



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.04PM ON  
03 DECEMBER 2018

CM526

**PRESENT:**

**Councillors:** Cr Graeme Middlemiss, Mayor Central Ward  
Cr Darren Howe, Deputy Mayor East Ward  
Cr Kellie O'Callaghan East Ward  
Cr Dan Clancey East Ward  
Cr Alan McFarlane Central Ward  
Cr Darrell White OAM South Ward  
Cr Brad Law West Ward

**Officers:** Steven Piasente Acting Chief Executive Officer  
Sara Rhodes-Ward General Manager Community Services  
Gail Gatt General Manager City Development  
Greg Drumm General Manager Corporate Services  
Larry Sengstock Acting General Manager Infrastructure & Recreation  
Brett McCulley Manager Governance  
Amy Phillips Coordinator Governance  
Louise Mckendry Governance Officer

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**1. OPENING PRAYER**

The Mayor read the opening prayer.

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

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

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr Sharon Gibson and Cr Dale Harriman are apologies.

**4. DECLARATION OF INTERESTS**

Deputy Mayor Howe declared an indirect interest under Section 78 (close association) of the *Local Government Act 1989* in respect to Item 15.1 2018 Recreation Needs Assessment - Priority Projects for 2019/20.

Councillor Law declared an indirect interest under Section 78B (conflicting duties) of the *Local Government Act 1989* in respect to Item 19.7 Update - Renewal of the Moe Racing Club Long Term Lease.

Deputy Mayor Howe declared a direct interest under Section 77B of the *Local Government Act 1989* in respect to Item 19.9 2019 Australia Day Awards Nominations.

Mr Steven Piasente declared a direct interest under Section 77B of the *Local Government Act 1989* in respect to Item 19.10 Interim Appointment - Acting Chief Executive Officer.

**5. ADOPTION OF MINUTES**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Clancey

**That Council confirm the minutes of the Ordinary Council Meeting held on 5 November 2018.**

**CARRIED UNANIMOUSLY**

**6. ACKNOWLEDGEMENTS**

Nil.

**7. PUBLIC PARTICIPATION TIME**

**Public Questions on Notice**

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

The questions and responses are listed below.

**1. From: Barbara & Robert Geeves**

**Topic: Hazelwood Pondage Caravan Park**

**Question:**

**It has never been a problem in the past to get the CFA to attend a fire outbreak; I was present last year when a grass fire started at the western end of park near on site caravans 10 & 11, the brigade was sent for and had the blaze under control using water from their tankers, What is different now?**

**Response:**

The Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations set out the fire safety requirements for caravan parks. The regulations require a caravan park business owner to provide and maintain firefighting equipment for a caravan park.

Failure to comply with the regulations exposes caravan park patrons, site holders and Latrobe City Council to extreme risk in the event of a fire at the Hazelwood Pondage Caravan Park. Council can no longer guarantee a fire services system to supply the caravan park, and as stated above, we are required by law to provide this as part of the operation of the Caravan Park. As such, Latrobe City Council is required to close the facility.

**2. From: Barbara & Robert Geeves**

**Topic: Hazelwood Pondage Caravan Park**

**Question:**

**Why is the current council so keen to rid the Morwell Community of a tourist attraction, a camping facility, and a source of income for local shop owners?**

**Response:**

Latrobe City Council's commitment is to providing safe and well maintained facilities for residents, patrons and visitors to all Latrobe City facilities and venues. The safety of our community and visitors to the region is one of our highest priorities. Unfortunately, Council cannot guarantee the safety of visitors and site holders at the Hazelwood Pondage Caravan Park at this point in time.

Latrobe City Council is very disappointed with the circumstances surrounding the closure, and feel for the entire community, site holders and patrons that the potential closure will impact. Council has been working with the Site Holder Representatives for 13 Months to try and provide a mutually beneficial outcome for the caravan park, however the fire services issue that we currently

face provides Council with very limited options.

**Public Speakers**

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

The following persons spoke on an item on the agenda:

15.3 Hazelwood Pondage Caravan Park

- Kaylene Price
- Debra Shkreli
- Edi Ali
- Darren Campbell
- Dave Whitty

17.7 Accumulated Cash Surplus - Surplus Allocation 2018/19

- Wendy Farmer
- Steve Murphy
- Susan Broadbent
- Sue Abbott



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

Date of Council Meeting	Item	Date of Future Council Meeting Report
<b>Chief Executive Office</b>		
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	<p><b>19 January 2018</b> A report will be scheduled in 2018</p> <p><b>06 April 2018</b> A further report is scheduled later in 2018.</p> <p><b>20 August 2018</b> No change</p> <p><b>24 October 2018</b> An update report to Council is expected in early 2019.</p>
11 September 2017	2017/14 Morwell / Hazelwood Mine	<p><b>19 October 2017</b> A further report will be scheduled in 2018</p> <p><b>6 April 2018</b> Councillor workshop held 12/02/2018. External consultants to be engaged to provide advice on market opportunities for brown coal. This process has been initiated. A further report will be presented to Council once that advice is received.</p> <p><b>4 June 2018</b> A report was presented to Council Meeting.</p> <p><b>21 June 2018</b> A report, market opportunities for brown coal due at Councillor Briefing 17 September 2018 and a further report to Council Meeting 1 October 2018.</p>



Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p><b>20 August 2018</b></p> <p>No change</p> <p><b>24 October 2018</b></p> <p>The request for quote for consultancy services was re-issued to comply with the procurement requirements. The consultant has been engaged and the report is due to be finalised by the end of 2018. The report to Council is expected in early 2019.</p>
04 June 2018	Strength - Led Transition	<ol style="list-style-type: none"> <li>1. The additional consultation phase with Latrobe City Youth Council, Latrobe City Economic Development Committee and Cultural Diversity Reference Group, now being initiated.</li> <li>2. The six-week phase of public consultation including engagement with trader, industry and education groups, now being initiated.</li> <li>3. A further report to be presented to Council on 6/08/2018</li> </ol> <p><b>8 November 2018</b></p> <p>This document has not been endorsed by Council and has been deferred indefinitely.</p>
<b>City Development</b>		
31 July 2017	<p>International Relations Advisory Committee Recruitment of Community Members</p> <p><i>Confidential under section</i></p>	<p><b>09 August 2017</b></p> <p>A report will be prepared for Council by 30 September 2017.</p> <p><b>19 October 2017</b></p> <p>Report to be provided at Council Meeting 13 November 2017</p> <p><b>06 December 2017</b></p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
	<p><i>89(2)(a) personnel matters</i></p>	<p>A further report will be presented to Council in 2018.</p> <p><b>09 March 2018</b></p> <p>The Community Members of the International Relations Advisory Committee were nominated and adopted in the August Council meeting. Successful and unsuccessful members have been advised.</p> <p><b>05 June 2018</b></p> <p>A report is anticipated in August 2018.</p> <p><b>20 July 2018</b></p> <p>A further report to be presented to Council later in 2018.</p> <p><b>24 October 2018</b></p> <p>This is now due for completion in February 2019.</p>
<p>23 October 2017</p>	<p>Development Proposal - Expression of Interest</p> <p><i>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p><b>19 January 2018</b></p> <p>A report will be scheduled as required.</p> <p><b>08 February 2018</b></p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>09 March 2018</b></p> <p>Presentation to occur at a Councillor Briefing on 26 March 2018.</p> <p><b>24 May 2018</b></p> <p>Workshop has been arranged for 1 June 2018.</p> <p><b>24 July 2018</b></p> <p>Briefing report has been prepared for 30 July 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
05 February 2018	Signage on Overhead Bridges on Freeway	<p><b>08 February 2018</b> A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>08 March 2018</b> A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p><b>06 June 2018</b> A further report is due September 2018.</p> <p><b>21 August 2018</b> Anticipated report for the September 2018 is re-scheduled for November 2018.</p> <p><b>24 October 2018</b> Report to Council potentially delayed until February 2019.</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p><b>04 April 2018</b> The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p><b>20 July 2018</b> No further updates - Update to be provided as the opening of the LCP approaches.</p>
23 October 2017	<p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local</i></p>	<p><b>05 December 2017</b> A report will be presented to Council in 2018.</p> <p><b>20 July 2018</b> A report will be presented to Council later in</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
	<i>Government Act 1989, as it deals with proposed developments.</i>	2018. <b>24 October 2018</b> Council Report to be presented on 5 November 2018. <b>05 November 2018</b> A further report to be presented to Council.
6 August 2018	2018/10 – Animal Management	<b>6 August 2018</b> A report will be presented to a Council Meeting later in 2018. <b>13 August 2018</b> As of today arrangements have been made for a staff member to prioritise the distribution of blankets to all animals within the pound facility until new cleaning and staff arrangements are in place. <b>18 October 2018</b> Complete. A report has been prepared for the 05 November 2018 Council Meeting. <b>05 November 2018</b> A further report required.
3 September 2018	Amendment C105 to the Latrobe Planning Scheme – Consideration of submissions and request appointment of Planning panel	<b>3 September 2018</b> A report will be presented to Council later in 2018. <b>6 September 2018</b> A request to appoint a Planning Panel was submitted to the Minister for Planning 5 September 2018. Submitters were been notified of Councils

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>decision 4 September 2018.</p> <p>A mid- year budget request is to be prepared.</p> <p><b>24 October 2018</b></p> <p>Report to be tabled February 2019.</p>
<b>Community Services</b>		
04 December 2017	Potential changes to Aged & Disability Services and their impact on Council	<p><b>17 January 2018</b></p> <p>A future report is required in March 2018.</p> <p><b>20 June 2018</b></p> <p>Consultant undertaking review and consultation. A briefing will be provided to Council in August. Final report from consultant due December 2018.</p>
<b>Corporate Services</b>		
25 May 2015	<p>MAV Workcare Self Insurance</p> <p><i>Confidential under section 89(2)(d) contractual matters</i></p>	<p><b>14 March 2017</b></p> <p>A report to Council is scheduled for the end of the current financial year.</p> <p><b>18 July 2017</b></p> <p>A report will be presented to Council in 2020/2021 Financial Year.</p>
14 September 2015	Long Term Lease Renewal Agreement – Moe Racing Club	<p><b>19 January 2018</b></p> <p>Still pending finalisation of negotiations with the Moe Racing Club before a final agreement is provided to Council for ratification.</p> <p><b>25 June 2018</b></p> <p>A report is anticipated to be presented to Council later in 2018.</p> <p><b>17 September 2018</b></p> <p>A report will be presented to the 03 December</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>2018 Council Meeting.</p> <p><b>8 October 2018</b></p> <p>A report is being prepared for 3 December 2018 Council Meeting to provide Council with an update.</p> <p><b>14 November 2018</b></p> <p>A report will be presented to the 03 December 2018 Council Meeting.</p>
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p><b>20 September 2017</b></p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p><b>27 October 2017</b></p> <p>Councillor Middlemiss to discuss with resident the possibility of suggesting another name for the original Ashley Avenue, Morwell.</p> <p><b>9 August 2018</b></p> <p>A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p><b>17 September 2018</b></p> <p>A further report will be determined after Councillor speaks with property owner.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
02 July 2018	Proposed Road Discontinuance- Verey Lane, Morwell	<p><b>02 July 2018</b> A further report is scheduled for 2018.</p> <p><b>6 August 2018</b> No change. Deadline for submissions is 13 August 2018.</p> <p><b>3 September 2018</b> A report will be presented to the 03 December 2018 Council Meeting.</p> <p><b>07 November 2018</b> Report was tabled on 05 November 2018. Complete.</p>
6 August 2018	Public Highway Declaration-Miners Way, Morwell	<p><b>6 August 2018</b> A report will be presented to a Council Meeting later in 2018.</p> <p><b>9 August 2018</b> The deadline for submissions is 17 September 2018. If submissions are received a further report will be prepared for Council to consider on 3 December 2018.</p>
6 August 2018	Provision of Resources and Support to Councillors Policy Review	<p><b>6 August 2018</b> A report will be presented to a Council Meeting later in 2018.</p> <p><b>17 September 2018</b> A further report is scheduled for 22 October 2018 Councillor Briefing.</p> <p><b>18 October 2018</b> A report is being prepared for the 3 December 2018 Council Meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
3 September 2018	Proposal to place barriers (gates) on Hagens Track at Hernes Oak and Newborough	<p><b>3 September 2018</b></p> <p>A further report is scheduled for 2018 if we receive submissions or a negative response from VicRoads.</p> <p><b>20 October 2018</b></p> <p>A report will be presented to Council to consider submissions at the 3 December 2018 meeting.</p> <p><b>14 November 2018</b></p> <p>A report will be prepared for Council to consider submissions at the February 2019 meeting.</p>
3 September 2018	Council Committee Review	<p><b>3 September 2018</b></p> <p>A further report is planned for the 5 November 2018 Council Meeting.</p> <p><b>18 October 2018</b></p> <p>A report is now being prepared for the 3 December 2018 Council Meeting.</p>
05 November 2018	Representation and Participation of Traditional Owners on Council Committees	<p><b>05 November 2018</b></p> <p>A progress report on implementation will be submitted to Council in the first quarter of 2019.</p>
<b>Infrastructure &amp; Recreation</b>		
03 April 2018	2018/05 - MacPherson Road, Moe	<p><b>6 April 2018</b></p> <p>A briefing report will be prepared for 23 July Briefing 1 Session with a final report for decision presented to Council at the 6 August Council Meeting.</p> <p><b>13 June 2018</b></p>



Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>Report being reviewed after division check in.</p> <p><b>05 July 2018</b></p> <p>A new report is being prepared for the 6 August Council meeting.</p> <p><b>30 July 2018</b></p> <p>A report will be presented at a Council Meeting in June 2019.</p>
6 August 2018	Community Sporting Infrastructure Funding Scheme	<p><b>6 August 2018</b></p> <p>A report will be presented to a Council Meeting later in 2018.</p> <p><b>24 October 2018</b></p> <p>A report will be provided to Council at the December meeting.</p>
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p><b>3 September 2018</b></p> <p>A report will be presented to a Council Meeting later in 2018.</p>
3 September 2018	Options to address dust and amenity issues-Black Tank Road, Glengarry, Railway Ave, Glengarry & McPherson Rd, Newborough	<p><b>3 September 2018</b></p> <p>A further report will be presented November 2018.</p> <p><b>22 October 2018</b></p> <p>The report on the impact of the development on the traffic on Railway and Black Tank roads is still scheduled for the December 2018 Council meeting.</p>
1 October 2018	2018/17 Motorcycle Safety Initiative- Collapsible Chevron Alignment Markers	<p><b>22 October 2018</b></p> <p>A report is being prepared for the December Council Meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
	(CAMs)	
22 October 2018	Gippsland Regional Aquatic Centre & Traralgon Basketball Stadium update	<p><b>24 October 2018</b></p> <p>A report will be provided to Council at the December meeting.</p>

Any proposed timings of reports listed above advised up to 14 November 2018 have been included in the table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

**9.1 2018/22 - FUTURE USE OF HAZELWOOD PONDAGE**

**Cr Darrell White OAM**

I, Cr White, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 03 December 2018:

**MOTION**

**Moved:** Cr White

**Seconded:** Cr Clancey

**That Council writes to the Premier of Victoria seeking a meeting to discuss the future of the Hazelwood Pondage for recreation uses.**

**CARRIED UNANIMOUSLY**

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Law

**That Council grants an extension of time to Cr White.**

**CARRIED UNANIMOUSLY**

(Signed)  
Cr White  
27 November 2018

**Attachments**  
Nil

**9.2 2018/23 GIPPSLAND MOTORSPORTS AND EVENT CENTRE FEASIBILITY  
STUDY SUMMARY**

**Cr Graeme Middlemiss**

I, Cr Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 3 December 2018:

**MOTION**

**Moved:** Cr Howe

**Seconded:** Cr O'Callaghan

**That Council in accordance with Section 77(c) of the *Local Government Act 1989* confirms that the summary of the *Gippsland Motorsports and Events Centre Feasibility Study* is no longer considered confidential, and authorises the Chief Executive Officer to release the summary to the public.**

**CARRIED UNANIMOUSLY**

(Signed)  
Cr Middlemiss  
27 November 2018

**Attachments**

1. Gippsland Motorsports and Event Centre Feasibility Study Summary (Published Separately) (Confidential)

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

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

Nil reports

# **CORRESPONDENCE**



**11. CORRESPONDENCE**

Nil reports

# PRESENTATION OF PETITIONS

**12. PRESENTATION OF PETITIONS**

Nil reports

# CHIEF EXECUTIVE OFFICE

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# **CITY DEVELOPMENT**

## **14. CITY DEVELOPMENT**

**Agenda Item: 14.1**

**Agenda Item: Events and Tourism Strategy: Draft Action Plan and Proposals for Tourism and Major Events Advisory Committee and Major Events Selection and Funding Framework**

**Sponsor: General Manager, City Development**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Adopts the Latrobe City Events and Tourism Strategy 2018-2022 Action Plan;**
- 2. Refers the request for an additional \$50,000 in event funding support to attract an 'all year round' calendar of events, identified in the Action Plan, to the 2019/2020 budget process;**
- 3. Abolishes the current Latrobe City Tourism Advisory Committee and establishes the Latrobe City Tourism and Major Events Advisory Committee and adopts new Terms of Reference (December 2018) to give effect to that change;**
- 4. Pursuant to the new Terms of Reference (December 2018), appoints a councillor from each ward to be a member of the committee;**
- 5. Notes and approves the new Major Events Selection and Funding Framework; and**
- 6. Requests that the new Action Plan and Major Events Selection and Funding Framework be posted on Council's website.**

**MOTION**

**Moved:** Cr Howe

**Seconded:** Cr White

**That Council:**

- 1. Adopts the Latrobe City Events and Tourism Strategy 2018-2022 Action Plan;**
- 2. Refers the request for an additional \$50,000 in event funding support to attract an 'all year round' calendar of events, identified in the Action Plan, to the 2019/2020 budget process;**
- 3. Abolishes the current Latrobe City Tourism Advisory Committee and establishes the Latrobe City Tourism and Major Events Advisory Committee and adopts new Terms of Reference (December 2018) to give effect to that change;**
- 4. Pursuant to the new Terms of Reference (December 2018), appoints a councillor from each ward to be a member of the committee as follows; Cr Howe (east ward), Cr Gibson (west ward), Cr McFarlane (central ward), Cr White (south ward);**
- 5. Notes and approves the new Major Events Selection and Funding Framework; and**
- 6. Requests that the new Action Plan and Major Events Selection and Funding Framework be posted on Council's website.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report includes:

- A draft Action Plan to give effect to the recently adopted Events and Tourism Strategy. The Action Plan outlines the steps to be taken to achieve its various goals and objectives, some of which can be completed with existing resources. Budget allocations associated with actions arising from new initiatives or other more progressive measures will continue to be a matter for Council to consider in balancing all services and the needs of the community.
- In particular, the Action Plan proposes an increased budget allocation of \$50,000 per annum for four years for Council's consideration, to assist in attracting an 'all year round' calendar of events. This proposal mirrors a similar request approved in the previous Events Strategy and Action Plan 2013-2017. (As previously noted the economic impact reports compiled after each major Latrobe City event have demonstrated an average economic multiplier of \$41 returned to the local economy for every \$1 invested in major events);
- A proposal for a new Tourism and Major Events Advisory Committee. This proposal stems from an internal audit into selection processes for major events,



which recommended that “A Major Events Working Group/Steering Committee/Advisory Board should be established for the management and oversight of potential events, including making key decisions in the selection process”; and

- A proposed new Major Events Selection and Funding Framework. The new Framework includes policies and procedures governing the selection and funding of major events, including the process to be followed, criteria for funding, funding rounds, acquittals and recognition of funding.

The above initiatives all stem from the adoption on 1<sup>st</sup> October 2018 of the new Events and Tourism Strategy and from the earlier internal Audit into Major Arts Events Selection processes.

Taken together, adoption of the above measures in this report will give full operational effect to the recently adopted Events and Tourism Strategy 2018-2022.

**Declaration of Interests:**

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

**Background:**

The proposal to establish a new Tourism and Major Events Advisory Committee and a new Major Events Selection and Funding Framework responds to two previous internal audits:

1. A 2016 audit regarding community grants and sponsorship; the findings of which had highlighted the lack of a grant and sponsorship management framework, an inadequate grant and sponsorship assessment process and a lack of performance monitoring and reporting; and
2. A 2018 internal audit into selection processes for major events, which recommended, amongst other things, that:
  - A Major Events Working Group/Steering Committee/Advisory Board should be established for the management and oversight of potential events, including making key decisions in the selection process;
  - Council should implement a major events selection framework (including arts events). The framework is recommended to include selection criteria; priority assessment; benefits to Council; benefits to the community; business case/plan; templates and requirements for event sign offs and approvals; and
  - Council should review and update its Events Management Strategy 2013-2017.

Over recent months an Events and Tourism Strategy 2018-2022 has been developed and the following resolution was adopted by Council at its meeting on 1 October 2018:

**COUNCIL RESOLUTION:**

***That Council:***

- 1. Adopts the Latrobe City Events and Tourism Strategy 2018-2022; and***
- 2. Requests the preparation of an Action Plan to progress the Goals and Objectives outlined in the Strategy.***

The new Strategy makes a number of recommendations, including a move, as in other cities, to merge Council's tourism and events teams into a single entity, so as to create greater alignment between the tourism and events functions.

The Events and Tourism Strategy also recommends that the role of the existing Tourism Advisory Committee should include oversight of major events selection and funding, forming a Tourism and Major Events Advisory Committee. The terms of reference for the Committee would include providing advice to Council regarding major funding and making recommendations about event sponsorship.

This Report proposes that:

- The Terms of Reference for the existing Tourism Advisory Committee should be amended (*refer Attachment 1*) to provide for its reconstitution as the Tourism and Major Events Advisory Committee (TAMEAC);
- The draft Major Events Selection and Funding Framework attached to this report (*refer Attachment 2*) should be approved; and
- The draft Action Plan (*refer Attachment 3*) prepared to progress the goals and objectives outlined in the new Events and Tourism Strategy should be adopted.

**Reasons for Proposed Resolution:**

There are two main reasons for seeking a change to the present format of the Latrobe Tourism Advisory Committee:

1. Major events and tourism are inextricably linked. Increasingly, and especially in the Latrobe context, major events have a significant and positive impact on the local economy and in terms of tourism visitation and related expenditure.

Internationally, major events are big business and tourist drawcards. In Australia, this can be seen in terms of signature events such as the Tamworth Country Music Festival, the Port Fairy Folk Festival, the Sydney Gay & Lesbian Mardi Gras, Melbourne's White Night Festival, the Parkes Elvis Festival and a host of others.

The impacts of major events can be broad and far-reaching. They can bring significant numbers of participants and visitors to a region, generate widespread media coverage, boost economic activity through event/visitor-related expenditure and bring heightened levels of positive reputation, goodwill and recognition to a town or region. Major events are therefore important catalysts for tourism, economic development, social inclusion and community well-being.

Events can put a town or region 'on the map' in terms of visitation, when destination tourism, based on natural attractions, cannot achieve the same result. Increasingly,

cultural tourism, event tourism and business tourism are seen as ways in which the long-recognised benefits of higher tourism visitation can be exploited and harnessed.

In the Latrobe region, major events over recent years have been recognised as bringing positive benefits and increased economic activity to the area, far and away beyond the impact of destination tourism based on the region's natural attractions.

Events like the Sister Cities Festival, Jayco Herald Sun Bicycle Tour, AGL Loy Yang International Tennis Championships, Boolara Folk Festival, AUSTimber and the Kylie Exhibition at Latrobe Regional Gallery will generate accommodation bookings, attract visitation from interstate and abroad, generate positive media coverage and help put Latrobe 'on the map' in terms of positive recognition and reputation.

Economic impact reports compiled after each major event have demonstrated an average economic multiplier of \$41 returned to the local economy for every \$1 invested in major events.

Into the future, with major art and cultural exhibitions being secured and new performing arts facilities being planned, the benefits of increased cultural tourism will also be felt, with many more major cultural, sporting, business and community events bringing greater numbers of people to Latrobe City.

2. The second reason for a change stems from the internal audit into Major Arts Events Selection Processes and centres on major event selection and funding.

The audit recommended the following relevant actions and these were accepted by the Audit and Risk Committee:

- 1) *Implement a major events selection framework including arts events. The framework should include (but not be limited to):*
  - *Establishment of a Major Events Working Group/Steering Committee/Advisory Board for management and oversight of potential events, including making recommendations to Council regarding the selection process*
  - *Implementing policies and procedures governing the Major Events Selection Process including arts events*
- 2) *Ensure that the appropriate approvals and endorsements are obtained from the relevant stakeholders before implementation of the framework*
- 3) *Communicate and upload the framework onto the intranet for easy reference by staff. Relevant staff should also be provided with training in relation to changes to ensure effective implementation of the new framework*
- 4) *The major events policies and procedures/ framework should be reviewed 12-18 months post operation to determine effectiveness, address emerging issues and identify lessons learned*
- 5) *Review and update its Events Management Strategy 2013-2017 and ensure that it is in line with the Economic Development Strategy 2016-2020 and Arts*

*Strategy 2016-2021. Major arts events should be supported by tourism and other Council activities in the longer term, to attract greater visitation from outside of the region*

- 6) *Implement a process for taking a multi-program/collaborative approach to attract visitors to the Major Events including arts events*
- 7) *Conduct market research and a detailed face-to-face survey prior to holding the event for visitors who might also attend the major arts events*
- 8) *Ensure that appropriate approvals and endorsements are obtained from the relevant stakeholders before implementation of the multi-program/collaborative approach*
- 9) *Improve the current major events budgetary process by:*
  - *Taking a more conservative approach for the first few major events*
  - *Ensuring the figures are realistic and conservative by not including grants that are contingent and may not be awarded, and*
  - *Conducting a risk analysis to demonstrate the potential loss-making scenario if targeted visitation figures are not achieved.*
- 10) *Ensure that Finance is involved in the major events including arts events budgetary process, to review and ensure that the budget prepared is robust.*

**Proposed Tourism and Major Events Advisory Committee:**

Given the above and in line with the recommendations of the adopted Events and Tourism Strategy, it is suggested that there be a change to the present focus of the existing Latrobe Tourism Advisory Committee, so that it would become the *Tourism and Major Events Advisory Committee (TAMEAC)*.

As such, it would not only retain its current role in terms of tourism (*To provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities*), but would also have the following focus in relation to major events:

- Consider proposals for major event selection and funding applications received and make recommendations to Council in relation to the selection and funding of such events;
- Provide advice in relation to the development and submission of event funding applications; and
- Provide advice to Council and, where applicable, to community organisations and groups, in relation to the planning and development of major events and major event infrastructure in the Latrobe City region.

Essentially, TAMEAC would provide advice regarding selection and funding recommendations for major events in the Latrobe City region, help to grow the number of major events in the region, seek to maximise the economic and tourism impact of such events and provide a coherent framework for the attraction and support of major events to the area.

It is suggested that a major event should be defined as:

- An internally-entrepreneuried performance/exhibition/sporting or cultural event with a purchase/acquisition price or budget above \$25,000; or
- A request from an external broker or organisation for an event with a fee greater than \$25,000;

Where requests for sponsorship from a Latrobe City based organisation for funding of \$5,000 or greater are received, TAMEAC would also be involved in determining those requests. (Requests for funding of less than \$5,000 would be referred to the Community Grants process).

TAMEAC would seek to encourage and assist the presentation of major events in the Latrobe City region. In so doing it would aim to:

- Focus the selection of major events on those with the strongest potential returns, be those financial, artistic, or in terms of societal wellbeing;
- Grow the number of major cultural/sporting/business events in the region;
- Maximise the economic and tourism impact of such events;
- Identify potentially significant community events and encourage their transition to major events;
- Encourage an attitude of enterprise, creativity and sustainability in major event conceptual development, selection and delivery;
- Reduce reliance on funding over time as event sustainability improves;
- Provide a coherent framework for the attraction and support of major events to the area; and
- Assist with the promotion of such events through existing networks.

### **Events Selection and Funding Framework and Processes**

#### Council Officer Funding Proposals:

Internal LCC proposals for major events such as performances, exhibitions, sporting and/or cultural events would, if above \$25,000 in value, be referred to TAMEAC for further consideration and deliberation. TAMEAC could then accept, reject or refer back such proposals requesting further information.

Successful TAMEAC recommendations would proceed to the next available Council meeting for final determination.

External Funding Proposals:

Funding decisions from parties external to Council would involve two main streams of consideration:

1. **Requests from major event brokers or organisations outside Latrobe City.** Proposals received from major event brokers and organisations located outside the City with a purchase/acquisition price or event fee above \$25,000 would be referred to TAMEAC once assessed by officers. Such proposals would be referred to TAMEAC's next monthly meeting.
2. **Applications from event promoters and organisations within Latrobe City.** This category would involve proposals for assistance from event promoters and organisations within Latrobe City for funding of \$5,000 or greater. These groups would complete an application form and detailed budget proposal in the first instance. Officers would then make a recommendation on the request, which would then be considered by TAMEAC.

To facilitate the latter category above, it is proposed that there be formal funding rounds and closing dates, the following could apply:

- Two funding rounds each year, closing 31 January and 31 July.
- There are no limits to the number of applications that may be received for any given funding rounds.
- No late applications will be accepted.
- Applications for the funding round ending 31 July each year shall be for events to be held in the period 1 January to 30 June of the following year.
- Applications for the funding round ending 31 January each year shall be for events to be held in the period 1 July to 31 December of that same year.
- Notification as to the success or otherwise of funding applications shall be made by 31 March and 30 September each year; i.e. no later than two months after close of applications.

For both categories above, the minimum level of funding which may be applied for under an external TAMEAC application is suggested to be \$5,000. There would be no maximum level of funding that could be requested. Funding requests for smaller amounts would be directed to the Community Grants Program.

The criteria for each type of funding request are provided in *Attachment 2*.

Calendar of Events

Council's Events Team already maintains a Calendar of Events held in Latrobe City. For all major events, TAMEAC would work closely with this and would primarily seek to fund events scheduled to be held in 'slow' times of the year; or else negotiate with event organisers to ensure an even spread of major events throughout the year.

Acquittal, Acknowledgement and Recognition of Funding Granted

Successful applicants would be required to acquit their grants within 4 weeks of the event taking place, so as to confirm that the funds were used for the purpose sought and in accordance with the grant guidelines.

Successful applicants would be required to appropriately acknowledge or recognise Council's support. Specific requirements would be advised following approval of Council funding. Organisations or applicants that failed to comply with any condition of a grant would not receive funding from future program rounds.

**Issues:**

*Strategy Implications*

The new Events and Tourism Strategy 2018-2022 extends the role of the Latrobe Tourism Advisory Committee to include major events selection and funding (as the Latrobe Tourism and Major Events Advisory Committee). This recommendation gels with the earlier recommendations of the Internal Audit in relation to the review of a Major Arts Events Selection Process and is now included as part of the Action Plan.

To facilitate the proposed new Tourism and Major Events Advisory Committee, an Event selection and Funding Framework has also been developed as part of the Action Plan.

*Communication*

An Action Plan has been developed to progress the goals and objectives of the new Strategy. The Plan anticipates that further consultation will need to be undertaken with key stakeholders from the Events and Tourism sectors and the wider community before many of the projected actions can be advanced.

In particular, it is anticipated that proposals for new major or hallmark events, festivals and the creation of a year-round events calendar will require further stakeholder liaison and involvement going forward.

*Financial Implications*

The new Strategy's Action Plan outlines the steps to be taken to achieve its various goals and objectives, some of which can be completed with existing resources. Budget allocations associated with actions arising from new initiatives or other more progressive measures will continue to be a matter for Council to consider in balancing all services and the needs of the community.

As previously noted the economic impact reports compiled after each major Latrobe City event have demonstrated an average economic multiplier of \$41 returned to the local economy for every \$1 invested in major events.

The Action Plan proposes an increased budget allocation of \$50,000 per annum for four years for Council's consideration, to assist in attracting an 'all year round' calendar of events. This proposal mirrors a similar request approved in the previous Events Strategy and Action Plan 2013-2017.

The justification for the increased allocation is based on the positive economic impact of major events referred to above; combined with the opportunity to achieve cost savings associated with the refocusing of tourism service delivery from the new Latrobe Creative Precinct from 2020 onwards (savings of approximately \$86,000 per annum have been identified).

If these increases were approved, then an additional \$200,000 (four years at \$50,000 per annum) would be available for major event attraction, meaning that a level of major event activity similar to that at present might be able to be maintained in the post-LVA era, if funding for major events from the LVA or other state government alternatives may no longer be available. Grant funding from the state government would always be sought in the first instance if Latrobe City wanted to maintain these events.

The great majority of other initiatives outlined in the Action Plan can be achieved using existing resources, or will rely on external funding sources such as government grants, sponsorship or partnership arrangements for their viability. Certain objectives, such as the development of a major hallmark event for the region, would require a specific resource allocation and external funding, to be approved in the context of future budget development.

#### *Risk Analysis*

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

Risks in respect of future events will continue to be assessed on a case by case basis.

#### *Legal and Compliance*

There are no specific legal or compliance implications pertaining to the adoption of the measures outlined in this report.

#### *Community Implications*

The development of the new Events and Tourism Strategy involved significant industry and stakeholder consultation in its preparation (see Consultation section below). As detailed above, the adoption of the measures outlined in the associated Action Plan will likely involve further community liaison and involvement.

There is also likely to be a process of adjustment in relation to the new Events Framework, particularly in relation to its measures to regulate funding applications for major events assistance.

Ultimately, the successful implementation of the Strategy's goals and objectives should translate to a more positive destination profile, with increased visitation and liveability improvements to the wider municipality.



### *Environmental Implications*

It is not anticipated that adoption of the Strategy will generate any adverse environmental impacts.

### *Consultation*

The development of the new Strategy involved a process of both internal and external consultation with stakeholders:

- Face to face consultation in region (50)
- Participation in the Destination Gippsland's Destination Management Plan workshop in Latrobe City
- Mystery shopping was undertaken as first time visitors travelling to Latrobe City
- As an outside event organiser to potentially bring an event to Latrobe City
- An online survey was conducted and sent to over 320 participants of which over 72 responses were received.

As outlined above, further consultation will be conducted in relation to specific initiatives included in the Action Plan and the implementation of the new Major Events Selection and Funding Framework, as required.




### *Other*

The Terms of Reference for the proposed Tourism and Major Events Advisory Committee include a change to the composition of the new Committee. It is proposed that all existing community members of the Committee should be invited to re-apply for positions on the new Committee when these positions are advertised.

### **Supporting Documents:**

Nil

### **Attachments**

- 1 [↓](#).  Draft Terms of Reference Tourism and Major Events Advisory Committee
- 2 [↓](#).  Proposed Major Events Selection and Funding Framework
- 3 [↓](#).  Draft Events and Tourism Strategy Action Plan

## **14.1**

### **Events and Tourism Strategy: Draft Action Plan and Proposals for Tourism and Major Events Advisory Committee and Major Events Selection and Funding Framework**

<b>1</b>	<b>Draft Terms of Reference Tourism and Major Events Advisory Committee.....</b>	<b>43</b>
<b>2</b>	<b>Proposed Major Events Selection and Funding Framework .....</b>	<b>55</b>
<b>3</b>	<b>Draft Events and Tourism Strategy Action Plan .....</b>	<b>59</b>



# Latrobe Tourism and Major Events Advisory Committee

*(Draft) Terms of Reference*



December 2018





## CONTENTS:

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2. **Objectives**
3. **Membership**
  - Composition of the Committee
  - Length of appointment
  - Selection of members and filling of vacancies
  - Co-option of members
  - Attendance at meetings
  - Resignations
4. **Proceedings**
  - Chair
  - Meeting Schedule
  - Meeting procedures
  - Quorum
  - Voting
  - Minutes
  - Reports to Council
5. **Review of Committee and Duration of the Committee**
6. **Authority and Compliance Requirements**



## 1. Establishment of the Committee

- 1.1. The Latrobe Tourism and Major Events 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, recommendations 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:
  - Provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities.
  - Consider proposals for major event selection and funding applications received and make recommendations to Council in relation to the selection and funding of such events;
  - Provide advice in relation to the development and submission of event funding applications; and
  - Provide advice to Council in relation to the planning and development of major events and major event infrastructure in Latrobe City.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
  - 2.4.1. Develop Tourism within Latrobe City:
    - 2.4.1.1. Provide advice and support to Latrobe City and the tourism industry to establish and maintain positive working relationships with other Gippsland Tourism departments and organisations and Stat governing bodies such as Tourism Victoria and the Victorian Tourism Industry Council and ensure



that tourism development in Latrobe City is in line and in partnership with regional, state and federal strategies.

2.4.1.2. Provide strategic direction to Council in regard to tourism related issues.

2.4.1.3. Provide guidance, support and an avenue for consultation and exchange between Council and the Latrobe City Business Tourism Association Inc.

2.4.2. Oversee Major Event Selection and Funding:

2.4.2.1 Consider proposals or applications received for major event selection and funding and make recommendations to Council in relation to those proposals or applications;

2.4.2.2. Provide a coherent framework for the selection, funding, attraction and support of major events to the area;

2.4.2.3. Provide advice to Council and, where applicable, to community organisations and groups, in relation to the planning and development of major events and major event infrastructure in Latrobe City; in order to grow the number of major events in the region and maximise their economic and tourism-related impacts;

2.4.2.4. Identify potentially significant community events and encourage their transition to major events; and

2.4.2.5. Encourage an attitude of enterprise, creativity and sustainability in major event conceptual development and delivery, with a commensurate reduction in reliance on funding over time.

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 from time to time.

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 up to 13 members, those being:



- 3.1.1. Four Councillors (one from each ward)
- 3.1.2. 1 representative from each of the following sectors:
  - 3.1.2.1. Latrobe City Business Tourism Association (external appointment)
  - 3.1.2.2. Latrobe City Economic Development representative (internal staff appointment)
  - 3.1.2.3. Latrobe City Arts & Events Manager (internal staff appointment)
- 3.1.3. Up to six external representatives appointed via an expression of interest process, preferably with skills in key subject areas such as tourism, events, education, marketing, philanthropy and fundraising, business, sport or arts and culture.
- 3.1.4. Latrobe City Council Events and Tourism representative/s (ex-officio) - Council Officers; as required to provide professional advice and administrative support.

#### Length of appointment

- 3.2. Whilst a Committee shall be in place for as long as Latrobe City Council sees fit, the appointment of members shall be for a term as deemed appropriate by Council but no longer than four years.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

#### Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.
- 3.5. The Committee may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

#### Co-option of members

- 3.6. With the approval of the Chair, the Committee may invite other individuals such as State Government representatives, to participate in the proceedings of the Committee on a regular or an occasional basis also including in the proceedings of any sub-committees formed

#### Attendance at meetings





- 3.7. All Committee members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

#### Resignations

- 3.10. All resignations from members of the Committee are to be submitted in writing to the General Manager of City Development, Latrobe City Council, PO Box 264, Morwell VIC 3840; or via email.

#### **4. Proceedings**

##### Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

##### Meeting schedule

- 4.4. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly 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 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. A majority 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 deemed adjourned.

#### 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.

#### Reports to Council

- 4.18. With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. Reports to Council will be co-ordinated through the General Manager of the relevant division that the Committee falls under.



## **5. Review of Committee and Duration of the Committee**

- 5.1. The committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the Committee will take place at least once every four 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>			
Meeting Day, XX Month Year			
Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
<i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Conflicts of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest in matters listed on the agenda</i>		
4.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
5.	Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	•		
	•		
	•		
	•		
6.	General Business		
	•		
	•	All	
	•		



## Appendix 2: Minutes Template



<p><b>[Name] Advisory Committee Minutes</b></p> <p>Meeting Day, XX Month Year  <b>Time Commenced: 00:00am/pm Finish Time: 00:00am/pm</b>  <b>Location: (include specific meeting room and address)</b></p> <p>Meeting Chair: &lt; Name &gt;</p>			
<p><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>			
No.	Item	Responsible Person	Timeframe
1.	<b>Present</b>		
2.	<b>Apologies</b>		
3.	<b>Conflicts of Interest Disclosures</b>		
	<p><i>Members of the Committee declare any Conflicts of interest in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p>&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><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>			
No.	Item	Responsible Person	Timeframe
<b>4.</b>	<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>		
<b>5.</b>	<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> <p>3. 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
<b>6.</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>.			





## Latrobe Tourism and Major Events Advisory Committee

### **(PROPOSED) Major Events Selection and Funding Framework**

#### **Purpose**

In line with recommendations from an internal Audit and also the recently adopted Events and Tourism Strategy 2018-2022, the existing Tourism Advisory Committee is proposed to be reconstituted as the **Tourism and Major Events Advisory Committee (TAMEAC)**.

In addition to its existing tourism-related responsibilities, TAMEAC is intended to have oversight of major event selection and funding; whether such proposals emanate from internally-entrepreneuried sources or from external parties.

In so doing it aims to:

- Focus the selection of major events on those with the strongest potential returns, be those deemed at any given time to be financial, artistic, or in terms of societal wellbeing;
- Grow the number of major events in the region;
- Maximise the economic and tourism impact of such events;
- Identify potentially significant community events and encourage their transition to major events;
- Encourage an attitude of enterprise, creativity and sustainability in major event conceptual development, selection and delivery;
- Reduce reliance on funding over time as event sustainability improves;
- Provide a coherent framework for the attraction and funding support of major events to the municipality; and
- Assist with the promotion of such events through existing networks.

#### **Key Responsibilities**

Specifically, in relation to event selection and funding, TAMEAC shall be responsible for:

- Consideration of proposals for major event selection and funding applications received and making recommendations to Council in relation to the selection and funding of such events;
- Provision of advice in relation to the development and submission of event funding applications; and
- Provision of advice to Council and, where applicable, to community organisations and groups, in relation to the planning and development of major events and major event infrastructure in Latrobe City.

#### **Definition of a Major Event**

A major event is defined as an internally-entrepreneuried performance/exhibition/sporting or cultural event with a purchase/acquisition price or budget above \$25,000; or a request from an external organisation for funding of \$5,000 or greater.



## Processes

### COUNCIL OFFICER FUNDING PROPOSALS

1. Requests from Council officers for proposed major events such as performance/exhibition/sporting/cultural events would in the first instance be considered by Council officers, but would then be referred, if above \$25,000 in value, to TAMEAC for further consideration and deliberation.
2. Such referrals shall be made with an officer recommendation; which TAMEAC can then accept, reject or refer back for further information.
3. Successful TAMEAC recommendations will proceed to Council at its next Meeting for final determination.

### EXTERNAL FUNDING PROPOSALS

1. **Requests from major event brokers or organisations outside Latrobe City:** For proposals for funding assistance above the \$25,000 limit received from major event brokers or organisations located external to the region, Arts and Events officers shall prepare a report and recommendation for TAMEAC's consideration. [Examples could include requests such as the International Water Ski Championships; Tour of Gippsland Cycling; Melbourne Symphony Orchestra performance etc.]
2. **Applications from event promoters and organisations within Latrobe City:** Proposals for assistance of \$5,000 or more from event promoters and organisations within Latrobe City shall only be considered after completion of an application form and detailed budget proposal in the first instance.

Arts and Events officers shall then prepare a report and recommendation for TAMEAC's consideration.

In terms of funding rounds and closing dates, the following shall apply:

- Two funding rounds each year, closing 31 January and 31 July.
- There are no limits to the number of applications that may be received for any given funding rounds.
- No late applications will be accepted.
- Applications for the funding round ending 31 July each year shall be for events to be held in the period 1 January to 30 June of the following year.
- Applications for the funding round ending 31 January each year shall be for events to be held in the period 1 July to 31 December of that same year.
- Notification as to the success or otherwise of funding applications shall be made by 31 March and 30 September each year; i.e. no later than two months after close of applications.
- For both categories above, the minimum level of funding which may be applied for under an external TAMEAC application shall be \$5,000.
- There is no maximum level of funding that may be requested.
- Funding requests for smaller amounts will be re-directed to the Community Grants Program or else determined.

### **Criteria for Funding**

#### **INTERNAL FUNDING REQUESTS AND REQUESTS FROM MAJOR EVENT BROKERS OR ORGANISATIONS OUTSIDE LATROBE CITY**

For all internal funding requests relating to Council-entrepreneuried events and for requests from major event brokers or organisations outside Latrobe City, consideration shall be given to the following criteria:

- The potential for strong returns, be those deemed at any given time to be financial (target return on Investment of approximately \$1:\$6), artistic, or in terms of societal wellbeing;
- The timeliness of the event;
- The rationale or need for the event;
- The context of the event in the current events/presentation program;
- The likelihood of high numbers of both participants and observers/attendees, preferably with a significant number of participants and visitors coming from outside the region;
- The potential for significant positive media coverage and exposure within and outside the region; and
- The likelihood of the event delivering high levels of accommodation visitor nights.

#### **EXTERNAL FUNDING REQUESTS FROM WITHIN LATROBE CITY**

For all funding requests external to the organisation, but from within Latrobe City, the following purposes only shall receive assistance:

- Marketing costs associated with the event;
- Strategic plans to address the long-term sustainability of events;
- The engagement of short-term specialised personnel to further develop or deliver the event; and
- Hire of temporary infrastructure and/or equipment that will improve access, visitor experience or the safety of the event.

For these events, TAMEAC will not fund:

- Capital or infrastructure works;
- Events of a charitable nature – TAMEAC shall not provide donations;
- Religious, political or racially motivated events;
- Organisations that do not have an ABN;
- Events that are not open to the general public, for example conventions, conferences, or club events, where access is restricted to members or delegates; and
- Events not held in the Latrobe City region.

#### **ALL CATEGORIES**

TAMEAC funding shall in all cases above primarily be directed towards seed funding to support new major events; and/or to established events which demonstrate an increasing path towards eventual sustainability. Funding is not necessarily guaranteed year after year and shall generally diminish in quantum over time.

**Calendar of Events**

For all major events, TAMEAC shall primarily seek to fund events scheduled to be held in 'slow' times of the year; or else may request Arts and Events officers to negotiate with event organisers to try to ensure an even spread of major events throughout the year.

**Acquittal, Acknowledgement and Recognition of Funding Granted**

1. Successful applicants shall be required to acquit their grants within 4 weeks of the event taking place, so as to confirm that the funds were used for the purpose sought and were expended in accordance with the grant guidelines. (An acquittal form is available for this purpose.)
2. Successful funding applicants shall be required to appropriately acknowledge or recognise Council's support. Specific requirements will be advised following approval of Council funding. Organisations or applicants that fail to comply with any condition of a grant may not receive funding from future program rounds.

\*\*\*\*\*

ATTACHMENT 3

**(Draft) LATROBE CITY EVENTS AND TOURISM STRATEGY ACTION PLAN 2018-2022****LATROBE CITY EVENTS AND TOURISM STRATEGY ACTION PLAN 2018-2022**

The following Action Plan outlines the priority implementation of the Latrobe City Events and Tourism Strategy 2018 – 2022. It is intended as a working document that is regularly reviewed and updated.

**TIMEFRAMES**

Years 1 2 3 4 5

**IDENTIFIED STAKEHOLDERS**

LCC – Latrobe City Council.

TAC – Tourism Advisory Committee.

LVA – Latrobe Valley Authority.

BBSC – Baw Baw Shire Council.

WSC – Wellington Shire Council.

DG – Destination Gippsland.

VV – Visit Victoria.

TIP – Tourism industry partners such as tourism operators

IP – Industry partners such as energy companies, other LC industry operators

A – Academic, Fed Uni, RMIT etc

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## 1 DEVELOPING DISTINCT DESTINATION EXPERIENCES

Action	Goals	Tasks	Stakeholders	Years 1-5	Additional resources/cost implications	Funding source
<b>1.1 Massed seasonal Tree Plantings</b>	Create an identifiable destination experience that increases visitation to the region.	Establish a working group to: <ul style="list-style-type: none"> <li>Explore the tourism vision</li> <li>Consider current LCC plantings plans</li> <li>Determine the next steps around the viability of developing this theme</li> <li>Identify potential external funding options</li> </ul>	LCC divisions	1 - 2	Nil	Nil
<b>1.2 Cutting Edge Industrial Tourism</b>	That the industrial history and future of the region are made into unique tourism products.	Develop a working group to: <ul style="list-style-type: none"> <li>Identify existing assets and their tourism viability</li> <li>Investigate industrial art-and its application across the region</li> <li>Viability study, external consultant</li> </ul>	LCC Arts industry Academia Energy industry partners	2-3	Consultant fee \$130,000	External
<b>1.3 Great Latrobe Park (GLP)</b>	Contribute to the development of the GLP to ensure that Tourism and Events is incorporated into the final vision	Events and Tourism representatives to be included in and involved in GLP planning and feasibility studies	Great Latrobe Park Project Team	2-4	As determined for GLP project team	Nil
<b>1.4 Rural Tourism Experiences</b>	Rural Tourism product line developed and supported	Create a consumer brand linking with Destination Gippsland and Visit Victoria destination branding for rural-themed experiences  Develop, and partner with Destination Gippsland and Visit Victoria in regional tourism experiences promotions  Support related business development	LCC tourism LCBTA DG	4-5	Nil extra	Nil

## 2 HALLMARK & MAJOR EVENTS IN A YEAR-ROUND CALENDAR

Action	Goals	Tasks	Stakeholders	Years 1-5	Additional resources/cost implications	Funding source
2.1 Lighting Up the Valley	Latrobe City known as the place to come and stay to see spectacular, technically ground breaking and artistically innovative light based 365 day experiences and signature events.	Stage 1 Commission a concept development and feasibility study	LCC	1-2	Concept development \$100,000	External
		Stage 2 Dependent on feasibility study outcomes, implement LUV program	LCC + extensive	2-5	\$TBC. May be significant	External
2.2 Hallmark Events	An annual signature event	Develop the Morwell Rose Garden Festival as a recognised national and international event that builds on the international recognition of the Garden	LCC and various	1-5	\$150,000 pa	External
		Explore a potential partnership with Tennis Australia for an international tournament exclusive to LC		3-5	\$150,000 pa	
2.3 Reinvigorating events - community Events	Maximised potential and high levels of participation at community events	Continue to service and facilitate the existing community events program  Improve current systems and permits in line with best practice and current trends	LCC Event Officers	Ongoing	Nil additional	
2.4 Diverse year-round calendar of events	Diverse categories of events with balance of sport, cultural, community social	Rewrite events assessment guidelines to include sports, cultural and social events across the year to ensure a balanced calendar including shoulder periods	LCC. LVA	1-5 and ongoing	Additional \$50,000 pa attraction fees (as per aim of previous Events Strategy)	LCC
2.5 Volunteer participation	Community connection, participation and contribution	Develop volunteer data base  Provide training opportunities  Identify and develop intern opportunities	LCC Event and Tourism Officers Training providers	Ongoing	\$5,000 pa	Existing LCC External funding and partnerships for training

**3 BRANDING AND DIGITAL MEDIA**

Action	Goals	Tasks	Stakeholders	Years 1-5	Additional resources/cost implications	Funding source
<b>3.1 Brand &amp; Destination Marketing</b>	LCC Events and Tourism sub-brand created	Establish an LCC working group to develop the brief, commission and manage the development of an Events and Tourism LCC sub-brand	LCC events, tourism and Communications teams Destination Gippsland Visit Victoria Brand consultant	1-2  Roll out 2-3	\$50,000  \$TBC	LCC External to be investigated
<b>3.2 Latrobe City Marketing Strategy</b>	Deliver a consistent brand that promotes events and tourism in LC	Develop tourism and events marketing plan	LCC and consultant	1-2	Marketing and digital resource, see 3.6	LCC + external
<b>3.3 Digital Distribution</b>	Accessible and engaging content that drives awareness, recognition and attendance	Conduct audit of Trip Advisor and other digital channels  List LCC activities on ATDW  Share content and images with tourism partners	LCC. Event organisers. Tourism operators.	Ongoing	Nil	LCC existing
<b>3.4 Digital &amp; Social Assets</b>	3.4.1 A library of assets that is aligned with Destination Gippsland and Visit Victoria campaigns	Create a digital tourism and event brand toolkit. Develop online image and footage library	LCC. Event organisers Tourism operators	3-4	Nil	LCC officers resources
	3.4.2 Consumer focused website that also provides functional consumer and economic insights	Website upgrade that is built on current technological and communication techniques that includes analytics, bookings functionality and a CRM	LCC	2-3, updates ongoing	\$100,000	External
<b>3.5 Destination Branding from Events</b>	Leverage major events to obtain destination visibility	LCC event representative at early planning stages to negotiate major sponsorships to ensure inclusion in major event marketing and asset inventory	LCC and sponsor brands	Ongoing	Project based - TBC	External
<b>3.6 Increase Resources</b>	Effective marketing that maximises the potential of digital marketing platforms to build increased LC destination awareness and engagement	Review marketing, research and digital requirements in the team  Appoint a dedicated staff position in the Arts and Events team	LCC	1-2	\$100,000; included in LCP staff restructure	LCC Explore external

#### 4 PACKAGING AND COLLABORATION

Action	Goals	Tasks	Stakeholders	Years 1-5	Additional resources/cost implications	Funding source
4.1 Value-Add Packaging	Attract more visitors to LC	Identify, encourage and co-facilitate value-add packaging within tourism businesses and events	Event organisers Tourism operators LCBTA	1-4	Existing LCC tourism staff resources	
		Review VIC operations in preparation for 2020 at LCP		1-2	To be included in LCP budget	LCC
4.2 Tourism & Event Packaging	Packaged products related to events developed, promoted and subscribed	Develop modular and flexible tourism and event packaging with experiences and events	LCC Event organisers Tourism operators	1-4	Nil	Existing LCC tourism staff resources
4.3 Regional Packaging	LC recognised as a base for surrounding Gippsland experiences	Partner with Baw Baw, Wellington Shire Councils and wider Gippsland region to develop cross-regional packages	LCC BBSC WSC LVA	1-5	Existing LCC tourism staff resources	
		Investigate business links Consider a regional ambassador Investigate potential of MICE	Destination Gippsland Event organisers Tourism operators	4-5 for MICE		
4.4 Training	Upskilled community groups and tourism operators that deliver consistent standards	Review training options currently delivered by LCC and external organisations Identify community and industry needs Identify LCC capacity to deliver training programs and associated sustainability	LCC. DG Event organisers Tourism operators	1-3	Nil	Existing LCC tourism staff resources



## 5 RESOURCING AND GOVERNANCE

Action	Goals	Tasks	Stakeholders	Years 1-5	Additional resources/cost implications	Funding source
5.1 Tourism & Events Unit	A single team that delivers events and tourism products and marketing	Combine Event and Tourism unit with common budget and focus	LCC	2 and 3, then ongoing	See 3.6	
5.2 Latrobe Tourism & Major Events Advisory Committee	Independent and skilled Advisory Committee supporting decisions about tourism and events, funding and programming	Extend TAC role to include Major Events selection and funding recommendations  Develop a Major Events Selection Framework	LCC TAC	1 and 2, then ongoing	Minimal; possible travel expenses for distant members	LCC
5.3 Processes	Robust contemporary systems and processes in place that support BAU	Continue to streamline application processes for tourism and event operators Adopt online system applications technology	LCC	1 then ongoing  \$TBC	Nil  LCC \$TBC	LCC

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### ACTION PLAN TIMELINE

STRATEGIC PRIORITY ACTIONS	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5
<b>DEVELOPING DISTINCT DESTINATION EXPERIENCES</b>					
Massed seasonal Tree Plantings	█	█			
Cutting Edge Industrial Tourism			█	█	
En-Masse Tree Plantings	█	█			
Great Latrobe Park.		█	█	█	
Rural Tourism Experiences				█	█
<b>HALLMARK &amp; MAJOR EVENTS IN A YEAR-ROUND CALENDAR</b>	█	█	█	█	█
Lighting Up The Valley	█	█	█	█	█
Hallmark Event	█	█	█	█	█
Community Events	█	█	█	█	█
Major Event Attraction & Diverse Year-Round Calendar	█	█	█	█	█
Volunteers			█	█	█
<b>BRANDING AND DIGITAL MEDIA</b>	█	█	█	█	█
Brand and Destination Marketing	█	█	█	█	█
Latrobe City Marketing Strategy	█	█	█		
Digital Distribution	█	█	█	█	█
Digital and Social Assets			█	█	
Destination branding from events	█	█	█	█	█
Increase Resources	█	█			
<b>PACKAGING AND COLLABORATION</b>	█	█	█	█	█
Value-Add Packaging	█	█	█	█	
Tourism & Event Packaging	█	█	█	█	
Regional Packaging	█	█	█	█	█
Training	█	█	█		
<b>RESOURCING AND GOVERNANCE</b>	█	█	█	█	█
Combined Tourism & Events Unit		█	█		
Latrobe Tourism & Major Events Committee	█	█			
Processes		█			

**Agenda Item: 14.2**

**Agenda Item: Endorsement of GROW Gippsland Action Plan**

**Sponsor: General Manager, City Development**

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

**Status: For Decision**

**MOTION**

**Moved:** Cr White

**Seconded:** Cr McFarlane

**That Council:**

- 1. Endorse the GROW Gippsland Regional Action Plan and Compact; and**
- 2. That Council authorises the Chief Executive Officer to sign the GROW Gippsland Compact.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Growing Regional Opportunities for Work (GROW) Gippsland is a collaborative program between industry and government that seeks to strengthen regional social and economic outcomes and increase job opportunities through procurement and employment.

The Latrobe Valley Authority (LVA) commissioned the development of the GROW Gippsland Program to help change the way business is done in Gippsland and help grow the regional economy. The program is being conducted by Arc Blue on behalf of the Latrobe Valley Authority across all municipalities in Gippsland.

The main areas of focus for GROW Gippsland are:

- Redirecting procurement spend towards local business;
- Creating jobs through local inclusive employment approaches; and
- Cultivating impact funding and investment opportunities.

A presentation was provided to Councillors at a Council Briefing on 8 October 2018 by Arc Blue on the proposed Regional Action Plan for the GROW Gippsland Program. The Regional Action Plan sets out objectives, a plan of activities and partners.

At the same presentation the proposed GROW Gippsland Compact was also presented for discussion. The Compact has Latrobe City Council and GROW Gippsland committing to implement the actions in the Regional Action Plan.

Latrobe City Council is a key stakeholder in the GROW program and has provided support through the procurement and economic development teams in the development of the Regional Action Plan and the Compact. It is recommended that both of these documents be endorsed and the Chief Executive Officer authorised to sign the Compact on behalf of Council.

**Declaration of Interests:**

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

**Background:**

At the Councillor Briefing held 8 October 2018 Cameron Spence from ARC Blue presented to the Councillors on the GROW Gippsland Regional Action Plan and the proposed Gippsland Compact.

GROW is a collaborative regional initiative originally developed between the Give Where You Live Foundation and the Geelong Regional Alliance (G21) to address disadvantage in Geelong and Colac.

GROW Programs are now being established across a number of regional Victorian locations with the aim of addressing disadvantage and strengthening regional economies through a focus on job creation in key communities through social procurement, employment and impact investment.

A key objective of GROW Gippsland is to work as a catalyst and capacity builder, inspiring action, activating local collaborations and building the capacity of regional stakeholders to embed and sustain a GROW Gippsland approach.

The LVA commissioned Arc Blue to develop GROW Gippsland and, after six months development work and the engagement of 28 formal participants as well as a network of supporting partners, the GROW Regional Action Plan has been developed. This document provides an overview of the GROW Gippsland Program including the regional context, challenges, opportunities and the priority action plan for delivery over the next two years (Attachment 1).

To demonstrate commitment to the Regional Action Plan, all stakeholders and participants are being asked to sign a GROW Gippsland Compact. By signing the compact, Council commits its support for the Action plan and the economic growth of the region. There is a number of actions included in the GROW Gippsland Compact (Appendix 1 of Attachment 1) which Council would action over the next two years. It should be noted that there is no financial cost to Council to participate, apart from officer time.

**Reasons for Proposed Resolution:**

The reason for the proposed resolution is for Council to formally commit its support to the GROW Gippsland Action Plan and program which will encourage job creation and social procurement in the local and wider Gippsland area.

**Issues:**

*Strategy Implications*

The GROW Gippsland Action Plan aligns with Council Plan Objective 1 – Support job creation and industry diversification to enable economic growth within Latrobe City.

The main focus areas of the Action Plan are:

- Redirecting procurement spend towards local business;
- Creating jobs through local inclusive employment approaches; and
- Cultivating impact funding and investment opportunities.

*Communication*

Council officers have been attending meeting with the LVA and other organisations to discuss the development of the Action Plan. Council has verbally given its support to the Action Plan and signing the compact will ratify this support.

*Financial Implications*

There are no budget implications associated with this report.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Not signing the GROW Gippsland Action Plan Compact	Possible	Community perception that Council is not committed to contributing to the economic success of the Latrobe Valley

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

*Legal and Compliance*

There are no legal or compliance implications associated with this report.

*Community Implications*

There would be a positive community impact if Council were to sign the Compact.

*Environmental Implications*

There are no environmental implications associated with this report.


*Consultation*

2. Engagement to commence upon adoption of the reports recommendation.

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#)  GROW Gippsland Regional Action Plan

## **14.2**

### **Endorsement of GROW Gippsland Action Plan**

<b>1</b>	<b>GROW Gippsland Regional Action Plan .....</b>	<b>71</b>
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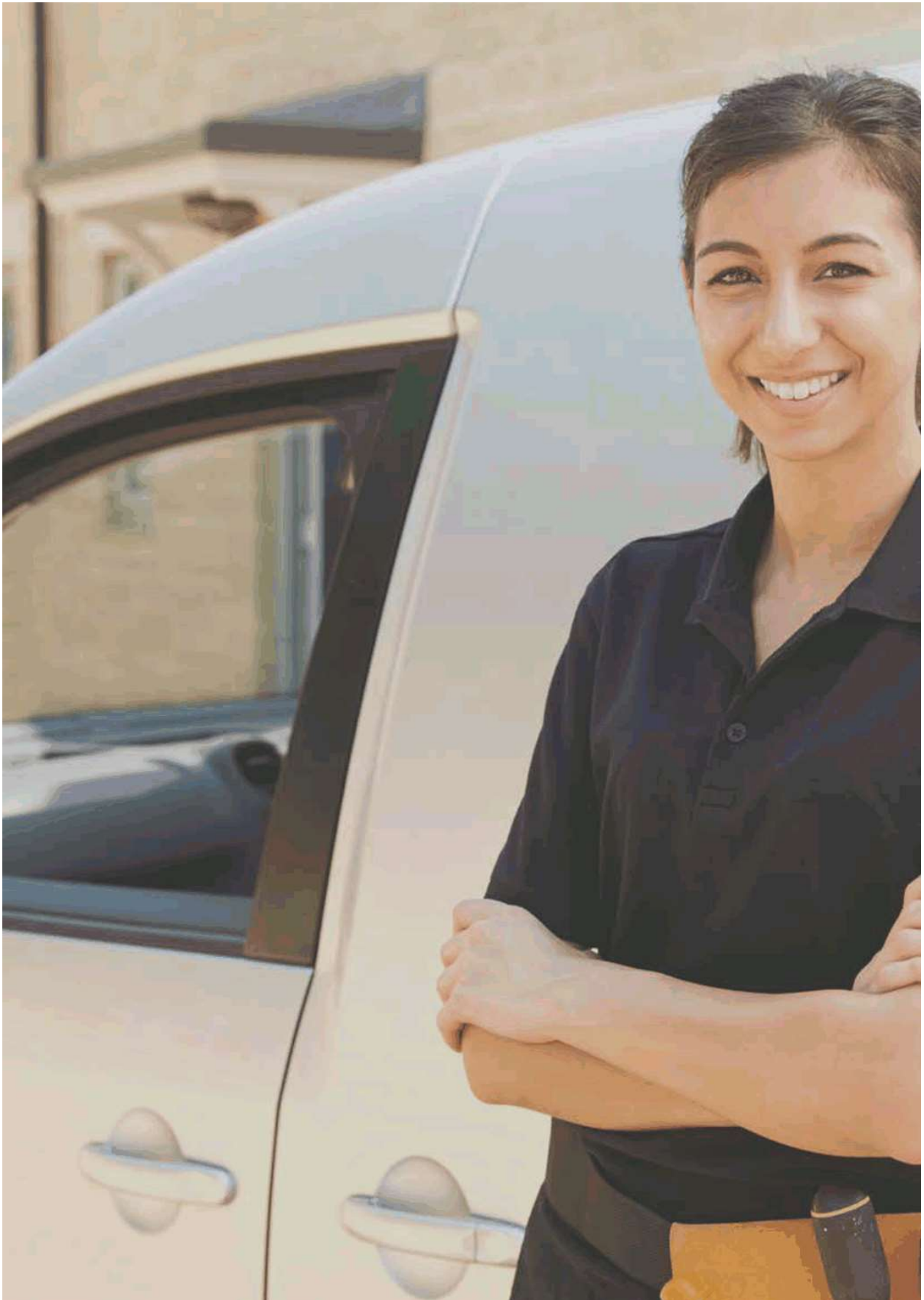
# REGIONAL ACTION PLAN

Embedding GROW principles  
across the Gippsland region



October 2018







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### **GROW (Growing Regional Opportunities for Work)**

Gippsland is a collaborative program that seeks to strengthen regional social and economic outcomes and increase job opportunities through procurement and employment.

Recognising the economic challenges Gippsland faces and building on the strengths of the region, the Latrobe Valley Authority commissioned the development of the GROW Gippsland program to change the way business is done in Gippsland and grow the regional economy.

This GROW Regional Action plan is a result of six months of development work and engagement with 28 formal participants and a network of supporting partners. It provides an overview of the GROW Gippsland Program, including the regional context, challenges, opportunities and the priority action plan for delivery over the next two years.



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## GROW GIPPSLAND OVERVIEW

GROW is a collaborative regional initiative originally developed between the Give Where You Live Foundation and the Geelong Region Alliance (G21) to address disadvantage in four key postcodes in Geelong and Colac.

GROW programs are now being established across a number of Victorian regional locations, with the aim of addressing disadvantage and strengthening regional economies by focussing on job creation in key communities through social procurement, inclusive (demand led) employment, and impact investment.

- GROW G21 (Geelong region) - launched 2015
- GROW Gippsland - launched 2018
- GROW Ballarat, GROW Bendigo and GROW Shepparton - launching late 2018

### WHAT

Driven by strategic imperatives and with the support of local partners, GROW Gippsland is embedding an innovative approach to local economic development to improve social impact in the region:

- Redirecting procurement spend towards local business
- Creating jobs through local inclusive employment approaches
- Cultivating impact funding and investment opportunities

### WHY

The local community provided a strong message regarding the imperative to increase the supply of local jobs available in Gippsland, and to ensure that these jobs go to local people from key target groups.

### HOW

GROW Gippsland will work as a catalyst and capacity builder, inspiring action, activating local collaborations and building the capacity of regional stakeholders to embed and sustain the GROW Gippsland approach. In this way, local regeneration, social impact and economic development will be sustained.



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## THE OPPORTUNITY

1

Structural change is underway in the Gippsland economy. Whilst the local economy is robust and new investment is assisting revitalisation, there are pockets of entrenched unemployment and disadvantage.

2

There is a need for a new local economic development approach that will drive improved social outcomes in the Gippsland region. This approach should enhance the viability of local businesses and enable them to increase local and inclusive employment opportunities.

3

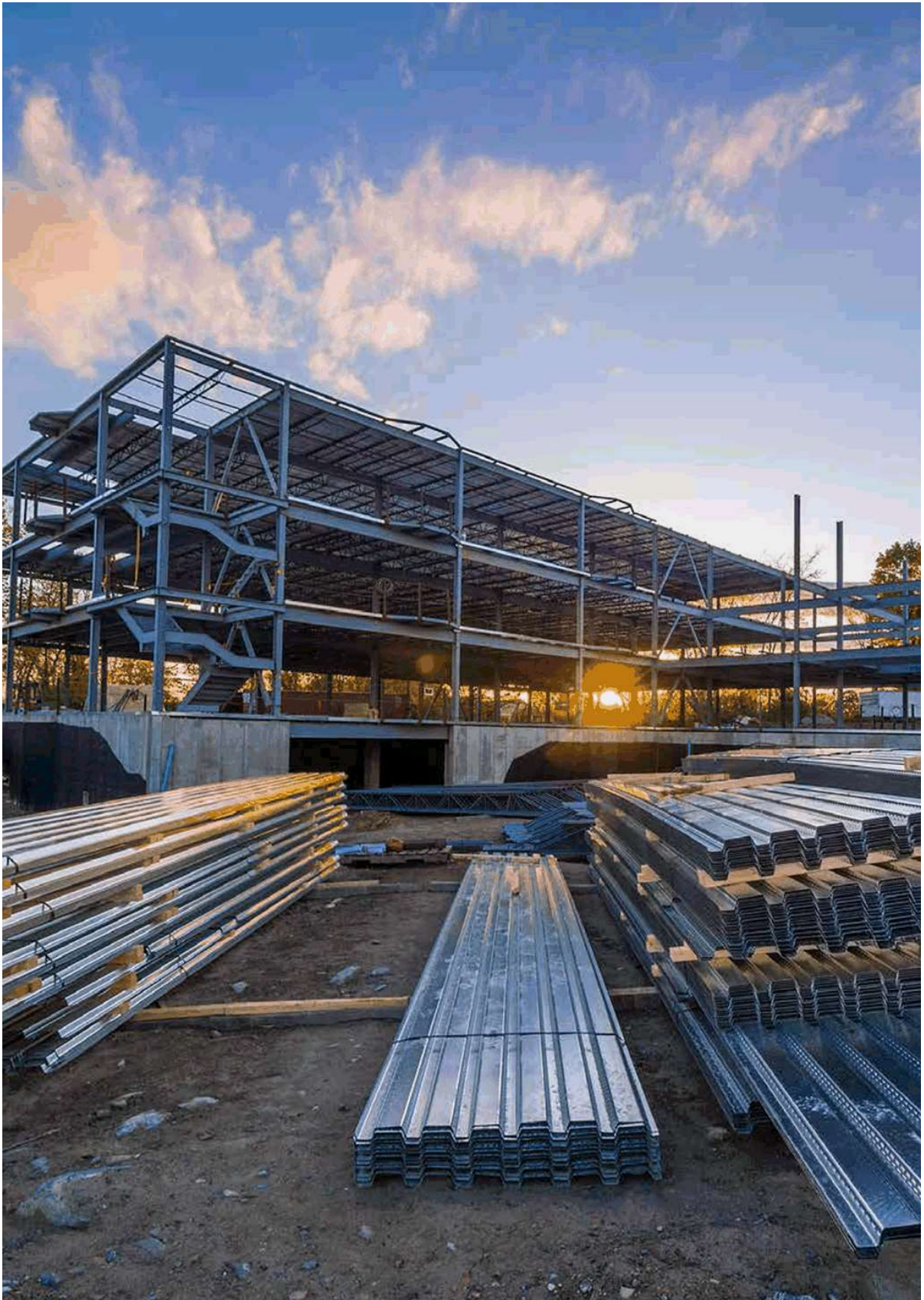
Evidence shows that improving social impact through local economic development is most successful when existing money or incoming investment is 'held onto' by the local economy. Allowing it to flow to and between local businesses, services and people prevents it leaking out of the area and can create local social impact.

4

To revitalise the Gippsland economy, there is a need for more local procurement, inclusive employment of local people, and impact funding and investment to support emerging businesses.

5

There is a \$1Billion pipeline of State Government infrastructure projects until 2020 to leverage as an enabler for driving change through local social procurement.

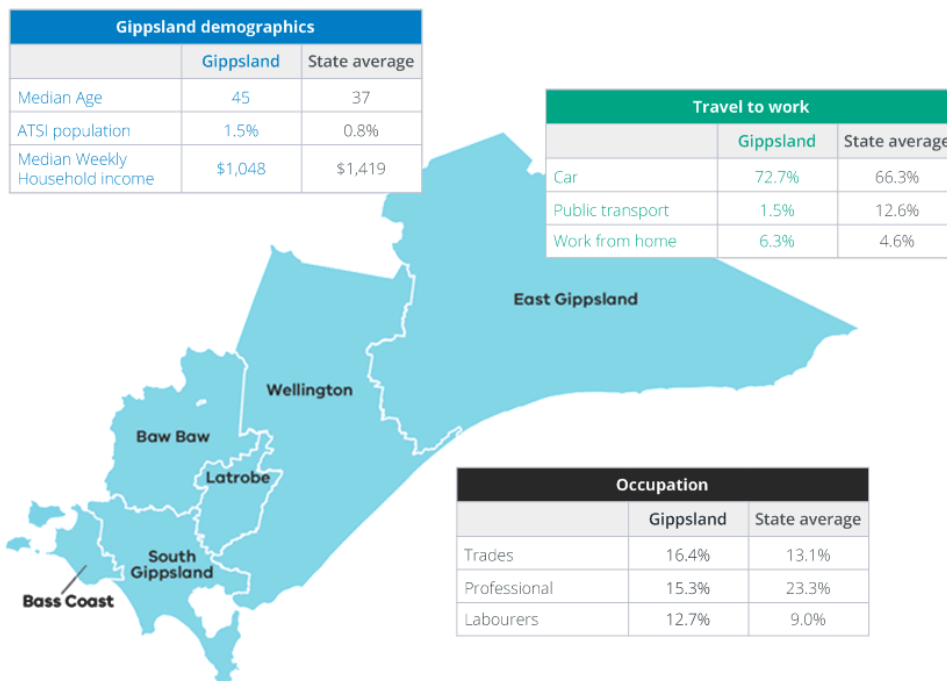


## THE GIPPSLAND REGION

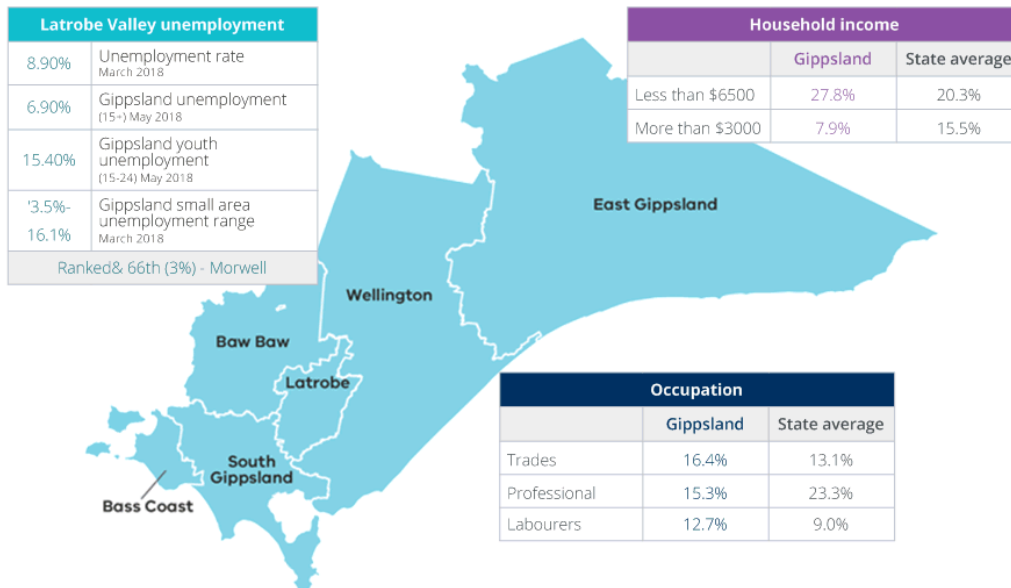
Gippsland is a large and diverse region with many assets and industries. Over the past decade it has had periods of economic growth but some areas, particularly the Latrobe Valley, have experienced more challenges.

The whole region has been subject to more structural change than the regional Victorian average. Employment has fluctuated in East Gippsland in agriculture, forestry and fishing and the area has experienced spikes in construction related to large-scale gas projects. South Gippsland has benefited from high levels of population growth resulting in increased employment in the construction sector.

Gippsland as a whole has a slightly older population than the Victorian average (median age 45 versus 37). Proportionately the region has almost double the Victorian average of Aboriginal and Torres Strait Islander (ATSI) people, who are significantly younger than the overall Gippsland average and often more aligned to early career stages. Gippsland has a higher than State average proportion of people working in trades and as labourers and a significantly lower percentage employed in the professional fields. Limited public transport is widely recognised as a barrier for people getting to education and employment.



The Latrobe Valley region is an area of Victoria that has faced significant adversity over many years. The one-time thriving region has experienced significant job losses since the 1980s as a result of the gradual decline of both the power and timber industries, significant contributors to employment and the economy. The Latrobe Valley towns of Moe and Morwell are among the most disadvantaged localities in regional Victoria. Both rank low on the Socio-Economic Index for Areas (SEIFA), which measures multiple indicators of disadvantage. Gippsland as a whole has higher than Victorian average unemployment.



The impacts of ongoing unemployment and disadvantage are well documented. Research shows significant negative impacts on individuals and families of lost earnings and future potential for earnings, health, well-being, and educational attainment.

*As outlined in the G21 GROW Strategic Plan (Burkett et al. 2014) high levels of unemployment have implications at a regional level, including:*

- *loss of productivity in the region with flow-on effects for business and business confidence, public revenue generation and overall economic performance of the region.*
- *increased pressure on community and public services.*
- *reputation consequences resulting from stereotypes and media portrayals which homogenise and universalise disadvantage across much broader areas than is actually the case.*

While employment is certainly not the only factor to tackle in addressing disadvantage, research by the Reserve Bank of Australia (2014) found that employment was the most reliable indicator of whether someone would move out of disadvantage over time. The Reserve Bank also found that the quality of employment is also critical to avoid individuals cycling back into unemployment.



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## THE **GROW PROGRAM**

In February 2018 the Latrobe Valley Authority established the GROW Gippsland program which went on to be formally launched by the Victorian Government in June 2018.



GROW asks local organisations and non-local organisations working in Gippsland to commit to looking for opportunities to redirect their spend towards local businesses and to creating better social outcomes. These social outcomes can include buying from social enterprise, Aboriginal business, or businesses that pro-actively employ job seekers with barriers to work (known as 'inclusive employment'). Organisations are also encouraged to set targets and develop action plans to improve their own inclusive employment practices.

GROW works with employment and training partners to match new jobs and opportunities with people who have acquired the right skills and are supported to meet employer's needs. GROW also works with organisations to help identify opportunities and make the systemic changes required to become more inclusive employers. Working with both jobseekers and employers is key to creating quality, sustainable employment pathways and avoiding employment 'churn'.

***Ultimately, GROW seeks to change the way business is done in Gippsland.***

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## GROW PRINCIPLES FOR ENABLING CHANGE

GROW Gippsland draws on the significant experience and practices developed from the GROW program in the Geelong region, implemented by G21 and Give Where You Live. The Gippsland program is being developed to address the region's specific strengths and challenges and to address local need through the application of the GROW principles.

- 1. GROW is a 'place-based' regional project** that draws on the resources of the region. GROW addresses place-based disadvantage by linking place, regional and people-based approaches.
- 2. GROW's focus is systemic and structural.** GROW seeks to strengthen networks of people within the region to address disadvantage (systemic). In addition, GROW also seeks to understand and intervene in structural barriers, opening up opportunities that don't already exist to the community (e.g. direct engagement with employers, procurement managers and leaders).
- 3. GROW requires a collaborative approach** from all sectors actively working to create positive change. GROW is built on the premise that growing a stronger regional economy is everyone's business not just government and the community sector. High levels of unemployment affect the prosperity of the region which negatively impacts the community, business and the region as a whole.
- 4. GROW recognises and builds on the good work already happening in Gippsland.** GROW seeks to add value, facilitate linkages, and fill gaps where needed.
- 5. GROW builds on data and evidence** gathered from regional national and international sources as well as participating organisations. GROW uses a measurement and reporting platform that demonstrates progress and allows the program to adapt or amplify activities as needed.
- 6. GROW is a living project that needs to respond to the community's needs.** Built on a strong platform of evidence, it is also partly an action-learning project itself and may need to adapt over time.

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## THE GROW GIPPSLAND ENVIRONMENT

The opportunity for GROW Gippsland to significantly impact the regional economy is significant. The community is passionate about growing the local economy and a number of foundational pieces are already underway. There are several initiatives and programs that complement the work GROW is doing.



### State Government investment in the Latrobe Valley

- Large levels of investment is resulting in significant work to revitalise the local economy. The Victorian Government is investing \$266 million to support this transition, including the establishment of the Latrobe Valley Authority (LVA) to support the community through this process. The LVA and Regional Development Victoria (RDV) are delivering a range of initiatives to increase jobs, support business and grow the economy. The Industry Capability Network is actively working to build the capability of business in Gippsland to respond to and deliver on tender opportunities.
- Jobs Victoria runs a suite of programs to support people with complex barriers to work into sustainable employment. These programs complement the federally funded services for all jobseekers, people with disabilities and Indigenous jobseekers.

### **Victoria's Social Procurement Framework**

- This whole-of-Government approach to social procurement is an Australian first and capitalises on government buying power to maximise social, economic and environmental benefits for Victorians and opportunities for Victorian jobs. It will apply to purchases of all goods, services and construction by departments and agencies.
- The framework will mean businesses who use social and disability enterprises, and Aboriginal businesses in their tenders for government contracts and who pro-actively employ people facing complex barriers to work will have a competitive edge over those who don't – mirroring the social procurement component of GROW.
- The Social Procurement Framework will apply to all Victorian Government departments and agencies and will create a significant shift in the way Victorian organisations do business as it rolls out over the next 18 months and beyond. GROW will fast track Gippsland businesses to be ready to meet new government requirements by supporting business to develop their capacity for tendering, and specifically, meeting these social procurement targets.

### **The Victorian Aboriginal Economic Board**

- The Victorian Aboriginal Economic Board (VAEB) aims to create more job opportunities and make it easier for Aboriginal Victorians to start new businesses or expand existing businesses. In June 2018 VAEB announced the Latrobe Valley Landmark Research Project which seeks to ensure that Aboriginal people are at the heart of the economic development opportunities in the Latrobe Valley.
- The Landmark Research Project will review the effectiveness of current economic development initiatives, such as job seeker services and upcoming job and business opportunities. It will look at initiatives related to education and training, employment, procurement and business development and assess how accessible and effective these are for Aboriginal communities in the Latrobe Valley. The Board will use this project to provide advice on gaps and opportunities to the Minister for Aboriginal Affairs and the Victorian Government and develop useful products for wider distribution to Aboriginal people and the business community in the Latrobe Valley.

## THE **IMPACT OF CHANGE**

GROW Gippsland drives change in how companies in the region do business, leading to improved social outcomes.

The program will deliver three key outcomes: a stronger regional economy, an increase in employment for key target communities and an increase in local jobs for local people.



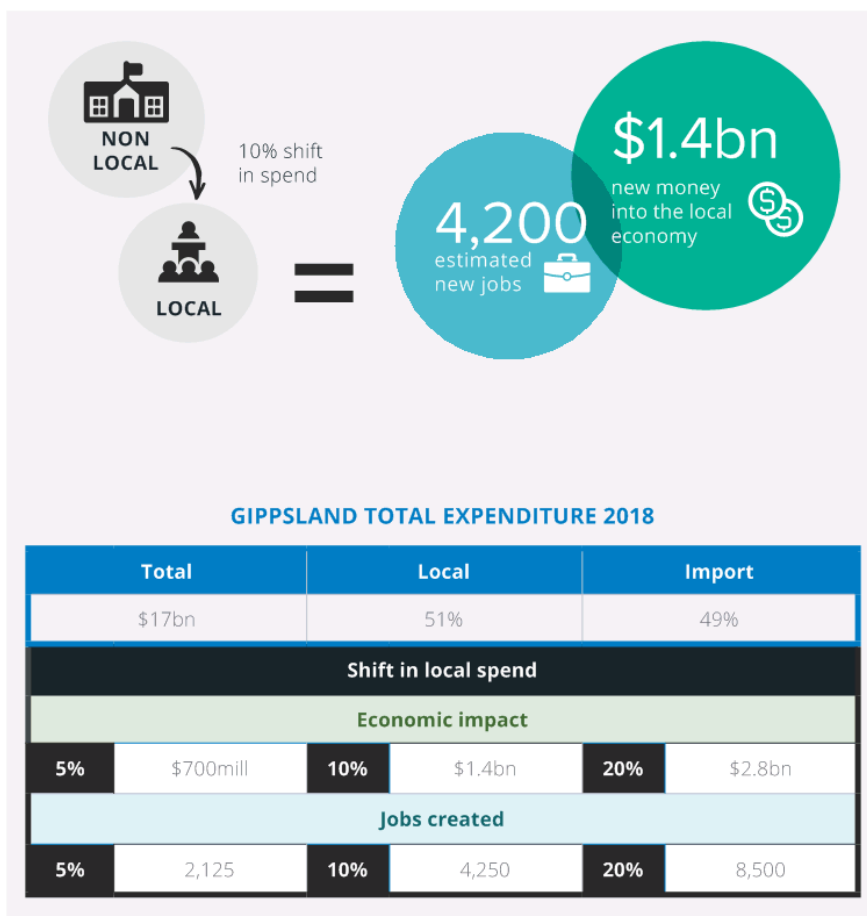
A positive future where improved local economic development and inclusive employment is contributing to Gippsland as a place of opportunity for people and business, with a positive reputation and self perception.



## ENABLING CHANGE

Over \$17 billion is spent each year in the Gippsland region, however almost half is spent with suppliers located outside of the region.

Economic modelling shows that even a small shift in the way the region buys its goods and services can generate significant investment and increased job opportunities in Gippsland.



## CONSTRUCTION AND INFRASTRUCTURE PROJECTS

The construction industry is one of the biggest employers across Gippsland.

The State Government in particular is investing heavily in the region, with more than \$1 billion in major construction and infrastructure projects across Gippsland underway or soon to commence. Maximising the impact of this investment on the local economy, local jobs and achieving social outcomes is a key priority of GROW Gippsland.



**\$1 billion**  
pipeline of major  
infrastructure  
projects is  
planned across  
the region.

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For every additional  
**10%** supplied locally

 **\$180m**  
economic  
impact

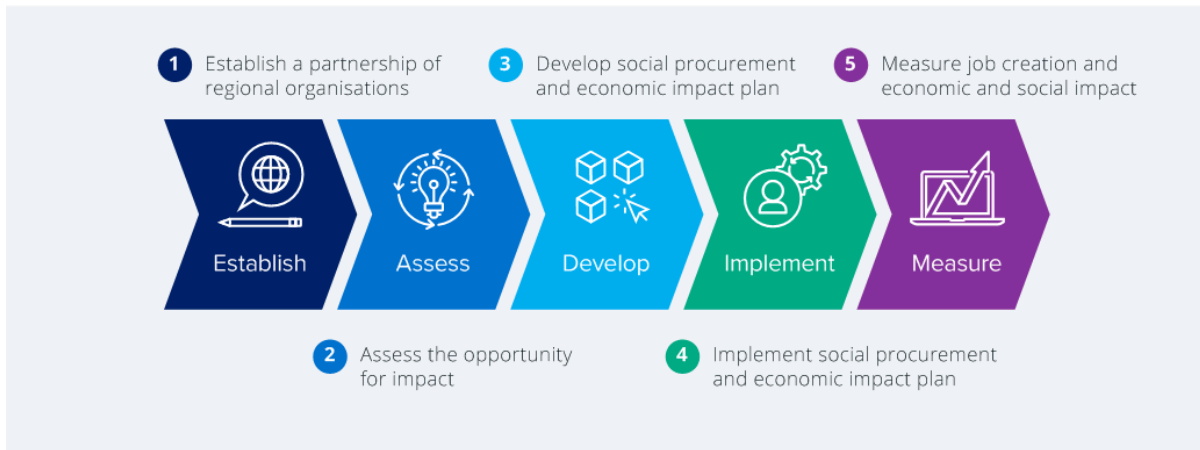
 Create  
more than  
**400 jobs**





## PROGRAM DELIVERY

### HOW GROW GIPPSLAND HAS BEEN DEVELOPED



Work completed to date has focussed on the first three stages of this process. Key milestones during the first six months of the program have included:

#### 1 Establish a partnership of regional organisations:

- Initial planning conducted with the Latrobe Valley Authority, ArcBlue, Regional Development Victoria, Industry Capability Network and Localised
- Stage 1 GROW Steering Group established
- More than 120 stakeholder meetings conducted, across a range of organisations including major procurers and employers, local suppliers and support agencies
- GROW Gippsland Regional Launch workshop conducted with 40 representatives from across Gippsland
- 28 GROW Gippsland participant organisations registered (from initial target of 15)

#### 2 Assessing the opportunity for impact

- Participant action plan and reporting framework developed
- 20 GROW Gippsland participant workshops conducted, capability assessments completed and individual action plans developed
- Employment Service mapping and draft action plan completed
- Economic analysis and impact modelling completed

#### 3 Developing a social procurement and economic impact plan

- Regional Action Plan and proposed GROW Gippsland Compact developed based on stakeholder engagement undertaken and input from regional and individual participant workshops

## INTEGRATED MODEL ROLE OF PARTNERS

GROW is a collaborative model that is owned by its participants and partners.

During the development phase of GROW Gippsland, 28 organisations committed to participate in the program. Following a GROW regional workshop in July 2018, there was widespread agreement that GROW should seek participants to sign a GROW Compact (See Appendix 1.) committing to integrating the GROW principles into the way they procure and employ and to seek to collectively create impact on jobs and the regional economy.

The following organisations participated in GROW in Stage 1.

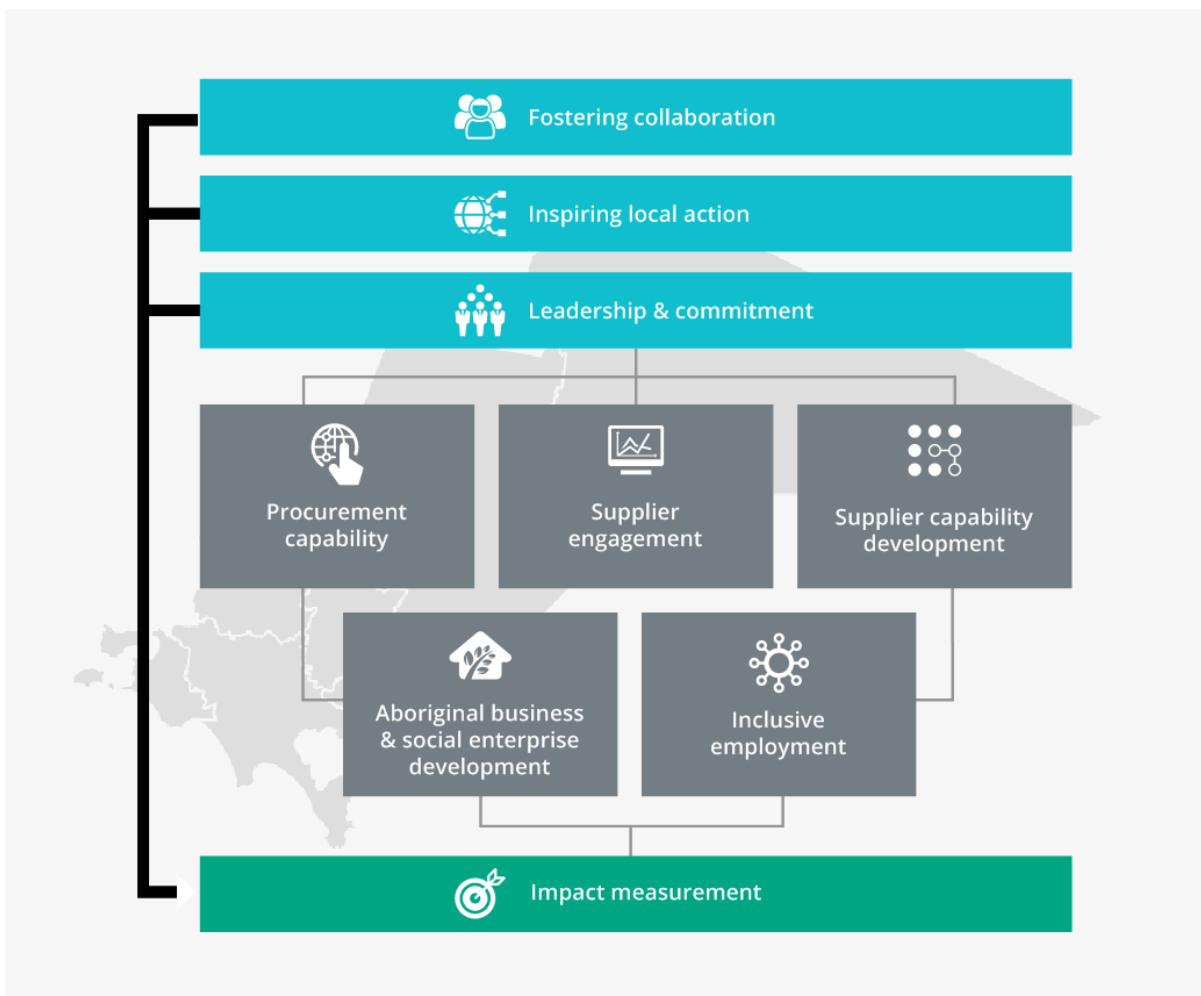
GROW participants	
Acciona	Kubale Constructions
AGL	Latrobe City Council
Bank Australia	Latrobe Regional Hospital
Bass Coast Shire Council	Latrobe Valley Bus Lines
Baw Baw Shire Council	Latrobe Valley Enterprises
Central Gippsland Health Service	Nilsen
East Gippsland Shire Council	Rail Projects Victoria
Farnham Developments	South Gippsland Shire Council
Federation Training	Stable Engineering
FGM Consultants	Stirloch
Gippsland Water	VicRoads
Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC)	Wellington Shire Council
Health Purchasing Victoria	Workforce Extensions
Indigenous Design Environmental Management	

### Partners



## REGIONAL ACTION PLAN OVERVIEW

The GROW Gippsland regional action plan seeks to achieve the program objectives through a set of interlinked and mutually reinforcing activities.



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## REGIONAL ACTION PLAN FOCUS AREAS



**Leadership and commitment** – establish regional cross-sectoral leadership to ensure ongoing commitment to the GROW Gippsland principles.



