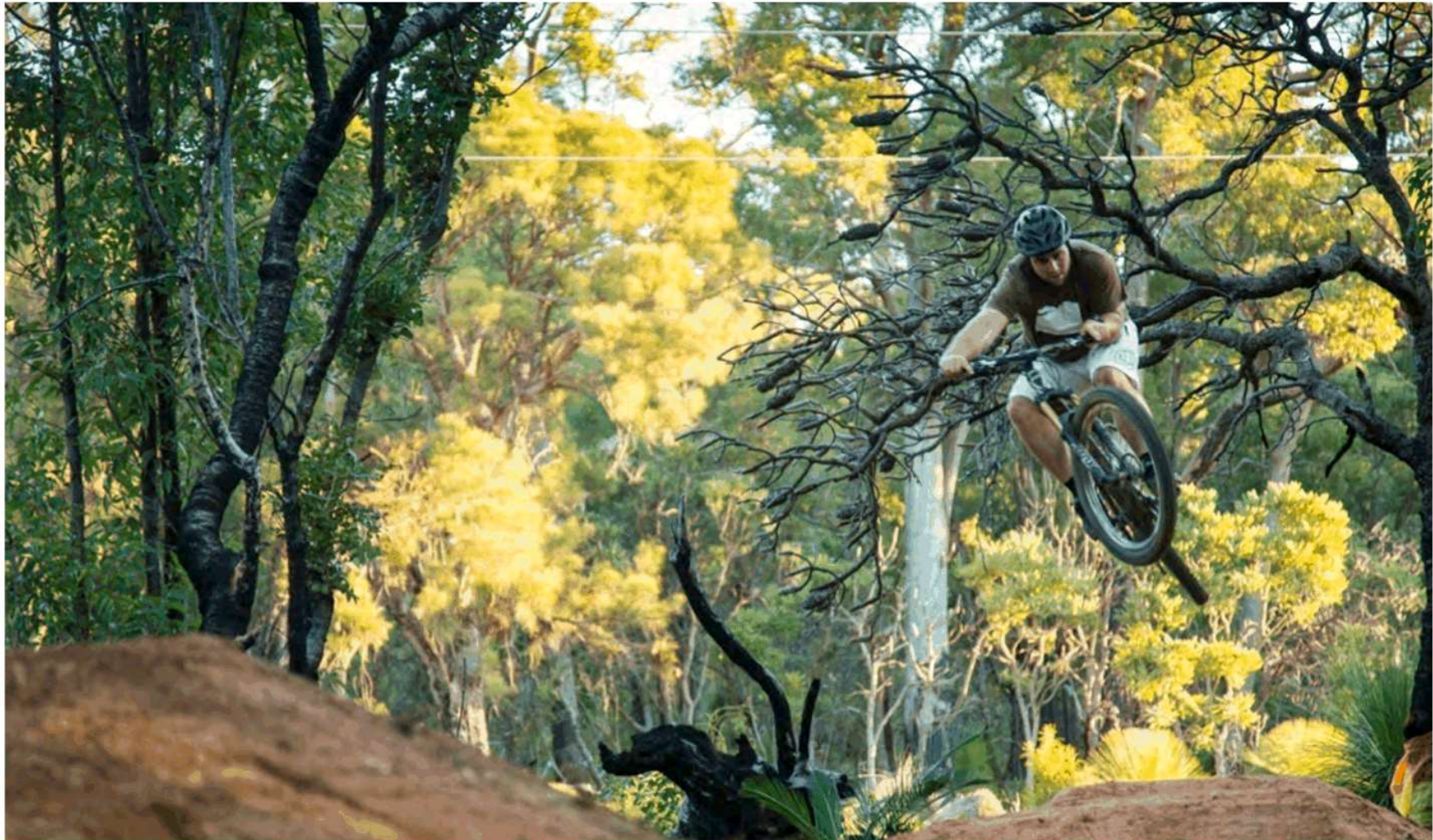
*Dirt Art* suggest that not-for-profit event providers pay a nominal per rider fee for use of the Haunted Hills Bike Park MTB trails, or contribute an in-kind labour contribution equal to or greater than that required as a cash event hosting fee. It is suggested that per rider fees be set at approximately \$2-4.00. While these nominal fees arguably result in only minimal financial benefit to the facility, they are an important acknowledgement of the event providers respect for the venue. Not-for-profit event providers should be offered the option of contributing in-kind trail maintenance hours as an alternative to a cash fee for venue use.

Facility bond for not-for-profit providers is an issue for further discussion, though it is suggested that providers with a proven track record should not be required to pay a bond. New providers and existing providers with a poor track record of respecting venues should be liable to pay a bond for facility use.

## **13.11 Managing general commercial use**

### **13.11.1 Overview**

As mountain biking continues to grow in popularity around Australia, there are a growing number of mountain bike-related businesses appearing, such as tour companies and skills course providers. These providers are typically conducting their businesses on public trail infrastructure, under a variety of different agreements. While the impact to facilities through use by these providers is typically minimal, it is important that the commercial nature of their operations is acknowledged and managed. It is suggested that these providers pay a nominal fee, and/or contribute in-kind trail maintenance hours to compensate for the commercial nature of their trail use.



Action Plan

## 14 Action Plan

### 14.1 Overview

The action plan as proposed over the page provides a suggested approach for delivering the various aspects of the project proposed in this TMP. While not intended to be prescriptive in its nature, the order provided has been carefully developed to allow for optimal progression through the development process in a prioritised fashion.

The plan has provided suggested construction costs, which have not accounted for volunteer involvement. Volunteer involvement in some trails has where appropriate been discussed in the proposed new trails section of this report, and will soften or potentially eliminate costs associated with the development of some trails.

**Please note the price estimates utilised in this report are based upon estimated market rates. The prices provided do not represent quotations, or *Dirt Art's* fixed project pricing. Fixed price quotations can be provided for all facility elements by request.**

**Stage one/high priority developments**

Development	Type	TDRS	Distance	Cost
Trail One	Trail	Green Circle	0.4km	\$14,000.00
Trail Two	Trail	Green Circle	1.5km	\$52,500.00
Trail Three	Trail	Blue Square	0.5km	\$15,000.00
Trail Four	Trail	Blue Square	0.5km	\$15,000.00
Trail Five	Trail	Blue Square	0.6km	\$24,000.00
Trail Six	Trail	Black Diamond	0.6km	\$24,000.00
Pump Track- Stage One	Bike facility	NA	NA	\$30,000.00
Skills Area- Stage One	Bike facility	NA	NA	\$40,000.00
Signage- Stage One	Signage	NA	NA	\$7,600.00
Car park establishment	Infrastructure	NA	NA	\$50,000.00

Total trail volume	4.1km
Total trail/facility construction cost	\$214,500.00
Total ancillary costs	\$57,600.00
Total stage development cost	<b>\$272,100.00</b>

### 14.2 Stage two/moderate priority developments

Development	Type	TDRS	Distance (m)	Cost
Trail Seven	Trail	Green Circle	2500	\$75,000.00
Trail Eight	Trail	Blue Square	1600	\$48,000.00
Trail Nine	Trail	Blue Square	700	\$24,500.00
Trail Ten	Trail	Black Diamond	1200	\$48,000.00
Pump Track- Stage Two	Bike Facility	NA	NA	\$30,000.00
Skills Area- Stage Two	Bike Facility	NA	NA	\$40,000.00
Signage- Stage Two	Signage	NA	NA	\$1,300.00

Total trail volume (km)	6.0
Total construction cost	\$265,500.00
Total ancillary costs	\$1,300.00
Total stage development cost	\$266,800.00

Total for priority one developments	\$272,100.00
Total for priority two developments	\$266,800.00
Total proposed development costs	\$538,900.00



Conclusion

## 15 Conclusion

The Haunted Hills Bike Park TMP proposed a unique, skills based mountain bike facility that would be a true asset to the Latrobe City community. The proposed facility provides a diverse range of mountain bike elements, suitable for all rider skill levels. The facility plan has been developed to provide a cost-effective construction process, which would result in a truly world-class range of mountain bike experiences.

The focus on skills-based beginner-friendly riding opportunities provides the facility with a key point of difference, which would be sure to attract visiting riders. This style of facility also provides opportunities for a range of business developments such as skills coaching. The facility has also been designed to facilitate a number of different event formats, providing opportunities for increased economic benefit and business development.

If followed through to construction, the Haunted Hills Bike Park would provide a unique, exciting and accessible range of mountain bike experiences. The facility would encourage and support local users, while also providing a number of key attributes to attract visitation to the area.

*Dirt Art* suggest that the facility would provide significant opportunities for local users, while also having a profound economic benefit on the broader Latrobe City region.





Appendix One- Mountain Bike Market Segments and Riding Styles

## **Appendix One- Mountain biking market segments and riding styles**

### **Overview**

The mountain bike market is divided into various groups of riding activity, with bicycles themselves developed to meet the particular needs of these market sectors. While the below outlines the main categories of mountain bike activity, it must be acknowledged that this is by no means an exhaustive list. In recent years there has also been significant advancements in bicycle technology, which is resulting in many riders choosing one bicycle to engage in multiple styles of riding. This market sector is broadly referred to as all mountain riding, and typically involved a dual suspension bicycle with 5-7 inches of front and rear suspension travel.

### **Cross country and all mountain**

Cross country and all mountain riding is the largest sector of the mountain bike market, making up some 80% of the mountain bike riding population<sup>15</sup>. These styles of riding may broadly be referred to as 'every day' riding, as this is the type of riding most users will engage in. This market sector involves a range of up hill and descending trail experiences ridden in either a point-to-point or loop format. Desirable trail characteristics vary dependant on rider skill and experience, though generally speaking riders in the all mountain category typically desire a more challenging riding experience. Cross country is the mountain bike discipline included in the Olympic Games.

With advancements in bicycle technology there is significant growth in the all mountain sector, and a marked shift to this sector by traditional cross country riders. Generally speaking all mountain riders desire a descending-focussed riding experience.

Cross country bicycles typically have 0-4 inches of suspension travel, whereas the all mountain bicycle has an average suspension travel of 6-7 inches. Broadly speaking, all mountain bicycles make up the dominant share of recreational riding, whereas cross country specific bicycles are generally utilised in a racing and training scenario.

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<sup>15</sup> Noted in numerous user surveys conducted by Dirt Art over the past five years

## **Downhill**

Downhill mountain biking typically refers to purely descending riding, where riders utilise a course of between 2-5 minutes in length. This market segment typically involves more robust bicycles with greater suspension travel (8-10 inches front and rear). Downhill riders typically utilise a chairlift or vehicle shuttle to deliver them to the trail head, as downhill-specific bicycles are not designed for uphill riding.

Downhill mountain biking typically involves more challenging riding terrain and steeper trail gradients, though the emergence of all mountain riding has brought more downhill trail elements into every-day mountain biking.

## **Dirt jumping**

Dirt jumping is widely considered as a market segment only populated by younger riders, and while these users may make up the dominant demographic in this style of riding there is a broad cross section of riders who engage in dirt jump riding.

Dirt jumping involved a point-to-point or loop course typically populated by a variety of jumps, rollers and bermed corners. Users aim to gain maximum airtime while riding as smoothly as possible. More advanced dirt jump riders complete many different aerial manoeuvres including 360's, back flips and front flips.

Dirt jumping has a direct crossover with BMX riding, with both user groups utilising the same facility type.

## **Pump Tracks**

Pump track riding is a relatively new though fast growing style of mountain biking, which involves a small, low lying track populated with a variety of rollers and bermed corners. The aim is to 'pump' the bike through the track, gaining momentum without the need for pedalling. These simple, low maintenance facilities have a small footprint and relatively low development costs, and are thus perfect for an urban and peri-urban facility setting.

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### **Head-to-head**

Head-to-head mountain biking is predominantly racing-focused discipline, which has seen a variety of different formats over the past ten years. The discipline began with a dual slalom format, whereby two riders raced each other down separate, parallel courses. This format was changed to four cross in 2004, which involved four riders racing down a single, wide course populated by a variety of natural terrain features, jumps and corners.

In 2012 the UCI (Union Cycliste Internationale)<sup>16</sup> removed four cross from its World Cup racing calendar, which resulted in many national federations removing the discipline from their race schedules. A decision has not yet been published regarding four cross racing either in Australia or on the world stage.

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<sup>16</sup> The UCI is the international governing body responsible for all cycling disciplines

**Mountain bike racing formats<sup>17</sup>****Cross Country Olympic (XCO)**

XCO is the mountain bike discipline included in the Olympic Games, and provides a diverse riding experience including climbing and descending. An XCO course must be between 4km and 6km in length, preferably using the venue in the form of a cloverleaf to provide optimum course contact with the race village. No more than 15% of the course may be on paved or sealed road.

**Cross Country Enduro/Timed Format (XCEN)**

A multi-lap cross country event based on a set time format of 1-24 hours in duration. Riders are judged on the number of laps they complete in the given time frame. Course length should be at least 5km, with a longer course required for larger competitor numbers.

**Cross Country Point-to-Point (XCP)**

A cross country format event utilising a point-to-point course of between 20-60km in length. Variations to course length may be allowed at the discretion of the Technical Delegate.

**Cross Country Marathon (XCM)**

XCM utilises a course of between 60km and 120km. The event can be run in the following formats; single loop, point-to-point, or over a maximum of three laps. In the event of a single lap format no part of the course may be covered twice. In the event of a multi-lap event short cuts for some classes are not permitted.

**Cross Country Short Course (XCC)**

XCC utilises a course of up to 800 metres in length, which should allow for passing opportunities throughout the entire course length. The course may have artificial features if they are safe and easily passable by the majority of riders.

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<sup>17</sup> Information from Mountain Bike Australia (MTBA) 2011 Technical Regulations. [www.mtba.asn.au](http://www.mtba.asn.au)

**Cross Country Eliminator (XCE)**

XCE is a short course cross country racing format where riders contest a course up to 1km in length. Riders race in groups of four and are eliminated in a format similar to four cross racing. The course may include a range of natural and artificial obstacles. Qualification rounds will take place in a similar format to a 4X event.

**Super D (SD)**

A point-to-point event involving a predominantly descending course contested in a mass start, eliminator or time trial format. A Super D requires a course of at least 2.5km in length with multiple passing opportunities. The course length will often dictate the racing format utilised, with longer courses being more suitable for mass start racing.

**Gravity Enduro**

Gravity enduro is the newest and fastest growing mountain bike event format, which is exponential growth across the world. The format involves a range of transition stages, with riders racing the descending section of trails. While descending in focus, race stages may include flat sections and short climbs. The format combines the fun and action of downhill with a reduced risk of crash/injury, and the fun of cross-country racing without the strenuous climbing.

**Downhill (DHI)**

DHI is a point-to-point format race involving a course of between 1.5km and 3.5 km. Total race time should be between two and five minutes. The course must contain a maximum of 3% paved roads and will consist of a variety of different terrain types. There should be an emphasis on technical skills rather than pedalling.

**Four Cross (4X)**

4X involves a descending course of between 30 and 60 seconds in length. The course should involve a variety of terrain including; jumps, banked turns, flat turns and natural terrain features. 4X is a competition that consists of qualifying round/s or timed qualifying, followed by a series of races (motos) where four riders share the one course. The first and second placed riders in each moto advance to the next round.

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## Mountain biking: An opportunity to enhance economic development in Australian rural areas?

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**Mountain biking:  
An opportunity to enhance economic development in Australian rural areas?**

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Paper Presented at the  
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Albury (NSW@), 15 – 17 Oct 2014



**Mountain biking:****An opportunity to enhance economic development in Australian rural areas?**

**ABSTRACT:** *Mountain biking is assumed to have originated in California as a distinct recreational activity in the 1970s. By 2005, approximately 10 million Americans participated, and in 2006-2007 mountain/hybrid bikes represented 44% unit sales through speciality bicycle retailers. Subsequently, the popularity of the sport has continued on an upward trajectory. Such upward trend has also occurred in Australia. In other countries participation in mountain biking also continues to grow, and the International Mountain Biking Association (IMBA) is now represented in 17 countries including the United States of America (US), Australia, Canada, United Kingdom (UK), Spain, and Mexico. Demand for purpose-built facilities such as single track trails, and bike parks for freeriding/trials are also increasing internationally. For example, in US locations (e.g., Moab, Utah; Fruita, Colorado) hundreds of kilometres of single track mountain bike trails are available. In Canada, alpine resorts (e.g., Whistler Blackcomb) offer over 200 km of trails for mountain biking and, for some resorts, summer mountain biking provides 75% of the winter snow recreation revenue. The largest mountain biking resort complex in the UK (7Stanes) has around 600 km of single track trails of varying levels from 'easy' to 'severe', and mountain biking has had a marked economic impact on the economically depressed areas where it has been introduced. In Australia and New Zealand, many state, regional or local governments have recognised the economic potential of destination-based cycle tourism and are profitably promoting long-distance cycle routes such as Victoria's 100 km 'Murray to the Mountains' rail trail. Albury-Wodonga Region offers a wide range of potential destinations for bikers at all levels of expertise that encompass mountains, country lanes, history, wineries, agricultural landscapes, and the weir. Based on the success of mountain biking ventures internationally, and to date in Australia, there is the potential for substantial additional economic gains in rural regions of Australia from this activity. In this paper we provide a background on existing international successes, and use the Albury-Wodonga Region as an example to discuss potential additional opportunities for economically successful mountain biking in Regional Australia.*

**Keywords:** *Recreation management; Destination cycling; Off-road biking; Visitor impacts; Adventure recreation; Cycle tourism*

### **Introduction**

The business literature is replete with examples of industries that have failed to respond to changing trends and have lost their competitive advantage. Others adapt and often grow economically stronger as a consequence (Burgin and Hardiman, 2014). For example, within the Australian Regional tourist industry, the Blue Mountains has failed to maintain historic levels of tourism in the recent past. Despite the Greater Sydney population (major pool of tourists for the Region) growing from 4.0 to 4.6 million between 1999 and 2011, nature visitation (historically the major draw to the area) declined dramatically during the period. For example, the number of domestic day nature visits declined by 56.2% during 1998-2006 and although showing some subsequent recovery, the numbers were 36.7% below 1998 figures in 2012. Domestic overnight nature visits also declined, by 60.5% during 1998-2004, and had only recovered to 64.4% of 1998 levels by 2012. In contrast, the Hunter Valley (Central New South Wales) and the Cradle Coast (Tasmania) have both captured a greater segment of the tourism market over the same period (Hardiman and Burgin, in review).

To develop a strong tourism destination requires the building of destination brand identity at different scales (Dredge and Jenkins, 2003). To maintain competitive advantage requires being alert to emerging market trends and responding appropriately, especially in terms of new products and services offered and communicating such changes clearly and with impact to target customer audiences (Burgin and Hardiman, 2014). Here we provide a brief background to a recreational activity increasingly popular across many countries - mountain biking. This recreational activity is also successfully emerging as a popular pastime in Regional Australia. Mountain biking, as a destination-based tourism experience, may be an opportunity that could be further developed to enhance regional tourism, and Australia more generally, as a tourism biking destination.

### **The emergence of mountain biking**

The origin of mountain biking is considered to have occurred in the 1970s in California's Marin County in the United States of America (US; White et al., 2006). It is now estimated that 35.6 million people over the age of six cycled at least six times in 2013, and mountain biking has become one of the top 10 recreational activities in the US. By 2013, some 15 – 20 million bicycles were sold annually in the US with the total retail bicycle business estimated

to have been worth US\$7.5 billion [AUD\$8.05 billion] in that year (National Bicycle Dealers Association, 2013).

In other countries, such as Canada (Koepke, 2005), New Zealand (Cessford, 1995, 2003), Portugal (Campelo and Mendes, 2014; de Oliveira and Mendes, 2014), and the United Kingdom (UK; Gajda, 2008; Tourism Resources Company, 2005), participation in mountain biking continues to grow (Leung et al., 2014). For example, more than two million bikes were sold in the UK annually, and 5.7% of the population was estimated to participate regularly in mountain biking in 2005 (Tourism Resources Company, 2005). Other nations in which mountain biking is popular include Germany (3.5 million mountain bikers of 7.2 million recreational cyclists), and Switzerland and Austria where the total number of mountain bikers was estimated at 800,000 in 2005 (Koepke, 2005).

The first purpose-built, forest-based mountain bike venue in the UK was developed at Coed-y-Brenin (North Wales). It opened in the mid-1990s and its success quickly sparked similar developments elsewhere in the country. In 2006 and 2007, mountain bike tourists spent an estimated annual average of £24 [AUD\$43.2] million in Wales (Mountainbiking Wales, undated).

Today there are 42 purpose-built publicly-owned mountain biking/forest cycling Centres/Bases throughout the UK, most operated by the Forestry Commission of Great Britain; 15 in Scotland (Greenpeace, 2010), 15 in Wales (Forestry Commission Wales, 2010; Mountainbiking Wales, undated); and 12 in England with an additional five planned or under construction there (Forestry Commission of Scotland, undated). Throughout the country these venues, together with other cycle ways, provide more than 3,000 km of tracks on national forest estate lands (Tourism Resources Company, 2005). These include 'Centres' dedicated to single site mountain biking locations with a visitor centre and support facilities (e.g., café, bike repair shop, showers and toilets, trail guides), offering multiple-way, marked trails of varying difficulty. Alternatively, 'Bases' host several-way marked or mapped trails, together with independently operated support facilities (e.g., accommodation, restaurants/café, bike sale and/or repair shop; Tinch, 2010). Typically located in sparsely populated, poorer rural areas, their development has provided employment and, therefore, substantial economic benefits to local regions (Chi and Kriwoken, 2003; Tourism Resources Company, 2005).

Although use of the trails is free in the US and apparently elsewhere, supporting facilities are provided on a commercial basis. Public - private sector partnerships, led by the respective regional forestry commissions and comprising local governments, national and regional tourism bodies, together with local private enterprises are the core of such initiatives.

Although all centres have proved successful, those in Scotland have particularly prospered. For example, the Nevis Range and Leanachan Forest venues (Fort William, Scotland) hosted the annual World Cup Mountain Bike Series during 2002-2005 and again in 2010. In 2007 they also hosted the Mountain Bike World Championships with international competition for four mountain bike disciplines (Cross-Country, Downhill, Trials, 4-Cross). The Scottish town of Dumfries hosted the 2010 World Mountain Bike Conference and the mountain biking course at the Cathkin Braes Country Park, purpose-built just outside Glasgow by the City Council, attracted entrants from 18 different countries in the 2014 Commonwealth Games (Glasgow City Council, undated).

The largest of UK's mountain biking venues is the 7Stanes in Southern Scotland (Forestry Commission of Scotland, undated). Opened in 2001, this multi-agency, seven-centre network is a world-class mountain biking venue that attracts domestic and international visitors. Currently nearly 600 km of single track trails of varying levels from 'easy' to 'severe' are offered. The 'difficult' trails are most popular. There are also Action Trail Areas for freestyle enthusiasts, and additional non-way marked and ungraded forest trails (TRC. 2005; Tourism Resources Company, 2007). Forty-nine percent of visitors are 'intermediate' riders, 30% 'advanced', and 8% 'beginners' (Tourism Resources Company, 2007).

7Stanes commenced by targeting highly experienced mountain bike riders as 'early adopters'. At that stage the focus was on 'product' (e.g., trail building, infrastructure development). Subsequently, the strategy has been to widen the user base, attract new users into biking for recreation, and make cycling more accessible socially, especially to females, families, schools, and older visitors. This equates to the development of a true mass market tourism/recreation product. However, in addition to its popularity with biking enthusiasts, substantial economic benefits have been delivered to a predominantly rural region that has traditionally suffered from high unemployment (Tourism Resources Company, 2005). The initiative has been a success. For example, in 2007, 7Stanes attracted an estimated 395,000 visitors (increased from 172,000 in 2004), making it one of the 20 most popular tourist attractions in Scotland. Some 43% of visitors originate from within Scotland, 32% from elsewhere in the UK, and 5% from overseas. For 78% of visitors, 7Stanes was their primary reason for visiting the Region and more than one-third stayed at least overnight (up from 25% in 2004). The project's net economic benefits were estimated to be £9.18 million [AUS\$16.32] in tourism expenditure, creation of 212 full time equivalent jobs, and £3.72 million [AUS\$6.61] gross value added to the regional economy (Tourism Resources Company, 2007).

Cycle tourism in Scotland more generally is now widely recognised as a strategic tourism drawcard. In 2012, 17 cycle-related events in Scotland involved an estimated 33,409 participants and visitors. This generated an estimated economic income (directly and indirectly) for the Region of £5.6 million [AUS\$10.1]. Total monetised value of leisure cycle tourism in Scotland was estimated to be between £117.2 [AUD\$211] and £239 [AUS\$430] million per annum (depending on methodology and data used), with Annual Gross Value Added income estimated to be £58.5 (AUD\$105.3) million (Zovko, 2013).

### **Current status of recreational cycling**

The International Mountain Biking Association is now represented in 17 countries including the US, UK, Australia, Canada, Italy, Mexico, Spain, and the Netherlands, and their code of conduct is considered universal (IMBA, 2013).

As with many other forms of adventure recreation (e.g., snow skiing which, for example, has morphed into snowboarding and paraskiing), mountain biking has morphed into new forms in parallel with growth in participation. The traditional form of cross-country/recreational biking, rides typically last a few hours, and riders use lightweight bicycles. The emphasis for such riders is relaxation and exercise (IMBA, 2013). They often seek single-track trails where riders are segregated from cars and can enjoy a close connection with nature (Koepke, 2005). Although cross-country/recreational riding is still the most popular form of the sport (89% US, 97% UK), more physically challenging, extreme derivatives such as downhill (18% US, 22.2% UK), freeriding (23% US, 21.2% UK), and trials (14% US, 8.1% UK) are growing in popularity (Cessford, 1995; Gajda, 2008; Green, 2003; Koepke, 2005). Downhill riders descend steep, rough terrain at high speed using heavy, specialist bikes with long-travel suspension, and are often transported to the top of the (usually short) runs by ski lifts, 4WD vehicles or helicopter (Cessford, 1995; Tourism Resources Company, 2005). In free-riding, the focus is on technical skills needed to handle obstacles such as elevated, narrow wooden broadways, log rides, ladder bridges and teeter-totters, usually on purpose-built circuits (Cessford, 1995; Koepke, 2005; Leung et al., 2014).

Although the percentage of bikes used for off-road riding, and frequency of use for such activities is not known, available data suggest that mountain biking is expanding globally. Based on the gross difference between the number of formally built tracks and informal trials in peri-urban areas and data obtained from self-reporting web sources (e.g.,

Australia - Ballantyne and Pickering 2014; Wolf et al., 2014; Portugal - Campelo and Mendes, 2014; de Oliveira and Mendes, 2014; Mendes et al., 2014), it appears that the demand of tracks for bikers is probably at least an order of magnitude greater than recognised by local authorities.

### **Recreational cycling in Australasia**

Australasia is following the world trend. For example, New Zealand is a strong competitor in mountain biking and cycle tourism generally, and the potential economic benefits have clearly been identified by the authorities. For example, the New Zealand government has developed a Cycle Trail Initiative with the stated aim of developing a world-class cycle tourism network (Angus and Associates, 2013). As part of this initiative, New Zealand is actively developing 'rail trail' products, including the 150 km Otago Central Rail Trail. Annually, between 10,000 and 12,000 visitors complete the trail, and 20,000 to 30,000 visitors ride (or walk) at least one section of the trail annually (Sport and Recreation Tasmania, 2009; The Riesling Trail, undated). The recently constructed 82 km Hauraki Rail Trail, averaged approximately 7,000 cyclists per month in early 2013 (Hauraki Rail Trail, undated).

Research on four new bike trails in New Zealand, including the Hauraki Rail Trail, approximately seven months after their opening revealed that the average in-region expenditure per domestic (international) visitor per trip ranged from NZ\$171 [AUSS154.0] / NZ\$127 [AUSS114.4] to NZ\$637 [AUSS574.0] / NZ\$948 [AUSS854.3] and there was a respective per day regional expenditure of NZ\$133 [AUSS114.9]; (NZ\$135 [AUSS 121.7] to NZ\$166 [AUSS149.6] / NZ\$235 [AUSS211.8]. These figures, applied to visitor numbers, suggested an estimated seasonal (December-March) per trail direct Regional economic contribution to the economy that ranged from NZ\$254,000 [AUSS220.8] to NZ\$3,699,000 [AUSS3,699,000] (Angus and Associates, 2013).

In Australia, the number of cyclists grew by 15.3% between 2001 and 2004 (Faulks et al., 2008), and of the 753,843 bikes sold in 2004, 70% were mountain bikes (Bradshaw, 2006). Biking tourism continues to be a growing market in Australia. For example, in 2012 - 2013, approximately 1.3 million domestic overnight visitors and over 1 million day visitors participated in cycling during their trip, representing 21% and 33% growth respectively from 2005 - 2006, with Victoria, New South Wales and Queensland being the most popular destinations (Tourism Research Australia, 2013). Cycle tourism is also becoming a well-defined product, and key travel motivator.

In recognition of the increasing demand, many State and regional governments, especially in Victoria and South Australia, have developed strategic plans to guide and support mountain biking development with investment in trails and associated products. Many of the associated initiatives are capitalising on old 'rail trails', which offer a range of cycling conditions attractive to a wide target market (Sport and Recreation Tasmania, 2009; Tourism Resources Company, 2014). Examples of existing rail trails in Australia include Victoria's 100 km+ Murray to the Mountains Rail Trail (MMRT, 2014; Sport and Recreation Tasmania, 2009), and South Australia's Riesling Trail of 25 km (but incorporating 35 km of side loops – Sport and Recreation Tasmania, 2009; The Riesling Trail, undated). As has occurred in many other areas of the world, although both of these trails are fee-free to use, local businesses along the routes benefit from tourists' spend, with average visitor's trip expenditure estimated at around \$482 on the Murray and \$216 on the Riesling (Sport and Recreation Tasmania, 2009). Tasmania has also experienced significant growth in cycle tourism in recent years and is actively pursuing this market. In 2012 - 2013, approximately 31,800 interstate visitors (mainly from NSW [Sydney] and Victoria [Melbourne]) and 45,000 residents took overnight trips involving cycling (35.5% and 28.6% growth respectively on the previous year). Interstate cycle visitors provided a particularly high economic yield. They spent an average of \$2,072 per trip. To capitalise on such demand, the Tasmanian State Government is actively investing in trail development, including \$500,000 pledged to develop a new 89 km cycle rail trail in the north-east of the state with a target of annual local direct tourism expenditure of \$3.5 million and 40 jobs (full-time equivalent) five years post-construction (Tasmanian Greens, 2014; Tourism Resources Company, 2014).

### **The "trail" ahead**

Demand for development of infrastructure to support cycling generally (e.g., Sustrans, undated), and the various forms of mountain biking specifically (e.g., purpose-built single track trails, uplift facilities for downhill, bike parks for freeriding/trials), is increasing in many countries (Koepke, 2005; IMBA, 2013). In the US, locations such as Moab (Utah), and Fruita (Colorado) each offer hundreds of kilometres of single track mountain bike trails in desert ecosystems (Moab Area Travel Council, 2010; Over the Edge Sports, 2010). In Canada, alpine resorts such as Whistler Blackcomb offer more than 200 km of trails for mountain biking including 34 trails of lift-serviced downhill routes, and summer revenue represents

approximately 75% of winter snow recreation revenue (Tourism Resources Company, 2005; Whistler Blackcomb, undated).

The potential economic benefits of developing and promoting biking trails in its various forms have, therefore, been widely recognised. Examples include destination mountain biking tourism (Inspiring Place Pty Ltd, 2008; Koepke, 2005; Tourism Resources Company, 2005) and competitive sporting events, typified by the World Cup Mountain Bike Series (Tourism Resources Company, 2005), Union Cycliste Internationale Mountain Bike, and Trials Championship (Australian Capital Territory, 2010). Mountain biking also provides social networking opportunities and supports a substantial industry in both equipment and clothing (e.g., ABC of Mountain Biking, 2002-2008).

There is no doubt that mountain biking is growing globally and is especially popular in affluent, economically developed countries where governments are keen to promote healthy exercise and whose citizens are expected to enjoy increasing leisure time in the coming decades (Zovko, 2013). Mountain biking will probably continue to evolve into new derivatives undertaken for tourism/recreation and as competitive, formalised sports, evidenced, for example, by the current increasing popularity of night mountain biking in some areas of the UK (Tourism Research Australia, 2013).

With a widening diversity of participants seeking different experiences, and with the Victorian Government already recognising the economic benefits of biking tourism, the Albury-Wodonga Region, for example, is in an excellent position to link with established trails such as the 100 km+ Murray to the Mountains Rail Trail (Tourism Resources Company, 2014) and develop an attractive addition to tourism in the area. In addition to disused rail corridors there is also the potential to use travelling stock routes, a range of already formed (formally or informally) tracks and country laneways. There are few places in the world that could offer trails that incorporate everything from mountain vistas, agricultural and bushland landscapes, trails that hug the river and the weir, historic villages and regional towns, and wineries. With careful review of availability, the basis for an extensive network of trails could be developed that would provide enjoyment for a range of experiences that span rides that challenge the most experienced of riders to those who wish to meander through the landscape on 'easy' rides. Based on experience elsewhere in the world, including Australia, the outcome could well be beneficially economically to a wide range of businesses spread throughout the Region.

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**10.2 PLANNING APPLICATION 2016/91 – DEVELOPMENT OF A SECOND DWELLING ON A LOT IN THE GENERAL RESIDENTIAL ZONE**

**General Manager**

**City Development**

**For Decision**

**EXECUTIVE SUMMARY**

This report was deferred at the 13 February 2017 Ordinary Council Meeting.

There have been no changes made to the report.

The applicant seeks a planning permit to develop the land at 14 Evans Street, Morwell with a second dwelling.

A Planning Permit is required pursuant to Clause 32.08-4 of the Latrobe Planning Scheme for the development of two or more dwellings on a lot in the General Residential Zone.

The proposed development is found to generally comply with the Latrobe Planning Scheme subject to appropriate conditions and therefore is recommended that a Notice of Decision to Grant a Planning Permit be issued.

The application is being heard at an Ordinary Council Meeting as requested by a Councillor under the current delegation process.

**RECOMMENDATION**

**That Council:**

- 1. Issue a Notice of Decision to grant a planning permit, for the Development of a Second Dwelling on a lot within the General Residential Zone at 14 Evans Street, Morwell (Lot 374 of PS52685) with the following conditions:**

**Endorsed Plans Condition:**

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

**Standard Conditions:**

- 2) Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
- 3) All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
- 4) Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.**

**Landscaping Conditions:**

- 5) Prior to the occupancy of the development or by such later date as**

- is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
- 6) The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

**Engineering Conditions:**

- 7) Before an Occupancy Permit is issued for the dwelling hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority:
- a) All stormwater discharging from the proposed and existing dwellings and associated buildings and works must be conveyed to the property stormwater drainage connection in accordance with the approved site drainage plan.
  - b) The construction of on-site stormwater detention works in accordance with the approved site drainage plan.
  - c) Areas for vehicle access and car parking within the land must be constructed in accordance with plans endorsed by the Responsible Authority and be surfaced with concrete, reinforced concrete, brick paving, hot mix asphalt or gravel and drained in accordance with an approved site drainage plan.
  - d) The proposed vehicle crossings to provide access to the new dwellings must be re-constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.
  - e) All works including the removal and infill of southern wall, removal of brick chimney and southern windows required, as shown on the endorsed plans, to provide a minimum 3.0 metre width clear of any obstructions for the proposed vehicle accessway.
- 8) Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
- 9) Before the commencement of any works hereby permitted, a site drainage plan, including levels or contours of the land and all hydraulic computations, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The drainage plan must be

prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:

- a) How the land including all buildings, open space and paved areas within each lot will be drained for a 1 in 5 year ARI storm event to the legal point of discharge.
- b) An underground pipe drainage system conveying stormwater from the legal point of discharge to Latrobe City Council's stormwater drainage system.
- c) The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the proposed development of the land are restricted to pre-development flow rates. The rate of pre-development stormwater discharge shall be calculated using a co-efficient of run-off of 0.4.
- d) No part of any above ground stormwater detention system is to be located within a stormwater drainage easement or a sewerage easement unless with the Responsible Authority's written approval.

**Expiry of Permit:**

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

**DECLARATION OF INTERESTS**

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

**SUMMARY**

Land: 14 Evans Street, Morwell known as Lot 374 of PS 52685.

Proponent: Betnale Pty Ltd

Zoning: General Residential Zone

Overlay: None

A Planning Permit is required pursuant to the following Clause of the Latrobe Planning Scheme:

- Clause 32.08-4 for the development of two or more dwellings on a lot in the General Residential Zone.

## **SUBJECT SITE AND SURROUNDS**

The subject site is located in the middle of the eastern side of Evans Street in Morwell.

The site has a frontage to Evans Street of 15.24 metres, a depth of 42.67m and an overall area of 650m<sup>2</sup>. The site is relatively steep with a 4.8 metres fall from the site frontage on Evans Street to the rear of the site. It has a 2.75 metres wide drainage and sewerage easement running parallel to the rear eastern boundary.

The site is currently developed with a single storey cement rendered dwelling with a pitched tiled roof in the western portion of the site near Evans Street. The existing development on the site is consistent with the surrounding neighbourhood. Most houses in the immediate area are small single storey dwellings all built in the 1960's and constructed of either weatherboard, brick or cement rendered with pitched tiled roofs, chimneys and thin single driveways.

The site is accessed by an existing double crossover, shared with the neighbouring property (17 Evans Street) off Evans Street to the right of the existing dwelling.

