



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6PM ON  
02 MARCH 2020

CM544

**PRESENT:**

<b>Councillors:</b>	Cr Dan Clancey, Mayor	East Ward
	Cr Alan McFarlane, Deputy Mayor	Central Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Darren Howe	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Darrell White OAM	South Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
<b>Officers:</b>	Steven Piasente	Chief Executive Officer
	Suzanne Miller	General Manager Community Health & Wellbeing
	Gail Gatt	General Manager Regional City Growth & Investment
	Greg Drumm	General Manager Organisational Performance
	Larry Sengstock	General Manager Assets & Presentation
	Hanna Steevens	Manager Governance
	Kieran Stewart	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**

All present at the meeting.

**4. DECLARATION OF INTERESTS**

Councillor Law declared an indirect interest under Section 78A of the *Local Government Act 1989* in respect to Item 14.4.

Councillor Law advised of a connection but not a conflict with a signatory to the petition in relation to Items 10.1 and 15.3.

Mayor Clancey declared an indirect interest under Section 78B of the *Local Government Act 1989* in respect to Item 14.4.

Councillor Middlemiss declared an indirect interest under Section 78B of the *Local Government Act 1989* in respect to Item 14.4.

Councillor Middlemiss advised of a connection but not a conflict with an interested party to Item 14.3.

**5. ADOPTION OF MINUTES**

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Howe

**That Council confirm the minutes of the Ordinary Council Meeting held on 10 February 2020.**

**CARRIED UNANIMOUSLY**

**6. ACKNOWLEDGEMENTS**

Councillor White acknowledged the winners and runners up in the grand finals of the pennant lawn bowls competition played at the Traralgon Lawn Bowls Club on the previous weekend.

Councillor Gibson celebrated the first matches and tournament at the new netball courts in Newborough.

**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 noon in order for the question to be answered at the meeting.

The questions and responses are listed below.

**From:** Lorraine Bull, President Latrobe Valley Sustainability Group

**Topic:** Item 9.1 Review of councils adopted position on climate change 2010

**Question:**

**What time frame is expected for the review to take place?**

**Response:**

If the motion is passed by Council the review would take place over the coming months. This would include at a minimum presentation of a discussion paper for the Councillors' consideration and then a report would be presented to a future Council meeting. At this point in time I am unable to provide an exact time frame for any possible review. The time frame will depend on the type of process Council agrees to undertake particularly regarding community engagement if the motion is passed.

**From:** Lorraine Bull, President Latrobe Valley Sustainability Group

**Topic:** Item 9.1 Review of councils adopted position on climate change 2010

**Question:**

**What policy will be used until the new position is adopted?**

**Response:**

If the motion is passed by Council it does not amend the current adopted position. Should the motion be passed, the position will remain in force albeit not published on the website.

**From:** Dr Jessica Reeves

**Topic:** Item 9.1 Review of councils adopted position on climate change 2010

**Question:**

**Whilst a review of the statement is probably timely, is it necessary to remove the existing statement in the interim and thus create greater uncertainty for our region's youth?**

**Response:**

If the motion is passed by Council it does not amend the current adopted position. Should the motion be passed, the position will remain in force albeit not published on the website.

*Dr Jessica Reeves was not in attendance therefore the answer above was not read out at the meeting.*

**Public Speakers**

Members of the public who registered before 12 noon were invited to speak to an item on the agenda. The following persons spoke on an item on the agenda:

Item No.	Agenda Item	Name & Company
14.2	Amended Permit for the Use and Development of the Land for an Employment Training Centre and Display of Business Identification Signage at 9 Rocla Road, Traralgon East	Shannon Davies Managing Director, SD Planning
14.2	Amended Permit for the Use and Development of the Land for an Employment Training Centre and Display of Business Identification Signage at 9 Rocla Road, Traralgon East	Ray Just - Optimum Drafting
14.3	Use and Development of Land for Accommodation (RV Stop) and Display of Business Identification Signage at 31-35 Main Street, Yinnar	Kevin Young Secretary, Yinnar & District Community Association
9.1	2020/02 Review of Council Position 2010	Daniel Caffrey

*Councillors Clancey, Law and Middlemiss left the meeting at 6.30 PM for the speakers in relation to Item 14.4. They returned to the meeting at 7.19 PM at the conclusion of speakers. Councillor McFarlane chaired the meeting in Councillor Clancey's absence.*

14.4	Use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage	Ray Massaro
14.4	Use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage	Ang Cuy Executive Manager Youth Services, YMCA Victoria
14.4	Use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage	Sharon Noonan Consortia Member
14.4	Use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage	Catherine Webb
14.4	Use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage	Lincoln Ingravalle Chair, Youthspace Governance Committee

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

Date of Council Meeting	Item	Update
<b>Regional City Growth and Investment</b>		
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	<p>Officers researched different aspects of a City Deal during 2018/19.</p> <p><b>31 October 2019</b></p> <p>Councillor Briefing Report being prepared.</p> <p><b>27 November 2019</b></p> <p>The investigations on this matter by Council Officers have commenced as per Councillor Briefing Report's recommendations.</p>
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p>Councillor Briefing reports presented 26 March 2018 and 24 July 2018.</p> <p>Report will be scheduled once an update is available.</p>
23 October 2017	<p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed</i></p>	<p>Ongoing discussions undertaken and researched during 2018 and 2019.</p>

Date of Council Meeting	Item	Update
	<i>developments.</i>	
5 February 2018	Signage on Overhead Bridges on Freeway	<p><b>8 March 2018</b></p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p>Response from Vic Roads indicated their position is electronic signage on bridges is not permitted at this time.</p> <p>Further investigations being undertaken in 2018 and 2019.</p> <p><b>31 October 2019</b></p> <p>A future report to be presented to Council in 2020.</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p><b>4 April 2018</b></p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p><b>20 July 2018</b></p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p> <p><b>28 November 2019</b></p> <p>A decision on the future use of the VIC building pending relocation to the foyer of the Latrobe Creative Precinct. This is scheduled for March/April 2021.</p> <p>New target date set at September 2020 so the process of identifying options and presenting them to Council can begin.</p>

Date of Council Meeting	Item	Update
2 September 2019	SEA Electric: Request for Land at the Gippsland Logistics Precinct  <i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i>	A further report to be prepared.
3 June 2019	Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct	<b>11 February 2020</b> The expression of interest is being publicly released on 17/2/2020. Timelines have allowed for a briefing to Councillors on 20 April 2020, followed by a report on 4 May 2020.
2 September 2019	Amendment C115 (Morwell to Traralgon Employment Corridor) - Consideration of Submissions	A further report to be scheduled once the Planning Panel report has been received. It is expected that the panel report will be presented to Council at a future Council meeting in early 2020.
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	Present the final design for consideration at a future Council meeting.
2 December 2019	2019/17: NIEIR Report  <i>Confidential under Section 89(2) (h) of the Local Government Act 1989, as it deals</i>	

Date of Council Meeting	Item	Update
	<i>with a matter which the Council or special committee considers would prejudice the Council or any person.</i>	
<b>Community Health and Wellbeing</b>		
2 September 2019	2019/20 Annual Sponsorship Program	<p><b>3 September 2019</b></p> <p>A further report to be scheduled following the review of the current Community Sponsorship Program.</p> <p><b>14 November 2019</b></p> <p>A review of the Community Sponsorship guidelines is currently being undertaken. A report will be presented to Council early 2020.</p> <p><b>8 January 2020</b></p> <p>Briefing report to be presented to Council on 23 March 2020 with a report to follow.</p>
5 August 2019	2018/19 Outdoor Pool Season Review	<p><b>6 August 2019</b></p> <p>Report to be scheduled after the 2019/20 outdoor pool season.</p>
<b>Organisational Performance</b>		
25 May 2015	<p>MAV Workcare Self Insurance</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with contractual matters.</i></p>	<p>A report will be presented to Council in 2020/2021 Financial Year.</p>



Date of Council Meeting	Item	Update
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p><b>20 September 2017</b> Pending further discussions before a report is rescheduled for decision.</p> <p><b>9 August 2018</b> A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p><b>17 September 2018</b> A further report will be determined after Councillor speaks with property owner.</p> <p><b>17 January 2019</b> Report expected to council in April 2019.</p> <p><b>13 February 2019</b> Report pending scheduling.</p> <p><b>8 August 2019</b> Proposed road renaming to be referred to Road Naming Committee for consideration when convened.</p>
<b>Assets and Presentation</b>		
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p>Matter was researched and considered during 2018/19.</p> <p><b>14 August 2019</b> A briefing report will be presented to Council in September 2019.</p> <p><b>16 January 2020</b> A further Briefing Report will be presented in 2020.</p>

Date of Council Meeting	Item	Update
1 April 2019	Moe Keenagers - Project Update	<p><b>9 January 2020</b></p> <p>This funding application is still waiting for approval from the Federal Department of Infrastructure.</p>
1 July 2019	Annual Maintenance Grant Program	<p><b>16 January 2020</b></p> <p>Briefing Report scheduled for Councillor Briefing 1, 23 March 2020 and a Council Meeting Report scheduled for 6 April 2020.</p>
11 November 2019	Recreation Needs Assessment - Review of Assessment matrix	<p>A further report to be presented at the 10 February 2020 Ordinary Council meeting to present the priority projects identified through the Recreation Needs Assessments for 2019 and future funding priorities.</p>

Any proposed timings of reports listed above advised up to 13 February 2020, have been included in the above 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 2020/02 REVIEW OF COUNCIL POSITION 2010**

**Cr Dale Harriman**

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 2 March 2020

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

**That Council:**

- 1. Reviews the adopted position on climate change that was established in 2010.**
- 2. Presents a discussion paper to a council briefing session related to a future position on climate change and then presents a report to a future Council Meeting.**
- 3. Until this review is completed Council removes the 2010 Latrobe City Council Position on Climate Change and its Impacts from Council's website.**

**For** Crs Middlemiss, Harriman, Gibson and Howe

**Against:** Crs White, O'Callaghan, McFarlane, Clancey and Law

**LOST**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr O'Callaghan

**That Council:**

- 1. Reviews the adopted position on climate change that was established in 2010; and**
- 2. Presents a discussion paper to a council briefing session related to a future position on climate change and then presents a report to a future Council Meeting.**

**CARRIED UNANIMOUSLY**

Signed  
Cr Dale Harriman  
21 February 2020

**Attachments**  
Nil

**9.2 2020/03 MOE TOWN HALL**

**Cr Sharon Gibson**

I, Cr Sharon Gibson hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 2 March 2020:

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr White

**That Council requests the Chief Executive officer to prepare a report to be presented to Council which analyses the utilisation of Council managed town halls, any barriers to stakeholder utilisation and recommendations to address findings.**

**CARRIED UNANIMOUSLY**

Signed  
Cr Sharon Gibson  
26 February 2020

**Attachments**  
Nil

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

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

**Agenda Item: 10.1**

**Agenda Item: Petition for a walking path along Saviges Road, Moe**

**Sponsor: General Manager, Assets and Presentation**

**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 Gibson**

**Seconded: Cr Law**

**That Council:**

- 1. Notes the report responding to the petition expressing *Interest for a cement pathway along Saviges Road opposite the Pony Club and existing netball courts leading onto Discovery Drive*;**
- 2. Notes that the path requested is included in the existing endorsed Latrobe City Council Tracks, Trails and Paths implementation plan in Year 5;**
- 3. Advises the head petitioner in writing of this resolution.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Latrobe City Council (Council) has been presented with a petition containing 66 signatures expressing interest for the construction of a concrete pathway “ . . . along Saviges Road opposite the Pony Club and existing netball courts leading onto Discovery Drive”.
- The issue of a path on Saviges Road is the subject of another Council report planned for 2 March 2020 responding to a resolution related to a Notice of Motion to advise on the broad concepts and costs for the path.
- Council officers receive numerous requests each year for new paths and developed the *Latrobe City Council Tracks, Trails and Paths Strategy 2016 -*



2021 (the Strategy) and the associated Implementation Plan in 2016 to strategically assess and prioritise these requests.

- The Implementation Plan included a 5 year program for “Linear Paths” (primarily in reserves) and a 5 year program for “Missing Links” (along roadsides) for a projected planned expenditure of approximate \$450,000 per year. Council has delivered the first 3 years of the programs however no funding was allocated in 2019/20.
- The Missing Links portion of the Implementation Program in Year 4 includes 3 projects for \$250,500 and in Year 5 includes 2 projects for \$235,500.
- One of the two projects in Year 5 is a path on Saviges Road from Mitchells Road to Bell Street similar to the petition request.
- Council Officers reviewed the 5 projects to see if there is any reason to prioritise the Saviges Road project higher. Saviges Road scored equal lowest with the Year 4 project on Coalville Road however it is noted that the Saviges Road path duplicates an existing path to the CBD of Moe whereas the Coalville Road project is providing the only path that would allow pedestrians a convenient option to walking on the road.
- Council Officers support the current program remaining as it is considering the above reasons and it is therefore proposed to resolve to simply note the request and to advise the head petitioner.

### **Background:**

Latrobe City Council (Council) has been presented with a petition containing 66 signatures expressing interest for the construction of a concrete pathway “... along Saviges Road opposite the Pony Club and existing netball courts leading onto Discovery Drive”.

The extent of the request is not clear however in conversation with residents and others, and as inferred from the text of the petition itself it is understood that the desire is for:

- A more a direct pedestrian route to the Moe CBD from the Mitchell Estate (Discovery Boulevard), and
- A recreational path for the residents of the estate to complete a circuit of the racecourse and reserve properties.

Council officers receive numerous requests each year for new paths. In order to strategically assess and prioritise these requests, following considerable public consultation Council developed and adopted in June 2016 the *Latrobe City Council Tracks, Trails and Paths Strategy 2016 -2021* (the Strategy) and the associated Implementation Plan.

The Strategy is broad reaching and provides philosophy and guidelines for providing a robust, functional and pleasant network of pedestrian paths. The strategy makes a

distinction between roadside paths (called Missing Links) and paths through reserves and bushlands (called Linear Paths).

The Implementation Plan derived during the process of developing the Strategy included a 5 year program for both Linear Paths (primarily in reserves) and Missing Links (along roadsides). Each of the two programs identified in the order of \$225,000 of new paths each year. Council has delivered the first 3 years of the Implementation Plan program except where a new path had unexpected complications that changed its priority.

The majority of the requested path along Saviges Road is included in Year 5 of the Missing Link portion of the program. The project in the program was to stop at Bell Street as it has an existing path to the CBD. The request would extend the path south to at least Albert Street to link to the existing path on Saviges Road.

Table 1 shows the Year 4 and Year 5 Missing Link projects from the Implementation Plan, the 2016 estimated costs, and the priority score from the Strategy.

The criteria for Missing Links within the Strategy are included in the Path Asset Management Plan and as Attachment 1 to this report. This includes at a high level:

- Links within commercial precincts (major towns and small town main streets).
- Links to commercial areas.
- Links to transport networks (Railway stations, bus terminals, local bus stops, cycling networks).
- Community precincts (Elderly Citizen Centres, schools, community centres, sports stadiums, recreation reserves).
- Demonstrated community need.

Table 1 – Existing Year 4 and Year 5 Missing Link projects

Year 4	Priority
<b>Mount Hope Road, Tyers</b> - \$80,000 Adjacent the school, linking to the path from Gilmours Road	<b>14</b>
<b>Coalville Road, Moe</b> - \$90,000 Extending the existing path from Cemetery Rd to Wirrana Dv	<b>8</b>
<b>Keith Morgan Drive, Traralgon South</b> - \$80,500 From the sporting field and east past the school to link to Cashmere Dv	<b>11</b>
Year 5	
<b>McNairn Road, Traralgon</b> - \$58,500 Extending the existing footpath at 61 McNairn Dv to the Princes Hwy	<b>11</b>
<b>Saviges Road, Moe</b> - \$177,000 To link Mitchells Road to Bell St	<b>8</b>

As can be seen in Table 1, the requested path at least to Bell Street is included in the final year of the Missing Link program.

Figure 1 shows the existing paths in dark grey, the location of the Year 5 route from Mitchell Road to Bell Street in small dashes, and the additional length requested in the petition.



Figure 1 – Existing paths and the Requested path

In respect of the above assessment, because the intent of this program is to fill gaps in the network, one other criteria is whether there is an alternative convenient route.

There is a footpath along Mitchell Road and Waterloo Road that provides a link from the Mitchell Estate development to the Moe activity centre although some suggest crossing the roads (Mitchell Road at Waterloo Road and also Saviges Road at Waterloo Road) is difficult.

To get from Mitchells Road to the roundabout at Moore Street and Albert Street in the heart of Moe is 1,560m using the proposed new path, and 1765m using the existing paths on Mitchells Road and Waterloo Road, a 205m or 12% difference.

It should be noted that a fatality did occur on Mitchells Road approximately 20m north of Waterloo Road in September 2018 where a collision occurred between a mobility scooter and a commercial truck.

The petition implies at least as a part justification, that the path would support residents from the new Mitchell Estate to walk a circuit around the racecourse and Apex Park properties.

Considering that this is consistent with Council's goal to support a healthy community, Council officers could justify adding to the priority score for the Year 5 Saviges Road project.

However, on balance, Council Officers do not support changing the priority considering that:

- It is duplicating an existing path,
- Coalville Road path is providing a safe option where none exists,
- Recreation should defer to safety as a priority,
- There are even more high priority paths that have been identified since the Implementation Plan was developed, and
- Given the high cost to construct a path as requested, to move Saviges Road from Year 5 to Year 4 would displace not only Coalville Road but Keith Morgan Road as well.

On balance Council Officers would not recommend changing the program.

**Issues:**

*Strategy Implications*

This report is consistent with Council Plan Strategic Objective 3: *Improve the liveability and connectedness of Latrobe City.*

*Communication*

No communication was undertaken in preparing this report. It is proposed to communicate the resolution to the petitioner.

*Financial Implications*

There are no financial implications in the proposed resolution as it would result in no change to the budget.

Should Council elect to construct the projects in different order, that is, to move the identified project from Year 5 to Year 4, there would be no impact on the future budget as they are all predicated on approximately \$225,000 per year. However, the petition does request that the footpath be extended to create a full circuit, and this would require a path from Bell Street to Albert Street. This is approximately 250m and would cost \$40,000 in addition to the \$177,000 for the project included in Year 5 of the program.

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
The actual costs are greater than the estimated costs.	Unlikely	A contingency is included in the estimates and there is flexibility in the delivery such that almost all aspects can be overcome without a serious impact on the budget.

Identified risk	Risk likelihood*	Controls to manage risk
Undertaking the works will set a precedent and undermine the effectiveness of the strategic planning process	Possible	The Tracks Trails and Paths Strategy was developed specifically to stop “queue jumping” of paths based on the volume of complaints. The path was assessed in competition with others and to push this ahead

\*Likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

The costs are at a relatively high level and it is possible that the path would need to go around a power pole, or that a drainage pit would need to be relocated etc., the contingency allowance within the estimate would be sufficient to address all but the most major impacts. Alternatives could be that some of the path is constructed in gravel (given its relatively low use and near rural nature).

Council developed the Latrobe City Council Tracks, Trails, and Paths strategy to address the issue of community pressure (volume of requests) unduly directing funds away from paths that have a greater community impact.

In this instance, although the likelihood is Possible, because the majority of the path is already included in Year 5 of the Implementation Plan the Consequence is Minor because it has some credibility in terms of warrant.

It is likely however that some of the projects requested by residents since the development of the Strategy will be of a higher priority to Saviges Road path. Moving it higher in the priority list is less defensible in this instance.

#### *Legal and Compliance*

There are no legal or compliance implications in the proposed resolution.

#### *Community Implications*

There are no community implications associated with this report.

#### *Environmental Implications*

There are no environmental implications associated with this report.

#### *Consultation*

No consultation has been undertaken nor is any required as part of this report.

#### *Other*

Nil



**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*.

**Supporting Documents:**

Latrobe City Tracks Trails and Paths Strategy 2016-2021

Tracks Trails & Paths Strategy Implementation Plan 2016-2021.

Path Asset Management Plan

**Attachments**

1 [↓](#). Path AMP Priority Assessment Criteria

## **10.1**

### **Petition for a walking path along Saviges Road, Moe**

<b>1</b>	<b>Path AMP Priority Assessment Criteria.....</b>	<b>25</b>
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## Appendix C - Projected Upgrade/New Expenditure 10 year Capital Works Program

Upgrade and new projects incorporated in the PAMP plan include:

### 1) Project priority Assessment Tool:

Pathway Service Priority Ranking			
NETWORK HIERARCHY			
Select one only network hierarchy score	Score	Project Score	
<b>Access within - Major town activity centre (CBD)</b>			
A1 Within the bounds of the commercial precinct (blocks)	10		
<b>Access within - Small town main street precinct</b>			
A2 Within the bounds of the commercial precinct (linear)	9		
<b>Access within - Major town local shopping precinct</b>			
A3 Within the bounds of the commercial precinct (linear)	8		
<b>Access to - Major town activity centres (CBD)</b>			
B1 Priority access paths within 250 m of precinct boundary	7		
<b>Access to - Small township main street precinct</b>			
B2 Pedestrian paths along main street within 50 m of precinct boundary	6		
<b>Access to - Major town local shopping precinct</b>			
B3 Pedestrian paths along street within 50 m of precinct boundary	6		
<b>Access between - Neighbourhood and Major town activity centres (CBD)</b>			
C1 Strategic network paths within 1.0 km of precinct boundary	5		
C2 Strategic network paths 1.0 km to 2.0 km from precinct boundary	4		
C3 Strategic network paths greater than 2.0 km from precinct boundary	3		
<b>Access within - Residential precincts</b>			
D1 Residential access streets without paths	2		
D2 Paths through reserves linking access streets with paths	1		
D3 Residential access streets with existing path on one side	1		
D4 Residential courts	0		
D5 Low density rural and rural living zones	0		
<b>NETWORK HIERARCHY SCORE</b>			
<b>SERVICE HIERARCHY</b>			
Transport networks	Select one only from this group if applicable	Score	Project Score
<b>Train station</b>			
Within 50 m of station precincts		6	
<b>Bus terminal</b>			
Within 50 m of bus terminal precinct		6	
<b>Local Bus Stop</b>			
Within 20 m of local bus stop		3	
<b>Cycling network/regional trails</b>			
Link to regional rail trail		2	
Community precincts	Select one only from this group if applicable	Score	Project Score
<b>Elderly person precinct</b>			
Within 50 m of elderly precincts		7	
<b>Schools / preschools and childcare centres</b>			
Within 250 m of school precinct		6	
<b>Community centres and meeting places</b>			
Within 50 m of community precinct		5	
<b>Sports stadiums</b>			
Within 50 m of sports stadium precincts		4	
<b>Recreation reserves</b>			
Recreation reserve street frontage		3	
Paths within active recreation reserves		2	
Paths within passive recreation reserves		1	
Community need / support	Select one only from this group if applicable	Score	Project Score
<b>Demonstrated community need/support</b>			
Enhancement to pedestrian / cyclist safety		6	
Enhancement to disability access		6	
Use by community		4	
Multiple community requests		2	
<b>SERVICE HIERARCHY SCORE</b>			
<b>TOTAL PROJECT PRIORITY SCORE</b>			



# CORRESPONDENCE

**11. CORRESPONDENCE**

Nil reports

# PRESENTATION OF PETITIONS

**12. PRESENTATION OF PETITIONS**

Nil reports

# **CHIEF EXECUTIVE OFFICE**

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# **REGIONAL CITY GROWTH AND INVESTMENT**

## 14. REGIONAL CITY GROWTH AND INVESTMENT

Agenda Item: 14.1

Agenda Item: Planning and the Country Fire Authority

Sponsor: General Manager, Regional City Growth and Investment

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 Harriman

Seconded: Cr Howe

That Council:

1. Writes to the Minister for Planning and the Minister for Police and Emergency Services to advocate for them to support increased resources within the Country Fire Authority to ensure that the community and local government benefit from more effective, consistent and timely land use planning and development advice which supports the progression of their projects; and
2. Endorses the following motion to be tabled at the Municipal Association of Victoria (MAV) State Council meeting on the 15 May 2020:

*That the MAV advocate on behalf of Councils, by writing to the State Government, including relevant Ministers, to support increased resources within the Country Fire Authority policy division to ensure that the community and local government benefit from more effective, consistent and timely land use planning and development advice which supports the progression of their projects and development across Regional Victoria.*

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

- On 12 December 2017, Amendment VC140 was introduced into all planning schemes across the state of Victoria an amended Clause 13.02 which requires planning authorities and responsible authorities in bushfire affected



areas to prioritise the protection of human life over all other policy considerations.

- The change in policy within Clause 13.02 reflected the State Government's commitment to deliver on the recommendations of the 2009 Victorian Bushfires Royal Commission.
- With bushfire requirements increasing as a result, expertise and advice around how we plan in bushfire areas are critical to ensure we are meeting the State Government objectives set within Clause 13.02.
- Country Fire Authority (CFA) input into planning projects, whether this is Planning Scheme Amendments, strategic projects or planning permit applications is fundamental to ensure a quality outcome that satisfies these new requirements.
- Issues that have arisen from staffing shortage at the CFA at a policy level have included inconsistent advice, delays in receiving advice on proposals, delays in statutory referral responses and the inability to attend proponent meetings.
- As a result, there have been delays in projects taking off including a proposed rural living planning scheme amendment in Hazelwood North.
- At the 2 December 2019 Ordinary Council Meeting Council resolved as follows: *That Council request the CEO to prepare a report that evaluates the current level of service from the Country Fire Authority in the provision of land use planning and development advice that is available to the community and local government to assist with the progression of planning related projects.* This report is in response to this NOM.
- Council Officers understand the recent bushfires may impact on available resourcing at the CFA for some time. The intention is to support an increase in CFA resourcing in the longer term.

**Background:**

Amendment VC140

As a result of the 2009 Victorian bushfires, a royal commission was established which provided recommendations stemming from the learnings experienced as a result of the unprecedented fire season that occurred. In identifying recommendations, the 2009 report states that *"we give priority to protecting human life, and they are designed to reflect the shared responsibility that governments, fire agencies, communities and individuals have for minimising the prospect of a tragedy of this scale ever happening again"*.

VC140 introduced revised planning policies including:

- Not approving any strategic planning document, local planning policy or planning scheme amendment that will result in the introduction or intensification of development in an area that has, or will on completion have, more than a BAL – 12.05 rating under AS 3959-2009.
- Human life is prioritised over all other policy considerations in areas subject to bushfire risk.
- It is the overarching intent that strategic planning must seek to achieve no increase in bushfire risk to existing and future residents.

In addition to the above, State Policy has also included direction around Bushfire Prone Areas (BPA). BPA's is how areas outside of a Bushfire Management Overlay (BMO) are dealt with; these are picked up through the building permit process, and up until this amendment were not included in the planning schemes. This shift shows the importance of bushfire risk to the state.

Following the increased importance and requirement to consider bushfire risk in majority of the municipality (BMO and BPA's) – a greater number of applications are now required to consider bushfire risk. It follows that the views of CFA are therefore also necessary in a greater number of matters. CFA has not increased its planning support or resources that Council is aware of since the recent policy changes or the level of locally available CFA planning staff.

#### Planning since Amendment VC140

Amendment C105 (Live Work Latrobe) was still being drafted when the new bushfire provisions were introduced. The implications for the changes on Live Work Latrobe were somewhat significant as, part of the submission and panel process, it removed key rural living zone areas from consideration until such time that the overall municipal bushfire risk was considered.

As a key piece of further work, a Municipal Bushfire Assessment is being undertaken to consider where the most appropriate rural living areas (amongst other things) should be developed. The input of the CFA into this document has been critical and has provided support to Council during its drafting.

State planning policy changes that have occurred are expected to significantly reduce the growth opportunities for regional areas and remove the choice from our community on where to live (e.g. in rural living areas with a bushfire risk). This is not a resourcing issue however, rather a policy challenge. The lack of direction and certainty being provided by the CFA and Department of Environment, Land, Water and Planning (DELWP) is at times making it challenging to navigate this difficult space.

We understand that new guidelines are being finalised by DELWP to guide future settlement planning, particularly in relation to bushfire planning. While there have been some difficulties, there have certainly been instances where appropriate support from the CFA has been provided to Council and proponents. Statutory planning matters are dealt with more efficiently and CFA's performance in terms of providing statutory planning responses to bushfire matters is considered satisfactory.

CFA's response time is considerably higher than a number of other referral agencies Council must refer applications to.

The increased requirements are clearly shown with the minor amendment request to allow an additional area for residential development within the Traralgon North development area. The requirement for a bushfire assessment cost approximately \$4,000 and the area is not within a BMO. This is at the edge of Traralgon where it is considered low risk in terms of bushfire however it had to be done.

#### Impacts on proponents

To the best of our knowledge, CFA has only one dedicated Strategic Planning Officer for the state. This is considered an issue given the increasing importance placed on bushfire related considerations.

Consultants acting on behalf of proponents also have had to better consider bushfire considerations and risk, however obtaining advice and guidance from the CFA can be limited due to their resource constraints. Anecdotally, officers have been advised of delays to requests for meetings to discuss rezoning proposals however this appears to be limited to strategic planning. There is also the inability, due to the lack of resources or staffing issues, for them to always undertake site inspections. This has had implications on projects where incorrect information has therefore been given. As a solution, consultants have had to engage their own sub-consultants to provide advice however this again is a further cost to developers.

There has also been feedback given that due to staff movement within the CFA, there are inconsistencies of advice and the availability of staff members to provide follow up advice if required. However Council's experience with the CFA has been positive while preparing the Municipal Bushfire Assessment and the CFA have been responsive to Council's questions and concerns.

#### **Issues:**

##### *Strategy Implications*

The report supports Objective 5:

- *Provide a connected, engaged and safe community environment which is improving the well-being of all Latrobe City citizens.*

##### *Communication*

Nil.

##### *Financial Implications*

For developers/proponents the impact is costs to undertake additional bushfire considerations, delays in projects being able to commence due to waiting on bushfire advice or having to engage bushfire experts in lieu of CFA input and feedback.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Delays and costs in planning decisions	3	As indicated by consultants, obtaining preliminary advice from the CFA on planning proposals can be timely. This has a flow on effect on the costs of a project. This is outside of Council's control however advocating for better resources will help the wider development community in reducing delays with projects.
Poor planning outcomes	3	Bushfire risk is increasing, and quality planning outcomes should be sought; the lack of input on planning proposals could result in poor planning outcomes.

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

*Legal and Compliance*

The CFA is a determining referral authority under the Latrobe Planning Scheme. Any application within the BMO is required to be referred to the CFA under Section 55 of the *Planning and Environment Act 1987* (the Act). A determining authority has the ability to impose conditions on a planning permit. As part of the formal planning process, CFA is responsive in providing referrals back to Council within the statutory timeframe set by the Act.

A comparison between different referral agencies indicates the CFA is about average, sitting at 15.9 average days (the Act requires a response within 28 days). The CFA also receive a significantly higher number of referrals, which with bushfire considerations only increasing, we could see this number continue to increase.

*Community Implications*

Nil

*Environmental Implications*

Nil

*Consultation*

Council officers received feedback from two local consultants who handle a significant number of planning applications and strategic development proposals in Latrobe City. Their feedback has been included within the body of this report.

*Other*

Council has the following options in regard to this report:

- 1. Writes to the Minister for Planning and the Minister for Police and Emergency Services to advocate for them to support increased resources within the Country Fire Authority to ensure that the community and local government benefit from more effective, consistent and timely land use planning and development advice which supports the progression of their projects; and**

**Endorses the following motion to be tabled at the Municipal Association of Victoria (MAV) State Council meeting on the 15 May 2020:**

***That the MAV advocate on behalf of Councils, by writing to the State Government, including relevant Ministers, to support increased resources within the Country Fire Authority policy division to ensure that the community and local government benefit from more effective, consistent and timely land use planning and development advice which supports the progression of their projects and development across Regional Victoria. ;  
or***

- 2. That Council notes this report.**

It is recommended that Council adopt option 1.

**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*.

**Supporting Documents:**

Nil

**Attachments**

Nil

**Agenda Item: 14.2**

**Agenda Item: Amended Permit for the Use and Development of the Land for an Employment Training Centre and Display of Business Identification Signage at 9 Rocla Road, Traralgon East**

**Sponsor: General Manager, Regional City Growth and Investment**

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

**Status: For Decision**

**MOTION**

**Moved: Cr McFarlane**

**Seconded: Cr Law**

**That Council:**

**Issues a Notice of Decision to Grant a Permit to amend Planning Permit 2011/137 for the use and development of the land for an employment training centre and display of business identification signage at 9 Rocla Road, Traralgon East (Lot 1 PS 420119 and Lot Q PS 500996) with the following conditions:**

**Endorsed Plans Condition:**

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

**Hours of Operation Condition:**

- 2. The use may operate only between the hours of 7:30 am and 5.00 pm Monday to Friday, and 8:00 am and 4:00 pm Saturday.**

**Operational Conditions:**

- 3. The use must be managed so that the amenity of the area is not detrimentally affected, through the:**
  - a) transport of materials, goods or commodities to or from the land; and/or**
  - b) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.**
- 4. Hydraulic vibration machinery or equipment must not be operated**



within 10 metres of any property boundary to the satisfaction of the Responsible Authority.

**Amended Plans Condition:**

**5. Within six (6) weeks of the date of this amended permit, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:**

- a) 'Building 5' relocated so that the rear of the building backs onto the northern boundary of the site abutting the wall of the building on the adjoining property to the north, and the side of the building facing Stratton Drive is set back from the front property boundary in line with the existing building on the adjoining property to the north.**
- b) Provision of a physical barrier (E.g. bollards) which creates a 3 metre setback between the entire wall of the building on the adjoining property to the north and the 'earth moving area'.**
- c) Provision of a 2 metre wide landscaping strip along the Stratton Drive frontage of the site.**
- d) Details of the graphics and colours of the business identification sign.**

**Number of Students and Staff Condition**

**6. Not more than twenty (20) students and four (4) staff may be present on the premises at any one time without the written consent of the Responsible Authority.**

**Engineering Conditions**

**7. Within six (6) weeks of the date of issue of this amended permit, a site drainage plan including levels or contours of the land and all hydraulic computations must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and an electronic copy (PDF) must be provided. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's design guidelines and must provide for the following:**

- a) How the buildings hereby permitted will be drained for a 1 in 10 year ARI storm event.**
- b) An underground pipe drainage system conveying stormwater discharge to the legal point of discharge and connecting into**

**Latrobe City Council's stormwater drainage system.**

- 8. Within four (4) months of date of issue of this permit, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority:**
  - a) All drainage systems must be constructed in accordance with the site drainage plan approved by the Responsible Authority.**
  - b) The areas shown on the endorsed plans for car parking must be line marked to indicate each car space.**
- 9. The areas set aside for car parking and vehicle access lanes must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.**
- 10. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.**

**EPA Noise condition**

- 11. The use must comply with EPA guidelines 'Noise from Industry in Regional Victoria' (Publication 1411 Oct 2011) at all times to the satisfaction of the Responsible Authority.**

**Landscaping conditions**

- 12. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must show:**
  - a) details of surface finishes of pathways and driveways;**
  - b) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant. The schedule should include native low maintenance and drought tolerant species where practicable and one semi-mature native canopy tree.**

**All species must be selected to the satisfaction of the Responsible Authority.**

**When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided.**

- 13. Prior to the occupancy of the development or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.**
- 14. The landscaping shown on the endorsed plans must be maintained to**



the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

#### **Signage Conditions**

15. The location and details of the signage, including those of any supporting structure, as shown on the endorsed plans, must not be altered without the written consent of the Responsible Authority.
16. The signage must not be illuminated by external or internal light except with the written consent of the Responsible Authority.
17. The signage must be constructed and maintained to the satisfaction of the Responsible Authority.

#### **Expiry of Permit:**

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

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

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

#### **Signage Expiry Condition**

19. The approval contained in this permit for the signage shown on the endorsed plans expires 15 years from the date of this permit.

**(NOTE: This is a condition requirement of the State Government).**

#### **Notes**

1. A Latrobe City Stormwater Connection Permit must be obtained prior to the connection of all new stormwater drainage into Latrobe City Council's stormwater drainage system. All new stormwater drainage connections must be inspected by Latrobe City Council's Asset Protection Officer before any backfilling of the connection is undertaken. Latrobe City Council's Local Law Number 2 provides that a penalty of up to 10 penalty units may be applied where stormwater

**drainage connection works have been undertaken without a Stormwater Connection Permit.**

**For** Crs White, O'Callaghan, Gibson, McFarlane, Howe, Clancey and Law  
**Against:** Crs Middlemiss and Harriman

**CARRIED**

**Executive Summary:**

Planning permit 2011/137 was issued on 28 July 2011 for the use of the land at 9 Rocla Road, Traralgon East for an employment training centre (truck driver training). Following a number of complaints from neighbouring business owners in relation to excessive amounts of car parking within the road reserve, it was identified that the business was non-compliant with their existing Planning Permit.

Planning Compliance action followed and a retrospective Planning Permit application has now been submitted to amend the permit to use and develop the land for an employment training centre and display of business identification signage. Specifically the application seeks to:

- Amend the description of what the permit allows to 'Use of the land for an employment training centre, construction and carrying out of buildings and works and erection of business identification signage, in accordance with the endorsed plan(s)'. This would delete the reference specifically to truck driver training to allow for other forms of employment training;
- Alter the hours of operation to 7:30 am to 5:00 pm Monday to Friday and 8:00 am to 4:00 pm Saturday;
- Obtain retrospective approval for development of the land with three classrooms, a shipping container, two verandah additions, and car parking; and
- Obtain retrospective approval for a business identification sign.

The education and training facility will provide for no more than 20 students and 4 staff, totalling a maximum number of 24 people on the site at any one time. Eight car parking spaces would be formally provided on the site.

Following advertising of the application, six objections were received. Issues raised included concerns regarding vibration and damage caused by earth moving equipment so close to neighbouring property, improper drainage, car parking and noise.

The proposal has been considered against the relevant provisions of the Latrobe Planning Scheme (the Scheme), and the objections submitted, and is considered to have satisfied the purpose and decision guidelines of the Industrial 1 Zone.

Furthermore, it is considered that the proposal would add to the diversity of employment training opportunities on offer in Latrobe City and in turn would assist in the delivery of a more skilled workforce.

Overall, it is considered that the proposal is generally consistent with the relevant objectives and decision guidelines of the Scheme.

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

### **Background:**

#### *Summary*

Land:	9 Rocla Road, Traralgon known as Lot 1 PS 420119 and Lot Q PS 500996
Proponent:	Ace Training
Zoning:	Industrial 1 Zone
Overlay	Nil

Planning Permit 2011/137 was issued on 28 July 2011 for the use of the land for an employment training centre (truck driver training). The permit allowed for truck driver training only on the site with the hours of operation of 8:00 am to 5:00 pm Monday to Friday.

Since the issue of the permit, the use has expanded beyond what the permit allows to include, among other things, earth moving equipment training. Buildings and works have also been constructed and signage erected without approval. The landowner was contacted by Council's Planning Compliance officer and advised further planning approval was required which has resulted in this application.

A Planning Permit is required for the following reasons:

- To use and develop the land as an employment training centre in accordance with Clause 33.01-1 and Clause 33.01-4.
- To display business identification signage greater than 8 square metres in accordance with Clause 52.05-12.

#### *Proposal*

The application is for an amendment to Planning Permit 2011/137. The amendment seeks to:

- Change the types of employment training allowed to operate on the land beyond what the permit currently allows, being truck training;
- Alter the hours of operation from 8:00 am to 5:00 pm Monday to Friday to 7:30 am to 5:00 pm Monday to Friday and 8:00 am to 4:00 pm Saturday;

- Obtain retrospective approval for development of the land with three classrooms, a shipping container with attached veranda, two verandahs attached to existing buildings, and on-site car parking as follows:
  - Buildings 3, 4 and 5 are 82.7 square metres, 24 square metres and 61.44 square metres respectively. Buildings 3 and 4 are located at the rear of the existing buildings on the site as viewed from Rocla Road, while Building 5 is located facing Stratton Drive, set back 1.75 metres from the front boundary to Stratton Drive. The buildings are used as classrooms for small groups of students. Building 3 has an overall height of 4 metres, Building 4 2.9 metres and Building 5 2.8 metres and are constructed from fibre cement sheet cladding (Buildings 3 and 4) or steel cladding (Building 5).
  - A shipping container with an awning is located towards the centre of the site which provides storage for equipment and an undercover area. The container and awning have a total area of 28.8 square metres and an overall height of 2.85 metres.
  - Buildings 1 and 2 face Rocla Road and have both had verandahs constructed on their frontage. The verandah for Building 1 is 27 square metres in area with a height of 2.9 metres and the verandah for Building 2 is 26.9 square metres with an overall height of 3.8 metres.
  - Eight car parking spaces have been set aside on the site and line marked. The car parking spaces are located towards the Rocla Road frontage of the site with access gained from a crossover from Rocla Road.
- Obtain retrospective approval for a business identification sign. The sign is 1.3 metres high by 7 metres wide with a total area of 9.1 square metres and is located above the verandah of Building 1 facing the Rocla Road. The sign states 'Ace Training' and 'Forklift Dogging Rigging Earthmoving Trucks EWP' in black lettering and red logo on a white background.

A copy of the current plans of the proposal can be viewed at Attachment 1.

**Subject Land:**

The subject site is 'L' shaped and has frontage to both Rocla Road at its eastern end and Stratton Drive at its western end. The site has a width of 42.84 metres, a length of 130.44 metres, and an overall area of 4,191 square metres. A 2.0 metre wide drainage easement runs north-south through the middle of the site. The site is relatively flat.

The site has been developed with 5 buildings and a shipping container. Buildings 1 to 4 are located towards the Rocla Road frontage of the site, the shipping container is located in the middle of the site, and Building 5 is located on the Stratton Drive frontage. The buildings are used for offices, staff amenities, storage and as classrooms. The shipping container is used for the storage of equipment and provides an undercover area under its attached awning.

Truck driver training takes place in the south-west of the site on a sealed area that takes up approximately one third of the site. Earth moving training takes place in the north-west of the site also on approximately one third of the site which is unsealed and contains soil used in classes.

Vehicle access to the site is via crossovers located on both frontages and a driveway that runs along the southern boundary that links the two crossovers.

The site is located in an industrial area in the north-east of Traralgon.

*Surrounding Land Use:*

North: Factory/warehouse units

South: 7 Rocla Road - Employment training centre; 14 Stratton Drive – current planning permit application for employment training centre.

East: Factory/warehouse units

West: Warehouse

Attachment 2 shows the location and context of the subject site.

**Reasons for Proposed Resolution:**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Industrial 1 Zone;
- Consistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered. Relevant permit conditions addressing these issues will be required. It is considered that the objections do not form sufficient planning grounds on which the application should be refused.

**Issues:**

*Strategy Implications*

Objective 1 of the Council Plan 2017-2021 seeks to “[s]upport job creation and industry diversification to enable economic growth in Latrobe City”. A strategy to achieve this is Strategy 5 “[s]upport improved education outcomes through direct delivery of early learning education services and advocacy with local education and training providers, to provide education offerings that create a skills base aligned with our future economy”.

*Communication*

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the *Planning and Environment Act 1987* (Act), with notices sent to all adjoining and adjacent landowners and occupiers, and a notice was displayed on both frontages of the site for a minimum of 14 days.

At the completion of the advertising period, 6 submissions in the form of written objections had been received.

A copy of the objections can be viewed at Attachment 3 of this report, with a map showing the location of the nearby objectors at Attachment 4.

The applicant's written response to the objections can be viewed at Attachment 5.

The following issues were raised:

1. Vibration and damage caused by earth moving equipment so close to neighbouring property.

Comment:

Advice has been sought from Council's Building Department in relation to the potential impacts of 'earth moving' equipment and impacts the vibration created may have on the structural integrity of the precast concrete wall on the neighbouring property. Building advised that to avoid all likely impact on the structural integrity of the neighbouring wall, a 3 metre setback for earth works is recommended. Any hydraulic machinery 'whacking' and vibration equipment should also be restricted.

To address this issue as well as the issue of the unsuitable setback of Building 5 from the Stratton Drive frontage of the site, a condition of any approval issued will require Building 5 to be relocated so that it will back onto the wall of the building on the northern boundary of the adjoining property, set back in line with this building from the site frontage, in turn achieving the 3 metre setback recommended. The earthmoving area will also be required to be located 3 metres away from adjoining properties and hydraulic vibration equipment and machinery must not be used within 10 metres of any property boundary. These measures should assist in reducing vibration and damage to adjoining properties.

2. Improper drainage

Comment:

Council's Infrastructure Planning team has assessed the application and has requested conditions be placed on any approval issued with regard to the disposal of stormwater from the site.

3. Car Parking

Comment:

Pursuant to Clause 52.06 of the Scheme, an education centre is required to provide 0.4 car parking spaces to each student that is part of the maximum number of students on the site at any time. A maximum of 20 students are proposed to be on site at any one time therefore 8 car parking spaces are required to be provided.



Eight car parking spaces have been identified and line marked on site, and are shown on the submitted plans. The requirement is therefore considered to be satisfied.

#### 4. Noise

Comment:

A condition of any approval issued will require the use to comply with the EPA guidelines 'Noise from Industry in Regional Victoria' (Publication 1411 Oct 2011). These guidelines provide recommended maximum noise levels from commerce, industry and trade premises in regional Victoria.

#### External Referrals:

The application was referred to Gippsland Water under Section 52(1)(d) of the Act who did not object to the granting of a planning permit and did not require any conditions.

#### Internal Referrals:

The application was referred to the Council's Infrastructure Planning team who did not object to the granting of a planning permit subject to conditions to be included on any permit that may be issued.

#### *Details of Community Consultation following Notification:*

The applicant provided a written response to the objectors' grounds of objection. The objectors were advised in writing of the response and were given the opportunity to withdraw their objections. No objections were withdrawn therefore requiring a decision by Council.

#### *Financial Implications*

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

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$7,000.

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Supporting an application which has received 6 submissions which raise concerns regarding vibration, building damage, drainage, car parking and noise issues.</p>	3 – Possible	The proposal has been considered against the Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions.
<p><b>Reputational Risk &amp; Financial Risk</b></p> <p>Not supporting the application and the applicant seeking review of the decision at VCAT.</p>	3 – Possible	To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy.

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

*Legal and Compliance*

**Latrobe Planning Scheme**

**Planning Policy Framework**

- Clause 11.01-1S Settlement
- Clause 11.01-1R Settlement – Gippsland
- Clause 11.02-1S: Supply of urban land
- Clause 11.03: Planning for Places
- Clause 13.07-1S: Land Use Compatibility
- Clause 15.01: Built environment
- Clause 15.02: Sustainable Development
- Clause 17.01: Employment
- Clause 17.03: Industry
- Clause 18.02-4S: Car Parking



- Clause 19: Infrastructure

### **Local Planning Policy Framework**

- Clause 21.01: Introduction: Municipal Strategic Statement
- Clause 21.06-1: Urban Design and Neighbourhood Character
- Clause 21.07: Economic Development
- Clause 21.07-4: Industry
- Clause 21.09-6: Traralgon

### **Zoning (Clause 33.01)**

The subject site is located in the Industrial 1 Zone where a planning permit is required to use and develop the land for an employment training centre.

### **Particular Provisions**

- Clause 52.05 (Signs)
- Clause 52.06 (Car Parking)

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

Clause 65.01 sets out the decision guidelines to be considered before deciding on any application

### **Incorporated Documents (Clause 72.04):**

The following incorporated documents are relevant to this application:

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-Street car parking, Standards Australia 2004
- Design Vehicles and Turning Path Templates, Austroads, 1995 (AP-34/95)

### **Strategic direction of the State and Local Planning Policy Frameworks:**

The key elements of the Planning Policy Framework and Municipal Planning Strategy have been considered in the assessment of the application.

It is considered that the proposal satisfactorily addresses the Planning Policy Framework, particularly Clause 17.01 Employment and Clause 17.03 Industry. The proposal would provide a range of training opportunities which would provide workers with skills that would enhance their ability to obtain and/or retain employment. This is supported by the objective of Clause 17.01-1S which is “[t]o *strengthen and diversify the economy*” and the following strategies:

- *Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region.*
- *Support rural economies to grow and diversify.*

The proposal would facilitate growth in the education sector as well as providing additional skills to employees and job seekers that would contribute to economic growth in the region.

The proposal is considered to be appropriately located in an industrial area. The objective of Clause 17.03-2S Industrial Development Siting is “[t]o *facilitate the sustainable development and operation of industry*”. Strategies to achieve this include:

- *Ensure that industrial activities requiring substantial threshold distances are located in the core of industrial areas.*
- *Minimise inter-industry conflict and encourage like industries to locate within the same area.*
- *Protect industrial activity in industrial zones from the encroachment of commercial, residential and other sensitive uses that would adversely affect industry viability.*

The nature of the business means that there are off-site amenity impacts due to noise and vibration created. However the levels of noise and vibration if managed appropriately (permit conditions) are considered to be appropriate as the site is located in the middle of an industrial zone, located more than 300 metres away from the closest residential properties located to the west across Traralgon Maffra Road. As such, this is considered to be the most appropriate location for such a use.

Clause 21.06-1 Urban Design and Neighbourhood Character introduces the *Latrobe City Urban Design Guidelines* (Guidelines) which are relevant in considering development applications and their impact on the appearance of, among other things, industrial areas.

An assessment of the application against these Guidelines has been undertaken with the four guidelines relevant to the application being ‘Street Setback & Presentation’, ‘Side & Rear Setbacks’, ‘Access & Parking’ and ‘Landscaping’.

Each guideline has a purpose and requirements to be met. Overall it is considered that with appropriate conditions imposed as discussed, the proposed development satisfactorily addresses the *Latrobe City Urban Design Guidelines* for industrial development.

#### ‘Purpose’ and ‘Decision Guidelines’ of the Industrial 1 Zone

The land is zoned Industrial 1 Zone where a permit is required for the use and development of an employment training centre. The use generates a significant degree of noise from the heavy vehicles being driven by students therefore its location in an industrial zone is considered to be an appropriate one as it would be

located away from more sensitive uses such as dwellings in a residential area. The proposal addresses and satisfies the purpose and decision guidelines of the zone.

'Purpose' and 'Decision Guidelines' of Clause 52.05 Signs

The site is located within the Industrial 1 Zone and pursuant to Clause 33.01-5 of the Scheme, advertising signs for this zone are Category 2 'Office and Industrial'. The purpose of this category is *'[t]o provide for adequate identification signs and signs that are appropriate to office and industrial areas'*.

Retrospective approval is being sought for a 9.1 square metre non-illuminated business identification sign located above the verandah of an existing building.

The decision guidelines under Clause 52.05-8 of the Scheme have been considered as part of the assessment of this application. The sign is considered to be of a reasonable size in the context of the site. It is compatible with the subject site and surrounding industrial area and is therefore considered to be appropriate.

'Purpose' and 'Decision Guidelines' of Clause 52.06 Car Parking

Eight car parking spaces would be provided on site which meets the requirements of the clause. The proposal also complies with Clause 52.06-8 Design Standards for Car Parking.

Clause 65 (Decision Guidelines):

The relevant decision guidelines set out in Clause 65.01 have been considered and found:

- The proposal satisfies the Municipal Planning Strategy, the Planning Policy Framework and the purpose of the applicable zone and particular provisions.
- The proposal would contribute to the orderly planning of the area as it will allow for the continuation of an industrial use and development within an industrial area.
- With appropriate conditions imposed including the relocation of Building 5, the provision of landscaping and compliance with EPA noise guidelines, the amenity of this industrial area should not be impacted.