**Inspire local action** - work across the region to identify key agencies and organisations and inspire local action to support the GROW Gippsland objectives.



**Foster collaboration** - develop more collaborative regional approaches to social procurement and inclusive employment, and communicate the strategic intent and outcomes of GROW Gippsland.



**Maximise local supplier engagement** – develop and implement tools and systems to increase supplier awareness of and readiness for opportunities, and maximise the visibility of local suppliers for head contractors.



**Build procurement capability** – work with buyers across the region to improve their social procurement approaches, increase visibility of opportunities and increase the social and local impact of their spend.



**Enable inclusive employment pathways** – develop local demand-led approaches that support employers to create inclusive employment opportunities and outcomes.



**Aboriginal business and social enterprise development** – work with social enterprise and local Aboriginal businesses to improve their capacity to tender, increase their visibility, increase their impact investment readiness and attract new businesses into the region.



**Build supplier capability** – work with suppliers to improve their tender readiness, increase their capacity to deliver successfully and improve their potential to create more employment opportunities for local people and target groups.



**Impact measurement** - use a developmental evaluation approach to continuously learn what works and improve the approach.

## REGIONAL ACTION PLAN

Leadership and commitment			
Objective	Actions	Partners	Priority
1. Establish regional leadership and a governance framework to ensure ongoing commitment to the GROW principles	<b>1.1 Establish GROW Gippsland Compact</b> Establishment of a GROW Gippsland Compact, providing a shared commitment and a set of actions towards the common agenda of local and social procurement. Refer Appendix 1 for Draft GROW Gippsland Compact.	All	High
	<b>1.2 Establish GROW Gippsland governance structure</b> Establish ongoing governance structure to provide leadership and set the strategic direction for the program.	LVA	High
	<b>1.3 Complete annual Compact member action plans</b> Develop annual Compact member action plans with each signatory to progress the priorities and objectives of the program.	ArcBlue	High
	<b>1.4 Explore opportunities for impact investment solutions</b> Review opportunities for impact investing to support the project objectives including the development of local social enterprise and Aboriginal business.	LVA ArcBlue	Medium

Inspiring local action			
Objective	Actions	Partners	Priority
2. Work across the region to identify key agencies and organisations and inspire local action to support the GROW Gippsland objectives	<b>2.1 Engage with the business community and local networks</b> Engagement with business and the community to increase the understanding of the GROW program and objectives. Target business networks including Committee for Gippsland, GLGN, Gippsland Regional Executive Forum, Gippsland Health Network CPO forum and the Gippsland Water Authority Alliance.	LVA ArcBlue Localised	High
	<b>2.2 Seek commitment of 50 GROW Gippsland Compact signatories</b> Engage with the Gippsland and broader business network to seek formal commitment from 50 organisations to the GROW Compact.	LVA ArcBlue	High

REGIONAL ACTION PLAN

Inspiring local action			
Objective	Actions	Partners	Priority
	<p><b>2.3 Develop ongoing GROW support structure</b> Development of GROW support structure and identification of backbone organisation to oversee the long-term direction of the program. Provide backbone support including organisational mentoring, provision of specialist expertise and strategic support.</p>	LVA ArcBlue	High
	<p><b>2.4 Develop GROW Gippsland communication plan</b> Development of communication plan for GROW to increase regional visibility and support Compact members to build awareness and participation in the program.</p>	LVA ArcBlue	Medium
	<p><b>2.5 Conduct regional workshops to ensure community ownership of GROW</b> Undertake regular regional workshops to update stakeholders on the program and outcomes and seek input for ongoing program development.</p>	LVA ArcBlue	High

Fostering collaboration			
Objective	Actions	Partners	Priority
3. Establish formal networks and tools to strengthen collaboration across the region and GROW communities	<p><b>3.1 Establish Compact Action Network</b> Development of GROW Gippsland Compact Action Network to provide a vehicle for participants to work together to strengthen their own local and social procurement practices, implement specific projects, and provide a framework and leadership for the region.</p>	LVA ArcBlue	High
	<p><b>3.2 Establish Victorian GROW Network</b> Development of Victorian GROW Network across the five Victorian GROW programs to share learnings and opportunities (with key project partners including ArcBlue, ICN, RDV and Localised).</p>	ArcBlue RDV	Medium
	<p><b>3.3 Roll-out GROW portal</b> Implementation and maintenance of GROW portal (participant and regional), providing participants with access to a suite of collaboration tools, action plans reporting and dashboards.</p>	ArcBlue	High
	<p><b>3.4 Establish Inclusive Employment Working Group</b> Build a cross sector employment working group to:</p> <ul style="list-style-type: none"> <li>• Build collaboration</li> <li>• Develop streamlined model for inclusive employment</li> <li>• Develop an initiative to overcome significant barriers to work such as criminal convictions</li> </ul>	LVA ArcBlue	High

REGIONAL ACTION PLAN

Fostering collaboration			
Objective	Actions	Partners	Priority
4. Communicate opportunities and benefits of the GROW program, ensuring increased awareness and participation and strengthening outcomes	<b>4.1 Launch GROW Gippsland website</b> Implementation and maintenance of GROW website, providing business and the community with details regarding the GROW program and opportunities for engagement.	LVA ArcBlue	High
	<b>4.2 Establish regional forward procurement plan</b> Implementation and maintenance of a regional forward procurement plan to increase supplier visibility of opportunities, using the GROW Gippsland portal to capture project details and Gippsland Business Connect network to publish the opportunities to the market.	ArcBlue Localised	High
	<b>4.3 Develop social procurement and inclusive employment case studies</b> Development and distribution of social procurement and inclusive employment case studies on best practice processes and outcomes to increase awareness and understanding of the opportunities and potential regional benefits.	ArcBlue	Medium
	<b>4.4 Expand Gippsland Business Connect</b> Ongoing development and expansion of Gippsland Business Connect, promoting Gippsland Business Connect as the region's central database of local suppliers.	Localised LVA	High
	<b>4.5 Develop workforce planning and skills forecasting solution</b> Develop solution in collaboration with service providers and employers to communicate jobs and skills requirements to employment sector to prepare jobseekers for opportunities.	ArcBlue	High

REGIONAL ACTION PLAN

Maximise local supplier engagement			
Objective	Actions	Partners	Priority
5. Develop and implement tools to increase supplier awareness of and readiness for opportunities	<b>5.1 Capture Compact Member project and procurement pipeline</b> Develop and implement functionality within the GROW Gippsland portal to capture participant's pipeline of future projects for integration with the Gippsland Business Connect platform.	ArcBlue	Medium
	<b>5.2 Publish Compact member procurement and project pipeline</b> Utilise the Gippsland Business Connect network to publicise the pipeline of future procurement opportunities to local suppliers. Gippsland Business Connect will link suppliers to the buyer organisations eTendering system to respond to opportunities.	Localised ArcBlue	Medium
	<b>5.3 Work with ICN to expand and strengthen ICN Gateway to support a broader range of projects</b> Expand the reach of the ICN Gateway platform to capture expressions of interest from local suppliers for all major projects across the region, not just projects under the VIPP scheme.	ICN ArcBlue	High
6. Leverage existing systems and networks to increase the visibility of social enterprise and Aboriginal business	<b>6.1 Expand the uptake of Gippsland Business Connect including the incorporation of social procurement and other innovations</b> Continue to promote and seek opportunities for innovation including the capacity to engage with local social and Aboriginal business and partners such as Social Traders and Kinaway.	Localised ArcBlue	Medium
7. Leverage existing systems and networks to increase the visibility of social enterprise and aboriginal business	<b>7.1 Develop regional supplier pre-qualification tool</b> Development and implementation of a supplier pre-qualification portal, providing a single point for buyers across the region to access supplier pre-qualification details including insurances, certifications, and accreditations.	LVA ArcBlue	Medium
	<b>7.2 Implement shared procurement platform</b> Implement a shared platform across major buyer organisations with a focus on the high volume of sub-tender operational sourcing that enables direct and easy sourcing from local and regional suppliers including social enterprise and Aboriginal business.	LVA ArcBlue RDV	High
	<b>7.3 Provide head contractor access to shared procurement platform</b> Utilise the shared procurement platform for the delivery of major projects in the region. Head contractors bidding / delivering major projects will utilise the platform to seek quotes from local suppliers for the supply of products and services during both the tender and project implementation process. This opportunity could be piloted on a small number of lighthouse projects identified through the GROW Gippsland program.	LVA ArcBlue	High



REGIONAL ACTION PLAN

Building procurement capability			
Objective	Actions	Partners	Priority
8. Increase procurement capability to establish more consistent processes and outcomes across the region	<b>8.1 Roll-out education and training programs</b> Development and roll-out of procurement education and training programs for buyers (including eLearning) on key topics including: <ul style="list-style-type: none"> <li>• Procurement fundamentals</li> <li>• Contract management</li> <li>• Social procurement processes and practices</li> </ul>	ArcBlue GLGN	High
	<b>8.2 Develop local and social procurement development plans for relevant GROW Compact members</b> Work with Compact members to identify areas for local and social procurement capability and capacity development and identify projects which can achieve the GROW objectives.	ArcBlue	High
	<b>8.3 Co-design and develop social procurement guidance material and toolkit</b> Develop regional local / social procurement toolkit and guidance material across the five regional GROW programs, including: <ol style="list-style-type: none"> <li>1. Local / social procurement policy</li> <li>2. Model tender and contract clauses</li> <li>3. Model / recommended evaluation criteria</li> <li>4. Model / recommended local content evaluation methodology</li> </ol>	ArcBlue	High
	<b>8.4 Develop procurement reporting framework</b> Development of GROW Gippsland buyer and supplier local / social reporting framework, templates and guidance to allow for consistent reporting of outcomes on individual projects.	ArcBlue	Medium
	<b>8.5 Deliver 'lighthouse' procurement projects</b> Identification and implementation of priority 'lighthouse' procurement projects to demonstrate best practice processes and outcomes across the region and to support participant organisations in maximising local and social outcomes.  Prioritise support of the Gippsland Line Upgrade (Rail Projects Victoria) due to significant opportunity for local and social impact.	ArcBlue	High
	<b>8.6 Develop procurement economic modelling tools</b> Use REMPLAN economic models for the development and implementation of procurement economic forecasting tools, providing participants with greater visibility of the economic and employment impacts of procurement decisions on the Gippsland region.	ArcBlue	High

REGIONAL ACTION PLAN

Building procurement capability			
Objective	Actions	Partners	Priority
9. Assist delivery of Social Procurement Framework requirements	<p><b>9.1 Provide social procurement tools and networks</b> Leverage GROW support structures to assist State Government departments and mandated agencies in the fulfillment of the new Victoria's Social Procurement Framework objectives.</p>	LVA ArcBlue	High

Enabling inclusive employment pathways			
Objective	Actions	Partners	Priority
10. Engage with employers and key providers to strengthen inclusive employment outcomes	<p><b>10.1 Build a cross sector Employment Working Group to address identified GROW requirements, including:</b></p> <ul style="list-style-type: none"> <li>• Building collaboration</li> <li>• Guiding and overseeing priority employment projects</li> <li>• Developing an initiative to overcome significant barriers to work such as criminal convictions</li> <li>• Applying national and state opportunities for solutions to identified gaps in supporting jobseekers and employers</li> </ul>	LVA ArcBlue	High
	<p><b>10.2 Develop inclusive employment plans for relevant GROW Compact members</b> Work with Compact members to identify areas for inclusive employment capability and capacity development and identify projects which can achieve the GROW objectives.</p>	ArcBlue	High

REGIONAL ACTION PLAN

Enabling inclusive employment pathways			
Objective	Actions	Partners	Priority
11. Provide more engagement opportunities between employers and jobseekers	<b>11.1 Build and prototype employer engagement and support models for inclusive employment</b> <ul style="list-style-type: none"> <li>Co-design models for increasing employer capability to employ job seekers with barriers to work</li> <li>Consider expanding/trialling current models both local and working in other areas</li> </ul>	ArcBlue LVA	High
	<b>11.2 Develop a set of work exposure/experience products</b> Working with employers, employment service providers and training organisations to develop a suite of products that allow: <ul style="list-style-type: none"> <li>job seekers to explore and develop employability skills</li> <li>employers to have the opportunity to connect with jobseekers, develop an understanding of their needs and provide opportunities for employment</li> </ul> These products could include: <ol style="list-style-type: none"> <li>Social traineeships</li> <li>Internships</li> <li>Work experience</li> <li>Taster sessions</li> <li>Mentoring</li> </ol>	LVA ArcBlue Ladder Jobs Victoria	High
	<b>11.3 Co-design and trial inclusive employment progression pathways</b> Consider opportunities for how those employed in entry level jobs could be progressed in their career path to open up entry level jobs for other long term job seekers.		
12. Develop training and guidance material for inclusive employment	<b>12.1 Develop employer guidance material for inclusive employment</b> Co-design materials with employment working group and GROW employer champions for: <ul style="list-style-type: none"> <li>inclusively recruiting</li> <li>removing barriers in the workplace for disadvantaged jobseekers; and reporting</li> </ul>	ArcBlue LVA	High
	<b>12.2 Develop or source training for cultural change within participant organisations</b> Identify quality training, or develop where there are gaps, to support employers to remove cultural barriers to inclusive employment.		

REGIONAL ACTION PLAN

Aboriginal business and social enterprise development			
Objective	Actions	Partners	Priority
13. Map and capacity build Aboriginal business and social enterprise ready for procurement	<b>13.1 Increase visibility and capacity of Aboriginal business</b> <ul style="list-style-type: none"> <li>Develop a campaign to increase visibility of Aboriginal business</li> <li>Raise awareness of opportunities through GROW</li> <li>Connect services and address gaps to increase capacity of Aboriginal business to win contracts</li> </ul>	ArcBlue Kinaway	High
	<b>13.2 Increase visibility and capacity of social enterprise</b> Identify and raise awareness of opportunities through GROW.	LVA ArcBlue Social Traders	High
	<b>13.3 Attract more social enterprise to the region</b> Develop and implement a strategy to bring in successful Transitional Labour Market social enterprises into the region based on understanding key skills requirements.  To encourage social enterprises to establish in the region with a key focus on providing employment pathways across areas of skills shortage.	LVA ArcBlue RDV	Medium
	<b>13.4 Develop social enterprise incubator program</b> Develop social enterprise incubator and accelerator program. This should build on and draw from: <ul style="list-style-type: none"> <li>New regional social enterprise networks</li> <li>Victorian Government Social Enterprise Voucher Scheme</li> </ul>	LVA ArcBlue	Medium
14. Facilitate regional application of partner programs to deliver impact in Gippsland	<b>14.1 Connect with state-wide Social Enterprise Network (SEN)</b> Consider how SEN could help build social enterprise sector in Gippsland.	LVA ArcBlue	Medium
	<b>14.2 Connect with and draw from Victorian Aboriginal Economic Board work, including the Landmark Research Project</b> Explore opportunities for establishing an Aboriginal business community of practice working closely with the VAEB and Kinaway and other key partners in the region.	LVA ArcBlue	High

REGIONAL ACTION PLAN

Build supplier capability			
Objective	Actions	Partners	Priority
15. Increase the visibility of opportunities and awareness of procurement processes and requirements for local suppliers	<b>15.1 Expand ICN supplier engagement programs</b> Further expansion of the existing ICN supplier engagement programs to include the areas of Bass Coast, East Gippsland and South Gippsland and engage a larger number of buyers and suppliers.	ICN ArcBlue RDV	High
	<b>15.2 Develop annual supplier briefing program</b> Develop an annual supplier briefing program / forum across the region to increase engagement with buyers, increase visibility of opportunities and build supplier capacity.	LVA ArcBlue Localised ICN	Medium
16. Enhance supplier procurement readiness and capability to respond to opportunities	<b>16.1 Develop supplier procurement training program</b> Development of specific supplier development training material (including eLearning), with both a broad focus on supplier procurement capability and a specific focus on social procurement capability.	ArcBlue ICN RDV	High
	<b>16.2 Expand ICN tender writing training program</b> Further expansion of the ICN tender writing training series to include more sessions and incorporate the whole of Gippsland, supplemented by a tailored eLearning program to be developed by ArcBlue for suppliers on doing business with government. The eLearning module will be made available to any supplier, accessed via the GROW Gippsland website.	ICN	High
17. Co-ordinate and expand support services, mentoring and guidance to local businesses to increase opportunities for growth and increased local employment	<b>17.1 Establish local and social procurement support panel. Establish an expert support panel to:</b> 1. Provide targeted expertise to connect local suppliers and social enterprise to buyers and to each other to create bid consortia and partnerships. 2. Provide expert advice at all stages for procurers and suppliers. 3. Link procurers and suppliers to intermediaries and partner organisations.	ArcBlue	Medium
	<b>17.2 Provide consortium and joint venture support services</b> Provision of professional development, networking and support services for businesses looking to bid for new business as a consortium / joint venture.	LVA ArcBlue RDV	Medium
	<b>17.3 Latrobe Valley Supply Chain Transition Program</b> Ongoing roll-out of the Latrobe Valley Supply Chain Transition Program providing intensive tailored support to businesses that are part of the supply chain of significant Latrobe Valley companies facing closure.	RDV	High

REGIONAL ACTION PLAN

Build supplier capability			
Objective	Actions	Partners	Priority
	<b>17.4 Latrobe Valley Economic Facilitation Fund</b> Identify and deliver support for business growth and new job creation through current Latrobe Valley Economic Facilitation Fund.	RDV	High
	<b>17.5 Small Business Support Service</b> Ongoing roll-out of the small business support service providing business advice and workshops to help build and develop sustainable businesses.	LVA	High

Impact measurement			
Objective	Actions	Partners	Priority
18. Measure and report on participant and overall program performance and outcomes	<b>18.1 Develop evaluation model</b> Development of GROW program evaluation model and project evaluation against agreed deliverables and milestones.	LVA	High
	<b>18.2 Implement shared reporting system</b> Development of GROW Gippsland shared measurement and reporting system and methodology. Expand current reporting to include spend via social enterprise and Aboriginal business, working with partners including Social Traders and Kinaway.	LVA ArcBlue	High
	<b>18.3 Report on program outcomes</b> Implementation of participant and regional dashboards to collate, analyse and visualise data and report on local and social procurement, economic impact and employment outcomes.	All	High
	<b>18.4 Ongoing measurement and action planning</b> Ongoing participant engagement, assessment and action planning to measure and report on the improvement in capability, fulfillment of Compact member actions including local and social procurement achievements and local and inclusive employment outcomes.	ArcBlue	High
	<b>18.5 Roll-out economic and social impact tools</b> Further develop integrated economic and social impact reporting tools such as REMPLAN, and ArcBlue Analytics, working with partners including Social Traders and Kinaway.	ArcBlue	High

## APPENDIX 1 GROW GIPPSLAND COMPACT

GROW (Growing Regional Opportunities for Work) Gippsland is a collaborative program with business, government, community organisations and individuals working together to build a stronger local economy.



GROW Gippsland seeks to strengthen social and economic outcomes and increase job opportunities through maximising local spend in the region and focussing on generating job opportunities for key target groups – including young people, transitioning workers, people with a disability, Aboriginal people and the long-term unemployed.

As signatory of the GROW Gippsland Compact, we, \_\_\_\_\_  
commit to adding value to the Gippsland region, via the following actions:

1. Endeavouring to increase the local (Gippsland) proportion of our organisational spend by 5% by June 30 2020.
2. Developing an individualised GROW Gippsland Action Plan with an annual statement of outcomes for publication on the GROW Gippsland website.
3. Agreeing to share appropriate data to communicate regional procurement opportunities and track GROW Gippsland progress via a shared measurement framework.
4. Allocating a champion within our organisation to provide accountability and to ensure actions are actively worked on and outcomes measured and reported.
5. Providing opportunities to grow local small to medium sized businesses – either as suppliers to our business, as partners, or as sub-contractors – to improve social outcomes.
6. Seeking opportunities to work with social enterprises and Aboriginal businesses in the region that deliver social outcomes as part of doing business, either directly or as part of our supply chain.
7. Providing employment and work exposure opportunities for targeted job seekers in line with business needs and requirements.
8. Collaborating with other GROW members to identify opportunities to work together to increase opportunities for people with barriers to work and support economic participation in our region.
9. Sharing knowledge and lessons learned, including developing case studies and contributing to models for success.
10. Publicly supporting GROW and influencing other organisations to sign the Compact and increase their impact on local people and the local economy.

Signed	_____
Name	_____
Position	_____
Organisation	_____
Date	_____







**For inquiries, please contact**

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**Agenda Item: 14.3**

**Agenda Item: 2017/18 Annual Report for Development Contribution Plans**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Information**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Law

**That Council receives and notes this report into Development Contribution Plans.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The purpose of this report is to present Council with an overview of the funds collected, works in kind delivered and projects delivered by Latrobe City Council from levies collected through Development Contribution Plans (DCP's) in the 2017/2018 Financial Year.

Latrobe City Council's DCP's relate to the following precincts; Morwell North West, Traralgon North and Lake Narracan.

In summary during the 2017/18 financial year:

- \$53,217.30 was spent by Latrobe City Council on the relocation of the Australian Hovercraft Federation Victorian Branch to the north shore of Lake Narracan (as resolved by Council on 20 June 2016);
- no cash contributions were received from developers; and
- no works in kind were delivered by developers.

In summary from June 2010 (when Latrobe City Council's first DCP was approved) to June 2018:

- a total of \$1,541,629.66 in works in kind has been delivered for the Morwell North West and Traralgon North projects;

- a total of \$298,486.29 has been collected as a cash contribution for the Morwell North West precinct; and
- a project totalling \$59,696.30 has been delivered by Latrobe City Council for the Lake Narracan precinct (relocation of the Australian Hovercraft Federation Victorian Branch).

**Declaration of Interests:**

The Manager Planning Services declared an indirect conflict of interest under section 78E of the *Local Government Act 1989*. In order to ensure unbiased advice to Council, the Manager Planning Services was not involved in the preparation of this report.

**Background:**

In June 2015 legislation was enacted to amend the *Planning and Environment Act 1987* in order to provide for a new system for levying and collecting contributions towards the provision of infrastructure.

The *Planning and Environment Amendments (Infrastructure Contributions) Act 2015* introduced new reporting requirements for both Infrastructure Contribution Plans (ICP's) and DCP's.

The table below shows Latrobe City Council's three DCP's:

<b>DCP</b>	<b>Approved</b>	<b>Total Cost of Works</b>
Morwell North West Development Plan and DCP	4 October 2010	\$15,332,008
Traralgon North Development Plan and DCP	7 October 2013	\$22,982,665
Lake Narracan Precinct Structure Plan and DCP	5 December 2015	\$58,327,765
<b>TOTAL</b>		<b>\$96,642,438*</b>

\*as of 30 June 2018.

A DCP identifies what new infrastructure is required as part of the development of a precinct and allocates funds to these infrastructure items so that they are delivered. Two types of levies can be included in a Development Contribution Plan being Development Infrastructure Levy (DIL) and Community Infrastructure Levy (CIL).

A DIL is assigned to most infrastructure items including drainage, roads, playgrounds, paths, open space and land purchases. A DIL is payable per developable hectare and is not capped.

A CIL is assigned to the delivery of community facilities only. The CIL is payable per every new dwelling and is capped at \$1,150 per dwelling. (Note: the CIL does not apply to the Morwell North West DCP.)

The infrastructure can be delivered in two ways:

1. Works in kind (WIK) – the developer delivers the works and is provided with a credit on the amount of contribution they have to pay.
2. Cash Contribution – the developer pays the cash amount identified in the DCP and Latrobe City Council delivers the infrastructure item.

To ensure transparency of all Latrobe City Council DCP's this report has been prepared for the 2017/2018 Financial Year to show the works in kind delivered, cash contributions received and council projects delivered with DCP levies collected for all Latrobe City Council DCP's.

In summary, for the 2017/18 financial year \$53,217.30 was spent by Latrobe City Council on relocating the Australian Hovercraft Federation Victorian Branch at Lake Narracan, no cash contributions were received from developers and no works in kind were delivered by developers.

The project of relocating the Australian Hovercraft Federation Victorian Branch was in accordance with the following resolution of Council made on 20 June 2016:

*That Council:*

1. *Commits to funding the relocation of the Australian Hovercraft Federation Victorian Branch to a site along North Shore Road, Yallourn North, being Lot 372 on LP 95815, Certificate of Title Volume 8952 Folio 277.*
2. *Refers consideration of up to \$65,000 to the 2015/16 surplus allocation process, in order to facilitate the relocation of the Australian Hovercraft Federation Victorian Branch; being for septic installation, equipment and storage relocation, planning and building permit application costs and other approved works, with these funds to be recouped in time through the collection of the Community Infrastructure Levy as part of the Lake Narracan Development Contributions Plan.*

As development within the Lake Narracan precinct hasn't yet commenced, no Community Infrastructure Levies have been paid to Latrobe City Council and therefore to date no funds have been recouped towards the relocation the Australian Hovercraft Federation Victorian Branch.

The table below provides a summary of the Development Contributions collected and Works in Kind delivered from 2010 to June 2018 for Morwell North West, Traralgon North and Lake Narracan.

Financial Year	Morwell North West (CIL does not apply)		Traralgon North			Lake Narracan		
	WIK \$	Cash \$	WIK \$	Cash \$	CIL \$	WIK \$	Cash \$	CIL \$
2010/11	-	-						
2011/12	-	-						
2012/13	\$696,478.33	\$298,486.29						
2013/14	-	-	-	-				
2014/15	\$186,762.67	-	-	-				
2015/16	\$146,260.66	-	\$512,128	-	\$43,200	-	-	-
2016/17	-	-	-	-	-	-	-	-

2017/18	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$1,029,501.66</b>	<b>\$298,486.29</b>	<b>\$512,128</b>	-	<b>\$43,200</b>	-	-	-

DCP not approved

**Reasons for Proposed Resolution:**

Since the introduction in 2015 of the new reporting requirements for development contributions it has been common practice for officers to present an annual report relating to Development Contribution Plans to Council for information and noting.

**Issues:**

*Strategy Implications*

This report aligns with the following objective of the *Council Plan 2017-2021*:

- *Ensure Council operates openly, transparently and responsibly*

*Communication*

Input from Finance, Statutory Planning, Engineering and Urban Growth has been sought in the preparation of the annual report.

No external engagement is required for the preparation of the annual report.

*Financial Implications*

There are no financial or resource implications associated with this report as it only reports on what has happened in the 2017/2018 Financial Year.

The delivery of infrastructure items through DCP levies will have impact on Latrobe City Council's Capital Works program in the future but does not form part of the report.

*Risk Analysis*

There are no known risks associated with this information report.

**Supporting Documents:**

Lake Narracan Development Contribution Plan

Morwell North West Development Contribution Plan

Traralgon North Development Contribution Plan

**Attachments**

Nil

# **INFRASTRUCTURE AND RECREATION**

**15. INFRASTRUCTURE AND RECREATION**

**Agenda Item: 15.1**

**Agenda Item: 2018 Recreation Needs Assessment - Priority Projects for 2019/20**

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

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

**Status: For Decision**

Deputy Mayor Howe declared an indirect interest under Section 78 (close association) of the *Local Government Act 1989* in respect to this item.

Cr Darren Howe left the meeting, the time being 07:04 PM

**Proposed Resolution:**

**That Council:**

- 1. Refers \$1.6 million to the 2019/20 Latrobe City Council budget to deliver the following priority projects;**
  - Catterick Crescent Reserve – Construction of a local level sporting pavilion (\$427,500)**
  - Hazelwood South Reserve – Construction of a local level sporting pavilion (\$100,000)**
  - Traralgon West Sporting Complex – Stoddart Oval Lighting (\$75,000)**
  - Harold Preston Reserve – Upgrade of pavilion (Eastern pavilion) (\$400,000)**
  - Moe AAA/Apex/Lions Master plan – Stage 2 (\$154,761)**
  - Tracks Trails & Paths Implementation Plan – Year 4 actions (\$142,500)**
  - Play Space Improvement Plan – Year 4 actions (\$295,000); and**
- 2. Refers a request to the Mid – Year Budget review for an additional \$160,000 to fund the detailed design and cost plans required for the delivery of the above priority projects; and**
- 3. Endorses funding submissions to the Latrobe Valley Authority for the following projects:**

- **Traralgon West Sporting Complex – Stoddart Oval Lighting**
- **Harold Preston Reserve – Upgrade of pavilion (Eastern pavilion)**
- **Moe AAA/Apex/Lions Master plan – Stage 2**
- **Tracks Trails & Paths Implementation Plan – Year 4 actions**
- **Play Space Improvement Plan – Year 4 actions**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr White

**That Council:**

1. **Refers \$1.6 million for consideration in the 2019/20 Latrobe City Council budget process to deliver the following priority projects;**
  - **Catterick Crescent Reserve – Construction of a local level sporting pavilion (\$427,500)**
  - **Hazelwood South Reserve – Construction of a local level sporting pavilion (\$100,000)**
  - **Traralgon West Sporting Complex – Stoddart Oval Lighting (\$75,000)**
  - **Harold Preston Reserve – Upgrade of pavilion (Eastern pavilion) (\$400,000)**
  - **Moe AAA/Apex/Lions Master plan – Stage 2 (\$154,761)**
  - **Tracks Trails & Paths Implementation Plan – Year 4 actions (\$142,500)**
  - **Play Space Improvement Plan – Year 4 actions (\$295,000); and**
2. **Refers a request to the Mid – Year Budget review for an additional \$160,000 to fund the detailed design and cost plans required for the delivery of the above priority projects; and**
3. **Subject to approved matching Council funding, endorses funding applications to the Latrobe Valley Authority for the following projects:**
  - **Traralgon West Sporting Complex – Stoddart Oval Lighting**
  - **Harold Preston Reserve – Upgrade of pavilion (Eastern pavilion)**
  - **Moe AAA/Apex/Lions Master plan – Stage 2**
  - **Tracks Trails & Paths Implementation Plan – Year 4 actions**
  - **Play Space Improvement Plan – Year 4 actions**

**CARRIED UNANIMOUSLY**

Cr Darren Howe returned to the meeting, the time being 07:06 PM

**Executive Summary:**

This report seeks Council's endorsement and funding of priority recreation infrastructure projects identified for funding in 2019/20 through the 2018 Recreation Needs Assessment process.



- The Recreation Needs Assessment, Recreation Infrastructure Funding Policy and Assessment matrices were endorsed by Council on 13 November 2017.
- Every two years recreation projects previously identified in a Council master plan or through an Expression of Interest are re-assessed using an objective set of matrix criteria as per the Recreation Needs Assessment.
- The 2018 Funding Plan (Attachment 1) identifies \$1.6 million in priority projects for funding in the 2019/20 Latrobe City Council budget and/or future external funding opportunities based upon their score or priority from the Recreation Needs Assessment process.
- The priority projects identified also include two projects (Catterick Crescent Reserve pavilion and Hazelwood South Reserve pavilion) that Council has previously endorsed on 3 September 2018 for submission of funding applications to the Latrobe Valley Authority (LVA) and the Federal government.
- Additionally, projects emanating from a range of Council endorsed Open Space strategies and master plans for passive open space improvements are also presented in this report for consideration in the 2019/20 Latrobe City Council budget.
- To ensure that projects are suitably planned and designed, \$160,000 in funding is required for the detailed design of projects identified as a priority for funding in 2019/20. It is recommended that these funds be sought from the Mid-Year Budget review process in order to progress designs and cost plans prior to the finalisation of the 2019/20 budget processes and prior to the submission of funding application to the LVA.
- The report includes the evaluation of all projects and was presented to Council at the briefing on 24 September.

**Declaration of Interests:**

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

**Background:**

The Recreation Needs Assessment was endorsed by Council on 13 November 2017. At this meeting, Council resolved the following:

1. *Endorses the Recreation Needs Assessment report (attachment 4), Recreation Infrastructure Funding Policy (attachment 6) and Infrastructure Policy Assessment matrices (attachment 7);*
2. *Requests that a further report detailing the assessment of all recreation projects outstanding from existing master plans that are the responsibility of Latrobe City Council be provided to the 13 November 2017 Ordinary Council meeting; and*
3. *Requests that Council officers prepare a report for Council consideration that identifies options to waive and/or reimburse planning permit fees and building*

*permit fees for approved projects on Council controlled land or facilities by not-for-profit clubs/organisations.*

At the 4 December 2018 Ordinary Council Meeting a further report was presented to Council seeking Council's endorsement of priority projects for external funding opportunities. Council resolved:

*That Council:*

1. *Endorses the four year funding investment plan identified in Attachment one (1) titled Recreation Funding Investment Plan November 2017; and*
2. *Submit an application to the Latrobe Valley Authority*
  - a. *To provide the total funding of \$11.563 million required for the design and construction of all year one and year two projects identified in Attachment one (1) titled Recreation Funding Investment Plan November 2017; and*
  - b. *Formally requesting a co-funding exemption.*
3. *Submit an applications to the Building Better Regions Fund program seeking funding, including requesting a co-funding exemption, for the following projects:*
  - a. *\$2.35 million or the three (3) projects identified in the Recreation Funding Investment Plan 2017 for the Latrobe City Sports & Entertainment Stadium.*
  - b. *\$2 million for the development of infrastructure and buildings for the business precinct at the Latrobe City Aerospace Precinct*
  - c. *\$2 million for the development of infrastructure at the Gippsland Logistic Precinct*
  - d. *\$2 million for the development of infrastructure associated with the Future Morwell project, Morwell*

In response to point 2 of the above decision the LVA only agreed to fund the year 1 projects and declined Council's request for a co-funding exemption.

In response to point 3 of the above decision Council was unsuccessful with the application.

### **Review of the Recreation Needs Assessment**

Following a review of the Recreation Needs Assessment process it is recommended that projects identified as a priority are valid and eligible for funding for two years instead of being reviewed each year.

Reviewing projects every two years allows Councillors and sporting user groups some certainty about projects identified as a priority in Year one (1) and Year two (2) of a Four Year Funding Plan. This process also allows sporting clubs to address issues relating to their participation data and participation plans, to better position their projects in the assessment of projects.

The Assessment matrices will continue to assess recreation infrastructure projects previously identified in a Council master plan or through an Expression of Interest

submitted by a sporting club. The matrix assessments provide a set of clear criteria to ensure that projects are evaluated in an objective manner.

### **Expressions of Interest process**

A key component of the Recreation Needs Assessment process is the ability for sporting clubs and associations to submit an Expression of Interest (EOI) for recreation infrastructure projects that have not been previously identified in a Council master plan.

Sporting clubs and organisations have been encouraged and invited to submit an Expression of Interest for recreation projects that have not been previously identified in a Council master plan.

The intent of this process is to allow projects that have become a priority for sporting clubs since the development of some of the older master plans, to be assessed against the same criteria as more current master plan projects. An example of this is that some of the older master plans, i.e. Morwell Outdoor Recreation Plan, Southern Outdoor Recreation Plan and Northern Towns Outdoor Recreation Plan predate the demand and need for unisex change facilities.

### **Review of the 2017 Four Year Funding Investment Plan**

The review of the Assessment matrices and the 2017 Four Year Funding Investment Plan (Attachment 1) has been completed. As previously indicated in this report, the year one (1) projects in the Four Year Funding Investment Plan are being delivered as part of the 2018/19 Latrobe City Council capital works program. These projects include:

- Apex Park Traralgon – Sports Lighting project
- Apex Park Traralgon – Pavilion project
- Traralgon West Sporting Complex – Upgrade to JC1 oval
- Traralgon South Tennis Courts – Upgrade/Reconstruction of courts
- Moe AAA/Lions/Apex – Construction of stage of the master plan
- Moe Botanic Gardens – Construction of a district level play space
- Tracks Trail & Paths Strategy – Year 3 actions

Table 1 identifies a number of projects that were identified as future year two (2), three (3) & four (4) projects in the original 2017 Four Year Funding Investment Plan endorsed in December 2017 for which funding has been applied for or funding approved through external funding bodies. These projects are:

**Table 1 – Projects funded from future years**

<b>Reserve</b>	<b>Project</b>	<b>Project Value</b>	<b>Council Contribution</b>	<b>Original Priority year</b>
Monash Reserve Newborough	Construction of Multi-use pavilion & courts	\$4.1 million	\$300,000*	Year 2 – 2019/20
Hazelwood South	Construction of a	\$1.1 million	\$100,000	Year 3 – 2020/21

Reserve	pavilion			
Catterick Crescent Reserve Traralgon	Construction of a multi-use pavilion	\$945,000	\$427,500	Year 3 – 2020/21
Haunted Hills Bike Park	Construction of a gateway mountain bike facility	\$976,950	N/A	Year 4 – 2021/22

**\*Council's contribution is made up of \$110,000 cash contribution from a previous commitment to a netball lighting project and remainder is In-kind Project Management costs.**

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

*That Council:*

1. *Endorses the submission of a funding application to the Latrobe Valley Authority for the upgrade of the grandstand at Latrobe City Sports & Entertainment Stadium; and*
2. *Commits in principle \$427,500 of Council funding and endorses the submission of a funding application and to the Latrobe Valley Authority for the Cricket projects at Catterick Crescent Reserve Traralgon; and*
3. *Commits in principle \$100,000 of Council funding and endorses the submission of a funding application to the Federal government's Community Sports Infrastructure Fund Grant seeking \$500,000 towards the construction of the \$1.1 million Hazelwood South Reserve pavilion; and*
4. *Refers Council's financial contribution to the projects of \$527,500 to the 2019/20 Latrobe City Council budget process.*

As a result of these outcomes and the removal of these projects from the outstanding projects list, a number of other projects have now been re-prioritised from future years and form the basis of the priority projects for funding/delivery during 2019/20.

The 2018 Funding Plan (Attachment 1) identifies priorities projects for the next four years, commencing with year one (1) in 2019/20 through to year four (4) in 2022/23. At this stage, the LVA is funded through to 2021.

It is important to highlight that post 2021; Latrobe City Council will in all likelihood be applying for funding to support the delivery of priority recreation projects from more traditional funding partners, such as Sport & Recreation Victoria. The impact of this is Council may need to review the number of projects and their value as the funding amounts and funding ratios available for Sport & Recreation Victoria funding programs are less than that currently provided by the LVA.

Priority projects identified in the 2018 Funding Plan for 2021/22 and 2022/23 will be potentially affected by the availability of funding.

**Table 2 – Priority projects recommended for funding in 2019/20**

Reserve	Project	Matrix Score	Value	Funding ratio	Funding required	Council contribution
Catterick Crescent Reserve	Construction of a pavilion	135	\$945,000	\$1:\$1	\$517,500	\$467,500*+
Hazelwood South Reserve	Construction of a pavilion	115	\$1.1 million	\$1:\$1	\$1.1 million	\$140,000*+
Traralgon West Sporting Complex – Stoddart Oval Sports Lighting	Construction of Sports Lighting	125	\$300,000	\$3:\$1	\$225,000	\$85,000+
Harold Preston Reserve Traralgon	Extension of change facilities at Traralgon City	115	\$800,000	\$1:\$1	\$400,000	\$440,000*+
Moe AAA/Apex/Lions Play Space	Stage 2	N/A	\$404,283	\$2:\$1	\$269,522	\$259,761+
Tracks Trails & Paths Implementation Plan	Year 4 actions	N/A	\$426,720	\$2:\$1	\$284,500	\$147,500+
Play Space Implementation Plan	Year 4 actions <sup>^</sup>	N/A	\$590,000	\$1:\$1	\$295,000	\$300,000*+
<b>Total</b>			<b>\$4,566,003</b>		<b>\$3,091,522</b>	<b>\$1,839,761 (incl \$160k design)</b>

\*The Hazelwood South pavilion project and the Catterick Crescent Reserve project were both endorsed by Council for external funding with a matching contribution by Council to be provided in 2019/20 Latrobe City Council budget.

<sup>^</sup>In 2018/19, Council funded the entire Play Space Implementation Plan – Year 3 actions from the Council budget.

+Includes Detailed Design component

### Review of Passive & Open Space recreation projects

Whilst the 2018 Assessment matrices provides a ‘one-stop’ depository and assessment for active recreation infrastructure projects, this is not the case for individual passive or open space recreation projects.

There are an array of open space projects that have been identified through the development of individual Council strategies and master plans.

Each of Council's strategies or master plans presented below contains either a staged implementation plan or concept plan and staged and/or costed implementation plan. They are:

- LCC Play Space Strategy & Play Space Improvement Plan
- Tracks Trails & Paths Strategy & Implementation Plan
- Moe AAA/Apex/Lions Play Space master plan

Passive Open space projects recommended for funding have been identified in Table 2 above.

### **Council funding for Design and Cost Estimates**

It is important that capital projects such as recreation infrastructure projects are suitably planned and designed prior to the submission of external funding applications and prior to the commencement of the proposed works.

Should the proposed recommendations contained in this report from the 2018 Four Year Funding Plan (Attachment 1) be supported, an additional \$165,000 will be required to fund the detailed design for each of the projects prior to their submission for external funding to the LVA and their construction and delivery during 2019/20.

There are a number of options to consider for the design funding and delivery of the 2019/20 projects:

#### Option 1

This option provides Council with the opportunity to fund the detailed design for each of the projects identified as a priority for 2019/20 from either the Unexpended Cash Reserve or from the 2018/19 Mid-Year Budget review.

This option allows for the detailed designs and cost estimates to be finalised prior to the finalisation of the 2019/20 Latrobe City Council budget and the commencement of the 2019/20 financial year. This option also allows for the detailed design and cost estimates to be completed prior to the submission of any external funding applications.

#### Option 2

Option two (2) identifies the opportunity of including the required detailed design funding for the 2019/20 priority projects as part of the total project contribution in the 2019/20 Latrobe City Council budget.

The implications of this choice are that instead of a 12 month delivery period, this would be extended to an 18 month design and delivery period. In addition to the \$160,000 required for the design of the 2019/20 projects, a further \$150,000 will be required for the detailed design for the 2020/21 priority projects.

#### Option 3

As a third option, Councillors may wish to revise the total number of projects to be delivered and funded during 2019/20. There may be the opportunity to reduce the number of total projects, and therefore the total Council contribution and reallocate

these funds to the detailed design of the 2019/20 priority projects and the 2020/21 priority projects. However the window of opportunity for funding from the LVA is closing and Councillors may wish to make the most of the funding opportunities presented at the current time.

The 2018 Recreation Needs Assessment matrices and four year funding plan through to 2022/23 has recommended priority projects which will require planning and design funding in the year prior to their expected delivery or construction.

Based upon the priority projects recommended in this report, it is estimated that for the next four (4) years the following design funding will be required to appropriately and accurately plan for the next four year plan:

- 2019/20 - \$165,000
- 2020/21 – \$150,000
- 2021/22 – \$130,000
- 2023/23 – \$260,000

**Table 3 – Design funding required for priority projects**

Reserve	Project	Matrix Score	Value	Design funding required	Total Council contribution
Catterick Crescent Reserve	Construction of a pavilion	135	\$945,000	\$40,000	\$467,500
Hazelwood South Reserve	Construction of a pavilion	115	\$1.1 million	\$40,000	\$140,000
Traralgon West Sporting Complex – Stoddart Oval Sports Lighting	Construction of Sports Lighting	125	\$300,000	\$10,000	\$85,000
Harold Preston Reserve Traralgon	Extension of change facilities at Traralgon City	115	\$800,000	\$40,000	\$440,000
Moe AAA/Apex/Lions Play Space	Stage 2	N/A	\$404,283	\$25,000	\$259,761
Tracks Trails & Paths Implementation Plan	Year 4 actions	N/A	\$426,720	\$5,000	\$147,500
Play Space Implementation	Year 4 actions^	N/A	\$590,000	\$5,000	\$300,000

Reserve	Project	Matrix Score	Value	Design funding required	Total Council contribution
Plan					
<b>Total</b>			<b>\$4,566,003</b>	<b>\$165,000</b>	<b>\$1,839,761</b>

### External Funding Opportunities

The LVA is funded to support Latrobe City through the closure and transition following the closure of the Hazelwood Power Station.

Funding of \$20 million was originally allocated towards funding projects to support the upgrade or construction of recreation based community infrastructure. This funding is likely to cease in 2021.

In relation to the Community Facility Fund the LVA:

- Have allocated \$3.206 million directly to Latrobe City,
- Are considering \$3.209 million in funding applications from Latrobe City and community organisations
- Have received \$5.228 million in project expression of interests

Of the \$20 million fund it is likely that Latrobe City will receive a significant share of the funding. There is a risk however that the funding will be fully allocated in the next financial year.

There has been a significant financial benefit to Latrobe City Council in submitting funding applications to the LVA, instead of the more traditional funding bodies. The LVA provides funding of up to \$1 million for recreation projects, with generous funding ratios depending on the value of projects:

- Project Value up to \$300,000 - \$3:\$1
- Project Value between \$300,000 - \$500,000 - \$2:\$1
- Project Value over \$500,000 - \$1:\$1

The impact of this for the funding of recreation projects post 2020 is important to note. Funding of recreation infrastructure projects will need to be sourced through more traditional funding bodies such as Sport & Recreation Victoria and the Federal Department of Infrastructure.

Additionally, external funding opportunities from funding bodies such as Sport & Recreation Victoria will require greater matching funding contribution from Latrobe City Council, as the amount of funding and the funding ratios are of a much lesser amount.

There is a wide range of funding opportunities available to support the delivery of priority projects identified through the 2018 Assessment Matrices and Funding Plan.



*Attachment 2 - Funding Options* provides further detailed information about each of the funding programs suitable to submit recreation infrastructure projects to.

**Reasons for Proposed Resolution:**

The proposed resolution provides Council with a recommendation based upon a clear set of objective criteria for the funding of priority recreation projects for design, funding and delivery in 2019/20.

The resolution recommends to Council to fund \$1.6 million for the construction and delivery of the identified priority projects, and seek an additional \$160,000 for the detailed design and cost plans for each of the projects to support the funding submission to the LVA.

**Issues:**

*Communication*

Latrobe City Council endorsed the Recreation Needs Assessment project, the Recreation Infrastructure Funding Policy and the Assessment matrices in 2017. These documents and policies provide a clear policy for how Council will assess and prioritise recreation infrastructure projects.

Latrobe City Council has undertaken a program of workshops and meetings to educate and inform Latrobe City Council sporting user groups and associations about the Recreation Needs Assessment.

*Financial Implications*

The Recreation Needs Assessment report seeks to allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

The Recreation Infrastructure Funding Policy and Assessment Matrices provide a strategic basis for future budget submission and funding submission to external funding bodies, such as LVA and Sport & Recreation Victoria.

On 3 September 2018, Council endorsed the submission of funding applications to the LVA and the Federal government for recreation projects for Catterick Crescent Reserve Traralgon and Hazelwood South Reserve in Churchill. Council has already committed a total of \$527,500 in Council funding towards these projects from the 2019/20 Latrobe City Council budget.

Latrobe City Council's ability to fund any additional recreation projects identified in the 2018 Funding Plan for the 2018/19 Latrobe City Council budget will be dependent on the value of projects considered and the availability and ratio of additional funding from external funding bodies.

Should the Council decide to allocate funds to the identified Recreation projects this will reduce the overall available funding for other priority projects in the 2019/2020 financial year.

### *Risk Analysis*

The Recreation Needs Assessment seeks to mitigate the risk of Council funding developments and improvements of recreation assets without a clear objective process and without regard to levels of hierarchy and levels of service. The Recreation Needs Assessment report has identified that local level provision of sporting infrastructure is a priority for Latrobe City Council.

The focus of the Recreation Infrastructure Funding Policy is to ensure that Latrobe City Council funding is allocated on a fair and equitable basis, benefits the broader community, prioritises projects that are experiencing a demand in participation and are strategically supported.

The Assessment matrices provide an objective methodology for the assessment and prioritisation of recreation projects based upon clear objective criteria.

### *Legal and Compliance*

There are legal implications as a result of this report.

### *Consultation*

Significant engagement activities have been undertaken during the development of the Recreation Needs Assessment, the Recreation Infrastructure Funding Policy and the Assessment matrices.

Council endorsed the Recreation Needs Assessment process on 13 November 2017 and a thorough communication strategy and education plan has been implemented by Latrobe City Council to inform key stakeholders including sporting user groups and sporting associations about the process Council will use to prioritise recreation infrastructure projects and their funding.

Subsequent engagement activities, such as workshops and meetings with Latrobe City Council sporting clubs and associations have sought to explain the process and educate sporting clubs on how projects are assessed for funding by Council and external funding bodies.

In July 2018, Latrobe City Council contacted sporting user groups to obtain their 2017 participation data which has been used to update the Assessment matrices scores.

### **Supporting Documents:**

Recreation Needs Assessment report (Nov 2017)

Recreation Infrastructure Funding Policy

Recreation Assessment matrices

Four Year Funding Investment Plan (2017)

Club Managed Projects process (2018)

**Attachments**

- 1 [↓](#).  2018 Four Year Plan
- 2 [↓](#).  Funding Options Paper
- 3 [↓](#).  Recreation Infrastructure Projects

## **15.1**

### **2018 Recreation Needs Assessment - Priority Projects for 2019/20**

<b>1</b>	<b>2018 Four Year Plan .....</b>	<b>125</b>
<b>2</b>	<b>Funding Options Paper .....</b>	<b>127</b>
<b>3</b>	<b>Recreation Infrastructure Projects.....</b>	<b>137</b>



2018 FUNDING PLAN										
YEAR 1 - 2019/2020										
Previous Assessment	Project	Strategy/Plan/Resolution	Type of Project	Rec Needs Assessment Priority Score	Project Value	Design Cost \$	Funding Stream	Funding ratio	Funding Required	Council funds required
2018 Year 1 Priority	Catterick Crescent Reserve Traralgon - Upgrade amenities including Pavilion, Wicket & Training Nets	Catterick Crescent Reserve Master plan	Pavilion, Ground	135	\$ 945,000	\$ 40,000	LVA - Community Facility Fund Stream 4	\$1:\$1	\$ 427,500	\$ 467,500
2018 Year 1 Priority	Hazelwood South Reserve - Construct unisex change facility for players and umpires	Southern Towns Outdoor Recreation Plan	Pavilion	115	\$ 1,100,000	\$ 40,000	Federal Government	\$1:\$1	\$ 1,000,000	\$ 140,000
2017 Year 2 Priority	Traralgon West Sporting Complex - Stoddart Oval Sports Lighting	Traralgon Outdoor Recreation Plan	Sports Lighting	125	\$ 300,000	\$ 10,000	LVA - Community Facility Fund Stream 4	\$3:\$1	\$ 215,000	\$ 85,000
2017 Year 2 Priority	Harold Preston Reserve Traralgon - Soccer - Upgrade and consolidate Traralgon City Soccer Club pavilion Traralgon Little Athletics Association	Traralgon Outdoor Recreation Plan	Pavilion	115	\$ 800,000	\$ 40,000	LVA - Community Facility Fund Stream 4	\$1:\$1	\$ 400,000	\$ 440,000
2018 Year 1 Priority	Tracks Trails and Paths Implementation Plan - Year 4	Tracks Trails and Paths Strategy - Year 4	Paths	N/A	\$ 426,720	\$ 5,000	LVA - Community Facility Fund Stream 4	\$2:\$1	\$ 284,500	\$ 147,500
2018 Year 1 Priority	Moe AAA/Apex/Lions Play Space Upgrade - Stage 2	Moe AAA/Apex/Lions Play Space master plan	Play Space	N/A	\$ 404,283	\$ 25,000	LVA - Community Facility Fund Stream 4	\$2:\$1	\$ 269,522	\$ 259,761
2018 Year 1 Priority	Play Space Implementation Plan - Year 4	LCC Play Space Strategy	Play Space	N/A	\$ 590,000	\$ 5,000	LVA - Community Facility Fund Stream 4	\$1:\$1	\$ 290,000	\$ 300,000
					<b>\$ 4,566,003</b>	<b>\$ 165,000</b>			<b>\$ 2,886,522</b>	<b>\$ 1,839,761</b>
YEAR 2 - 2020/2021										
Previous Assessment	Project	Strategy/Plan/Resolution	Type of Project	Rec Needs Assessment Priority Score	Project Value	Design Cost \$	Funding Stream	Funding ratio	Funding Required	Council funds required
2018 Year 1 Priority	Traralgon Recreation Reserve - Old Trafford Oval Sports Lighting	Draft Traralgon Recreation Reserve & Showgrounds master plan	Sports Lighting	125	\$ 300,000	\$ 10,000	LVA - Community Facility Fund Stream 4	\$2:\$1	\$ 225,000	\$ 75,000
2018 Year 1 Priority	Boolarra Memorial Park - Drainage and Irrigation Main Oval	Southern Towns Outdoor Recreation Plan	Drainage	125	\$ 600,000	\$ 20,000	LVA - Community Facility Fund Stream 4	\$1:\$1	\$ 300,000	\$ 300,000
2018 Year 2 Priority	Flynn Recreation Reserve - Upgrade of Hall & public toilets	Southern Towns Outdoor Recreation Plan	Pavilion	105	\$ 1,000,000	\$ 50,000	LVA - Community Facility Fund Stream 4	\$1:\$1	\$ 500,000	\$ 500,000
2018 Year 2 Priority	Kevin Lythgo Reserve - Upgrade of pavilion	Traralgon Outdoor Recreation Plan	Pavilion	95	\$ 600,000	\$ 40,000	LVA - Community Facility Fund Stream 4	\$1:\$1	\$ 300,000	\$ 300,000
2018 Year 2 Priority	Tracks Trails & Paths Implementation Plan - Year 5	Tracks Trails & Paths Strategy	Paths	N/A	\$ 436,500	\$ 5,000	LVA - Community Facility Fund Stream 4	\$2:\$1	\$ 291,000	\$ 145,500
2018 Year 2 Priority	Play Space Implementation Plan - Year 5	LCC Play Space Strategy	Play Space	N/A	\$ 468,000	\$ 5,000	LVA - Community Facility Fund Stream 4	\$2:\$1	\$ 312,000	\$ 156,000
2018 Year 2 Priority	Moe AAA/Apex/Lions Play Space Upgrade - Stage 3	Moe AAA/Apex/Lions Play Space master plan	Play Space	N/A	\$ 195,393	\$ 20,000	LVA - Community Facility Fund Stream 4	\$3:\$1	\$ 146,545	\$ 48,848.25
					<b>\$ 3,599,893</b>	<b>\$ 150,000</b>			<b>\$ 2,074,545</b>	<b>\$ 1,525,348</b>
YEAR 3 - 2021/2022										
Previous Assessment	Project	Strategy/Plan/Resolution	Type of Project	Rec Needs Assessment Priority Score	Project Value	Design Cost \$	Funding Stream	Funding ratio	Funding Maximum	Council funds required
2018 Year 2 Priority	Boolarra Memorial Park - Oval Sports Lighting	Southern Towns Outdoor Recreation Plan	Sport Lighting	115	\$ 350,000	\$ 10,000	Sport & Recreation Victoria - Country Football Netball Program	\$2:\$1	\$100,000.00	\$250,000.00
2018 Year 2 Priority	Traralgon Recreation Reserve - Resurfacing of Old Trafford Oval	Traralgon Outdoor Recreation Plan	Hard Courts	125	\$ 650,000	\$ 20,000	Sport & Recreation Victoria -Minor Facilities	\$2:\$1	\$250,000.00	\$400,000.00
2018 Year 3 Priority	Duncan Cameron Memorial Park - Upgrade Pavilion	Traralgon Outdoor Recreation Plan	Pavilion	95	\$ 600,000	\$ 50,000	Sport & Recreation Victoria -Minor Facilities	\$2:\$1	\$250,000.00	\$350,000.00
2018 Year 3 Priority	Yinnar Recreation Reserve - Upgrade Female Change Facility	EOI	Pavilion	95	\$ 400,000	\$ 40,000	Sport & Recreation Victoria -Female Friendly Facilities	\$2:\$1	\$500,000*	\$133,000.00
2018 Year 3 Priority	Northern Reserve Morwell - Oval Sports Lighting	Morwell Outdoor Recreation Plan	Sports Lighting	105	\$ 350,000	\$ 10,000	The Morwell Junior Football Club has submitted an EOI to the LVA for funding to construct the oval lighting project.	N/A	N/A	N/A
					<b>\$ 2,350,000</b>	<b>\$ 130,000</b>			<b>\$600,000.00</b>	<b>\$1,133,000.00</b>
Year 4 - 2022/2023										
Previous Assessment	Project	Strategy/Plan/Resolution	Type of Project	Rec Needs Assessment Priority Score	Project Value	Design Cost \$	Funding Stream	Funding ratio	Funding Required	Council funds required
2018 Year 4 Priority	Duncan Cameron Memorial Park - Upgrade Sports Lighting	Traralgon Outdoor Recreation Plan	Sports Lighting	85	\$ 300,000	\$ 10,000	Sport & Recreation Victoria - Country Football Netball Program	\$2:\$1	\$100,000	\$200,000
2018 Year 4 Priority	W H Burrage Reserve Newborough - New soccer/cricket pitch 3	Moe Newborough Outdoor Recreation Plan	Hard Courts	120	\$ 600,000	\$ 20,000	The World Game Facilities Fund	\$2:\$1	\$250,000	\$350,000
2018 Year 4 Priority	Churchill East West Link	Churchill East West master plan		N/A	\$4,000,000	\$ 100,000	Building Better Regions Fund	N/A	\$4,100,000	To be confirmed
					<b>\$ 4,900,000</b>	<b>\$ 260,000</b>			<b>\$4,450,000</b>	<b>\$550,000</b>



## Funding Option Paper – Priority Recreation Projects

**1. Latrobe Valley Authority - Community Facility Fund**

The Victorian Government has established a Latrobe Valley Community Facility Fund (the fund) to support projects that will improve the amenity and liveability of the Latrobe Valley. In particular, projects that will bring people and jobs and improve the life of community members will be well regarded.

The aim of the fund is to facilitate civic renewal that will help to make the Latrobe Valley a great place to live and work and to improve the health and wellbeing of those who live here.

Supported projects will need to demonstrate improvements to productivity, enhance the long term competitiveness of the Latrobe Valley, and create conditions that will attract businesses and visitors to the area.

The Fund will support the Latrobe Valley region to build strong and resilient communities by investing in community-led initiatives and partnerships under the following two streams:

- Liveable Latrobe Valley; and
- Active Latrobe Valley.

The Active Latrobe Valley – Stream 4 funding program will support projects designed to make communities a healthier place to live, concentrating on sport and recreation, including open space improvements for families, residents and visitors to enjoy. Supported projects may include (but are not limited to):

- Sports and recreation facilities;
- Open space developments that encourage families, residents and visitors;

Projects might include:

- Parks and playgrounds
- Passive recreation facilities
- Sporting facilities and precincts, rail trails, walking tracks and bicycle pathways.

Active Latrobe Valley will provide up to a maximum of \$1 million for projects under this stream. Funding applications for this program can be submitted at any time. The funding ratios for projects are based on the total value of the project. Projects valued under \$500,000 in total project cost are considered minor projects by the LVA. Projects exceeding \$500,000 in total project cost are considered major projects by the LVA.

Table 1

Value of Project	Funding ratio
Less than \$300,000	\$3:\$1
Between \$301,000 and \$500,000	\$2:\$1
Over \$501,000	\$1:\$1

A total of \$20 million was allocated to the Latrobe Valley Authority's Community Facility Fund.

**2. Community Sports Infrastructure Fund**



## Funding Option Paper – Priority Recreation Projects

The *Community Sports Infrastructure Fund* is a Victorian Government funding program that helps provide high quality, accessible community sport and active recreation infrastructure across Victoria by encouraging:

- Increased sport and active recreation participation for all Victorians
- Increased female and junior participation
- Increase the capacity and access to sport and active recreation opportunities
- Better planning of sport and active recreation facilities
- Increase integrated school and community sport and active recreation infrastructure
- Innovative sport and active recreation facilities
- Environmentally sustainable facilities
- Universally designed facilities

The *Community Sports Infrastructure Fund* provides grants for planning, building new, and improving existing infrastructure where communities conduct, organise and participate in sport and active recreation. Funding is available under the following categories\*:

Category	Maximum Grant Amount	Aim
Better Pools	Up to \$3 million	High-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres
Major Facilities	Up to \$800,000, with a total project cost over \$500,000	Develop or upgrade sub-regional and regional sport and active recreation facilities
Small Aquatic Projects	Up to \$250,000	Improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces
Minor Facilities	Up to \$250,000	Assist community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and active recreation facilities.
Planning Recreation planning or Facility feasibility	Up to \$30,000	Projects focusing on recreation planning or facility feasibility in one municipality
Planning - regional	Up to \$50,000	Regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities

A wide variety of sport and active recreation planning and infrastructure projects will be considered for funding.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the projects will improve participation outcomes. Specifically, proposals should demonstrate how the project:

- Will increase or maintain participation
- Encourages participation by females, juniors, people living in growth areas and communities experiencing disadvantage
- Improves health and wellbeing of the community
- Encourages development of multi-use, shared and co-located facilities

### Funding Option Paper – Priority Recreation Projects

- Collaborates with schools and community groups
- Collaborates with state sporting associations or relevant peak bodies
- Improves environmental sustainability
- Applies the principles of Universal Design.

Priority will be given to communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth or significant change in circumstances (e.g. economic challenges).

Councils should make contact with peak bodies, local leagues/associations, state sporting associations and regional sports assemblies (where appropriate) to seek their support and input into the planning and design of facilities along with developing participation/programming initiatives.

Councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project.

Staged components of a larger facility development, providing the particular stage meets the program criteria are eligible.

Projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Full Application.

Projects on school land are eligible subject to a completed *Community Joint Use Proposal* (to the Department of Education and Training) which is completed by the applicant and the school. (Schools can access this document from the Department of Education and Training website.) Applicants must allow sufficient time to complete this document and obtain the necessary endorsement from the Department of Education and Training at both the regional office and central office.

Proposals may include project management fees of up to 5 per cent of the total project cost that is exclusive of GST.

Councils wanting to undertake Prefabricated Design and Construct projects are eligible. However, councils are required to submit a detailed area schedule for prefabricated/ modular construction projects rather than schematic plans (although plans can be submitted if available).

### 3. Country Football Netball Program

The *Country Football and Netball Program 2016 - 2020* provides funding to assist grassroots country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations. Only rural, regional and outer metropolitan councils can apply directly to Sport and Recreation Victoria.

The 2018 funding round is closed. The 2019 funding round is expected to open in early 2019. Examples of potential projects include:

- Modifying existing football and netball facilities to improve usage and access such as:
  - Unisex change room facilities and amenities for players and umpires

## Funding Option Paper – Priority Recreation Projects

- Multi-purpose meeting spaces catering for community and education programs.
- Development or upgrading football and netball playing surfaces
- Funding of up to \$100,000 is available per Council. This can be towards a single project, or up to a maximum of three projects. Funding is provided on the basis of \$2:\$1 ratio, with a maximum grant of \$100,000 per Council.

Councils may be successful in receiving up to \$100,000 per financial year. This can comprise of one large project seeking \$100,000 or up to three smaller projects across different sites.

Sport and Recreation Victoria funding towards total project costs (excluding GST) will be based on the following ratios:

Funding available	Local government authority	Funding Ratios
Up to \$100,000*** Councils may be successful in receiving the total maximum funding of \$100,000 consisting of up to three applications per financial year.	Greater Dandenong, Kingston, Frankston*	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Mitchell, Whittlesea, Wyndham	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local
Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.		

#### 4. Better Indoor Stadiums Fund

The *Better Indoor Stadiums Fund* is a Victorian Government funding program that helps provide indoor multi-sport stadiums across metropolitan Melbourne and regional Victoria. The fund assists in meeting the community demand for indoor sport and recreation participation opportunities.

Indoor multi-sport stadiums are indoor facilities that are purpose-built for indoor sports such as badminton, basketball, netball and volleyball. In addition, these facilities can also be used for a range of other physical activities including futsal (indoor soccer), table tennis, gymnastics, calisthenics and dance, as well as community based programs and local and regional sporting events.

The development of new indoor multi-sport courts. Priority will be given to projects that can demonstrate collaboration with schools, multiple sporting organisations and are of regional significance.

Projects may cater for, but are not limited to: basketball, netball, badminton, volleyball, futsal (indoor soccer) and table tennis. Gymnastics, calisthenics and dance will also be considered when they are included as part of a larger project.

## Funding Option Paper – Priority Recreation Projects

Improving participation outcomes is a key objective of the program. Applications must clearly outline how the project will improve participation outcomes. Priority will be given to projects that can also demonstrate gender equity of programming.

Specifically, proposals should demonstrate how the project:

- Will increase or maintain participation
- Encourages participation by women, juniors, people living in growth areas and communities experiencing disadvantage
- Improves health and wellbeing of the community
- Encourages development of multi-use, shared and co-located facilities
- Collaborates with schools and community groups
- Collaborates with relevant state sporting associations or peak bodies
- Improves environmental sustainability
- Applies the principles of Universal Design
- Applies the Healthy Choices Guidelines.

Councils should make contact with peak bodies, local leagues/associations, state sporting associations and regional sports assemblies (where appropriate) to seek their support and input into the planning and design of facilities along with developing participation/programming initiatives.

Councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project. Other considerations include:

Staged components of a larger facility development, providing the particular stage meets the program criteria, are eligible.

Projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Full Application.

Projects on school land are eligible subject to a completed *Community Joint Use Proposal* (to the Department of Education and Training) which is completed by the applicant and the school. Applicants must allow sufficient time to complete this document and obtain the necessary endorsement from the Department of Education and Training at both the regional office and central office.

Councils wanting to undertake detailed design and construct projects are eligible. However councils will need to demonstrate appropriate levels of planning and are required to submit schematic designs and appropriate cost estimates with the Application. Councils may submit **one** application for a total funding request of up to \$3 million.

Sport and Recreation Victoria funding towards total project costs (excluding GST) will be based on the following ratios:

Maximum grant	Local government authority	Funding ratios
One application up to \$3 million*	Metropolitan	SRV \$1:\$3 local

Funding Option Paper – Priority Recreation Projects

No maximum total project cost	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local
<p>*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost. Councils must approve and underwrite any in-kind contribution.</p> <p>Proposals may include project management fees of up to 5 per cent of the total project cost.</p> <p>25 per cent of the requested grant amount must be allocated to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.</p> <p>Projects may utilise other state government funding sources as their local contribution. However, a minimum of 25 per cent of the total project cost must be made up of non-state government funding sources.</p>		

**5. Female Facilities Funding Fund**

The Female Friendly Facilities fund provides funding to local governments to develop sports facilities such as change rooms, grounds, pavilions and courts that enable, facilitate and retain participation by women and girls.

Encouraging and retaining participation by women and girls in sport and active recreation is a key objective of this fund.

All projects must ensure that women and girls have prioritised and equitable access to existing and new facilities.

Specifically, proposals must clearly demonstrate how a project will:

- Improve and enhance the experience of participating for women and girls (e.g. make change facilities for women and girls available or enable training/games to be scheduled at more convenient times for women and girls)
- Increase equity, access and opportunities to new and existing sports facilities for women and girl participants and officials in sport and active recreation
- Encourage greater junior and senior participation through the development of sustainable opportunities for women and girls in sport and active recreation
- Encourage women and girls participation in sport and active recreation through accessible and safer facility design

## Funding Option Paper – Priority Recreation Projects

- Encourage greater involvement of women and girls in planning and developing facilities
- Be supported by policies, practices and culture change initiatives that promote gender equality across all aspects of participation in the relevant sport/recreation activity
- Encourage collaboration between Sport and Recreation Victoria, councils, state sporting associations/peak bodies, regional sports assemblies, local sports clubs and organisations to actively promote inclusive cultures, policies and initiatives that promote women and girls participation.

Examples of potential projects that may be funded include:

- New or redevelop existing change rooms to facilitate participants and officials that are women and girls
- Sports grounds that facilitate women and girls participation
- Multi-sport courts that facilitate women and girls participation
- Sports lighting that facilitates women and girls participation
- Upgrading existing grounds to improve capacity for women and girls participation.

All applications will be assessed against the *Female Friendly Facilities Fund* eligibility and assessment criteria.

Councils must discuss their project proposals with a Sport and Recreation Victoria representative before submitting applications.

Councils may submit applications for one or more venues with a total (combined) funding request of up to \$500,000.

Sport and Recreation Victoria funding towards total project costs (excluding GST) will be based on the following ratios:

Funding available	Local government authority	Funding Ratios
Councils may submit applications for one or more venues with a total (combined) funding request of up to \$500,000.  No maximum total project cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Mitchell, Whittlesea, Wyndham	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

## 6. The World Game Facilities Fund

### Funding Option Paper – Priority Recreation Projects

*The World Game Facilities Fund* is a Victorian Government funding program that assists local football (soccer) clubs and organisations to upgrade existing or develop new facilities across metropolitan Melbourne and regional Victoria.

The fund aims to support local football (soccer) clubs and organisations, with grants of up to \$250,000 for projects such as lighting, pitch redevelopments, synthetic pitch developments and unisex accessible change rooms.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the project will maximise their capacity to cater for additional participation in football (soccer). Specifically, projects will:

- Improve access to quality football (soccer) facilities for females and increase participation
- Encourage participation by juniors, people living in growth areas and communities experiencing disadvantage
- Demonstrate innovation and flexibility in dealing with issues of demand for football (soccer) facilities
- Encourages development of multi-use, shared and co-located facilities
- Collaborates with schools and community groups
- Collaborates with relevant state sporting association/s and peak bodies
- Improve safety, address risks, demonstrate universal design principles and ensure compliant facilities

*The World Game Facilities Fund* promotes the importance of developing more inclusive partnerships between clubs, councils, relevant state sporting associations/peak body, local leagues and associations and the Victorian Government to build a more active Victoria.

#### **Local clubs and community organisations can only access funding from this program through their local council.**

Improving participation outcomes is a key objective of the program. Applications must clearly outline how the project will improve participation outcomes. Football (soccer) projects that could be funded include, but are not limited to:

- Outdoor synthetic surface installations
- Unisex accessible change rooms
- Outdoor sports lighting that improves participation opportunities and safety
- Projects that result in improved ground capacity, such as warm season grass conversions
- Projects that result in energy or water efficiency, such as LED lighting

Other considerations include:

- Projects on school land are eligible subject to a completed *Community Joint Use Proposal* to the Department of Education and Training which is completed by the applicant and the school
- Projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure

## Funding Option Paper – Priority Recreation Projects

ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Application

- Proposals may include project management fees of up to 5 per cent of the total project cost that is exclusive of GST
- Councils wanting to undertake Prefabricated Design and Construct projects are eligible. However, councils are required to submit a detailed area schedule for prefabricated/modular construction projects
- Priority will be given to projects proposals that can demonstrate gender equality, a positive impact on participation in football (soccer) and where communities are experiencing strong population growth and/or disadvantage
- Priority will be given to projects that can commence immediately or are shovel ready.

Maximum grant	Local government area	Funding ratios
Councils may submit up to two applications for a total (combined) funding request of up to \$250,000.  No maximum total project cost	Metropolitan councils	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local
<i>Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost. Council must approve and underwrite any in-kind contribution.</i>		

### 7. Community Sport Infrastructure Grant Program

In the 2018 Federal Budget, the Australian Government announced it would invest \$29.7 million in 2018-19 to improve local community sport infrastructure. This investment will support minor capital projects of small to medium scale, through the provision of grants valued up to \$500,000. The grant program will commence in August 2018.

The Community Sport Infrastructure grants program is part of \$230 million package for sport participation and physical activity initiatives announced in the 2018-19 Budget to encourage more Australians to be more active, more often.

The objective of these grants is to support local communities to participate, recreate, learn and develop together. The grant has two guiding themes: *Community Sporting Hubs and Inclusion*. Both are focussed on encouraging greater levels of participation in community sport and physical activity.



Funding Option Paper – Priority Recreation Projects

The theme of *Community Sporting Hubs* revives the role of community sporting clubs and facilities as central to the functioning of local communities, increasing their relevance to new and existing participants. *Community Sporting Hubs* will support use of infrastructure by new and diverse community groups, positioning local sporting facilities as relevant, central gathering places; the new ‘town hall’.

Innovative upgrades that bring communities together is the central tenet of *Community Sporting Hubs*. Initiatives could include:

- A club, in partnership with a community garden group, upgrading kitchen facilities to prepare local/ cultural food and creating new social spaces for participants to connect with each other;
- A partnership between neighbouring clubs to provide shared wellbeing spaces including change room facilities, social spaces and multipurpose physical activity spaces; and/or
- Investing in active spectator spaces where community members can gather, socialise and be active when watching sport.

Three grant streams are available to cater for capital projects of small to medium scale. The maximum grant amount is \$500,000.

Stream	Grant Range
Stream 1	Total eligible grant funding application up to \$50,000
Stream 2	Total eligible grant funding application between \$50,001 and \$200,000
Stream 3	Total eligible grant funding application between \$200,001 and \$500,000

## INFRASTRUCTURE POLICY MATRICES SUMMARY

PAVILION MATRIX SUMMARY												
I.D Number	Project	KPA 1 Club Participation	KPA 2 Pavilion Compliance	KPA 3 Multi- use	KPA 4 GippSport Plans	KPA 5 Cash Contribution	KPA 6 Masterplan I.D	KPA 7 LCC Trends/ Demands	Total Score	Funding Ratio	Project Value	Council funds required
YEAR ONE – 2019/2020												
4	<b>Catterick Crescent Traralgon</b> - Demolish existing pavilion and redevelop a new pavilion to cater for Cricket & AFL. Clubrooms to include change rooms, canteen/kiosk, social areas, storage and administration	30	50	30	0	0	5	20	135	\$1:\$1	\$845,000	\$427,500
172	<b>Hazelwood South Reserve - Soccer</b> - Consolidate social and change room facilities and remove shipping containers	40	40	0	0	0	5	30	115	\$1:\$1	\$1.1M	\$100,000
YEAR TWO – 2020/2021												
177	<b>Flynn Recreation Reserve</b> - Tennis - Consider upgrade to the hall and public toilets to improve disability access for reserve users.	40	50	0	0	0	5	10	105	\$1:\$1	\$900,000	\$450,000

## INFRASTRUCTURE POLICY MATRICES SUMMARY

357	<b>Kevin Lythgo Reserve Traralgon - Baseball - Upgrade pavilion</b>	40	50	0	0	0	5	0	95	\$1:\$1	\$600,000	\$300,000
<b>YEAR THREE - 2021/2022</b>												
330	<b>Duncan Cameron Memorial Park - AFL/Cricket - Extend and upgrade existing sporting pavilion - Southside JFC = Rovers Cricket Club</b>	10	30	30	0	0	5	20	95	\$1:\$1	\$600,000	\$300,000
180	<b>Yinnar Recreation Reserve - netball tennis pavilion</b>	10	30	30	0	0	5	20	95	\$2:\$1	\$400,000	\$134,000
<b>PROJECTS NOT IDENTIFIED AS A PRIORITY</b>												
29	<b>Gaskin Park - Community pavilion Upgrade - Community pavilion – Retain the existing Gaskin Park Stadium and construct a new building directly to the north to provide improved male and female change facilities for players, umpires, public toilets, first aid facilities and a canteen. This extension will provide for a central pavilion which services both ovals, the netball courts, the</b>	20	20	30	0	0	5	20	95			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	bowls club and spectators												
51	<b>Toners Lane</b> - Extend Dog Obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access	10	50	30	0	0	5	0	<b>95</b>				
343	<b>Harold Preston Reserve Traralgon</b> - Soccer - Upgrade and consolidate Traralgon City Soccer Club pavilion Traralgon Little Athletics Association	10	10	30	0	0	5	30	<b>85</b>				
154	<b>Northern Reserve Newborough</b> - AFL Upgrade change facilities for juniors and women	20	10	30	0	0	5	20	<b>85</b>				
134	<b>W.H Burrage Reserve - Soccer</b> - pavilion upgrade - unisex, umpires, public toilets	20	30	0	0	0	5	30	<b>85</b>				
117	<b>Moe Botanic Gardens</b> - tennis pavilion upgrade	40	30	0	0	0	5	10	<b>85</b>				
78	<b>Ronald Reserve Morwell</b> - AFL pavilion (unisex, umpires) (A design for the upgrade of the AFL pavilion was completed during 2016) - Morwell East	40	20	0	0	0	5	20	<b>85</b>				

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	<b>Yinnar Recreation Reserve</b> Junior Football Pavilion, new change rooms addition, judo	10	20	30	0	0	5	20	<b>85</b>			
369	<b>Maskrey Reserve Traralgon - Tennis -</b> Upgrade pavilion with accessible toilets and amenities	15	50	0	0	0	5	10	<b>80</b>			
421	<b>Ronald Reserve Morwell - Tennis pavilion</b> Address requirement for clubroom underpinning and provide access for people with disability	30	30	0	0	0	5	10	<b>75</b>			
35	<b>Maryvale Reserve Morwell</b> Cricket Pavilion Upgrade - Upgrade the existing cricket/umpires pavilion to include a second story for function space, kitchen, bar, store and amenities. Meeting and training facilities would remain of the first level with the kiosk, change rooms and umpires room	30	20	0	0	0	5	20	<b>75</b>			
25	<b>Gaskin Park tennis pavilion upgrade -</b> Upgrade the existing tennis clubrooms, including improved	30	30	0	0	0	5	10	<b>75</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	disability access and toilet facilities											
157	<b>Andrew's Park West -</b> Baseball/Cricket - Pavilion Upgrade	0	20	30	0	0	5	10	<b>70</b>			
242	<b>George Bates Reserve Yallourn North -</b> New pavilion with toilets and change for netball - no club work is to be permitted on Council owned assets	10	50	0	0	0	5	10	<b>70</b>			
133	<b>W.H Burrage Reserve -</b> Cricket/baseball - pavilion upgrade - unisex, umpires	-5	30	0	0	0	5	10	<b>65</b>			
37	<b>Maryvale Reserve -</b> Upgrade the CFA/Gridiron pavilion to include four change rooms, social area, storage and toilets	0	40	30	0	0	5	20	<b>65</b>			
276	<b>Warran Terrace Reserve -</b> Hazelwood North - Construction of a new community building that accommodates both sporting club and community groups/local community residents	0	20	30	0	0	5	0	<b>55</b>			
337	<b>Eric Taylor Reserve -</b> Upgrade of existing pavilion amenities with	0	30	0	0	0	5	10	<b>45</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	priority given to accessible toilet provision and improved building security											
214	<b>Toongabbie Recreation Reserve</b> - Upgrade and consolidate equestrian clubroom facilities	-10	20	0	0	0	5	10	<b>25</b>			
112	<b>Moe Olympic Park</b> - Soccer - pavilion upgrade for 2 extra change rooms female/unisex	-10	0	0	0	0	5	30	<b>25</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

<b>LIGHTING MATRIX SUMMARY</b>													
I.D Number	Project	KPA 1 Club Participation	KPA 2 Lighting Compliance	KPA 3 Multi- use	KPA 4 GippSport Plans	KPA 5 Cash Contribution	KPA 6 Masterplan I.D	KPA 7 Grass based review & Hardcourts audit	KPA 8 LCC Trends/ Demands	Total Score + 10	Funding Ratio	Project Value	Council funds required
<b>YEAR ONE - 2019/2020</b>													
306	<b>Traralgon Recreation Reserve - Old Trafford Lighting - TEDAS, Ex-Students, Rovers</b>	30	20	30	0	0	5	10	20	125	\$2:\$1	\$350,000	\$117,000
<b>YEAR TWO - 2020/2021</b>													
423	<b>Boolarra Memorial Park - ground lighting Main Oval</b>	30	20	30	0	0	5	10	20	115	\$2:\$1	\$400,000	\$134,000
<b>YEAR THREE - 2021/2022</b>													
68	<b>Northern Reserve Morwell - Ground Lighting</b>	40	20	0	0	0	5	10	30	105	\$2:\$1	\$350,000	\$117,000
<b>PROJECTS NOT IDENTIFIED AS A PRIORITY</b>													
5	<b>Catterick Crescent - AFL Oval - Upgrade training lights</b>	30	20	30	0	0	5	10	20	125			
184	<b>Yinnar Recreation Reserve - Eastern</b>	10	20	30	0	0	5	0	20	95			



## INFRASTRUCTURE POLICY MATRICES SUMMARY

	Oval (oval 2) Lighting												
188	<b>Yinnar Recreation Reserve -</b> Tennis/netball court lighting	10	10	30	0	0	5	20	10	<b>95</b>			
419	<b>Ronald Reserve Morwell -</b> Tennis - Install lighting on additional courts to enable the expansion of the night competition	40	10	0	0	0	5	20	10	<b>95</b>			
EOI	<b>George Bates Reserve -</b> Upgrade AFL Oval Lighting	20	10	30	0	0	0	0	20	<b>90</b>			
150	<b>Northern Reserve Newborough -</b> Netball Court Lighting	20	20	0	0	0	5	20	10	<b>85</b>			
332	<b>Duncan Cameron Memorial Park -</b> AFL/Cricket - Lighting - Installation of two additional sport lights on east side of reserve in accordance with Australian Standards	10	10	30	0	0	5	0	20	<b>85</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

388	<b>Traralgon West Sporting Complex</b> - Stoddart Oval lighting for Junior AFL - Gormondale CC & Combined Saints JFC	15	0	30	0	0	5	0	20	<b>80</b>			
24	<b>Gaskin Park tennis</b> lighting remaining courts - Install lighting to the four northern courts which are not currently provided with it, to enable the expansion of the night competition	15	20	0	0	0	5	20	10	<b>80</b>			
372	<b>Maskrey Reserve Traralgon</b> - Tennis - Provide Lighting to Northern courts	15	20	0	0	0	5	20	10	<b>80</b>			
46	<b>Maryvale reserve Morwell</b> - Senior Cricket Oval - Lighting	30	10	0	0	0	5	0	20	<b>75</b>			
130	<b>W.H Burrage Reserve</b> - Soccer - Pitch 1 - upgrade lighting to game standard	20	10	0	0	0	5	0	30	<b>75</b>			
144	<b>Monash Reserve - Soccer</b> - Pitch 2 -	10	10	0	0	0	5	10	30	<b>75</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	upgrade lighting to game standard												
245	<b>George Bates Reserve</b> - Extend lighting to netball court	10	20	0	0	0	5	20	10	<b>75</b>			
358	<b>Kevin Lythgo Reserve Traralgon</b> - Baseball - Upgrade Lighting	40	10	0	0	0	5	0	0	<b>65</b>			
104	<b>Moe Olympic Park</b> - Soccer - Lighting to competition standards on main pitch	-10	10	0	0	0	5	20	30	<b>65</b>			
EOI	<b>Andrews Park West</b> Lighting Upgrade	-5	20	30	0	0	0	0	0	<b>60</b>			
53	<b>Toners Lane</b> - Upgrade lighting to baseball diamonds	10	10	0	0	0	5	0	20	<b>55</b>			
108	<b>Moe Olympic Park</b> - Soccer - Improve lighting on pitch 2	-10	10	0	0	0	5	10	30	<b>55</b>			
46	<b>Maryvale Reserve</b> - Provide additional training lights on the gridiron pitch	-10	10	0	0	0	5	0	20	<b>35</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

<b>DRAINAGE, IRRIGATION &amp; HARD COURT MATRIX SUMMARY</b>												
I.D Number	Project	KPA 1 Club Participation	KPA 2 Multi- use	KPA 3 Gippsport Plans	KPA 4 Cash Contribution	KPA 5 Master Plan	KPA 6 Hard court or Grass Based Review	KPA 7 LCC Trends/ Demands	Total Score + 30	Funding Ratio	Project Value	Council funds required
<b>YEAR ONE – 2019/2020</b>												
160	Boolarra Memorial Park - Drainage and Irrigation Main Oval	30	30	0	0	5	10	20	125	\$1:\$1	\$600,000	\$117,000
<b>YEAR TWO – 2020/2021</b>												
306	Traralgon Recreation Reserve - Increase capacity of Old Trafford Oval for junior football and cricket through ground resurfacing/expansion works	30	30	0	0	5	10	20	125	\$1:\$1	\$650,000	\$325,000
<b>PROJECTS NOT IDENTIFIED AS A PRIORITY</b>												
13	Catterick Crescent Traralgon - Fencing around AFL oval 500 mm to protect oval from vandalism	30	30	0	0	5	10	20	125			
14	Catterick Crescent Traralgon - Consider improved drainage works to oval	30	30	0	0	5	10	20	125			
183	Yinnar Recreation Reserve - AFL oval Irrigation on Western Oval (Main Oval)	20	30	0	0	5	10	20	115			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

192	Glengarry Recreation Reserve - Irrigation on Fred King Oval	20	30	0	0	5	10	20	<b>115</b>			
237	Tyers Recreation Reserve - Upgrade surface of soccer pitch including camber improvements and investigation options for water re-use	20	30	0	0	5	0	30	<b>115</b>			
191	Glengarry Recreation Reserve - Install water tanks to recycle water to complement water bore	20	30	0	0	5	10	20	<b>115</b>			
431	Yinnar Rec Reserve Tennis/Netball Courts Resurfacing	10	30	0	0	0	20	20	<b>110</b>			
19	Gaskin Park Oval 2 Drainage	10	30	0	0	5	10	20	<b>105</b>			
67	Northern Reserve Morwell - Irrigation	40	0	0	0	5	10	20	<b>105</b>			
131 + 132	W.H Burrage Reserve Newborough - Soccer - Pitch 2 - drainage and irrigation	20	0	0	0	5	20	30	<b>105</b>			
233	Tyers Recreation Reserve - AFL oval drainage and irrigation	20	30	0	0	5	0	20	<b>105</b>			
17	Gaskin 2 Oval – Shift the oval further towards the south, retaining its north-south alignment to allow for the expansion of the community hub between the two ovals	10	30	0	0	5	10	20	<b>105</b>			
218	Toongabbie Recreation Reserve - Access bore water for main oval	20	30	0	0	5	0	20	<b>105</b>			
179	Yinnar Recreation Reserve - Install water tanks to recycle	20	30	0	0	5	0	20	<b>105</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	run-off from clubrooms to irrigate the turf wicket											
18	Gaskin 2 Oval – Review the layout of shelters, fencing and spectator seating around the oval to accommodate the oval's revised position	10	30	0	0	5	10	20	<b>105</b>			
175	Flynn Recreation Reserve - Resurface non-compliant courts tennis courts	40	0	0	0	5	20	10	<b>105</b>			
173	Flynn Recreation Reserve - Courts Fencing and net posts	40	0	0	0	5	20	10	<b>105</b>			
346	Harold Preston Reserve - Pitch 2 - Olympians	15	0	0	0	5	20	30	<b>100</b>			
121	W.H Burrage Reserve Newborough - New soccer/cricket pitch 3	10	30	0	0	5	0	25	<b>100</b>			
84	Crinigan Road South - Cricket oval - Improve the surface of the cricket oval. Explore options for improve irrigation including the installation of water tanks	20	0	0	0	5	20	20	<b>95</b>			
21	Gaskin Park netball Courts Upgrade - Construct two new asphalt netball courts between the two ovals to integrate them with the other sporting clubs and provide direction access to new change facilities	10	30	0	0	5	10	10	<b>95</b>			
370	Maskrey Reserve Traralgon tennis - Resurfacing, drainage and line marking works to all tennis courts in particular the south courts. Consider multi-	30	0	0	0	5	20	10	<b>95</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	use markings											
151 +153	Northern Reserve Newborough - AFL - Irrigation and Drainage	20	0	0	0	5	10	20	<b>85</b>			
40	Maryvale Reserve - Cricket - Improve the senior cricket ground by installing irrigation and improved drainage between the senior and juniors ovals	30	0	0	0	5	0	20	<b>85</b>			
424	Northern Reserve Newborough - Netball court	20	0	0	0	5	20	10	<b>85</b>			
149	Northern Reserve Newborough - New, unstructured junior oval with AFL goals posts	20	0	0	0	5	10	20	<b>85</b>			
73	Morwell Park - Netball Centre - Upgrade courts to meet standards	20	0	0	0	5	20	10	<b>85</b>			
236	Tyers Recreation Reserve - Perimeter fencing for soccer pitch	20	0	0	0	5	0	30	<b>85</b>			
89	Airlie Bank Reserve - Multi- use open space area, for potential use as an overflow training venue/secondary sports ground	0	30	0	0	5	0	20	<b>85</b>			
156	Andrew's Park West - Drainage and Irrigation	-5	30	0	0	5	0	20	<b>80</b>			
262	Traralgon South - John Black Oval Installation of new drainage measures to ensure that the oval surface quality is maintained through summer, whilst also being adequately	20	0	0	0	5	0	20	<b>75</b>			

## INFRASTRUCTURE POLICY MATRICES SUMMARY

	drained in winter for usage by the community and the adjacent primary school											
129	W.H Burrage Reserve Newborough - Cricket/baseball -Drainage and Irrigation	-10	30	0	0	5	0	20	<b>75</b>			
141	Monash Reserve Newborough - soccer - Drainage pitch 2	10	0	0	0	5	0	30	<b>75</b>			
140	Monash Reserve Newborough - soccer - Drainage pitch1	10	0	0	0	5	0	30	<b>75</b>			
295	Morwell Recreation Reserve - Extend croquet court playing area to the west by 15 metres to allow the croquet club to establish a third court and expand their playing field capacity	20	0	0	0	5	0	20	<b>75</b>			
266	Traralgon South - a secondary oval/multi-use pitch and a centralised pavilion catering to both facilities, with a system of pedestrian paths connecting the proposed area	0	30	0	0	5	0	10	<b>75</b>			
240	George Bates Reserve - Resurface netball courts and address drainage and compliance issues	10	0	0	0	5	20	10	<b>75</b>			
45	Maryvale Reserve - CFA - Provide upgraded fire brigade facilities including marshall track and existing surface upgrades	20	0	0	0	5	0	20	<b>75</b>			
357	Kevin Lythgo Reserve Traralgon - Formalise pathway	40	0	0	0	5	0	0	<b>75</b>			



## INFRASTRUCTURE POLICY MATRICES SUMMARY

	from existing pavilion to baseball infrastructure and playing field to ensure DDA compliance -											
145	Monash Reserve Pitch 2 - Install low level bollard style fencing around pitch 2 (Funding for this project could be provided through LCC's annual Community Grants program)	10	0	0	0	5	0	30	<b>75</b>			
106	Moe Olympic Park - Soccer - Drainage on and around pitch 2	-10	0	0	0	5	10	30	<b>65</b>			
338	Eric Taylor Reserve - Tennis - Resurface two tennis courts to allow continued provision for overflow tennis competition activities and multi-purpose community use	0	0	0	0	5	20	10	<b>65</b>			
339	Eric Taylor Reserve - Tennis - Upgrade deteriorated tennis fencing and netting on both courts to enable continued community/social use as well as overflow competition activities.	0	0	0	0	5	20	10	<b>65</b>			
371	Maskrey Reserve Traralgon - Tennis - Provide Court fencing	15	0	0	0	5	0	10	<b>60</b>			
432	Yinnar Rec Reserve Tennis Courts Resurfacing	-10	0	0	0	0	20	20	<b>60</b>			
39	Maryvale Reserve - Upgrade the Gridiron pitch to include surface upgrades, drainage, a fence around the ground,	-10	0	0	0	5	0	20	<b>45</b>			

### INFRASTRUCTURE POLICY MATRICES SUMMARY

	spectator seating, shade and bbq											
274	Warren Terrace Reserve - Hazelwood North - Develop an unfenced cricket with synthetic cricket pitch to accommodate both informal community usage and overflow competition cricket matches/training	0	0	0	0	5	0	0	35			
124	W.H Burrage Reserve Newborough - Provide second baseball diamond	-10	0	0	5	5	0	0	25			

## OPEN SPACE PROJECTS

Project	Strategy/Plan/Resolution	Type of Project	Rec Needs Assessment Priority Score	Design Yes/No	Design Cost \$	Priority/Year	Project Value	Funding Stream	Funding ratio	Funding Available	Council funds required
<b>YEAR ONE 2019/2020</b>											
<b>Tracks Trails and Paths Implementation Plan - Year 4</b>	Tracks Trails and Paths Strategy - Year 4	Paths	N/A	Yes	N/A	2019/20	\$426,720	LVA	\$2:\$1	<b>\$284,500</b>	<b>\$142,500</b>
<b>Moe AAA/Apex/Lions Play Space Upgrade - Stage 2</b>	Moe AAA/Apex/Lions Play Space master plan	Play Space	N/A	Yes	N/A	2019/20	\$404,283	LVA	\$2:\$1	<b>\$269,522</b>	<b>\$134,761</b>
<b>Play Space Implementation Plan - Year 4</b>	LCC Play Space Strategy	Play Space	N/A	Yes	N/A	2019/20	\$590,000	LVA	\$1:\$1	<b>\$295,000</b>	<b>\$295,000</b>
<b>YEAR TWO 2020/2021</b>											
<b>Tracks Trails &amp; Paths Implementation Plan - Year 5</b>	Tracks Trails & Paths Strategy	Paths	N/A	Yes	N/A	2020/21	\$436,500	LVA - Community Facility Fund Stream 4	\$2:\$1	<b>\$291,000</b>	<b>\$145,500</b>
<b>Play Space Implementation Plan - Year 5</b>	LCC Play Space Strategy	Play Space	N/A	Yes	N/A	2020/21	\$468,000	LVA	\$2:\$1	<b>\$312,000</b>	<b>\$156,000</b>
<b>Moe AAA/Apex/Lions Play Space Upgrade - Stage 2</b>	Moe AAA/Apex/Lions Play Space master plan	Play Space	N/A	Yes	N/A	2020/21	\$195,393	LVA - Community Facility Fund Stream 4	\$3:\$1	<b>\$146,545</b>	<b>\$48,848</b>

**Agenda Item: 15.2**

**Agenda Item: Traralgon Railway Reservoir Conservation Reserve -  
Endorsement of funding application to the Latrobe  
Valley Authority**

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

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Howe

**Seconded:** Cr Clancey

**That Council endorses the submission of a funding application to the Latrobe Valley Authority for up to \$320,000 for the construction of a storage shed and public toilet at the Traralgon Railway Reservoir Conservation Reserve.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report seeks Council's endorsement of a funding application for up to \$320,000 to the Latrobe Valley Authority for the construction of a storage shed and public toilet at the Traralgon Railway Reservoir Conservation Reserve (TRRCR).