Surrounding properties within the area are as follows:

- Directly to the east of the subject site, the neighbouring property fronts Robertson Street, Morwell. This dwelling is a single storey weatherboard dwelling with a pitched colourbond roof on high stumps consistent with the surrounding area which appears to be all constructed in the 1960s.
- To the west of the subject site are single storey, weatherboard and cement sheeted dwellings with a mix of tiled and colourbond roofs, of high stumps with single driveways and chimneys consistent with the surrounding area.
- Directly to the north on Evans Street is a single storey, well maintained weatherboard dwelling with a pitched tiled roof and chimney, single driveway and front picket fence consistent with the surrounding area.
- Directly to the south on Evans Street is a single storey, well maintained cement rendered dwelling with a pitched tiled roof and chimney, very similar to the existing dwelling on the subject site. It shares a double crossover with the subject site and driveways with currently no fence separation.

The neighbourhood is located on the eastern side of a ridge which creates for quite a steep landscape and provides eastern views over Morwell towards Traralgon.

A 'Site Context Plan' is included in Attachment 1.

## **PROPOSAL**

The application is for the Development of a Second Dwelling on a lot within the General Residential Zone.

The second dwelling would be located at the rear of the existing dwelling. The dwelling would be single storey and would comprise of two bedrooms, lounge room, amenities and porch with a single car space.

The principle private open space for the proposed dwelling would be located to the northern side with access from the lounge room. Further open space would be provided on the eastern side of the dwelling, along the rear boundary fence within the existing easement area.

The dwelling would have a setback of 3.05m to the rear boundary, 5.245m to the southern side boundary allowing for a single car parking space, 5.195m to the northern side boundary and approximately 14m from the rear of existing dwelling.

The proposed dwelling would be accessed by the existing crossover and driveway off Evans Street and would continue along the southern side of the existing dwelling with a parking space provided at the rear of the property south of the proposed dwelling.

This access way and crossover would also be used for the existing dwelling with proposed parking provided east of the existing dwelling, between the existing and proposed dwelling, along the property boundary to the north.

The existing dwelling would be modified with the removal and infill of the existing brick chimney and windows as well as 250mm of the external wall along the southern side of the house to allow for the creation of a 3 metre wide access along that wall.

The existing crossover would also be relocated north to allow for 1 metre of clearance between the crossover and the property boundary.

Principle private open space for the existing dwelling would be located at the rear of the dwelling with access from the rear door and hallway. The existing dwelling has two bedrooms, lounge room and amenities.

The proposed dwelling would be constructed of painted fibre cement planking painted with 'Dune' (Light Grey) colourbond and timber baseboards painted 'woodland Grey' (Dark Grey), 'woodland grey' painted roof, 'woodland grey' painted metal gutters and fascia's and 'woodland grey' powder coated aluminium windows.

The 'Proposed Site Plan' showing the location of the proposed dwelling, existing dwelling, accessways, private open space areas and setbacks from property boundaries is included in Attachment 2. 'Elevation plans' showing the materials, colours and elevations of the proposed dwelling are included in Attachment 3. A 'Landscaping Plan' showing the proposed location and species of the proposed grasses, plants, trees and shrubs are included in Attachment 4.

## **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 the consideration of this application.

### **State Planning Policy Framework**

- Clause 11.02-1: Supply of urban land
- Clause 11.08-3: Sustainable Communities



- Clause 15.01-1: Urban Design
- Clause 15.02-1: Energy and resource efficiency
- Clause 16.01-1: Integrated Housing
- Clause 16.01-2: Location of residential development
- Clause 16.01-4: Housing diversity
- Clause 16.01-5: Housing affordability

### **Local Planning Policy Framework**

#### Municipal Strategic Statement (Clause 21)

- Clause 21.04-2: Built Environment Sustainability: Settlement Overview
- Clause 21.04-5: Built Environment Sustainability: Urban Design Overview
- Clause 21.04-6: Infrastructure Overview
- Clause 21.05-2: Main Towns: Overview

### **Zoning**

- General Residential Zone

A planning permit is required for the development of two or more dwellings on a lot pursuant to Clause 32.08-4 (General Residential Zone) of the Latrobe Planning Scheme.

A development must address the 'Purpose' and 'Decision Guidelines' of the zone General Residential Zone as well as meet the requirements of Clause 55.

The 'Purpose' of the General Residential Zone includes:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To encourage development that respects the neighbourhood character of the area*
- *To implement neighbourhood character policy and adopted neighbourhood character guidelines*
- *To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.*

The proposal is considered to be generally consistent with the State and Local Planning Policy. A Clause 55 assessment has been undertaken and it is considered that the proposal is generally consistent with the objectives of these clauses. The development of an additional dwelling on the subject site will facilitate a higher density of development to meet the housing needs in Morwell whilst respecting the existing neighbourhood character of the area.

## **Overlays**

- There are no overlays affecting the subject site.

## **Particular Provisions**

### Clause 55 – Two or More Dwellings on a Lot

The proposal has been assessed against the relevant clauses of Clause 55 of the Latrobe Planning Scheme and found to generally comply with the objectives and standards of the Clause subject to the inclusion of appropriate conditions. It is however considered appropriate that the following issues warrant further discussion:

#### *Standard B1 Neighbourhood Character*

The site is located in an older, established residential precinct of Morwell. The surrounding neighbourhood contains an eclectic mix of inter-war and post-war housing stock, ranging from original weatherboard to rendered cement sheet dwellings built in the 1960s. Lots are generally rectangular in shape with houses at the front of the lots with large backyards either down slope or upslope from the dwelling.

Front fencing in the vicinity of the site tends to be one metre in height and constructed in a variety of materials, although not all dwellings have front fences.

The proposed new dwelling is of a contemporary design and will be located in the eastern section of the site behind the existing dwelling. The dwelling will have a shallow pitched roof and a mixture of cladding on each elevation. It will be single storey in keeping with the majority of the surrounding dwellings. Colorbond roofing and external sheet cladding can be found on a majority of dwellings in the area as can pitch roof styles and high baseboards covering high stumps.

The site itself is quite steep with a 4.8 metre fall easterly from the site frontage to the rear.

There are no neighbourhood character objectives, policies or statements in Council's planning scheme, however the design response is considered appropriate to the neighbourhood and the site. As such it is considered that the proposed dwelling is appropriate in this neighbourhood setting.

#### *Standard B14 Access*

The proposed dwelling would be accessed by an existing crossover on site.

Throughout the assessment process the applicant had indicated a 3 metre wide access was provided beside the existing dwelling to provide access to the parking spaces for the existing and proposed new dwelling.

It was discovered after a site inspection that the plan did not show the existing chimney accurately, which encroached on the proposed 3 metre access width. As a result the plan was altered to include the removal of the chimney and the habitable room windows along the access way.

During the second site inspection the assessing planning officer measured the distance from the external wall of the existing dwelling to the fence line and discovered the access width was less than 3 metres at 2.8 metres.

As per Clause 52.06-8 of the Latrobe Planning Scheme, access ways must be at least 3 metres wide. Therefore the plans needed to be altered to create a 3 metre width or the application would be refused.

After a number of discussions the applicant advised that they would alter the plan to include the removal of 250mm of the existing dwelling wall to accommodate the access and ensure the new fence structure did not protrude into this space.

This option was discussed with Council's building team, who confirmed this was a viable option, given the type of dwelling and ease of alterations.

As such it is considered that the proposed access way would comply with the requirements of this standard and the relevant clauses of the Latrobe Planning Scheme.

#### Standard B22 Overlooking

Due to the finished floor level of the proposed dwelling added to the significant change of slope means that overlooking could be a possible issue.

The objective of Clause 55.04-6 of the Latrobe Planning Scheme is '*To limit views into existing secluded private open space and habitable room windows*'.

The proposed new dwelling is to be located 5.195 metres from the neighbouring property to the north. The applicant has provided sufficient information including overlooking diagrams with the application which demonstrates that with the addition of a 1.8 metre high fence, the overlooking scope would not enter into the neighbouring properties secluded private open space, therefore meeting Standard B22.

#### Clause 52.06 – Car Parking

The proposal satisfactorily meets the requirements of Clause 52.06 of the Latrobe Planning Scheme by providing one car parking space on site for both the existing and proposed two bedroom dwelling.

#### **Decision Guidelines** (Clause 65):

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

#### **Incorporated Documents** (Clause 81):

The proposed development is in accordance with the below mentioned relevant incorporated documents:

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off street car parking, Standards Australia 2004.

#### **STAKEHOLDER CONSULTATION**

##### Referrals:

Pursuant to Section 55 of the *Planning and Environment Act 1987*, there were no referral requirements for the proposed development.

Notification:

Pursuant to Section 52 (1)(a) and (1)(d) of the *Planning and Environment Act 1987* adjoining landowners and occupiers were sent a letter notifying them of the application and a sign was placed on the site for a period of 14 days from 20 September 2016.

Five letters in the form of objections were received. Copies of all 'Objectors Submissions' are attached in Attachment 5 of this report (confidential). The concerns raised are summarised as follows:

- Concerns the proposed development will create a loss of privacy.
- Concerns the proposal will result in commercial development within a residential area.
- Concerns proposed vegetation would block the view from of neighbouring property.
- Concerns the proposed development will affect the character of the area.
- Concerns the proposal will create additional accessibility, traffic safety and parking issues.
- Concerns about tenants past and possible future activities.
- Notification of the application was not received.

An aerial image showing the location of all objectors is included in Attachment 6 of this report (confidential).

These concerns are discussed in the 'Response to submission' section of this report.

On 21 November 2016, individual letters were sent to each objector responding to the issues raised in their submission. Each objector was also given the opportunity to withdraw their objection following this response however no objector decided to do so.

Internally the application was referred to Council's Infrastructure Planning team for comment. The Infrastructure Planning requested appropriate conditions to be included on any issue of a permit.

## **RESPONSE TO SUBMISSIONS**

### **1) Concerns the proposed development will create a loss of privacy.**

Clause 55.04 *Amenity Impacts* of the Latrobe Planning Scheme outlines amenity objectives to limit the impact of new development on the amenity of existing dwellings.

Windows of the proposed dwelling are to be located 5.195 metres from the nearest property boundary fence. The overlooking diagram provided with the application shows that the application meets Standard B22 in relation to overlooking.

Overlooking views are measured at a 9 metre horizontal distance (measured at ground level) and within a 45 degree angle from the 1.7 metre plane of a window. The overlooking scopes submitted within the application show that the proposed 1.8 metre fence will sufficiently block the view into any private open space. Additionally

the applicant has proposed vegetation which will provide additional privacy protection.

It is therefore considered that the applicant has sufficiently limited views into any secluded private open space.

- 2) Concerns the proposal will result in commercial development within a residential area.

The proposed development is for the addition of one single storey, two bedroom dwelling used for residential purposes within the General Residential Zone. The proposed development is not considered to be for a commercial type use.

- 3) Concerns regarding proposed vegetation would block the view from neighbouring property.

Vegetation within the property boundary of the proposed lot is not a planning consideration due to the planting of vegetation not requiring a planning permit. The owner of the subject property could plant trees within their backyard now without requiring any permits or permission. The mature height of all proposed vegetation is considered to be appropriate and consistent with vegetation in the surrounding properties.

- 4) Concerns the proposed development will affect the character of the area.

The proposed development is considered not to detrimentally affect the character of the surrounding area as the proposed dwelling will be located behind the existing dwelling and behind a screen of vegetation which will make the development less visible from the streetscape.

Additionally, the materials, colours and design proposed is consistent with that of surrounding properties (Weatherboard, colorbond roof and on high stumps).

- 5) Concerns the proposal will create additional accessibility, traffic safety and parking issues.

Supporting information provided with the application indicated that the provision of one car parking space for the new dwelling and one space for the existing dwelling will be provided within the title boundary. This is in accordance with the parking requirements for two bedroom dwellings within the Latrobe Planning Scheme.

Additionally, swept path drawings were submitted with the application which show that the car parking and access configuration has been designed to ensure that cars parking within the subject site can manoeuvre within the site and exit the site in a forward direction.

The provision of one additional residential dwelling is expected to create one extra vehicle movement during peak times and approximately 10 additional vehicle movements each day. This is not considered an unreasonable increase in vehicle movements.

- 6) Concerns about tenants past and possible future activities.

This is not a planning consideration and are issues which should be directed to the Victoria Police.

7) Notification of the application was not received.

The applicant was advised to send a notification letter to the occupier of 12 Evans Street, Morwell as well as the Department of Health & Human Services – Office of Housing. The applicant has provided a Statutory Declaration which indicates that notification was mailed to both of these addresses as well as the addresses of all objectors.

**FINANCIAL RESOURCES IMPLICATIONS**

Additional resources or financial cost will be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 5 business days with an additional day required to attend and present at the appeal, total 6 business days. This equates to a financial cost in the order of \$1890.

The estimated cost of the proposed development is \$95,000. The financial implications relating directly to the proposed development include employment during the construction stage and possible rental income generated upon completion.

**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 no known risk associated with the approval of this proposal.

**CONCLUSION**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the General Residential Zone;
- Consistent with Clause 65 (Decision Guidelines); and
- The objection(s) received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered (and relevant permit conditions addressing these issues will be required/the objection(s) do/does not form planning grounds on which the application should be refused).

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

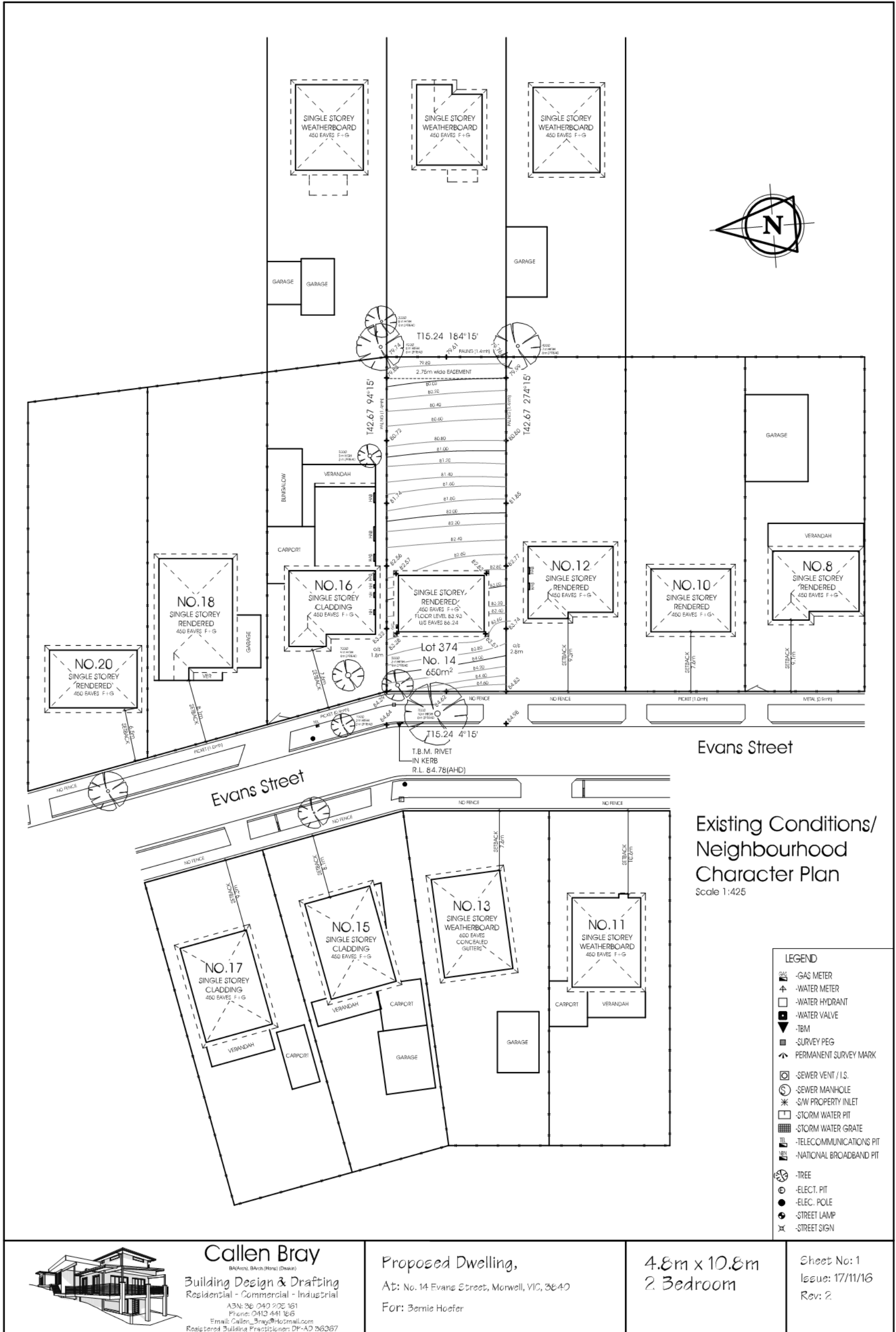
- 1 [↓](#). Site Context Plan
- 2 [↓](#). Proposed Site Plan
- 3 [↓](#). Proposed Elevation Plans
- 4 [↓](#). Proposed Landscaping Plan
5. Objectors Submissions (Published Separately) (Confidential)
6. Location of Objectors (Published Separately) (Confidential)

## **10.2**

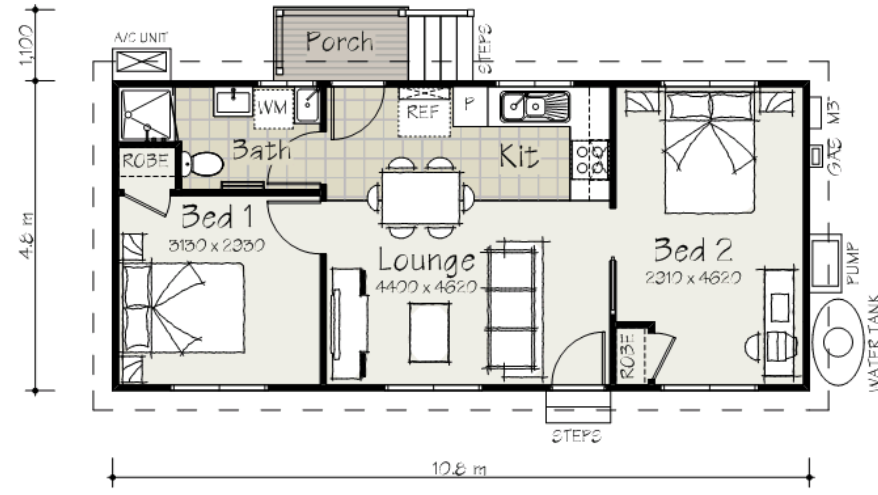
### **Planning Application 2016/91 – Development of a Second Dwelling on a lot in the General Residential Zone**

<b>1</b>	<b>Site Context Plan .....</b>	<b>147</b>
<b>2</b>	<b>Proposed Site Plan .....</b>	<b>149</b>
<b>3</b>	<b>Proposed Elevation Plans.....</b>	<b>151</b>
<b>4</b>	<b>Proposed Landscaping Plan.....</b>	<b>153</b>



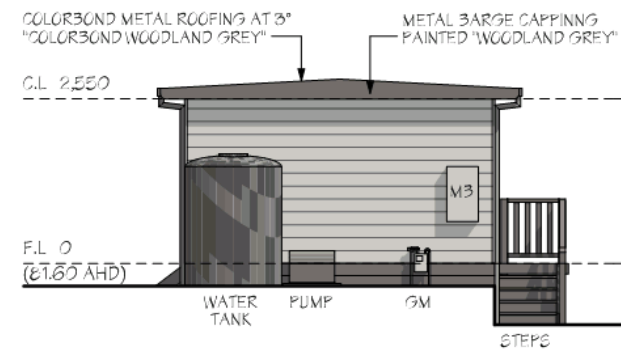




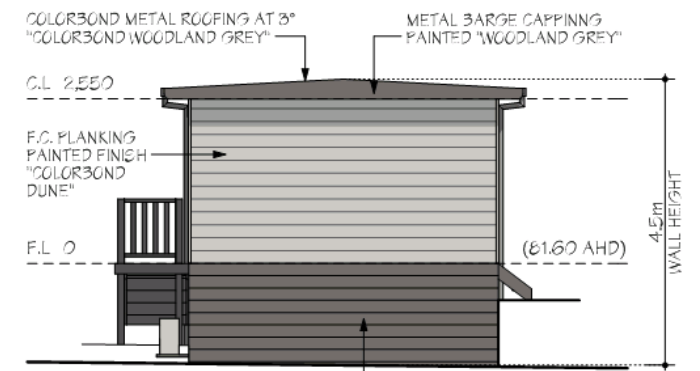


FLOOR AREAS	
GRD. FL.	57.0m <sup>2</sup>
SUB TOTAL	57.0m <sup>2</sup>
VER. FOR.	3.0m <sup>2</sup>
TOTAL	60.0m <sup>2</sup>

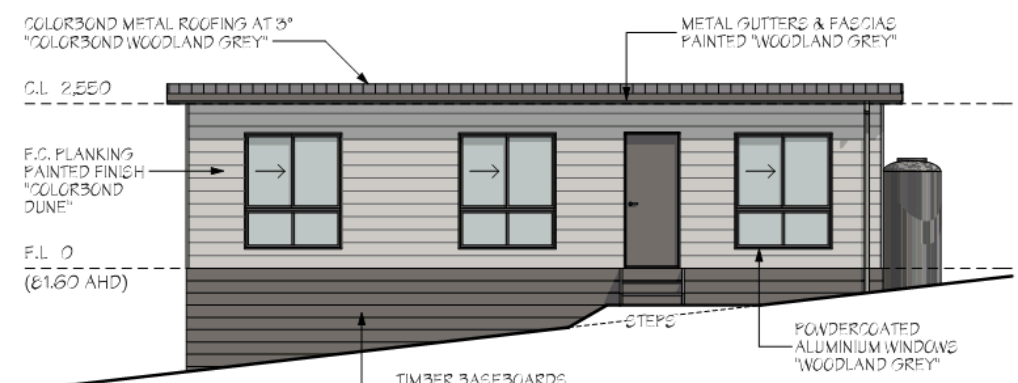
**Floor Plan**  
Scale 1:100



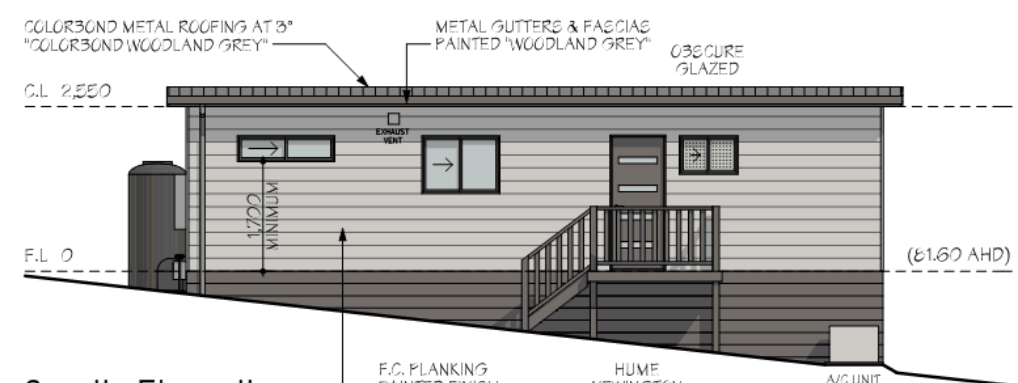
**East Elevation**



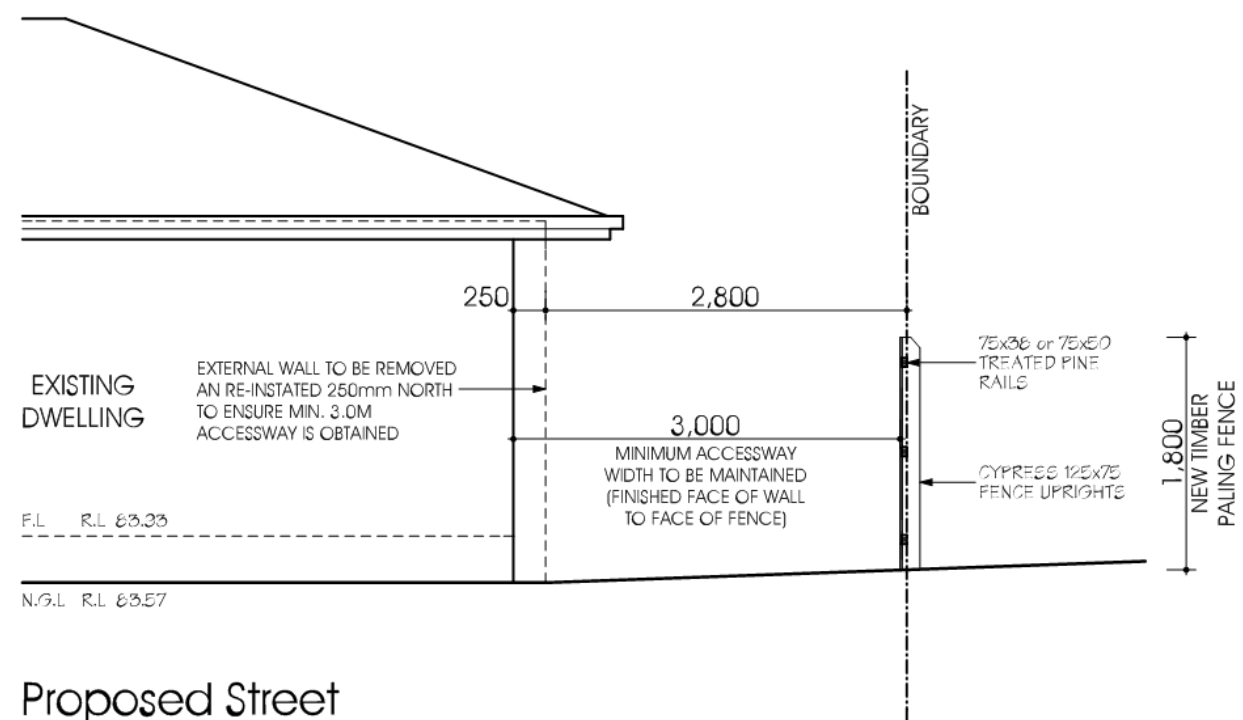
**West Elevation**



**North Elevation**



**South Elevation**



**Proposed Street (West) Elevation**  
Scale: 1:50



**Callen Bray**  
BA(Arch), BA(Arch) (Hons) (Design)  
**Building Design & Drafting**  
Residential - Commercial - Industrial  
ABN: 26 040 206 161  
Phone: 0410 441 166  
Email: Callen\_Bray@hotmail.com  
Registered Building Practitioner DP-A2 36367

**Proposed Dwelling,**  
At: No. 14 Evans Street, Morwell, VIC, 3640  
For: Bernie Hofer

**4.8m x 10.8m**  
**2 Bedroom**

Sheet No: 4  
Issue: 17/11/16  
Rev: 2



**10.3 PETITION OPPOSING THE PROPOSED LOCATION OF A BMX TRACK IN  
CENTENARY PARK BOOLARRA**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**EXECUTIVE SUMMARY**

This report presents a petition received on 17 January 2017 containing 40 signatures opposing the location of a proposed recreational BMX track in Centenary Park, Boolarra.

The petition responds to a proposal and concept plan for the construction of a local level BMX track in Centenary Park Boolarra submitted to Latrobe City Council in July 2016.

The head petitioner states that Centenary Park in Boolarra is a peaceful, passive open space area that complements the adjoining Railway Park and Grand Ridge Rail Trail. The letter accompanying the petition states that the proposal for a creation of a BMX track in Centenary Park is 'distinctly at odds with the original intent of Centenary Park and would change the nature of the park forever'.

The supporting letter states that a BMX track would cover a significant portion of the parkland and would require substantial earthworks, safety fencing and a car park and states that "the proposal now involves more cost, complexity and will have a greater impact on the parkland than stated originally by the proposers".

The head petitioner has proposed that a more suitable location for the BMX track is at Boolarra Memorial Park. Boolarra Memorial Park is approximately 1 kilometre from the township and is linked by a path. Boolarra Memorial Park is managed by a crown land committee of management and its infrastructure includes the main oval which is used for AFL and cricket, tennis and netball courts, a small play space and equestrian facilities. The facility also has a public toilet.

Council Officers replied to the proposal for a BMX track in Boolarra, detailing the process of assessment, engagement and approval. The proponent was advised by email on the 13 July 2016 that prior to any decision being made about whether a BMX track could be constructed, the Latrobe City Council Recreation Needs Assessment would need to be finalised to determine both the need and demand for a BMX track in Boolarra.

The project proposes to construct a BMX track to extend on the existing skate park and rail trail recreation activities in the town. The track has been designed by a local community member to cater from 4 years of age to adults with basic to intermediate skills.

This track is proposed to be located in Centenary Park Boolarra, inside the perimeter of Duke Street and Penaluna Streets, co-located with the skate park and linking to a shared path in a clearing opposite the CFA shed and Men's Shed. This proposed site is in close proximity to the activity centre of Boolarra, Boolarra Railway Park and the Boolarra Primary School.

Council is currently experiencing a number of issues relating to the ongoing maintenance and management of BMX tracks in Latrobe City Council.

The Recreation Needs Assessment will be finalised in 2017. This report will detail the demand and need for a range of active sport and recreation within Latrobe City Council based upon current and future participation and recreation trends.

A further report will be presented to a future Council meeting following the completion of the Recreation Needs Assessment in Mid-2017 to provide options for Council to consider in relation to the proposed BMX track in Boolarra.

### **RECOMMENDATION**

**That Council:**

- 1. Notes the report and defers consideration of a proposal for a BMX track in Boolarra to a future Council meeting following the completion of the Latrobe City Recreation Needs Assessment; and**
- 2. Advises the head petitioner of Council's decision.**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

A petition was received on 17 January 2017 which opposes the construction of a proposed BMX Track in Centenary Park in Boolarra. The petition contains 40 signatures.

The head petitioner states in the petition to Council that Centenary Park is a peaceful, passive open space area that complements the adjoining Railway Park and Grand Ridge Rail Trail. The letter accompanying the petition states that the proposal for the construction of a BMX track in Centenary Park is 'distinctly at odds with the original intent of Centenary Park and would change the nature of the park forever'.

The supporting letter states that the BMX track as proposed would cover a significant portion of the parkland and would require substantial earthworks, safety fencing and a car park. The head petitioner states that "the proposal now involves more cost, complexity and will have a greater impact on the parkland than stated originally by the proposers".

The head petitioner has proposed another location for the BMX track is at Boolarra Memorial Park. Boolarra Memorial Park is approximately 1 kilometre from the township and is linked by a path. Boolarra Memorial Park (Photo 2) is managed by a crown land committee of management and its infrastructure includes the main oval which is used for AFL and cricket, tennis and netball courts, a small play space and equestrian facilities. The facility also has a public toilet.

Photo 2



Boolarra Memorial Park is crown land, managed by a crown committee of management. Council provides an annual maintenance grant for maintenance of the oval and netball/tennis courts.

The petition opposing the construction of a BMX track in Centenary Park Boolarra responds to a proposal that Latrobe City Council received in July 2016. Council was approached by a Boolarra community member about constructing a BMX track in the township. The community member provided a detailed proposal and concept plan (attached) for a local level BMX track. The proposal's intent was to seek construction of the BMX Track in Centenary Park in Boolarra.

The proponent for the BMX track stated in the original correspondence to Council that the idea for a BMX track was supported by the local community and the Boolarra Community Development Group. Additional correspondence from the local police officer indicated that they also supported the development.

The project proposes to construct a BMX track to extend on the existing skate park and rail trail recreation activities in the town. The track has been designed by a local community member to cater from four (4) years of age to adults with basic to intermediate skills.

This track is proposed to be located in Centenary Park Boolarra, inside the perimeter of Duke Street and Penaluna Streets, co-located with the skate park and linking to a shared path in a clearly opposite the CFA shed and Men's Shed. This proposed site is in close proximity to the activity centre of Boolarra, Boolarra Railway Park and the Boolarra Primary School. See photo 1 below.

Council Officers replied to the proposal, detailing the process of assessment, engagement and approval for a BMX track in Boolarra. The proponent was advised by email on the 13 July 2016 that prior to any decision being made about whether a BMX track could be constructed, the Latrobe City Council Recreation Needs

Assessment would need to be finalised to determine both the need and demand for a BMX track in Boolarra.

**Photo 1**



Further engagement and investigations will be required to determine the feasibility of this site for a BMX track if the proposal proceeds.

### **Strategic Links**

The Latrobe City Skate & BMX Plan provides a definition of hierarchy. These have been defined as regional, district and local facilities for skate and BMX provision.



Location / Facility	Regional	District Skate / BMX	Local Skate / BMX	Local BMX (dirt)	
Moe/Newborough	X	✓	NA	✓	
Morwell		✓	NA	✓	
Traralgon		✓	NA	✓	
Churchill	NA	✓	NA	✓	
Boolarra		NA	NA	✓	X
Glengarry				X	✓
Tyers				X	✓
Yinnar				X	X
Traralgon South				X	X
Yallourn North				X	✓
Toongabbie				✓	X

X = potential facility to be established consistent with hierarchy  
 ✓ = existing facility □  
 NA = location does not require facility to level prescribed in the hierarchy

The Latrobe City Council Skate & BMX Plan which was endorsed by Council in April 2009 identifies that a potential facility could be established, consistent with the Skate & BMX hierarchy in Boolarra, however no specific recommendations were articulated in the plan. All recommendations and actions from the Skate & BMX Plan (2009) have been completed.

### Current BMX Tracks

Latrobe City Council current maintains seven (7) BMX tracks in the municipality. They are:

- Morwell
- Traralgon
- Newborough
- Yallourn North
- Tyers
- Glengarry
- Churchill

### *Standards, Regulations & Risk Management*

There are currently no Australian Standards in relation to the design and maintenance of community BMX tracks, nor are there any formal industry standards at the non-competition level. All BMX tracks in Latrobe City are non-competition and have no formal club affiliations. The design and maintenance of these facilities is therefore not prescribed by law or statute, nor is it industry defined.

Therefore, in order to conduct a risk assessment the following resources have been utilised:

- Skate Parks and BMX Facilities Manual 2012, *MAV Insurance Liability Mutual Insurance*
- MAV Insurance BMX/Skate Park Checklist
- BMX Australia Track Guidelines 2015

Analysis of these documents led to the identification of the following assessment criteria:

- a. Structure Condition
- b. Construction Material
- c. Riding Surface Condition
- d. User Modifications
- e. Drainage

A risk assessment of Latrobe City BMX Tracks was undertaken by Council's Risk team in October 2015. (Attached)

The risks/hazards identified were generally the same across all BMX facilities and included:

- increased risk of injury or damage to track users due to inappropriate materials including recycled bitumen and stones that have been used in the construction of the BMX tracks
- Erosion and pooling of undrained water leading to uneven riding surfaces
- User made paths/tracks criss-crossing the BMX facilities increasing risks of collision or misadventure

The ideal course of action would be to:

- Undertake works to remove/reduce erosion
- Undertake works to correct drainage issues
- Realign paths and/or install barriers if appropriate to discourage use of informal tracks/user made paths

#### *Maintenance & Inspections*

All BMX tracks are managed and maintained by Council's Recreation Liaison team. The tracks are inspected once every month, and maintenance issues are documented and assessed for rectification as soon as possible. These rectification works take the form of improving drainage; weed spraying, removal of water ruts and rectification of the track from vandalism (illegal track modifications).

Vandalism (illegal track modifications) is a large problem for local Council BMX tracks. Members of the public are coming to the tracks with shovels, spades and sometimes bobcats and illegally modifying the tracks. This can lead to serious issues with drainage and the track surface. It can also make a track which has been designed to be a low level beginner track into a more complicated challenging and potentially dangerous track for riders with limited technical skills. Two years ago, an

illegal modification to the BMX Track in Newborough led to a serious injury to a local teenager.

All maintenance to be completed at the seven (7) BMX tracks is undertaken by local external civil contractors. Whilst these contractors have the necessary skills to move dirt from one place to another, they are not qualified track builders or designers. The maintenance budget allocation does not allow Council to engage qualified BMX track builders do to the cost.

#### *Budget*

An allocation of \$20,000 was made for maintenance of BMX tracks for the 2016/17. Any additional BMX tracks will increase pressure on this budget allocation and the amount and quality of the maintenance provided across the municipality.

#### **Recreation Needs Assessment**

The Latrobe City Council Recreation Needs Assessment is currently being developed to determine the demand, need and priority for active recreation infrastructure in the municipality. Future recreation projects will be determined by a matrix of participation, recreation trends, demand and future demand and funding opportunities.

The draft Recreation Needs Assessment will be publically exhibited and a range of engagement activities will occur across the municipality to ensure that interested community members and sporting clubs and associations have an opportunity to provide feedback regarding the document.

This report will be completed in Mid-2017.

#### **Community Engagement**

It is clear from the correspondence received that the location of any proposed BMX track in Boolarra could be controversial. If the Recreation Needs Assessment identifies a need and demand for a BMX track in Boolarra, further community engagement will be necessary to determine its location.

#### **STAKEHOLDER CONSULTATION**

A range of community engagement activities will be undertaken in relation to the Latrobe City Council Recreation Needs Assessment when the draft report is released for public exhibition. The community and sporting clubs and associations will have an opportunity to provide comment on the report and provide their feedback.

Further engagement will take place with the proponents of the BMX Track, Mr & Mrs O'Brien, the Boolarra Community Development Group and the Boolarra Memorial Park committee of management.

#### **FINANCIAL AND RESOURCES IMPLICATIONS**

Financial and resource implications have been considered in the preparation of this report. No financial and resource implications have been identified in regards to this report and the recommendations.