*Other*

Council has the following options in regard to this amendment application:

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

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

**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*.

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Proposed Plans
- 2 [↓](#). Site Context
3. Copy of Objections (Published Separately) (Confidential)
4. Objector locations (Published Separately) (Confidential)
- 5 [↓](#). Applicants Response to Objections

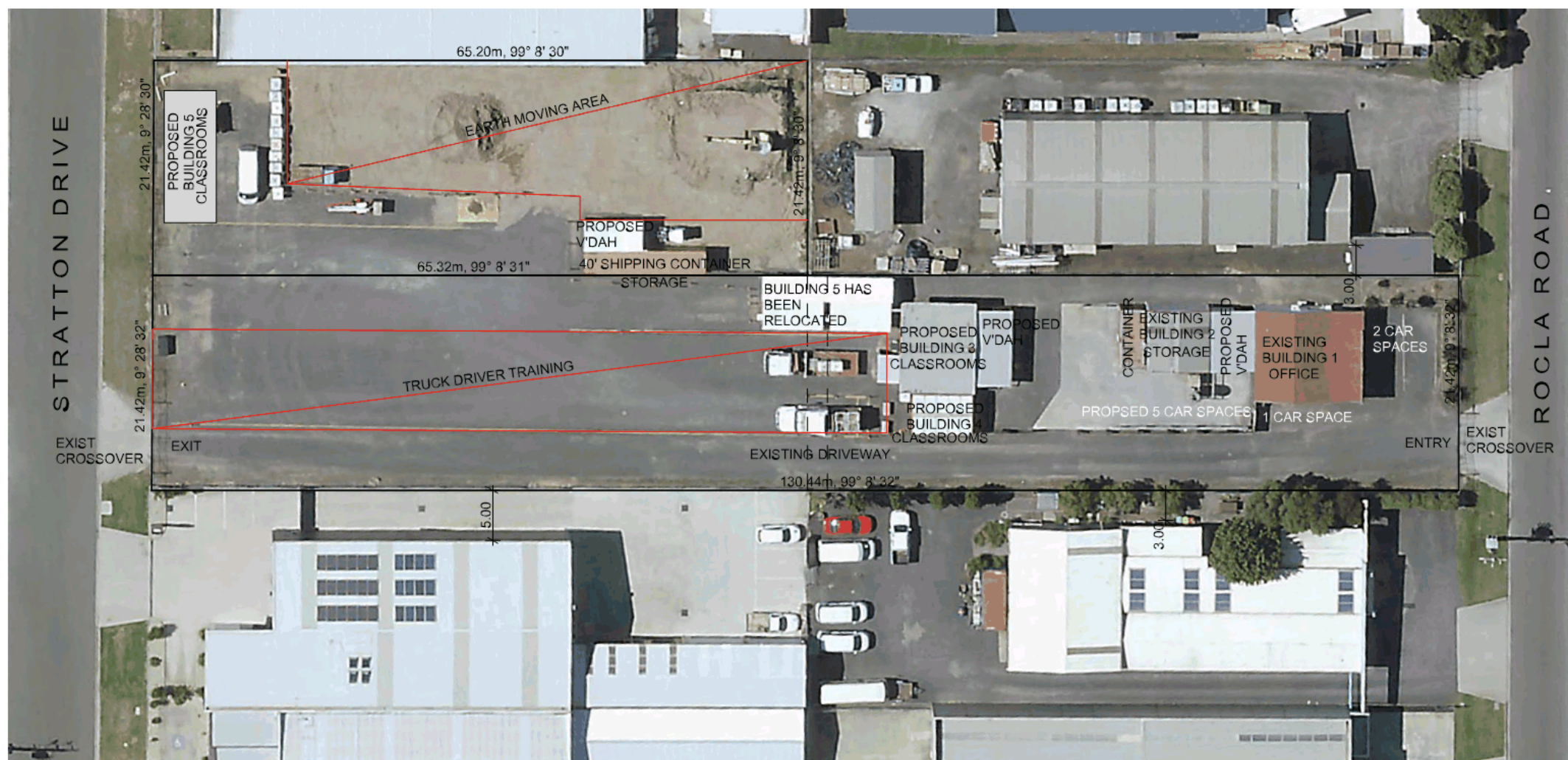
## 14.2

### **Amended Permit for the Use and Development of the Land for an Employment Training Centre and Display of Business Identification Signage at 9 Rocla Road, Traralgon East**

1	Proposed Plans.....	55
2	Site Context.....	65
5	Applicants Response to Objections .....	66



PROPERTY DETAILS  
 Address: 9 ROCLA ROAD TRARALGON EAST 3844  
 Lot and Plan Number: Lot 1 PS420119  
 Standard Parcel Identifier (SPI): 1\PS420119  
 Local Government Area (Council): LATROBE www.latrobe.vic.gov.au  
 Council Property Number: 44424  
 Planning Scheme: Latrobe planning-schemes.delwp.vic.gov.au/schemes/latrobe  
 Directory Reference: VicRoads 697 N4

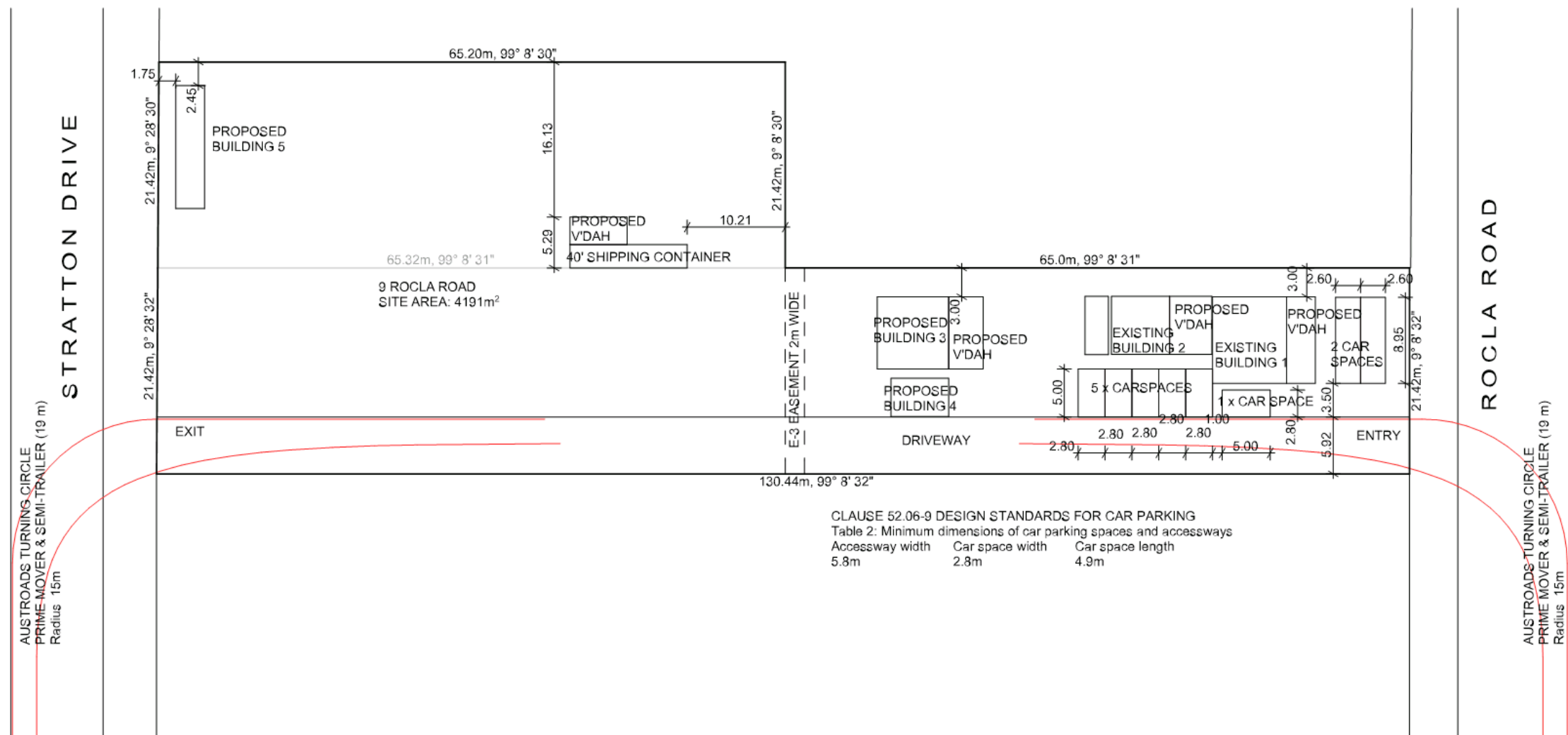


Site Aerial  
 SCALE 1:500



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		DRAWING TITLE: Planning Permit	SCALE: as noted @ A3	JOB NO: 1983	DRAWN: GP PLOT: 17/10/2019	DATE: 27/09/2019
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		MEMBER				



CLAUSE 52.06-9 DESIGN STANDARDS FOR CAR PARKING  
 Table 2: Minimum dimensions of car parking spaces and accessways  
 Accessway width 5.8m Car space width 2.8m Car space length 4.9m

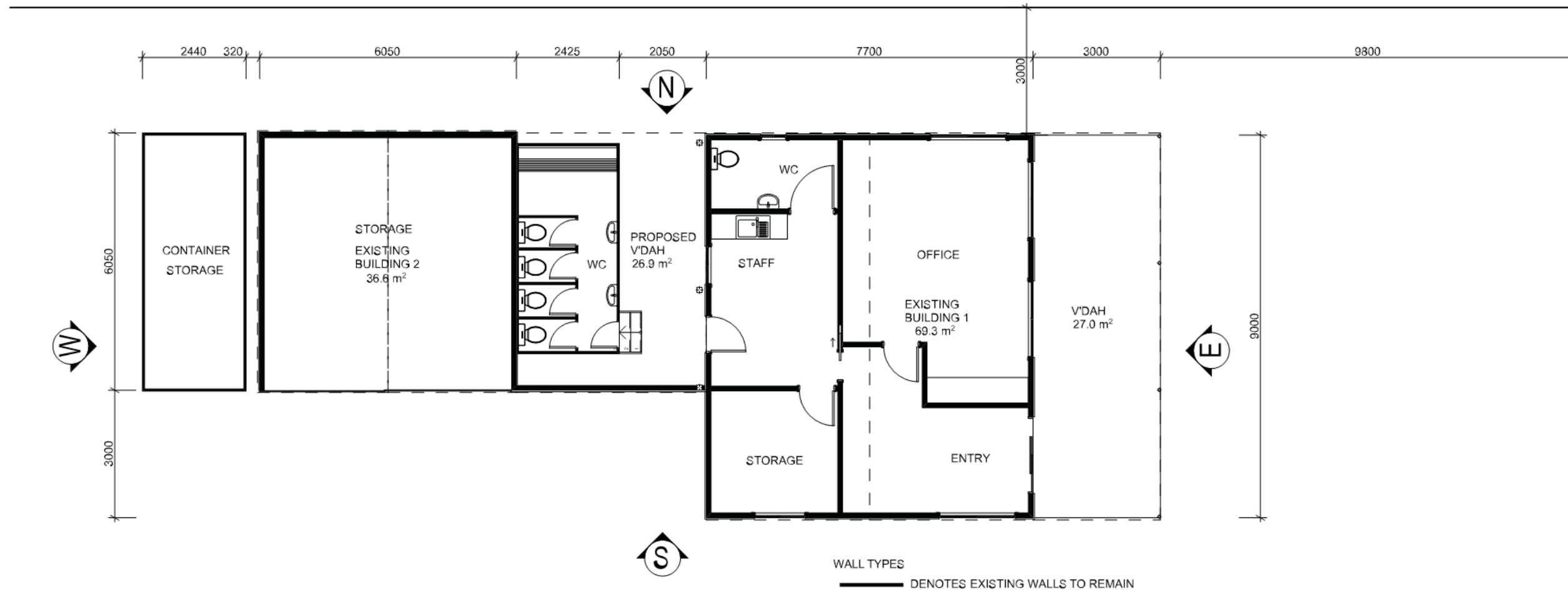
Site Plan  
 SCALE 1:500



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				DRAWN: GP PLOT: 17/10/2019	
				DATE: 27/09/2019	

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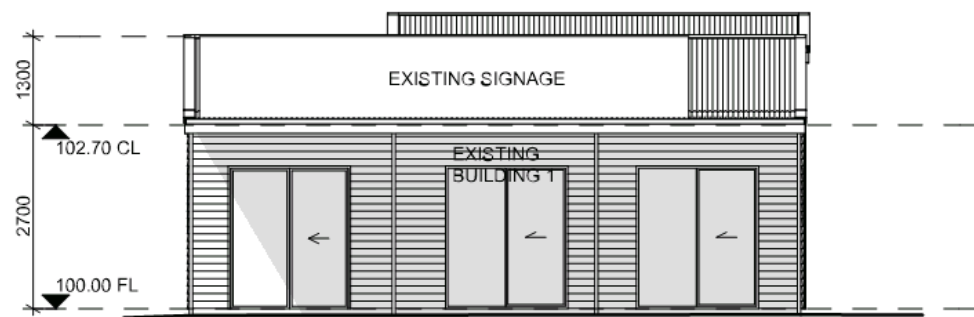


**Building 1 & 2 Plan**  
SCALE 1:100

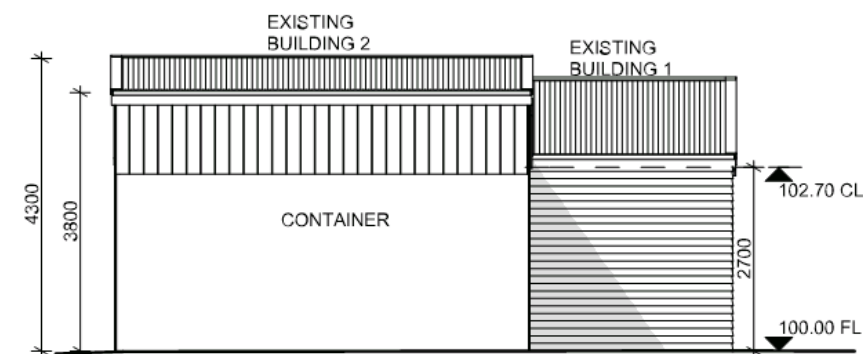
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		27/09/2019				

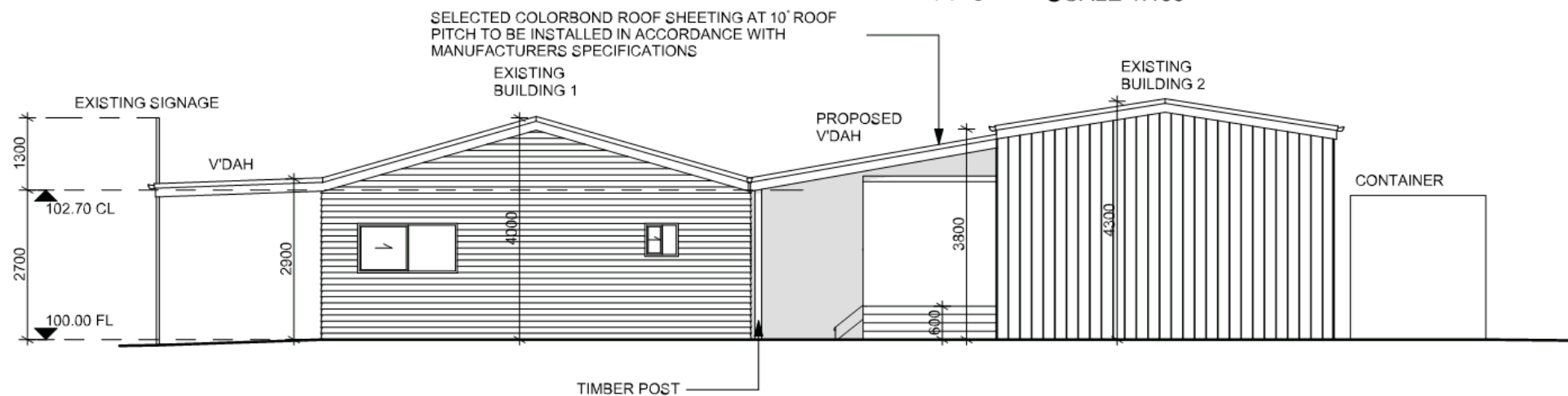




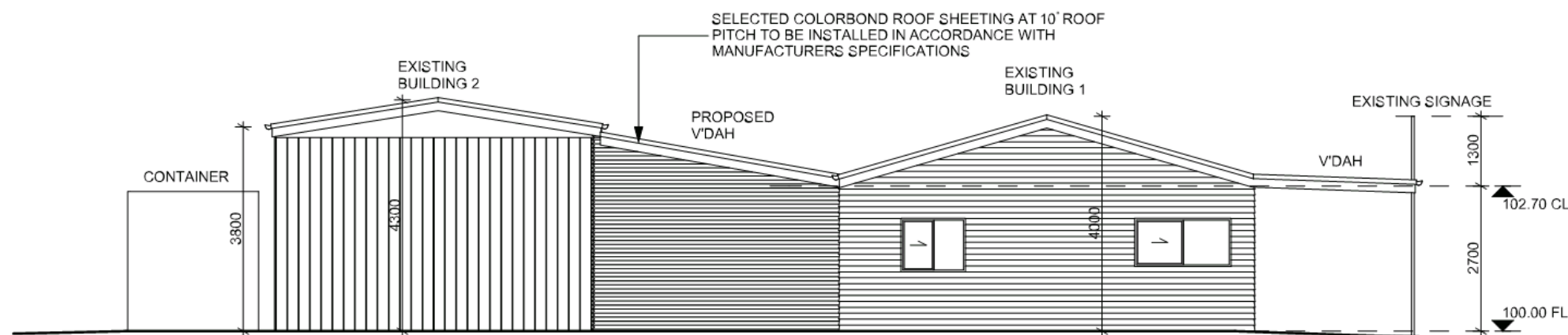
**East Elevation**  
PP-6 SCALE 1:100



**West Elevation**  
PP-6 SCALE 1:100





**North Elevation**  
PP-6 SCALE 1:100



**South Elevation**  
PP-6 SCALE 1:100

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Building 1 East



Building 1 & 2 West



Rocla Road Street View



Building 1 & 2 South

COLOUR SCHEDULE PROPOSED V'DAH  
 ROOF - CUSTOM ORB ZINCALUME  
 WALLS - CUSTOM ORB ZINCALUME  
  
 SIGNAGE CB SHEET  
 1.3m x 7.0m = 9.1m<sup>2</sup>  
 COLOUR:  
 WHITE BACK GROUND  
 RED LOGO  
 BLACK WRITING



Building 1 North

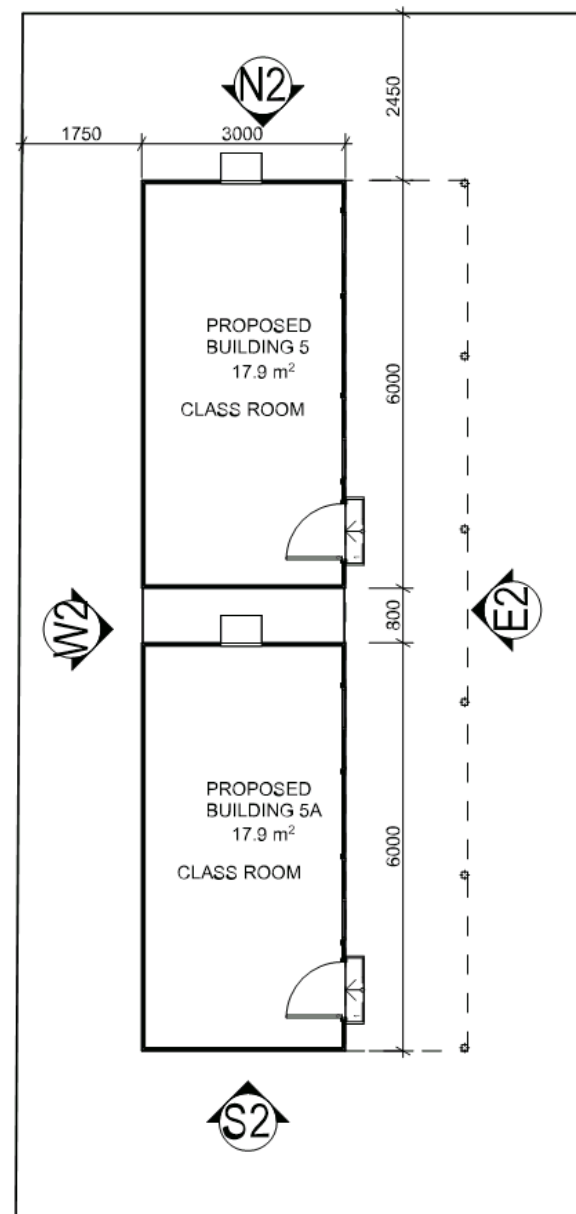


Building 2 North

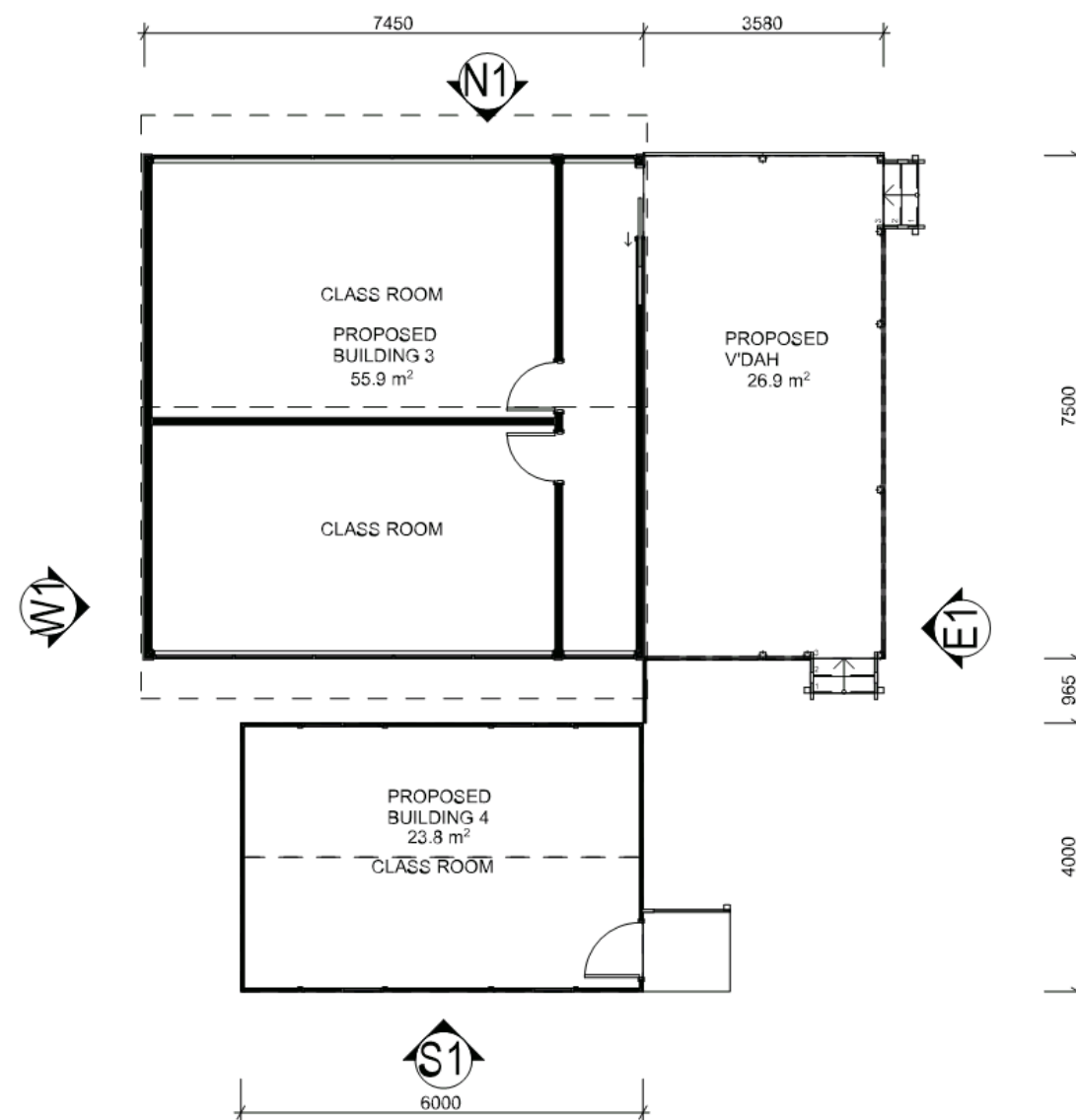
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		MEMBER  <b>buildingdesigned</b>				





**Building 5 Plan**  
SCALE 1:100



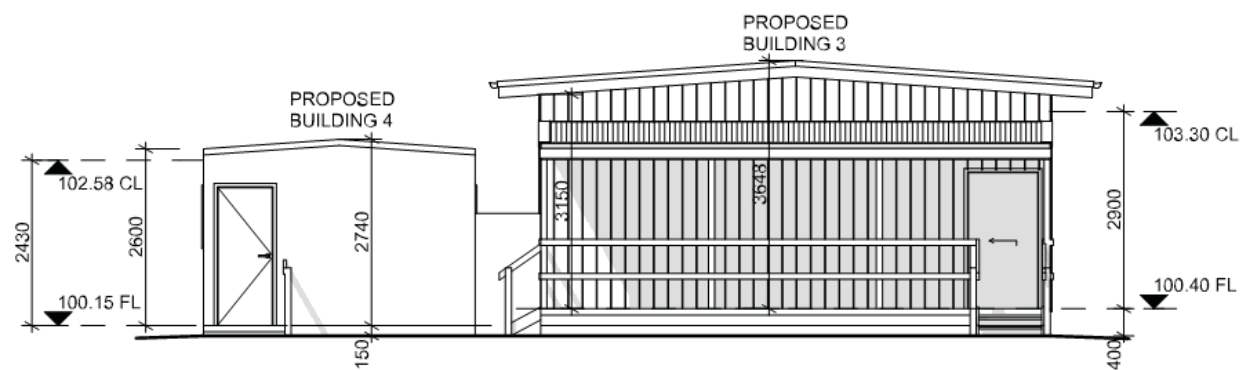
**Building 3 & 4 Plan**  
SCALE 1:100



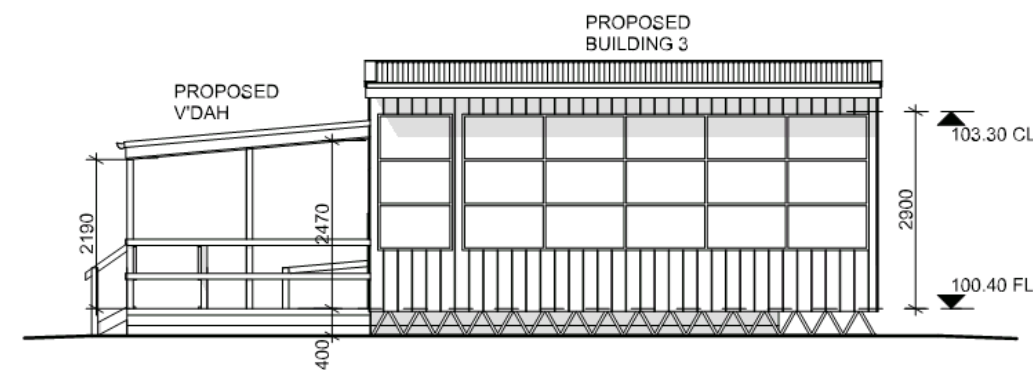
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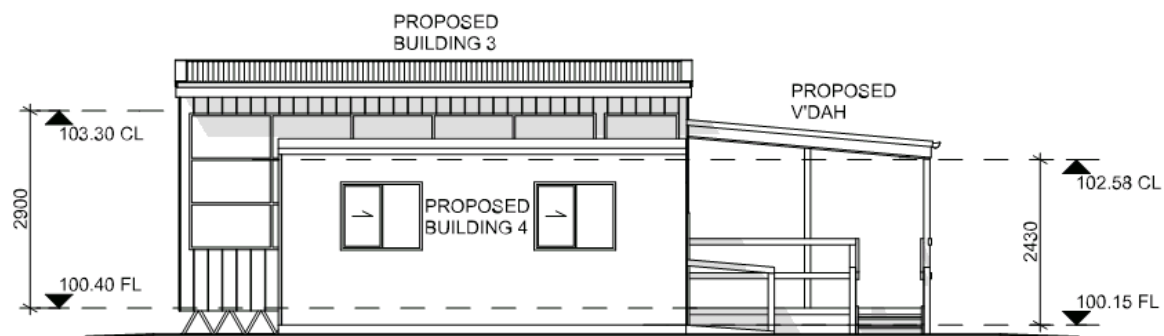
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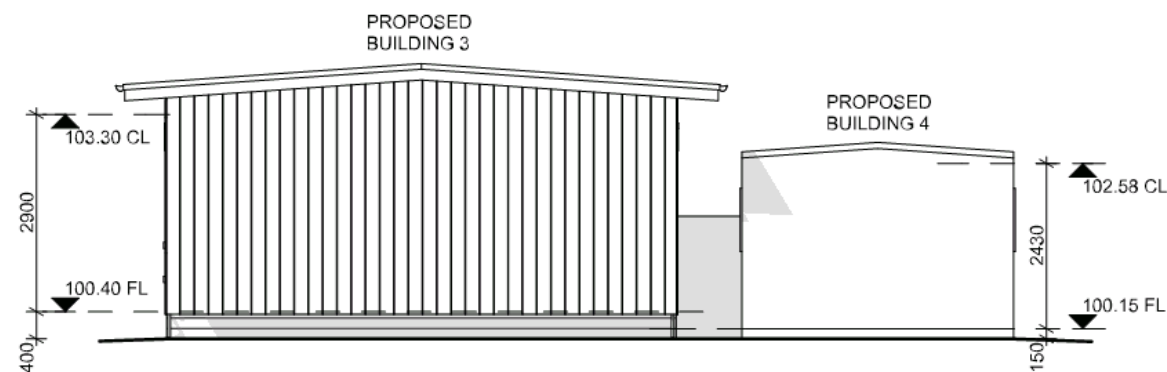
**East Elevation**  
PP-9 SCALE 1:100



**North Elevation**  
PP-9 SCALE 1:100





**South Elevation**  
PP-9 SCALE 1:100



**West Elevation**  
PP-9 SCALE 1:100

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Building 3 & 4 East



Building 4 North

COLOUR SCHEDULE PROPOSED BUILDING 4  
 ROOF - TRAY DECK ZINCALUME  
 GUTTER - BLACK  
 WALLS - FC CLADDING RED  
 WINDOWS - BLACK



Building 3 West



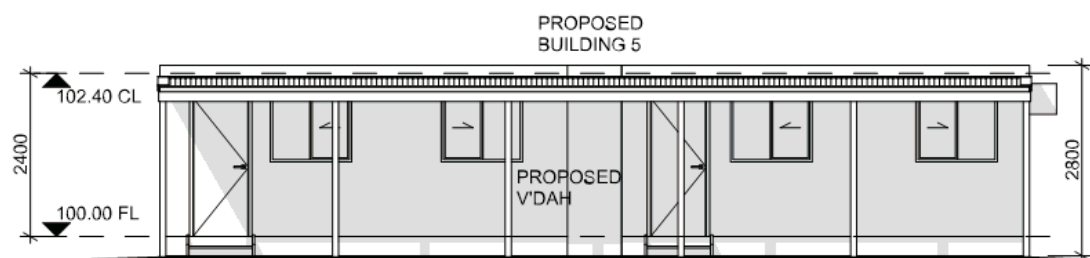
Building 4 South

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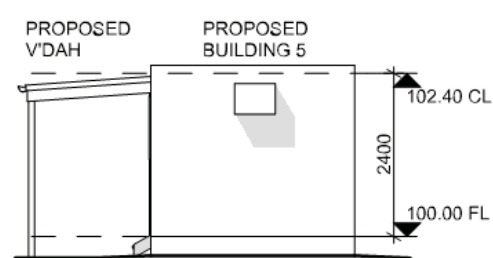
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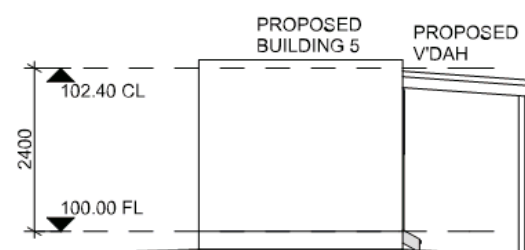
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PP-9 SCALE 1:100



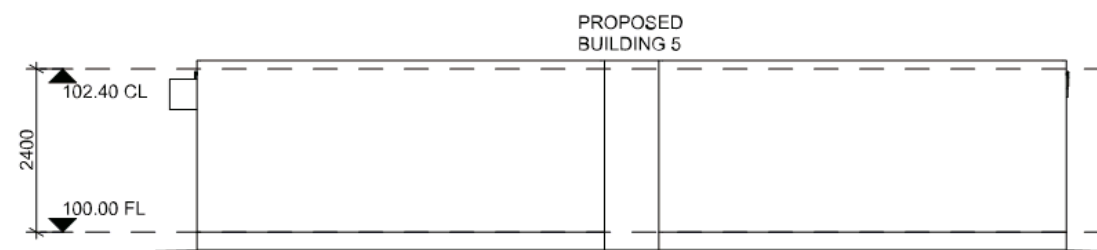
**North Elevation**  
PP-9 SCALE 1:100



**Building 5 East**



**South Elevation**  
PP-9 SCALE 1:100



**West Elevation**  
PP-9 SCALE 1:100

COLOUR SCHEDULE PROPOSED BUILDING 5  
ROOF - ZINCALUME  
WALLS - STEEL PANEL RED



**Building 5 North**



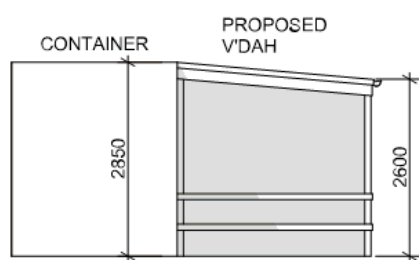
**Building 5 West**



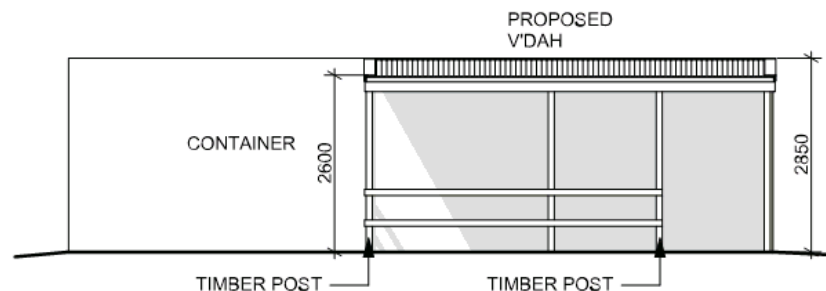
**Building 5 South**

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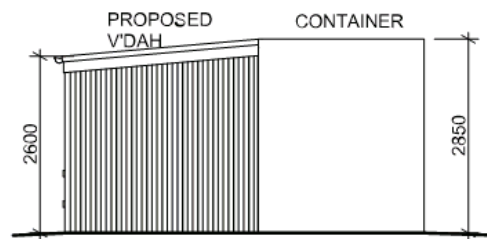
**East Elevation**  
SCALE 1:100



**North Elevation**  
SCALE 1:100



**South Elevation**  
SCALE 1:100



**West Elevation**  
SCALE 1:100



**Container V'dah East**

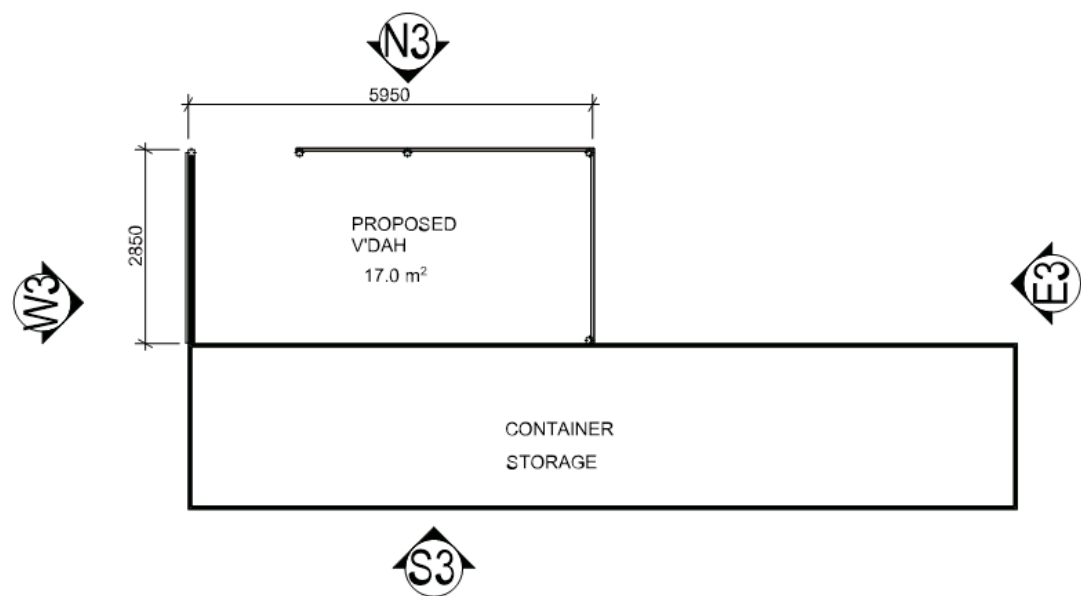


**Container V'dah North**

COLOUR SCHEDULE PROPOSED CONTAINER V'DAH  
 ROOF - CUSTOMORB ZINCALUME  
 WALLS - CUSTOMORB ZINCALUME  
 POSTS & RAILS - RED & YELLOW



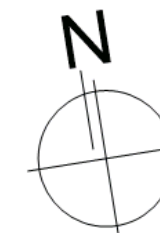
**Container V'dah West**



**Container V'dah Plan**  
SCALE 1:100



**Container V'dah South**





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			CLIENT:	PROJECT:	DRAWING:	SHEET SIZE:	REV:	DETAILS:	DATE:
			Ace Assessment	EXISTING BUILDINGS	PP-13/13	A3			
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			PLANNING PERMIT		DRAWN:	GP			
			SCALE:		PLOT:	17/10/2019			
			as noted @ A3		DATE:	27/09/2019			

2: My Draw: @ buildingdesigned\Drawings\2019\1983 Ninky Thomas Ace Assessment - Model\180 Ninky Thomas Ace Assessment 9 Rocla Rd Traralgon East 2844.dwg





		
<p><b>Note</b> The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p>	<p>12/02/2020</p>	
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 Trading as SD Planning  
 ACN 621 726 412  
 ABN 53 621 726 412  
 PO Box 703  
 Drouin VIC 3818  
 T: 0438 606 822

17 January 2020

Jarrold Raun  
 Senior Statutory Planner  
 Latrobe City Council

Via email: [Jarrod.Raun@latrobe.vic.gov.au](mailto:Jarrod.Raun@latrobe.vic.gov.au) and [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)

Dear Jarrod,

**Re: Amendment to Planning Permit Application 2011/137/A**  
 Address: 9 Rocla Road, Traralgon East  
 Proposal: Amendment to Planning Permit 2011/137/A

Thank you for providing us with the opportunity to respond to the objections that have been received in relation to this application. We have reviewed the objections received and note that a total of 6 objections have been made, including 3 from the same premises/company.

The objections have raised a number of issues, which are centred around 5 key themes. Each is identified and responded to in the table below:

Issue	Response
Car Parking	<p>It is submitted that the amount of car parking provided satisfies the requirements of Clause 52.06 of the Planning Scheme.</p> <p>Pursuant to Table 1 of Clause 52.06, an Education Centre (which is what the use is nested within) requires a standard car parking rate of 0.4 spaces to each student that is part of the maximum number of students on the site at any time. The standard car parking rate for the use, which proposes a maximum of 20 students on the site at any one time is therefore 8 car parking spaces.</p> <p>The proposal provides the 8 on-site car parking spaces as required. As such it is contended that no permit is required for a reduction of car parking in association with the amended description of the use proposed.</p>
Noise and Vibration	<p>The subject site and surrounding properties are all located in the Industrial 1 Zone. The Industrial 1 Zone's purpose is to, <i>'To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities'</i> (Ref: Latrobe Planning Scheme).</p> <p>Guidance provided in relation to the use of the Industrial 1 Zone by DELWP notes that, <i>'This is the main zone to be applied in most industrial areas'</i> (Ref: Using Victoria's Planning System, 2015, DELWP).</p>



	<p>The Industrial 1 Zone caters for various uses including manufacturing industry, in contrast to residential and commercial zones which are provided with an expectation of higher levels of amenity for uses such as dwellings, offices and shops; and the farming zone which provides primarily for agriculture.</p> <p>The amenity concerns raised appear to reflect expectations that are inconsistent with the nature of uses anticipated in the Industrial 1 Zone. For example, a large manufacturing business may have intensive truck movements, forklift movements and manufacturing noise. Likewise, uses such as panel beaters, sawmills or motor vehicle repairs are all anticipated and regularly locate in the Industrial 1 Zone.</p> <p>The decision guidelines for use pursuant to Clause 33.01-2 of the Industrial 1 Zone advise:</p> <p><i>'Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:</i></p> <ul style="list-style-type: none"> <li>• <i>The Municipal Planning Strategy and the Planning Policy Framework.</i></li> <li>• <i>The effect that the use may have on nearby existing or proposed residential areas or other uses which are sensitive to industrial off-site effects, having regard to any comments or directions of the referral authorities.</i></li> <li>• <i>The effect that nearby industries may have on the proposed use.</i></li> <li>• <i>The drainage of the land.</i></li> <li>• <i>The availability of and connection to services.</i></li> <li>• <i>The effect of traffic to be generated on roads.</i></li> <li>• <i>The interim use of those parts of the land not required for the proposed use.'</i></li> </ul> <p>It is submitted that this property is located within a busy industrial area. It is not in close proximity to any sensitively zoned land. The business is located in the most appropriate zoning for the nature of the use proposed.</p> <p>On behalf of the Applicant, I have made contact with four objectors, one from each property and business to discuss concerns raised with the intent of trying to address/resolve these concerns.</p> <p>There are a number of measures/suggestions that the Applicant has identified or that the objectors have put forward and I am in the process of discussing these further in order to provide an improved solution, whilst acknowledging the Industrial 1 Zoning of the land. Examples of items of discussion include, but are certainly not limited to:</p> <ul style="list-style-type: none"> <li>- Clearly defining and restricting the area for which the earthworks training would take place on the site;</li> <li>- Consideration of identifying a zone for each type of earthworks machine within the training area to operate in, with that zone designation having regard to the</li> </ul>
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	<p>various noise levels and requirements to operate the machinery etc;</p> <ul style="list-style-type: none"> <li>- Designating a buffer/retaining wall or some type of like system between the earthworks training area and the site's northern boundary.</li> </ul>
Drainage	The proposal includes a number of portable buildings. Drainage requirements/connections can be dealt with by planning permit condition.
Suggestion that Earthworks be moved to the northern side of the property	<p>The site has been laid out to accommodate the current planning permit issued to conduct Vic Roads Heavy vehicle training and assessment. The southern side of the site is used to conduct assessments as per the VicRoads contract requirements. It also uses existing crossovers which provide safe access and egress to the property for vehicles as well as access to car parking.</p> <p>The current location of the earthworks training has been carefully planned to provide maximum safety for students in an area that does not impact on any other training engagement on the site. However, as discussed above further discussions are taking place with objectors regarding further refinements/improvements in the exact location of the earthworks training area/barriers/buffers and zoning of equipment areas etc.</p>
Location of proposed buildings	The proposed buildings are portable buildings and consideration has been given to their siting. Buildings and works are exempt from notice requirements pursuant to Clause 33.01-4 of the Industrial 1 Zone.

We look forward to Council's assessment of this amendment having regard to the applicable planning scheme controls. We note that the Industrial 1 Zone is the most appropriate zoning for the proposal. We are continuing our discussions with objectors as a matter of urgency and will inform you of any progress or specific areas of agreement reached.

Should you wish to discuss any issues raised or our response in further detail, please do not hesitate to contact me on 0400 663 592 or via email at [kate@sdplanning.com.au](mailto:kate@sdplanning.com.au).

Yours sincerely

Kate O'Reilly  
**Director**

**Agenda Item: 14.3**

**Agenda Item: Use and Development of Land for Accommodation (RV Stop) and Display of Business Identification Signage at 31-35 Main Street, Yinnar**

**Sponsor: General Manager, Regional City Growth and Investment**

**Council Plan Objective: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.**

**Status: For Decision**

### **MOTION**

**Moved: Cr White**

**Seconded: Cr Gibson**

**That Council:**

**Issues a Notice of Decision to Grant a Permit, for the use and development of land for accommodation (RV Stop) and display of business identification signage at 31-35 Main Street, Yinnar, with the following conditions:**

**Amended Plans Condition:**

- 1. Before the commencement of any works hereby permitted, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:**
  - a) The number of camping sites reduced to a maximum of eight;**
  - b) The boundary of the use reduced to encompass only the western side of the site and northern side of the open drain;**
  - c) The three long vehicle parking bays relocated away from neighbouring residential properties;**
  - d) Provision of screen planting along the use's eastern boundary and in line with the existing vegetation on site;**
  - e) Provision of signage for the long vehicle parking bays. The location of the sign, its size and details of wording must be submitted;**
  - f) The stopover information sign amended to reflect the amended**

details of the use as approved by this permit; and

- g) Details of the overall height of the signs and what they would be mounted on.

**Endorsed Plans Condition:**

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

**Management Plan Condition**

- 3. Before the use commences, a Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. All activities forming part of the use must comply with endorsed plan.

The plan must include:

- a) The name and contact details of the person responsible for the management of the use of the land;
  - b) The RVs staying at the site must be fully self-contained with their own power supply, shower and toilet, and a minimum water supply of 20 litres.
  - c) An RV is permitted to stay at the site for a maximum of 48 hours;
  - d) A maximum of 8 RVs are permitted on site at any one time;
  - e) The use of fire pits is strictly prohibited;
  - f) The use of generators is strictly prohibited;
  - g) Waste disposal and collection arrangements;
  - h) Rules for use of nominated outdoor areas including curfews;
  - i) The management of on-site car parking; and
  - j) The dumping of grey/black water on site is strictly prohibited.
- 4. The measures set out in the endorsed Management Plan are to be adhered to at all times and must be enforced by the Site Manager delegated responsible for the site at any time.
  - 5. A copy of this permit and the Management Plan shall be displayed at all times in a prominent location within the premises to the satisfaction of the Responsible Authority.

**Number of RVs Condition**

- 6. Not more than eight (8) RVs may be permitted on site at any one time

without the written consent of the Responsible Authority.

#### **Length of Stay Condition**

- 7. Visitors to the site are permitted to stay a maximum of 48 hours at any one time without the written consent of the Responsible Authority.**

#### **Use Conditions**

- 8. RVs staying at the site must be fully self-contained with their own power supply, shower and toilet, and a minimum water supply of 20 litres**
- 9. All garbage/refuse generated by the use hereby permitted must be stored on the site and screened from view from outside the site, prior to its disposal.**
- 10. The use of fire pits is prohibited on site.**
- 11. The use of generators is prohibited on site.**
- 12. The dumping of grey/black water is prohibited on site.**
- 13. The storage, removal and disposal of such garbage/refuse must be undertaken in such a manner so as to avoid any nuisance, pollution or loss of amenity to the surrounding area and must at all times be to the satisfaction of the Responsible Authority.**
- 14. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land or road reserve.**
- 15. The amenity of the area must not be detrimentally affected by the use or development through any of the following:**
  - a) Transport of materials, goods or commodities to or from the land.**
  - b) Appearance of any buildings, works or materials.**
  - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, soot, ash, dust, waste water, waste products, grit or oil.**
  - d) Presence of vermin.**

#### **Landscaping Conditions**

- 16. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must show:**
  - a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;**
  - b) buildings and trees (including botanical names) on neighbouring**



properties within three metres of the boundary;

- c) details of surface finishes of pathways and driveways;
- d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant; and
- e) landscaping and planting within all open areas of the site and screen planting along the use's western boundary.

All species must be selected to the satisfaction of the Responsible Authority.

When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided.

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

#### **Infrastructure Planning Conditions**

- 19. Before the commencement of any works hereby permitted, a site drainage plan, including levels or contours of the land and all hydraulic computations, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and an electronic copy in PDF format must be provided. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:
  - a) How the land including open space and paved areas will be drained to the legal point of discharge for a 10 % AEP storm event.
  - b) Detail proposed techniques for erosion prevention and sediment control to prevent sediment entering Councils drainage system from the site. Reference should be made to the Environment Protection Authority's publication 960 'Doing it right on subdivisions'.
- 20. Before the commencement of any works hereby permitted, an environmental management plan to the satisfaction of the Responsible Authority shall be submitted to and approved by the Responsible Authority. The plan must detail how issues such as erosion prevention, drainage, dust generation and sediment control will be managed on site

in the longer term, following the completion of the works. Details of a contact person must also be provided, so that this person can be easily contacted should any issues arise. Reference should be made to the Environment Protection Authority's publication 960 'Doing it right on subdivisions'.

21. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
22. Before the use commences of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:
  - a) The areas shown on the endorsed plans for vehicle access and car parking must be constructed to such levels that they can be used in accordance with the approved plans.
  - b) All drainage systems must be constructed in accordance with the site drainage plan approved by the Responsible Authority.
23. Control measures in accordance with the approved environmental management plan, shall be employed to the satisfaction of the Responsible Authority. The Responsible Authority must be kept informed in writing of any departures from the environmental management plan. If, in the opinion of the Responsible Authority, the departure from the approved plan is significant then an amended plan must be submitted to and approved by the Responsible Authority. The approved measures must be carried out continually and completed to the satisfaction of the Responsible Authority.

#### **Environmental Health Conditions**

24. The operation must be registered with Council under the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010.
25. The application to register must include the following:
  - (a) An emergency management plan
  - (b) include a plan of the caravan park clearly indicating the location and number of all buildings and facilities and all long term sites, short term sites and camp sites; and
  - (c) CFA report listing details of any required essential safety measures (fire extinguishers, fire hose reels) which may detail a schedule of



works for the caravan park, if any.

26. No external sound amplification equipment or loud speakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.
27. Details of any bookings for the park must be maintained and available for view by Council officer during inspection(s).
28. Appropriate rubbish storage facilities must be provided for the site to ensure litter is managed for the site, and so as not to cause a nuisance.

#### **Transport for Victoria Conditions.**

29. The demolition and construction of the development must not disrupt bus operations on Main Street without the prior written consent of the Head, Transport for Victoria.
30. Any request for written consent to disrupt bus operations on Main Street during the demolition and construction of the development must be submitted to the Head, Transport for Victoria not later than 8 weeks prior to the planned disruption and must detail measures that will occur to mitigate the impact of the planned disruption.
31. During demolition and construction of the development, the existing bus stop infrastructure on Main Street must not be damaged or altered. Any damage or alteration to bus infrastructure must be rectified at no cost to and to the satisfaction of the Head, Transport for Victoria.

#### **Signage Conditions**

32. The location and details of the signage, including those of any supporting structure, as shown on the endorsed plans, must not be altered without the written consent of the Responsible Authority.
33. The signage must not be illuminated by external or internal light except with the written consent of the Responsible Authority.
34. The signage must be constructed and maintained to the satisfaction of the Responsible Authority.

#### **Use Limited to Applicant Condition**

35. This permit allows the use of the land to be operated only by Yinnar and District Community Association to the satisfaction of the Responsible Authority.

#### **Permit Expiry Conditions**

36. The approval contained in this permit for the use shown on the

endorsed plans expires two (2) years from the date of this permit.

37. The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if -
- the request for an extension of time is made within 12 months after the permit expires; and
  - the development or stage started lawfully before the permit expired.
38. The approval contained in this permit for the signage shown on the endorsed plans expires 15 years from the date of this permit.

**(NOTE: This is a condition requirement of the State Government)**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

A planning permit application has been received to use and develop land at 31-35 Main Street, Yinnar for accommodation (RV stop) and display of business identification signage.

The original application sought planning approval for a recreational vehicle (RV) stop which would be available for use by up to 13 self-contained caravans/motor homes for a maximum stay of seven nights. Three long vehicle bays would also be provided for day visitors. The site would be managed by the Yinnar and District Community Association (YDCA).

Following advertising of the application, 7 objections were received. Issues raised included concerns regarding management of the site, length of stay, number of RVs, use of fire pits, and amenity.

The applicant has responded to these concerns and has amended the application, reducing the size of the camping area on the site, reducing the maximum number of RVs to 8, and reducing the length of stay to 48 hours. The long vehicle parking bays would also be relocated and the use of fire pits prohibited. In response no objections have been withdrawn.

The proposal has been considered against the relevant provisions of the Latrobe Planning Scheme (the Scheme), and the objections submitted and considered to have satisfied the purpose and decision guidelines of the Public Park and Recreation Zone and Heritage Overlay HO144. Furthermore, it is considered that the proposal would add to the diversity of tourism offerings in Latrobe City in a location providing access to significant Gippsland tourist attractions while benefitting the township of Yinnar.

Overall, it is considered that the proposal is generally consistent with the relevant objectives and decision guidelines of the Scheme.

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

### **Background:**

#### *Summary*

Land: 31-35 Main Street, Yinnar, known as CA 67 Parish of Yinnar  
Proponent: Yinnar and District Community Association  
Zoning: Public Park and Recreation Zone (PPRZ)  
Overlay: Heritage Overlay HO144

A planning permit is required for the use and development of land for accommodation (RV Stop) in accordance with Clause 36.02-1 and Clause 36.02-2 respectively of the PPRZ.

A planning permit is required to construct or carry out works and for signage pursuant to Clause 43.01-1 (HO144), and for business identification signage pursuant to Clause 52.05-14.

#### *Proposal*

The YDCA has made an application to provide an overnight stopover space for RVs at 31-35 Main Street, Yinnar. The site would be available to self-contained caravans and motor homes only. To be 'self-contained' the RV must have its own power supply, shower and toilet, and a minimum water supply of 20 litres.

The original application stipulated that the RVs would be able to stay at the site for a maximum of 7 nights with up to 13 RVs accommodated at any one time, each on a 10 metre by 10 metre grass camping site. This has since been amended to a maximum of 8 RVs with a stopover duration time of a maximum of 48 hours.