- Since 2016, the TRRCR Committee of Management (now Special Committee) have been developing a project that would see the construction of a storage shed and place of assembly on crown land added to the original land parcel of the TRRCR (the reserve) in 2012.
- The 2018/19 Latrobe City Council budget has allocated \$140,000 for the construction of a public toilet in the reserve.
- Latrobe City Council has recently met with the TRRCR Special Committee to confirm the scope of works for the storage shed in addition to the public toilet to be constructed on the existing TRRCR reserve.
- The Special Committee now wishes to have a storage shed to accommodate their equipment and machinery, in addition to a small kitchenette and toilets to cater for education groups, work for the dole and the committee's regular meetings and working bees.

- The design for both the storage shed and the public toilets are currently being revised to comply with the building codes and other building permit requirements.
- Upon finalisation of both the designs a funding application will be submitted to the Latrobe Valley Authority seeking up to \$320,000 in funding for the projects.
- Latrobe City Council will project manage both projects, whilst the Special Committee have committed to constructing a connecting path from the existing reserve entry to the reserve to the shed site.
- This report seeks endorsement of Council to submit a funding application for up to \$320,000 (\$2:\$1 LVA funding ratio) for both the public toilet project and the shed project utilising the \$140,000 allocated from the 2018/19 Latrobe City Council budget and the \$20,000 in-kind contribution from the committee as the matching contribution.

**Declaration of Interests:**

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

**Background:**

The Traralgon Railway Reservoir Conservation Reserve (TRRCR) is a conservation reserve in Traralgon, managed on behalf of Latrobe City Council by the Traralgon Railway Reservoir Conservation Reserve Special Committee.

Since 2016, the TRRCR Committee have been developing a project that would see the construction of a Storage Shed and Place of Assembly on crown land added to the original land parcel of the TRRCR (the reserve) in 2012.

In 2012 Latrobe City Council was appointed land manager of Crown allotments (CA) 93A and 94A in Hickox Street Traralgon, which were added to the existing reserve. Until August 2018, former CA 94A was zoned Growth Zone, which meant that as per the Latrobe Planning Scheme a shed could only be constructed as part of a residential development or Place of Assembly.

Because of the Planning Scheme requirement, the TRRCR Committee undertook planning for the development of a shed with a Place of Assembly, despite this not being the desired outcome by the committee.

In August 2018, the land at 94A Hickox Street was re-zoned to Public Park Recreation Zone (PPRZ) as part of Planning Scheme Amendment C108, which means that a storage shed can now be constructed on the site without the necessity of a Place of Assembly or a planning permit.

The 2018/19 Latrobe City Council budget has allocated \$140,000 for the construction of a public toilet in the reserve.

Latrobe City Council has met and engaged with the TRRCR Special Committee on a number of occasions to determine the scope of the project, the site of the project and

key aspects for the delivery of public toilet and storage shed. Attachment one (1) provides a site plan for the two projects.

Subsequently, Latrobe City Council has engaged an architect to develop the designs for both the public toilet, which will be situated within the existing reserve adjoining the existing access path from the car park and the storage shed which will be situated on the rezoned land at 94A Hickox Street.

The committee wish to contribute to the project, with the construction of a path from the existing car park linking to the new site for the storage shed. It is estimated that the in-kind value of the path project is approximately \$20,000.

The designs for both the public toilet and the storage shed will be finalised by the end of November 2018, and when these designs are endorsed by the committee and Council, cost estimates will be sought to finalise the project budget. Once Council endorses an application to the Latrobe Valley Authority, a funding application will be submitted for up to \$320,000.

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

The resolution supports both Council's and the Traralgon Railway Reservoir Conservation Reserve's commitment to the funding and delivery of a public toilet and storage shed for the reserve.

#### **Issues:**

##### *Communication*

During the past two – three years, Latrobe City Council has received a number of requests from community members for a public toilet to be constructed at the reserve to service the many people that utilise the reserve on a regular basis. This includes the general community, dog walkers, Traralgon Harriers, school groups etc. A number of these groups have indicated their support for the project with offers of letters of support for a future funding application.

##### *Financial Implications*

Latrobe City Council has already committed \$140,000 towards the construction of a public toilet within the TRRCR. This allocation is being utilised as seed funding towards the broader and expanded project scope, and along with the in-kind value of the path to be constructed by the committee, Latrobe City Council will be submitting a funding application of up to \$320,000 for the project.

In addition to this, Latrobe City Council has an agreement with the Latrobe Valley Authority that an additional 5% project management funds will be provided for Latrobe City Council's resource costs for the delivery of the project.

##### *Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Budget overruns	Unlikely	Detailed design & cost

Identified risk	Risk likelihood*	Controls to manage risk
		estimates prior to the submission of a funding application
Dissatisfaction of design by the Committee	Possible	Thorough engagement and sign off by the committee prior to the funding application being submitted

*Community Implications*

Given the feedback provided to Latrobe City Council about the current lack of public toilet access at the reserve, it is highly unlikely that there will be any negative community impact due to this recommendation.

*Environmental Implications*

The Traralgon Railway Reservoir Conservation Reserve is a conservation reserve, therefore careful planning has taken place, particularly with the design of the public toilet. The public toilet will be situated within the reserve and due to a lack of access to existing sewerage connections it has been designed to meet the Latrobe City Council Health Departments requirements for a septic toilet.

*Consultation*

Significant community engagement activities have occurred during the development of the scope and design for the public toilet and storage shed.

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#).  Site Plan for Public Toilet and Storage Shed

## **15.2**

### **Traralgon Railway Reservoir Conservation Reserve - Endorsement of funding application to the Latrobe Valley Authority**

- 1 Site Plan for Public Toilet and Storage Shed ..... 161**







**Agenda Item: 15.3**

**Agenda Item: Hazelwood Pondage Caravan Park**

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

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr Howe

That Council, in accordance with Clause 42 of the Meeting Procedure Local Law No. 1 adjourns the meeting to allow for the motion to be formulated on this matter.

**CARRIED UNANIMOUSLY**

**The meeting adjourned at 7:11pm.**

**MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr McFarlane

That Council resumes standing orders.

**CARRIED UNANIMOUSLY**

**The meeting resumed at 7:33pm**

**Proposed Resolution:**

**That Council:**

- 1. Closes Hazelwood Pondage Caravan Park on Sunday 16 December 2018, 5:00pm as Council is unable to guarantee that it will have a fire fighting service available past this date;**
- 2. Return the land back to ENGIE following the remediation of the site;**
- 3. Allow existing site holders of the Hazelwood Pondage Caravan Park up until 24 February 2019 to remove their site belongings.**

**MOTION**

**Moved:** Cr White

**Seconded:** Cr Clancey

**That Council:**

- 1. Temporarily closes Hazelwood Pondage Caravan Park on Tuesday 4 December 2018, 5:00 pm because of our statutory responsibility as Council is unable to guarantee that it has a firefighting service available past this date.**
- 2. Immediately explore options for the provision of an interim firefighting service that therefore would allow the park to reopen until 5:00 pm on Sunday 14 January 2019.**
- 3. Provide a budget of \$20,000 for the provision of interim firefighting services at the site.**
- 4. Allows existing site holders of the Hazelwood Pondage Caravan Park up until 31 March 2019 to decommission the Caravan Park and site holders to remove their belongings and return their site to a satisfactory condition.**
- 5. Endorses the refund of the first quarter site fees to those site holders of the Hazelwood Pondage Caravan Park; and**
- 6. Return the land back to ENGIE following the remediation of the site.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The purpose of this report is to provide Council with information on the future of the Hazelwood Pondage Caravan Park, and to provide information on potential future options for the site.

- Council has resolved to transition the Hazelwood Pondage Caravan Park to a day trip facility.
- ENGIE has recently advised Council that the Hazelwood Pondage will be reduced by a total of 2.7m in water level at the site. This reduction in water level places the water approximately 80 to 100m from the foreshore; and makes the waterway unusable for recreational boating.
- Due to the further water level drop the fire service will not be operational, which would require the closure of the caravan park. It is estimated that this level will be reached on the 16 December.
- To convert the site into a day trip facility could take between 6-12 months, due to the works required to have the infrastructure on the site, removed safely and returned back to its original state.

- Council currently retains a lease for the site until April 2020, but ENGIE is unwilling to extend this any further.
- Through the consultation process with site holders, they explained that they no longer see a future for the Caravan Park, and that they would struggle to utilise the facility, now that the water levels are going to drop a further 1.7m.
- Due to the uncertainty surrounding the Caravan Park and the reduction in the water levels at the park, 6 site holders have opted to remove their site belongings and not renew their license terms.
- The aspect that will require the facility to be closed will be when the water level lowers to a degree where the Fire Service cannot operate. It is therefore suggested that the facility be closed at 5:00pm, Sunday 16 December and the site returned to an agreed standard with ENGIE and handed back by April 2020.

**Declaration of Interests:**

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

**Background:**

At the 13 November 2017 Council meeting, Council considered a confidential report regarding the future management of the Hazelwood Pondage Caravan Park. Five management options were presented to Council of which the following was adopted:

*That Council:*

1. *Transition the Hazelwood Pondage Caravan Park to a day trip facility, with provision for a short stay (72 hour) permit zone for camping and recreational vehicle stopping from 1 July 2018; and*
2. *Writes to the State Government seeking approval to redirect the \$1 million grant to another project; and*
3. *Releases this resolution to the public at such a time as a Community Engagement Plan has been developed to transition the site to a day trip facility.*

Site holders were disappointed with the 13 November 2017 decision of Council and on 12 January 2018, Latrobe City Council received a petition signed by 537 signatories, objecting to the closure of the Hazelwood Pondage Caravan Park.

On 5 February 2018, in accordance with Clause 63 of the Meeting Procedure Local Law, Council resolved to 'lay on the table' the petition titled '*Petition to Latrobe City to protest the closure of Hazelwood Pondage for Permanent and Long Term Camping*' and receive a report at the next available Ordinary Council meeting.

On 27 February 2018, Council officers hosted the first Hazelwood Pondage Working Group meeting with Councillors and representatives of the 47 site licence holders. The meeting provided the site holders with an opportunity to engage with Councillors and Council officers to discuss the issues and concerns at the Caravan Park, and

what options are available to continue to operate the facility for the short to medium term.

On 5 March 2018, Council considered a further report on the future of the Hazelwood Pondage Caravan Park, Council resolved the following:

*That Council:*

- 1. Further engages with key stakeholders of the Hazelwood Pondage Caravan Park by developing a Working Group to discuss potential operating options for the facility.*
- 2. Officers prepare a further report to Council regarding the future options for the Hazelwood Pondage Caravan Park following further engagement.*
- 3. Extend Councils resolution made 13 November 2017, that states, Council Transition the Hazelwood Pondage Caravan Park to a day trip facility, with provision for a short stay (72 hour) permit zone for camping and recreational vehicle stopping from 1 July 2018.*

To

*Council Transition the Hazelwood Pondage Caravan Park to a day trip facility, with provision for a short stay (72 hour) permit zone for camping and recreational vehicle stopping from 1 October 2018.*

- 4. Communicate this decision to all stakeholders.*

On 7 June 2018 Council was informed by ENGIE of the initial report into the structural integrity of the dam walls at the pondage. As a result of the interim report, there were safety concerns raised relating to the dam walls along the pondage itself that required immediate attention. As such ENGIE advised they were obliged to reduce the water level of the pondage by 1m in height, until the final report had been completed and reviewed by October 2018.

As a result of the safety concerns and the subsequent reduction in water levels of the pondage, ENGIE has deemed the waterway to be closed, with no access to the water at all. The waterway has remained closed since Mid-June 2018.

Following the reduction in water levels at the pondage, it was revealed that the fire service system that supports the Hazelwood Pondage Caravan Park was reliant on the steady and consistent water levels at the pondage, as the water was being taken from the pondage itself. As a result of the reduction in water levels by the 1m, the fire services system was no longer operational and Council was informed that this needed to be rectified or the park would be forced to close.

Council engaged a plumbing contractor to investigate the fire services system. As a result of this investigation, with the 1m drop, minor works were undertaken to keep the fire service system operational. It was deemed that should there be a further reduction in water levels on the pondage; Council would need to invest between \$80,000 to \$225,000 in capital funds, to connect the fire services system to mains water.

Due to the uncertainty of the pondage water levels and the ongoing future of the Hazelwood Pondage Caravan Park, Council has had six site holders opt not to renew

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their lease terms for the 2018/19 financial year; and they have subsequently removed their site belongings. An increasing number of site holders have indicated that they would not continue to renew their licence agreements, or pay their fees if the water levels were not to return. Licence fees for site holders used to be charged annually, however this year this was reverted to quarterly invoices due to the uncertainty around the future of the park.

At Council Briefing on 29 October 2018, ENGIE presented to Council the findings of the final report on the structural integrity of the dam walls, and the subsequent future of the pondage. As a result of this report, Council was advised that ENGIE would need to reduce the water levels at the pondage a further 1.7m, leaving the waterway 2.7m below the minimum water level for recreational boating use. The reduction of the waterway would leave the water level approximately 80-100m from the foreshore; and that the waterway would remain closed until at least February 2019, at which time ENGIE would review the situation again.

On 31 October 2018 Council held a further Hazelwood Pondage Working Group meeting to advise the site holders of the outcome of the final report on the structural integrity of the dam walls, and the subsequent future of the pondage. The site holders were presented with the same information that was presented to Council at the 29 October 2018 Briefing.

The site holder representatives explained at the meeting on 31 October 2018, that they were unhappy with the continued drop in water levels, and in their opinion, they would not continue to visit the park as their primary use of the Caravan Park was for the ease of access to the waterway for recreational boating. The site holder representatives explained that they would no longer pay their site fees, as they deemed the park now 'useless' to their needs.

Licence fees for site holders used to be charged annually, however this year this was reverted to quarterly invoices due to the uncertainty around the future of the park.

Council can rely on the termination clauses provided in the agreement for all Licence Agreements that have been signed (i.e. all site holders). Should the Licensee fail to vacate the site at this time, and Council could then commence legal proceedings to have the Licensee vacate the site.

Council has a current lease agreement for the Hazelwood Pondage Caravan Park site and day trip area until April 2020. ENGIE has not been willing to discuss or sign a new lease agreement. The lease agreement with ENGIE has a six month termination clause, which requires Council or ENGIE to give six months' notice if they wish to terminate the lease earlier.

To undertake remedial works at the site, to hand the site back to ENGIE the estimated cost would be \$50,000.

**Reasons for Proposed Resolution:**

ENGIE has recently advised Council that the Hazelwood Pondage will be reduced by a total of 2.7m in water level at the site. This reduction in water level places the

water approximately 80 to 100m from the foreshore; and makes the waterway unusable for recreational boating.

With a further water level drop the fire service will not be operational, which would require the closure of the caravan park or a significant financial investment in the site of approximately \$80,000 to \$220,000. It is estimated that the fire services level will be reached in December.

To convert the site into a day trip facility could take between 6-12 months due to the works required to have the infrastructure on the site, removed safely and returned back to its original state.

Council currently retains a lease for the site until April 2020, but ENGIE is unwilling to extend this lease any further.

Due to above reasons, it is considered that the closure of the Caravan Park and returning the site back to its original state, is the most viable option in dealing with the significant issues at the site.

**Issues:**

*Strategy Implications*

By closing the Hazelwood Pondage Caravan Park, Council is ensuring they consider the whole life costs in making this decision, and therefore are achieving objective 6 in the Council plan; “*Ensure Council operates openly, transparently and responsibly*”.

*Communication*

Closing the Hazelwood Pondage Caravan Park, will impact the remaining 41 site holders and the investment they have in their belongings at the park. The remaining site holders have indicated that they are unhappy with the situation at the park and might seek financial remuneration from the closure of the park.

Council officers will ensure careful and considered communications will be sent out through a communications plan to site holders, the community and media outlets. Officers will work with ENGIE on clear and concise communications around the decision.

*Financial Implications*

Remedial cost of the site is estimated at \$50,000



### *Risk Analysis*

The following risks have been identified with the closure of the park:

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Community Concerns	3 – no understanding of the reasoning why the closure	Prepare and distribute media communications.
No Fire Service	3 – possibility of fire on site	Fire Service is required for operations, therefore the site would need to close.
Council Reputation	3 – lack of understanding by the community	Prepare and distribute media communications.

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

### *Legal and Compliance*

There are no legal or compliance issues associated with this report.

### *Community Implications*

The community will lose access to an asset that has been accessible to the community for over 50 years. The Hazelwood Pondage Caravan Park would no longer be an accessible site for the community or community groups that have accessed the site in the past.

### *Environmental Implications*

There are no environmental implications associated with this report.

### *Consultation*

Consultation has been completed at length with the site holders at the Hazelwood Pondage Caravan Park.

On 27 February 2018, Council officers hosted the first Hazelwood Pondage Working Group meeting with Councillors and representatives of the 47 site licence holders. The meeting provided the site holders with an opportunity to engage with Councillors and Council officers to discuss the issues and concerns at the Caravan Park, and what options are available to continue to operate the facility for the short to medium term.

On 31 October 2018 Council held a further Hazelwood Pondage Working Group meeting to advise the site holders of the outcome of the final report on the structural integrity of the dam walls, and the subsequent future of the pondage. The site holders were presented with the same information that was presented to Council at the 29 October 2018 Briefing.

As a result of the above consultation process, site holders explained that they no longer see use in the Hazelwood Pondage Caravan Park site, due to the water levels and overall impact the reduction in water will have on the park.

**Supporting Documents:**

Nil

**Attachments**

Nil

**Agenda Item: 15.4**

**Agenda Item: Latrobe Creative Precinct Proposed Removal of Vegetation**

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

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr Howe

**That Council approve the removal of 27 trees at the Latrobe Creative Precinct site as outlined in Attachment 2 – Latrobe Creative Precinct Landscape Plan Tree Removal.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- This report seeks Council endorsement to remove 27 trees which are in the vicinity of the Latrobe Creative Precinct site which will begin construction in February 2019.
- Council's Arborist has provided an assessment of the trees in question and identified a variety of species including Lemon Scented Gums, Little-leaf Linden, Chinese Elm, Bottlebrush, Black Locust, Japanese Maple, Weeping Cherry, Water Gum, and Ornamental Pear (Attachment 1).
- The large (unidentified species) tree on the corner of Kay and Church Streets is being retained as it will not be affected by construction.
- Significant landscaping will be undertaken across the Precinct once construction is completed.
- The project is volunteering to purchase native vegetation off-set credits for the four native trees that are located within the site.

**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*.

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**Background:**

To allow for construction of the Latrobe Creative Precinct, a number of trees have to be removed as they are within the footprint of the new building and adjacent basement car park.

A sub-consultant of the Precinct design team, *Site Image* has created a landscaping plan which identifies the trees that are earmarked for removal prior to construction commencing. This plan is provided in Attachment 2.

Attachment 1 provides a list of the species of each tree assigned for proposed removal.

Four native-species trees on site have been deemed by Council's Coordinator Environment Sustainability to have been planted for aesthetic purposes and not for bio-diversity, and as a result does not require planning permission. A *Native Vegetation Offset Report* has been prepared in order to obtain quotes for native vegetation off-set credits (Attachment 3). The project is volunteering to purchase native vegetation off-set credits for the four native trees that are located within the site at a cost of \$4,320 (ex GST) which is within the project budget.

**Reasons for Proposed Resolution:**

Removal of the trees is required because they are either (a) within the construction site, or (b) there is potential impact on the future health and structure of the trees and their root zones if they were to remain.

**Issues:**

*Strategy Implications*

The removal of the proposed trees will be followed by extensive landscaping once Precinct construction is completed. This will create additional outdoor event spaces as well as paved and grassed areas to provide the community with improved amenity of the overall precinct.

*Communication*

The Latrobe Creative Precinct has previously engaged, and continues to engage, the community regularly through a variety of methods.

Based on the report submitted by Council's Coordinator Environment Sustainability, advertising the tree removal is not required as part of the planning process.

*Financial Implications*

Three tiers of government have invested \$35 million into this project. To ensure this investment is realised, all the trees outlined in Attachment 2 have been identified for removal to allow construction of a new performing arts centre.

The project is volunteering to purchase native vegetation off-set credits for the four native trees that are located within the site at a cost of \$4,320 (ex GST) which is within the project budget.

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
Tree removal is not approved, and the project cannot proceed	2 (unlikely)	Council approve the removal of trees
Potential negative community response resulting in damage to Council image	4 (likely)	Clearly communicate the off-set process to the community via Council's variety of media channels.

*Legal and Compliance*

Legal and compliance issues have been assessed as part of this report. A report attached (Attachment 3), allows the removal of four trees on-site that are native species but were not planted for biodiversity. These trees will be off-set.

*Community Implications*

There may be some concerns raised by community members regarding the tree removal in relation to amenity. These can be mitigated via timely and transparent communication advising of the off-set program and the proposed landscaping outcomes once construction is complete.

*Environmental Implications*

Any environmental implications from the removal of the identified trees will be counterbalanced by the significant landscaping taking place following construction of the new performing arts centre.







*Consultation*

Significant consultation has been completed, and continues to be undertaken, as part of the Precinct project.

**Supporting Documents:**

Nil

**Attachments**

- 1   Latrobe Creative Precinct Existing Tree Schedule
- 2   Latrobe Creative Precinct Landscaping Plan Tree Removal
- 3   Native Vegetation Offset Report

## **15.4**

### **Latrobe Creative Precinct Proposed Removal of Vegetation**

<b>1</b>	<b>Latrobe Creative Precinct Existing Tree Schedule .....</b>	<b>175</b>
<b>2</b>	<b>Latrobe Creative Precinct Landscaping Plan Tree Removal.....</b>	<b>177</b>
<b>3</b>	<b>Native Vegetation Offset Report.....</b>	<b>179</b>



# LATROBE CREATIVE PRECINCT, TRARALGON

## LANDSCAPE ARCHITECTURAL DESIGN DEVELOPMENT

### DRAWING SCHEDULE

- LA-DD-000 TITLE SHEET, EXISTING TREE SCHEDULE & LEGEND
- LA-DD-001 SITE PLAN
- LA-DD-002 DEMOLITION PLAN
  
- LA-DD-101 LANDSCAPE PLAN 01
- LA-DD-102 LANDSCAPE PLAN 02
- LA-DD-103 LANDSCAPE PLAN 03
- LA-DD-104 LANDSCAPE PLAN 04
  
- LA-DD-201 SECTIONS / ELEVATIONS 01
- LA-DD-202 SECTIONS / ELEVATIONS 02
- LA-DD-203 SECTIONS / ELEVATIONS 03
- LA-DD-204 SECTIONS / ELEVATIONS 04
  
- LA-DD-301 DETAILS 01
- LA-DD-302 DETAILS 02
- LA-DD-303 DETAILS 03
- LA-DD-304 DETAILS 04

### EXISTING TREE SCHEDULE

TREE NO.	BOTANICAL NAME	COMMON NAME	STATUS
1	<i>Corymbia citriodora</i> (x3)	Lemon Scented Gum	REMOVE
2	<i>Tilia cordata</i>	Little-leaf Linden	REMOVE
3	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
4	<i>Callistemon spp.</i>	Bottlebrush	REMOVE
5	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
6	<i>Robinia pseudoacacia</i>	Black Locust	REMOVE
7	<i>Acer palmatum</i> (x2)	Japanese Maple	REMOVE
8	<i>Prunus spp.</i>	Weeping Cherry	REMOVE
9	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
10	<i>Pyrus calleryana</i>	Ornamental Pear	REMOVE
11	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
12	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
13	<i>Tristanopsis laurina</i>	Water Gum	REMOVE
14	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
15	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
16	<i>Tilia cordata</i>	Little-leaf Linden	REMOVE
17	<i>Tilia cordata</i>	Little-leaf Linden	REMOVE
18	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
19	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
20	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
21	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
22	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
23	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
24	UNIDENTIFIED		REMOVE
25	UNIDENTIFIED		RETAIN
26	<i>Ulmus parvifolia</i>	Chinese Elm	REMOVE
27	UNIDENTIFIED		REMOVE
28	UNIDENTIFIED		REMOVE

### LEGEND

- SITE BOUNDARY
- BUILDING OVER
- BASEMENT OUTLINE
- BASEMENT COLUMNS BELOW
- ITEMS TO BE REMOVED

### SERVICES (BY OTHERS)

- CONDUITS FOR WIRING BETWEEN SOLENOIDS & CONTROLLER TO BE PROVIDED
- WATER POINT (SHOWN INDICATIVELY) REFER TO HYDRAULICS ENG. DOC.
- POST TOP LIGHT (X4) EQUAL TO PERSEID LED LUMINAIRE SUPPLIER: ARCHILUX (PH 03 8878 2002) NOM. 3.6M HT. POLE - REFER TO ELECTRICAL ENG. DOC.
- UP LIGHT (X9) EQUAL TO PERSEID LED LUMINAIRE SUPPLIER: ARCHILUX (PH 03 8878 2002) REFER TO ELECTRICAL ENG. DOC.
- DOWN LIGHT (X8) EQUAL TO HIPERION LED LUMINAIRE SUPPLIER: ARCHILUX (PH 03 8878 2002) NOM. 200HT ABOVE FFL - REFER TO ELECTRICAL ENG. DOC.
- PERGOLA LIPDOWN LIGHT (X12) EQUAL TO ZETA LED LUMINAIRE SUPPLIER: ARCHILUX (PH 03 8878 2002) REFER TO ELECTRICAL ENG. DOC.

### SETOUT & GRADING

- EXISTING SITE LEVEL
- EXISTING SITE LEVEL TO REMAIN
- PROPOSED SITE LEVEL
- PROPOSED TOP OF WALL LEVEL
- PROPOSED TOP OF BENCH LEVEL
- PROPOSED BUILDING LEVEL
- GRADIENT

### PLANTING

- EXISTING TREE TO BE RETAINED
- EXISTING TREE TO BE REMOVED
- PROPOSED TREES ON GRADE
- PROPOSED TREES ON SLAG
- PROPOSED MASS PLANTING ON GRADE
- PROPOSED MASS PLANTING ON SLAG
- EXISTING PLANTING TO BE RETAINED

### SURFACE FINISHES

- TURF
- ARTIFICIAL TURF
- GRANITIC SAND
- LOOSE GRAVEL
- PAVING - TYPE 01 EXPOSED AGGREGATE CONCRETE COLOUR TBC
- PAVING - TYPE 02 EXPOSED AGGREGATE CONCRETE COLOUR TBC
- PAVING - TYPE 03 SMOOTH FINISH CONCRETE NEW COUNCIL PATH TO MATCH EXISTING

### FURNITURE & FIXTURES

- FIXED BENCH SEAT
- ACCESS RAMP WITH HANDRAIL ALONG A SINGLE SIDE
- BALUSTRADE
- TACTILE INDICATORS
- STEEL EDGE
- PLANTER WALL
- SEATING WALL
- TIMBER SCREEN
- BOLLARDS

PLEASE NOTE: THIS DRAWING IS FOR INFORMATION ONLY AND DOES NOT REPRESENT A CONTRACT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES. THE CLIENT IS ADVISED THAT THE INFORMATION PROVIDED IN THIS DRAWING IS FOR INFORMATION ONLY AND DOES NOT REPRESENT A CONTRACT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES. THE CLIENT IS ADVISED THAT THE INFORMATION PROVIDED IN THIS DRAWING IS FOR INFORMATION ONLY AND DOES NOT REPRESENT A CONTRACT.

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL EXISTING UTILITIES AND SERVICES PRIOR TO COMMENCEMENT OF WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.

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28	ISSUED FOR TENDERS	15/11/2023	LA-DD-000

NOT TO BE USED FOR CONSTRUCTION

LATROBE CITY COUNCIL

PROJECT  
LATROBE CREATIVE PRECINCT  
34-38 KAY STREET,  
TRARALGON, VICTORIA, 3844

SITE IMAGE

Architect: [Fingerprint Logo]  
Landscape Architect: [Fingerprint Logo]

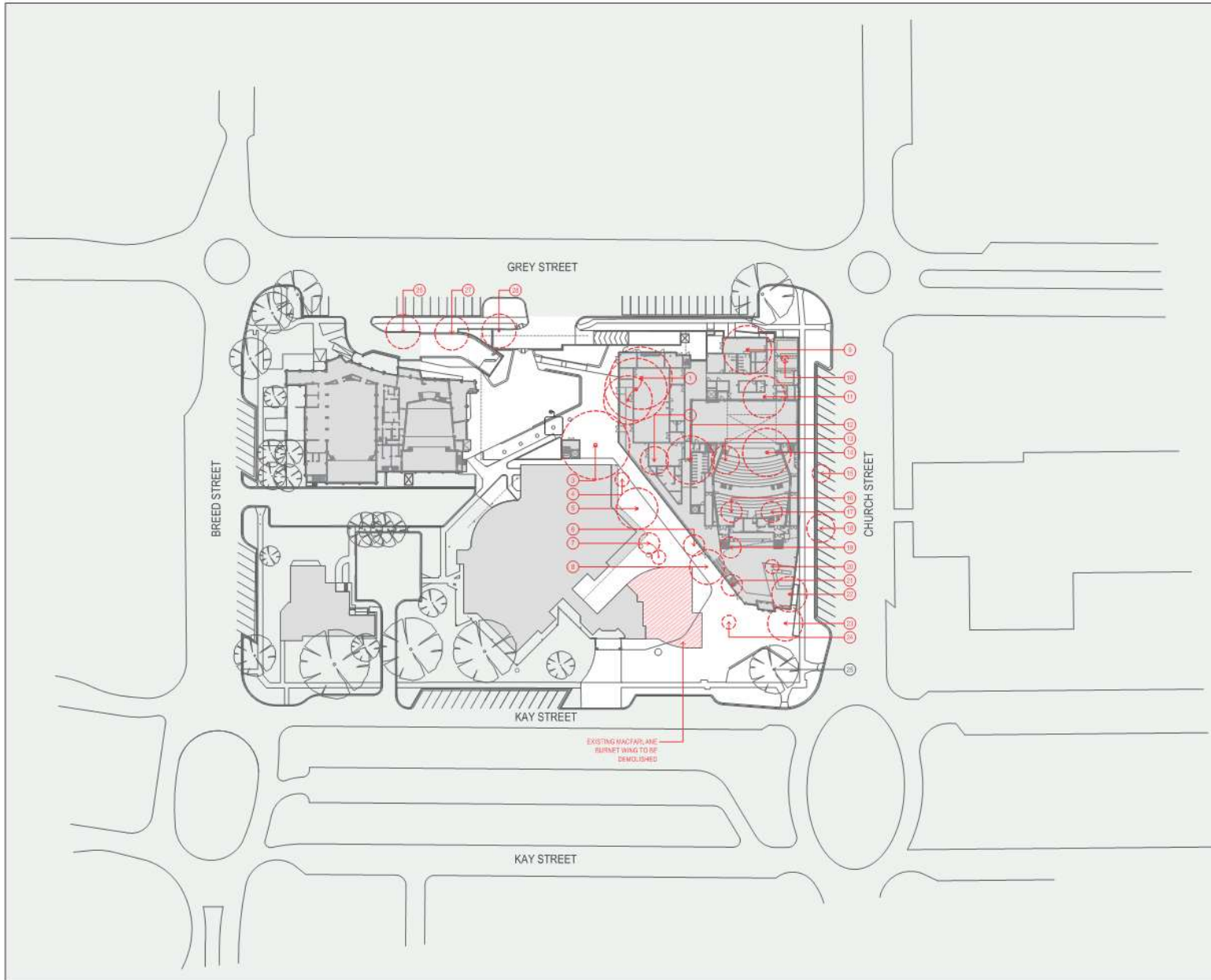
INFORMATION PURPOSES ONLY

TITLE SHEET, EXISTING TREE SCHEDULE & LEGEND

DATE	BY	CHK
SM17276	LA-DD-000	G







PLEASE NOTE: THIS DRAWING IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND OTHER RELEVANT AUTHORITIES. THE CLIENT IS ADVISED THAT THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION WITHOUT THE APPROVAL OF THE ARCHITECT AND LANDSCAPE ARCHITECT. THE CLIENT IS ADVISED THAT ANY CHANGES TO THIS DRAWING MUST BE APPROVED BY THE ARCHITECT AND LANDSCAPE ARCHITECT. THE CLIENT IS ADVISED THAT THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION WITHOUT THE APPROVAL OF THE ARCHITECT AND LANDSCAPE ARCHITECT.

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31	REVISED DRAWING	15/11/2024	SM	SM
32	REVISED DRAWING	15/11/2024	SM	SM
33	REVISED DRAWING	15/11/2024	SM	SM
34	REVISED DRAWING	15/11/2024	SM	SM
35	REVISED DRAWING	15/11/2024	SM	SM
36	REVISED DRAWING	15/11/2024	SM	SM
37	REVISED DRAWING	15/11/2024	SM	SM
38	REVISED DRAWING	15/11/2024	SM	SM
39	REVISED DRAWING	15/11/2024	SM	SM
40	REVISED DRAWING	15/11/2024	SM	SM
41	REVISED DRAWING	15/11/2024	SM	SM
42	REVISED DRAWING	15/11/2024	SM	SM
43	REVISED DRAWING	15/11/2024	SM	SM
44	REVISED DRAWING	15/11/2024	SM	SM
45	REVISED DRAWING	15/11/2024	SM	SM
46	REVISED DRAWING	15/11/2024	SM	SM
47	REVISED DRAWING	15/11/2024	SM	SM
48	REVISED DRAWING	15/11/2024	SM	SM
49	REVISED DRAWING	15/11/2024	SM	SM
50	REVISED DRAWING	15/11/2024	SM	SM

15 EXISTING TREE TO BE REMOVED  
 - REFER TO EXISTING TREE SCHEDULE

20 EXISTING TREE TO BE RETAINED  
 - REFER TO EXISTING TREE SCHEDULE

NOT TO BE USED FOR CONSTRUCTION

CLIENT: LATROBE CITY COUNCIL  
 PROJECT: LATROBE CREATIVE PRECINCT  
 34-38 KAY STREET,  
 TRARALGON, VICTORIA, 3844

SITE IMAGE

INFORMATION PURPOSES ONLY  
 DRAWING NAME: DEMOLITION PLAN  
 SCALE: 1:500 @ A1  
 SHEET NO: SM17276 DRAWING NO: LA-DD-002 PAGE: G





## Native vegetation offset report

This report provides information about the amount of potential gain available as a **first party general offset site**. Maintenance, improvement, prior management and security gain scores have been calculated using modelled condition scores in the *Native vegetation condition map*. **This report cannot be used for a third party offset site.**

This report is not an assessment by the Department of Environment, Land, Water and Planning (DELWP). The responsible authority must confirm the offset is acceptable and meets eligibility criteria defined in *Guidelines for the removal, destruction or lopping of native vegetation*.

**Date and time:** 17 October 2018 15:25 PM

**Lat./Long.:** -38.1933954017833,146.535114996839

**Offset site report ID:**

**Address:** 34-38 KAY STREET TRARALGON 3844

337-20181017-001

### Summary of offset site

Extent	0.231 hectares
Habitat units of gain	0.018 general habitat units
No. large trees	2 tree(s)
Strategic biodiversity value score	0.150
Local government area	Latrobe City Council
Catchment Management Authority (CMA)	West Gippsland CMA

### Next steps

Offset sites must meet eligibility criteria as outlined in *Guidelines for the removal, destruction or lopping of native vegetation* (the Guidelines) and any other relevant requirements.

Set up a meeting with your local council to discuss establishing the offset. You will have to:

- Sign an agreement with the local council under section 173 of the *Planning and Environment Act 1987*
- Get a site survey plan by a registered surveyor
- Develop an offset management plan.

A template offset management plan and section 173 agreement are available at the [DELWP website](#).



## Native vegetation offset report

### Vegetation to be protected

#### Patches of native vegetation

N/A

**Scattered trees** - At least five canopy species plants must be recruited or planted for each scattered tree that is protected

Habitat units of gain	0.018 general habitat units
No. large trees	2 tree(s)
Strategic biodiversity value score	0.150
Local government area	Latrobe City Council
Catchment Management Authority (CMA)	West Gippsland CMA

#### Revegetation

N/A

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Authorised by the Victorian Government, 8 Nicholson Street, East Melbourne.

For more information contact the DELWP Customer Service Centre 136 186

[www.delwp.vic.gov.au](http://www.delwp.vic.gov.au)

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Obtaining this publication does not guarantee that an application will meet the requirements of clauses 52.16 or 52.17 of the Victoria Planning Provisions or that a permit to remove native vegetation will be granted.

Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of clauses 52.16 or 52.17 of the Victoria Planning Provisions.



## Native vegetation offset report

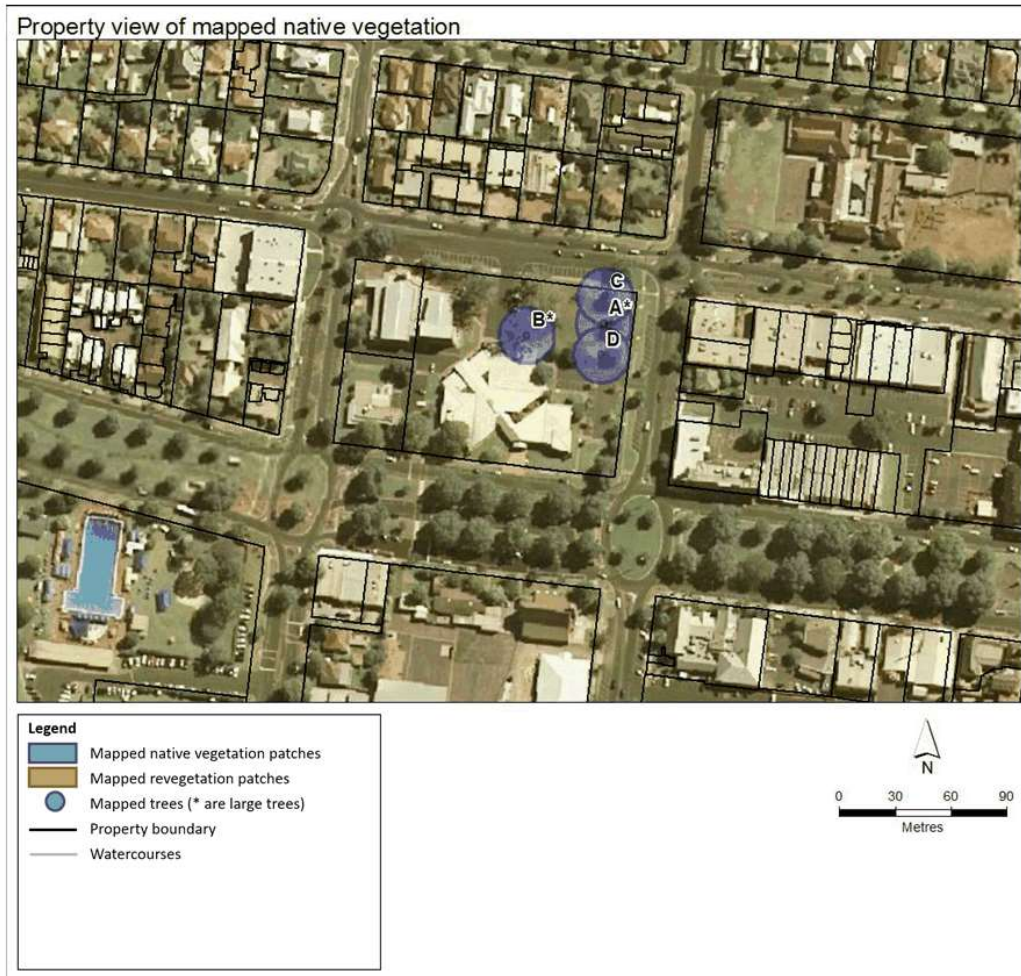
**Figure 1 – Map of vegetation to be protected**





## Native vegetation offset report

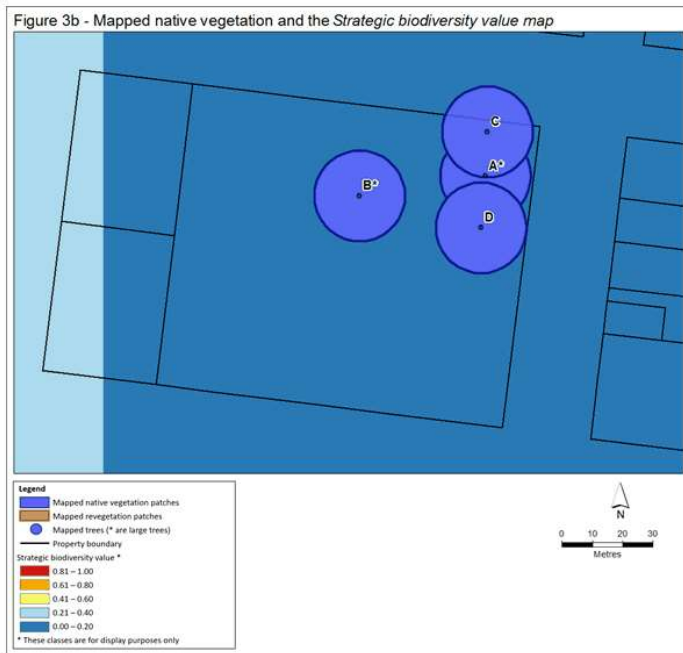
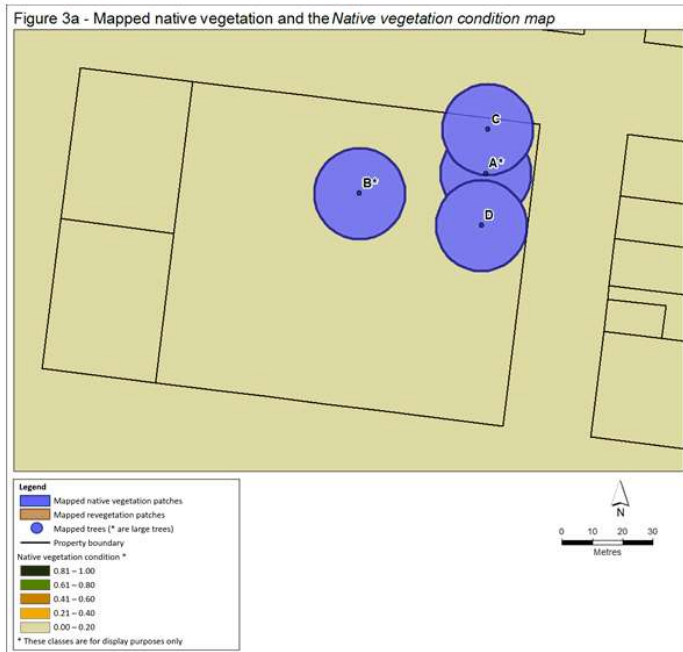
**Figure 2 – Map of property in context**





## Native vegetation offset report

**Figure 3 – Biodiversity information maps**







## Native vegetation offset report

### Appendix 1 – Glossary

<b>Bioregion</b>	A landscape-scale approach to classifying the environment using a range of attributes such as climate, geomorphology, geology, soils and vegetation. There are 28 bioregions identified within Victoria.
<b>Condition score</b>	A score between 0 and 1 that describes how close native vegetation is to its mature natural state. The condition score is the weighted average condition score of the mapped native vegetation calculated using the <i>Native vegetation condition map</i> .
<b>Ecological Vegetation Class</b>	A native vegetation type classified based on a combination of its floristics, lifeforms, and ecological characteristics.
<b>Extent</b>	The area of land covered by a patch, a scattered tree and/or revegetation, measured in hectares. Where the mapped vegetation includes scattered trees, each tree is assigned a standard extent and converted to hectares. For the purposes of native vegetation offsets, a scattered tree is assigned a standard extent defined by a circle with a 15 metre radius.
<b>Gain score</b>	<p>A score between 0 and 1 that describes the predicted improvement in biodiversity value of native vegetation due to active management and increased security provided at the offset site.</p> <p>The gain score for a patch of native vegetation is the weighted average gain score of the mapped native vegetation calculated using scores derived from the <i>Native vegetation condition map</i>.</p> <p>The gain score for a scattered tree with a DBH greater than or equal to the large tree benchmark specified in the relevant bioregional EVC is 0.176.</p> <p>The gain score for a scattered tree with a DBH between 75% and 100% of the large tree benchmark specified in the relevant bioregional EVC is 0.080.</p> <p>The gain score for revegetation areas is 0.110.</p>
<b>General habitat units of gain</b>	<p>The general habitat units of gain combines site-based and landscape scale information to obtain an overall measure of the biodiversity value of the native vegetation to be protected, calculated as follows:</p> <p><b><i>General habitat units of gain = extent x gain score x general landscape factor</i></b></p>
<b>General landscape factor</b>	The general landscape factor is an adjusted strategic biodiversity value score. It has been adjusted to reduce the influence of landscape scale information on the general habitat score.
<b>Large tree</b>	A large tree is a native canopy tree with a Diameter at Breast Height greater than or equal to the large tree benchmark for the local Ecological Vegetation Class. A large tree can be either a large scattered tree or a large tree in a patch.
<b>Strategic biodiversity value score</b>	The strategic biodiversity value score represents the complementary contribution to Victoria's biodiversity of a location, relative to other locations across the state. This score is the weighted average strategic biodiversity value score of the mapped native vegetation calculated using the <i>Strategic biodiversity value map</i> .



## Native vegetation offset report

### Appendix 2 – Details of mapped vegetation

#### Patches of native vegetation

N/A
-----

#### Additional information about trees in patches

N/A
-----

#### Revegetation

Revegetation must have an area to perimeter ratio of at least 20 and be done with species from the BioEVC

N/A
-----

#### Scattered trees

At least five canopy species plant species from the BioEVC must be recruited or planted for each scattered tree that is protected

	Extent	No. scattered trees	No. large trees
All scattered trees	0.231 hectares	4 tree(s)	2 tree(s)

#### Additional information about scattered trees

Label	Tree circumference (cm)	Benchmark circumference (cm)	Large	BioEVC code
A*	248.0	220.0	Y	GipP0151
C	177.0	220.0	N	GipP0151
B*	405.0	220.0	Y	GipP0151
D	170.0	220.0	N	GipP0151

Extent is the extent of all mapped vegetation. When habitat units of gain are calculated any overlap extent is only considered once in the calculations. Overlap may occur between a patch and revegetation or between a scattered tree and revegetation.

#### Bioregion and EVC

BioEVC Code	Bioregion	EVC
GipP0151	Gippsland Plain	Plains Grassy Forest

Revegetation and planting of recruits must use plant species from the local vegetation type (EVC). The EVC benchmark for the local bioregion provides examples of appropriate species:

<https://www.environment.vic.gov.au/biodiversity/bioregions-and-evc-benchmarks>

**Agenda Item: 15.5**

**Agenda Item: Proposed Removal of Trees at Ted Summerton Reserve, Moe**

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

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Law

**Seconded:** Cr McFarlane

**That Council:**

- 1. Approves the removal of 18 non-native trees as identified at Ted Summerton Reserve, Moe and detailed in Attachment 1- Aerial Image of Trees to be Removed to allow for the construction of the Cricket Centre of Excellence**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report seeks a decision from Council regarding the proposed removal of 18 non-native, council-planted trees to make way for the soon to be constructed Cricket Centre of Excellence at Ted Summerton Reserve.

The establishment of the Cricket Centre of Excellence involves the construction of an indoor cricket training facility, an outdoor training facility and a storage shed at Ted Summerton Reserve, Moe.

This project is to be delivered as part of the Latrobe Valley Sports and Community Initiative. Along with the construction of the indoor training facility, the existing barbecue, shelter, and play equipment will be required to be relocated. New trees and appropriate vegetation will be planted at the completion of the project to add to the amenity of the precinct.

**Declaration of Interests:**

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

**Background:**

The construction of the Cricket Centre of Excellence will see the construction of an indoor cricket training facility, an outdoor training facility and a storage shed at Ted Summerton Reserve, Moe.

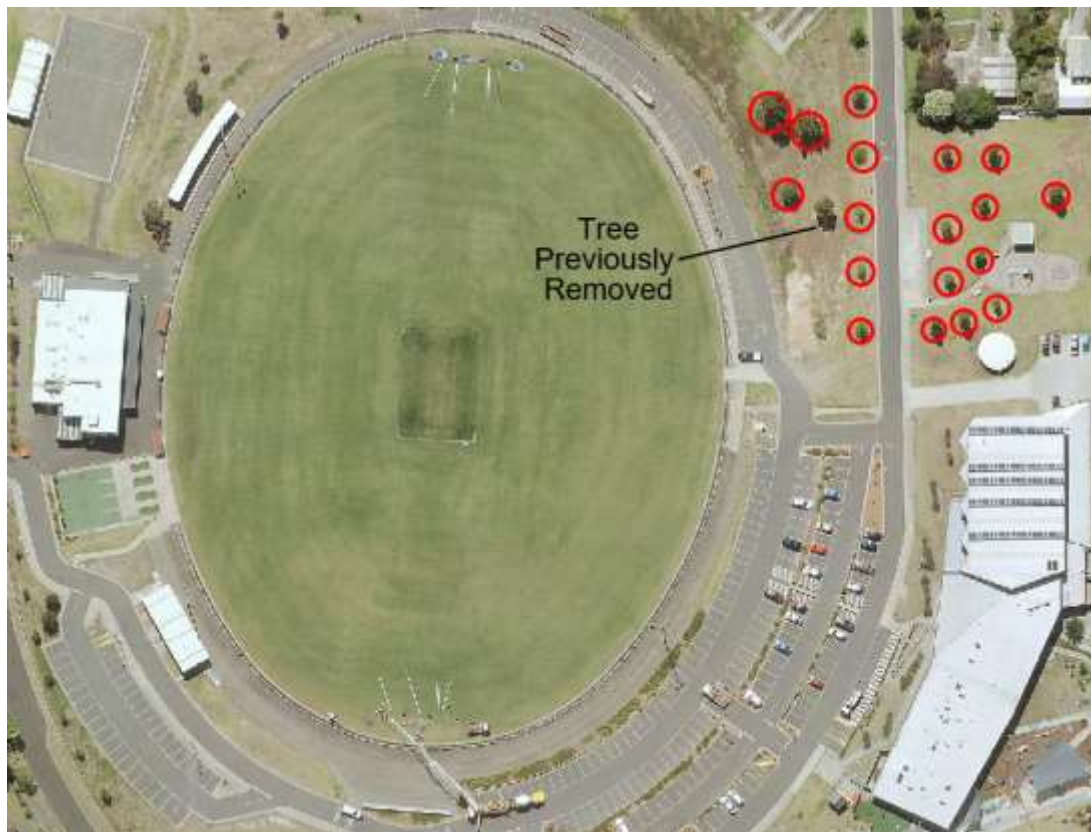
The tender for the Design and Construct of the Cricket Centre of Excellence closed in October 2018, with the Contracts to be signed under previously approved CEO Delegation. The design portion of the project is expected to commence in December 2018 whilst construction is expected to commence in February 2019.

During pre-planning for the siting of the Cricket Centre of Excellence, it was identified that there were 18 trees that would require removal, to allow for the construction of the indoor and outdoor training facilities.

Council's Acting Coordinator Environmental Sustainability undertook a site investigation in October 2018 and identified that all of the trees in question were planted, non-native species, which could be removed without a planning permit.

Removal of the trees is required for the construction of the indoor and outdoor training facilities on the site, as per the attached concept plans (Attachments 2, 3 and 4) for the Cricket Centre of Excellence. Figure 1 below identifies the trees at the site.

Figure 1- Ted Summerton Reserve, Moe – Trees to be removed at Site of Indoor and Outdoor Cricket Training Facilities



Following the removal of the trees and after completion of the construction works at the site, the area will be landscaped with suitable vegetation along with the relocated barbecue and shelter, and play equipment.

**Reasons for Proposed Resolution:**

The removal of the 18 trees is required to allow construction of the Cricket Centre of Excellence at Ted Summerton Reserve. The Cricket Centre of Excellence will comprise an indoor training facility, an outdoor training facility and storage shed.

**Issues:**

*Strategy Implications*

The removal of the existing trees and landscaping of the area with more suitable vegetation, as well as the relocation of the barbecue, shelter and play equipment will provide the user groups and the community with improved amenity of the overall precinct.

*Communication*

The construction of the Cricket Centre of Excellence has been subject to significant engagement with the reserve users through the Project Reference Group which has met on a monthly basis since being established in April 2018.

The Project Reference Group has indicated its support for the removal of the trees to allow construction of the Cricket Centre of Excellence to proceed.

*Financial Implications*

The Victorian State Government has invested \$3.5 million in the development of Ted Summerton Reserve as the regional Cricket Centre of Excellence. The removal of the identified trees and landscaping of the site after completion of construction works will be funded out of the project budget.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Unable to construct the Cricket Centre of Excellence on preferred site due to location of trees	5	Removal of the 18 trees identified

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

Risk implications have been assessed in the preparation of this report. There is a risk that if the identified trees are not removed that the construction of the Cricket Centre of Excellence cannot proceed on the preferred site.

*Legal and Compliance*

Council's Environmental Sustainability Officer undertook a site investigation and identified that the trees in question were non-native species that had been planted as part of previous upgrade works at Ted Summerton Reserve.

*Community Implications*

There may be concerns raised by members of the public with regard to the removal of these trees from an amenity point of view; however the Project Reference Group supports the removal of the trees and replanting of suitable vegetation once construction is completed.

*Environmental Implications*

The removal of these non-native, planted trees will be offset by the landscaping and planting of more suitable vegetation at the site, after construction has been completed.

*Consultation*

The Project Reference Group for Ted Summerton Reserve has been consulted on the removal of the existing trees and supports the removal of the trees and replanting of suitable vegetation.

*Other*

Nil





**Conclusion:**

A decision is being sought from Councillors for the proposed removal of the 18 non-native trees to allow for the construction of the Cricket Centre of Excellence at Ted Summerton Reserve, Moe.

**Supporting Documents:**

Nil

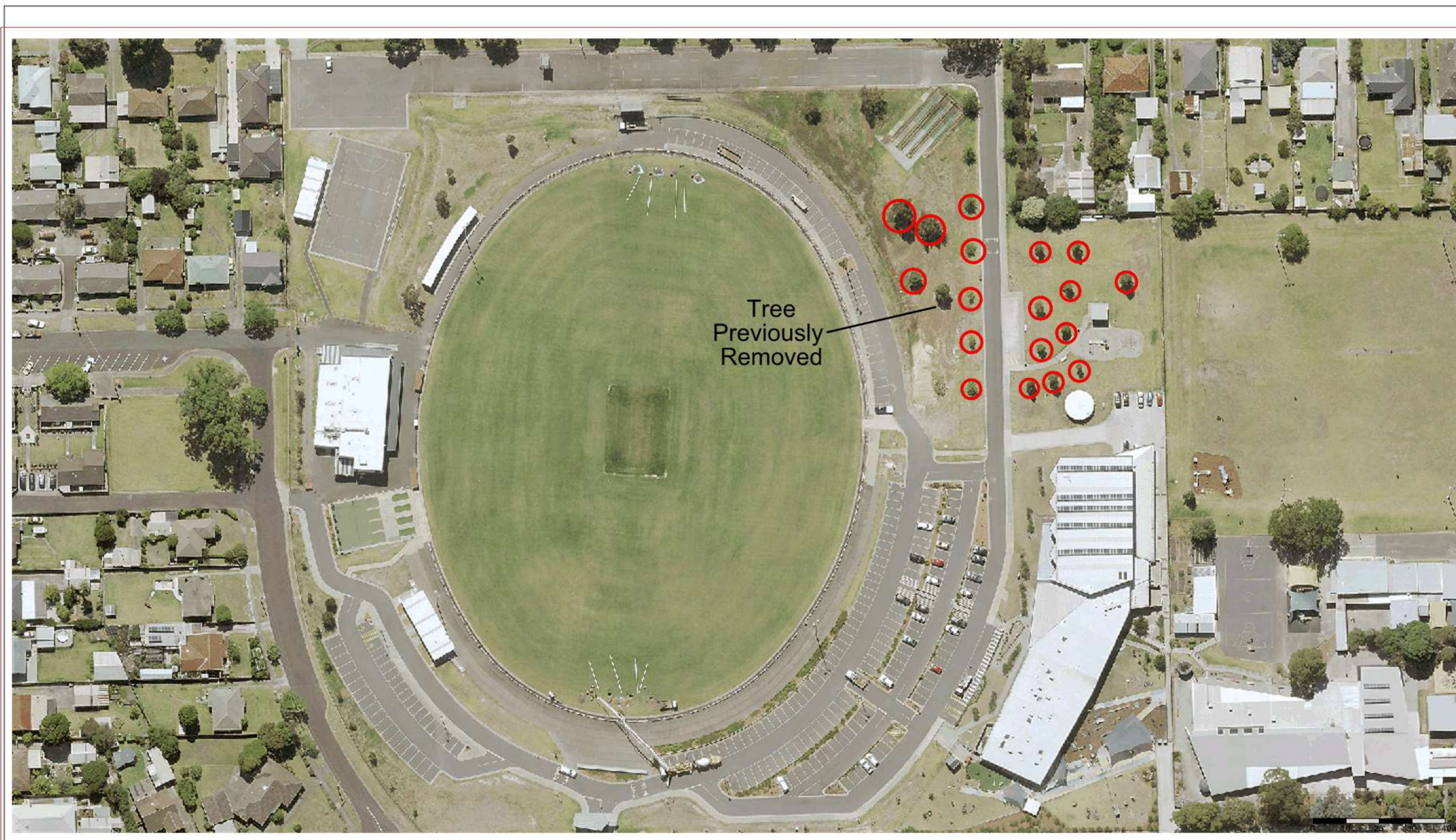
**Attachments**

- 1 [↓](#).  Aerial Image of Trees to be Removed
- 2 [↓](#).  Overall Site Concept Plan
- 3 [↓](#).  Concept Plan of Indoor Training Facility
- 4 [↓](#).  Concept Plan of Outdoor Training Facility

## **15.5**

### **Proposed Removal of Trees at Ted Summerton Reserve, Moe**

<b>1</b>	<b>Aerial Image of Trees to be Removed.....</b>	<b>191</b>
<b>2</b>	<b>Overall Site Concept Plan .....</b>	<b>193</b>
<b>3</b>	<b>Concept Plan of Indoor Training Facility .....</b>	<b>195</b>
<b>4</b>	<b>Concept Plan of Outdoor Training Facility .....</b>	<b>197</b>



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

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The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for **Dial Before You Dig**.  
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Attachment 1- Aerial Image of Trees to be Removed

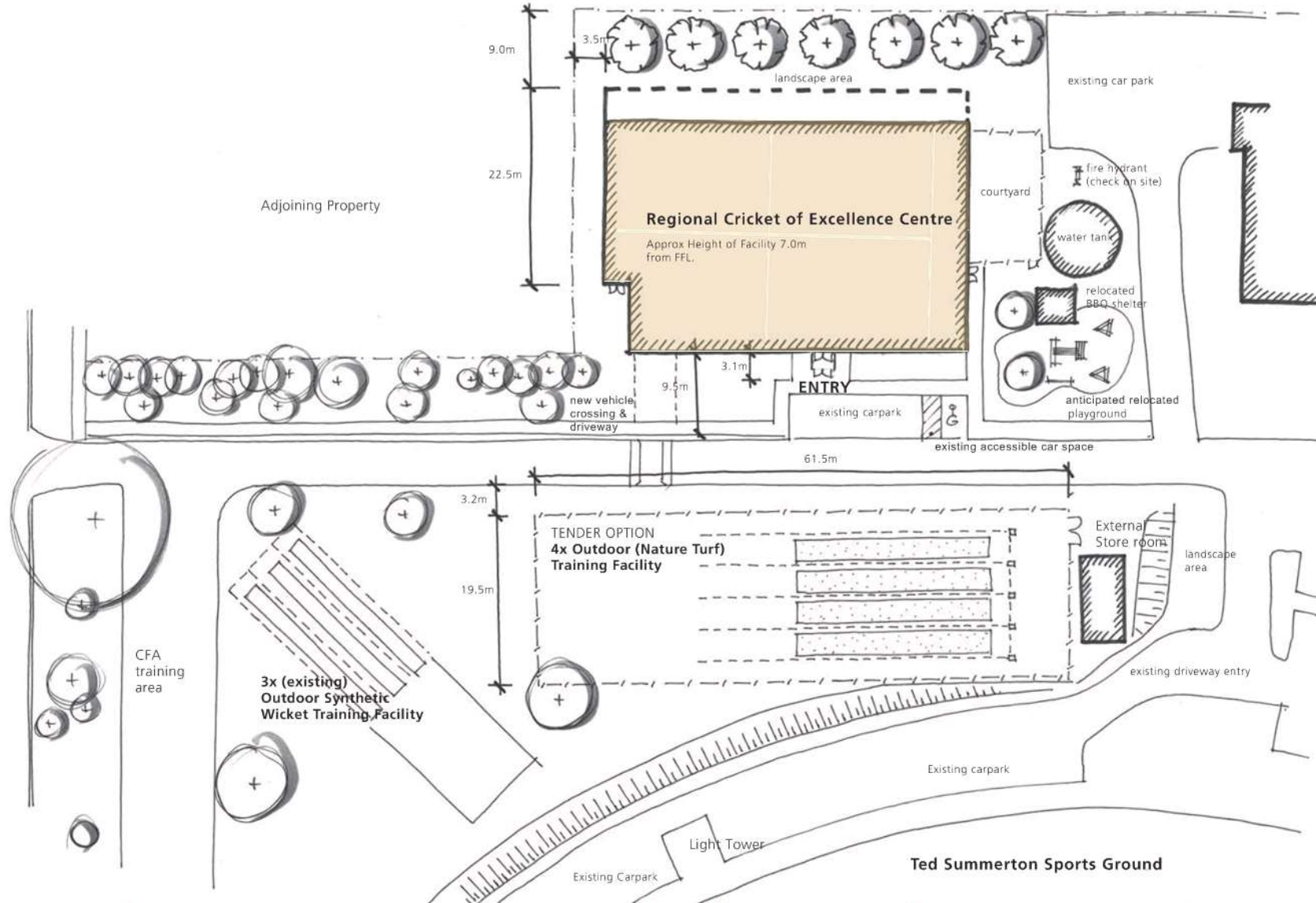
13/11/2018

Scale 1:1153









Proposed Site Plan  
**Latrobe City - Ted Summerton Cricket Hub**  
 Ted Summerton Reserve

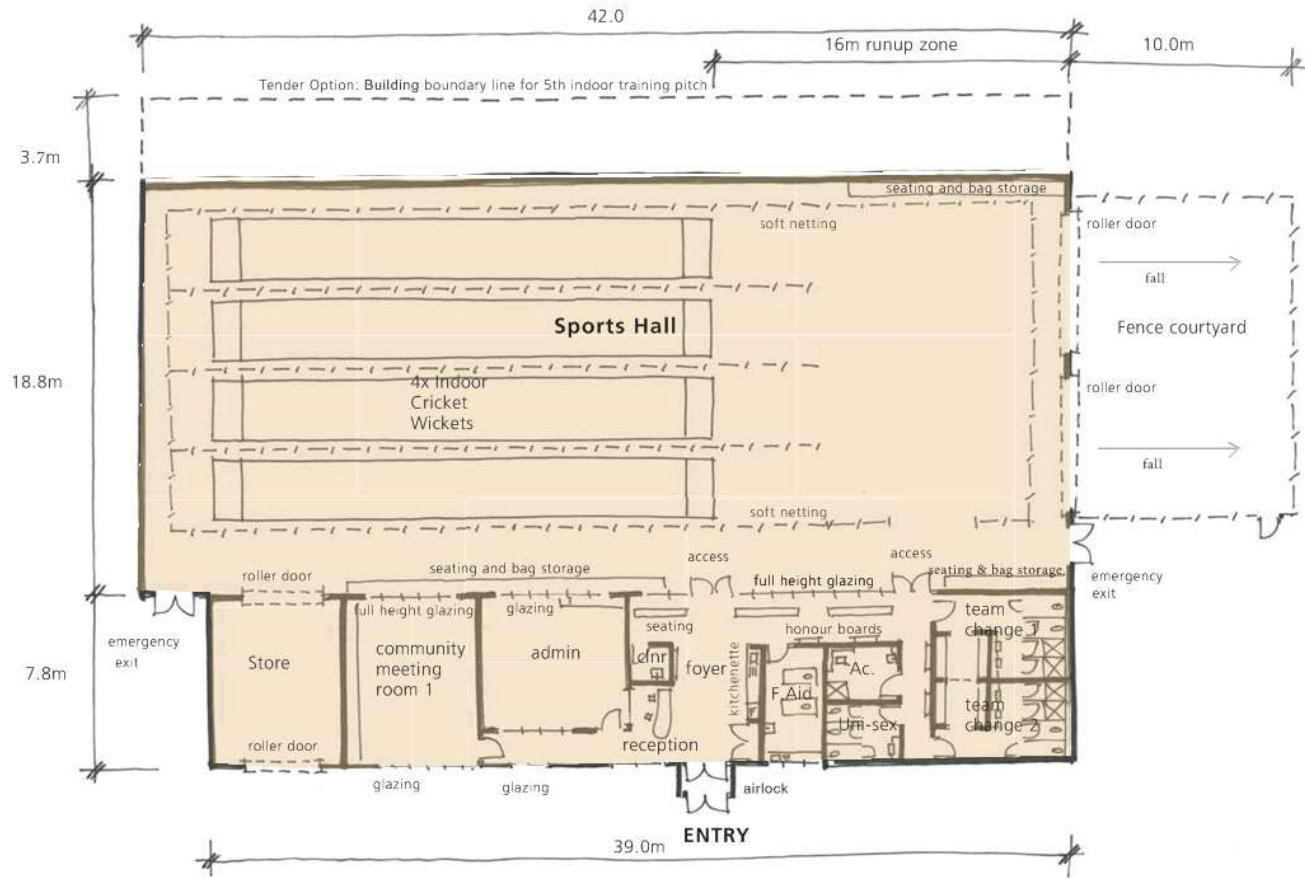


**PRELIMINARY ISSUE**  
 Job Number: EJ-171014 Orig No: SK-07  
 Scale: not to scale Revision: P.2  
 Date: 05.09.2018 SDS

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 Fax: 03 52876 8000 Email: info@etch.com.au  
 Website: www.etch.com.au  
 All services are subject to EAS Architectural Solutions Pty Ltd





Proposed Ground Floor Plan



Spatial Floor Plan  
**Latrobe City - Ted Summerton Cricket Hub**  
 Ted Summerton Reserve

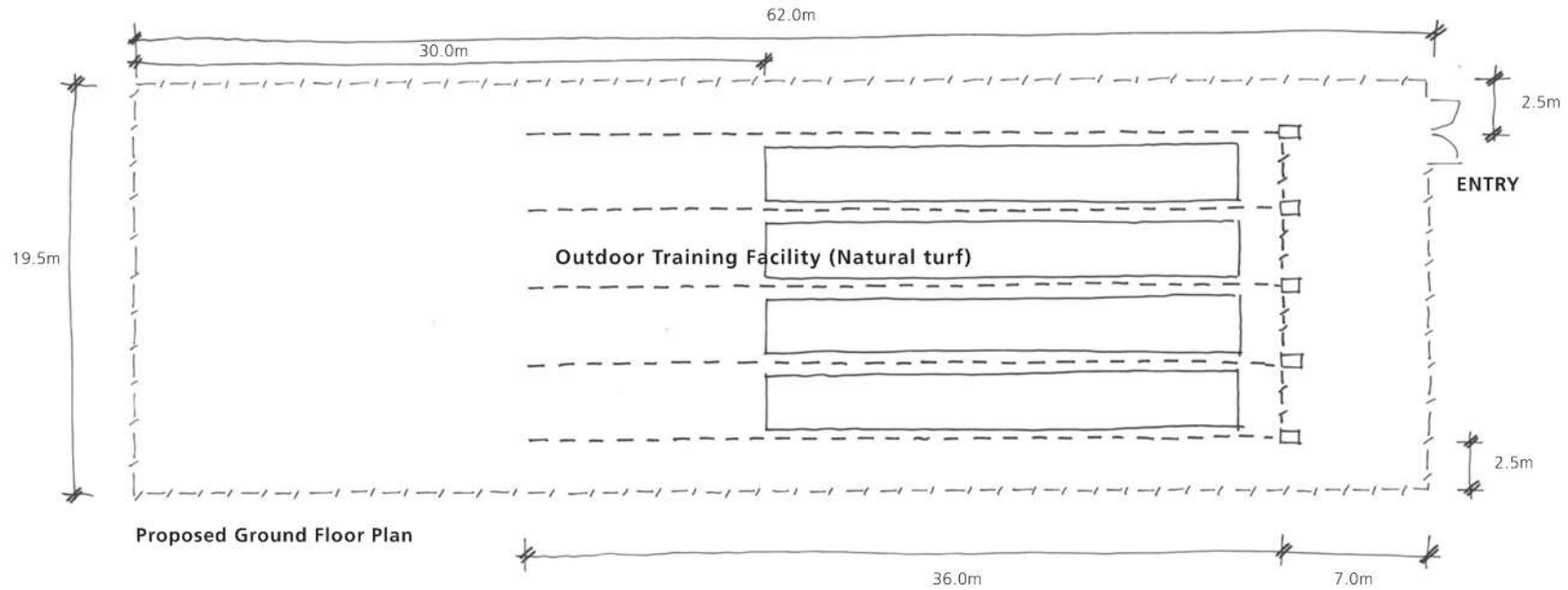


**PRELIMINARY ISSUE**  
 Job Number: EJ-171014 Orig No: SK-08  
 Scale: 1:200 @ A3 Revision: P.2  
 Date: 05.09.2018 SDS  
 Job Leader:

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Tender Option 2 - Outdoor Nature Turf Traing Facility  
**Latrobe City - Ted Summerton Cricket Hub**  
 Ted Summerton Reserve



**PRELIMINARY ISSUE**  
 Job Number: EJ-171014 Orig No: **SK-09**  
 Scale: 1:200 @ A3 Revision:  
 Date: 04.09.2018 SDS **P.1**  
 Job Leader:

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**Agenda Item: 15.6**

**Agenda Item: Regional Roads Victoria Maintenance Agreement**

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

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

**Status: For Decision**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Howe

**That Council:**

- 1. Delegates to the Chief Executive Officer:
  - a. To negotiate and enter into a new MOU with Regional Roads Victoria, generally in accordance with attachments 1-3;**
  - b. To negotiate to increase Councils maintenance responsibilities to include mowing of Morwell Town Entrances and Princes Highway (from Morwell Eastern Interchange to Traralgon Golf Club); and****
- 2. Notes the additional funding required of \$38,550 to undertake these additional works as outlined in points one and two above.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The purpose of this report is to review Council's future maintenance levels on arterial road reserves controlled by Regional Roads Victoria (RRV) and seek Council endorsement to increase Council's contribution.

To improve the Latrobe City's amenity existing agreements should be increased to include the Morwell Town Entrances and Princes Highway (Eastern Interchange and the Traralgon Golf Club), which would require an increased budget of \$38,550.

This would support the 2017-2021 Council Plan strategy 11, 'Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride' therefore contributing to multiple 2017-2021 Council Plan Objectives.

**Declaration of Interests:**

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

**Background:**

The previous Memorandum of Understanding (MOU) between Council and RRV has expired, and RRV and Council Officers have been developing a new 5 year agreement, (see attachments 1-3). In the past there has been a MOU between RRV and Council with respect to maintenance responsibilities. These maintenance responsibilities cover street sweeping, grass cutting and herbicide spraying.

Due to the way the previous agreement was written there has been some confusion which organisation undertakes what maintenance tasks and therefore costs. This has now been clarified with the "Municipal Demarcation Plans" document. With this clarification it was noted that Council has been undertaking some extra maintenance tasks (entrances to Moe, and street sweeping of some sections of Argyle Street, Traralgon) which were RRV responsibility, this is why there has been an increase of RRV contribution between the old agreement and what would be the new agreement moving forward.

RRV maintenance standards, which support active transport and healthy environments while facilitating a safe and efficient road network, are much lower than Council's standards of maintenance, are as follows:

- RRV would cut the grass 4 times a year in Urban areas, Council would undertake this 18 times a year.
- RRV would cut the grass 3 times a year in Rural areas, this relates to the section of Princes Highway (between Morwell to Traralgon) Council would undertake this 10 times a year.
- Street sweeping by RRV to occur a maximum of twice a year. The areas within the CBD, Council currently sweeps 3 times a week. Other urban areas Council currently sweeps 4 times a year.



Table 1: Service Level Cost Comparison

	Council contribution	Regional Roads Victoria contribution	Total
1. Current Agreement (Maintenance undertaken to Council Standards).	\$454,910	\$40,340	\$495,250
2. New Agreement (Maintenance undertaken to Council Standards).	\$440,830	\$54,420	\$495,250
3. Morwell Town Entrances, (Council is currently not maintaining).	\$24,520	\$7,010	\$31,530
4. Princes Highway, Eastern interchange/Golf Club	\$28,110	\$12,050	\$40,160
<b>Total</b>	<b>\$493,460</b>	<b>\$73,480</b>	<b>\$566,940</b>

Options available to Council are as follows:

1. Withdraw from the agreement, therefore these areas would be maintained to RRV standards, saving Council \$454,910 (budgeted).
2. Accept the new agreement, therefore areas maintained to Council Standards, were Council contributes \$440,830 (budget saving of \$14,080).
3. Increase the areas that Council will undertake maintenance to its' standards at a Council contribution of \$493,460 (increased budget of \$38,550).

To have these areas maintained to Council's standards RRV contribution would be capped to their required maintenance standards, \$54,420 and Council contributing \$440,830, (see table, item 2).

If Council wishes to undertake maintenance in areas that are currently not part of the agreement, which are as follows;

- Morwell Town Entrances, (see table, item 3).
- Grass cutting between Eastern interchange and Traralgon Golf Club, (see table, item 4).

The total costing in the agreement would then see RRV contribution increases to \$73,480 and Council contributing increases to \$493,460.

Therefore if Council were to expand the areas that it maintains on behalf of RRV the net cost to Council would increase from \$454,910 (under the current agreement) to the \$493,460 (under the new draft agreement including the additional areas identified

in the above table). This would lead to a total additional contribution of \$38,550; this would need to be included in future budgets.

The agreement will be subject to CPI increases every year.

RRV are comfortable for Council maintaining these areas to Council's Standards, but will only contribute what it would have cost them to maintain the areas to their standards.

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

The proposed resolution is to apply Council's maintenance standards on areas that are the responsibility of RRV, this will lead to improved amenity and enhanced levels of community satisfaction and pride.

### **Issues:**

#### *Strategy Implications*

These actions are in line with strategy 11;

- *Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride.*

#### *Communication*

Nil

#### *Financial Implications*

Options available to Council are as follows:

1. Withdraw from the agreement, saving Council up to \$454,910 (budgeted)
2. Accept the new agreement, whereby Council contributes \$440,830 (budget saving of \$14,080)
3. Increase the areas that Council will undertake maintenance at a Council contribution of \$493,460 (increased budget of \$38,550)

Option 3 has been identified as the preferred option.

#### *Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Operational risks for staff and contractors	3	Ensure all OH&S controls and Traffic management plans are in place. Audits are conducted by their Council's Team Leader and Supervisors
Community complaints.	4	Residents are keen to see improved amenity and attractiveness of Latrobe

		City and the proposed resolution is facilitating this.
--	--	--

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

*Legal and Compliance*

Nil

*Community Implications*

Improved level of amenity leading to improved community satisfaction.

*Environmental Implications*

Council officers will remove litter on a more regular basis than RRV.




*Consultation*

Council officers have carried out extensive consultation with RRV officers regarding current and new agreements including demarcations and responsibilities.

*Other*

**Supporting Documents:**

**Attachments**

- 1 [↓](#).  VicRoads, (now known as RRV), Latrobe City Council Demarcation Plans
- 2 [↓](#).  Schedule 1 Demarcations - Latrobe City Council
- 3 [↓](#).  Schedule 2 Specific Maintenance Functions - Latrobe City Council

## **15.6**

### **Regional Roads Victoria Maintenance Agreement**

<b>1</b>	<b>VicRoads, (now known as RRV), Latrobe City Council Demarcation Plans .....</b>	<b>205</b>
<b>2</b>	<b>Schedule 1 Demarcations - Latrobe City Council .....</b>	<b>283</b>
<b>3</b>	<b>Schedule 2 Specific Maintenance Functions - Latrobe City Council.....</b>	<b>285</b>





# MUNICIPAL DEMARCATIION PLANS

## EASTERN REGION

### LATROBE CITY COUNCIL

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0000-CS.dgn



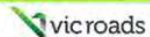
GENERAL DESCRIPTION OF DEMARCATIION:  
COUNCIL'S DEMARCATIION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATIION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.: LCSC-0000-CS

PAGE No.: 1

SCALE: NTS

DATE: JUL 2018



MUNICIPAL DEMARCATIION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
COVER SHEET

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FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0001-CP.dgn



GENERAL DESCRIPTION OF DEMARCATION:  
COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.: LCSC-0001-CP

PAGE No.: 2

SCALE: NTS

DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
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### MOE & NEWBOROUGH DEMARCATION 1



ROAD No: 5539 ROAD NAME: MOE-GLENGARRY ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### MOE & NEWBOROUGH DEMARCATION 1



ROAD No: 5539 ROAD NAME: MOE-GLENGARRY ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0020-MOEN.dgn

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<p>SCALE OF DISTANCE (m)</p>	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.: LCSC-0020-MOEN
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SCALE: 1:1000      DATE: JUL 2018

MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MOE & NEWBOROUGH

### MOE & NEWBOROUGH DEMARCATION 2



ROAD No: 5086 ROAD NAME: MOE-NORTH ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### MOE & NEWBOROUGH DEMARCATION 3



ROAD No: 5086 ROAD NAME: MOE-NORTH ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0021-MOEN.dgn

OVERALL PLAN  
LCSC-005-MOEN

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3

0 20 40 60  
SCALE OF DISTANCE (m)

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.: LCSC-0021-MOEN

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SCALE: 1:2000 DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MOE & NEWBOROUGH

### MOE & NEWBOROUGH DEMARCATION 4



ROAD No: 5086 ROAD NAME: MOE-NORTH ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\LCSC\Latrobe\_City\LCSC-0022-MOEN.dgn

OVERALL PLAN	PAGE
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SCALE OF DISTANCE (m)	

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SCALE: 1:2500	DATE: JUL 2018

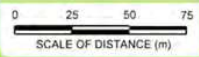
**vicroads**  
MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MOE & NEWBOROUGH

## OLD GIPPSTOWN INTERCHANGE DEMARICATION 5



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0030-OLDG.dgn

FOR SPECIFIC DEMARICATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1



**GENERAL DESCRIPTION OF DEMARICATION:**  
COUNCIL'S DEMARICATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARICATION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.: LCSC-0030-OLDG  
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SCALE: 1:2500 DATE: JUL 2018

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MUNICIPAL DEMARICATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
OLD GIPPSTOWN INTERCHANGE

# GUNNS GULLY INTERCHANGE DEMARCATION 6



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0031-GUNN.dgn

FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

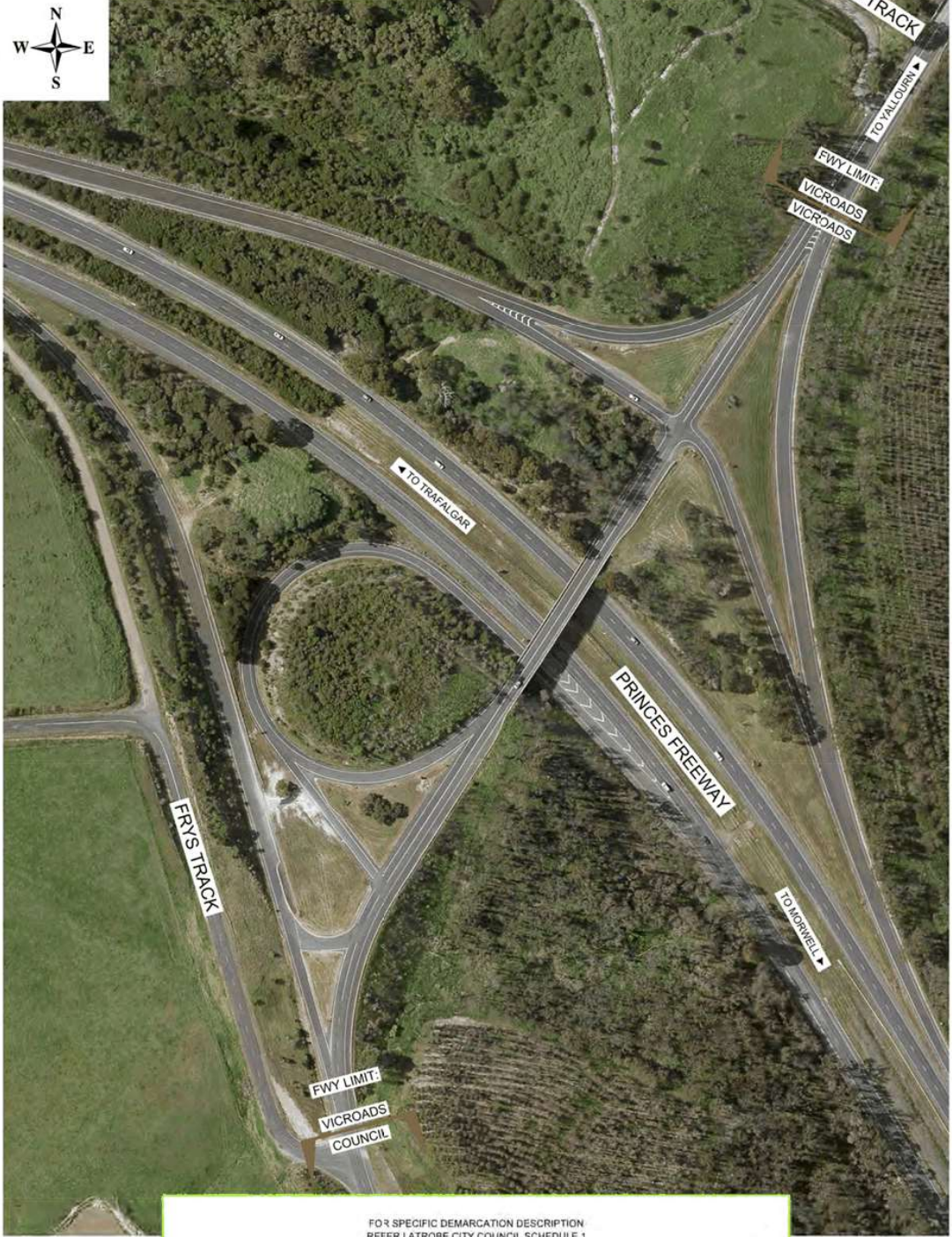


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 WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

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 SCALE: 1:2500      DATE: JUL 2018

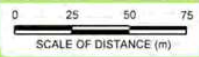
**vicroads**  
 MUNICIPAL DEMARCATION PLANS  
 LATROBE CITY COUNCIL  
 EASTERN REGION  
 GUNNS GULLY INTERCHANGE

# HERNES OAK INTERCHANGE DEMARCATION 7



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0032-HERN.dgn

FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

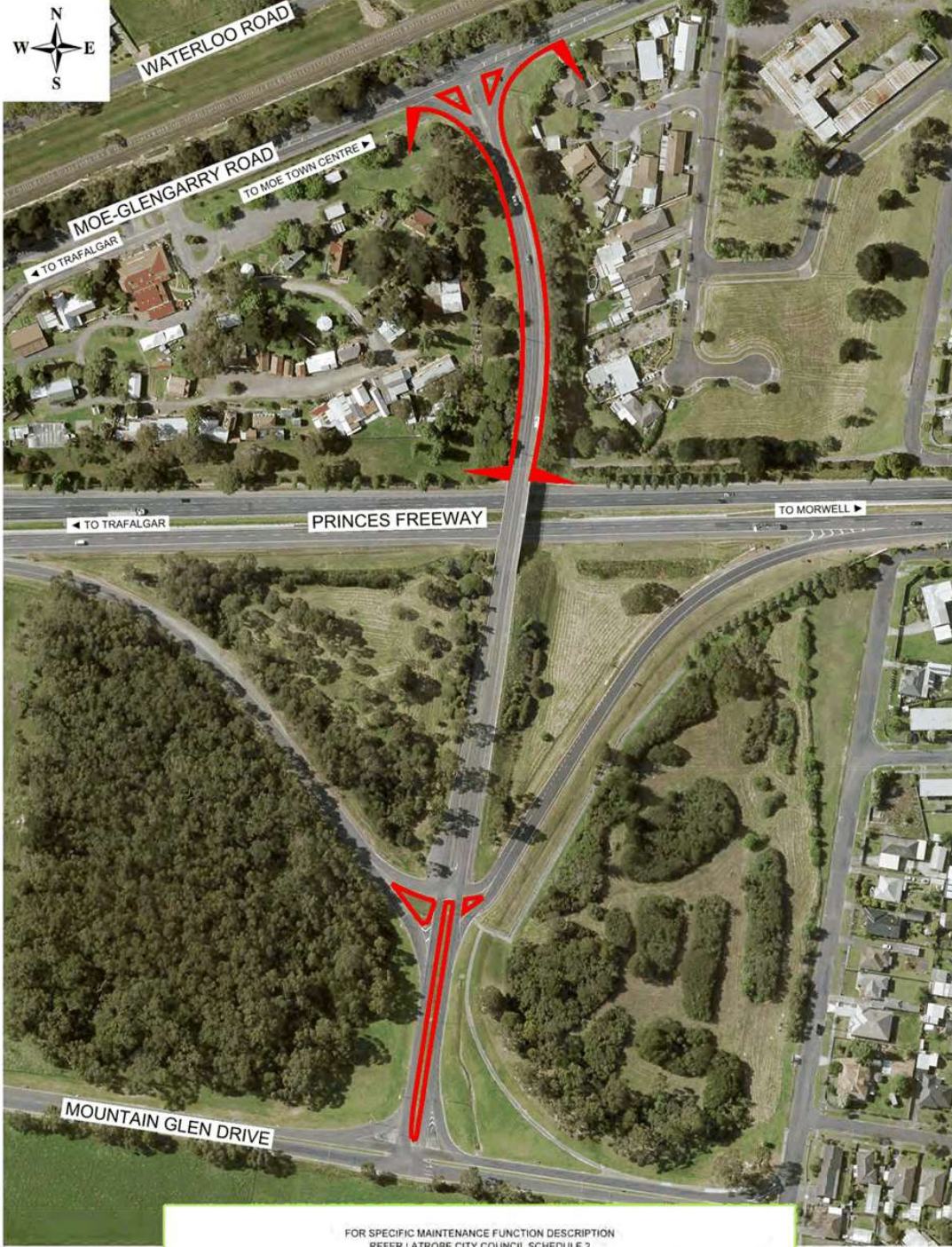


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DRAWING No.: LCSC-0032-HERN  
 PAGE No.: 9  
 SCALE: 1:2500      DATE: JUL 2018



# OLD GIPPSTOWN INTERCHANGE FUNCTIONALITY 1



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0050-OLDG.dgn

FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2.