**RISK IMPLICATIONS**

Risk has been considered in the preparation of this report. No risks have been identified in regards to this report and the recommendations.

**CONCLUSION**

Council has received a petition with 40 signatures opposing the development of a BMX track in Centenary Park in Boolarra.

This petition responds to a submission proposing the construction of a BMX track in Centenary Park in Boolarra which was presented to Council in July 2016.

The proponents for the project were advised in writing by Council officers in July 2016 that a decision on whether a BMX track could be constructed would be deferred until the completion of the Latrobe City Council Recreation Needs Assessment. This report will be finalised in Mid-2017.

An alternative site, Boolarra Memorial Park has been suggested by the head petitioner as an alternative site due to its co-location with the townships recreation facilities.

The Recreation Needs Assessment will prioritise projects on the basis of current and future demand, recreation trends and participation in active sport and recreation.

A further report will be provided to Council on the Boolarra BMX track proposal upon completion of the Latrobe City Recreation Needs Assessment in Mid-2017.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Council officer response to Mrs Eloise O'Brien July 2016 (Published Separately) (Confidential)
2. Petition (Published Separately) (Confidential)
3. Proposed BMX Track in Boolarra Centenary Park
4. LCC BMX Tracks Risk Assessment

## **10.3**

### **Petition Opposing the Proposed Location of a BMX Track in Centenary Park Boolarra**

- 3 Proposed BMX Track in Boolarra Centenary Park..... 163**
- 4 LCC BMX Tracks Risk Assessment ..... 167**

## Proposed BMX Track in Centenary Park Boolarra

### Project

To construct a BMX track at Boolarra to extend on the existing skate park and rail trail bike track recreation activities in the town.

The track will be a compact, closed looped design and forms a circuit where length measured along its centre line is between 100m to 150m. The track is a minimum of 5m wide. There will be circuits, table top jumps, berms (banked dirt-walled corners), whoops, and step ups. Parts of the track will be side by side obstacles for differing skill levels. The initial straight will be a minimum of 30m in length. The following four straights will be of similar length. The track has a minimum of 4 turns at 5m wide throughout each turn. The track and all its obstacles will be constructed with the safety of all riders, regardless of age and skill level. On the first straight the minimum distance between two obstacles is 10m.

### Target Group

The Boolarra BMX track proposal came about after a group of Boolarra kids approached community members to build them a track somewhere in town to further their interest and harness their skills.

The track will have the potential to engage youth from 4 years old to adults with basic to intermediate skills.

The BMX track will open opportunities for youth who would otherwise have to travel to significant distances to use a similar facility.

### Proposed Site & Design:

The BMX track is proposed for Centenary Park, inside the perimeter of Duke Street and Penaluna Street, on the same reserve as the skate park, beside a shared track, in a clearing opposite the CFA Shed and Men's Shed. The naturally occurring dip or bowl in this area of the park, will serve to shape parts of the track. This will mean less material will be needed in the construction of the track. The proposed site is in close proximity to the Top Shop, Telstra Phone Box, Boolarra Mirboo North Rail Trail, Skate Park and Playground and Primary School.

The track design is a collaboration by local youth Quinn, Dublin and Ronan, experienced BMX competition rider and track and bowl designer Mark, experienced competition BMX rider Connor Hunter and local earthworks contractor Brent O'Brien.

The nearest BMX track is in Churchill, 30 kms away - an awkward and unlikely distance for children to travel by bike. Boolarra and Yinnar have skate parks but nothing for bike enthusiasts other than a 13km linear rail trail from Mirboo North to Boolarra.







## Risk Assessment – Latrobe City BMX Tracks

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### 1. Summary

A risk assessment was requested to be carried out at the Ronald Reserve BMX track in Vary Street, Morwell.

A site inspection on 1 October 2015 by Christian Thomas (Coordinator Risk) identified a number of hazards requiring attention in order to make the facility safe for public use.

This led to a follow up request to expand the scope of the Risk Assessment to the other BMX tracks located across the Municipality.

The risks/hazards identified were generally the same across all BMX facilities and included:

- increased risk of injury or damage to track users due to inappropriate materials including recycled bitumen and stones that have been used in the construction of the BMX tracks
- Erosion and pooling of undrained water leading to uneven riding surfaces
- User made paths/tracks criss-crossing the BMX facilities increasing risks of collision or misadventure

The ideal course of action would be to:

- Undertake works to remove/reduce erosion
- Undertake works to correct drainage issues
- Realign paths and/or install barriers if appropriate to discourage use of informal tracks/user made paths

Of particular concern is the Newborough BMX track which displays signs of high levels of use by the public and is arguably in the poorest condition with a large number of user modifications made to the facility.

### 2. Background

Following remediation works to fill a cavity that had been intentionally dug into the side of the BMX track starting hill Simon Clark (Coordinator Recreational Liaison) lodged a request on 30 September 2015 for a risk assessment to be carried out on the starting hill of the BMX track located at Ronald Reserve in Vary Street, Morwell.

Following the completion of this assessment an expanded assessment including all BMX tracks within the municipality was requested and undertaken.

The completion of this assessment led to a request for the work to be expanded to include all BMX tracks within the municipality:

- Morwell –Ronald Reserve
- Tyers - Recreation Reserve
- Glengarry Park
- Yallourn North – Tyers Road
- Newborough – Murray Road
- Churchill – Glendonald Park
- Traralgon – Shakespeare Street/Traralgon Recreation Reserve

These were inspected prior to Christmas 2015 and the results documented in this report.

### **3. Standards and Regulations**

There are currently no Australian Standards in relation to the design and maintenance of BMX tracks, nor are there any formal industry standards at the non-competition level. The design and maintenance of these facilities is therefore not prescribed by law or statute, nor is it industry-defined.

Therefore, in order to conduct a risk assessment the following resources were utilised:

- Skate Parks and BMX Facilities Manual 2012, *MAV Insurance Liability Mutual Insurance*
- MAV Insurance BMX/Skate Park Checklist
- BMX Australia Track Guidelines 2015

Analysis of these documents led to the identification of the following assessment criteria:

- a. Structure Condition
- b. Construction Material
- c. Riding Surface Condition
- d. User Modifications
- e. Drainage

### **4. Method**

The following steps were undertaken:

- a. Review of the reference material listed in section 3 above and appropriate assessment criteria developed.
- b. Site visit and visual inspection and evaluation of the BMX tracks
- c. Risk assessment of the hazards identified
- d. Develop assessment report and recommendations to address hazards.

## **5. Results**


### **The Site**

Latrobe City Council owns a number of BMX tracks across the municipality which are located in:

- Morwell –Ronald Reserve
- Tyers - Recreation Reserve
- Glengarry Park
- Yallourn North – Tyers Road
- Newborough – Murray Road
- Churchill – Glendonald Park
- Traralgon – Shakespeare Street/Traralgon Recreation Reserve

**Findings**

The assessment criteria are listed below along with relevant findings:

ASSESSMENT CRITERIA	FINDINGS	RECOMMENDATIONS
<p><b>Structure Condition</b></p>	<p>Inspection revealed significant erosion/wear that has occurred across all of the BMX tracks.                      This damage increases the risk of injury to users of the BMX tracks.                      Selected examples are shown below:</p>  <p><i>Image 1 – Potholing/Erosion of surface at Yallourn North BMX Track</i></p>	<p>1. Carry out remedial action to remove erosion</p>



*Image 2 – view of eroded table-top jump at Newborough BMX track.*



*Image 3 – Close up of erosion on riding surface caused by draining water at Glendonald park, Churchill*

<p><b>Construction Material</b></p>	<p>It appears that the BMX tracks are all constructed of a similar material which includes recycled bitumen/concrete and rocks which have been used as part of the fill along with the sandy gravel that makes up the majority of the hill. This has resulted in an uneven amount of wear occurring on the surface of the tracks as well as hazards being presented by the stone/concrete/bitumen sections of fill.</p>	<ol style="list-style-type: none"> <li>1. Remove existing recycled bitumen/stone laden construction material and replace with more appropriate material</li> </ol>
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*Image 4 – Pieces of recycled bitumen used as fill during track construction – Ronald Reserve, Morwell.*



*Image 5 – Large piece of concrete with steel rebar protruding at Yallourn North BMX track. Note: This large piece of concrete has been removed however it is likely that similar material is contained within the BMX tracks but remains unexposed at this time.*




			
<p><b>Riding Surface Condition</b></p>	<p>Elsewhere on the track, pieces of bitumen and other rocks were found in a number of locations, with high concentrations being found in the first few corners/turns. A number of these stones can be seen to be loose, increasing the risk of incidents for users as well as increasing the severity of damage or injury sustained when falling/sliding across the surface of the track.</p>	<ol style="list-style-type: none"> <li>1. Remove existing recycled bitumen/stone laden construction material and replace with more appropriate material</li> </ol>	




*Image 6 – Recycled Bitumen and Stones used in track construction – Ronald Reserve Morwell*



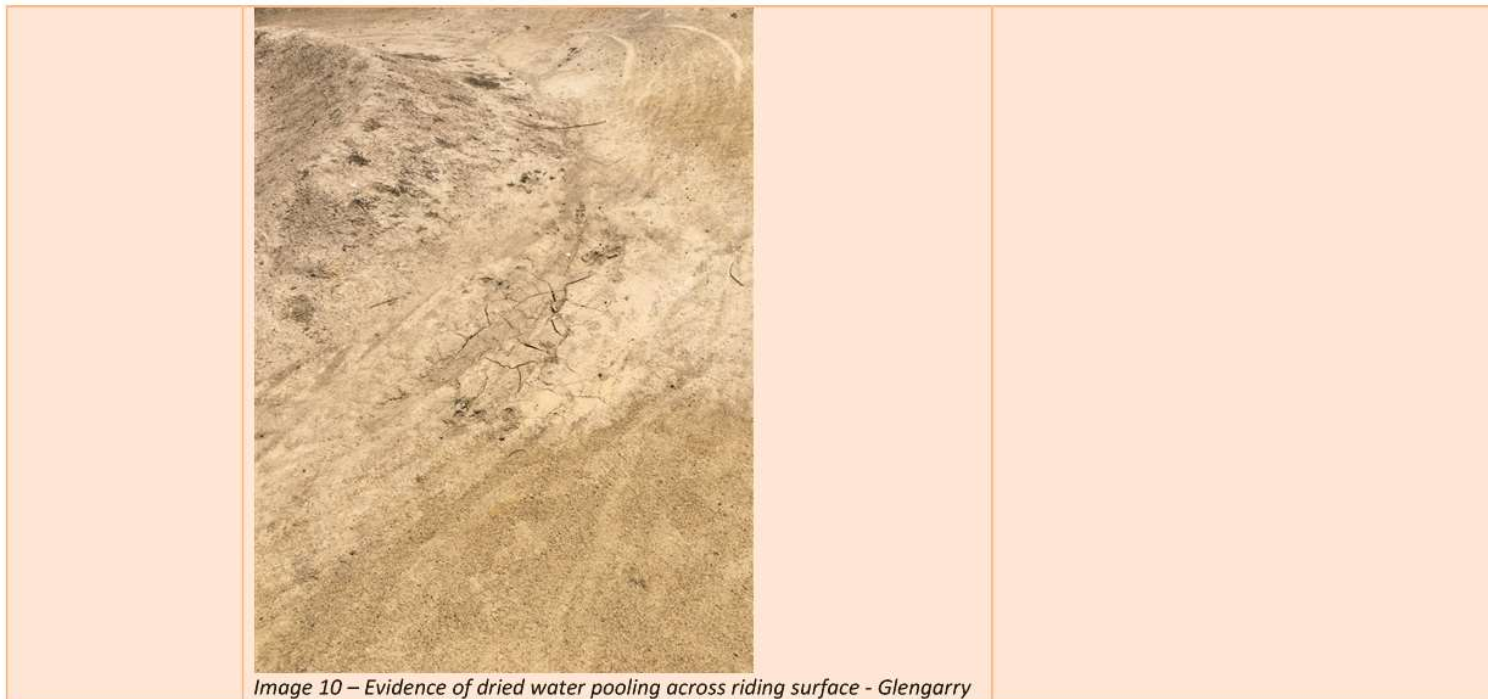
*Image 7 – Erosion/Water Pooling damage caused to riding surface - Newborough*

<b>User Modifications</b>	<p>There is evidence of a user made tracks across a number of the BMX tracks but most notably at Newborough.</p> <p>An indication of the complexity of the track can be seen from the aerial images below:</p>  <p><i>Image 8 – Aerial View of Newborough BMX track</i></p>	<ol style="list-style-type: none"><li>1. Erect barriers or reconfigure tracks to discourage use of user created paths</li></ol>
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<p><b>Drainage</b></p>	<p><i>Image 9 – User made tracks/paths crossing across each other – Newborough</i>                  Where users have modified the track to include new paths or ramps there is an increased risk of accident or misadventure due to either collisions or riders having accidents when attempting to land on uneven surfaces.</p> <p>Stagnant water was found to be pooled beside the track (Image 9) and there was evidence found within the track itself of spaces where water has pooled after rain, also refer to Image 7 above where water pooling has degraded the riding surface at Newborough.</p>	<ol style="list-style-type: none"> <li>1. Carry out works to ensure facilities have adequate drainage.</li> </ol>	



*Image 9 – Inadequate drainage near track – Ronald Reserve, Morwell*



*Image 10 – Evidence of dried water pooling across riding surface - Glengarry*

### Risk Assessment

The following table lists the hazards identified during the site inspection:

HAZARD	CAUSE	OUTCOME	CONSEQUENCE	LIKELIHOOD	RISK RATING
Damage to surface of track	<ul style="list-style-type: none"> <li>Erosion</li> </ul>	<ul style="list-style-type: none"> <li>Uneven Surface</li> </ul>	<ul style="list-style-type: none"> <li>Minor</li> </ul>	Almost Certain	High
Undermining/weakened structural integrity	<ul style="list-style-type: none"> <li>Erosion</li> </ul>	<ul style="list-style-type: none"> <li>Structural Instability</li> <li>Cost to Council to Rectify</li> <li>Damage to Council Image/Reputation</li> </ul>	<ul style="list-style-type: none"> <li>Minor</li> </ul>	Likely	Medium
Trip/Fall	<ul style="list-style-type: none"> <li>Uneven Surface</li> </ul>	<ul style="list-style-type: none"> <li>Injury to User</li> </ul>	<ul style="list-style-type: none"> <li>Minor</li> </ul>	Likely	Medium
Slide/Fall across track at speed	<ul style="list-style-type: none"> <li>Uneven Surface</li> <li>Inappropriate Materials Used in Construction</li> </ul>	<ul style="list-style-type: none"> <li>Injury to User</li> <li>Damage to Council Image/Reputation</li> </ul>	<ul style="list-style-type: none"> <li>Moderate</li> </ul>	Possible	High
Unplanned/undesigned tracks	<ul style="list-style-type: none"> <li>User Modifications</li> </ul>	<ul style="list-style-type: none"> <li>Injury to User</li> </ul>	<ul style="list-style-type: none"> <li>Minor</li> </ul>	Unlikely	Low
Collision/Accident	<ul style="list-style-type: none"> <li>User Modifications</li> <li>Uneven Surface</li> </ul>	<ul style="list-style-type: none"> <li>Injury to User</li> </ul>	<ul style="list-style-type: none"> <li>Moderate</li> </ul>	Likely	High
Inadequate drainage	<ul style="list-style-type: none"> <li>Not Known</li> </ul>	<ul style="list-style-type: none"> <li>Increased Erosion</li> <li>Increased wear and tear</li> <li>Breeding ground for pests</li> </ul>	<ul style="list-style-type: none"> <li>Minor</li> </ul>	Likely	Medium



## **6. Recommendations**

It appears that the majority of hazards are the result of inappropriate materials having been used in the construction of the BMX tracks across the municipality and/or inadequate drainage or maintenance.

Addressing the hazards resulting from these issues should involve:

1. Carry out remedial action to remove erosion damage
2. Remove existing recycled bitumen/stone laden construction material and replace with more appropriate material
3. Install barriers or reconfigure tracks to discourage use of informal tracks/user made paths
4. Carry out works to ensure facilities have adequate drainage.

While all the BMX tracks require attention it is particularly important that the Newborough track is reviewed due to its:

- apparent high level of use, likely with a large proportion of younger users due to its proximity to schools
- relatively poor condition
- Extensive user modifications

# **CORRESPONDENCE**

**11. CORRESPONDENCE**

Nil reports

# **PRESENTATION OF PETITIONS**

**12. PRESENTATION OF PETITIONS**

Nil reports

# **CHIEF EXECUTIVE OFFICE**

**13. CHIEF EXECUTIVE OFFICE**

**13.1 TRARALGON TYERS UNITED FOOTBALL & NETBALL CLUB PROJECT REVIEW**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**EXECUTIVE SUMMARY**

A report was presented to the 12 September 2016 Ordinary Council meeting with information about the 2016-2020 Country Football and Netball Program and football and netball related recreation projects that may have been eligible to submit for this funding opportunity.

The Traralgon Tyers United Football & Netball Club (TTU) were contacted in the preparation of the report 12 September 2016 Ordinary Council meeting to advise that their project will be considered with a number of other projects by Council for the Country Football Netball Program. They were also asked to confirm the club's contribution to the project. The club committed a contribution of \$5,000 towards the cost of construction of the lighting and also offered to assist with the project management for the installation of the lighting. This was valued by officers at approximately \$7,500. This was confirmed via email with the Club.

Following the Council meeting the club were contacted to advise that their project was not successful and that the Morwell Recreation Reserve netball court and car parking project had been successful and that Council would continue to seek funding opportunities for their project in the future.

At the 12 September 2016 Ordinary Council meeting, Council resolved as follows;

*That Council requests the CEO to review the TTU Football Netball Club Project and bring a report back to Council.*

A subsequent conversation with the club revealed that there were differing definitions of project management, which related to how the project would be delivered.

The club indicated that they would have been prepared to undertake the project in a similar fashion to that undertaken at the Traralgon Recreation Reserve showgrounds for the construction of the Traralgon East District Association of Sport (TEDAS) pavilion. Under this model Council applies for the grant and acts as banker whilst the club provide the majority of the funds and engage a contractor to undertake the works.

The funding application was based on the traditional model of Council managing the funds and the estimate of the in kind project management costs is consistent with the state government guidelines for calculating such contributions.

In conclusion it is recommended that Council note this report.

### **RECOMMENDATION**

**That Council notes the review of the Traralgon Tyers United Football and Netball Club project.**

### **DECLARATION OF INTEREST**

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

### **DISCUSSION**

At the ordinary Council meeting 12 September 2016, Council resolved:

*That Council requests the CEO to review the TTU Football Netball Club Project and bring a report back to Council.*

Attached is the correspondence between Traralgon Tyers United Football Netball Club and Latrobe City Council officers in chronological order:

In the preparation for writing the report officers phoned the club representative who was on the committee at Tyers at the time. The call was to advise the club that a report was being prepared for Council and will present a number of projects for Council to consider for submission to the Country Football Netball Program.

Officers asked the club representative to confirm the club's contribution to the project. During this conversation the club representative highlighted again the considerable investment that the Tyers Football Netball Club had made to the reserve and wanted this figure to be used as matching contribution. Officers reiterated to the club representative that this was not possible as the contributions were made in the past and not directly contributing to the proposed project.

The report presented at the ordinary Council meeting 12 September 2016 outlined that the club had completed the lighting design and soil testing for this proposal. It also outlined what the club was offering in relation to financial and in-kind support for the project. Unfortunately funds previously expended during the development of a proposal are not able to be used as a matching contribution for the purpose of applying for Country Football and Netball Program funding.

The club committed an additional contribution of \$5,000 towards the cost of construction of the lighting. The club has also offered to assist with the project management for the installation of the lighting. The value of the project management is estimated at approximately \$7,500.

Information provided in the report reflected the information received from the club in accordance with the email correspondence above.

The club did not indicate that any further financial or in-kind assistance would be provided for the project. Further to this, officers contacted the new Club President on the 18 November 2016, to confirm the clubs offer. The new Club President confirmed



the offer of \$5,000 in funding and project management of the project which officers estimated at \$7,500.

The new Club President was also asked to clarify what his interpretation of project management was in relation to this proposed project. He explained it would be similar to the TEDAS pavilion project that was undertaken at Traralgon Recreation Reserve in 2015. The activities undertaken by the new Club President as part of the TEDAS project included managing the design process, construction and project managing the project. The club also provided the majority of the funding for the project.

The TEDAS model involved.

- Council managing a state government grant (essentially as banker).
- New Club President/TEDAS contributing the majority of funds for project.
- TEDAS entering into an agreement with the new Club President's Company to undertake the works.
- Council entering into an agreement with TEDAS for the grant payments to be made to them as the works progressed.
- Council inspections of the works to ensure that they were undertaken to Council's satisfaction prior to any payments being made.

Under this model TEDAS was able to deliver a significant community asset at a reduced cost as the new Club President provided the club a very competitive price.

### **Sport and recreation Victoria - Country Football and Netball Program Guidelines**

The Country Football and Netball Program guidelines allow for In-kind Support as a component of the application. This must be confirmed in writing and provided as a supporting document with the application.

Sport and Recreation Victoria have developed guidance notes (attached) for In-kind support. This document advises that;

In-kind is an activity other than cash money that is contributed towards a project. Many projects are assisted through different groups within the community. Some support can be in-kind in nature like voluntary labour or donated goods and services.

The value of volunteer labour and other in-kind support can comprise up to 25% of your project's budget for applications submitted under the:

- *Community Facilities Funding Program – Minor Facilities category*
- *Community Facility Funding Program – Seasonal Pool Renewal category*
- *Country Football and Netball Program*
- *Strengthening the World Game Program*
- *Sustainable Sports Grounds Program*

The guidelines also detail that "Rates for basic labouring work are normally calculated at \$20 per hour while specialist contributions should be valued at \$45 per hour. Costings need to be based on 'reasonable' commercial rates."

### **RISK IMPLICATIONS**

Risk has been considered in the preparation of this report. No risks have been identified in regards to this report and the recommendation.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications associated with this report.

### **STAKEHOLDER CONSULTATION**

The president of the Traralgon Tyers United Football and Netball Club Traralgon was consulted in the preparation of this report.

No other community consultation was required due to the nature of this report.

### **CONCLUSION**

As part of the consultation and report preparation process the club were contacted to advise that their project will be considered with a number of other projects by Council for the Country Football Netball Program. Part of this consultation included asking the club to confirm the club's contribution to the project. The club committed a contribution of \$5,000 towards the cost of construction of the lighting and also offered to assist with the project management for the installation of the lighting. This was valued by officers at approximately \$7,500.

These details were confirmed via emails and are included as attachment to the report.

Following the Council meeting the club were contacted to advise that their project was not successful and that the Morwell Recreation Reserve netball court and car parking project had been successful and that Council would continue to seek funding opportunities for their project in the future.

In conclusion, a review of the project and report 12 September 2016, has determined that the information in the report reflected the information received from the club. However, a subsequent conversation with the club revealed that there were differing definitions of project management.

It is recommended that Council note this report as the information provided in the 12 September 2016 report accurately reflected the information received from the club.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

1. [SRV Guidelines In-kind Support](#)
2. Project email correspondence (Published Separately) (Confidential)

# **13.1**

## **Traralgon Tyers United Football & Netball Club Project Review**

<b>1</b>	<b>SRV Guidelines In-kind Support.....</b>	<b>195</b>
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**SPORT AND RECREATION VICTORIA****VOLUNTARY SUPPORT EXAMPLE**

*In-kind* is an activity other than cash money that is contributed towards a project. Many projects are assisted through different groups within the community. Some support can be in-kind in nature like voluntary labour or donated goods and services.

The value of volunteer labour and other in-kind support can comprise up to 25% of your project's budget for applications submitted under the:

- *Community Facilities Funding Program* – Minor Facilities category
- *Community Facility Funding Program* – Seasonal Pool Renewal category
- *Country Football and Netball Program*
- *Strengthening the World Game Program*
- *Sustainable Sports Grounds Program*

Where you include in-kind contributions in the Project Budget section of your application you should also submit the attached Voluntary Labour and In-kind Support Details form as an attachment to your application.

You need to explain the nature of the in-kind contribution being provided, which organisation is making the contribution and how you have calculated the value based on what it would cost if you had to pay money.

Rates for basic labouring work are normally calculated at \$20 per hour while specialist contributions should be valued at \$45 per hour. Costings need to be based on 'reasonable' commercial rates.

**SPORT AND RECREATION VICTORIA**

**VOLUNTARY SUPPORT EXAMPLE**

The following is an example of an approach that could be used by Community/Club representatives to obtain details of voluntary labour.

**Project Name:** Redevelop Mountainside FC Clubrooms

**Details of voluntary labour**

<b>TASK TO BE COMPLETED</b>	<b>NAME/S OF THOSE WHO WILL UNDERTAKE TASK</b>	<b>NUMBER OF HOURS</b>	<b>RATE PER HOUR</b>	<b>TOTAL COST</b>
Demolish existing club rooms	* John Smith	16	\$20	\$320
	* Joe Bloggs	16	\$20	\$320
	* John Doe	16	\$20	\$320
	* Brian Jones	16	\$20	\$320
Remove building rubble	* John Smith	8	\$20	\$160
	* John Doe	8	\$20	\$160
Preparation works for and laying of concrete slab	* John Smith (qualified concreter)	16	\$30	\$480
	* Jim Brown	16	\$20	\$320
	* Brian Jones	8	\$20	\$160
	* Michael Brown	16	\$20	\$320
	* Ed Mason	16	\$20	\$320
Preparation and painting of windows frames, doors and internal and external walls	* John Smith (qualified painter)	50	\$35	\$1,750
	* Michael Brown	30	\$20	\$600
	* Ed Mason	30	\$20	\$600
	* Joe Bloggs	30	\$20	\$600
General clean up of site following completion of construction	* John Smith	10	\$20	\$200
	* Brian Jones	10	\$20	\$200
	<b>Total</b>	<b>312</b>		<b>\$7,150</b>

Name of Community/Club representative: John Smith Signature.....

Name of Council Project Manager: John Doe Signature.....

**Please note:**

Hourly rates for basic labouring works would be in the range of \$20 and up to \$45 for other specialist support. Costings should be based on “reasonable” commercial rates.

The maximum value of voluntary labour and in-kind support for a project is 25% of the total project cost.

**SPORT AND RECREATION VICTORIA**

**VOLUNTARY SUPPORT PROFORMA**

The following is a proforma for Community/Club representatives to provide details of voluntary labour.

**Project Name**.....

**Details of voluntary labour**

<b>Task to be completed</b>	<b>Name/s of those who will undertake task &amp; qualification</b>	<b>Number of hours</b>	<b>Rate per hour</b>	<b>Total cost</b>
	<b>Total</b>			

Name of Community/Club representative: .....Signature.....

Name of Council Project Manager: .....Signature.....

**Please note:**

Hourly rates for basic labouring works would be in the range of \$20 and up to \$45 for other specialist support. Costings should be based on “reasonable” commercial rates.

The maximum value of voluntary labour and in-kind support for a project is 25% of the total project cost.

**SPORT AND RECREATION VICTORIA**

**IN-KIND SUPPORT EXAMPLE**

The following is an **example** of an approach that could be used by Community/Club representatives to obtain details of in-kind support.

**Project Name**.....

**Details of in-kind support**

GOODS/SERVICE TO BE PROVIDED	SUPPLIER	VALUE
Architects Plans for club rooms	XYZ Architects	\$1000
Use of Bob Cat & Tip Truck - 2 full days	ABC Construction Co.	\$1200
Supply and delivery of: 20 cubic metres of ready mix concrete for concrete slab	ABC Construction Co.	\$2000
2000 bricks for club rooms	AZ Bricklaying Company	\$1800
Supply and delivery of: 5 cubic metres of paving sand for paved wheelchair access ramp	ABC Construction Co.	\$125
60 litres of paint, rollers, brushes, drop sheets	Timbers Hardware	\$650
Electrical wire and internal and external light fittings	ABC Construction Co.	\$500
	<b>Total</b>	<b>\$7,275</b>

Name of Community/Club representative:      John Smith      Signature.....

Name of Council Project Manager:              John Doe              Signature.....

**Please note:**

Wherever possible you should provide a letter of commitment from the proposed provider of the in-kind support.

The maximum value of voluntary labour and in-kind support for a project is 25% of the total project cost.

**SPORT AND RECREATION VICTORIA**

**IN-KIND SUPPORT PROFORMA**

The following is a proforma for Community/Club representatives to provide details of in-kind support.

**Project Name**.....

**Details of in-kind support**

Goods/service to be provided	Supplier	Value
	<b>Total</b>	

Name of Community/Club representative: .....Signature.....

Name of Council Project Manager: .....Signature.....

**Please note:**

Wherever possible you should provide a letter of commitment from the proposed provider of the in-kind support.

The maximum value of voluntary labour and in-kind support for a project is 25% of the total project cost.



**13.2 SUBMISSION TO SENATE FINANCE AND PUBLIC ADMINISTRATION  
COMMITTEE INQUIRY**

**General Manager**

**Chief Executive Office**

**For Decision**

**EXECUTIVE SUMMARY**

This report presents a submission, on behalf of Latrobe City Council, to a Senate Inquiry into the operation, effectiveness, and consequences of the relocation of corporate Commonwealth entities. The catalyst for this Inquiry is the decision to relocate the Australian Pesticides and Veterinary Medicines Authority to Armidale, New South Wales. The closing date for submissions is 10 March 2017 with the report due to be tabled on 9 May 2017.

Council and the community have identified decentralisation of Commonwealth and State Government Departments and agencies to Latrobe City as a key strategy through the community conversation “Securing our Economic Future” in July 2016 and the “Latrobe City – A Strength Led Transition” document. Benefits include a more diverse and robust economy; and improved confidence.

In summary, the submission makes the case for relocating Commonwealth and State Government Departments and agencies to Australia’s Capital Cities including Latrobe City.

In doing so the submission:

- provides background on Australia’s Regional Cities including that they contribute \$225 billion every year to Australia’s economy and that investments in regional capital cities will ease the squeeze on Australia’s largest metropolitan agglomerations;
- provides background on Latrobe City, including its role as a centre of public administration and that is home to a highly skilled and diverse workforce;
- explains that Latrobe City is a region in transition, that the key to success is a partnership with the community, along with the Commonwealth and State Governments; and that Commonwealth and State Governments could send a clear signal by supporting a process of department and agency corporate entity decentralisation; and
- includes case studies of agencies that have been regionalised including the Australian Securities & Investments Commission (ASIC) - Traralgon, the National Disability Insurance Authority – Geelong, WorkSafe Victoria – Geelong, Traffic Accident Commission (TAC) – Geelong.

The submission includes recommendations around incorporating the relocation of government agencies and out-posting of Commonwealth employees to regional cities into Commonwealth Regional Development policy; relocation Government agencies to Latrobe City; establishing a hub in Latrobe City for out-posted Commonwealth employees; and establishing a Centre of Excellence in Brown Coal Innovation in this municipality.

### **RECOMMENDATION**

**That Council adopts the Latrobe City Council submission to the Senate Inquiry into the operation, effectiveness, and consequences of the Public Governance, Performance and Accountability (Location of Corporate Commonwealth Entities) Order 2016.**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

The Senate Finance and Public Administration References Committee is holding an inquiry into the operation, effectiveness and consequences of relocating corporate Commonwealth entities; as well as the economic, environmental and capability implications. The catalyst for this Inquiry is the decision to relocate the Australian Pesticides and Veterinary Medicines Authority to Armidale NSW.

The closing date for submissions is 10 March 2017 with the report due to be tabled on 9 May 2017.

Decentralisation of Commonwealth and State Government Departments and agencies to Latrobe City has been identified as a key strategy by Council and the Community. The benefits are seen to be economic with, for example, the Australian Securities Commission's Traralgon site generating an estimated total contribution of over \$126 million each year into the Latrobe City economy. Further, the Latrobe City community has clearly said that it needs a signal that there is still confidence in the long term health and prosperity of our municipality. Please refer to "Latrobe City – A Strength Led Transition" for further details.

Accordingly, Council has been advocating to the Commonwealth and State Governments to relocate Commonwealth and State Government Departments and agencies to the Latrobe Valley.

It is therefore proposed that Council make a submission to this Inquiry in support of these advocacy efforts.

### **STAKEHOLDER CONSULTATION**

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

There was widespread community engagement through the Community Conversation "Securing our Economic Future - 21 July 2016" and the development of "Latrobe City – A Strength Led Transition", which has been used extensively in the development of the attached submission.

**FINANCIAL AND RESOURCES IMPLICATIONS**

This report and the submission have been prepared utilising existing staff resources and existing reports.

**RISK IMPLICATIONS**

There is not considered to be any risks associated with providing the Senate with a submission in response to their Inquiry. However, if no submission is made with respect to this important issue, then there is a risk that Council will be seen as not effectively advocating on behalf of its community.

**CONCLUSION**

It is proposed that Council make a submission to the Senate Inquiry into the location of Commonwealth Departments and Agencies.

Decentralisation of Commonwealth and State Government Departments and agencies to Latrobe City has been identified as a key strategy by Council and the Community; as articulated in “Latrobe City – A Strength Led Transition”.

Lodging a submission to this Inquiry will support Council’s advocacy efforts.

**SUPPORTING DOCUMENTS**

*Latrobe City Council - A Strength Led Transition 2016*

*Economic Impact – Australian Securities and Investments Commission – Remplan  
Nov 2014*

**Attachments**

- 1 [↓](#). Submission to Senate Finance and Public Administration Inquiry

## **13.2**

### **Submission to Senate Finance and Public Administration Committee Inquiry**

- 1 Submission to Senate Finance and Public  
Administration Inquiry ..... 205**

## LATROBE CITY COUNCIL SUBMISSION

### **To the Senate Finance and Public Administration Committee Inquiry into the operation, effectiveness and consequences of the *Public Governance, Performance and Accountability (Location of Corporate Commonwealth Entities) Order 2016***

#### **Introduction**

Latrobe City Council thanks the Senate Finance and Public Administration Committee for the opportunity to make this submission.

#### **Regional Cities - National Context**

Population growth in Australia's regional capital cities has outpaced the national average. In ten years there will be additional one million people living in these cities. Regional capital cities have the capacity to accommodate further growth; these cities are a viable and immediate option to address the crippling congestion issues in the major metro cities. Regional capital cities are well placed to accommodate growth from new migrants. 35% of the population growth in these cities was from new migrant arrivals.

Regional capital cities contribute \$225 billion every year to Australia's economy. This represents approximately 16% of total national economic output. There are 300,000 active businesses located in regional capital cities, which represent 15% of all Australian-based businesses.

Infrastructure Australia puts the cost of addressing the national infrastructure deficit anywhere between \$450 billion and \$700 billion. Federal and State governments cannot afford to allow this gap to widen. As the nation's \$53 billion congestion bill spirals out of control, it is clear Australian businesses also need a new a solution that moves past the capital city thinking that historically has been engrained in our national leadership.

The Regional Australia Institute has found that, for every 100,000 Australians who choose to live in regional capital cities instead of the five big cities, approximately \$50 billion will be released into the national economy over 30 years in reduced congestion costs.

Investments in regional capital cities will undoubtedly ease the squeeze on Australia's largest metropolitan agglomerations as people and business look for liveable and investable alternatives. This investment will also create a level playing field for those Australians who have already made the move.

More than four million Australians live in regional capital cities. An additional four million people in surrounding areas access the services, infrastructure, jobs and education in these cities. Each day eight million Australians rely on regional capital cities for their everyday needs.

We have noted the comments made by the Deputy Prime Minister and Minister for Agriculture and Water Resources, the Hon. Barnaby Joyce MP about the positive impacts of current Government policy to relocate Canberra-based agencies to where 'boots hit the dirt' in rural and regional Australia, thus creating "*Centres of Excellence*".

It is within this context that Latrobe City Council supports the relocation of Commonwealth Departments and Agencies to regional locations.



### Latrobe City

Latrobe City is one of Victoria's four major regional cities, less than two hours from Melbourne. It is home to approximately 74,000 people; the Gippsland regional population exceeds 250,000 people. Latrobe City is resource rich with abundant forests, rich agricultural land, water resources and large deposits of brown coal.

Latrobe City is home to 5,000 businesses and around 26,000 jobs. Its Gross Regional Product is over \$4.1 billion per annum.

Latrobe City:

- generates 85% of Victoria's electricity;
- has Australia's largest integrated pulp and paper mill;
- is home to Australia's largest yoghurt manufacturing facility;
- has Australia's only manufacturer of commercial aircraft; and
- is a centre of public administration, including Latrobe City Council - 754 Full-Time Equivalent (FTE) staff, the Australian Securities & Investments Commission's (ASIC's) Registry - 346 people on site - and numerous Commonwealth and State Government Departments and agencies.

Latrobe City is known for its excellence in engineering capability, public administration, education and health care - and as a cultural and commercial centre for Gippsland. It is home to a highly skilled and diverse workforce.

#### Latrobe City – a region in transition

Latrobe City is in transition. The recent announcement regarding the imminent closure of the Hazelwood Power Station confirms that the economy of the Latrobe Valley is changing. As with any significant structural change, there is considerable debate about the best ways for this transition to occur. In July 2016 Latrobe City Council held a Community Conversation entitled "*Securing our Economic Future*". Council is working with the community to deliver on the vision and initiatives for transition which emerged from that conversation.

It is clear that the key to success is a partnership with the community, along with the Commonwealth and State Governments.

Hope for the future is paramount during times of change and uncertainty. Having previously experienced the structural adjustment of privatisation, the community of Latrobe City has clearly said it needs a signal that there is still confidence in the long term health and prosperity of our municipality.