Three long vehicle bays would be provided on site for day parking for visitors in RVs or cars towing caravans who wish to visit the town.

Entry to the site would be via an existing service road off Main Street with a 4.0 metre wide gravel track providing access into and around the site.

The site would be managed by YDCA. Upon arrival at the site, visitors would be directed to telephone a YDCA representative listed on a sign at the front of the site to inform the representative how many people were in their group and how long they were going to stay. If a YDCA representative was not available, visitors would be directed to the Yinnar General Store where the attendant at the store would contact an alternative YDCA member.

A YDCA representative would make regular visits to the site to keep a check on conditions and confirm that those staying met the 'self-contained' condition for the use of the site. Bins would be provided on the site, and would be monitored and emptied by YDCA members.

The YDCA has advised that the proposal would be trialled for a period of 5 years. It is anticipated that a grey water disposal system would be installed in the future however this does not form part of this application.

Two non-illuminated signs are proposed to be displayed at the entrance to the site. Sign 1 would be 1.5 metres wide by 1.0 metre high with a total area of 1.5 square metres. It would provide information to visitors about the RV stop including a contact number for a YDCA member on arrival, details about self-contained vehicles, and information on the maximum stay permissible.

Sign 2 would provide a locality map and emergency information. It would be 1.0 metre high by 0.8 metres wide with a total area of 0.8 square metres.

Attachment 1 shows the current site plan which was advertised. It is noted that this plan does not represent the changes the applicant is going to make to the proposal following the receipt of objections and mentioned above.

#### Subject Land:

The subject site is located on the north-western side of Main Street in Yinnar. It has an area of approximately 3,100 square metres and is used as public open space. It is Crown land managed by Council. The site has been developed with a small shelter for park users. The site is mainly grassed with vegetation comprising a number of scattered native and exotic trees concentrated mainly in the north of the site. Access to the site is via an existing gravel service road off Main Street.

#### Surrounding Land Use:

North-west: Vacant residential land in Neighbourhood Residential Zone Schedule 4 (NRZ4).

North-east: The Art Resource Collective (ARC), a dwelling and an industrial shed abut the site. Further to the north-east are shops and dwellings fronting Main Street. All are in the Township Zone.

South-west: Vacant residential land in NRZ4.

South-east: Shops and dwellings fronting Main Street in the Township Zone.

Attachment 2 shows the location and context of the subject site.

A previous application for the site, 2019/31, was lodged in February 2019. The application was for the same use and development as the application that is the subject of this report but also included a sewerage dump site and a water tap. Following discussions with Gippsland Water, the application was withdrawn and the current application lodged.

**Reasons for Proposed Resolution:**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Public Park and Recreation Zone;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Heritage Overlay HO144;
- Consistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered. Planning permit conditions addressing these issues will be required. The objections do not form planning grounds on which the application should be refused.

**Issues:**

*Strategy Implications*

Objective 7 of the Council Plan 2017-2021 seeks to “[g]row the civic pride of our municipality and solidify Latrobe City’s image as a key regional city”. A strategy to achieve this is Strategy 10 “[p]romote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation”.

*Communication*

Notification:

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

At the completion of the advertising period, 7 submissions in the form of written objections had been received.

A copy of the objections can be viewed at Attachment 3 of this report, with a map showing the location of the nearby objectors at Attachment 4.

The applicant’s written response to the objections can be viewed at Attachment 5.

The following issues were raised:

1. Too many vehicles and length of stay too long.

Comment:

The number of RVs on site has been reduced from 13 to 8 and the area of the site used for the RVs has been reduced in size. The length of stay for each RV has been reduced from 7 days to a maximum of 48 hours.

2. Impact on private dwellings.

Comment:

In order to reduce the amenity impacts on the adjoining dwelling to the east of the site, the camping area has been reduced, the length of stay permitted reduced and the long vehicle parking bays will be relocated. Fire pits would also not be permitted. The addition of screen planting along the boundary shared with the dwelling would improve the dwelling's privacy. These measures can be included on any approval issued.

3. Lack of management; insurance.

Comment:

The YDCA would form a Committee of Management to manage the site and to be responsible for ensuring visitors comply with the site rules. The rules would also be displayed on a sign at the entrance to the site. The Committee of Management members would make regular visits to the site to welcome guests and check on the operations of the site. YDCA will take out public liability insurance for the site.

4. Lack of facilities on site and in Yinnar; rubbish and effluent issues, lack of water supply on site.

Comment:

Visitors to the site are permitted to stay if they are in a self-contained RV with its own power supply, shower and toilet, and a minimum water supply of 20 litres. Rubbish disposal and collection would be monitored by the YDCA Committee of Management.

5. Noise.

Comment:

The use of generators would not be permitted and a management plan would be required detailing noise requirements and a night time curfew.

6. Fire pits – smell, smoke, fire risk, damage to environment from campers finding fuel.

Comment:

Fire pits would not be permitted.

7. Increased traffic and impact on bus stop.

Comment:



The existing road network has the capacity to handle any additional traffic that may occur as a result of the proposal. Council's Infrastructure Planning team has not raised any objection to the proposal on traffic grounds.

The use should not have any impact on the operations of the existing bus stop in front of the site. Transport for Victoria has consented to the proposal.

8. Decrease in property values.

Comment:

The issue of property values is not considered to be a valid planning consideration.

9. General rural outlook will be impacted; what trees will be removed?

Comment:

The overall area of the site is proposed to be reduced in size along with a reduction in the number of RVs permitted on the site at any one time. As such it is considered that the general rural outlook would not be greatly impacted by the proposal. It is noted that the adjoining land to the west of the site is zoned for residential purposes. No trees are proposed to be removed from the site.

10. Security risk.

Comment:

A designated committee member of the Yinnar and District Community Association as listed in the Management Plan for the site will be responsible for the ongoing management of the site and the conditions of any planning permit approved.

11. Native title issues.

Comment:

DELWP has advised "*Based on the native title extinguishment and the low impact nature of the works proposed on the non-extinguished area, there are no native title processes that need to be undertaken in this case*".

12. Possible intrusion into ARC kitchen and pizza oven area.

Comment:

The reduction in area of the camping site will move the camping sites away from the ARC. In addition, screen planting will be required to be undertaken in order to provide a physical barrier between the site and the ARC kitchen and pizza oven.

External:

The application was referred to Transport for Victoria under Section 55 of the Act due to the proximity of the proposal to an existing bus stop in front of the site. Transport for Victoria did not object to the granting of a planning permit and did not require any conditions.

The application was referred to DELWP under Section 52(1)(d) of the Act in relation to any Native Title issues that may impact the use of the land. DELWP did not object to the granting of a planning permit and did not require any conditions.

Internal:

The application was referred to the Council's Infrastructure Planning and Health Services teams who did not object to the granting of a planning permit subject to conditions to be included on any permit that may be issued. The application was also referred to Council's Recreation, Governance and Environment teams who had no objection and did not require any conditions.

*Details of Community Consultation following Notification:*

The applicant provided a written response to the objectors' grounds of objection. The objectors were advised in writing of the response and were given the opportunity to withdraw their objections. No objections were withdrawn therefore the proposal requires a decision by Council.

*Financial Implications*

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

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$7,000.

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Supporting an application which has received 7 submissions which raise concerns including amenity, management of the site, security, and traffic.</p>	<p>3 – Possible</p>	<p>The proposal has been considered against the Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions.</p>



<p><b>Reputational Risk &amp; Financial Risk</b></p> <p>Not supporting the application and the applicant seeking review of the decision at VCAT.</p>	<p>3 – Possible</p>	<p>To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy.</p>
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\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

**Latrobe Planning Scheme**

**State Planning Policy Framework**

- Clause 11.01-1S: Settlement
- Clause 11.03: Planning for places
- Clause 11.03-6S: Regional and local places
- Clause 13.07-1S: Land use compatibility
- Clause 15.01-4S: Healthy neighbourhoods
- Clause 15.01-5S: Neighbourhood character
- Clause 15.03-1S: Aboriginal cultural heritage
- Clause 17: Economic Development
- Clause 17.01-1S: Diversified Economy
- Clause 17.04: Tourism
- Clause 18: Transport
- Clause 19.02 – Community Infrastructure

**Local Planning Policy Framework**

- Clause 21.03: Environmental and Landscape Values

- Clause 21.04: Environmental Risks
- Clause 21.06: Built environment and heritage
- Clause 21.07: Economic Development
- Clause 21.08: Transport and Infrastructure
- Clause 21.09: Local Areas

### **Zoning** Public Park & Recreation Zone

The subject site is located in the Public Park and Recreation Zone where a planning permit is required to use and develop the land for accommodation.

### **Overlay** Heritage Overlay HO144

The site is subject to Heritage Overlay HO144 – Precinct Yinnar Township. A planning permit is required to construct or carry out works and to construct or display a sign.

### **Particular Provisions**

- Clause 52.05 (Signs)
- Clause 52.06 (Car Parking)

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

Clause 65.01 sets out the decision guidelines to be considered before deciding on any application

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

The following incorporated documents are relevant to this application:

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-Street car parking, Standards Australia 2004
- Design Vehicles and Turning Path Templates, Austroads, 1995 (AP-34/95)
- Latrobe City Heritage Study Volume 3: Heritage place & precinct Citations (July 2010)
- Latrobe City Heritage Overlay – Planning Permit Exemptions & Application Requirements Incorporated Plan (July 2010)

Strategic direction of the State and Local Planning Policy Frameworks:

The key elements of the Planning Policy Framework and Municipal Planning Strategy have been considered in the assessment of the application.

It is considered that the proposal satisfactorily addresses the Planning Policy Framework, particularly Clause 17.04-1S Facilitating Tourism and Clause 17.04-1R Tourism – Gippsland. The objective of Clause 17.4-1S is *“To encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination”*.

The proposed use and development of an RV overnight camping stopover point would provide a service and facility within the township of Yinnar that is likely to increase tourism in and around the township and which will bring with it an overall economic and community benefit to the area.

The *Gippsland Regional Growth Plan Background Report* (DTPLI March 2014) which provides background to the *Gippsland Regional Growth Plan* (DTPLI May 2014) identifies a number of strategic tourism investment areas in Gippsland which include Tarra-Bulga National Park, Gippsland Lakes, and Australian Alps. Yinnar is located in reasonable proximity to these significant tourism areas. An RV stop in this location would support these major tourism areas as well as provide tourist facilities in an existing urban settlement *“to maximise access to infrastructure, services and labour and to minimise impacts on the environment and exposure to natural hazards”*.

Clause 13.07-1S Land Use Compatibility has the objective *“To safeguard community amenity while facilitating appropriate commercial, industrial or other uses with potential off-site effects”*. Strategies to achieve this include *“Ensure the compatibility of a use or development as appropriate to the land use functions and character of the area by:*

- *Directing land uses to appropriate locations.*
- *Using a range of building design, urban design, operational and land use separation measures.”*

It is considered that with appropriate conditions imposed including a reduction in the number of RVs using the site at any one time, reducing the site area for camping, and undertaking screen planting that the proposal is appropriately located in an area set aside for public recreation within an existing urban settlement.

Clause 21.06-6 Heritage has the objectives *“ensure that the heritage of Latrobe City is identified, protected and conserved”* and *“identify, recognise and protect places of heritage, cultural and social significance”*. The site is located in the Yinnar Township Precinct. The proposed works and signage are relatively minor in nature and should not impact the heritage significance of the precinct. As such the proposal is considered to be in accordance with the objectives of the clause.

'Purpose' and 'Decision Guidelines' of the Public Park & Recreation Zone (PPRZ):

The proposal accords with the purpose and decision guidelines of the PPRZ as it would implement the Municipal Planning Strategy and the Planning Policy Framework, and would provide for public recreation in an appropriate location.

'Purpose' and 'Decision Guidelines' of the Heritage Overlay HO144:

The proposed works and signage are relatively minor in nature and should not impact on the significance of the Yinnar Township Precinct.

'Purpose' and 'Decision Guidelines' of Clause 52.05 Signs

The site is located within the PPRZ and pursuant to Clause 36.02-8 of the Scheme, advertising signs for this zone are Category 4 – Sensitive Areas 'Maximum limitation'. The purpose of this category is *'[t]o provide for unobtrusive signs in areas requiring strong amenity control'*. Business identification signage requires a planning permit and must not exceed a total area of 3 square metres.

Two signs are proposed for the site. One sign would provide stopover information and the other would be a locality sign with emergency information. Both signs would total an area of 2.3 square metres. An additional sign is also required for the long vehicle parking spaces to advise users of their purpose and their conditions of use. As such a condition of any approval issued will required the details and location of the long vehicle parking bays sign to be submitted for approval. The stopover sign will also be required to be amended to reflect the amended length of stay and that fire pits are prohibited.

The proposed signage is considered to be appropriate for the site as it would not result in visual clutter or cause loss of amenity. The signage is considered to be consistent with the 'Purpose' of Clause 52.05.

'Purpose' and 'Decision Guidelines' of Clause 52.06 Car Parking

Where a use of land is not specified in Table 1 to Clause 52.06, before a new use commences, car parking spaces must be provided to the satisfaction of the responsible authority. The nature of the proposal means that RVs will park at the designated camping sites and RVs and vehicles towing caravans visiting for the day would park in the long vehicle parking bays. As such, the amount of car parking provided on site is appropriate for the use of the site.

Clause 65 (Decision Guidelines):

The relevant decision guidelines set out in Clause 65.01 have been considered and found:

- The proposal satisfies the Municipal Planning Strategy, the Planning Policy Framework and the purpose of the applicable zone and particular provisions.
- The proposal would contribute to the orderly planning of the area as it will provide a tourism use within an existing urban area.

- With appropriate conditions imposed including the provision and implementation of a management plan, the amenity of the area should not be impacted.

*Other*

Council has the following options in regard to this application:

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

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

**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*.

**Supporting Documents:**

Nil

**Attachments**

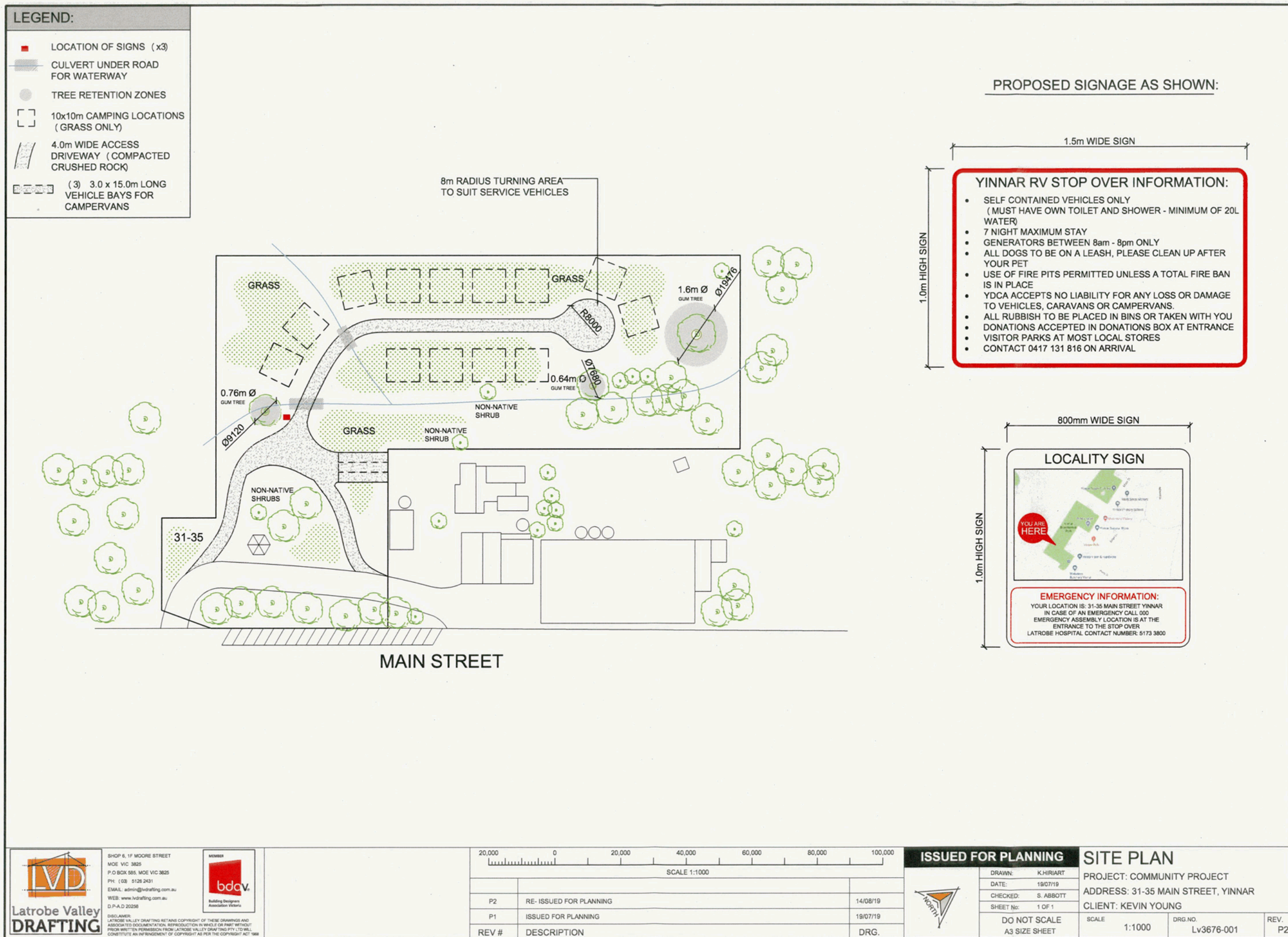
- 1 [↓](#). Proposed Plans
- 2 [↓](#). Subject site and surrounds
3. Copy of objections (Published Separately) (Confidential)
4. Location of objectors (Published Separately) (Confidential)
- 5 [↓](#). Applicants response to objections

## 14.3

### **Use and Development of Land for Accommodation (RV Stop) and Display of Business Identification Signage at 31-35 Main Street, Yinnar**

1	Proposed Plans.....	88
2	Subject site and surrounds .....	89
5	Applicants response to objections .....	90





**LEGEND:**

- LOCATION OF SIGNS (x3)
- CULVERT UNDER ROAD FOR WATERWAY
- TREE RETENTION ZONES
- 10x10m CAMPING LOCATIONS (GRASS ONLY)
- 4.0m WIDE ACCESS DRIVEWAY (COMPACTED CRUSHED ROCK)
- (3) 3.0 x 15.0m LONG VEHICLE BAYS FOR CAMPERVANS

**PROPOSED SIGNAGE AS SHOWN:**

1.5m WIDE SIGN

1.0m HIGH SIGN

**YINNAR RV STOP OVER INFORMATION:**

- SELF CONTAINED VEHICLES ONLY (MUST HAVE OWN TOILET AND SHOWER - MINIMUM OF 20L WATER)
- 7 NIGHT MAXIMUM STAY
- GENERATORS BETWEEN 8am - 8pm ONLY
- ALL DOGS TO BE ON A LEASH, PLEASE CLEAN UP AFTER YOUR PET
- USE OF FIRE PITS PERMITTED UNLESS A TOTAL FIRE BAN IS IN PLACE
- YDCA ACCEPTS NO LIABILITY FOR ANY LOSS OR DAMAGE TO VEHICLES, CARAVANS OR CAMPERVANS
- ALL RUBBISH TO BE PLACED IN BINS OR TAKEN WITH YOU
- DONATIONS ACCEPTED IN DONATIONS BOX AT ENTRANCE
- VISITOR PARKS AT MOST LOCAL STORES
- CONTACT 0417 131 816 ON ARRIVAL

800mm WIDE SIGN

1.0m HIGH SIGN

**LOCALITY SIGN**

**EMERGENCY INFORMATION:**  
 YOUR LOCATION IS: 31-35 MAIN STREET YINNAR  
 IN CASE OF AN EMERGENCY CALL 000  
 EMERGENCY ASSEMBLY LOCATION IS AT THE ENTRANCE TO THE STOP OVER  
 LATROBE HOSPITAL CONTACT NUMBER: 5173 3800

**Latrobe Valley DRAFTING**

SHOP 6, 1F MOORE STREET  
 MOE VIC 3825  
 P.O BOX 585, MOE VIC 3825  
 PH: (03) 5126 2431  
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 WEB: www.lvdrafting.com.au  
 D.P.A.D 20208

MEMBER

Building Designers  
 Association Victoria

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20,000 0 20,000 40,000 60,000 80,000 100,000		
SCALE 1:1000		
REV #	DESCRIPTION	DRG.
P2	RE- ISSUED FOR PLANNING	14/08/19
P1	ISSUED FOR PLANNING	19/07/19

<b>ISSUED FOR PLANNING</b>		<b>SITE PLAN</b>	
DRAWN:	K.HIRIART	PROJECT: COMMUNITY PROJECT	
DATE:	19/07/19	ADDRESS: 31-35 MAIN STREET, YINNAR	
CHECKED:	S. ABBOTT	CLIENT: KEVIN YOUNG	
SHEET No:	1 OF 1	SCALE	1:1000
DO NOT SCALE	A3 SIZE SHEET	DRG. NO.	Lv3676-001
		REV.	P2





	<p><b>Note</b>                  The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p>	13/02/2020	
	<p><b>Disclaimer:</b>                  The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.                  Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information.                  The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for <b>Dial Before You Dig</b>.                  The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	1:1250	



20/01/2020

Hi Jarrod,

Prior to the Christmas break I took the opportunity to speak with Mr & Mrs Onken. These are the residents who would be most directly effected by the establishment of an RV stop in Yinnar.

We have addressed several of the concerns that Mr & Mrs Onken had raised in their objection and have reached a mutual agreement to several changes to the site.

1. Use of fire pits. As fire pits were initially suggested for the site, Mr & Mrs Onken were concerned that any smoke generated from camp fires (fire pits) in the stop over would be carried by the prevailing winds into their property. I have agreed that this would be a significant issue for them and will not be pursuing the inclusion of fires of any type in this site. As such, I would be comfortable with Council placing a condition on any approved Planning Permit stating that fire pits are prohibited and the information sign displayed at the entrance to the site stating the same.

2. Grey water Storage. I have agreed to limit the stay length to 48 hours until there can be a Grey water dump point installed at the site. This would mean that visitors can easily hold any grey water they generate while staying and not dump it close to the waterways. As such, I would be comfortable with Council placing a condition on any approved Planning Permit stating that the maximum stay is 48 hours and the information sign displayed at the entrance to the site stating the same.

3.Length of Stay. As mentioned above, until the Grey water dump facility can be installed a maximum stay of 48 hours will be recommended.

4. Alteration to site boundary. To ensure Mr & Mrs Onken's outlook is not effected, we have agreed that the Northern boundary of the site will be in line with the apple tree with no camping in the area north of that line. With this boundary in place, the Community Garden and ARC will no longer be able to be viewed by visitors staying at the site and this should lessen the concerns of both of these groups. As such, I would be comfortable with Council placing a condition on any approved Planning Permit stating that plans must be amended to only provide camping areas West of the apple tree.

5 Long Vehicle Parking Bays. Initially these bays (day use only) were situated on the property boundary of the stop over site and Mr & Mrs Onken's garden. In an effort to give Mr & Mrs Onken some privacy in their garden it has been agreed that the long vehicle site be relocated a few meters south to near the Oak tree and with the vehicle facing either east or west dependant on access to the site used. As such, I would be comfortable with Council placing a condition on any approved Planning Permit stating that plans must be amended to reflect this.

By altering the overall site area it is estimated that there will be space available for a maximum of 8 RV's.

All further issues are discussed in the attached document.

Kev Young

**Response to Objectors:**

Thank you for raising your concerns, we want to work with and limit the impacts on the surrounding neighbourhood wherever possible. In response to the concerns raised I provide the following response, however please feel free to get in contact with myself and/or make any suggestions on how we can improve the proposal within reason.

**Amount of vehicles and camp sites proposed is too many**

The initial plan for the proposed area was to show the maximum number of possible sites available for use. Further discussions with the resident most effected by the proposed stop over has reached an agreement where by the northern boundary has been reduced thereby limiting the number of spaces to eight (8). As such, I would be comfortable with Council placing a condition on any approved Planning Permit stating that plans must be amended to only provide camping areas West of the apple tree.

**Length of stay is too long**

Initially the stay period would be set at 48 hours until a dump point has been installed.

While there is no national, state or local limit to which visitors can stay in a location, the length of stay suggested in the submission (7 days), was to allow any visitors time to explore our region and as well as having relaxation days in Yinnar. It should be mentioned that even if the stay is limited to 7 days, visitors are not required to stay for that time period and can move on at their discretion. I would be comfortable with Council placing a condition on any approved Planning Permit stating that the maximum stay is 48 hours and the information sign displayed at the entrance to the site stating the same.

**Fire pits will create fire danger and smell will impact the community due to recent bushfire experience**

While fire pits were suggested initially as an option for the stop over, they were not a "must have". I would be comfortable with Council placing a condition on any approved Planning Permit stating that Fire Pits are prohibited and the information sign displayed at the entrance to the site stating the same.

**The use will cause detriment (noise, security, smells and rubbish) to the surrounding residents**

While there can be no firm guarantee that there will not be an issue with any of these problems every effort will be made to ensure that:

1. There is sufficient rubbish collection available for visitors.
2. Noise from generators will be confined to a set time period not extending past 8 pm and I would be comfortable with Council placing a condition on any approved Planning Permit to this effect.
3. As there will now be no fires allowed in the site smells will not be an issue and as mentioned above I would be comfortable with Council placing a condition on any approved Planning Permit that Fire Pits are prohibited
4. While everything will be done to ensure the security of local residents it is also up to those locals to ensure that they have adequate security measures in place.

**The proposed location is not the best location within Yinnar, should be at the Recreation Reserve**

While several different sites within Yinnar have been discussed, the proposed site has been considered to be the most suitable.

There are several reasons for this decision;

1. The idea of the RV stop is to encourage visitors into town with a view of supporting local businesses during their stay.
2. By locating the RV stop at the Recreation Reserve visitors would be less inclined to spend time in town and supporting the local businesses.
3. The sewerage facilities at the Recreation Reserve do not have the capacity to service a Grey water dump point installation.

**Yinnar does not have sufficient utilities to support the amount of people likely to use the RV Stop (toilets, water etc)**

While Yinnar does not have the facilities to support the RV stop over, by limiting the users of the area to "self contained" there would not be a major impact on existing town facilities. Once the site is functioning and a grey water dump site is installed, there would be a lesser impact on any town facilities. I would be comfortable with Council placing a condition on any approved Planning Permit stating that the users must be 'self contained'

**Needs to have a dump point included to stop illegal dumping**

A dump point is planned once the stop over is functioning.

**Lack of structured Management Plan, who will be responsible for enforcing the 'rules' and under what authority and how will the 'rules' be communicated?**

It is proposed that a committee of management be formed to aid in the running of the site. Those members of the CoM would be responsible to ensure that all visitors met the requirements for staying on site. The terms of use for this area will be listed on a Welcome board at the entrance to the site.

**Needs a 'resident caretaker'**

While a resident caretaker would be ideal, the financial cost makes this position inoperable. It is proposed that a member of the YDCA CoM would make regular visits to the site to welcome visitors and monitor site activity.

**Location of long parking bays in relation to neighbouring dwellings**

In discussions with the resident most affected by the proposed stop over the long vehicle parking bays will be re-positioned so as not to be directly on the property boundary. As such, I would be comfortable with Council placing a condition on any approved Planning Permit stating that plans must be amended to reflect this.

**Increased traffic and impact on bus stop**

For impact on the bus stop see attached TfV document ref: HTFV2019/0091 dated 18/03/2019

While it is impossible to gauge any increase in traffic at this point in time the attached letter from Transport Victoria, who as the experts in traffic management and those likely to be most affected if this were to be true, are not concerned about this issue as per the advice provided

**Grey water dumping will contaminate waterways**

Until the dump point has been installed, there will be a 48 hour stay limit. Any grey water generated by visitors will be required to be held in onboard storage of the "self contained" RV's. Once the dump point has been installed any grey water generated will be able to be disposed of at the dump point.

**Noise from generators will disturb residences**

There will be a time limit set on the use of generators. However most modern generators are sufficiently silenced as to not cause undue noise to nearby residents. The location of the site as per an amended plan will provide sufficient distance to reduce noise

**ARC could be impacted by influx of campers who damage their facilities (woodfire etc) and garden with no accurate ID method creating a security risk**

With the proposed changes to the boundary of the stop over ARC and the community garden will not be readily visible to any visitors. There will be a visitors information pack created, and in the pack visitors will be advised that the area behind the ARC building and the facilities there are not available to them.

**Native title impact and who is responsible for insurance claims etc if they arise.**

Native title see attached copy of DELWP email 23 October 2018.

While all visitors should have their own personal insurances to cover damage or theft from their RV's, YDCA will look at a Public Liability policy to cover any other potential claims.

Kevin Young

22/01/2020





## Department of Transport

GPO Box 2392  
Melbourne, VIC 3001 Australia  
Telephone: +61 3 9651 9999  
[www.transport.vic.gov.au](http://www.transport.vic.gov.au)  
DX 201292

File: FOL/19/14523  
Ref: HTFV2019/0091

Yvonne Buntin  
Latrobe City Council  
PO Box 264  
**MORWELL VIC 3840**

Dear Yvonne,

**LATROBE PLANNING SCHEME  
PLANNING APPLICATION NO.: 2019/31  
PROPOSAL: USE AND DEVELOPMENT OF LAND WITH A CARAVAN PARK IN THE  
TOWNSHIP ZONE AND AFFECTED BY THE HERITAGE OVERLAY.  
ADDRESS: 31-35 MAIN STREET, YINNAR.**

Thank you for your email dated 27 September 2018 referring the above application to Public Transport Victoria pursuant to Section 55 of the *Planning and Environment Act 1987*.

It is noted that the application is for the use and development of the land with a caravan park.

The Head, Transport for Victoria (TfV), pursuant to Section 56(1) of the Planning and Environment Act 1987, **does not object** to the granting of a planning permit subject to the following conditions:

- The permit holder must take all reasonable steps to ensure that disruption to bus operation along the frontage of the site is kept to a minimum during the construction of the development. Foreseen disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria eight (8) weeks prior by telephoning 1800 800 007 or emailing [customerservice@ptv.vic.gov.au](mailto:customerservice@ptv.vic.gov.au). If a temporary stop in an alternative location is required during construction, the temporary bus stop must be provided in consultation with, and to the satisfaction of Public Transport Victoria. Once the new stop is deemed suitable for operation, the temporary stop must be removed in consultation with Public Transport Victoria
- The permit holder must ensure that public transport infrastructure is not altered without the consent of Public Transport Victoria or damaged. Any damage to public transport infrastructure must be rectified to the satisfaction of Public Transport Victoria at the full cost of the permit holder.



It is requested that a copy of Council's decision be forwarded to TfV at your earliest convenience.

Should you require any further clarification, please feel free to contact Kathy Aves at [kathy.aves@ecodev.vic.gov.au](mailto:kathy.aves@ecodev.vic.gov.au) or alternatively, on 03 8392 7989.

Yours sincerely



**MARK BURTON**  
Manager, Place Planning and Referrals  
Delegate of the Head, Transport for Victoria

18/3/2019.

**From:** Pat.Lambert@delwp.vic.gov.au [mailto:Pat.Lambert@delwp.vic.gov.au]  
**Sent:** Tuesday, 23 October 2018 10:37 AM  
**To:** Jarrod Raun  
**Cc:** kylie.douglas@delwp.vic.gov.au  
**Subject:** Fw: Yinnar RV camp ground proposal

Hi Jarrod,

I apologise for the delay in DELWP's response, Matt Kelly has been on unplanned sick leave. In Matt's absence, I have undertaken native title assessment for this proposal.

The subject works are to occur on Crown allotment 67 in the Parish of Yinnar. In 2010, the Federal Court determined that native title existed over part of this allotment (in favour of the Gunai Kurnai People) and was extinguished over the balance of the allotment.

The majority of the proposed works will occur on the area of land determined to have native title extinguishment.

There appears to be a small area of minor works proposed to take place on the area subject to native title, however the works on this area are not considered to be public works and would not affect any native title rights that exist.

Based on the native title extinguishment and the low impact nature of the works proposed on the non-extinguished area, there are no native title processes that need to be undertaken in this case.

Once again, I apologise for the delay in DELWP's response.

Regards,

Pat

**Pat Lambert | Program Manager | Land & Built Environment | Gippsland Region**

**Agenda Item: 14.4**

**Agenda Item:** Use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage

**Sponsor:** General Manager, Regional City Growth and Investment

**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

Cr Graeme Middlemiss left the meeting, the time being 07:48 PM.  
Cr Dan Clancey left the meeting, the time being 07:48 PM.  
Cr Brad Law left the meeting, the time being 07:48 PM.

Cr McFarlane chaired the meeting in Cr Clancey's absence.

Cr Graeme Middlemiss returned to the meeting, the time being 08:07 PM.  
Cr Dan Clancey returned to the meeting, the time being 08:07 PM.  
Cr Brad Law returned to the meeting, the time being 08:07 PM.

**Proposed Resolution:**

**That Council:**

**Issues a Notice of Decision to Refuse a Planning Permit 2019/214 for the use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage at 497 Princes Drive, Morwell (Lot 2 LP85250) on the following grounds:**

- 1. The proposal does not meet the strategies and objectives contained within Clause 19.02-1S (Health Facilities) and Clause 21.02-21 (Liveability) of the Latrobe Planning Scheme (Scheme), as:**
  - a) the location of the use is incompatible with an existing licensed gaming venue use adjacent to the site,**
  - b) the site would not be integrated with other like health services, and**
  - c) the site is not highly accessible by public transport.**
- 2. The proposal does not comply with the purpose and decision guidelines of Clause 34.02 (Commercial 2 Zone) of the Scheme as the existing licensed gaming venue would have a detrimental impact on the proposed use.**

3. **The proposal does not comply with the decision guidelines of Clause 65.01 (Decision Guidelines) of the Scheme, including matters set out in section 60 of the Planning and Environment Act 1987 (the Act), in relation to the orderly planning of the area.**
4. **The proposal does not comply with Clause 71.02-3 of the Scheme as it would not result in a net community benefit as it is not considered to be an acceptable planning outcome.**

**MOTION**

**Moved:** Cr Harriman  
**Seconded:** Cr O'Callaghan

**That Council issues a Notice of Decision to Grant a Permit for the use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage at 497 Princes Drive, Morwell (Lot 2 PS085250) subject to the following conditions:**

Amended plans condition:

1. Prior to the commencement of works, revised plans must be submitted to and approved by the Responsible Authority. The plans must be consistent with those provided but modified to show:
  - a) The location of rubbish and recycling bins on the site and details of any screening so that the bins are not visible from public view
  - b) Details of signage wording and colours.
  - c) The width of the parking spaces numbered 6 to 13 must be altered so that the combination of parking space width and accessway width complies with the requirements of the Latrobe Planning Scheme.
  - d) Notation that the redundant entry/exit arrow line marking from within the car parking accessway will be removed.
  - e) Details of security lighting to be provided in the car parking area and other public areas within the site.

When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided.

Endorsed plans condition:

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

Standard development conditions:

3. Once building works have commenced they must be completed to the

satisfaction of the Responsible Authority.

4. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

Land use conditions:

5. The use may operate only between the hours 10:00 am to 9:00 pm 7 days a week, unless with the written consent of the Responsible Authority.
6. Not more than fifty (50) patrons may be present on the premises at any one time without the written consent of the Responsible Authority.

Amenity conditions:

7. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
  - a) transport of materials, goods or commodities to or from the land;
  - b) appearance of any building, works or materials;
  - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
  - d) presence of vermin;

or otherwise, to the satisfaction of the Responsible Authority.

8. Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade), No. N-1.
9. Any external lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.
10. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.
11. Any materials stored externally must be screened from public view to the satisfaction of the Responsible Authority.

Engineering conditions:

12. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
13. Before the use commences of the building hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the



satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:

- a) The parking space line marking shall be altered in accordance with the endorsed plans.
  - b) The operator of this permit shall arrange for the removal by high pressure water blasting, of the redundant entry/exit arrow line marking from within the car parking accessway.
14. Car spaces, vehicle access ways and driveways must be kept available for these purposes at all times.
15. The areas set aside for car parking and vehicle access ways must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.

Asbestos conditions:

16. Building works conducted on the site in relation to renovations/additions must be undertaken in accordance with the document ' Asbestos Division 6 Survey' conducted by LRM Global 22/08/2019 to prevent contamination and exposure to contractors and final users of the facility.
17. Appropriately licensed Asbestos Removalists are to complete the works of treatment and removal from the site.

Signage conditions:

18. The location and details of the signage, including those of any supporting structure, as shown on the endorsed plans, must not be altered without the written consent of the Responsible Authority.
19. The signage must not be illuminated by external or internal light except with the written consent of the Responsible Authority.
20. The sign lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land.
21. The signage must be constructed and maintained to the satisfaction of the Responsible Authority.

Permit expiry conditions:

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

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of

permit. An extension of time to complete the development or a stage of the development may be requested if—

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

23. The approval contained in this permit for the signage shown on the endorsed plans expires 15 years from the date of this permit.

(NOTE: This is a condition requirement of the State Government).

**For** Crs White, O'Callaghan, Harriman and McFarlane  
**Against:** Cr Howe  
**Abstained:** Cr Gibson

**CARRIED**

### **Executive Summary:**

A planning permit application has been received for the use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage at 497 Princes Drive, Morwell. The youth centre would be run by the Department of Health and Human Services (DHHS) and would cater for up to 50 patrons aged between 12 and 25. The application does not detail the exact services to be provided; however the DHHS website states that these facilities generally provide support services such as family mediation, drug and alcohol abuse support, mental health support, legal advice, health services and employment assistance. Minor buildings and works are proposed to make the premises fit for the proposed use, and business identification signage is proposed. The balance of the site is to continue to operate as a motor vehicle sales yard.

Following advertising of the application, 5 objections were received of which one was subsequently withdrawn. Issues raised included concerns regarding impacts on existing uses, car parking, traffic management, accessibility and anti-social behaviour.

The proposal has been considered against the relevant provisions of the Latrobe Planning Scheme (the Scheme), and the objections submitted and is considered to have not satisfied the strategies and objectives contained within Clause 19.02-1S (Health Facilities) and Clause 21.02-21 (Liveability) of the Scheme, the purpose and decision guidelines of the Commercial 2 Zone, the decision guidelines at Clause 65.01 or the direction of Clause 71.02-3 of the Scheme.

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

**Background:**

*Summary*

Land:	497 Princes Drive, Morwell, known as Lot 2 LP 85250
Proponent:	Tall Architects
Zoning:	Commercial 2 Zone (C2Z) and abuts a road in the Road Zone, Category 1 (RDZ1)
Overlay	Nil

A planning permit is required as follows:

- Clause 34.02-1 – Use of land for a Place of Assembly in the C2Z.
- Clause 34.02-4 – Buildings and works ancillary to a Section 2 use in the C2Z.
- Clause 52.05-11 – Display of Section 2 signage in a Category 1 area.

*Proposal*

It is proposed to use part of the land for a place of assembly (youth centre) and undertake associated buildings and works and display of business identification signage. The details of the proposal are as follows:

Place of assembly (youth centre)

The existing two storey building in the east of the site is proposed to be used as a youth centre. The main points of the proposed use are as follows:

- Patrons would be aged between 12 and 25 however it is envisaged by the applicant that 75% of the visitors to the space would be under 18.
- A maximum of 4 adults would staff the centre at any one time.
- Up to 50 people would be on site at any one time with up to 100 people on site for the occasional larger event.
- Hours of operation would be 10:00 am to 9:00 pm 7 days a week.
- The use would be run by the Department of Health and Human Services.
- Services on offer may include family mediation, drug and alcohol abuse support, mental health support, legal advice, health services and employment assistance.
- Activity spaces in the building would include an art room, pool table, table tennis, a TV space, study area, quiet areas, and lounge.

Buildings and works

The mezzanine floor of the existing building is proposed to be extended by 79 square metres. Internal refurbishments that do not require planning approval are also proposed. Externally a bicycle rack to accommodate 20 bicycles is proposed to be installed within the Princes Drive setback of the site in front of the existing building.

#### Display of business identification signage

It is proposed to display three business identification signs, each measuring 3.6 metres long by 0.6 metres wide with a total area each of 2.16 square metres. The signs would be located on the fascia of the building on the south, west and east elevations, and would be 5.78 metres above ground level. The signs would not be illuminated. Details of information to be displayed on the signs have not been provided.

A copy of the proposed plans can be viewed at Attachment 1 of this report.

#### Subject Land:

The subject site is irregular in shape and is located on the north-eastern corner of Princes Drive and Bridle Road in Morwell. It has a frontage to Princes Drive of 94.12 metres, a frontage to Bridle Road of approximately 70 metres, and an overall area of approximately 4,881 square metres. The site is relatively flat.

The site contains the buildings of a car dealership and vehicle service centre. A large vehicle display building with an attached workshop is located in the west of the site while the east of the site has been developed with a two storey vehicle display building. It is this building that is proposed to be used for the place of assembly. This building measures approx. 20 metres by 20 metres and has a floor area on the ground floor of 383 square metres. It has a mezzanine level of 116 square metres and an overall height of approx. 7 metres.

There are 16 existing car parking spaces around the building. Five are located on the building's western side, 8 at the rear and 3 tandem spaces on the eastern side. The spaces are accessed via a crossover from the Princes Drive service road.

The site is located in the east of Morwell, to the north-east of Mid Valley Shopping Centre.

#### Surrounding Land Use:

- North: Farm machinery sales business
- South: Retail premises located in the Commercial 1 and 2 Zones across Princes Drive and Mid Valley Shopping Centre
- East: Italian Australian Club
- West: Residential properties across Bridle Road

A copy of an aerial map showing the context of the site and its surrounds can be found at Attachment 2.

**Reasons for Proposed Resolution:**

The proposal is considered to be:

- Inconsistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Inconsistent with the 'Purpose' and 'Decision Guidelines' of the Commercial 2 Zone;
- Inconsistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Scheme and the relevant planning concerns have been considered. The objections form planning grounds on which the application should be refused.

**Issues:**

*Strategy Implications*

Objective 7 of the Council Plan 2017-2021 seeks to “provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens”. A strategy to achieve this is Strategy 10 “implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City”.

*Communication*

Notification:

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

At the completion of the advertising period, 5 submissions in the form of written objections had been received. One objection has subsequently been withdrawn, therefore 4 objections are still current.

A copy of the objections can be viewed at Attachment 3 of this report, with a map showing the location of the nearby objectors at Attachment 4.

The applicant’s written response to the objections can be viewed at Attachment 5.

The following issues were raised in the objections:

1. Only 13 car parking spaces being provided when 15 should be, and Spaces 6 – 13 are too small.

**Comment:**

A total of 16 car parking spaces are proposed to be provided on the site which is in excess of the requirements of the planning scheme. It is noted however that Infrastructure Planning has advised that car parking spaces 6 to 13 must each be

widened to 3.0 metres which will result in the loss of one car parking space. The proposal is still able to meet the planning scheme requirements with the provision of 15 on-site spaces.

2. Inadequate parking for special occasions of 100 people. The frequency of these events is not known.

Comment:

It is anticipated that the service road and Council car parking within the road reserve will be capable of accommodating occasional overflow. It is also anticipated that some clients will take public transport or not yet be of driving age.

3. Lack of a prepared traffic management plan.

Comment:

A traffic management plan for 50 patrons, many of whom will not drive to the premises, is not considered necessary for the proposal.

4. Concern regarding the location of the proposed facility next to a fully licenced alcohol and gambling venue (Italian Australian Club), and on the Princes Highway where children are required to cross.

Comment:

The location of the existing licensed gaming venue next to the proposed youth centre is a concern and is not considered to be an acceptable planning outcome due to the impact both uses may have on one another. This is discussed further in this report in the assessment of the application.

Children will need to cross Princes Highway if coming from Mid Valley Shopping Centre and can use the pedestrian lights on the corner of Princes Drive and Bridle Road. There is a need for pedestrian accessibility and linkages between Mid Valley Shopping Centre and the venue to be reviewed and upgraded if necessary including footpaths and lighting.

5. Already have problems with youth in the area through damage to property and behaviour.

Comment:

The proposal is for a space where youth will be able to meet to do a range of activities including art, table tennis, pool, tv and study as well as have access to services. It is hoped that such a service would assist in reducing antisocial behaviour in the area.

External:

There were no referral requirements pursuant to Section 55 of the Act.



The application was referred to VicRoads under Section 52(1)(d) of the Act as the site abuts a Road Zone, Category 1. VicRoads did not object to the granting of a planning permit and did not require any conditions.

Internal:

The application was referred internally to Council's Infrastructure Planning, Health, and Community Strengthening teams who did not object to the granting of a planning permit subject to conditions to be included on any permit that may be issued.

Infrastructure Planning	<p>No objection subject to the following amendments:</p> <ul style="list-style-type: none"> <li>• Car parking spaces 6 to 13 widened to 3 metres resulting in the loss of one on-site car parking space.</li> <li>• Existing vehicle movement pavement markings are to be removed.</li> </ul>
Health	<p>No objection subject to conditions regarding asbestos removal.</p>
Community Strengthening	<p>No objection, noting there may be some social impacts:</p> <ul style="list-style-type: none"> <li>• The proximity to a gaming and alcohol outlet that is open for extensive hours, especially given the age of the clients will be between 12 and 25 years.</li> <li>• The need for adequate public transport for those accessing the service.</li> <li>• The need for pedestrian accessibility and linkages between Mid Valley Shopping Centre and the venue - footpaths and lighting.</li> <li>• For the premises to be safe, secure, well lit, including car parking and all elements fully accessible for all.</li> <li>• The remoteness of the location in relation to other youth services and supports.</li> </ul>

*Details of Community Consultation following Notification:*

The applicant provided a written response to the objectors' grounds of objection. The objectors were advised in writing of the response and were given the opportunity to withdraw their objections. None of the four objections were withdrawn.

*Financial Implications*

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

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$7,000.

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Supporting an application which has received 4 submissions which raise concerns regarding impacts on existing uses, car parking, traffic management, accessibility and anti-social behaviour.</p>	3 – Possible	The proposal has been considered against the Latrobe Planning Scheme and it is considered to be inconsistent with the relevant provisions.
<p><b>Reputational Risk &amp; Financial Risk</b></p> <p>Not supporting the application which will provide a necessary and important service to our community and the applicant seeking review of the decision at VCAT.</p>	3 – Possible	To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy. Planning advice can be provided by Council to the proponent on possible more suitable site locations that could be considered in a future planning application.

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

*Legal and Compliance*

**Latrobe Planning Scheme**

**State Planning Policy Framework**

- Clause 18.02-4S Car Parking
- Clause 19 Infrastructure
- Clause 19.02-1S Health facilities

**Local Planning Policy Framework**

- Clause 21.01: Introduction: Municipal Strategic Statement
- Clause 21.02-21 Liveability
- Clause 21.06-1 Urban Design and Neighbourhood Character
- Clause 21.07-1 Economic Growth
- Clause 21.08-4 Community Infrastructure
- Clause 21.09-5 Morwell

**Zoning Commercial 2 Zone**

The subject site is located in the Commercial 2 Zone where a planning permit is required to use and develop the land for a place of assembly (youth centre).

**Particular Provisions**

- Clause 52.05 (Signs)
- Clause 52.06 (Car Parking)
- Clause 52.34 (Bicycle Facilities)

**Decision Guidelines (Clause 65):**

Clause 65.01 sets out the decision guidelines to be considered before deciding on any application

**Incorporated Documents (Clause 72.04):**

The following incorporated documents are relevant to this application:

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-Street car parking, Standards Australia 2004
- Design Vehicles and Turning Path Templates, Austroads, 1995 (AP-34/95)

Strategic direction of the State and Local Planning Policy Frameworks:

The key elements of the Planning Policy Framework and Municipal Planning Strategy have been considered in the assessment of the application.

Clause 19.02-1S Health facilities has the objective *“To assist the integration of health facilities with local and regional communities”*. One objective to achieve this is *“Facilitate the location of health and health-related facilities...taking into account demographic trends, the existing and future demand requirements and the integration of services into communities”*.

The proposed use partly satisfies this objective as it would serve an identified demographic group that is in need of a youth service such as the one proposed, taking into consideration existing and future demand requirements. It is considered however that the proposal would not be integrated with other like health services that aid the community due to its proposed location.

Uses surrounding the site include a licensed gaming venue, car yards, industrial uses, and commercial uses associated with industry and trades. The proposed land use would be better suited to a primary activity centre location where the patrons of the use would naturally congregate, where co-location with complimentary services and within close proximity to a range of public transport options including a railway station. The proposed site is isolated from other health services and while it is serviced by buses, it is considered it does not provide a convenient location for younger people to access complimentary services located primarily within Primary Activity Centres such as the Morwell CBD.

The objective of Clause 21.02-21 Liveability is *“to enhance the quality of residents’ lives by encouraging positive interrelated elements including safety, health, education, quality of life, mobility and accessibility, and sense of place”*. Strategies include *“Reduce the impact of gaming on community wellbeing”* and *“support the multi-agency approach to enhancing the health and wellbeing of residents in Latrobe City in accordance with the Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017”*.

The *Living Well Latrobe Municipal Public Health and Wellbeing Plan 2017-2021* (Health and Wellbeing Plan) is the latest document which has been developed to improve the health and wellbeing and level of support for older people, young people, the Koorie community, people with a disability, people with mental illness and those who are economically disadvantaged. The Health and Wellbeing Plan lists a number of focus points including *“Reduce the harms associated with drugs, smoking and excessive alcohol consumption”*, *“Support families to access information about drug and alcohol rehabilitation services”*, *“Advocate for improved alcohol and drug rehabilitation services in local communities”* and *“Reduce harm from problem gambling”*.

The placement of a youth centre which would have services such as family mediation, drug and alcohol abuse support, mental health support, legal advice, health services and employment assistance next to an existing licensed gaming venue is not considered to be a good planning outcome.

When applications for gaming venues are assessed, the location and surroundings of the venue are scrutinised. In *Romsey Hotel Pty Ltd v Victorian Commission for Gambling Regulation & Anor (Occupational and Business Regulation)* [2009] VCAT 2275 (12 November 2009) the Tribunal stated with regard to a proposal to install gaming machines in a local hotel “*The location and surroundings of the premises will likely influence the impact a proposal would have on the community. The accessibility of the premises to the community and what other facilities are nearby are often relevant. Nearby sensitive uses are particularly relevant. The term sensitive uses refers to places where people who may be more vulnerable to gambling-related harm can be found*”, and “*It is recognised that communities characterised by socio-economic disadvantage are more vulnerable to problem gambling and the negative impacts of gambling, and so the level of vulnerability that exists in the community is relevant*”.

The case also noted “*Convenient access to gaming machines (through location, EGM density, number of venues, number of machines and social accessibility) can make the local community more vulnerable to problem gambling and negative impacts of gaming machines*”, and “*There is no typical profile of a problem gambler, however a number of sources indicate that the majority of known problem gamblers: earn a lower than average income; are single; and are more likely to be unemployed*”.

In this instance, if approved, the proposed use would be locating a sensitive use next to an existing licensed gaming venue. This is the exact scenario planning seeks to avoid when assessing gaming machine applications as it places people who are more vulnerable to gambling related harm in close proximity to a licensed gambling venue. Council is seeking, through its Health and Wellbeing Plan, to reduce the harm to residents from the effects of problem gambling and excessive alcohol consumption. The youth centre is seeking to assist young people who have issues, some of which may be related to gambling and alcohol. The siting of the two uses next door to one another is not a good planning outcome.

Clause 71.02-3 of the Scheme states that planning aims to meet the needs and expectations of society “*by addressing aspects of economic, environmental and social wellbeing affected by land use and development*”. Planning must have an integrated approach to decision making by balancing competing objectives to achieve a net community benefit. It is considered that whilst the youth centre in itself would be beneficial to the Morwell community, its location has the potential to be problematic in terms of exposing vulnerable people to alcohol and gambling. The location of the proposal is not considered to be appropriate.

‘Purpose’ and ‘Decision Guidelines’ of the Commercial 2 Zone:

The decision guidelines of the zone include “*the effect that existing uses may have on the proposed use*”. As discussed, it is considered that the existing licensed gaming venue would have a detrimental impact on the youth centre and the two uses are incompatible.

The proposed buildings and works are considered to be appropriate for the site and satisfy the clause requirements.



'Purpose' and 'Decision Guidelines' of Clause 52.05 Signs

The site is located within the Commercial 2 Zone and pursuant to Clause 32.02-8 of the Scheme, advertising signs for this zone are Category 1 'Commercial Areas'. The purpose of this category is *'To provide for identification and promotion signs and signs that add vitality and colour to commercial areas'*.

It is considered that the proposed signage would be of a reasonable size in the context of the site. It would be compatible with the existing building on the subject site and would be compatible with the surrounding area subject to the inclusion of appropriate conditions including details of the sign graphics.