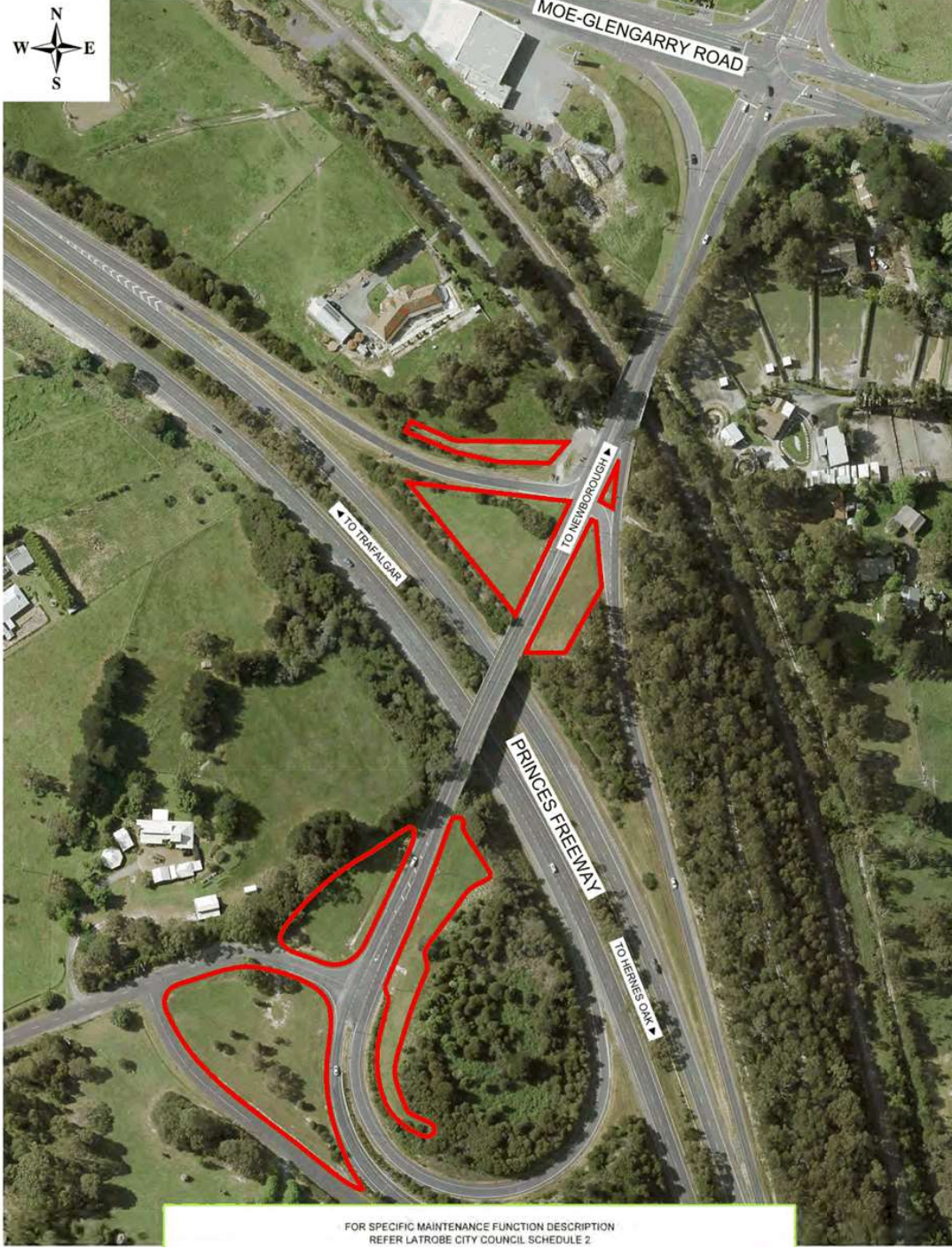


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COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

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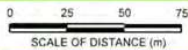
**vicroads**  
MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
OLD GIPPSTOWN INTERCHANGE

## GUNNS GULLY INTERCHANGE FUNCTIONALITY 2



FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0051-GUNN.dgn



**GENERAL DESCRIPTION OF DEMARCATION:**  
COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

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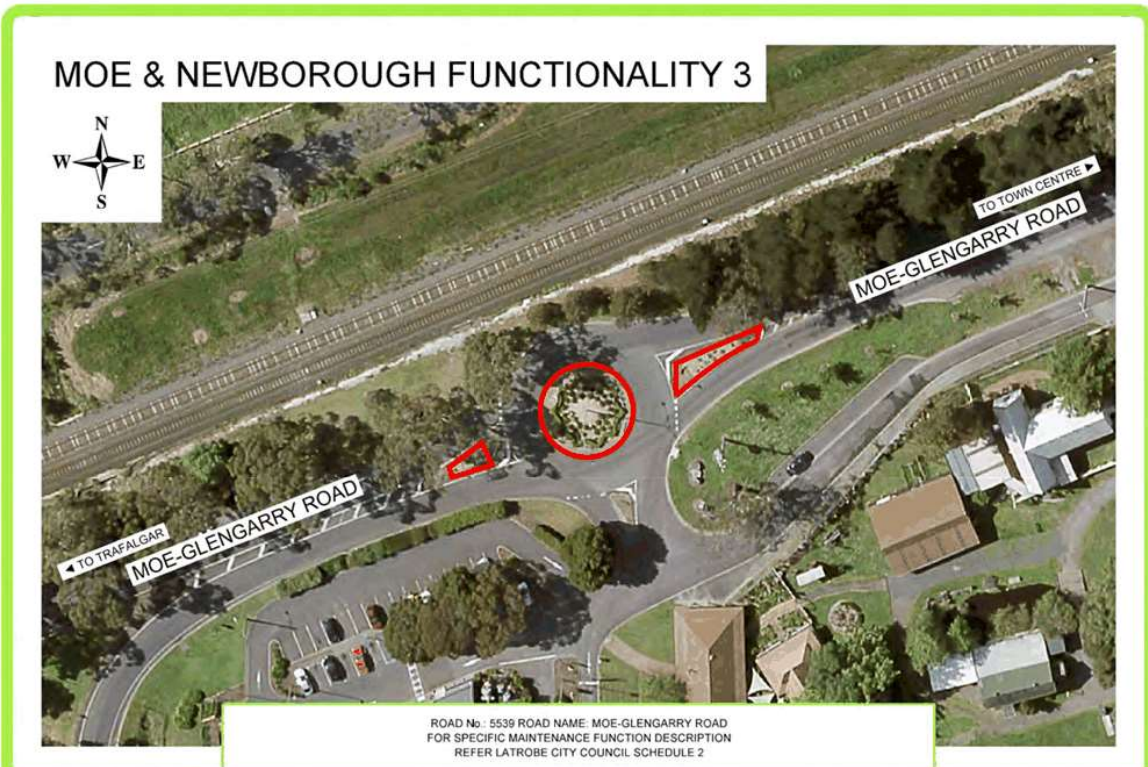
SCALE: 1:2500

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
GUNNS GULLY INTERCHANGE





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OVERALL PLAN  
LCSC-005-MOEN

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SCALE OF DISTANCE (m)

**GENERAL DESCRIPTION OF DEMARCATION:**  
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<p>SCALE OF DISTANCE (m)</p>	

**GENERAL DESCRIPTION OF DEMARCATION:**  
 COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MOE & NEWBOROUGH

### MOE & NEWBOROUGH FUNCTIONALITY 3



ROAD No : 5539 ROAD NAME: MOE-GLENGARRY ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0062-MOEN.dgn

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<p>SCALE OF DISTANCE (m)</p>	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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LATROBE CITY COUNCIL  
EASTERN REGION  
MOE & NEWBOROUGH



### MOE & NEWBOROUGH FUNCTIONALITY 4



ROAD No.: 5537 ROAD NAME: MOE-RAWSON ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

### MOE & NEWBOROUGH FUNCTIONALITY 4



ROAD No.: 5537 ROAD NAME: MOE-RAWSON ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0064-MOEN.dgn

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0 10 20 30  
SCALE OF DISTANCE (m)

**GENERAL DESCRIPTION OF DEMARCATION:**  
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SCALE: 1:1000 DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MOE & NEWBOROUGH



# MOE & NEWBOROUGH FUNCTIONALITY 6



ROAD No: 5086 ROAD NAME: MOE-NORTH ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

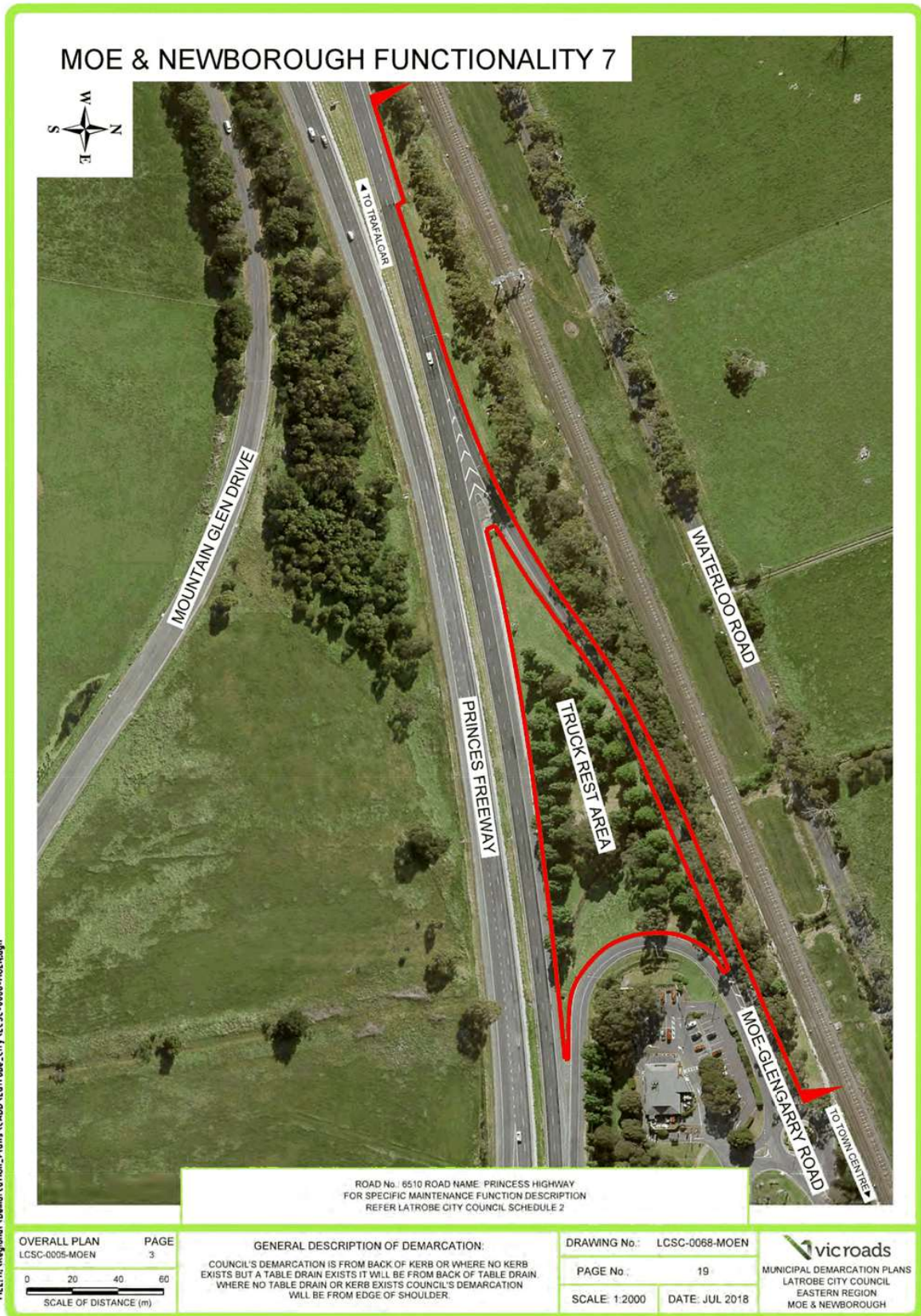
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SCALE OF DISTANCE (m)	

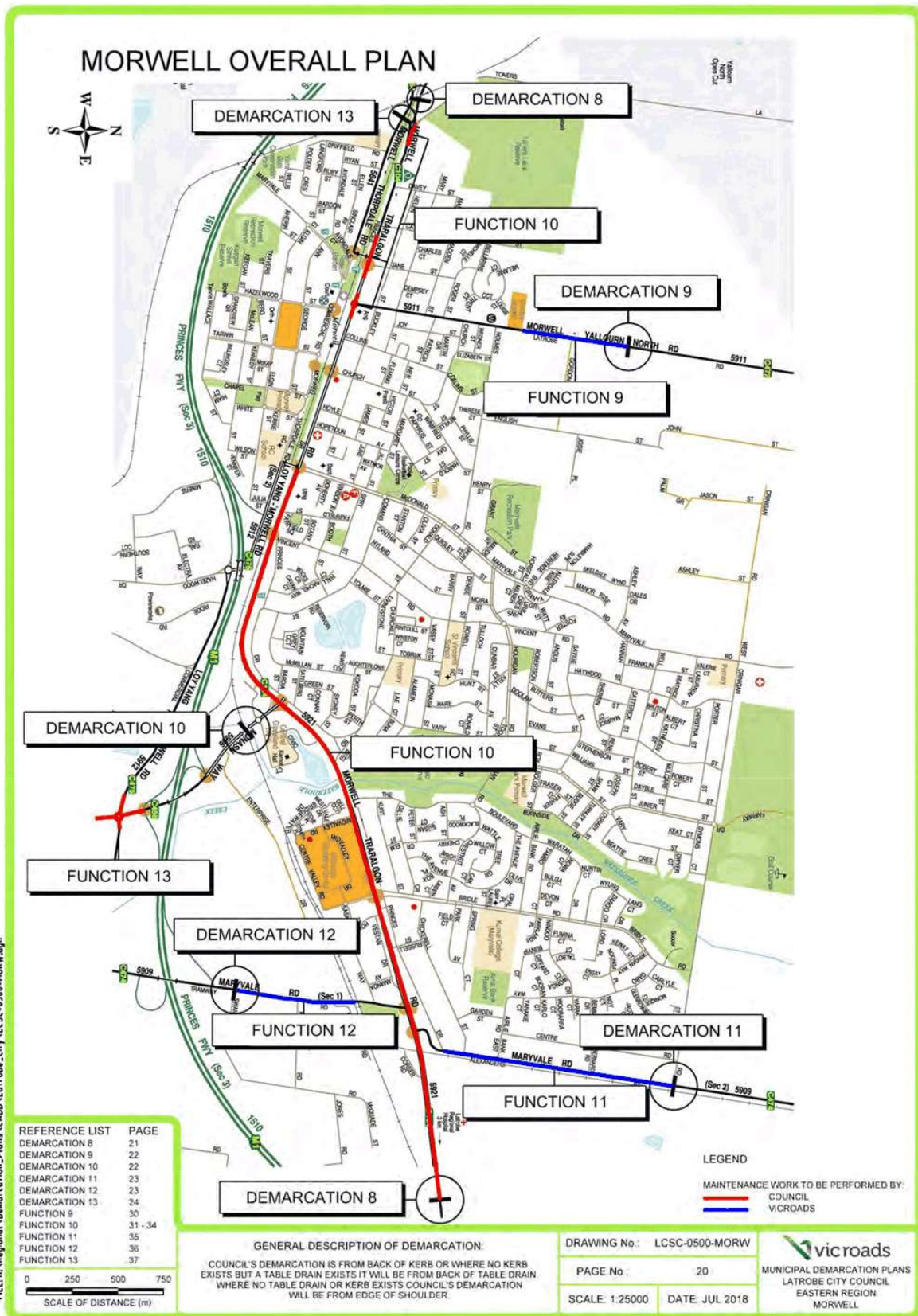
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MOE & NEWBOROUGH







### MORWELL DEMARCATION 8



ROAD No: 5921 ROAD NAME: MORWELL-TRARALGON ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### MORWELL DEMARCATION 8



ROAD No: 5921 ROAD NAME: MORWELL-TRARALGON ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\latrobe\_city\LCSC-0520-MORW.dgn

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SCALE OF DISTANCE (m)

**GENERAL DESCRIPTION OF DEMARCATION:**  
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MORWELL

### MORWELL DEMARCATION 9



ROAD No : 5911 ROAD NAME : MORWELL-YALOURN NORTH ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### MORWELL DEMARCATION 10



ROAD No : 5906 ROAD NAME : MONASH WAY  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0522-MORW.dgn

OVERALL PLAN	PAGE
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SCALE OF DISTANCE (m)	

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SCALE: 1:1000	DATE: JUL 2018

MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
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### MORWELL DEMARCATION 11



ROAD No.: 5909 ROAD NAME: MARYVALE ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### MORWELL DEMARCATION 12



ROAD No.: 5922 ROAD NAME: TRAMWAY ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

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SCALE OF DISTANCE (m)

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

## MORWELL DEMARCATION 13



ROAD No.: 5641 ROAD NAME: MORWELL-THORPDALE ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0524-MORW.dgn

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0 10 20 30  
SCALE OF DISTANCE (m)

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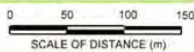
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LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

## STRZELECKI HIGHWAY INTERCHANGE DEMARCATION 14



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0530-STRZ.dgn

FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1



**GENERAL DESCRIPTION OF DEMARCATION:**  
COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

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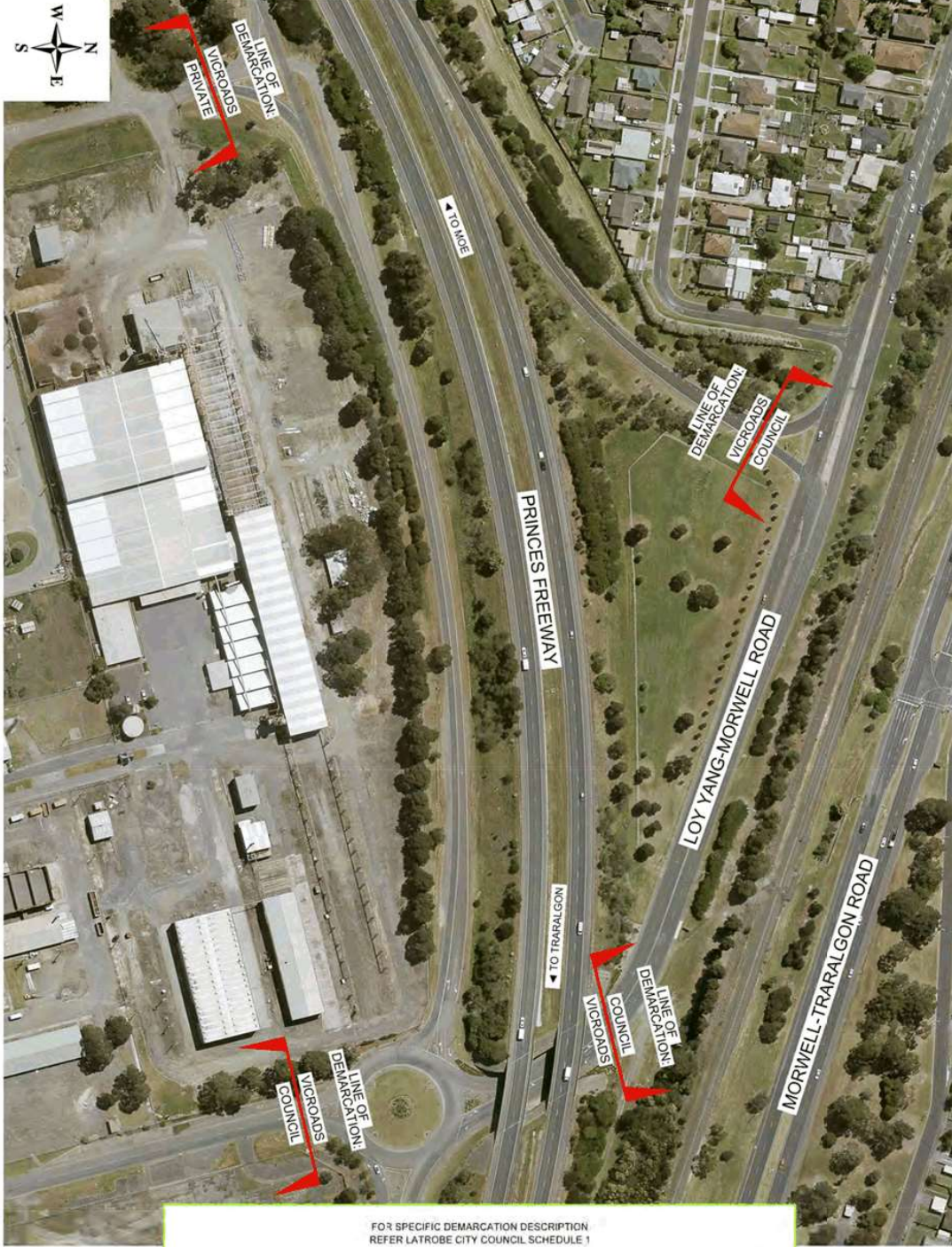
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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

### COMMERCIAL ROAD INTERCHANGE DEMARCATION 15



FOR SPECIFIC DEMARCATION DESCRIPTION REFER LATROBE CITY COUNCIL SCHEDULE 1

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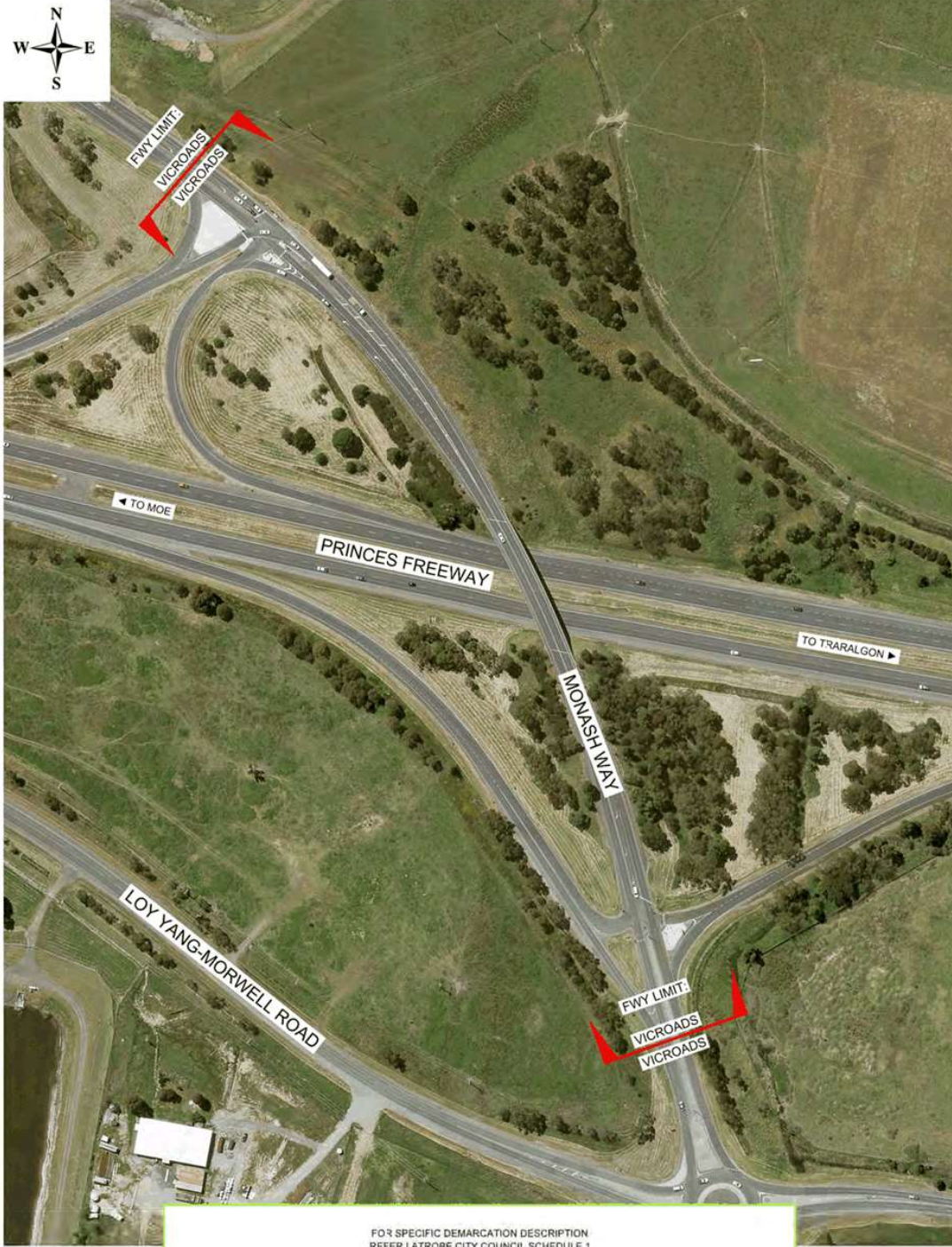
OVERALL PLAN LCSC-0500-MORW	PAGE 20
<p>SCALE OF DISTANCE (m)</p>	

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**MUNICIPAL DEMARCATION PLANS**  
 LATROBE CITY COUNCIL  
 EASTERN REGION  
 MORWELL

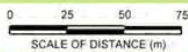
# MONASH WAY INTERCHANGE DEMARCATION 16



FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

OVERALL PLAN  
LCSC-0500-MORW

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**GENERAL DESCRIPTION OF DEMARCATION:**

COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

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### TRAMWAY ROAD INTERCHANGE DEMARCATION 17



FOR SPECIFIC DEMARCATION DESCRIPTION REFER LATROBE CITY COUNCIL SCHEDULE 1

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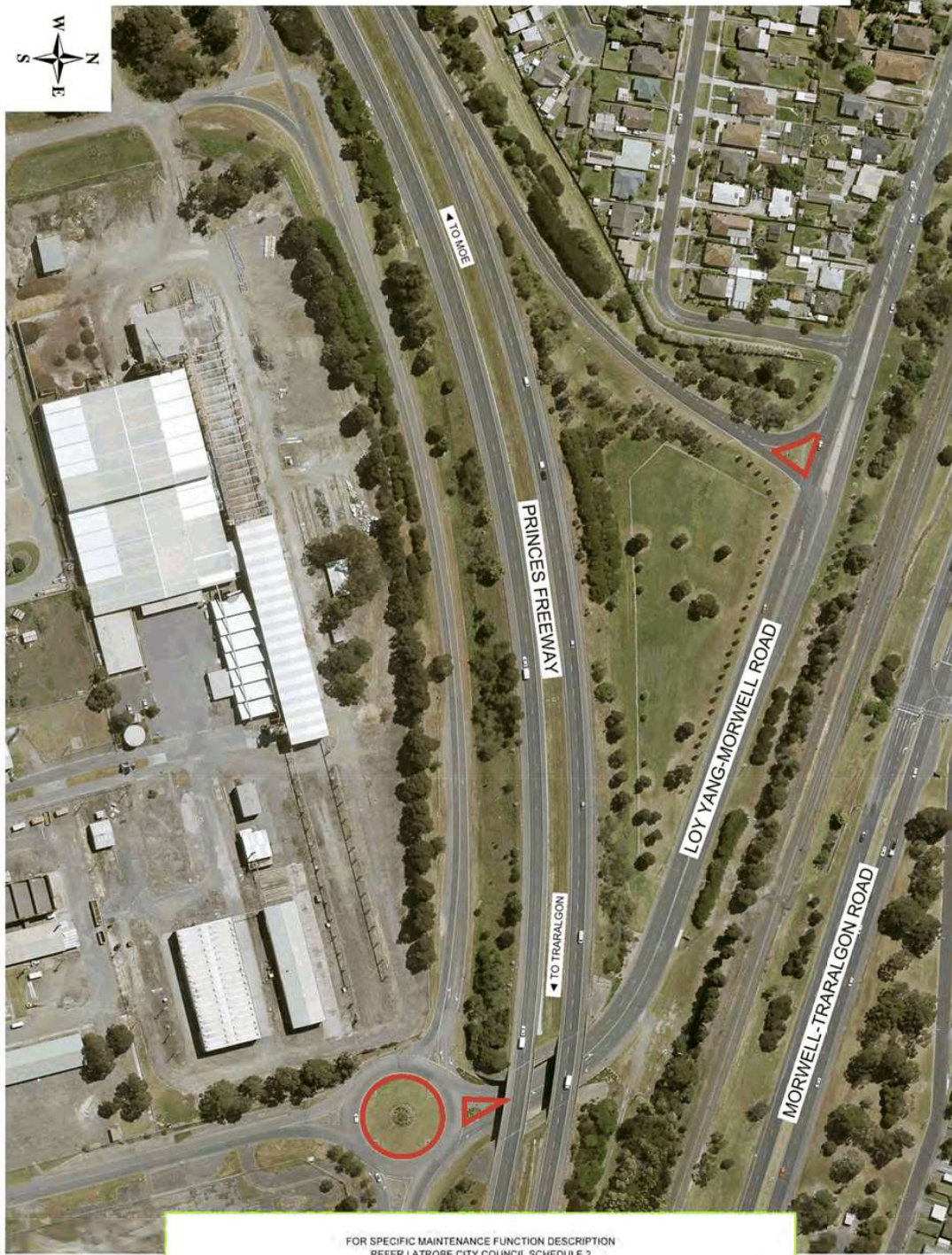
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<p>SCALE OF DISTANCE (m)</p>	

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MUNICIPAL DEMARCATION PLANS  
 LATROBE CITY COUNCIL  
 EASTERN REGION  
 MORWELL

## COMMERCIAL ROAD INTERCHANGE FUNCTIONALITY 8

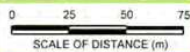


FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\AADD\Latrobe\_City\LCSC-0550-COMM.dgn

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20



**GENERAL DESCRIPTION OF DEMARCATION:**

COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.: LCSC-0550-COMM

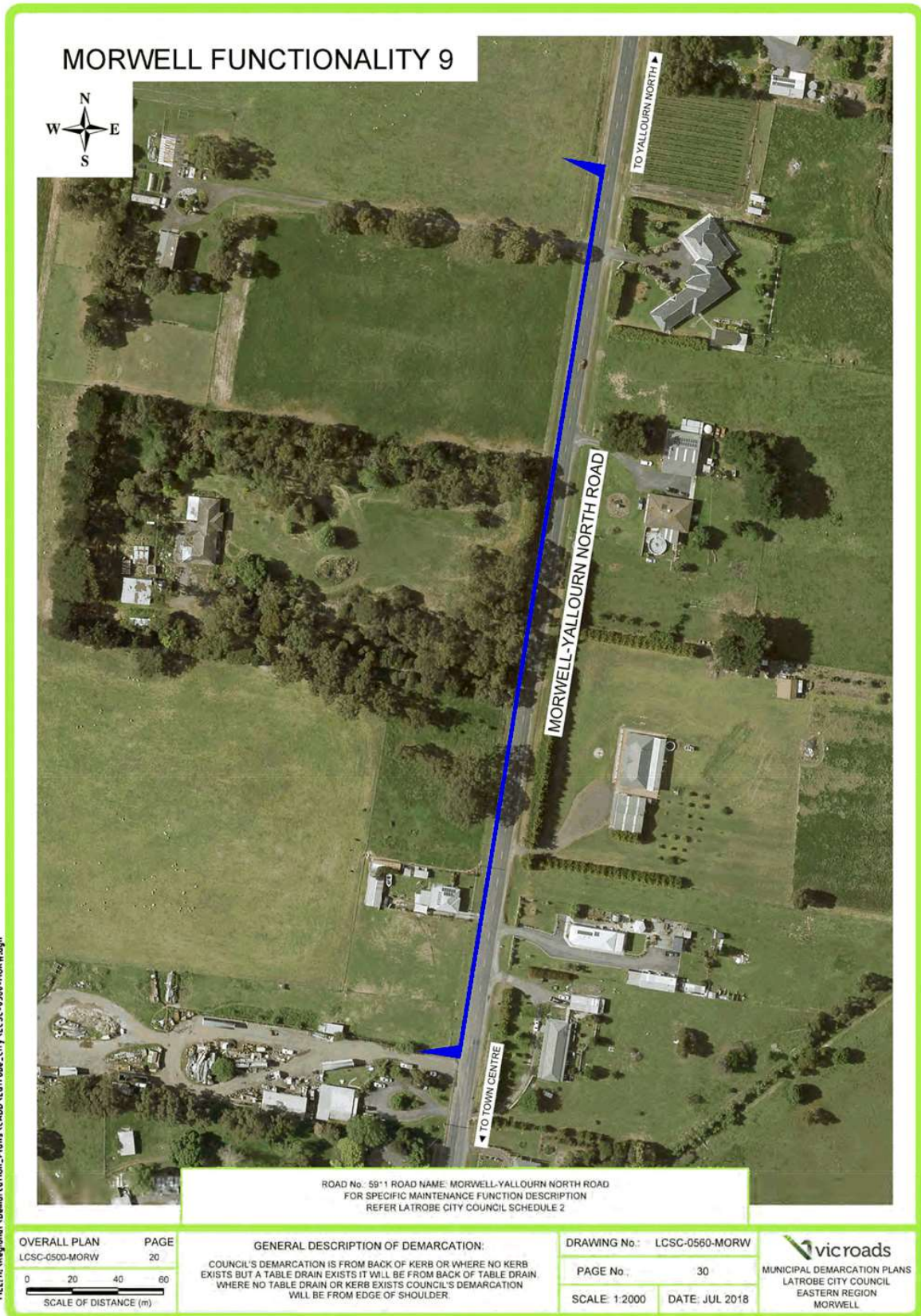
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SCALE: 1:2500

DATE: JUL 2018



MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

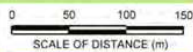


# MORWELL FUNCTIONALITY 10



ROAD No: 5921 ROAD NAME: MORWELL-TRARALGON ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

OVERALL PLAN PAGE  
LCSC-0500-MORW 20



**GENERAL DESCRIPTION OF DEMARCATION:**  
COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.: LCSC-0561-MORW

PAGE No.: 31

SCALE: 1:5000

DATE: JUL 2018



MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

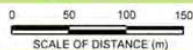
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# MORWELL FUNCTIONALITY 10



ROAD No. 5921 ROAD NAME MORWELL-TRARALGON ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

OVERALL PLAN LCSC-0500-MORW	PAGE 20
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**GENERAL DESCRIPTION OF DEMARCATION:**  
COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.: LCSC-0562-MORW

PAGE No.: 32

SCALE: 1:5000

DATE: JUL 2018

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LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

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# MORWELL FUNCTIONALITY 10



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0563-MORW.dgn

ROAD No. 5921 ROAD NAME MORWELL-TRARALGON ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

OVERALL PLAN LCSC-0500-MORW	PAGE 20
<p>SCALE OF DISTANCE (m)</p>	

**GENERAL DESCRIPTION OF DEMARCATION:**  
COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.:	LCSC-0563-MORW
PAGE No.:	33
SCALE:	1:5000
DATE:	JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

# MORWELL FUNCTIONALITY 10



ROAD No. 5921 ROAD NAME MORWELL-TRARALGON ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

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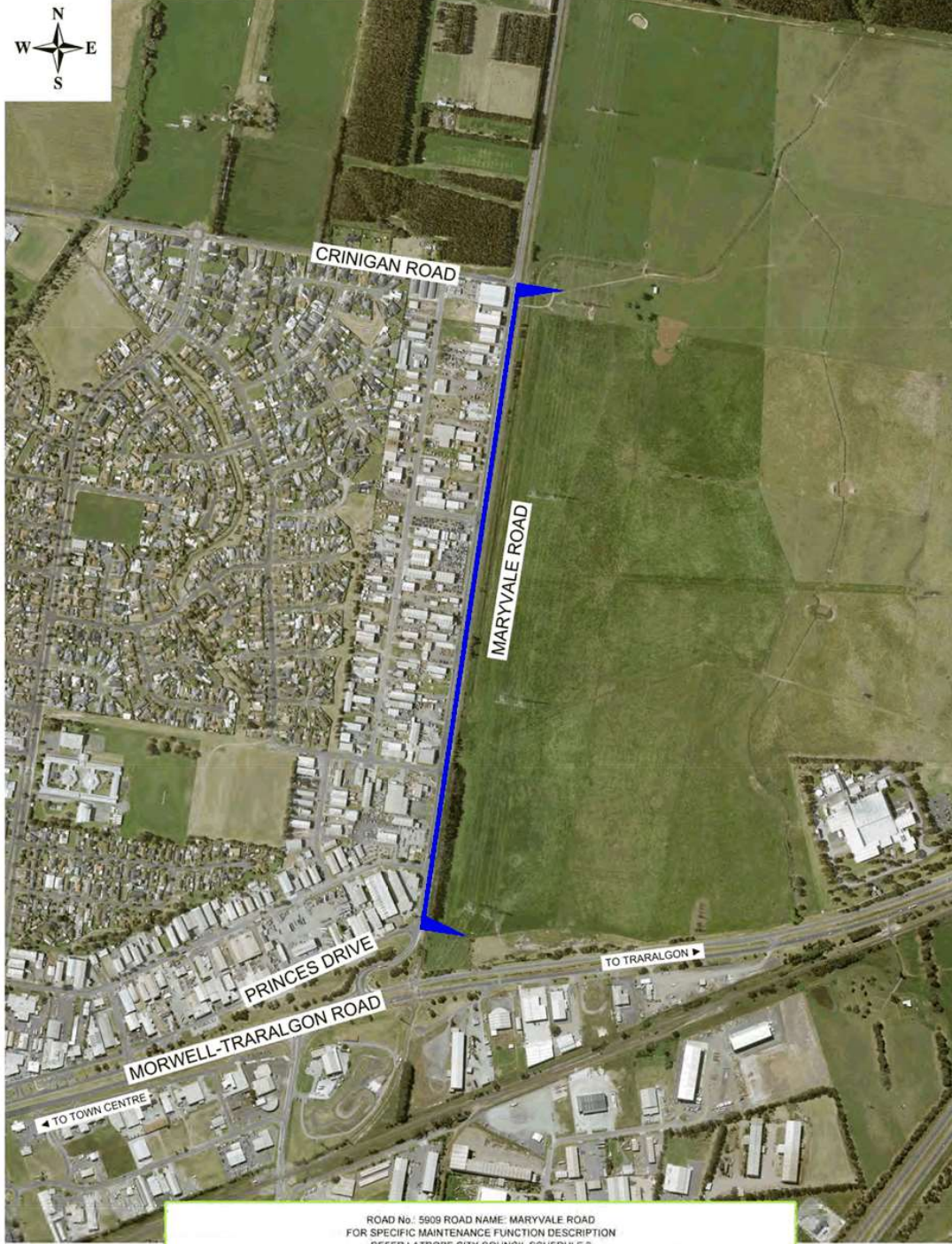
OVERALL PLAN LCSC-0500-MORW	PAGE 20
<p>SCALE OF DISTANCE (m)</p>	

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DRAWING No.:	LCSC-0564-MORW
PAGE No.:	34
SCALE: 1:10000	DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL

# MORWELL FUNCTIONALITY 11



ROAD No: 5909 ROAD NAME: MARYVALE ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

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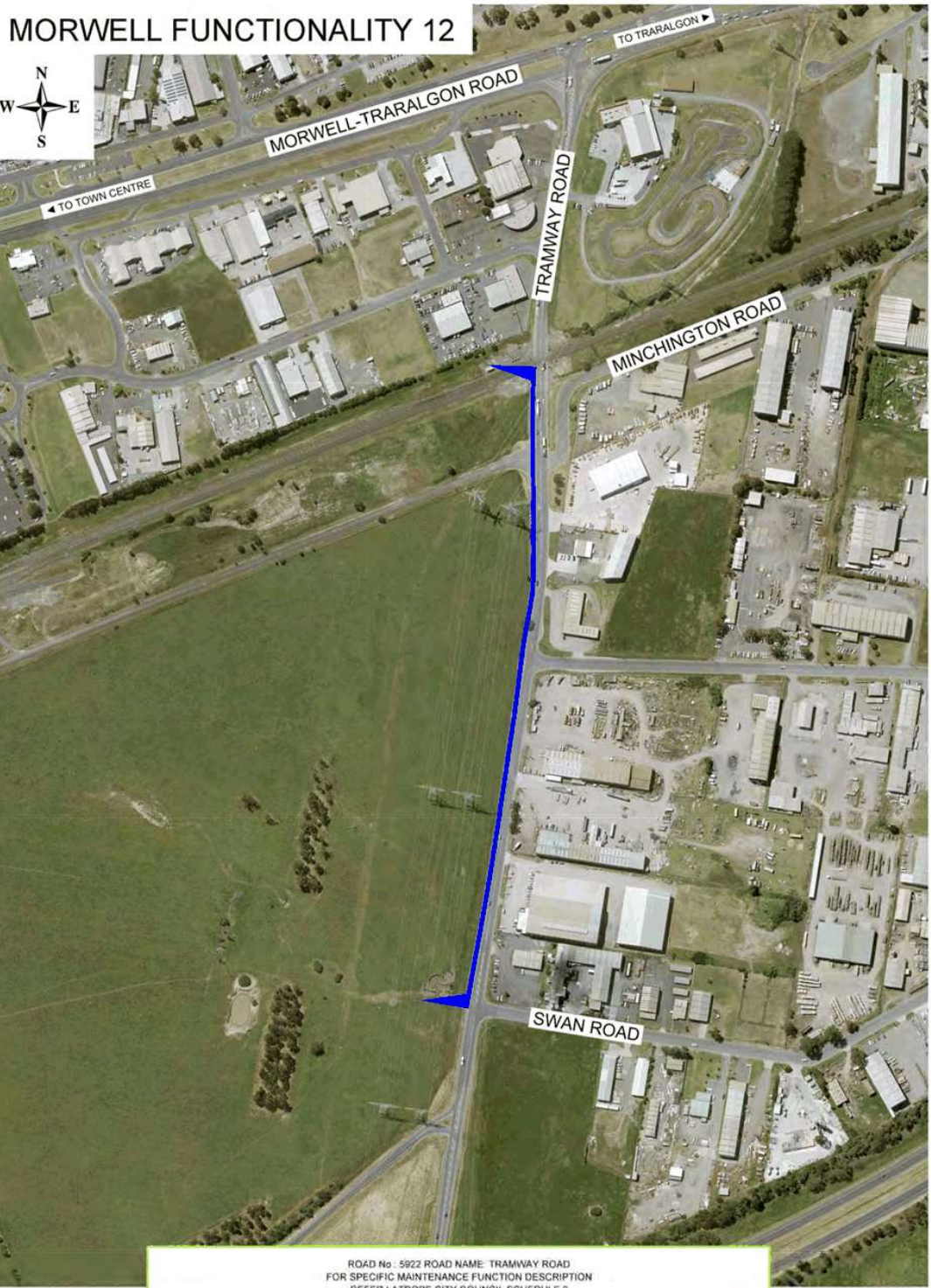
OVERALL PLAN LCSC-0500-MORW	PAGE 20
0 100 200 300 SCALE OF DISTANCE (m)	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No: LCSC-0565-MORW
PAGE No: 35
SCALE: 1:10000      DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
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ROAD No: 5922 ROAD NAME: TRAMWAY ROAD  
 FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
 REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-0566-MORW.dgn

OVERALL PLAN	PAGE
LCSC-0500-MORW	20
SCALE OF DISTANCE (m)	

**GENERAL DESCRIPTION OF DEMARCATION:**  
 COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

DRAWING No.:	LCSC-0566-MORW
PAGE No.:	36
SCALE: 1:10000	DATE: JUL 2018

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 MUNICIPAL DEMARCATION PLANS  
 LATROBE CITY COUNCIL  
 EASTERN REGION  
 MORWELL

# MORWELL FUNCTIONALITY 13



ROAD No. 5906 ROAD NAME: MONASH WAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

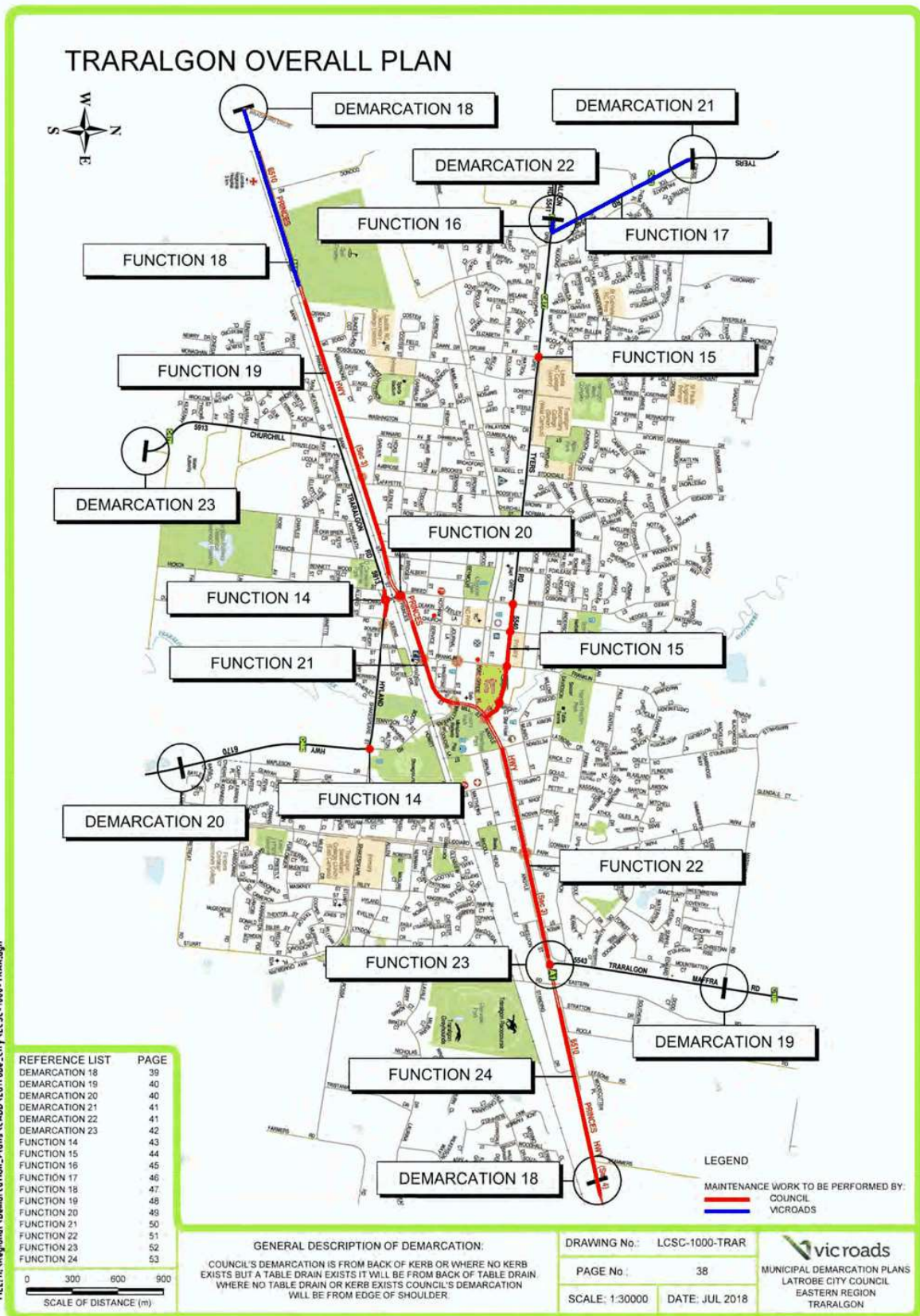
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OVERALL PLAN LCSC-0500-MORW	PAGE 20
<p>SCALE OF DISTANCE (m)</p>	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-0567-MORW
PAGE No.:	37
SCALE:	1:3000
DATE:	JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
MORWELL



### TRARALGON DEMARCATION 18



ROAD No : 6510 ROAD NAME : PRINCES HIGHWAY  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### TRARALGON DEMARCATION 18



ROAD No : 6510 ROAD NAME : PRINCES HIGHWAY  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1020-TRAR.dgn

OVERALL PLAN	PAGE
LCSC-1000-TRAR	38
SCALE OF DISTANCE (m)	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-1020-TRAR
PAGE No.:	39
SCALE: 1:1000	DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON

### TRARALGON DEMARCATION 19



ROAD No. 5543 ROAD NAME: TRARALGON-MAFFRA ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### TRARALGON DEMARCATION 20



ROAD No. 6170 ROAD NAME: HYLAND HIGHWAY  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

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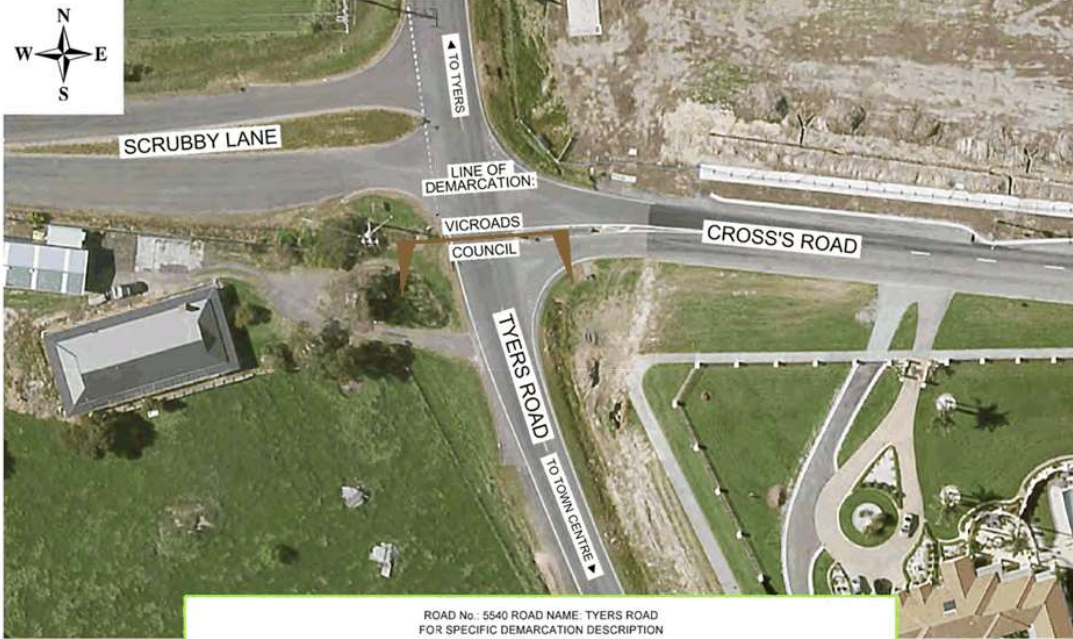
OVERALL PLAN	PAGE
LCSC-1000-TRAR	38
SCALE OF DISTANCE (m)	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-1021-TRAR
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SCALE:	1:1000
DATE:	JUL 2018

MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
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### TRARALGON DEMARCATION 21



ROAD No : 5540 ROAD NAME: TYERS ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### TRARALGON DEMARCATION 22



ROAD No : 5541 ROAD NAME: TRARALGON WEST ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

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OVERALL PLAN	PAGE
LCSC-1000-TRAR	38

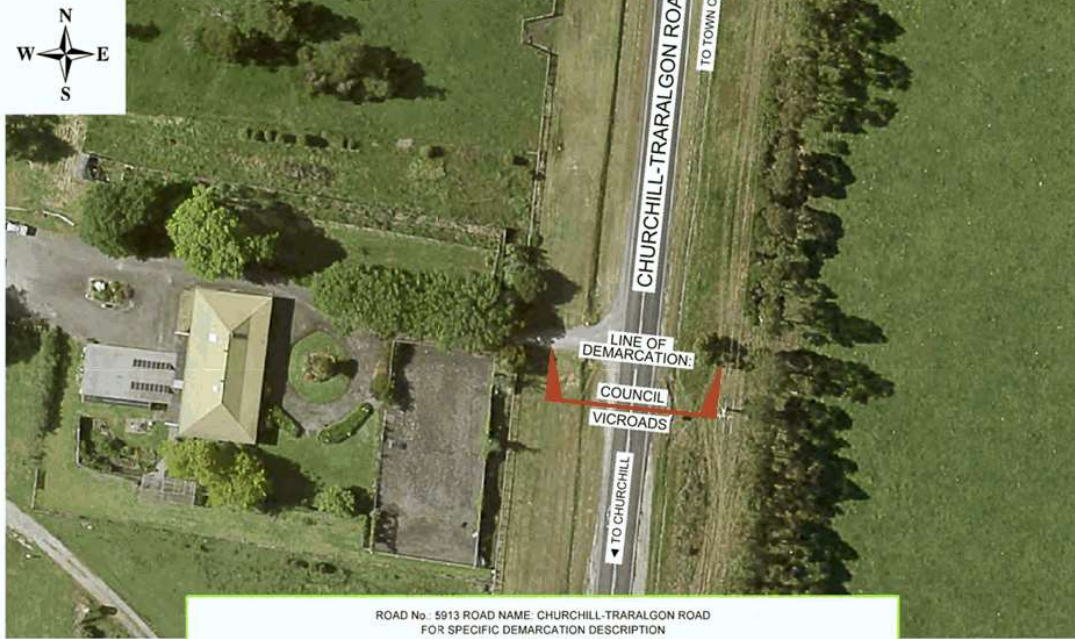
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DRAWING No.:	LCSC-1022-TRAR
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SCALE: 1:1000	DATE: JUL 2018

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TRARALGON

## TRARALGON DEMARCATION 23



ROAD No. 5913 ROAD NAME: CHURCHILL-TRARALGON ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1023-TRAR.dgn

OVERALL PLAN	PAGE
LCSC-1000-TRAR	38

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SCALE OF DISTANCE (m)

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-1023-TRAR
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SCALE: 1:1000	DATE: JUL 2018

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LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON

### TRARALGON FUNCTIONALITY 14



ROAD No: 6170 ROAD NAME: HYLAND HIGHWAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

### TRARALGON FUNCTIONALITY 14



ROAD No: 6170 ROAD NAME: HYLAND HIGHWAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1060-TRAR.dgn

OVERALL PLAN	PAGE
LCSC-1000-TRAR	38

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SCALE OF DISTANCE (m)

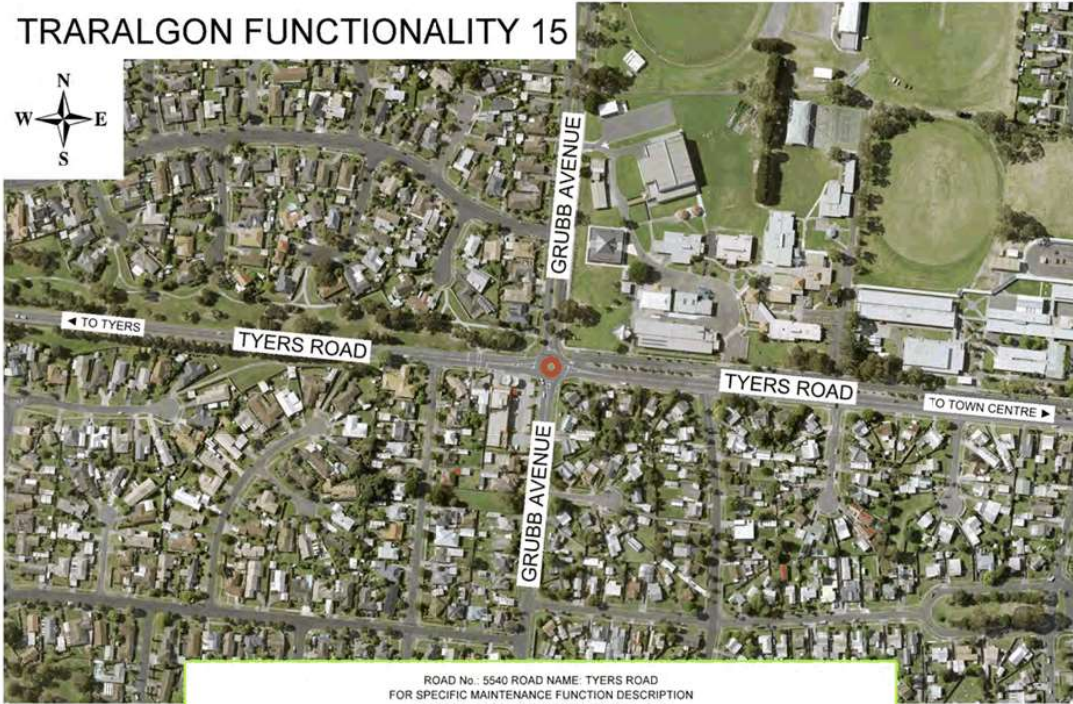
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DRAWING No.:	LCSC-1060-TRAR
PAGE No.:	43
SCALE: 1:1000	DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON

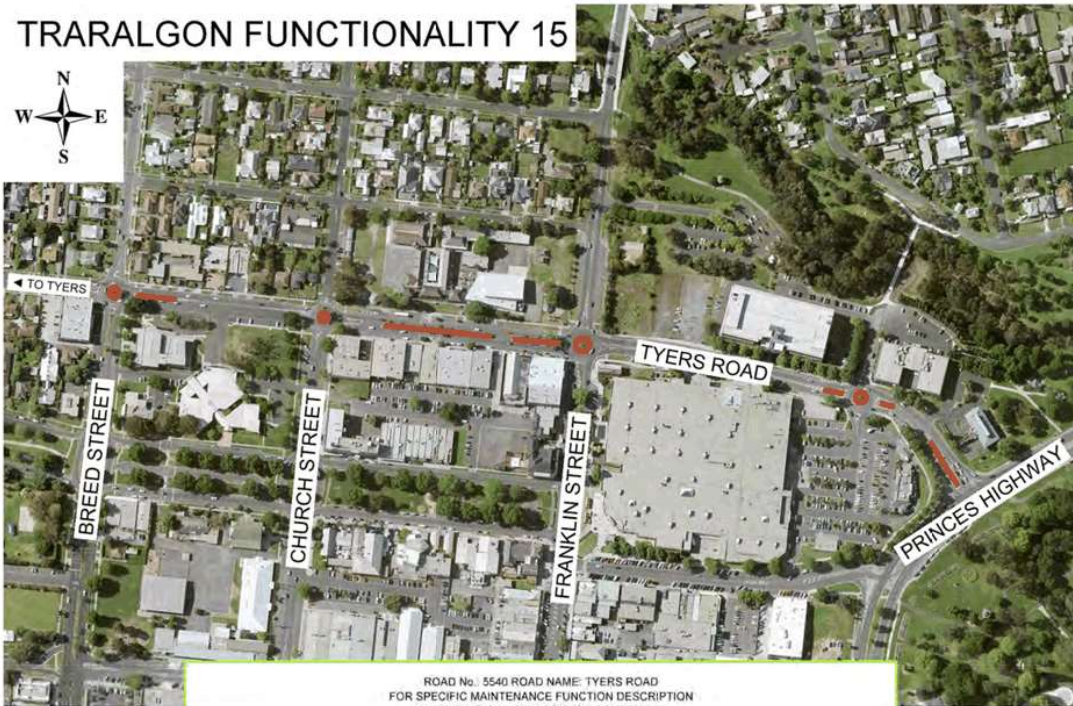


### TRARALGON FUNCTIONALITY 15



ROAD No. 5540 ROAD NAME: TYERS ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

### TRARALGON FUNCTIONALITY 15



ROAD No. 5540 ROAD NAME: TYERS ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

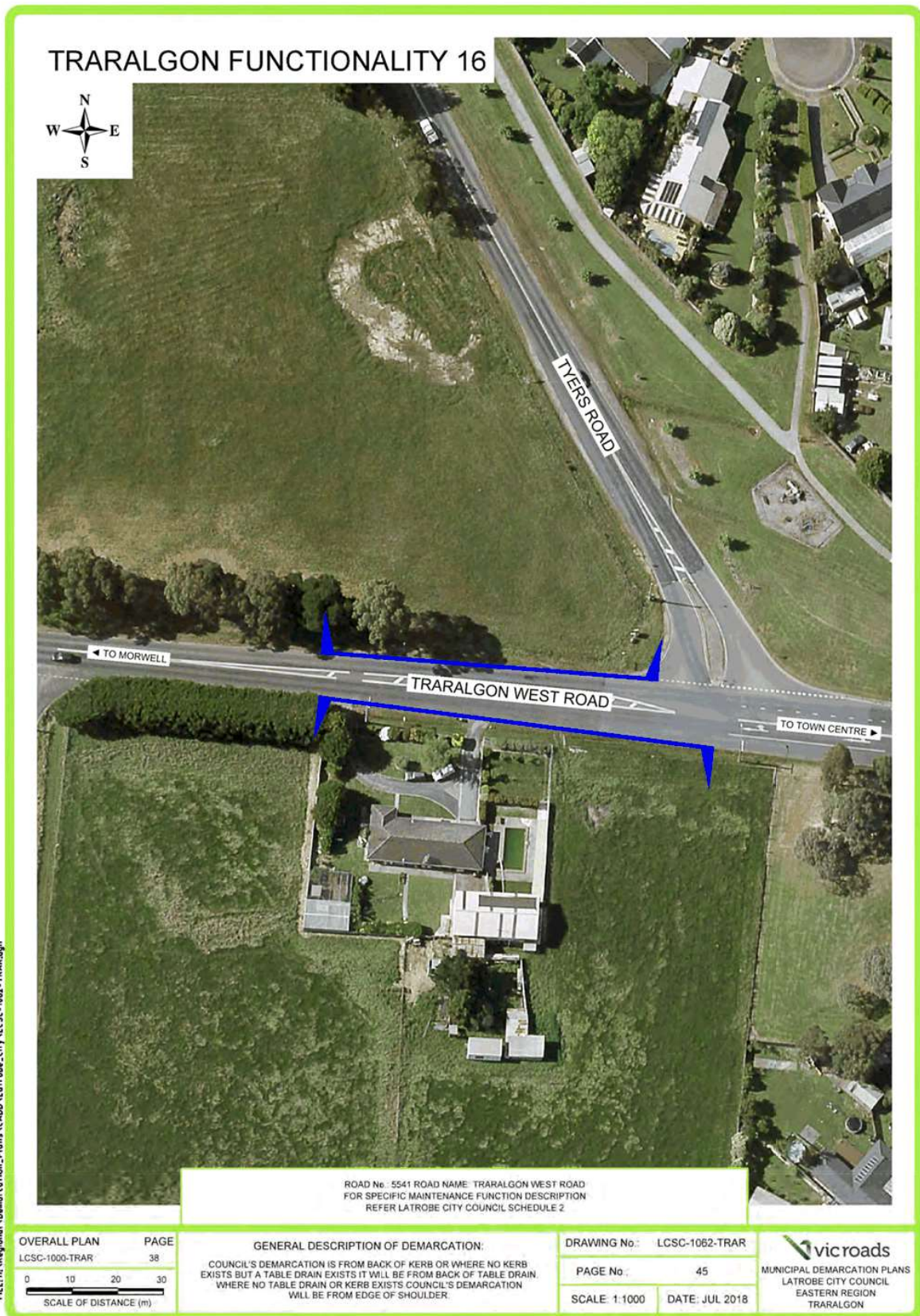
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OVERALL PLAN	PAGE
LCSC-1000-TRAR	38
SCALE OF DISTANCE (m)	

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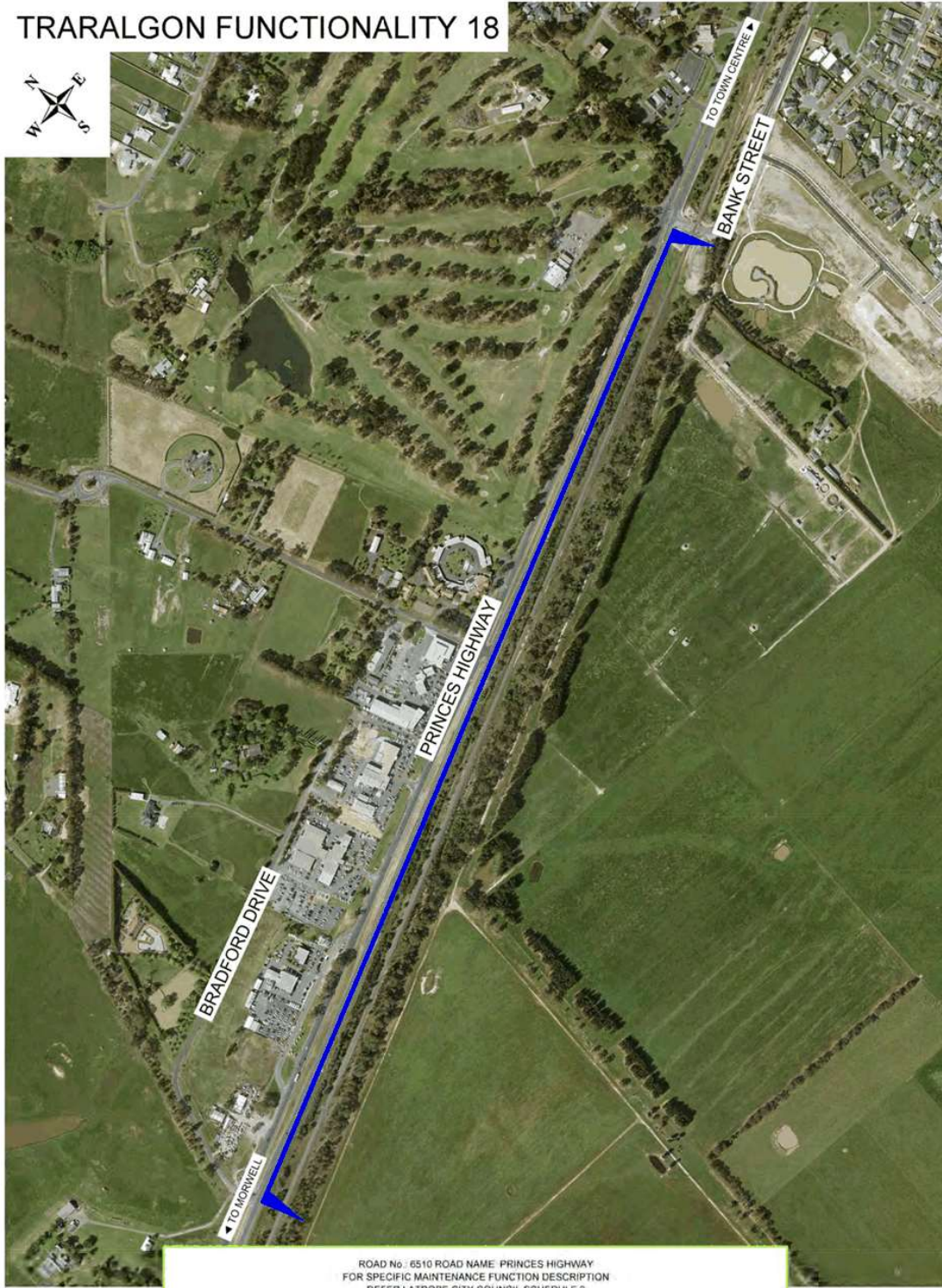
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PAGE No.:	44
SCALE: 1:1000	DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON





# TRARALGON FUNCTIONALITY 18



ROAD No: 6510 ROAD NAME: PRINCES HIGHWAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

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OVERALL PLAN	PAGE
LCSC-1000-TRAR	38

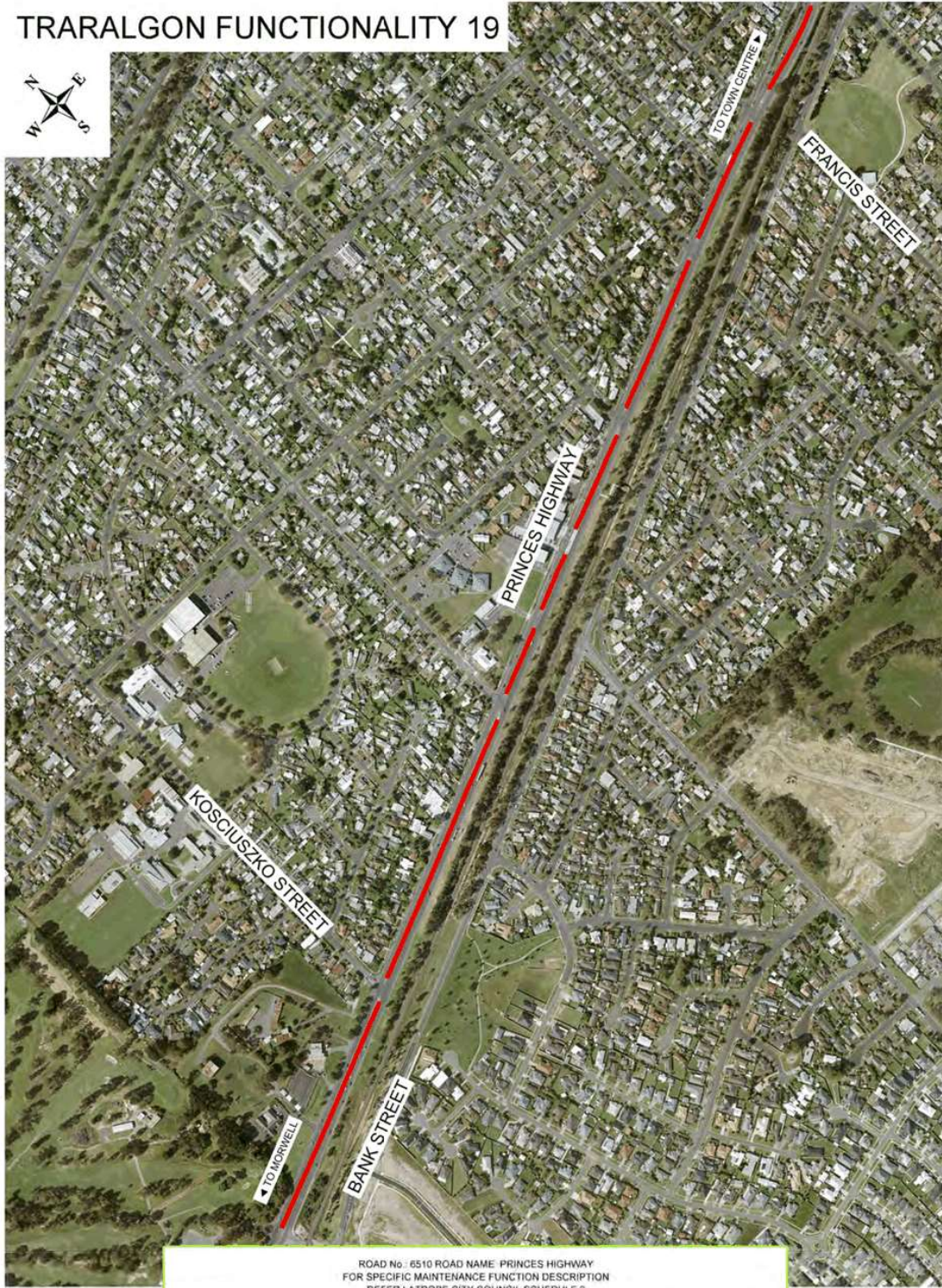
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DRAWING No:	LCSC-1064-TRAR
PAGE No:	47
SCALE: 1:7500	DATE: JUL 2018

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LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON

# TRARALGON FUNCTIONALITY 19



ROAD No: 6510 ROAD NAME: PRINCES HIGHWAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\LCSC\Latrobe\_City\LCSC-1065-TRAR.dgn

OVERALL PLAN	PAGE
LCSC-1000-TRAR	38
SCALE OF DISTANCE (m)	

**GENERAL DESCRIPTION OF DEMARCATION:**  
COUNCIL'S DEMARCATION IS FROM BACK OF KERB OR WHERE NO KERB EXISTS BUT A TABLE DRAIN EXISTS IT WILL BE FROM BACK OF TABLE DRAIN. WHERE NO TABLE DRAIN OR KERB EXISTS COUNCIL'S DEMARCATION WILL BE FROM EDGE OF SHOULDER.

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PAGE No.:	48
SCALE: 1:7500	DATE: JUL 2018

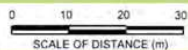
**vicroads**  
MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON

# TRARALGON FUNCTIONALITY 20



ROAD No.: 6510 ROAD NAME: PRINCES HIGHWAY  
 FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
 REFER LATROBE CITY COUNCIL SCHEDULE 2

OVERALL PLAN PAGE  
 LCSC-1000-TRAR 38



**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.: LCSC-1066-TRAR

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DATE: JUL 2018



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 EASTERN REGION  
 TRARALGON

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1066-TRAR.dgn

# TRARALGON FUNCTIONALITY 21



ROAD No.: 6510 ROAD NAME: PRINCES HIGHWAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1067-TRAR.dgn

OVERALL PLAN	PAGE
LCSC-1000-TRAR	38

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SCALE OF DISTANCE (m)

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-1067-TRAR
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SCALE: 1:1000	DATE: JUL 2018

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LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON

### TRARALGON FUNCTIONALITY 22



ROAD No.: 6510 ROAD NAME: PRINCES HIGHWAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1068-TRAR.dgn

OVERALL PLAN	PAGE
LCSC-1000-TRAR	38

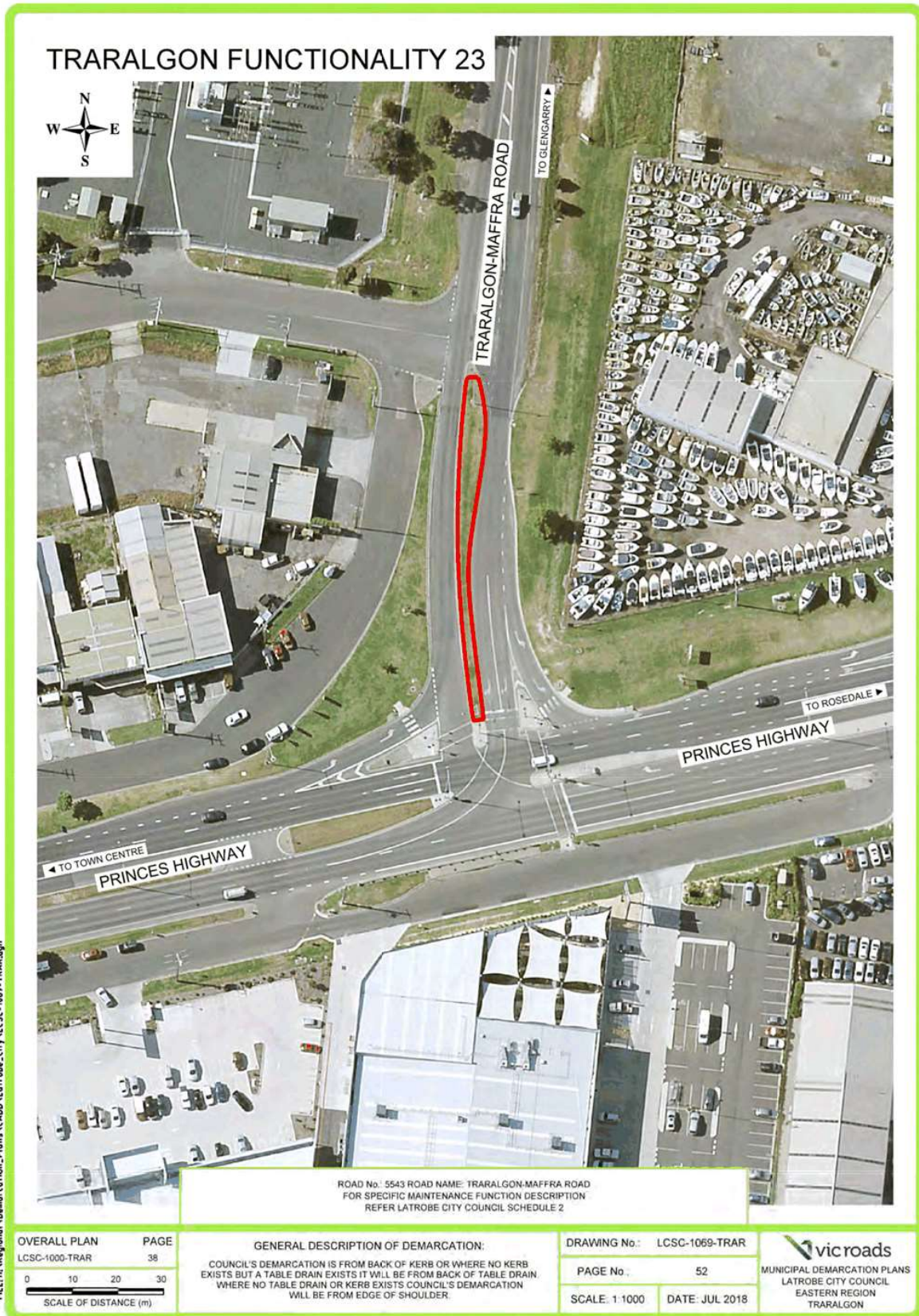
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SCALE OF DISTANCE (m)

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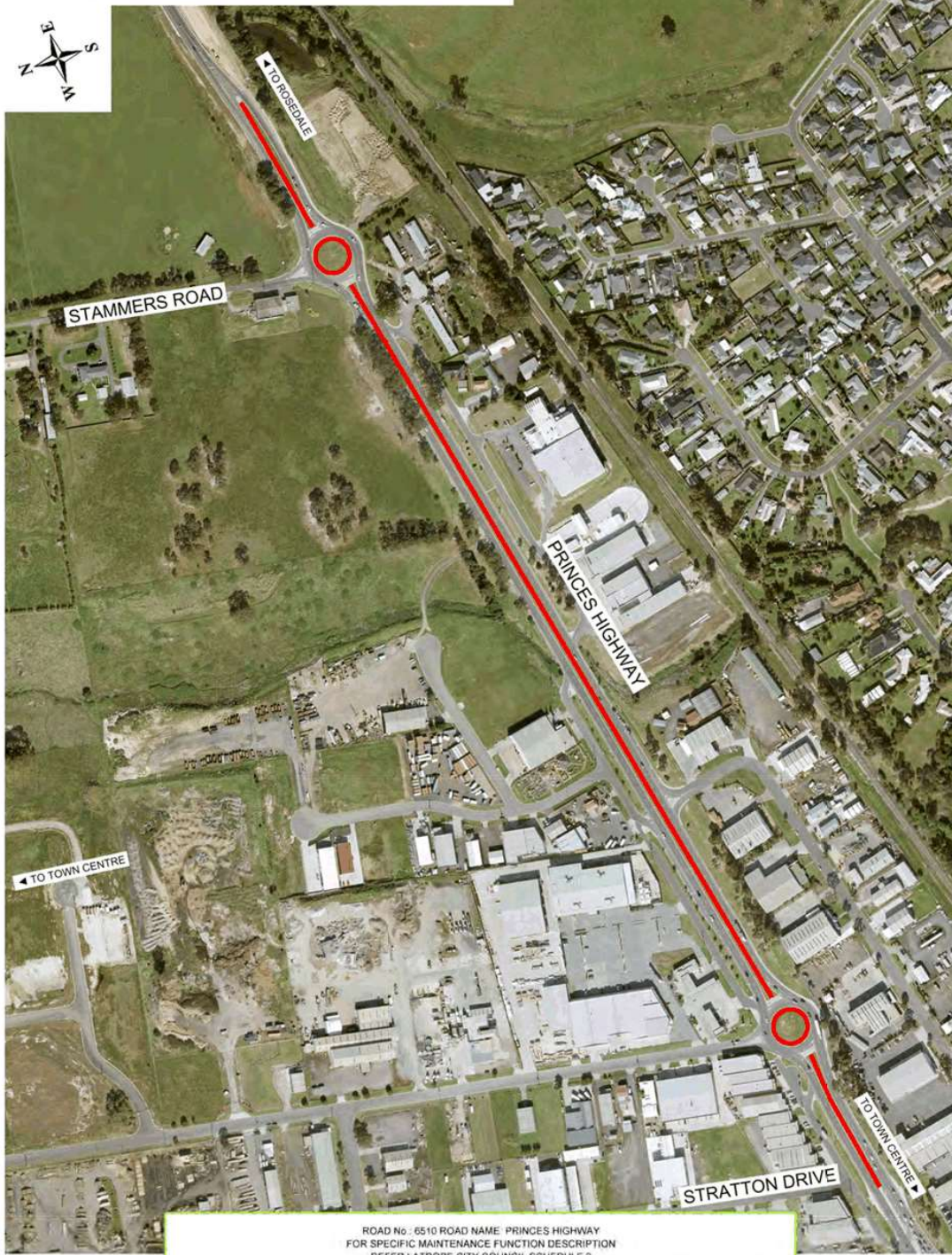
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SCALE: 1:7500	DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON





# TRARALGON FUNCTIONALITY 24



ROAD No.: 6510 ROAD NAME: PRINCES HIGHWAY  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

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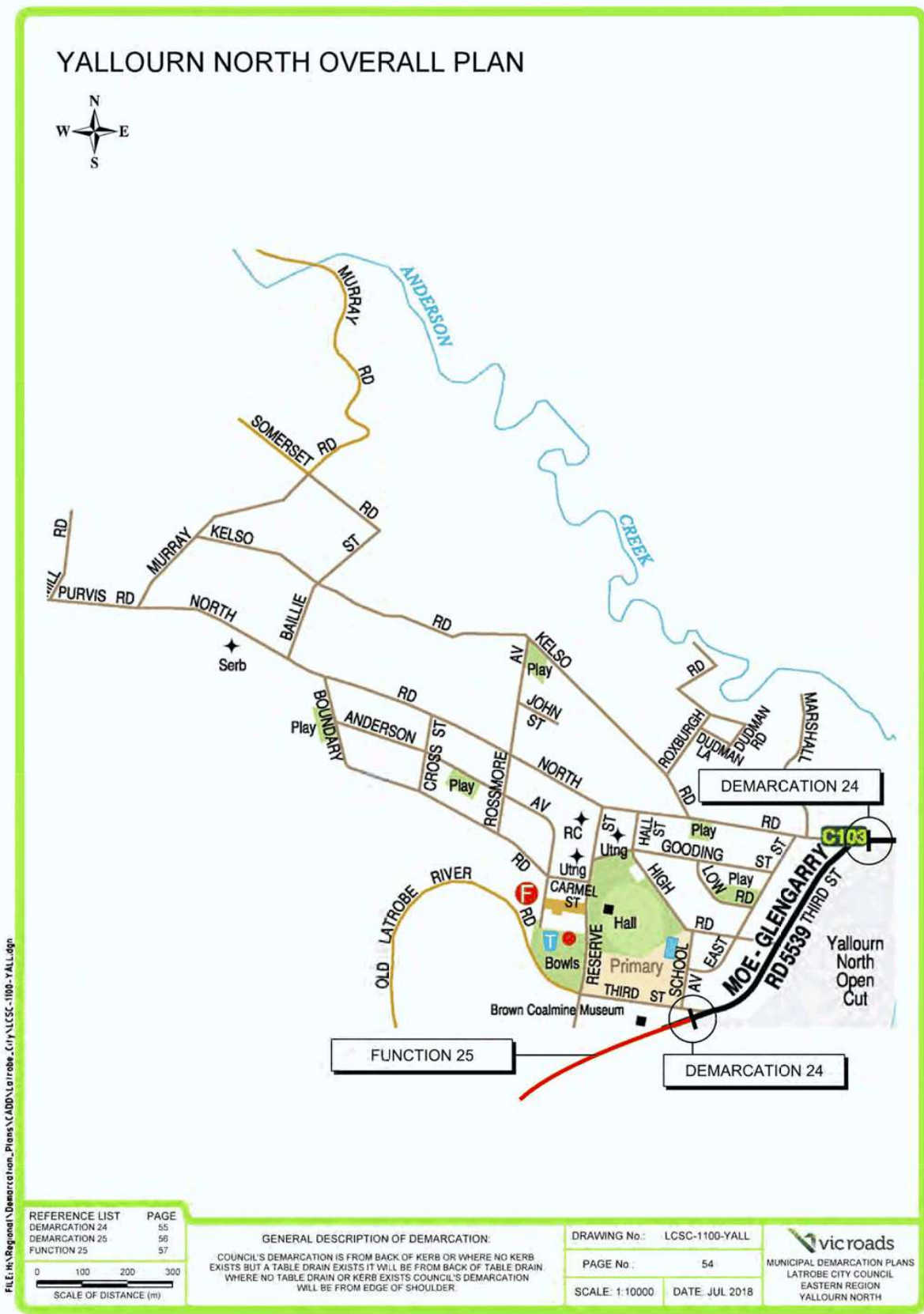
OVERALL PLAN	PAGE
LCSC-1000-TRAR	38

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SCALE OF DISTANCE (m)

**GENERAL DESCRIPTION OF DEMARCATION:**  
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SCALE: 1:5000	DATE: JUL 2018

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LATROBE CITY COUNCIL  
EASTERN REGION  
TRARALGON



FILE: H:\Regional\Demarcation\_Plans\ADD\Latrobe\_City\LCSC-1100-YALL.dgn

### YALLOURN NORTH DEMARCATION 24



ROAD No : 5539 ROAD NAME : MOE-GLENGARRY ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### YALLOURN NORTH DEMARCATION 24



ROAD No : 5539 ROAD NAME : MOE-GLENGARRY ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1120-YALL.dgn

OVERALL PLAN LCSC-1100-YALL	PAGE 54
<p>SCALE OF DISTANCE (m)</p>	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-1120-YALL
PAGE No.:	55
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DATE:	JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
YALLOURN NORTH

EAST OF YALLOURN NORTH DEMARCATION 25



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1121-YALL.dgn

ROAD No: 5539 ROAD NAME: MOE-GLENGARRY ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2



**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.: LCSC-1121-YALL  
PAGE No.: 56  
SCALE: 1:2000 DATE: JUL 2018

**vicroads**  
MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
YALLOURN NORTH



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1160-YALL.dgn





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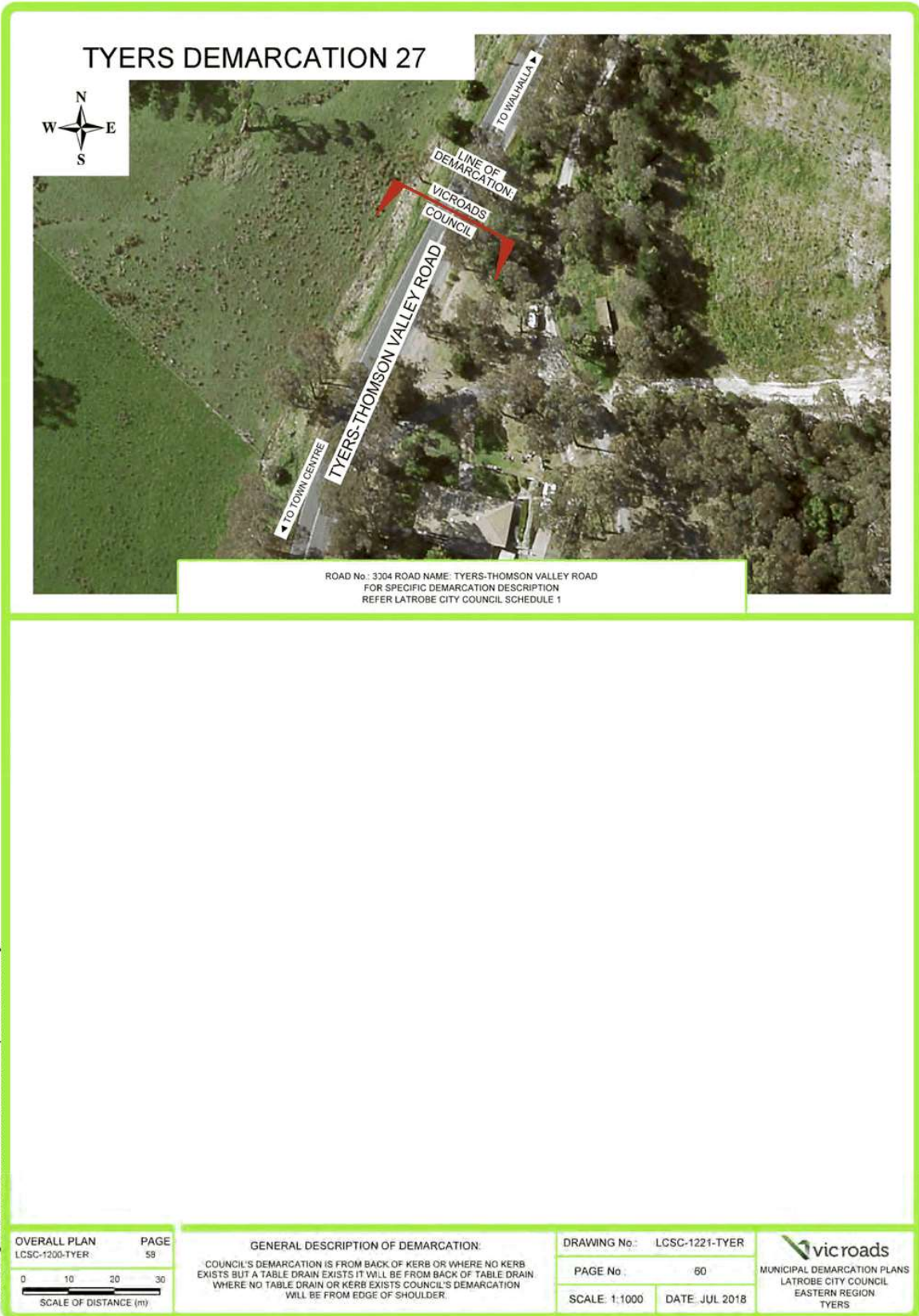
OVERALL PLAN LCSC-1200-TYER	PAGE 58
<p>SCALE OF DISTANCE (m)</p>	

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DRAWING No.:	LCSC-1220-TYER
PAGE No.:	59
SCALE: 1:1000	DATE: JUL 2018

MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TYERS





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# TYERS FUNCTIONALITY 26



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1260-TYER.dgn

ROAD No: 5539 ROAD NAME: MOE-GLENGARRY ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

OVERALL PLAN LCSC-1200-TYER	PAGE 58
<p>SCALE OF DISTANCE (m)</p>	

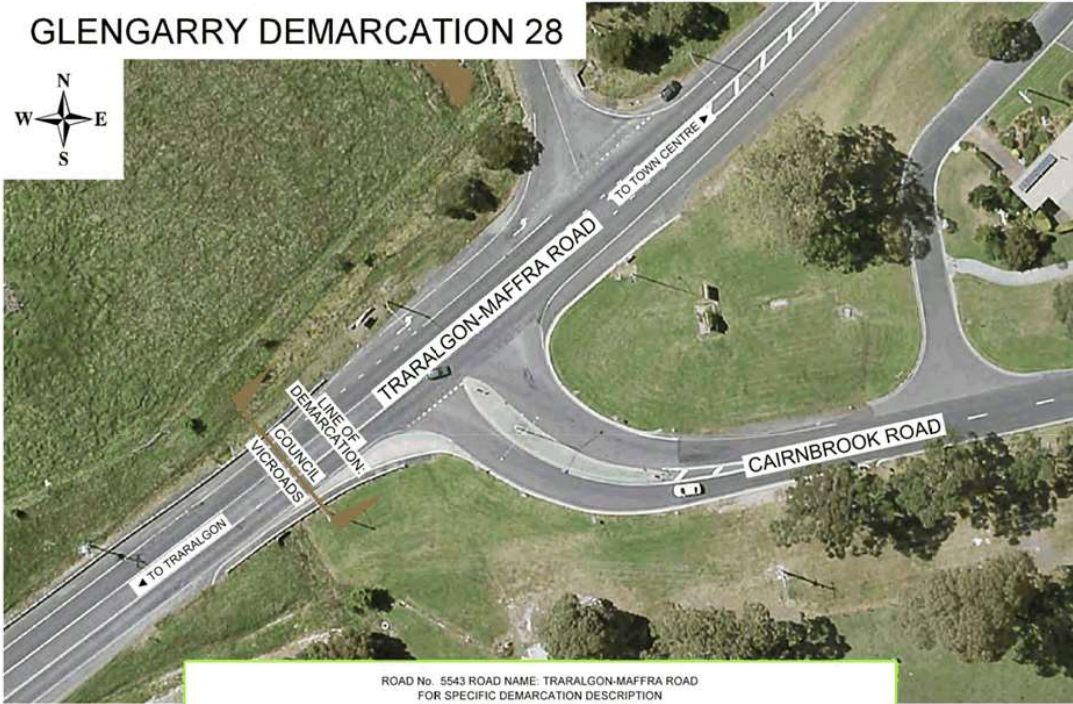
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DRAWING No.:	LCSC-1260-TYER
PAGE No.:	61
SCALE: 1:2000	DATE: JUL 2018

MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TYERS



### GLENGARRY DEMARCATION 28



ROAD No. 5543 ROAD NAME: TRARALGON-MAFFRA ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

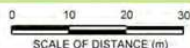
### GLENGARRY DEMARCATION 28



ROAD No. 5543 ROAD NAME: TRARALGON-MAFFRA ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

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OVERALL PLAN PAGE  
LCSC-1300-GLEN 62



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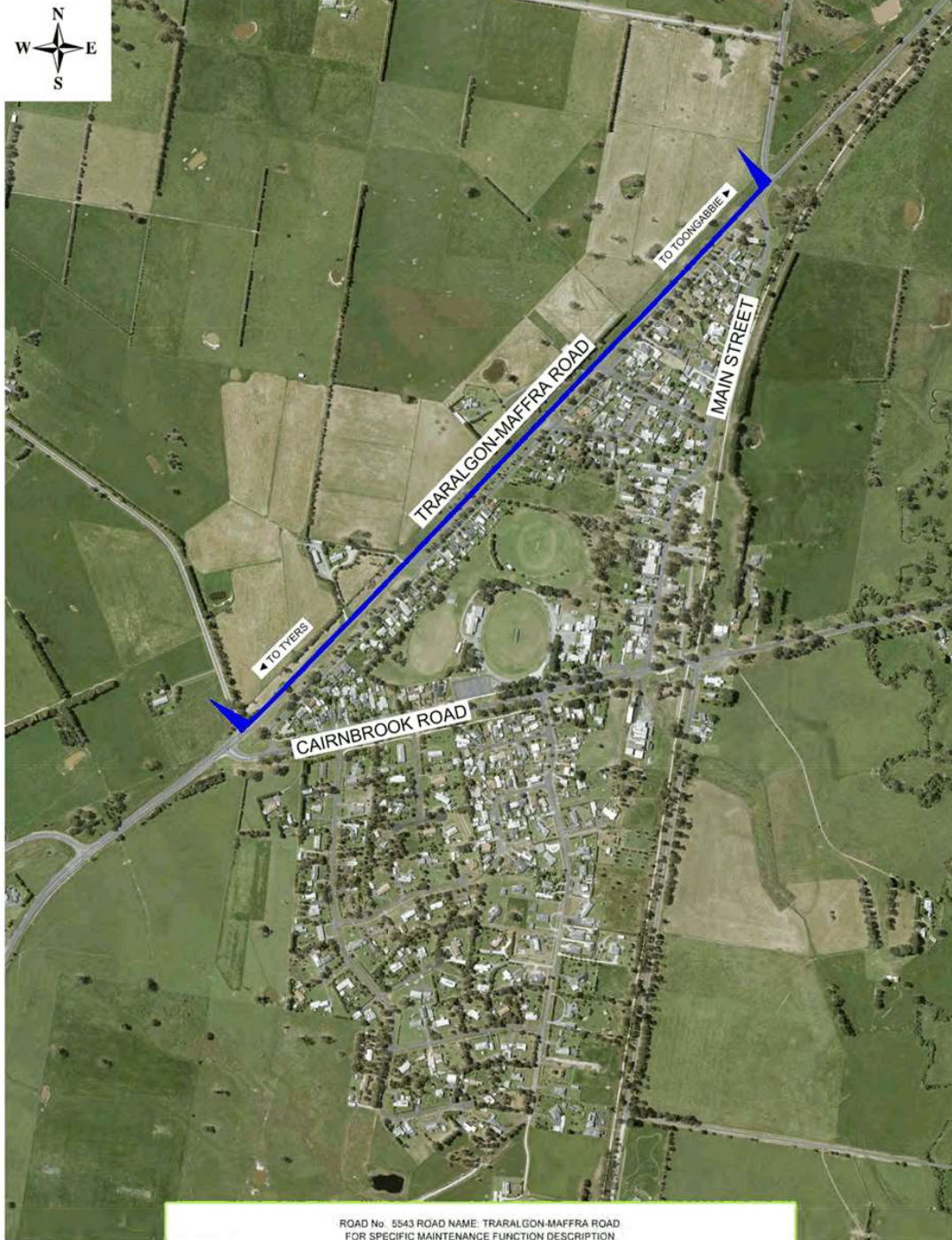
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DATE: JUL 2018



MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
GLENGARRY

# GLENGARRY FUNCTIONALITY 27



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1360-GLEN.dgn

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FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
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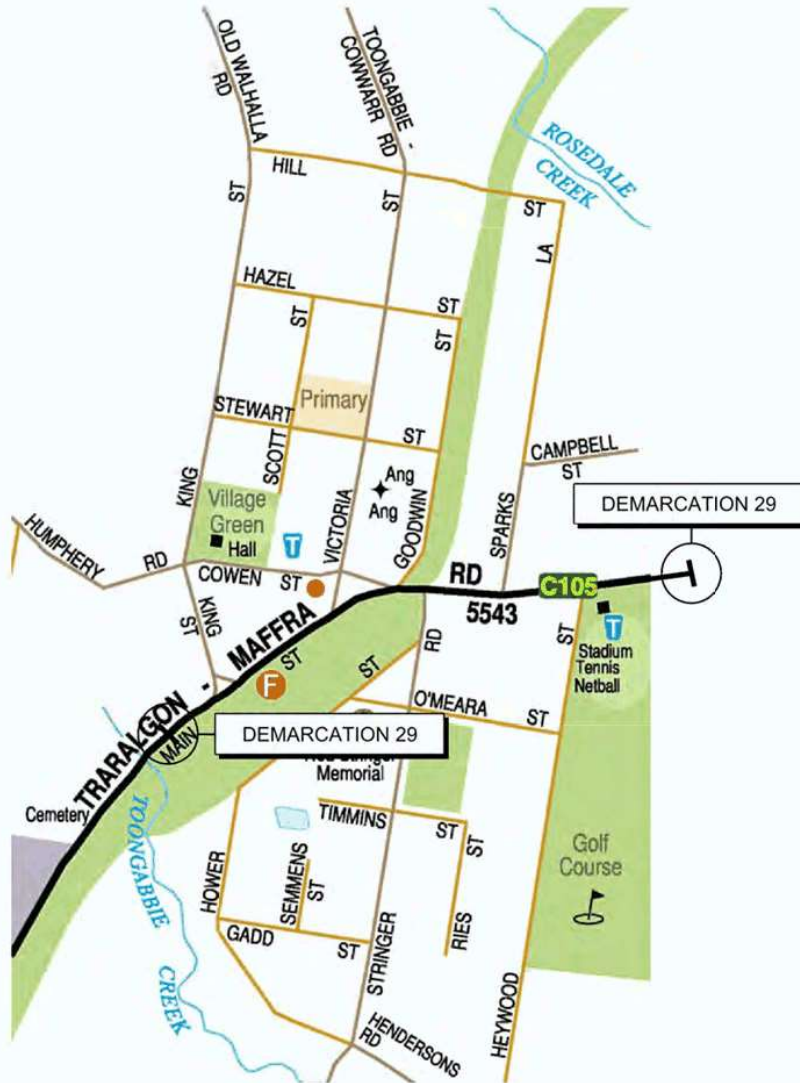
OVERALL PLAN LCSC-1300-GLEN	PAGE 62
<p>SCALE OF DISTANCE (m)</p>	

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DRAWING No.:	LCSC-1360-GLEN
PAGE No.:	64
SCALE: 1:10000	DATE: JUL 2018

MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
GLENGARRY

# TOONGABBIE OVERALL PLAN



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1400-TOON.dgn

REFERENCE LIST	PAGE
DEMARCATION 29	66

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SCALE OF DISTANCE (m)

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DRAWING No.:	LCSC-1400-TOON
PAGE No.:	65
SCALE:	1:10000
DATE:	JUL 2018

**vicroads**  
 MUNICIPAL DEMARCATION PLANS  
 LATROBE CITY COUNCIL  
 EASTERN REGION  
 TOONGABBIE

### TOONGABBIE DEMARCATION 29



ROAD No: 5543 ROAD NAME: TRARALGON-MAFFRA ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### TOONGABBIE DEMARCATION 29



ROAD No: 5543 ROAD NAME: TRARALGON-MAFFRA ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

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OVERALL PLAN      PAGE  
LCSC-1400-TOON      65



**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.: LCSC-1420-TOON

PAGE No.: 66

SCALE: 1:1000

DATE: JUL 2018



MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
TOONGABBIE



FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1500-CHUR.dgn



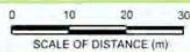
### CHURCHILL DEMARCATION 30



ROAD No: 5913 ROAD NAME: CHURCHILL-TRARALGON ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\AADD\Latrobe\_City\LCSC-1520-CHUR.dgn