The Commonwealth (and State) Governments have the capacity to give this confidence immediately. Both tiers of Government could send a clear signal that the future health of Latrobe City employment is strong and robust by supporting a process of department, agency and corporate entity decentralisation.

#### Decentralisation of Commonwealth (and State) corporate entities

Regionalisation of Commonwealth Government agencies is a familiar tool to assist communities facing economic transition with the Commonwealth having located the headquarters of the National Disability Insurance Scheme (NDIS) to Geelong. Likewise, Traralgon is home to Commonwealth agencies, including the Australian Securities & Investments Commission (ASIC) Registry. An expansion of this service and the decentralisation of other Commonwealth Government functions would anchor jobs in this transitioning economy.

- **Latrobe City's ASIC Experience**

An excellent example is the Australian Securities & Investments Commission (ASIC) Registry, which was originally established in the 1990s at the time of the deregulation and

privatisation of Victoria's power industry. There are now 346 people employed at the site (263 fulltime equivalent positions). Of those employed, 311 are ASIC employees and 35 are contract workers employed by agencies.

The 346 people employed at ASIC's Traralgon site are estimated to generate direct economic output worth \$67.051 million per annum. This direct economic activity is estimated to generate demand for intermediate goods and services from within the Latrobe City economy to the value of \$26.422 million. The consumption effects are estimated at \$32.953 million. Total output, including all direct, industrial and consumption effects is therefore estimated at up to \$126.427 million.

In 2014 Council commissioned Remplan to prepare a report on the direct and indirect contribution of ASIC's operations in Traralgon to the local economy. A copy of that report is attached to this submission.

- **Geelong's experience of decentralisation**

- National Disability Insurance Authority

- Geelong has had recent experience with the location of the National Disability Insurance Authority to that City. It employs 300 people in addition to 150 people in the regional office. This announcement was made in response to the closure of the Ford Manufacturing Plant.

- The Commonwealth Government said: "*This will have a significant ripple impact on our economy in the fullness of time. These are good jobs, they're well-paying jobs, and from these jobs people will be buying services, they'll be living in houses and that in turn creates a very significant ripple effect.*"

- The Victorian State Government said of the announcement: "*It would create hundreds of jobs in Geelong which would really be a great shot in the arm for Geelong, particularly at this time with the decision by Ford.*"

- WorkSafe Victoria

- The Victorian State Government has determined to relocate the Worksafe Victoria to Geelong. 150 roles from across Worksafe Victoria, covering insurance, health and safety and support functions transitioned to Geelong in 2016. This included four members of the organisation's executive leadership team. WorkSafe will complete the transition to its new headquarters by mid-2018, taking up residence in a new purpose-built building.

- The Victorian Treasurer Minister, Tim Pallas MP, said in July 2015: "WorkSafe's new headquarters will strengthen Geelong's economy, bringing jobs and growth to the region. As a key public employer, WorkSafe will boost the region, while continuing to keep our workplaces safe and ensuring workers return."

- Traffic Accident Commission (TAC) - Victoria

- The Victorian State Government previously determined to relocate the Traffic Accident Commission (TAC) to Geelong. The TAC's Geelong headquarters was officially opened in February 2009, which was built at a cost of \$8 million. Today, 750 staff are located in the headquarters building, which has a five star Green Star rating and a 4.5 star Australian Building Greenhouse Rating; in recognition of the building's low impact on the environment. At the opening the then Premier, John Brumby, said the new office would help create new jobs and drive economic growth in the region.

- The State Government said, at the time (Feb 2009): "*The Transport Accident Commission's (TAC) Geelong headquarters was the largest relocation of a government body in Victoria's history. Premier John Brumby said the new office would help create new jobs and drive economic growth in the region. We are taking action to deliver jobs and lock in the future of Geelong.*" Mr Brumby said, "*In a major boost to the local building industry activity, more than 800 people worked on the construction and fitout of the new TAC facility over the past two years.*"

### Commonwealth Government Out-Posting

An alternative to the relocation of agencies and corporate entities is out-posting. Out-posting is a form of teleworking where an employee has a formal agreement with their employer to work in a location other than the office. Out-posting and teleworking uses information and communications technology to stay connected to other employees and work systems.

In 2013, the majority of Australian Public Service (APS) agencies (78%) had fully developed telework strategies in place, with only a small proportion (8%) reporting they had no policy in place.

Approximately 25% of APS agencies reported they had approved all applications for teleworking and approximately another 26% of APS agencies had approved more than half of applications. The most common reason for not supporting an application for telework was that the nature of the work was not suitable for telework.

Latrobe City's proposition is that Latrobe City be positioned as a preferred out-post location and calls upon each Commonwealth Government Department and Agency to identify at least ten positions for re-location to Latrobe City as an out-post opportunity.

Staff could be co-located in one building; and that facility could become the out-post Hub for the Commonwealth Government — further reinforcing the Commonwealth Government's footprint in and commitment to building the economic resilience of Latrobe City.

### **Latrobe City Council's recommendations**

Latrobe City recommends that the Commonwealth Government:

1. Incorporate the strategic relocation of Commonwealth Government agencies and corporate entities to regional cities as a key part of the new Commonwealth Regional Development policy, which is scheduled for creation in 2017 according to the 2016 budget papers;
2. Incorporate out-posting of Commonwealth employees as part of the new Commonwealth Regional Development policy, which is scheduled for creation in 2017 according to the 2016 budget papers;
3. Work with regional cities across Australia to facilitate the relocation of further Commonwealth Government agencies and corporate entities to regional cities;
4. Work with Latrobe City Council to facilitate the relocation of Commonwealth Government agencies and corporate entities to this municipality;
5. Work with Latrobe City Council to facilitate out-posting of Commonwealth employees to this municipality;
6. Establish a Hub in Latrobe City for out-posted Commonwealth employees to reinforce the Commonwealth Government's commitment to building economic resilience in Latrobe City.
7. Work with Latrobe City Council to establish a *Centre of Excellence in Brown Coal Innovation* in this municipality.

We believe that establishing a *CSIRO – Centre of Excellence in Brown Coal Innovation*, to explore, examine and consider alternative uses of brown coal in the Latrobe Valley - would support industry advancement and secure the long term future of this rich and abundant resource.

Latrobe City Council  
February 2017



# **CITY DEVELOPMENT**

## **14. CITY DEVELOPMENT**

### **14.1 LAKE NARRACAN DRAFT FORESHORE LANDSCAPE PLAN**

**General Manager**

**City Development**

**For Decision**

#### **EXECUTIVE SUMMARY**

On 3 June 2016, Latrobe City Council appointed Mesh Planning Consultants to prepare draft Foreshore Landscape Plans (draft plans) for the Lake Narracan Precinct Structure Plan area. Draft plans have been prepared for three of the four foreshore parks within the precinct. At this time, a draft plan has not been prepared for the civic square space due to its interaction with the retail component of the village centre.

The draft plans have been prepared to create a 'vision' for the foreshore as well as the Lake Narracan Precinct given that this site is a strategic development front for the municipality.

It is proposed that the draft plans be exhibited in March 2017 for a period of four weeks for community input. During this time letters will be sent to affected landowners, agencies, authorities and community groups, notices placed in the Latrobe Valley Express, Website, Facebook and an 'Open House' sessions will be held for interested members of the public to find out more about the plans.

Costings have been prepared to allow for an informed discussion through the community consultation on the draft Plans. Several funding opportunities can be used for the delivery of the projects including, Development Infrastructure Levies collected, Public Open Space contributions, Council's capital works program and grants.

Following the exhibition period a further report will be presented to Council to consider all submissions received and the final Foreshore Landscape Plans with associated costings.

#### **RECOMMENDATION**

**That Council release the draft Lake Narracan Foreshore Landscape Plans for public exhibition from Friday 10 March 2017 – Thursday 13 April 2017.**

#### **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

On 17 December 2015 the Lake Narracan Precinct Structure Plan (PSP) was gazetted and approved into the Latrobe Planning Scheme by the Minister for Planning. The Lake Narracan Precinct Structure Plan shows where key roads, public open space, commercial centres, community centres, schools and other key infrastructure are located. In particular, four foreshore parks are identified being F-01, F-02, F-03 and F-04 as shown on Attachment 1.

On 3 June 2016, Latrobe City Council appointed Mesh Planning Consultants to prepare the Foreshore Landscape Plans as well as associated costings to assist with determining a 'vision' for the Lake Narracan Precinct.

### **Draft Foreshore Landscape Plans**

Draft plans have been prepared for the following foreshore parks (see Attachment 2):

- F-01 has an area of 0.84 ha and is located on the Lake Narracan foreshore at the western end of the PSP area. It forms part of the foreshore of the Becks Bay neighbourhood.
- F-03 has an area of 4.40 ha and is located on the foreshore to the east of the Becks Bay Village Centre. It is also opposite the proposed state primary school site and proposed community centre site. It is to be named 'Turras Reach Foreshore Park' and will provide a district level playground and viewing area at the high point overlooking the lake. It has existing significant vegetation that must be retained.
- F-04 has an area of 4.05 ha and is located in the Fernlea Neighbourhood. It has an existing jetty and beach. It also has existing significant vegetation that must be retained.

At this point in time a draft plan for F-02 has not been prepared. F-02 is .38ha in size and forms part of 'Monash Square' civic space. It will form part of the Becks Bay Village Centre and will have an interaction with the retail and commercial aspect of the area. Landscape plans for this area will need to be prepared when the retail component of the precinct is commenced (i.e when a planning permit is lodged for this area).

There are currently two user groups located at Foreshore F-03, the Australian Hovercraft Federation Victoria Branch and the Latrobe Valley Model Aero Club. Latrobe City Council officers are currently working with these clubs to relocate them to a suitable site. It is not envisaged that the draft Plans will have an impact on these clubs in the short – term.

### **Vision for the draft Foreshore Landscape Plans**

- **Vision for Foreshore Park 1 (F-01)**

F-01 is a local park with an emphasis on intimate and contemplative spaces for individuals and small groups whilst also catering for larger gatherings. The key infrastructure proposed for this area includes shelter, a boardwalk, waterway crossings, seating, tree plantings, shared pathway connections, picnic tables and some revegetation works.

- Vision for Foreshore Park 3 (F-03)

F-03 will be a district level open space which leverages from the Becks Bay Village Centre and provides a transition around the natural features of the Lake Narracan foreshore. Key infrastructure and uses proposed in the space will include a playground for all ages and accessibilities, a circuit path for scooters and bicycles, lighting, water fountains, bike parking, shelters, car parking, a youth social space, kick about spaces, picnic grounds, a half basketball court, shared pathway network, and substantial tree planting. Optional inclusions are: a water play area, a further boardwalk and a skate/scooter trail.

- Vision for Foreshore Park 4 (F-04)

F-04 will be an expanded district level open space with a focus on enhancing and emphasising natural environment and built landscape character. Key infrastructure and uses proposed include shelters, barbeques, toilets, picnic seating, lawn picnic areas, walking circuit, water fountains, bike parking, car parking, seating and a jetty. Optional inclusions are: a mountain bike circuit, mountain bike trick elements, a secondary eastern car park, boardwalk expansion and a terraced foreshore.

### **STAKEHOLDER CONSULTATION**

It is proposed to put the draft plans on public exhibition for a period four weeks, commencing in March 2017. There is no statutory obligation to undertake stakeholder consultation. However, due to the nature of the project it is deemed essential to undertaken engagement for this project. The following engagement activities are proposed to be undertaken:

- Letters to all landowners in the Lake Narracan precinct;
- Letters to key agencies, authorities and community groups;
- Notices in the Latrobe Valley Express, Facebook and Council's website; and
- 'Open House' sessions where interested parties can 'drop in' to find out more information on the proposal and discuss options with Council staff.

The purpose of the public exhibition period is to invite feedback on the draft plans, including what is being proposed, and whether key uses and infrastructure match the communities vision for these areas.

We have received preliminary advice that the current pier on Lake Narracan was only was to continue in an arc. At this time, the draft plans do not indicate this occurring, during the community consultation we will seed feedback and further investigate this proposal.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The preparation of the draft Plans has been allocated as part of the 2016/2017 financial year budget for Urban Growth.

Indicative costings for the draft plans have been prepared. Table 1 includes the breakdown of the costings for all three foreshore parks.

Table 1 – Costings for the Draft Foreshore Landscape Plans

Foreshore Park	Stage 1 Cost	Stage 2 Cost	Optional Cost	Total Cost
F-01	\$280,000 - \$310,000	\$160,000 – \$185,000	\$32,000 – \$38,000	\$472,000 - \$533,000
F-03	\$1,100,000 - \$1,200,000	\$840,000 - \$930,000	\$70,000 - \$80,000	\$2,010,000 - \$2,210,000
F-04	\$650,000 - \$725,000	\$540,000 - \$600,000	\$68,000 - \$77,000	\$1,258,000 - \$1,402,000
<b>Total</b>				<b>\$3,740,000 - \$4,145,000</b>

Funding for the construction of the Stage 1 and 2 costs can be sourced from the following options:

1. **Development Infrastructure Levy.** As part of the Lake Narracan Development Contribution Plan there is \$621,996 (2016 dollars) assigned for basic foreshore improvements. There is also \$758,452 (2016 dollars) assigned to foreshore environmental improvements. This money will be collected as part of the development of the Lake Narracan precinct, but may require Latrobe City Council fund upfront costs associated with the construction of the foreshore parks. Monies will be returned to Council over the life of the project.
2. **Public Open Space Contribution.** As part of the Lake Narracan Precinct Structure Plan, 5.29% of public open space is required. If land contribution is not designated within the Precinct Structure Plan then a cash payment is required. This contribution needs to be used within the Lake Narracan precinct and therefore, could be used to fund some of the works proposed as part of the draft plans. The exact amount of money collected under the Public Open Space Contribution cannot be calculated until land is subdivided.

If the required funds cannot be collected through the Public Open Space and Development Contributions or if it is identified through community consultation that there is a desire to see the 'optional items' constructed, funds for these items could be sourced through:

1. **Grants.** Funding could be sought from State or Federal Government for the construction of the draft plans.
2. **Council Contribution.** In future capital works programming Council could assign funds to undertake some of the works proposed as part of the draft plans.

The Development Contribution Plan only requires contribution for basic foreshore improvements only (i.e. paths, vegetation). Given the significance on these spaces and that these Foreshore areas are for the enjoyment of the broader precinct it is reasonable to expect some Council contribution, whether through grants or capital works to these spaces. However, this contribution will be minimised with the use of the Development Contribution Plan and Public Open Space Contributions.

### **RISK IMPLICATIONS**

This project has been undertaken to mitigate the major risk presented to Council if the foreshore area future is not refined and costed.

A risk assessment of this project has been undertaken. The context of this risk assessment has been limited to the development and approval process for the landscape plans.

It has been determined that the negative risk associated with the plans is low, in particular this relates to the financial and public reputation elements of the project. The Lake Narracan Development Contribution Plan is an existing risk mitigation measure that has been considered, additional grant funding would further reduce this financial risk. Furthermore, clear guidance will be provided to the community on the extent of their ability to influence the form and content of the plans.

A positive medium risk has been identified with the plans that relates to the public reputation and significance of the establishment of these plans. In particular, the ability of these plans to assist with further advocacy for investment in the area and Council support for development. This positive risk could be enhanced if Council, at a later date, front-ended the Development Contribution Plan funding in advance of receiving development contributions enabling the early establishment of these key public space areas.

The risks associated with these plans represent an acceptable risk.

### **CONCLUSION**

Draft plans have been prepared for three of the Foreshore Parks located in the Lake Narracan Precinct Structure Plan area being F-01, F-03 and F-04. It is proposed that the draft plans are placed on public exhibition for a period of four weeks inviting community feedback.

Costings have been prepared to allow for an informed discussion through community consultation on the Foreshore Landscape Plans. Several funding opportunities can be used for the delivery of the projects including, Development Infrastructure Levies collected, Public Open Space contributions, Council's capital works program and grants.

Following the community engagement period a further report will be presented to Council to consider all submissions received, the Final Foreshore Landscape Plans and associated costings.

### **SUPPORTING DOCUMENTS**

Lake Narracan Precinct Structure Plan

Lake Narracan Development Contribution Plan

### **Attachments**

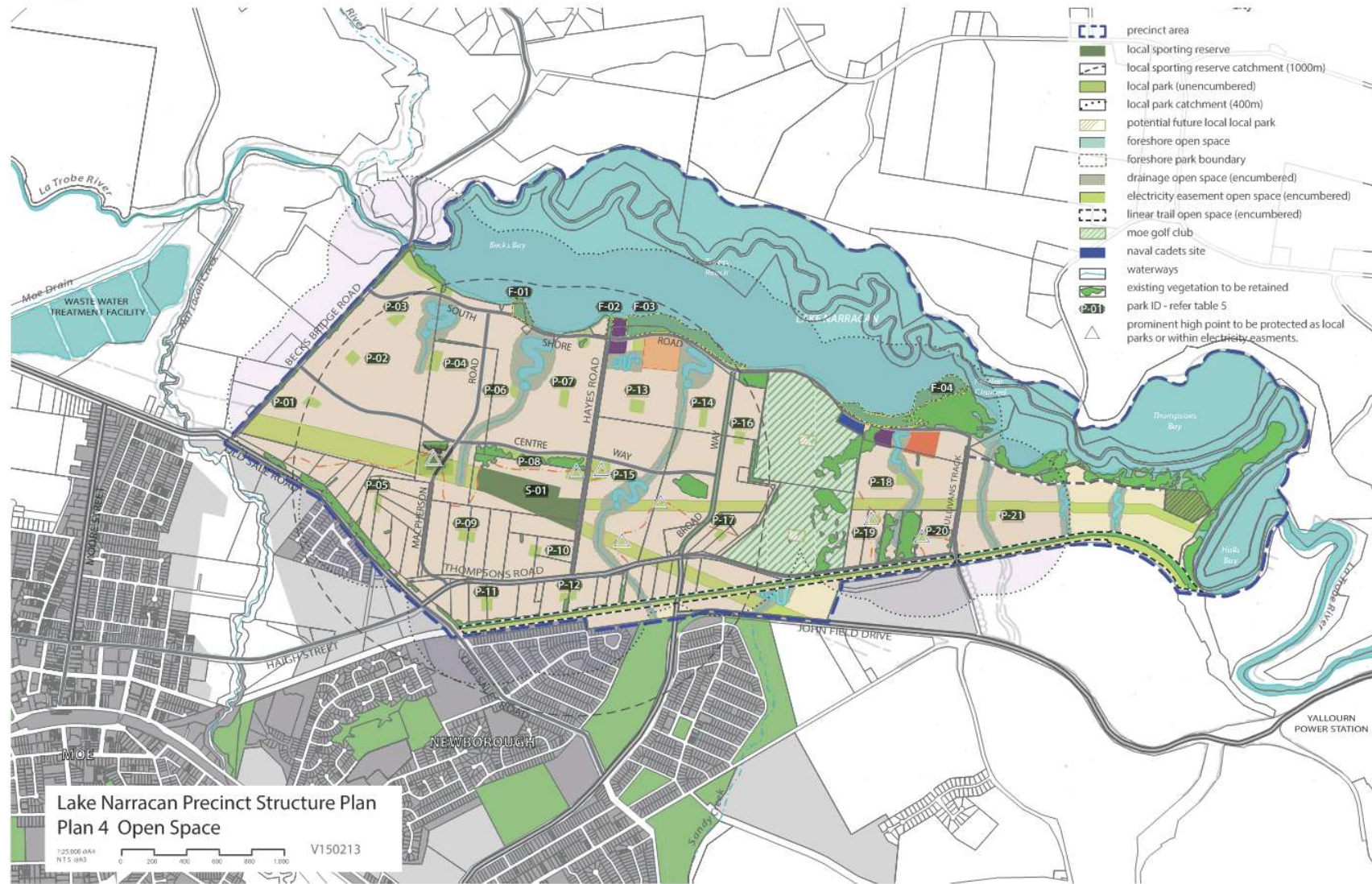
1 [↓](#). Lake Narracan Precinct Structure Plan - Open Space Plan

2 [↓](#). Draft Foreshore Landscape Plans

## **14.1**

### **Lake Narracan Draft Foreshore Landscape Plan**

- 1 Lake Narracan Precinct Structure Plan - Open Space  
Plan ..... 217**
- 2 Draft Foreshore Landscape Plans..... 219**







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**LAKE NARRACAN FORESHORE**  
**LANDSCAPE MASTERPLANS**  
JANUARY 2017

# F-01 FORESHORE



Figure 1: F-01 PSP context plan

## PSP CONTEXT/ROLE

The PSP designates the site as a 'Parkland - Special Use (Foreshore)' with an open space area of 0.84 hectares.

The future urban structure plan shows:

- > The consolidation of farm channels into a single drainage way located to the east of the site.
- > South Shores Road (Connector Road) is planned as the southern boundary to the site.
- > Residential development is shown to boarder the western boundary of the site however the exact interface is not detailed.
- > Residential development is also planned opposite South Shores Road for the length of the site.

## DESIGN RESPONSE

- > To protect and capitalise on views.
- > To provide safe access to water and surrounding landscape.
- > To provide protected seating areas near water.
- > To create views into the park from the surrounding roads and residential areas.
- > To adjust the site boundary to maximise space on north side of the hill.
- > To create clear shared path route through the site.
- > To create shade and wind protection through tree planting and shelter.
- > To provide an iconic landmark on hill top.
- > To promote both individual and group activities.
- > To cater for passive recreational use.
- > To ensure passive surveillance from future surrounding residents is achieved.

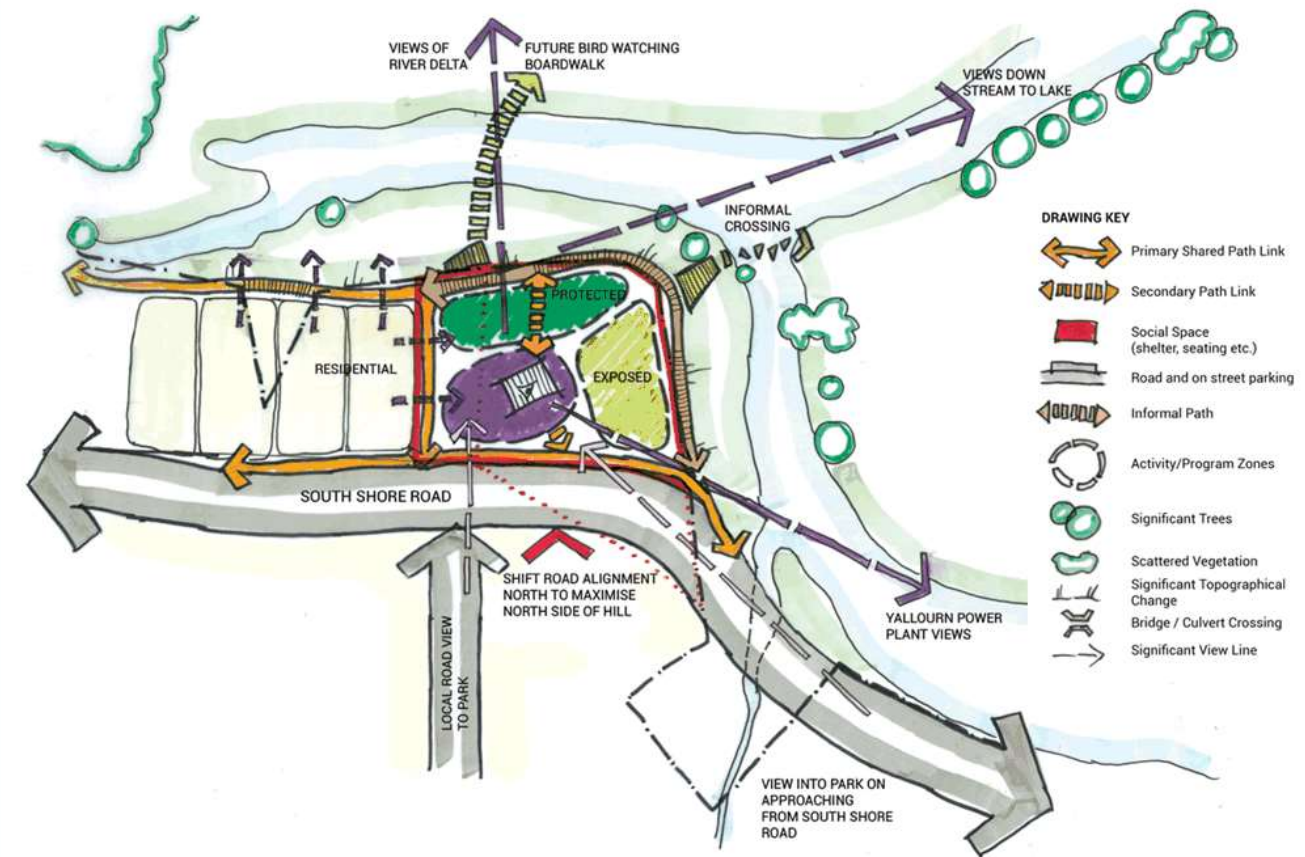


Figure 2: F-01 Design Response Plan



Figure 3: F-01 Site Photos

## EXISTING SITE CHARACTER

- > Elevated, falling to the north and east.
- > Ephemeral north and east waterway edges.
- > Views over the Latrobe River delta and to Yallourn power plant cooling towers.
- > Exposed to wind particularly on top of hill. Partially protected area on North side of hill.
- > Largely void of existing vegetation.
- > Man made farm channels exist adjacent the site to the west and south east.

## LANDSCAPE VISION

A local park with an emphasis on intimate/contemplative spaces for individuals or small groups.

These spaces should be created through utilising topography, micro climates and capturing views of the scenic river delta landscape and wildlife. It is expected that people will stay for a short to medium time, to use the park as a destination for walks or short family outings.



### Key Uses/Infrastructure:

- > Shelter
- > Boardwalk on north side of hill
- > Waterway crossing opportunities
- > Creative seating opportunities
- > Substantial tree planting
- > Shared path connections
- > Picnic tables
- > Revegetation along shore



### Optional Uses/Infrastructure:

- > Seating nooks
- > BBQ

# F-01 FORESHORE Landscape Elements

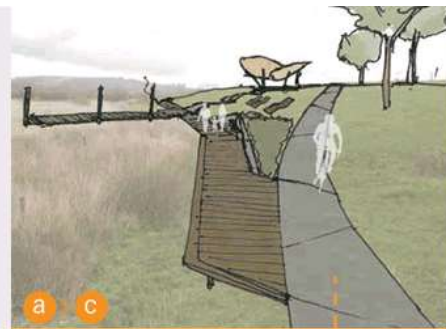


Figure 4: F-01 Boardwalk - artist impression



Figure 5: F-01 Key landscape Element Examples

- a** Boardwalk along existing brush and with views down stream to the lake.
- b** Jetty reaching into the brush. Possibility to extend into large trail into the river delta.
- c** Dynamic boardwalk that creates unique stopping places for small groups of people.
- d** All weather elevated seating with views of river delta.
- e** Future residential development with direct relationship to the park, providing passive surveillance.
- f** Shared path meandering through the site and responding to landform.
- g** Layered platforms providing access to the water at varying water levels.
- h** Informal crossing to island via stepping stones at natural shallow of tributary unlocking exploration of the surrounding environment.
- i** Seating nooks that provide unique intimate seating experiences.
- j** Tree planting on east side of hill to reduce wind and provide shade. The location of the trees should channel/emphasise view lines to the Lake and to the Yallourn power plant cooling towers in the distance.
- k** Light weight picnic shelter with 180° views of the river delta environment, Lake Narracan environment and Yallourn power plant.
- l** Maximise on-street parallel car parking.



**DRAWING KEY**

	Site Boundary		Proposed Tree
	Existing Title Boundary		Existing Tree Retained
	Indicative Future Title Boundary		Existing Vegetation Retained
	Shared Path (2.5-3m wide)		Decking/Boardwalk
	Concrete Path (1.5-2m wide)		Sandy Beach
	Roads		Significant Topography Change
	Car Parking		View Lines
	Gravel Pavement		Grass Lawn Area
	Seating		

Figure 6: F-01 Landscape Masterplan

# F-01 FORESHORE

## Opinion of Probable Cost

Site area = ~0.85 hectares

Item	Description	Indicative Quantity	Unit	Indicative Rate	Full Construction (including optional items)	Cost (\$)		
						Stage 1	Stage 2	Optional
<b>1 Preliminary</b>					<b>\$45,000.00</b>			
1.1	Site establishment of: - Waste management, - Access management, - Security (fencing), - Tree protection zones, - Site water management, - Site amenities. (This is an indicative list of likely inclusions only)	1	item	Approx. 15% of landscape works total cost	\$45,000.00	\$25,000.00	\$20,000.00	
<b>2 Demolition Works</b>					<b>\$1,000.00</b>			
2.1	Removal of existing farm fencing	1	item	1000	\$1,000.00	\$1,000.00		
<b>3 Earthworks</b>					<b>\$5,600.00</b>			
3.1	Cut and fill by machine to an average depth of 300mm	700	m <sup>2</sup>	8	\$5,600.00	\$2,800.00	\$2,800.00	
<b>4 Paving + Paths</b>					<b>\$67,840.00</b>			
4.1	Shared Path 3 metres wide	152	lin m	250	\$38,000.00	\$38,000.00		
4.2	Gravel Paths 2.5 metres wide	328	m <sup>2</sup>	30	\$9,840.00	\$9,840.00		
4.3	Stairs leading from shelter to the boardwalk.	1	item	20000	\$20,000.00	\$20,000.00		
<b>5 Planting</b>					<b>\$10,522.00</b>			
5.1	Garden bed preparation including cultivation, conditioning and imported top soil.	119	m <sup>2</sup>	30	\$3,570.00	\$1,785.00	\$1,785.00	
5.2	Garden bed shrub/ground cover planting (tube stock) 5 plants per square metre.	119	m <sup>2</sup>	8	\$952.00	\$476.00	\$476.00	
5.3	Tree planting (45L) including mulch ring and minimum 3 support stakes.	30	no.	200	\$6,000.00	\$6,000.00		
<b>6 Features</b>					<b>\$247,200.00</b>			
6.2	Boardwalk/decking along waters edge including Jetty and platforms.	674	m <sup>2</sup>	350	\$235,900.00	\$117,950.00	\$117,950.00	
6.3	Stepping stones over waterway	1	item	1500	\$1,500.00		\$1,500.00	
6.4	Triangular seating nooks cut into hill	3	item	3000	\$9,000.00			\$9,000.00
6.5	View line Pylon's	8	item	100	\$800.00			\$800.00
<b>7 Grassing</b>					<b>\$8,100.00</b>			
7.1	Partial Establish/Re-establish healthy grassed lawn area on north side of hill	900	m <sup>2</sup>	9	\$8,100.00	\$4,050.00	\$4,050.00	
<b>8 Furniture/Shelter</b>					<b>\$66,000.00</b>			
8.1	Picnic tables and benches	4	item	4000	\$16,000.00	\$16,000.00		
8.2	Lounge chairs	6	item	2000	\$12,000.00		\$12,000.00	
8.3	Abstract designed shelter to form centre piece of park.	1	item	30000	\$30,000.00	\$30,000.00		
8.4	BBQ (2 panel)	1	item	8000	\$8,000.00			\$8,000.00
8.5	BBQ connection to services (electric or gas)	1	item	15000	\$15,000.00			\$15,000.00
<b>9 Maintenance</b>					<b>\$11,700.00</b>			
9.1	Maintain for duration of establishment period, including existing trees and reinstatement areas, fertiliser, watering, top-up mulch.	26	weeks	450	\$11,700.00	\$5,850.00	\$5,850.00	
<b>LANDSCAPE WORKS TOTAL (exclusive of GST)</b>					<b>\$462,962.00</b>	<b>\$278,751.00</b>	<b>\$166,411.00</b>	<b>\$32,800.00</b>
<b>Contingency (10%)</b>					<b>\$509,258.20</b>	<b>\$306,626.10</b>	<b>\$183,052.10</b>	<b>\$36,080.00</b>

Table 1: F-01 Landscape Masterplan High Level OPC

### STAGE 1 ITEMS \$280K-\$310K

- > Shared path through the site to ensure the wider network is connected.
- > Shelter.
- > Gravel paving area under shelter and connection to shared path.
- > Picnic table sets under shelter and flat areas of the hill.
- > West section of boardwalk on north side of hill.
- > Central staircase between shelter and boardwalk.
- > All tree planting to establish trees as early as possible.
- > Revegetation along shore.
- > Removal of existing farm fence.

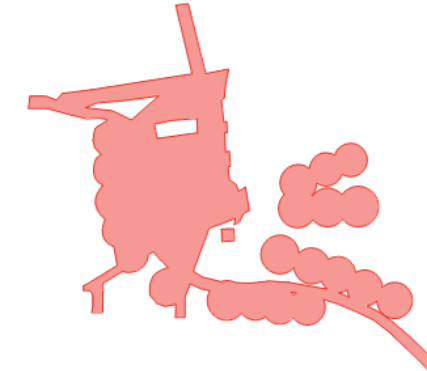


Figure 1A: F-01 Landscape Masterplan Stage 1 Plan

### STAGE 2 ITEMS \$160-K-\$185K

- > Completion of eastern section of the boardwalk including shore side platforms.
- > Additional paved pathway to connect boardwalk to the shared path.
- > Lounge chairs scattered along the north hill side.
- > Stepping stone across the waterway to the adjacent island.



Figure 1B: F-01 Landscape Masterplan Stage 2 Plan

### OPTIONAL ITEMS \$32K-\$38K

- > Double BBQ including connecting required services (gas or electricity).
- > Seating nooks partially cut into the hill side.



Figure 1C: F-01 Landscape Masterplan Optional Items Plan

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# F-03 TURRAS REACH FORESHORE PARK



Figure 8: F-03 PSP context plan

## PSP CONTEXT/ROLE

The PSP designates the site as a 'Parkland - Special Use (Foreshore)' with an open space area of 4.4 hectares. It specifies it is to be named 'Turras Reach Foreshore Park' and will provide district level playground and viewing area at high point overlooking the lake.

The future urban structure plan details/shows:

- > A state primary school and community centre opposite South Shore Road.
- > Becks Bay Village Centre, located to the west of the site, which will contain fine grain retail, supermarket, commercial and medium density residential.
- > South Shores Road (Connector Road) is planned as the southern boundary to the site.
- > A shared path running east west within the site.
- > District playground.
- > Civic space to be named 'Monash Square' in reference to the central civic space in the historic township of Yallourn located to the west of the site.

## EXISTING SITE CHARACTER

- > Elongated site falling to the north and west.
- > Elevated in the eastern area
- > Scattered vegetation mostly along the shore line. Several large canopy trees throughout site of landscape value. Dense vegetation in the east of the site.
- > Site currently used for hover crafts and model planes.
- > Partially exposed to wind along the south side of the site.
- > Largely void of existing vegetation.
- > Man made farm channels cut through the site.

## DESIGN RESPONSE

- > To provide a series of overlapping and connected activities across the site that accommodate a variety of users.
- > To provide social spaces and shelter at the nexus of pathways and activities.
- > To protect and capitalise on views.
- > To provide safe access to water and surrounding landscape through a variety of water interface treatments.
- > To create views into the park from the surrounding roads and residential areas.
- > To locate formal playgrounds close to retail (cafe or restaurant uses preferred) for convenient passive and parental surveillance.
- > To provide a district playground that caters for all ages and abilities, encouraging inter-generational play.
- > To create clear shared path route that joins activities within the park and connects to the adjacent school, community centre and Becks Bay Village.
- > To retain and protect existing trees and vegetation where possible.
- > To use existing tree canopies for shade where possible.
- > To create shade and wind protection through tree planting and shelters.

## LANDSCAPE VISION

District level open space leverages the relationship to the future Becks Bay Village Centre and adapts/transitions around the natural features of Lake Narracan foreshore. The park will cater to a diverse range of user groups and age groups and will encourage interaction through overlapping uses and programs. All features of the park will be accessible to all and connections will be sympathetic to existing vegetation and consider adjacent land uses (e.g. primary school, community activity centre and drainage/reservation reserves).