'Purpose' and 'Decision Guidelines' of Clause 52.06 Car Parking

Under Clause 52.06, a place of assembly requires 0.3 car parking spaces to each patron permitted. Therefore for 50 patrons, 15 car parking spaces are required to be provided on site. Sixteen spaces are proposed to be provided which exceeds the clause requirements. However Infrastructure Planning has advised that car parking spaces 6 to 13 must each be widened to 3.0 metres which will result in the loss of one car parking space. The proposal is still able to meet the clause requirements with the provision of 15 on-site spaces. The proposal also complies with Clause 52.06-8 Design Standards for Car Parking.

It is noted that the application stated that on occasion, special functions would be held where up to 100 people would attend. A condition of any approval issued can restrict the number of patrons to a maximum of 50 people unless with the further consent of the responsible authority. Additional car parking is available in the service road and Council car parking area within the road reserve and should be capable of accommodating occasional overflow. It is also anticipated that some clients will take public transport or not yet be of driving age.

'Purpose' and 'Decision Guidelines' of Clause 52.34 Bicycle Facilities

Under Clause 52.34, for a place of assembly, 1 bicycle space per 1,500 square metres of net floor area is required for employees and 2 spaces plus 1 to each 1,500 square metres of net floor area for visitors. The building would have a total floor area of 576 square metres therefore the use generates a requirement of 2 bicycle spaces for visitors. Twenty spaces are proposed to be provided at the front of the site. The proposal satisfies the requirements of this clause.

Clause 65 (Decision Guidelines):

The relevant decision guidelines set out in Clause 65.01 have been considered and found:

- The proposal does not satisfy the Municipal Planning Strategy, the Planning Policy Framework or the purpose of the applicable zone.
- The proposal would not contribute to the orderly planning of the area as it seeks to locate two incompatible uses next to one another.

*Other*

Council has the following options in regard to this amendment application:

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

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

**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*.

**Supporting Documents:**

Nil

**Attachments**

1. [Proposed Plans](#)
2. [Site and Area Context Plan](#)
3. Copy of Outstanding Objections (Published Separately) (Confidential)
4. Aerial Plan Showing Location of Objectors (Published Separately) (Confidential)
5. [Applicant Response to Objections](#)

## **14.4**

### **Use of land for a place of assembly (youth centre) and associated buildings and works and display of business identification signage**

<b>1</b>	<b>Proposed Plans.....</b>	<b>114</b>
<b>2</b>	<b>Site and Area Context Plan.....</b>	<b>121</b>
<b>5</b>	<b>Applicant Response to Objections .....</b>	<b>122</b>

PLOT TIMESTAMP: 24/10/2019 7:34:35 AM

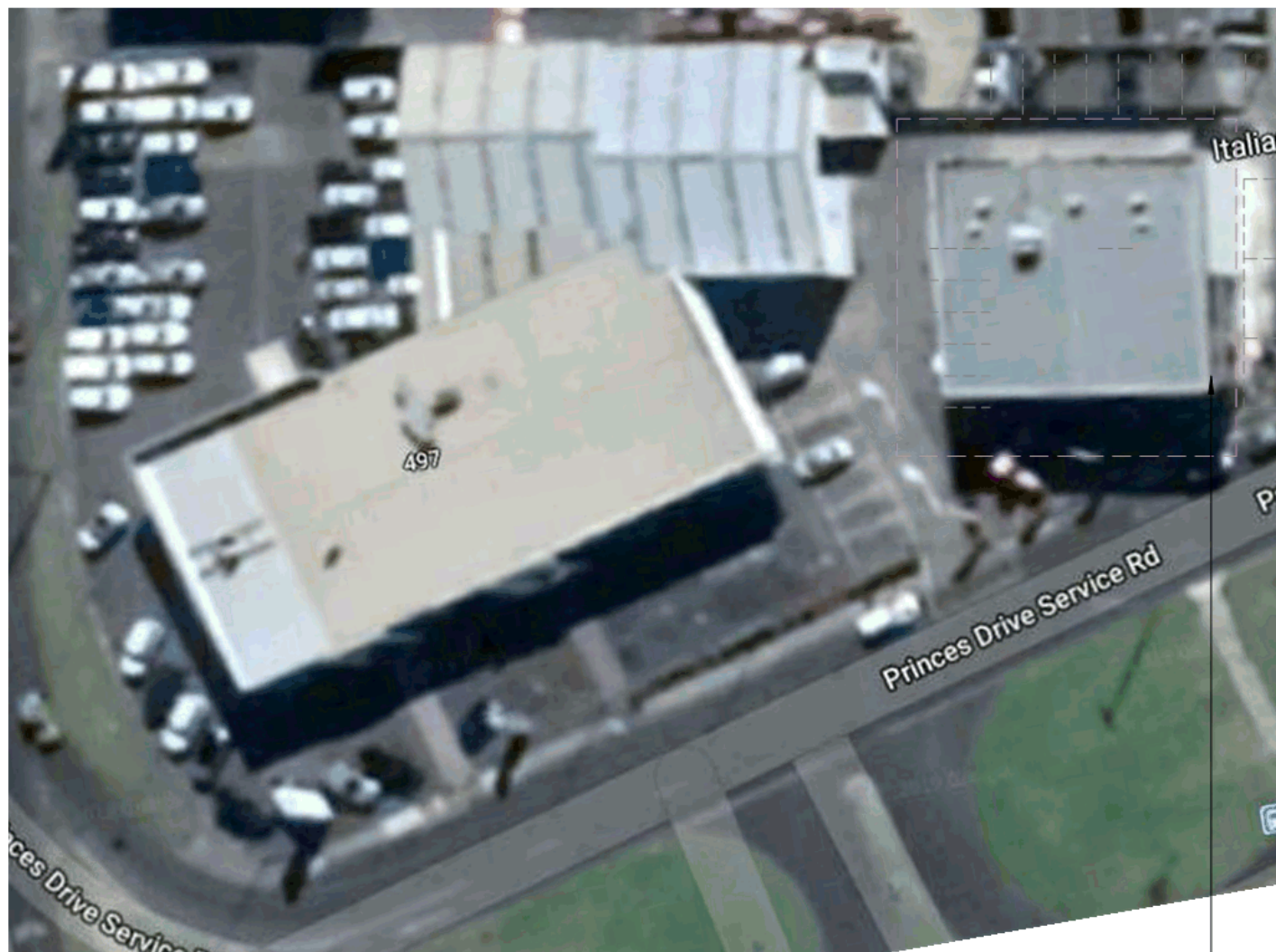
TP-AREA SCHEDULE EXG	
Level	Area
Ground FFL	383 m <sup>2</sup>
First FFL	116 m <sup>2</sup>
	499 m <sup>2</sup>

TP-AREA SCHEDULE NEW	
Level	Area
Ground FFL	383 m <sup>2</sup>
First FFL	195 m <sup>2</sup>
	578 m <sup>2</sup>

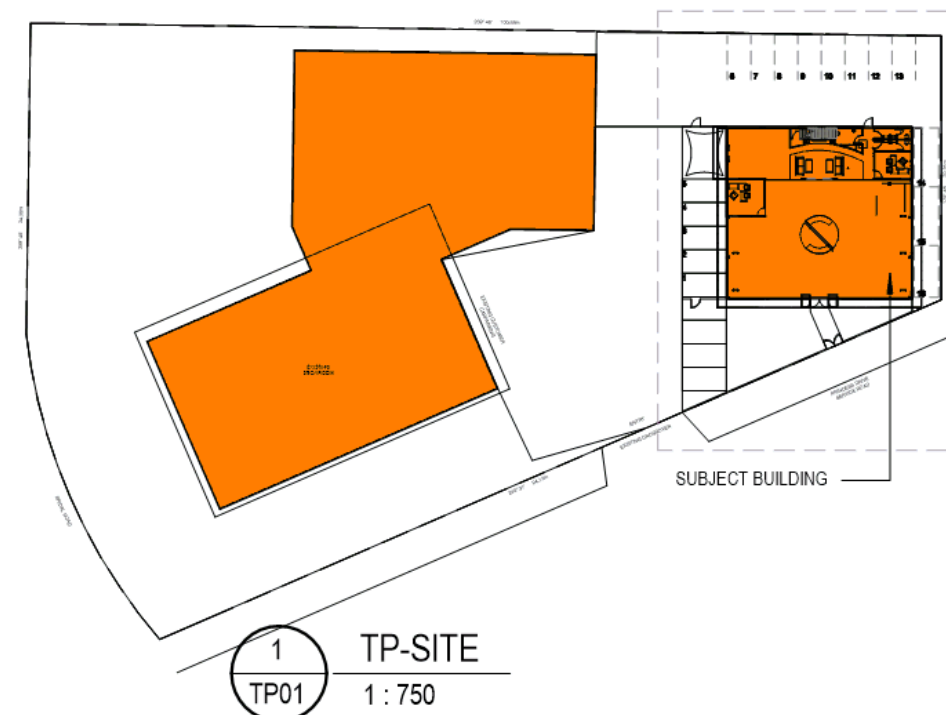
# LATROBE YOUTH SPACE

497 PRINCES DRIVE, MORWELL VIC  
PROJECT #: 19044

DRAWING SCHEDULE TP					
SHEET No	SHEET NAME	REV DATE	DRAWN	CHECKED	REV
TP01	TITLE SHEET	24.10.19	SCW	SCW	B
TP02	CONTEXT PHOTOS	24.10.19	SCW	SCW	B
TP03	PLANNING REPORT	24.10.19	SCW	SCW	B
TP10	EXISTING PLANS	24.10.19	SCW	SCW	B
TP11	PROPOSED PLANS	24.10.19	SCW	SCW	B
TP12	ROOF PLAN	24.10.19	SCW	SCW	A
TP15	EXTERIOR ELEVATIONS	24.10.19	SCW	SCW	B
TP50	APPENDIX- CERTIFICATE OF TITLE	24.10.19	SCW	SCW	B
TP60	HAZMAT REPORT	24.10.19	SCW	SCW	B



SUBJECT BUILDING



1 TP-SITE  
TP01 1 : 750

2 TP-AERIAL  
TP01 1 : 500

REV	DESCRIPTION	DATE	BY
A	TOWN PLANNING	23.10.19	SCW
B	TOWN PLANNING ISSUE	24.10.19	SCW

REGISTERED ARCHITECT:  
SHANE WINTERGHOVEN, TALL ARCHITECTS  
VIC 51508, MOB 95931, TAS 946, QLD 5095  
WA 2987, ACT 2635

THE CONTRACTOR MUST VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORK OR MAKING OF ANY SHOP DRAWINGS. FIGURED DIMENSIONS MUST BE USED IN PREFERENCE TO SCALING. SCALED DIMENSIONS MUST BE VERIFIED ON SITE. THIS DRAWING IS COPYRIGHT AND REMAINS THE PROPERTY OF THE ARCHITECT. NOTE: THESE DRAWINGS HAVE BEEN DESIGNED TO BE PRINTED IN COLOUR. DO NOT DISTRIBUTE IN BLACK & WHITE.

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CLIENT  
DHHS  
PROJECT  
LATROBE YOUTH SPACE  
ADDRESS  
497 PRINCES DRIVE, MORWELL  
VIC

DRAWING TITLE  
TITLE SHEET  
SCALE (@A3)  
As indicated  
STATUS  
TOWN  
PLANNING

PROJECT No.  
19044  
DRAWING No.  
TP01  
REV  
B



D:\Tall\Projects\19044 DHHS Youth Centre Morwell\B -0rg\08.1 Line  
File\19044-Morwell.rvt



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EXTERIOR VIEW - STREETVIEW LOOKING NORTH



EXISTING CARSPACES TO WEST (5 SPACES)



EXISTING CARSPACES TO WEST (5 SPACES)



EXISTING CARSPACES TO NORTH (8 SPACES)



EXISTING TANDEM CARSPACES TO EAST (4 SPACES)

REV	DESCRIPTION	DATE	BY
A	TOWN PLANNING	23.10.19	SCW
B	TOWN PLANNING ISSUE	24.10.19	SCW

REGISTERED ARCHITECT:  
SHANE WINTERHOVEN, TALL ARCHITECTS  
VIC 51508, MOH 9531, TAS 946, QLD 5095  
WA 2987, ACT 2635

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CLIENT  
**DHHS**  
PROJECT  
**LATROBE YOUTH SPACE**  
ADDRESS  
**497 PRINCES DRIVE, MORWELL**  
VIC

DRAWING TITLE  
**CONTEXT PHOTOS**  
SCALE (@A3)

STATUS  
**TOWN PLANNING**

PROJECT No.  
**19044**

DRAWING No.  
**TP02**

REV  
**B**





PLOT TIMESTAMP: 24/10/2019 7:44:36 AM

**LATROBE YOUTH CENTRE PLANNING REPORT**

THE EXISTING VACANT SHOWROOM AT 497 PRINCES DRIVE MOREWELL IS PROPOSED TO BE USED AS A YOUTH CENTRE (CLASS 9b PLACE OF ASSEMBLY)

**ZONES AND OVERLAYS**

THE SUBJECT SITE IS ZONED COMMERCIAL 2 ZONE (C2Z) AND ABUTS A ROAD IN THE ROAD ZONE, CATEGORY 1 (RDZ1). THE SITE IS NOT AFFECTED BY ANY OVERLAYS.

PURSUANT TO CLAUSE 34.02-1 OF THE LATROBE PLANNING SCHEME (THE SCHEME) A PLANNING PERMIT IS REQUIRED TO USE LAND FOR A PLACE OF ASSEMBLY. FURTHERMORE, A PLANNING PERMIT IS REQUIRED FOR ANY EXTERNAL BUILDINGS AND WORKS ASSOCIATED WITH THE PROPOSED LAND USE PURSUANT TO CLAUSE 34.02-4 OF THE SCHEME.

**PROPOSED WORKS**

THE MAJORITY OF WORKS PERTAIN TO INTERIOR REFURBISHMENT WORKS TO CONVERT THE SHOWROOM ACCOMMODATION INTO A SUITABLE YOUTH SPACE ENVIRONMENT. THIS INVOLVES INCREASING THE MEZZANINE FLOOR AREA, ADDITION OF A PASSENGER LIFT, A SECOND INTERNAL STAIRCASE, ADDITIONAL TOILET FACILITIES, A RESIDENTIAL KITCHEN AND SOFT FURNISHINGS. MINOR EXTERIOR WORKS INCLUDE BICYCLE PARKING AND SIGNAGE.

**HOURS OF OPERATION**

DEPENDENT ON THE ACTIVITIES AND PROGRAMS OFFERED  
IT IS PROPOSED THAT THE YOUTH SPACE IS OPEN 6-7 DAYS PER WEEK, 10am – 9pm.

**DEMOGRAPHIC AND POPULATION**

THE YOUTH SPACE CATERES FOR 12-25 YEAR OLDS. DUE TO THE SITES PROXIMITY TO A HIGH SCHOOL, 75% OF VISITORS TO THE SPACE WOULD BE UNDER 18 YEARS OLD. PERMANENT STAFF AT THE YOUTH SPACE WOULD BE 3-4 ADULTS. THE ANTICIPATED OCCUPANCY BASED ON THE ACCOMMODATION PROPOSED, AS WELL AS EMPIRICAL EVIDENCE IS 50 PEOPLE. ON OCCASIONS- LARGE EVENTS, OPENINGS, ETC, THIS POPULATION COULD BE 100 PERSONS.

**SIGNAGE**

PURSUANT TO CLAUSE 52.05-11 OF THE SCHEME A PLANNING PERMIT IS NOT REQUIRED TO DISPLAY BUSINESS IDENTIFICATION SIGNAGE PROVIDED THAT THE TOTAL DISPLAY AREA OF ALL SIGNS ON SITE DOES NOT EXCEED 8 SQUARE METRES. HOWEVER AS THE PROPOSED SIGNAGE IS MORE THAN 3.7 M ABOVE PAVEMENT LEVEL A PLANNING PERMIT WILL BE REQUIRED.

**DESIGN RESPONSE- SIGNAGE**

NO INTERNALLY ILLUMINATED SIGNAGE IS PROPOSED.  
THE APPLICATION SEEKS FASCIA SIGNAGE TOTTALLING 6.5sqm. THE LOCATION OF PROPOSED SIGNAGE IS TO REPLACE THE PREVIOUS SHOWROOM FASCIA SIGNAGE.

**CAR PARKING**

PURSUANT TO CLAUSE 52.06-3 OF THE SCHEME A PLANNING PERMIT IS REQUIRED TO REDUCE THE NUMBER OF CAR PARKING SPACES REQUIRED AS SPECIFIED AT TABLE 1 TO CLAUSE 52.06-5 OF THE SCHEME. FOR A PLACE OF ASSEMBLY, THE CAR PARKING RATE REQUIRED IS 0.3 SPACES PER PATRON PERMITTED. THESE SPACES MUST BE FORMALISED AND MEET THE DESIGN STANDARDS FOR CAR PARKING SPECIFIED AT CLAUSE 52.06-9 OF THE SCHEME. PLEASE NOTE THAT IF THIS REQUIREMENT CANNOT BE MET A PLANNING PERMIT WILL BE REQUIRED TO REDUCE THE NUMBER OF CAR PARKING SPACES REQUIRED PURSUANT TO CLAUSE 52.06-3 OF THE SCHEME.

**DESIGN RESPONSE- CAR PARKING**

THE PROPOSED YOUTH CENTRE POPULATION IS 50 PERSONS, ON OCCASION UP TO 100 PERSONS. BASED ON 0.3 SPACES PER PERSON, THIS WOULD EQUATE TO 15 SPACES (50p) OR UP TO 30 SPACES (100p). CURRENTLY THE SITE PROVIDES 13 DEFINED CARSPACES, AND 3 TANDEM SPACES- A TOTAL OF 16 SPACES. FOR THIS APPLICATION, TANDEM SPACES WILL BE EXCLUDED DUE TO THEIR LIMITED FLEXIBILITY AND USE. DUE TO THE DEMOGRAPHIC OF USERS, AND THAT 75% OF OCCUPANTS ARE UNDER LEGAL DRIVING AGE, THE APPLICATION SEEKS A REDUCTION OF THIS REQUIREMENT OF 2 CARSPACES.

**BICYCLE FACILITIES**

IT SHOULD BE NOTED THAT PURSUANT TO CLAUSE 52.34-2 OF THE SCHEME A PLANNING PERMIT IS REQUIRED TO VARY, REDUCE OR WAIVE ANY BICYCLE REQUIREMENT UNDER CLAUSE 52.34-5 AND CLAUSE 52.34-6 OF THE SCHEME. UNDER THE SCHEME, PLACES OF ASSEMBLY REQUIRE:  
EMPLOYEES- 1 SPACE (1 BICYCLE PER 1500sqm)  
VISITORS REQUIRE- 3 SPACES (2 BIKES PLUS 1PER 1500sqm)

**DESIGN RESPONSE- BIKE FACILITIES**

DUE TO THE DEMOGRAPHIC OF USERS TO THE PROPOSED YOUTH SPACE, A HIGHER FREQUENCY OF BICYCLE USERS IS LIKELY. AS A RESULT, A TOTAL OF 20 DEFINED BIKE SPACES ARE PROPOSED. ALL BIKE SPACES ARE PROVIDED WITH A BIKE RAIL WITHIN A SECURE AND LOCKABLE COMPOUND.

**PREVIOUS LAND USE**

GIVEN THE PREVIOUS ACTIVITIES ON THE LAND, IT WAS NOTED THAT THERE IS POTENTIAL FOR CONTAMINATION. PLEASE REFER TP60 HAZMAT REPORT FOR THE SITE.

**LIQUOR LICENCE**

NOT APPLICABLE TO THIS APPLICATION

**DANGEROUS GOODS**

NOT APPLICABLE TO THIS APPLICATION

**DISABILITY ACCESS**

0mm THRESHOLDS ARE PROVIDED INTO MAIN ENTRANCE  
A STEP-RAMP AND LANDING IS PROPOSED TO THE REAR (NORTH) DOOR  
A NEW DDA ACCESSIBLE TOILET IS PROPOSED ON THE GROUND FLOOR  
A NEW INTERIOR PASSENGER LIFT WITH A LIFT CAR INTERIOR OF 1100mm WIDE x 1400mm DEEP (MINIMUM) IS PROPOSED TO ENABLE ACCESS TO THE MEZZANINE LEVEL

REV	DESCRIPTION	DATE	BY
A	TOWN PLANNING	23.10.19	SCW
B	TOWN PLANNING ISSUE	24.10.19	SCW

REGISTERED ARCHITECT:  
SHANE WINTERSHOVEN, TALL ARCHITECTS  
VIC 51508, HRN 9531, TAS 946, QLD 5095  
WA 2987, ACT 2635

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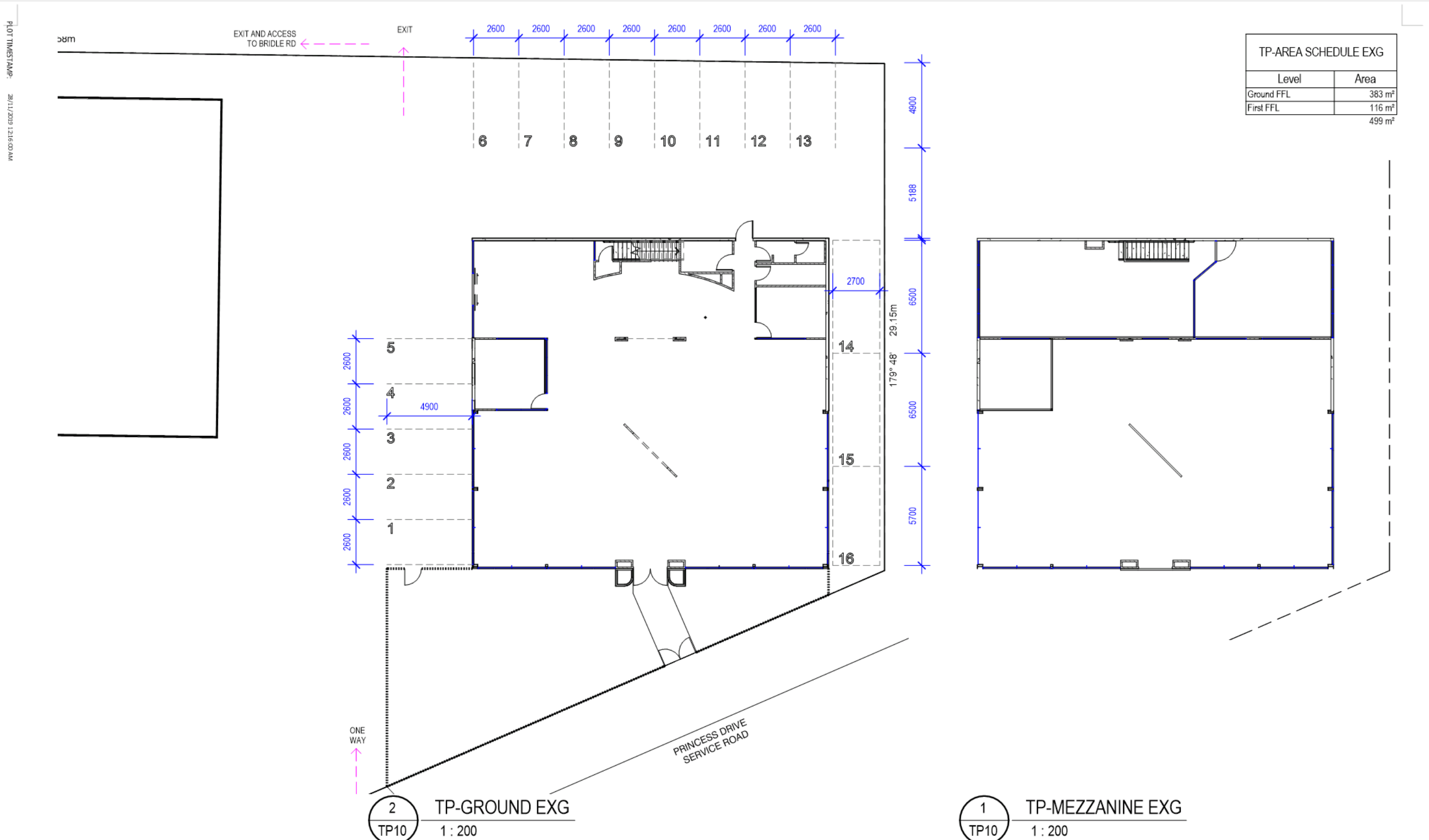
NORTH 

CLIENT  
DHHS  
PROJECT  
LATROBE YOUTH SPACE  
ADDRESS  
497 PRINCES DRIVE, MORWELL  
VIC

DRAWING TITLE  
PLANNING REPORT  
SCALE (@A3)  
1 : 1  
STATUS  
TOWN  
PLANNING

PROJECT No.  
19044  
DRAWING No.  
TP03  
REV  
B

**Tall**  
**Architects**



2 TP-GROUND EXG  
TP10 1 : 200

1 TP-MEZZANINE EXG  
TP10 1 : 200

REV	DESCRIPTION	DATE	BY
A	TOWN PLANNING	23.10.19	SCW
B	TOWN PLANNING ISSUE	24.10.19	SCW
C	REV TOWN PLANNING	28.11.19	SCW

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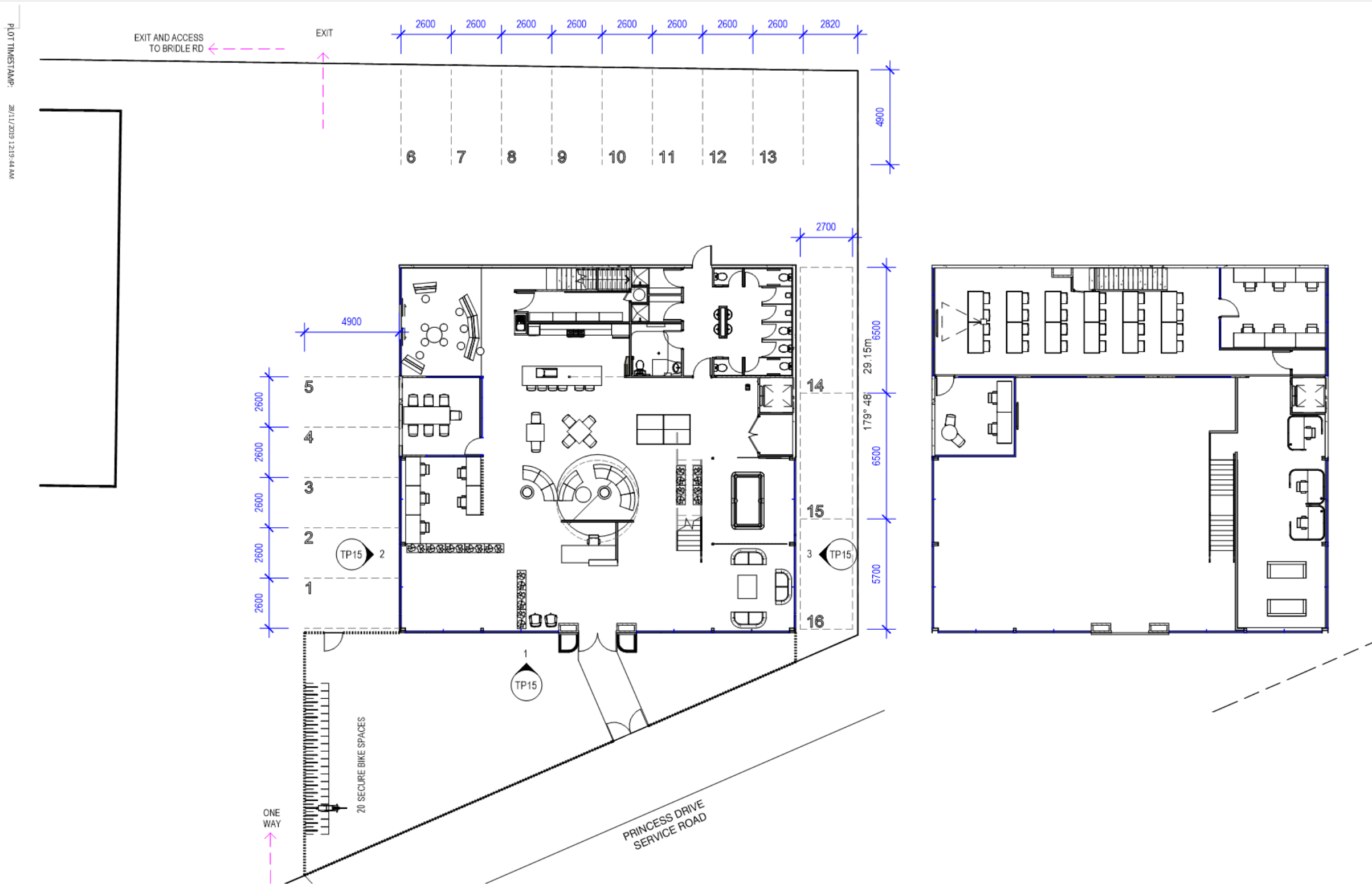
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PROJECT  
LATROBE YOUTH SPACE  
ADDRESS  
497 PRINCES DRIVE, MORWELL  
VIC

DRAWING TITLE  
EXISTING PLANS  
SCALE (@A3)  
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STATUS  
TOWN PLANNING

PROJECT No.  
19044  
DRAWING No.  
TP10  
REV  
C



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TP-AREA SCHEDULE NEW	
Level	Area
Ground FFL	382 m <sup>2</sup>
First FFL	195 m <sup>2</sup>
	576 m <sup>2</sup>

TP USABLE AREA SCHEDULE	
Name	Area
ART	40 m <sup>2</sup>
CHILL OUT ZONE	77 m <sup>2</sup>
DINING	25 m <sup>2</sup>
KIDS PLAY	28 m <sup>2</sup>
LOUNGE	21 m <sup>2</sup>
POOL TABLE	22 m <sup>2</sup>
QUIET	17 m <sup>2</sup>
RECEPTION	6 m <sup>2</sup>
STUDY	19 m <sup>2</sup>
TABLE TENNIS	27 m <sup>2</sup>
TV SPACE	11 m <sup>2</sup>
Ground FFL	293 m <sup>2</sup>
LOUNGE	21 m <sup>2</sup>
MULTI-PURPOSE	85 m <sup>2</sup>
OFFICE	23 m <sup>2</sup>
OFFICE	17 m <sup>2</sup>
STUDY	40 m <sup>2</sup>
First FFL	187 m <sup>2</sup>
Grand total	480 m <sup>2</sup>

TP AREA USE SUMMARY	
Occupancy	Area
AMENITIES	96 m <sup>2</sup>
OFFICE	46 m <sup>2</sup>
YOUTH	434 m <sup>2</sup>
Grand total	576 m <sup>2</sup>

**1** TP-GROUND PROPOSED  
TP11 1 : 200

**2** TP-MEZZANINE PROPOSED  
TP11 1 : 200

REV	DESCRIPTION	DATE	BY
A	TOWN PLANNING	23.10.19	SCW
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DRAWING TITLE  
PROPOSED PLANS  
SCALE (@A3)  
1 : 200  
STATUS  
TOWN PLANNING

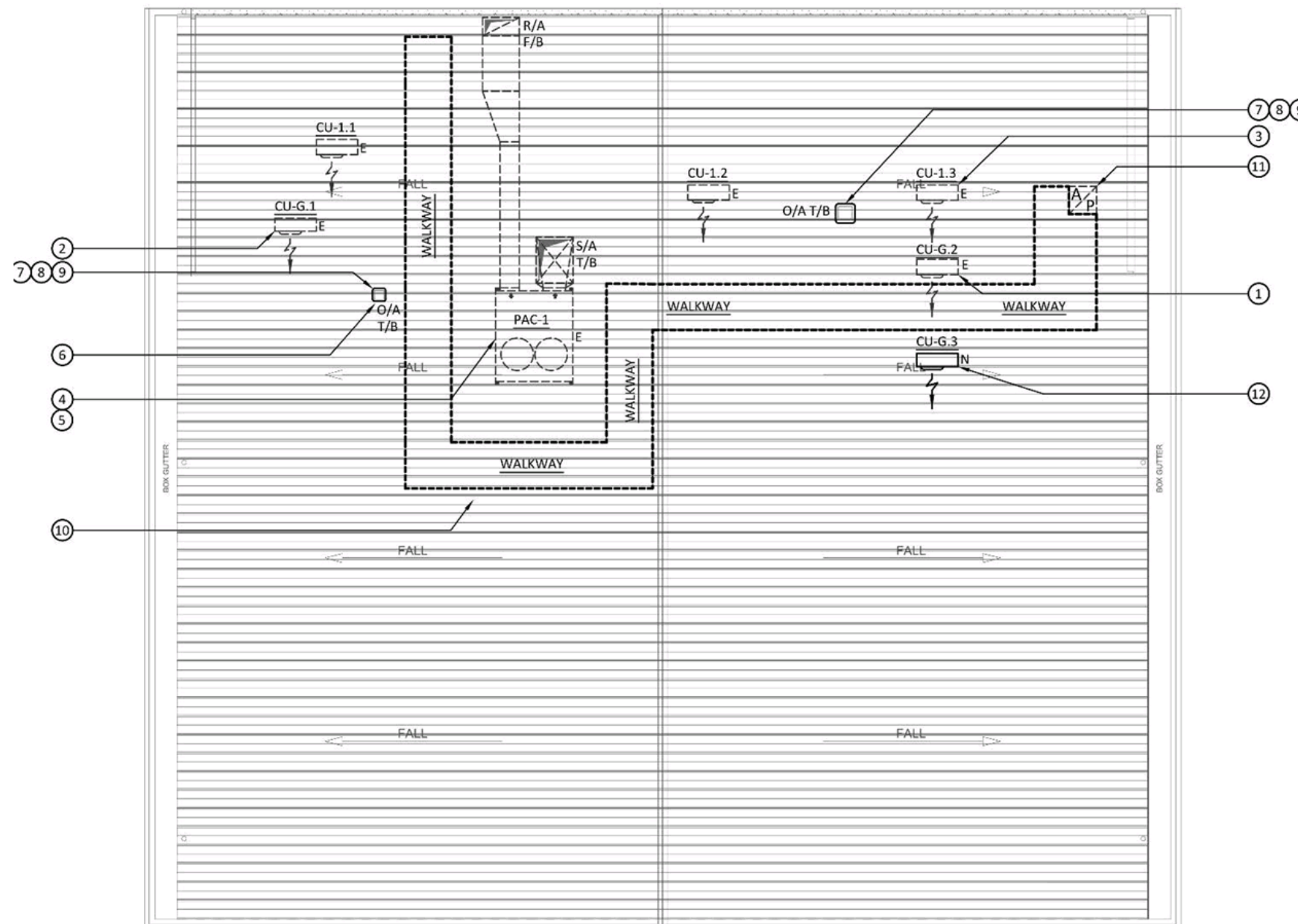
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PLOT TIMESTAMP: 24/10/2019 7:34:41 AM



- DRAWING NOTES:**
- ① EXISTING CU-G.2 TO REMAIN AS INDICATED. REFRIGERANT PIPE RUN FROM AC-G.2 TO BE REVISED AND CONNECTED TO THE CONDENSER.
  - ② EXISTING CONDENSER CU-G.1 SERVING GROUND LEVEL QUIET ROOM SHALL BE RETAINED AS INDICATED.
  - ③ EXISTING CASSETTE UNIT C/W PIPEWORK, DRAIN AND PUMP, OUTDOOR UNIT(S), ELECTRICAL AND CONTROLS TO REMAIN.
  - ④ EXISTING AHU-1 SUPPLY AIR AND RETURN AIR DUCTWORK TO REMAIN.
  - ⑤ MECHANICAL CONTRACTOR TO CONDUCT PRE-READS TO PAC-1 AND PROVIDE THE RESULTS TO COMPASS ENGINEERING PRIOR TO UNDERTAKING ANY WORKS.
  - ⑥ REFRIGERANT PIPEWORK TO RUN UP DUCTWORK RISER TO ROOF LEVEL WHERE CONDENSING UNIT TO BE LOCATED. LOCATION OF CONDENSING UNIT TO BE CONFIRMED BY CONTRACTOR ON SITE.
  - ⑦ INSTALL NEW ROOF COWL AS SHOWN.
  - ⑧ SHEETMETAL DUCTWORK RISER C/W FILTER AND MANUAL DAMPER TO ROOF COWL LOCATED ON ROOF ABOVE. CONTRACTOR TO ALLOW FOR TWO CORE HOLES FOR DUCTWORK PENETRATION.
  - ⑨ CONTRACTOR TO ALLOW FOR FIRE DAMPERS AT ROOF PENETRATIONS.
  - ⑩ BUILDER TO SUPPLY AND INSTALL NEW ALL SAFE ACCESS, CATWALKS AND BALLUSTRADES IN ACCORDANCE WITH AS1657.
  - ⑪ EXISTING 600x600 ACCESS HATCH TO REMAIN. ALLOW TO MODIFY EXISTING HATCH TO GIVE SAFE ACCESS TO NEW CATWALK ON ROOF AS NOMINATED IN ACCORDANCE WITH AS 1657.
  - ⑫ SUPPLY AND INSTALL NEW MULTI HEAD CONDENSER SERVING AC-G.3 AND AC-G.4 LOCATED ON GROUND LEVEL.

REV	DESCRIPTION	DATE	BY
A	TOWN PLANNING ISSUE	24.10.19	SCW

**REGISTERED ARCHITECT:**  
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**PROJECT**  
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**ADDRESS**  
497 PRINCES DRIVE, MORWELL  
VIC

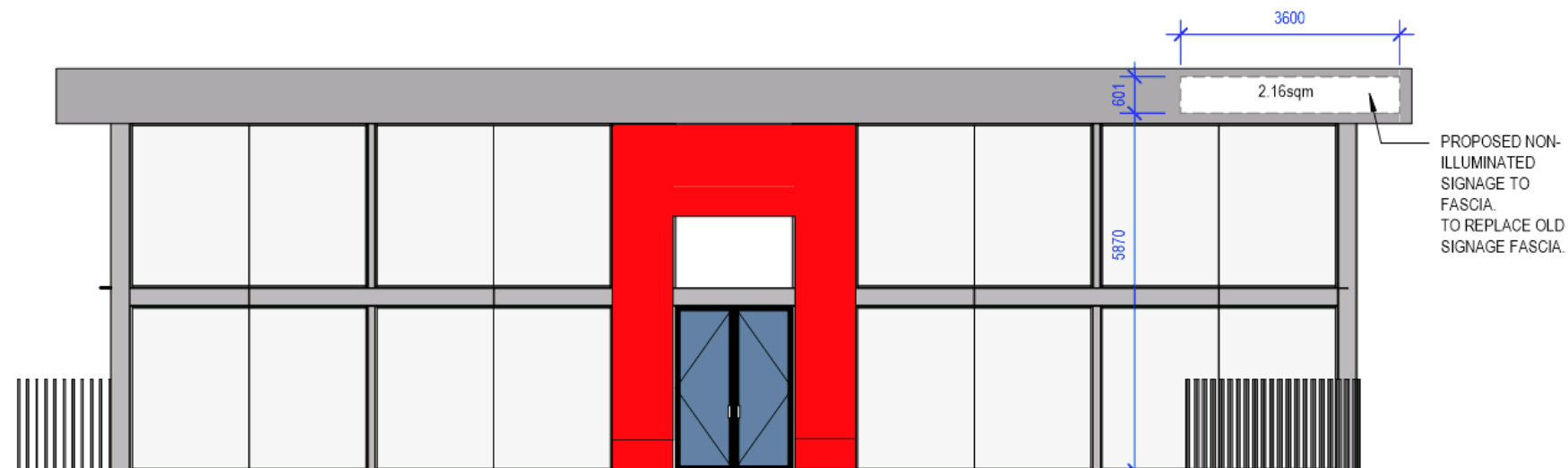
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**SCALE (@A3)**  
1 : 100  
**STATUS**  
TOWN PLANNING

**PROJECT No.**  
19044  
**DRAWING No.**  
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**REV**  
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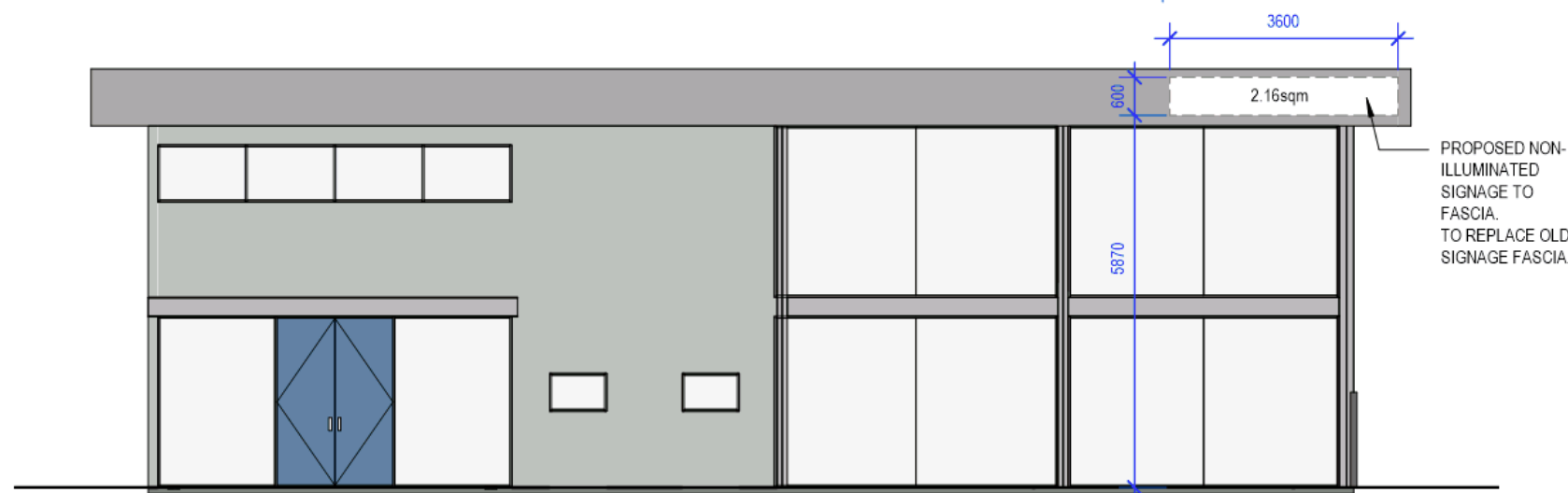


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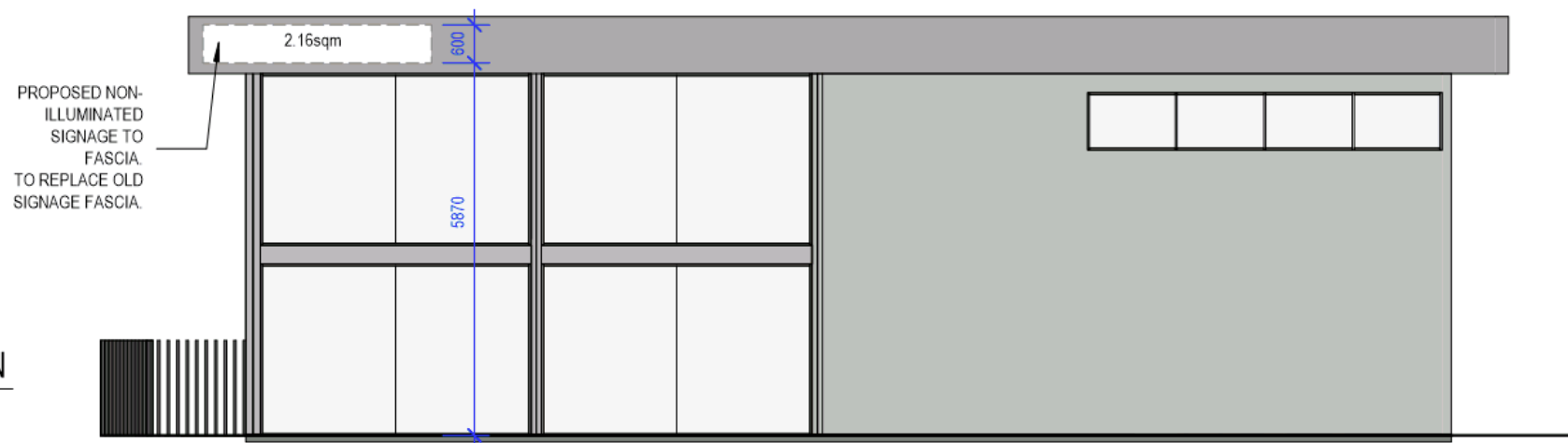
1 TP-SOUTH ELEVATION  
1 : 100



2 TP-WEST ELEVATION  
1 : 100



3 TP-EAST ELEVATION  
1 : 100



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DRAWING TITLE  
EXTERIOR ELEVATIONS  
SCALE (@A3)  
1 : 100  
STATUS  
TOWN PLANNING

PROJECT No.  
19044  
DRAWING No.  
TP15  
REV  
B









Monday 3rd February 2020

Kristy Crawford  
Senior Statutory Planner  
Latrobe City Council  
[KristyCrawford@latrobe.vic.gov.au](mailto:KristyCrawford@latrobe.vic.gov.au)

**Re: 2019/214 497 Princes Drive Morwell**

We acknowledge receipt of the 5No objections following the advertising period for the Town Planning Application for the change of use permit (Place of Assembly), Display of Business Identification Signage and Reduction of Car Parking requirements.

The below responds to the various concerns

#### **Site selection**

The Department of Health & Human Services (DHHS) selected the proposed site due to:

- proximity to high schools
- excellent access to public transport
- highly visible to promote the facility and the activities, and to encourage youth to utilise the space
- highly visible site at all hours (also well-lit at dark) that provides passive security to both users and the public
- a stand-alone building
- building size that would suit current and future activities and Youth programs
- activation of a vacant commercial building within Morwell encourages reinvigoration of the Morwell area
- commercial terms

#### **Youth Influence**

Latrobe Youth Space is led by the YMCA as part of a large consortium of organisations. The space will deliver a range of integrated programs, activities and services to connect young people to education, training, employment and broader community life.

The facility will provide links to a range of vital services and activities in one easy-to-access spot, helping young people in Morwell to be actively and positively involved in social and community life.

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**Our file reference:**  
D:\Tall\Projects\19044 DHHS Youth Centre Morwell\A -  
Correspondence\A.03 Authorities Local Council, Power,  
etc\application\20200131 2019-214 Objection Response.docx

Pg 1

There was concern in the objections that the location of the Youth Space adjacent to a licensed and gambling venue would be an unfavourable influence on the youth. Unfortunately external influences may affect the youth regardless of where the facility is located. There is no evidence to suggest that the proposed location would further affect or influence the youth.

### **Proximity to Licensed Premises**

The current existing LaTrobe Youth Space within the Midvalley Shopping Centre is in close proximity with licensed venues, cafes and bottleshops within the Centre.

Alcohol Laws within Victoria prevent these Vendors from having anyone below the age of 18 from purchasing or consuming alcohol on their premises.

The same restrictions will continue to apply with the proposed Princes Drive location and its proximity to the family oriented Italian Australian Club.

Proximity to a licensed venue would not necessarily suggest ease of obtaining and consuming alcohol by the occupants of the Youth Space.

### **On site sleeping / accommodation**

The facility will not be utilised for on-site accommodation or sleep-overs. No beds or sleeping facilities are proposed for the Youth Space.

Upgraded amenities include new showers, accessible toilets and baby-change facilities are to provide amenity for the Youth and guests visiting the space.

It is proposed that the Youth Space is open 6-7 days per week, 10am – 9pm.

### **Special occasion frequency**

The application noted that a regular occupancy of up to 50 people between the hours of 10am-9pm.

On special occasions this may increase to 100 people. The Youth Space expects the occasions to occur once every 3 months. Suitable notice will be provided to neighbouring properties and businesses.

### **Carparking**

As issued in the application, a total of 16 carspaces are regularly available for use by the Youth Space.

3 of these carspaces are in a tandem configuration which will be utilised and managed by staff.

The configuration, size and location of carspaces are not new or proposed as part of this application, and formed part of a previous approvals process.

After 5pm on weekdays, and all day Saturday and Sundays, an additional 9No carspaces are available on site due to the Massaro Motors business being closed.

It must also be noted that opposite the subject site and the Italian Australian Club, is a large carpark within the road reserve. This carpark (approximately 38-40 spaces) is on Council land, however created via financial contributions from Massaro Motors and Italian Australian Club. Although we feel it not required for this application, there is potential for this carpark to be extended.



With the predominant demographic of the Youth Space users being school students, there would be less demand on carparking.

20 new secure bike racks are proposed to cater for cyclists.

We trust the above assists in support of our application and we look forward to hearing from you soon.

Please let me know if you require anything further, and many thanks.

Kind Regards

Shane Wintershoven

**Director**

# **ASSETS AND PRESENTATION**



## **15. ASSETS AND PRESENTATION**

**Agenda Item: 15.1**

**Agenda Item: Traralgon Youth Activity Precinct - Presentation of Draft Concept designs**

**Sponsor: General Manager, Assets and Presentation**

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

**Status: For Decision**

### **MOTION**

**Moved: Cr Howe**

**Seconded: Cr Harriman**

**That Council:**

- 1. Releases the concept plans for the two preferred sites (Agnes Brereton Reserve and Kay Street Gardens opposite Gippsland Regional Aquatic Centre) for the proposed Traralgon Youth Activity Centre Precinct for public exhibition for a period of 4 weeks from Tuesday 3 March 2020 to Sunday 29 March 2020; and**
- 2. Receives a further report detailing the submissions received from the public exhibition period.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

- The Traralgon Youth Precinct Feasibility Study commenced during 2019.
- A youth precinct incorporates a range of different infrastructure that encourages both passive and active activation of a space for older teenagers and youth. Infrastructure could include skate parks, BMX pump track, half courts, parkour facilities etc.
- Following the presentation of a Site Selection report to Councillors in May 2019, community engagement activities were undertaken in August 2019 to inform the develop of concepts plans for two preferred sites in Traralgon.
- The two sites are Agnes Brereton Reserve and Kay Street (opposite

Gippsland Regional Aquatic Centre (GRAC)).

- A draft concept plan and cost estimate has been developed for both sites. The total cost for each site is in the order of \$2.5 million. Maintenance and operations costs for each site have not been fully quantified but broad cost estimates would be around \$20,000 per annum.
- It should be noted that the concept plans are for planning purposes and that funding for the proposed project would be subject to the normal council processes. Without re-prioritising existing service delivery or other capital works or staging the proposal over a number of years, Council is unlikely to be able to afford to progress the build from its own resources despite possibly raised expectations following public exhibition of the plans.
- The public exhibition period will be for a period of four weeks, commencing on Tuesday 3 March 2020 to Sunday 29 March 2020.
- Consultation activities will include a drop in session at the Traralgon Service Centre, for interested community members to review both concept plans and provide their feedback.
- The concept plans will be available to view at the Traralgon Service Centre and on-line on Council's website and social media platforms.
- Following the public exhibition period, a further report will be presented to Council, providing details of all submissions and feedback provided.

### **Background:**

Latrobe City Council is currently investigating the feasibility of creating a district or regional level youth precinct within Traralgon. The chosen site will be critical to the strategic objectives for the facility and look to eradicate some of the existing anti-social behavioural issues currently associated with the location of the existing skate park in Traralgon.

The Site Selection Report (July 2019) assessed eight potential sites in Traralgon and their suitability for the construction of a district or regional level youth precinct.

Following a briefing report to Councillors (Councillor Briefing 27 May 2019), the eight original sites identified in the Site Selection report were short listed to two sites for the consultation activities as part of the pre-design workshops. These two sites are:

- Agnes Brereton Reserve
- Kay Street B (opposite GRAC)

Figure 1 – Existing and proposed Youth Precinct sites



The consultation for the Traralgon Youth Precinct Feasibility Study comprised of a number of engagement methods, including:

- Two community workshops
- A drop in session
- Online survey

The workshops, drop in session and surveys were advertised widely, including on Council's webpage and Facebook site and being shared by the original petitioners for the Traralgon Skate Park upgrade. Flyers and surveys were distributed to local primary, secondary and private schools in Traralgon, as well as the LV flow school opposite the skate park in Morwell.

During the consultation period, a total of 91 surveys were received. The majority of users who completed the questionnaire were aged between 9 – 16 years and reflected a range of stakeholders with an interest in outdoor recreation activities and the desire for a Youth Activity Precinct with Traralgon.

The survey results and feedback received during the workshops have informed the development of the concept designs for the two preferred sites at Agnes Brereton Reserve and Kay Street B.

The community workshop feedback has highlighted scooter riders as the majority of users. It will however, cater to all user groups including those participating in BMXing, skateboarding, roller skating and all other active wheeled sport disciplines, as well as those non-active participants looking to spectate or become involved with the space.

The standout response to the possible location of the Youth Precinct indicated that the Agnes Brereton Reserve as the most preferred and suitable site, with a majority of respondents listing the openness and existing infrastructure as to reasons why Agnes Brereton Reserve was preferred over the Kay Street B site.

A more detailed summary of the consultation outcomes can be found in the *Pre-Design Consultation Summary Report*.

### Site Context

The redevelopment of the existing skate park presents an opportunity for Latrobe City Council to develop a youth and family space in a portion of relatively underutilised space. Easily accessible by vehicle and public transport, both spaces are available to all demographics and provide the opportunity to lift the public profile of youth.