OVERALL PLAN LCSC-1500-CHUR	PAGE 67
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DRAWING No.: LCSC-1520-CHUR

PAGE No.: 68

SCALE: 1:1000      DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
CHURCHILL

### CHURCHILL DEMARCATION 31



RCAD No. 5906 ROAD NAME: MONASH WAY  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### CHURCHILL DEMARCATION 32

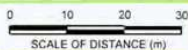


RCAD No. 5906 ROAD NAME: MONASH WAY  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1521-CHUR.dgn

OVERALL PLAN  
LCSC-1500-CHUR

PAGE  
67



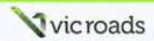
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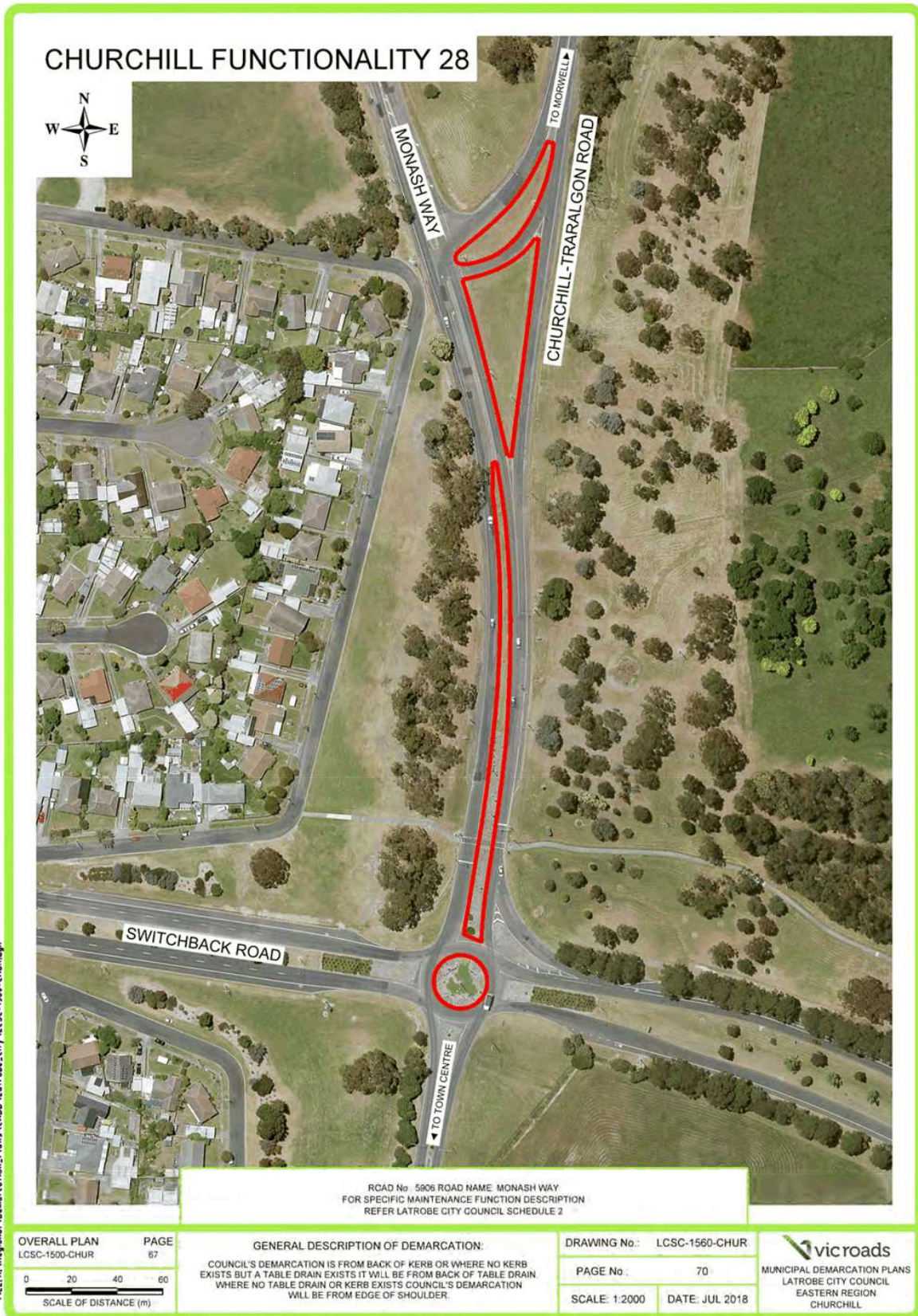
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PAGE No.: 69

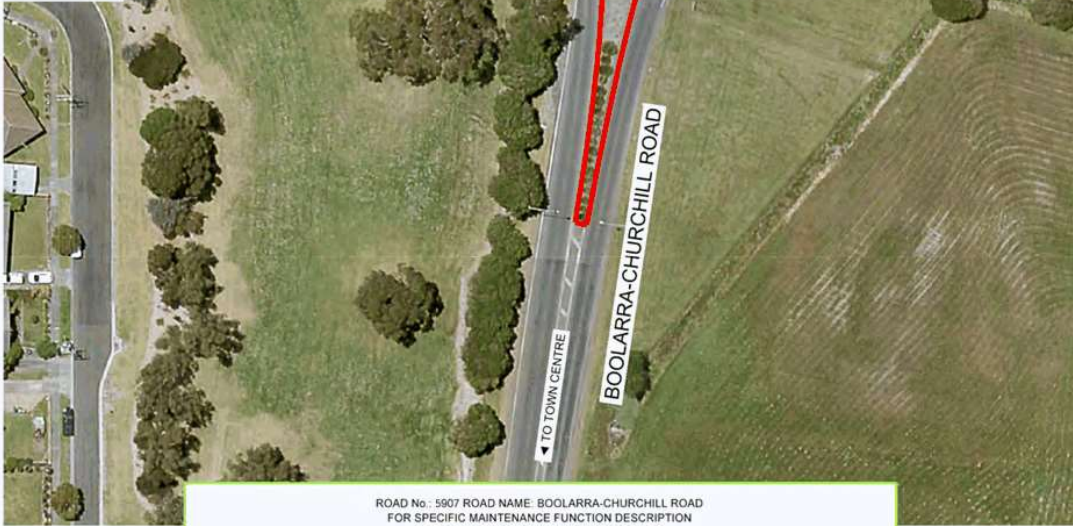
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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
CHURCHILL

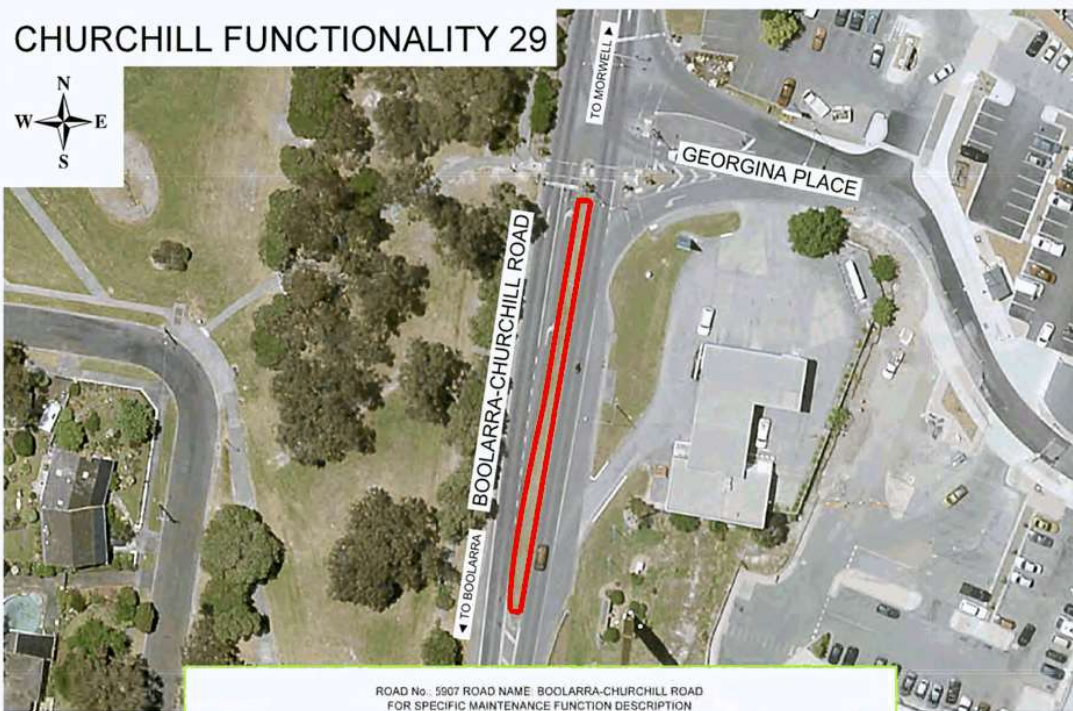


### CHURCHILL FUNCTIONALITY 29



ROAD No : 5907 ROAD NAME : BOOLLARRA-CHURCHILL ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

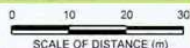
### CHURCHILL FUNCTIONALITY 29



ROAD No : 5907 ROAD NAME : BOOLLARRA-CHURCHILL ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

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OVERALL PLAN PAGE  
LCSC-1500-CHUR 67



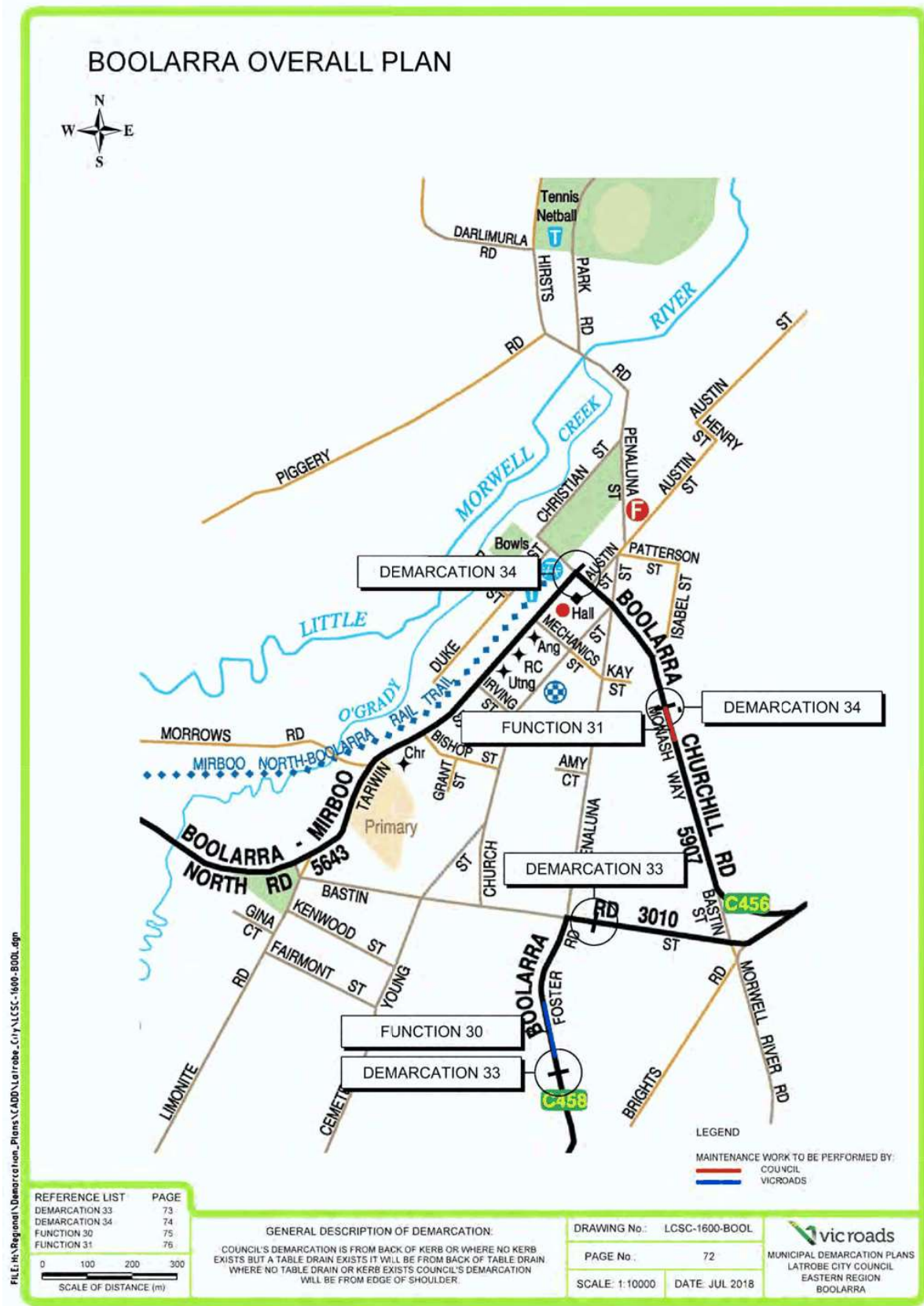
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DRAWING No.: LCSC-1561-CHUR

PAGE No.: 71

SCALE: 1:1000 DATE: JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
CHURCHILL



### BOOLARRA DEMARCATION 33



ROAD No.: 3010 ROAD NAME: BOOLARRA ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

### BOOLARRA DEMARCATION 33



ROAD No.: 3010 ROAD NAME: BOOLARRA ROAD  
FOR SPECIFIC DEMARCATION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-1620-BOOL.dgn

OVERALL PLAN LCSC-1600-BOOL	PAGE 72
<p>SCALE OF DISTANCE (m)</p>	

**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-1620-BOOL
PAGE No.:	73
SCALE:	1:1000
DATE:	JUL 2018

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MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
BOOLARRA

### BOOLARRA DEMARCATION 34



ROAD No: 5907 ROAD NAME: BOOLARRA-CHURCHILL ROAD  
 FOR SPECIFIC DEMARCATION DESCRIPTION  
 REFER LATROBE CITY COUNCIL SCHEDULE 1

### BOOLARRA DEMARCATION 34



ROAD No: 5907 ROAD NAME: BOOLARRA-CHURCHILL ROAD  
 FOR SPECIFIC DEMARCATION DESCRIPTION  
 REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_city\LCSC-1621-BOOL.dgn

OVERALL PLAN LCSC-1600-BOOL	PAGE 72
<p>SCALE OF DISTANCE (m)</p>	

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DRAWING No.: LCSC-1621-BOOL
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MUNICIPAL DEMARCATION PLANS  
 LATROBE CITY COUNCIL  
 EASTERN REGION  
 BOOLARRA





### BOOLARRA FUNCTIONALITY 31



ROAD No.: 3907 ROAD NAME: BOOLARRA-CHURCHILL ROAD  
FOR SPECIFIC MAINTENANCE FUNCTION DESCRIPTION  
REFER LATROBE CITY COUNCIL SCHEDULE 2

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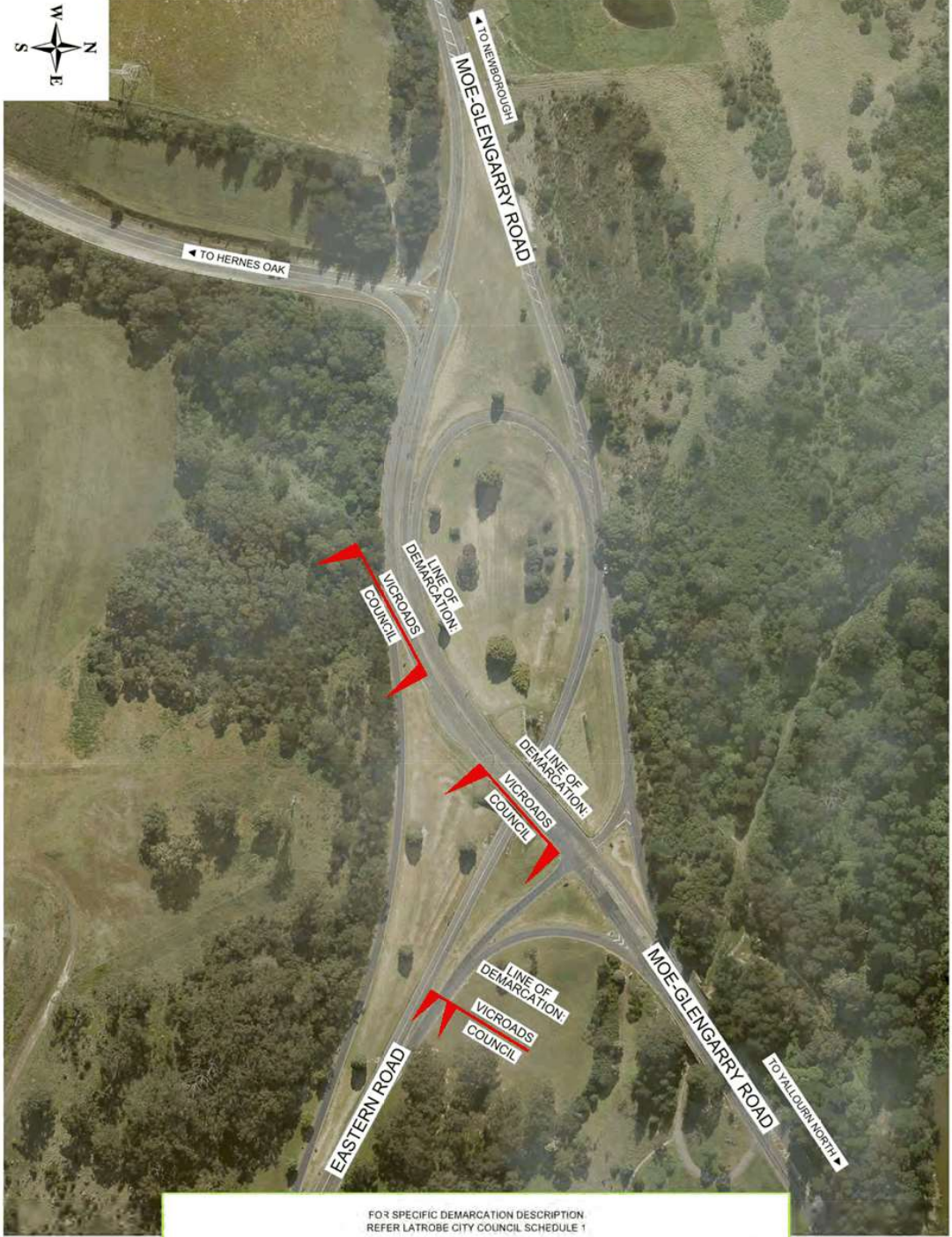
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PAGE No.: 76
SCALE: 1:1000      DATE: JUL 2018

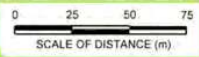
MUNICIPAL DEMARCATION PLANS  
LATROBE CITY COUNCIL  
EASTERN REGION  
BOOLARRA

### YALLOURN INTERCHANGE DEMARCATION 35



FOR SPECIFIC DEMARCATION DESCRIPTION REFER LATROBE CITY COUNCIL SCHEDULE 1

FILE: H:\Regional\Demarcation\_Plans\CADD\Latrobe\_City\LCSC-2000-YALL.dgn



**GENERAL DESCRIPTION OF DEMARCATION:**  
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DRAWING No.:	LCSC-2000-YALL
PAGE No.:	77
SCALE:	1:2500
DATE:	JUL 2018

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 MUNICIPAL DEMARCATION PLANS  
 LATROBE CITY COUNCIL  
 EASTERN REGION  
 YALLOURN



SCHEDULE 1 - DEMARCATIONS - LATROBE CITY COUNCIL

Dwg. Page No	Town / Location	Demarcation No.	Road Name	Description
4	Moe & Newborough	1	Moe-Glengarry Road	Start: On West side of roundabout at McDonalds restaurant, Moe. End: 80km/hr sign approx. 60m past DECA entrance, Newborough.
5	Moe	2	Moe-Rawson Road	Start: Moe-Glengarry Road (Narracan Drive ) intersection. End: ~340m past Moe-Rawson/Moe Nth roundabout
5	Moe	3	Moe North Road	Start: Moe-Rawson/ Moe Nth roundabout. End: 60km/hr sign just prior to Narracan Creek.
6	Newborough	4	Moe North Road	Start: 274m before Montane Blvd. End: 80m past Bowmans Rd.
7	Moe	5	Old Gippsdown Interchange	North side at Moe-Glengarry Rd. South side at Mountain Drive
8	Newborough	6	Gunns Gully Interchange	North side at driveway prior to rail bridge. South side at Frys Track
9	Hearns Oak	7	Hearns Oak Interchange	South side at Marretts Rd / Frys Track
21	Morwell	8	Morwell-Traralgon Road	Start: 60km/hr sign east of coal railway bridge. End: Just prior to the PHE, Eastern Interchange Bridge. 240m past National Road.
22	Morwell	9	Morwell-Yallourn North Road	Start: Morwel-Trarog Road. End: 80km/hr sign, 730m past Holmes Road.
22	Morwell	10	Monash Way	Start: Morwell-Traralgon Road. End: Bennetts Creek just before railway bridge.
23	Morwell	11	Maryvale Road	Start: Morwell-Traralgon Road. End: Crinigan Road
23	Morwell	12	Tramway Road	Start: Morwell-Traralgon Road. End: Swan Road
24	Morwell	13	Morwell-Thorpdale Road	Start: Morwell-Traralgon Road. End: 60km/hr sign just East of coal railway bridge.
25	Morwell	14	Morwell-Traralgon Road	Demarcation of private road (Bridge Road)
26	Morwell	15	Loy Yang Morwell Road	Start: North side of Princes Freeway, Commercial Road Bridge. End: Morwell-Traralgon Road.
27	Morwell	16	Monash Way Interchange	Demarcation is for limits of Princes Freeway.
28	Morwell	17	Tramway Road	Demarcation is for limits of Princes Freeway.
39	Traralgon	18	Princes Highway East (PHE)	Start: Bradford Drive. End: At end of splitter island on East side of Stammers Road / PHE roundabout.
40	Traralgon	19	Traralgon-Maffra Road	Start: Princes Highway East. End: Marshalls Road
40	Traralgon	20	Hyland Highway	Start: Princes Highway East. End: 470m past Hunter Road at urban building line.
41	Traralgon	21	Tyers Road	Start: Princes Highway East. End: Cross's Road
41	Traralgon	22	Traralgon West Road	Start: Tyers Road. End: First buiding property line, 93m from Tyers Road.
42	Traralgon	23	Churchill-Traralgon Road	Start: Hyland Highway. End: 60km/hr sign located 600m past Donegal Ave.
55	Yallourn North	24	Moe-Glengarry Road	Start: 60km/hr sign located 55m before Third Street. End: 60km/hr sign located 50m past North Road.
56	East of Yallourn North	25	Moe-Glengarry Road	Start: 60km/hr sign located 77m before Murrays Road. End: 60km/hr sign located 70m past Cooks Lane.
59	Tyers	26	Moe-Glengarry Road	Start: 60km/hr sign located on West side of Tyers, 560m before Tyers-Thomson Valley Road. End: 60km/hr sign located on East side of Tyers, 730m past Tyer-Thomson Valley Road.
60	Tyers	27	Tyers-Thomson Valley Road	Start: Moe-Glengarry Road. End: 60km/hr sign located 380m from Moe-Glengarry Road.
63	Glengarry	28	Maffra-Traralgon Road	Start: 80km/hr sign/Cairnsbrook Road. End: 80km/hr sign / Main Street.
66	Toongabbie	29	Maffra-Traralgon Road	Start: 60km/hr sign located 100m before King Street. End: 60km/hr sign located 275m past Sparks Lane.
68	Churchill	30	Churchill-Traralgon Road	Start: 80km/hr sign located 170m before Matta Drive. End: Monash Way.
69	Churchill	31	Monash Way	Start: 40m before Acacia Way. End: Boolarra-Churchill Road (Switchback Road/North Ways roundabout)
69	Churchill	32	Boolarra-Churchill Road	Start: Glendonald Road. End: Monash Way (Switchback Road/North Ways roundabout)
73	Boolarra	33	Boolarra Road	Start: 60km/hr sign located 70m east of Bastin Street. End: 60km/hr sign located 400m south of Penaluna Street.
74	Boolarra	34	Boolarra-Churchill Road	Start: Boolarra-Mirboo North Road. End: 60km/hr sign located 125m past Isabel Street.



## SCHEDULE 2 SPECIFIC MAINTENANCE FUNCTIONS - LATROBE CITY COUNCIL

## Vegetation management

Where Council has street scaped by planting trees / garden beds etc within VicRoads arterial road assets, Council is responsible for the maintenance of these plantings and VicRoads contribution is limited to the cost of grass cutting as if these plantings were not there. Tree / vegetation that are not of Council's street scaping on arterial roads but are in areas being maintained by Council on behalf of VicRoads are VicRoads to maintain unless agreed by Council to maintain as part of there maintenance. The reverse applies where VicRoads agrees to maintain roadsides on behalf of Council.

Tree / vegetation management is to comply to Road Management Act 2004 - Code of Practice

Complaints about tree/vegetation management are to be directed to the road authority responsible for the agreed maintenance.

## Grass Management

Where Council is under taking grass cutting on arterial roads on behalf of VicRoads, VicRoads contribution is limited to 4 cuts in urban areas and 3 cuts in rural areas. It is understood that Council may elect to maintain these areas at a higher standard of maintenance which may include street scaping at Council's cost.

Where VicRoads is under taking grass cutting on arterial road side reserve within a Council demarcations as agreed by Council, VicRoads will cut these as part of their grass cutting program. This will be a maximum of 3 cuts.

Complaints about grass management are to be directed to the road authority responsible for the agreed maintenance.

Road Authority is to be read as either Latrobe City Council or VicRoads.

Dwg. Page No	Town / Location	Function No.	Road Name	Location Area Description	Maintenance Function	Asset	Maintenance work to be performed by
10	Moe	1	Old Gippsdown Interchange	North of Fwy: Traffic islands at Moe-Glengarry Rd and west & east roadside. South of Fwy: Traffic islands and splitter island at overpass /on/off ramps.	Vegetation and grass management on North side and grass management South side.	VicRoads	Council
11	Newborough	2	Gunns Gully Interchange	North side area adjacent to EB off ramp. South side areas either side of WB off ramp. Shown on plan.	Grass management	VicRoads	Council
12 to 14	Moe & Newborough	3	Moe-Glengarry Road	Roundabouts at Princes Highway, Lloyd/George Streets, median/traffic islands at Ollerton Street, John Filed Drive and Old Sale Road	Vegetation and grass management.	VicRoads	Council
15 & 16	Moe	4	Moe-Rawson Road	Roundabouts at Albert Street, High Street, Moe North Road and medians between George Street and Albert Street and Haigh Street and Moore Street.	Vegetation and grass management.	VicRoads	Council
17	Newborough	5	Moe North Road	Traffic islands / splitter islands at Old Sale Road/Moe North Road intersection. 20m length splitter island in Old Sale Road.	Grass management	VicRoads	Council
18	Newborough	6	Moe North Road	Roadside on North East side of Moe North Road	Vegetation and grass management.	Council	VicRoads
19	Moe	7	PHE, EBC / Old Gippsdown Interchange EB of ramp	Road side from Latrobe City Councils gateway signage on PHE to demarcation limit at Moe-Glengarry roundabout. Truck stop area.	Grass management of roadside. Truck stop area grass management and from July 2020 vegetation management to be included.	VicRoads	Council
29	Morwell	8	Princes Freeway, Commercial Road Interchange / Loy Yang-Morwell Road	Roundabout and traffic island at Hazelwood Drive and traffic island at Julia Street off ramp.	Vegetation and grass management.	VicRoads	Council
30	Morwell	9	Morwell-Yallourn North Road	West roadside within the urban area. The last 388m length from 80km/hr demarcation limit.	Grass management	Council	VicRoads
31 to 34	Morwell	10	Morwell-Traralgon Road	Roundabouts at Toners Lane and Latrobe Road and median between Toners Lane and Davey Street and median at Jones Street and between Hoyle Street (1.60km) and Princes Highway Overpass (5.9km).	Vegetation and grass management.	VicRoads	Council
35	Morwell	11	Maryvale Road	East/railway line roadside from Service Road to Crinigan Road.	Grass management	Council	VicRoads
36	Morwell	12	Tranway Road	North roadside from railway line to Swan Road.	Grass management	Council	VicRoads
37	Morwell	13	Loy Yang-Morwell Road & Monash Way	Council planted trees and garden beds. Loy Yang-Morwell Road from Bennetts Creek to Monash Way on road reserve both sides. Monash Way from WB on/off ramps to 220m past roundabout on road reserve both sides.	Vegetation management of Council planted trees and garden bed maintenance. (Maintenance at no cost to VicRoads)	VicRoads	Council
43	Traralgon	14	Hyland Highway	Roundabout and traffic islands at Churchill Traralgon Road and roundabout at Whittakers Road	Vegetation and grass management.	VicRoads	Council
44	Traralgon	15	Tyers Road	Roundabouts and associated traffic islands at Wright Street, Franklin Street, Church Street, Breed Street and Grubb Avenue and central median between Princess Highway and Wright Street and Franklin Street and Church Street.	Vegetation and grass management.	VicRoads	Council
45	Traralgon	16	Traralgon West Road	The roadside between the urban demarcation and Tyres Road	Vegetation and grass management.	Council	VicRoads
46	Traralgon	17	Tyers Road	West roadside between the urban boundary at Cross's Road and Traralgon West Road	Vegetation and grass management.	Council	VicRoads
47	Traralgon	18	Princes Highway East (PHE)	Bradford Drive to Banks Street. PHE, WBC railway line road side.	Vegetation and grass management.	Council	VicRoads
48	Traralgon	19	Princes Highway East	Central median between Bank Street and Breed Street	Vegetation and grass management.	VicRoads	Council
49	Traralgon	20	Princes Highway East (PHE)	Traffic island at Breed Street and Hyland Highway intersection with PHE.	Grass management	VicRoads	Council

50	Traralgon	21	Princes Highway East	Central median between Church Street and Tyers Road	Vegetation and grass management.	VicRoads	Council
51	Traralgon	22	Princes Highway East	Central median between Peterkin Street and Traralgon-Maffra Road	Vegetation and grass management.	VicRoads	Council
52	Traralgon	23	Traralgon-Maffra Road	Traffic splitter island on Traralgon-Maffra Road at intersection with PHE.	Grass management	VicRoads	Council
53	Traralgon	24	Princes Highway East	Central median between Stratton and urban demarcation boundary just past Stammers Road. Roundabouts at Rocla Road and Stammers Road.	Grass management	VicRoads	Council
57	Yallourn North	25	Moe-Glengarry Road	Road side reserve, both sides before start of urban demarcation, 60km/hr sign. Length 570m.	Grass management	VicRoads	Council
61	Tyers	26	Moe-Glengarry Road	Road side reserve, both sides from start of urban demarcation, 60km/hr sign. To urban property boundaries. North side 60m length. South side 210m length.	Grass management	Council	VicRoads
64	Glengarry	27	Traralgon-Maffra Road	North west roadside within the urban demarcation area.	Grass management	Council	VicRoads
70	Churchill	28	Monash Way	Traffic islands/centre median between intersection of Churchill-Traralgon Road and Switchback Road and roundabout at Switchback Road.	Vegetation and grass management.	VicRoads	Council
71	Churchill	29	Boolarra-Churchill Road	Traffic splitter/centre median islands between south of Georgina Place and end urban demarcation (Switchback Road roundabout).	Vegetation and grass management.	VicRoads	Council
75	Boolarra	30	Boolarra Road	Stack site on RHS located 300m south of Penaluna Street.	Vegetation management. (Maintenance at no cost to Council)	Council	VicRoads
76	Boolarra	31	Boolarra-Churchill Road	From end urban demarcation (60km/hr sign) to 60m past.	Grass management	VicRoads	Council
NA	VARIOUS	32	VARIOUS		Kerb and channel cleaning associated with arterial roads within urban areas.	VicRoads	Council

**Agenda Item: 15.7**

**Agenda Item: Options to Address Dust and Amenity issues Black Tank Road and Railway Avenue, Glengarry**

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

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Information**

**Proposed Resolution:**

**That Council:**

- 1. Receives and notes the report regarding Black Tank Road, Glengarry (east of Traralgon Maffra Road) and Railway Avenue, Glengarry (south of Bassets Lane),**
- 2. Engage with the residents of Black Tank Road, Glengarry (east of Traralgon Maffra Road) and Railway Avenue, Glengarry (south of Bassets Lane) with respect to undertaking a further Special Charge Scheme process to construct and seal these sections of road.**

**MOTION**

**Moved: Cr O'Callaghan**

**Seconded: Cr Howe**

**That Council:**

- 1. Receives and notes the report regarding Black Tank Road, Glengarry (east of Traralgon Maffra Road) and Railway Avenue, Glengarry (south of Bassets Lane),**
- 2. Engage with the residents of Black Tank Road, Glengarry (east of Traralgon Maffra Road) and Railway Avenue, Glengarry (south of Bassets Lane) with respect to undertaking a further Special Charge Scheme process to construct and seal these sections of road.**
- 3. Refers Black Tank Road Glengarry for consideration for future rounds of the State Government's Fixing Country Roads program.**

**CARRIED UNANIMOUSLY**



**Executive Summary:**

Council received a report 3 September 2018 regarding options to address dust and amenity concerns from residents of portions of Black Tank Road and Railway Avenue. At the Council meeting Council resolved to defer the matter until Council had considered public submissions for the Glengarry East Development Plan.

This report is an updated version of the 3 September 2018 report and includes consideration of traffic impacts of the proposed development plan on Black Tank Road and Railway Avenue.

- The developer's traffic consultant's assessment is that no motorist would choose the Black Tank Road and Railway Avenue route. Council Officers agree substantially and note that even if some did choose the longer, rougher, and dustier Black Tank Road and Railway Avenue route, that volume would be so low so as not to influence any Council Officer recommendation on the matter.
- The options to address the dust and amenity issues remain to:
  - Construct and seal the roads,
  - Treat the surface to reduce dust generated (dust suppressants), or
  - Reduce speeds and traffic volumes (signage or other measures).
- There are options within these broader categories that would be more or less expensive, and they all could be paid by the community in whole or in part, or the residents in whole or in part.
- Full construction for a 5.5m wide sealed road would cost in the order of \$325,000 and the minimum standard as low as \$120,000.
- Dust suppressants could be used however they do not last more than a year.
- Signage and traffic calming are considered to be of limited effectiveness, although signage would be very inexpensive to implement.
- The roads are typical of unsealed roads in the City with average condition and maintenance costs.

**Declaration of Interests:**

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

**Background:**

At the 3 April 2018 Council meeting Council resolved as follows.

*That Council receives a report in relation to Black Tank Road and Railway Avenue Glengarry that provides the following information for Council's consideration;*

1. *A brief history of the roads, details regarding its condition, any relevant reports regarding the road and estimated expenditure utilised on the road in the past five years.*
2. *Presentation of options to address the communities concerns regarding the condition of the road and reducing dust from the road.*

The section of Black Tank Road in question is east of Traralgon Maffra Road, and due the relationship with Railway Avenue south of Bassets Lane, the report presented 3 September 2018 included both roads.

At the 3 September 2018 Council meeting Council resolved as follows.

*That Council:*

*In relation to Black Tank Road and Railway Avenue, Glengarry*

1. *Defer the matter until Council has considered public submissions for the Glengarry East Development Plan.*
2. *Request an updated report to include assessment of any potential traffic impacts of the proposed development plan on Black Tank Road and Railway Avenue.*

#### *Options to address dust issues*

The options identified in the 3 September 2018 report in general are to:

- Construct and seal the roads,
- Treat the surface to reduce dust generated (dust suppressants), or
- Reduce speeds and traffic volumes (signage or other measures).

Within these general options are various levels of treatment and standards of construction, as well as different methods to fund the works or treatment, from completely at the cost of the residents, to completely at the cost of the community.

#### Construction

Full construction of pavement and a double spray sealed surface of the 2km of the two roads would cost in the order of \$325,000. Reducing the standard, i.e. the width of the surface, the depth of pavement, etc. could reduce that cost to as low as \$120,000.

Reducing the construction standard exposes Council to the liability to, at a later date, reconstruct the road at the community's cost in full. This would not be a recommendation of Council Officers.

Currently, requests to "seal a road" are referred to the Special Charge Scheme Process (SCS) and Council receives some 12 of these each year.

Following an official process of consultation Council can oblige property owners identified as benefitting to pay all or a portion of the full costs for works. This

apportionment is subject to a Council Policy and is currently 25%. To increase the likelihood of a successful Special Charge Scheme Council may also reduce the 25% charged to the residents.

#### Dust suppressants

Dust suppressants are a temporary measure that can be used to reduce the dust levels. Council can pay the cost itself or can charge the benefitting property owners all or part of the costs. The approximate cost based on other municipalities' published schemes is between \$3,000 and \$5,000 per year per kilometre.

#### Reduce speeds

Gravel roads are not suited to traffic calming however some measure may be introduced to make the roads less attractive to higher speeds. Signage for example can remind motorists of the impact of driving on the road on the adjacent residents. Crash history does not support traffic calming, however a resident has provided some anecdotes regarding the sharp bend at the intersection of the two roads.

#### *Condition of the roads*

The general condition of the roads is average to good with current gravel depths of around 90mm. The level of corrugation and potholing is variable depending on the frequency of routine grading, however usually in fair to good condition. Overall these roads do not require higher than normal maintenance for roads of their status and construction.

#### *Costs for maintenance*

The approximate average annual cost to maintain gravel roads in Latrobe City is \$1,900 per km, varying from very low cost for low trafficked cul de sacs, and higher for through and connector roads. The annual cost of maintenance for the last few years is approximately \$2,250 per km for Black Tank and Railway Avenue

Attachments 1 and 2 are more detailed review of the above noted options and history.

#### *Glengarry East Development Plan*

In light of the pending public submissions for the Glengarry East Development Plan, Council resolved to defer a decision on the 3 September 2018 report so that the public submissions and potential traffic impacts on Black Tank Road and Railway Avenue could be considered.

A report with respect to the submissions for the Glengarry East Development Plan was considered by Council at the 5 November 2018 Council meeting.

Council Officers have reviewed the study from the traffic consultant (Attachment 3) on behalf of the developers of the Glengarry East Development, and concur with their findings in relation to the traffic generated (volumes) and the assignment to the Cairnbrook Road and Main Street.

The traffic consultant considered that no motorists from the development would use the Railway Avenue/Black Tank Road route in preference to the Cairnbrook/Traralgon-Maffra Road option (see attachment 3 Glengarry East Development Traffic Study).

Figure 1 shows the road network in relation to the new development and the alternative routes.

- The Railway Avenue and Black Tank Road route is 900m of sealed road at 50km/h for the first portion of that section, and then 2 km of unsealed road at 100km/h. There is a sharp turn at the intersection of Black Tank Road and Railway Avenue that would slow motorists.
- The Cairnbrook Road and Traralgon Maffra Road route is all sealed, and is 60km/h for 1km through the township and 100km/h for 1.4km on the Traralgon Maffra Road (to Black Tank Road).

Council Officers consider that for the component of new traffic bound to or from Traralgon area, a very small amount may choose to use Railway Avenue and Black Tank Road in preference to Traralgon Maffra Road and Cairnbrook Road. This estimated traffic volume does not change Council Officer's opinion in respect to the funding of any works to the roads to improve the amenity of the neighbourhood.

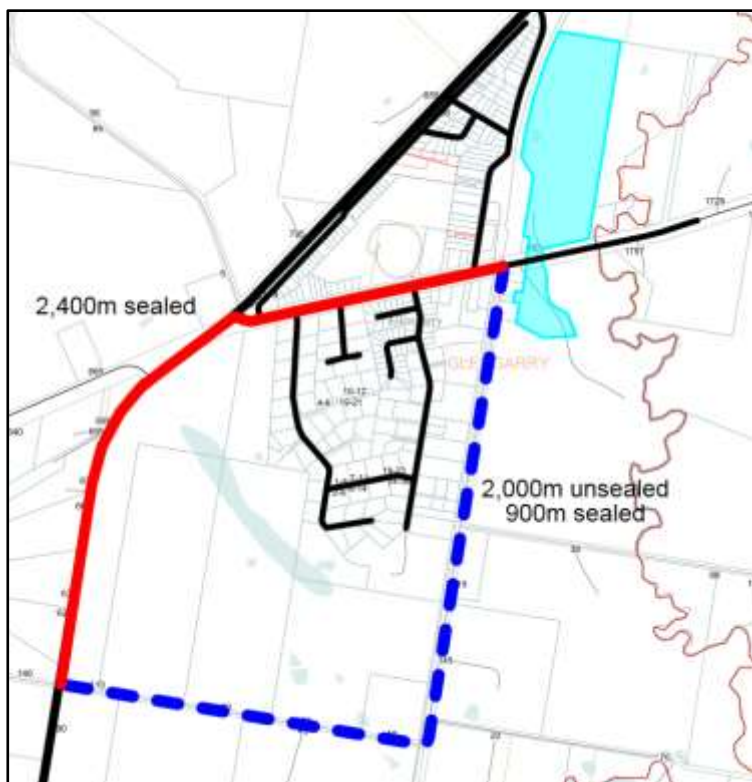


Figure 1 – Alternative routes for traffic generated or destined for the Glengarry East Development from the south direction

**Reasons for Proposed Resolution:**

The proposed resolution responds to the 3 April 2018 resolution requesting a report with options and a history and the 3 September 2018 resolution that deferred the report for further consideration in light of the Glengarry East Development Plan public submission review.

The public submissions relating to the Glengarry East Development Plan have been considered by council and the traffic study did not alter the expected traffic levels along Railway Avenue and Black Tank Road.

Council officers recognise that, despite the high level of concern from the residents, that this is typical of many other roads in the City, and therefore only propose to resolve to note the findings of the report.

**Issues:**

*Strategy Implications*

The proposed options are consistent with the overall Council Vision however implementing any of the options would be a departure from current practice. Some of the options would increase the operational/maintenance costs or put Council at risk of being obliged to construct the road at its own cost, and this may impact on other programs.

*Communication*

No communication has been undertaken with the community in respect of this particular report. Internal discussions were held in respect of the impact of the options.

*Financial Implications*

Council has in place a reserve for SCS projects into which it has recently contributed \$250,000 per year.

These funds are available for the options that propose to undertake the works related to the Special Charge Scheme approach. If Council does not charge the residents at all then the funds would need to be identified separate from the normal budget.

As this is an upgrade it should be sourced from the new and upgrade portion of the budget.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Reduced construction quality resulting in the need for Council to fund unnecessary or early future	Depending on the option taken this may be very likely. The consequence would be low to moderate.  The final risk rating would be Moderate for this	The option to reduce the construction quality can be managed by expending community funds to strengthen the pavement before construction

repairs/renewal	option.	
Applying a reduced cost option for the residents results in residents on other roads requesting similar community funding for their situation	It is likely that other property owners will request Council similarly increase the subsidy or to pay for road construction or dust suppressant.  The final risk rating would be Moderate.	Equity in the treatment of like situations is important and therefore it is likely that requests will be made as discussed.  This can only be mitigated by ensuring that the principles applied to these roads are applied in the same manner for future requests; or accepting that the precedence will not influence future decisions accepting the criticism.

Risk is also discussed within the body of this report around the various options particularly in Attachment 1.

#### *Legal and Compliance*

The special charge scheme process is managed under Section 163 of the Local Government Act 1989. All processes would need to be followed as for any special charge scheme.

#### *Community Implications*

As the report only presents options there is no implication in the resolution. The risks of implementing the options are discussed in this report.

#### *Environmental Implications*

There are no specific environmental aspects of the options. All relevant environmental issues would be addressed as part of the works.

#### *Consultation*

No engagement is required as part of this report. However, should Council resolve to undertake one of the special charge scheme options the required consultation would be undertaken.




#### *Other*

As noted within the report, these roads are similar to other roads in the City that have also undergone special charge scheme processes that have not resulted in action.

#### **Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#).  Options - Detailed analysis
- 2 [↓](#).  History of maintenance and renewal
- 3 [↓](#).  Glengarry East Development traffic study

## **15.7**

### **Options to Address Dust and Amenity issues Black Tank Road and Railway Avenue, Glengarry**

<b>1</b>	<b>Options - Detailed analysis .....</b>	<b>297</b>
<b>2</b>	<b>History of maintenance and renewal .....</b>	<b>301</b>
<b>3</b>	<b>Glengarry East Development traffic study .....</b>	<b>305</b>





### Review of Options to address resident issues

#### *Special Charge Scheme – Optional arrangement to the Policy*

The Local Government Act 1989 (Act) is not prescriptive as to what the special charge apportionment is applied including whether Council should pay *any* contribution. The underlying principle is that those who would benefit from the works can be obliged to pay for the works, and that those who would be charged have a right to be heard by Council. Council's current SCS Policy/practice is for the community to fund 75% of the cost, and those who benefit pay 25%.

This apportionment recognises that most works in the public realm have a common benefit to the community – in this case the non-resident motorists. In the case of Black Tank Rd and Railway Ave for example there is a reportedly high component of through traffic. This 75% community funding recognises both that some of the cause of the issue is caused by the community, and that through motorists (other than residents) will benefit from the improved ride of the sealed surface.

This apportionment is less understandable when considering a no through road where the cause and benefit is almost exclusively the residents and property owners, both from the convenience aspects noted above, as well as the property value increase aspect.

Council's policy is not specific on the allocation within the benefitting properties. That is to say the properties are charged an equal amount irrespective of the benefit derived. In the case of Black Tank Rd for example, some properties have a 10m frontage with the bulk of their land well removed from the road, some do not have residences and therefore do not suffer from the dust, and others of course have houses near the road and would derive a greater benefit. In the case of McPherson Road, the property at the intersection with Thompson Road would have far more motorists pass by than the property at the end.

**Option:** - Council may change the apportionment of the contribution by the community and benefiting property owners. Council may deem that the community should pay more of the cost of the road improvement.

In the case of 100% council funding of the costs, it is then not a special charge scheme, just a road upgrade.

**Option:** - The distribution of the costs apportioned to the property owners could be adjusted based on an estimate of the actual benefit gained – Those with houses close to the road may be charged more, and vacant farmland charged less, for example.

#### *Road Construction and Sealing*

Full construction from a "greenfield" site would cost in the order of \$100/m<sup>2</sup>. A rough order of measure to construct and seal an existing gravel road of at least 6m width that has a reasonable quality subgrade and gravel surface is \$25/m<sup>2</sup>, or about \$150,000 per km. A 3m seal on the same road would be in the order of \$75,000 per km.

Simply sealing the existing road surface would cost approximately \$7/m<sup>2</sup>, or about \$40,000 per km. This must be used only where the road is in very good condition with a strong gravel base and good width. Otherwise there is a significant risk that the road would fail in 5 to 10 years, and thereby put council in the position of high maintenance costs or constructing the road again at the community cost. Some councils have removed the seals applied many years prior, as the pothole repairs were costly and the cost to construct properly and seal the road was prohibitive considering the traffic volumes.

Special Charge Schemes can only be charged for an item once, and after which if it fails, Council must fund any renewal or reconstruction. Care is therefore taken by Council officers, when assessing SCS requests to apply the minimum practical construction standards in order to support the request, while reducing Council's risk of increased maintenance or failure leading to reconstruction at the community's cost. This has at times led to varying estimates for the same section of road. It is also common to consider whether routine maintenance or a gravel resheet is planned and to exclude that cost from the estimate.

The following options relating to road construction standard may still be undertaken under the special charge process.

**Option –** Council may reduce the width of the road surface from the standard 5.5m width. A narrower constructed seal (perhaps 3m) can reduce the initial cost. This method was used on the Toongabbie Cowwarr Road in the past. The shoulder width is retained at the full formation width, and used for motorists to pass one another. It should be noted that Council has since constructed and sealed a good portion of the shoulders of the Toongabbie Cowwarr Road at its cost since it was first constructed, and have been requested to continue on the remainder of the road.

The maintenance costs are usually higher due to the vehicles pulling off the sealed section breaking the edge of the seal and eroding the shoulder. This technique would be more applicable to very low volume roads.

**Option –** Council may consider not constructing the road fully before sealing. If Council also does not charge the property owner a portion of the costs it would reserve the right to charge for construction in the future. This technique would not last as long as if it were constructed before sealing and the maintenance costs would be higher than either a gravel road or a constructed road.

**Option –** Akin to the reduced construction concept, Council may also not include a final seal in the cost of the initial construction. Typically a road will have a 'primer seal' to bind the top layer of gravel into a cohesive mat covered with a layer of aggregate. A final seal is to be applied after approximately one year but Council may exclude this from the initial construction costs. This was estimated to reduce the per property charge by \$1,500 for Black Tank Rd and Railway Ave.

*Dust Suppression*

Council may consider “dust suppressants” that bind the fine gravel or clay particles (dust) together and reduce the dust levels. A short search of the internet shows several products with varying claims of life. Yarra Ranges have a program of applying dust suppressant to approximately 25% of their gravel roads in January and December of each year. Alpine Shire will apply dust suppressant on a priority basis likely up to the annual budget allocation, but residents can ensure a high priority through an estimated 50% contribution of the costs.

An issue with dust suppressants is that they will only last for a fixed period of time and a reapplication is required. Yarra Ranges estimates the product they use will suppress dust for 8 weeks. Some products claim up to 12 months. Regardless though, the application will require renewal at least once each year.

The cost of an application varies considerably dependent upon the coordination with the maintenance grading. Most products would need to be worked into the surface when grading the road and require compaction with steel rollers. Mount Alexander Shire estimates the cost to apply a dust suppressant at \$4,500 per km. Cardinia Shire will apply a dust suppressant at the residents' cost of \$350 per 100m section (\$3,500 per km). Council officers estimated the cost to work in a commonly known binding agent into the gravel sections of Black Tank Rd and Railway Ave

**Option –** Council can coordinate dust suppressant either at its cost based on perhaps, an annual budget allocation on a priority or first come basis, or perhaps at the resident's whole or partial cost.



**Details and History of the roads maintenance and costs**



Figure 1 – Location Plan Black Tank Road and Railway Avenue, Glengarry



Figure 2 – Location Plan McPherson Road, Newborough

### **Black Tank Road and Railway Ave**

#### *History*

As these roads are an extension of each other and the bulk of the maintenance and upgrade etc. would be applied to both, they will be dealt with together as a single item. The total length of the proposed scheme is just over 2 km. The road pavement is relatively strong having received higher than usual attention in recent years including a grant funding trial of different gravels to assess their qualities including dust mitigation. The road is not noted for excessive surface failures.

There have been several requests to mitigate the dust on these roads over the years and three formal requests for special charge schemes

#### *Maintenance:*

These roads are graded between 4 and 5 times each year at times of the year where such treatment is effective to reshape the road surface and to eliminate potholes. This costs Council approximately \$4,500 annually.

Black Tank Road and Railway Avenue have been gravel resheeted on a number of occasions. Some of the treatments have been in response to resident complaints with respect to dust. In 2007-08 a range of treatments were trialled on 5 different 400 metre sections of the roads. The outcome of the trials were not definitive and a partial resheet was undertaken in 2008-09. The Maryvale gravel used in 2008 did not perform well and the roads were resheeted with Cowwarr gravel in 2013-14. A more standard resheeting cycle have an annualised cost of \$2,400.

#### *Condition:*

The roads continue to maintain reasonable condition and exhibit a good though variable depth of gravel. The last assessment in 2016 resulted in the following scores:

- Shape Loss 3.4 out of 5.0
- Surface Condition 3.4 out of 5.0, and
- Gravel Depth 2.6 out of 5.0.

Where a score of 1.0 is very good and 5.0 is very poor. The condition of gravel roads is very temporal and varies within the annual maintenance cycle.

#### *Total estimated expenditure:*

The estimated annual expenditure on the 2.05 kilometres of Black Tank Road and Railway Avenue is \$6,900.

### **McPherson Road, Newborough**

McPherson Road, Newborough is approximately 500m long of which the southern 400m is unsealed. The road has been re-sheeted 2 times in the last 8 years not due to the condition but at the request of one or more property owners who raised their concerns regarding initially the slippery nature of the material and then the dust generated by the replacement gravel. The road pavement is strong and rarely presents with potholes or other routine maintenance activities. The overall dustiness of the road is moderate when considered against other gravel roads (a subjective measure undertaken when considering Special Charge Scheme requests). As this is a no through road the volumes are generally just the residents and visitors.

#### *Maintenance:*

McPherson Road is generally graded annually at a time of the year where such treatment is effective to reshape the road surface and to eliminate potholes. This costs Council approximately \$350 annually.

McPherson Road has been resheeted on twice over the last 10 years. A more standard resheeting cycle would have an annualised cost of \$2,400.

#### *Condition:*

McPherson Road maintains reasonable condition and exhibits a good depth of gravel. The last assessment in 2016 resulted in the following scores:

- Shape Loss 2.0 out of 5.0
- Surface Condition 3.0 out of 5.0, and
- Gravel Depth 2.0 out of 5.0.

Where a score of 1.0 is very good and 5.0 is very poor. The condition of gravel roads is very temporal and varies within the annual maintenance cycle.

#### *Total estimated expenditure:*

The estimated annual expenditure on the 400 metres of McPherson Road is \$1,600.





**Beveridge Williams**  
development & environment consultants



**Glengarry East Development Plan**  
**100 and 101 Cairnbrook Road, Glengarry**  
**Traffic and Transport Assessment**


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15 May 2018

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment

15/05/2018  
1600263-TR-REP03-1.0

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	<b>Author</b>	Chris Hamond
	<b>Checked</b>	Peter Malley
	<b>Project Manager</b>	Chris Hamond

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**Client:** Lurganare Pty Ltd

## Revision Table

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## 1 PREAMBLE

### 1.1 Introduction

Beveridge Williams has been engaged by Lurganare Pty Ltd to prepare a Traffic and Transport Assessment for the proposed residential subdivision at 100 and 101 Cairnbrook Road, Glengarry. It is understood the subdivision will comprise a total provision of approximately 133 residential lots.

The following report sets out the findings of this assessment based on the investigations undertaken by Beveridge Williams.

### 1.2 Objectives

Based on the scope of Beveridge Williams engagement, the information contained within this assessment has been prepared to respond the following objectives:

- Road Hierarchy Consideration; and
- Traffic Impact Considerations.

### 1.3 Facts and Matters Relied Upon

In preparing this assessment, Beveridge Williams have relied upon the following facts, matters and information:

- Latrobe Planning Scheme;
- Infrastructure Design Manual (IDM) Version 5.10;
- Traffic volume data collected; and
- Subdivision Plans dated 7 May 2018 prepared by Beveridge Williams.

## 2 EXISTING CONDITIONS

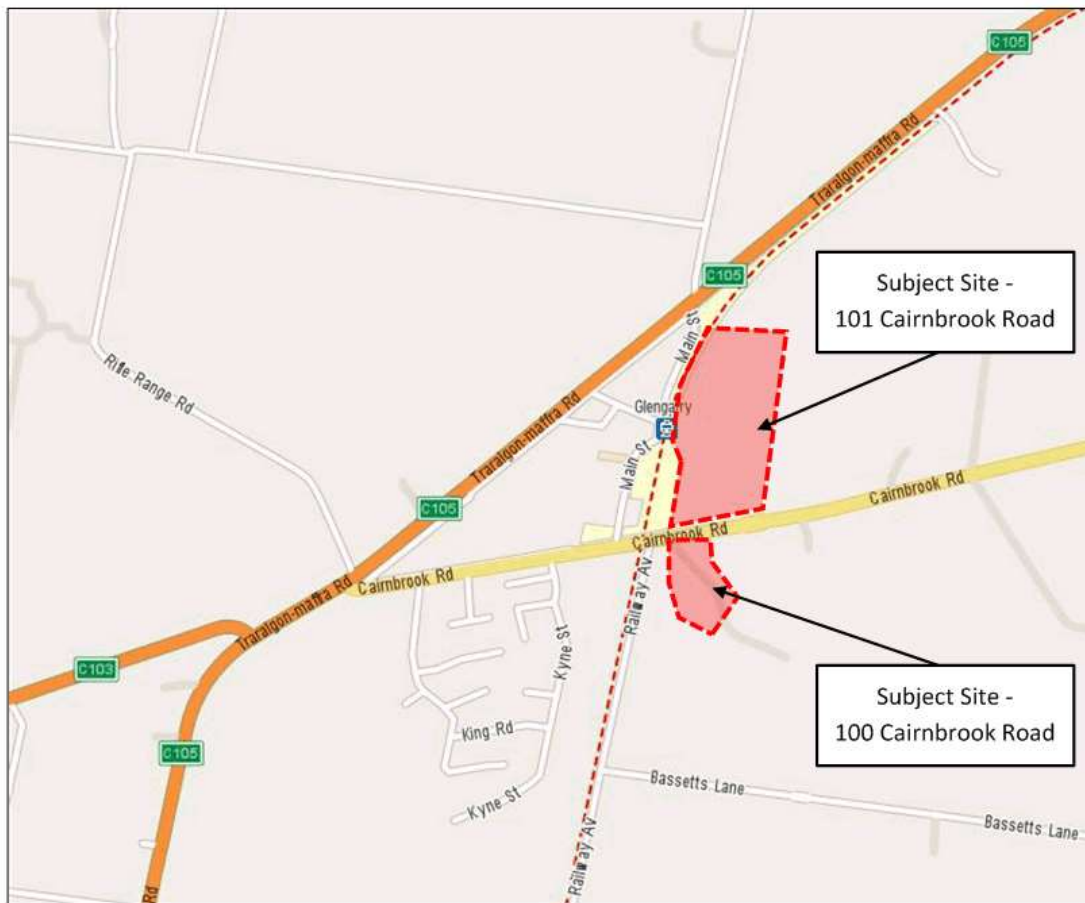
### 2.1 Study Area

The development site consists of 2 land parcels and is located at 100 and 101 Cairnbrook Road, Glengarry. The larger of the land parcels is located on the north-east corner of the Main Street and Cairnbrook Road, intersection, with the smaller land parcel situated on the southern side of Cairnbrook Road. The site covers a combined area of approximately 21.05ha and is currently occupied by a single residential dwelling and associated sheds, with the majority of the development area currently vacant farmland.

The northern parcel of the development site is bound by Cairnbrook Road to the south, Main Street to the west, and vacant farmland to the north and east. The southern parcel is bound by Cairnbrook Road to the north, farmland to the east and south, and residential dwellings to the west.

The township of Glengarry lies to the west of the subject site, whilst to the north, east, and south land is primarily rural and vacant in nature. A vehicle access currently exists in the south-west corner of the northern site providing access for the existing dwelling onto Cairnbrook Road. Between the site and Main Street runs a rail reserve and as such, at present there is no direct access between the site and Main Street. Figure 1 shows the location of the site with respect to the surrounding area.

Figure 1 Site Locality Plan





## 2.2 Road Network

### 2.2.1 Cairnbrook Road

Cairnbrook Road is an east-west aligned local council road extending from Traralgon-Maffra Road in the west through to Rosedale-Heyfield Road in the east. It is classified as a Road Zone 2 within the Latrobe Planning Scheme. Along the southern frontage of the site it accommodates an approximately 7.3 metres wide two-way carriageway within an approximately 60.0m road reserve comprising a single travel lane in each direction. Along the frontage of the site the posted speed limit decreases from 80km/h down to 60km/h, and 40km/h during school hours.

The Latrobe City Council Public Road Register identifies Cairnbrook Road as a Collector Road (RMC2) with its primary function, apart from providing vehicle access to adjacent properties, being to convey traffic from Access Roads to higher order Link or VicRoads controlled roads.

Based on a review of Table 6 to the IDM, the current cross section of Cairnbrook Road would classify the road as a 'Rural Living Collector Road' with an indicative maximum traffic volume allowance of 6,000 vehicles per day.

Figure 2 shows the typical configuration of Cairnbrook Road along the southern boundary of the site.

Figure 2 Cairnbrook Road Aerial Photograph



2.2.2 Main Street

Main Street is a local north-south aligned council road extending from Traralgon-Maffra Road in the north down to Cairnbrook Road in the south. Along the western frontage of the site it accommodates an approximately 6.2 metres wide two-way carriageway with gravel shoulders along either side contained within an approximately 20.0 metres road reserve.

A concrete pedestrian footpath is provided along the western side of the carriageway with the Gippsland Rail Trail providing a similar function along the eastern side. Parking is permitted along the gravel shoulders and the road has a posted speed limit of 60km/h.

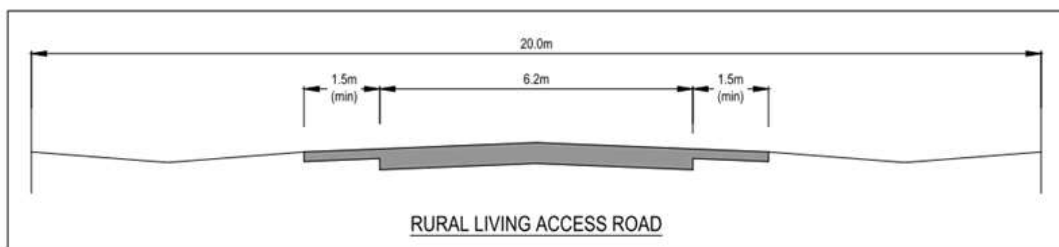
Based on a review of the IDM in conjunction with the above noted existing road conditions, the cross section of Main Street along the site frontage is typically in line with that of a 'Rural Living Access Road' as identified within Table 6 of the IDM.

Figure 3 shows the typical configuration of Main Street along the western frontage of the site with Figure 4 showing the typical cross section of a 'Rural Living Access Road' as identified within the IDM.

Figure 3 Main Street Aerial Photograph – Along Site Frontage



Figure 4 Cross Section - Rural Living Access Road



Notwithstanding the existing cross section, the Latrobe City Council Public Road Register identifies Main Street as an Access Road (RMC3b – Sealed Access Road with a speed limit less than or equal to 60km/h) with its primary function being to provide vehicle access to adjacent properties.

Based on the intent of the road as identified by Latrobe City Council in conjunction with the existing land uses along the western side of the carriageway, the function of Main Street would meet the classification of an urban 'Access Street' within Table 1 to the IDM. As identified within Table 1, this road cross section has an indicative traffic volume allowance of 1,000 – 2,500 vehicles per day.

Figure 5 shows the typical cross section of an 'Access Street' as set out within the IDM.

Figure 5 Cross Section – Access Street



Based on a comparison between the existing Main Street cross section and that of an 'Access Street' as identified within the IDM, it is noted that the current cross section does not align with the existing function as identified within the Latrobe City Council Public Road Register. Subsequently, to ensure that the existing cross section is consistent with the current Council identified road classification and existing identified purpose, upgrade works in the form of road widening, and provision of kerb are required to be undertaken by Council.

Further to the above, it is noted that to the south of the site frontage, Main Street widens to provide a sealed carriageway width of approximately 11.6m inclusive of kerb and channel on both sides. Kerbside parking is permitted on both sides of the carriageway. A review of Table 2 to the IDM indicates that this section would likely be classified as an Access Street, or Connector Street Level 1 with an indicative daily vehicle allowance of between 1,000 –6,000 vehicles.

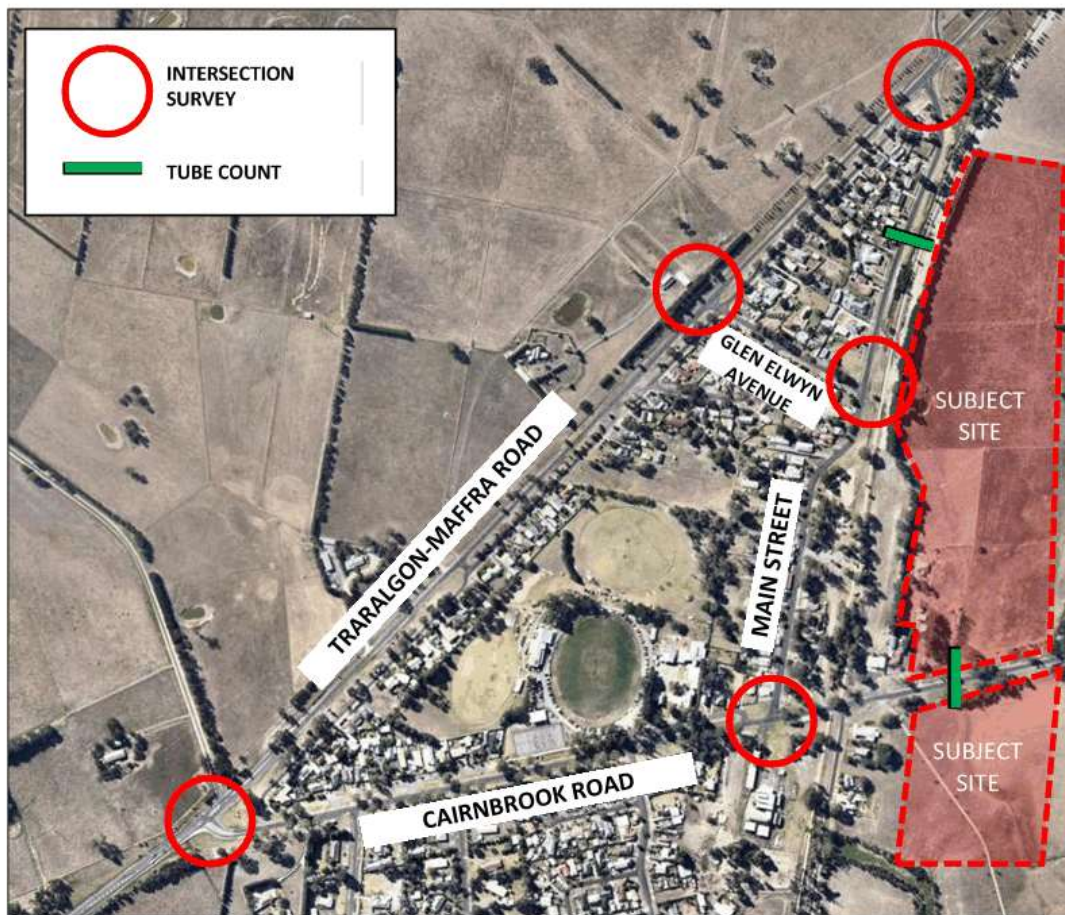
## 2.3 Existing Traffic Volumes

In order to determine existing traffic volumes within the surrounding Glengarry area, Beveridge Williams undertook traffic movement counts at several key intersections on Thursday 19<sup>th</sup> of April 2018, between 7:00am – 10:00am and 3:30pm – 6:30pm. The intersections that were surveyed are shown in Figure 6 and listed as follows:

- Cairnbrook Road / Main Street;
- Glen Elwyn Avenue / Traralgon-Maffra Road;
- Cairnbrook Road / Traralgon-Maffra Road;
- Main Street / Traralgon-Maffra Road; and
- Main Street / Glen Elwyn Avenue

In conjunction with the intersection surveys, tube counts were also undertaken along Main Street and Cairnbrook Road from Thursday 19<sup>th</sup> April to Wednesday 25<sup>th</sup> April 2018. The locations of these surveys with respect to the subject site are also shown in Figure 6.

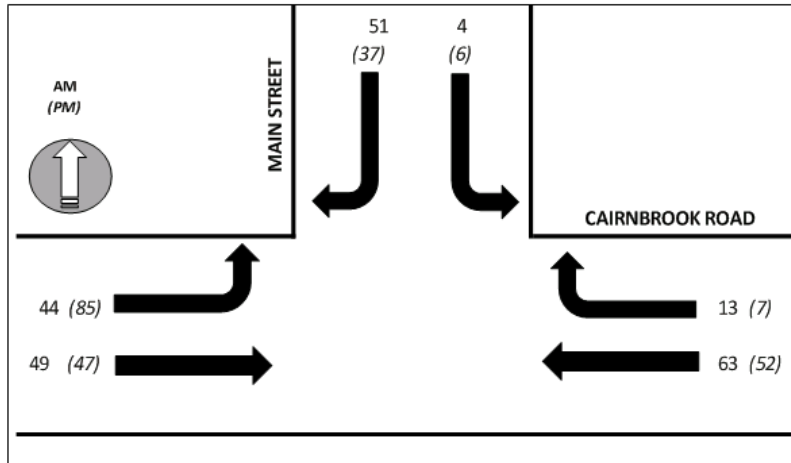
Figure 6 Survey Locations



2.3.1 Cairnbrook Road and Main Street

For the intersection of Cairnbrook Road and Main Street the surveys identified the AM peak hour occurring between 8:00am – 9:00am with the PM peak occurring between 3:30pm – 4:30pm. During these peak periods, in the order of 224 movements were observed during the AM peak, with 234 movements during the PM peak. The observed volumes and distributions are shown in Figure 7.

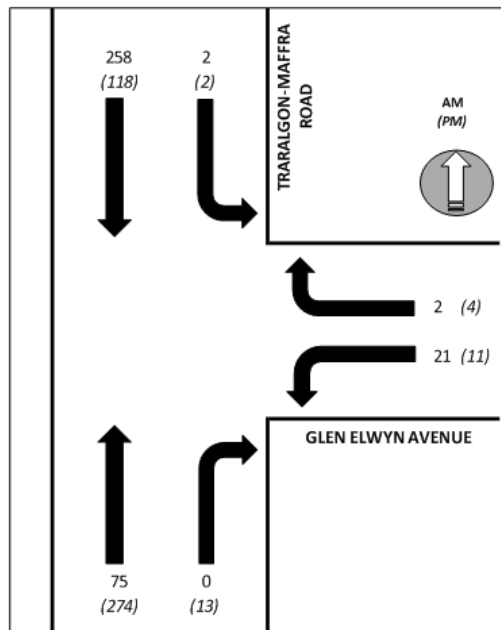
Figure 7 Existing Traffic Volumes - Cairnbrook Road and Main Street



2.3.2 Glen Elwyn Avenue and Traralgon-Maffra Road

For the intersection of Glen Elwyn Avenue and Traralgon-Maffra Road the surveys identified the AM peak hour occurring between 8:00am – 9:00am with the PM peak occurring between 4:45pm – 5:45pm. During these peak periods, in the order of 358 movements were observed during the AM peak, with 422 movements during the PM peak. The observed volumes are shown in Figure 8.

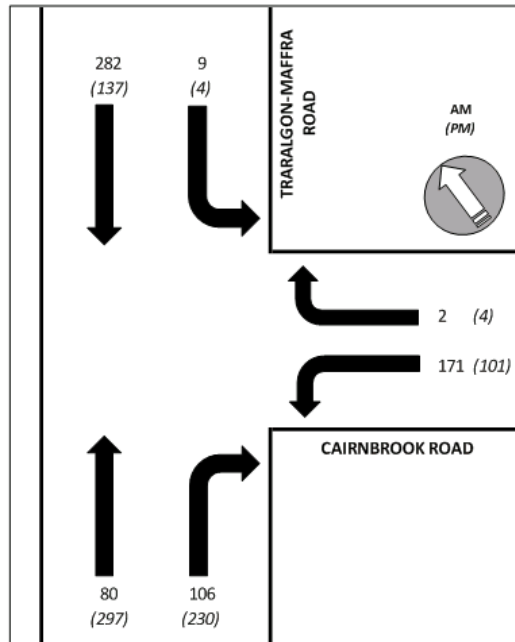
Figure 8 Existing Traffic Volumes - Glen Elwyn Avenue and Traralgon-Maffra Road



2.3.3 Cairnbrook Road and Traralgon-Maffra Road

For the intersection of Cairnbrook Road and Traralgon-Maffra Road the surveys identified the AM peak hour occurring between 8:00am – 9:00am with the PM peak occurring between 4:45pm - 5:45pm. During these peak periods, in the order of 650 movements were observed during the AM peak, with 773 movements during the PM peak. The observed volumes are shown in Figure 8.

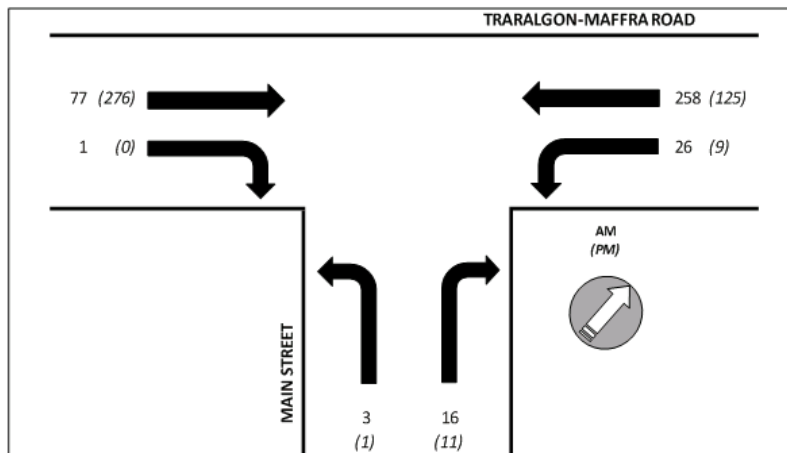
Figure 9 Existing Traffic Volumes – Cairnbrook Road and Traralgon-Maffra Road



2.3.4 Main Street and Traralgon-Maffra Road

For the intersection of Main Street and Traralgon-Maffra Road the surveys identified the AM peak hour occurring between 8:00am – 9:00am with the PM peak occurring between 4:45pm - 5:45pm. During these peak periods, in the order of 381 movements were observed during the AM peak, with 422 movements during the PM peak. The observed volumes are shown in Figure 8.

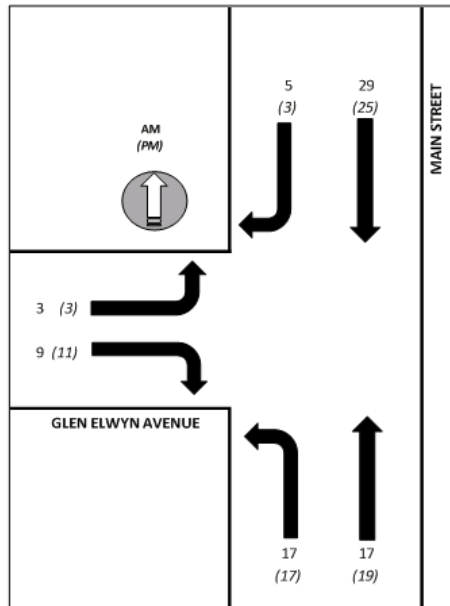
Figure 10 Existing Traffic Volumes – Main Street and Traralgon-Maffra Road



2.3.5 Main Street and Glen Elwyn Avenue

For the intersection of Main Street and Glen Elwyn Avenue the surveys identified the AM peak hour occurring between 8:15am – 9:15am with the PM peak occurring between 5:30pm - 6:30pm. During these peak periods, in the order of 80 movements were observed during the AM peak, with 78 movements during the PM peak. The observed volumes are shown in Figure 8.

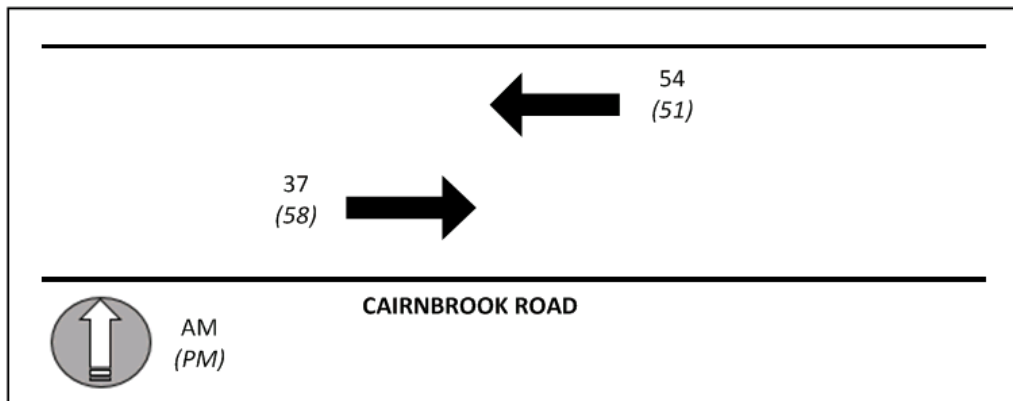
Figure 11 Existing Traffic Volumes – Main Street and Traralgon-Maffra Road



2.3.6 Cairnbrook Road

Along Cairnbrook Road, the tube counts identified the weekday AM peak occurring between 8:00am – 9:00am with the PM peak occurring between 5:00pm – 6:00pm. During these periods, an average total of 91 AM movements and 109 PM movements were observed. These movements were distributed as shown in Figure 12.

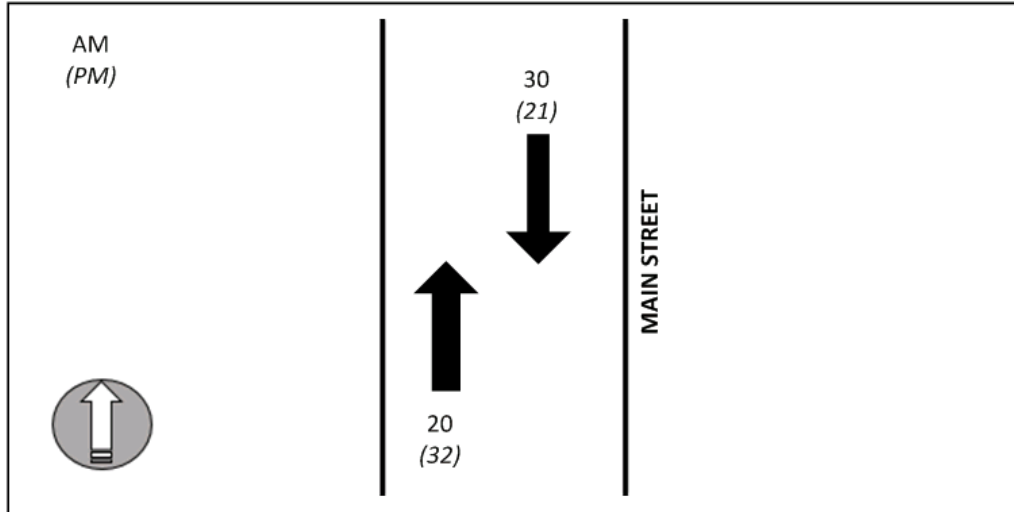
Figure 12 Cairnbrook Road Existing Traffic Volumes



2.3.7 Main Street

Along Main Street, the tube counts identified the weekday AM peak occurring between 8:00am – 9:00am with the PM peak occurring between 3:00pm – 4:00pm. During these periods, an average total of 50 AM movements and 53 PM movements were observed. These movements were distributed as shown in Figure 13.

Figure 13 Main Street Existing Traffic Volumes



Further review of the survey results shows that Cairnbrook Road on average accommodates 1,116 daily vehicle movements whilst Main Street accommodates an average of 489 daily vehicle movements. These volumes accord with the road classifications as outlined within the IDM.

It is noted that as the final Wednesday in the tube counts aligned with Anzac Day (25<sup>th</sup> April), these volumes have been excluded from assessment for the generation of average weekday traffic volumes as the traffic volumes recorded were more in line with weekend traffic.

Full results of the traffic counts and surveys are included within APPENDIX A.



**2.4 Previous Traffic Volumes - 2017**

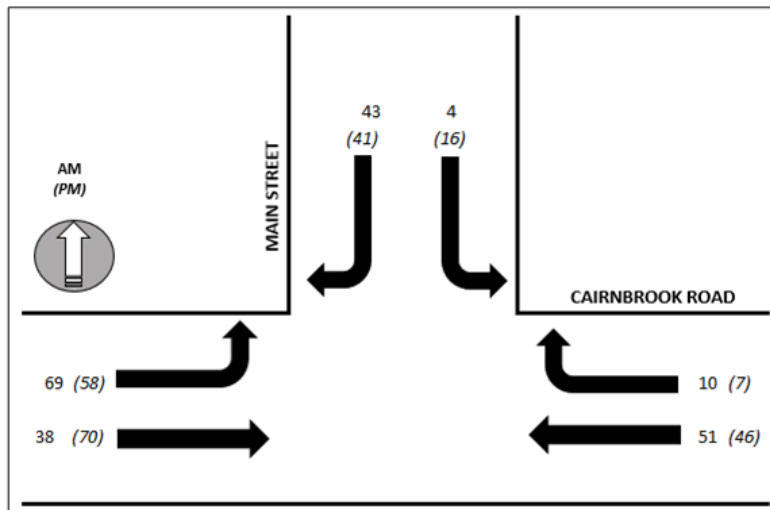
In addition to the surveys of existing conditions, traffic movement surveys have also previously been undertaken in 2017. These surveys were undertaken for the intersections of Cairnbrook Road/Main Street and Glen Elwyn Avenue/Traralgon-Maffra Road with tube counts conducted along Main Street and Cairnbrook Road.

The turning movement counts were undertaken between 7:00am – 10:00am and 3:30pm – 6:30pm on Thursday 9<sup>th</sup> of February, 2017, with the tube counts being undertaken from Tuesday 7<sup>th</sup> February to Monday 13<sup>th</sup> February, 2017. Based on these surveys, the following traffic volumes and peaks were observed:

**2.4.1 Cairnbrook Road and Main Street**

For the intersection of Cairnbrook Road and Main Street the surveys identified the AM peak hour occurring between 8:15am – 9:15am with the PM peak occurring between 4:30pm – 5:30pm. During these periods, an average total of 215 AM movements and 238 PM movements were observed. The observed volumes are shown in Figure 14.

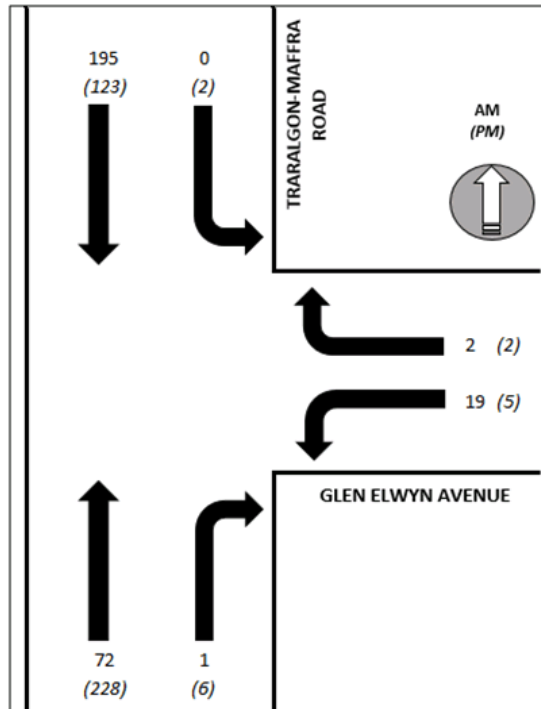
Figure 14 Existing Traffic Volumes - Cairnbrook Road and Main Street



2.4.2 Glen Elwyn Avenue and Traralgon-Maffra Road

For the intersection of Glen Elwyn Avenue and Traralgon-Maffra Road the surveys identified the AM peak hour occurring between 8:15am – 9:15am with the PM peak occurring between 4:30pm - 5:30pm. During these periods, an average total of 289 AM movements and 366 PM movements were observed. The observed volumes are shown in Figure 15.

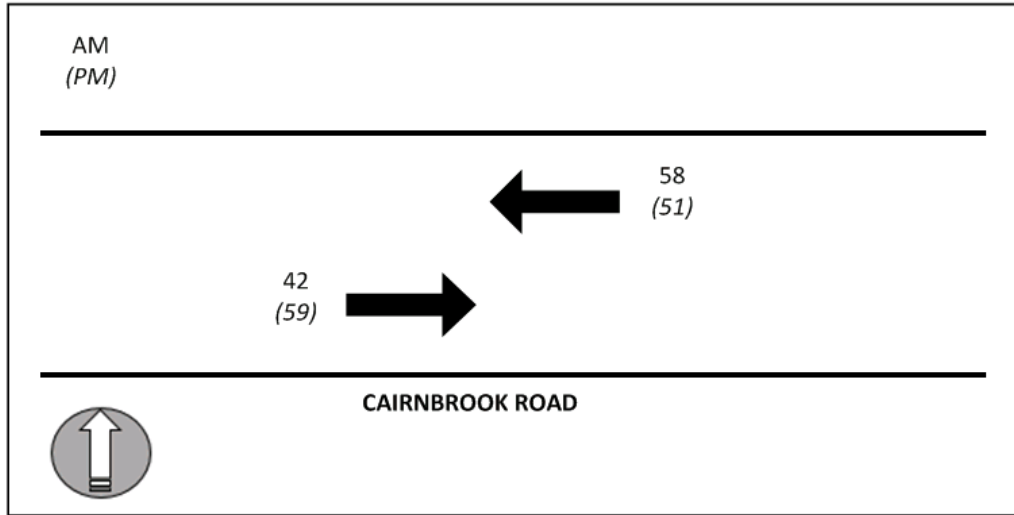
Figure 15 Existing Traffic Volumes - Glen Elwyn Avenue and Traralgon-Maffra Road



2.4.3 Cairnbrook Road

Along Cairnbrook Road, the tube counts identified the weekday AM peak occurring between 8:00am – 9:00am with the PM peak occurring between 4:00pm – 5:00pm. During these periods, an average total of 100 AM movements and 110 PM movements were observed. These movements were distributed as shown in Figure 16.

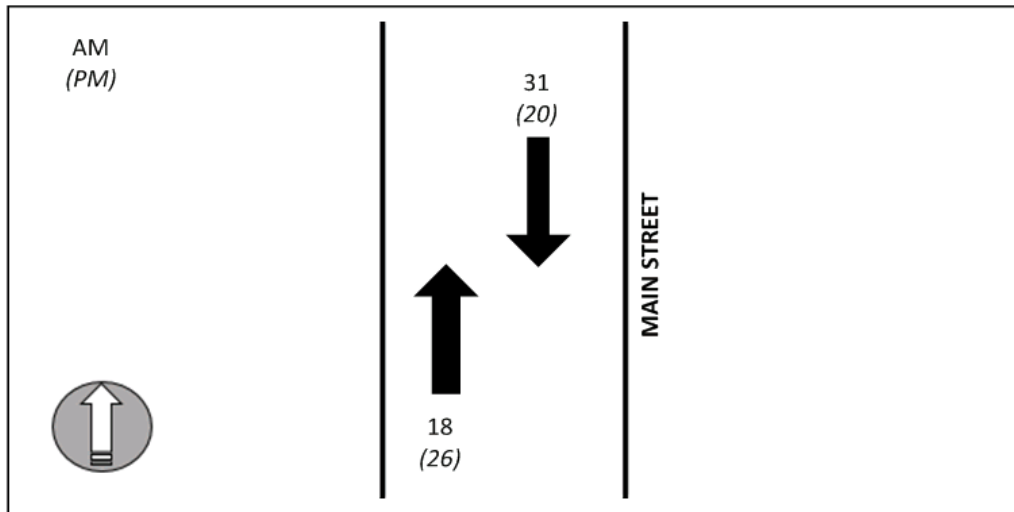
Figure 16 Cairnbrook Road Existing Traffic Volumes



2.4.4 Main Street

Along Main Street, the tube counts identified the weekday AM peak occurring between 8:00am – 9:00am with the PM peak occurring between 3:00pm – 4:00pm. During these periods, an average total of 49 AM movements and 46 PM movements were observed. These movements were distributed as shown in Figure 17.

Figure 17 Main Street Existing Traffic Volumes



Full results of the 2017 traffic counts and surveys are included within APPENDIX B.

## 2.5 Traffic Growth

Based on the availability of traffic volume data for several locations over sequential years, analysis has been undertaken to determine traffic volume growth within the surrounding Glengarry area. This analysis has been undertaken based on the available peak hour traffic volume data from 2017 and 2018 for the following roads and intersections within the Glengarry area:

- Glen Elwyn Avenue;
- Cairnbrook Road;
- Main Street; and
- Cairnbrook Road / Main Street

Subsequently, Table 1 has been prepared assessing the peak hour volumes and any observed growth for each of these surveyed roads and intersections.

Table 1 Glengarry Traffic Volume Growth

Road/Intersection	Peak Period	2017 Volumes	2018 Volumes	Traffic Growth (Vehicles)
Glen Elwyn Avenue	AM	22	25	+3
	PM	15	30	+15
Cairnbrook Road	AM	100	91	-9
	PM	110	109	-1
Main Street	AM	49	50	1
	PM	46	53	+7
Cairnbrook Road / Main Street	AM	215	224	+9
	PM	238	234	-4
Total Peak Hour Movements	AM	386	390	+4
	PM	409	426	+15

The above analysis indicates that between 2017 and 2018 there was an observed growth in peak hour traffic volumes in the surrounding road network of between 4 – 15 vehicle movements, equivalent to growth of between 1% - 3.5%.

It is therefore considered that a growth rate of around 3.5% would be considered conservatively applicable for future growth calculations within the Glengarry area.

## 2.6 Existing Traffic Analysis

The existing traffic volumes from the traffic surveys have been analysed using SIDRA intersection to assess the existing intersection operation.

SIDRA Intersection is a computer package developed to assess the operating characteristics of an intersection including Level of Service, Average Delay, Degree of Saturation, and 95%ile queue.

**Level of Service (LoS)** is measured based on the average delay experienced by vehicles undertaking a particular movement at each leg of an intersection. The various LoS ranges are described as:

- 0 to 14.5 seconds delay - Level A
- 14.5 to 28.5 seconds delay - Level B
- 28.5 to 42.5 seconds delay - Level C
- 42.5 to 56.5 seconds delay - Level D
- 56.5 to 70.5 seconds delay - Level E
- 70.5 seconds and greater - Level F

Intersections are typically considered to be operating appropriately when functioning with an LoS of Level C or higher.

**Average Delay** is the delay, in seconds, which can be expected over all the vehicles making a particular movement in the intersection during the peak hour.

**Degree of Saturation (DoS)** is the ratio of traffic undertaking a particular movement within the intersection compared to the maximum capacity calculated for that movement. The various DoS ranges are described as:

- Up to 0.6      Excellent
- 0.6 to 0.7    Very Good
- 0.7 to 0.8    Good
- 0.8 to 0.9    Fair
- 0.9 to 1.0    Poor
- 1.0+          Very Poor

It is considered acceptable that some critical movements within an intersection operate in the range of 0.9 to 1.0 during peak periods, reflecting actual conditions of a substantial proportion of suburban intersections.

The **95%ile Queue** represents the maximum queue length, in metres, expected in 95% of the calculated queue events during the peak hour.

Subsequently, the key outputs of the SIDRA analysis for the intersection is presented in Table 2 with detailed outputs provided within APPENDIX C.

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment15/05/2018  
1600263-TR-REP03-1.0

Table 2 Existing Conditions – Key Sidra Outputs

Intersection	Peak Period	Intersection	LoS	Average Delay (sec)	DoS	95%ile Queue (m)
Traralgon-Maffra Rd / Glen Elwyn Ave	AM	South-East	A	7	0.02	1
		North-East	A	0	0.14	0
		South-West	A	0	0.04	0
	PM	South-East	A	6	0.01	0
		North-East	A	0	0.07	0
		South-West	A	0	0.16	1
Main St / Cairnbrook Rd	AM	East	A	1	0.04	1
		North	A	6	0.05	1
		West	A	3	0.05	0
	PM	East	A	1	0.03	1
		North	A	6	0.04	1
		West	A	4	0.08	0
Main St / Traralgon-Maffra Rd	AM	South	A	7	0.02	1
		East	A	1	0.16	0
		West	A	0	0.04	0
	PM	South	A	7	0.02	0
		East	A	0	0.07	0
		West	A	0	0.15	0
Traralgon-Maffra Rd / Cairnbrook Rd	AM	South-East	A	7	0.15	5
		North-East	A	0	0.16	0
		South-West	A	4	0.09	3
	PM	South-East	A	6	0.08	3
		North-East	A	0	0.08	0
		South-West	A	3	0.16	6
Main St / Glen Elwyn Ave	AM	South	A	3	0.02	0
		North	A	1	0.02	0
		West	A	6	0.01	0
	PM	South	A	3	0.02	0
		North	A	1	0.02	0
		West	A	6	0.01	0

The analysis shows that under current conditions, each of the surveyed intersections operate with an LoS of 'A' with minimal delays and appropriate queue lengths. The analysis also shows that each intersection operates with a DoS value within the 'excellent' category.

### 3 PROPOSAL

Based on the indicative Subdivision Plans dated 7 May 2018 prepared by Beveridge Williams (APPENDIX D) it is proposed to develop the subject sites generally for residential purposes with a proposed yield of 133 lots. This total yield will comprise 108 lots on the northern land parcel (101 Cairnbrook Road), and 25 lots on the southern land parcel (100 Cairnbrook Road).

Vehicle access to the northern parcel is to be facilitated via a connection to Cairnbrook Road along its southern boundary, with a secondary access provided via a connection to Main Street located towards the sites north-west corner. The connection to Main Street will be required to extend across the existing rail reserve. For the southern land parcel, vehicle access is to be facilitated via a proposed connection to Cairnbrook Road along the northern site boundary. Internally, vehicle circulation is to be facilitated via a network of Access Streets with 16.0m road reserves (20m along the western frontage to Main Street to allow for a buffer zone, or 14.5m where fronting the drainage reserve) which will provide connection throughout the development.

Figure 18 provides an indicative layout of the proposed subdivision and internal road network.

Figure 18 Indicative Subdivision Plan



## 4 TRAFFIC CONSIDERATIONS

### 4.1 Subject Site Traffic Generation

It is generally accepted that residential lots typically generate vehicular traffic at a rate of 9 vehicle movements per day (with 10% of movements occurring in the peak hours). In areas of higher density or with access to good public transport lower traffic generation rates can be recorded.

Whilst it is noted that Clause 12.3.1 to the IDM outlines a rate of 10 daily vehicle movements per dwelling, case study data for residential dwellings in similar regional settings typically shows traffic generation at reduced rates of 9 daily vehicle movements per dwelling or less. Subsequently, for the purposes of this assessment, the rate of 9 vehicle movements per day per lot has been adopted. Case study data supporting this rate is included within APPENDIX E to this report.

This rate also matches the *RTA Guide to Traffic Generating Developments* which sets out a daily generation rate of 9 movements for residential dwellings.