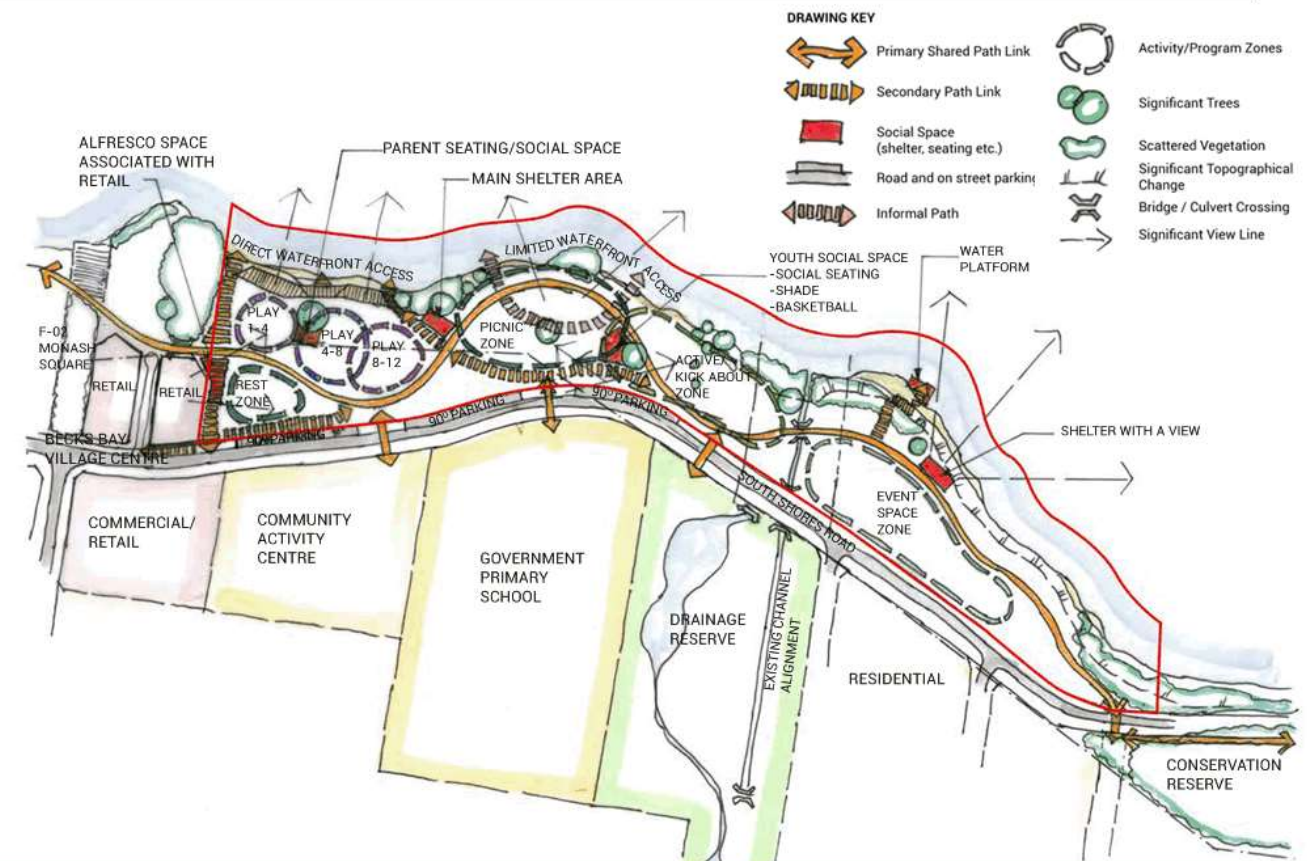


Figure 9: F-03 Design Response Plan



Figure 10: F-03 Site Photos



### Key Uses/Infrastructure:

- > Playgrounds for all ages and accessibility
- > Circuit path for scooters and bikes.
- > Lighting
- > Water fountains
- > Bike Parking
- > Shelters
- > Convenient car parking
- > Youth social space
- > Kick about spaces
- > Picnic grounds
- > Half basketball court
- > Shared path network (must connect to School, CAC, drainage reserve and NAC)
- > Substantial tree planting

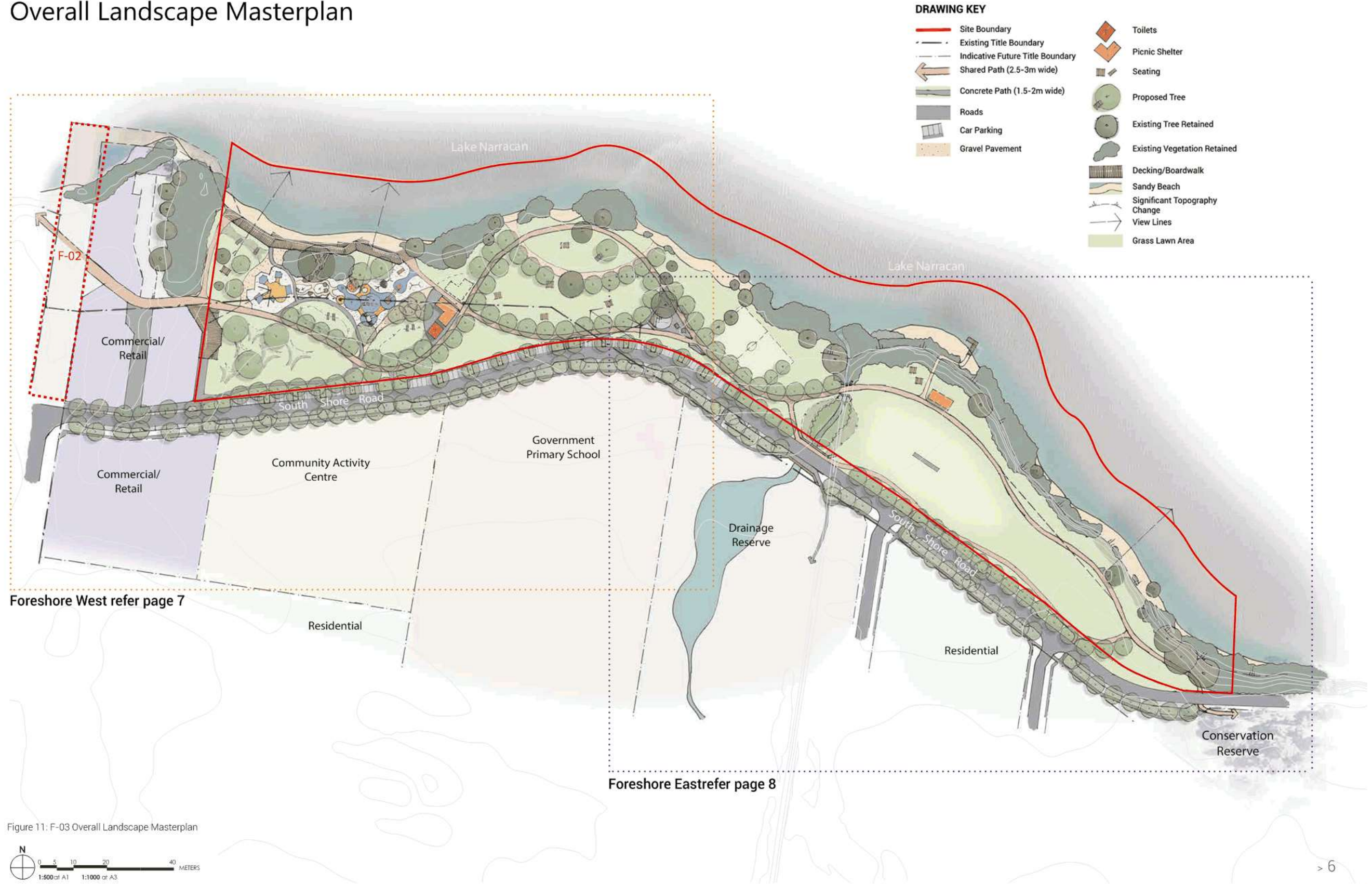


### Optional Uses/Infrastructure:

- > Water play area
- > Boardwalk lake edge
- > Skate/scooter trail

# F-03 TURRAS REACH FORESHORE PARK

## Overall Landscape Masterplan



# F-03 TURRAS REACH Landscape Masterplan

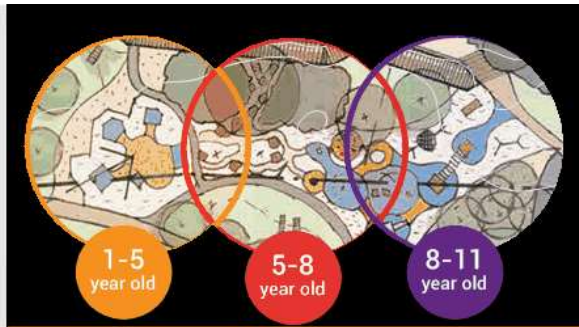


Figure 12: F-03 Playground Zones

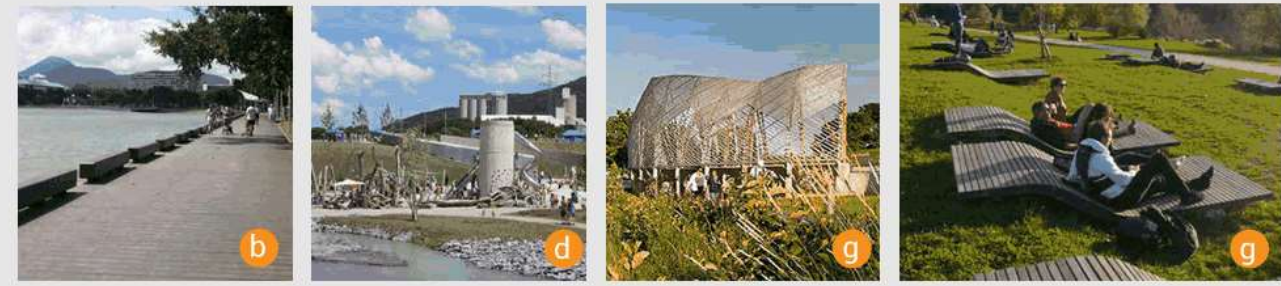


Figure 13: F-03 Key Landscape Element Examples

- a** Alfresco dining with views of the toddler playground.
- b** Formal boardwalk edge with seating and frequent ramps or steps down to waters edge.
- c** Possible boardwalk extension to waterfront retail dining precinct.
- d** Water playground (all ages) close to the lake boardwalk and shelter. Playground design should reference Yallourn township history through abstract forms or activities. Water play may include water jets, mist sprays, interactive water channels and showers.
- e** Picnic grounds with substantial tree planting to increase shade and biodiversity.
- f** Main shelter located central to the western area with views of the picnic grounds, playgrounds and lake. The design should reference Yallourn historic township/ power plant through abstract forms.
- g** Possible second shelter.
- h** Resting grass mounds that interconnect to create social spaces.
- i** Ensure strong pedestrian connection to Becks Bay Village Centre.
- j** Clear, safe and convenient pedestrian crossings over South Shores Road to connect to school and community centre. This will likely be through the use of road threshold treatments or medians. Zebra crossings will not be appropriate in this location.
- k** F-02 Civic space to be named 'Monash Square' in reference to civic space at centre of the original township of Yallourn.
- l** Toilet co-located with retail uses.
- m** Toilet to be co-located with shelter



Figure 14: F-03 Foreshore West Landscape Masterplan



# F-03 TURRAS REACH Landscape Masterplan



Figure 15: F-03 Key Landscape Element Examples

- a Youth social space** including half basketball court, creative seating opportunities, shade and landscape planting.
- b Informal Ball Sports** boarder by existing and planted trees utilising flat land. Potential for line marking and goal posts.
- c Informal skate elements/trail** located along the shared path and edges of the basketball court.
- d Open field/large events space.** Opportunity for informal ball games including cricket and football. Appropriate space for large annual community events.
- e** Utilise existing **waterway crossing**.
- f Pavilion** that is sympathetic to natural landscape and views and appropriate for use as event stage.
- g Resting place** with seating shade and lake views.
- h Shared path crossing** of South Shore Road due to vegetation and topographic constraints.
- i** Clear, safe and convenient **pedestrian crossings** over South Shore Road to connect surrounding residential and open space corridor. This will likely be through the use of road threshold treatments or medians. Zebra crossings will not be appropriate in this location.



Figure 16: F-03 Foreshore East Landscape Masterplan

# F-03 TURRAS REACH FORESHORE

## Opinion of Probable Cost

Site Area = ~4.7 hectares

Item	Description	Indicative Quantity	Unit	Indicative Rate	Cost (\$)			
					Full Construction (including optional items)	Stage 1	Stage 2	Optional
<b>1 Preliminary</b>					<b>\$165,000.00</b>			
1.1	Site establishment of: - Waste management, - Access management, - Security (fencing), - Tree protection zones, - Site water management, - Site amenities. (This is an indicative list of likely inclusions only)	1	item	Approx 15% of landscape works total cost	\$165,000.00	\$99,000.00	\$66,000.00	
<b>2 Demolition Works</b>					<b>\$2,500.00</b>			
2.1	Removal of unwanted vegetation	1	item	2500	\$2,500.00	\$2,500.00		
<b>3 Earthworks</b>					<b>\$24,000.00</b>			
3.1	Cut and fill by machine to an average depth of 300mm as required	3000	m <sup>2</sup>	8	\$24,000.00	\$12,000.00	\$12,000.00	
<b>4 Paving + Paths</b>					<b>\$427,000.00</b>			
4.1	Shared Path 3 metres wide	780	lin m	250	\$195,000.00	\$195,000.00		
4.2	Footpath 2-2.5 metres wide	660	lin m	170	\$112,200.00	\$112,200.00		
4.3	Edge footpath 1-1.5 metres wide	150	lin m	90	\$13,500.00	\$13,500.00		
4.4	Concrete paved area (shelter and basketball court)	830	m <sup>2</sup>	90	\$74,700.00	\$37,350.00	\$37,350.00	
4.5	Gravel paved area/path 2.5 metres wide with timber edge	790	m <sup>2</sup>	40	\$31,600.00	\$31,600.00		
<b>5 Planting</b>					<b>\$31,600.00</b>			
5.1	Tree planting (45L) including mulch ring and minimum 3 support stakes	90	no.	200	\$18,000.00	\$18,000.00		
5.2	Re-vegetation works along waterway	660	m <sup>2</sup>	10	\$6,600.00	\$6,600.00		
5.3	Shore line clean and re-vegetate	1	item	7000	\$7,000.00	\$7,000.00		
<b>6 Features</b>					<b>\$365,000.00</b>			
6.1	Grass mounding	5	item	3000	\$15,000.00			\$15,000.00
6.2	Boardwalk/decking along shores edge with steps to the access the shore.	700	m <sup>2</sup>	350	\$245,000.00	\$122,500.00	\$122,500.00	
6.2	Boardwalk/decking along retail frontage	300	m <sup>2</sup>	350	\$105,000.00		\$105,000.00	
<b>7 Grassing</b>					<b>\$54,900.00</b>			
7.1	Re-establish healthy grassed lawn areas strategically across the site in designated picnic areas	6100	m <sup>2</sup>	9	\$54,900.00	\$27,450.00	\$27,450.00	
<b>8 Furniture/Structures</b>					<b>\$447,000.00</b>			
8.1	Picnic setting (table and bench seats)	14	item	4000	\$56,000.00	\$56,000.00		
8.2	Lounge chairs	6	item	2000	\$12,000.00			\$12,000.00
8.3	Bench seat	3	item	1000	\$3,000.00	\$3,000.00		
8.4	Custom built social seating around basketball court area	1	item	6000	\$6,000.00		\$6,000.00	
8.5	Large picnic shelter.	2	item	25000	\$50,000.00	\$25,000.00	\$25,000.00	
8.6	Performance pavilion shelter (east of site)	1	item	35000	\$35,000.00		\$35,000.00	
8.7	BBQ (2 panel)	2	item	10000	\$20,000.00			\$20,000.00
8.8	BBQ connection to services (electric or gas)	1	item	15000	\$15,000.00			\$15,000.00
8.9	Toilet block	1	item	250000	\$250,000.00		\$250,000.00	
<b>9 Play Equipment</b>					<b>\$280,000.00</b>			
9.1	Play area 1-5 year olds	500	m <sup>2</sup>	150	\$75,000.00	\$75,000.00		
9.2	Play area 5-8 year olds	500	m <sup>2</sup>	170	\$85,000.00	\$85,000.00		
9.3	Play area 8-11 year olds	500	m <sup>2</sup>	180	\$90,000.00		\$90,000.00	
9.4	Water play elements	5	item	6000	\$30,000.00		\$30,000.00	
<b>10 Sporting Equipment</b>					<b>\$20,000.00</b>			
10.1	Skate board element (ramp, grind rail etc.)	4	item	3000	\$12,000.00		\$12,000.00	
10.2	Basketball ring and line marking	1	item	4000	\$4,000.00		\$4,000.00	
10.3	Grass markers for informal soccer field	1	item	4000	\$4,000.00			\$4,000.00
<b>11 Access + Car parking</b>					<b>\$127,000.00</b>			
11.1	On-street 90° car parking along South Shore Road	1270	m <sup>2</sup>	100	\$127,000.00	\$127,000.00		
<b>11 Maintenance</b>					<b>\$39,000.00</b>			
11.1	Maintain for duration of establishment period, including existing trees and reinstatement areas, fertiliser, watering, top-up mulch.	26	weeks	1500	\$39,000.00	\$19,500.00	\$19,500.00	
					<b>Full Construction (including optional items)</b>	<b>Stage 1</b>	<b>Stage 2</b>	<b>Optional</b>
<b>LANDSCAPE WORKS TOTAL (exclusive of GST)</b>					<b>\$1,983,000.00</b>	<b>\$1,075,200.00</b>	<b>\$841,800.00</b>	<b>\$66,000.00</b>
<b>Contingency (10%)</b>					<b>\$2,181,300.00</b>	<b>\$1,182,720.00</b>	<b>\$925,980.00</b>	<b>\$72,600.00</b>

Table 2: F-03 Landscape Masterplan High-level OPC

### STAGE 1 ITEMS \$1.1M-\$1.2M

- > High quality playground area and equipment for ages 1-8.
- > Shared path across the site from east to west.
- > Footpaths linking into surrounding uses and amenity.
- > Large picnic shelter.
- > Car parking along South Shore Road.
- > In fill tree planting across the site.
- > Re-vegetation works along the waterway and shore line
- > Formal decking along shores edge (Part)
- > Picnic settings (table & bench) located across the site.
- > Bench seating located strategically across the site
- > Removal of unwanted vegetation.

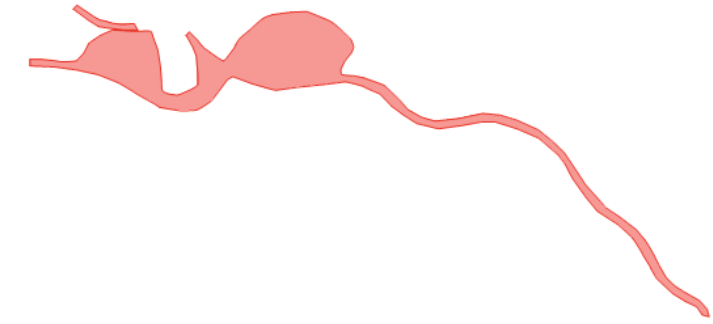


Figure 17A: F-03 Landscape Masterplan Stage 1 Plan

### STAGE 2 ITEMS \$840K-\$930K

- > Expansion of playground area and equipment for ages 8 - 11.
- > Expansion of playground to include water play elements.
- > Youth social space integrating.
  - > Half basketball court.
  - > Custom seating area.
  - > Skate elements.
- > Second large shelter.
- > Toilet facilities.
- > Pavilion suitable for event performance use.
- > Boardwalk decking along retail frontage to support alfresco dining and activation.
- > Extension of formal decking along shores edge.



Figure 17B: F-03 Landscape Masterplan Stage 2 Plan

### OPTIONAL ITEMS \$70K-\$80K

- > Double BBQ including connecting required services (gas or electricity).
- > Grass mounds that create social seating spaces.
- > Lounge chairs in strategic location overlooking the shore.
- > Informal marked soccer field



Figure 17C: F-03 Landscape Masterplan Optional Items Plan

# F-03 TURRAS REACH FORESHORE PARK



Figure 18: F-04 PSP context plan

## PSP CONTEXT/ROLE

The PSP designates the site as a 'Parkland - Special Use (Foreshore)' with an open space area of 4.05 hectares which includes the foreshore, existing jetty and beach.

The future urban structure plan details/shows:

- > A state primary school and community centre opposite South Shore Road.
- > Fernlea Village Centre, located opposite South Shore Road, contains fine grain retail, potential supermarket and medium density residential.
- > Potential holiday park re-located on the opposite side of South Shore Road and east of the waterway.
- > South Shores Road (Connector Road) is planned as the southern boundary to the site.
- > A shared path running east west within the site.
- > South Shore Road is relocated to the north and is detailed to be slow speed with designated pedestrian priority crossing between beach area and adjacent shops.

## DESIGN RESPONSE

- > To enhance access and the experience of the existing landscape character.
- > To formalise the role of the three distinct areas of the site whilst ensuring connectivity between them.
- > To promote and encourage walking and cycling through and circulating around the site.
- > To provide social spaces and shelter at convenient location near parking and that does not compromise views.
- > To expand the main beach foreshore area through strategic location of car parking.
- > To increase direct beach access through alternative path design and
- > To prevent foreshore erosion through appropriate edge treatments.
- > To locate the shared path within existing clearings, tracks and roads avoiding the removal of trees.
- > To provide further picnic facilities throughout the site to cater for increased use.
- > To retain and protect existing trees and vegetation where possible.
- > To use existing tree canopies for shade where possible.
- > To create shade and wind protection through tree planting particularly in the east of the site.

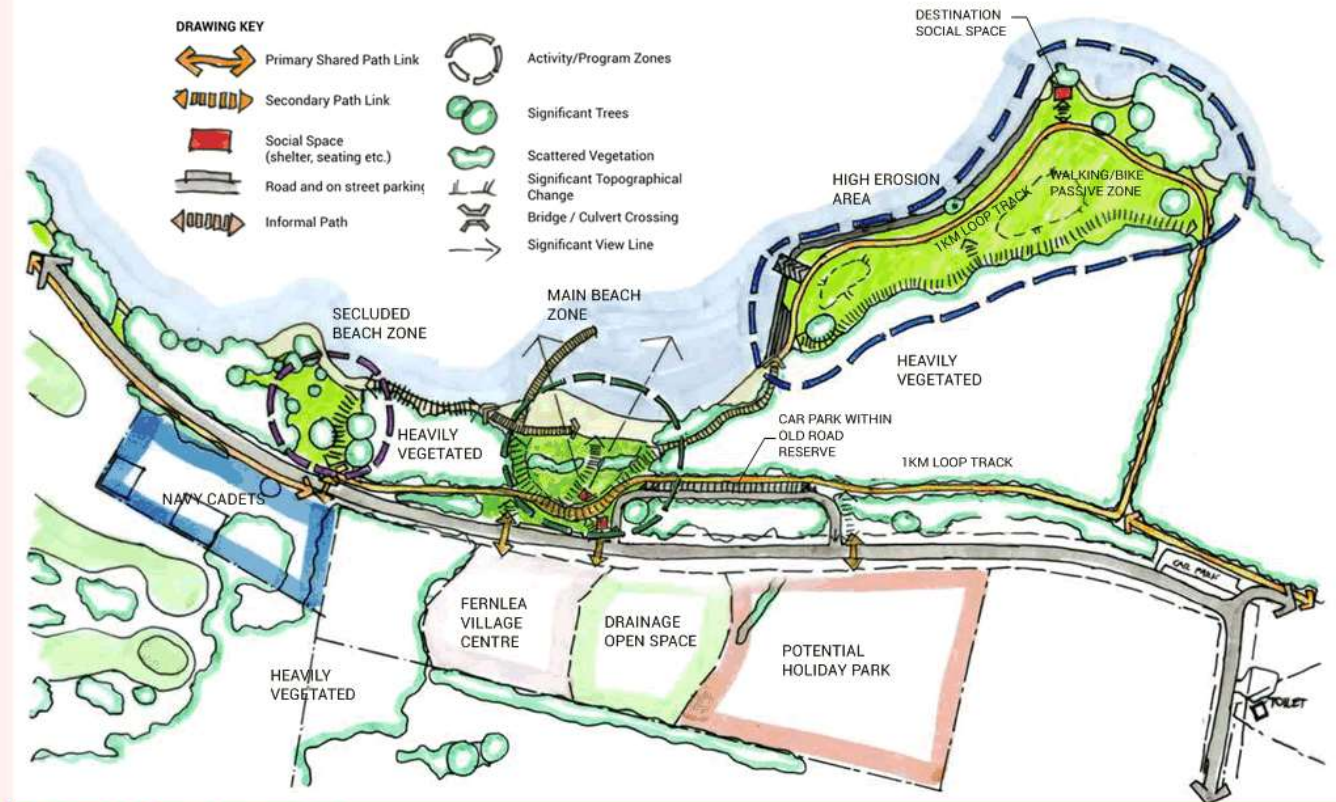


Figure 19: F-04 Design Response Plan



Figure 20: F-04 Site Photos

## EXISTING SITE CHARACTER

- > Elongated site falling to the north.
- > Heavily vegetated with three distinct clearings.
- > Clearings are mostly sheltered from wind with the exception of the north east peninsula clearing.
- > West of the site is used by Naval Cadets for lake access.
- > The main beach clearing is currently used for picnic and passive recreation.
- > Well formed beach area with path access and adjacent grassed areas.
- > Iconic curved jetty
- > Short boardwalk along shore connecting main beach to eastern area.
- > Two farm channels cut through the site.

## LANDSCAPE VISION

An expanded district level open space with a focus on enhancing/emphasising the existing natural environment and built landscape character. Interconnected paths and boardwalks will allow pedestrians and cyclists to explore the diverse types of spaces along this section of foreshore. Access to the park will be convenient but not without regard to existing vegetation and the enhancement of views and vistas to the lake from the road and Fernlea Village.



### Key Uses/Infrastructure:

- > Shelter
- > BBQ
- > Toilet
- > Picnic seating
- > Lawn picnic areas
- > Walking circuit
- > Water fountains
- > Bike Parking
- > Convenient car parking
- > Unique seating places
- > Jetty



### Optional Uses/Infrastructure:

- > Mountain bike circuit
- > Mountain bike trick elements
- > Secondary eastern carpark
- > Expansion of boardwalk
- > Terraced foreshore

# F-04 FERNLEA FORESHORE

## Overall Landscape Masterplan

**DRAWING KEY**

- |                                  |                              |                               |
|----------------------------------|------------------------------|-------------------------------|
| Site Boundary                    | Toilets                      | Decking/Boardwalk             |
| Existing Title Boundary          | Picnic Shelter               | Sandy Beach                   |
| Indicative Future Title Boundary | Seating                      | Significant Topography Change |
| Shared Path (2.5-3m wide)        | Proposed Tree                | View Lines                    |
| Concrete Path (1.5-2m wide)      | Existing Tree Retained       | Grass Lawn Area               |
| Roads                            | Existing Vegetation Retained |                               |
| Car Parking                      |                              |                               |
| Gravel Pavement                  |                              |                               |

Foreshore West refer page 12

Foreshore East refer page 13

Foreshore East Carpark refer page 10

To Boat Ramp

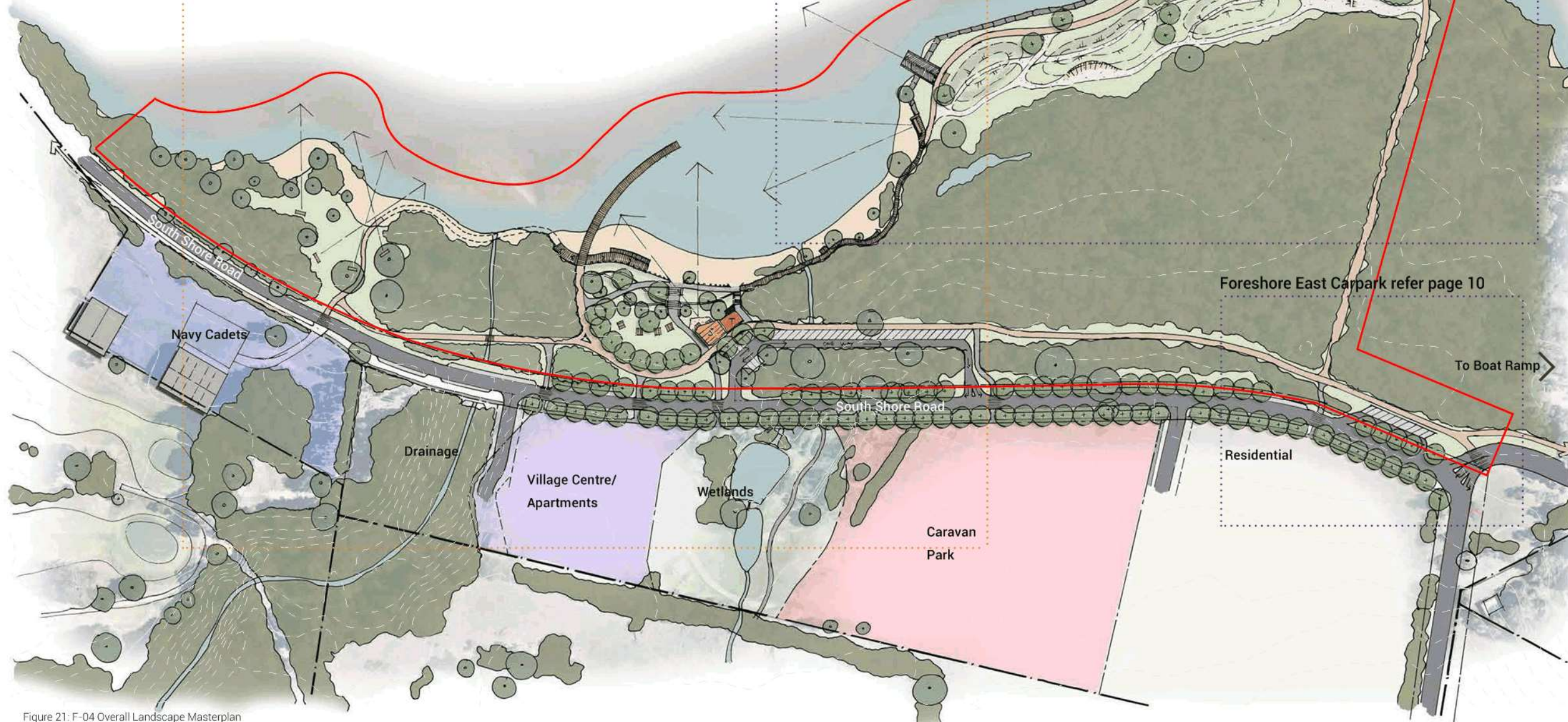


Figure 21: F-04 Overall Landscape Masterplan



# F-04 FERNLEA FORESHORE EAST Landscape Masterplan



Figure 22: F-04 Key Landscape Element Examples

- a** Extend boardwalk sideways to create new access points to the shoreline.
- b** Remove existing carpark to significantly **expand the foreshore picnic area**.
- c** Use existing road reserve for one way **car park** through road avoiding the removal of additional vegetation and maximising foreshore open space.
- d** Use existing road alignment for **shared path**.
- e** Formalise edges to surrounding trees and position new seating with **unique framed views** of the lake.
- f** **Terraced** grassed picnic areas leading down to the shoreline.
- g** **Central stairs** to provide direct access to the water from the shelter.
- h** **Defined crossings** of South Shore Road. This will likely be through the use of road threshold treatments or medians. Zebra crossings will not be appropriate in this location.
- i** **Shelter** with BBQ, seating and views across the lake.
- j** **Toilet** located away from the active area but convenient to the carpark and shelter.
- k** **Informal walk along shoreline**. Consider future extension of boardwalk.



Figure 23: F-04 Foreshore East Landscape Masterplan

# F-04 FERNLEA FORESHORE EAST Landscape Masterplan



Figure 24: F-04 Key Landscape Element Examples

- a** Retain **Boat Ramp** as landscape feature. Strategically place bollards or furniture to prevent vehicle access.
- b** Progressively upgrade retaining wall with **gabion wall** or similar as maintenance is required
- c** Locate **seating** with clear views of the Lake and at even intervals along the shared path.
- d** Extended **boardwalk platform** with seating and views back over the jetty foreshore area.
- e** Consolidate existing fill piles and source clean fill from nearby development into rolling low **level mounds**.
- f** Undertake **substantial tree planting** to create wind breaks.
- g** Informal **mountain bike circuits and simple trick elements** that weave throughout the open space.
- h** Use existing access track as **shared path trail**.
- i** **Bike user carpark** with convenient access to the shared path. Alleviating the use of the board walk to gain access to the northern area.
- j** Connection through to **boat ramp area**.

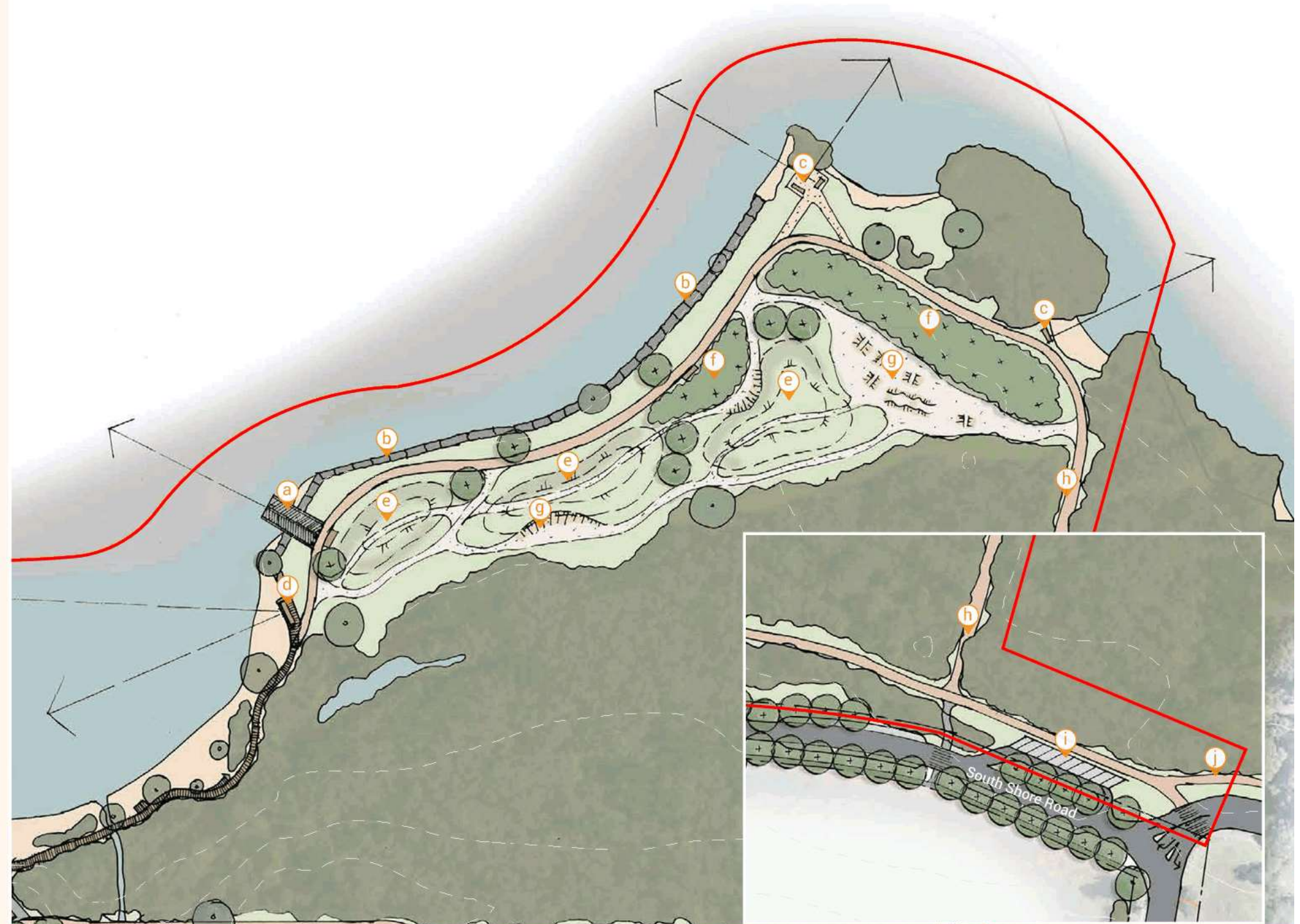


Figure 25: F-04 Foreshore West Landscape Masterplan

# F-04 FERNLEA FORESHORE

## Opinion of Probable Cost

Site Area = ~9.3 hectares

Item	Description	Indicative Quantity	Unit	Indicative Rate	Full Construction (including optional items)	Cost (\$)			
						Stage 1	Stage 2	Optional	
<b>1 Preliminary</b>						<b>\$100,000.00</b>			
1.1	Site establishment of: - Waste management, - Access management, - Security (fencing), - Tree protection zones, - Site water management, - Site amenities. (This is an indicative list of likely inclusions only)	1	item	15% of landscape works total cost	\$100,000.00	\$70,000.00	\$30,000.00		
<b>2 Demolition Works</b>						<b>\$7,500.00</b>			
2.1	Removal of unwanted vegetation	1	item	3500	\$3,500.00	\$3,500.00			
2.2	Removal of existing car park pavement	1	item	Removed through construction of South Shore Road Upgrade					
2.3	Removal of Timber fence	1	item	1000	\$1,000.00	\$1,000.00			
2.4	Removal of rock mounds in east of site (re-distribution of suitable soil to form mounding's for bike circuit)	1	item	3000	\$3,000.00		\$3,000.00		
<b>3 Earthworks</b>						<b>\$40,000.00</b>			
3.1	Cut and fill by machine to an average depth of 300mm as required	5000	m <sup>2</sup>	8	\$40,000.00	\$24,000.00	\$16,000.00		
<b>4 Paving + Paths</b>						<b>\$252,600.00</b>			
4.1	Shared Path 3 metres wide	650	lin m	200	\$130,000.00	\$130,000.00			
4.2	Footpath 2-2.5 metres wide	220	lin m	150	\$33,000.00	\$33,000.00			
4.3	Formal Gravel paved area with concrete or steel edge (under Shelter)	430	m <sup>2</sup>	40	\$17,200.00	\$12,040.00	\$5,160.00		
4.4	Gravel path 2.5m wide with timber edge	350	lin m	50	\$17,500.00		\$17,500.00		
4.5	Gravel path 1-2m wide (Mountain bike circuit)	1100	lin m	15	\$16,500.00			\$16,500.00	
4.6	Informal Gravel paved area with timber edge (Mountain bike skills area)	1200	m <sup>2</sup>	12	\$14,400.00			\$14,400.00	
4.7	Concrete staircase from shelter to shore with retaining walls	2	item	12000	\$24,000.00	\$24,000.00			
<b>5 Planting</b>						<b>\$20,350.00</b>			
5.1	Tree planting (45L) including mulch ring, fertiliser and minimum 3 support stakes	23	no.	200	\$4,600.00	\$4,600.00			
5.2	Tree planting (20mm pot) including mulch ring in group planting areas	50	no.	15	\$750.00	\$750.00			
5.3	Shore line clean and re-vegetation	1	item	15000	\$15,000.00	\$15,000.00			
<b>6 Features</b>						<b>\$222,500.00</b>			
6.1	Terraced lawn area with curved artistic retaining walls creating interesting picnic and seating areas	1	item	20000	\$20,000.00	\$20,000.00			
6.2	Boardwalk/decking along shores edge with ramps to the access the shore	370	m <sup>2</sup>	250	\$92,500.00	\$64,750.00	\$27,750.00		
6.3	Gabion wall along eastern shore line	220	lin m	500	\$110,000.00		\$110,000.00		
<b>7 Grassing</b>						<b>\$23,760.00</b>			
7.1	Re-establish healthy grassed lawn areas strategically across the site in designated picnic areas	2640	m <sup>2</sup>	9	\$23,760.00	\$16,632.00	\$7,128.00		
<b>8 Furniture/Structures</b>						<b>\$335,000.00</b>			
8.1	Picnic setting (table and bench seats)	7	item	4000	\$28,000.00	\$28,000.00			
8.2	Bench seat	9	item	1000	\$9,000.00	\$9,000.00			
8.3	Large picnic shelter	1	item	25000	\$25,000.00	\$25,000.00			
8.4	BBQ (2 panel)	1	item	8000	\$8,000.00		\$8,000.00		
8.5	BBQ connection to services (electric or gas)	1	item	15000	\$15,000.00		\$15,000.00		
8.6	Toilet block	1	item	250000	\$250,000.00		\$250,000.00		
<b>10 Sporting Equipment</b>						<b>\$16,000.00</b>			
10.1	Mountain bike skills element (berm, balance ramp, jump) constructed from timber or gravel mounding	8	item	2000	\$16,000.00		\$16,000.00		
<b>11 Access + Car parking</b>						<b>\$210,000.00</b>			
11.1	Main carpark utilising existing South Shore Road reserve	1550	m <sup>2</sup>	100	\$155,000.00	\$155,000.00			
11.2	Secondary carpark east of site	550	m <sup>2</sup>	100	\$55,000.00		\$55,000.00		
<b>13 Maintenance</b>						<b>\$39,000.00</b>			
13.1	Maintain for duration of establishment period, including existing trees and reinstatement areas, fertiliser, watering, top-up mulch.	26	weeks	1500	\$39,000.00	\$19,500.00	\$19,500.00		
					Full Construction (including optional items)	Stage 1	Stage 2	Optional	
<b>LANDSCAPE WORKS TOTAL (exclusive of GST)</b>					<b>\$1,266,710.00</b>	<b>\$655,772.00</b>	<b>\$541,038.00</b>	<b>\$69,900.00</b>	
<b>Contingency (10%)</b>					<b>\$1,393,381.00</b>	<b>\$721,349.20</b>	<b>\$595,141.80</b>	<b>\$76,890.00</b>	

Table 3: F-04 Landscape Masterplan High-level OPC

### STAGE 1 ITEMS \$650K-\$725K

- > High quality playground area and equipment for ages 1-8.
- > Shared path across the site from east to west using part of the existing South Shore Road in the interim.
- > Footpaths linking into surrounding uses and amenity.
- > Expanded foreshore area.
- > Large picnic shelter.
- > Terraced foreshore area with increased access to beach.
- > New off street car park.
- > In fill tree planting across the site.
- > Re-vegetation works along the waterways and shore line.
- > Expanded decking area.
- > Picnic settings (table & bench) located across the site.
- > Bench seating located strategically across the site

### STAGE 2 ITEMS \$540K-\$600K

- > Viewing platform in east of site.
- > Gravel path walking/bike track (1km loop) into eastern area use part of the existing access tracks.
- > Toilet block.
- > Second car park in east of site.
- > Gabion wall along shore line.
- > Removal/re-distribution of rock mound in eastern area of site.