Building on the existing site features, the new facility will create a dynamic and activated central community hub to offer recreational and social experiences for all members of the community; from day to day usage to larger community events. As one of the foremost skate facilities within the area it will be a strategic public realm hub for Traralgon and the Latrobe Valley area, becoming a destination for youth within the region.

### Regional Skate Context

While many skate facilities have a number of similar features, due to their diversity of use it is important to undertake a study of parks within a close proximity of the proposed facility. This helps develop the typology of the proposed facility while identifying possible gaps in provision within the local skate park network.

This study has identified that the region consists of a mixture of all style parks including transition elements (an element that is between a simple cruiser skill level and a high skill level) and street level elements. Please refer to Figure 2 for the different parks and their locations.



Figure 2 – Existing Skate Context



The existing skate park analysis showed that there are a variety of new and old parks within approximately half an hour drive of the existing skate facility. Latrobe City Council has seen the recent success of a number of new and redeveloped parks within the municipality and as a result many of the older parks that are at the end of their life cycles are being refurbished to provide contemporary public spaces for the youth community.

The existing skate parks within the Latrobe Valley provide a number of skate parks that are both large and small facilities, with transition and street style features or layouts. With this in mind the proposed skate park within the Youth Precinct will need to look for a point of difference within its skate style and aesthetic to add to the existing skate provision within the region and become a destination facility for the area.

### Agnes Brereton

The Agnes Brereton site is located slightly more north of the CBD but still within easy walking distance of the main public transport links. The site is currently used for formal and informal open public space activities with ten netball courts, informal sporting fields as the Traralgon Parkrun site and very popular with walkers, runners and cyclists.

A short distance from the existing skate park but in a vastly more open and inclusive space it presents near unrestricted opportunities to develop a fully interactive youth precinct.





The approximate coverage of the skate park within the Agnes Brereton Reserve is shown in the image below.



### Kay Street

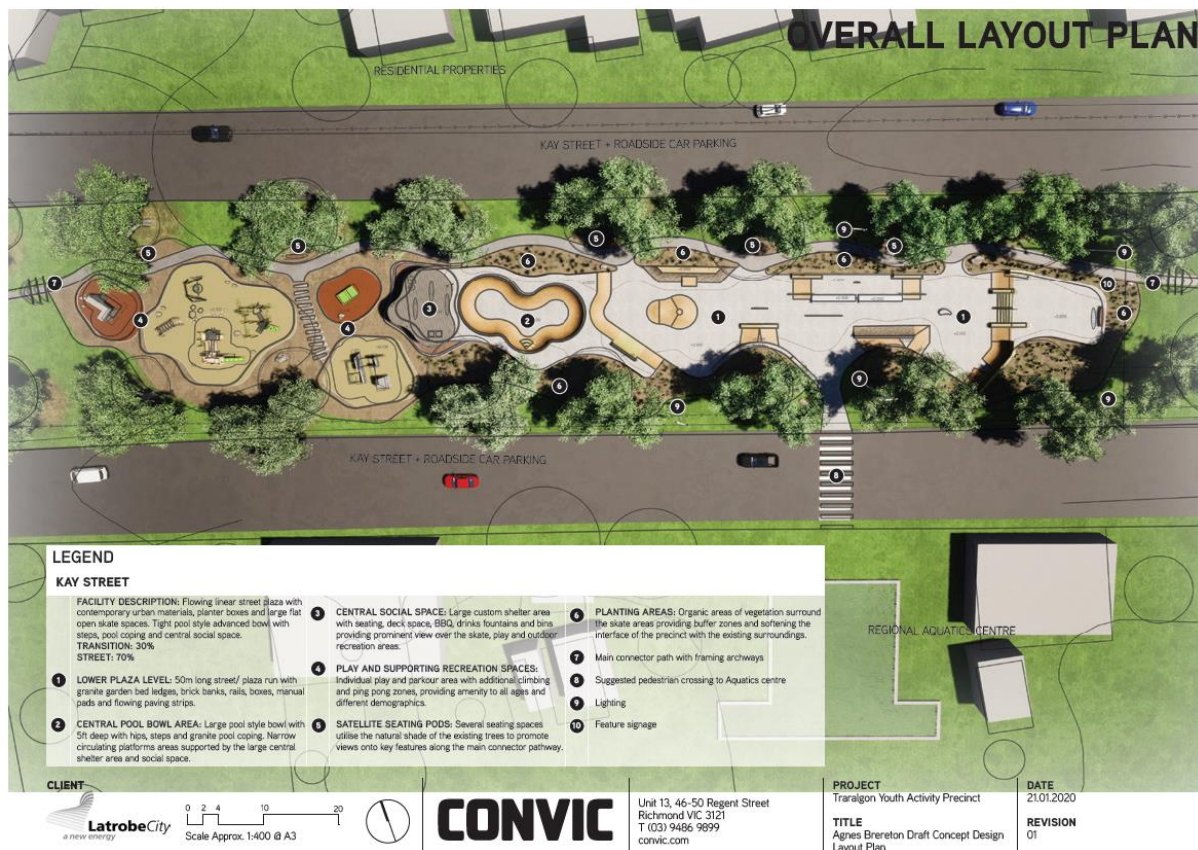
The Kay Street B site is located in the centre of the CBD and offers connections to both key transport links and high profile community infrastructure. Bordered by the roadways and the significant mature tree species, creates a strong backdrop representative of the area's natural landscape character.



However these also restrict the potential extent and/or expansion of the design footprint. Open views and connections from the adjacent roads provide natural surveillance into the site. The southern boundary of the site provides opportunities for connections with the adjacent regional aquatic centre and other supporting infrastructure such as the club and carpark.

With the current development of the GRAC site, opposite the proposed Kay Street Youth Precinct site, consideration will need to be given about the suitability of this site, given that the proposed infrastructure to support the geothermal infrastructure for the centre will need to be constructed within the Kay Street reserve. The reserve is large and wide, and depending upon the placement of the geothermal pipes, the youth precinct could still be placed on the site. The pipes for the geothermal system will be placed approximately 600 mm underground.

### Kay Street B Concept Plan



### Issues:

### Strategy Implications

The Traralgon Youth Precinct Feasibility Study relates directly to key strategy number 12 of 'Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens' and the Objective of 'Provide a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens'.

Significant community engagement activities have occurred with previous youth precinct/skate park studies undertaken by Latrobe City Council. The Morwell Skate Park site selection was subject to extensive community consultation in 2009/2010 to identify a suitable site for the park following a site selection analysis. The youth precinct included as part of the design for the Moe Activity Centre Plan – Stage 2 was also subject to significant community engagement. The Moe Activity Centre Plan – Stage 2 design was endorsed by Council in 2013.

### ***Communication***

The Traralgon Youth Precinct Feasibility Study will provide Council with a clear direction for the site for the youth precinct and the type of infrastructure that should be included within the precinct.

There is significant community interest in the outcomes of the feasibility study. The community of Traralgon has already galvanised with the presentation of a petition to Council with 1752 signatures.

Following Councillors review and feedback in relation to the concept plans for the two preferred sites, it is intended to publically exhibit the concept plans for a period of four weeks seeking the communities feedback and site preference.

### ***Financial Implications***

The Traralgon Youth Precinct Feasibility study has been funded by Council. The feasibility study includes the site assessment and selection process, initial community engagement activities including design workshops with the community to determine the potential design response and infrastructure requirements for a youth precinct in Traralgon.

As indicated previously, the cost of construction of a district youth precinct can vary between \$1 million to \$2 million, with a regional facility estimated to cost in excess of \$2 million, depending upon the components included.

Cost estimates based upon the draft concept plans for regional youth precincts for both the Agnes Brereton Reserve site and the Kay Street B site have been provided. It is estimated that the costs are:

- Agnes Brereton Reserve - \$2.4 million
- Kay Street B - \$2.3 million

Both concept plans could be implemented in a staged manner. The final cost associated with the chosen site and design will depend upon what components and infrastructure are included or discarded.

A regional youth precinct project could be funded through a variety of sources, including Council funding and external funding partners such as Sport & Recreation Victoria.

Whole of life costs and ongoing maintenance costs will also need to be considered with this proposal. A Youth Precinct will have a similar lifespan to that of a play

space, approximately 15 – 20 years. When Play Spaces reach the end of their asset life, the equipment is renewed and funded through Council's renewal funding.

Maintenance costs will be determined by the design and elements included in the Youth Precinct. Latrobe City Council is currently maintaining both sites in terms of mowing, path and tree maintenance. It is also currently maintaining the existing Traralgon Skate Park, which is requiring significantly more maintenance than a new skate park would require, due to its poor condition.

Latrobe City Council is currently seeking funding for the Moe Activity Centre Plan – Stage 2, including the youth precinct infrastructure from the Victorian governments' Community Loan Scheme. Sports & Recreation Victoria will also fund this type of infrastructure through the Local Sport Infrastructure Fund – Strategic projects. Funding of up to \$800,000 is available with a \$1:\$1 funding ratio. This is an annual fund and the next round (2021/22) will open in July/August 2020 for funding in 2021.

Figure 3 – Estimate of probable costs for Agnes Brereton site

<b>AGNES BRERETON SKATE PARK</b> ESTIMATE OF PROBABLE COSTS BASED ON DRAFT CONCEPT REPORT 22.01.20		
ITEM	DESCRIPTION	PROBABLE COST
<b>1.00 SKATE PARK WORKS</b>		
1.01	Preliminaries	Inclusive of insurances, mobilisation, site establishment, project management, travel, site clean-up, demobilisation and site manager time. \$ 103,600.00
1.02	Civil Works	Inclusive of cost of site scrape, earthworks, excavation, filling, material, drainage works and cost of plant and labour. \$ 147,400.00
1.03	Concrete Skate Park	Inclusive of supply and install of all steel reinforcing, supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised finish. \$ 950,900.00
1.04	Fabricated Skate Steel	Inclusive of fabrication, supply and installation of all steel skate elements including coping, rails and custom skate obstacles. \$ 48,000.00
1.05	Concrete Pool Coping	Inclusive of supply and installation of concrete pool coping blocks to bowl extension. \$ 18,100.00
1.06	Timber Decking	Inclusive of supply and installation of timber decking to terraced areas around bowl platform. \$ 46,400.00
1.07	Shade Structure	Inclusive of fabrication, supply, installation of 1 no. shade shelter including footings \$ 50,000.00
1.08	Sports Lighting	Design, supply, and installation of light columns, footings, luminaires, trenching, and cabling. \$ 128,600.00
1.09	Connecting Pathways	Inclusive of supply and install of all steel reinforcing, supply and setting of formwork, supply, placement, finishing and curing of concrete to a pedestrian finish. \$ 50,800.00
<b>2.00 PLAY SPACE WORKS</b>		
2.01	Play Equipment	Inclusive of supply and installation of 6 no. play items. \$ 385,700.00
2.02	Parkour Equipment	Inclusive of supply and install of all steel reinforcing, supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised parkour finish. \$ 107,100.00
2.03	Softfall	Inclusive of supply and installation of wet pour softfall rubber, including base preparation and concrete kerbing to perimeter. \$ 222,600.00
<b>3.00 FURNITURE</b>		
3.01	Drinking Fountain	Inclusive of supply, plumbing and installation of 1 no. drinking fountain. * Assumes connection to water supply point within site (connection to water main excluded) \$ 11,100.00
3.02	Rubbish Bin Enclosure	Inclusive of supply and installation of 1 no. rubbish bin enclosure. \$ 5,700.00
3.03	Safety Signage	Inclusive of supply and installation of 1 no. custom safety sign. \$ 7,100.00
3.04	Electric BBQ	Inclusive of supply and installation of 1 no. electric BBQ, including concrete pad footing and connection to mains. \$ 15,000.00
3.05	Table Tennis Table	Inclusive of supply and installation of 1 no. table tennis table, including concrete footings. \$ 14,300.00
<b>4.00 LANDSCAPING WORKS</b>		
4.01	Landscaping Works	Inclusive of supply and install of top soil and turfing to areas surrounding skate park and play space \$ 53,600.00
4.02	Landscaping Rocks	Inclusive of supply and install of landscaping rocks to areas surrounding skate park and play space. \$ 7,100.00
4.03	Entry Arches	Inclusive of fabrication, supply, and installation of 9 no. custom metal entry arches, including concrete footings. \$ 55,000.00
<b>COMPLETE WORKS TOTAL</b>		<b>\$ 2,428,100.00</b>

Figure 4 – Estimate of probably costs for Kay Street site

<b>KAY STREET SKATE PARK</b> ESTIMATE OF PROBABLE COSTS BASED ON DRAFT CONCEPT REPORT 22.01.20			PREPARED: AB CHECKED: JT
ITEM	DESCRIPTION	PROBABLE COST	
<b>1.00</b>	<b>SKATE PARK WORKS</b>		
1.01	Preliminaries	Inclusive of insurances, mobilisation, site establishment, project management, traffic management, OH&S, travel, site clean-up, demobilisation and site manager time.	\$ 126,300.00
1.02	Demolition	Inclusive of plant and labour required for demolition of existing foot path, and removal of waste from site.	\$ 12,100.00
1.03	Civil Works	Inclusive of cost of site scrape, earthworks, excavation, filling, material, drainage works and cost of plant and labour.	\$ 139,700.00
1.04	Concrete Skate Park	Inclusive of supply and install of all steel reinforcing, supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised finish.	\$ 998,300.00
1.05	Fabricated Skate Steel	Inclusive of fabrication, supply and installation of all steel skate elements including coping, rails and custom skate obstacles.	\$ 42,400.00
1.06	Concrete Pool Coping	Inclusive of supply and installation of concrete pool coping blocks to bowl extension.	\$ 47,400.00
1.07	Granite Skate Features	Inclusive of supply and installation of custom granite blocks to plaza area of skate park.	\$ 28,600.00
1.08	Timber Decking	Inclusive of supply and installation of timber decking to terraced areas around bowl platform.	\$ 12,500.00
1.09	Shade Structure	Inclusive of fabrication, supply, installation of 1 no. shade shelter including footings.	\$ 78,600.00
1.10	Sports Lighting	Design, supply, and installation of light columns, footings, luminaires, trenching, and cabling.	\$ 128,600.00
1.11	Connecting Pathways	Inclusive of supply and install of all steel reinforcing, supply and setting of formwork, supply, placement, finishing and curing of concrete to a pedestrian finish.	\$ 56,500.00
<b>2.00</b>	<b>PLAY SPACE WORKS</b>		
2.01	Play Equipment	Inclusive of supply and installation of 4 no. play items.	\$ 257,100.00
2.02	Parkour Equipment	Inclusive of supply and install of all steel reinforcing, supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised parkour finish.	\$ 107,100.00
2.03	Mulch	Inclusive of base preparation, and supply and installation of soft fall mulch to play areas.	\$ 28,600.00
<b>3.00</b>	<b>FURNITURE</b>		
3.01	Drinking Fountain	Inclusive of supply, plumbing and installation of 1 no. drinking fountain. * Assumes connection to water supply point within site (connection to water main excluded)	\$ 11,100.00
3.02	Rubbish Bin Enclosure	Inclusive of supply and installation of 1 no. rubbish bin enclosure.	\$ 5,700.00
3.03	Safety Signage	Inclusive of supply and installation of 1 no. custom safety sign.	\$ 7,100.00
3.04	Electric BBQ	Inclusive of supply and installation of 1 no. electric BBQ, including concrete pad footing and connection to mains.	\$ 15,000.00
3.05	Table Tennis Table	Inclusive of supply and installation of 1 no. table tennis table, including concrete footings.	\$ 14,300.00
3.06	Timber Topped Seating Blocks	Inclusive of supply and installation of 9 no. timber topped concrete seating blocks.	\$ 30,900.00
<b>4.00</b>	<b>LANDSCAPING WORKS</b>		
4.01	Landscaping Works	Inclusive of supply and install of top soil and turing, top soil and planting, and timber edging to areas surrounding skate park and play space.	\$ 138,700.00
4.02	Landscaping Rocks	Inclusive of supply and install of landscaping rocks to areas surrounding skate park and play space.	\$ 7,100.00
4.03	Entry Arches	Inclusive of fabrication, supply, and installation of 9 no. custom metal entry arches, including concrete footings.	\$ 37,900.00
<b>COMPLETE WORKS TOTAL</b>			<b>\$ 2,331,600.00</b>

### Risk Analysis

An analysis of the risk associated with this project has been undertaken. Based upon previous feasibility study undertaken in relation to the site selection for skate parks, it has been determined that there may be some angst from sections of the community about a chosen site.

It is proposed that these concerns should be addressed through clear communication, explaining the criteria for the selected sites and the criteria for assessment.



In addition to the site selection, there is also a level of expectation from the community about the funding and construction of a youth precinct/skate park. Given the level of community interest with this project, clear communication regarding the funding and delivery of this potential project will need to occur, once a site is endorsed.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Financial Risk</b></p> <p>High cost of delivery for the project</p> <p>Availability of Council funding for the project</p>	Possible	Clear communication about the potential funding options and opportunities for the project
<p><b>Reputational Risk</b></p> <p>Community dissatisfaction with the selected site</p> <p>Community dissatisfaction with the Youth Precinct</p> <p>Community expectations in relation to the timeframes and funding of the project</p>	Possible	<p>Clear communication about the assessment and site selection criteria</p> <p>Clear communication about the potential funding options and opportunities for the project</p> <p>Stage implementation of the project</p>

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

### ***Legal and Compliance***

There are no legal or compliance matters in relation to this report.

### ***Community Implications***

As stated above in the Risk section of this report, there may be significant community concern in relation to the location of the potential Youth Precinct.

### ***Environmental Implications***

There are no environmental implications identified as part of this report.

### ***Consultation***

A Communication Plan has been developed to ensure that the community is engaged and listed to in relation to the proposed Youth Precinct. A number of community engagement activities have already occurred, with two workshops and

one drop in session to talk to the community about what sort of elements that wanted included in the draft concept plans. The feedback and suggestions from the community have informed the development of both draft concept plans.

It is intended that once Councillors have had an opportunity to review and provide feedback to the draft concept plans presented in this report, the plans will be publically exhibited, seeking the community's feedback for a period of 4 weeks.

**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*.

**Supporting Documents:**

Traralgon Skate Park – Petition for the relocation of the Park (Ordinary Council Meeting 6 August 2018)

Traralgon Youth Activity Precinct Feasibility Study – Site Selection Options (Councillor Briefing 27 May 2019)

Skate & BMX Plan (2009)

Public Open Space Strategy (2013)

**Attachments**

- 1 [↓](#). Draft Concept Plan Report
- 2 [↓](#). Agnes Brereton Park Concept Plan
- 3 [↓](#). Kay Street B Concept Plan

## **15.1**

### **Traralgon Youth Activity Precinct - Presentation of Draft Concept designs**

<b>1</b>	<b>Draft Concept Plan Report.....</b>	<b>139</b>
<b>2</b>	<b>Agnes Brereton Park Concept Plan .....</b>	<b>170</b>
<b>3</b>	<b>Kay Street B Concept Plan .....</b>	<b>171</b>



# TRARALGON YOUTH ACTIVITY PRECINCT

DRAFT CONCEPT DESIGN REPORT

LATROBE CITY

21 JANUARY 2020

**CONVIC**

## ACKNOWLEDGEMENTS

Convic Pty Ltd. Acknowledge the contributions of all those who participated in the consultation phase of the Traralgon Youth Activity Precinct, including the Latrobe City Council staff, residents, community groups and other stakeholders who responded to the various opportunities for input and/or who provided advice and information where required.

## QUALITY INFORMATION

PROJECT NAME Traralgon Youth Activity Precinct  
 PROJECT NO. 19024  
 PREPARED BY Matthew Popek  
 REVIEWED BY Bryce Hinton

## PREPARED BY

# CONVIC

## FOR



## REVISION HISTORY

REVISION	REVISION DATE	DETAILS	AUTHORISED	
			NAME / POSITION	SIGNATURE
A	21.01.2020	DRAFT CONCEPT REPORT	BRYCE HINTON / DESIGN MANAGER	

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## CONTENTS

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# 01

## INTRODUCTION

### EXECUTIVE SUMMARY

Latrobe City Council are currently investigating the feasibility of creating a district to regional level youth precinct and the most suitable location for it within Traralgon. The chosen site will be key to the strategic objectives for the facility and look to eradicate some of the existing anti-social behavioural issues currently associated with the location of the existing skate facility.

Previous site investigation studies have been carried out and two sites have been short listed; Agnes Brereton Reserve and Kay Street Gardens.

Agnes Brereton is located within walking distance of the CBD and easily accessible by vehicle or public transport. The park is large enough to accommodate a regional sized facility and provides open views throughout, with good levels of surrounding passive surveillance. The park already has a number of existing recreational facilities as well as toilets, car parking and an extensive path network. Utilising these surrounding facilities would provide opportunity for a holistic design approach.

Kay Street Gardens is located in the centre of the CBD, just a few minutes' walk from major public transport connections, with car parking available on either side of the site. The site has clear open views from all sides and with its central location will receive consistent good levels of passive surveillance. Surrounding infrastructure and future infrastructure such as the Regional Aquatics centre creates the opportunity for integration, allowing a network of supporting nearby facilities.

Both sites will be explored at a concept level to see which is the best suited to developing a facility that will create a dynamic and activated central community hub, offering recreational and social experiences to all members of the community. The selected site will become one of the foremost Youth spaces within the area, creating a strategic public realm hub for both Traralgon and the wider Latrobe City area and making a destination for youth within the region.





# INTRODUCTION

## UNDERSTANDING SITE CONTEXT

Latrobe City Council have short listed two sites, each of which is well located within the Traralgon CBD. The redevelopment is set to revitalise the public urban realm and provide contemporary public spaces specifically tailored towards young people.

The Agnes Brereton site is located slightly more north of the CBD but still within easy walking distance of the main public transport links. The site is currently used as informal open public space and also hosts netball courts as well as being popular with dog walkers. A short distance from the existing skatepark but in a vastly more open and inclusive space it presents near unrestricted opportunities to develop a fully interactive youth precinct.

The Kay street is located in the centre of the CBD and offers connections to both key transport links and high profile community infrastructure. Bordered by the roadways and the significant mature tree species, creates a strong backdrop representative of the areas natural landscape character. However these also restrict the potential extent and/or expansion of the design footprint. Open views and connections from the adjacent roads provide natural surveillance into the site. The southern boundary of the site provides opportunities for connections with the adjacent regional aquatic centre and other supporting infrastructure such as the club and carpark.

The redevelopment of the existing skate park presents an opportunity for the Latrobe City Council to develop a youth and family space in a vestige of relatively under utilised space. Easily accessible by vehicle and public transport, both spaces are available to all demographics and provide the opportunity to lift the public profile of youth.

Building on the existing site features, the new facility will create a dynamic and activated central community hub to offer recreational and social experiences for all members of the community; from day to day usage to larger community events. As one of the foremost skate facilities within the area it will be a strategic public realm hub for Traralgon and the Latrobe Valley area, becoming a destination for youth within the region.





# INTRODUCTION

**THE TRARALGON YOUTH ACTIVITY PRECINCT WILL BE INVITING, FAMILY FRIENDLY AND CELEBRATE THE HISTORY AND BEAUTY OF THE AREAS NATURAL SURROUNDINGS. IT WILL CATER FOR ALL USERS WITH A FOCUS ON FLOWING TRANSITION, SUPPORTING STREET INCLUSIONS AND CIRCULATING INTEGRATED OUTDOOR RECREATION AND AMENITY.**

## CONSULTATION SUMMARY

The pre-design consultation outcomes have been summarised to inform a community driven design brief for the Traralgon Youth Activity Precinct. The information collected from the design workshop have informed this brief. These are all outlined thematically and will be used as the foundation for the development of the concept design.

### TARGET USER GROUP

The community workshop feedback has highlighted scooter riders as the majority of users. It will however, cater to all user groups including those participating in BMXing, skateboarding, roller skating and all other active wheeled sport disciplines, as well as those non-active participants looking to spectate or become involved with the space.

### SKILL LEVEL PROVISION

There was a relatively even spread of abilities within the consultation, while beginner was the most common response advanced and intermediate level users were also common. It is, however, key to provide for skill progression within the facility. This will allow for beginner users and future generations to learn and continue ongoing progression up to an advanced skill level and for advanced users to continue to be challenged.

### SKATE TYPOLOGY

A clear preference for transition style elements was indicated by the majority of participants at the design workshop. However, there were also requests for fundamental street style obstacles with separation from flow areas as well as attractive beginner inclusions.

### SKATE VISION

The community workshop and drop in session had an open forum for the skate typology discussion, with the majority of riders favouring a combination of transition and street skate style in defined separate areas. The facility design will therefore respond to community desires, offering a variety of features that cater to all styles of skate with flowing transition, street and a intermediate - advanced bowl being incorporated as key design considerations.

### USER + SPECTATOR AMENITIES

To ensure a central community space that can be used by a variety of different user groups, the facility will offer a number of social opportunities. The provision for areas of refuge and shade throughout the day is to be considered, whether purpose built or looking to utilise natural shade. Many highlighted the need for breakout spaces to allow for social hangout zones and spectating areas, this will be considered when developing the concept design.

Alternative forms of recreation such as climbing, parkour and basketball were popular. Drinking fountains, BBQ facilities and signage were also considered as important amenities for both skate park users and spectators.

The design will look to tie into surrounding amenity and infrastructure wherever possible as to ensure an integrated and holistic facility that provides for both active and passive users alike.

### ICONIC ELEMENTS + LOCAL IDENTITY

To celebrate Traralgon and give the park its own identity the design should reflect the surrounding natural materials and heritage of the area. For example, the river and canoes of the Guni Kurnai were mentioned by several community members. The aesthetic of the facility should provide local riders with a sense of ownership and feel true to the culture and heritage of Traralgon.

# 02








## SITE CONTEXT

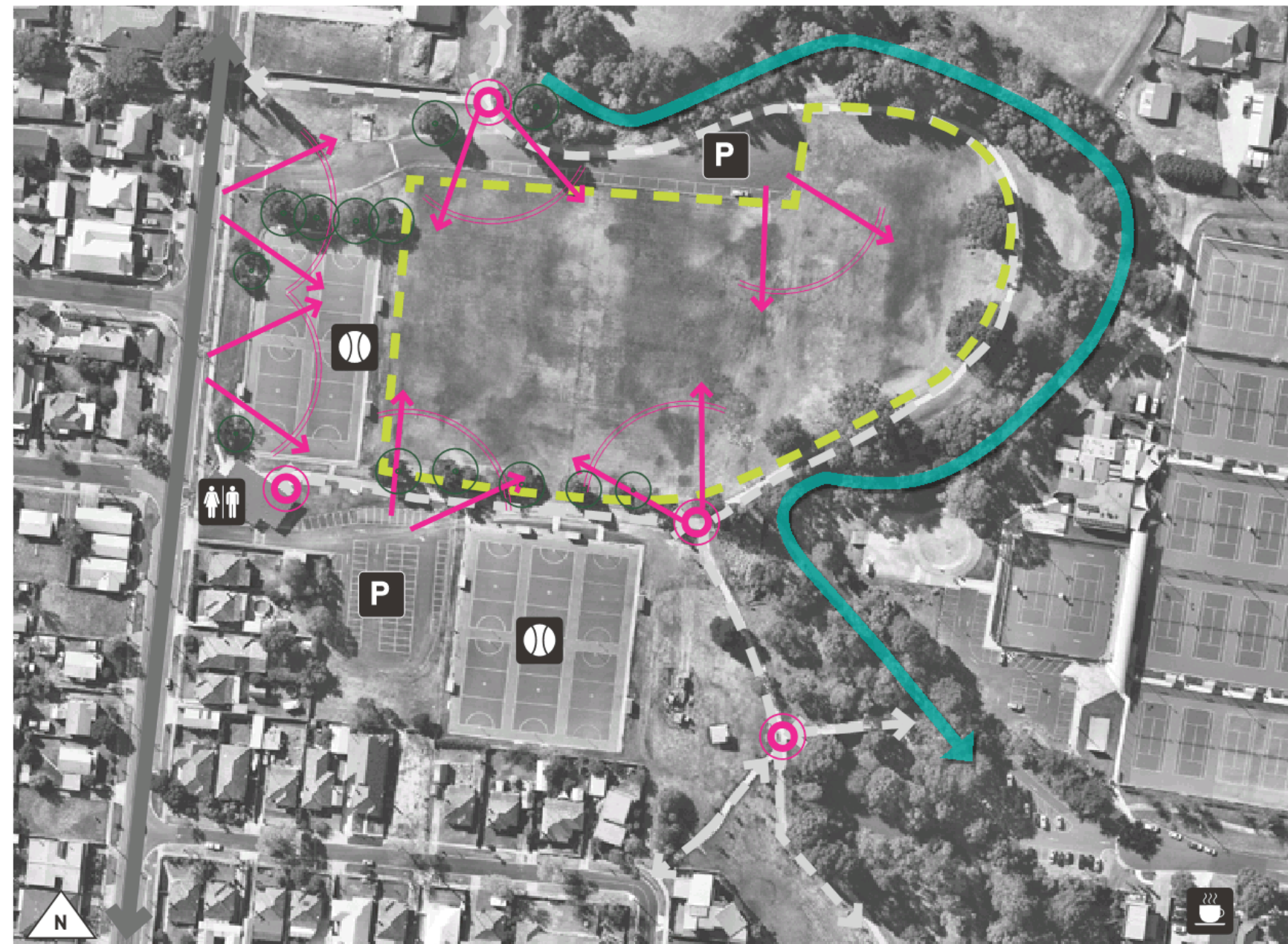
### AGNES BRERETON

The Agnes Brereton site analysis outlines a number of key considerations to address through the design process:

- A creek circulates the site offering potential connections for drainage outlets. Parts of the reserve closest to the creek are subject to flood over flow.
- An unprogrammed flat turfed area makes up the majority of the potential space that can suitably cater for a district to regional youth precinct.
- A number of existing trees provide a good opportunity to take advantage of natural shade within the site.
- Open and clear views from raised vantage points should be considered especially for event days.
- Existing footpath connections can be maintained and built upon to provide a holistic path network throughout the reserve.
- Existing toilets, sports courts, car parking and a nearby cafe will be integrated into the design to provide supporting infrastructure to the youth precinct.
- The design will look to key into the existing entry nodes and provide key connections and views both internally and externally.

#### LEGEND

-  Existing drainage channel
-  Unprogrammed area
-  Existing Trees
-  Key Views
-  Pedestrian Footpaths
-  Existing Site Features
-  Entry Nodes













# SITE CONTEXT

## KAY STREET

The Kay Street site analysis outlines a number of key considerations to address through the design process:

- Great passive surveillance is provided all along Kay Street from the well-used roads and pavements along both sides of the site.
- A largely flat linear turfed lawn area bordered by significant trees on either side provides space for the youth precinct.
- The two tree lines help to create a buffer to both the road and residential properties to the north and the high tree crown's still allow for good views both internally and externally.
- Views into the site from the west and eastern edges are completely open and uninterrupted.
- The design will look to tie into the existing footpath allowing passive users to pass through the space without interference from the youth precinct.
- Nearby infrastructure and amenity including the aquatics centre and local shops offers a good opportunity for wider integration.
- The design will look to key into the existing entry nodes and provide key connections and views both internally and externally.
- Underground services are present within the site and site surroundings, the design will look to avoid them wherever possible, especially in the case of the larger and major services.

### LEGEND

-  Existing drainage channel
-  Unprogrammed area
-  Existing Trees
-  Key Views
-  Pedestrian Footpaths
-  Existing Site Features
-  Entry Nodes
-  Underground Services





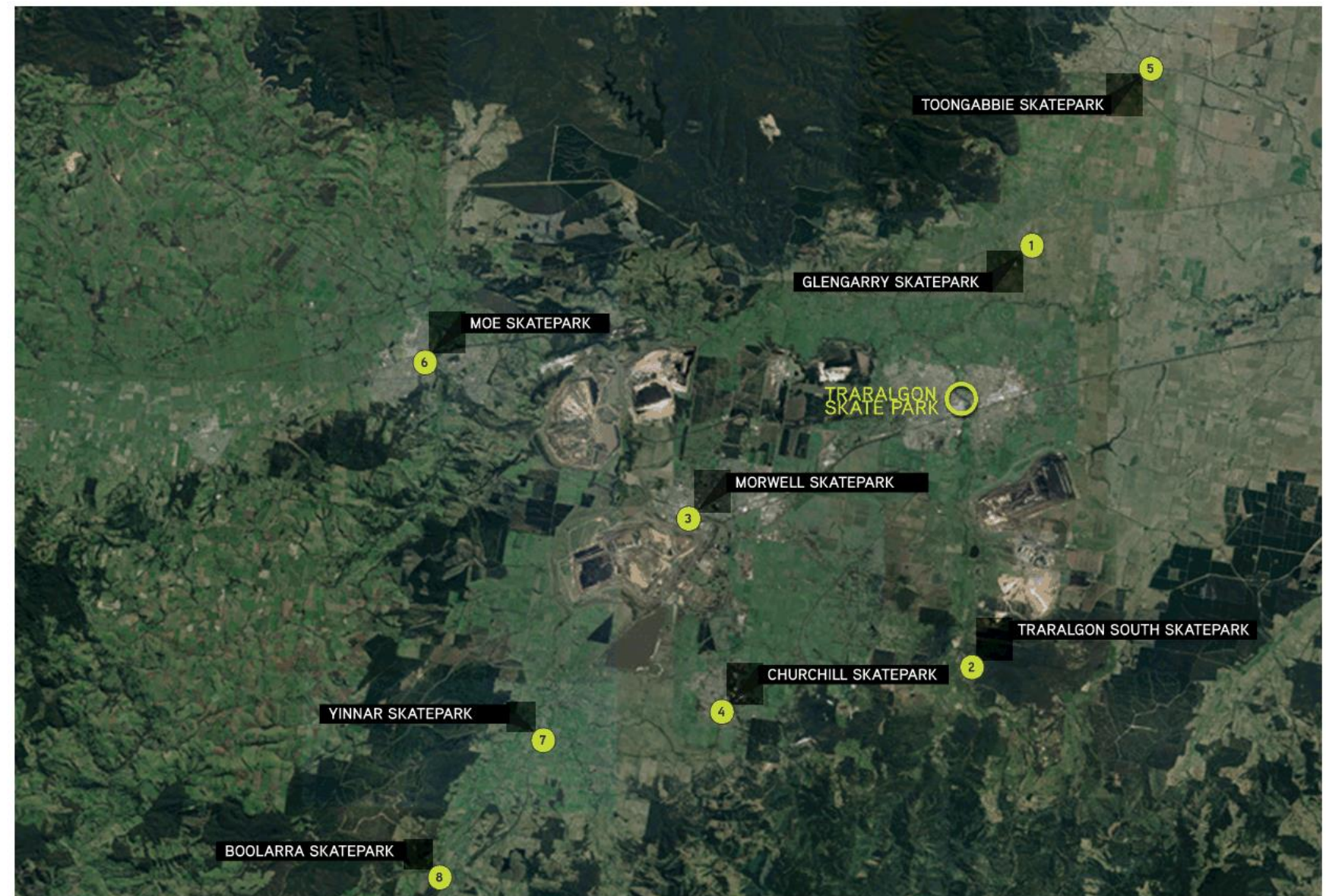
# 03

## EXISTING SKATE CONTEXT

### REGIONAL SKATE CONTEXT

While many skate facilities have a number of similar features, due to their diversity of use it is important to undertake a study of parks within a close proximity of the proposed facility. This helps develop the typology of the proposed facility while identifying possible gaps in provision within the local skate park network.

This study has identified that the region consists of a mixture of all style parks including transition and street. Refer to the map opposite for the different parks and their locations.





# EXISTING SKATE CONTEXT

## REGIONAL SKATE CONTEXT

The existing skate park analysis showed that there are a variety of new and old parks within approximately half an hours drive of the existing skate facility. Latrobe City Council has seen the recent success of a number of new and redeveloped parks within the municipality and as a result many of the older parks that are at the end of their life cycles are being refurbished to provide contemporary public spaces for the youth community.

The skate context within the Latrobe Valley provides a number of parks that are both large and small facilities with transition and street style features or layouts. With this in mind the proposed Skate Park within the Youth Precinct will need to look for a point of difference within its skate style and aesthetic to add to the existing skate provision within the region and become a destination facility for the area.







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# 04

## CONCEPTUAL DEVELOPMENT

### OVERALL DESIGN VISION |

- **Unique and different from local + broader Latrobe City parks**
- **Allow for high capacity of users at busy times including passive participants and spectators**
- **Cater for all disciplines and skill levels**
- **Facilitate a broad range of recreation and social inclusions to provide for the wider community**
- **Iconic and reflect the unique context of Traralgon**



# DESIGN VISION

## GUNAI/KURNAI + GIPPSLAND WATERWAYS

For many thousands of years Gunaikurnai have lived in the valleys and waterways around the Traralgon and Latrobe area. Gunaikurnai were regularly on the move. Canoes made from a single piece of river red gum bark or stringybark softened over a fire and bent into shape with an axe and tied at the ends were used to travel the waterways, lakes and ocean.

During consultation workshops the use of the Gunaikurnai and their history with the nearby lakes and rivers such as the Latrobe river and Traralgon creek were suggested as inspiration for generating facility theming and design ideation was discussed and later adopted by Convic.

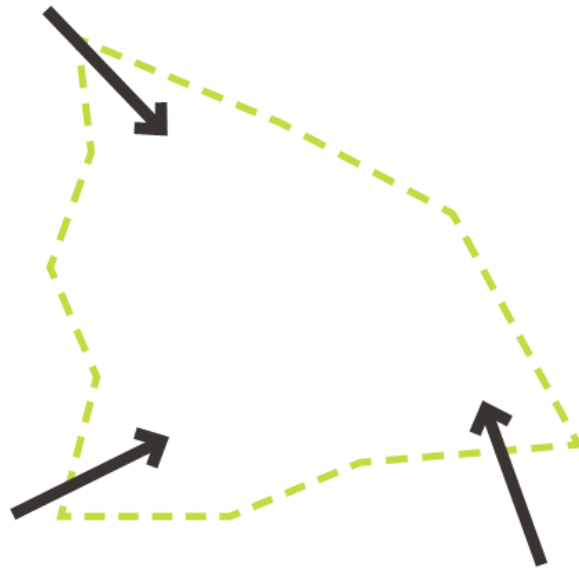
The design process explores the unique shapes, movement and colours of both the rivers and the canoes in which the Gunaikurnai used to travel along them. These forms, colours and movement have been reinterpreted into controlling the pedestrian circulation around the extent of the youth precinct. The inclusion of coloured concretes and material changes inspired by the river, canoes and natural surrounds will tie the space together and be iconic to Traralgon, creating a unique and recognisable identity for the whole facility. Forms and layout will be developed to further enhance the parks identity and echo the idea of movement along the river and waterways.

The adjacent imagery shows different features within the rivers and canoes form, texture and colour that have influenced the creation of design principles for the Traralgon Youth Precinct's aesthetic.



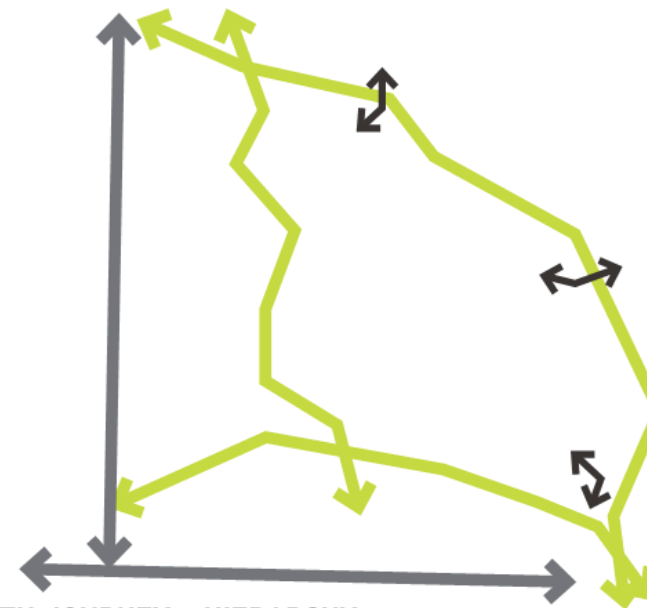
# CONCEPTUAL DEVELOPMENT

## AGNES BRERETON



### 1. BRING PEOPLE IN

Three main entry points highlighted by canoe themed archways encourage people to enter into the space and a perimeter path provides access to seating and viewing zones, safely out of the fast paced skate, flow and recreation areas.



### 2. PATH JOURNEY + HIERARCHY

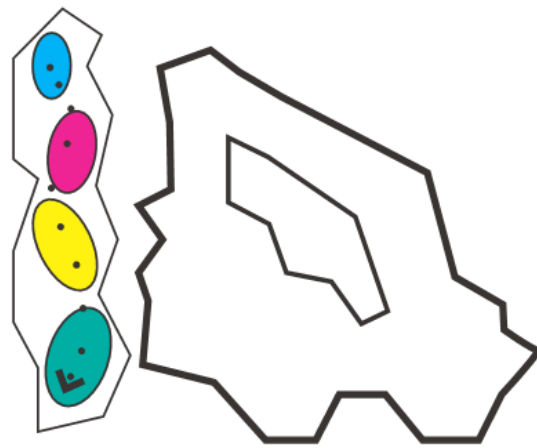
Multiple pathways reflect the Gunaikurnai people's journeys along the rivers around waterways around the Latrobe Valley area. Paths and journeys each with a distinct experience through the use of varying materials, textures, colours and focus allow different users to meander through the space and take in the variety of activity on offer.



### 3. ZONES

The community identified the need to have a number of different typologies within the skate park to provide a multipurpose and multifunctional facility that catered to a number of different users. Three main skate zones allow for a high capacity of use at busy periods to ensure safe skate function as well as supporting viewing and social zones to cater for crowds and passive users.

# CONCEPTUAL DEVELOPMENT



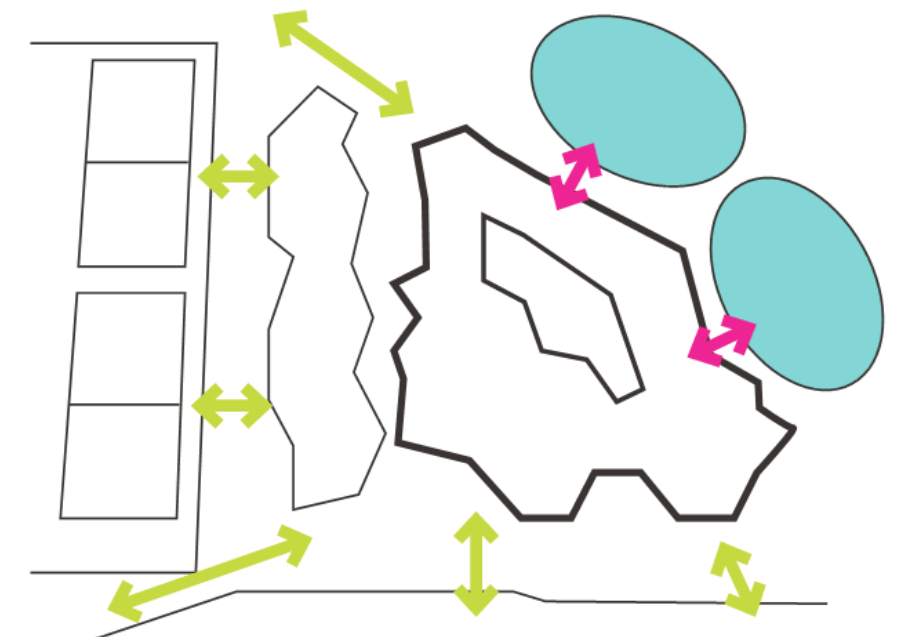
## 4. CHAIN OF PLAY

A flowing chain of play and recreation caters for older children at the far end of the site from the sports club and for the younger children at the closer end where it makes connections with the proposed main social and hangout spaces. This allows for clear views and interaction with the surrounding pathways, sports courts, car park and sports clubs providing parents and guardians primary links to the youngest children at play from the nearby passive zones.



## 5. SOCIAL + HANGOUT SPACES

Relaxing spaces in-between areas of activation providing shade and seating with clear views on to key features in both skate and play. Additional shade has been provided where necessary and natural shade utilised to create ample rest and spectator areas.



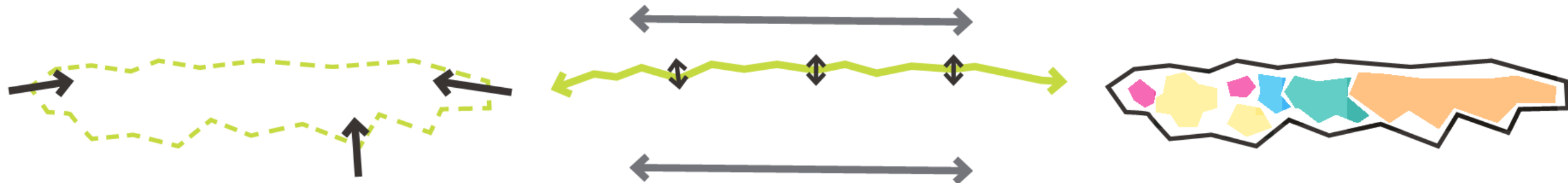
## 6. KEY INTEGRATION + FUTURE EXPANSION

Interaction with key existing site features and infrastructure has been considered throughout the design, with key views and connections between facilities enhanced. Thought has also been given to how potential future expansion could look to utilise some of the surrounding lawn space with kick about areas and informal sports ovals.



# CONCEPTUAL DEVELOPMENT

## KAY STREET



### 1. BRING PEOPLE IN

Three main entry points, two of which are framed by canoe style archways encourage people to enter into the space and a linear pathway to the north of the precinct allows access to seating and viewing zones, safely out of the fast paced skate and recreation areas. The third entry point offers a primary connect to the adjacent aquatics centre and thought could be given to a pedestrian crossing to safely promote this interface.

### 2. MAIN CONNECTOR

One main pathway links in and out of the precinct, from east to west. This aims to further reflect the history of the Gunaikurnai people's journeys along the rivers and waterways around the Latrobe Valley area. The pathway flows parallel alongside the active zones and offers rest stops under natural shade provided by the large trees and promotes key views from a safe distance.

### 3. ZONES

The community identified the need to have a number of different typologies within the skate park to provide a multipurpose and multifunctional facility that catered to a number of different users. Two main skate zones allow for a high capacity of use at busy periods to ensure safe skate function as well as supporting viewing and social zones to cater for crowds and passive users. The play and recreation has to been divided into zones to allow users to journey from one to the next experiencing a different style of function at each one.

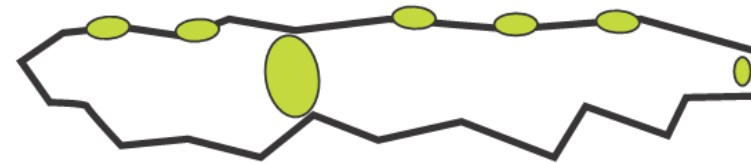


# CONCEPTUAL DEVELOPMENT



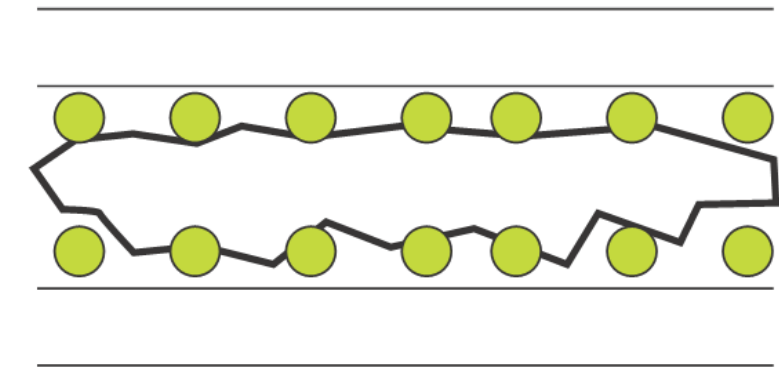
## 4. MIXED MATERIAL USE

Introducing a range of materials both in the active and passive spaces creates a different user experience. High end contemporary plaza style materials such as granite, pool coping and textured bricks enhance the skate experience and timber and metal usage in the social and passive areas tie back into the theming of the space. Landscaping around the precinct with mulch and planting further creates a soft interface with the existing trees and surrounds to help holistically connect the new space to the existing.



## 5. SOCIAL + HANGOUT SPACES

A central primary seating and shade space located in the centre of the precinct provides key views across all areas of recreation and skate. Utilising the natural shade from the large trees, satellite seating pods along the pathway allow clear views into key areas of the precinct.



## 6. FLOW

Flowing through a tight space between two significant tree lines, the organic but linear design reflects the journeys of the Gunaikurnai people along the river and waterways of the Latrobe Valley. The flowing form and function encourages movement through the space for both passive and active users alike. Meandering around the trees the design maximises the space and creates functional flowing lines and journeys.