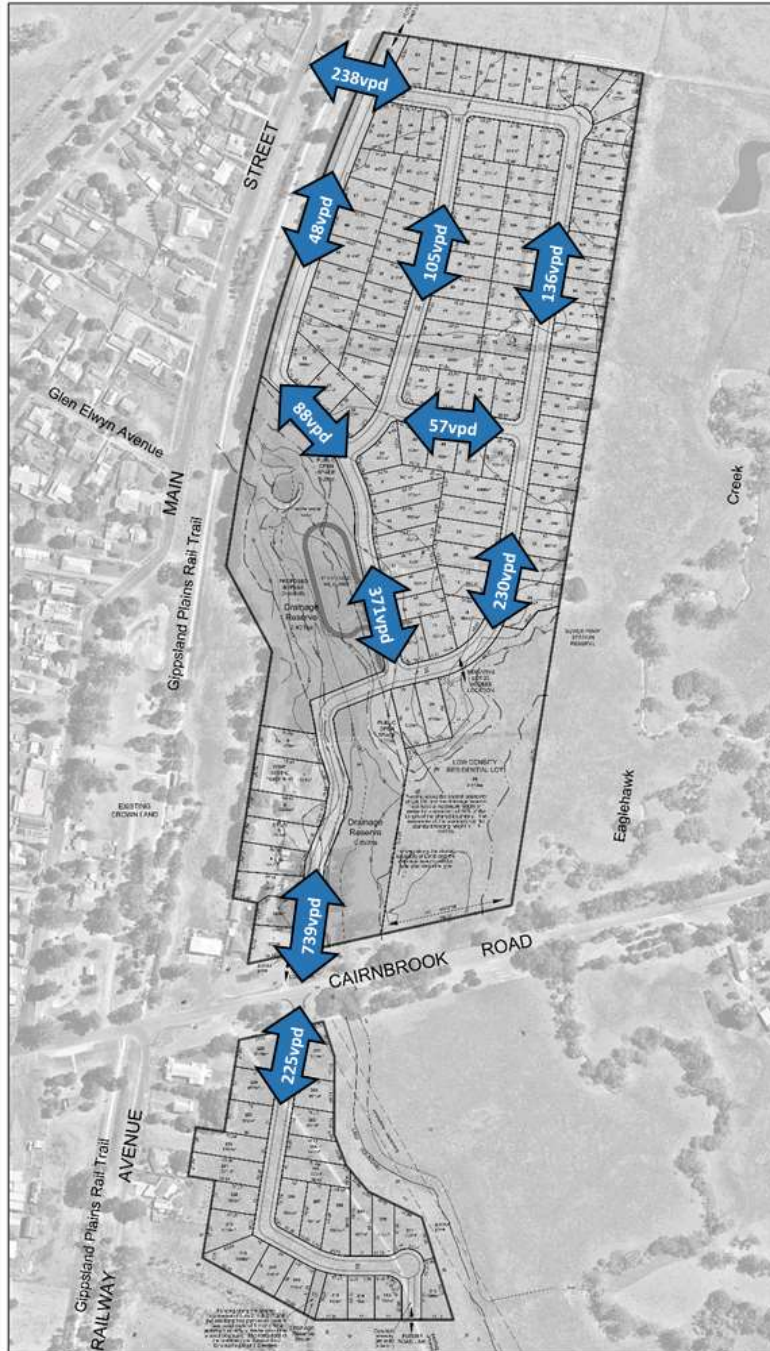
Application of this rate to the proposed 133 dwellings equates to a daily traffic generation of approximately 1,200 vehicle movements or 120 vehicle movements in each of the AM and PM peak hours. These movements will be distributed across the development with approximately 98 movements coming from the northern parcel and 22 movements from the southern parcel.

The above traffic generation rate is inclusive of all trip types and includes work, recreation, shopping, and educational trips.

Within the site, a trip generation matrix has been prepared whereby it is anticipated that traffic will be distributed along each of the internal access roads as shown in Figure 19.



Figure 19 Anticipated Daily Traffic Generation



## 4.2 Traffic Distributions

Based on a review of the surrounding area, it is anticipated that the majority of site generated movements will be distributed towards Traralgon and Morwell, with only a small number of movements heading north or east. It is anticipated that the following intersections will be utilised in the distribution of these movements:

- For those vehicle movements towards Traralgon, it is anticipated that they will be distributed into the surrounding road network via the intersections of Main Street/Cairnbrook Road, Cairnbrook Road/ Traralgon-Maffra Road, and to a lesser extent Glen Elwyn Avenue/Traralgon-Maffra Road.
- For vehicles heading to the north it is anticipated that they will be distributed via the intersection of Main Street/ Traralgon-Maffra Road.
- Eastbound vehicles are anticipated to be distributed directly from the sites accesses onto Cairnbrook Road.

The following analysis has therefore been undertaken to assess the impacts that the additional traffic generated by the proposal will have on the functionality of these intersections. For assessment purposes, it has been conservatively assumed that 90% of site generated traffic will be distributed towards Traralgon, with the remaining 10% to be evenly distributed between those travelling northbound on Traralgon-Maffra Road and eastbound on Cairnbrook Road.

For outbound southbound movements, it is anticipated that the majority of these movements will enter the road network via Cairnbrook Road and its connection to Traralgon-Maffra Road. For those that do utilise the Main Street Site access, it is anticipated that there will be an even split between those using Cairnbrook Road and Glen Elwyn Avenue to access Traralgon-Maffra Road.

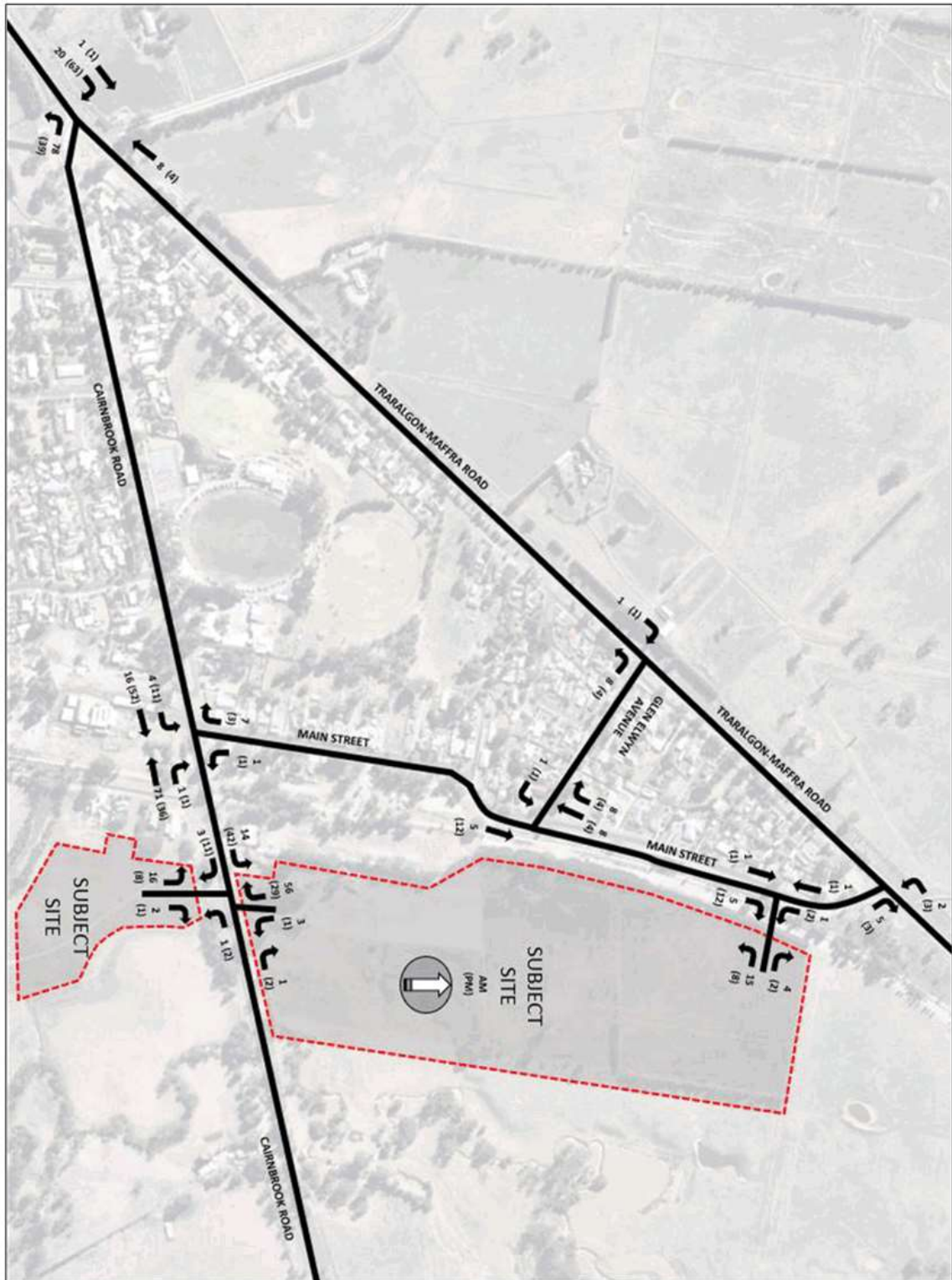
For inbound movements from the south, it is anticipated that due to the existing provision of a dedicated right turn lane at the intersection of Traralgon-Maffra Road and Cairnbrook Road, the majority of vehicles will turn right at this intersection, rather than utilising the intersection with Glen Elwyn Avenue. For assessment purposes a rate of 95% has been used at the dedicated right turn lane.

In relation to the inbound/outbound distribution of residential traffic, the generally accepted industry standard is 80% outbound and 20% inbound during the AM peak, and 60% inbound and 40% outbound during the PM peak. It is considered appropriate that these distributions are applied to the entire subject site and subsequently it is anticipated that the overall development will generate in the order of:

- 96 outbound movements during the AM peak;
- 24 inbound movements during the AM peak;
- 48 outbound movements during PM peak; and
- 72 inbound movements during the PM peak.

These movements are for the entire site and will be distributed between each of the accesses based on the anticipated daily traffic volumes to be experienced at each access as identified in Figure 19. Based on the above distribution assumptions, Figure 20 has been prepared showing the anticipated peak hour distributions of traffic to and from the subject site.

Figure 20 Anticipated Site Generated Peak Hour Vehicle Distributions



### 4.3 Post Development Traffic Volumes

Based on the anticipated traffic volumes as illustrated in Figure 20, the anticipated post development traffic volumes at each of the surveyed intersections are presented as Figure 21 to Figure 25. These figures incorporate the existing traffic volumes at each of these intersections as presented in Section 2.3.

To provide a robust assessment of the intersections having regard for future growth, the existing traffic volumes have been modified to be inclusive of a 10% growth factor allowance. This is equivalent to 3 years growth based on analysis of available 2017/2018 traffic volume data.

Figure 21 Post Development Traffic - Cairnbrook Road and Main Street

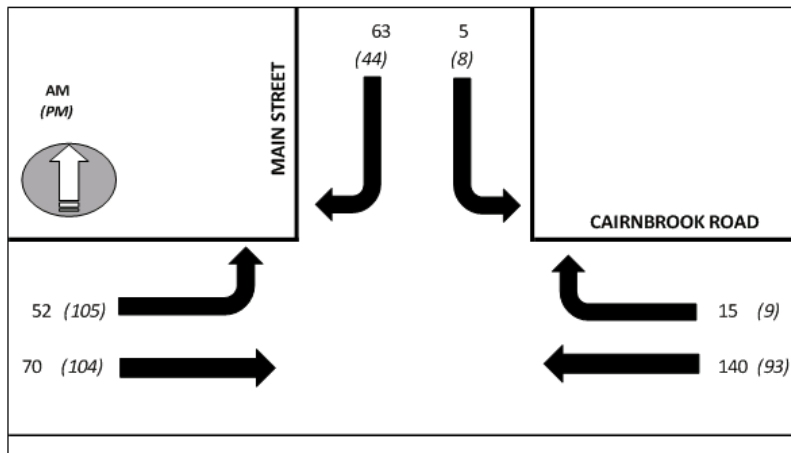


Figure 22 Post Development Traffic - Glen Elwyn Avenue and Traralgon-Maffra Road

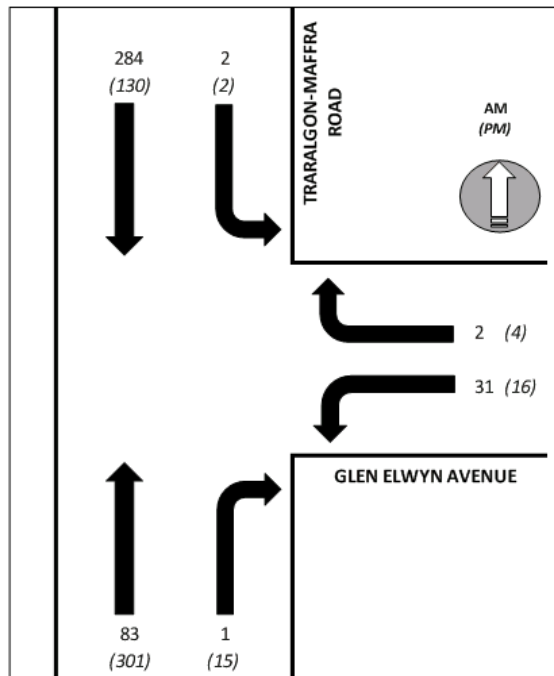


Figure 23 Post Development Traffic - Cairnbrook Road and Traralgon-Maffra Road

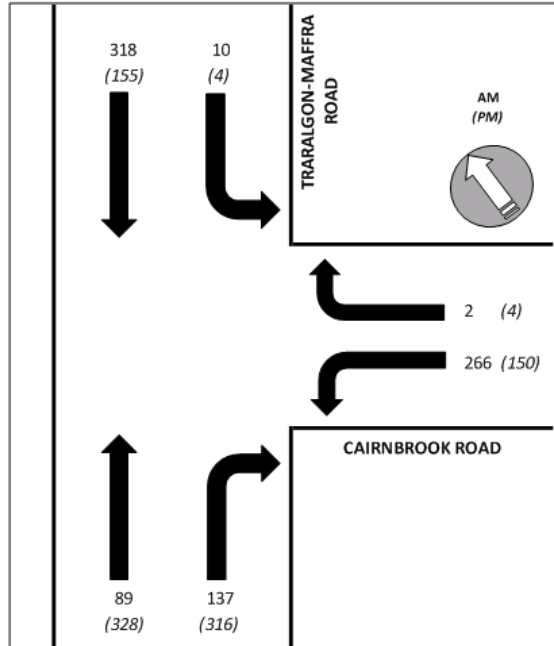
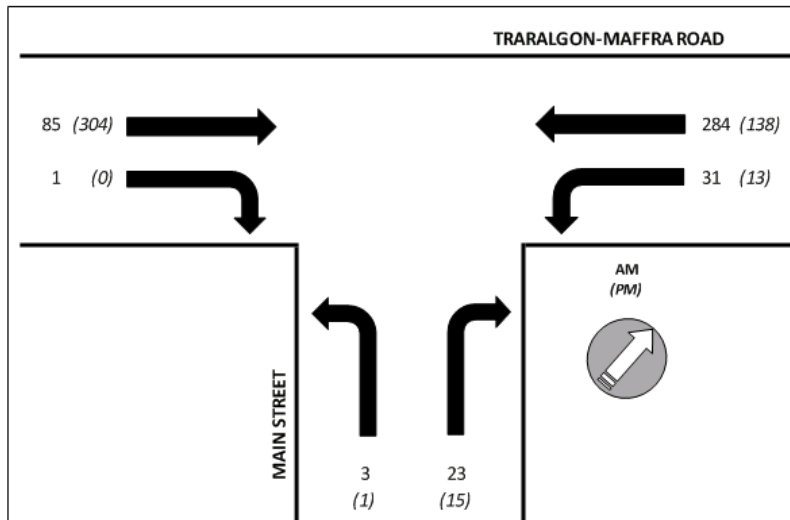


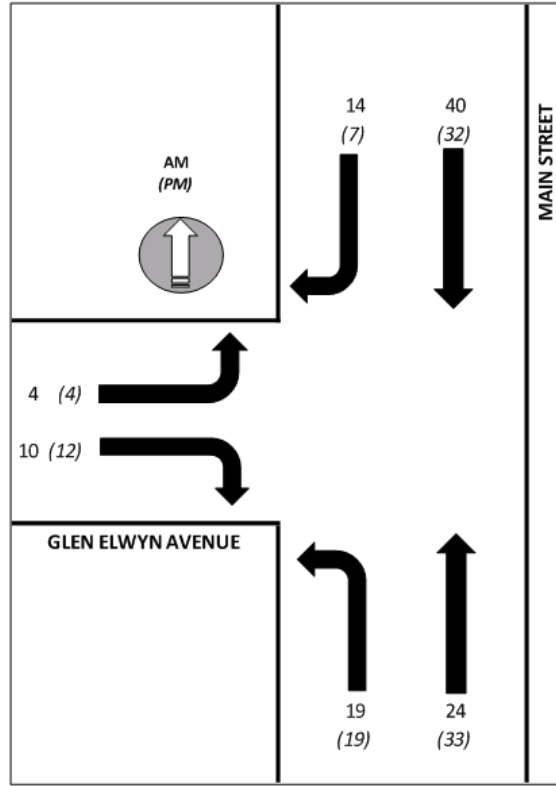
Figure 24 Post Development Traffic - Main Street and Traralgon-Maffra Road



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Figure 25 Post Development Traffic - Main Street and Glen Elwyn Avenue



In addition to the anticipated traffic volumes for these intersections, Figure 26 and Figure 27 have been prepared showing the anticipated post development traffic volumes at the site accesses at the intersections with Cairnbrook Road and Main Street.

Figure 26 Post Development Traffic Cairnbrook Road and Site Access

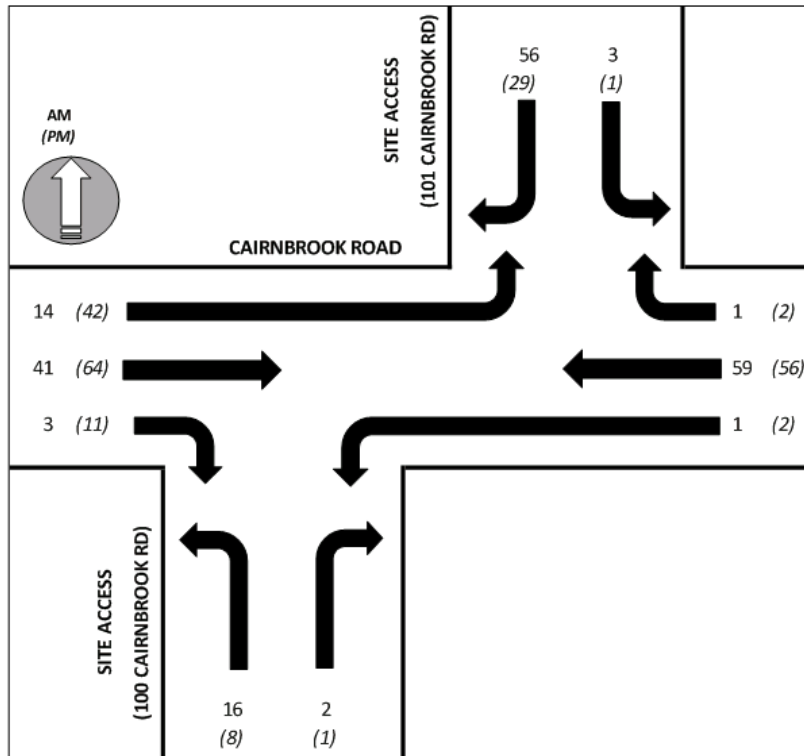
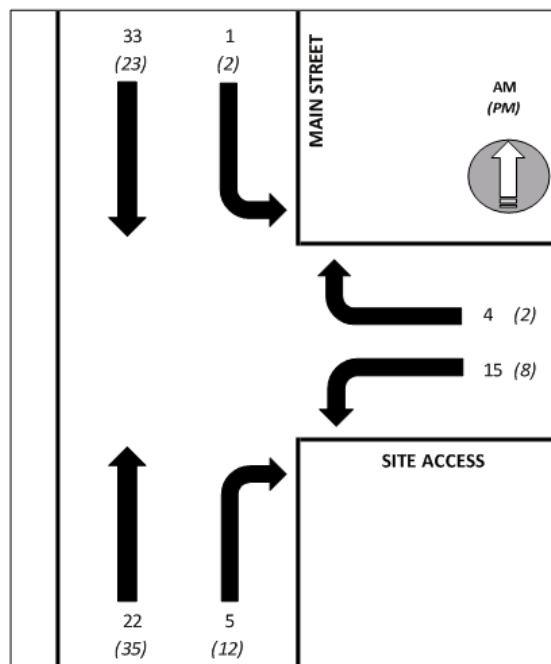


Figure 27 Post Development Traffic Main Street and Site Accesses



#### 4.4 Post Development Traffic Analysis

Based on the preceding anticipated future traffic volumes, SIDRA analysis has been undertaken to assess the post development operation at each of the identified intersections.

Detailed outputs from the SIDRA analysis are provided within APPENDIX F, with key outputs summarised in Table 3 following.

Table 3 Post Development – Key Sidra Outputs

Intersection	Peak Period	Intersection	LoS	Average Delay (sec)	DoS	95%ile Queue (m)
Traralgon-Maffra Rd / Glen Elwyn Ave	AM	South-East	A	7	0.03	1
		North-East	A	0	0.16	0
		South-West	A	0	0.05	0
	PM	South-East	A	6	0.02	1
		North-East	A	0	0.07	0
		South-West	A	0	0.18	1
Main St / Cairnbrook Rd	AM	East	A	1	0.09	1
		North	A	7	0.07	2
		West	A	2	0.07	0
	PM	East	A	1	0.06	1
		North	A	7	0.05	1
		West	A	3	0.12	0
Main St / Traralgon-Maffra Rd	AM	South	A	7	0.03	1
		East	A	1	0.18	0
		West	A	0	0.05	0
	PM	South	A	8	0.02	1
		East	A	1	0.08	0
		West	A	0	0.17	0
Traralgon-Maffra Rd / Cairnbrook Rd	AM	South-East	A	7	0.24	8
		North-East	A	0	0.18	0
		South-West	A	4	0.12	4
	PM	South-East	A	7	0.13	4
		North-East	A	0	0.09	0
		South-West	A	3	0.22	8
Main St / Glen Elwyn Ave	AM	South	A	3	0.02	0
		North	A	2	0.03	1
		West	A	6	0.01	0
	PM	South	A	2	0.03	0
		North	A	1	0.02	0
		West	A	6	0.01	0

The analysis shows that post development, each of the intersections will continue to operate with an LoS of 'A' with minimal delays and appropriate queue lengths. The analysis also shows that each intersection will operate with a DoS value within the 'excellent' category.



In conjunction with this, analysis has also been undertaken for both of the proposed site accesses onto Main Street and Cairnbrook Road. Detailed outputs from the SIDRA analysis are provided within APPENDIX F, with key outputs summarised in Table 4 following.

Table 4 Site Accesses – Key Sidra Outputs

Intersection	Peak Period	Intersection	LoS	Average Delay (sec)	DoS	95%ile Queue (m)
Main Street Site Access	AM	South	A	1	0.02	0
		East	A	6	0.01	0
		North	A	0	0.02	0
	PM	South	A	1	0.03	1
		East	A	6	0.01	0
		North	A	0	0.01	0
Cairnbrook Road Site Access	AM	South	A	6	0.01	0
		East	A	0	0.03	0
		North	A	6	0.06	2
		West	A	2	0.03	0
	PM	South	A	6	0.01	0
		East	A	0	0.03	0
		North	A	6	0.03	1
		West	A	3	0.07	1

The analysis shows that post development, each of the site access will operate with an LoS of 'A' with minimal delays and appropriate queue lengths. The analysis also shows that each access will operate with a DoS value within the 'excellent' category.

Subsequently, the analysis shows that the additional traffic as generated by the proposed development is expected to be adequately accommodated within the surrounding road network and that vehicle movements to and from the subject site will be more than adequately catered for by the proposed access points.

## 5 EXTERNAL CONSIDERATIONS

### 5.1 External Road Network Considerations

As identified previously, the proposed development is anticipated to generate in the order of 1,200 additional daily traffic movements which will be distributed throughout the surrounding road network. Based on the anticipated distributions from the site, the key road which will accommodate these distributions will primarily be Cairnbrook Road, with lesser volumes distributed along Main Street and Glen Elwyn Avenue.

Consequently, a review of these roads has been undertaken to assess the impact of additional traffic volumes generated by the proposal and whether this may result in the requirements for any upgrade works to be undertaken to the existing road cross sections.

#### 5.1.1 Cairnbrook Road

As addressed in Section 2.2.1, Cairnbrook Road, at the location where the site accesses are proposed, currently accommodates an approximately 7.3 metres wide two-way carriageway within a 60.0m road reserve. Based on Table 6 of the IDM it is therefore classified as a 'Rural Living Collector Road' with an indicative maximum traffic volume of 6,000 vehicles per day.

#### 5.1.2 Main Street

As addressed in Section 2.2.2, Main Street, at the location where the site access is proposed, currently accommodates a 6.2 metres wide carriageway with gravel shoulders and is situated within a road reserve of approximately 20 metres. This cross section of Main Street extends from Glen Elwyn Avenue through to Traralgon-Maffra Road.

Extending south from Glen Elwyn Avenue, Main Street maintains its 20.0 metre road reserve width, however the carriageway widens to at least 7.3 metres at the northern end and 11.6 metres, including line marked kerbside parking, at the southern end. Kerb is also provided along both sides for most of this length.

Based on the Latrobe City Council Public Road Register, it is understood that Main Street is classified as an Access Street and would therefore have an environmental capacity in the order of 1,000 – 2,500 vehicles per day as identified within the IDM. Furthermore, it is noted that the cross section along the southernmost section of Main Street increases to that of a Connector Street Level 1 as identified within the IDM with a potential environmental capacity of up to 6,000 daily vehicle movements.

It is noted that at present, the cross section for the northern section of Main Street does not meet that of an 'Access Street' and as such, upgrade works are likely required to be undertaken by council in order for the entire length of Main Street to meet its current identified classification.

#### 5.1.3 Glen Elwyn Avenue

Glen Elwyn Avenue currently comprises a sealed carriageway way of approximately 8.4 metres width situated within a road reserve of 20.0 metres and is categorised as an Access Street with an environmental capacity of between 1,000 – 2,500 daily vehicle movements within the IDM.

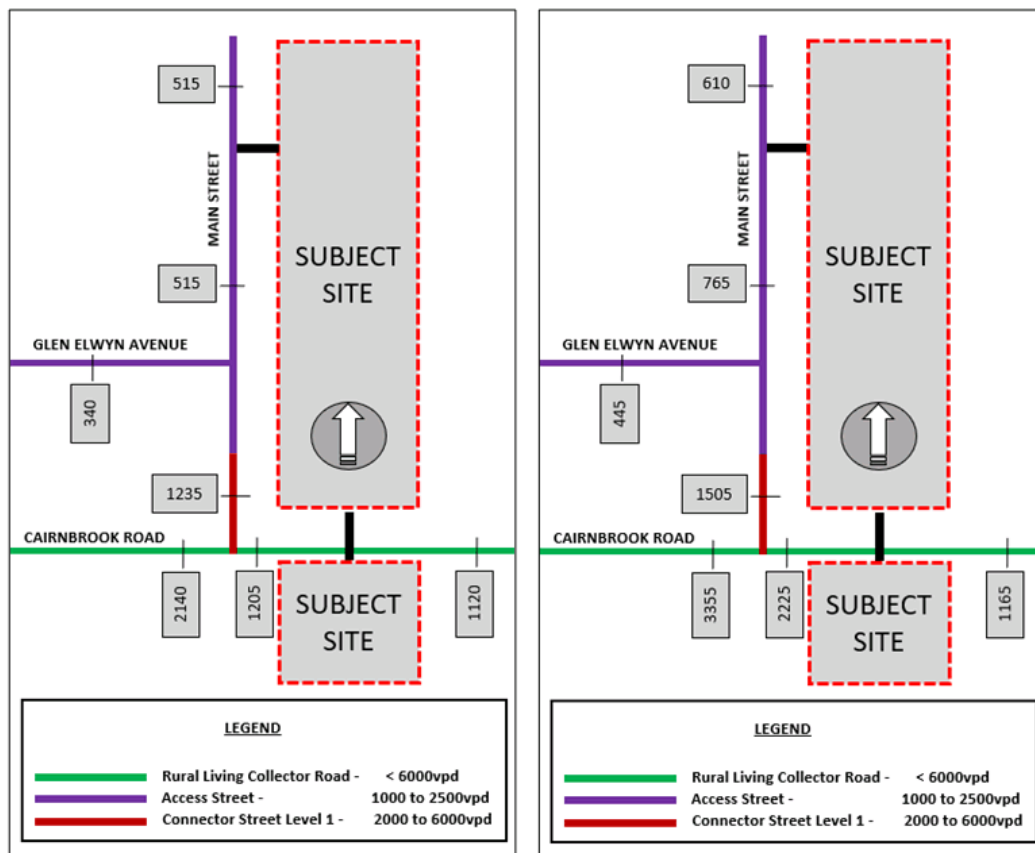
5.1.4 Anticipated Road Network Traffic Volumes

Based on the existing traffic volumes and street types for each of the identified roads, Figure 28 has been prepared showing the existing road hierarchy and the relevant daily traffic volumes for each section. In conjunction with this, Figure 29 has been prepared showing the anticipated future daily road network volumes.

Based on a review of Figure 28 and Figure 29 it can be seen that post development, traffic volumes for each section of road are to continue to be within the environmental capacities for each specific road form as outlined within the IDM and the Latrobe City Council Public Road Register. As such it is considered that the proposal does not result in the need to upgrade the existing road network.

Figure 28 Existing Network Volumes

Figure 29 Future Network Volumes



## 5.2 Connection to External Alternate Modes of Transport

### Pedestrian and Cyclist

Pedestrian and cyclist connections between the northern section of the subject site and the Glengarry township are to be facilitated via the future provision of a concrete shared path originating from the corner of the southernmost internal access road. The shared path is to extend west across the drainage reserve and Gippsland Plains Rail Trail, before connecting to the wider pedestrian network.

In addition to this, a future shared path is also proposed along the northern side of Cairnbrook Road extending from the site access west to Main Street. This will assist in providing access from the Cairnbrook Road access through to Main Street.

Provision of these shared paths will therefore provide an alternate connection between the subject site and the wider surrounding network in addition to the connections provided at the vehicle access points.

### Public Transport

Public Transport within Glengarry is facilitated via the provision of a regional V-Line bus service that operates daily between the towns of Maffra and Traralgon. The only bus stop within Glengarry is centrally located in Main Street opposite the Glengarry Hotel.

The abovementioned pedestrian connections from the site will provide convenient pedestrian routes to this existing public transport option. It is considered that the existing public transport infrastructure servicing Glengarry will be capable of accommodating any additional demand generated by future residents within the development area.

Notwithstanding the above, the circulation roads internal to the development site have been designed with sufficient width to adequately accommodate bus movements should alternation to the bus route be required in the future.

## 5.3 Rail Trail Considerations

The prepared development plans show the northern parcel is to be accessed via the provision of a connection extending from Main Street across the Gippsland Plains Rail Trail and into the site. It is noted that the rail trail is frequently used by cyclists and therefore consideration needs to be given to ensuring cyclist safety at the interfaces between the rail trail and site access. This is to be generally in accordance with AustRoads Guidelines, and is to be undertaken following consultation with DELWP and the Gippsland Plains Rail Trail Committee. The crossings may require works along parts of the rail trail including sealing of approaches to the crossing.

## 6 DESIGN CONSIDERATIONS

### 6.1 Internal Pedestrian Connectivity

Internal to the site, pedestrian connectivity is to be facilitated via the provision of footpaths which, apart from where streets border the drainage reserve, are to be provided on both sides of the internal circulation roads. These footpaths will provide connection throughout the proposed development and will also provide external connection to the wider Glengarry pedestrian network.

### 6.2 Site Access

As shown within the provided development plans, connection between the subject site and surrounding road network is proposed via the provisions of 2 accesses for the northern parcel and 1 access for the southern parcel. The accesses for the northern parcel are to be situated along the southern boundary to Cairnbrook Road and the western boundary to Main Street, with the access to the southern parcel situated along the northern boundary to Cairnbrook Road.

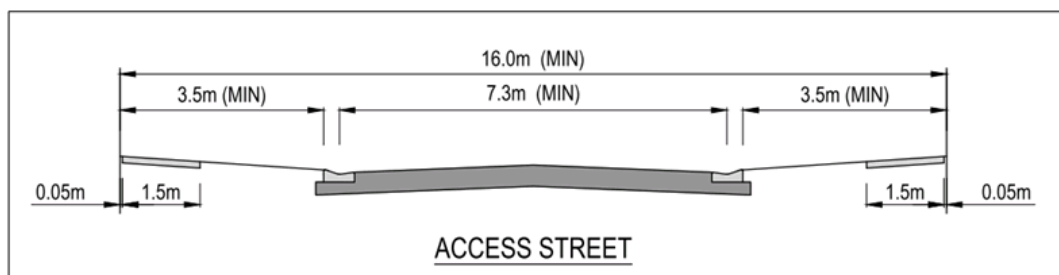
#### 6.2.1 Cairnbrook Road Accesses

The main point of access to both the northern and southern land parcels is to be via the provision of connections into each parcel from Cairnbrook Road. These accesses are to comprise the provision of an Access Street situated within a 16.0m road reserve. As identified within Section 4.1 and Figure 19, the access to the northern parcel is to accommodate in the order of 740 daily vehicle movements with the access to the southern parcel accommodating approximately 225 daily movements.

Table 2 to the IDM identifies that an Access Street typically comprises a carriageway of 7.3 metres with footpaths on both sides contained within a road reserve of at least 16.0 metres. It also identifies that an Access Street is designed to accommodate between 1,000 – 2,500 daily vehicle movements and subsequently, the proposed access arrangements are considered to be adequate to accommodate the anticipated traffic to be generated by the proposal.

Figure 31 shows an indicative cross section of an Access Street within a 16.0m road reserve as proposed for the northern and southern sections of the development that are to be accessed from Cairnbrook Road.

Figure 30 Site Access – 16.0m Road Reserve Cross Section

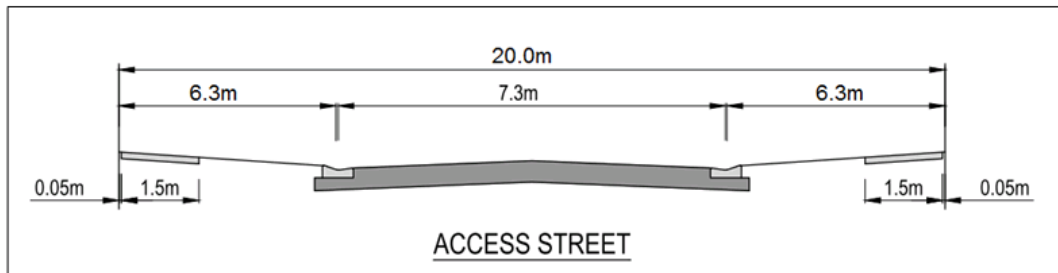


The proposed accesses from Cairnbrook road are to be situated adjacent each other within a staggered arrangement (providing a 20 metre offset between the centre of each road) in order to avoid the creation of an uncontrolled cross intersection. Further discussion regarding the intersection configuration is provided in Section 6.3.

### 6.2.2 Main Street Access

Access to the northern portion of development site is proposed via the provision of an Access Street situated within a 20.0 metre road reserve. This access point is to be situated towards the sites north-west corner and is to extend from Main Street, across the rail reserve into the subject site. Figure 31 shows an indicative cross section of an Access Street within a 20.0m road reserve.

Figure 31 Site Access– 20.0m Road Reserve Cross Section



As identified within Section 4.1 and Figure 19, this access is anticipated to accommodate in the order of 240 daily vehicle movements, which given an Access Street has an indicative daily capacity of up to 2500 vehicles, will be adequately accommodated by the proposed road form.

As it is anticipated that the majority of traffic to and from the site will be facilitated via the Cairnbrook Road access, this connection to Main Street will generally function as a secondary point of access to the subdivision with the provision of this second point of access primarily to provide an alternate point of entry or exit for emergency vehicles.

Based on a review of the subdivision staging plans, it is understood that provision of this access will coincide with the delivery of stage 4 of the development which comprises the north-west corner of the site and the delivery of 20 lots. Until this time, all vehicle access to the site will be via the main access onto Cairnbrook Road.

Up until such time as the access to Main Street is constructed, assessment of the site access onto Cairnbrook Road shows that there is adequate capacity to accommodate all traffic movements as generated by the constructed lots. Subsequently, the requirement for the provision of the Main Street access will only be triggered when stage 4 of development commences.

### 6.3 Site Access Turn Treatments Design Considerations

As the primary point of access to the development is to be from Cairnbrook Road (Road Zone 2) consideration has been given to the configuration of this intersection as well as the provision of appropriate turn treatments at the site accesses. As Main Street is not classified as a road zone, it is considered that provision of a standard local intersection in line with surrounding conditions (e.g. Main Street and Glen Elwyn Avenue) will be appropriate.

#### 6.3.1 Turn Treatments

Warrants for turn treatments from a major road are outlined within Section 2.3.6 to the Austroads Guide to Traffic Management – Part 6. These turn treatments are generally based on the volume of traffic along the major road, and the number of turning movements.

With respect to this, and in conjunction with the anticipated site generated traffic volumes, Figure 32 has subsequently been prepared indicating the suggested turn treatments to be provided at the Cairnbrook Road accesses. It is noted that the following figure is a combination between left turn access for the northern parcel and right turn access for the southern parcel as these are seen to be the critical movements.

Figure 32 Site Access Turn Warrants

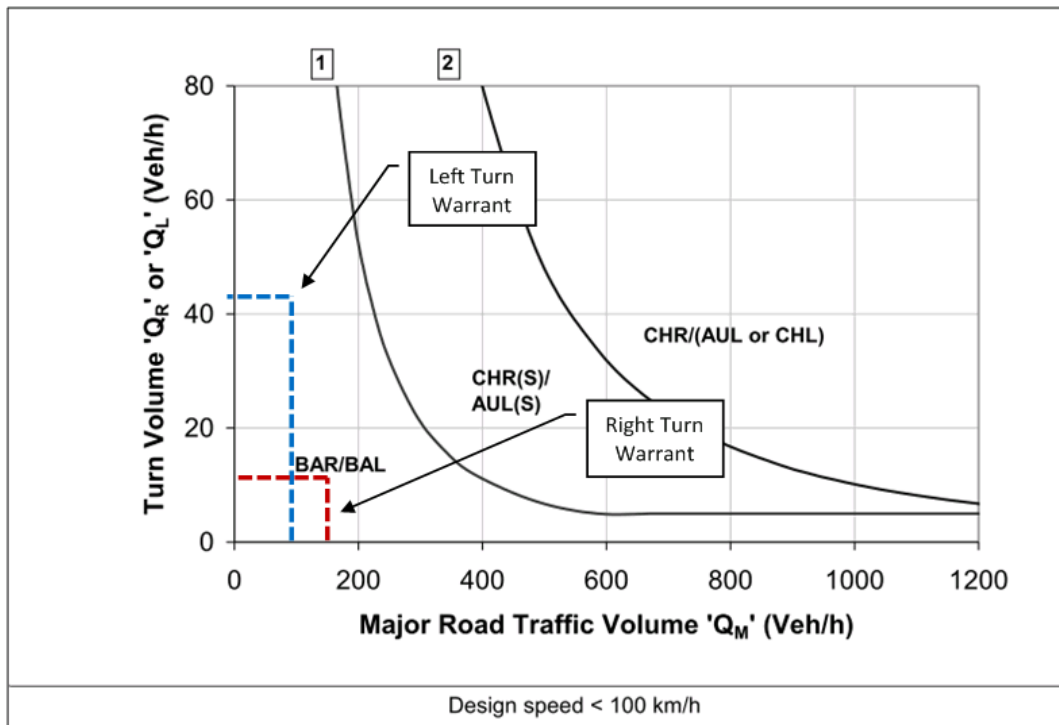


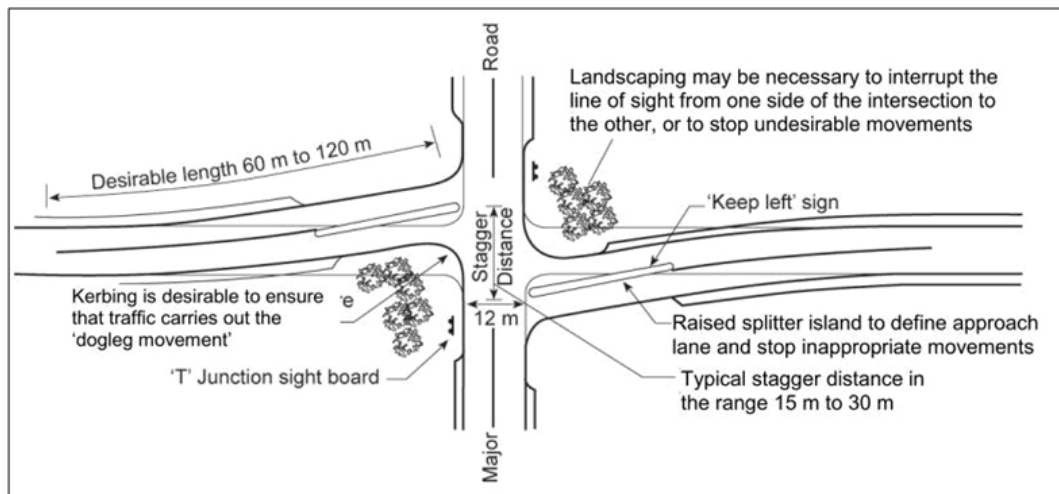
Figure 32 therefore shows that based on the anticipated traffic volumes, the turn treatments required for access from Cairnbrook Road to the development are BAR and BAL (basic right and basic left) treatments. Details regarding the formation of these turn treatments are provided within Section 7.5.1 and Section 8.2.1, respectively, to the Austroads Guide to Road Design: Part 4A. An extract of these treatments is also provided within APPENDIX G to this report.

### 6.3.2 Design Considerations

Further to the preceding, with respect to the provision of access to the development site from Cairnbrook Road, it is noted that in order to ensure that delivery of access to both parcels does not create a cross section, it will be required to stagger the alignment of the site accesses.

The provision of a staggered intersection is addressed within Section 7.2 to the Austroads Guide to Road Design – Part 4A and indicates that a staggered intersection should typically comprise a road width of 12m (in line with a BAR treatment) and that the centrelines of opposing legs should be offset at least 15m. Figure 33 is an extract from this section and is indicative of the proposed arrangements.

Figure 33 Staggered Intersection



Based on these design considerations, and with respect to the required turn treatments identified in Section 6.3.1, concept intersection plans have been prepared for the site access from Cairnbrook Road. The plans show the provision of the site accesses within a staggered configuration comprising an offset of 20 metres between the centreline of each access. In line with the provision of a BAR or BAL treatment, the road pavement is shown widening across the intersections to provide a sealed width of 13 metres which will allow for 6.5-metre-wide travel lanes in both directions.

As part of the delivery of this proposed access arrangement, it is suggested that the speed signs which are currently located midway along the site frontage are relocated to the east to ensure that the site accesses are situated entirely with a 60km/h zone.

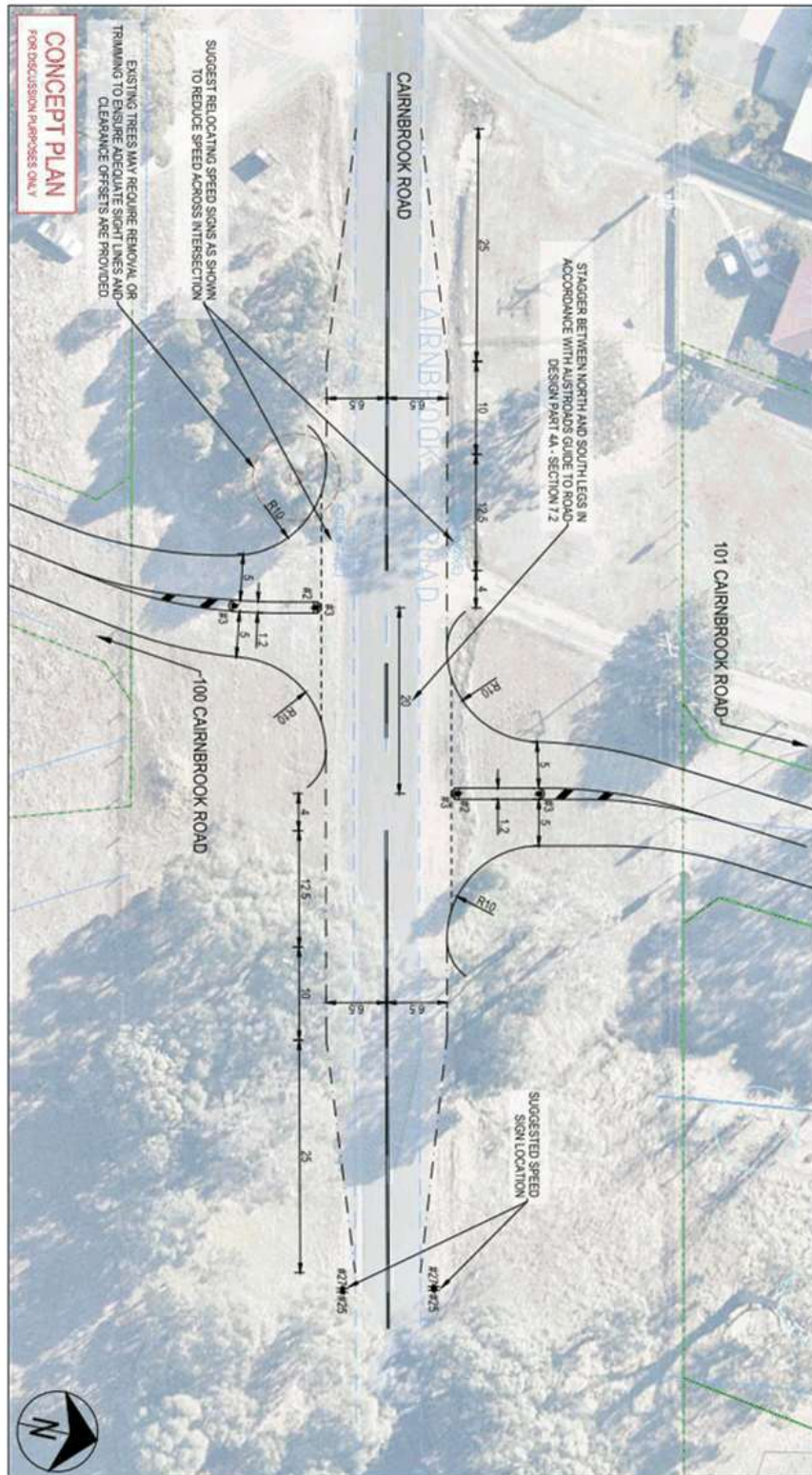
Figure 34 is indicative of the proposed site access configuration with scaled plans attached in APPENDIX H to this report.



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Figure 34 Concept Site Access Plans



## 6.4 Internal Circulation

For the southern land parcel, all internal access is to be facilitated via the single access road that connects to Cairnbrook Road.

Internally to the northern section of the site, vehicle circulation will be accommodated via the provision of an outer circulation road that is internally bisected by a north-south and an east-west aligned access road.

Review of the proposed Subdivision Plans dated 7 May 2018 shows that all internal roads will comprise Access Street cross sections (as identified within Table 2 to the IDM) contained within a typical road reserve of 16.0 metres width. Where the road reserve fronts onto the drainage reserve the cross section is to be reduced to a 14.5 metre width via the incorporation of the footpath within the drainage reserve.

Along the western site boundary, the Access Street is to be contained within a 20.0m road reserve in order to allow for the provision of an additional buffer zone to Main Street and will extend north with consideration for a future connection to any development north of the subject site. As previously identified, the IDM outlines that Access Streets can accommodate between 1,000 – 2,500 daily vehicle movements and are therefore considered an appropriate road form to accommodate the traffic around the site.

Figure 37 shows the proposed internal road hierarchy for the development whilst Figure 35 and Figure 36 show typical cross sections for the proposed road forms.

Figure 35 Access Street– Typical 16.0m Road Reserve Cross Section

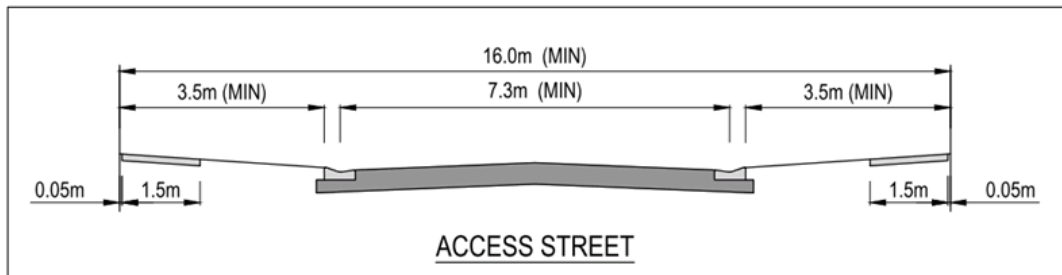
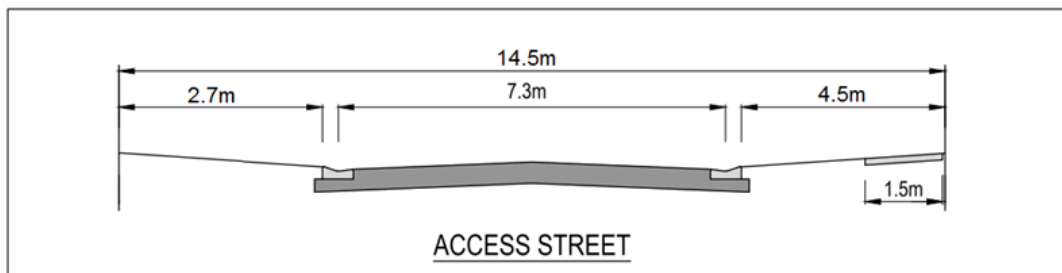


Figure 36 Access Street – Typical 14.5m Road Reserve Cross Section



Based on the anticipated traffic volumes identified within Section 4.1, none of the roads within the site are expected to carry more than 750 daily vehicle movements. As such, the proposed internal road hierarchy and cross sections are considered appropriate.

Figure 37 Proposed Internal Road Hierarchy



## 7 SUMMARY AND CONCLUSIONS

Based on the preceding it is summarised that:

- The proposed development is to comprise two land parcels located at 100 and 101 Cairnbrook Road, Glengarry.
- It is proposed to develop the subject site for the purposes of a residential subdivision comprising a total of approximately 133 residential lots.
- It is anticipated that the development may generate traffic at a rate of up to 9 movements per lot per day equivalent to 1,200 daily vehicle movements for the proposal.
- Of these daily movements, it is anticipated that up to 10% will occur in both the AM and PM peak periods.
- It is anticipated that site generated traffic will be primarily distributed into the wider road network via the intersections of Main Street/Cairnbrook Road, Cairnbrook Road/ Traralgon-Maffra Road and to a lesser extent Glen Elwyn Avenue/Traralgon-Maffra Road and Main Street/ Traralgon-Maffra Road.
- Analysis of these intersections shows that under post development conditions, and taking into consideration an allowance for 10% growth within existing volumes, the assessed intersections will continue to operate with an LoS of 'A' with minimal delays generated and appropriate queue lengths. Subsequently it is considered that there is appropriate capacity within the surrounding road network to accommodate the traffic as generated by the proposal.
- Assessment of the additional site generated traffic on the surrounding road network shows that the environmental capacity of the currently identified street forms will be adequate to accommodate post development traffic volumes.
- Access to the northern section of the development is to be via accesses from Cairnbrook Road and Main Street which are to be constructed as Access Streets within road reserves of 16.0m and 20.0m respectively. It is noted that from a traffic perspective, there is no requirement for the Main Street access to be developed until stage 4 of development commences.
- Access to the southern section of the development is to be via a single access point to Cairnbrook Road which is to be constructed as an Access Street within a 16.0m road reserve.
- Assessment of these accesses shows that they will provide adequate capacity to accommodate all site generated traffic.
- Shared paths between the site and the main Glengarry township are to be provided facilitating pedestrian and cyclist connectivity as well as providing convenient links to the available public transport.
- The internal road networks of the subdivision are proposed to comprise a series of Access Streets within 16.0m and 14.5m road reserves providing connection to the wider road network.
- Assessed against the indicative road volume allowances as outlined within the IDM for Access Streets, the proposed internal road network is considered appropriate to cater for the anticipated traffic generated by the proposal.
- It is considered that sufficient road network planning and capacity will be available in the short and long term to cater for traffic generated by the subject site.

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**APPENDIX A. TRAFFIC SURVEY RESULTS - 2018**

**Traffic Count – Intersection Main Street and Cairnbrook Road**



**Client:** Beveridge Williams

**Name:** Glengarry Traffic Count TMC's and Classification Count

**Job No.:** 5120

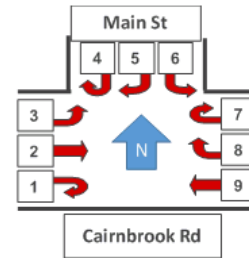
**Location:** Cairnbrook Rd and Main St

**Date:** Thu 19/04/2018

**Time:** 7 - 10am and 3:30-6:30pm

**GPS:** 38.127618, 146.573117

**Weather:** Fine



Absolute Value		VEHICLE MOVEMENTS								
TIME		1	2	3	4	5	6	7	8	9
7:00	7:15	0	13	5	0	5	1	0	1	4
7:15	7:30	0	8	8	0	4	2	0	3	9
7:30	7:45	0	10	3	0	2	1	0	2	10
7:45	8:00	0	8	1	0	8	0	0	3	8
8:00	8:15	0	12	10	0	5	1	0	4	9
8:15	8:30	0	17	7	0	10	1	0	3	16
8:30	8:45	0	13	8	0	21	1	0	1	20
8:45	9:00	0	7	19	0	15	1	0	5	18
9:00	9:15	0	5	14	0	7	2	0	1	9
9:15	9:30	0	7	8	0	9	1	0	2	5
9:30	9:45	0	5	8	0	4	0	0	2	8
9:45	10:00	0	9	5	0	7	4	0	0	6
<b>Total</b>										
15:30	15:45	0	20	38	0	9	0	0	0	10
15:45	16:00	0	10	15	0	10	3	0	1	13
16:00	16:15	0	5	13	0	10	1	0	2	13
16:15	16:30	0	12	19	0	8	2	0	4	16
16:30	16:45	0	11	16	1	12	1	0	2	16
16:45	17:00	0	14	19	1	6	1	0	1	12
17:00	17:15	0	15	11	0	5	2	0	3	17
17:15	17:30	0	20	13	0	4	2	0	2	7
17:30	17:45	0	20	10	0	6	3	0	2	13
17:45	18:00	0	10	15	0	9	2	0	2	14
18:00	18:15	0	14	8	0	10	1	0	0	8
18:15	18:30	0	16	21	0	6	2	0	3	14
<b>Total</b>										

Total
29
34
28
28
41
54
64
65
38
32
27
31
<b>Total</b>
77
52
44
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53
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54
52
41
62

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
 Traffic and Transport Assessment

15/05/2018  
 1600263-TR-REP03-1.0

**Traffic Count – Intersection Main Street and Glen Elwyn Avenue**



**Client:** Beveridge Williams

**Name:** Glengarry Traffic Count TMC's and Classification Count

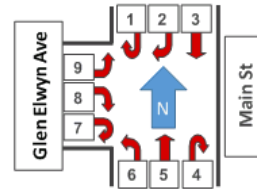
**Job No.:** 5120

**Location:** Main St and Glen Elwyn Ave

**Date:** Thu 19/04/2018

**Time:** 7 - 10am and 3:30-6:30pm

**GPS:** 38.123333, 146.574552



**Weather:** Fine

Absolute Value		VEHICLE MOVEMENTS								
TIME		1	2	3	4	5	6	7	8	9
7:00	7:15	0	1	1	0	1	3	0	3	0
7:15	7:30	0	0	5	0	2	1	0	2	0
7:30	7:45	0	1	1	0	4	2	0	1	0
7:45	8:00	0	0	5	0	0	0	0	0	0
8:00	8:15	0	1	3	0	3	5	0	3	0
8:15	8:30	0	3	5	0	1	5	0	2	1
8:30	8:45	0	0	13	0	6	4	0	4	0
8:45	9:00	0	0	6	0	9	1	0	2	1
9:00	9:15	0	2	5	0	1	7	0	1	1
9:15	9:30	0	0	4	0	3	2	0	0	0
9:30	9:45	0	1	4	0	3	3	0	0	0
9:45	10:00	0	2	3	0	3	0	0	1	0
15:30	15:45	0	0	1	0	16	5	0	1	0
15:45	16:00	0	0	2	0	9	4	0	4	1
16:00	16:15	0	0	5	0	10	3	0	2	0
16:15	16:30	0	0	3	0	6	4	0	1	0
16:30	16:45	0	0	5	0	9	5	0	1	3
16:45	17:00	0	0	3	0	3	4	0	0	0
17:00	17:15	0	1	0	0	5	5	0	0	0
17:15	17:30	0	0	3	0	2	6	0	1	1
17:30	17:45	0	0	4	0	2	6	0	5	0
17:45	18:00	0	0	8	0	9	5	0	3	2
18:00	18:15	0	2	7	0	5	3	0	2	1
18:15	18:30	0	1	6	0	3	3	0	1	0

Total
9
10
9
5
15
17
27
19
17
9
11
9
Total
23
20
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23
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20
14

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
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**Traffic Count – Intersection Traralgon-Maffra Road and Cairnbrook Road**



**Client:** Beveridge Williams

**Name:** Glengarry Traffic Count TMC's and Classification Count

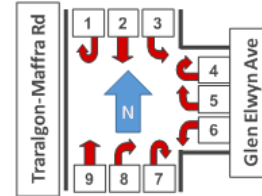
**Job No.:** 5120

**Location:** Traralgon-Maffra Rd and Cairnbrook Rd

**Date:** Thu 19/04/2018

**Time:** 7 - 10am and 3:30-6:30pm

**GPS:** 38.128927, 146.563642



**Weather:** Fine

Absolute Value		VEHICLE MOVEMENTS								
TIME		1	2	3	4	5	6	7	8	9
7:00	7:15	0	33	1	0	0	8	0	21	20
7:15	7:30	0	47	2	0	0	21	0	16	13
7:30	7:45	0	51	0	0	0	21	0	10	20
7:45	8:00	0	65	1	0	0	32	0	14	21
8:00	8:15	0	66	0	0	1	26	0	21	21
8:15	8:30	0	80	3	0	0	44	0	22	12
8:30	8:45	0	72	3	0	0	51	0	33	20
8:45	9:00	0	64	3	0	1	50	0	30	27
9:00	9:15	0	46	2	1	1	27	0	15	27
9:15	9:30	0	37	1	0	1	25	0	14	34
9:30	9:45	0	53	0	0	0	21	0	15	27
9:45	10:00	0	42	1	0	0	20	0	18	23
15:30	15:45	0	44	1	0	0	54	0	52	49
15:45	16:00	0	32	1	0	2	30	0	28	56
16:00	16:15	0	34	3	0	1	26	0	29	55
16:15	16:30	0	49	2	0	2	18	0	42	66
16:30	16:45	0	34	0	0	0	29	0	31	66
16:45	17:00	0	33	0	0	2	26	0	52	66
17:00	17:15	0	37	1	0	0	26	0	54	83
17:15	17:30	0	36	3	0	1	26	0	64	73
17:30	17:45	0	31	0	0	1	23	0	60	75
17:45	18:00	0	24	3	0	3	23	0	48	61
18:00	18:15	0	26	1	0	4	22	0	36	53
18:15	18:30	0	16	3	0	0	21	0	49	32

Total
83
99
102
133
135
161
179
175
119
112
116
104
Total
200
149
148
179
160
179
201
203
190
162
142
121

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
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**Traffic Count – Intersection Traralgon-Maffra Road and Glen Elwyn Avenue**



**Client:** Beveridge Williams

**Name:** Glengarry Traffic Count TMC's and Classification Count

**Job No.:** 5120

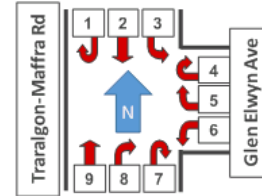
**Location:** Traralgon-Maffra Rd and Glen Elwyn Ave

**Date:** Thu 19/04/2018

**Time:** 7 - 10am and 3:30-6:30pm

**GPS:** 38.122160, 146.572036

**Weather:** Fine



Absolute Value		VEHICLE MOVEMENTS								
TIME		1	2	3	4	5	6	7	8	9
7:00	7:15	0	31	0	0	0	4	0	0	22
7:15	7:30	0	40	0	0	0	0	0	0	13
7:30	7:45	0	48	0	0	1	4	0	1	19
7:45	8:00	0	53	1	0	2	3	0	0	22
8:00	8:15	0	57	1	0	0	5	0	0	21
8:15	8:30	0	76	0	0	1	7	0	0	13
8:30	8:45	0	62	0	0	0	7	0	0	20
8:45	9:00	0	63	1	0	1	2	0	0	21
9:00	9:15	0	43	0	0	0	3	0	3	24
9:15	9:30	0	35	0	0	2	1	0	3	29
9:30	9:45	0	45	0	0	1	4	0	2	21
9:45	10:00	0	42	1	0	0	1	0	0	23
15:30	15:45	0	40	0	0	0	6	0	2	48
15:45	16:00	0	31	0	0	0	2	0	8	51
16:00	16:15	0	32	1	0	0	2	0	2	49
16:15	16:30	0	47	0	0	0	1	0	1	56
16:30	16:45	0	29	3	3	0	0	0	5	55
16:45	17:00	0	30	0	0	1	1	0	0	64
17:00	17:15	0	33	0	0	0	3	0	5	75
17:15	17:30	0	33	1	0	0	2	0	5	64
17:30	17:45	0	22	1	0	3	5	0	3	71
17:45	18:00	0	21	0	0	0	4	0	2	58
18:00	18:15	0	22	0	0	1	2	0	3	45
18:15	18:30	0	14	0	0	1	3	0	4	26

Total
57
53
73
81
84
97
89
88
73
70
73
67
Total
96
92
86
105
95
96
116
105
105
85
73
48



Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
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**Traffic Count – Intersection Traralgon-Maffra Road and Main Street**



**Client:** Beveridge Williams

**Name:** Glengarry Traffic Count TMC's and Classification Count

**Job No.:** 5120

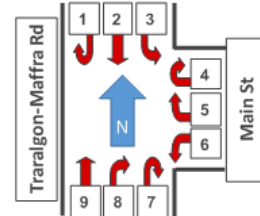
**Location:** Traralgon-Maffra Rd and Main St

**Date:** Thu 19/04/2018

**Time:** 7 - 10am and 3:30-6:30pm

**GPS:** 38.119261, 146.575592

**Weather:** Fine



Absolute Value		VEHICLE MOVEMENTS								
TIME		1	2	3	4	5	6	7	8	9
7:00	7:15	0	31	1	0	1	0	0	0	23
7:15	7:30	0	40	4	0	2	0	0	0	14
7:30	7:45	0	49	1	0	3	0	0	0	20
7:45	8:00	0	55	5	0	1	0	0	0	24
8:00	8:15	0	56	4	0	2	1	0	0	21
8:15	8:30	0	76	6	0	1	1	0	0	15
8:30	8:45	0	62	10	0	7	0	0	1	19
8:45	9:00	0	64	6	0	6	1	0	0	22
9:00	9:15	0	40	5	0	2	1	0	0	24
9:15	9:30	0	38	3	0	1	0	0	1	27
9:30	9:45	0	44	5	0	2	2	0	1	23
9:45	10:00	0	41	4	0	2	2	0	1	22
15:30	15:45	0	38	1	0	13	1	0	0	49
15:45	16:00	0	31	1	0	8	0	0	2	46
16:00	16:15	0	34	3	0	8	1	0	1	49
16:15	16:30	0	45	3	0	3	1	0	0	58
16:30	16:45	0	31	4	0	10	0	0	0	54
16:45	17:00	0	30	3	0	4	0	0	0	66
17:00	17:15	0	34	0	0	2	1	0	0	72
17:15	17:30	0	35	2	0	3	0	0	0	68
17:30	17:45	0	26	4	0	2	0	0	0	70
17:45	18:00	0	18	8	0	7	1	0	1	59
18:00	18:15	0	22	3	0	4	0	0	1	43
18:15	18:30	0	13	8	0	1	0	0	3	26

Total
56
60
73
85
84
99
99
99
72
70
77
72
Total
102
88
96
110
99
103
109
108
102
94
73
51

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
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### Cairnbrook Road Tube Count

Survey No.	5120	7 Day Total	7173
Road	Cairnbrook Rd	% Heavies	7.47%
Site No.	5120_02	Weekday Total	5237
Direction	Combined E-W	% Heavies	9.03%
Location	East of Railway Ave	Weekend Total	1936
		% Heavies	3.25%
Period	Thu 19 Apr - Wed 25 Apr 18		

Day Date	Mon 23/04/2018	Tue 24/04/2018	Wed 25/04/2018	Thu 19/04/2018	Fri 20/04/2018	Sat 21/04/2018	Sun 22/04/2018	7 Day Average	Weekday Average*	Weekend Average
00:00	4	1	0	4	0	1	3	2	2	2
01:00	3	2	5	1	4	2	4	3	3	3
02:00	1	7	3	4	1	3	5	3	3	4
03:00	6	5	1	2	4	3	2	3	4	3
04:00	6	6	11	10	5	3	2	6	7	3
05:00	27	26	15	27	30	9	9	20	28	9
06:00	58	53	14	52	50	16	13	37	53	15
07:00	75	82	27	71	60	40	18	53	72	29
08:00	93	97	51	97	75	78	26	74	91	52
09:00	64	82	36	58	90	78	50	65	74	64
10:00	59	56	57	46	61	103	54	62	56	79
11:00	53	49	68	64	69	114	76	70	59	95
12:00	60	52	50	66	79	104	49	66	64	77
13:00	82	92	69	63	91	100	79	82	82	90
14:00	67	68	60	61	81	75	80	70	69	78
15:00	95	102	71	86	116	83	86	91	100	85
16:00	112	108	65	98	94	88	71	91	103	80
17:00	97	124	51	118	98	109	75	96	109	92
18:00	52	60	45	64	61	60	44	55	59	52
19:00	21	41	16	25	38	16	18	25	31	17
20:00	16	23	19	34	23	16	10	20	24	13
21:00	6	15	23	12	17	21	14	15	13	18
22:00	7	11	6	5	10	12	4	8	8	8
23:00	1	6	8	2	6	6	4	5	3	5
Total	1065	1168	771	1070	1163	1140	796	1025	1116	968
% Heavy	11.4%	9.3%	4.0%	9.5%	9.5%	3.4%	3.0%	7.5%	9.0%	3.3%
*Note: Traffic Volumes for Wednesday 25th April have been excluded from weekday analysis due to Anzac Day public Holiday										

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
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Survey No.	5120	7 Day Total	3562
Road	Cairnbrook Rd	% Heavies	7.52%
Site No.	5120_02	Weekday Total	2608
Direction	Eastbound	% Heavies	8.97%
Location	East of Railway Ave	Weekend Total	954
		% Heavies	3.56%
Period	Thu 19 Apr - Wed 25 Apr 18		

Day Date	Mon 23/04/2018	Tue 24/04/2018	Wed 25/04/2018	Thu 19/04/2018	Fri 20/04/2018	Sat 21/04/2018	Sun 22/04/2018	7 Day Average	Weekday Average*	Weekend Average
00:00	2	1	0	1	0	1	1	1	1	1
01:00	2	2	4	1	3	2	2	2	2	2
02:00	0	4	2	3	1	2	4	2	2	3
03:00	5	3	1	1	3	1	1	2	3	1
04:00	3	3	5	4	3	1	1	3	3	1
05:00	11	14	5	16	18	6	5	11	15	6
06:00	34	30	9	27	30	7	7	21	30	7
07:00	35	30	14	38	34	18	11	26	34	15
08:00	40	38	13	37	31	34	9	29	37	22
09:00	31	38	18	27	40	28	18	29	34	23
10:00	20	20	23	21	19	54	20	25	20	37
11:00	21	23	33	25	30	51	35	31	25	43
12:00	28	30	20	34	35	47	21	31	32	34
13:00	41	45	23	33	43	56	47	41	41	52
14:00	41	32	35	28	45	46	29	37	37	38
15:00	52	45	40	41	64	41	44	47	51	43
16:00	54	50	39	38	56	56	35	47	50	46
17:00	56	62	24	65	50	58	37	50	58	48
18:00	27	34	22	39	33	26	23	29	33	25
19:00	13	27	10	15	27	10	14	17	21	12
20:00	8	14	9	24	17	11	4	12	16	8
21:00	6	12	11	7	12	6	7	9	9	7
22:00	5	4	4	5	7	8	3	5	5	6
23:00	0	5	8	1	3	4	2	3	2	3
Total	535	566	372	531	604	574	380	509	559	477
% Heavy	10.5%	9.5%	4.0%	10.5%	8.8%	3.7%	3.4%	7.5%	9.0%	3.6%

\*Note: Traffic Volumes for Wednesday 25th April have been excluded from weekday analysis due to Anzac Day public Holiday

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Survey No.	5120	7 Day Total	3611
Road	Cairnbrook Rd	% Heavies	7.42%
Site No.	5120_02	Weekday Total	2629
Direction	Westbound	% Heavies	9.09%
Location	East of Railway Ave	Weekend Total	982
		% Heavies	2.95%
Period	Thu 19 Apr - Wed 25 Apr 18		

Day Date	Mon 23/04/2018	Tue 24/04/2018	Wed 25/04/2018	Thu 19/04/2018	Fri 20/04/2018	Sat 21/04/2018	Sun 22/04/2018	7 Day Average	Weekday Average*	Weekend Average
00:00	2	0	0	3	0	0	2	1	1	1
01:00	1	0	1	0	1	0	2	1	1	1
02:00	1	3	1	1	0	1	1	1	1	1
03:00	1	2	0	1	1	2	1	1	1	2
04:00	3	3	6	6	2	2	1	3	4	2
05:00	16	12	10	11	12	3	4	10	13	4
06:00	24	23	5	25	20	9	6	16	23	8
07:00	40	52	13	33	26	22	7	28	38	15
08:00	53	59	38	60	44	44	17	45	54	31
09:00	33	44	18	31	50	50	32	37	40	41
10:00	39	36	34	25	42	49	34	37	36	42
11:00	32	26	35	39	39	63	41	39	34	52
12:00	32	22	30	32	44	57	28	35	33	43
13:00	41	47	46	30	48	44	32	41	42	38
14:00	26	36	25	33	36	29	51	34	33	40
15:00	43	57	31	45	52	42	42	45	49	42
16:00	58	58	26	60	38	32	36	44	54	34
17:00	41	62	27	53	48	51	38	46	51	45
18:00	25	26	23	25	28	34	21	26	26	28
19:00	8	14	6	10	11	6	4	8	11	5
20:00	8	9	10	10	6	5	6	8	8	6
21:00	0	3	12	5	5	15	7	7	3	11
22:00	2	7	2	0	3	4	1	3	3	3
23:00	1	1	0	1	3	2	2	1	1	2
Total	530	602	399	539	559	566	416	516	557	491
% Heavy	12.3%	9.1%	4.0%	8.5%	10.2%	3.2%	2.6%	7.4%	9.1%	3.0%

\*Note: Traffic Volumes for Wednesday 25th April have been excluded from weekday analysis due to Anzac Day public Holiday

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
 Traffic and Transport Assessment

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**Main Street Tube Count**

Survey No.	5120	7 Day Total	3239
Road	Main St	% Heavies	8.83%
Site No.	5120_01	Weekday Total	2411
Direction	Combined N-S	% Heavies	8.92%
Location	At No. 67	Weekend Total	828
		% Heavies	8.57%
Period	Thu 19 Apr - Wed 25 Apr 18		

Day Date	Mon 23/04/2018	Tue 24/04/2018	Wed 25/04/2018	Thu 19/04/2018	Fri 20/04/2018	Sat 21/04/2018	Sun 22/04/2018	7 Day Average	Weekday Average*	Weekend Average
00:00	3	3	2	2	0	3	2	2	2	3
01:00	0	0	1	0	0	2	1	1	0	2
02:00	0	0	0	0	0	2	0	0	0	1
03:00	0	0	6	2	1	0	0	1	1	0
04:00	2	3	4	1	1	2	1	2	2	2
05:00	1	2	2	0	0	1	2	1	1	2
06:00	5	8	3	8	8	4	2	5	7	3
07:00	12	30	8	21	18	12	7	15	20	10
08:00	44	63	56	49	42	27	10	42	50	19
09:00	22	42	41	30	25	40	22	32	30	31
10:00	22	31	45	26	21	46	25	31	25	36
11:00	40	39	36	32	40	38	33	37	38	36
12:00	50	46	41	39	31	38	36	40	42	37
13:00	32	35	27	48	46	33	25	35	40	29
14:00	20	30	35	38	32	27	30	30	30	29
15:00	45	65	27	53	49	36	37	45	53	37
16:00	42	42	24	47	35	37	39	38	42	38
17:00	26	46	31	35	41	59	19	37	37	39
18:00	18	31	23	32	29	25	18	25	28	22
19:00	7	13	17	16	17	22	10	15	13	16
20:00	9	12	10	17	15	12	4	11	13	8
21:00	5	13	7	8	11	5	3	7	9	4
22:00	6	2	5	3	6	10	9	6	4	10
23:00	0	6	3	2	7	7	5	4	3	6
Total	411	562	454	509	475	488	340	463	489	414
% Heavy	9.0%	10.7%	7.5%	8.8%	8.2%	9.4%	7.4%	8.8%	9.0%	8.6%

\*Note: Traffic Volumes for Wednesday 25th April have been excluded from weekday analysis due to Anzac Day public Holiday

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Survey No.	5120	7 Day Total	1717
Road	Main St	% Heavies	10.83%
Site No.	5120_01	Weekday Total	1288
Direction	Northbound	% Heavies	11.02%
Location	At No. 67	Weekend Total	429
		% Heavies	10.26%
Period	Thu 19 Apr - Wed 25 Apr 18		

Day Date	Mon 23/04/2018	Tue 24/04/2018	Wed 25/04/2018	Thu 19/04/2018	Fri 20/04/2018	Sat 21/04/2018	Sun 22/04/2018	7 Day Average	Weekday Average*	Weekend Average
00:00	2	1	1	1	0	2	2	1	1	2
01:00	0	0	0	0	0	1	1	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0
03:00	0	0	3	1	1	0	0	1	1	0
04:00	0	0	1	0	0	2	0	0	0	1
05:00	0	0	1	0	0	1	0	0	0	1
06:00	0	4	2	2	5	2	2	2	3	2
07:00	5	19	3	8	5	3	4	7	9	4
08:00	13	27	7	21	17	10	5	14	20	8
09:00	13	18	29	10	13	12	9	15	14	11
10:00	12	17	35	14	11	19	7	16	14	13
11:00	24	19	19	19	22	18	13	19	21	16
12:00	29	20	13	24	13	30	18	21	22	24
13:00	17	17	16	26	30	20	15	20	23	18
14:00	7	18	20	20	14	20	19	17	15	20
15:00	27	37	16	34	31	20	20	26	32	20
16:00	30	27	13	30	22	18	19	23	27	19
17:00	15	28	15	18	26	32	9	20	22	21
18:00	11	18	11	16	17	10	8	13	16	9
19:00	3	5	12	8	9	12	6	8	6	9
20:00	6	8	6	13	10	9	3	8	9	6
21:00	2	10	4	5	10	4	2	5	7	3
22:00	3	1	3	3	3	6	6	4	3	6
23:00	0	6	1	1	5	6	4	3	2	5
Total	219	300	231	274	264	257	172	245	264	215
% Heavy	12.3%	14.0%	10.4%	9.9%	8.3%	10.9%	9.3%	10.8%	9.0%	10.3%

\*Note: Traffic Volumes for Wednesday 25th April have been excluded from weekday analysis due to Anzac Day public Holiday

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Survey No.	5120	7 Day Total	1522
Road	Main St	% Heavies	6.57%
Site No.	5120_01	Weekday Total	1123
Direction	Southbound	% Heavies	6.50%
Location	At No. 67	Weekend Total	399
		% Heavies	6.77%
Period	Thu 19 Apr - Wed 25 Apr 18		

Day Date	Mon 23/04/2018	Tue 24/04/2018	Wed 25/04/2018	Thu 19/04/2018	Fri 20/04/2018	Sat 21/04/2018	Sun 22/04/2018	7 Day Average	Weekday Average*	Weekend Average
00:00	1	2	1	1	0	1	0	1	1	1
01:00	0	0	1	0	0	1	0	0	0	1
02:00	0	0	0	0	0	2	0	0	0	1
03:00	0	0	3	1	0	0	0	1	0	0
04:00	2	3	3	1	1	0	1	2	2	1
05:00	1	2	1	0	0	0	2	1	1	1
06:00	5	4	1	6	3	2	0	3	5	1
07:00	7	11	5	13	13	9	3	9	11	6
08:00	31	36	49	28	25	17	5	27	30	11
09:00	9	24	12	20	12	28	13	17	16	21
10:00	10	14	10	12	10	27	18	14	12	23
11:00	16	20	17	13	18	20	20	18	17	20
12:00	21	26	28	15	18	8	18	19	20	13
13:00	15	18	11	22	16	13	10	15	18	12
14:00	13	12	15	18	18	7	11	13	15	9
15:00	18	28	11	19	18	16	17	18	21	17
16:00	12	15	11	17	13	19	20	15	14	20
17:00	11	18	16	17	15	27	10	16	15	19
18:00	7	13	12	16	12	15	10	12	12	13
19:00	4	8	5	8	8	10	4	7	7	7
20:00	3	4	4	4	5	3	1	3	4	2
21:00	3	3	3	3	1	1	1	2	3	1
22:00	3	1	2	0	3	4	3	2	2	4
23:00	0	0	2	1	2	1	1	1	1	1
Total	192	262	223	235	211	231	168	217	225	200
% Heavy	5.2%	6.9%	4.5%	7.7%	8.1%	7.8%	5.4%	6.6%	9.1%	6.8%

\*Note: Traffic Volumes for Wednesday 25th April have been excluded from weekday analysis due to Anzac Day public Holiday

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**APPENDIX B. TRAFFIC SURVEY RESULTS - 2017**

**Traffic Count – Intersection Main Street and Cairnbrook Road**

**Job Name:** Glengarry Traffic Counts  
**Job Number:** 4625

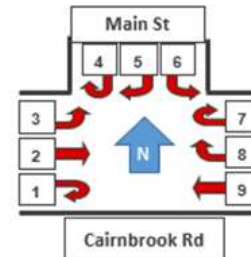
**Location:** Main Street and Cairnbrook Road

**Date:** Thu 09/02/2017

**Time:** 7-10am and 3:30-6:30pm

**Map Ref:** 38.122164, 146.572004

**Weather:** Sunny



Absolute Value		VEHICLE MOVEMENTS								
TIME		1	2	3	4	5	6	7	8	9
7:00	7:15	0	10	2	0	3	0	0	1	8
7:15	7:30	0	9	5	0	3	4	0	1	7
7:30	7:45	0	7	11	0	5	0	0	3	14
7:45	8:00	0	11	11	0	12	2	0	3	11
8:00	8:15	0	7	4	0	3	2	0	4	9
8:15	8:30	0	11	13	0	6	2	0	3	14
8:30	8:45	0	7	13	0	15	0	0	0	16
8:45	9:00	0	12	19	0	19	0	0	5	13
9:00	9:15	0	8	24	0	3	2	0	2	8
9:15	9:30	0	5	10	0	15	0	0	1	4
9:30	9:45	0	5	7	0	6	3	0	2	8
9:45	10:00	0	10	5	0	12	1	0	3	8
15:30	15:45	1	13	34	1	9	1	0	0	10
15:45	16:00	0	12	10	0	10	2	0	4	8
16:00	16:15	0	6	15	0	6	2	0	2	21
16:15	16:30	0	18	10	0	5	3	0	3	15
16:30	16:45	0	12	9	0	12	5	0	1	11
16:45	17:00	0	22	14	0	10	5	0	3	12
17:00	17:15	0	13	17	0	8	2	0	3	10
17:15	17:30	0	23	18	0	11	4	0	0	13
17:30	17:45	0	16	8	0	4	2	0	3	15
17:45	18:00	0	9	22	0	10	3	0	3	15
18:00	18:15	0	9	9	0	10	0	0	2	11
18:15	18:30	0	8	6	0	3	1	0	3	10

Total
24
29
40
50
29
49
51
68
47
35
31
39
Total
69
46
52
54
50
66
53
69
48
62
41
31



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**Traffic Count – Intersection Traralgon-Maffra Road and Glen Elwyn Avenue**

**Job Name:** Glengarry Traffic Counts

**Job Number:** 4625

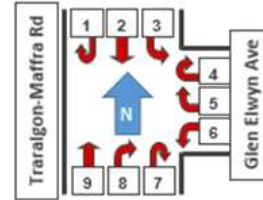
**Location:** Traralgon-Maffra Rd and Glen Elwyn Ave

**Date:** Thu 09/02/2017

**Time:** 7-10am and 3:30-6:30pm

**Map Ref:** 38.122164, 146.572004

**Weather:** Sunny



Absolute Value		VEHICLE MOVEMENTS								
TIME		1	2	3	4	5	6	7	8	9
7:00	7:15	0	30	0	0	0	4	0	0	12
7:15	7:30	0	38	0	0	0	1	0	1	18
7:30	7:45	0	39	0	0	0	4	0	0	22
7:45	8:00	0	42	0	0	2	3	0	0	11
8:00	8:15	0	43	0	0	0	9	0	1	19
8:15	8:30	0	56	0	0	0	5	0	0	21
8:30	8:45	0	54	0	0	0	2	0	0	21
8:45	9:00	0	34	0	0	0	6	0	0	17
9:00	9:15	0	36	0	0	0	6	0	0	15
9:15	9:30	0	40	0	0	0	4	0	0	21
9:30	9:45	0	37	0	0	0	5	0	0	11
9:45	10:00	0	22	0	0	0	3	0	0	15
<hr/>										
15:30	15:45	0	28	0	0	1	5	0	1	37
15:45	16:00	0	25	0	0	0	7	0	5	46
16:00	16:15	0	16	0	0	0	4	0	1	43
16:15	16:30	0	24	0	0	0	3	0	1	49
16:30	16:45	0	37	1	0	2	3	0	1	55
16:45	17:00	0	37	0	0	0	1	0	3	44
17:00	17:15	0	24	1	0	0	0	0	1	59
17:15	17:30	0	25	0	0	0	1	0	1	70
17:30	17:45	0	18	0	0	1	4	0	6	57
17:45	18:00	0	26	0	0	0	3	0	1	24
18:00	18:15	0	24	0	0	0	1	0	2	41
18:15	18:30	0	12	1	0	0	2	0	3	41

Total	46
	58
	65
	58
	72
	82
	77
	57
	57
	65
	53
	40
Total	72
	83
	64
	77
	99
	85
	85
	97
	86
	54
	68
	59

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**Cairnbrook Road Tube Count**

Survey No.	4625	7 Day Total	7311
Road	Cairnbrook Rd	% Heavies	13.58%
Site No.	4625_02	Weekday Total	5780
Direction	Combined E-W	% Heavies	15.35%
Location	About 350m East of Main St	Weekend Total	1531
		% Heavies	6.92%
Period	Tue 07 Feb - Mon 13 Feb 17		

Day Date	Mon 13/02/2017	Tue 7/02/2017	Wed 8/02/2017	Thu 9/02/2017	Fri 10/02/2017	Sat 11/02/2017	Sun 12/02/2017	7 Day Average	Weekday Average	Weekend Average
AM Peak	08:00-122	08:00-93	08:00-93	08:00-103	08:00-91	10:00-79	11:00-63	08:00-80.1	08:00-100.4	11:00-68.5
PM Peak	17:00-112	16:00-117	16:00-127	15:00-98	16:00-121	16:00-74	12:00-67	16:00-97.7	16:00-109.2	12:00-69
00:00	4	1	1	1	2	3	13	4	2	8
01:00	1	3	2	3	4	1	4	3	3	3
02:00	1	3	1	0	2	2	2	2	1	2
03:00	5	2	3	2	1	2	1	2	3	2
04:00	4	11	5	7	6	6	4	6	7	5
05:00	26	24	26	29	29	13	6	22	27	10
06:00	61	66	62	60	42	25	8	46	58	17
07:00	66	81	85	70	75	37	14	61	75	26
08:00	122	93	93	103	91	35	24	80	100	30
09:00	61	76	54	72	76	65	42	64	68	54
10:00	62	68	72	49	71	79	53	65	64	66
11:00	74	51	62	73	80	74	63	68	68	69
12:00	63	64	59	61	88	71	67	68	67	69
13:00	67	53	60	67	85	66	64	66	66	65
14:00	50	80	67	77	91	50	50	66	73	50
15:00	109	113	83	98	112	55	54	89	103	55
16:00	96	117	127	85	121	74	64	98	109	69
17:00	112	107	117	88	114	47	49	91	108	48
18:00	41	50	62	44	77	47	32	50	55	40
19:00	44	26	33	37	55	42	25	37	39	34
20:00	28	27	26	32	25	24	16	25	28	20
21:00	16	12	21	15	24	22	10	17	18	16
22:00	5	9	10	6	13	9	7	8	9	8
23:00	4	3	11	4	9	6	4	6	6	5
Total	1122	1140	1142	1083	1293	855	676	1044	1156	766
% Heavy	15.6%	17.1%	15.2%	16.0%	13.1%	8.3%	5.2%	13.6%	15.3%	6.9%

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**Main Street Tube Count**

Survey No.	4625	7 Day Total	2947
Road	Main St	% Heavies	11.27%
Site No.	4625_01	Weekday Total	2210
Direction	Combined N-S	% Heavies	11.76%
Location	About 100m North of Glen Wlwyn Ave	Weekend Total	737
		% Heavies	9.77%
Period	Tue 07 Feb - Mon 13 Feb 17		

Day Date	Mon 13/02/2017	Tue 7/02/2017	Wed 8/02/2017	Thu 9/02/2017	Fri 10/02/2017	Sat 11/02/2017	Sun 12/02/2017	7 Day Average	Weekday Average	Weekend Average
AM Peak	08:00-54	08:00-41	08:00-38	08:00-51	08:00-61	09:00-60	11:00-36	08:00-39.6	08:00-49	11:00-41
PM Peak	15:00-49	16:00-51	13:00-42	15:00-45	15:00-50	12:00-51	13:00-26	15:00-38.7	15:00-45.8	12:00-36
00:00	1	1	2	2	1	0	1	1	1	1
01:00	0	0	0	2	0	2	3	1	0	3
02:00	0	0	2	0	1	0	2	1	1	1
03:00	0	0	1	2	0	1	5	1	1	3
04:00	0	1	2	3	0	1	1	1	1	1
05:00	1	1	2	3	2	1	0	1	2	1
06:00	6	8	6	6	7	6	1	6	7	4
07:00	17	13	17	15	26	18	3	16	18	11
08:00	54	41	38	51	61	26	6	40	49	16
09:00	28	27	28	36	35	60	21	34	31	41
10:00	37	24	33	23	32	51	20	31	30	36
11:00	36	36	30	28	26	46	36	34	31	41
12:00	35	40	32	31	42	51	21	36	36	36
13:00	37	23	42	34	34	30	26	32	34	28
14:00	37	25	32	21	37	27	25	29	30	26
15:00	49	43	42	45	50	21	21	39	46	21
16:00	34	51	29	31	39	21	25	33	37	23
17:00	25	22	36	23	34	13	17	24	28	15
18:00	16	14	42	34	22	28	16	25	26	22
19:00	10	13	20	17	11	14	15	14	14	15
20:00	9	7	13	12	13	11	17	12	11	14
21:00	8	1	8	3	10	8	3	6	6	6
22:00	2	2	2	5	4	4	5	3	3	5
23:00	1	0	0	0	1	4	3	1	0	4
Total	443	393	459	427	488	444	293	421	442	369
% Heavy	10.4%	14.8%	11.8%	11.2%	11.1%	10.1%	9.2%	11.3%	11.8%	9.8%

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## APPENDIX C. EXISTING CONDITIONS SIDRA ANALYSIS

## MOVEMENT SUMMARY

## ▽ Site: 101 [AM-Existing-Traralgon-Maffra and Glen Elwyn]

Intersection of Traralgon-Maffra Road and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
SouthEast: Glen Elwyn Avenue											
1	L2	22	4.0	0.020	6.5	LOSA	0.1	0.5	0.34	0.57	50.3
3	R2	2	4.0	0.020	6.9	LOSA	0.1	0.5	0.34	0.57	49.7
Approach		24	4.0	0.020	6.5	LOSA	0.1	0.5	0.34	0.57	50.3
NorthEast: Traralgon-Maffra Road											
4	L2	2	4.0	0.144	5.6	LOSA	0.0	0.0	0.00	0.00	57.0
5	T1	272	4.0	0.144	0.0	LOSA	0.0	0.0	0.00	0.00	59.9
Approach		274	4.0	0.144	0.1	NA	0.0	0.0	0.00	0.00	59.9
SouthWest: Traralgon-Maffra Road											
11	T1	79	4.0	0.042	0.0	LOSA	0.0	0.1	0.01	0.01	59.9
12	R2	1	4.0	0.042	6.4	LOSA	0.0	0.1	0.01	0.01	56.1
Approach		80	4.0	0.042	0.1	NA	0.0	0.1	0.01	0.01	59.8
All Vehicles		378	4.0	0.144	0.5	NA	0.1	0.5	0.02	0.04	59.3

## ▽ Site: 101 [PM-Existing-Traralgon-Maffra and Glen Elwyn]

Intersection of Traralgon-Maffra Road and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
SouthEast: Glen Elwyn Avenue											
1	L2	12	4.0	0.013	5.9	LOSA	0.0	0.3	0.22	0.56	50.8
3	R2	4	4.0	0.013	7.3	LOSA	0.0	0.3	0.22	0.56	50.2
Approach		16	4.0	0.013	6.3	LOSA	0.0	0.3	0.22	0.56	50.6
NorthEast: Traralgon-Maffra Road											
4	L2	2	4.0	0.067	5.6	LOSA	0.0	0.0	0.00	0.01	57.0
5	T1	124	4.0	0.067	0.0	LOSA	0.0	0.0	0.00	0.01	59.9
Approach		126	4.0	0.067	0.1	NA	0.0	0.0	0.00	0.01	59.9
SouthWest: Traralgon-Maffra Road											
11	T1	288	4.0	0.161	0.0	LOSA	0.1	0.7	0.03	0.03	59.6
12	R2	14	4.0	0.161	6.0	LOSA	0.1	0.7	0.03	0.03	55.9
Approach		302	4.0	0.161	0.3	NA	0.1	0.7	0.03	0.03	59.5
All Vehicles		444	4.0	0.161	0.5	NA	0.1	0.7	0.03	0.04	59.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

SIDRA INTERSECTION 7.0 | Copyright © 2000-2017 Akcelik and Associates Pty Ltd | sidrasolutions.com  
Organisation: BEVERIDGE WILLIAMS | Processed: Thursday, 10 May 2018 1:29:37 PM  
Project: K:\Jobs Data\1600263 - 101 Cairnbrook Rd Glengarry\_Traffic\SIDRA\1600263-TR-SID03.slp7

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment15/05/2018  
1600263-TR-REP03-1.0**MOVEMENT SUMMARY****Site: 102 [AM-Existing-Main Street and Cairnbrook Road]**Intersection of Main Street and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
East: Cairnbrook Road												
5	T1	66	4.0	0.044	0.1	LOS A	0.1	0.6	0.08	0.10	58.8	
6	R2	14	4.0	0.044	5.8	LOS A	0.1	0.6	0.08	0.10	56.4	
Approach		80	4.0	0.044	1.1	NA	0.1	0.6	0.08	0.10	58.4	
North: Main Street												
7	L2	4	4.0	0.052	5.7	LOS A	0.2	1.2	0.21	0.58	52.9	
9	R2	54	4.0	0.052	6.1	LOS A	0.2	1.2	0.21	0.58	52.4	
Approach		58	4.0	0.052	6.0	LOS A	0.2	1.2	0.21	0.58	52.4	
West: Cairnbrook Road												
10	L2	46	4.0	0.053	5.6	LOS A	0.0	0.0	0.00	0.28	55.8	
11	T1	52	4.0	0.053	0.0	LOS A	0.0	0.0	0.00	0.28	57.5	
Approach		98	4.0	0.053	2.6	NA	0.0	0.0	0.00	0.28	56.7	
All Vehicles		236	4.0	0.053	2.9	NA	0.2	1.2	0.08	0.29	56.1	

**Site: 102 [PM-Existing-Main Street and Cairnbrook Road]**Intersection of Main Street and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
East: Cairnbrook Road												
5	T1	55	4.0	0.034	0.1	LOS A	0.0	0.4	0.07	0.07	59.1	
6	R2	7	4.0	0.034	5.9	LOS A	0.0	0.4	0.07	0.07	56.7	
Approach		62	4.0	0.034	0.8	NA	0.0	0.4	0.07	0.07	58.8	
North: Main Street												
7	L2	6	4.0	0.040	5.7	LOS A	0.1	0.9	0.19	0.58	53.0	
9	R2	39	4.0	0.040	6.1	LOS A	0.1	0.9	0.19	0.58	52.4	
Approach		45	4.0	0.040	6.0	LOS A	0.1	0.9	0.19	0.58	52.5	
West: Cairnbrook Road												
10	L2	89	4.0	0.076	5.6	LOS A	0.0	0.0	0.00	0.38	55.0	
11	T1	49	4.0	0.076	0.0	LOS A	0.0	0.0	0.00	0.38	56.7	
Approach		139	4.0	0.076	3.6	NA	0.0	0.0	0.00	0.38	55.6	
All Vehicles		246	4.0	0.076	3.3	NA	0.1	0.9	0.05	0.34	55.8	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment

15/05/2018  
1600263-TR-REP03-1.0

## MOVEMENT SUMMARY

### Site: 101 [AM-Existing-Traralgon-Maffra and Cairnbrook]

Intersection of Traralgon-Maffra Road and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
SouthEast: Cairnbrook Road											
1	L2	180	4.0	0.152	6.8	LOS A	0.6	4.6	0.39	0.63	52.2
3	R2	2	4.0	0.152	9.6	LOS A	0.6	4.6	0.39	0.63	51.7
Approach		182	4.0	0.152	6.8	LOS A	0.6	4.6	0.39	0.63	52.2
NorthEast: Traralgon-Maffra Road											
4	L2	9	4.0	0.161	5.6	LOS A	0.0	0.0	0.00	0.02	58.0
5	T1	297	4.0	0.161	0.0	LOS A	0.0	0.0	0.00	0.02	59.8
Approach		306	4.0	0.161	0.2	NA	0.0	0.0	0.00	0.02	59.7
SouthWest: Traralgon-Maffra Road											
11	T1	84	4.0	0.044	0.0	LOS A	0.0	0.0	0.00	0.00	60.0
12	R2	112	4.0	0.085	6.6	LOS A	0.4	2.7	0.40	0.62	51.9
Approach		196	4.0	0.085	3.8	NA	0.4	2.7	0.23	0.36	55.1
All Vehicles		684	4.0	0.161	3.0	NA	0.6	4.6	0.17	0.28	56.2

### Site: 101 [PM-Existing-Traralgon-Maffra and Cairnbrook]

Intersection of Traralgon-Maffra Road and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
SouthEast: Cairnbrook Road											
1	L2	106	4.0	0.084	6.1	LOS A	0.3	2.5	0.25	0.56	52.7
3	R2	4	4.0	0.084	11.8	LOS B	0.3	2.5	0.25	0.56	52.1
Approach		111	4.0	0.084	6.3	LOS A	0.3	2.5	0.25	0.56	52.6
NorthEast: Traralgon-Maffra Road											
4	L2	4	4.0	0.078	5.6	LOS A	0.0	0.0	0.00	0.02	58.0
5	T1	144	4.0	0.078	0.0	LOS A	0.0	0.0	0.00	0.02	59.8
Approach		148	4.0	0.078	0.2	NA	0.0	0.0	0.00	0.02	59.8
SouthWest: Traralgon-Maffra Road											
11	T1	313	4.0	0.164	0.0	LOS A	0.0	0.0	0.00	0.00	60.0
12	R2	242	4.0	0.157	6.0	LOS A	0.8	5.6	0.29	0.58	52.2
Approach		555	4.0	0.164	2.6	NA	0.8	5.6	0.12	0.25	56.3
All Vehicles		814	4.0	0.164	2.7	NA	0.8	5.6	0.12	0.25	56.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment

15/05/2018  
1600263-TR-REP03-1.0

## MOVEMENT SUMMARY

### Site: 101 [AM-Existing-Traralgon-Maffra and Main Street]

Intersection of Traralgon-Maffra Road and Main Street  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
1	L2	3	4.0	0.022	6.5	LOS A	0.1	0.5	0.36	0.62	52.4
3	R2	17	4.0	0.022	7.0	LOS A	0.1	0.5	0.36	0.62	51.9
Approach		20	4.0	0.022	6.9	LOS A	0.1	0.5	0.36	0.62	52.0
East: Traralgon-Maffra Road											
4	L2	27	4.0	0.158	5.6	LOS A	0.0	0.0	0.00	0.05	57.7
5	T1	272	4.0	0.158	0.0	LOS A	0.0	0.0	0.00	0.05	59.5
Approach		299	4.0	0.158	0.5	NA	0.0	0.0	0.00	0.05	59.3
West: Traralgon-Maffra Road											
11	T1	81	4.0	0.043	0.0	LOS A	0.0	0.1	0.01	0.01	59.9
12	R2	1	4.0	0.043	6.6	LOS A	0.0	0.1	0.01	0.01	57.4
Approach		82	4.0	0.043	0.1	NA	0.0	0.1	0.01	0.01	59.8
All Vehicles		401	4.0	0.158	0.8	NA	0.1	0.5	0.02	0.07	59.0

### Site: 101 [PM-Existing-Traralgon-Maffra and Main Street]

Intersection of Traralgon-Maffra Road and Main Street  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
1	L2	1	4.0	0.015	6.0	LOS A	0.0	0.3	0.36	0.62	52.2
3	R2	12	4.0	0.015	7.3	LOS A	0.0	0.3	0.36	0.62	51.7
Approach		13	4.0	0.015	7.2	LOS A	0.0	0.3	0.36	0.62	51.7
East: Traralgon-Maffra Road											
4	L2	9	4.0	0.074	5.6	LOS A	0.0	0.0	0.00	0.04	57.8
5	T1	132	4.0	0.074	0.0	LOS A	0.0	0.0	0.00	0.04	59.6
Approach		141	4.0	0.074	0.4	NA	0.0	0.0	0.00	0.04	59.5
West: Traralgon-Maffra Road											
11	T1	291	4.0	0.154	0.0	LOS A	0.0	0.1	0.00	0.00	60.0
12	R2	1	4.0	0.154	6.0	LOS A	0.0	0.1	0.00	0.00	57.5
Approach		292	4.0	0.154	0.0	NA	0.0	0.1	0.00	0.00	60.0
All Vehicles		445	4.0	0.154	0.3	NA	0.0	0.3	0.01	0.03	59.5

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment15/05/2018  
1600263-TR-REP03-1.0**MOVEMENT SUMMARY****Site: 101 [AM-Existing-Main and Glen Elwyn]**Intersection of Main Street and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/m	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
4	L2	18	4.0	0.019	5.6	LOS A	0.0	0.0	0.00	0.29	54.0
5	T1	18	4.0	0.019	0.0	LOS A	0.0	0.0	0.00	0.29	57.4
Approach		36	4.0	0.019	2.8	NA	0.0	0.0	0.00	0.29	55.9
North: Main Street											
11	T1	31	4.0	0.019	0.0	LOS A	0.0	0.2	0.04	0.09	59.1
12	R2	5	4.0	0.019	5.6	LOS A	0.0	0.2	0.04	0.09	55.2
Approach		36	4.0	0.019	0.8	NA	0.0	0.2	0.04	0.09	58.6
West: Glen Elwyn Avenue											
1	L2	3	4.0	0.010	5.6	LOS A	0.0	0.2	0.09	0.57	51.3
3	R2	9	4.0	0.010	5.7	LOS A	0.0	0.2	0.09	0.57	50.7
Approach		13	4.0	0.010	5.7	LOS A	0.0	0.2	0.09	0.57	50.8
All Vehicles		84	4.0	0.019	2.4	NA	0.0	0.2	0.03	0.25	56.4

**Site: 101 [PM-Existing-Main and Glen Elwyn]**Intersection of Main Street and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/m	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
4	L2	18	4.0	0.020	5.6	LOS A	0.0	0.0	0.00	0.28	54.2
5	T1	20	4.0	0.020	0.0	LOS A	0.0	0.0	0.00	0.28	57.5
Approach		38	4.0	0.020	2.6	NA	0.0	0.0	0.00	0.28	56.1
North: Main Street											
11	T1	26	4.0	0.016	0.0	LOS A	0.0	0.1	0.03	0.06	59.3
12	R2	3	4.0	0.016	5.6	LOS A	0.0	0.1	0.03	0.06	55.5
Approach		29	4.0	0.016	0.6	NA	0.0	0.1	0.03	0.06	59.0
West: Glen Elwyn Avenue											
1	L2	3	4.0	0.012	5.6	LOS A	0.0	0.3	0.10	0.57	51.3
3	R2	12	4.0	0.012	5.7	LOS A	0.0	0.3	0.10	0.57	50.6
Approach		15	4.0	0.012	5.7	LOS A	0.0	0.3	0.10	0.57	50.8
All Vehicles		82	4.0	0.020	2.5	NA	0.0	0.3	0.03	0.25	56.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

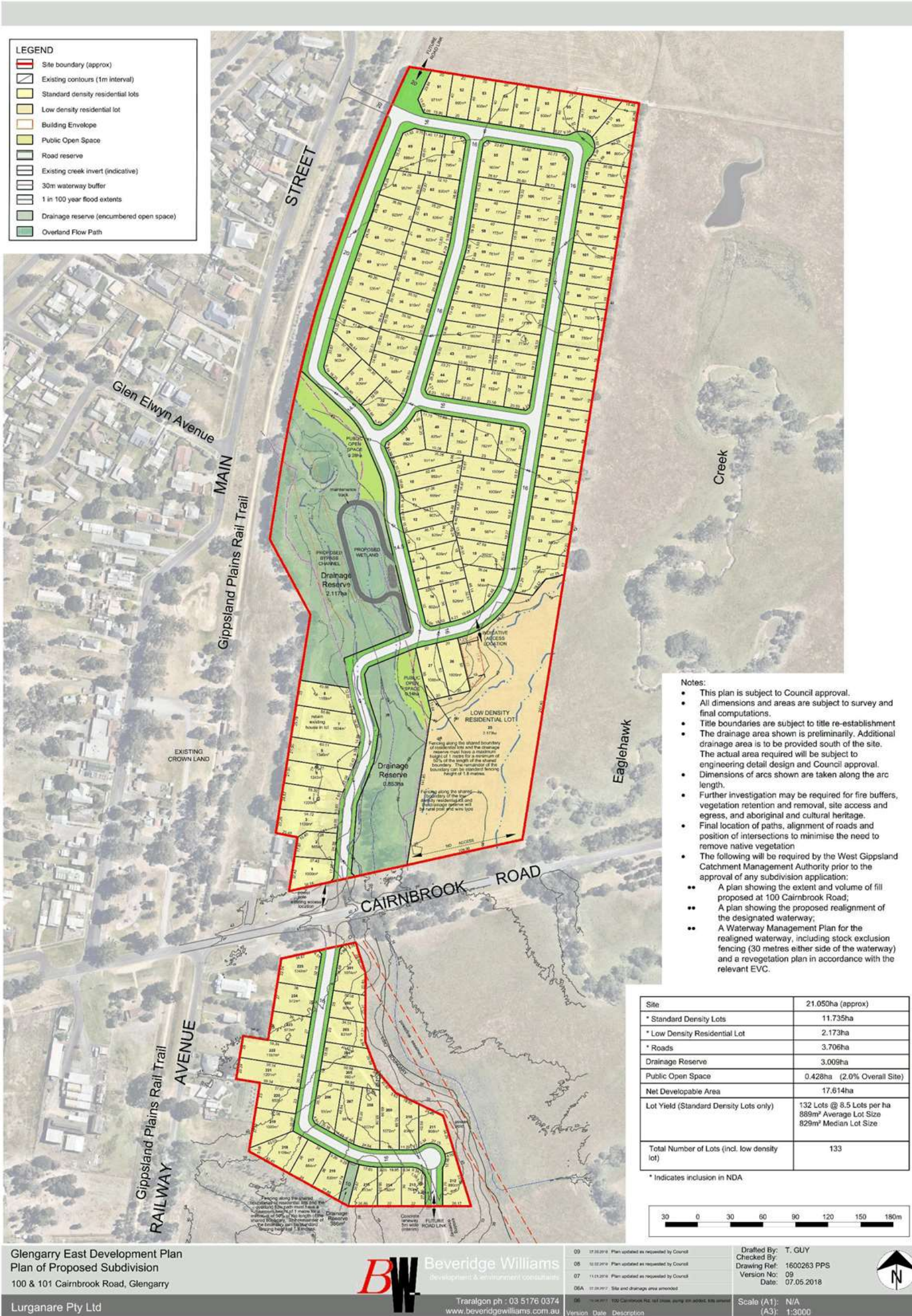
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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APPENDIX D. INDICATIVE SUBDIVISION PLAN



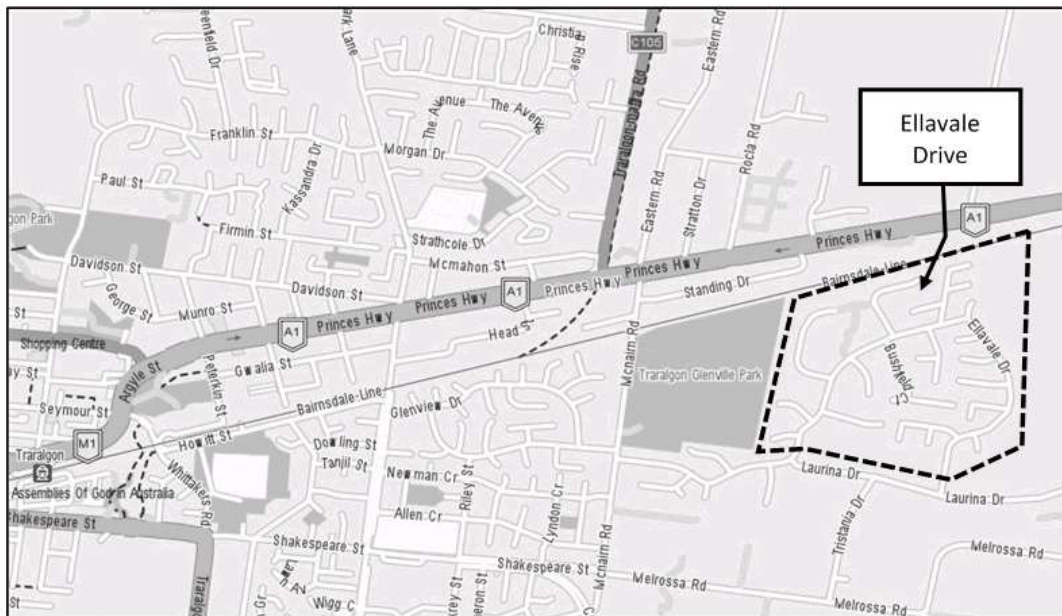
**APPENDIX E. REGIONAL RESIDENTIAL CASE STUDY DATA**

Beveridge Williams have undertaken traffic movement surveys of regional residential areas to determine traffic generation rates for regional dwellings. This data has been collected by undertaking traffic volumes surveys of residential areas whereby all inbound and outbound vehicle movements on a closed road network have been counted.

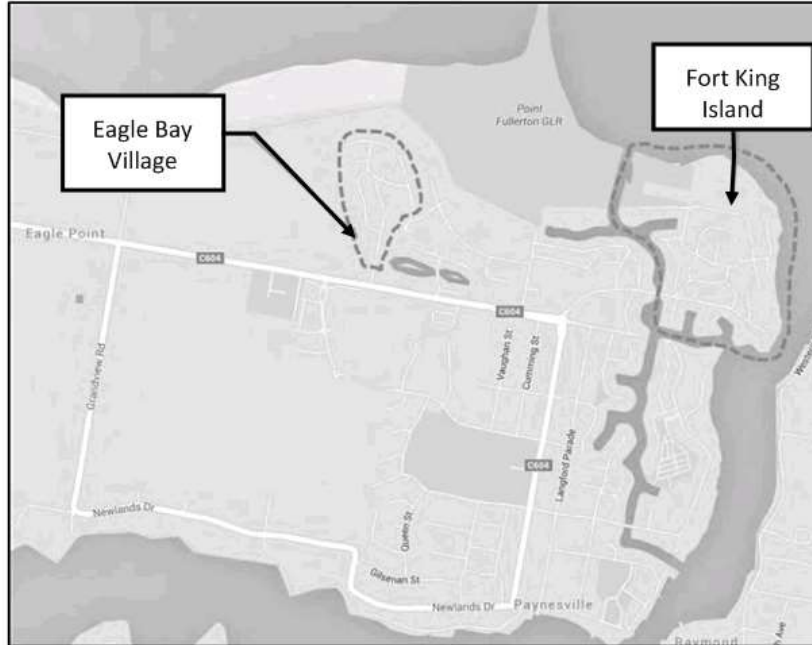
In addition to this, traffic generation case study data has also been obtained from publicly available documentation. This data has subsequently been reviewed to provide a daily traffic generation rate for residential dwellings within a regional centre.

Regional sites, as well as a figure indicating their location, for which case study data has been collected include:

- Ellavale Drive – Traralgon



- Fort King Island – Paynesville\*
- Eagle Bay Village – Paynesville\*



Based on these survey areas, the following table has been prepared detailing the number of developed lots within the area, and the number of daily traffic movements observed.

Site	Developed Lots	Weekday Traffic	Daily Traffic Generation per Lot
Ellavale Drive	260	2190	8.4
Fort King Island*	224	870	3.9
Eagle Bay Village*	53	230	4.3

\*Traffic Generation Data obtained from the Paynesville Growth Area Structure Plan as adopted by East Gippsland Shire Council on 2 August, 2016.

Review of the above case study data indicates that residential dwellings within a regional area can generate between 3.9 – 8.4 daily vehicle movements.

Subsequently, a residential traffic generation rate of 9 daily vehicle movements per dwelling is considered an appropriately conservative rate for application within regional precincts.

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment15/05/2018  
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## APPENDIX F. POST DEVELOPMENT SIDRA ANALYSIS

## MOVEMENT SUMMARY

## Site: 101 [AM-Existing-Traralgon-Maffra and Glen Elwyn]

Intersection of Traralgon-Maffra Road and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows		Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue		Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
		Total veh/h	HV %				Vehicles veh	Distance m			
SouthEast: Glen Elwyn Avenue											
1	L2	33	4.0	0.029	6.6	LOS A	0.1	0.8	0.36	0.59	50.2
3	R2	2	4.0	0.029	7.1	LOS A	0.1	0.8	0.36	0.59	49.6
Approach		35	4.0	0.029	6.6	LOS A	0.1	0.8	0.36	0.59	50.2
NorthEast: Traralgon-Maffra Road											
4	L2	2	4.0	0.158	5.6	LOS A	0.0	0.0	0.00	0.00	57.0
5	T1	299	4.0	0.158	0.0	LOS A	0.0	0.0	0.00	0.00	59.9
Approach		301	4.0	0.158	0.1	NA	0.0	0.0	0.00	0.00	59.9
SouthWest: Traralgon-Maffra Road											
11	T1	87	4.0	0.047	0.0	LOS A	0.0	0.1	0.01	0.01	59.9
12	R2	1	4.0	0.047	6.6	LOS A	0.0	0.1	0.01	0.01	56.1
Approach		88	4.0	0.047	0.1	NA	0.0	0.1	0.01	0.01	59.8
All Vehicles		424	4.0	0.158	0.6	NA	0.1	0.8	0.03	0.05	59.2

## Site: 101 [PM-Existing-Traralgon-Maffra and Glen Elwyn]

Intersection of Traralgon-Maffra Road and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows		Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue		Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
		Total veh/h	HV %				Vehicles veh	Distance m			
SouthEast: Glen Elwyn Avenue											
1	L2	17	4.0	0.017	6.0	LOS A	0.1	0.5	0.23	0.56	50.7
3	R2	4	4.0	0.017	7.6	LOS A	0.1	0.5	0.23	0.56	50.1
Approach		21	4.0	0.017	6.3	LOS A	0.1	0.5	0.23	0.56	50.6
NorthEast: Traralgon-Maffra Road											
4	L2	2	4.0	0.073	5.6	LOS A	0.0	0.0	0.00	0.01	57.0
5	T1	137	4.0	0.073	0.0	LOS A	0.0	0.0	0.00	0.01	59.9
Approach		139	4.0	0.073	0.1	NA	0.0	0.0	0.00	0.01	59.9
SouthWest: Traralgon-Maffra Road											
11	T1	317	4.0	0.177	0.0	LOS A	0.1	0.9	0.03	0.03	59.6
12	R2	16	4.0	0.177	6.0	LOS A	0.1	0.9	0.03	0.03	55.8
Approach		333	4.0	0.177	0.3	NA	0.1	0.9	0.03	0.03	59.5
All Vehicles		493	4.0	0.177	0.5	NA	0.1	0.9	0.03	0.05	59.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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**MOVEMENT SUMMARY**

**Site: 102 [AM-Existing-Main Street and Cairnbrook Road]**

Intersection of Main Street and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>East: Cairnbrook Road</b>											
5	T1	147	4.0	0.088	0.1	LOS A	0.1	0.8	0.06	0.06	59.2
6	R2	16	4.0	0.088	5.9	LOS A	0.1	0.8	0.06	0.06	56.8
Approach		163	4.0	0.088	0.6	NA	0.1	0.8	0.06	0.06	59.0
<b>North: Main Street</b>											
7	L2	5	4.0	0.070	5.8	LOS A	0.2	1.7	0.28	0.61	52.7
9	R2	66	4.0	0.070	6.6	LOS A	0.2	1.7	0.28	0.61	52.2
Approach		72	4.0	0.070	6.5	LOS A	0.2	1.7	0.28	0.61	52.2
<b>West: Cairnbrook Road</b>											
10	L2	55	4.0	0.069	5.6	LOS A	0.0	0.0	0.00	0.25	56.0
11	T1	74	4.0	0.069	0.0	LOS A	0.0	0.0	0.00	0.25	57.7
Approach		128	4.0	0.069	2.4	NA	0.0	0.0	0.00	0.25	57.0
All Vehicles		363	4.0	0.088	2.4	NA	0.2	1.7	0.08	0.24	56.8

**Site: 102 [PM-Existing-Main Street and Cairnbrook Road]**

Intersection of Main Street and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>East: Cairnbrook Road</b>											
5	T1	98	4.0	0.058	0.1	LOS A	0.1	0.5	0.07	0.05	59.2
6	R2	9	4.0	0.058	6.2	LOS A	0.1	0.5	0.07	0.05	56.8
Approach		107	4.0	0.058	0.6	NA	0.1	0.5	0.07	0.05	59.0
<b>North: Main Street</b>											
7	L2	8	4.0	0.053	5.9	LOS A	0.2	1.3	0.28	0.60	52.7
9	R2	46	4.0	0.053	6.6	LOS A	0.2	1.3	0.28	0.60	52.2
Approach		55	4.0	0.053	6.5	LOS A	0.2	1.3	0.28	0.60	52.2
<b>West: Cairnbrook Road</b>											
10	L2	111	4.0	0.119	5.6	LOS A	0.0	0.0	0.00	0.30	55.7
11	T1	109	4.0	0.119	0.0	LOS A	0.0	0.0	0.00	0.30	57.4
Approach		220	4.0	0.119	2.8	NA	0.0	0.0	0.00	0.30	56.5
All Vehicles		382	4.0	0.119	2.7	NA	0.2	1.3	0.06	0.27	56.5

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment

15/05/2018  
1600263-TR-REP03-1.0

## MOVEMENT SUMMARY

### Site: 101 [AM-Existing-Traralgon-Maffra and Cairnbrook]

Intersection of Traralgon-Maffra Road and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
SouthEast: Cairnbrook Road											
1	L2	280	4.0	0.244	7.1	LOS A	1.1	7.8	0.45	0.67	52.1
3	R2	2	4.0	0.244	11.1	LOS B	1.1	7.8	0.45	0.67	51.6
Approach		282	4.0	0.244	7.1	LOS A	1.1	7.8	0.45	0.67	52.1
NorthEast: Traralgon-Maffra Road											
4	L2	11	4.0	0.182	5.6	LOS A	0.0	0.0	0.00	0.02	58.0
5	T1	335	4.0	0.182	0.0	LOS A	0.0	0.0	0.00	0.02	59.8
Approach		345	4.0	0.182	0.2	NA	0.0	0.0	0.00	0.02	59.7
SouthWest: Traralgon-Maffra Road											
11	T1	94	4.0	0.049	0.0	LOS A	0.0	0.0	0.00	0.00	60.0
12	R2	144	4.0	0.115	6.8	LOS A	0.5	3.7	0.44	0.65	51.8
Approach		238	4.0	0.115	4.2	NA	0.5	3.7	0.27	0.39	54.7
All Vehicles		865	4.0	0.244	3.5	NA	1.1	7.8	0.22	0.33	55.7

### Site: 101 [PM-Existing-Traralgon-Maffra and Cairnbrook]

Intersection of Traralgon-Maffra Road and Cairnbrook Road  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
SouthEast: Cairnbrook Road											
1	L2	158	4.0	0.125	6.2	LOS A	0.5	3.8	0.28	0.57	52.6
3	R2	4	4.0	0.125	14.5	LOS B	0.5	3.8	0.28	0.57	52.1
Approach		162	4.0	0.125	6.4	LOS A	0.5	3.8	0.28	0.57	52.6
NorthEast: Traralgon-Maffra Road											
4	L2	4	4.0	0.088	5.6	LOS A	0.0	0.0	0.00	0.02	58.0
5	T1	163	4.0	0.088	0.0	LOS A	0.0	0.0	0.00	0.02	59.8
Approach		167	4.0	0.088	0.1	NA	0.0	0.0	0.00	0.02	59.8
SouthWest: Traralgon-Maffra Road											
11	T1	345	4.0	0.182	0.0	LOS A	0.0	0.0	0.00	0.00	60.0
12	R2	333	4.0	0.220	6.2	LOS A	1.1	8.2	0.32	0.59	52.1
Approach		678	4.0	0.220	3.0	NA	1.1	8.2	0.16	0.29	55.8
All Vehicles		1007	4.0	0.220	3.1	NA	1.1	8.2	0.15	0.29	55.9

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment15/05/2018  
1600263-TR-REP03-1.0**MOVEMENT SUMMARY****▽ Site: 101 [AM-Existing-Traralgon-Maffra and Main Street]**Intersection of Traralgon-Maffra Road and Main Street  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
1	L2	3	4.0	0.031	6.6	LOS A	0.1	0.7	0.39	0.65	52.2
3	R2	24	4.0	0.031	7.2	LOS A	0.1	0.7	0.39	0.65	51.7
Approach		27	4.0	0.031	7.1	LOS A	0.1	0.7	0.39	0.65	51.8
East: Traralgon-Maffra Road											
4	L2	33	4.0	0.175	5.6	LOS A	0.0	0.0	0.00	0.06	57.6
5	T1	299	4.0	0.175	0.0	LOS A	0.0	0.0	0.00	0.06	59.4
Approach		332	4.0	0.175	0.6	NA	0.0	0.0	0.00	0.06	59.2
West: Traralgon-Maffra Road											
11	T1	89	4.0	0.048	0.0	LOS A	0.0	0.1	0.01	0.01	59.9
12	R2	1	4.0	0.048	6.7	LOS A	0.0	0.1	0.01	0.01	57.4
Approach		91	4.0	0.048	0.1	NA	0.0	0.1	0.01	0.01	59.9
All Vehicles		449	4.0	0.175	0.9	NA	0.1	0.7	0.03	0.08	58.9

**▽ Site: 101 [PM-Existing-Traralgon-Maffra and Main Street]**Intersection of Traralgon-Maffra Road and Main Street  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
1	L2	1	4.0	0.021	6.0	LOS A	0.1	0.5	0.40	0.65	52.0
3	R2	16	4.0	0.021	7.6	LOS A	0.1	0.5	0.40	0.65	51.5
Approach		17	4.0	0.021	7.5	LOS A	0.1	0.5	0.40	0.65	51.5
East: Traralgon-Maffra Road											
4	L2	14	4.0	0.084	5.6	LOS A	0.0	0.0	0.00	0.05	57.7
5	T1	145	4.0	0.084	0.0	LOS A	0.0	0.0	0.00	0.05	59.5
Approach		159	4.0	0.084	0.5	NA	0.0	0.0	0.00	0.05	59.4
West: Traralgon-Maffra Road											
11	T1	320	4.0	0.169	0.0	LOS A	0.0	0.1	0.00	0.00	60.0
12	R2	1	4.0	0.169	6.1	LOS A	0.0	0.1	0.00	0.00	57.5
Approach		321	4.0	0.169	0.0	NA	0.0	0.1	0.00	0.00	60.0
All Vehicles		497	4.0	0.169	0.4	NA	0.1	0.5	0.01	0.04	59.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment15/05/2018  
1600263-TR-REP03-1.0**MOVEMENT SUMMARY****Site: 101 [AM-Existing-Main and Glen Elwyn]**Intersection of Main Street and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
4	L2	20	4.0	0.024	5.6	LOS A	0.0	0.0	0.00	0.26	54.3
5	T1	25	4.0	0.024	0.0	LOS A	0.0	0.0	0.00	0.26	57.7
Approach		45	4.0	0.024	2.5	NA	0.0	0.0	0.00	0.26	56.4
North: Main Street											
11	T1	42	4.0	0.031	0.0	LOS A	0.1	0.6	0.07	0.15	58.4
12	R2	15	4.0	0.031	5.6	LOS A	0.1	0.6	0.07	0.15	54.4
Approach		57	4.0	0.031	1.5	NA	0.1	0.6	0.07	0.15	57.5
West: Glen Elwyn Avenue											
1	L2	4	4.0	0.012	5.7	LOS A	0.0	0.3	0.11	0.57	51.3
3	R2	11	4.0	0.012	5.8	LOS A	0.0	0.3	0.11	0.57	50.6
Approach		15	4.0	0.012	5.8	LOS A	0.0	0.3	0.11	0.57	50.8
All Vehicles		117	4.0	0.031	2.4	NA	0.1	0.6	0.05	0.25	56.3

**Site: 101 [PM-Existing-Main and Glen Elwyn]**Intersection of Main Street and Glen Elwyn Avenue  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Main Street											
4	L2	20	4.0	0.029	5.6	LOS A	0.0	0.0	0.00	0.22	54.8
5	T1	35	4.0	0.029	0.0	LOS A	0.0	0.0	0.00	0.22	58.1
Approach		55	4.0	0.029	2.0	NA	0.0	0.0	0.00	0.22	57.0
North: Main Street											
11	T1	34	4.0	0.022	0.0	LOS A	0.0	0.3	0.06	0.11	58.8
12	R2	7	4.0	0.022	5.7	LOS A	0.0	0.3	0.06	0.11	54.9
Approach		41	4.0	0.022	1.0	NA	0.0	0.3	0.06	0.11	58.2
West: Glen Elwyn Avenue											
1	L2	4	4.0	0.013	5.7	LOS A	0.0	0.3	0.13	0.56	51.2
3	R2	13	4.0	0.013	5.8	LOS A	0.0	0.3	0.13	0.56	50.5
Approach		17	4.0	0.013	5.8	LOS A	0.0	0.3	0.13	0.56	50.7
All Vehicles		113	4.0	0.029	2.2	NA	0.0	0.3	0.04	0.23	56.6

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment15/05/2018  
1600263-TR-REP03-1.0**MOVEMENT SUMMARY**▽ **Site: 101 [AM - Main Street Site Access]**Intersection of Main Street and Site Acces  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>South: Main Street</b>											
11	T1	23	4.0	0.015	0.0	LOS A	0.0	0.2	0.04	0.11	58.8
12	R2	5	4.0	0.015	5.6	LOS A	0.0	0.2	0.04	0.11	54.9
Approach		28	4.0	0.015	1.1	NA	0.0	0.2	0.04	0.11	58.2
<b>East: Subject Site</b>											
1	L2	16	4.0	0.014	5.7	LOS A	0.1	0.4	0.10	0.55	51.2
3	R2	4	4.0	0.014	5.7	LOS A	0.1	0.4	0.10	0.55	50.6
Approach		20	4.0	0.014	5.7	LOS A	0.1	0.4	0.10	0.55	51.1
<b>North: Main Street</b>											
4	L2	1	4.0	0.019	5.6	LOS A	0.0	0.0	0.00	0.02	56.9
5	T1	35	4.0	0.019	0.0	LOS A	0.0	0.0	0.00	0.02	59.8
Approach		36	4.0	0.019	0.2	NA	0.0	0.0	0.00	0.02	59.8
All Vehicles		84	4.0	0.019	1.8	NA	0.1	0.4	0.04	0.17	57.3

▽ **Site: 101 [PM - Main Street Site Access]**Intersection of Main Street and Site Acces  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>South: Main Street</b>											
11	T1	37	4.0	0.027	0.0	LOS A	0.1	0.5	0.05	0.15	58.5
12	R2	13	4.0	0.027	5.6	LOS A	0.1	0.5	0.05	0.15	54.5
Approach		49	4.0	0.027	1.4	NA	0.1	0.5	0.05	0.15	57.6
<b>East: Subject Site</b>											
1	L2	8	4.0	0.007	5.7	LOS A	0.0	0.2	0.08	0.55	51.3
3	R2	2	4.0	0.007	5.7	LOS A	0.0	0.2	0.08	0.55	50.7
Approach		11	4.0	0.007	5.7	LOS A	0.0	0.2	0.08	0.55	51.2
<b>North: Main Street</b>											
4	L2	2	4.0	0.014	5.6	LOS A	0.0	0.0	0.00	0.05	56.6
5	T1	24	4.0	0.014	0.0	LOS A	0.0	0.0	0.00	0.05	59.6
Approach		26	4.0	0.014	0.4	NA	0.0	0.0	0.00	0.05	59.4
All Vehicles		86	4.0	0.027	1.7	NA	0.1	0.5	0.04	0.17	57.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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**MOVEMENT SUMMARY**

**Site: 102 [AM - Cairnbrook Road Site Access]**

Cairnbrook Road and Subject Site  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: 100 Cairnbrook Road												
1	L2	17	0.0	0.013	5.7	LOS A	0.0	0.3	0.14	0.54	53.2	
3	R2	2	0.0	0.013	5.9	LOS A	0.0	0.3	0.14	0.54	52.7	
Approach		19	0.0	0.013	5.7	LOS A	0.0	0.3	0.14	0.54	53.1	
East: Cairnbrook Road												
4	L2	1	0.0	0.034	5.6	LOS A	0.0	0.1	0.01	0.02	58.2	
5	T1	62	4.0	0.034	0.0	LOS A	0.0	0.1	0.01	0.02	59.8	
6	R2	1	4.0	0.034	5.7	LOS A	0.0	0.1	0.01	0.02	57.3	
Approach		64	3.9	0.034	0.2	NA	0.0	0.1	0.01	0.02	59.7	
North: 101 Cairnbrook Road												
7	L2	3	4.0	0.063	5.7	LOS A	0.2	1.5	0.22	0.58	52.9	
9	R2	59	4.0	0.063	6.2	LOS A	0.2	1.5	0.22	0.58	52.4	
Approach		62	4.0	0.063	6.1	LOS A	0.2	1.5	0.22	0.58	52.4	
West: Cairnbrook Road												
10	L2	15	4.0	0.033	5.6	LOS A	0.0	0.2	0.02	0.17	56.6	
11	T1	43	4.0	0.033	0.0	LOS A	0.0	0.2	0.02	0.17	58.3	
12	R2	3	0.0	0.033	5.6	LOS A	0.0	0.2	0.02	0.17	56.2	
Approach		61	3.8	0.033	1.7	NA	0.0	0.2	0.02	0.17	57.8	
All Vehicles		206	3.6	0.063	2.9	NA	0.2	1.5	0.09	0.28	56.2	

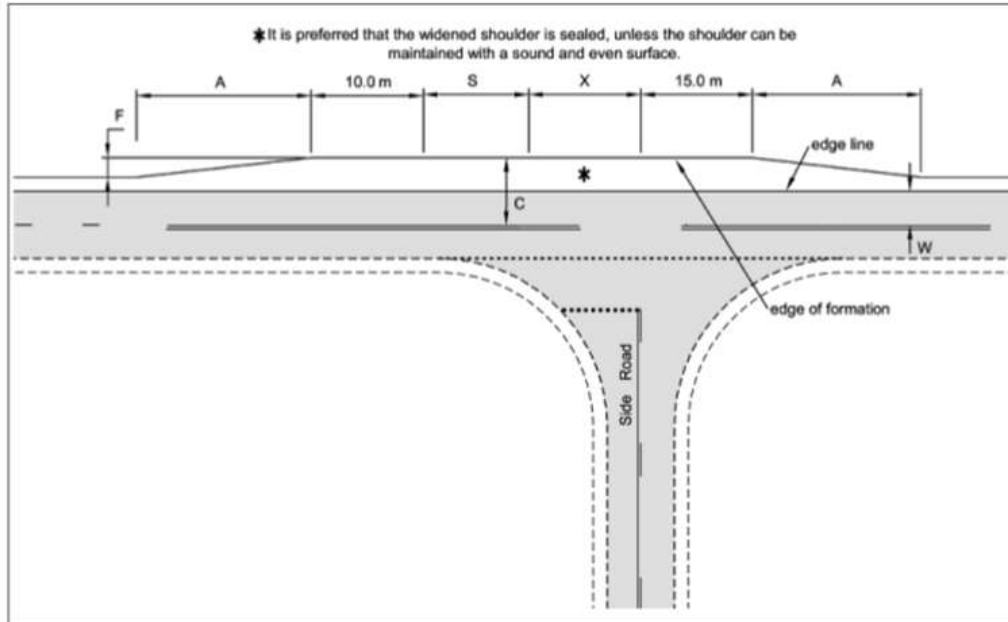
**Site: 102 [PM - Cairnbrook Road Site Access]**

Cairnbrook Road and Subject Site  
Giveaway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: 100 Cairnbrook Road												
1	L2	8	0.0	0.008	5.7	LOS A	0.0	0.2	0.14	0.54	53.2	
3	R2	2	0.0	0.008	6.1	LOS A	0.0	0.2	0.14	0.54	52.7	
Approach		11	0.0	0.008	5.8	LOS A	0.0	0.2	0.14	0.54	53.1	
East: Cairnbrook Road												
4	L2	2	0.0	0.034	5.7	LOS A	0.0	0.1	0.02	0.04	57.9	
5	T1	59	4.0	0.034	0.0	LOS A	0.0	0.1	0.02	0.04	59.5	
6	R2	2	4.0	0.034	5.8	LOS A	0.0	0.1	0.02	0.04	57.1	
Approach		63	3.9	0.034	0.4	NA	0.0	0.1	0.02	0.04	59.4	
North: 101 Cairnbrook Road												
7	L2	1	4.0	0.034	5.8	LOS A	0.1	0.8	0.25	0.59	52.8	
9	R2	31	4.0	0.034	6.3	LOS A	0.1	0.8	0.25	0.59	52.3	
Approach		32	4.0	0.034	6.3	LOS A	0.1	0.8	0.25	0.59	52.3	
West: Cairnbrook Road												
10	L2	44	4.0	0.067	5.6	LOS A	0.1	0.7	0.04	0.26	55.8	
11	T1	67	4.0	0.067	0.0	LOS A	0.1	0.7	0.04	0.26	57.5	
12	R2	12	0.0	0.067	5.6	LOS A	0.1	0.7	0.04	0.26	55.4	
Approach		123	3.6	0.067	2.6	NA	0.1	0.7	0.04	0.26	56.6	
All Vehicles		228	3.6	0.067	2.6	NA	0.1	0.8	0.07	0.26	56.5	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Minor Road Approach LOS values are based on average delay for all vehicle movements.  
 NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.  
 SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

APPENDIX G. TURN TREATMENTS



Notes:

1. This treatment applies to the right turn from a major road to a minor road.

2. The dimensions of the treatment are defined thus:

**W** = Nominal through lane width (m) (including widening for curves). Width to be continuous through the intersection.

**C** = On straights – 6.5 m minimum

7.0 m minimum for Type 1 & Type 2 road trains

On curves – widths as above + curve widening (based on widening for the design turning vehicle plus widening for the design through vehicle).

$$A = \frac{0.5VF}{3.6}$$

Increase length A on tighter curves (e.g. those with a side friction demand greater than the maximum desirable). Where the design through vehicle is larger than or equal to a 19 m semi-trailer the minimum speed used to calculate A is 80 km/h.

**V** = Design speed of major road approach (km/h).

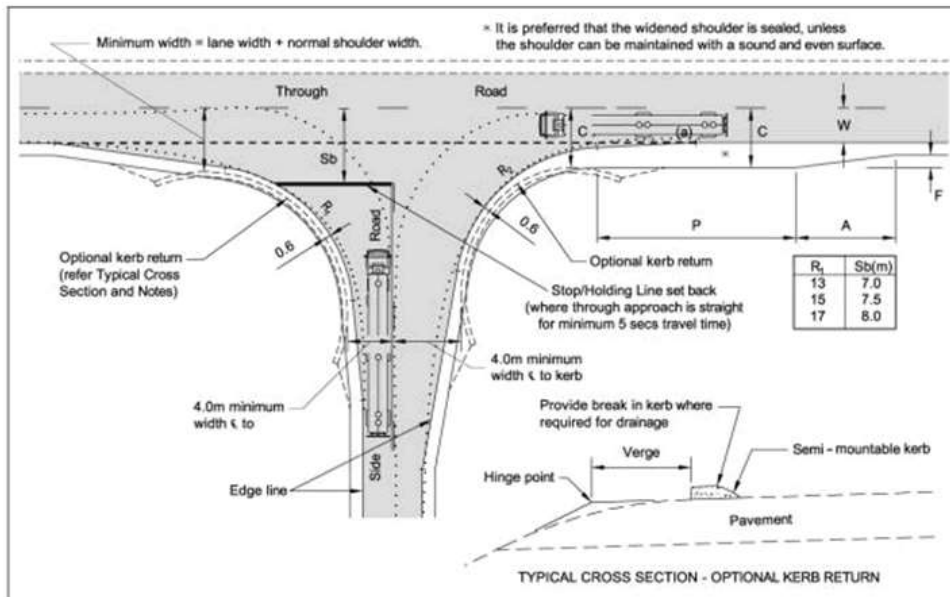
**F** = Formation/carrageeway widening (m).

**S** = Storage length to cater for one design turning vehicle (m) (minimum length 12.5 m).

**X** = Distance based on design vehicle turning path, typically 10–15 m.

Source: QDMR (2006).

Figure 7.5: Basic right (BAR) turn treatment on a two-lane rural road



Notes:

- R1 and R2 are determined by the swept path of the design vehicle.
- The dimensions of the treatment are defined thus:
  - W = Nominal through lane width (m) (including widening for curves).
  - C = On straights – 6.0 m minimum.  
On curves – 6.0 m plus curve widening (based on widening for the design turning vehicle plus widening for the design through vehicle).
  - A =  $\frac{0.5V}{3.6}$
  - V = Design speed of major road approach (km/h).
  - F = Formation/carrageway widening (m).
  - P = Minimum length of parallel widened shoulder (Table 8.1).

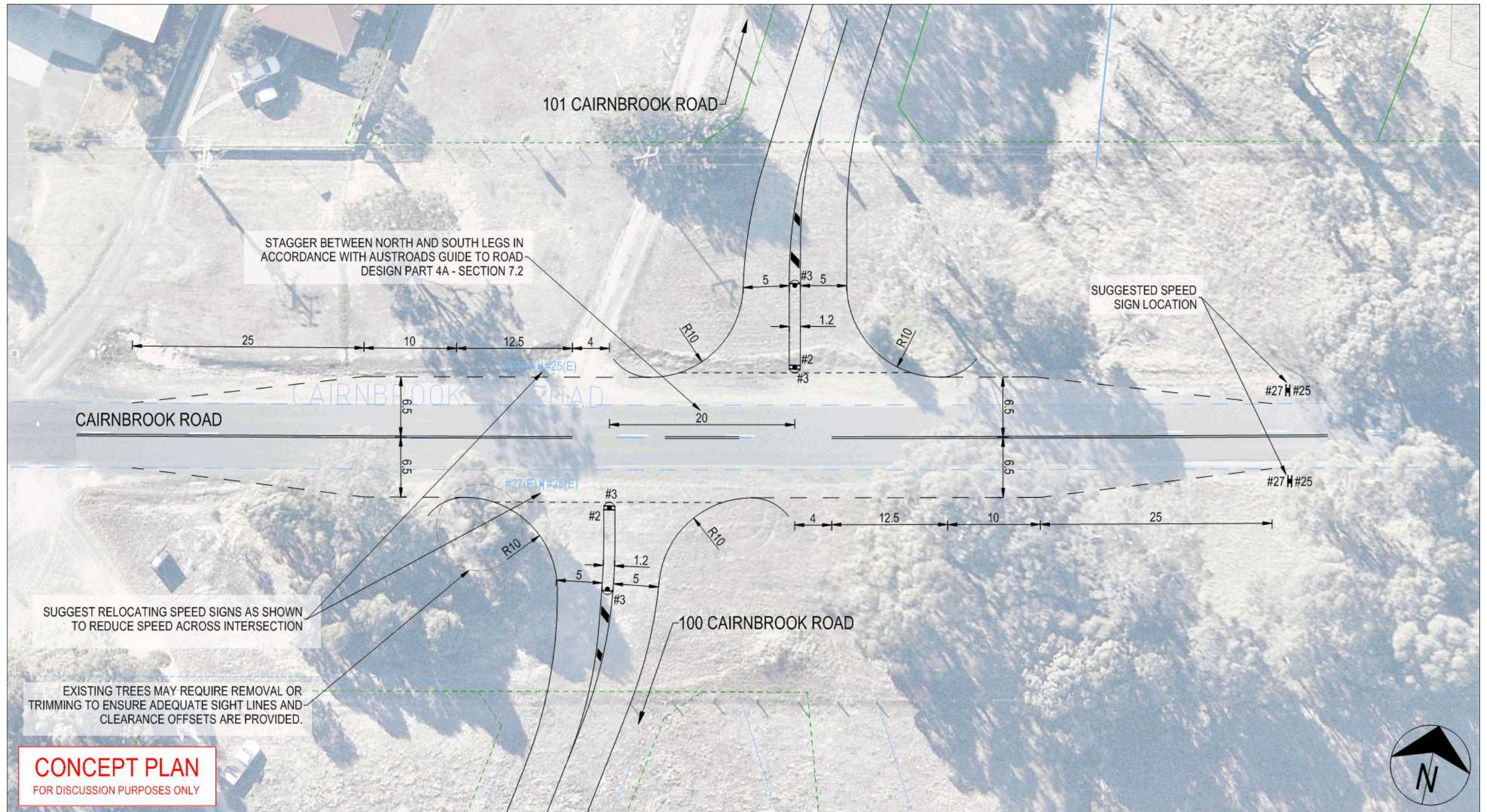
Source: QDMR (2006).

Figure 8.2: Rural basic left-turn treatment (BAL)

Glengarry East Development Plan - 100 and 101 Cairnbrook Road, Glengarry  
Traffic and Transport Assessment

15/05/2018  
1600263-TR-REP03-1.0

**APPENDIX H. CONCEPT SITE ACCESS PLANS**



**CONCEPT PLAN**  
FOR DISCUSSION PURPOSES ONLY

**LEGEND**

	EXISTING
	TITLE BOUNDARY
	PROPOSED LINE MARKING
	PROPOSED KERB
	PROPOSED EDGE OF BITUMEN
	SIGN

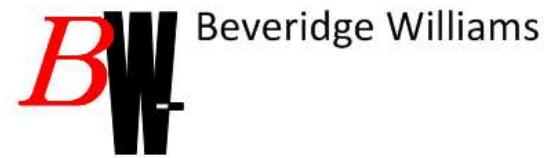
**SIGN SCHEDULE**

	R1-2 #2		R4-1(60) #25
	R2-3(L) #3		R4-1(80) #27

- GENERAL NOTES:**
- CONCEPT PLANS PREPARED ON AERIAL PHOTOGRAPHY. DETAILED FEATURE SURVEY AND SERVICE PROVING REQUIRED FOR PREPARATION OF DETAILED DESIGN PLANS.
  - INTERSECTION CONFIGURATION AND OFFSET BETWEEN LEGS AS PER AUSTRROADS GUIDE TO ROAD DESIGN PART 4A - SECTION 7.2.
  - INTERSECTION DESIGNED FOR 60KM/H OPERATING SPEEDS.
  - LANE WIDENING AND DIVERGES PROVIDED IN ACCORDANCE WITH B.A.R. TREATMENT AS IDENTIFIED IN AUSTRROADS GUIDE TO ROAD DESIGN PART 4A - SECTION 7.5.

1600263 SK001  
CONCEPT INTERSECTION PLAN  
CAIRNBROOK ROAD AND  
SUBJECT SITE ACCESS AT 100  
AND 101 CAIRNBROOK ROAD  
C.H. 11-05-2018

0 10 16m  
SCALE 1:400 @A3



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# **COMMUNITY SERVICES**



**16. COMMUNITY SERVICES**

**Agenda Item: 16.1**

**Agenda Item: Moe CBD Safety Audit & CCTV Feasibility Study**

**Sponsor: General Manager, Community Services**

**Council Plan Objective: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.**

**Status: For Decision**

**MOTION**

**Moved: Cr Law**

**Seconded: Cr McFarlane**

**That Council:**

- 1. Refer the proposal for \$25,000 to conduct a CBD Safety Audit and CCTV Feasibility Study in Moe to the mid-year budget review.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- There have been a growing number of anecdotal reports of people feeling unsafe in the vicinity of the Moe CBD and increased involvement of Police Officers in responding to safety concerns and incidents.
- There have been significant changes in key infrastructure within the CBD which have resulted in changed patterns of community use and access to public transport, businesses, services and other supports which may influence actual and perceived community safety.
- Local crime data has identified a couple of 'hot spots' within the CBD which resulted in a recent application for funding through the State Government's Public Safety Infrastructure Fund for lighting and CCTV being submitted, which was unsuccessful.
- A proposed safety audit and CCTV feasibility study of the CBD has the potential to provide a comprehensive understanding of the risks and potential treatments to future proof or improve safety within the CBD and build community confidence and pride.

- The safety audit will be able to inform all stakeholders of how safety could be improved through a model of shared responsibility, using best practice. It will also provide solid evidence for Council and other stakeholders to seek government funding to address issues while establishing priorities for action.

**Declaration of Interests:**

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

**Background:**

Increasing actual and perceived community safety has impacts on the confidence and ability of people to move within a community, and increases access to key services and facilities for social, recreational, business and other purposes.

Recent increases in anti-social behaviour and crime in specific areas within the Moe Central Business District have been reported, the reasons for which appear complex, with no clear or apparent easy solution. As a result, an integrated approach with a detailed analysis of the issues and potential solutions is likely to bring about a better long term result than a short term fix. There is the risk that acting in haste and without sound technical advice may lead to a waste of human and other resources.

Further, in order to have a strong chance of being successful with State or Federal government funding applications, solid evidence of the issues and a sound rationale or justification for the response is required.

A recent State Government funding application to install CCTV and increase lighting in the vicinity of Hasthorpe Place, Moe CBD was unsuccessful, as was an application to place lighting along a large component of the Rail Trail. While both of these applications were thorough in detail, they could be strengthened through being part of a broader community safety plan and response.

**Reasons for Proposed Resolution:**

There is currently pressure building on Council and Victoria Police to address community concerns related to perceptions of increased crime and anti-social behaviour in the Moe CBD and surrounds, which is affecting those that frequent the area on a daily basis. Without a clear understanding of the underlying causes and impacts it is difficult to develop the most workable solutions to a range of issues.

A Community Safety Audit combined with a CCTV Feasibility Study of the CBD and surrounds will identify and provide information on:

- the current crime and anti-social behaviour hot spots;
- the latest patterns of people movement;
- high risk areas;
- the potential treatments to address safety issues; and
- identification of the key stakeholders.

The report will build the evidence required to seek funding from Federal and State Governments as well as inform Council decision making on actions it can take to improve actual and perceived community safety. It will also be a useful tool to share with other land and infrastructure owners and managers to seek their support to act or advocate, taking a collective response.

**Issues:**

*Strategy Implications*

This proposal is strongly supported by the Council Plan objective to Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens by increasing the actual and perceived safety of the CBD of Moe.

*Communication*

By engaging an external consultant to undertake the work, the submission of a Communication Strategy will be one of the requirements and key components of the Safety Audit. This will contribute toward building effective communication processes, timely communication and messaging so that it facilitates public and stakeholder confidence. It will complement the stakeholder engagement process. Regular meetings will be held between the consultant and staff managing the project, along with regular reports provided to senior management/executive.

*Financial Implications*

The conduct of a Safety Audit and combined CCTV Feasibility Study report will produce recommendations for action, which are likely to have future budget implications. Elements could include requirements for modifications to Council infrastructure, increased maintenance or replacement of furniture and equipment, installation of CCTV, changes to lighting and the like. Some of these elements may be ineligible for external funding or may require a contribution from Council of matching funding.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
The consultation and engagement may raise expectations of a quick fix	4	The Audit process will engage directly with the community and in the process build their knowledge and understanding of the complexity of the issues
The report may identify issues with a range of infrastructure and also with multiple land owners	4	Engagement will include other land owners and managers and information will be shared internally and externally as

and managers		appropriate to seek alignment and support
The report identifies a variety of actions to be undertaken that may need significant resources	3	Local Federal and State Government representatives will be advised of the work being undertaken and kept informed in order to seek their support for future funding bids.

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

### *Legal and Compliance*

While there are no known legal or compliance issues related to this report, evidence gathered from the proposed safety audit incorporating a CCTV feasibility study will inform and strengthen any future funding submissions.

### *Community Implications*

Community concerns about perceptions of safety in and around the Moe CBD have been expressed to Councillors and Council Officers. The safety audit and CCTV feasibility study will give recognition to the voices and provide an opportunity for community members to be engaged in the process.

### *Environmental Implications*

There are no known environmental impacts directly or indirectly from the undertaking of a Moe CBD Safety Audit and CCTV Feasibility Study.

### *Consultation*

Community engagement will be undertaken with key stakeholders as part of the proposed Moe CBD Safety Audit and CCTV Feasibility Study. There is an opportunity for community members to be active in identifying issues and assessing current levels of safety to inform the Safety Audit.

Internal engagement will also be undertaken in reviewing current and proposed infrastructure and program delivery plans that may impact on community safety.

### **Supporting Documents:**

Nil

### **Attachments**

Nil

# **CORPORATE SERVICES**

**17. CORPORATE SERVICES**

**Agenda Item: 17.1**

**Agenda Item: Proposed 2019 Council Meeting Dates**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved: Cr McFarlane**

**Seconded: Cr White**

**That Council adopts and gives public notice of the following meetings for 2019:**

- 1. Ordinary Council Meetings, commencing at 6:00 pm, in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell:**
  - a. Monday, 4 February 2019**
  - b. Monday, 4 March 2019**
  - c. Monday, 1 April 2019**
  - d. Monday, 6 May 2019**
  - e. Monday, 3 June 2019**
  - f. Monday, 1 July 2019**
  - g. Monday, 5 August 2019**
  - h. Monday, 2 September 2019**
  - i. Monday, 7 October 2019**
  - j. Monday, 11 November 2019**
  - k. Monday, 2 December 2019**
- 2. Special Council Meeting for the election of the Mayor and Deputy Mayor to be held on Thursday, 31 October 2019, commencing at 6:00 pm in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The purpose of this report is to recommend that Council adopts and gives public notice of its meeting dates and times for 2019.

It is proposed Council resumes its Council meetings in 2019, with the first ordinary Council meeting to be held on Monday, 4 February 2019.

The proposed meeting dates are as follows:

- Monday, 4 February 2019
- Monday, 4 March 2019
- Monday, 1 April 2019
- Monday, 6 May 2019
- Monday, 3 June 2019
- Monday, 1 July 2019
- Monday, 5 August 2019
- Monday, 2 September 2019
- Monday, 7 October 2019
- Special Council Meeting for the election of the Mayor/Deputy Mayor, Thursday, 31 October 2019
- Monday, 11 November 2019
- Monday, 2 December 2019

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.

**Declaration of Interests:**

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

**Background:**

In December 2017, Council implemented a four week ordinary Council Meeting cycle for the 2018 calendar year. Two Confidential Councillor Briefing Sessions are held prior to the Ordinary Council Meeting which is held on the first Monday of the month. Special Council meetings are held as required.

Benchmarking of other Council's, as well as internal feedback from officers was sought. Nine out of the fourteen Councils reviewed currently operate a monthly meeting cycle.

Based on this information, three Council meeting cycle options were proposed, with the current monthly meeting cycle being the preferred option.

**Reasons for Proposed Resolution:**

It is a requirement under the *Local Government Act 1989* that public notice of the Council meeting dates is given. The adoption of the proposed 2019 meeting dates is required for this to take place.

**Issues:**

*Strategy Implications*

Objective 6 of the 2017-2021 Council Plan: *Ensure Council operates openly, transparently and responsibly.*

*Communication*

It is a legal requirement under the *Local Government Act 1989* that public notice of the Council meeting dates is given and that these dates will be made available to the public on Council's website.

*Financial Implications*

Financial and resource implications have been considered and no financial implications with the proposed Council meeting dates have been identified.

*Risk Analysis*

Risk has been considered as part of this report. No significant risks have been identified.

There may be a risk of delay or perception of timeliness with the proposed meeting schedule. However, processes and procedures are in place to minimise any risk exposures associated with the proposed schedule of council meetings. These include the calling of special council meetings to address urgent and unforeseen matters, or increasing delegations to staff on a temporary or permanent basis where required.

In addition, the current meeting cycle reduces Occupational Health and Safety risks.

*Legal and Compliance*

It is a requirement under the *Local Government Act 1989* that public notice of the Council meeting dates is given.

*Community Implications*

Provisions for community members to speak on an item on the Council agenda at a Council meeting will continue in 2019.

*Environmental Implications*

There are no environmental impacts known with the adoption of the meeting dates.



*Consultation*

Benchmarking with other Councils as well as undertaking an internal review regarding the current Council meeting cycle occurred.

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**  
Nil

**Agenda Item: 17.2**

**Agenda Item: Appointment of Councillor Delegates to Committees**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Law

**That Council:**

- 1. Appoints Councillors to the committees identified in the Committees List in Attachment 1 for the year 2018-2019; and**
- 2. Notifies the committees of those appointments.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council received a preliminary report at the Council Briefing on 19 November 2018, concerning the appointment of Councillor delegates to various Council, community and external committees that provided an opportunity to review and discuss proposed appointments to those committees.
- Governance best practice dictates that an annual review of Councillor appointments be undertaken each year. This report proposes that Council review the existing appointments and make new appointments to the internal and external committees identified in the attached Committees List ([Attachment 1](#)) for the 2018-2019 year.

**Declaration of Interests:**

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

**Background:**

Since 2016, Council has annually reviewed its appointment to various Council, community committees and external committees requiring Council delegates. The committees fall under the following committee type:

- Special Committees (created under section 86 of the *Local Government Act 1989* which have delegated powers from Council to act on Council's behalf)
- Statutory Committees (committees Councils must have and are required by legislation)
- Advisory Committees (committees appointed by Council with a limited role - to provide advice and information on matters determined Council.
- Other Council Committees and Groups (involves meetings that are convened on specific matters by Latrobe City Council as part of engagement initiatives)
- External Committees (ongoing strategic relationships that are community or industry based where the Council has been invited to participate in partnership or as a community advocate).

The overall review of Council committees remains in progress, with the review of committees managing Council reserves and recreation facilities substantially completed. The review led to the reclassification of some committees as section 86 special committees (eg: Traralgon Railway Reservoir Conservation Reserve Advisory Committee) and the creation of new committees exercising functions and powers (eg: Tyers Recreation Reserve Committee). Council abolished the Sale of Goods from Council Property Advisory Committee.

A small number of committees remain to be reviewed, including the bushland reserve committees and others that were established for a specific purpose such as the Morwell Town Common Advisory Committee and the Jumbuk Yinnar South Timber Traffic Reference Group. Once the tasks of those committee have been completed the committees can be abolished.

The current committees that Councillors are appointed to are identified in the attached Committees List.

Council gave preliminary consideration to proposed Councillor appointments at the Councillor Briefing on 19 November 2018.

**Reasons for Proposed Resolution:**

The review and appointment of Councillors to various committees is a means of supporting the community and the way in which they in turn contribute to the municipality. It is also a way of representing and advocating for the views of the Council and the residents of the municipality on matters of importance to the City.

**Issues:**

*Strategy Implications*

Appointment of Councillors to internal and external committees is a means of achieving the following objectives in the Council Plan:

- Providing a connected, engaged and safe community environment which is improving the well-being of all Latrobe City citizens: and
- Ensuring that Council operates openly, transparently and responsibly.

*Communication*

Most Council committees are well supported by Council officers. As identified in the proposed resolution, advice is to be provided to committees of the appointments made and this will be done through the relevant officers.

*Financial Implications*

There are no financial implications in relation to this report.

*Risk Analysis*

There is not considered to be any risk associated with the appointment of Committee delegates.

Should delegates not be appointed, Council has the risk of not meeting a key objective in the Council Plan that it provide a connected, engaged and safe community environment which is improving the well-being of all Latrobe City citizens.

*Legal and Compliance*

Apart from the statutory committees which Council is required to have, there are no mandatory requirements in the *Local Government Act 1989* for Councils to establish committees or for councillors to be appointed to committees.

*Community Implications*

The appointment of Councillors to internal and external committees provides a way in which the community as volunteers can be supported by Council. It also provides a way in which Council can advocate and represent the interests of the Latrobe community.

*Environmental Implications*

Nil.

*Consultation*

The appointment of Councillors to internal and external committees is an internal administrative matter for the sole decision of the Council. As such, no external consultation on the appointments is necessary or required.

*Other*

Nil.

**Supporting Documents:**

Nil

**Attachments**

1.   Councillor Committee Delegates List 2018 - 2019

## **17.2**

### **Appointment of Councillor Delegates to Committees**

<b>1</b>	<b>Councillor Committee Delegates List 2018 - 2019 .....</b>	<b>397</b>
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Special



# LATROBE CITY COUNCIL

DRAFT

2018 - 2019

Councillor Delegates to Committees List

**DOCUMENT CONTROL**

Responsible GM	Greg Drumm - General Manager Corporate Services	
Division	Corporate Services	
Last Updated By:	Governance Adviser, Helen Proctor	6 September 2018
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Administration	6 September 2018	Changes to committee status made by Council – Council resolution 2 July and 3 September 2018. Creation of committees – Council resolution 3 September 2018.
Administration	4 May 2018	Changes to committee status made by Council – Council resolution 5 March 2018.
Administration	5 December 2017	Appointments made by Council – 4 December 2017.
Administration	DRAFT	Proposed appointments for 2018 for consideration by Council.
Administration	23 August 2017	Updated to delete Gippsland Carbon Transition Committee, Latrobe City Industry Forum and Timber Umbrella Group Advisory Committee and add the Economic Development Advisory Committee.
Administration	26/07/2017	Morwell Centenary Rose Garden Advisory Committee status change to Special Committee – Council resolution 10 July 2017.
Administration	30 June 2017	Updated to include Morwell Motorsport Complex Advisory Committee – councillor appointments to the re-activated committee.

Administration	20 April 2017	Updated to delete the Mayoral Sponsorship Special Committee abolished by Council on 18 April 2017.
Administration	7 December 2016	Updated to include final appointments determined by Council and to substitute the name "Gippsland Waste and Resource Recovery Group" with "Gippsland Local Government Waste Forum". Added National Timber Councils Association.
Administration	30 November 2016	Updated to include Hazelwood Mine Fire Health Study Community Advisory Committee, and nominations from Councillors.
Administration	22 November 2016	Removal of committees that no longer require a Councillor appointment.
Council	9 November 2016	Appointments made by Council.
Administration	31 October 2016	Updated to include Latrobe Valley Mine Rehabilitation Advisory Committee
Administration	October 2016	Creation of Document for Council 2016-2020
References		
Next Review Date	November 2018	
Published on website	No	
Document Reference No	Not Applicable	



## Introduction

The following tables list the various Committees within Council, as well as other appointments of Councillors to represent Latrobe City Council as part of their role.

There are a number of appointments that get made; these being to:

- Special Committees of Council (created under the *Local Government Act 1989* which have powers of Council to decide matters under their delegation)
- Statutory Committees (Committees that are legislated for Council to have in place)
- Advisory Committees (Committees created by Council to provide advice only on matters relevant to strategic matters of the Council. They do not have any legal standing or decision making powers of the Council.)
- Other Council Committees and Groups (Ongoing meetings that are convened on specific matters by Latrobe City Council as part of engagement initiatives)
- External Committees (Ongoing strategic relationships that are community or industry based where the Council has been invited to participate in partnership or as a community advocate)

## Council Committees

SECTION 86 SPECIAL COMMITTEES OF COUNCIL				
Name of Committee		Objective(s) of the Committee	Appointed Councillor Representatives 2017/2018 term	Appointed Councillor Representatives 2018/2019 term
1.	Latrobe Regional Airport Board	To oversee the operation development of the Latrobe Regional Airport and to ensure compliance with the airport licence issued under the Civil Aviation Regulations. The Board is Council's nominee to hold that airport licence.	Delegate: Cr Middlemiss Alternative: Cr McFarlane	Delegate: Cr Middlemiss Alternative: Cr McFarlane
2.	The Yallourn North Community Housing Committee	To administer Council owned elderly persons units in Anderson Avenue, Yallourn North and to raise funds toward the future development of additional units for low income elderly persons in Yallourn North.	Delegate: Cr Middlemiss Alternative: Cr McFarlane	Delegate: Cr Middlemiss Alternative: Cr McFarlane
3	Morwell Centenary Rose Garden Advisory Committee (appointed as a Special Committee 10/07/2017)	To provide advice and assistance with the development, management and maintenance of the Rose Garden.	Delegate: Cr McFarlane Alternative: Cr Middlemiss	Delegate: Cr McFarlane Alternative: Cr Middlemiss

<b>SECTION 86 SPECIAL COMMITTEES OF COUNCIL</b>				
4	Callignee and Traralgon South Sporting and Facility Special Committee  (appointed as a Special Committee 05/03/2018)	To maintain, develop and manage the sporting reserves and facilities.	Delegate: Cr Howe	Delegate: Cr Howe
5	Traralgon Railway Reservoir Conservation Reserve Special Committee  (appointed as a Special Committee 05/03/2018)	To maintain, develop and manage the conservation reserve	Delegates: Cr Howe , Cr Harriman and Cr Clancey	Delegates: Cr Howe , Cr Harriman and Cr Clancey
6	George Bates Reserve Special Committee  (appointed as a special committee 03/09/2018)	To maintain, develop and manage the sporting reserves and facilities.	Delegates: Cr McFarlane, Cr Middlemiss	Delegates: Cr McFarlane, Cr Middlemiss
7	Tyers Recreation Reserve Special Committee  (appointed as a special committee 03/09/2018)	To maintain, develop and manage the sporting reserves and facilities.	Delegate: Cr Howe	Delegate: Cr Howe
8	Mathison Park Special Committee  (converted from an Advisory Committee 03/03/2018)	To assist with the maintenance, planning, and development of a community park containing international, national, state and Gippsland indigenous flora.	Delegate: Cr White	Delegate: Cr White

<b>STATUTORY COMMITTEES OF COUNCIL</b>				
9	Audit and Risk Committee (Pursuant to s.139 of the Local Government Act 1989)	To assist in the discharge of responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.	Delegates: Cr White and Cr McFarlane Alternative: Cr Gibson Attendance by invitation: All Councillors	Delegates: Cr White and Cr McFarlane Alternative: Cr Gibson
10	Municipal Emergency Management Planning Committee (Pursuant to s.21 of the Emergency Management Act 1986)	A Municipal Council must prepare and maintain a Municipal Emergency Management Plan specifying how council resources are to be used for emergency prevention, response and recovery.	Delegates: Cr Howe, Cr Gibson and Cr Law Alternative: Cr McFarlane	Delegates: Cr Howe, Cr Gibson and Cr Law Alternative: Cr McFarlane

<b>ADVISORY COMMITTEES OF COUNCIL</b>				
<b>Name of Committee</b>		<b>Objective(s) of the Committee</b>	<b>Appointed Councillor Representatives 2017/2018 term</b>	<b>Appointed Councillor Representatives 2018/2019 term</b>
11	Australia Day Advisory Committee	<p>The Committee is established to provide:</p> <ul style="list-style-type: none"> <li>• An opportunity for a cross-functional Committee to be formed to further engage the community in both contributing to, and sharing in the success that Australia Day generates throughout our municipality each year.</li> <li>• High level guidance, recommendations and strategic direction to ensure that community needs and expectations are represented and met.</li> </ul>	Delegates: Cr Howe and Cr White	Delegates: Cr Howe and Cr White
12	Chief Executive Officer Recruitment, Performance And Remuneration Review Advisory Committee	The Committee's role is to undertake important statutory and contractual obligations in regard to the employment, performance and recruitment related functions of the Chief Executive Officer.	Delegates: Mayor, Deputy Mayor, Cr Gibson, and Cr McFarlane	Delegates: Mayor, Deputy Mayor, Cr Gibson, and Cr McFarlane
13	Churchill & District Community Hub Advisory Committee	To promote the development of community capacity building by planning effectively for the future of this facility, taking into consideration diverse and changing community needs.	Delegate: Cr White	Delegate: Cr White

<b>ADVISORY COMMITTEES OF COUNCIL</b>				
<b>Name of Committee</b>		<b>Objective(s) of the Committee</b>	<b>Appointed Councillor Representatives 2017/2018 term</b>	<b>Appointed Councillor Representatives 2018/2019 term</b>
14	Early Years Reference Committee	To assist in the promotion of the Latrobe City Municipal Early Years Plan to the community and monitor its progress. To inform Councillors of matters related to children and their families that may affect their participation in community life and to provide input into future plans and strategies that have a focus on the early years.	Delegates: Cr O'Callaghan and Cr Clancey	Delegates: Cr O'Callaghan and Cr Clancey
15	Economic Development Advisory Committee (established by Council 21 August 2017)	To support the implementation of Council's Economic Development Strategy and provide input and advice on specified matters associated within economic development within Latrobe City.	Delegates: Mayor and Deputy Mayor	Delegates: Mayor and Deputy Mayor
16	Jumbuk and Yinnar South Timber Traffic Reference Group (in adjournment)	To undertake consultation to identify the communities' preferred option in relation to the timber haulage routes in the Jumbuk Road, Middle Creek Road and Upper Middle Creek Road area.	Delegates: Cr McFarlane and Cr White	Delegates: Cr McFarlane and Cr White
17	Latrobe City Cultural Diversity Advisory Committee	To review and monitor the use of the Cultural and Linguistic Diversity Action Plan.	Delegates: Cr White and Cr Clancey	Delegates: Cr White and Cr Clancey

<b>ADVISORY COMMITTEES OF COUNCIL</b>				
<b>Name of Committee</b>		<b>Objective(s) of the Committee</b>	<b>Appointed Councillor Representatives 2017/2018 term</b>	<b>Appointed Councillor Representatives 2018/2019 term</b>
18	Latrobe City Hyland Highway Municipal Landfill Consultative Committee	The purpose of this committee is to act as a sounding board and advocate for the community bringing issues of concern to the attention of Latrobe City Council in relation to construction and operation of the Latrobe City Hyland Highway Landfill. To act as a conduit for communication between Latrobe City Council and the community. To review environmental reports and participate in the development and rehabilitation of the site.	Delegates: Cr Howe and Cr Harriman	Delegates: Cr Howe and Cr Harriman
19	Latrobe City International Relations Committee	To promote, co-ordinate and foster friendship, communication and understanding between people of Latrobe and other nations.	Delegates: Cr White, Cr Gibson, Cr Harriman and Cr Clancey	Delegates: Cr White, Cr Gibson, Cr Harriman and Cr Clancey
20	Latrobe Regional Gallery Advisory Committee	To provide advice to Latrobe City regarding; development and promotion of and community involvement in the Latrobe Regional Gallery. The committee also participates in decisions regarding the acquisition of artworks for inclusion in the Latrobe Regional Gallery Collection.	Delegates: Cr White and Cr Clancey	Delegates: Cr White and Cr Clancey

<b>ADVISORY COMMITTEES OF COUNCIL</b>				
<b>Name of Committee</b>		<b>Objective(s) of the Committee</b>	<b>Appointed Councillor Representatives 2017/2018 term</b>	<b>Appointed Councillor Representatives 2018/2019 term</b>
21	Latrobe Tourism Advisory Board	To provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities.	Delegates: Cr White, Cr Howe, and Cr Clancey	See item 14.1 which proposes a combined Tourism and Major Events Committee
22	Link Editorial Committee	To review and suggest editorial content for forth coming issues of LINK.	Delegates: Mayor, Cr Gibson, Cr Clancy	Delegates: Mayor, Cr Gibson, Cr Clancy
23	Motorsports Complex Advisory Committee (previously called Morwell Motorsports Complex) (re-activated by Council 18/4/2017)	Terms of Reference drafted	Delegates: Cr Middlemiss, Cr Gibson, Cr Howe	Delegates: Cr Middlemiss, Cr Gibson, Cr Howe
24	Morwell Town Common Development Plan Project Control Group	Oversee the development of the Morwell Town Common in line with the development plan adopted by Council on 5 September 2005.	Delegates: Cr Middlemiss and Cr McFarlane	Delegates: Cr Middlemiss and Cr McFarlane



<b>ADVISORY COMMITTEES OF COUNCIL</b>				
<b>Name of Committee</b>		<b>Objective(s) of the Committee</b>	<b>Appointed Councillor Representatives 2017/2018 term</b>	<b>Appointed Councillor Representatives 2018/2019 term</b>
25	Rail Freight Working Group	To provide guidance to the development of rail freight infrastructure in the City.	Delegates: Cr Middlemiss and Cr Law Alternative: Cr Gibson	Delegates: Cr Middlemiss and Cr Law Alternative: Cr Gibson
26	Social Planning for Wellbeing Committee/Municipal Public Health and Wellbeing Reference Group	Establish integrated planning for social wellbeing.	Delegate: Cr O'Callaghan	Delegate: Cr O'Callaghan
27	Traralgon CBD Safety Committee	To chair the meeting and support programs and projects that decreases the incident of anti social behaviour in the Traralgon CBD.	Delegate: Cr Howe	Delegate: Cr Howe
28	Traralgon Recreation Reserve and Showgrounds Advisory Committee (created as an Advisory Committee 5/3/18)	To share information on the management, development, maintenance and usage of the reserve.	Delegates: Cr Howe Alternative: Cr Harriman	Delegates: Cr Howe Alternative: Cr Harriman
29	Victory Park Precinct Advisory Committee	Provide advice to Council on the management, development, use and maintenance of the public open space areas that make up the Victory Park precinct.	Delegates: Cr Harriman, Cr Clancey	Delegates: Cr Harriman, Cr Clancey

<b>ADVISORY COMMITTEES OF COUNCIL</b>				
<b>Name of Committee</b>		<b>Objective(s) of the Committee</b>	<b>Appointed Councillor Representatives 2017/2018 term</b>	<b>Appointed Councillor Representatives 2018/2019 term</b>
30	War Memorials Advisory Committee	To identify and advise on matters relating to establishment, care and preservation of war memorials in Latrobe.	Delegate: Mayor	Delegate: Mayor
31	Latrobe City Lake Narracan Advisory Committee (converted from a User Group by Council resolution 3 /9/2018)	To share information with the user groups regarding the usage of and developments related to Lake Narracan waterway and caravan park.	Delegates: Cr Gibson and Cr Law	Delegates: Cr Gibson and Cr Law

### **Other Council Committees and Groups**

<b>Name of Committee</b>		<b>Objectives</b>	<b>Appointed Councillor Representatives 2017/2018 term</b>	<b>Appointed Councillor Representatives 2018/2019 term</b>
32	Crinigan Bushland Reserve Committee of Management	To maintain, develop and manage the bushland reserve.	Delegate: Cr Middlemiss	Delegate: Cr Middlemiss
33	Edward Hunter Heritage Bush Reserve Committee of Management	To maintain, develop and manage the bushland reserve.	Delegates: Cr Gibson and Cr Law	Delegates: Cr Gibson and Cr Law

Name of Committee		Objectives	Appointed Councillor Representatives 2017/2018 term	Appointed Councillor Representatives 2018/2019 term
34	Ollerton Avenue Bushland Reserve Committee of Management	To maintain, develop and manage the bushland reserve.	Delegates: Cr Gibson and Cr Law	Delegates: Cr Gibson and Cr Law
35	Latrobe City Synthetic Sports Field User Group	To share information with the user groups regarding the synthetic sports field, particularly on usage and development.	Delegate: Cr White	Delegate: Cr White
36	Latrobe Leisure Traralgon Sports Stadium User Group	To share information with the user groups regarding the operations of the Leisure Facility.	Delegates: Cr Harriman and Cr Clancey	Delegates: Cr Harriman and Cr Clancey
37	Moe Southside Community Precinct User Group	To share information on the management of usage and maintenance of the Moe Southside precinct.	Delegates: Cr Gibson and Cr Law	Delegates: Cr Gibson and Cr Law

## Appointments to External Committees and Associations

Name of Committee		Objectives of the Group/Meetings	Appointed Councillor Representatives 2017/2018 term	Appointed Councillor Representatives 2018/2019 term
38	Alliance of Councils for Rail Freight Development	To encourage an increase in the use of rail for transporting freight in Victoria.	Delegate: Cr Middlemiss Alternative: Cr Law	Delegate: Cr Middlemiss Alternative: Cr Law
39	Gippsland Local Government Network (GLGN)	The Gippsland Local Government Network (GLGN) is an alliance of six Gippsland Councils who represent the collective interests of Gippsland and work cooperatively on issues and projects of mutual interest.	Delegate: Mayor	Delegate: Mayor
40.	Gippsland Local Government Waste Forum	To facilitate and foster best practices in waste management in the region pursuant to the functions and powers under the Environment Protection Act 1970.	Delegate: Cr Harriman Alternative: Cr Middlemiss	Delegate: Cr Harriman Alternative: Cr Middlemiss
41	Gippstown Reserve Committee of Management Inc.		<i>(By invitation)</i> Delegate: Cr Law Alternative: Cr Gibson	<i>(By invitation)</i> Delegate: Cr Law Alternative: Cr Gibson
42	Engie Hazelwood Environmental Review Committee	Oversees the environmental performance of the Hazelwood power station. Includes updates on progress on Environmental Improvement Plans and other related projects.	Delegate: Cr White	Delegate: Cr White

Name of Committee		Objectives of the Group/Meetings	Appointed Councillor Representatives 2017/2018 term	Appointed Councillor Representatives 2018/2019 term
43	Latrobe City Trust		Delegate: Mayor Alternative: Deputy Mayor	Delegate: Mayor Alternative: Deputy Mayor
44	Loy Yang Power Environmental Review Committee	Oversees the environmental performance of the Loy Yang power station. Includes updates on progress on Environmental Improvement Plan and environmental performance summary report.	Delegate: Cr Clancey	Delegate: Cr Clancey
45	Moe Yallourn Rail Trail Committee Inc		Delegates: Cr Gibson and Cr Law	Delegates: Cr Gibson and Cr Law
46	Municipal Association of Victoria (MAV)	Peak advocacy body for Victorian Local Government Council to promote and improve community awareness, advocate for local government interests, and initiate policy development and advice.	Delegate: Cr Gibson Alternative: Cr Harriman	Delegate: Cr Gibson Alternative: Cr Harriman
47	Regional Aboriginal Justice Advisory Committee (RAJAC)	To develop Regional Aboriginal Justice Plans and to monitor the local and regional implementation of the Royal Commission into Aboriginal Deaths in Custody and the Victorian Aboriginal Justice Agreement.	Delegate: Cr Gibson	Delegate: Cr Gibson
48	Regional Cities Victoria	Group of Mayors and CEOs to lobby Federal, State and Local Governments to work together to deliver services and infrastructure for regional Victorians.	Delegate: Mayor	Delegate: Mayor

Name of Committee		Objectives of the Group/Meetings	Appointed Councillor Representatives 2017/2018 term	Appointed Councillor Representatives 2018/2019 term
49	Roadsafe Gippsland Community Road Safety Council	To develop local community road safety initiatives that support State and Local Government road safety programs.	Delegates: Cr McFarlane and Cr Howe	Delegates: Cr McFarlane and Cr Howe
50	South East Australian Transport Strategy (SEATS)	Advocacy group for the development of transport infrastructure in the South East Australian region.	Delegate: Cr Middlemiss Alternative: Cr Law	Delegate: Cr Middlemiss Alternative: Cr Law
51	Timber Towns Victoria	Advocacy group for Council's in Victoria with special interest in the wood, pulp and paper industries.	Delegate: Cr Harriman	Delegate: Cr Harriman
52	Victorian Local Governance Association (VLGA)	Its role is to assist local governments to maintain peace, order and good governance in the municipal districts of Victoria.	Delegate: Mayor Alternative: Deputy Mayor	Delegate: Mayor Alternative: Deputy Mayor

Name of Committee		Objectives of the Group/Meetings	Appointed Councillor Representatives 2017/2018 term	Appointed Councillor Representatives 2018/2019 term
53	Latrobe Valley Mine Rehabilitation Advisory Committee	<p>(Ministerial Appointment up to 30 June 2020).</p> <p>The Victorian Government is seeking to establish an Advisory Committee to provide input and advice regarding the development of the Government's Regional Rehabilitation Strategy for the Latrobe Valley's three brown coal mine voids.</p> <p>In providing advice regarding the Regional Rehabilitation Strategy, this Committee is required to:</p> <ol style="list-style-type: none"> <li>Contribute to the development of the Strategy through the provision of expertise and advice</li> <li>Facilitate interaction and partnerships between industry, the community and other relevant Government agencies and departments</li> <li>Provide advice on policy and legislation development when requested by the Department or Minister</li> <li>Represent key stakeholders and stakeholder group interest in relation to mine rehabilitation in the Latrobe Valley</li> <li>Act as a conduit to broader stakeholder engagement in the Latrobe Valley.</li> </ol>	<p>Delegate: Cr Middlemiss</p> <p>(Note: no provision for an alternative).</p>	<p>Delegate: Cr Middlemiss</p>
				18

Name of Committee		Objectives of the Group/Meetings	Appointed Councillor Representatives 2017/2018 term	Appointed Councillor Representatives 2018/2019 term
54	Hazelwood Mine Fire Health Study Community Advisory Committee	The purpose of the Committee is to ensure that the study hears directly from and works in partnership with Latrobe Valley community members, health and community service providers and local government in undertaking the research program and ultimately to improve health services and health outcomes for the local community.	Delegate: Cr O'Callaghan Alternative: Mayor	Delegate: Cr O'Callaghan Alternative: Mayor
55	National Timber Councils Association	The purpose of the Committee is to represent Councils that have an interest in sustainable planted and native forestry management on both public and private land primarily through advocacy and working collaboratively with State and Federal Governments to: <ul style="list-style-type: none"> <li>• Develop a coordinated, consistent and equitable approach to managing and understanding sustainable planted and native forestry activities in rural and regional areas; and</li> <li>• Influence the development and review of planning and regulatory frameworks and to influence forestry policy review.</li> </ul>	Delegate: Cr Harriman Alternative: Cr Gibson	Delegate: Cr Harriman Alternative: Cr Gibson



**Agenda Item: 17.3**

**Agenda Item: Council Committee Review - Appointment of  
Committee Members**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Provide a connected, engaged and safe community  
environment, which is improving the well-being of all  
Latrobe City citizens.**

**Status: For Decision**

**MOTION**

**Moved: Cr Law**

**Seconded: Cr Howe**

**That Council:**

- 1. Appoints the following persons to the Moe Southside Community Precinct Advisory Committee for the term specified in the Terms of Reference:**
  - **Moe Football Netball Club – Martin Weir**
  - **Moe Cricket Club – Mike Walshe**
  - **Moe Urban Fire Brigade – Brian Fox**
  - **Moe South Street Primary School – Jamie Tactor**
  - **Moe P.L.A.C.E. - Emily van der Pluym**
  - **Community representative - Tony Flynn.**
- 2. Appoints the following persons to the George Bates Reserve Special Committee for the term specified in the Instrument of Delegation:**
  - **Yallourn-Yallourn North Football Netball Club - Mark Gore**
  - **Yallourn North Cricket Club - John Sheekey**
  - **Community Representative - Rohan Bounds**
  - **Community Representative - Russell Center**
- 3. Appoints the following persons to the Tyers Recreation Reserve Special Committee for the term specified in the Instrument of Delegation:**
  - **Tyers Tennis Club - Julie Smith**
  - **Traralgon Tyers United Football Netball Club - Rob Wilson**
  - **Community Representative - Peter Credlin; and**
- 4. Authorises the Acting CEO to approve the appointment of the**

nomination received from the Tyers Lightning Soccer Club following the Club's Annual General Meeting when the nomination will be determined.

appoints the following persons to the Lake Narracan Advisory Committee for the term specified in the Terms of Reference:

- **Latrobe Valley Model Aero Club: Bill Reid**
- **Latrobe Valley Water Ski Club: Daniel Begley**
- **Australian Hovercraft Federation: Glenn Azlin**
- **TS Latrobe Naval Cadets: Katee Ritchie**
- **Moe Lions Club: John Buckton**
- **Bruce Milkins - Campus Principal Woorabinda School Camp**
- **Dale Hunter – Land owner, North Shore**

**5. Approves the changes in membership to the following committees:**

- ***Traralgon Recreation Reserve and Showgrounds Advisory Committee***
- **Traralgon Playgroup - Angela Doble to replace Tammy Austin as the representative.**
- ***Victory Park Precinct Advisory Committee***
- **Lions Club of Traralgon - Kevin Taylor to replace Bill Scott as the representative; and**

**5. Releases this decision to the public.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- At its meetings on 2 July 2018 and 3 September 2018, Council established the Moe Southside Community Precinct Advisory Committee, the George Bates Reserve Special Committee and the Tyers Recreation Reserve Special Committee. At the September meeting Council also converted the Lake Narracan User Group to Advisory Committee status.
- Subsequently, nominations were requested from existing user groups and expressions of interest sought from community members to be members of the above Committees.
- The membership process has now been completed and Council needs to appoint members to the Committees based on the nominations and expressions of interest received.
- Further, some existing committees have requested the substitution of existing members following annual meetings of those clubs represented on Council committees.

**Declaration of Interests:**

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

**Background:**

The respective Terms of Reference and Instruments of Delegation prescribe the composition of each committee. These documents also prescribe how positions on the committee are to be filled. In the case of committees that manage Council reserves and sporting facilities, the membership is usually drawn from nominations submitted by existing user groups and from expressions of interest submitted by community members. That process has now been completed for the 4 Council committees dealt with in this report.

**Appointment of committee members**

- *Moe Southside Community Precinct Advisory Committee*

The Terms of Reference for the Moe Southside Community Precinct Advisory Committee require up to 5 representatives from the user groups and up to 2 representatives from the community. The membership process calling for nominations from specified user groups and expressions of interest for community representatives has now been completed. The number of nominations received does not exceed the number of positions on the Committee to be filled. Only 1 expression of interest was received for the community position. The Committee requested that the report to Council reflect that it wishes to operate with just one community representative at the moment with the option to fill the second position if a suitable candidate is found. As such, it is considered appropriate that Council appoint the following persons as members of the Committee:

User group nominations:

1. Moe Football Netball Club – Martin Weir
2. Moe Cricket Club – Mike Walshe
3. Moe Urban Fire Brigade – Brian Fox
4. Moe South Street Primary School – Jamie Tactor
5. Moe P.L.A.C.E. - Emily van der Pluym.

Of the two possible community representatives only one nomination was received:

1. Tony Flynn – Community representative.

- *George Bates Reserve Special Committee*

The Instrument of Delegation for the George Bates Reserve Special Committee requires 2 representatives from user groups and 2 community representatives who must be residents of the municipality unless otherwise approved by Council. The number of nominations received does not exceed the number of positions on the Committee to be filled.

User group nominations:

1. Yallourn-Yallourn North Football Netball Club - Mark Gore
2. Yallourn North Cricket Club - John Sheekey.

Community representative nominations:

1. Community Representative - Rohan Bounds
  2. Community Representative - Russell Center.
- Tyers Recreation Reserve Special Committee

The Instrument of Delegation for the Tyers Recreation Reserve Special Committee requires 3 representatives from user groups and 2 community representatives who must be residents of the municipality unless otherwise approved by Council.

The Tyers Lightning Soccer Club are unable to submit a nomination until their Annual General Meeting which is not scheduled to occur until after the Council meeting. In the circumstances, the more practical approach (given that a further report to Council will not be able to be submitted until February 2019), may be for Council to authorise the Acting CEO to accept the nomination and make the appointment.

Only 1 nomination was received for the community representative positions but it is understood that the Committee will continue to seek to fill the remaining community representative position and provide advice of a suitable nominee as soon as it is available.

User group nominations:

1. Tyers Tennis Club - Julie Smith
2. Traralgon Tyers United Football Netball Club - Rob Wilson.

Community representative nomination:

1. Community Representative - Peter Credlin
- Lake Narracan Advisory Committee

The Terms of Reference for the Lake Narracan Advisory Committee requires 5 nominations from the prescribed user groups and 2 community representatives. The membership process calling for nominations from specified user groups and expressions of interest for community representatives has now been completed. The number of nominations and expressions of interest received does not exceed the number of positions on the Committee to be filled.

User group nominations:

1. Latrobe Valley Model Aero Club: Bill Reid
2. Latrobe Valley Water Ski Club: Daniel Begley
3. Australian Hovercraft Federation: Glenn Azlin

4. TS Latrobe Naval Cadets: Katee Ritchie
5. Moe Lions Club: John Buckton.

Community representative nominations:

1. Bruce Milkins - Campus Principal Woorabinda School Camp
2. Dale Hunter – Land owner, North Shore.

- Further membership changes to existing committees

A number of user group committees have held their annual meetings since the initial appointment of committee members by Council. The following committees have submitted the following nominations in substitution for existing member nominations by those groups:

Traralgon Recreation Reserve and Showgrounds Advisory Committee

Traralgon Playgroup have requested that Tammy Austin be replaced by Angela Doble as their representative.

Victory Park Precinct Advisory Committee

Lions Club of Traralgon have requested that Bill Scott be replaced by Kevin Taylor as their representative.

**Reasons for Proposed Resolution:**

The resolutions are to give effect to the outcomes of the current stage of the ongoing committee review and complete the process in relation to the committees dealt with in this report.

**Issues:**

*Strategy Implications*

Ensuring that Council committees exist and function for the right reasons, that there is a proper reason for them to continue and that they are appropriately structured is consistent with several of the goals in the Council plan. These are:

- Open, transparent and responsible – ensuring that committees, specifically special committees, comply with the requirements of the Act.
- Connected community – committees provide a way in which members of the community can participate and contribute to the overall well-being of the community by maintaining and ensuring that community facilities are available for use.

*Communication*

As previously advised, all committees identified in this report have had an opportunity to discuss their roles and to review their authorising document which is based on the Council template Instrument of Delegation or Terms of Reference. Changes have been made to deal with most of the matters raised by the respective committees.

Some variations to the template documents have been made in response to questions or concerns raised by the respective Committee. The changes are mostly to address how the committees perceive their practices and operations vary from the standardised approach in the template.

*Financial Implications*

Nil.

*Risk Analysis*

It is essential that Council committees are appropriately appointed and authorised by Council, but the risk from actual appointments is considered to be low.

*Legal and Compliance*

Formal appointment of committee members by Council completes the cycle of review and is a good governance practice.

*Community Implications*

The operating documents of the committees require that there be community representation or group representation on them. Community representatives are usually appointed following an expression of interest.

*Environmental Implications*

No direct environmental impacts have been identified.

*Consultation*

Discussions have occurred with the committees in relation to their proposed operating instrument and the appropriate composition of committees.

*Other*

No additional matters

**Supporting Documents:**

Nil

**Attachments**  
Nil

**Agenda Item: 17.4**

**Agenda Item: Online Submission of Petitions**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr O'Callaghan

**That Council approves the introduction of the Council E-Petition portal and makes it available on Council's website.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council adopted the *Council Meeting Policy* (Policy) on 5 March 2018 which provided for the ability to accept electronic petitions (E-Petition); however this has not yet been implemented.

Options have been considered, and a specific portal has been designed to be available on Council's website for the acceptance of an E-Petition. The supporting E-Petition process will ensure that the petition created will meet the prescribed petition requirements.

Community members will also be able to continue to lodge hard copy petitions with Council, and a template for these will remain available on 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*.

**Background:**

Council adopted the *Council Meeting Policy* on 5 March 2018 which provided for the ability to accept electronic petitions (within '*the criteria specified by Council for that facility*'). This report presents for consideration a proposal to introduce the ability for the community to lodge petitions through Council's website.

The current process for submitting a petition for consideration by Council requires that all petitions are to be submitted in the prescribed format and in paper base form only.

E-Petitions are currently not accepted, (which includes petitions created on change.org or similar websites), as they do not primarily meet Council's prescribed format. To enable the community to access an electronic format that is accessible, a proposal has been developed that would be available via Latrobe City's current website.

Generally, the Community member wishing to start a petition completes a request which will be available via Council's website in early 2019 if this proposal is adopted.

Once completed, the form is submitted and it will be reviewed by Governance to ensure it meets the criteria required under Council's *Council Meetings Policy* (Policy).

Once approved, the Communications Team will create a page on the website and the community member advised it is available for a set period of time.

At the closure of the petition, the petition will be removed from the website and the captured petition will be sent to the Governance team to table at the next available Ordinary Meeting.

**Reasons for Proposed Resolution:**

The Council Meeting Policy states, '*The community has a right to lobby Council, and can do so through petitioning....Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the...criteria will be accepted*'.

**Issues:**

*Strategy Implications*

Council Plan objective, '*to ensure Council operates openly, transparently and responsibly*'.

*Communication*

Communication was undertaken with internal departments in order to develop the E-Petition Portal process on Council's website.

*Financial Implications*

There are no financial or resource implications as the introduction of the process does not incur any additional costs.

*Risk Analysis*

There are no apparent risk implications as the process is maintained on Council's website and overseen by the appropriate internal departments.



*Legal and Compliance*

The E-Petition process proposed to support this mechanism will ensure that petitions created are compliant with the prescribed requirements in the Policy.

*Community Implications*

The introduction of the E-Petition will provide the community two options of submitting petitions through to Council.

*Environmental Implications*

There are no apparent environmental implications with the creation of the E-Petition portal.


*Consultation*

The introduction of this portal is consistent with other portals available at other levels of Government.

**Supporting Documents:**

Council Meeting Policy

**Attachments**

1 [↓](#)  Request an Online Petition

## **17.4**

### **Online Submission of Petitions**

<b>1</b>	<b>Request an Online Petition .....</b>	<b>427</b>
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## Request an Online Petition

Contact Name: .....