### OPTIONAL ITEMS \$68K-\$77K

- > Mountain bike skills park including jumps, berms, balance rails etc.
- > Double BBQ including connecting required services (gas or electricity).

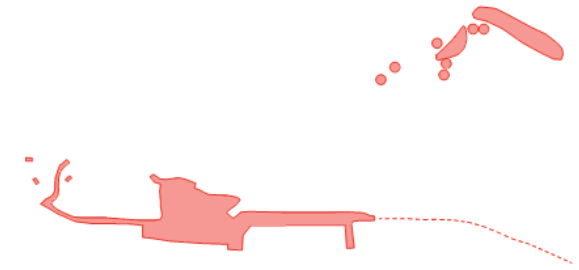


Figure 26A: F-04 Landscape Masterplan Stage 1 Plan



Figure 26B: F-04 Landscape Masterplan Stage 2 Plan



Figure 26C: F-04 Landscape Masterplan Optional Items Plan

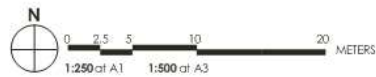


**APPENDIX: A**  
**LANDSCAPE MASTERPLANS**



**DRAWING KEY**

-  Site Boundary
-  Existing Title Boundary
-  Indicative Future Title Boundary
-  Shared Path (2.5-3m wide)
-  Concrete Path (1.5-2m wide)
-  Roads
-  Car Parking
-  Gravel Pavement
-  Seating
-  Proposed Tree
-  Existing Tree Retained
-  Existing Vegetation Retained
-  Decking/Boardwalk
-  Sandy Beach
-  Significant Topography Change
-  View Lines
-  Grass Lawn Area



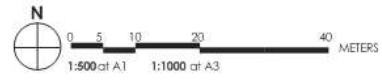
04 January 2016  
**LAKE NARRACAN**  
 Latrobe City Council  
 F-01 Foreshore Masterplan  
 Level 2, 8 Riverside Quay Southbank, VIC 3190  
 T 9495 3025 F 9495 3001

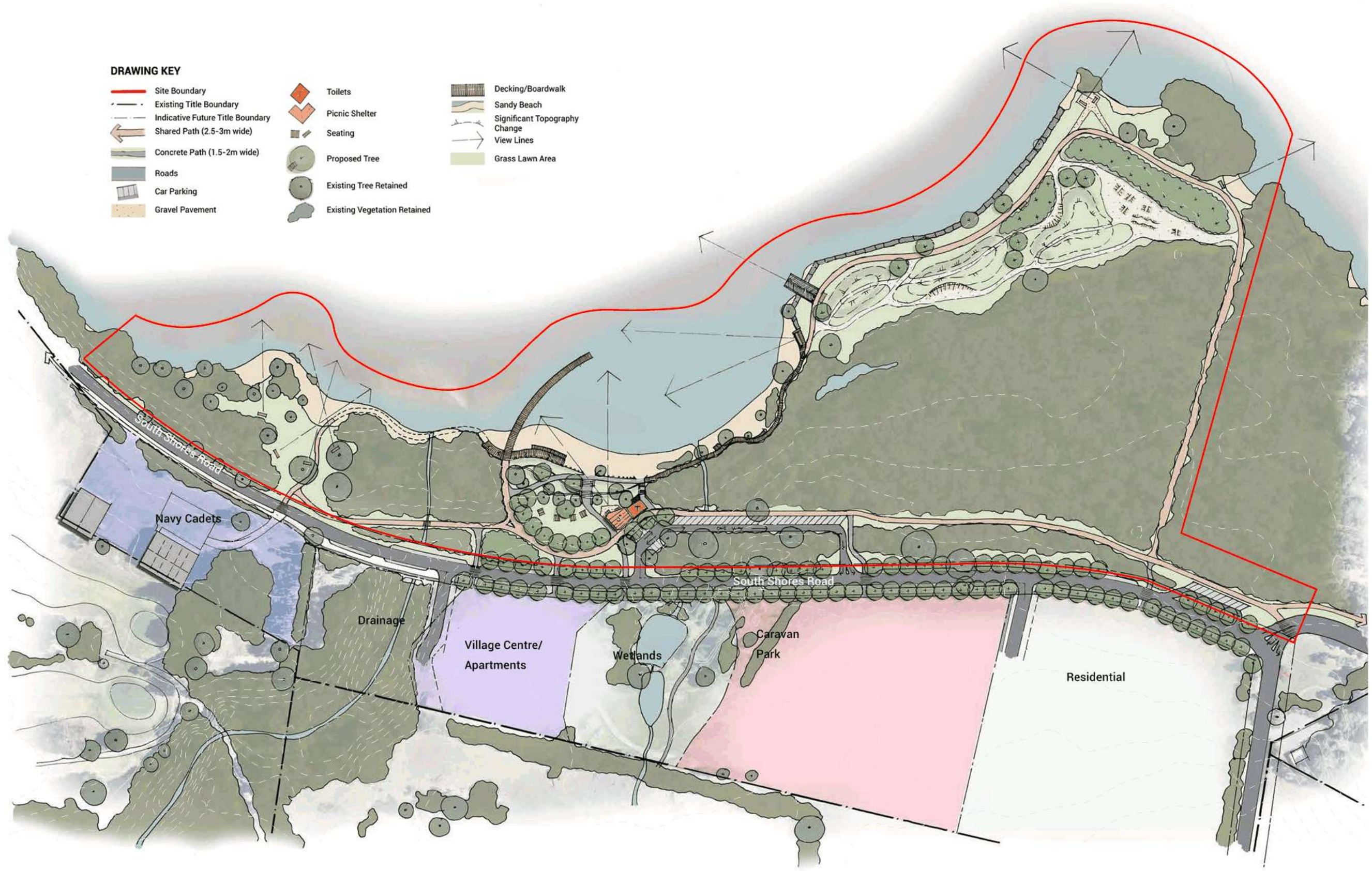
**mesh**



**DRAWING KEY**

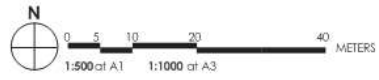
- Site Boundary
- - - Existing Title Boundary
- - - Indicative Future Title Boundary
- ← Shared Path (2.5-3m wide)
- ▬ Concrete Path (1.5-2m wide)
- ▬ Roads
- ▭ Car Parking
- ▭ Gravel Pavement
- ◊ Toilets
- ◊ Picnic Shelter
- ▭ Seating
- Proposed Tree
- Existing Tree Retained
- Existing Vegetation Retained
- ▭ Decking/Boardwalk
- ▭ Sandy Beach
- ▭ Significant Topography Change
- View Lines
- ▭ Grass Lawn Area





**DRAWING KEY**

- |                                  |                              |                               |
|----------------------------------|------------------------------|-------------------------------|
| Site Boundary                    | Toilets                      | Decking/Boardwalk             |
| Existing Title Boundary          | Picnic Shelter               | Sandy Beach                   |
| Indicative Future Title Boundary | Seating                      | Significant Topography Change |
| Shared Path (2.5-3m wide)        | Proposed Tree                | View Lines                    |
| Concrete Path (1.5-2m wide)      | Existing Tree Retained       | Grass Lawn Area               |
| Roads                            | Existing Vegetation Retained |                               |
| Car Parking                      |                              |                               |
| Gravel Pavement                  |                              |                               |



9 December 2016  
**LAKE NARRACAN**  
 Latrobe City Council  
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**14.2 LATROBE REGIONAL AIRPORT DECEMBER 2016 QUARTERLY REPORT**

**General Manager**

**City Development**

**For Decision**

**EXECUTIVE SUMMARY**

This report provides information in relation to the operation and performance of the Latrobe Regional Airport for the quarter finishing December 2016.

Activities in relation to the following have been carried out during the quarter.

- Victorian Defence Alliance (Aerospace)
- Planning Scheme Amendment Update
- Australian Airports Association ACIL Allen Report
- Australian Airports Association Annual Conference
- BARO-VNAV information update
- Marketing and Business Development Strategy
- Proposed Wind Turbulence Regulation – NASF Guideline B
- Ambulance Victoria

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

The report outlines the significant activities and events that have occurred during the quarter.

The 2016/2017 financial year is progressing to forecast and within budget. The Airport continues to be operated in a secure and safe manner, in accordance with Civil Aviation Safety Authority guidelines and regulations.

**RECOMMENDATION**

**That Council receives and notes the report on Airport Operations for the quarter ended 31 December 2016.**

**DECLARATION OF INTERESTS**

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

## **DISCUSSION**

The significant activities undertaken during the quarter are outlined below.

### **Victorian Defence Alliance (Aerospace)**

The Latrobe Regional Airport Board is participating in this alliance which is aimed at providing opportunities to members to participate in selected activities and contribute to joint promotions, marketing visits, communications, trade fairs, promotional literature, advertising and bringing overseas buyers or representatives to Australia.

The General Manager attended the first meeting of the VDA(Aerospace) group on Friday 28 October 2016.

The meeting was attended by some senior people in companies that participate in the supply chains to various Government contracts within the Aerospace Defence Sector.

An invitation has been extended to the Chairman of VDA(Aerospace) Mr Jack Kormas to visit Latrobe Regional Airport, something he indicated that he was keen to do.

Jack is the Managing Director of Textron Systems Australia Pty Ltd and was the guest speaker at a VDA(Aerospace) meeting at Sale on Friday 11 November 2016.

Textron are the manufacturers of Cessna and Beechcraft aircraft, Bell helicopters and Lycoming aero engines among other things.

### **Planning Scheme Amendment Update**

The Latrobe City Planning staff gave an update on the proposed Planning Scheme Amendment that is designed to give greater planning protection from incompatible developments in the vicinity of the airport.

This was an update following the initial presentation on 8 August 2016.

The updated version seeks to minimise the number of properties that might be affected by the proposed amendment while giving the airport the protection it needs for the future.

The Board was very supportive of the amended proposal and resolved to support the proposal as presented.

### **Australian Airports Association – ACIL Allen Report**

Australian Airports Association(AAA) have advised that, in conjunction with ACIL Allen, they have finalised the *Regional Airport Infrastructure Study and Action Plan* report.

The findings of the report confirm that Regional Airports across Australia struggle to financially maintain their assets, and most regional airports run at a considerable loss.

With the release of this report the AAA has commenced an advocacy campaign aimed at securing additional funding for regional airports through the 2017-2018 Federal Budget.

Latrobe Regional Airport is a long time member of the Australian Airports Association whose support and advice have been invaluable over the years.

---

### **Australian Airports Association Annual Conference**

The General Manager attended the Australian Airports Association Annual Conference held in Canberra from 21-25 November 2016. This conference is specifically directed towards Airports and Airport related subjects of interest, both political and practical. All told there were approximately 80 speakers during the 4 days.

During the conference the General Manager had the opportunity to meet with Darren Chester's Chief of Staff, James Twining, in company with Paul Fox and Alan King. Most of the discussion centred around the Latrobe City Transition document as it relates to the development of Latrobe Regional Airport.

This is a very valuable conference to be represented at, and will be more so in the future as the changes to the Civil Aviation Safety Authority regulations are introduced.

Networking opportunities again proved invaluable particularly around new fuel installation potential opportunity.

### **BARO – VNAV Information Update**

Barometric Vertical Navigation (BARO-VNAV) is a system that provides vertical information to pilots which allows descent to lower levels on instrument approaches. It is virtually a replacement for the old Instrument Landing System (ILS).

The BARO-VNAV system is being rolled out to airports across Australia at no cost and Latrobe Regional Airport (LRA) is on the first group to have the system installed. Installation at LRA is scheduled for April 2018.

### **Marketing and Business Development Strategy**

Paul Fox (Fox Strategic) has undertaken the development of a Latrobe Regional Airport Marketing and Business Development Strategy.

The intention of the strategy is to assist Latrobe City Council to establish an aerospace precinct and in so doing facilitate the attraction of aviation and aerospace businesses to a dedicated precinct which is located at Latrobe Regional Airport. The strategy supports Council's objective of the Latrobe Regional Airport as a key employment zone.

The strategy particularly focusses on the following eight elements:-

1. Aerospace Manufacturing
2. Aviation Training and Education
3. Space Camp Australia
4. Advanced Manufacturing Laboratory & Training Centre
5. Aviation Research Centre
6. Aerospace Industry Business Incubator
7. International Pilot Training Academy
8. General Aviation Service

The Board adopted the Marketing and Business Development Strategy for Latrobe Regional Airport in November 2016.

### **Proposed Wind Turbulence Regulation - NASF Guideline B**

The General Manager has continued to pursue a review of the National Airport Safeguarding Framework Guideline B, which introduces the 1 in 35 rule to minimise wind turbulence on runways and runway approaches (one metre high for every 35 metres from the runway centreline) The current Obstacle Limitation Surface requirement is one in seven from the runway strip edge.

Latrobe Regional Airport (and many other airport operators) are very concerned that this guideline has the potential to stifle developments at our airports, and increase costs substantially by having to carry out desk top and/or wind tunnel testing for any proposed development both on and off airport.

Simon Bourke of the Australian Airports Association was consulted on this matter and part of his response is provided below.

*'The Department of Infrastructure and Regional Development has initiated a review of guideline (b) with a view to addressing these issues being experienced by airports with the application of the guideline.*

*The Department has committed to providing AAA with a draft of the revised Guideline (b) for comment. This will be our primary avenue to ensure that the revised guideline is more practical and does not unnecessarily constrain airport development or impose onerous modelling requirements.*

The General Manager will continue to pursue this matter.

### **AMBULANCE VICTORIA**

Ambulance Victoria requested the Board's permission to extend their current facility at Latrobe Regional Airport. Their proposal is to add two additional crew sleeping quarters on the south side of the current building at a point furthest away from the runway. This will not have any detrimental effect on any future operations.

The Board granted permission at the December 2016 meeting.

The Ambulance Victoria Helimed (HEMS2) facility is seen as a vital part of the Airport's Emergency services precinct and an essential service to the greater community of Latrobe.

### **STAKEHOLDER CONSULTATION**

There is no consultation required as this is the December 2016 Quarterly Report on activities, as required by the Latrobe Regional Airport Deed of Delegation from Council.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The Airport operated in accordance with the 2016/17 budget allocation, as detailed in the finance report attached.

**RISK IMPLICATIONS**

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

**CONCLUSION**

The 2016/2017 financial year is progressing to forecast and within budget. The Airport continues to be operated in a secure and safe manner, in accordance with Civil Aviation Safety Authority guidelines and regulations.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

- 1 [↓](#). Latrobe Regional Airport December Quarterly Finance Report



## **14.2**

### **Latrobe Regional Airport December 2016 Quarterly Report**

- 1 Latrobe Regional Airport December Quarterly Finance  
Report..... 245**

**Monthly Operating Report**  
**LATROBE REGIONAL AIRPORT DIVISION**  
**Month: December 2016**



<b>Comment on Year to Date Result</b>	
<b>Comment of Full Year Forecast</b>	

	Year to Date			Full Year Forecast		
	Actual	Budget	Variance (Fav)/Unfav	Forecast	Budget	Variance (Fav)/Unfav
<b>Net Results by Cost Centre</b>						
Latrobe Regional Airport Management	71,258	76,011	(4,753)	208,522	205,100	3,422
Latrobe Regional Airport - LANDSIDE	(183,981)	(169,273)	(14,708)	(403,040)	(381,537)	(21,503)
Latrobe Regional Airport - AIRSIDE	2,295	12,000	(9,705)	33,478	33,500	(22)
Latrobe Regional Airport - General Maintenance	44,683	45,543	(861)	114,243	114,700	(457)
Latrobe Regional Airport Projects	(58,440)	(47,500)	(10,941)	48,560	35,000	13,560
<b>Net Result</b>	<b>(124,185)</b>	<b>(83,219)</b>	<b>(40,968)</b>	<b>1,763</b>	<b>6,763</b>	<b>(5,000)</b>
<b>Net Results by Account Group</b>						
<b>Income:</b>						
Other	(1,022)	(2,000)	978	(9,522)	(9,500)	(22)
Residence	(6,220)	(5,417)	(803)	(12,440)	(13,000)	560
Commercial	(197,405)	(218,290)	20,885	(435,861)	(436,801)	940
Trading / Light Commercial	(39,907)	(31,068)	(8,840)	(72,911)	(62,135)	(10,776)
Recreational / Non-Trading	(56,896)	(47,227)	(9,669)	(56,896)	(47,227)	(9,669)
Community Group/Service	(150)	(150)	0	(150)	(150)	0
Farm / Agistment	(6,410)	(11,362)	4,952	(25,640)	(22,724)	(2,916)
Airport Marketing Strategy & implementation	(118,500)	(118,500)	0	(118,500)	(118,500)	0
<b>Total Income</b>	<b>(426,510)</b>	<b>(434,013)</b>	<b>7,503</b>	<b>(731,920)</b>	<b>(710,037)</b>	<b>(21,883)</b>
<b>Expenditure:</b>						
Salaries Wages & Oncosts	105,324	106,483	(1,160)	222,416	221,200	1,216
Other Employee Costs	3,465	3,100	365	6,398	3,100	3,298
Materials & Contracts	113,114	164,167	(51,053)	279,370	302,000	(22,630)
Internal Charge Costs	95,250	95,250	0	190,500	190,500	0
<b>Total Expenditure</b>	<b>317,153</b>	<b>369,000</b>	<b>(51,847)</b>	<b>698,684</b>	<b>716,800</b>	<b>(18,116)</b>
<b>Net Result - Recurrent</b>	<b>(109,358)</b>	<b>(65,013)</b>	<b>(44,345)</b>	<b>(33,236)</b>	<b>6,763</b>	<b>(39,999)</b>

**14.3 PARKING OVERLAY - COLLECTION OF FINANCIAL CONTRIBUTION  
POLICY**

**General Manager**

**City Development**

**For Decision**

**EXECUTIVE SUMMARY**

The Parking Overlay was introduced into the Latrobe Planning Scheme through Amendment C94 on 7 April 2016 for both the Morwell and Traralgon Activity Centres following recommendations from the Car Parking Framework Review for Traralgon and Morwell 2014 report.

The Car Parking Framework Review for Traralgon and Morwell 2014 report recommended that a financial contribution be collected for the Traralgon Activity Centre area and that funds collected be placed towards the development of three new all day parking areas.

Latrobe City Council has a current *Car Parking Policy 11 POL-3* which is no longer relevant following the subsequent approval of Amendment C94, see Attachment 1.

Latrobe City Council is now required by the Department of Environment, Land, Water and Planning (DELWP) Practice Note 57 – The Parking Overlay to ensure good governance around the collection, expenditure and indexation of the financial contribution required under the Parking Overlay for the Traralgon Activity Centre.

Therefore, the *Car Parking Policy 11 POL-3* has been re-written and a proposed *Parking Overlay – Collection of Financial Contributions Policy* has been prepared, see Attachment 2. The policy establishes principles around the collection, indexation, expenditure and governance of the financial contribution required under the Parking Overlay.

In the development of the policy, it has been identified that further work is required to identify:

- Triggers for the construction of the facilities (population growth, number of waived car parking spaces);
- Further detail on stressed areas for car parking; and
- Priorities for development of parking facilities (focussing on the three options provided in the Car Parking Framework Review for Traralgon and Morwell 2014).

### **RECOMMENDATION**

**That Council:**

- 1. Adopts the Parking Overlay – Collection of Financial Contribution Interim Policy; and**
- 2. Notes that with the adoption of this Policy, that any previous versions are now rescinded; and**
- 3. Makes this Policy available to the public on Latrobe City Council's website.**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

Latrobe City Council has a current *Car Parking Policy 11 POL-3* which includes provision on car parking infrastructure, waiver of car parking requirements and cash in lieu contribution.

In August 2014, the *Car Parking Framework Review for Traralgon and Morwell* identified the need to implement a Parking Overlay into the Latrobe Planning Scheme. The report also identified three locations where new all day parking could be provided for in Traralgon, these are:

- An extra level on the Seymour Street multi-deck carpark;
- A decked carpark in the location of existing car parking adjacent to the Post Office (accessed via Deakin Street and Hotham Street); and
- A decked carpark in the location of existing public car parking behind Ryan's hotel (accessed via Church Street and Kay Street).

Planning Scheme Amendment C94 was subsequently prepared to introduce a Parking Overlay for Morwell and Traralgon Activity Centres and was approved and gazetted into the Latrobe Planning Scheme on 7 April 2016.

The Parking Overlay provides for a reduction in the car parking rates for both Morwell and Traralgon and requires a financial contribution for the waiver of any car parking spaces within the Traralgon Activity Centre only. The financial contribution for the waiver of car parking space in the Traralgon CBD is \$8,152 per space (as indexed 1 July 2016). There is no financial contribution required under the Morwell Activity Centre therefore, the policy on relates to the collection and spending of funds in Traralgon.

The Parking Overlay contribution is not a full cost recovery contribution for the development of car parking spaces. The amount collected provides about 40% of the cost required to build a parking space.

In accordance with the *Department of Environment, Land, Water and Planning (DELWP) Practice Note 57 – The Parking Overlay* and discussion included in the Planning Scheme Amendment C94 Parking Overlay Panel Report, Latrobe City Council is required to establish how the funds collected under the Parking Overlay will be spent.

Therefore, the *Car Parking Policy 11 POL-3* has been re-written and a proposed *Parking Overlay – Collection of Financial Contributions Policy* has been prepared. The policy establishes principles around the collection, indexation, expenditure and governance of the financial contribution required under the Parking Overlay. It is an interim policy as further work is required triggers for the construction, stressed areas for car parking and priorities for development. When this work is completed, the policy will be updated.

As required by Section 4 of Clause 45.09 Parking Overlay Schedule 1 'The responsible authority shall use the funds collected under this schedule for the purpose of acquiring land and constructing public parking in the Traralgon Activity Centre'. The *Car Parking Framework Review for Traralgon and Morwell 2014* identified three locations where new all day parking could be provided for in Traralgon.

In the development of the policy, it has been identified that further work is required to identify:

- Triggers for the construction of the facilities (population growth, number of waived car parking spaces);
- Further detail on stressed areas for car parking; and
- Priorities for development of parking facilities (focussing on the three options provided in the *Car Parking Framework Review for Traralgon and Morwell 2014*).

Developing this strategy and monitoring system will be essential to ensure good governance arrangements around the expenditure of funds.

### **STAKEHOLDER CONSULTATION**

No external engagement is required on the proposed *Parking Policy – Collection of Financial Contribution Policy*.

The interim policy has been review by relevant internal departments within Latrobe City Council.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There is a small financial implication with the allocation of funds to undertake further work to ensure that:

- Triggers for the construction of the facilities (population growth, number of waived car parking spaces);
- Further detail on stressed areas for car parking; and

- Priorities for development of parking facilities (focussing on the three options provided in the Car Parking Framework Review for Traralgon and Morwell 2014).

It is expected that this work will cost \$15,000 and will be undertaken within existing resources of the Urban Growth Team.

The collection of financial contributions under the Parking Overlay is approximately 40% of the money required to build a car parking space.

If parking facilities are required in the future, a Council contribution will be required. This however, will be subject to future budget and business planning process for Council.

### **RISK IMPLICATIONS**

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

If the policy is not adopted, there is a risk to Council that there will be no guiding principles on the governance arrangements around managing the contributions received for car parking.

### **CONCLUSION**

A proposed *Parking Overlay – Collection of Financial Contributions Policy* has been prepared following the approval and gazettal of Amendment C94 which introduced the Parking Overlay into the Latrobe Planning Scheme for Morwell and Traralgon.

The policy establishes principles around the collection, indexation, expenditure and governance of the financial contribution required under the Parking Overlay.

Further work is required to ensure that money collected under the Overlay is spent on acquiring land and constructing public car parking in the Traralgon Activity Centre.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

- 1 [↓](#). Car Parking Policy - POL 3
- 2 [↓](#). Proposed Parking Overlay Policy

## **14.3**

### **Parking Overlay - Collection of Financial Contribution Policy**

- |          |  |            |
|----------|--|------------|
| <b>1</b> | <b>Car Parking Policy - POL 3 .....</b>      | <b>251</b> |
| <b>2</b> | <b>Proposed Parking Overlay Policy .....</b> | <b>253</b> |

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Document Name: **Car Parking Policy** **11 POL-3**

Adopted by Council: *<insert Council Resolution date>*

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### Policy Goals

The purpose of this policy is to provide for the provision and financing of car parking in a manner which makes a positive contribution to the amenity and function of commercial/business precincts throughout Latrobe City.

### Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### Built Environment

##### Latrobe 2026:

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

##### Council Plan:

- Promote and support private and public sector investment in the development of key infrastructure within the municipality.
- Support and advocate for integrated transport solutions that improve accessibility to, and within, Latrobe City.
- Develop high quality community facilities that encourage access and use by the community.
- Ensure that all proposed Latrobe City Council developments include whole of life maintenance analysis.
- Adequately identify and plan for future maintenance costs of assets and infrastructure to reduce the asset renewal gap in allocated funding.

### Policy Implementation

#### 1. Provision of Car Parking Infrastructure and Waiving of Car Parking Requirements

That requirements for the provision of car parking spaces and consideration of reduction or waiving or car parking requirements be decided in accordance with the Latrobe Planning Scheme



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**2. Cash-in-Lieu Contributions**

- 2.1 That the cost per calculated car-parking space is to be at a rate decided annually in the budget papers and included in the fees and charges section. The cost shall be calculated independently for each central business district located in the towns of Morwell, Moe, Traralgon and Churchill.
- 2.2 That the cash-in-lieu rate is to reflect a proportional cost of providing additional car parking infrastructure, having consideration for both the valuation of land and the cost of construction.
- 2.3 That contributions as cash-in-lieu payment where car parking provision requirements have been reduced or waived may be used to fund improvements to the efficient use of existing car parking facilities as well as for additional car parking.

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 :



# Parking Overlay - Collection of Financial Contribution Interim Policy

Version 1

Approval Date: (insert date)

Review Date: (insert date)



## Parking Overlay – Collection of Financial Contribution Interim Policy

### DOCUMENT CONTROL

Responsible GM	General Manager City Development, General Manager Infrastructure and Recreation	
Division	City Development, Infrastructure Development	
Last Updated (who & when)	(Gail Gatt, Manager Planning Services)	2016
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Responsible Division	General Manager City Development & Infrastructure and Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Parking Overlay – Collection of Financial Contribution Interim Policy

### 1. Background

In August 2014, the Car Parking Framework Review for Morwell and Traralgon Activity Centre identified the need to implement a Parking Overlay into the Latrobe Planning Scheme. Planning Scheme Amendment C94 introduced a Parking Overlay for Morwell and Traralgon Activity Centre and was approved and gazetted into the Latrobe Planning Scheme on 7 April 2016. The Parking Overlay provides for a reduction to the car parking rates for both Morwell and Traralgon and requires a financial contribution for the waiver of any car parking spaces within the Traralgon Activity Centre only.

### 2. Objectives

This policy relates to the collection of a financial contribution for Traralgon only. The objectives of the policy are to:

- Provide guidance around the collection of the financial contribution
- Provide details on the indexation of the financial contribution and publishing of the new rate
- Establish triggers for the development of new car parking facilities with the funds collected
- Provide the governance structure for the approval of works to be undertaken
- Provide details on how and when the financial contribution will be reported

### 3. Scope

The policy applies to the area as identified in Schedule 1 to Clause 45.09 - Parking Overlay (Attachment A) of the Latrobe Planning Scheme. The policy will relate to planning permit applications which require a waiver of car parking under the Parking Overlay and through a planning permit condition.

### 4. Principles of Management

#### 4.1 Collection

A planning permit condition will be placed on all planning permits as required under the Parking Overlay for the collection of the financial contribution. The collection of the financial contribution can be secured using a Section 173 Agreement.

Under Section 179 of the *Planning and Environment Act 1987* Latrobe City Council is required to keep a copy of each agreement. A register of all Section 173 Agreements entered into for a financial contribution under the Parking Overlay will be kept by the Governance department to ensure funds are collected in accordance with the agreement.

In accordance with the Department of Environment, Land, Water and Planning (DELWP) Practice Note 57 – The Parking Overlay funds collected will be deposited into a car parking fund, at Latrobe City Council this account is identified as 'Car Parking Reserve'.

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## Parking Overlay – Collection of Financial Contribution Interim Policy

The procedure for the collection of funds will be identified in the 'Parking Overlay – Collection of Financial Contributions Procedure'.

### 4.2 Indexation

As required by Section 4 of Clause 45.09 Parking Overlay Schedule 1 the financial contribution is required to be indexed annually on 1 July by the Responsible Authority with the relevant Building Price Index (Melbourne) in Rawlinson's Australian Construction Handbook.

Advice of the indexed financial contribution will be made available on the Latrobe City Council's website, in the Latrobe Valley Express and to parties who have entered into a Section 173 Agreement for the collection of financial contributions under the Parking Overlay by no later than 31 August each year.

### 4.3 Development of new car parking facilities

As required by Section 4 of Clause 45.09 Parking Overlay Schedule 1 'The responsible authority shall use the funds collected under this schedule for the purpose of acquiring land and constructing public parking in the Traralgon Activity Centre.'

The *Car Parking Framework Review for Morwell and Traralgon August 2014* identified three locations that are considered suitable for further consideration in relation to provision for future public parking areas. These are:

- An extra level of the Seymour Street multi-deck carpark
- A decked carpark in the location of existing car parking adjacent to the Post Office (accessed via Deakin Street and Hotham Street)
- A decked carpark in the location of existing public car parking behind Ryan's Hotel (accessed via Church Street and Kay Street)

It is acknowledged that, further work needs to be undertaken to identify:

- Triggers for the construction of the facilities (population growth, waived car parking spaces)
- Further detail on stressed areas for car parking
- Prioritising development of parking facilities

This information does not form part of this policy at this time hence this is an interim policy.

If the further work has not been finalised, and it is deemed that there is a critical need for the development of car parking (for example as a result of a major project) a decision by Council can be made to satisfy this urgent requirement consistent with the Car Parking Framework Review for Morwell and Traralgon August 2014.

If it is determined that car parking is required without the full 40% of contributions received, Latrobe City Council can upfront the costs and repay itself with future

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Responsible Division	General Manager City Development & Infrastructure and Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Parking Overlay – Collection of Financial Contribution Interim Policy

contributions that it has received, but only up to 40% of the cost of acquisition and construction of the car park.

### 4.4 Governance Structure

Once the further work has been undertaken, monitoring of population growth and waiver of car parking spaces will continue.

Collection of the financial contribution for the waiver of car parks is not intended to fully fund car parking infrastructure projects. It is acknowledged that a contribution from Latrobe City Council is required. The Parking Overlay financial contribution is approximately 40% of the figure required to build a car parking space.

A fund will be identified in the next future budgeting processes which set aside money for future capital works to be undertaken in relation to car parking. Once trigger points are close to being reached, projects (as prioritised) will be proposed by the Latrobe City Council's Development Assessment Team and considered by the Capital Works Board for approval.

### 4.5 Reporting

An annual report on the amount of financial contribution collected during the financial year will be presented to Councillors as part of the Annual Report on Development Contributions. The first reporting period for the financial contribution will be the 16/17 financial year.

## 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

### 5.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

### 5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources

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Responsible Division	General Manager City Development & Infrastructure and Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Parking Overlay – Collection of Financial Contribution Interim Policy

- Responsibility for performance monitoring
- 5.4. Manager
- Develop frameworks and procedures in compliance with this policy
  - Enforce responsibilities to achieve compliance with frameworks and procedures
  - Provide appropriate resources for the execution of the frameworks and procedures
- 5.5. Employees, Contractors and Volunteers
- Participate where required in the development of frameworks and procedures in compliance with this policy.
  - Comply with frameworks and procedures developed to achieve compliance with this policy.

### 6. Evaluation and Review

This policy will be reviewed after the further work as identified in this policy has been undertaken, on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

### 7. Definitions

Not Applicable

### 8. Related Documents

Nil

### 9. Reference Resources

Car Parking Framework Review for Morwell and Traralgon, August 2014

Clause 45.09 – Parking Overlay

Clause 45.09 Schedule 1 – Traralgon Activity Centre

*Planning and Environment Act 1987*

### 10. Appendices

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Responsible Division	General Manager City Development & Infrastructure and Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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# **INFRASTRUCTURE AND RECREATION**



## **15. INFRASTRUCTURE AND RECREATION**

### **15.1 ELECTRONIC SURVEILLANCE AT GIPPSLAND IMMIGRATION PARK, MORWELL.**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

#### **EXECUTIVE SUMMARY**

Council has been approached by the Gippsland Immigration Park Inc. for improvement to, and ongoing support for; an electronic surveillance system that the community group has installed at Gippsland Immigration Park in Morwell.

Gippsland Immigration Park Inc. installed security cameras to monitor valuable installations in the park surrounding Kernot Lake. The group subsequently sought and received a grant from Council to connect the surveillance system to Kernot Hall.

After an incident where the process around retrieving footage from the system was shown to be flawed, Gippsland Immigration Park Inc. have approached Council seeking assistance to directly connect the surveillance system to the Morwell Police station.

The options can generally be categorised into the following:

1. Make no physical changes and implement an improved internal process.
2. Setup remote network access to the system at Council Headquarters.
3. Allow remote playback and connect to the Morwell Police Station.
4. Make no changes to the current system.

These options (along with others that are detailed later in the report) range in cost and resource impacts. The least expensive is to improve the current process and delegate the ability to authorise the release of information to another staff member through to the highest cost solution of providing a direct connection to the Morwell Police station.

Council's policy in relation to the installation of CCTV systems aims to "seeks to minimise and address the incidence of unlawful activity on Council owned or controlled land so to contribute to public safety and protection of Council assets."

The policy also identifies that "Council is to ensure that the implementation of electronic surveillance does not intrude unreasonably into the privacy of citizens who are not under suspicion and will only target areas in which unlawful conduct is likely to be recorded."