# 05

## OVERALL LAYOUT PLAN

### LEGEND

#### AGNES BRERETON

**FACILITY DESCRIPTION:** Interconnecting flowing skate paths with integrated landscape pockets. Skate park style runs with open and green aesthetic.  
**TRANSITION: 60%**  
**STREET: 40%**

- 1 FLOW BOWL:** Intermediate park series style bowl with multiple hips, pockets and transfer opportunities. Extensions and escalators with transition heights ranging from 5ft - 10ft. Centralised location with large platform areas for spectating and waiting.
- 2 LEVEL CHANGE STREET AREA:** Street run with large level change including stairs, rails hubbas and banks popular for competition runs and professional demonstrations.
- 3 LOW LEVEL STREET PATH:** Beginner to intermediate low level street inclusions in open flat level path. Ideal for learning tricks before stepping up to the larger street features.
- 4 FLOW ZONE:** Intermediate to Advanced flowing transition area with unique transition features, blends, hips, quarter pipes and flowing transitions.
- 5 SHELTER AREA:** Large custom shelter area with deck areas, seating, BBQ, drinks fountains and bins providing clear views toward the proposed skate, play and outdoor rec areas as well as the existing sports courts.
- 6 PLAY AND SUPPORTING RECREATION SPACES:** A descending chain of play, parkour, climbing and ping pong inclusions aimed at specific age groups with strong views and connections to both proposed and existing facilities.
- 7 SUGGESTED INFORMAL LAWN AREAS:** Informal lawn areas utilise the flat grassed surrounds and provide further provision including additional break out spaces and informal kick about areas. This could be included as a future provision.
- 8** Connecting footpaths with Archways
- 9** Central lawn area
- 10** Long terraced spectator seating
- 11** Flood lighting

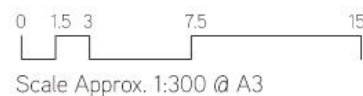
EXISTING SPORTS COURTS + SHELTERS

PROPOSED FOOTPATH + TREE LINE

CAR PARK

EXISTING FOOTPATH + TREE LINE

CLIENT



# CONVIC

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 Richmond VIC 3121  
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 convic.com

PROJECT

Traralgon Youth Activity Precinct

TITLE

Agnes Brereton Draft Concept Design  
 Layout Plan

DATE

21.01.2020

REVISION

01



# PLAN VIEW

## DESIGN

### CONSIDERATIONS

**PROS:**

- Large available area for any potential future expansion
- Existing available amenity and facilities providing supporting infrastructure and wider integration
- Raised car park to the south provides good passive surveillance into bowl areas and ample parking for events
- Good internal and external views
- Wide spread area and inclusions allows for high capacity of users both passive and active, especially on event days
- No effect on any existing services but nearby power and creek provide good access for drainage and lighting connections

**CONS:**

- Flood zone may limit depths of bowls
- Long footpaths required to make key connections
- Isolated lawn areas will require increased maintenance
- Less central and iconic location









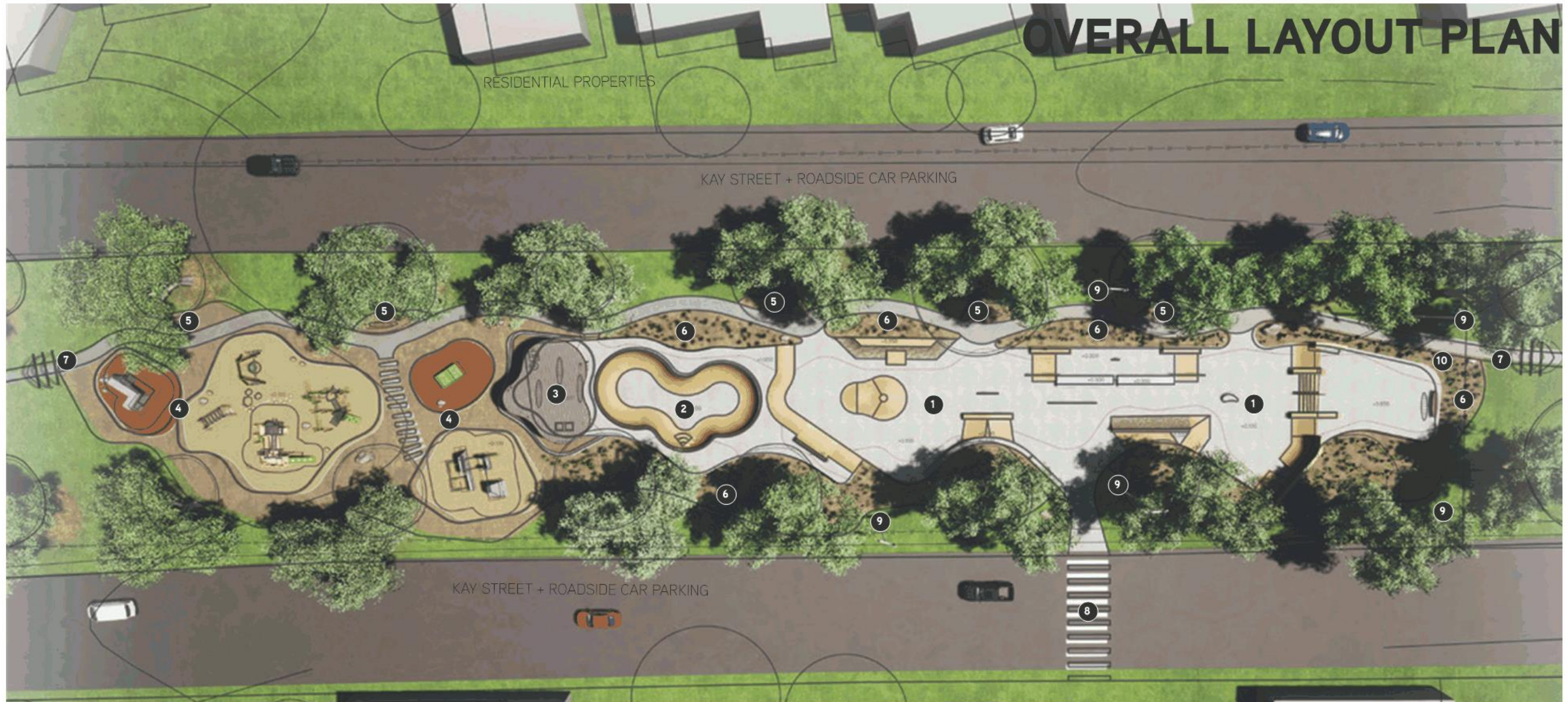




# OPEN FLOW ZONE AND STREET RUNS







# OVERALL LAYOUT PLAN

## LEGEND

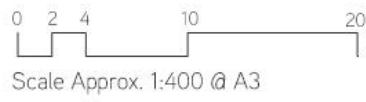
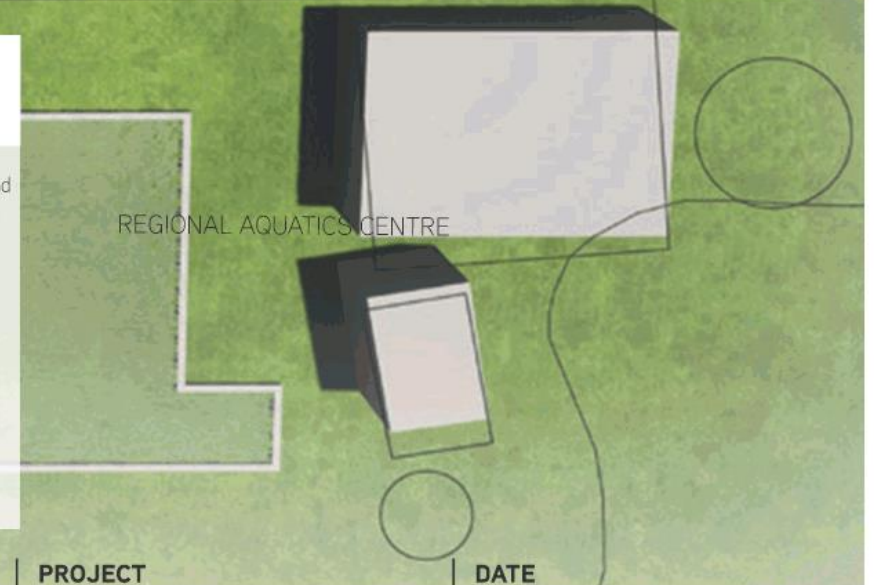
### KAY STREET

**FACILITY DESCRIPTION:** Flowing linear street plaza with contemporary urban materials, planter boxes and large flat open skate spaces. Tight pool style advanced bowl with steps, pool coping and central social space.  
**TRANSITION: 30% STREET: 70%**

- 1 LOWER PLAZA LEVEL:** 50m long street/ plaza run with granite garden bed ledges, brick banks, rails, boxes, manual pads and flowing paving strips.
- 2 CENTRAL POOL BOWL AREA:** Large pool style bowl with 5ft deep with hips, steps and granite pool coping. Narrow circulating platforms areas supported by the large central shelter area and social space.

- 3 CENTRAL SOCIAL SPACE:** Large custom shelter area with seating, deck space, BBQ, drinks fountains and bins providing prominent view over the skate, play and outdoor recreation areas.
- 4 PLAY AND SUPPORTING RECREATION SPACES:** Individual play and parkour area with additional climbing and ping pong zones, providing amenity to all ages and different demographics.
- 5 SATELLITE SEATING PODS:** Several seating spaces utilise the natural shade of the existing trees to promote views onto key features along the main connector pathway.

- 6 PLANTING AREAS:** Organic areas of vegetation surround the skate areas providing buffer zones and softening the interface of the precinct with the existing surroundings.
- 7 Main connector path with framing archways**
- 8 Suggested pedestrian crossing to Aquatics centre**
- 9 Lighting**
- 10 Feature signage**



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**PROJECT**  
 Traralgon Youth Activity Precinct

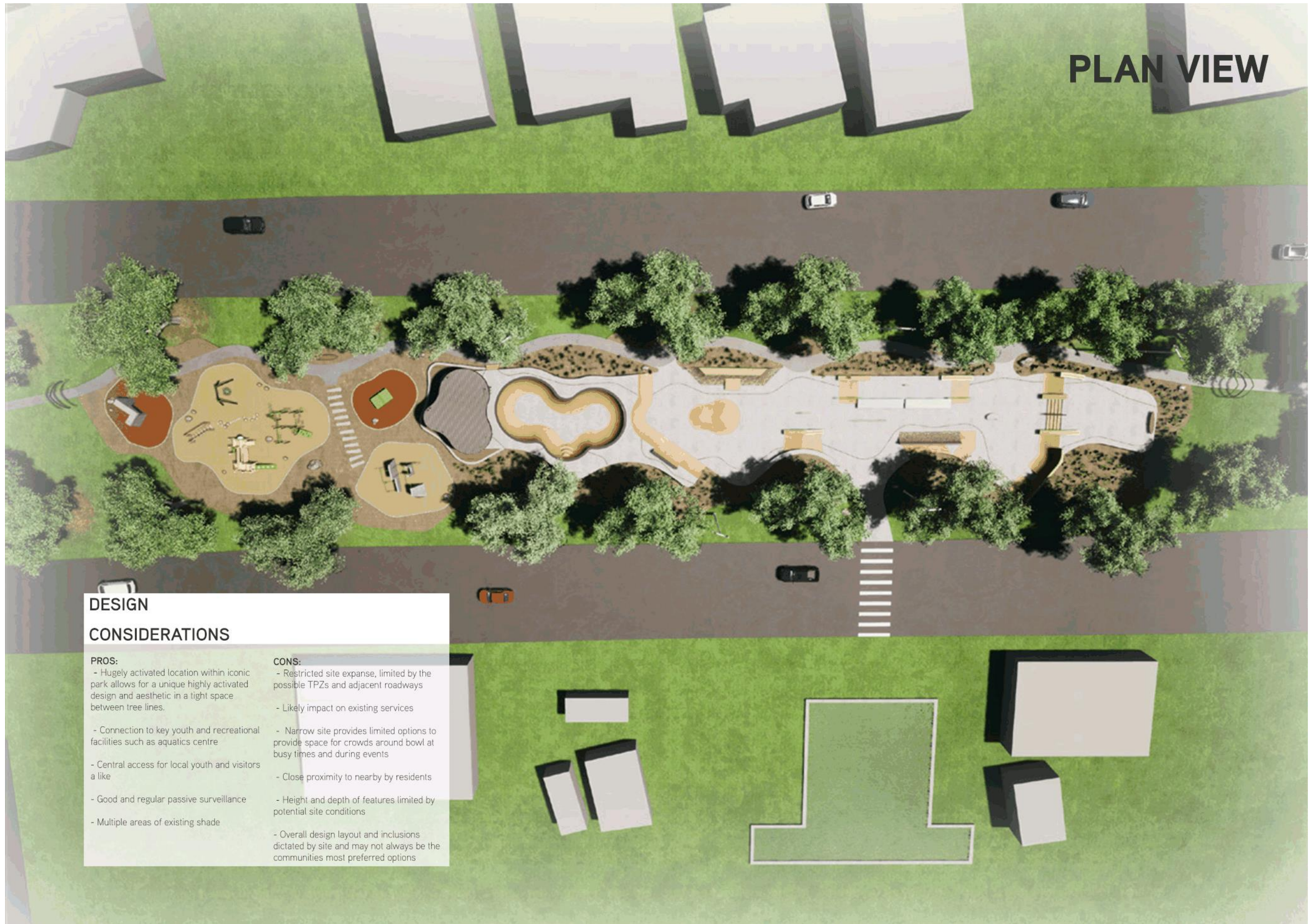
**TITLE**  
 Agnes Brereton Draft Concept Design  
 Layout Plan

**DATE**  
 21.01.2020

**REVISION**  
 01



# PLAN VIEW



## DESIGN

### CONSIDERATIONS

**PROS:**

- Hugely activated location within iconic park allows for a unique highly activated design and aesthetic in a tight space between tree lines.
- Connection to key youth and recreational facilities such as aquatics centre
- Central access for local youth and visitors alike
- Good and regular passive surveillance
- Multiple areas of existing shade

**CONS:**

- Restricted site expanse, limited by the possible TPZs and adjacent roadways
- Likely impact on existing services
- Narrow site provides limited options to provide space for crowds around bowl at busy times and during events
- Close proximity to nearby residents
- Height and depth of features limited by potential site conditions
- Overall design layout and inclusions dictated by site and may not always be the communities most preferred options















# 06

## PALETTES - SKATE

### SKATE REFERENCE IMAGES

Skate obstacles have been designed to create a unique rider experience with features that are multifunctional and can be used a variety of ways.

1. Pool Style Bowl
2. Park Series Style Bowl
3. Plaza Street Area
4. Level Change Street Area
5. Flow Area





# PALETTES - LANDSCAPE + REC

## MATERIALS AND SURFACE FINISHES

Landscape materials and supporting amenity are used to enhance the overall user experience and attract a wider demographic into the space. Surfaces and zoning can be used to create gathering spaces or control movement in and around the space.

1. Individual play and rec spaces with connecting pathways
2. Planting and lawn areas
3. Terracing and spectator seating
4. Custom shade and social space





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# 07

## SUMMARY / CONCLUSION

### MOVING FORWARD

Upon review and endorsement of the feasibility report by Council the submittal of the funding application will be made by the Latrobe City Council. The subsequent approval and granting of funds will result in a re-evaluation of the project program with the next steps involving CONVIC and the Latrobe City Council preparing for the draft concept community consultation. The current design will be consulted on with the broader community enabling interested parties to review and make comment on the design proposal. Feedback from council, stakeholders and community members will be adopted throughout the final concept design phase.

The continued involvement of the community during the draft concept stage enables the community to connect with the project design process and to ultimately have a vested interest in the final outcome. This engenders community pride and ownership in both the process and the public facility, creating a strong sense of stewardship of their community public spaces.



# CONVIC

**CREATE COMMUNITY**

MELBOURNE | SINGAPORE | DUBAI

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# AGNES BRERETON SKATE PARK

ESTIMATE OF PROBABLE COSTS  
BASED ON DRAFT CONCEPT REPORT  
22.01.20

PREPARED: AB  
CHECKED: JT

ITEM	DESCRIPTION	PROBABLE COST
<b>1.00</b>	<b>SKATE PARK WORKS</b>	
1.01	Preliminaries Inclusive of insurances, mobilisation, site establishment, project management, travel, site clean-up, demobilisation and site manager time.	\$ 103,600.00
1.02	Civil Works Inclusive of cost of site scrape, earthworks, excavation, filling, material, drainage works and cost of plant and labour.	\$ 147,400.00
1.03	Concrete Skate Park Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised finish.	\$ 950,900.00
1.04	Fabricated Skate Steel Inclusive of fabrication, supply and installation of all steel skate elements including coping, rails and custom skate obstacles.	\$ 48,000.00
1.05	Concrete Pool Coping Inclusive of supply and installation of concrete pool coping blocks to bowl extension.	\$ 18,100.00
1.06	Timber Decking Inclusive of supply and installation of timber decking to terraced areas around bowl platform.	\$ 46,400.00
1.07	Shade Structure Inclusive of fabrication, supply, installation of 1 no. shade shelter including footings	\$ 50,000.00
1.08	Sports Lighting Design, supply, and installation of light columns, footings, luminaires, trenching, and cabling.	\$ 128,600.00
1.09	Connecting Pathways Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a pedestrian finish.	\$ 50,800.00
<b>2.00</b>	<b>PLAY SPACE WORKS</b>	
2.01	Play Equipment Inclusive of supply and installation of 6 no. play items.	\$ 385,700.00
2.02	Parkour Equipment Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised parkour finish.	\$ 107,100.00
2.03	Softfall Inclusive of supply and installation of wet pour softfall rubber, including base preparation and concrete kerbing to perimeter.	\$ 222,600.00
<b>3.00</b>	<b>FURNITURE</b>	
3.01	Drinking Fountain Inclusive of supply, plumbing and installation of 1 no. drinking fountain. * Assumes connection to water supply point within site (connection to water main excluded)	\$ 11,100.00
3.02	Rubbish Bin Enclosure Inclusive of supply and installation of 1 no. rubbish bin enclosure.	\$ 5,700.00
3.03	Safety Signage Inclusive of supply and installation of 1 no. custom safety sign.	\$ 7,100.00
3.04	Electric BBQ Inclusive of supply and installation of 1 no. electric BBQ, including concrete pad footing and connection to mains.	\$ 15,000.00
3.05	Table Tennis Table Inclusive of supply and installation of 1 no. table tennis table, including concrete footings.	\$ 14,300.00
<b>4.00</b>	<b>LANDSCAPING WORKS</b>	
4.01	Landscaping Works Inclusive of supply and install of top soil and turfing to areas surrounding skate park and play space	\$ 53,600.00
4.02	Landscaping Rocks Inclusive of supply and install of landscaping rocks to areas surrounding skate park and play space.	\$ 7,100.00
4.03	Entry Arches Inclusive of fabrication, supply, and installation of 9 no. custom metal entry arches, including concrete footings.	\$ 55,000.00
<b>COMPLETE WORKS TOTAL</b>		<b>\$ 2,428,100.00</b>

Exclusions  
- GST  
- Authority charges  
- Cost escalation  
- Significant rock excavation  
- Sub grade improvements / ground remediation  
- Builder's Margins where CONVIC works under a Head Contractor

Note : This estimate is based on currently available industry rates and prices. Skate park construction is a specialised trade and costs are prone to fluctuation.

Convic have based the skate park costs on recently tendered projects. This is an estimate of probable costs only, all components of which are subject to escalation in construction, labour and material costs. Prices submitted at tender may vary according to market demand at the time of tender.

# CONVIC

**KAY STREET SKATE PARK**ESTIMATE OF PROBABLE COSTS  
BASED ON DRAFT CONCEPT REPORT  
22.01.20PREPARED: AB  
CHECKED: JT

ITEM	DESCRIPTION	PROBABLE COST
<b>1.00</b>	<b>SKATE PARK WORKS</b>	
1.01	Preliminaries	Inclusive of insurances, mobilisation, site establishment, project management, traffic management, OH&S, travel, site clean-up, demobilisation and site manager time. \$ 126,300.00
1.02	Demolition	Inclusive of plant and labour required for demolition of existing foot path, and removal of waste from site. \$ 12,100.00
1.03	Civil Works	Inclusive of cost of site scrape, earthworks, excavation, filling, material, drainage works and cost of plant and labour. \$ 139,700.00
1.04	Concrete Skate Park	Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised finish. \$ 998,300.00
1.05	Fabricated Skate Steel	Inclusive of fabrication, supply and installation of all steel skate elements including coping, rails and custom skate obstacles. \$ 42,400.00
1.06	Concrete Pool Coping	Inclusive of supply and installation of concrete pool coping blocks to bowl extension. \$ 47,400.00
1.07	Granite Skate Features	Inclusive of supply and installation of custom granite blocks to plaza area of skate park. \$ 28,600.00
1.08	Timber Decking	Inclusive of supply and installation of timber decking to terraced areas around bowl platform. \$ 12,500.00
1.09	Shade Structure	Inclusive of fabrication, supply, installation of 1 no. shade shelter including footings. \$ 78,600.00
1.10	Sports Lighting	Design, supply, and installation of light columns, footings, luminaires, trenching, and cabling. \$ 128,600.00
1.11	Connecting Pathways	Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a pedestrian finish. \$ 56,500.00
<b>2.00</b>	<b>PLAY SPACE WORKS</b>	
2.01	Play Equipment	Inclusive of supply and installation of 4 no. play items. \$ 257,100.00
2.02	Parkour Equipment	Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised parkour finish. \$ 107,100.00
2.03	Mulch	Inclusive of base preparation, and supply and installation of soft fall mulch to play areas. \$ 28,600.00
<b>3.00</b>	<b>FURNITURE</b>	
3.01	Drinking Fountain	Inclusive of supply, plumbing and installation of 1 no. drinking fountain. * Assumes connection to water supply point within site (connection to water main excluded) \$ 11,100.00
3.02	Rubbish Bin Enclosure	Inclusive of supply and installation of 1 no. rubbish bin enclosure. \$ 5,700.00
3.03	Safety Signage	Inclusive of supply and installation of 1 no. custom safety sign. \$ 7,100.00
3.04	Electric BBQ	Inclusive of supply and installation of 1 no. electric BBQ, including concrete pad footing and connection to mains. \$ 15,000.00
3.05	Table Tennis Table	Inclusive of supply and installation of 1 no. table tennis table, including concrete footings. \$ 14,300.00
3.06	Timber Topped Seating Blocks	Inclusive of supply and installation of 9 no. timber topped concrete seating blocks. \$ 30,900.00
<b>4.00</b>	<b>LANDSCAPING WORKS</b>	
4.01	Landscaping Works	Inclusive of supply and install of top soil and turfing, top soil and planting, and timber edging to areas surrounding skate park and play space. \$ 138,700.00
4.02	Landscaping Rocks	Inclusive of supply and install of landscaping rocks to areas surrounding skate park and play space. \$ 7,100.00
4.03	Entry Arches	Inclusive of fabrication, supply, and installation of 9 no. custom metal entry arches, including concrete footings. \$ 37,900.00
<b>COMPLETE WORKS TOTAL</b>		<b>\$ 2,331,600.00</b>

Exclusions  
- GST  
- Authority charges  
- Cost escalation  
- Significant rock excavation  
- Sub grade improvements / ground remediation  
- Builder's Margins where CONVIC works under a Head Contractor

Note : This estimate is based on currently available industry rates and prices. Skate park construction is a specialised trade and costs are prone to fluctuation.

Convic have based the skate park costs on recently tendered projects. This is an estimate of probable costs only, all components of which are subject to escalation in construction, labour and material costs. Prices submitted at tender may vary according to market demand at the time of tender.

**CONVIC**



**Agenda Item: 15.2**

**Agenda Item: Consideration of Memorials in Recognition of Outstanding Community Members**

**Sponsor: General Manager, Assets and Presentation**

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Howe

**Seconded:** Cr McFarlane

**That Council:**

- 1. Provides in-principle support for the request for memorial plaques placed on new seating along Traralgon to Morwell Shared Path to acknowledge Mr Richard Jeffery and Mr Max Williamson for their significant community contributions; and**
- 2. Advises Mr Russell Northe, Member for Morwell of this decision.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The purpose of this report is to seek Councils in-principle support for the construction of two memorials commemorating the public contribution to Latrobe Valley by Mr Max Williamson and Mr Richard Jeffrey.

Russell Northe, Member of Morwell has requested memorials be placed along the Traralgon to Morwell Shared Path in memory of Mr Richard Jeffery and Mr Max Williamson. This report is in response to a request that Russell Northe received from service clubs that the two men were associated with.

The memorials are proposed to be memorial seats which consist of a bench seat, placed in a concrete slab, with a memorial plaque screwed to the timber or placed in the concrete.

Latrobe City Council's *Plaques and Memorials on Public Infrastructure and Open Space Policy* states:

Plaques and memorials commemorating deceased persons will not generally be allowed to be placed in Council's open space. In exceptional circumstances they may be allowed, and will only be considered where they meet the following criteria:

- They commemorate a deceased individual who was a member of the Latrobe community and who has made a substantial contribution to the Latrobe community as determined by Council.
- The contribution of the individual was extra-ordinary and over and above what might reasonably be expected through paid employment or their voluntary contribution to the community, and that contribution stands out from others who may have also made a valuable contribution.
- All costs associated with establishing, fabricating, installing and maintaining a memorial will be met by the proponent of the memorial project for a period of 10 years, at which time a review of the condition and significance of the memorial will be undertaken by Council officers and relevant Councilors.
- Proposed sites for memorials should meet the requirements of council planning documents and regulations.
- The placement of memorials will take into account the number of existing plaques, public artworks or other objects in the vicinity of the proposed new memorial.
- The location of the memorial will not adversely affect existing use of themes of that location.
- New memorials will not commemorate a person, event or place that is already memorialized in the region or community of interest unless determined by Councilors to be appropriate.
- All approved memorials will be subject to a deaccessioning plan.

A request to place a plaque or memorial commemorating a deceased individual will only be considered where the individual has been deceased for at least one year, to allow for appropriate development of historical perspective. Both nominees have been deceased for more than 12 months.

The letter provided by Russell Northe in support of both nominees evidences their long standing community and volunteer activities and it could be argued that based upon this evidence both nominees have provided a significant benefit to their local communities with these contributions.

If in-principle support is provided in relation to this proposal, further consultation and engagement will be undertaken with family members of both nominees to determine the type of plaque, the proposed design (including dimensions, wording, colour and materials) as well as the proposed location.

The funding to complete this project is not currently identified. Further engagement with the service clubs who have made representation to Mr. Northe in relation to this request will be undertaken to determine whether a contribution towards the

project can be made.

It is estimated that the cost of installing two wooden benches, including the concrete slabs, in addition to the two memorial plaques is approximately \$8,800, however two seats originally constructed and installed in Commercial Road for the Future Morwell project have recently been relocated to the Traralgon to Morwell Shared path, opposite the Morwell Post Office.

It will be proposed to the family and service club that one of these existing seats is suitable for the installation of a plaque/memorial to commemorate the contributions of Mr. Max Williamson. The use of the existing seat in Morwell will significantly reduce the cost of this proposal.

It is proposed that another seat, concrete slab and memorial be funded and placed along the Traralgon to Morwell Shared path in Kay Street Traralgon, in consultation with Mr Jeffrey's family.

### **Background:**

Russell Northe, Member of Morwell wrote to Latrobe City Council a letter of support and encouragement for Council to consider a memorial tribute for Mr Richard Jeffery and Mr Max Williamson. It is contended by Mr Northe that both nominees volunteered and made significant contributions to the community of Morwell and Traralgon over their lifetimes.

Mr Richard Jeffery was a devotee and advocate for fitness and outdoor activity. Born in 1935, Mr Jeffery adored the area he called home as a lifelong Traralgon resident. His family business of Jeffery's in Traralgon was established in 1927 - a town icon, which he ran from the tender age of 24. A family man, he married Elizabeth and they had five children - Jennie, Andrew, Bruce, Meredith and James.

As a passionate runner, Mr Richard Jeffery's would often run up to twenty kilometres before heading into work, and was a participant in the very first Traralgon Marathon back in 1968. He completed a further 18 Traralgon Marathons, helping the event grow over five decades. In addition, he completed 52 other events across Victoria including 10 Melbourne Marathons before sporting injury's saw him take up cycling in the 1990's when he switched his passion to cycling, completing over 60 events across Australia.

Mr Richard Jeffery also found time to dedicate his life to service - he was a committed member of Rotary Traralgon which he joined at an early age following in the footsteps of his father. Over his 58 years with Rotary, he held all of the positions including President and Sergeant at Arms, at a time. He is the namesake of the Rotary Traralgon Richard Jeffery Scholarship Award at Federation University Business School, and has been so for some years.

Mr Richard Jeffery has been a Traralgon City Counsellor, actively involved in the Traralgon Chamber of Commerce, the Traralgon Harriers, the Traralgon and the



Morwell Peddlers Society (a Bicycle Club). He served at the Traralgon Historical Society, where his local knowledge was vast and valued.

Mr Jeffery died in a tragic accident in May last year, following his lifetime of dedicated service across our community. It is a shared sentiment that we need to acknowledge the contribution of this remarkable individual. Considering the many kilometres Mr Jeffery ran or cycled between his home town of Traralgon and Morwell, a fitting tribute would be a memorial, at the Traralgon end of the shared pathway, which is currently under construction.

Mr Max Williamson was born in Melbourne in 1935, starting his working life as a draftsman at the State Electricity Commission (SEC), before studying to become a civil engineer. In 1958, he married the love of his life Betty and they relocated to Morwell, to start a new life and their family. Soon having two children, Susan and Peter.

For more than 40 years Mr Max Williamson was an integral member of the Lions Club of Morwell, receiving a Life Membership in 2017. He was actively involved in the Morwell Jaycees, was a Morwell High School council member and a member of the Victorian Public Transport Forum. He was also an integral part of the Morwell Probus Club, the Morwell Town Common Committee and the Yallourn Energy Environmental review committee. In addition, he found time to be a board member of the Latrobe Valley Enterprises for 17 years holding the positions of treasurer secretary, vice president and president in his time.

Mr Max Williamson also joined the Committee of Advance Morwell soon after the organisation was established in 1997, and remained on the committee until late last year. During this tenure, he oversaw the restoration of Airlie Bank Homestead, the development of Legacy Place in Morwell, and the implementation of the annual Christmas decorations in the streets of Morwell. Not surprisingly, Mr Williamson was named the 2016 Latrobe City Council Senior of the Year, as recognition to his dedicated service.

Mr Max Williamson died suddenly in July 2018 from health complications at 82, after six decades of service to the Morwell community. He has left us with a memorable and important community legacy. Again, it is the belief of those whose life Mr Williamson touched, that we need to acknowledge the work of this extraordinary man and a fitting tribute would be a memorial, at the Morwell end of the shared pathway.

Plaques and Memorials on Public Infrastructure and Open Space Policy states one of the below criteria must be met:

- They commemorate a deceased individual who was a member of the Latrobe community and who has made a substantial contribution to the Latrobe community as determined by Council.
- The contribution of the individual was extra-ordinary and over and above what might reasonably be expected through paid employment or their voluntary contribution to the community, and that contribution stands out from others who may have also made a valuable contribution.

Based upon the evidence provided by Russell Northe in his letter of consideration, both Mr Richard Jeffrey and Mr Max Williamson meet the high standard of community contribution articulated with the policy.

The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.

It is therefore recommended that if in-principle support is provided that Mr. Max Williamson's plaque is placed in Morwell and Mr. Richard Jeffrey's plaque be placed in Traralgon in recognition of the significant contribution to their own community.

**Issues:**

*Strategy Implications*

Providing community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.

The installation of two seatings along the Traralgon to Morwell shared bike/walking pathway.

*Communication*

The community groups or the families of Mr Richard Jeffery and Mr Max Williamson of approached Russell North requesting that he write to Council on their behalf. These persons are requesting memorials for Mr Richard Jeffery and Mr Max Williamson. These to be placed somewhere along the Morwell to Traralgon shared bike/walking pathway.

*Financial Implications*

There is no budget within Open Space Maintenance team for new plaques and memorials, and/or the maintenance of any existing plaques and memorials.

An approximate costing for each memorial \$4,400.

- Seat - \$2,500
- Concrete slab under seat - \$1,200
- Plaque - \$700

The community groups and/or the families to pay for the plaques and memorials.

The Policy does state under Ownership that – "Maintenance of plaques and memorials is the responsibility of Latrobe City Council".

*Risk Analysis*

The risk is the seats get stolen or vandalised.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Stolen	1	The seat will be bolted to the concrete slab.
Vandalised	1	The timber slats are bolted to the steel frame.

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

*Legal and Compliance*

N/A

*Community Implications*

N/A

*Environmental Implications*

N/A

*Consultation*

No Engagement.

*Other*

Nil

**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*.

**Supporting Documents:**

- Copy of letter from State Member of Parliament Mr Russell North MLA Member of Morwell
- Copy of Council's Policy – Plaques and Memorials on Public Infrastructure and Open Space Policy

**Attachments**

Nil



**Agenda Item: 15.3**

**Agenda Item: Costing and Options to construct path on Saviges Road, Moe**

**Sponsor: General Manager, Assets and Presentation**

**Council Plan Objective: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.**

**Status: For Information**

**MOTION**

**Moved:** Cr Harriman  
**Seconded:** Cr McFarlane

**TIME CONSTRAINTS ON MEETING**

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

**CARRIED UNANIMOUSLY**

**MOTION**

**Moved:** Cr Gibson  
**Seconded:** Cr Law

**That Council receives the report responding to a resolution of 11 November 2019 to provide costings and options to provide a path along Saviges Road, Moe.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report responds to the resolution of 11 November 2019 requesting options and costing to install a path along Saviges Road, Moe from Mitchells Road to Aldi Supermarket. The route options can be divided into 3 sections.

- The first section is either the north or south side of the road from Mitchells Road to Della Torre Road.
- The second section is the intersection with Della Torre Road where there are

two main options.

- The third section is either the east side to link to the existing path at Albert Street, or the west side to the bus stop and associated pedestrian refuge opposite Aldi Supermarket.

The south side and the west side of the first and third sections respectively have challenges in accommodating a 1.5m footpath due to the height difference between the fence and the road edge. The cost for these sections is correspondingly higher.

Gravel is not an appropriate material for a path that is expected to comply with the Disability Discrimination Act 1992 due to the maintenance costs to maintain it properly trafficable.

The approximate cost to build a full path varies from \$100,000 for a simple gravel path along the easiest to construct route, to \$230,000 for a concrete path along the most expensive route. Several minor options exist within the above range – for example kerb and gutter on a portion of the road to facilitate a path at road level or better drainage management at the intersection. The estimates should be considered a concept only and if it is determined to proceed a design undertaken and a proper cost plan developed.

### **Background:**

This report responds to the following 11 November 2011 Ordinary Council meeting resolution.

*That Council requests officers prepare a report identifying broad concepts, options and indicative cost plans for a walking path (meeting appropriate safety and accessibility standards) from Mitchells Road along Saviges Road to ALDI or the appropriate connection in the Moe CBD.*

It should be noted that in addition to this report, a separate report on a related petition is also being presented to Council that contains a different analysis on the route.

Figure 1 is an overall plan of the area in question showing the approximate lengths of path as requested in the resolution.

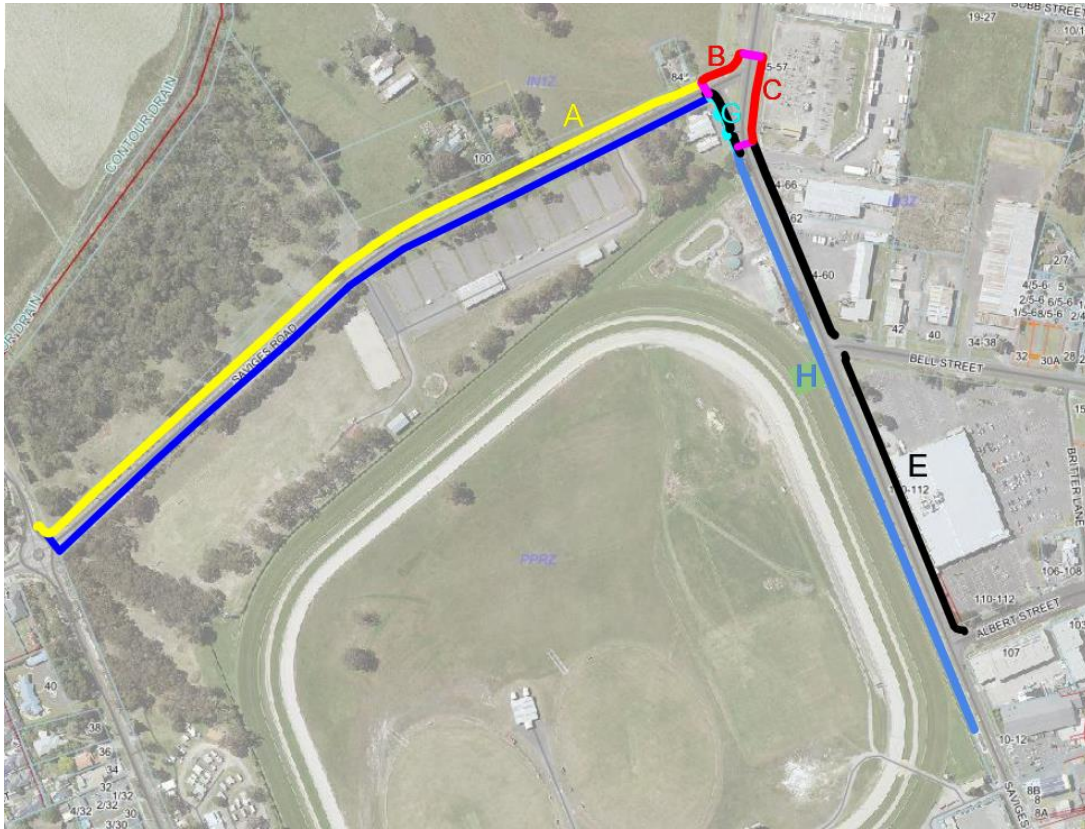


Figure 1 – Overall Plan of the proposed paths

Broadly speaking the path can be concrete or gravel, can travel on any side of Saviges Road, including a combination of sides. Figure 1 shows a path on either side of Mitchells Road to Della Torre Road, and a path either on the east side or the west side south of Della Torre Road,.

Council Officers note that:

- Generally gravel paths are not an appropriate option for people with mobility issues due to the costs to maintain them at the very high standard needed for people who use walkers and wheelchairs. However, should Council wish to either accept the lower service level (not DDA compatible shortly after construction) or the higher maintenance costs to maintain as a DDA compliant path, the option and costing has been included in this report.
- It is less costly to provide a path on the north side of Saviges Road from Discovery Boulevard to Della Torre Road due to the more open nature of the verge, and importantly the verge is fairly level. On the south side the verge is raised above the road and likely will require some retaining or more earthworks in some areas. The length is approximately 675m.
- From Della Torre Road south, the options are the east side or the west side. The west side again has an elevation issue and the path is squeezed between power poles at several locations. The length is approximately 520m.



- On the east side, while more open and level, has more driveways and the intersection at Bell Street would require pedestrian ramps. The length is approximately 390m.
- The intersection of Della Torre Road is complicated and depending on where the path will be located west of, and south of the intersection, there are several options to consider.

Figure 2 shows several options at the intersection of Della Torre Road and Saviges Road. A path through the triangular shaped grassed traffic island was discounted because the sight distance for pedestrians crossing Saviges Road was much worse than the other options. The approximate costs are shown in Table 1.

Table 1 – Approximate costs to provide path elements on Saviges Road

ID	Main Path	Concrete	Gravel
An	Mitchell to Della Torre - North Side	\$107,000	\$56,000
As	Mitchell to Della Torre - South Side	\$125,000	\$88,000
H	Della Torre to south of Albert West	\$91,000	\$63,000
E	Della Torre to Albert East	\$75,000	\$42,000
	Intersection option	Concrete	Gravel
B	B and C to the north of the intersection	\$16,000	\$11,000
G	G – through the adjacent carpark	\$12,000	\$ 9,000
Gk	G – along road edge (includes kerb)	\$24,000	\$21,000

For discussion purposes the routes at/through the intersection are labelled B, C, and G and are shown in Figure 2 with a detail of the terrain in Figure 3.

Path G has two key options, to travel along the road edge whereupon a kerb and gutter will be required – approximately \$14,000 for the kerb, or to rise up to the carpark level and displace parking from the verge area – approximately \$10,000.

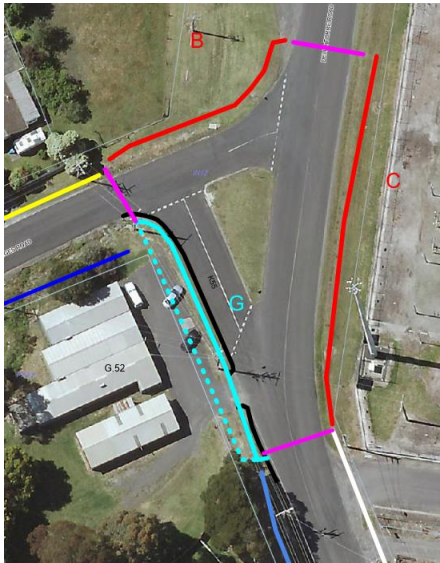


Figure 2 – Options to cross the intersection with Della Torre Road



Figure 3 – Terrain at the south west corner of the intersection with Della Torre Road.

Without over-analysing the options (i.e. assessing native vegetation requirements) the approximate costs for a full path to link Discovery Boulevard to either Albert Street (east side of Saviges Road) or the bus stop at Aldi Supermarket (west side of Saviges Road) are shown in Table 2.

Table 2 – Approximate costs to provide a path as requested

ID	Route	Concrete	Gravel
An, B, E	North side, route B, and then remaining on the east side	\$198,000	\$109,000
An, G, H	North side, route G through the carpark, and then remaining on the west side	\$215,000	\$133,000
As, G, E	South side, route G through the carpark, and then remaining on the east side	\$217,000	\$144,000
As, G, H	South side, route G through the carpark, and then remaining on the west side	\$228,000	\$160,000

An analysis of the merits of the path in general is included in a Council report on a petition received almost concurrently with the 11 November 2019 resolution.

It should be noted that there are many other outstanding requests not on the 5 year program that may also be considered and may be a higher priority. As an example there is a request to construct a path to link the new Freemasons Lodge to the Botanic Park path along Haigh Street which is an 80km/h road at that point.

The Tracks Trails and Paths Strategy 5 year Implementation Plan was established approximately 4 years ago, and therefore it is highly likely that in addition to the above noted path on Haigh Street, that there will be other high priority paths not on the 5 year plan.

It is not recommended that the Implementation Plan be abandoned however, because there is an understandable expectation in the minds of people who have been waiting for their path to be constructed. New versions of the Implementation Plan should be perhaps 2 years, to allow new high priority paths to be included more frequently into the works program.

**Issues:**

*Strategy Implications*

This report is consistent with Council Plan Strategic Objective 3: *Improve the liveability and connectedness of Latrobe City.*

*Communication*

No communication was undertaken in preparing this report. It is proposed to communicate the resolution to the petitioner.

*Financial Implications*

There are no financial implications in the proposed resolution as it would result in no change to the budget.



Should Council elect to construct the projects in different order, that is, to move the identified project from Year 5 to Year 4, there would be no impact on the future budget as they are all predicated on approximately \$225,000 per year. However, the petition does request that the footpath be extended to create a full circuit, and this would require a path from Bell Street to Albert Street. This is approximately 250m and would cost \$10,000 in addition to the \$177,000 for the project included in Year 5 of the program.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
The actual costs are greater than the estimated costs.	Unlikely	A contingency is included in the estimates and there is flexibility in the delivery such that almost all aspects can be overcome without a serious impact on the budget.
Undertaking the works will set a precedent of not following the Tracks Trails and Paths Strategy principles and thus undermine the effectiveness of the strategic planning process	Possible	The Tracks Trails and Paths Strategy was developed specifically to stop “queue jumping” of paths based on the volume of complaints. The path was assessed in competition with others and to push this ahead
Residents will object to this project gaining priority over other more worthy projects not on the list.	Possible	The project is identified within the Tracks Trails and Strategy program and this is an argument to undertake the works, if not to move it higher on the priority list.

\*Likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

The costs are at a relatively high level and it is possible that the path would need to go around a power pole, or that a drainage pit would need to be relocated etc., or that some of the shrubs or grasses to be removed may require Native Vegetation offsets, the contingency allowance within the estimate would be sufficient to address all but the most major impacts.

It is possible that others will see moving this project ahead of others as setting a precedent of not following the Latrobe City Council Tracks, Trails, and Paths Strategy.

The Strategy was specifically developed to address the issue of community pressure (volume of requests) unduly directing funds away from paths that have a greater community impact.

In this instance, although the likelihood is Possible, because the majority of the path is already included in Year 5 of the Implementation Plan the Consequence is Minor because it has credibility in terms of warrant.

*Legal and Compliance*

There are no legal or compliance implications in the proposed resolution.

*Community Implications*

There are no community implications associated with this report.

*Environmental Implications*

There are no environmental implications associated with this report.

*Consultation*

No consultation has been undertaken nor is any required as part of this report.

*Other*

Nil

**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*.

**Supporting Documents:**

Nil

**Attachments**  
Nil

**Agenda Item: 15.4**

**Agenda Item: Kingsford Reserve Master Plan**

**Sponsor: General Manager, Assets and Presentation**

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Law

**That Council:**

- 1. Releases the draft Kingsford Reserve Master Plan for public exhibition for a period of four weeks from Tuesday 3 March 2020 to Sunday 29 March 2020; and**
- 2. Provides a future report detailing submissions received during this period.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council funded the development of a master plan for Kingsford Street Reserve in Moe following a decision to retain the site for community use, rather than developing the site for housing.

The community's feedback from consultation in 2018 and subsequent research has resulted in an analysis of the suitability of a range of proposed infrastructure suggested for Kingsford Street Reserve including, play spaces, dog parks, RV Dumps and community gardens.

The draft master plan identifies an opportunity to develop a local level park for older members of the Moe community. The research undertaken for the draft master plan has identified an older cohort as the predominant beneficiary of this planning exercise.

The draft master plan recommends a staged implementation for the suggested improvements, with the priority being the demolition of the existing un-used sporting infrastructure, including the old tennis courts, bocce rink, sporting pavilion and shed. Funding for the demolition of this infrastructure is available from an



existing Council budget.

A master plan identifies opportunities for a particular site. It is not a detailed design and Council is not compelled to deliver the master plan within a set period of time, rather it is opportunistic and prioritises projects for potential future funding from either Council or external funding partners.

Latrobe City Council will publically exhibit the draft master plan for a period of four weeks, commencing Tuesday 3 March 2020 to Sunday 29 March 2020.

A further report will be provided to Council presenting the submissions received during the exhibition period.

### **Background:**

Kingsford Street Reserve (Photo 1) is a large passive open space reserve located between Kingsford Street and Hinkler Street in Moe.

Photo 1 – Kingsford Street Reserve Moe

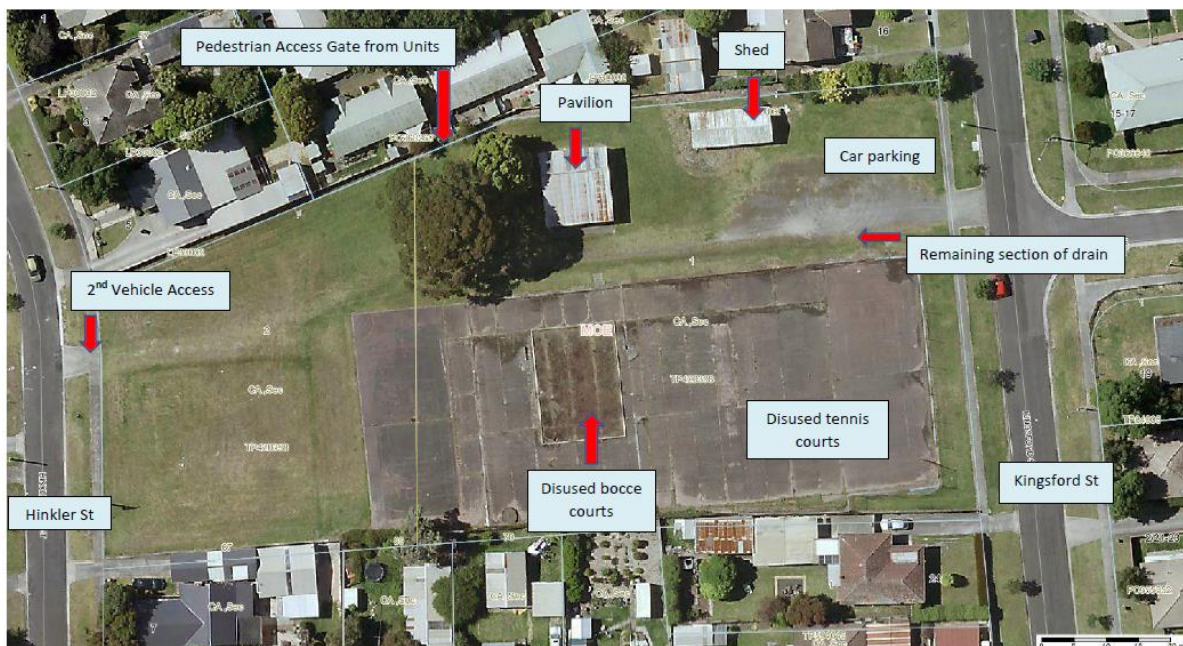


Figure 3 Kingsford Street Reserve

### **Background**

In 2008 Council resolved to sell Kingsford Street Reserve to try Youth & Community Services for a social housing project. The sale did not proceed as that organisation withdrew and was not able to complete the transaction.

At its Ordinary Council Meeting held on 4 June 2012 Council resolved:

*That Council not sell Kingsford Street Reserve, Moe.*

- 1. That Council investigate the potential of an affordable and sustainable housing project being undertaken on Kingsford Street Reserve, Moe.*

2. *That a further report be presented to Council with the results of the investigation of an affordable and sustainable housing project being undertaken on Kingsford Street Reserve, Moe.*
3. *That Council notify those persons who have previously made a written submission concerning the potential sale of this land.*

During 2013, two calls for Expressions of Interest (EOIs) for the Affordable Housing Project were advertised. The first closed in May and the second in July and while a number of EOIs were received from private companies, none were considered suitable and the project lapsed.

At the Ordinary Council Meeting held on 5 February 2018 Council resolved:

*That Council:*

1. *Resolves to undertake community consultation to determine if the Kingsford Street Reserve, Moe, is considered to be surplus to community requirements by giving public notice and inviting written submissions.*
2. *Considers any submissions received from the community regarding the Kingsford Street Reserve, Moe, at a future meeting of Council.*
3. *Undertakes further investigations into the available options for the Our Future Our Place program pending the outcome of the community consultation regarding the Kingsford Reserve, Moe.*

#### Community consultation - 2018

The community consultation period closed on 27 April 2018. A summary of the consultation includes:

15 written submissions were received:

- Two submissions support the development of an off-leash dog park;
- Three support the Kingsford Street Men's Shed and Community Space Project proposal previously submitted to Council by a collective of community groups, with an additional person supporting a community garden specifically;
- Four support the development of affordable housing; and,
- Five support the development of the reserve as an open space.

An online survey was conducted with 35 responses received. Respondents indicated support for the following uses of the land:

- 21 respondents' support utilising the site for a community garden;
- 20 support retaining the land for community use, including support for an outdoor gym, an off leash dog park, youth activity space and an RV overnight parking area;
- Nine support using the land for affordable housing; and,
- Three respondents support selling the land and utilising the money for other community projects in Moe.

- In the free text of the survey six respondents specifically expressed support for the Kingsford Street Men's Shed and Community Space Project.

The 35 survey respondents indicated a high usage of surrounding open space with 21 saying they utilise Apex Park, 13 utilise Ted Summerton Reserve, five utilise Edward Hunter Bush Reserve and four people said they do not utilise other nearby reserves.

A community information session was held on 19 April 2018. The session was attended by 35 community members. A number of community members spoke in support of the reserve being retained for community use, either as a green space/park or for the development of the Men's Shed and Community Garden proposal.

Following the community consultation activities, a further report was presented to Council. At the Ordinary Council meeting held on 4 June 2018, Council resolved the following:

*That Council:*

1. *Notes the community's support to retain Kingsford Street Reserve Moe for public use:*
2. *Refer the request for \$35,000 for the development of a master plan for the Kingsford Street Reserve Moe to the 2017/18 end of year budget review.*

Funding was provided to develop a master plan for Kingsford Street Reserve in Moe. Latrobe City Council has engaged a consultant to assist with the development of the master plan.

#### Draft Kingsford Street Reserve master plan

The purpose of the Kingsford Street Reserve master plan is:

*....to undertake a master planning process to identify future opportunities for community activation of the reserve.*



The project comprises of three key stages:

**Table 1 Project Methodology**

Stage	Tasks
Stage One – Research and Engagement	1. Project Inception Meeting and Site Visit
	2. Literature Review
	3. Moe / Newborough Demographic Analysis
	4. Community Related Activity Demands
	5. Condition Assessments
	6. Draft Master Plan
	7. Engagement Plan
Stage Two – Community Engagement	8. Internal Stakeholder Consultations
	9. Public Exhibition
	10. External Stakeholder Consultations
	11. Draft Management Plan
Stage Three – Final Report	12. Final Master Plan

Stage one of the project is now complete with the draft Kingsford Street master plan (Attachment 1). The draft master plan will be publically exhibited for a period of 4 weeks from Tuesday 3 March to 29 March 2020.

The draft master plan responds to the results of the community consultation activities undertaken in Feb – April 2018 and the draft Kingsford Street Reserve master plan – Volume 2 (Attachment 2) to prepare the draft master plan.

The draft Kingsford Street Reserve master plan Volume 2 recommends the master plan design responds to the of the demonstrated needs of an ageing population.

The draft master plan proposes a simple planning approach for what is essentially a Greenfield site, once the existing disused sporting infrastructure is demolished. The draft plan incorporates:

- Accessible parking spaces in both Hinkler Street and Kingsford Streets
- Fencing to both street frontages
- A network of internal paths, including lighting
- Bicycle racks
- Additional landscaping treatments, including additional tree plantings and low maintenance shrubs, a sensory garden, low hedges for a maze and an orchard of Apple, Pears, Citrus, Hazelnuts and Olive trees
- Seating
- Public art feature
- Unisex Accessible toilet
- Pergola/Shelter

Provision of an age friendly park supports ageing in place and creation of age friendly cities. Feedback and suggestions by the community for the Kingsford Street Reserve site provided during the 2018 community consultation has been assessed in the draft master plan. The report provides a detailed analysis of these suggestions, including:

### Play Spaces

The report has not identified any need for another play space at Kingsford Street Reserve. There is a local level play space at Ted Summerton Reserve (100 metres away), with further local level play spaces at HG Stoddart Memorial Park in Vale Street. In total there are already 17 play spaces with a local level catchment in Moe and a further 11 local level play spaces in Newborough.

### Outdoor Fitness Equipment

Sport and Recreation Victoria in collaboration with a number of partners including Parks and Leisure Australia, VicHealth and selected local councils have developed the Guidelines of planning, installing and activating outdoor fitness equipment. The guidelines include information of planning and determining needs, design considerations, activation and programming, maintenance and evaluation as well as a selection of case studies.

The Public Open Space Strategy (2013) identifies Kingsford Street Reserve as local level parkland. It is not recommended that fitness station equipment is appropriate for a local level park, as it should be co-located with other community recreational infrastructure such as skate parks, community centres, leisure centres and walking/cycling tracks.

### Dog Park

The Victorian government has recently developed guidelines for the Fence Off Lead Areas for dogs.

In an ideal situation, planning for off-leash areas would be the same as planning for other open space and community assets, with space allocation defined for a specific catchment or demand. This results in an appropriate distribution of facilities or opportunities across the LGA and avoids overcrowding and conflicts between dogs and other open space activities and users.

For fenced off-leash areas an area of 5,000 square metres and ideally to 10,000 square metres for higher level sites is advisable. Ideally the site should have a buffer to residential areas of at least 50 metres on all sides.

The Kingsford Street Reserve site is 0.8 hectare, however allowing for the 50 metre buffer, there is insufficient space for a minimum fenced off leash area of 5,000 sq/m.

### Community Garden

During the 2018 community consultation, the Moe Garden Group expressed an interest to develop a community garden at the Kingsford Street Reserve site. However since this time, the group has written to Council and advised that they no longer wish to develop a community garden at the site, and their preference is to

explore the development of a community garden at Joe Tabuteau Reserve, near the old Moe Netball courts.

RV Overnight Parking

Moe-Newborough is currently serviced by two caravan parks. The proximity of local residences and the road access to the site suggest that RV Overnight parking is not a suitable development of the Kingsford Street Reserve site. In addition, there is already existing provision only 1.2 km from this site at Moe Gardens Caravan Park.

Mens Shed

There are currently three Men’s Sheds identified in the Moe-Newborough area:

- Moe Life Skills Community Centre
- Moe Old Gippsdown Men’s Shed Inc.
- Newborough Men’s Shed

There is no demonstrated demand for another Men’s Shed in the area.