Organisation: .....

Best contact phone number: .....

Email address: .....

### Petition details

Name of petition: .....

Concern you want to inform  
Council about: .....

What is the action you would like to  
Council to take (250 words max): .....

Proposed closing date:

Details of deadlines/time  
constraints (if applicable): .....

**Submit**

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Do you want to do more online?

[http://www.latrobe.vic.gov.au/About\\_Us/Our\\_Council/Council\\_Meetings/Petitions\\_NEW/Request\\_an...](http://www.latrobe.vic.gov.au/About_Us/Our_Council/Council_Meetings/Petitions_NEW/Request_an...) 15/11/2018

**Agenda Item: 17.5**

**Agenda Item: Proposed Public Highway Declarations - Morwell  
Central Business District**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved: Cr McFarlane**

**Seconded: Cr White**

**That Council:**

- 1. Authorises the Chief Executive Officer to commence the statutory process required under sections 204(1) and 223 of the *Local Government Act 1989* and publishes public notices inviting written submissions concerning the proposed declaration of Martyn Lane, Purvis Lane, Rowell Lane and Rutherfords Lane, Morwell, as public highways; and**
- 2. If submissions are received, delegates to the Chief Executive Officer the authority:
  - a) to fix the date of the Ordinary Council Meeting to consider submissions;**
  - b) to notify submitters wishing to be heard of the time and place of the Ordinary Council Meeting that Council will consider submissions; or****
- 3. If no submissions are received, Council forms the opinion that Marytn Lane, Purvis Lane, Rowells Lane and Rutherfords Lane, Morwell, are public highways and authorises the Chief Executive Officer to prepare a notice for inclusion in the Victoria Government Gazette formally declaring each to be a public highway.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council has previously resolved to undertake “a process to identify all laneways across the municipality with a view to undertaking the statutory process to declare them as public highways”.

- At common law a public highway is created via the doctrine of “dedication and acceptance” whereby a competent landowner gives an intention to dedicate land for use by the public and there is a demonstrated acceptance by the public of this dedication by using the road.
- Once declared as public highways each laneway would vest in the ownership of Council free of all mortgages, charges, leases and sub-leases.
- Laneways are often created as roads on various plans of subdivision, a majority of which are not in the ownership of Council. Through use by the public over time these laneways become public highways, by Council undertaking a statutory process to declare them as such this is formalised.
- Having undertaken the process for three laneways in the Moe Central Business District it is proposed to continue this project to declare laneways in the Morwell Central Business District as public highways.

**Declaration of Interests:**

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

**Background:**

As a result of the protracted and costly dispute over the ownership and status of a laneway in Traralgon, Council, in part, resolved at its meeting held on 18 December 2014:

*That Council undertakes a process to identify all laneways across the municipality with a view to undertaking the statutory process to declare them as public highways.*

A road (laneway) will generally be considered to be a public highway at common law if there has been:

- an implied dedication of the road as a public highway by the owner of the land on which the road is constructed, such as identifying the land as road on a plan of subdivision; and
- acceptance of that dedication through long-term, continuous public use of the land as a road.

Provided that a road satisfies the above requirement, Council has the power to formalise this status by declaring the road a public highway following which the land vests in Council “free of all mortgages, charges, leases and sub-leases”.

Prior to making such a declaration, Council must undertake a statutory process by giving notice of its intention to declare a road to be a public highway and invite and consider submissions in accordance with section 223 of the *Local Government Act 1989*. It can then make a decision, by resolution, as to whether it will declare a road to be a public highway.

Declaring these laneways as public highways under section 204(1) of the *Local Government Act 1989* will:

- vest them in Council;
- give Council care and management responsibility for each; and
- guarantee public rights of access over each in the future.

Council has previously undertaken the statutory process to declare three laneways in the Moe Central Business District (Buckland Lane, Skeltons Lane and Templeton Lane) and this was finalised via a notice published in the Victoria Government Gazette on 20 September 2018.

**Reasons for Proposed Resolution:**

Given the broad scope of the previous resolution Council officers, having undertaken the necessary investigations, have identified that the best manner in which to progress this matter is to complete the statutory process separately for the laneways in the central business districts of Moe, Morwell and Traralgon.

Of the 19 laneways identified within the Morwell Central Business District, a majority remain in private ownership. As many of these laneways are road reserves that were created on various plans of subdivision it will be possible to have them transferred to Council by Land Use Victoria.

Two laneways, Fosters Lane and Watsons Lane, were declared public highways by the former Shire of Morwell via a notice in the Victoria Government Gazette on 29 October 1986.

It will therefore only be necessary for Council to declare Martyn Lane, Purvis Lane, Rowells Lane and Rutherfords Lane as public highways.

A list of all laneways and aerial images of those to be declared a public highway are attached to this report.

**Issues:**

*Strategy Implications*

Objective 6 of the 2017/2021 Council Plan: *Ensure Council operates openly, transparently and responsibly.*

*Communication*

No communication was required as part of this report.

*Financial Implications*

The costs associated with undertaking the statutory process to declare these laneways as public highways are minimal being the cost of public notices together with the preparation of the necessary plans for inclusion in the Victoria Government

Gazette. These costs will be accommodated within an existing budget allocation for this project.

These laneways are already recorded in the Public Road Register and have been allocated a hierarchy that denotes the level of maintenance for each, undertaking the statutory process to declare them a public highway will not create any additional obligations for Council as a result.

#### *Risk Analysis*

The purpose of undertaking this process is to ensure that each laneway vests in Council, thereby protecting them from any claims or encroachments that may arise in the future and ensuring the rights of the public to use them are guaranteed.

#### *Legal and Compliance*

Section 204(1) of the *Local Government Act 1989* gives Council the power to declare a road to be a public highway or open to the public:

- (1) A Council may, by notice published in the Victoria Government Gazette, declare a road in its municipal district to be a public highway for the purpose of this Act.
- (2) A Council may, by resolution, declare a road that is reasonably required for public use to be open to public traffic.
- (3) A road does not become a public highway by virtue of a Council resolution made under subsection (2).

#### *Community Implications*

As these laneways are already in use by the public and the statutory process merely serves to ensure that control and management of each is formalised by vesting the land in Council it is unlikely that there will be any significant degree of concern as a result of this process.

#### *Environmental Implications*

There would be no environmental implications as a result of this action.

#### *Consultation*

Council would be required to give public notice of its intention to declare these laneways as public highways and invite comment on the proposal. It is proposed that this will be achieved by public notices in the Latrobe Valley Express, physical notices placed at Corporate Headquarters and letters to property owners / occupiers adjoining these laneways.

Any submissions received would be considered in accordance with section 223 of the *Local Government Act 1989* at a future meeting of Council.





*Other*

Once the statutory process has been completed to declare the laneways in the central business district of Morwell as public highways the same process will be undertaken for Traralgon.

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#).  List of laneways in the Morwell Central Business District
- 2 [↓](#).  Aerial images of laneways in the Morwell Central Business District

## **17.5**

### **Proposed Public Highway Declarations - Morwell Central Business District**

- 1 List of laneways in the Morwell Central Business District..... 435**
- 2 Aerial images of laneways in the Morwell Central  
Business District ..... 437**



Laneway	Road Register Description	Road Register Hierarchy	Government Road	Name Registered at VicNames	Signage	Assets in Road Reserve
Chapel Lane	Off Chapel Street	Sealed Access <= 60 km/hr	No	Yes	No	Sewerage
Dalys Lane	Off Church Street	Sealed Access <= 60 km/hr	No	No	No	Drainage and Sewerage
Fitzpatrick Lane	Off Buckley Street	Sealed Access <= 60 km/hr	No	No	Yes	Drainage
Fosters Lane	From Buckley Street to Post Office Lane	Sealed Access <= 60 km/hr	No	No	Yes	Drainage and Sewerage
Hares Lane	Off Hazelwood Road	Sealed Access <= 60 km/hr	No	No	No	Water Supply
Hopetoun Lane	From Hopetoun Avenue to Hoyle Street	Sealed Access <= 60 km/hr	No	No	No	Sewerage
Littles Lane	Off Elgin Street	Sealed Access <= 60 km/hr	No	No	No	Nil
Martyn Lane	Off George Street	Sealed Access <= 60 km/hr	No	No	No	Sewerage
Maryvale Lane	Off Hazelwood Road	Sealed Access <= 60 km/hr	No	No	Yes	Water Supply
McRoberts Lane	Off George Street	Sealed Access <= 60 km/hr	No	No	Yes	Nil
Post Office Lane	From Church Street to Fosters Lane	Sealed Access <= 60 km/hr	No	No	No	Drainage and Sewerage
Purvis Lane	Off Buckley Street	Sealed Access <= 60 km/hr	No	No	Yes	Sewerage
Rintoulls Lane	Off Hazelwood Road	Sealed Access <= 60 km/hr	No	No	No	Nil
Rowell Lane	From Tarwin Street to Hazelwood Road	Sealed Access <= 60 km/hr	No	No	Yes	Sewerage and Water Supply
Rutherfords Lane	Off George Street	Sealed Access <= 60 km/hr	No	No	Yes	Drainage
Tarwin Lane	Off Tarwin Street	Sealed Access <= 60 km/hr	No	No	No	Sewerage
Trigg Lane	Off Hazelwood Road	Not Maintained	No	No	No	Drainage, Sewerage and Water Supply
Turners Lane	Off Collins Street	Sealed Access <= 60 km/hr	No	No	Yes	Sewerage
Watsons Lane	From Hoyle Street to Fosters Lane	Sealed Access <= 60 km/hr	No	No	Yes	Drainage and Sewerage

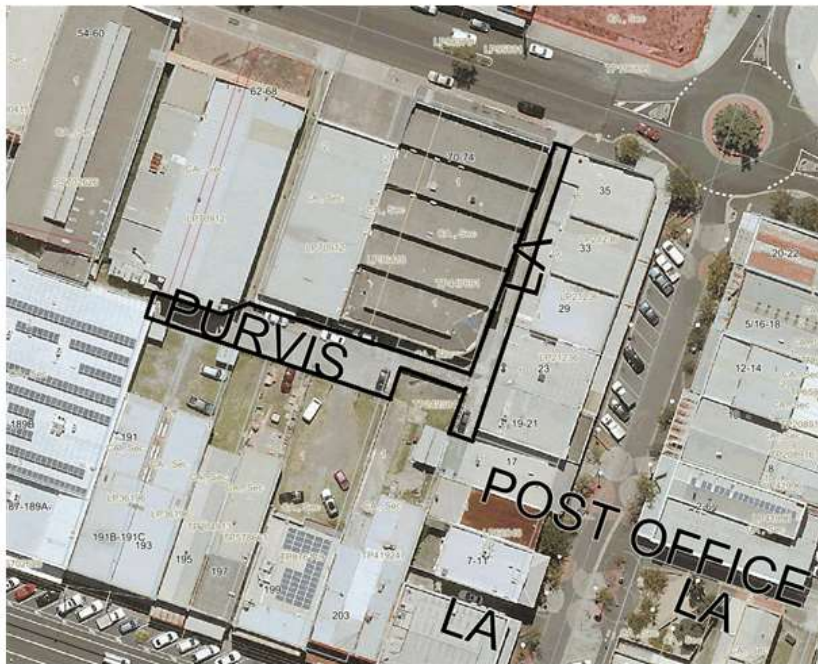


**LANEWAYS TO BE DECLARED AS PUBLIC HIGHWAYS**

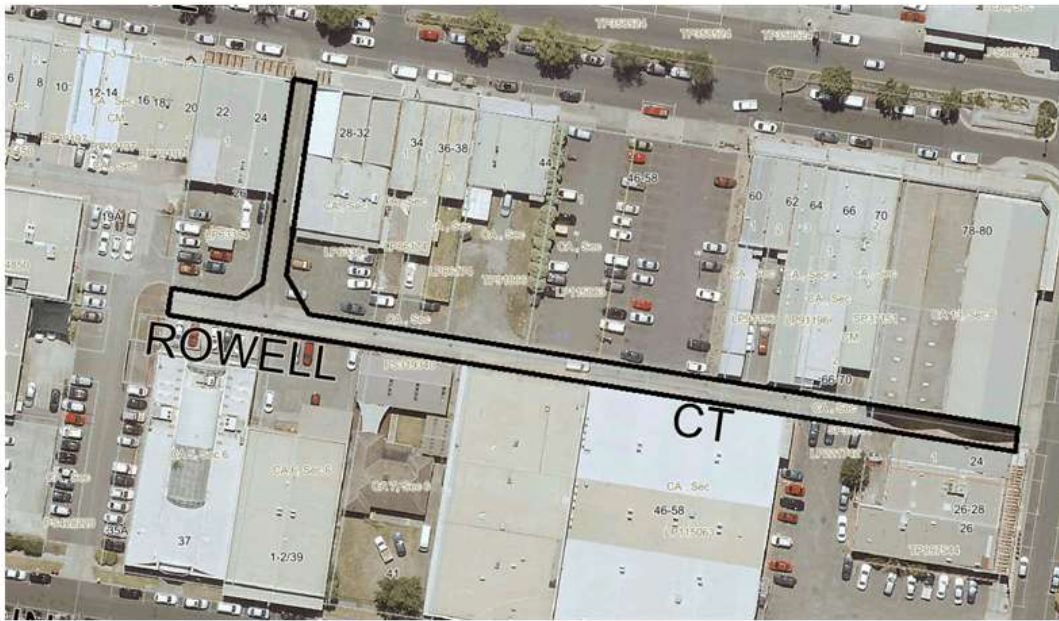
**Martyn Lane, Morwell**



**Purvis Lane, Morwell**



**Rowells Lane, Morwell**



**Rutherfords Lane, Morwell**



**LANEWAYS TO BE TRANSFERRED**

**Chapel Lane, Morwell**

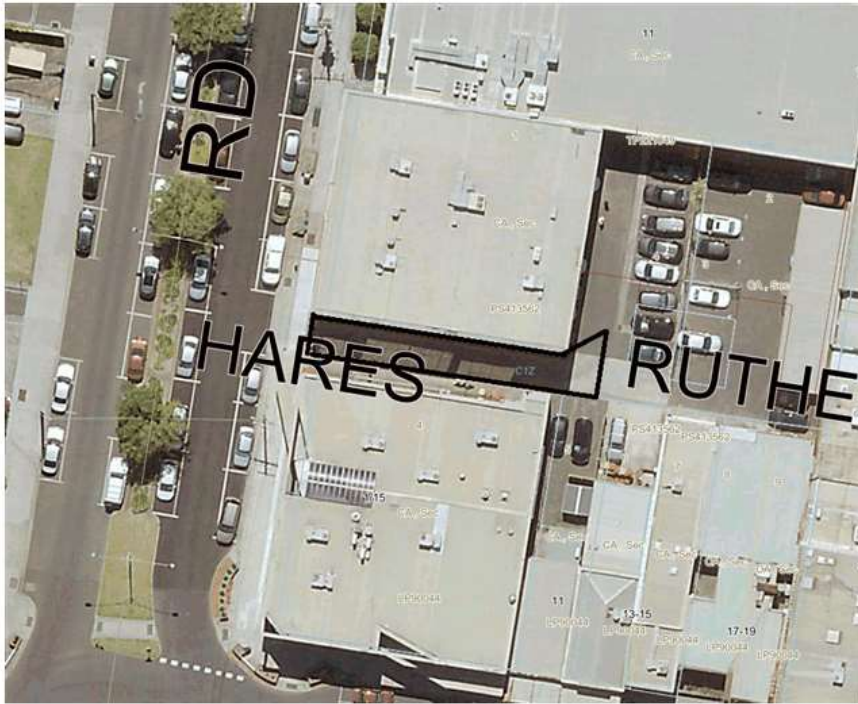


**Dalys Lane, Morwell**





Hares Lane, Morwell



Littles Lane, Morwell



Maryvale Lane, Morwell



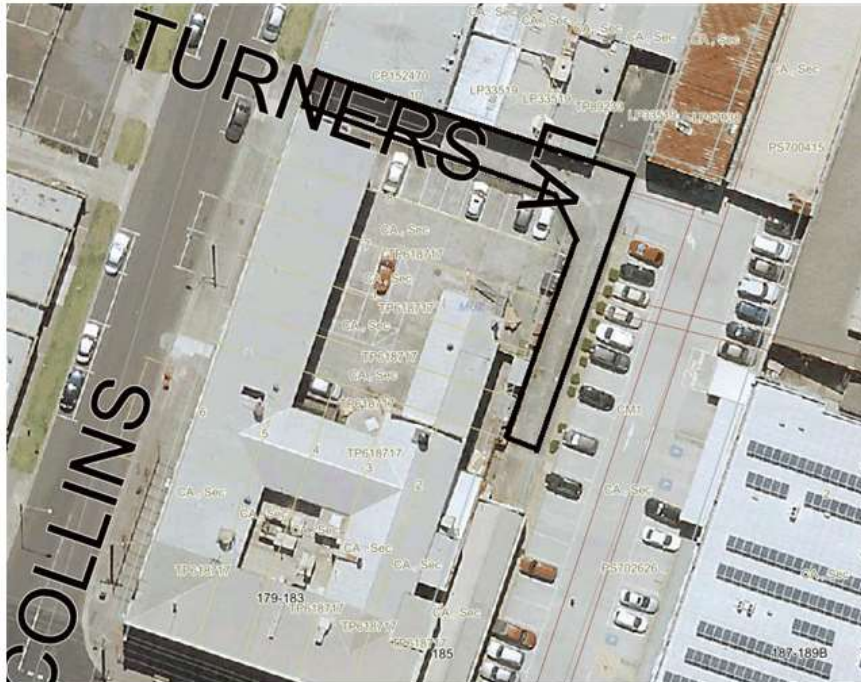
Post Office Lane, Morwell



**Tarwin Lane, Morwell**



**Turners Lane, Morwell**



**Agenda Item: 17.6**

**Agenda Item: Fair Go Rates System - Rate Cap Variation 2019/20**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved:** Cr White

**Seconded:** Cr McFarlane

**That Council does not seek a variation to the Fair Go Rates System annual rate cap set by the Minister for Local Government for the 2019/2020 financial year.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The purpose of this report is to seek a decision of Council in relation to whether a variation will be sought to the 2019/2020 Fair Go Rates System rate cap as set by the Minister for Local Government.

- The Fair Go Rates System (FGRS) was introduced into the *Local Government Act 1989* in December 2015. The legislation limits the maximum amount by which Victorian councils can increase rates in a year without seeking additional approval from the Essential Services Commission (the Commission).
- The Minister for Local Government sets the rate cap in December each year for the following financial year. Councils have the ability to apply for an increase in the rate cap set by the Minister by notifying the Commission of their intention to lodge an application for a variation. Notification for a variation to the 2019/20 rate cap must be provided to the Commission by the 31 January 2019 with completed applications required by the 31 March 2019.
- There are six legislative matters which must be addressed by each applicant, including the need to canvas the thoughts of the community and ratepayers through a community consultation process. This is recognised as requiring significant time and financial resources to enable this to occur. Latrobe City Council has not initiated any community or ratepayer consultation in relation to a variation of the rate cap at this point in time.

- This Ordinary Council Meeting is the last scheduled Council meeting prior to the date in which Council must notify the Essential Services Commission of its intention to apply for a variation to the rate cap.
- Having regard to the above, it is Officers opinion that a balanced budget position can be achieved for the 2019/20 financial year without the need for a rate cap variation and that it would not represent a good use of council resources to seek a rate variation for this coming year.

**Declaration of Interests:**

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

**Background:**

In December 2015 the Victorian Government established the Fair Go Rates System (FGRS), a legislative framework that limits the maximum amount by which Victorian councils can increase rates in a year without seeking additional approval. The limitation applies to general and municipal charges and came into effect from the 2016/2017 financial year and is commonly referred to as the rate cap.

Each year the Minister for Local Government (the Minister) sets the average rate cap, that is the maximum increase in councils average rates and municipal charge for the forthcoming financial year. The Minister has the ability to set a cap that applies to all councils, a group of councils or a single council.

Where a council determines that the average rate cap is insufficient to meet a council's needs, the council can apply to the Essential Services Commission (the Commission) for a higher cap.

The Commission has a role in monitoring and reporting on councils compliance with the rate cap and has statutory responsibilities under the *Local Government Act 1989* (the Act) to ensure that the long term interests of the ratepayers and the community in relation to sustainable outcomes in the delivery of services and critical infrastructure, while also ensuring that a council has the financial capacity to perform its duties and function and exercise its powers under the Act.

It is the role of the Commission to assess and consider whether to approve any application for a variation to the rate cap, having regard to the six legislative matters;

1. The proposed higher cap and the specified year(s) that it will apply
2. The reason for which the council seeks the higher cap
3. How the views of ratepayers and the community have been taken into account in proposing the higher cap
4. How the higher cap is an efficient use of council resources and represents value for money
5. Whether consideration has been given to reprioritising proposed expenditures and alternative funding options and why the council does not consider those options to be adequate; and

6. That the assumptions and proposals in the application are consistent with the council's long term strategy and financial management policies set out in the council's planning documents and annual budget.

The Minister is required to announce the rate cap for the 2019/20 financial year by the 31 December 2018, with Councils having until the 31 January 2019 to notify the Commission of their intention to apply for a variation followed by a further period up to the 30 March 2019 to lodge their submission.

At the time of writing this report the Minister had not advised the quantum of the rate cap for the 2019/20 financial year.

The Minister is required to seek and have regard to advice from the Commission before setting the rate cap, with the rate cap to be based on the forecast change in the consumer price index (CPI) over the financial year to which the rate cap relates plus or minus any adjustment such as efficiency dividends.

The State Government Department of Treasury and Finance macroeconomic indicators for the 2019/20 budget are currently estimating CPI for the 2019/20 financial year at 2.50%.

A 1% annual increase in the general rate and municipal charge is estimated at \$575K.

Council's 2018/19 Strategic Resource Plan includes assumptions of a balanced cash budget with estimated annual rate increases of 2.0% per annum.

**Reasons for Proposed Resolution:**

This Ordinary Council Meeting is the last scheduled Council meeting prior to the date in which Council must notify the Essential Services Commission of its intention to apply for a variation to the rate cap.

In seeking a variation to the rate cap, council must be able to demonstrate that it has given regard to the six legislative matters identified within the *Local Government Act 1989* and as listed above.

The Commission indicated in its assessment of applications lodged by Councils for the 2016/17 financial year that;

“The decision about whether to approve a higher cap rests on how confident we are (at this point in time and based on information from the council) in the council's long-term financial planning and their financial capacity to deliver sustainable outcomes for services and infrastructure.

Generally, we consider that a higher cap is not appropriate where an application:

- does not demonstrate a long-term funding need
- proposes to apply the higher cap to fund short-term needs
- is not supported by adequate long-term financial planning
- is not supported by our analysis of the council's financial capacity and overall flexibility to manage its short-term needs.

Latrobe City Council is in the fortunate position of having significant cash holdings.

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The process of notification of intension should not be taken lightly, the previous Councils decision to indicate their intension to lodge an application as a place holder resulted in considerable adverse publicity and negative community sentiment.

In order to successfully apply for a variation it is widely recognised that the support of the community is imperative. In order to demonstrate that the community supports an application for a higher rate cap considerable community consultation needs to be undertaken, which is recognised as a time consuming process. To date Council has not undertaken any community consultation process in relation to a variation to the rate cap and it would be unlikely that such process could be undertaken in time to support an application to the Commission by the 31 March 2020.

**Issues:**

*Strategy Implications*

This report aligns with objective 6 of the Council Plan and ensures that Council continues to operate in an open, transparent and responsible manner.

*Communication*

A previous Councils decision to indicate their intension to lodge an application as a place holder resulted in considerable adverse publicity and negative community sentiment. Thus any intension to seek a variation will need to be supported by a well-developed communication plan. There is currently no developed communication plan to support a variation to the rate cap.

*Financial Implications*

Indications from Councils' involved in lodging an application to the Commission are that the process can cost up to \$200K to undertake. There is no allocation of funds in the 2018/19 Adopted Budget to fund an application.

Council does have the ability to pass a resolution to allocate funds from the Unallocated Cash Surplus currently sitting in reserve should this be deemed necessary.

*Risk Analysis*

While the recent closure of Hazelwood Power Station has resulted in a significant adverse effect on council's revenue, any intention of seeking an increase to the rate cap should be carefully considered as it may result in considerable adverse publicity and negative community sentiment.

*Legal and Compliance*

There are no legal implications, as there is a clear legislative process that is required to be followed.

*Community Implications*

The recommendation not to seek a variation to the rate cap is unlikely to have a positive or negative impact.

*Environmental Implications*

There are no environmental impacts associated with this recommendation.

*Consultation*

No engagement is necessary based on the current recommendation

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

Nil



**Agenda Item: 17.7**

**Agenda Item: Accumulated Cash Surplus - Surplus Allocation  
2018/19**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**Proposed Resolution:**

**That Council allocates \$583K from the Accumulated Unallocated Cash Surplus Reserve being;**

- a) \$263K for operational projects identified by the Chief Executive Officer**
- b) \$200K for design works associated with Moe Rail Revitalisation Project Stage 2**
- c) \$15K for sponsorship of Gippsland Community Leadership Program**
- d) \$35K for the development of a Masterplan for Kingsford Reserve Moe; and**
- e) \$70K for works associated with the Traralgon South main drain**

**MOTION**

**Moved: Cr Law**

**Seconded: Cr O'Callaghan**

**That Council:**

- 1. Allocates \$723,000 from the Accumulated Unallocated Cash Surplus Reserve being;**
  - a) \$383,000 for operational projects identified by the Chief Executive Officer (including the 2019 Federation University intern program);**
  - b) \$200,000 for design works associated with Moe Rail Revitalisation Project Stage 2;**
  - c) \$15,000 for sponsorship of Gippsland Community Leadership Program;**
  - d) \$35,000 for the development of a Masterplan for Kingsford Reserve Moe; and**
  - e) \$90,000 for works associated with Traralgon South and Callignee**

**projects**

- 2. Requests a report on options for any future Latrobe City Council intern program beyond July 2019.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council currently has an unallocated accumulated cash surplus of \$3.751M.
- It is proposed that \$263K be reinvested into operational projects identified by the Chief Executive Officer as being necessary for operational purposes.
- It is proposed that in order to access future funding opportunities in relation to Stage 2 of the Moe Rail Revitalisation Project, that \$200K be allocated towards the development of a detailed design.
- It is proposed that in line with previous Council Resolutions or Councillor Requests referred to the next budget review opportunity, that an amount of \$120K be allocated to fund; a single year sponsorship for Gippsland Community Leadership Program, the development of a masterplan for Kingsford Reserve Moe and rectification works associated with the Traralgon South main drain.
- Should funding be approved for the proposed projects, there would remain an accumulated unallocated cash surplus reserve balance of \$3.168M

**Declaration of Interests:**

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

**Background:**

Council finances are predominately managed on a cash basis with the annual budget set balancing budgeted expenditure with expected cash income. At the conclusion of the financial year the balancing up of the annual financial accounts will result in the recognition of either a cash surplus or a cash deficit. Latrobe City Council has generally realised a cash surplus at the end of each financial year which mostly represents savings against the adopted annual budget or the recognition of additional unexpected revenue.

The recognition of a cash surplus allows the organisation to consider the funding of additional expenditure into the current financial year, the funding of previous years deficits (where applicable) or the transfer of the surplus to a reserve for future consideration.

During the financial year Council may need to seek funding for a project or unforeseen circumstance that is unbudgeted within the current financial year. Council has the ability to allocate funding from any accumulated unallocated cash surplus

reserve via a resolution, or the matter may be referred by Council for consideration at a future budget review opportunity.

Council has an opportunity during each financial year to allocate funding to projects or issues which have been unforeseen during the budget process. In addition there are also operational funding requirements as identified by the Chief Executive Officer that may relate to items unable to be funded during the budget process, audit action requirements or items that have eventuated since the setting of the budget.

**Reasons for Proposed Resolution:**

The proposed resolution recognises the accumulated unallocated cash surplus and identifies Council's allocation of surplus funds to meet additional operational necessities.

The Chief Executive Officer has recommended the allocation of \$263K of funding to meet the operational requirements of the organisation which were unable to be funded through the 2018/19 budget process or have emerged since the adoption of the 2018/19 budget. These works will enable the ongoing realisation of efficiencies in delivering services across the organisation as well as addressing identified risks. Works include the development of a training room at Morwell Library to accommodate community learning programs run by Berry Street, initiate condition assessments of the road network, construction of an off-leash dog area, initiation of water meter upgrades to comply with standards and funding of panel hearings for Live Work Latrobe.

In addition, Councillors have identified the need to progress to detailed design for Stage 2 of the Moe Rail Revitalisation Project in order to seek external funding. To initiate the design process it is recommended that \$200K be allocated towards the project.

Finally, during 2017/18 Council passed resolutions or lodged Councillor requests to seek funding from the next available budget review process for projects that were not funded through the 2018/19 budget process or have emerged since the adoption of the 2018/19 budget. As a result of these it is recommended that \$120K funding be allocated for 12 months sponsorship of the Gippsland Community Leadership Program, the development of a masterplan for Kingsford Reserve Moe and works associated with the Traralgon South main drain.

Following consideration of the above allocations there remains an accumulated unallocated cash surplus reserve amount of \$3.168M.

**Issues:**

*Strategy Implications*

Objective 6 of the 2017-2021 Council Plan identifies the requirement to "Ensure Council operates openly, transparently and responsibly."

*Communication*

The allocation of additional funding will be included in a revised budget which is reported on and managed monthly by management, and updated to Council as part of the Quarterly Financial Report.

*Financial Implications*

As the funding related to this report is associated with the current accumulated cash surplus, there are no financial implications on the 2018/19 adopted budget.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Over spend on identified projects	Unlikely	Monthly management reporting

*Legal and Compliance*

Nil

*Community Implications*

Nil

*Environmental Implications*

Nil

*Consultation*

No engagement

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

Nil

**Agenda Item: 17.8**

**Agenda Item: Finance Report - September 2018**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Information**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr White

**That Council receives and notes the Finance Report for the three months ended 30 September 2018, prepared in accordance with the requirements of the *Local Government Act 1989*.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- The September 2018 Finance Report is presented for Council's consideration.
- This report meets the requirements of the *Local Government Act 1989 (Act)* to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.
- The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.
- The report is provided for Council's information.

**Declaration of Interests:**

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

**Background:**

Under Section 138 (1) of the Act, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is

presented to Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 30 September 2018 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results for the first quarter of the financial year. The key issues of note are:

- The “Income Statement” report forecasts a surplus result for the full financial year of \$27.8M which is an unfavourable variance of \$14.3M to the original budget. This result is due to a number of variances with a forecast decrease in income of \$5.8M and additional expenditure of \$8.5M.
  - The decreased income is mainly a result the 2018/19 Victorian Grants Commission funding being advanced to Council in the 2017/18 financial year (\$6.2M).
  - The forecasted additional expenditure in employees costs (\$0.7M) and materials and services (\$5.4M) is primarily a result of funding carried forward from the higher than expected cash surplus in 2017/18 together with unbudgeted government grants to be received in 2018/19.
  - Depreciation and amortisation expense is forecast to be \$1.9M over budget mainly as a result of the buildings revaluation completed at the end of the 2017/18 financial year where buildings were componentised. The valuation realised an increase in valuations and also provided more detailed useful lives for different components of Council's buildings.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with \$162.2M in current assets compared to \$25.8M current liabilities (a liquidity ratio of 6.3:1).
- The budgeted cash & investments at the beginning of the year was \$71.0 million, the actual opening balance was \$88.0 million. The additional \$17.0 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. Total Cash and financial assets (investments) as at the end of September stand at \$87.0M.
- The “Capital Works Statement” shows a forecast expenditure of \$73.1M compared to the budget of \$68.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. for Nation Building Blackspot Program funding, Road rehabilitation funding and the Morwell to Traralgon Shared project.
- The “Financial Performance Ratios” indicate that Council remains within the industry expected ranges.

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works expenditure to date and full year forecasts, together with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

**Reasons for Proposed Resolution:**

The attached report provides financial details, as required by the Local Government Act 1989. The report indicates that Council is operating within the parameters of its 2018/2019 adopted budget. Variances arising mainly from higher than expected carry forward funds which led to a higher than expected 'cash' surplus in 2017/18 have resulted in a forecasted decreased operating surplus for the current financial year.

**Issues:**

*Strategy Implications*

This report provides information to the Council and community on how Council is performing against its adopted budget and supports the Council Plan objective of ensuring openness, transparency and responsibility.

*Communication*

No consultation required.

*Financial Implications*

The attached report provides details of budget variances for the three months to 30 September 2018 and the forecasted full financial year. The result indicates that Council remains in a strong financial position and has sufficient funds to meet current and forecast financial commitments.

*Risk Analysis*

This report ensures legislative requirements are met and informs Council as to whether it is acting within the parameters of its Adopted Budget.

*Legal and Compliance*

This report meets the requirements of the Section 138 (1) to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

*Community Implications*

Not applicable.

*Environmental Implications*

Not applicable.

*Consultation*

No engagement.

*Other*

Not applicable.

**Supporting Documents:**

2018/19 Annual Budget

**Attachments**

1 [↓](#).  Finance Report - September 2018



# 17.8

## Finance Report - September 2018

1	Finance Report - September 2018.....	457
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## Quarterly Finance Report

**September 2018**

**LATROBE2026**

*In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.*

**Quarterly Finance Report  
September 2018**



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**SEPTEMBER 2018 Quarterly Report Summary****KEY ISSUES**

The attached report provides the overall outcomes to the end of the first quarter of the 2018/2019 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$27.8M which is an unfavourable variance of \$14.3M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with \$162.2M in current assets compared to \$25.8M current liabilities (a liquidity ratio of 6.3:1).
- The "Statement of Cash Flows" shows that Council has \$87.7M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$73.1M compared to the budget of \$68.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

**BACKGROUND**

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public

**INCOME STATEMENT ANALYSIS****Overview**

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand our existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. In 2017/18 Council held \$88.0M in cash and investments which was \$16.9M favourable to budget largely due to funds generated that had not yet been spent for ongoing projects and commitments.

The "Income Statement" report forecasts a surplus result for the full financial year of \$27.8M which is an unfavourable variance of \$14.3M to the original budget. This result is due to a number of variances with a forecast decrease in income of \$5.8M and additional expenditure of \$8.5M. The decreased income is mainly a result the 2018/19 Victorian Grants Commission funding being advanced to Council in the 2017/18 financial year (\$6.2M). The forecasted additional expenditure in employees costs (\$0.7M) and materials and services (\$5.4M) is primarily a result of funding carried forward from the higher than expected cash surplus in 2017/18 together with unbudgeted government grants to be received in 2018/19. Depreciation and amortisation expense is forecast to be \$1.9M over budget mainly as a result of the buildings revaluation completed at the end of the 2017/18 financial year which recognised and increase in valuations and also provided more detailed useful lives for different the components of Council's buildings.

**Year to date**

The year to date result shows an operating position of \$68.6M surplus which is \$0.02M unfavourable to budget. The key items that make up this variance are as follows;

- Grants – Operating (\$0.9M unfavourable) mainly a result of the State Government advancing 50% of the 2018/19 Victorian Grants Commission funding in the previous financial year.
- Materials and Services (\$0.5M favourable) mainly due to timing variances for expenditure that will be incurred later than originally expected.

**SEPTEMBER 2018 Quarterly Report Summary****Full year forecast**

The full year forecasted result shows an operating surplus of \$27.8M which is an \$14.3M unfavourable variance to the adopted budget. The key items that make up this variance are as follows;

- Grants – Operating (\$6.3M unfavourable) mainly due to the State Government advancing 50% of the 2018/19 Victorian Grants Commission funding in the previous financial year.
- Other Income (\$0.7M favourable) reflects additional income forecast for the Startup Gippsland project \$0.400M, interest on investments \$0.095M, interest on rates & charges and other unbudgeted rental, reimbursements and other income items.
- Employee costs (\$0.7M unfavourable) mainly due to increased salaries as a result of additional funding to provide services e.g Kindergarten Inclusion Support \$0.256M, Aboriginal Maternal & Child Health \$0.219M and Parenting Support Program \$0.159M.
- Materials and Services (\$5.2M unfavourable) mainly due to unexpended funds carried over from the 2017/18 financial year to complete projects in 2017/18, combined with the allocation of surplus funds to undertake new projects and unbudgeted government grant funding to be received.
- Depreciation and amortisation (\$1.9M unfavourable) mainly due to higher than anticipated depreciation on buildings as a result of the revaluation carried out at the end of the 2017/18 financial year. The revaluation process included the splitting of building values into their various components with varying useful lives.

**BALANCE SHEET**

The significant movements in the balance sheet over the three months were as follows;

- Cash and Cash Equivalents (\$18.5M decrease) together with Other Financial Assets (i.e. investments) (\$17.5M increase). The overall decrease is mainly due to Council having received approximately 15% of its rates revenue but has spent approximately 25% of budgeted cash expenditure.
- Trade and Other receivables (\$65.4M increase) this is primarily due to the annual rates notices being raised in the first quarter and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the remainder of the year in line with the full payment and quarterly instalment due dates.
- Other Assets (\$1.7M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2018 having now been reversed/received in the current financial year.
- Payables (\$5.4M decrease) is primarily due to amounts that were outstanding to suppliers at 30 June 2018. These amounts have now been paid in the current financial year.
- Trust Funds and Deposits (\$1.1M increase) mainly relates to the receipt of Fire Services Property Levy amounts in the first instalment of rates, these amountst will be forwarded to the State Revenue Office in October.

**STATEMENT OF CASH FLOWS**

The budgeted cash & investments at the beginning of the year was \$71.0 million, the actual opening balance was \$88.0 million. The additional \$17.0 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. Total Cash and financial assets (investments) as at the end of September stand at \$87.0M.

**STATEMENT OF CAPITAL WORKS**

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure e.g. Community Minor Capital Grants Program.

As at the 30 September 2018 Council had spent \$7.4M on capital works mostly on Property (land & buildings) \$1.9M and Infrastructure projects \$4.9M (including Roads projects \$2.9M). Full year forecasted capital expenditure is \$73.1M compared to the budget of \$68.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. for Nation Building Blackspot Program funding, Road rehabilitation funding and the Morwell to Traralgon Shared project.

**SEPTEMBER 2018 Quarterly Report Summary**

**FINANCIAL PERFORMANCE RATIOS**

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the first quarter of the financial year show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

**INCOME STATEMENT**  
For The Quarter Ended 30 September 2018

	NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Variance Type (P)ermanent/ (T)iming	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
<b>INCOME</b>								
Rates and charges	1	77,934	77,915	19	P	78,119	78,100	19
Statutory fees and fines	2	390	403	(14)	P	2,183	2,207	(24)
User fees	3	2,984	3,009	(25)	P	12,662	12,848	(186)
Grants - operating	4	5,341	6,258	(916)	P	19,837	26,170	(6,333)
Grants - capital	5	7,884	7,766	118	T	40,357	40,390	(33)
Contributions - monetary	6	22	23	(0)	T	387	305	82
Contributions - non monetary	7	0	0	0	P	3,000	3,000	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	24	0	24	T	0	0	0
Other income	9	1,259	975	284	P	4,415	3,757	658
<b>TOTAL INCOME</b>		<b>95,838</b>	<b>96,348</b>	<b>(510)</b>		<b>160,960</b>	<b>166,777</b>	<b>(5,817)</b>
<b>EXPENSES</b>								
Employee costs	10	12,193	12,296	103	T	58,833	58,125	(708)
Materials and services	11	7,787	8,325	539	T	42,179	36,733	(5,447)
Bad and doubtful debts	12	(0)	1	1	P	8	9	1
Depreciation and amortisation	13	6,633	6,549	(83)	P	28,137	26,197	(1,940)
Borrowing costs	14	188	194	6	P	726	732	6
Other expenses	15	419	340	(79)	P	3,244	2,861	(384)
<b>TOTAL EXPENSES</b>		<b>27,220</b>	<b>27,706</b>	<b>486</b>		<b>133,128</b>	<b>124,656</b>	<b>(8,471)</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>68,618</b>	<b>68,643</b>	<b>(24)</b>		<b>27,832</b>	<b>42,121</b>	<b>(14,288)</b>

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****1. Rates and charges**

**Year to Date -** \$0.019M Favourable

Minor variance.

**Full Year -** \$0.019M Favourable

Minor variance.

**2. Statutory fees and fines**

**Year to Date -** (\$0.014M) Unfavourable

Minor variance.

**Full Year -** (\$0.024M) Unfavourable

Minor variance.

**3. User fees**

**Year to Date -** (\$0.025M) Unfavourable

Minor variance.

**Full Year -** (\$0.186M) Unfavourable

The unfavourable variance is mainly due to lower than expected Learn to Swim fees \$0.125M and Child Care Fees \$0.065M.

**4. Grants - operating**

**Year to Date -** (\$0.916M) Unfavourable

The unfavourable variance is due to the State Government advancing \$6.2 million of the 2018/19 Grants Commission funding to Council in the 2017/18 financial year, partially offset by higher than expected funding for Kindergarten Inclusion support, LVA Events and School Crossing supervision.

**Full Year -** (\$6.333M) Unfavourable

The unfavourable variance is due to the State Government advancing \$6.2 million of the 2018/19 Grants Commission funding to Council in the 2017/18 financial year together with funding budgeted for the Latrobe City Sports & Entertainment Stadium lighting that was not successful. Overall including the funding received in 2017/18 Council's Victorian Grants Commission funding is \$0.026 million in excess of the budgeted amount. Additional funding is also expected for LVA funded events, Family Services programs and school crossing supervision.



**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****5. Grants - capital**

**Year to Date -** **\$0.118M Favourable**

The favourable variance is mainly due to a timing variance related to earlier receipt of funding for the Latrobe City Sports Field Pavilion at Churchill \$0.100M..

**Full Year -** **(\$0.033M) Unfavourable**

Minor variance.

**6. Contributions - monetary**

**Year to Date -** **(\$0.000M) Unfavourable**

Minor variance.

**Full Year -** **\$0.082M Favourable**

The favourable variance is mainly due to a contribution to the Traralgon Tennis Club LED Lighting upgrade.

**7. Contributions - non monetary**

**Year to Date -** **\$0.000M Nil Variance**

No variance.

**Full Year -** **\$0.000M Nil Variance**

No variance identified to date.

**8. Net gain (loss) on disposal of property, infrastructure, plant and equipment**

**Year to Date -** **\$0.024M Favourable**

Minor variance.

**Full Year -** **\$0.000M Nil Variance**

No variance identified to date.

**9. Other income**

**Year to Date -** **\$0.284M Favourable**

The favourable variance is primarily due to higher interest on investments due to higher cash and investments holdings as a result of grants received in advance and other funds carried forward from the 2017/18 financial year, together with interest on rates and earlier than expected raising of property rentals and gaming charter contributions.

**Full Year -** **\$0.658M Favourable**

The favourable variance reflects additional income forecast for the Startup Gippsland project \$0.400M, interest on investments \$0.095M, interest on rates & charges and other unbudgeted rental, reimbursements and other income items.

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****10. Employee costs**

**Year to Date -** **\$0.103M Favourable**

Minor year to date savings mainly as a result of Council's workcover premium being less than expected \$0.182M.

**Full Year -** **(\$0.708M) Unfavourable**

The additional expenditure is due to increased salaries as a result of additional funding to provide services e.g Kindergarten Inclusion Support \$0.256M, Aboriginal Maternal & Child Health \$0.219M and Parenting Support Program \$0.159M.

**11. Materials and services**

**Year to Date -** **\$0.539M Favourable**

The favourable variance is mainly due to timing variances for expenditure that will be incurred later than originally expected.

**Full Year -** **(\$5.447M) Unfavourable**

The additional expenditure is due to unexpended funds carried over from the 2017/18 financial year to complete projects in 2018/19, combined with the allocation of surplus funds to undertake new projects and unbudgeted government grant funding to be received.

**12. Bad and doubtful debts**

**Year to Date -** **\$0.001M Favourable**

Minor variance.

**Full Year -** **\$0.001M Favourable**

Minor variance.

**13. Depreciation and amortisation**

**Year to Date -** **(\$0.083M) Unfavourable**

The unfavourable variance is mainly due to higher than anticipated depreciation on buildings as a result of the revaluation carried out at the end of the 2017/18 financial year. This has been partially offset by the timing of depreciation charges for the new landfill cell which has yet to be capitalised. This will be processed in the next quarter.

**Full Year -** **(\$1.940M) Unfavourable**

The unfavourable variance is mainly due to higher than anticipated depreciation on buildings as a result of the revaluation carried out at the end of the 2017/18 financial year. The revaluation process included the splitting of building values into their various components with varying useful lives.

**14. Borrowing costs**

**Year to Date -** **\$0.006M Favourable**

Minor variance.

**Full Year -** **\$0.006M Favourable**

Minor variance.

**15. Other expenses**

**Year to Date -** **(\$0.079M) Unfavourable**

The unfavourable variance is mainly due to the earlier than expected timing of payment of annual maintenance grants to community groups.

**Full Year -** **(\$0.384M) Unfavourable**

The additional expenditure mainly relates to Small Town grant funding carried over from the 2017/18 financial year \$0.119M and Kindergarten Inclusion Support \$0.111M funded from additional operating grants together with predicted higher than expected EPA landfill levies.

**RECONCILIATION OF INCOME STATEMENT TO CASH BUDGET**  
For The Quarter Ended 30 September 2018

NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
<b>Operating Surplus (Deficit)</b>	<b>68,618</b>	<b>68,643</b>	<b>(24)</b>	<b>27,832</b>	<b>42,121</b>	<b>(14,288)</b>
<b>Reconciliation to Cash Budget</b>						
Plus Depreciation	6,633	6,549	83	28,137	26,197	1,940
Plus Written Down Value of Assets Disposed	28	20	8	770	718	52
Less Developer Contributed assets	0	0	0	(3,000)	(3,000)	0
Less Capital Expenditure	(7,362)	(6,461)	(901)	(73,114)	(68,614)	(4,500)
Less Loan Principal Repayments	(347)	(392)	45	(1,564)	(1,559)	(5)
Less Landfill Rehabilitation Expenditure	(220)	(101)	(119)	(5,610)	(4,350)	(1,260)
Plus Internal Transfers	19,765	2,044	17,721	21,501	3,487	18,014
Plus Loan Proceeds	0	0	0	5,000	5,000	0
Net Other Non-Operating Items	0	(1)	1	(0)	0	(0)
<b>Net Total Non-Operating items</b>	<b>(18,496)</b>	<b>(1,658)</b>	<b>(16,838)</b>	<b>27,880</b>	<b>42,121</b>	<b>(14,241)</b>
<b>Cash Budget Surplus (Deficit)</b>	<b>87,115</b>	<b>70,301</b>	<b>16,814</b>	<b>(47)</b>	<b>0</b>	<b>(47)</b>

**INCOME STATEMENT**  
For The Quarter Ended 30 September 2018 Compared To Previous Financial Year

	2018/19			2017/18		
	YTD Actuals	YTD Budgets	Variance YTD Act/Bud	YTD Actuals	YTD Budgets	Variance YTD Act/Bud
<b>INCOME</b>						
Rates and charges	77,934	77,915	19	75,349	77,915	(2,566)
Statutory fees and fines	390	403	(14)	384	403	(20)
User fees	2,984	3,009	(25)	3,242	3,009	233
Grants - operating	5,341	6,258	(916)	4,931	6,258	(1,327)
Grants - capital	7,884	7,766	118	15	7,766	(7,751)
Contributions - monetary	22	23	(0)	42	23	19
Contributions - non monetary	0	0	0	0	0	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	24	0	24	(2)	(159)	158
Other income	1,259	975	284	1,195	975	220
<b>TOTAL INCOME</b>	<b>95,838</b>	<b>96,348</b>	<b>(510)</b>	<b>85,155</b>	<b>96,189</b>	<b>(11,033)</b>
<b>EXPENSES</b>						
Employee costs	12,193	12,296	103	11,653	12,296	644
Materials and services	7,787	8,325	539	6,851	8,325	1,475
Bad and doubtful debts	(0)	1	1	(1)	1	1
Depreciation and amortisation	6,633	6,549	(83)	6,340	6,549	209
Borrowing costs	188	194	6	200	194	(6)
Other expenses	419	340	(79)	469	340	(129)
<b>TOTAL EXPENSES</b>	<b>27,220</b>	<b>27,706</b>	<b>486</b>	<b>25,512</b>	<b>27,706</b>	<b>2,194</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>68,618</b>	<b>68,643</b>	<b>(24)</b>	<b>59,643</b>	<b>68,483</b>	<b>(8,840)</b>

**BALANCE SHEET**  
As at 30 September 2018

	Current Balance \$'000s	Opening Balance 1/07/2018 \$'000s	Movement for Year to Date \$'000s	Balance as at 30/09/17 \$'000s
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	4,952	23,459	(18,508)	10,262
Other Financial Assets	82,056	64,518	17,538	63,518
Other Assets	1,292	2,961	(1,669)	646
Trade and Other Receivables	73,884	8,441	65,444	70,683
Non-Current Assets Held for Sale	0	48	(48)	385
<b>Total Current Assets</b>	<b>162,183</b>	<b>99,427</b>	<b>62,757</b>	<b>145,495</b>
<b>NON CURRENT ASSETS</b>				
Property, Plant and Equipment	1,150,903	1,150,138	765	1,177,279
Intangible Assets	108	124	(16)	576
Trade and Other Receivables	18	18	0	16
Financial Assets	2	2	0	2
<b>Total Non-Current Assets</b>	<b>1,151,031</b>	<b>1,150,282</b>	<b>749</b>	<b>1,177,874</b>
<b>TOTAL ASSETS</b>	<b>1,313,215</b>	<b>1,249,709</b>	<b>63,506</b>	<b>1,323,369</b>
<b>CURRENT LIABILITIES</b>				
Payables	2,618	8,010	(5,393)	1,933
Interest-bearing Liabilities	1,226	1,573	(347)	1,416
Provisions - Employee Benefits	12,459	12,729	(269)	11,744
Provisions - Landfill	6,261	6,481	(220)	4,179
Trust Funds and Deposits	3,230	2,114	1,116	4,302
<b>Total Current Liabilities</b>	<b>25,794</b>	<b>30,906</b>	<b>(5,112)</b>	<b>23,575</b>
<b>NON CURRENT LIABILITIES</b>				
Interest-bearing Liabilities	15,061	15,061	0	14,281
Provisions - Employee Benefits	1,903	1,903	0	1,573
Provisions - Landfill	20,530	20,530	0	14,421
<b>Total Non-Current Liabilities</b>	<b>37,494</b>	<b>37,494</b>	<b>0</b>	<b>30,276</b>
<b>TOTAL LIABILITIES</b>	<b>63,288</b>	<b>68,400</b>	<b>(5,112)</b>	<b>53,850</b>
<b>NET ASSETS</b>	<b>1,249,927</b>	<b>1,181,309</b>	<b>68,618</b>	<b>1,269,518</b>
<b>EQUITY</b>				
Current Year Surplus/(Deficit)	68,618	(2,422)	71,040	59,643
Accumulated Surplus	697,518	699,936	(2,419)	699,996
Reserves	483,791	483,794	(3)	509,879
<b>TOTAL EQUITY</b>	<b>1,249,927</b>	<b>1,181,309</b>	<b>68,618</b>	<b>1,269,518</b>

**STATEMENT OF CASH FLOWS**  
For the Quarter ended 30 September 2018

	NOTE	YTD Cash Flow	Adopted Budget Annual Cashflow	Cash Flow 2017/18
		\$'000s	\$'000s	\$'000s
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Rates and charges		11,732	77,946	75,636
Statutory Fees & Fines		394	2,207	2,271
User fees		2,879	12,848	14,221
Grants - operating		5,341	26,170	27,717
Grants - capital		8,633	40,390	6,389
Contributions - monetary		22	305	345
Interest received		704	1,694	2,366
Trust funds and deposits taken/(repaid)		1,116	46	(236)
Other receipts		1,457	2,063	2,715
Net GST refund/(payment)		376	0	3,119
Employee costs		(13,381)	(57,635)	(55,420)
Materials & services		(11,938)	(40,953)	(42,239)
Other Payments		(419)	(2,861)	(3,262)
<b>Net cash from operating activities</b>		<b>6,916</b>	<b>62,220</b>	<b>33,622</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from Property, Plant & Equipment		52	718	905
Proceeds from Investments		32,518	100,000	107,584
Payments for Property, Plant & Equipment		(7,528)	(68,614)	(26,878)
Payments for Investments		(50,056)	(100,000)	(100,584)
<b>Net Cash Flows used in investing activities</b>		<b>(25,013)</b>	<b>(67,896)</b>	<b>(18,973)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Finance costs		(64)	(732)	(745)
Proceeds from borrowings		-	5,000	2,350
Repayment of borrowings		(347)	(1,559)	(1,866)
<b>Net Cash Flows from Financing Activities</b>		<b>(410)</b>	<b>2,709</b>	<b>(261)</b>
<b>Net Increase/(Decrease) in cash held</b>		<b>(18,508)</b>	<b>(2,967)</b>	<b>14,388</b>
<b>Cash &amp; cash equivalents at beginning of year</b>		<b>23,459</b>	<b>23,704</b>	<b>9,071</b>
<b>Cash &amp; cash equivalents at end of period</b>		<b>4,952</b>	<b>20,737</b>	<b>23,459</b>
<b>Summary of Cash &amp; Investments</b>				
		<b>Current Balance</b>	<b>Current year Movement</b>	<b>Opening Balance</b>
Cash & Cash Equivalents		4,952	(18,508)	23,459
Other Financial Assets (Investments)		82,056	17,538	64,518
<b>Total Cash &amp; Investments</b>	<b>1</b>	<b>87,007</b>	<b>(970)</b>	<b>87,977</b>
<b>Budgeted Opening Balance of Cash &amp; Investments</b>				<b>71,047</b>
<b>Variance in Opening Balance</b>				<b>16,930</b>

**NOTES**

1. The budgeted cash & investments at the beginning of the year was \$71.0 million, the actual opening balance was \$88.0 million. The additional \$17.0 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs.

**STATEMENT OF CAPITAL WORKS**  
For The Quarter Ended 30 September 2018

		<i>YTD Actuals</i>	<i>Full Year Forecast</i>	<i>Annual Budget</i>	<i>Variance Annual Budget /Forecast</i>
	<b>NOTE</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Property</b>					
Land	1	22	322	0	(322)
Buildings	2	1,879	32,955	31,528	(1,427)
Heritage buildings	3	3	229	0	(229)
<b>Total Property</b>		<b>1,903</b>	<b>33,506</b>	<b>31,528</b>	<b>(1,979)</b>
<b>Plant and Equipment</b>					
Plant, machinery & equipment	4	456	2,877	2,282	(596)
Fixtures, fittings & furniture	5	29	36	10	(26)
Computers & telecommunications	6	65	571	700	129
Artwork collection	7	6	18	15	(3)
<b>Total Plant and Equipment</b>		<b>555</b>	<b>3,502</b>	<b>3,007</b>	<b>(496)</b>
<b>Infrastructure</b>					
Roads	8	2,863	12,868	9,716	(3,152)
Bridges & culverts	9	104	441	150	(291)
Footpaths & cycleways	10	1,163	5,850	4,537	(1,313)
Drainage	11	56	906	895	(11)
Waste management	12	17	1,626	1,600	(26)
Parks, open space and streetscapes	13	193	3,531	3,265	(266)
Recreational, leisure & community facilities	14	402	7,571	6,917	(654)
Aerodromes	15	0	0	0	0
Offstreet carparks	16	105	112	0	(112)
Other infrastructure	17	0	3,200	7,000	3,800
<b>Total Infrastructure</b>		<b>4,904</b>	<b>36,105</b>	<b>34,080</b>	<b>(2,025)</b>
<b>Total Capital Works expenditure</b>		<b>7,362</b>	<b>73,114</b>	<b>68,614</b>	<b>(4,500)</b>
<b>REPRESENTED BY:</b>					
New asset expenditure	18	2,697	36,480	36,739	259
Asset renewal expenditure	19	3,362	18,503	17,528	(976)
Asset expansion expenditure	20	0	115	20	(95)
Asset upgrade expenditure	21	1,303	18,016	14,328	(3,688)
<b>Total Capital Works expenditure</b>		<b>7,362</b>	<b>73,114</b>	<b>68,614</b>	<b>(4,500)</b>

**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**

**1. Land (\$0.322M) Unfavourable**

The unfavourable variance is in relation to unbudgeted costs in relation to a land exchange in relation to the Churchill Central Activity Plan.

**2. Buildings (\$1.427M) Unfavourable**

The forecast additional expenditure is due tot the timing of costs of projects spanning over multiple financial years e.g. Gippsland Regional Aquatic Facility \$2.1M and Latrobe City Sports Field pavilion \$0.4M, partially offset by government funding now not expected to be received for the Latrobe City Sports & Entertainment Stadium.

**3. Heritage buildings (\$0.229M) Unfavourable**

The forecast additional expenditure relates to carried over from the 2017/18 year for the Traralgon Court House upgrade project.

**4. Plant, machinery & equipment (\$0.596M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2017/18 financial year for the Plant replacement programs together CCTV equipment funded from unbudgeted government grants.

**5. Fixtures, fittings & furniture (\$0.026M) Unfavourable**

Minor variance.

**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances****6. Computers & telecommunications \$0.129M Favourable**

The forecast favourable variance relates mainly to IT expenditure on items that don't meet Council's capitalisation criteria...

**7. Artwork Collection (\$0.003M) Unfavourable**

Minor variance relating to funding carried forward from the 2017/18 financial year.

**8. Roads (\$3.152M) Unfavourable**

The forecast additional expenditure mainly relates to National Blackspot program projects that were not included in the adopted budget together with road rehabilitation program funding originally scheduled to be paid in 2017/18 but subsequently carried over to 2018/19.

**9. Bridges & culverts (\$0.291M) Unfavourable**

The forecast additional expenditure relates to carry over funded works for Downies Lane, Rathjens Bridge and other renewal works.

**10. Footpaths & cycleways (\$1.313M) Unfavourable**

The forecast additional expenditure mainly relates to works on the Morwell to Traralgon Shared pathway which have carried over from the 2017/18 financial year.

**11. Drainage (\$0.011M) Unfavourable**

Minor variance.

**12. Waste management (\$0.026M) Unfavourable**

Minor variance.

**13. Parks, open space and streetscapes (\$0.266M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2017/18 financial year for the Playground & Retaining Wall Renewal & upgrade programs.

**14. Recreational, leisure & community facilities (\$0.654M) Unfavourable**

The forecast additional expenditure relates to government funding to upgrade the Latrobe City Sports & Entertainment Stadium together with other Latrobe Valley Sports and Community Initiative projects.

**15. Aerodromes \$0.000M Nil Variance**

No current year projects.

**16. Offstreet carparks (\$0.112M) Unfavourable**

The forecast additional expenditure relates mainly to the Harold Preston Reserve carpark project which has been carried over from 2017/18.

**17. Other infrastructure \$3.800M Favourable**

The reduced expenditure reflects reduced funding for the Gippsland Logistics Precinct due to no federal funding being available at this time and the timing of some of the state government funding which will push out into the 2019/20 financial year.

**18. New asset expenditure \$0.259M Favourable**

The overall reduction is due to reduced government grants relating to the Gippsland Logistics Precinct and the Haunted Hills Mountain Bike Park, largely offset by additional expenditure on a range of carry forward and additional government funded projects e.g. Gippsland Regional Aquatics Facility and the Morwell to Traralgon Shared pathway.

**19. Asset renewal expenditure (\$0.976M) Unfavourable**

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2017/18 financial year which is largely relating to the Road Rehabilitation program.

**20. Asset expansion expenditure (\$0.095M) Unfavourable**

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2017/18 financial year which is largely relating to the Latrobe Convention Centre feasibility project.

**21. Asset upgrade expenditure (\$3.688M) Unfavourable**

The forecast additional expenditure mainly relates to unbudgeted government grant funding for Nation Building Blackspot program and Latrobe Valley Sports and Community Initiative projects, together with funds carried forward from previous years for other projects.



## FINANCIAL PERFORMANCE RATIOS

As at 30 September 2018

	Year to Date Ratios			Forecast at 30/06/19	Budget at 30/06/19	Expected Range
	\$'000s	Ratio at 30/09/18	Ratio at 30/09/17			
<b>OPERATING POSITION</b>						
<b>Adjusted Underlying Result Indicator</b>						
(Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)						
<b>Adjusted underlying surplus (or deficit)</b>						
	<u>Adjusted net Surplus/(Deficit)</u>	60,713				
	Adjusted underlying revenue	87,932	69.0%	70.0%	(12.4%)	(0.3%)
The ratio takes out the effect of once off capital grants & developer contributions.						
<b>Note:</b> The forecasted lower ratio of (12.4%) is mainly a result of unspent 2017/2018 recurrent project and program expenditure which led to a greater than expected 'cash' surplus result at the end of the financial year together with government funding advanced to Council in 2017/18 that was budgeted in 18/19.						
<b>LIQUIDITY</b>						
<b>Working Capital Indicator</b>						
(Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)						
<b>Current assets compared to current liabilities</b>						
	<u>Current Assets</u>	162,183				
	Current Liabilities	25,794	628.8%	616.7%	199.4%	215.5%
<b>Unrestricted Cash Indicator</b>						
(Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity )						
	<u>Unrestricted Cash</u>	(1,678)				
	Current Liabilities	25,794	-6.5%	10.7%	46.6%	50.4%

	Year to Date Ratios			Forecast at 30/06/19	Budget at 30/06/19	Expected Range
	\$'000s	Ratio at 30/09/18	Ratio at 30/09/17			
<b>OPERATING POSITION</b>						
<b>OBLIGATIONS</b>						
<b>Loans and borrowings Indicator</b>						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
<b>Loans and borrowings compared to rates</b>						
<u>Interest Bearing loans and borrowings</u>	16,287	20.9%	20.8%	25.7%	25.7%	0% - 50%
Rate Revenue	77,934					
<b>Note:</b> This ratio is expected to be in line with the budgeted result.						
<b>Loans and borrowings repayments compared to rates</b>						
<u>Interest &amp; principal repayments</u>	535	0.7%	0.9%	2.9%	2.9%	0% - 10%
Rate Revenue	77,934					
<b>Note:</b> This ratio is expected to be in line with the budgeted result.						
<b>Indebtedness Indicator</b>						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
<b>Non-current liabilities compared to own source revenue</b>						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	37,494	45.4%	37.7%	30.2%	26.5%	0% - 50%
Own Source Revenue	82,566					
Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)						
<b>Asset Renewal Indicator</b>						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal Expenditure</u>	3,362	50.8%	30.7%	67.4%	69.9%	50%-100%
Depreciation	6,617					

	Year to Date Ratios				Forecast at 30/06/19	Budget at 30/06/19	Expected Range
	\$'000s	Ratio at 30/09/18	Ratio at 30/09/17				
<b>OPERATING POSITION</b>							
<b>STABILITY</b>							
<b>Rates Concentration Indicator</b>							
(Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)							
<b>Rates compared to adjusted underlying revenue</b>							
	<u>Rate Revenue</u>	77,934	88.6%	88.5%	66.0%	62.9%	40% - 80%
	Adjusted underlying revenue	87,932					
<b>Rates Effort Indicator</b>							
(Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)							
<b>Rates compared to property values</b>							
	<u>Rate Revenue</u>	77,934	0.7%	0.7%	0.7%	0.7%	0.2% to 0.7%
	property values (CIV)	11,200,811					
<b>EFFICIENCY</b>							
<b>Expenditure Level Indicator</b>							
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)							
<b>Expenses per property assessment</b>							
	<u>Total expenses</u>	27,220	\$ 706	\$ 668	\$ 3,451	\$ 3,231	\$2000 - \$4000
	Number of property assessments	39					
Note: The forecasted increase in expenses per assessment is mainly related to employee costs and materials and services expenditure funded from additional government funding and carry forward funds.							
<b>Revenue Level Indicator</b>							
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)							
<b>Average residential rate per residential property assessment</b>							
	<u>Residential Rate Revenue</u>	58,912	\$ 1,692	\$ 1,608	\$ 1,692	\$ 1,692	\$800 - \$1,800
	Number of residential property assessments	35					

**Agenda Item: 17.9**

**Agenda Item: Tabling of 'Assembly of Councillors' Records**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Information**

**MOTION**

**Moved:** Cr White

**Seconded:** Cr Law

**That Council receives and notes the Assembly of Councillors records tabled for the period 12 September 2018 to 13 November 2018.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
12 September 2018	Future Morwell Steering Committee	Councillors Cr Middlemiss  Officers Sara Rhodes-Ward Les Hilton Stuart Simmie	No	No
13 September 2018	Morwell and Districts Community Recovery Committee	Councillors Cr Middlemiss  Officers Stuart Simmie Linda Snell	No	No
19 September 2018	Early Years Reference Committee	Councillors Cr O'Callaghan Cr Clancey  Officers Nicky Lappin Kellie Romano	No	No

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
19 September 2018	Future Morwell Steering Committee	Councillors Cr Middlemiss  Officers Sara Rhodes-Ward, Les Hilton Stuart Simmie	No	No
15 October 2018	CEO Recruitment Meeting	Councillors Cr McFarlane Cr Middlemiss Cr White Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson  Officers Greg Drumm	Yes – section (d) contractual matters	No
16 October 2018	Callignee and Traralgon South Sporting Facilities Special Committee	Councillors Cr Howe  Officers Simon Clark	No	No
17 October 2018	Future Morwell Steering Committee	Councillors Cr Middlemiss  Officers Sara Rhodes-Ward, Belinda Kolek Stuart Simmie	No	No
17 October 2018	Australia Day Advisor Committee	Councillors Cr Howe  Officers Jo De Jong Wendy Hrynyszyn	No	Cr Howe
17 October 2018	Victory Park Precinct Advisory Committee	Councillors Cr Clancey Officers Simon Clark	No	No

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
22 October 2018	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law  Officers Gary Van Driel Gail Gatt Steve Piasente Sara Rhodes Ward. Brett McCulley Amy Phillips Larry Sengstock Bruce Connolly Ronda Bruerton	Yes - Section 89(2) (e) Proposed Developments  Section 89(2) (b) Personal hardship)	Cr White
23 October 2018	Ted Summerton Reserve Project Reference Group	Councillors Cr Law Cr Gibson  Officers Larry Sengstock Josh Wilson Lauren Dinsdale Steve Piasente	Yes - section 89(2)(e) proposed developments	No
23 October 2018	Traralgon Railway Reservoir Conservation Reservoir Special Committee	Councillors Cr Howe  Officers Simon Clark Ruth Harper	No	No
24 October 2018	Latrobe City Synthetic Sports Field User Groups Committee	Councillors Cr White OAM  Officers Simon Clark	No	No

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
25 October 2018	Gippsland Regional Aquatic Centre Project Reference Group	Councillors Cr Harriman Cr Howe  Officers Steve Piasente Larry Sengstock Luke McGrath Tania Eleftheriou	No	No
26 October 2018	Economic Development Advisory Committee Meeting	Councillors Cr Clancey  Officers Gail Gatt Bruce Connolly Courtney Aquilina Eliza Bayley	No	No
29 October 2018	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson  Officers Gail Gatt Greg Drumm Steven Piasente Brett McCulley Amy Phillips Jody Riordan	Yes - Section 89(2) (e) proposed development.  Section 89 (2) (d) contractual matters	Cr Clancey
29 October 2018	Team 11 Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White Cr Howe Cr Clancey Cr Law  Officers Steven Piasente Larry Sengstock Janine Alexander	No	No

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
31 October 2018	Future Morwell Steering Committee	Councillors Cr Middlemiss  Officers Kevan Delaney Stuart Simmie	No	No
09 November 2018	Morwell Centenary Rose Garden Special Committee	Councillors Cr McFarlane  Officers Simon Clark	No	No
12 November 2018	Municipal Public Health and Wellbeing Plan Reference Group	Councillors Cr O'Callaghan  Officers Sara Rhodes-Ward Steve Tong Liam Bantock Stuart Simmie Mary Sharrock	No	No
13 November 2018	Churchill & District Community Hub Advisory Committee	Councillors Cr White  Officers Edith Heiberg Carole Ayres	No	No
13 November 2018	Future Morwell Steering Committee	Councillors Cr Middlemiss  Officers Sara Rhodes- Ward Kevan Delaney Stuart Simmie	No	No

**Declaration of Interests:**

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

























**Reasons for Proposed Resolution:**

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

**Attachments**

- 1 [↓](#).  Future Morwell Steering Committee
- 2 [↓](#).  Morwell and Districts Community Recovery Committee
- 3 [↓](#).  Early Years Reference Committee
- 4 [↓](#).  Future Morwell Steering Committee
- 5 [↓](#).  CEO Recruitment Meeting
- 6 [↓](#).  Callignee and Traralgon South Sporting Facilities Special Committee
- 7 [↓](#).  Australia Day Advisory Committee
- 8 [↓](#).  Future Morwell Steering Committee
- 9 [↓](#).  Victory Park Precinct Advisory Committee
- 10 [↓](#).  Councillor Briefing
- 11 [↓](#).  Ted Summerton Reserve Project Reference Group
- 12 [↓](#).  Traralgon Railway Reservoir Conservation Reservoir Special Committee
- 13 [↓](#).  Latrobe City Synthetic Sports Field User Group
- 14 [↓](#).  Gippsland Regional Aquatic Centre Project Reference Group
- 15 [↓](#).  Economic Development Advisory Committee
- 16 [↓](#).  Councillor Briefing
- 17 [↓](#).  Team 11 Briefing
- 18 [↓](#).  Future Morwell Steering Committee
- 19 [↓](#).  Morwell Centenary Rose Garden Special Committee
- 20 [↓](#).  Municipal Public Health & Wellbeing Plan Reference Group
- 21 [↓](#).  Churchill & District Community Hub Advisory Committee
- 22 [↓](#).  Future Morwell Steering Committee

## 17.9

### Tabling of 'Assembly of Councillors' Records

1	Future Morwell Steering Committee .....	483
2	Morwell and Districts Community Recovery Committee .....	485
3	Early Years Reference Committee .....	487
4	Future Morwell Steering Committee .....	489
5	CEO Recruitment Meeting .....	491
6	Callignee and Traralgon South Sporting Facilities Special Committee.....	493
7	Australia Day Advisory Committee .....	495
8	Future Morwell Steering Committee .....	497
9	Victory Park Precinct Advisory Committee .....	499
10	Councillor Briefing .....	501
11	Ted Summerton Reserve Project Reference Group .....	503
12	Traralgon Railway Reservoir Conservation Reservoir Special Committee.....	505
13	Latrobe City Synthetic Sports Field User Group .....	507
14	Gippsland Regional Aquatic Centre Project Reference Group.....	509
15	Economic Development Advisory Committee .....	511
16	Councillor Briefing .....	513
17	Team 11 Briefing.....	515
18	Future Morwell Steering Committee .....	517
19	Morwell Centenary Rose Garden Special Committee.....	519
20	Municipal Public Health & Wellbeing Plan Reference Group.....	521
21	Churchill & District Community Hub Advisory Committee .....	523
22	Future Morwell Steering Committee .....	525





### Assembly of Councillors Record

<b>Assembly details:</b>	Future Morwell Steering Committee
<b>Date:</b>	12 September 2018
<b>Time:</b>	6.00 pm until 7.15 pm
<b>Assembly Location:</b>	Room 3 Latrobe City Council Headquarters 141 Commercial Road, Morwell

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Sara Rhodes-Ward, Les Hilton and Stuart Simmie		
<b>Matters discussed:</b>	Morwell CBD revitalisation - streetscape planning and construction update.		
<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:** Y

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)







### Assembly of Councillors Record

<b>Assembly details:</b>	Morwell and Districts Community Recovery Committee - Extraordinary Meeting
<b>Date:</b>	13 September 2018
<b>Time:</b>	4.30 pm until 5.30 pm
<b>Assembly Location:</b>	Nambur Wariga Room 141 Commercial Road, Morwell

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Stuart Simmie and Linda Snell		
<b>Matters discussed:</b>	Tasks to be completed by Emergency Management Victoria to develop a Community Based Emergency Management Plan (CBEM) for Morwell		
<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:** Stuart Simmie

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)







### Assembly of Councillors Record

<b>Assembly details:</b>	Early Years Reference Committee Meeting
<b>Date:</b>	Monday 17 September 2018
<b>Time:</b>	2.10 pm to 4.00 pm
<b>Assembly Location:</b>	Meeting Room 4 (large) LCC

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Nicky Lappin - a/g Manager Family Services Kellie Romano - Administrative Support		
<b>Matters discussed:</b>	LV Initiative (Playgroup/Parenting Workshop) Mid Valley Maternal & Child Health Centre Morwell Location		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Carole Ayres, Executive Assistant Community Services  
(Please use the **Quick Add Profile No - 563** when registering this form on ECM)









### Assembly of Councillors Record

<b>Assembly details:</b>	Future Morwell Steering Committee
<b>Date:</b>	19 September 2018
<b>Time:</b>	6.00 pm until 7.00 pm
<b>Assembly Location:</b>	Room 3 Latrobe City Council Headquarters 141 Commercial Road, Morwell

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Sara Rhodes-Ward, Les Hilton and Stuart Simmie		
<b>Matters discussed:</b>	Morwell CBD revitalisation - Latrobe City has prepared a newsletter advising of the construction plan - Signage and Promotion of streetscape construction - Street lighting discussion - Construction update - Detailed design activity to be undertaken by Landscape Designer.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No







### 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>	CEO Recruitment Meeting
<b>Date:</b>	15 October 2018
<b>Time:</b>	5.16 pm - 7.04 pm
<b>Assembly Location:</b>	Latrobe City Council Headquarters Nambur Wariga Room

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Greg Drumm, Independent Person Vince Haining also present		
<b>Matters discussed:</b>	CEO Recruitment campaign, presentations held by recruitment agencies Davidson, SACs Consulting and McArthur. Confidential reason (d) contractual matters		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Greg Drumm







### Assembly of Councillors Record

<b>Assembly details:</b>	Callignee and Traralgon South Sporting Facilities Special Committee
<b>Date:</b>	16 October 2018
<b>Time:</b>	7:30pm
<b>Assembly Location:</b>	Traralgon South Recreation Reserve Pavilion

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Tony informed the meeting that he had been working with Sean-Paul Smith from Council and vegetation works at the Traralgon South Recreation Reserve had commenced. Sean- Paul had consulted the Department of Environment, Land, Water and Planning and manual removal was required. Tony stated that the funding of \$4,950.00 had been expended. Skip bin will be provided to clean up rubbish but not green waste.</p> <p>The committee members agreed that they seek assistance from Council officers to establish the committees own Australian Business Number and become registered for the Goods and Service Tax.</p> <p>Simon informed the meeting that Council's Head Curator had inspected the Wes Pump Memorial Oval. The oval needs to be cut and rolled and the weed cover removed. The low spots and holes also need to be filled with soil. A drain is required to divert water from the east side in the front of the pavilion and down the track. Fertilising will slow down the growth of the onion grass.</p> <p>Simon reported that although all the facilities could be included on Council's online booking system, officers recommended that the committee manage the usage and payment of the facilities themselves. The committee agreed.</p> <p>Peter said that Council's Geoff Derham had confirmed that the new</p>		



changerooms could be connected into the existing septic system. Geoff will also investigate the removal of the trees from the septic field.

Tony believes that the committee requires \$20,000 as an Annual Maintenance Grant as well as a restoration works annual budget. Simon informed the meeting that a review of the grants would be conducted in the 2018/2019 year.

Tony informed the meeting that he may have a talented and experienced local resident who is interested in joining the committee as a community representative. Simon can provide a nomination form if the person wishes to join and have the nomination presented to Council at their December meeting. Simon would need the nomination form returned no later than 15 November.

**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
Nil	No

**Record Completed by:** Simon Clark  
(Please use the **Quick Add Profile No - 563** when registering this form on ECM)





### Assembly of Councillors Record

<b>Assembly details:</b>	Australia Day Advisory Committee Meeting
<b>Date:</b>	17 October 2018
<b>Time:</b>	5.00 pm - 6.00 pm
<b>Assembly Location:</b>	Meeting Room 4, Council Headquarters

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Jo De Jong, Coordinator Events & Wendy Hrynyszyn, Senior Events Officer		
<b>Matters discussed:</b>	2019 Australia Day Awards Nominations 2019 Civic Function 2019 Ambassador Program Australia Day Heart Walk		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Darren How	No -Cr Howe – advised of this Conflict of Interest in regards to the Summer Nights Festival and he deferred comment on this nomination .

**Record Completed by:** Wendy Hrynyszyn







**ECM Registration Number**

*(Please use the Quick Add Profile Number **602** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Future Morwell Steering Committee
<b>Date:</b>	17 October 2018
<b>Time:</b>	6.00 pm until 7.45 pm
<b>Assembly Location:</b>	Room 3 Latrobe City Council Headquarters 141 Commercial Road, Morwell

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Sara Rhodes-Ward, Belinda Kolek and Stuart Simmie		
<b>Matters discussed:</b>	Morwell CBD revitalisation - Construction delay in completing Stage 1 due landscape limitations on material and furnishing availability - Latrobe City to construct temporary demonstration parklets for Stage 1 by December 2018 Morwell Rose Garden Festival Morwell Entrance Project		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No





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**Record Completed by:** Stuart Simmie, Coordinator Community Resilience  
*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Victory Park Precinct Advisory Committee
<b>Date:</b>	17 October 2018
<b>Time:</b>	5:30pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon Service Centre

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Simon has drafted an email to the Traralgon Secondary College Principal enquiring about a possible project to design and construct some furniture for Victory Park. The meeting thought that the invitation to assist in the park could be extended to all Traralgon secondary schools and then wait for any responses. Simon will discuss this proposal with Cr Harriman.</p> <p>Simon reported that Council at their September 2018 Ordinary meeting had adopted the nominations for the Advisory Committee and letters will be distributed shortly.</p> <p>John said that the proposal for the historical sign was to have two sides to it, one for how Victory Park was in the past and one on how it is now. The committee liked the concept.</p> <p>John raised the issue of people parking in the Monomeath carpark. John recommended that at least six car spaces be reserved for the Monomeath members during events. Cr Clancy requested Simon pass the Monomeath usage days onto the Events team.</p> <p>Simon to organise the annual precinct inspection and an onsite Public Toilet project meeting in November so the committee members can inspect proposed sites. Simon to invite Geoff Derham and Tneal Weatherhead to the toilet portion of the inspection and ask them to bring maps showing the current locations of sewers and services.</p> <p>Cr Clancy reported that the proposed Off Leash Dog Area would be installed for an initial trial period before any further discussions are conducted.</p> <p>Cr Clancy reported that the area around the Soundshell had been cleaned up and graffiti removed from the Black Saturday Memorial seat. Cr Clancy</p>		



	lodged a further Pathway requesting for the last of the graffiti to be removed from the seat and if the seat could be coated to protect it.
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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
Nil	No

**Record Completed by:** Simon Clark  
*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





### 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>	22 October 2018
<b>Time:</b>	6.47pm-9.53pm
<b>Assembly Location:</b>	Nambur Waringa Room Corporate Headquarters

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman until 8.30pm	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Gail Gatt, Steve Piasente, Sara Rhodes Ward. Brett McCulley, Amy Phillips, Larry Sengstock (6.53pm-7.49pm), Bruce Connolly (6.47pm-7.37pm, Ronda Bruerton (8.36pm-8.42pm)		
<b>Matters discussed:</b>	Tonights Presentations Future Presentations Upcoming Significant Items Mayor's Update Chief Executive Officer - General Update Transition Briefing (Confidential Section 89(2) (e) Proposed Developments) Organisational Report Major Projects Reference Group Update 2019/2020 Budget Preparation Application to Waiver Rates (Confidential Section 89(2) (b) Personal hardship) Morwell Power Station Heritage Interpretation Plan Review of Pound Facility and Animal Management Processes Building Better Regions Fund - Potential Application Revised Provision of Resources and Support to Councillors Policy		



	<p>Gippsland Logistics Precinct - Expression of Interest Process (Confidential Section 89(2) (e) proposed developments)</p> <p>Infrastructure Design Manual Planning Scheme Amendment</p> <p>Moe Keenagers - Project Update</p> <p>Representation and Participation of Traditional Owners on Council Committees</p> <p>Service Review Prioritisation 2018-19</p> <p>First Quarter Organisation Report 2018/19</p> <p>2018/19 Quarterly Performance Report - QTR 1</p> <p>Capital Works Status - 2018/19 First Quarter Review</p> <p>Outstanding Issues (Confidential Section 89(2) (h) Prejudice the Council or any person)</p> <p>Strategic Issues for Future Briefings</p>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr White	Yes

**Record Completed by:** Amy Phillips





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Ted Summerton Reserve Project Reference Group
<b>Date:</b>	Tuesday 23 October 2018
<b>Time:</b>	6:00 pm - 6.57 pm
<b>Assembly Location:</b>	Meeting Room 3, Moe Service Centre, George Street, MOE 3825

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law 6:00 pm - 6.57 pm	<input checked="" type="checkbox"/> Cr Sharon Gibson 6:00 pm - 6.57 pm
<b>Officer/s:</b>	Larry Sengstock, Josh Wilson, Lauren Dinsdale, Steve Piasente		
<b>Matters discussed:</b>	1. Project Status update 2. Discussion on concept design details of the Ted Summerton Reserve Cricket facility redevelopment for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Nil	N/A





**Record Completed by:** Lauren Dinsdale





### Assembly of Councillors Record

<b>Assembly details:</b>	Traralgon Railway Reservoir Conservation Reservoir Special Committee
<b>Date:</b>	23 October 2018
<b>Time:</b>	7:30pm
<b>Assembly Location:</b>	Kath Teychenne Centre, Traralgon

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Simon Clark, Ruth Harper.		
<b>Matters discussed:</b>	<p>Discussion was held regarding the Shed and Public Toilet project. Gary outlined where the project was currently at. A meeting with all stakeholders will be organised to clear up any misunderstandings or project concerns.</p> <p>The continuing removal and re-homing of the domestic bird species was discussed. It appears that more domestic birds have been released onto the reservoir.</p> <p>Working bee notice compiled for distribution.</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <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
Nil	No





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**Record Completed by:** Simon Clark

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Latrobe City Synthetic Sports Field User Groups Committee
<b>Date:</b>	24 October 2018
<b>Time:</b>	6:00pm
<b>Assembly Location:</b>	Latrobe Leisure Churchill

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>The meeting discussed the review of the draft Latrobe City Synthetic Sports Field and Pavilion Advisory Committee, Terms of Reference. Simon had received comments back from Federation University (Uni) in July. Simon to prepare a new draft document which includes changes recommended by the Uni (in red) and distribute for comment.</p> <p>Discussion held regarding an agreement between Council and the Hockey Association for the use of the field and pavilion, maintenance responsibilities, services payments etc. It is believed that a written agreement was entered into previously however a copy cannot be found. Simon recommended that a new agreement be established in the future. The meeting agreed that a new agreement be established.</p> <p>Pavilion update given. Project is days away from completion and sections of it will be available for the Gippsland Championships event on 27 and 28 October. Official opening is on 31st October.</p> <p>Trevor informed Simon that the soccer club wished access to the new changerooms. Trevor to inform Simon how many keys will be required.</p> <p>Cr White asked Simon to establish if there is CCTV coverage of the new Pavilion.</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p>			



Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No

**Record Completed by:** Simon Clark

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Gippsland Regional Aquatic Centre Project Reference Group
<b>Date:</b>	Thursday 25 October 2018
<b>Time:</b>	5:30 pm - 6:37 pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon Service Centre, Kay Street, Traralgon

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman 5.20pm - 6.50pm	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe 5.20pm - 6.50pm
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Steve Paisente, Larry Sengstock, Luke McGrath, Tania Eleftheriou		
<b>Matters discussed:</b>	1. Project Manager update 2. Business Plan update 3. General Business from the floor - PRG are excited about the project. Larry thanked the PRG for putting in their time and efforts.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	N/A

**Record Completed by:** Tania Eleftheriou

**ECM Registration Number** 1779817

(Please use the Quick Add Profile Number **602** when registering this form on ECM)





### 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>	Economic Development Advisory Committee Meeting
<b>Date:</b>	26 October 2018
<b>Time:</b>	10.00 am - 2.00 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, 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 type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gail Gatt, Bruce Connolly, Courtney Aquilina, Eliza Bayley		
<b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>- Update from previous meeting</li> <li>- Update from Committee Members - whats happening in their sectors</li> <li>- Economic Development Strategy update</li> </ul>		
<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:** Courtney Aquilina







### Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	29 October 2018
<b>Time:</b>	7:43 pm - 10:29 pm
<b>Assembly Location:</b>	Corporate Head Quarters - 141 Commercial Road Morwell

**In Attendance**

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input checked="" type="checkbox"/> Cr Harriman until 8:33 pm	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Gail Gatt, Greg Drumm, Steven Piasente, Brett McCulley, Amy Phillips, Jody Riordan (8:33 pm - 8:52 pm)		
<b>Matters discussed:</b>	<p>Tonight's Presentations - Section 89(2) (e) proposed development</p> <p>Future Presentations</p> <p>Notice of Motion Requests</p> <p>Points of Clarification</p> <p>Alternate Motion Requests</p> <p>Mayor's Update</p> <p>CEO's General Update</p> <p>2019/2020 Budget Preparation</p> <p>Club Managed Projects - Project updates</p> <p>Traralgon Railway Reservoir Conservation Reserve - Project Update</p> <p>Recycling Industry Strategic Plan and Recyclables Processing Update - Section 89 (2) (d) contractual matters</p> <p>Recreational Vehicles (RV) Dump Points and RV Plan Update</p> <p>Public Facing Geographic Information System</p> <p>Outstanding Issues - Section 89(2) (h) matter which would prejudice Strategic Issues for Future Briefings</p>		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			



**Yes**       **No**  
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Clancey	Yes

**Record Completed by:** Amy Phillips

ECM Number: 1779447

*Please use the Quick Add profile 602 to register this form on ECM*





### Assembly of Councillors Record

<b>Assembly details:</b>	Team 11 briefing to Councillors - Councillor Briefing 2
<b>Date:</b>	Monday October 29 <sup>th</sup> , 2018
<b>Time:</b>	4.15 pm - 5.00 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 checked="" type="checkbox"/> Cr McFarlane 4.15 pm - 5.00 pm	<input checked="" type="checkbox"/> Cr Middlemiss 4.30 pm - 5.00 pm	<input checked="" type="checkbox"/> Cr White OAM 4.15 pm - 5.00 pm
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe 4.15 pm - 5.00 pm
	<input checked="" type="checkbox"/> Cr Clancey 4.15 pm - 5.00 pm	<input checked="" type="checkbox"/> Cr Law 4.20 pm - 5.00 pm	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Steven Piasente, Larry Sengstock, Janine Alexander		
<b>Matters discussed:</b>	An update of the current situation in relation to the Team 11 bid to bring an A-League team to the south eastern region of Victoria and the potential partnership opportunities for Council.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Janine Alexander

**ECM Registration Number** 1950116

*(Please use the Quick Add Profile Number 602 when registering this form on ECM)*







### Assembly of Councillors Record

<b>Assembly details:</b>	Future Morwell Steering Committee
<b>Date:</b>	31 October 2018
<b>Time:</b>	6.00 pm until 7.30 pm
<b>Assembly Location:</b>	Room 3 Latrobe City Council Headquarters 141 Commercial Road, Morwell

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Kevan Delaney and Stuart Simmie		
<b>Matters discussed:</b>	Morwell CBD revitalisation project - Construction update including works to progress temporary demonstration parklets - Preparation of tender document for the remaining stages of construction to complete the project - Communication Plan		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



**Record Completed by:** Stuart Simmie, Coordinator Community Resilience

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Morwell Centenary Rose Garden Special Committee
<b>Date:</b>	9 November 2018
<b>Time:</b>	9:00am
<b>Assembly Location:</b>	Rose Garden Wing

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Meeting discussed the Volunteers OH&amp;S Training Day.</p> <p>Meet with the Sister City delegation in the garden and undertook a tour.</p> <p>Spoke of the upcoming Friends Of events and Leongatha Rose Show.</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <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
Nil	No

Record Completed by: Simon Clark









### Assembly of Councillors Record

<b>Assembly details:</b>	Municipal Public Health and Wellbeing Plan Reference Group meeting
<b>Date:</b>	12 November 2018
<b>Time:</b>	2.10 pm - 4 pm
<b>Assembly Location:</b>	Nambur Wariga Room, Latrobe City HQ

**In Attendance**

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Sara Rhodes-Ward Steve Tong Liam bantock Stuart Simmie Mary Sharrock		
<b>Matters discussed:</b>	<p>Provide feedback regarding the 2017-2018 refresh of the Action Plan to Carly McWalters by the end of August 2018.</p> <p>Provide Carly McWalters with details of any activities that can be included into the Communication and Engagement Plan by the end of August 2018.</p> <p>Work up an information graphic around the process of the Plan reporting requirements and timing of activities.</p> <p>Include the information graphic (flow of the Plan and timing of activities) as an attachment to the agenda for the Reference Group.</p> <p>Include reports from working groups as standing agenda items (towards the end of the meeting).</p> <p>Resilience Team to scope existing working group activity which is aligned with the key focus areas in the Plan and provide a report to the Reference Group.</p> <p>Distribute the Latrobe Health Assembly Strategic Plan to Reference Group when the document is public.</p> <p>Send the link for the 'Phenomenom', website to Liz.</p> <p>Send details of smoking cessation workshop to Teresa to circulate to Reference Group members.</p>		





Municipal Public Health and Wellbeing Plan 2017 – 2021, Year 1 Action Plan Report.  
 Presentation – Project Officer Preventing Family Violence Toolkit (30 min)  
 Reference Group Members Updates – Family Violence activities  
 Municipal Public Health and Wellbeing Plan 2017 – 2021 reports from Working Groups

**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  
**ECM Registration Number**  
*(Please use the Quick Add Profile Number **602** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Churchill & District Community Hub Advisory Committee
<b>Date:</b>	Tuesday 13 November 2018
<b>Time:</b>	5.00 pm to 5.45 pm
<b>Assembly Location:</b>	Meeting Room, Churchill Hub, 9-11 Phillip Parade, Churchill

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Edith Heiberg - Manager Communications & Customer Relations Carole Ayres - Executive Assistant Community Services		
<b>Matters discussed:</b>	HUB User group survey content Meeting schedule 2019 Hub 4 Year Strategic Plan review		
<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:** Carole Ayres

**ECM Registration Number**

*(Please use the Quick Add Profile Number 602 when registering this form on ECM)*







### Assembly of Councillors Record

<b>Assembly details:</b>	Future Morwell Steering Committee
<b>Date:</b>	13 November 2018
<b>Time:</b>	6.00 pm until 7.00 pm
<b>Assembly Location:</b>	Room 3 Latrobe City Council Headquarters 141 Commercial Road, Morwell

**In Attendance**

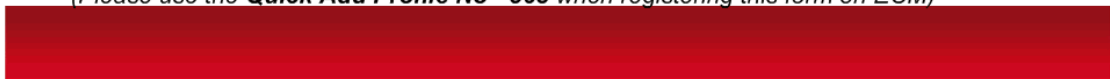
<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Sara Rhodes-Ward, Kevan Delaney and Stuart Simmie		
<b>Matters discussed:</b>	Morwell CBD revitalisation project - construction update for Stage 1 and the design and tender process to complete all stages of the project. Morwell Rose Garden Festival		
<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:** Stuart Simmie, Coordinator Community Resilience

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



# **URGENT BUSINESS**

**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 19 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next Ordinary meeting.*



# MEETING CLOSED TO THE PUBLIC

## **19. MEETING CLOSED TO THE PUBLIC**

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

### **MOTION**

**Moved:** Cr White

**Seconded:** Cr Clancey

**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 Business Case Support for Loan Applications for Gippsland Regional Aquatic Centre and Traralgon Sports Stadium  
Agenda item 19.1 *Business Case Support for Loan Applications for Gippsland Regional Aquatic Centre and Traralgon Sports Stadium* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.2 LCC-424 Provision of Plant Hire Services  
Agenda item 19.2 *LCC-424 Provision of Plant Hire Services* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.3 LCC-503 and LCC-531 Supply and Delivery of Kiosk Products to Latrobe Leisure Facilities  
Agenda item 19.3 *LCC-503 and LCC-531 Supply and Delivery of Kiosk Products to Latrobe Leisure Facilities* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.4 LCC-518 Blackspot Upgrade of Haunted Hills Road at Newborough  
Agenda item 19.4 *LCC-518 Blackspot Upgrade of Haunted Hills Road at Newborough* is designated as confidential as it relates**

to contractual matters (s89 2d)

**19.5 LCC-529 Latrobe Creative Precinct Construction Tender Update**  
Agenda item 19.5 *LCC-529 Latrobe Creative Precinct Construction Tender Update* is designated as confidential as it relates to contractual matters (s89 2d)

**19.6 Latrobe Creative Precinct Project Update**  
Agenda item 19.6 *Latrobe Creative Precinct Project Update* is designated as confidential as it relates to proposed developments (s89 2e)

**19.7 Update - Renewal of the Moe Racing Club Long Term Lease**  
Agenda item 19.7 *Update - Renewal of the Moe Racing Club Long Term Lease* is designated as confidential as it relates to contractual matters (s89 2d)

**19.8 2018 Sporting Hall of Fame Inductions**  
Agenda item 19.8 *2018 Sporting Hall of Fame Inductions* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

**19.9 2019 Australia Day Awards Nominations**  
Agenda item 19.9 *2019 Australia Day Awards Nominations* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

**19.10 Interim Appointment - Acting Chief Executive Officer**  
Agenda item 19.10 *Interim Appointment - Acting Chief Executive Officer* is designated as confidential as it relates to personnel matters (s89 2a):

**CARRIED UNANIMOUSLY**

The Meeting closed to the public at 8:16pm.

The meeting re-opened to the public at 9.00pm.

There being no further business the meeting was declared closed at 9.00pm.

I certify that these minutes have been confirmed.

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_