Given that there have been limited incidents in the area, that funds and resources would be required to provide on-going maintenance of the system, if it were controlled by Council and connected to either Council's IT network or Victoria Police, it is recommended that Council agree to implement an improved process for retrieval

and sharing of footage from the system. This could include authorising another senior officer the power to approve access to the data.

### **RECOMMENDATION**

**That Council:**

- 1. Requests the Chief Executive Officer to implement an improved process for the retrieval and sharing of footage from the Gippsland Immigration Park electronic surveillance system; and**
- 2. Delegate to the Chief Executive Officer the power to authorise one other senior staff member the ability to authorise access to CCTV data; and**
- 3. Writes to Gippsland Immigration Park Inc. advising of the decision.**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

The Gippsland Immigration Park is located around the Kernot Lake at Princes Drive, Morwell. The park celebrates the contribution of immigrants to the Gippsland region and was developed by a community group with the support of Government, Council and private philanthropy. Latrobe City Council is the land owner of the park and carries out mowing and related open space maintenance as for all urban parks.

The park features a number of monuments, plaques, structures and a statue. The park includes the Gippsland Heritage Walk which is a series of decorative stone information panels adjacent to a walking path that goes around the Kernot Lake. The driving force behind the creation of the park and the installations within it has been the local Morwell community and in particular the group known as Gippsland Immigration Park Inc. The decorative stone information panels are estimated to be worth \$200,000 at replacement value.

Gippsland Immigration Park Inc. recognised the value and the hard work involved in building and installing the decorative stone information panels and decided to install Electronic Surveillance Devices (security cameras) to monitor the panels. Gippsland Immigration Park Inc. arranged and paid for the installation of 16 security cameras to monitor the panels and surrounds. Their intention was that the cameras would discourage vandalism and inappropriate behaviour and assist police with apprehending offenders if vandalism did occur.

The cameras were installed and commissioned and the footage was conveyed to a computer at Kernot Lake area. The computer is not physically easy to access to retrieve footage. Gippsland Immigration Park Inc. sought Council's assistance by way of a community grant to install a transmitter to send footage from the lake area

to another computer located in Kernot Hall. This would enable better access to the footage in case it was needed.

The application to the 2015/16 Latrobe City Council Community Grants Program was successful and subsequently Latrobe City Council granted \$1,450 plus GST to Gippsland Immigration Park Inc. to facilitate the installation of the transmitter and therefore the link to Kernot Hall.

Following this, the installation of the transmitter was completed and the connection across to Kernot Hall established.

In early 2016 there was some graffiti done to the installations in the park and Gippsland Immigration Park Inc. approached Council with the intention of getting access to the footage to provide it to the police to see if the offenders could be identified and apprehended.

Unfortunately, the Council Officer they contacted by email was away on unexpected leave at the time, then when that Officer returned from leave and sought permission from the Chief Executive Officer (CEO) to view/share the footage, the CEO was away on leave. With a weekend as well, and the office delays, the end result was that when the footage was finally viewed, the footage had been wiped as the hard drive records over itself every 7 days.

Subsequent to this, Gippsland Immigration Park Inc. approached Officers requesting that an improved process or physical infrastructure solution be put in place to avoid having problems with accessing the footage in the future. They have also advised that they have minimal ongoing funding and that they would like Council to take on the ongoing maintenance of the cameras and associated infrastructure. Gippsland Immigration Park Inc. favoured that the cameras be connected to the Morwell Police Station as is the case for Latrobe City Council cameras at the Morwell train station and commercial road bus terminal.

Officers from Infrastructure Development, Information Technology and Community Development have researched the different options available to improve access to the footage.

These options are:

Option 1 – Make no physical changes and implement an improved process:

The camera footage is stored and retrieved locally at Kernot Hall. A Latrobe City Council Officer would have to attend Kernot Hall each time an event occurs to find the footage and download it for the police. To avoid problems if delegated staff are on leave, the CEO could delegate authority to view footage to more staff. Cameras can still fail and Latrobe City Council would not be aware that this has occurred, which could result in footage not being recorded when an event occurs. This could take hours depending on when the event occurred and ties up an Officer at the hall/park each time an event occurs.

Option 2 – Setup remote network access to system:

The installed Electronic Surveillance Devices can be connected to the wider Latrobe City Council IT Network. This will allow a member of Latrobe City Council Staff (with appropriate delegation) to retrieve the footage that has previously been recorded or

view live from a location other than Kernot Hall that has network access. This has the added benefit that any faults with the system can be detected and repaired to minimise disruption to the recording capability of the system. Latrobe City Council IT will also be able to provide other services over this link to the hall, such as telephony and Wi-Fi for staff and guests (over a separated network which does not have connection to the cameras) the estimated costs to achieve this are \$9000.

Option 3 - Allow remote playback and live view to Morwell Police:

The cameras can be connected to the wider Latrobe City Council IT Network which will allow us to bring the footage to the police station in Morwell. This option will allow a member of Victoria Police to live view or playback footage at the Morwell Police Station, as they do with existing system for the bus and train station area. The estimated costs to achieve this are \$2000.

Option 3 requires Option 2 as well; however the Latrobe City Council staff member is replaced with Victoria Police staff.

Option 4 - Additional camera work and maintenance:

Installing extra network base stations will allow the camera network to still function in the event of a single camera failure. At present if a single camera was to fail it will bring down the remaining cameras. This is not mandatory for the above options but is recommended to prevent a single point of failure. It will also allow extra cameras in the future to be installed in the area if ever required. Estimated costs are \$2500.

If options 2, 3 and 4 are taken up, the total cost to get a direct connection into the Morwell Police Station is estimated at \$13,500. This would also come with an annual maintenance cost in the order of \$1,000 per annum for cleaning of camera lenses, minor repairs and adjustments. In the event of total failure of the system and full replacement being required, the costs would be in the order of \$20,000. By taking these actions, in effect, Council would assume ownership of the surveillance system. A deed of agreement would be required to confirm that status.

Option 5 – Decline the request from Gippsland Immigration Park and provide no further assistance for Electronic Surveillance Devices in this park. This option would reduce Council’s ongoing financial liability to zero.

Option 6 – Direct connection from Gippsland Immigration Park to Morwell Police station – this would not involve the Latrobe City Council IT network at all and therefore Council staff resource allocation over the long term would be low to nil. The cost of this option has been estimated at \$50,000 to \$75,000. This option would require a direct radio link and would need to bounce signals from the Gippsland Immigration Park to the Gippsland Water reservoir facility at the top of the hill in Morwell then back down to the Police station. This would need new transmission poles to be erected and hence the high cost.

#### **LATROBE CITY COUNCIL ELECTRONIC SURVEILLANCE POLICY**

Latrobe City Council adopted an Electronic Surveillance Policy, 11 POL-4 on 7 February 2011. The policy seeks to minimise and address the incidence of unlawful activity on Council owned or controlled land so to contribute to public safety and protection of Council assets. The policy relates to fixed and/or concealed electronic

surveillance devices and includes the use of any electronically operated device such as video, film, electronically operated remote controlled cameras, tape recorders, computers, telephones and telephone bugging devices used expressly for the purpose of surveillance. Council is to ensure that the implementation of electronic surveillance does not intrude unreasonably into the privacy of citizens who are not under suspicion and will only target areas in which unlawful conduct is likely to be recorded.

Latrobe City Council's Community Development Officer met with Victoria Police Manager of the Proactive Policing Unit based out of the Morwell Police Station during October 2016.

The Manager of the Proactive Policing Unit confirmed that Victoria Police would like to have the Kernot Hall Gippsland Immigration Park camera footage transmitted directly into the Morwell Station if possible.

The Manager of the Proactive Policing Unit believed that camera surveillance footage would be a valuable asset which will assist with crime prevention in the local area and both the Community and Victoria Police should be happy with.

### **STAKEHOLDER CONSULTATION**

Officers have met with:

- Gippsland Immigration Park Inc.
- Victoria Police
- Numerous contractors to determine the best value method for achieving improved access to the footage.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The options described above have differing financial and resource implications as follows:

Option 1 – Make no physical changes and implement an improved process – this would have no upfront cost for infrastructure changes but has potentially greater long term staff resource usage for staff having to go to Kernot Hall to access the footage.

Option 2 – Setup remote network access to system – this has an upfront cost of \$9000 and allows remote access by Latrobe City Council staff. This option has less long term staff resource required as staff can access the footage from a computer wherever they are with the right delegation and security. Therefore less long term staff resource required

Option 3 - Allow remote playback and live view to Morwell Police – this will cost another \$2000 on top of the \$9000 required for remote access however long term staff resource will be further reduced as the Police will become the point of contact for all needing to access the footage.

Option 4 - Additional camera work and maintenance – this is additional infrastructure work that will protect the long term integrity of the camera system by eliminating a single point of failure bringing down the whole system and is estimated to cost \$2500.

Option 5 – Decline the request from Gippsland Immigration Park and provide no further assistance for Electronic Surveillance Devices in this park and no on-going support in terms of staff resource or maintenance. This option would reduce Council’s ongoing financial liability to zero.

Option 6 – Direct connection from Gippsland Immigration Park to Morwell Police station – this would not involve the Latrobe City Council IT network at all and therefore Council staff resource allocation over the long term would be low to nil. The cost of this option has been estimated at \$50,000 to \$75,000. This option would require a direct radio link and would need to bounce signals from the Gippsland Immigration Park to the Gippsland Water reservoir facility at the top of the hill in Morwell then back down to the Police station. This would need new transmission poles to be erected and hence the high cost.

If Council assumes on-going maintenance responsibility for the cameras (as per options 1 to 4) and associated infrastructure, the annual cost is expected to be in the order of \$1000. If the camera system failed completely, it is anticipated it would cost in the order of \$20,000 to replace it.

Life Cycle Cost Analysis:

Investment, including installation cost for link to Police via LCC IT network.	\$13,500
Estimated maintenance and staff hours cost per year	\$2,000
Estimated energy cost per year	\$200
Net discount rate (inflation rate deducted from cost to borrow money)	2.5%
Years of operation for the equipment	15
Equipment value final year	\$1000
<b>Total Life Cycle Cost</b>	<b>\$40,049</b>
Discounted Value year 15	\$690

There is no Council budget allocation at present for any of the abovementioned costs.

### **RISK IMPLICATIONS**

Each option carries varying degrees of risk to Council. There are potential risks to reputation with either a “do nothing” or a “do everything” approach. If Council chooses not to provide any further assistance or input into the surveillance system, then there is a risk that a criminal event may not be captured on the footage and an opportunity lost to apprehend an offender. There is a perception amongst some in the community that having camera surveillance deters criminal activity and inappropriate behaviour; if true there is the risk that an opportunity to deter these things is lost. If Council chooses to implement an improved surveillance system with

direct connection to the Police, there is the risk that Council is targeted for infringing on people's civil liberties.

It should be noted that if Council was to decide to pursue Option 1 (no infrastructure changes), despite this option possibly being perceived as Council "doing nothing" in response to a request for assistance, the cameras would remain in place and if it is correct that the cameras themselves act as a deterrent to crime and inappropriate behaviour, the cameras will continue to serve that function.

Another potential risk to Council is the precedent that providing support for their security system sets. If other community groups install security systems and then Council provides support for maintaining and enhancing systems there will be an increased financial burden for Council.

### **CONCLUSION**

The electronic surveillance system at Gippsland Immigration Park is functional however there are physical and operational challenges in accessing the footage in a timely manner.

Council could rectify those challenges by providing a direct connection to Victoria Police operations, but this comes at a cost. Victoria Police support the idea of having a direct connection, but Council needs to balance issues of community safety and property protection against unreasonable intrusion into citizen's privacy and the financial impact of the proposal.

Given that there have been limited incidents in the area, that funds and resources would be required to provide on-going maintenance of the system, if it were controlled by Council and connected to either Council's IT network or Victoria Police, it is recommended that Council agree to implement an improved process for retrieval and sharing of footage from the system.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

1 [↓](#). Electronic Surveillance Policy

# **15.1**

## **Electronic Surveillance at Gippsland Immigration Park, Morwell.**

<b>1</b>	<b>Electronic Surveillance Policy .....</b>	<b>269</b>
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Document Name: **Electronic Surveillance Policy** **11 POL-4**

Adopted by Council: **7 February 2011**

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### Policy Goals

Latrobe City has developed an electronic surveillance policy as a strategy to minimise and address the incidence of unlawful activity on Council owned or controlled property. The policy has been developed as a strategy in the interests of contributing to public safety and/or the protection of Council assets. The Council will ensure that the implementation of electronic surveillance does not intrude unreasonably into the privacy of citizens who are not under suspicion. Electronic surveillance will be implemented only when Council has substantial grounds to believe that unlawful activity is being undertaken and will only target areas in which unlawful conduct is likely to be recorded.

The policy only relates to fixed and/or concealed electronic surveillance devices and includes the use of any electronically operated device such as video, film, electronically operated remote controlled cameras, tape recorders, computers, telephones and telephone bugging devices used expressly for the purpose of surveillance.

### Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### Regulation and Accountability

**Latrobe 2026:**

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

**Council Plan:**

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

#### Governance

**Latrobe 2026:**

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

**Council Plan:**

- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.

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### Policy Implementation

No electronic surveillance is to be undertaken without a resolution of the Council. As a general principle the Council will only authorise the use of electronic surveillance when all other reasonable measures have proved ineffective in solving the problem or unlawful activity. The operators of any electronic surveillance system authorised by the Council are accountable for their conduct to the Council. In addition:

- Electronic surveillance may be conducted only for the purpose of protecting the public against an identified risk to the security or safety of property, assets, or members of the public.
- Electronic surveillance will be limited in scope, targeting only areas in which unlawful conduct is likely to be recorded.
- Electronic surveillance may be conducted only for a limited time period, such as until the perpetrator of the unlawful activity is identified.

Strict controls will exist over the operation of the system, including authorisation of who may receive and view tapes, secure storage and erasure of recordings. Such authorisation may only be given by the Chief Executive Officer of the Council. Proper records must be maintained of the electronic surveillance operation, including documentation of the final resolution of the problem.

If electronic surveillance is conducted in an area accessed by citizens, a sign shall be installed in the area informing citizens of the conduct of electronic surveillance.

### Exclusions:

1. This policy does not apply to the use of speed cameras or police radar devices implemented for Victoria Police.
2. The use of fixed lens video cameras in automatic teller machines is excluded from this policy.
3. Cash collection points (cashiers and teller terminals) operated by the Council are exempt from this policy.
4. Use of cameras for the purpose of monitoring the health and safety of employees working in isolation are excluded from this policy.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : \_\_\_\_\_  
Chief Executive Officer

Date : 08/02/2011.

# **COMMUNITY SERVICES**

**16. COMMUNITY SERVICES**

Nil reports

# **CORPORATE SERVICES**

## **17. CORPORATE SERVICES**

### **17.1 COUNCIL MEETING DATES 2017**

**General Manager**

**Corporate Services**

**For Decision**

#### **EXECUTIVE SUMMARY**

At the 5 December 2016 Council meeting, Council resolved to adopt ordinary Council meeting dates for February and March 2017, and to review the remainder of the 2017 Council meetings after community feedback was received.

The verbal feedback at the meeting raised concerns that the three weekly meeting cycle (which was proposed for 2017, and has been in place since 2014) was not predictable, which made it hard to attend. The community member advised a meeting cycle where Council regularly met on a particular day, would be simpler and easier to communicate with the community.

A number of factors influence what meeting cycles a Council should have, including the level of decisions required to be made, the timeliness of decisions and the effect they have on the functioning of the organisation and the community.

Having reviewed and considered the feedback, the Ombudsman Report, historical data available on Council meetings, as well as various meeting cycles in operation, it has been concluded that the three weekly meeting cycle should remain for the 2017 year. It has also been identified that a review should occur later in 2017 prior to dates being adopted for 2018.

The proposed meeting dates are as follows:

- Tuesday, 18 April 2017 (*moved from Monday 17 April 2017 as the Monday is a public holiday*)
- Monday, 8 May 2017
- Monday, 29 May 2017
- Monday, 19 June 2017
- Monday, 10 July 2017
- Monday, 31 July 2017
- Monday, 21 August 2017
- Monday, 11 September 2017
- Monday, 2 October 2017
- Monday, 23 October 2017
- Monday, 13 November 2017
- Monday, 4 December 2017

A special Council meeting for the election of the Mayor, Deputy Mayor and Councillor appointments to Committees for the 2018 year is proposed to be held on Thursday, 2 November 2017.

The ordinary council meetings will continue to be supported via confidential briefing meetings prior to the Council meeting to inform Councillors on key matters. Special council meetings may be called where they are deemed required and in accordance with legislative requirements.

In addition, to address the concerns raised at the December Council meeting, a number of communication methods are being proposed to publish Council meeting dates in 2017.

### **RECOMMENDATION**

**That Council adopts and gives public notice of the following meetings for 2017:**

- 1. Ordinary Council Meetings, commencing at 6:00 pm, in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell:**
  - a. Tuesday, 18 April 2017**
  - b. Monday, 8 May 2017**
  - c. Monday, 29 May 2017**
  - d. Monday, 19 June 2017**
  - e. Monday, 10 July 2017**
  - f. Monday, 31 July 2017**
  - g. Monday, 21 August 2017**
  - h. Monday, 11 September 2017**
  - i. Monday, 2 October 2017**
  - j. Monday, 23 October 2017**
  - k. Monday, 13 November 2017**
  - l. Monday, 4 December 2017**
  
- 2. Special Council Meeting for the election of the Mayor, Deputy Mayor and any adjustments to Committee appointments, to be held on Thursday, 2 November 2017, commencing at 6:00 pm in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell.**

### **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

At the Council meeting held on 5 December 2016, a verbal submission at the meeting was made in relation to the Council meeting schedule for 2017. The community member advised that the three weekly meeting cycle (which was proposed for 2017) was not predictable, which made it hard to attend. They advised a meeting cycle where Council regularly met on a particular day, would be simpler and easier to communicate with the community.

Council then resolved to adopt dates for 2017 through to the end of March 2017 in order to relook at the options available for Council meetings.

Options that had been identified include:

- Adopt a monthly Council meeting cycle (e.g. meet once a month on every fourth week)
- Adopt a two weekly Council Meeting cycle (e.g. meet every second and fourth week)
- Support the Council meeting cycle with a Planning Committee
- Maintain the current three weekly cycle.

In December 2016, the Victorian Ombudsman released its report, '*Investigation into the transparency of local government decision making*'. Latrobe City Council was one of the 12 focus Councils of the report.

The report highlighted six key findings (mostly aimed at Local Government Victoria and the State Government to provide better guidance to achieve transparency in the sector), as well as outlining what the Ombudsman considers to be a transparent council. The report reflects more on the meeting procedures and processes; therefore it is more relevant to a review of the *Meeting Procedure Local Law*. However, in relation to meeting cycles, the Ombudsman highlights the different aspects that make up a meeting (such as the agenda, timing, location, public participation, special committees and briefings). These are all factors that need to be taken into account when considering what the most suitable meeting cycle for Latrobe City Council is.

### **Council decision making – legislative requirements**

In relation to Council and Special Committee meetings, the *Local Government Act 1989* (Act) specifies requirements in relation to the notice, opening the meeting to the public and ensuring that there are minutes of a meeting. The remainder of matters relating to the Council meetings and Special committees is captured in the *Meeting Procedure Local Law*.

The Act allows for Council to delegate its powers to the Chief Executive Officer, a Special Committee or a member of staff. Within twelve months of a Council election, the Council is required to ensure that these are reviewed (these are currently being prepared for the Council to commence their review in March).

### **Data comparisons**



A comparison of council meeting data from the two meeting cycles that have been in place within the last five years at Latrobe City Council was undertaken. The data suggested that:

- There are less matters going to Council and less public speakers in 2016 than there were in 2012
- The level of delegations to officers to make decisions impacts the length of the meetings and transparency. Delegations to officers have been improved during the last five years in procurement and planning, and these are demonstrated in how many of these items are now going to Council for consideration. However, for any decision that is still required by Council on a proposed contract, timeliness in the meeting cycles is a factor. (For example, if there are no meetings held in December or January with a monthly cycle, this may impact delivery of the capital works program).
- The three weekly cycle which has been in place for full calendar years in 2015 and 2016, has a higher number of matters being considered per meeting. However, more matters were decided upon in earlier years (using the two weekly cycle).

Considering the above information, it is officers recommendation to remain with a three weekly cycle in 2017, however put in place a review with Councillors to ensure that it still meets the needs and expectations prior to a report being put to adopt meeting dates in 2018.

### **STAKEHOLDER CONSULTATION**

The Council held over its decision on Council meeting dates for 2017 due to feedback received at the 5 December 2016 Council Meeting.

Having considered the feedback and relevant data, the three weekly cycle proposed is considered the most appropriate option at this stage.

To address the concerns raised, officers are recommending that the following communication methods occur to assist community members awareness of Council meeting dates:

- Facebook and website advertising
- Public notices
- Noticeboard articles (in the Latrobe Valley Express)
- Brochures or postcards available from Customer Service Centres and Libraries advertising the meeting dates
- Advertising on noticeboards in Latrobe City Council facilities such as Leisure Centres and Child care centres
- Radio reminders

**FINANCIAL AND RESOURCES IMPLICATIONS**

The proposed meeting cycle and proposed communication methods can be managed through existing budget provisions.

**RISK IMPLICATIONS**

There are reputation, legal and financial risks associated with Council meeting cycles and decision making. The three weekly cycle allows for most decisions required by Council to be relatively timely, however, if meetings are not accessible, then there are residual risks to be addressed. This is expected to be addressed through the increase in communication methods.

**CONCLUSION**

Having reviewed and considered all available information relating to Council meetings, officers recommend that the three weekly meeting cycle should remain for the 2017 year with improved communications occurring. It has also been identified that a review of the meeting cycle should then again occur later in 2017 prior to dates being adopted for 2018 by Council.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

**17.2 PROPOSED LEASE - THE STAR HOTEL, PETERKIN STREET,  
TRARALGON**

**General Manager**

**Corporate Services**

**For Decision**

**EXECUTIVE SUMMARY**

The Star Hotel is situated in Peterkin Street, Traralgon, on Crown land for which Latrobe City Council is the appointed Committee of Management.

The building is currently leased to Brother Nature Holdings Pty Ltd, trading as Café Stellina, pursuant to Section 17D of the *Crown Land (Reserves) Act 1978*. The current lease is due to expire on 31 December 2017 and the tenant has requested that they be granted a new lease prior to this date to ensure security of tenure for their business moving forward.

As the Star Hotel is on Crown land, Council is obligated to adhere to the leasing requirements of the Department of Environment, Land, Water and Planning (DELWP). One of these requirements is that Council give public notice of its intention to negotiate with a tenant directly. This notice is to provide the community with an opportunity for comment on the proposal if a wider public expression of interest (EOI) process is not to be undertaken.

Since taking over the current lease in 2014, Brother Nature Holdings Pty Ltd has proven to be a reliable tenant and their ongoing use of the Star Hotel will allow them to further develop the business.

**RECOMMENDATION**

**That Council:**

- 1. Authorises the Chief Executive Officer to give public notice of its intention to commence direct negotiations with Brother Nature Holdings Pty Ltd for the lease of the Star Hotel at 17 Peterkin Street, Traralgon, and invite comment from the community;**
- 2. If submissions are received, delegates the Chief Executive Officer to:**
  - (a) fix the date of the Ordinary Council Meeting to consider submissions; and**
  - (b) notify submitters of the date and time of the Ordinary Council Meeting at which submissions will be considered; or**
- 3. If no submissions are received, delegates the Chief Executive Officer authority to:**
  - (a) obtain “approval in principle” from the Department of Environment, Land, Water and Planning for the direct negotiation of a retail lease with Brother Nature Holdings Pty Ltd pursuant to Section 17D of the *Crown Land (Reserves) Act 1978*;**
  - (b) negotiate terms and conditions of a retail lease pursuant to Section 17D of the *Crown Land (Reserves) Act 1978* for a five year lease term with provision of a further term of five years;**
  - (c) arrange for signing of all documentation associated with the lease.**
- 4. Notifies Brother Nature Holdings Pty Ltd of Council’s decision.**

**DECLARATION OF INTERESTS**

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

**DISCUSSION**

The Star Hotel is situated on Crown land, described as part of Crown Allotment 22, Section 18 in the Township of Traralgon, being land permanently reserved for public purposes for which Latrobe City Council is the appointed Committee of Management. (Attachment One)

Constructed in 1875, the Star Hotel is one of the oldest surviving buildings in Traralgon and was relocated to its current location in 1990 through the efforts of the former City of Traralgon with the support of the Traralgon & District Historical Society. The building is listed in the Latrobe City Heritage Study as being of local historic and social significance to Latrobe City as one of the oldest buildings in Central Gippsland.

In 2012 Council entered into a lease agreement for the Star Hotel with a term of five years commencing on 1 January 2013. This lease was subsequently assigned to another tenant on 1 August 2013 and to the current tenant, Brother Nature Holdings Pty Ltd, on 4 July 2014.

The current tenant wishes to ensure that they have security of tenure prior to investing further in their business, Café Stellina, and have therefore requested that a new lease be entered into prior to the expiration of the current agreement on 31 December 2017. (Attachment Two)

As the Star Hotel is on Crown land, Council must adhere to the leasing requirements of the Department of Environment, Land, Water and Planning (DELWP) and the provisions of the *Crown Land (Reserves) Act 1978*.

If Council intends to negotiate a new lease agreement with the current tenant rather than undertake a public process and seek EOIs to lease the Star Hotel, it must first give public notice of its intention to negotiate directly and provide an opportunity for the community to comment.

Council must then consider any responses from the community prior to requesting “approval in principle” from DELWP to enter into a new lease, part of which will require providing evidence of the public notification process. Once this approval has been received Council can negotiate the terms and conditions of the proposed lease.

The final decision to allocate a new lease through a direct negotiation process instead of a competitive EOI allocation process rests with the Minister for Energy, Environment, Climate Change and Suburban Development, or their delegate, who will consider it at the time of granting “approval in principle”.

The “approval in principle” process provides the Minister with the ability to properly review a lease proposal before the parties commit to a lease and assess if the proposal aligns with the principles of leasing Crown land.

Any new lease will also be subject to the provisions of the *Retail Leases Act 2003* and, as such, a minimum term of five years is required. The tenant has requested that the new lease have an initial term of five years with two additional five year terms available.

Given the unique nature of the building there are clearly restrictions as to its use and it is most suited to the operation of a café or restaurant. The Star Hotel has had a number of tenants prior to Brother Nature Holdings Pty Ltd obtaining the current lease and it is believed that negotiating a new lease directly will provide stability in the future as the current business, which has proven to be successful, can remain in place.

The tenant has indicated previously that they wish to sell the business to a third party in the future however this would be unlikely given that the current lease is due to expire at the end of this year. Obtaining a new lease would therefore be crucial to the sale as any prospective purchaser would require security of tenure prior to making such a large financial commitment and, if a public process was undertaken, there is no guarantee that the current tenant would be successful.

While it is understandable that the tenant would wish to sell the business, DELWP would likely have concerns if it was to be transferred soon after the new lease was finalised, particularly if it was negotiated directly. As such, it may be necessary to include a condition in the new lease that it cannot be transferred during the first two or three years as it is possible that DELWP will not agree to the transfer or question why a public process was not undertaken.

Alternatively, Council is under no obligation to agree to a new lease and may choose to refuse the request from the current tenant, instead undertaking a public process later this year seeking expressions of interest from prospective tenants that are interested in using the Star Hotel. Should such a process be undertaken, the current tenant would be able to submit an expression of interest for consideration.

In the event that there is significant interest from the community in response to the public notice, Council could then determine that it would be more appropriate to invite expressions of interest for use of the Star Hotel rather than negotiate directly with the current tenant.

### **STAKEHOLDER CONSULTATION**

Council, as the appointed Committee of Management for the Star Hotel, is required to give public notice in a local newspaper of its intention to negotiate a new lease directly with the current tenant and provide the community with an opportunity to comment.

Public notices will therefore be placed in the Latrobe Valley Express advising of the proposal and inviting written submissions. In addition to this, the notice will be placed on Councils website and a physical notice at the Traralgon Service Centre.

While this is not subject to the provisions of Section 223 of the *Local Government Act* 1989 it is intended that a similar process be followed whereby any responses that are received will be considered at a future meeting of Council.

Evidence of this process being undertaken will need to be provided to DELWP prior to obtaining “approval in principle” to enter into negotiations for the new lease.

Officers have discussed this matter with their counterparts at DELWP on a number of occasions and the tenant has been advised of the process that will need to be undertaken.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

Direct costs associated with this process are minimal, being the cost of notices in the Latrobe Valley Express inviting public comment on the intention to enter into direct negotiations as well as officer resources in the preparation of reports. Indirect costs will involve considerable staff time to negotiate the lease terms in consultation with DWELP and obtaining the relevant consent.

Due to an outdoor kitchen being built by a previous tenant over Gippsland Water assets at the rear of the building, which subsequently had to be relocated, Council committed significant resources to the Star Hotel last year.

While it is acknowledged that there was an impact on the operations of Café Stellina while these works were undertaken, for which they were compensated, the outcome has proven to be beneficial to both parties as the kitchen and outdoor eating area has been greatly improved along with accessibility to the property.

In light of the investment from Council to improve the building and surrounds the certainty of entering into a new lease with a tenant that has demonstrated their ability to operate and promote the Star Hotel since they took over the current lease would be beneficial.

The rental for any new lease would be based upon an independent valuation obtained by Council and would take into account these improvements when determining a current market rental figure.

As this is Crown Land there is an expectation that the tenant commits to undertaking capital improvements to the premises during their occupation. This would form part of the negotiations for the new lease.

### **RISK IMPLICATIONS**

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

Should Council not undertake the public notification process it will not be possible to obtain “Approval in Principle” from DELWP and the negotiation of a new lease could not proceed. In this event the lease will proceed to an Expression of Interest process to commence in August of this year.

### **CONCLUSION**

The tenant of the Star Hotel, Brother Nature Holdings Pty Ltd, has requested that they be provided with a new lease for the property prior to the expiration of the current agreement on 31 December 2017.

To obtain “approval in principle” from the Department of Environment, Land, Water and Planning and commence negotiations as to the terms and conditions of a new lease it will be necessary for public notice to be given advising of Councils intention to negotiate directly with the current tenant and seek community comment.

### **SUPPORTING DOCUMENTS**

Nil

### **Attachments**

- 1 [↓](#). Star Hotel, Traralgon - Aerial Image
- 2 [↓](#). Request for a new lease received from Brother Nature Pty Ltd

## **17.2**

### **Proposed Lease - The Star Hotel, Peterkin Street, Traralgon**

- |          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Star Hotel, Traralgon - Aerial Image.....</b>                              | <b>285</b> |
| <b>2</b> | <b>Request for a new lease received from Brother Nature<br/>Pty Ltd .....</b> | <b>287</b> |





Re: New lease for Cafe Stellina/Brother Nature Holdings P/L

Peter Schulz

Property and Statute Officer

Latrobe City

Dear Peter,

Further to our recent discussion I am writing to you to request a new lease for the 'Star Hotel' located at 17 Peterkin Street Traralgon. As you are aware the recent history of this building has been one of multiple operators trying to eke out a living from a site that has had little commercial value or security of tenure. We are looking to secure a longer lease for several reasons-

1. Kitchen-Due to the recent problems surrounding the location of the external kitchen and the disruption to trading and business we will suffer due to the renovations we need a chance to rebuild value in the business we operate. We had recently secured a buyer for our business however due to issues with the external kitchen the sale fell through. This effectively erased any goodwill attached to the business. We also believe that with the extra investment Latrobe City is making in the venue that it would be in their best interest to secure a long term tenancy.
2. Viability-Our intention with the business is to build the venue to a place that will draw visitors from all over Gippsland and wider. With the unique setting and history of the building we believe that we have an opportunity to develop a tourist icon. This can only be done with a guarantee of tenure because it requires us to invest a lot of our own money to complete beautification to the yard and surrounds. We are also keen to refurbish the venue but these things won't occur without a longer lease. If the venue does not have real commercial viability then the likelihood of future businesses willing to keep this landmark operating is low.
3. Continued occupancy-We believe that continued occupancy for the hotel is good for Traralgon as it is widely recognised as the oldest building in the town. It is only with continued occupancy will the building remain in a good state of repair and remain for future generations to enjoy.
4. Business case-We currently trade four days per week and are looking to expand the hours once we have finished the renovations. We sell wood fired pizzas, handmade pasta, and house made desserts and are looking to expand the menu during the spring/summer. Our aim is to be the best Italian restaurant in Traralgon as well as the premier small function venue in Gippsland. The quality of our food and our exceptional service has earned us a great reputation that we are keen to build on. We currently employ two full time team members as well as seven casuals, plus our family all work at the restaurant in various capacities. Our business purchases the bulk of the produce we use locally so we are also supporting other similarly aligned businesses. We have recently been approved to extend our licensed area and as part of the process we have included a comprehensive venue management plan. During the license application process we were supported by over 600 local residents and businesses in the area via a 'Change' online petition. We are very well supported by not only the wider community in our endeavours but also by our local neighbours. We are currently complying with all of the terms of our lease and look forward to working with Latrobe City to ensure the maintenance and growth of this unique property. We are stable long term residents of Traralgon with strong social ties and we believe that we are well suited to run and manage the business on a longer term basis. We also believe that by allowing direct negotiation for the extension of the lease that it would ensure the continued smooth operation of the premises as well as minimising the disruption to all involved in the management of the property. This also allows us to forward plan knowing that we have the support of the Landlords.

It has always been our intention to build a successful business that provides real value for all of our stakeholders; staff, suppliers, patrons and ourselves. As business owners we are also looking at return on investment and that means having the opportunity to build a successful business and when the time is appropriate the opportunity to sell the business to other like minded business people to have the opportunity to build on what we are creating.

We believe that a lease term of 5x5x5 would deliver security to the building and ourselves or anyone else who was to run the business in the future. It is only with this security that the investment that is required to maintain this historic building will be made and that is why we are requesting this lease term.

Please feel free to call me on 0409 336092 to discuss further if required

Regards

Brett Ingwersen

Director,

Brother Nature Holdings P/L

Cafe Stellina

**17.3 TERMS OF REFERENCE - LATROBE CITY CULTURAL DIVERSITY  
ADVISORY  
COMMITTEE**

**General Manager**

**Corporate Services**

**For Decision**

**EXECUTIVE SUMMARY**

As part of the continuing review of Council committees, Council has previously considered the Terms of Reference for the Latrobe City Cultural Diversity Advisory Committee.

At the Councillor briefing in November, it was requested that a further conversation be had between the appointed Councillors to the Committee, the Committee and the relevant Manager. Those discussions have occurred and the Committee confirmed that they accepted the proposed Terms of Reference. The Terms of Reference are submitted for Council's approval and for approval to commence the expression of interest process for external representation on the Committee.

**RECOMMENDATION**

**That Council:**

- 1. Adopts the Terms of Reference for Latrobe City Cultural Diversity Advisory Committee with a commencement date of 6 March 2017; and**
- 2. Notes that the adoption of the Terms of Reference has the effect of rescinding any previous Terms of Reference for the Latrobe City Cultural Diversity Advisory Committee; and**
- 3. Requires an Expression of Interest process be undertaken inviting nominations from the community and agencies to participate on the Latrobe City Cultural Diversity Advisory Committee.**

**DECLARATION OF INTERESTS**

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

**DISCUSSION**

The Cultural Diversity Advisory Committee is established to provide advice to Council on matters relating to cultural diversity within the Latrobe City community. It assists with the development, implementation and review of Council's Cultural Diversity Action Plan and provides networking, information sharing and partnership opportunities for committee members and invited guests.

Membership of the Committee is drawn from:

- culturally diverse social groups, ethnic associations or agencies that support culturally diverse communities Latrobe City;
- peak/major organisations who service and support Latrobe City's culturally diverse communities;
- community members (individuals) with an interest in cultural diversity; and
- co-opted members, as deemed appropriate by the Committee to help fulfil/meet the objectives and address any specific areas or gaps.

Council officers play a support role to the Committee.

When the proposed Terms of Reference were considered by Council in November 2016, Council deferred approval pending further discussion directly with the Committee. That discussion has occurred and it is understood that the Committee is generally satisfied with the proposed Terms of Reference and the support that it receives from Council officers.

The Committee did, however, consider that value would be added to its role and function if it were able to co-opt an additional two members to the Committee. It has found that these types of members, which can be drawn from Government Departments or agencies or representative diversity groups can provide additional expertise on various diversity matters. It is proposed that the membership of the Committee be increased from 13 to 15 to provide for additional co-opted members, but that these co-opted members have their term of appointment limited to one year.

The term of appointment of a membership of the Committee as specified in the existing Terms of Reference is for three years. The proposed Terms of Reference do not prescribe a term of appointment but simply state that it is for a term "deemed appropriate by Council." For the purpose of certainty and to allow potential community, sector and organisation representatives to gauge the likely level of commitment as a member of the Committee, it is suggested that the proposed Terms of Reference be amended to include a specific term such as three years or a limit on the term, such as "up to three years". Changes will also need to be made to address the limited term of the four co-opted members.

These proposed changes have been inserted into the attached Terms of Reference for Council consideration and approval.

If Council approves the Terms of Reference, the next step is to call for expressions of interest from interested people or organisations in the community that meet the membership criteria listed above. Following an appropriate application and interview process membership will be submitted to Council for approval.

### **STAKEHOLDER CONSULTATION**

Councillors appointed to the Committee met directly with the Committee to discuss the Terms of Reference and other related matters.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The costs associated with operating this Committee are within the Community Development operating budget.