Photo 2 – Draft Kingsford Street Reserve master plan



An indicative cost plan (Table 1) has been developed to determine the potential cost of the proposals. The total estimated cost is \$456,600.



Annual operating costs for the site would be similar to other reserves with landscaping and paths.

The Kingsford Street Reserve Master Plan has identified a range of opportunities. It is not a detailed design and it is not intended to be constructed as one large project. Master plans typically have a lifespan of approximately 10 years.

It is recommended to stage the implementation of the Kingsford Street Reserve master plan and this will be considered further in the Implementation / Management Plan which will be prepared following the Community Consultation.

Table 1 – Indicative Costs

Components	Estimated Cost	Stage
Site establishment, meetings, set-out	\$8,000	1
Demolition of existing infrastructure (pavilion, shed, courts etc.)	\$25,000	1
Earthworks	\$4,000	1
Paths	\$94,000	1
<b>Sub Total – Stage 1</b>	<b>\$131,000</b>	
Surfaces	\$16,500	2
Furniture, including concrete pads	\$43,000	2
Ground cultivation	\$40,000	2
Garden beds & Trees	\$59,100	2
<b>Sub Total –Stage 2</b>	<b>\$158,600</b>	
Civil Works to Car Park	\$28,000	3
Nature Strip for car parks, civil works; herbicide spraying of most grassed areas	\$10,000	3
Unisex Accessible toilet	\$73,000	3
Maintenance & Establishment	\$4,000	3
<b>Sub Total – Stage 3</b>	<b>\$115,000</b>	3
<b>Total Overall Cost</b>	<b>\$404,600</b>	

**Issues:**

***Strategy Implications***

Improve the liveability and connectedness of Latrobe City by providing community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.

***Communication***

The Kingsford Street Reserve site has been subject to a number of consultation activities in relation to its future use. The last round of consultation activities in early 2018 has assisted the development of the draft Kingsford Street Reserve master plan.

It is proposed that following Councillors feedback in relation to the draft Kingsford Street Reserve master plan, a further four weeks of community engagement will take place with the Moe community.

### ***Financial Implications***

This draft master plan explored a range of development opportunities for Kingsford Street Reserve. A master plan is not a detailed design or plan, nor does it commit Council to fund the opportunities identified within a set timeframe.

This master plan provides clear priorities for Council and the community for Kingsford Street Reserve should Council funds or external funds become available for this type of project. The draft master plan is intended to be implemented in a staged manner.

The priority for this staged implementation is the demolition and removal of the existing sporting infrastructure (old courts, fencing and vandalised pavilion and shed) and the reinstatement of the reserve to a grassed park. The existing infrastructure is beyond repair and more importantly there is no demand for the old courts and pavilion, with no formal activation of the site for over 10 years.

The old pavilion and shed are in very poor condition and are a constant issue for Council due to squatters attempting to occupy both buildings.

The demolition of this old sporting infrastructure is planned for 2020/21 through an existing budget.

Maintenance of the proposed option would be similar for other reserves developed as a passive open space.

### ***Risk Analysis***

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Service Delivery Risk</b> Funding availability from Council or external funding partners for the recommended actions	Possible	<ul style="list-style-type: none"> <li>• Clear and strong advocacy to external funding bodies</li> <li>• Staged implementation of identified actions</li> </ul>
<b>Reputational Risk</b> Community expectations to fund and deliver actions identified in the draft master plan	Possible	<ul style="list-style-type: none"> <li>• Provide clear messages to the community about the master plan actions</li> <li>• Staged implementation of actions identified in the master plan</li> </ul>

Likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

### ***Legal and Compliance***

There are no legal or compliance matters arising as a result of this report.

### ***Community Implications***

Given the level of interest from the community in relation to Kingsford Street Reserve over the intervening 15 years, there will be interest from the local community about the recommendations contained in the Kingsford Street Reserve master plan.

The planned community engagement for the public exhibition of the draft master plan will engage directly with the community about their previous suggestions and possible concerns.

The draft master plan has been developed using previous consultation undertaken with the Moe community, which will be used as a starting point for discussions with interested stakeholders.

In 2019, a key stakeholder from previous consultation activities, the Moe Community Garden Group wrote to Council to inform that they would no longer be seeking Kingsford Street Reserve for a community garden space, preferring instead to be located at the old netball pavilion at Joe Tabuteau Reserve.

Suggestions for other types of infrastructure such as a dog park and play space have been addressed in the draft master plan and there is no demonstrated demand for this type of infrastructure. A dog park is not suitable for Kingsford Street Reserve, given its close proximity to residential dwellings. A play space is also not warranted, given the close proximity of at least 3 other existing play spaces.

### ***Environmental Implications***

The existing sporting pavilion is known to have Asbestos within the building. This environmental risk has been identified and planned for with the proposed demolition.

### ***Consultation***

As stated previously within this report, there has not been any engagement activities so far for the development of the draft Kingsford Street Reserve master plan. The draft report has utilised previous relevant community consultation undertaken in early 2018.

A schedule of engagement activities is planned to talk with the Moe community about the master plan. These will include:

- A workshop held at the Moe Service Centre for interested stakeholders and community members
- One on One meeting as requested by interested stakeholders and community members
- Public exhibition of the draft master plan on:
  - Latrobe City Council's web page



- Latrobe City Council's Facebook page
- Public exhibition of a hard copy of the draft master plan at:
  - Latrobe City Council Moe Service Centre
  - Latrobe City Council Corporate Headquarters in Morwell
- Public exhibition of the draft master plan:
  - Latrobe Valley Express – Latrobe City Council Noticeboard

Submissions will be accepted in writing or email. The public exhibition period is from Tuesday 3 March 2020 for four weeks until Sunday 29 March 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*.

**Supporting Documents:**

Kingsford Street Reserve Community Consultation – Ordinary Council Meeting 4  
June 2018

**Attachments**

- 1 [↓](#). Draft Kingsford Street Reserve Master Plan
- 2 [↓](#). Draft Kingsford Street Reserve Master Plan - Volume 2 Background and Research

## **15.4**

### **Kingsford Reserve Master Plan**

<b>1</b>	<b>Draft Kingsford Street Reserve Master Plan .....</b>	<b>198</b>
<b>2</b>	<b>Draft Kingsford Street Reserve Master Plan - Volume 2 Background and Research .....</b>	<b>250</b>



# Kingsford Street Reserve Master Plan

## Volume Two: Research

### Draft



Prepared for Latrobe City Council

By Sportwise



In association with

MICHAEL SMITH & ASSOCIATES  
LANDSCAPE ARCHITECTURE AND URBAN DESIGN



24 October 2019





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## 1. INTRODUCTION AND INFRASTRUCTURE REVIEW

The Kingsford Street Reserve is located between Kingsford Street and Hinkler Street Moe and is a large open space reserve. Previously an active sporting reserve for tennis and bocce, the reserve user groups ceased to utilise the reserve in 2008 / 2009 for tennis and 2010 for bocce when the bocce club relocated to Olympic Park.

Latrobe City Council (LCC) is seeking to develop a Master Plan for Kingsford Street Reserve to provide the development directions for the reserve that reflects and meets community interests and needs. Council had conducted community engagement activities and responses for future options at the reserve included:

- A play space
- Fenced off lead dog park
- Community garden
- Youth activity space
- RV overnight parking area
- Men's Shed
- Outdoor gym.

The Vision in the Latrobe City Council Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site has been identified as being in very poor condition and so does not meet the LCC vision for public open space. As such the development of the Master Plan for Kingsford Street Reserve provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

Latrobe City Council has resolved to retain the reserve for community use and engaged Sportwise to undertake the *Kingsford Street Reserve Master Plan* project.

### 1.1. Master Plan Documents

The *Kingsford Street Reserve Master Plan* comprises two volumes of information. The projects detailed research is provided in *Volume Two: Research* which includes:

- Section One: Introduction and Background
- Section Two: Moe – Newborough Demographic Profile & Population Trends
- Section Three: Review of Relevant Documents
- Section Four: Facility Provision in Moe – Newborough

*Volume One: Kingsford Street Reserve Master Plan* includes:

- Section One: Introduction and Background
- Section Two: Summary of Project Key Findings
- Section Three: Kingsford Street Reserve Master Plan
- Appendices: Supporting Information



Following the completion of Stage Two Community Engagement the following sections will be included in Volume One:

- Section Four: Implementation / Management Plan
- Section Five: Recommendations

### 1.2. Project Purpose

The *Kingsford Street Reserve Master Plan* project purpose is:

*... to undertake a master planning process to identify future opportunities for community activation of the reserve.*

### 1.3. Project Methodology

The *Kingsford Street Reserve Master Plan* project comprised three stages being:

- Stage One – Research and Engagement.
- Stage Two – Community Engagement.
- Stage Three – Final Report.

The tasks in the three stages are listed in Table 1 below.

**Table 1 Project Methodology**

Stage	Tasks
<b>Stage One – Research and Engagement</b>	1. Project Inception Meeting and Site Visit
	2. Literature Review
	3. Moe / Newborough Demographic Analysis
	4. Community Related Activity Demands
	5. Criteria & Assessment Matrix
	6. Condition Assessments
	7. Draft Master Plan
	8. Engagement Plan
<b>Stage Two – Community Engagement</b>	9. Internal Stakeholder Consultations
	10. Public Exhibition
	11. External Stakeholder Consultations
	12. Draft Management Plan
<b>Stage Three – Final Report</b>	13. Final Master Plan

### 1.4. Kingsford Street Reserve Overview

The Kingsford Street Reserve is a large open space reserve located between Kingsford Street and Hinkler Street Moe. Previously an active sporting reserve for tennis and bocce, tennis ceased to utilise the reserve in 2008 / 2009 and the bocce club relocated to Olympic Park in 2010.

The Latrobe City Council Public Open Space Strategy (2013) classifies the reserve as Parkland – General Use, hierarchy level is Local and site is zoned Residential 1. It is identified as having a low level of usage.



Figure 1 Pavilion



Figure 2 Shed

Figure 3 on the following page identifies the remaining infrastructure and features at the reserve.



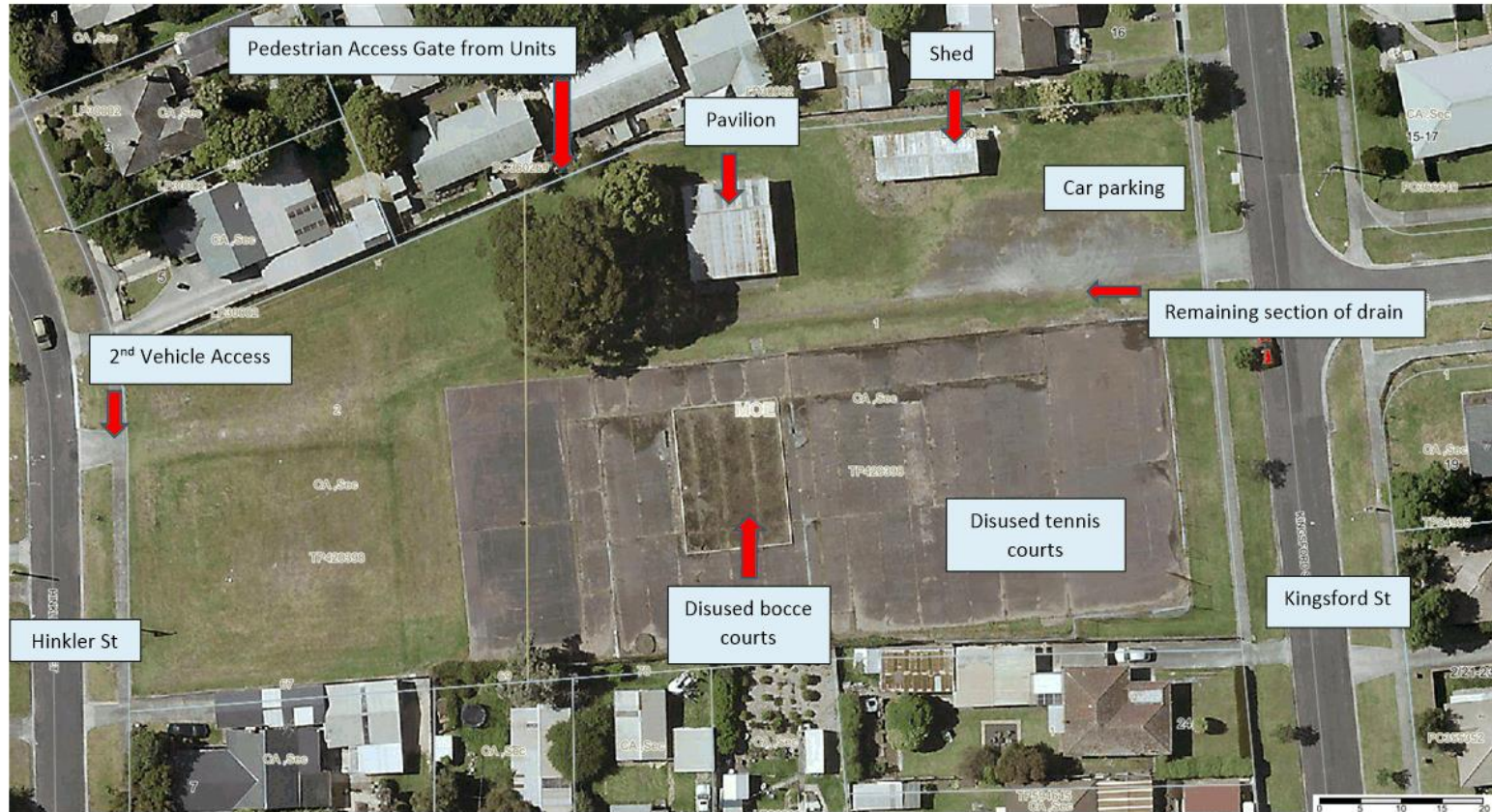


Figure 3 Kingsford Street Reserve



### 1.5. Infrastructure Review of Condition & Suitability – ‘Fit for Purpose’

Two site visits were undertaken by Sportwise (27 May and 11 July 2019) to Kingsford Street Reserve to consider the infrastructure suitability - ‘fit for purpose’. In accordance with the Project Brief, a condition report has been completed on the Pavilion and Shed by a registered building contractor. Glasgow Building Inspections completed a site visit on 11 July 2019 to determine the condition of the two structures for either demolition or remedial works.

The following table provides details for each of the two structures at the reserve as summarised by Glasgow Building Inspections.

**Table 2 Kingsford Street Reserve Pavilion and Shed Construction**

Structure	Information
Pavilion	<ul style="list-style-type: none"> <li>• Skillion roof design with steel exposed trusses visible from the internal side. The roof covering was corrugated iron and clear roof sheeting. Sisalation was installed to the underside of the roof covering.</li> <li>• Internal walls were blockwork; some of the internal wall linings were timber panels.</li> <li>• External cladding was brickwork.</li> <li>• Constructed on a concrete slab.</li> <li>• Double door for access at the front and two shutters either side of the timber doors.</li> <li>• Personal Access (PA) door on the right-hand-side facing Kingsford Street. There was also an emergency exit / access door off the male amenities on the other side.</li> <li>• Internal layout included male and female amenities with change area, toilets and shower and a kitchenette in the middle back section. The remainder of the pavilion was an open area.</li> </ul>
Shed	<ul style="list-style-type: none"> <li>• Timber pitched roof framing design, with steel trapezoidal roof covering.</li> <li>• External cladding was steel.</li> <li>• Two single bay roller doors to each side and two PA doors.</li> <li>• No concrete slab internally.</li> <li>• Steel footings were embedded into concrete pad footings.</li> </ul>

Source: Glasgow Building Inspections Structural Condition Report, 16 July 2019.

The key findings and recommendations from the site visits include:

- *Condition of Pavilion and Shed:* Overall Glasgow Building Inspections concluded that both the Pavilion and the Shed were structurally sound. A number of remedial works were recommended and will require specific trades to complete. Glasgow Building Inspections recommended that:
  - The roof plumbing works should be carried out by a Registered Plumber. These included:
    - Pavilion - replacing the damaged and deflected downpipe. Note: the corrugated iron roof sheeting was rusted, however; no excessive corrosion or holes were identified.





Figure 4 Pavilion Roof

- Shed – replace the gutters and install downpipes. Note: roof covering was not aesthetically appealing, however there was no obvious damage, corrosion or deflections.
- The electrical upgrade by a licensed Electrician. Glasgow Building Inspections stated that:
  - *The new Electrical Safety Regulations stipulate that no electrical works can be carried out (no matter how minor), without upgrading the existing Meter Box's to meet current codes. As the Meter Box has the older ceramic fuses, this Meter Box will require upgrading, prior to any electrical works being carried out.*
  - *Consider an upgrade to the Electrical Meter Box, to install safety shut off switches. The backing of the Switchboard was identified as Asbestos sheeting which may be required to be removed. Further investigation by a Licensed Electrician.*





**Figure 5 Pavilion Meter Box and Damaged Power Point**

- The internal remedial works can be carried out by a Carpenter or Builder. These include:
  - Pavilion - replacing all external doors (one double and three singles), internal doors to male and female amenities, replace shower roses, remove / reinstate timber wall cladding in social area of pavilion, repairs to kitchenette cabinetry and tiling, install glass in pavilion windows and repairs to kitchenette window, consider painting external brickwork for aesthetic appeal.



**Figure 6 Pavilion - Side and Rear**






- Shed – repair / replace roller door; replace single access doors including new locks.
- *Suitability – ‘Fit for Purpose’ of Existing Infrastructure:* Overall it is concluded that none of the current infrastructure is suitable – ‘fit for purpose’ and in addition will not comply with applicable legislation. The recommendations are summarised in the following table.



**Table 3 Kingsford Street Reserve Infrastructure Suitability – ‘Fit for Purpose’**


Facility Component	Recommendation	
1. Change rooms	That both the male and female change rooms (change area, toilets and showers) are not in a suitable condition / fit for purpose and would require upgrade / renewal to be compliant and of a suitable standard for usage in future.	
2. Kitchenette (including storage and servery)	That upgrade / renewal works would be required to bring up to a suitable condition and standard to enable use in the future such as repair / replacement of existing fitout with additional cupboards / storage potentially required depending on usage; no cooking areas and likely insufficient space, unless remove some of the existing cupboards or extend the area into social space.	
3. Social Area	That: <ul style="list-style-type: none"> <li>a) The pavilion is cleaned up and broken glass, rubbish, needles, disused equipment, etc removed.</li> <li>b) That the area is made safe until such time as any future usage is determined.</li> <li>c) That assess condition of wooden shutters as not known if shutters are functional.</li> </ul>	



Facility Component	Recommendation	
4. Heating / Cooling	That as no power was connected it was not possible to determine if the ceiling fans are operational – these would need to be tested if considered for future use.	
5. Access to Premises and Universal Design	<p>That the following Access to Premises compliance, accessibility requirements and Universal Design principles, will need to be addressed if the pavilion and shed are to be used into the future given the following issues that have been identified:</p> <ul style="list-style-type: none"> <li>a) Disabled parking – none provided.</li> <li>b) Steps / lip into pavilion.</li> <li>c) No accessible paths of travel and uneven outdoor surfaces.</li> <li>d) No ambulant toilets.</li> <li>e) No accessible toilet.</li> <li>f) Internal pavilion paths of travel likely not compliant.</li> </ul>	 
6. Court area	<p>That:</p> <ul style="list-style-type: none"> <li>a) Fencing is removed for the safety of users if not required for the Master Plan.</li> <li>b) That unless an area is needed in the Master Plan the courts are removed.</li> </ul>	
7. Spectator Seating	That given the condition of the remaining spectator / player seating this is removed for the safety of park users.	





Facility Component	Recommendation	
8. Stand Alone Storage Shed	That: a) The items currently remaining in the shed are removed and disposed of appropriately. b) That given the location in proximity to neighbouring residents, the current condition and that visually unattractive, that unless a requirement within the Master Plan, the shed is removed.	
9. Master Plan	That the Master Plan: a) Includes implementation of access to premises, universal design, healthy by design and environmental sustainability. b) Considers the provision of suitable support infrastructure once the future usage is determined including seating, landscaping (trees, garden beds and grassed areas), natural shade, site lighting, paths of travel (including disability / wheelchair access), rubbish bins (including recycling), car parking (including disabled parking provision) with vehicle barriers, bicycle racks, drinking fountains (consider provision for water bottles and dogs), signage, etc.	

In addition, it is important to note that Latrobe City Council has advised that hazardous material (asbestos except where otherwise noted) is located in the following areas of the Pavilion (assessed 2015):

- Eaves
- Club room ceiling
- Timber panel underlay (assumed hazardous material, type not known)
- Switchboard panel and backing
- Kitchenette ceiling.



## 2. MOE - NEWBOROUGH DEMOGRAPHIC PROFILE & POPULATION TRENDS

This section of the report provides an overview of the current and future demographic profile for Moe - Newborough area based on information available on the Australian Bureau of Statistics website and the Latrobe City Council REMPLAN Community website<sup>1</sup>.

Moe - Newborough is one of the four central towns in Latrobe City Council area, located 136 kms from Melbourne. The Moe - Newborough current, 2016 ABS Census population of 16,551<sup>2</sup> compared to 16,674 in 2011, a decrease of 123 people.

### 2.1. Gender Population Trends

Table 4 below provides a comparison of the gender statistical breakdown for the Moe - Newborough area compared to Latrobe City Council in 2016 compared to 2011.

**Table 4 Gender Profile Moe - Newborough Area**

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
Total Population	16,551	100.0	100.0	100.0	16,674	100.0	100.0	100.0	-123
Males	8,022	48.5	48.9	49.1	8,069	48.4	48.8	49.1	-47
Females	8,527	51.5	51.1	50.9	8,605	51.6	51.2	50.9	-78

Source: Australian Bureau of Statistics, [Census of Population and Housing 2011 and 2016 \(Usual residence\)](#).

A review of the results for the gender profile indicates that:

- There were more females than males within the Moe - Newborough area in 2016 (51.5% compared to 48.5%).
- In comparison Latrobe City Council had slightly more females than males in 2016 (51.1% versus 48.9%), whilst in Regional Victoria there were also slightly more females than males (50.9% compared to 49.1%).
- In comparison to 2011 the percentage of females and males in Moe - Newborough area was similar to that in 2016. There was a small decrease in both the number of females (-78) and the number of males (-47).
- Overall in 2016 there was a slightly higher percentage of females (51.5% compared to 51.1%) and as such a lower percentage of males (48.5% compared to 48.9%) in the Moe - Newborough area when compared with Latrobe City.

### 2.2. Age Population Trends

The age population profile for the Moe - Newborough area compared Latrobe City Council and Regional Victoria in 2016 compared to 2011 is provided in the table on the following page.

<sup>1</sup> Source: REMPLAN Community, Latrobe City Council <https://communityprofile.com.au/latrobe/>

<sup>2</sup> Source: Moe – Newborough 2016 Census of Population and Housing General Community Profile Catalogue Number 2001.0



Table 5 Age Population Structure for Moe - Newborough Area

Five Year Age Groups	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
0 to 4	894	5.4	6	5.8	996	6	6.6	6.3	-102
5 to 9	905	5.5	6.2	6.3	1,012	6.1	6.3	6.2	-107
10 to 14	928	5.6	5.9	6.1	1,041	6.2	6.6	6.7	-113
15 to 19	990	6	6	6.1	1,199	7.2	7.2	6.8	-209
20 to 24	1,104	6.7	6.5	5.5	999	6	6.7	5.5	105
25 to 29	950	5.7	6.2	5.4	895	5.4	6.2	5.2	55
30 to 34	941	5.7	6.1	5.5	851	5.1	5.6	5.2	90
35 to 39	828	5	5.6	5.4	941	5.6	5.9	6.1	-113
40 to 44	924	5.6	5.8	6.1	1,004	6	6.5	6.7	-80
45 to 49	1,016	6.1	6.4	6.6	1,151	6.9	7	7.0	-135
50 to 54	1,124	6.8	6.9	6.8	1,160	7	7.1	7.1	-36
55 to 59	1,144	6.9	7.1	7.1	1,185	7.1	6.7	6.9	-41
60 to 64	1,208	7.3	6.7	6.9	1,113	6.7	6.1	6.6	95
65 to 69	1,113	6.7	6	6.6	857	5.1	4.6	5.2	256
70 to 74	793	4.8	4.4	4.9	737	4.4	3.8	4.1	56
75 to 79	666	4	3.4	3.6	584	3.5	2.8	3.2	82
80 to 84	483	2.9	2.3	2.6	493	3	2.3	2.6	-10
85 and over	537	3.2	2.4	2.7	457	2.7	1.9	2.3	80
Total population	<b>16,548</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>16,675</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>-127</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review and analysis of the five-year age groups in the above table indicates that:

- The age groups with the highest percentage of residents in Moe - Newborough in 2016 were 60 to 64 years with 7.3% followed by 55 to 59 years with 6.9%, 50 to 54 years with 6.8% and 65 to 69 years with 6.7%.
- The age groups with the lowest percentage of residents in Moe - Newborough in 2016 were 80 to 84 years with 2.9%, followed by 85 and over with 3.2% and 75 to 79 with 4%.
- The largest changes in age structure in this area between 2011 and 2016 were in the age groups:
  - 65 to 69 (+256 persons)
  - 15 to 19 (-209 persons)
  - 45 to 49 (-135 persons)
- The median age in Moe - Newborough in 2016 was 44 years compared with Latrobe City 41 years.
- Overall, children aged 0 to 14 years were 16.5% of the population and 21.7% were aged 65 years and over, compared with 18.1% and 18.6% respectively for Latrobe City and 18.2% and 20.4% respectively for Regional Victoria.
- Analysis of the five-year age groups of Moe - Newborough in 2016 compared to Latrobe City shows that there was a slightly lower proportion of people in the younger age groups (under 15) and a higher proportion of people in the older age groups (65+).





- The major differences between the age structure of Moe - Newborough and Latrobe City were:
  - A *larger* percentage of persons aged 85 and over (3.2% compared to 2.4%)
  - A *larger* percentage of persons aged 65 to 69 (6.7% compared to 6.0%)
  - A *smaller* percentage of persons aged 5 to 9 (5.5% compared to 6.2%)
  - A *smaller* percentage of persons aged 0 to 4 (5.4% compared to 6.0%).
  - A *smaller* percentage of persons aged 35 to 39 (5.0% compared to 5.6%).
- An analysis of the age data comparing Moe - Newborough the Regional Victoria indicates that there was a lower proportion of people in the younger age groups (Under 15 years) and a higher proportion of people in the older age groups (65+).
- The major differences between the age structure of Moe - Newborough and Regional Victoria were:
  - A *larger* percentage of persons aged 20 to 29 (6.7% compared to 5.5%)
  - A *smaller* percentage of persons aged 5 to 9 (5.5% compared to 6.3%)

### 2.3. Country of Birth

A review and analysis of the population born overseas in an area can indicate the diversity of the population within the community.

Table 6 provides a summary of the main countries of birth for residents of Moe - Newborough area compared to Latrobe City and Regional Victoria.

**Table 6 Moe - Newborough Area Most Common Countries of Birth**

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	Moe - Newborough
England	536	3.2	2.7		662	4.0	3.1		-126
United Kingdom				3.2				3.5	
Netherlands	218	1.3	0.9	0.5	241	1.4	1.1	0.6	-23
Germany	158	1.0	0.6	0.4	191	1.1		0.5	-33
New Zealand			0.9	1.0			0.9	1.0	
Malta	156	0.9		0.1	182	1.1		0.1	-26
Scotland	145	0.9	0.7		194	1.2	1.0		-49
Italy			0.8	0.5			1.0	0.6	
Total Born Overseas	2,194	13.3	12.4	11.0	2,471	14.8	13.7	10.6	-277
Australia	12,816	77.6	78.4	80.7	13,376	80.2	80.6	84.3	-560
Not Stated	1,541	9.3	9.2	8.3	828	5.0	5.7	5.0	+713
Total population	<b>16,551</b>				<b>16,675</b>				<b>-124</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.



Analysis of the country of birth of the population in Moe - Newborough area compared to Latrobe City in 2016 shows that there was a slightly higher percentage of people born overseas. Overall, 13.3% of the population was born overseas, compared with 12.4% for Latrobe City. When compared with Regional Victoria Moe - Newborough had a higher percentage born overseas (13.3% versus 11.0%).

Between 2011 and 2016, the number of people born overseas decreased by -277 persons. The largest change in birthplace countries of the population between 2011 and 2016 was for those born in England (-126 persons) followed by those born in Scotland -49 persons.

## 2.4. Languages Spoken at Home

The following table provides information on the languages spoken at home for the Moe - Newborough area compared to Latrobe City and Regional Victoria. This indicates the cultural diversity of the population and demand for information to be provided in languages other than English.

**Table 7 Languages Spoken at Home in Moe - Newborough Area**

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
Speaks English Only	14,315	86.6	85.4	86.6	15,002	90.0	88.5	90.5	-687
Non- English Language Spoken Total	1,033	6.1	6.6	6.0	1,071	6.4	6.9	5.3	-68
Not stated	1,233	7.4	8.0	7.4	602	3.6	4.6	4.3	+631
<b>Total population</b>	<b>16,551</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>16,675</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>-124</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of the information for languages spoken at home indicates that in 2016 for the population of Moe - Newborough area compared to Latrobe City there was a slightly higher proportion of people who spoke English only, and a smaller proportion of those speaking a non-English language (either exclusively, or in addition to English).

Overall, 86.6% of the population spoke English only, and 6.1% spoke a non-English language, compared with 85.4% and 6.6% respectively for Latrobe City whilst in Regional Victoria, 86.6% spoke English only and 6.0% a non-English language.

The dominant language spoken at home, other than English, in Moe - Newborough area was Maltese, with 0.6% of the population, or 105 people speaking this language at home and Dutch with 0.6% and 100 speaking this language at home. In comparison the dominant language other than English for Latrobe City was Italian (1.1%, 840 people) followed by Greek with 0.5% and 357 people.

Between 2011 and 2016, the number of people who spoke a language other than English at home decreased by -8 or -6.8%, and the number of people who spoke English only decreased by 687 or -4.8%.



## 2.5. Residents Income Levels

Table 8 below provides the 2016 weekly individual income levels for residents in Moe - Newborough area compared to Latrobe City and Regional Victoria.

**Table 8 Residents Individual Income Levels for Moe - Newborough Area**

Category	2016				
	Moe - Newborough		Latrobe City		Regional Victoria
	Number	%	Number	%	%
Negative Income/ Nil Income	950	6.9	4,636	7.7	7.2
\$1-\$149	607	4.4	2,640	4.4	4.4
\$150-\$299	1,298	9.4	5,139	8.6	7.8
\$300-\$399	1,815	13.1	6,530	10.9	10.5
\$400-\$499	1,694	12.3	6,226	10.4	10.3
\$500-\$649	1,260	9.1	5,168	8.6	9.0
\$650-\$799	1,036	7.5	4,533	7.6	8.5
\$800-\$999	992	7.2	4,452	7.4	8.5
\$1,000-\$1249	802	5.8	4,020	6.7	7.8
\$1,250-\$1499	477	3.5	2,652	4.4	4.9
\$1,500-\$1749	402	2.9	2,169	3.6	3.8
\$1,750-\$1,999	266	1.9	1,637	2.7	2.4
\$2,000-\$2,999	412	3.0	2,372	4.0	2.9
\$3,000 or more	211	1.5	1,207	2.0	1.6
Not stated	1,615	11.7	6,613	11.0	10.4
<b>Total persons aged 15+</b>	<b>13,816</b>		<b>59,996</b>		

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of the results for individual income levels indicates that:

- In 2016 Moe - Newborough area compared to Latrobe City there was a higher proportion of people earning a low income (those earning less than \$500 per week) and a lower proportion of high income people (those earning \$1,750 per week or more) and the same when compared to Regional Victoria.
- Overall, 6.4% of the population earned a high income, and 46.1% earned a low income, compared with 8.7% and 42.0% respectively for Latrobe City, and 6.9% and 40.2% respectively for Regional Victoria.
- The major differences between Moe - Newborough's individual incomes and Latrobe City's individual incomes were:
  - A *larger* percentage of persons who earned \$300 - \$399 (13.1% compared to 10.9%).
  - A *larger* percentage of persons who earned \$400 - \$499 (12.3% compared to 10.4%).
  - A *smaller* percentage of persons who earned \$1,250 - \$1,499 (3.5% compared to 4.4%).
  - A *smaller* percentage of persons who earned \$2,000 - \$2,999 (3.0% compared to 4.0%).
  - A *smaller* percentage of persons who earned Negative Income/ Nil Income (6.9% compared to 7.7%).





- The major differences between Moe - Newborough's and Regional Victoria's individual incomes were:
  - A *larger* percentage of persons who earned \$300 - \$399 (13.1% compared to 10.5%).
  - A *larger* percentage of persons who earned \$400 - \$499 (12.3% compared to 10.3%).
  - A *larger* percentage of persons who earned \$150 - \$299 (9.4% compared to 7.8%).
  - A *smaller* percentage of persons who earned \$1,000 - \$1,249 (5.8% compared to 7.8%).
  - A *smaller* percentage of persons who earned \$1,250 - \$1,499 (3.5% compared to 4.9%).
  - A *smaller* percentage of persons who earned \$800 - \$999 (7.2% compared to 8.5%).

## 2.6. Motor Vehicle Ownership

Vehicles can be an indication of a person's ability to independently access services, including local sport and recreation facilities and programs without needing to rely on public transport (where available) or the proximity of facilities or programs to their place of residence.

The table below provides the number of vehicles garaged or parked per household in Moe - Newborough area compared to Latrobe City and Regional Victoria.

**Table 9 Motor Vehicle Ownership in Moe - Newborough Area**

Category	2016				2011				Moe - Newb'h Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
No motor vehicles	685	10.1	7.3	5.1	794	11.6	8.8	6.4	-109
1 motor vehicle	2,591	38.2	34.9	31.1	2,697	39.5	35.7	33.0	-106
2 motor vehicles	2,082	30.7	34.9	34.9	2,005	29.4	35.0	36.1	77
3 or more motor vehicles	1,057	15.6	18.2	19.2	989	14.5	16.7	18.4	68
Not stated	359	5.3	4.6	9.6	339	5.0	3.9	6.1	20
<b>Total households</b>	<b>6,776</b>				<b>6,824</b>				<b>-48</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of motor vehicles garaged or parked per household in Moe - Newborough shows that:

- 84.5% of the households had at least one car, while 10.1% did not, compared with 88.0% and 7.3% respectively in Latrobe City, and 85.2% and 5.1% in Regional Victoria.
- Overall, of those households that had at least one vehicle:
  - More than one-third (38.2%) had just one car.
  - Almost one-third who had two cars (30.7%).
  - 15.6% who had three cars or more.
  - In comparison Latrobe City had 34.9%, 34.9% and 18.2% respectively and Regional Victoria with 31.1%, 34.9% and 18.2%.



- The largest changes in the household vehicles parked or garaged in Moe - Newborough between 2011 and 2016 were:
  - No motor vehicles (-109)
  - 1 motor vehicle (-106 households)
  - 2 motor vehicles (+77 households)
  - 3 or more motor vehicles (+68 households).

As such, whilst potentially the majority of residents in Moe - Newborough have the ability to independently access sport, recreation and community facilities and programs with 84.5% having access to at least one vehicle, 10.1% of households had no access to a vehicle resulting in reliance on public transport or on accessing facilities locally. It is important to note that where people are commuting for employment this can impact capacity and access to vehicles for household members for other activities including sport and recreation.

## 2.7. SEIFA Index of Disadvantage

The Index of Relative Socio-Economic Disadvantage (SEIFA) is derived from attributes such as low income, low educational attainment, high unemployment, jobs in relatively unskilled occupations and variables that reflect disadvantage rather than measure specific aspects of disadvantage (e.g. Indigenous and Separated/Divorced).<sup>3</sup>

High scores on the Index of Relative Socio-Economic Disadvantage occur when the area has few families of low income and few people with little training and in unskilled occupations. Low scores on the index occur when the area has many low income families and people with little training and in unskilled occupations. A higher score on the index means a lower level of disadvantage whilst a lower score on the index means a higher level of disadvantage.<sup>4</sup>

Table 10 below provides the SEIFA Index of Disadvantage for Moe - Newborough, Latrobe City small areas including a comparison to selected benchmark areas.

**Table 10 SEIFA Index of Disadvantage Latrobe City Small Areas and Selected Benchmarks**

Latrobe City Council Small Areas and Benchmark Areas Ranked from least to greatest disadvantage	2016 SEIFA Index of Disadvantage
Traralgon South	1076
Moe South	1,070
Tyers	1,049
Glengarry	1,038
Victoria	1,009.6
Toongabbie	1,004
Australia	1,002
South Gippsland	999.5
Baw Baw	998
Wellington	974

<sup>3</sup> Source: Australian Bureau of Statistics  
<https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~SEIFA%20Basics~5> .

<sup>4</sup> Source: Source: Australian Bureau of Statistics  
<https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~SEIFA%20Basics~5> .



Latrobe City Council Small Areas and Benchmark Areas Ranked from least to greatest disadvantage	2016 SEIFA Index of Disadvantage
Boolarra	988
Yinnar	988
Regional VIC	977
Traralgon	974
Yallourn	956
Latrobe City	940
Yallourn North	932
Newborough	921
Churchill	903
Moe	835
Morwell	829

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

In comparison with the selected benchmarks, the neighbouring municipalities of South Gippsland, Baw Baw and Wellington as well as Regional Victoria (overall) are considered less disadvantaged than Latrobe City Council.

Moe area is more disadvantaged than Churchill, Newborough, Yallourn North, Yallourn, Traralgon and Yinnar. Moe and Newborough are less disadvantaged than Morwell.

## 2.8. Future Population Predictions

Table 11 below provides an overview of predicted population change for Latrobe City and Moe areas between 2016 and 2031.<sup>5</sup>

**Table 11 Future Population 2016 to 2031 for Latrobe City Area & Moe**

Area	2016	2021	2026	2031	Change 2016 to 2031
Latrobe City	73,646	75,038	77,775	81,222	
<b>Time Frame</b>		<b>2016 to 2021</b>	<b>2021 to 2026</b>	<b>2026 to 2031</b>	
Change in Population Between Years		1,391	2,737	3,447	+7,576
Average Annual Percentage Change		0.4%	0.7%	0.9%	
<b>Area</b>	<b>2016</b>	<b>2021</b>	<b>2026</b>	<b>2031</b>	
Moe	16,181	16,106	16,359	16,939	
<b>Time Frame</b>		<b>2016 to 2021</b>	<b>2021 to 2026</b>	<b>2026 to 2031</b>	
Change in Population Between Years		-165	+342	+580	+758

Source: Victoria in the Future 2016.

The projections indicate that the Latrobe City population will experience a minimal increase in population in each five-year period from 73,646 in 2016 to 81,222 in 2031 an increase of 7,576 people. The average annual change ranges from a high of 0.9% from 2026 to 2031 to a low of 0.4% from 2016 to 2021.

<sup>5</sup> Source: Latrobe City Council Victoria in the Future 2016 One Page Profile

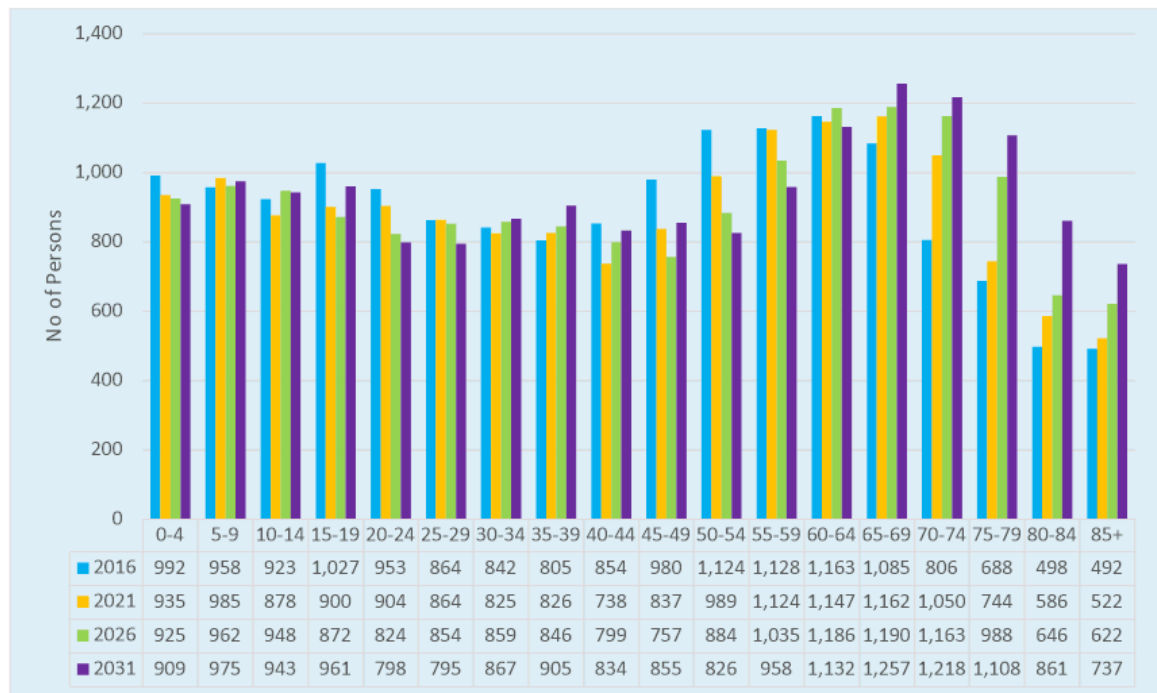




In comparison Moe area population is projected to decrease between 2016 to 2021 (-165) and then increase for each period to a total of 16,939 persons. As such over the period from 2016 to 2031 the population in Moe is projected to increase by 758 persons. The highest increase is predicted between 2026 to 2031 with 580 additional people.

**2.8.1. Changes in Age Structure**

Changes in age structure are important indicators in planning for any age-based facilities and services. The forecast age structure for Moe area is provided in the following figure.



**Figure 7 Forecast Age Structure for Moe Area in 2021, 2026 and 2031**

Source: Victoria in the Future 2016.

A review of the forecast age structure for Moe area indicates that:

- The largest increase in persons between 2016 and 2031 is forecast to be in ages 75 to 79 years, which is expected to increase by 420 and account for 2.5% of the total persons.
- The largest 5-year age group in 2031 is predicted to be 65 to 69 years, with a total of 1,218 persons (7.4%) whilst the largest in 2016 was the 60 to 64 years with 1,163 (7.2%).
- Between 2016 and 2031, the number of persons aged under 19 is forecast to decrease by 112 persons (-2.9%) and will comprise 22.4% of the total population. The number of persons aged 60 and over is expected to increase by 1,581 (46.6%) and comprise 37.3% of the total population. In the 20 to 64 years age range the number of persons is forecast to decrease by 710 persons (-9.4%) and will comprise 40.4% of the total population.
- The 5-year age group that is predicted to have the largest percentage increase between 2016 and 2031 is 80 to 84 years which is expected to increase by 72.9% (363 persons) and account for 5.2% of the total persons.



- The 5-year age group that is predicted to have the largest percentage decrease between 2016 and 2031 is 50 to 54 years which is expected to decrease by -26.5% (-298 persons) and account for 4.9% of the total persons (6.9% in 2016). This is followed by the 20 to 24 years age group which will decrease by 16.2% (-154 persons) and account for 4.7% of the total population (5.9% in 2016).

## 2.9. Implications for Kingsford Street Reserve Master Plan

In terms of the Kingsford Street Reserve Master Plan the key implications of the population trends are:

- A high concentration of older adults requires core specialist facilities and services to meet the needs and interests of these residents and as such this is a significant age profile trend for the Master Plan development. This includes provision of inclusive and accessible facilities (eg disabled parking, ramp access to any facility, accessible amenities, etc).
- The younger age groups are key users of sport and recreation facilities and in the Moe area the 0 to 19 years population is predicted to decrease slightly between 2016 and 2036 (-2.9%, -112 persons). Consideration of the current provision in Moe – Newborough area of the type of facilities this population segment is seeking (facilities for fun, play and social activity with friends and family) as given predicted decline additional provision will not be needed in the future unless the current demand is not being met.



### 3. REVIEW OF RELEVANT DOCUMENTS

To establish the context for the development of the *Kingsford Street Reserve Master Plan* and to ensure that all opportunities, implications and any issues are understood, selected current policies, plans and strategies have been reviewed.

The Latrobe City Council policies, plans and strategies that have been reviewed are listed in the following table.

**Table 12 Documents Reviewed**

Latrobe City Council Policies, Strategies and Plans <sup>6</sup>	
Latrobe 2026 – The Community Vision for Latrobe Valley	Latrobe City Council Plan 2017 – 2021
Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021	Moe & District Social Infrastructure Plan – 2018
Latrobe City Council Community Gardens Policy – 2017	Public Open Space Strategy Volume 1 Strategy & Recommendations - 2013
Community Engagement Strategy 2015 – 2019	
External Documents	
Kingsford Street Men’s Shed & Community Space Project - Submission to Latrobe City Council, 2017 <sup>7</sup>	Active Victoria – A strategic framework for sport and recreation in Victoria 2017 - 2024
Victorian Public Health & Wellbeing Plan 2015 - 2019	Sport 2030
Environmentally Sustainable Design	Universal Design
Healthy by Design – A guide to planning active living environments in Victoria	CPTED – Crime Prevention Through Environmental Design

A summary of the key points for each document with the implications for the development of the *Kingsford Street Reserve Master Plan* is provided in the following sections.

#### 3.1. Summary of Latrobe City Council Policies, Plans and Strategies

A summary of the implications of the Latrobe Council policies, plans and strategies on the *Kingsford Street Reserve Master Plan* are provided in Table 13 below.

<sup>7</sup> Gippsland Employment Skills Training Inc on behalf of the Kingsford Street Men’s Shed & Community Space Collective





**Table 13 Summary of Implications from Review of Latrobe City Council Policies, Plans & Strategies**

Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Latrobe 2026 – The Community Vision for Latrobe Valley</p> <p><i>In 2026 Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.</i></p>	<p>The aim of Latrobe 2026 is to identify current strengths and issues that can be built upon or improved to achieve the Community Vision by 2026. Three broad concepts were identified by the Latrobe community – Sustainability, Liveability and Leadership. Nine objectives were identified including:</p> <ul style="list-style-type: none"> <li>• Built environment - <i>a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community; it is important that accessibility of community services and facilities are preserved and enhanced as communities evolve.</i></li> <li>• Our community - <i>known for its high quality health, education and community services, supporting communities that are safe, connected and proud. ... Creating opportunity for participation in community life is important to reduce individual disadvantage and welfare dependency, and thus strengthen the Latrobe Valley community as a whole.</i></li> <li>• Recreation - <i>high satisfaction levels with recreation and sporting options and facilities were identified.</i></li> </ul> <p>Latrobe Valley is positioned as the principal service centre for Gippsland offering high quality health, education and community services.</p> <p>A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected. Continued development of first-rate facilities to support the emerging and growing recreational pursuits is identified.</p> <p>The implementation of ‘Access for All Abilities’ facilities is becoming more widespread allowing the inclusion of residents from a range of cultures, ages and abilities.</p>	<ul style="list-style-type: none"> <li>• Supports accessible, sustainable high quality facilities and services.</li> <li>• Opportunities for growing and emerging recreation activities.</li> </ul>



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Latrobe City Council Plan 2017 – 2021	<p>Identifies a focus on employment, economic growth, liveability and a connected Municipality to deliver on core responsibility for wellbeing, prosperity and good governance.</p> <p>Seven objectives, each with supporting indicators and 14 strategies to deliver on the objectives, with those relevant to this project being:</p> <ul style="list-style-type: none"> <li>• Objective 3 - <i>Improve the liveability and connectedness of Latrobe City</i></li> <li>• Objective 5 - <i>Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.</i></li> <li>• Strategies:                             <ul style="list-style-type: none"> <li>– 7. Enhance Council's engagement with the community to better understand the community's priorities.</li> <li>– 11. Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride.</li> <li>– 12. Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.</li> <li>– 14. Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Importance of community engagement and consultation – understanding priorities.</li> <li>• Quality of infrastructure provision – attractive community spaces.</li> <li>• Provision of inclusive facilities, programs and opportunities that support healthy lifestyles.</li> <li>• Safety of community important – CPTED (Crime Prevention Through Environmental Design) and planning / design outcomes.</li> <li>• Infrastructure that supports recreation opportunities including sport, community gardens and pathways.</li> </ul>
Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021	<p>The plan identifies six key focus areas with those relevant to this project being:</p> <ul style="list-style-type: none"> <li>• <i>Social and Community Connectedness</i> – support initiatives that reduce feelings of isolation and loneliness - connect neighbours and communities.</li> <li>• <i>Active Living</i> – Build environments that create opportunities to move and build physical health; Invest in infrastructure that provides low cost physical activity that can be used by all members of the community; Get the community moving—grow existing active living initiatives, foster new ones and work with the community to create new and exciting physical activity opportunities; Improve low cost physical activity facilities to promote walking, cycling ...</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activity is a high priority – need to align this with access to suitable facilities providing environments that create opportunities to “build physical health”, infrastructure that provides low cost options (walking and cycling), programs, services and initiatives that increase existing and provide new physical activity opportunities.</li> <li>• Consider including features / elements in Kingsford Street Reserve Master Plan that facilitates and encourages physical activity as well as social interaction and connection.</li> </ul>



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Moe & District Social Infrastructure Plan (2018)	<ul style="list-style-type: none"> <li>• Social Infrastructure: <i>facilities, places and spaces that support community members to live healthy and connected lives. This includes social infrastructure that is both publicly (i.e. government) and privately (i.e. non-government, not-for-profit and profit-for-purpose) provided to support community services, programs and activities.</i> The Plan excludes public open space and active recreation facilities (covered in <i>Public Open Space Strategy</i> (2013) and <i>Recreation Needs Analysis</i> (2017)). Includes general facilities and letting spaces.</li> <li>• Summarises key directions from relevant policies, plans and guidelines including: <ul style="list-style-type: none"> <li>– Provision of appropriate, affordable and sustainable facilities, services and recreation.</li> <li>– Facilities and services co-located or clustered, multi-purpose, catering to range of ages, users and uses (efficiencies).</li> <li>– Inclusive and accessible facilities and services; universal design principles.</li> </ul> </li> <li>• Vision for plan: <i>Moe and Newborough are places where residents of all ages and life stages live safe, healthy, and engaged lives through the provision of affordable, inclusive and accessible social infrastructure. We have opportunities to learn and develop new skills. We look out for each other and take pride in our community.</i></li> <li>• Identifies a set of values that underpin decisions re facility design and delivery with some key features being healthy and active lifestyles, inclusive and accessible, provide formal and informal opportunities, technology and intergenerational.</li> <li>• Plan uses hybrid approach incorporating benchmarks as a base adding in social information and community values unique to Moe - Newborough area.</li> </ul>	<ul style="list-style-type: none"> <li>• Excludes consideration of public open space and active recreation facilities.</li> <li>• Application dependent on future directions for the reserve and inclusions identified for the Master Plan.</li> <li>• At a local level demand for intergenerational programs with community garden suggested as an option.</li> <li>• Need for youth space (District Level) and advocates for upgrade to skate park (at existing location).</li> </ul>





Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Moe & District Social Infrastructure Plan (2018) (cont)	<ul style="list-style-type: none"> <li>• Recommendations relevant to this project are:               <ul style="list-style-type: none"> <li>– South Moe Neighbourhood Level (includes Kingsford Street Reserve):                   <ul style="list-style-type: none"> <li>▪ Current provision includes some Council hireable facilities, general facilities and meeting places; well serviced with range of local level social infrastructure.</li> <li>▪ Future Considerations: local information board; out of school hours care; expand intergenerational program with options raised including intergenerational community garden (population forecast to be the oldest of all towns).</li> </ul> </li> <li>– Moe – Newborough District level:                   <ul style="list-style-type: none"> <li>▪ Current provision includes community space, neighbourhood house; most have capacity for growth.</li> </ul> </li> </ul> </li> <li>• Future Considerations: local youth space, proposes consultation with local young people to determine most appropriate type and location; notes the poor condition of skate park resulting in lack of appeal and potential to re-develop (central location with public transport and retail).</li> </ul>	
Latrobe City Council Community Gardens Policy (2017)	<p>The policy responds to strategy 12 of LCC's Council Plan 2017-2021: <i>"Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens."</i></p> <p>Definition: <i>A community garden is any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.</i></p> <p>Objectives: of the policy is to outline LCC's role in supporting community gardens, including its aims for the gardens, its principles for their operation and how it assesses proposals for new community gardens on Council owned or managed land.</p>	<ul style="list-style-type: none"> <li>• Community garden was suggested in the LCC community engagement process as one of a number of options for the site.</li> <li>• As site is owned by LCC would need to meet and comply with the policy if a community garden is included within the Master Plan.</li> </ul>



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Latrobe City Council Community Gardens Policy – 2017 (cont)	<p>The Principles of Management include:</p> <ul style="list-style-type: none"> <li>• Generally local spaces for residents to grow fresh food using sustainable practices and improving / teaching horticultural skills and building community connections through shared activities.</li> <li>• Variety of management models including incorporated committees, informal with volunteer support from agencies such as Neighbourhood Houses.</li> <li>• Importance of partnerships in the sustainability of community gardens including in-kind, financial and pro bono support.</li> <li>• For LCC owned or managed sites groups need to prepare a proposal including (as a minimum): <ul style="list-style-type: none"> <li>– Purpose and local community benefits.</li> <li>– Proof of incorporation not-for-profit organisation and garden management structure.</li> <li>– Membership numbers.</li> <li>– Proposed garden location with any available site information including water and power access, management and usage.</li> <li>– Impact on nearby residents and organisations in close proximity – strategies to minimise odour, vandalism, noise, site aesthetics and vermin.</li> <li>– Financial resources – establishment and ongoing.</li> <li>– Events if any with anticipated participant numbers.</li> </ul> </li> <li>• No commercial activity except the sale of excess produce and goods to support operation of the garden.</li> </ul>	



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Public Open Space Strategy Volume 1 Strategy &amp; Recommendations (2013)</p>	<p>Public open space was defined as: <i>Publicly accessible land that is set aside for recreation, leisure, sport, conservation and/or associated environmental and urban design functions.</i></p> <p>Vision: <i>Latrobe City will plan, provide and manage a diverse range of attractive, appealing and sustainable public open space facilities that are welcoming, accessible, and enhance the character of individual townships or neighbourhoods.</i></p> <p>Develops priorities under a series of key themes with recommendations, with those relevant to this project including:</p> <ul style="list-style-type: none"> <li>• <i>Enhance what we already have</i> – improving the appeal of existing spaces for young people and families; hierarchical approach (Regional, District and Local); application of Healthy by Design and CPTED principles.</li> <li>• <i>Community Partnerships</i> – importance of open space to facilitate community interaction, social inclusion and community health and well being; master plans and reserve improvements to consider opportunities for integration of community gathering spaces and infrastructure that supports social interaction.</li> <li>• <i>Open Space Activation</i> - <i>Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. Consideration should also be given to proactively identifying reserves that are suitable for off-leash dog exercise and establishment of community gardens or neighbourhood orchards.</i></li> </ul> <p>Note: none of the Moe – Newborough specific recommendations are for Kingsford Street Reserve.</p>	<ul style="list-style-type: none"> <li>• Importance of quality and appeal of existing spaces – Kingsford Street Reserve does not currently meet this.</li> <li>• Consideration of partnership opportunities, community gathering spaces and infrastructure that supports social interaction within master plans.</li> <li>• Consider infrastructure / developments in Master Plan that supports increased physical activity, off-leash dog exercise, community gardens and neighbourhood orchards.</li> </ul>





Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Community Engagement Strategy 2015 – 2019	<ul style="list-style-type: none"> <li>Community engagement values are: Respect; Inclusiveness and accessibility; Integrity and honesty; Accountability and ownership; Communication; Innovation.</li> <li>Objectives of community engagement practice are: Improved Understanding; Enabling Involvement; Communication and Feedback; Decision Making; and Continual Improvement.</li> <li>IAP2 Spectrum of Public Participation is used to enable finding of the most appropriate level of engagement in each situation.</li> <li>Key stages of the community engagement process are: Plan; Action; Report; Decide; and Feedback.</li> </ul>	<ul style="list-style-type: none"> <li>To be used to frame the Community and Stakeholder Engagement Plan (Task 8) and Task 11 External Stakeholder Consultations.</li> </ul>

### 3.2. Summary of Review of Selected External Documents

A review of the results for implications of the external documents on the *Kingsford Street Reserve Master Plan* are provided in Table 14 below.