**RISK IMPLICATIONS**

Under the Risk Management Framework, an analysis of potential risks was undertaken to identify risks to Council if the Committee was not continued or risks from the operations of the Committee. No significant risks were identified, but it was noted that there could be some low risk if there was no Committee as the Committee informs and assists Council with developing and reviewing actions in the Cultural Diversity Action Plan.

**CONCLUSION**

The Terms of Reference for the Committee have been under review for some time. Recent discussions with the Committee have confirmed that the proposed Terms of Reference are considered satisfactory, subject to some minor changes. It is necessary to get the expression of interest process underway as quickly as possible so that community and sector representatives can be appointed and the Committee undertake the functions assigned to it in the Terms of Reference.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

- 1 [Cultural Diversity Advisory Committee Terms of Reference](#)

## **17.3**

### **Terms of Reference - Latrobe City Cultural Diversity Advisory Committee**

- 1 Cultural Diversity Advisory Committee Terms of  
Reference ..... 293

# Cultural Diversity Advisory Committee

## *Terms of Reference*







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2. **Objectives**
3. **Membership**
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  - Selection of members and filling of vacancies
  - Co-option of members
  - Attendance at meetings
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4. **Proceedings**
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  - Voting
  - Minutes
5. **Review of Committee and Duration of the Committee**
6. **Authority and Compliance Requirements**



## 1. Establishment of the Committee

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

## 2. Objectives

- 2.1. The Committee’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision making authority.
- 2.3. The Committee is established to:
  - 2.3.1. To provide advice to Council on issues for people from culturally diverse backgrounds accessing information, services and facilities.
  - 2.3.2. To provide advice to Council on issues relating to cultural diversity within the Latrobe City community.
  - 2.3.3. To receive reports on progress of the development and implementation of the Latrobe City Cultural Diversity Action Plan.
  - 2.3.4. To review the Cultural Diversity Action Plan and make recommendations to Council.
  - 2.3.5. To promote cultural diversity within the Latrobe City community.
  - 2.3.6. To provide networking, information sharing and partnership opportunities for committee members and invited guests.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
  - 2.4.1. Review progress of actions in the Action Plan.
  - 2.4.2. Invite guest speakers identified in the Action Plan.
    - 2.4.2.1. To provide information/increase the Committee members awareness of issues for Culturally Diverse community members.



#### 2.4.3. Policy and Strategy Development

2.4.3.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required.

2.4.4. Perform other activities related to this Terms of Reference as requested by the Council.

### 3. Membership

#### Composition of the Committee

3.1. The Committee shall comprise of 15 members, being:

3.1.1. Up to two Councillors;

3.1.2. Up to five representatives nominated from culturally diverse social groups, ethnic associations or agencies that support culturally diverse communities Latrobe City;

3.1.3. Two representatives from peak/major organisations who service and support Latrobe City's culturally diverse communities;

3.1.4. Two community members (individuals) with an interest in cultural diversity;

3.1.5. Up to four co-opted members, as deemed appropriate by the Committee to help fulfil/meet the objectives and address any specific areas or gaps. Co-opted members could be from an organisation, sector or community; and

3.1.6. Latrobe City Council Officers (ex-officio).

#### Length of appointment

3.2. While a Committee shall be in place for as long as Latrobe City Council sees fit, the appointment of members shall be for a term of not more than three years, with the exception of co-opted members whose terms will be for one year.

3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

#### Selection of members and filling of vacancies

3.4. Latrobe City Council shall determine the original membership of a Committee based on Council's expressions of interest process.

3.5. The Committee may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager Community Services and endorsement of Council. Where a vacancy is filled



in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

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

Attendance at meetings

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

Resignations

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

**4. Proceedings**

Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting. This will usually be the council officer (ex officio).

Meeting schedule

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



#### Meeting procedures

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

#### Quorum

- 4.9. 50% plus one (1) of the members constitutes a quorum.
- 4.10. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be rescheduled.

#### Voting

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

#### Minutes of the Meeting

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



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

- 5.1. The committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
  - 5.4.1. The Committee's achievements
  - 5.4.2. Whether there is a demonstrated need for the Committee to continue, and
  - 5.4.3. Any other relevant matter.

## 6. Authority and Compliance Requirements

- 6.1. The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.
- 6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



## Appendix 1: Agenda Template

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



**Appendix 2: Minutes Template**

<p><b>Name] Advisory Committee Minutes</b></p> <p><b>Meeting Day, XX Month Year</b></p> <p><b>Time Commenced: 00:00am/pm    Finish Time: 00:00am/pm</b></p> <p><b>Location: (include specific meeting room and address)</b></p> <p><b>Meeting Chair: &lt; Name &gt;</b></p>			
<p><i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i></p>			
No.	Item	Responsible Person	Timeframe
<b>1.</b>	<b>Present</b>		
<b>2.</b>	<b>Apologies</b>		
<b>3.</b>	<b>Interest Disclosures</b>		
	<p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p>		





<p><b>Name] Advisory Committee Minutes</b></p> <p><b>Meeting Day, XX Month Year</b>  <b>Time Commenced: 00:00am/pm Finish Time: 00:00am/pm</b>  <b>Location: (include specific meeting room and address)</b></p> <p><b>Meeting Chair: &lt; Name &gt;</b></p>			
<p><i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i></p>			
No.	Item	Responsible Person	Timeframe
4.	<b>Confirmation of Minutes</b>		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	<b>Matters arising from previous meeting</b>		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): • •</p> <p>2. Item Heading Action(s): • •</p>		
6.	<b>Items for Consideration</b>		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		



**Name] Advisory Committee Minutes**

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

**Meeting Chair: < Name >**

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

No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): •		
<b>7.</b>	<b>General Business</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): •  2. Item Heading Action(s): •		
<b>Next Meeting:</b> <Provide details of the next meeting date, time and location>.			

**17.4 PRESENTATION OF THE VICTORIAN ELECTORAL COMMISSION'S  
LATROBE CITY COUNCIL ELECTION REPORT**

**General Manager**

**Corporate Services**

**For Information**

**EXECUTIVE SUMMARY**

As part of the election service provided by the Victorian Electoral Commission (VEC), a report is provided detailing the statutory processes undertaken and the outcomes of the latest Latrobe City Council election, which was held via postal voting on 22 October 2016.

It has been custom and practice in local government for a report to be presented to Council on the Council election, most likely stemming from when Councils ran the election themselves. Therefore, the VEC's *Latrobe City Council Election Report* (VEC's Report) is presented for the information of the Council.

Key highlights of the report are:

- Legislative changes were implemented prior to the election, which made an impact on how the election was conducted
- Over 56,000 ballot packs were sent out by the VEC
- There were 24 candidates for the Latrobe City Council election
- Voter turnout was higher in 2016 in Latrobe than the previous election held in 2012

The VEC also advise in their report that compulsory non-voter follow up will be occurring. This is a requirement under the *Local Government Act 1989*.

**RECOMMENDATION**

**That Council receives and notes the report from the Victorian Electoral Commission on the conduct of the Latrobe City Council Election held in October 2016.**

**DECLARATION OF INTERESTS**

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

**DISCUSSION**

Key changes to the *Local Government Act 1989* in 2015 clarified the VEC's responsibilities in preparing and conducting Council elections. In addition, new Regulations (*Local Government (Electoral) Regulations 2016*) were in effect for the 2016 Latrobe City Council election. The Regulations provided for:

- An extended postal vote receipt period which effected when the counting of ballot papers could occur
- The introduction of a candidate questionnaire, which had a set of prescribed questions that candidates were invited to answer
- The removal of the opportunity for candidates to include an indication of their preferences in postal ballot packs.

It has been custom and practice in local government for a report to be presented to Council on the Council election. This has most likely stemmed from when Councils ran the election themselves; however, the VEC is now the statutory body responsible for the conduct of Council elections. In order to continue the transparency of reporting on the election, the VEC's Report has been published on Councils website ([www.latrobe.vic.gov.au/About\\_Us/Our\\_Council/Council\\_Elections\\_2016](http://www.latrobe.vic.gov.au/About_Us/Our_Council/Council_Elections_2016)), and is for Council's noting.

The VEC's Report details each aspect of the election held in 2016. The following key points are provided as a summary of the report, now published on our website:

- The VEC mailed out 56,627 ballot packs between 4 October 2016 and 6 October 2016
- Only seven requests were received prior to the mail out of ballot packs for them to be redirected to an alternative address
- 608 replacement ballot packs were sent to enrolled voters that advised that they had not received their packs, or they had been destroyed, or spoilt
- By the close of voting at 6:00 pm on 21 October 2016, 37,161 ballot papers had been returned to the Returning Officer at the VEC
- Another 6,385 ballot papers were received during the extended vote receipt period
- 801 ballot packs had been returned to the Returning Officer as return to sender mail
- 154 returned ballot papers were rejected during the 'extraction' phase. In accordance with legislative requirements, any returned ballot paper envelopes that did not contain a regulation ballot paper, or contained more than one ballot paper the VEC were required to reject the vote.
- 76.46% of voters turned out for the Latrobe City Council election, however only 75.19% of votes were counted. (The comparative state-wide average for postal elections is 75.67%).
- Informal voting was 4.02%, compared to the State average (for postal elections) of 6.06%.
- The VEC received 13 written complaints in relation to the 2016 election. One related to the administration of the election, six to the conduct of a participant, and six into a possible breach of the *Local Government Act 1989*. The outcomes of these complaints is not contained within the Report, or known to Council.

The following two tables provide a snapshot of the key voting data for the 2012 and 2016 elections:

2012 Snapshot

Ward	Number of vacancies	Enrolment	Formal Votes	Informal Votes	Voter Turnout	Number of Candidates
Central	2	12,239	8,306	280 (3.26%)	8,586 (70.15%)	6
East	4	22,983	16,823	658 (3.76%)	17,481 (76.06%)	8
South	1	6,333	4,503	178 (3.80%)	4,681 (73.91%)	2
West	2	12,830	9,085	257 (2.75%)	9,342 (72.81%)	6
<b>Total</b>	<b>9</b>	<b>54,385</b>	<b>38,717</b>	<b>1,373</b>	<b>40,090</b>	<b>22</b>

2016 Snapshot

Ward	Number of vacancies	Enrolment Numbers	Formal Votes	Informal Votes	Voter Turnout	Number of Candidates
Central	2	12,462	8,600	303 (3.40%)	8,903 (71.44%)	6
East	4	24,439	18,052	932 (4.91%)	18,984 (77.68%)	12
South	1	6,634	4,734	278 (5.55%)	5,012 (75.55%)	2
West	2	13,091	9,490	197 (2.03%)	9,687 (74.00%)	4
<b>Total</b>	<b>9</b>	<b>56,626</b>	<b>40,876</b>	<b>1,710</b>	<b>42,586</b>	<b>24</b>

Next Steps to be undertaken by the VEC

As part of the non-voter follow up, the VEC will issue (to any person who was required to vote and failed to vote) 'apparent failure to vote' notices. If community members who receive this notice do not respond, or their response is considered not satisfactory, they may be fined.

The VEC have also notified that they will also follow through to the Infringements Court notices any remaining non-voters after the above process has been completed. As this is a statutory process that the VEC have been given power to conduct, Council does not have the authority to prevent this from occurring.

### **STAKEHOLDER CONSULTATION**

The VEC was required to undertake statutory public notices at key stages of the election on behalf of the Latrobe City Council. This was also supported via state-wide media releases and radio advertisements.

The VEC advises in their report that they worked with a number of providers to provide support for blind and low vision voters, voters with a disability, and culturally and linguistically diverse voters.

In comparison to the 2012 election, statistics show:

- Twenty-four candidates stood for election in 2016, in comparison to 22 in the 2102 election.
- There was an overall 1.48% increase from the 2012 election in the voter turnout for the 2016 election.

Whilst the above may only be considered a small improvement, the state-wide campaigning may have assisted in achieving those improvements.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The costs of the 2016 Council election were budgeted for in the 2016/2017 financial year at \$345,683 (excluding GST).

There are additional costs still to occur in relation to the VEC following up those who did not vote who were legally obliged to do so. This has been factored into the overall budget for the Council election also. Final net costs of the 2016 election will not be known until this occurs.

### **RISK IMPLICATIONS**

The VEC is the statutory provider of Council elections in Victoria. Whilst elections are run by the VEC, there is always a residual reputational risk to Council if something goes wrong as community members do not differentiate between Council and the VEC during an election.

### **CONCLUSION**

The VEC's *Latrobe City Council Election Report* is presented for the information of the Council and is available on Councils website.

The report covers various aspects of the statutory processes required by the VEC.

### **SUPPORTING DOCUMENTS**

The VEC's *Latrobe City Council Election Report*

**Attachments**  
Nil

**17.5 ASSEMBLIES OF COUNCILLORS**

**General Manager**

**Corporate Services**

**For Information**

**EXECUTIVE SUMMARY**

Section 80(A)2 of the *Local Government Act 1989* requires:

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting.*

Since the Ordinary Council Meeting on 13 February 2017, the following Assembly of Councillor forms have been submitted to be presented to Council:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
16 November 2016	Morwell Town Common Development Plan Project Control Group	<b>Councillors</b> Cr Middlemiss  <b>Officers</b> Simon Clark	Not confidential	Nil
30 January 2017	Bus Network and Station Carpark Upgrades	<b>Councillors</b> Cr White, Cr Harriman, Cr Howe, Cr Clancey, Cr Law, Cr Gibson  <b>Officers</b> Phil Stone, Steven Piasente, Kevan Delaney, Amy Phillips	Not confidential	Nil
30 January 2017	Councillor Briefing	<b>Councillors</b> Cr McFarlane, Cr Middlemiss, Cr White, Cr Harriman, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson  <b>Officers</b> Gary Van Driel, Phil Stone, Steven Piasente, Sara Rhodes-Ward, Sarah Cumming, Jodie Pitkin, Amy Phillips, Jason Pullman, Gail Gatt, Bruce, Michael Bloyce	Confidential under section 89(2) (d) contractual matters, and (e) proposed developments	Cr Law

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
01 February 2017	Braiakaulung Advisory Committee meeting	<b>Councillors</b> Cr O'Callaghan  <b>Officers</b> Steve Tong, Chelsea Stewart, Sharon Kingaby, Jade Jensen	Not confidential	Nil
01 February 2017	Council Plan Development Workshop	<b>Councillors</b> Cr McFarlane, Cr Middlemiss, Cr White, Cr Harriman, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson  <b>Officers</b> Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Angelo Saridis, Les Halliday, James Allen	Not confidential	Nil
03 February 2017	Council Plan Development Workshop	<b>Councillors</b> Cr McFarlane, Cr White, Cr Harriman, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson  <b>Officers</b> Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Angelo Saridis, James Allen	Not confidential	Nil
06 February 2017	Councillor Briefing	<b>Councillors</b> Cr McFarlane, Cr Middlemiss, Cr White, Cr Harriman, Cr Howe, Cr Clancey, Cr Law, Cr Gibson  <b>Officers:</b> Gary Van Driel, Phil Stone, Steven Piasente, Sarah Cumming, Amy Phillips, Sara Rhodes-Ward, Matthew Rogers, Angelo Saridis, Kevan Delaney	Confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or	Nil



<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
			any person	
08 February 2017	Latrobe City Cultural Diversity Advisory Committee	<b>Councillors</b> Cr White, Cr Clancey <b>Officers</b> Steve Tong, Teresa Pugliese	Not confidential	Nil
08 February 2017	Morwell Town Common Development Plan Project Control Group	<b>Councillors</b> Cr McFarlane <b>Officers</b> Simon Clark	Not confidential	Nil
09 February 2017	Council Budget Workshop 2	<b>Councillors</b> Cr McFarlane, Cr Middlemiss, Cr White, Cr Harriman, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson <b>Officers</b> Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Matthew Rogers, Angelo Saridis, Les Halliday	Not confidential	Nil
14 February 2017	Traralgon CBD Safety Committee	<b>Councillors</b> Cr Howe <b>Officers</b> Steve Tong, Andrew Legge	Not confidential	Nil
15 February 2017	Victory Park Precinct Advisory Committee	<b>Councillors</b> Cr Harriman, Cr Clancey <b>Officers</b> Simon Clark	Not confidential	Nil

**RECOMMENDATION**

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 16 November 2016 – 15 February 2017.**

**DECLARATION OF INTERESTS**

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

**Attachments**

- 1 [↓](#). Morwell Town Common 16 November 2016
- 2 [↓](#). Bus Network and Station Carpark Upgrades 30 January 2017
- 3 [↓](#). Councillor Briefing 30 January 2017
- 4 [↓](#). Braiakaulung Advisory Committee 01 February 2017
- 5 [↓](#). Council Plan Development Workshop 01 February 2017
- 6 [↓](#). Council Plan Development Workshop 03 February 2017
- 7 [↓](#). Councillor Briefing 6 February 2017
- 8 [↓](#). Latrobe City Cultural Diversity Advisory Committee Meeting 08 February 2017
- 9 [↓](#). Morwell Town Common Development Plan Project Control Group 08 February 2017
- 10 [↓](#). Council Budget Workshop 2 09 February 2017
- 11 [↓](#). Traralgon CBD Safety Committee 14 February 2017
- 12 [↓](#). Victory Park Precinct Advisory Committee 15 February 2017

## **17.5**

### **Assemblies of Councillors**

<b>1</b>	<b>Morwell Town Common 16 November 2016 .....</b>	<b>313</b>
<b>2</b>	<b>Bus Network and Station Carpark Upgrades 30 January 2017.....</b>	<b>315</b>
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<b>10</b>	<b>Council Budget Workshop 2 09 February 2017.....</b>	<b>335</b>
<b>11</b>	<b>Traralgon CBD Safety Committee 14 February 2017 .....</b>	<b>337</b>
<b>12</b>	<b>Victory Park Precinct Advisory Committee 15 February 2017.....</b>	<b>339</b>



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Morwell Town Common Development Plan Project Control Group
<b>Date:</b>	16 November 2016
<b>Time:</b>	5:15pm
<b>Assembly Location:</b>	KRAUATUNGALOONG ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>The Committee were informed that Council's internal Graphic Designer was unable to undertake the Historical Sign project as a private venture as it maybe a conflict of interest.</p> <p>Simon Clark informed the meeting that he had spoken to the Wonthaggi Secondary College regarding their Rope towers. Simon was informed that the total project cost for two towers, fence, soft fall and seats was \$100,000.</p> <p>Simon Clark informed the meeting that Simon Klapish, Manager Corporate Social Responsibility with Engie had sent him an email saying that the Timber Playground signs project was currently on hold until the 2017 budget. The Committee believes the project will still proceed even though the mine is to close.</p> <p>The Committee requested that Council Simon investigate two drainage issues previously highlighted by the Committee. The issues were on the open space area of the common which has been previously discussed as requiring a drainage system to be installed, and the water pooling next to the timber bulk of the playground.</p>		



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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Simon Clark





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Bus Network and Station Carpark Upgrades
<b>Date:</b>	30 January 2017
<b>Time:</b>	3:00 pm - 3:56 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Latrobe City Council, Headquarters, 141 Commercial Road, Morwell

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson from 3:11 pm
<b>Officer/s:</b>	Phil Stone, Steven Piasente, Kevan Delaney, Amy Phillips		
<b>Matters discussed:</b>	\$9m Station Upgrades from the State Govt Regional Network Development Plan  Latrobe Valley Bus Network route changes and consultation		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Amy Phillips, Coordinator Governance





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	30 January 2017
<b>Time:</b>	5:00 pm - 9:12 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Latrobe City Council, Headquarters, 141 Commercial Road, Morwell

### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
	<b>Officer/s:</b> Gary Van Driel, Phil Stone, Steven Piasente, Sara Rhodes-Ward (from 5:20 pm), Sarah Cumming, Jodie Pitkin, Amy Phillips, Jason Pullman (from 6:25 pm - 6:42 pm), Gail Gatt (from 6:25 pm - 6:42 pm), Bruce Connolly (until 7:54 pm), Michael Bloyce (6:57 pm - 8:19 pm)		
<b>Matters discussed:</b>	Latrobe Valley Authority Planning Scheme Amendment C97 - Municipal Strategic Statement Future Presentations Matters Arising from Presentations Upcoming Significant Items Update from the Mayor Update from the CEO Gippsland Logistics Precinct - Confidential (Section 89(2)(d) Contractual Matter) Economic Development Activity Report - Confidential (Section 89(2)(e) Proposed Developments) ANZAC Day and Remembrance Day Traffic Management Arrangements Victorian Water Ski Association - International Event Attraction Support Planning Scheme Amendment C85 - Crinigan Road, Morwell		



	<p>Inappropriate Tree Removal Program 2016/2017</p> <p>Review of the Councillor Code of Conduct</p> <p>Council Meeting Cycles</p> <p>Proposed Name Change - McPherson Road, Newborough</p> <p>Moe Racing Club - Request for a half-day public holiday 2017 Moe Cup</p> <p>Proposal to rename Service Road, Moe</p> <p>Proposed sale of a proportion of Council owned recreation reserve located north of Rangeview Drive Traralgon</p> <p>Councillor - Outstanding Issues</p> <p>Councillor requests for strategic issues for future briefings</p>
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>	

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Law	Yes
Cr Harriman - interest, not being a conflict of interest	n/a

**Record Completed by:** Amy Phillips, Coordinator Governance





## **Guidance Notes for Completing Assembly of Councillor Records**

### **Assembly of Councillors *Local Government Act 1989* requirements:**

#### **Section 3 Definition**

*"An Assembly of Councillors (however titled) means 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 Council staff which considers matters that are intended or likely to be—*

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—*

*but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;"*

#### **Section 80A – Written Record**

*"(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:*

- (a) the names of all Councillors and members of Council staff attending;*
  - (b) the matters considered;*
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3);*
- (2) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."*

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable –*

- (a) reported at an ordinary meeting of the Council; and*
- (b) incorporated in the minutes of that Council meeting"*

#### **Section 80A – Conflict of Interest**

*"(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, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly.*

- (4) A Councillor must disclose the conflict of interest either—*
  - (c) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or*
  - (d) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."*

### **Additional Notes and Examples**

Examples of an Assembly of Councillors include:

- Councillor Briefings; onsite inspections; meetings with residents, developers, other clients of Council; meetings with local organisations, Government Departments, Statutory Authorities

Provided:

- The meeting was planned;
- At least five Councillors and one Council Officer is present (excluding Advisory Committees)
- 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; and
- That the meeting was not a meeting of any other organisation.

Advisory Committee meetings require at least one Councillor to be in attendance in order to be classed as an Assembly of Councillors.



Public events **are not** classified as an Assembly of Councillors.

Audit and Risk Committee **is not** classified as an Assembly of Councillors.

For all items, only the title of the matter being discussed is required to be listed, not the details or minutes of any discussion. This includes confidential matters.

#### Conflicts of Interest

All Councillors and Council Officers are required:

- To declare any Conflict of Interest prior to the discussion of any matter, or as soon as they become aware of a conflict; and
- Leave the meeting while the item is being discussed, and have this noted on the Assembly of Councillor record. To leave the meeting, a Councillor or Officer should move to a location outside the room where he or she cannot see or hear the meeting. Arrangements should be made to notify the Councillor when the relevant matter is concluded.

#### Recording of Confidential Matters

Assembly of Councillor records are presented in the public section of Council Meetings wherever possible.

Confidential Matters discussed should be listed with a note, including the confidential reason as per the *Local Government Act 1989* as below:

Example only

<b>Matters discussed:</b>	1. Matter discussed 2. Matter discussed - confidential under Section 89(2)(e) proposed developments (Please choose the reason that applies) 3. Matter discussed
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The Assembly of Councillors record will then be provided as a confidential attachment to the open Council report.

Confidential reasons:

- (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 other person;

#### Leaving a Meeting

It is only necessary to record when a Councillor or Officer leaves the room due to a Conflict of Interest. It is not necessary to list any other arrivals or departures.

Officer completing Assembly of Councillors record

Please insert your name, and title in the Record Completed By field

**Any queries on whether a meeting forms an Assembly of Councillors, how to list a confidential item or any other question should be directed to the Governance Officer on 5128 5717 or [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au)**



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Braiakaulung Advisory Committee meeting
<b>Date:</b>	Wednesday 1 February 2017
<b>Time:</b>	10.30 am to 12 noon
<b>Assembly Location:</b>	Meeting Room, Latrobe Regional Gallery

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Steve Tong, Chelsea Stewart, Sharon Kingaby, Jade Jensen		
<b>Matters discussed:</b>	<p>Guest Speakers</p> <p>3.1 Leonie Solomon Green from the Local Aboriginal Network (LAN) to give an update on the Morwell Community Space</p> <p>3.2 David Burt from Energy Australia to give a brief overview of Energy Australia's Reconciliation Action Plan</p> <p>Business Arising</p> <p>4.1 Meeting venue changes due to gallery refurbishments</p> <p>4.2 Update of the Latrobe City Reconciliation Action Plan</p> <p>4.3 Wording of the Acknowledgment of Country</p> <p>Members Reports</p> <p>General Business</p> <p>6.1 Guest Speakers for Future Meetings</p> <p>6.2 'Latrobe City - A Strength Led Transition' document.</p>		



Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes

No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Chelsea Stewart



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Council Plan Development Workshop
<b>Date:</b>	1 Feb 2017
<b>Time:</b>	5.00pm - 8.00pm
<b>Assembly Location:</b>	McFarlane Burnett Room, Traralgon Service Centre

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane 5.00 - 8.00pm	<input checked="" type="checkbox"/> Cr Graeme Middlemiss 5.00 - 8.00pm	<input checked="" type="checkbox"/> Cr Darrell White 5.00 - 8.00pm
	<input checked="" type="checkbox"/> Cr Dale Harriman 5.00 - 8.00pm	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 5.00 - 7.00pm , 7.30 - 8.00pm	<input checked="" type="checkbox"/> Cr Darren Howe 5.00 - 8.00pm
	<input checked="" type="checkbox"/> Cr Dan Clancey 5.00 - 7.00pm	<input checked="" type="checkbox"/> Cr Bradley Law 5.00 - 8.00pm	<input checked="" type="checkbox"/> Cr Sharon Gibson 5.00 - 8.00pm
<b>Officer/s:</b>	Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Angelo Saridis, Les Halliday, James Allen		
<b>Matters discussed:</b>	Development of objectives and strategies for the new Council Plan		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Angelo Saridis





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Council Plan Development Workshop
<b>Date:</b>	3 Feb 2017
<b>Time:</b>	5.00pm - 8.00pm
<b>Assembly Location:</b>	Nambur meeting room, HQ Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane 5.00 - 8.00 pm	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White 5.00 - 8.00 pm
	<input checked="" type="checkbox"/> Cr Dale Harriman 5.00 - 8.00 pm	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 5.00 - 8.00 pm	<input checked="" type="checkbox"/> Cr Darren Howe 5.00 - 8.00 pm
	<input checked="" type="checkbox"/> Cr Dan Clancey 5.00 - 8.00 pm	<input checked="" type="checkbox"/> Cr Bradley Law 5.00 - 8.00 pm	<input checked="" type="checkbox"/> Cr Sharon Gibson 5.00 - 8.00 pm
<b>Officer/s:</b>	Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Angelo Saridis, James Allen		
<b>Matters discussed:</b>	Development of objectives and strategies for the new Council Plan.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Angelo Saridis



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	06 February 2017
<b>Time:</b>	5:00 pm - 9:10 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Latrobe City Council, Headquarters, 141 Commercial Road, Morwell

### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
	<b>Officer/s:</b> Gary Van Driel, Phil Stone, Steven Piasente (from 5.05 pm), Sarah Cumming, Amy Phillips (until 6.15 pm), Sara Rhodes-Ward (from 6.00 pm), Matthew Rogers (from 6.00 pm), Angelo Saridis (from 6.00 pm), Kevan Delaney (from 6.00 pm)		
<b>Matters discussed:</b>	Energy Efficiency Project / Planning Flying Squad - confidential under Section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person  Budget Workshop - confidential under Section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Amy Phillips, Coordinator Governance





## **Guidance Notes for Completing Assembly of Councillor Records**

### **Assembly of Councillors *Local Government Act 1989* requirements:**

#### **Section 3 Definition**

*"An Assembly of Councillors (however titled) means 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 Council staff which considers matters that are intended or likely to be—*

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—*

*but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;"*

#### **Section 80A – Written Record**

*"(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:*

- (a) the names of all Councillors and members of Council staff attending;*
  - (b) the matters considered;*
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3);*
- (2) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."*

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable –*

- (a) reported at an ordinary meeting of the Council; and*
- (b) incorporated in the minutes of that Council meeting"*

#### **Section 80A – Conflict of Interest**

*"(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, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly.*

- (4) A Councillor must disclose the conflict of interest either—*
  - (c) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or*
  - (d) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."*

### **Additional Notes and Examples**

Examples of an Assembly of Councillors include:

- Councillor Briefings; onsite inspections; meetings with residents, developers, other clients of Council; meetings with local organisations, Government Departments, Statutory Authorities

Provided:

- The meeting was planned;
- At least five Councillors and one Council Officer is present (excluding Advisory Committees)
- 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; and
- That the meeting was not a meeting of any other organisation.

Advisory Committee meetings require at least one Councillor to be in attendance in order to be classed as an Assembly of Councillors.



Public events **are not** classified as an Assembly of Councillors.

Audit and Risk Committee **is not** classified as an Assembly of Councillors.

For all items, only the title of the matter being discussed is required to be listed, not the details or minutes of any discussion. This includes confidential matters.

#### Conflicts of Interest

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- To declare any Conflict of Interest prior to the discussion of any matter, or as soon as they become aware of a conflict; and
- Leave the meeting while the item is being discussed, and have this noted on the Assembly of Councillor record. To leave the meeting, a Councillor or Officer should move to a location outside the room where he or she cannot see or hear the meeting. Arrangements should be made to notify the Councillor when the relevant matter is concluded.

#### Recording of Confidential Matters

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Confidential Matters discussed should be listed with a note, including the confidential reason as per the *Local Government Act 1989* as below:

Example only

<b>Matters discussed:</b>	1. Matter discussed 2. Matter discussed - confidential under Section 89(2)(e) proposed developments (Please choose the reason that applies) 3. Matter discussed
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The Assembly of Councillors record will then be provided as a confidential attachment to the open Council report.

Confidential reasons:

- (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 other person;

#### Leaving a Meeting

It is only necessary to record when a Councillor or Officer leaves the room due to a Conflict of Interest. It is not necessary to list any other arrivals or departures.

Officer completing Assembly of Councillors record

Please insert your name, and title in the Record Completed By field

**Any queries on whether a meeting forms an Assembly of Councillors, how to list a confidential item or any other question should be directed to the Governance Officer on 5128 5717 or [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au)**



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City Cultural Diversity Advisory Committee
<b>Date:</b>	Wednesday, 8 February 2017
<b>Time:</b>	5.35 pm
<b>Assembly Location:</b>	Nambur Wariga Room, Latrobe City Corporate Headquarters, 141 Commercial Road Morwell

### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Steve Tong Teresa Pugliese		
<b>Matters discussed:</b>	<p>Guest Speaker - Jenny Horner, Community Development Officer Family Mediation and Counselling Victoria and Project Officer for the Gippsland Family Law Pathways Network.</p> <p>Latrobe Settlement Network Update</p> <p>Latrobe City Citizenship ceremonies</p> <p>Committee meeting dates and guest speaker list for 2017</p> <p>Resignation from Committee – Noel Murray.</p> <p>Flyer for circulation – Gippsland Multicultural Service, Multicultural Women's Health and Wellbeing Group.</p> <p>Email received from Heidi Losic-Smith – Latrobe Community Health Service Multicultural Strategic Planner and Strategic Plan for Gippsland.</p> <p>Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Two Report</p> <p>Latrobe City Cultural Diversity Advisory Committee Draft Terms of Reference</p> <p>Member Reports</p>		



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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Teresa Pugliese





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Morwell Town Common Development Plan Project Control Group
<b>Date:</b>	8 February 2017
<b>Time:</b>	5:04pm
<b>Assembly Location:</b>	KRAUATUNGALOONG ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Max Williams informed the meeting that he had spoken to Peter Quinn regarding possible memorabilia and information that may be used in the formation of the historical sign. Peter is undertaking a search and will report back to Max in due course. Max gave a brief overview of the sign project to Cr McFarlane. Cr McFarlane informed the meeting that the Apex Club of Morwell previously used the Town Common for their annual fair and that the Morwell Historical Society was given the club's photos.</p> <p>The Committee resolved to have a land survey undertaken of the open space at the common and in the area of the timber playground. This will inform the Committee of where the depressions are on the land and inform the Council officers of where drainage works need to be undertaken in the future.</p> <p>Simon Clark has passed on Max Williamson's opinion to the Recreation Planning officers, that the new AAA Playground needed shade structures including the timber seating area. Cr McFarlane requested that Simon Clark speak with Sara Rhodes-Ward, General Manager Community Services to investigate if the Tarwin Street Pop Up Park shade sail may be available.</p> <p>Max Williamson introduced a proposal for the installation of further</p>		



equipment in the playground. Max has been researching Flying Fox units and Rope Tower structures and tabled two information packs for the Rope Tower structures. The 5.9 metre structure is costed at approximately \$42,000 (includes GST and installation) and the 3.9 metre structure is approximately \$25,000 (includes GST and installation). Max requested feedback from the Committee members on whether they believed the proposals were appropriate for the common and whether they wished to pursue the proposals. Cr McFarlane recommended that the Committee refer to Council's Play Space Strategy during its investigation. Max suggested that if the Committee agreed to pursue either proposal, that funding may be sort from the Latrobe Valley Authority. Simon Clark to discuss the proposals with Council's Recreation and Open Space planners and consult the strategy.

**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

Yes                       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Simon Clark





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Council Budget Workshop 2
<b>Date:</b>	9 Feb 2017
<b>Time:</b>	5.00pm - 8.20pm
<b>Assembly Location:</b>	Nambur Warriga, Morwell HQ

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane 5.10 - 8.20pm	<input checked="" type="checkbox"/> Cr Graeme Middlemiss 5.25 - 8.20pm	<input checked="" type="checkbox"/> Cr Darrell White 5.10 - 8.20pm
	<input checked="" type="checkbox"/> Cr Dale Harriman 5.10 - 8.20pm	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 5.10 - 8.20pm	<input checked="" type="checkbox"/> Cr Darren Howe 5.10 - 8.20pm
	<input checked="" type="checkbox"/> Cr Dan Clancey 5.10 - 8.20pm	<input checked="" type="checkbox"/> Cr Bradley Law 5.10 - 8.20pm	<input checked="" type="checkbox"/> Cr Sharon Gibson 5.10 - 8.20pm
<b>Officer/s:</b>	Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Steven Piasente, Matthew Rogers, Angelo Saridis, Les Halliday		
<b>Matters discussed:</b>	Development of Council's Draft Budget 2017-18.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Angelo Saridis



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Traralgon CBD Safety Committee
<b>Date:</b>	Tuesday 14 February 2017
<b>Time:</b>	11.00 am - 12.00 pm
<b>Assembly Location:</b>	Grand Junction Hotel Traralgon

**In Attendance**

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe 11.00 am = 12.00 pm
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Steve Tong, Andrew Legge		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Skateboarding in the Traralgon Multilevel Carpark</li> <li>2. Traralgon CBD Crime Statistics</li> <li>3. CCTV in and around the Traralgon CBD</li> <li>4. Latrobe City Liquor Accord Update</li> <li>5. LV Buslines Report and Late Night Bus Service Statistics</li> <li>6. Victoira Police Report</li> <li>7. Late Night Venues Update</li> </ol>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			





**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Andrew Legge 20/02/2017





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Victory Park Precinct Advisory Committee
<b>Date:</b>	15 February 2017
<b>Time:</b>	5:33pm
<b>Assembly Location:</b>	Traralgon Service Centre - Meeting Room 1

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Simon reported that Latrobe City's Community Committees review was continuing, with further information expected to be sent to Council for consideration in April/May. Simon expects that the Committee will remain as an Advisory Committee with a new Terms of Reference operating document. All stakeholders in the precinct will be encouraged to have representation on the new Committee.</p> <p>Simon informed the meeting that he had passed on the suggestion for the concept of a "Performances in the Park" summer series to Council's Events Team however does not have a response as yet. Cr Clancey said that he had previously presented a "Sunday in the Park" series to the Events Team as well.</p> <p>Simon reported that Council's Waste Team were servicing the rubbish bins behind ASIC on a Monday and Friday with a Wednesday empty if required. Cr Harriman asked Simon to suggest that the Friday bin empty be changed to a Saturday afternoon or Sunday morning as a trial. Simon also stated that the bin on the footpath west side of the Franklin Street Bridge will be re-located closer to the bridge in the near future.</p> <p>The Committee discussed their recommendation to Council officers that Victory Park was in need of public toilets due to the extensive use it receives on a daily basis and for the events held there. The Committee also discussed whether a plan was required for the park. Councillors Harriman</p>		



and Clancey will discuss these matters further.

Lorrel spoke of her concern with the number of bats coming into Victory Park each day. She has been in contact with the Department of Environment, Land, Water and Planning regarding the issue. Simon to ensure that Council officers are aware that the bats are increasing in numbers and causing damage to trees etc. Cr Harriman requested that Simon have officers discuss the matter with Parks Victoria for possible solutions and strategy.

**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

Yes                       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Simon Clark



# **URGENT BUSINESS**

**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:*

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

# **MEETING CLOSED TO THE PUBLIC**

**19. MEETING CLOSED TO THE PUBLIC**

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

**RECOMMENDATION**

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

- 19.1 NAMING RIGHTS VICTORY PARK SOUNDSHELL TRARALGON**  
**Agenda item 19.1 *Naming rights Victory Park Soundshell Traralgon* is designated as confidential as it relates to contractual matters (s89 2d)**