**Table 14 Summary of Review of External Documents**

Reviewed Document	Summary of Key Points
Kingsford Street Men's Shed & Community Space Project - Submission to Latrobe City Council, December 2017	<p>Participating organisations were Moe Men's Shed, Moe Community Garden Group, Moe Community Art Collective and Gippsland Employment Skills Training (GEST).</p> <p>The proposal identifies the purpose of "re-activating the Kingsford Street site for the benefit of the wider Moe – Newborough community" and also "designed to assist the Moe Men's Shed to have a new permanent facility that is readily accessible to the community."</p>



Reviewed Document	Summary of Key Points
<p>Kingsford Street Men’s Shed &amp; Community Space Project - Submission to Latrobe City Council, December 2017 (Cont)</p>	<p>Points to note are:</p> <ul style="list-style-type: none"> <li>• Benefits identified of the proposal were delivering community connectedness and social outcomes.</li> <li>• Initial priority targets are long term unemployed, isolated elderly, returned service personnel and volunteers.</li> <li>• Management Structure: Committee with two representatives from each of the four organisations.</li> <li>• Masterplan – to be developed by the Committee.</li> <li>• Moe Community Art Collective (MCAC) – proposed to initially utilise the old tennis pavilion, however does not identify what the MCAC will be using it for.</li> <li>• Moe Community Garden Group – to teach horticultural skills by assisting to develop and deliver non-accredited training for the community.</li> <li>• Moe Men’s Shed – seek funding to build a shed (eg straw bale construction). Build a community building managed by lead tenant model (Moe Community Art Collective) – providing a community space for small local groups and individuals. Led by GEST with construction by employing a qualified supervisor with local community enrolling in non-accredited training to assist in the building. Potential to utilise AGA unemployed apprentices. Space will also be utilised to deliver low level training such as resilience. “Community can drop in and have a cuppa and a chat”. Also potentially include a commercial kitchen for cooking classes. Overall targets – school children to the elderly in the wider community.</li> <li>• Youth Support Areas – basketball ring and hand ball area.</li> <li>• “... incorporate the existing area used by locals as a sitting / meeting area adding new tables etc.” (Note – there is currently no seating area at the Reserve).</li> <li>• A number of support organisations are listed.</li> <li>• Strategies for Future Sustainability:                         <ul style="list-style-type: none"> <li>– Each group apply for own funding.</li> <li>– Management committee will also apply for funding.</li> <li>– Potential membership fee - \$5.</li> <li>– Hiring of family garden plots.</li> <li>– Partnerships with other organisations.</li> <li>– Consider feasibility of hiring out the community building for meetings / classroom spaces.</li> </ul> </li> </ul> <p>Note: there was no evidence provided in the proposal of the need or demand for many of the ideas presented, no budget or source of funding for the construction of the community space / building, other required infrastructure and any associated fitout. Are seeking a peppercorn rental for the Men’s Shed and the Community Space / Building.</p>



Reviewed Document	Summary of Key Points
<p>Victorian Public Health &amp; Wellbeing Plan 2015 - 2019</p>	<p>Vision - <i>a Victoria free of the avoidable burden of disease and injury, so that all Victorians can enjoy the highest attainable standards of health, wellbeing, and participation at every age</i></p> <p>Aim is to reduce inequalities in health and wellbeing with the six key priorities including:</p> <ul style="list-style-type: none"> <li>• Healthier eating and active living                             <ul style="list-style-type: none"> <li>- Promote consumption of healthy, sustainable and safe food and supporting healthy food choices.</li> <li>- Encourage and support people to be as physically active as often as possible throughout their lives. Strategies may include active transport (such as walking or cycling to work), neighbourhood design that promotes activity and social connectedness and participation in sport and recreation.</li> <li>- Encourage interaction with nature in Victoria’s parks and open spaces.</li> </ul> </li> <li>• Improving mental health                             <ul style="list-style-type: none"> <li>- Enhance and develop strategies to promote mental health and wellbeing and reduce current high levels of psychological distress, eg increasing physical activity and sporting participation.</li> </ul> </li> <li>• Preventing violence and injury.</li> <li>• Reducing harmful alcohol and drug use.</li> </ul> <p>Other points relevant to this project are:</p> <ul style="list-style-type: none"> <li>• Place based approaches – role of communities including health and wellbeing outcomes from participating in sport and active recreation particularly in rural and regional areas where a sporting club or recreation group provides a hub for the community.</li> <li>• Liveable neighbourhoods – access to walking and cycling infrastructure, accessible public open space (improved access to green and open spaces supporting a range of activities; healthy parks healthy people) and leisure opportunities.</li> </ul>
<p>Active Victoria – A strategic framework for sport and recreation in Victoria 2017 – 2024</p> <p>Department of Health &amp; Human Services, State of Victoria - 2017</p>	<p>Vision:</p> <ul style="list-style-type: none"> <li>• More active - An increased proportion of Victorians participate in sport and active recreation.</li> <li>• More diverse and inclusive - An inclusive system that provides all Victorians with the opportunity to be involved.</li> <li>• Collaborative - Well-planned and connected investment that maximises participation and health, economic, community and liveability benefits.</li> <li>• Robust, flexible, sustainable and affordable - A sustainable and efficient approach that responds to changing demands and provides flexible and affordable choices for participants.</li> <li>• Broad-based and connected – An integrated system that addresses the different demands, contributors and structure of community sport, active recreation and high-performance sport and events and maximises the pathways and connections across the system.</li> </ul>





Reviewed Document	Summary of Key Points
<p>Active Victoria – A strategic framework for sport and recreation in Victoria 2017 – 2024 (Cont)</p>	<p>The framework includes six key directions:</p> <ul style="list-style-type: none"> <li>• Meeting demand – increasing capacity of facilities and infrastructure (eg lighting, synthetic surfaces, etc); create flexible and innovative participation options; balance investment across rural and regional and metropolitan Victoria; maximising use of existing spaces.</li> <li>• Broader and more inclusive participation - build inclusion into the system; provide affordable participation options; address racism, discrimination and harassment; continue investment in female participation; support increased participation of Aboriginal Victorians; provide support and flexible participation options for other under-represented communities including people with disability, LGBTI people and disengaged youth.</li> <li>• Additional focus on active recreation - create a model that supports the structure and needs of active recreation; provide information and encouragement to support non-organised and unstructured physical activity; invest in infrastructure that enables active recreation; connecting planning and development of outdoor recreation to nature-based tourism opportunities with emphasis on benefits to regional economies.</li> <li>• Build system resilience and capacity - support volunteers and the sport and active recreation workforce; encourage good governance and diverse leadership; develop a strong evidence base and analytical capacity; address reputational risk and threats to integrity.</li> <li>• Connect investment in events, high performance and infrastructure - invest in state and regional facilities that underpin Victoria’s event calendar; develop pathways to excellence; provide new and integrated support for high performance athletes across the Victorian Institute of Sport, regional academies and sports; planning for programming and use integrated into infrastructure planning (new and renewal).</li> <li>• Work together for shared outcomes - develop agreed priorities for collaborative action; ensure complementary investment to create collective impact; whole of government approach (joined up planning), joint investment and better connections between sport and recreation organisations, local Councils and Victorian Government.</li> </ul>
<p>Sport 2030  Department of Health Commonwealth of Australia - 2018</p>	<p>In 2018 the Federal Government released <i>Sport 2030</i>, the Australian Government’s strategic plan for sport, with the vision for Australian sport in 2030 of:</p> <p style="text-align: center;"><i>Australia is the world’s most active and healthy sporting nation, known for its integrity and sporting success.</i> <sup>8</sup></p>

<sup>8</sup> Sport 2030, Department of Health, Commonwealth of Australia, 2018



Reviewed Document	Summary of Key Points
Sport 2030 (Cont)	<p>Four priority areas to achieve the vision are:</p> <ul style="list-style-type: none"> <li>• Build a more active Australia – More Australians, more active, more often: to be achieved by: <i>driving sustained participation growth, improving access to community sports facilities, encouraging sports organisations to provide better suited offerings, and embedding physical activity within the school day.</i></li> <li>• Achieving sporting excellence – National pride, inspiration and motivation through international sporting success.</li> <li>• Safeguarding the integrity of sport – A fair, safe and strong sport sector free from corruption; includes contemporary sports governance and the protection of children in sporting environments.</li> <li>• Strengthening Australia’s sporting industry - A thriving Australian sport and recreation industry with contemporary governance structures, world-leading research and innovation, strong economic investment, hosting global events and facilitating Australia’s international interests includes: <i>Data, evidence and insights to promote how active, sporting and healthy Australians are and could be.</i></li> </ul> <p>Five target outcomes under the priority areas are identified being:</p> <ul style="list-style-type: none"> <li>• Improve the physical health of Australians.</li> <li>• Improve the mental health of Australians.</li> <li>• Grow personal development.</li> <li>• Strengthen our communities.</li> <li>• Grow Australian economy.</li> </ul>
Environmentally Sustainable Design	<p>Environmentally sustainable design (ESD) are a requirement of some Government grants. Sport and Recreation Victoria website for the Community Sports Infrastructure Fund provides the Environmentally Sustainable Design Fact Sheet which states that:</p> <p><i>“Including Environmentally Sustainable Design principles and initiatives in the design and development of infrastructure can reduce operation costs and environmental impacts while increasing building resilience.</i></p> <p><i>“The main objective of the sustainable design principle is to avoid resource depletion of energy, water and raw materials, prevent environmental degradation caused by infrastructure facilities throughout their lifecycle and create built environments that are liveable, comfortable, safe and productive”.</i></p> <p>The ESD principles are optimise size / existing structure potential, optimise energy use, protect and conserve water, use environmentally preferable products, enhance indoor environmental quality and optimise operational and maintenance practices. These need to be incorporated into the design development or redevelopment of infrastructure identified in this study.</p>



Reviewed Document	Summary of Key Points
<p>Universal Design Principles</p>	<p>Universal Design is “a design philosophy that ensures that products, buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, level of ability, cultural background, or any other differentiating factors that contribute to the diversity of our communities.”<sup>9</sup></p> <p>It is a concept that aims to “simplify life for everyone by making the programs, services and the built environment more usable by more people.”<sup>10</sup> The framework for creating solutions is:</p> <ul style="list-style-type: none"> <li>• Equitable use (Be Fair)</li> <li>• Flexibility in use (Be Included)</li> <li>• Simple and intuitive use (Be Smart)</li> <li>• Perceptible Information (Be Independent)</li> <li>• Tolerance for error (Be Safe)</li> <li>• Low Physical effort (Be Active)</li> <li>• Size and Space for Approach and use (Be Comfortable).</li> </ul> <p>The concept targets all people of all ages, sizes and abilities, however there are no specific goals to reach.</p> <p>Universal Design is a requirement of some Government Grant programs.</p> <p>The Design for Everyone Guide: A Guide to Sport and Recreation Settings (Sport and Recreation Victoria website - <a href="http://sport.vic.gov.au/publications-and-resources/design-everyone-guide">http://sport.vic.gov.au/publications-and-resources/design-everyone-guide</a>) includes information on sport and recreation reserves and sports pavilions as well as checklists of key elements.</p>
<p>Healthy by Design – A guide to planning active living environments in Victoria Heart Foundation - 2012</p>	<p>The <i>Healthy by Design – A guide to planning active living environments in Victoria</i> (2012) resource includes “design considerations, evidence, tools and case studies to support those professionals who have responsibility for the design, development and maintenance of the public realm”<sup>11</sup> including as a tool for planning, development and enhancement of open space.</p> <p>The <i>Healthy By Design</i> guide is based on planning for people and putting the needs of people and communities as a key part of the planning and design process, decisions based on health and wellbeing including providing accessible open spaces for recreation and leisure.</p>

<sup>9</sup> Universal Design Fact Sheet, Department of Health & Humans Services, June 2015.

<sup>10</sup> Source: Michael Walker, Universal Design, PLA Conference, Geelong, May 2014.

<sup>11</sup> Healthy by Design - A guide to planning active living environments, Heart Foundation, 2012.





Reviewed Document	Summary of Key Points
Healthy by Design – A guide to planning active living environments in Victoria (Cont)	<p>There are three supporting documents and a Healthy Active by Design website to assist in implementation:</p> <ul style="list-style-type: none"> <li>• <i>Healthy by Design: Victorian local government implementation tool</i> - provides practical options for Councils to embed healthy design principles into their planning processes, policies and day to day operations.</li> <li>• A 'Matrix of Like Design Considerations' provides a practical tool to influence the design process that considers physical activity, shade, safer design, access, design and road user safety.</li> <li>• Healthy Active by Design website (<a href="https://www.heartfoundation.org.au/programs/healthy-active-by-design">https://www.heartfoundation.org.au/programs/healthy-active-by-design</a>) - provides information on the eight design features, case studies and master checklists (including destinations, housing diversity, movement networks, public open space, sense of place, community facilities, buildings, healthy foods).</li> </ul> <p>Healthy be Design encourages:</p> <ul style="list-style-type: none"> <li>• Providing bicycle parking facilities for people riding to community facilities and spaces including sporting ovals and parks.</li> <li>• Safe pedestrian access leading to or near park entrances.</li> <li>• Community spaces or buildings designed to facilitate a variety of uses (eg after hours use of school facilities).</li> <li>• Community buildings located to contribute to a “sense of place and provide a community heart.”</li> <li>• Open space to incorporate a range of shade, shelter, seating, signage opportunities and clearly defined walking and cycling routes.</li> <li>• Public open spaces within a maximum of 500m walking distance from dwellings.</li> <li>• Large local parks (one hectare minimum) within 500m and small local parks within 150m to 300m safe walking distance of dwellings.</li> <li>• Encourage more vigorous physical activity by providing exercise and training equipment along walking paths.</li> <li>• Range of equipment and facilities for active recreation for children and youth.</li> <li>• Path network allow direct passage through and recreational walking around in parks.</li> <li>• Shade (natural or structured) over play equipment, BBQs and seats.</li> <li>• Provide drinking fountains and consider need for public toilet facilities.</li> <li>• Outdoor seating aligned to facilitate social interaction, views and points of special interest. Seats with back and arm rests and include spaces for wheelchairs and prams; provision of shaded seating.</li> <li>• Durable signage that is clear, concise and consistent; signage that is illuminated after dark.</li> <li>• Lighting in areas for night use and / or areas accessed by pedestrians after dark; avoid low level or in-ground lights along paths (limit vision of users).</li> <li>• Avoiding opportunities for concealment and entrapment along paths and in community spaces. Use low level or transparent fencing along front and with open space, whilst side fencing should achieve a balance between visual connection and privacy.</li> <li>• Engage community members early in the planning process; include young people and children in planning.</li> <li>• Utilise vandal and graffiti resistant materials.</li> <li>• Design for diversity of users.</li> </ul>



Reviewed Document	Summary of Key Points
CPTED – Crime Prevention Through Environmental Design	<p>CPTED is an approach to crime prevention that takes into account the relationship between the physical environment and the users of that environment.<sup>12</sup></p> <p>CPTED includes three strategies:</p> <ul style="list-style-type: none"> <li>• Natural Access Control - aimed at restricting criminal intrusion to areas where they might not be easily observed such as through the use of gates, fences, walls, footpaths, landscaping and lighting to guide public to and from entrances and exits, preventing access to dark, unmonitored areas and enabling any intruders to be more easily recognised. It includes utilising activity support (<i>safety measures that use a specific activity planned for a specific space</i><sup>13</sup>) and maintenance.</li> <li>• Natural Surveillance - involves creating environments that keep potential offenders / intruders under observation by others going about normal activities, eg by use of physical features to maximise visibility, placement of people or activities and maintenance of minimum lighting standards of car parking, walkways, entrances, exits, etc.</li> <li>• Territorial Reinforcement - is a design concept that clearly delineates private space from semi-public and public spaces and also creates a sense of ownership.<sup>14</sup> This is achieved by reinforcing the above strategies, design that provides long-term, continued use that is fit-for-purpose and using <i>pavement treatments, landscaping, art, signage, screening and fences to define and outline ownership of space.</i><sup>14</sup></li> </ul>

<sup>12</sup> Crime Prevention & Community Safety, Victoria Police, [https://www.police.vic.gov.au/content.asp?document\\_id=10444](https://www.police.vic.gov.au/content.asp?document_id=10444)

<sup>13</sup> Crime Prevention & Community Safety, Victoria Police, [https://www.police.vic.gov.au/content.asp?document\\_id=10444](https://www.police.vic.gov.au/content.asp?document_id=10444)

<sup>14</sup> Crime Prevention & Community Safety, Victoria Police, [https://www.police.vic.gov.au/content.asp?document\\_id=10444](https://www.police.vic.gov.au/content.asp?document_id=10444)



#### 4. FACILITY PROVISION IN MOE - NEWBOROUGH

In order to provide development directions for *Kingsford Street Reserve Master Plan* that reflects and meets community interests and needs it is necessary to understand the current facility provision around Kingsford Street Reserve. The following sections consider the responses to community engagement activities conducted previously by Council as well as developments for Kingsford Street Reserve in the context of relevant LCC plans, policies and strategies. As such the following sections consider:

- Public open space provision including play spaces and outdoor fitness equipment.
- Dog parks
- Community gardens
- Youth activity spaces
- RV overnight parking areas
- Men's Shed
- Community enterprise.

##### 4.1. Public Open Space Provision

The Vision in the LCC Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site does not meet LCC vision for public open space and as such the Master Plan provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

In the Strategy Kingsford Street Reserve is zoned Residential 1, classified as Parkland - General Use with low usage and hierarchy Local level. Parkland - General Use is described as:

*Open space reserves set aside primarily to accommodate a range of recreational uses by the community. These are not formal sports venues. However, they are likely to include playgrounds, neighbourhood parks and areas offering urban relief, landscape amenity and opportunities for informal physical activity participation. In some instances these sites may be undeveloped pending future enhancement opportunities.*

The strategy makes no specific recommendations in regards to Kingsford Street Reserve. In the context of Parkland – General Use, the Strategy identifies an indicative list of the most common types of infrastructure that can be expected to be provided for each open space category and hierarchy. It also states that each reserve is considered on a case by case basis to respond to the individual or unique characteristics, including consideration of availability of nearby public reserves. The indicative infrastructure listed for Local Parkland General Use such as Kingsford Street Reserve are detailed in the table on the following page and can provide guidance in the development of the Master Plan.





Table 15 Parkland General Use – Local Indicative Infrastructure

Parkland – General Use Infrastructure	Local
Security / amenity lighting	✓
Reserve Fencing	Must not have
Public toilets	✗
Pathways	✓ Unsealed or sealed
Path circuit	✓
Disability / Wheel access (Universal access)	✓
Car parking	✓ Unsealed
Bicycle rack	✓
Park seating	✓
Picnic table/s	✗
Public BBQ facilities	Must not have
Drinking taps	✓
Shade	✓ Natural only
Play space / playground	✓
Fitness stations	✗
Signage and way finding	✓
Multi-use half court / hit-up wall	✓
Skate park facilities	✗
Litter bin/s	✓
Landscape - trees	✓
Landscape – garden beds	✓
Informal lawn area/s	✓
Ornamental water features	✗
Public art	✓
Vehicle barriers	✓

Legend
✓ Might have
✗ Should not have

Source: Public Open Space Strategy Volume 1: Strategy and Recommendations (2013)

The assessment of the provision or otherwise of play space (might have) and outdoor fitness stations (should not have) is considered further below as each of these were identified as options from Council's previous community engagement.

In regards to the point in the Strategy that the availability of infrastructure at nearby public reserves also needs to be considered, Table 16 on the following page provides a summary of current provision at public open space reserves in proximity to Kingsford Street Reserve.



**Table 16 Public Open Space Provision in Vicinity of Kingsford Street Reserve**

Reserve	Hierarchy	Primary Function	Zoning	Current Provision	Distance to Kingsford Street Reserve
Kingsford Street Reserve	Local	Parkland - General Use	Residential 1	Disused pavilion, shed, tennis courts and bocce courts. Grassed areas, car parking (unsealed).	
Ted Summerton Reserve Vale St Moe	Regional	Sport	Public Park & Recreation	Pavilions, oval, netball courts, practice wickets, indoor regional cricket (in progress), CFA track, play space, car parking (sealed).	Approx. 100m
HG Stoddart Memorial Park Vale Street Moe	Local	Parkland - General Use	Residential 1	Play space, grassed areas, paths, park seat and natural shade.	Approx. 650m
Bristol Hawker Reserve Bristol Street & Hawker Street Moe	Local	Parkland General Use	Residential 1	Grassed areas.	Approx. 650m
Moe Olympic Reserve Vale St Moe	District	Sport	Public Park & Recreation	Pavilion, soccer pitches, car parking.	Approx. 700m

A review of the above public open space provision indicates that Parkland - General Use is well provided for in the area and is supported by two sport reserves which also provide public open space. The following two sections consider two facilities, play spaces and outdoor fitness equipment which were both identified in the community engagement undertaken by LCC.

#### 4.1.1. Play Space

The figure on the following page provides the location of current local, district and regional level play spaces in the Moe – Newborough area.

A review of the locations indicates that:

- Local level play space at Ted Summerton Reserve – approximately 100m from Kingsford Street Reserve and as such would be serving the local playground needs of those in the vicinity of Kingsford Street Reserve.
- A Local level play space at HG Stoddart Memorial Park, Vale Street, Moe. This is approximately 600m from Kingsford Street Reserve and would meet the local playground needs for people living east of Fowler Street, Moe.
- Moe - Newborough also is serviced by three Regional play spaces at the Apex Park Waterloo Road Moe (Apex Park Central, Apex Park East and Lions Park) and a future District Level Play Space located at Moe Botanic Gardens, Narracan Drive, Moe.
- In total there are 17 play spaces with a local level catchment in Moe and 11 in Newborough.<sup>15</sup>
- There is also a play space/s at the South Street Primary School.

<sup>15</sup> Note: not all Local level play spaces are identified in Figure 8.



The Latrobe City Council Play Space Strategy (2016) identifies the need for one new play space for Moe to be located west of Truscott Road, Moe. Otherwise improvement works are identified at the existing Playgrounds.

As such the implications of this review of current play spaces on the *Kingsford Street Reserve Master Plan* is that there is no indicative demand for play space provision to be provided at the Kingsford Street Reserve.





Figure 8 Moe – Newborough Play Space Locations



#### 4.1.2. Outdoor Fitness Equipment

Sport and Recreation Victoria in collaboration with a number of partners including Parks and Leisure Australia (Victoria and Tasmania), VicHealth and selected local councils have developed the *Guidelines for planning, installing and activating outdoor fitness equipment*. The Guidelines include information on planning and determining need, design considerations, activation and programming, maintenance and evaluation as well as a selection of case studies.

The Guidelines recommend in the section on site features as a medium priority the proximity to other community recreational areas including skate parks, community centres, leisure centres, playgrounds, walking / cycling tracks and sports grounds.

As stated in Section 4.1 above, the Kingsford Street Reserve is Parkland General Use – Local and as such, consistent with the Public Open Space Strategy, Kingsford Street Reserve should not have outdoor fitness stations / equipment. In addition, the Strategy recommends that:

*Increase installation of outdoor fitness stations and exercise equipment at selected District Reserves across the City (sites to be determined by Council, however aim for at least one site per major township integrated with defined walking trails as per the proposed Pathway Strategy).*

As such in the Moe – Newborough area this would potentially be located at any of the District Level public open space sites in the area of which there are 10 listed in the Public Open Space Strategy (2013).

#### 4.2. Dog Park

There has been a growth in the popularity of off-leash dog parks, providing safe and secure areas for exercising and socialising dogs, particularly in urban areas where housing density is increasing and private backyards are decreasing. Like play spaces, dog parks can vary in size and level, with local, district and regional provided in local government areas. Dog parks / areas suitable for puppies, small or large dogs are provided.

Latrobe City Council (LCC) have implemented a trial fenced off-leash dog park at the Franklin Street Reserve, Franklin Street Traralgon in 2019. During the 12-month trial the community are able to provide feedback through an on-line survey with consultations scheduled to close on 17 January 2020, after which this will be analysed, and a report subsequently presented for Council consideration.

There is currently no fenced off-leash dog park in Moe-Newborough. An off-leash dog area is provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive.

In terms of assessing the Kingsford Street Reserve as a possible location for a fenced, off-leash dog park, The Dog and Cat Management Board, Government of South Australia has published, *Unleashed A Guide to Successful Dog Parks* (2013) and identifies the following:

- Key Components:
  - Fencing - perimeter and also any dividing fencing if providing areas for small and large dogs.
  - Gates (two per entry with self-closing child proof locks) and airlock.
  - Service / maintenance gates.





- Pathways, variety of ground surfaces and landscaping.
- Essential amenities – drinking fountains, bins and bag dispensers, shelter and seating, signage.
- Optional amenities – lighting, toilets, dog equipment.
- Car parking – off street parking is important as research indicates that the majority of dog park users travel to the dog park by car (may be dependent on size of dog park and size of area park is serving). Proximity of parking to dog park entrance is important to encourage owners to keep dogs on leash until after they have entered the park (safety and risk).
- Location – characteristics / features of a good location are:
  - *Be easily accessible by road*
  - *Have adequate space for off-street parking*
  - *Have connections to existing pedestrian paths and trails*
  - *Be within walking distance of residential areas*
  - *Have good surveillance from public areas (not an isolated site).*
  - *Proximity to compatible uses/activities or other community facilities*
  - *Some natural vegetation and topography*
  - *Good drainage.* <sup>16</sup>
  - Co-location with other facilities for users to be able to have a range of experiences / engage in other activities.
- Size: dog parks vary in size, however generally larger parks are said to be better including being less stressful for dogs and opportunities for different activity zones. The advantages and disadvantages of small dog parks include:
  - *Advantages:* local community focus and lower construction cost.
  - *Disadvantages:* potential for overcrowding, dog conflict, overuse resulting in surface quality issues and *inattentive owner behaviour.*

Other factors to consider include:

- Residential buffer – provide a buffer between nearby residences so that there are no more disturbances from dog parks than other typical park uses.
- Buffer to other park facilities eg playgrounds, picnic facilities, sport facilities and other programmed areas.
- Accessibility – ensure that the dog park is accessible for all.

City of Greater Geelong adopted the *Fenced Dog Parks Siting, Design and Management Guidelines* in April 2019<sup>17</sup> and identified steps to choosing a site including *Step 2 Eliminate any sites unsuitable for a fenced dog park* with two points of relevance being:

- *local and neighbourhood parks (as per our park hierarchy classification)*
- *parks less than the preferred minimum size of 3,000m<sup>2</sup>*

<sup>16</sup> *Unleashed A Guide to Successful Dog Parks* The Dog and Cat Management Board, Government of South Australia (2013)

<sup>17</sup> City of Greater Geelong *Fenced Dog Parks Siting, Design and Management Guidelines* (April 2019), p15.





The guidelines also state that they will aim:

- ... to position fenced dog parks in areas where there is little conflict with other land uses.
- To use 'a setback or buffer between the dog park and neighbouring houses to reduce potential conflict.'

In summary, in considering Kingsford Street Reserve as a potential site for a fenced off-leash dog park based on the key components and site requirements identified in the reference documents:

- Local level parks such as Kingsford Street Reserve are generally considered unsuitable for dog parks.
- Large parks are generally considered better (less stressful for dogs, reduction in potential conflicts, ability to provide separate areas for large and small dogs and a diversity of surfaces and activities, etc). A destination park such as the Apex Park which already includes a diversity of facilities and activities would be a more suitable location in Moe or the existing off-leash dog park provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive if these sites meet the criteria.
- Issue in ability to design a dog park for the site that will enable establishment of a suitable buffer / set back to residential properties (noise, smell, etc). Research has suggested a buffer of between 15m to 60m from residences. The Kingsford Street Reserve is 8,272m<sup>2</sup> in total and ranges between 43.5m to 69m in width so it would not be possible to achieve suitable residential buffers at Kingsford Street Reserve. Given the benefit from co-location with other park features, the need to provide a buffer from adjacent residential properties and some other park facilities / activities, the site is not of sufficient size and shape to accommodate a minimum 3,000m<sup>2</sup> a dog park (recommended minimum size).
- Issue with ability to co-locate other required park facilities for users and to achieve a buffer to these park facilities and activities (safety of users). Research indicates a buffer of at least 30m to a play space or children's facility.

### 4.3. Community Garden

The provision of community gardens has been identified in a number of Latrobe City Council plans and policies including:

- Latrobe City Council Plan 2017 – 2021 – Strategy 12 *Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.*
- Latrobe City Council Community Gardens Policy – 2017.
- Public Open Space Policy (2013) - *Open Space Activation - Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. Consideration should also be given to proactively identifying reserves that are suitable for off-leash dog exercise and establishment of community gardens or neighbourhood orchards.*



As such the establishment of community gardens are a priority for Latrobe City Council. The Latrobe City Council Community Gardens Policy – 2017 defines a community garden as:

*... any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.*

In the context of developing a community garden the Policy also specifies the process required for the establishment of a community garden on LCC owned or managed sites. Groups need to prepare a proposal including (as a minimum):

- Purpose and local community benefits.
- Proof of incorporation not-for-profit organisation and garden management structure.
- Membership numbers.
- Proposed garden location with any available site information including water and power access, management and usage.
- Impact on nearby residents and organisations in close proximity – strategies to minimise odour, vandalism, noise, site aesthetics and vermin.
- Financial resources – establishment and ongoing.
- Events if any with anticipated participant numbers.

As such the provision of a community garden at Kingsford Street Reserve would need to comply with this process. The GEST Proposal for the *Kingsford Street Men's Shed & Community Garden Project* (2017) included the Moe Community Garden Group who as part of the project in conjunction with GEST would teach horticultural skills by assisting to develop and deliver non-accredited training for the community.

LCC has advised that the Moe Community Garden Group have expressed an interest in conducting their activities at the old netball courts on the northern side of Joe Tabuteau Reserve.

The Moe – Newborough Social Infrastructure Plan identified for the South Moe Neighbourhood<sup>18</sup> (which includes Kingsford Street Reserve) consideration of social infrastructure for the future to *Expand the Local Intergenerational Program* with suggestions including an intergenerational community garden.

In reviewing the research, given the Moe Community Garden Group interest in an alternative site, to deliver on the LCC Council Plan strategies and policies an option for further consideration within the development of the master plan is the potential inclusion of an orchard within the planting scheme. This could be expanded to include food plants such as bush foods and vegetables all of which could be picked and enjoyed by the local community.

<sup>18</sup> *The South Moe Neighbourhood is bound by the Edward Hunter Heritage Bushland Reserve to the south, Lloyd Street to the north, Narracan Creek to the east and the municipal boundary to the west and as such includes the Kingsford Street Reserve*



#### 4.4. Youth Activity Space

The Moe – Newborough Social Infrastructure Plan (MNSIP) identified at a District level<sup>19</sup> the need to “Develop a Local Youth Space”. The MNSIP identifies some examples of the types of spaces or services that could be provided locally in Moe – Newborough in the future such as *Headspace (National Youth Mental Health Foundation)*, *Ladder (not-for-profit targeting youth homelessness)*, or *the Centre for Multicultural Youth (CMY) and link with the soon to be established State Government funded Youth Space in Morwell*. The MNSIP also recommends that consultation with young people is undertaken to determine the most appropriate location and type of local youth space.

The Moe Activity Centre Plan – Stage 2 incorporates the development of a youth precinct, skate park, play space and public realm improvements. Whilst this area has been designed, LCC have advised that funding has not yet been secured for this project. The existing Moe Skate Park will be demolished as part of Stage 2.

A multi-use half court and hit up wall are identified as infrastructure that could be included in Parkland - General Use, along with play space / playground. The LCC Public Open Space Strategy (2013) discusses the importance of low cost, locally accessible facilities that “support and encourage informal physical activity participation including half-court basketball/netball”. The Strategy also recommends a focus on improving the appeal of existing spaces for young people and families including multi-use half court areas.

Half-court facilities are generally popular with young people and are frequently co-located with play spaces. Given the identification of existing play spaces in the vicinity of Kingsford Street Reserve (Refer Section 4.1.1) provision of a multi-use half court may be more appropriately located at Ted Summerton Reserve or HG Stoddart Memorial Park.

#### 4.5. RV Overnight Parking

Moe-Newborough is currently serviced by two caravan parks as follows:

- Moe Gardens Caravan Park, 1 Mitchell’s Road, Moe which is easily accessible to the M1 Princes Freeway, only 900m from the CBD and 1.2km drive from Kingsford Street Reserve. Provides both RV parking and dump point available to the public for a gold coin donation.
- Lake Narracan Caravan Park and Camping Ground, 53 South Shore Road, Newborough 3825 which is a 7.5 km drive from Kingsford Street Reserve and provides RV parking.

The proximity of local residences and the road access to the site indicates that RV Overnight parking is not a suitable development for the Kingsford Street Reserve in the future. In addition, there is existing provision only 1.2km from this site at Moe Gardens Caravan Park.

<sup>19</sup> District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level. Social infrastructure at this scale generally includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). There is one district level catchment, being the townships of Moe and Newborough.





#### 4.6. Men's Shed

The Australian Men's Shed Association (ASMA) defines a Men's Shed as:

*... any community-based, non-profit, non-commercial organization that is accessible to all men and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members.*<sup>20</sup>

ASMA also state that in some communities they may call themselves "Community Sheds" and be open to female members or may be restricted to residents of private facilities such as Aged Care or Residential Care facilities.

There are currently three Men's Sheds identified in the Moe - Newborough area:

- Moe Life Skills Community Centre Inc (MLSCC), 2A High Street and 1 – 3 Parer Avenue, Moe (member Victorian Men's Shed Association VMSA) with the Centres located 1.1km and 260m respectively from Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.

The Disability Service provider section of the MLSCC website lists a Men's Shed course and states the following:

*This course provides participants with a range of skills in carpentry to create wooden projects, conduct basic maintenance repairs. Participants will learn how to safely use manual hand tools and power tools, follow instructions to construct, maintain and restore woodwork. Participants will learn to design, plan, organise and schedule, calculate and measure a project of their choice. Participants will develop skills from hands-on activities and projects.*

The GEST *Kingsford Street Men's Shed & Community Space Project* (Submission to Latrobe City Council, December 2017) included the option of developing a permanent home for Moe Men's Shed at the Kingsford Street Reserve.

- Moe Old Gippsdown Men's Shed Inc, Lloyd Street, Moe (member Victorian Men's Shed Association). This is 2.6km from the Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.
- Newborough Men's Shed, 41 Monash Road, Newborough (member of ASMA). This is located 3.7km from Kingsford Street Reserve and is likely to service those residing in Newborough. It is unlikely that it will service residents in and around Kingsford Street Reserve unless they choose to travel to this Shed, such as because of activities / facilities provided, to be with friends, etc.

<sup>20</sup> Source: Australian Men's Shed Association, <https://mensshed.org/what-is-a-mens-shed/>



This results in two Men's Sheds located in the area bounded by the M1 Princes Freeway and the Railway line. As such should the Moe Life Skills Community Centre wish to find an alternative location to those listed above, either north of the Railway line or south of the M1 Princes Freeway would potentially be a more viable option to improve the locational spread of these services around the Moe – Newborough community into the future.

#### 4.7. Community Enterprise

Brotherhood of St Laurence 2008 report - *Growing community enterprise - An evaluation of the Community Enterprise Development Initiative* defines a community enterprise as:

*... businesses that are developed to meet specific community needs and which deliver social outcomes in a way that is financially sustainable. The objectives of community enterprise range from increasing community participation and engagement to creating training and employment pathways for people in disadvantaged communities.* <sup>21</sup>

The GEST Kingsford Street Men's Shed & Community Space Project (2017) purpose is re-activating the Kingsford Street site for the benefit of the wider Moe – Newborough community. Key aspects of the proposal included construction of Moe Men's Shed (Refer Section 4.6), teaching horticultural skills by assisting to develop and deliver non-accredited training for the community by Moe Community Garden Group (Refer Section 4.3), building a community building to provide space for small local groups and individuals. Initial priority targets are long term unemployed, isolated elderly, returned service personnel and volunteers.

Whilst the proposal meets some aspects of the community enterprise definition, there is a lack of evidenced based information on financial sustainability of the proposal. The proposal does not include a budget and specific funding for proposed capital works and ongoing operations are not detailed apart from stating that:

- Each group to apply for own funding.
- Management committee will also apply for funding.
- Potential membership fee - \$5.
- Hiring of family garden plots.
- Partnerships with other organisations.
- Consider feasibility of hiring out the community building for meetings / classroom spaces.

In addition, the recommendations in the Moe – Newborough Social Infrastructure Plan (MNSIP) for South Moe where Kingsford Street Reserve is located, does not include a community enterprise (or similar). The three "Considerations for the Future" are for establishment of local information space, explore further demand for Out of School Hours Care, and expand Local Intergenerational Program. MNSIP states that:

*South Moe is well serviced by a range of local-scale social infrastructure.*

In regards to provision of a local community space the plan identifies that South Moe has:

- Some Council-run and hireable facilities in South Moe. General facilities and meeting places such as the High St Community Hub (run as profit-for-purpose) also operate in this area.

<sup>21</sup> *Growing community enterprise An evaluation of the Community Enterprise Development Initiative*, Brotherhood of St Laurence 2008.



- Numerous private (i.e. non-government, not-for-profit or profit-for-purpose) and Council operated meeting spaces for hire, all with capacity.

District, Municipal and Regional level “Considerations for the Future” for Moe – Newborough include:

- District - exploring development of a community classroom program within existing facilities in the areas and development of a youth space (Refer Section 4.4 Youth Activity Spaces).
- Municipal – none currently in Moe – Newborough and states that this needs to be considered through a municipal wide plan. Examples are higher order community centre, community based health precinct, youth space, civic centre and Planned Activity Group facility, independent schools, none which are suitable for development at Kingsford Street Reserve.
- Regional - includes large state-of-the-art purpose-built facilities (eg Moe Library and Service Centre or Latrobe Performing Arts Centre) and as such Kingsford Street Reserve would not be a suitable for Regional level social infrastructure.

In summary, based on the information provided in the Moe – Newborough Social Infrastructure Plan, no demand or need for a community enterprise in the local area of the Kingsford Street Reserve was identified. In addition, given the site characteristics (including residential and site size), a community enterprise is not a suitable development at the reserve.





# Kingsford Street Reserve Master Plan Volume Two: Research Draft



Prepared for Latrobe City Council

By Sportwise



In association with

MICHAEL SMITH & ASSOCIATES  
LANDSCAPE ARCHITECTURE AND URBAN DESIGN



24 October 2019



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## 1. INTRODUCTION AND INFRASTRUCTURE REVIEW

The Kingsford Street Reserve is located between Kingsford Street and Hinkler Street Moe and is a large open space reserve. Previously an active sporting reserve for tennis and bocce, the reserve user groups ceased to utilise the reserve in 2008 / 2009 for tennis and 2010 for bocce when the bocce club relocated to Olympic Park.

Latrobe City Council (LCC) is seeking to develop a Master Plan for Kingsford Street Reserve to provide the development directions for the reserve that reflects and meets community interests and needs. Council had conducted community engagement activities and responses for future options at the reserve included:

- A play space
- Fenced off lead dog park
- Community garden
- Youth activity space
- RV overnight parking area
- Men's Shed
- Outdoor gym.

The Vision in the Latrobe City Council Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site has been identified as being in very poor condition and so does not meet the LCC vision for public open space. As such the development of the Master Plan for Kingsford Street Reserve provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

Latrobe City Council has resolved to retain the reserve for community use and engaged Sportwise to undertake the *Kingsford Street Reserve Master Plan* project.

### 1.1. Master Plan Documents

The *Kingsford Street Reserve Master Plan* comprises two volumes of information. The projects detailed research is provided in *Volume Two: Research* which includes:

- Section One: Introduction and Background
- Section Two: Moe – Newborough Demographic Profile & Population Trends
- Section Three: Review of Relevant Documents
- Section Four: Facility Provision in Moe – Newborough

*Volume One: Kingsford Street Reserve Master Plan* includes:

- Section One: Introduction and Background
- Section Two: Summary of Project Key Findings
- Section Three: Kingsford Street Reserve Master Plan
- Appendices: Supporting Information



Following the completion of Stage Two Community Engagement the following sections will be included in Volume One:

- Section Four: Implementation / Management Plan
- Section Five: Recommendations

### 1.2. Project Purpose

The *Kingsford Street Reserve Master Plan* project purpose is:

*... to undertake a master planning process to identify future opportunities for community activation of the reserve.*

### 1.3. Project Methodology

The *Kingsford Street Reserve Master Plan* project comprised three stages being:

- Stage One – Research and Engagement.
- Stage Two – Community Engagement.
- Stage Three – Final Report.

The tasks in the three stages are listed in Table 1 below.

**Table 1 Project Methodology**

Stage	Tasks
<b>Stage One – Research and Engagement</b>	1. Project Inception Meeting and Site Visit
	2. Literature Review
	3. Moe / Newborough Demographic Analysis
	4. Community Related Activity Demands
	5. Criteria & Assessment Matrix
	6. Condition Assessments
	7. Draft Master Plan
	8. Engagement Plan
<b>Stage Two – Community Engagement</b>	9. Internal Stakeholder Consultations
	10. Public Exhibition
	11. External Stakeholder Consultations
	12. Draft Management Plan
<b>Stage Three – Final Report</b>	13. Final Master Plan

### 1.4. Kingsford Street Reserve Overview

The Kingsford Street Reserve is a large open space reserve located between Kingsford Street and Hinkler Street Moe. Previously an active sporting reserve for tennis and bocce, tennis ceased to utilise the reserve in 2008 / 2009 and the bocce club relocated to Olympic Park in 2010.

The Latrobe City Council Public Open Space Strategy (2013) classifies the reserve as Parkland – General Use, hierarchy level is Local and site is zoned Residential 1. It is identified as having a low level of usage.





Figure 1 Pavilion



Figure 2 Shed

Figure 3 on the following page identifies the remaining infrastructure and features at the reserve.

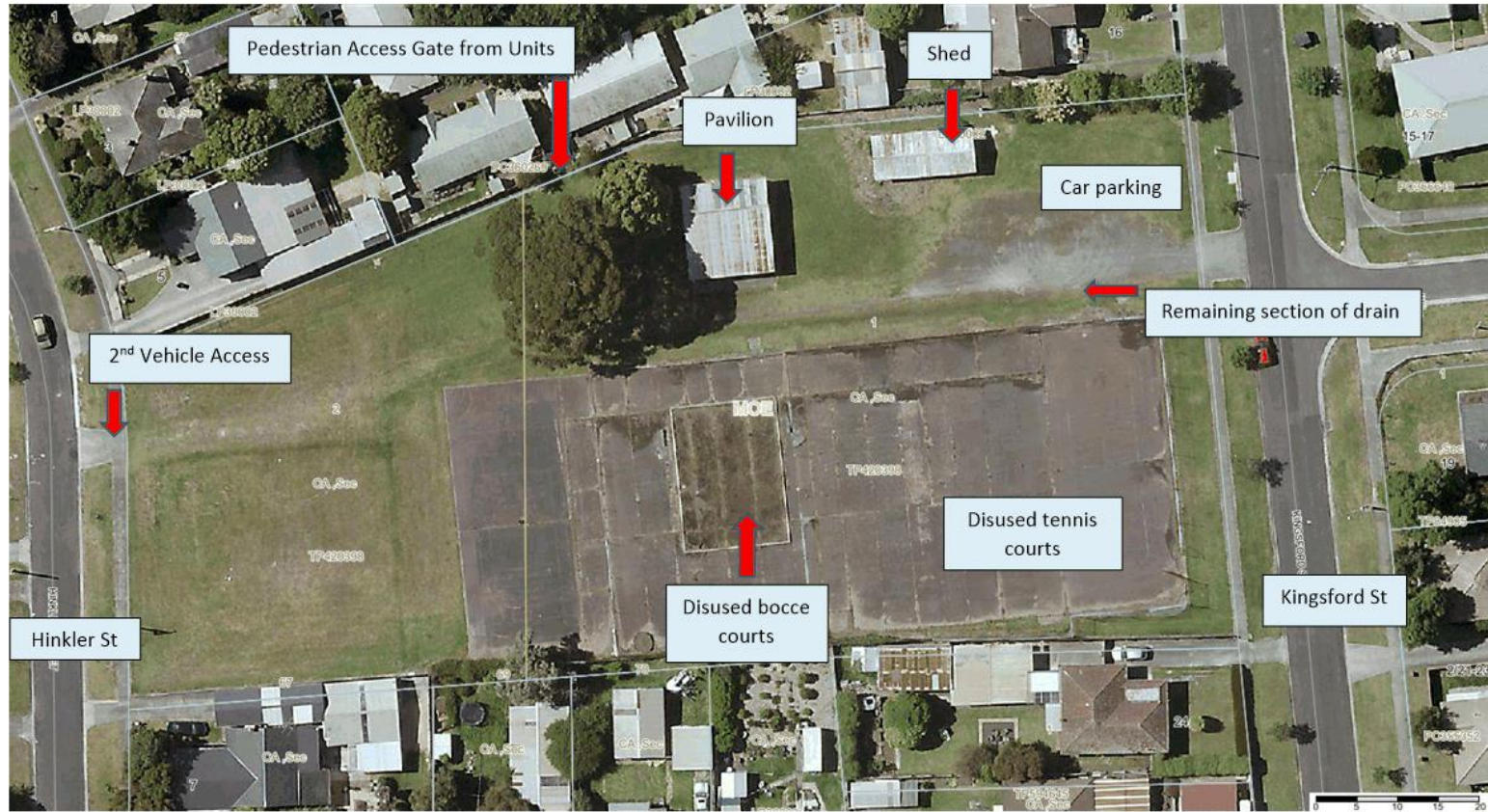


Figure 3 Kingsford Street Reserve





### 1.5. Infrastructure Review of Condition & Suitability – ‘Fit for Purpose’

Two site visits were undertaken by Sportwise (27 May and 11 July 2019) to Kingsford Street Reserve to consider the infrastructure suitability - ‘fit for purpose’. In accordance with the Project Brief, a condition report has been completed on the Pavilion and Shed by a registered building contractor. Glasgow Building Inspections completed a site visit on 11 July 2019 to determine the condition of the two structures for either demolition or remedial works.

The following table provides details for each of the two structures at the reserve as summarised by Glasgow Building Inspections.

**Table 2 Kingsford Street Reserve Pavilion and Shed Construction**

Structure	Information
Pavilion	<ul style="list-style-type: none"> <li>• Skillion roof design with steel exposed trusses visible from the internal side. The roof covering was corrugated iron and clear roof sheeting. Sisalation was installed to the underside of the roof covering.</li> <li>• Internal walls were blockwork; some of the internal wall linings were timber panels.</li> <li>• External cladding was brickwork.</li> <li>• Constructed on a concrete slab.</li> <li>• Double door for access at the front and two shutters either side of the timber doors.</li> <li>• Personal Access (PA) door on the right-hand-side facing Kingsford Street. There was also an emergency exit / access door off the male amenities on the other side.</li> <li>• Internal layout included male and female amenities with change area, toilets and shower and a kitchenette in the middle back section. The remainder of the pavilion was an open area.</li> </ul>
Shed	<ul style="list-style-type: none"> <li>• Timber pitched roof framing design, with steel trapezoidal roof covering.</li> <li>• External cladding was steel.</li> <li>• Two single bay roller doors to each side and two PA doors.</li> <li>• No concrete slab internally.</li> <li>• Steel footings were embedded into concrete pad footings.</li> </ul>

Source: Glasgow Building Inspections Structural Condition Report, 16 July 2019.

The key findings and recommendations from the site visits include:

- *Condition of Pavilion and Shed:* Overall Glasgow Building Inspections concluded that both the Pavilion and the Shed were structurally sound. A number of remedial works were recommended and will require specific trades to complete. Glasgow Building Inspections recommended that:
  - The roof plumbing works should be carried out by a Registered Plumber. These included:
    - Pavilion - replacing the damaged and deflected downpipe. Note: the corrugated iron roof sheeting was rusted, however; no excessive corrosion or holes were identified.





Figure 4 Pavilion Roof

- Shed – replace the gutters and install downpipes. Note: roof covering was not aesthetically appealing, however there was no obvious damage, corrosion or deflections.
- The electrical upgrade by a licensed Electrician. Glasgow Building Inspections stated that:
  - *The new Electrical Safety Regulations stipulate that no electrical works can be carried out (no matter how minor), without upgrading the existing Meter Box's to meet current codes. As the Meter Box has the older ceramic fuses, this Meter Box will require upgrading, prior to any electrical works being carried out.*
  - *Consider an upgrade to the Electrical Meter Box, to install safety shut off switches. The backing of the Switchboard was identified as Asbestos sheeting which may be required to be removed. Further investigation by a Licensed Electrician.*



**Figure 5 Pavilion Meter Box and Damaged Power Point**

- The internal remedial works can be carried out by a Carpenter or Builder. These include:
  - Pavilion - replacing all external doors (one double and three singles), internal doors to male and female amenities, replace shower roses, remove / reinstate timber wall cladding in social area of pavilion, repairs to kitchenette cabinetry and tiling, install glass in pavilion windows and repairs to kitchenette window, consider painting external brickwork for aesthetic appeal.



**Figure 6 Pavilion - Side and Rear**

- Shed – repair / replace roller door; replace single access doors including new locks.
- *Suitability – ‘Fit for Purpose’ of Existing Infrastructure:* Overall it is concluded that none of the current infrastructure is suitable – ‘fit for purpose’ and in addition will not comply with applicable legislation. The recommendations are summarised in the following table.








**Table 3 Kingsford Street Reserve Infrastructure Suitability – ‘Fit for Purpose’**


Facility Component	Recommendation	
1. Change rooms	That both the male and female change rooms (change area, toilets and showers) are not in a suitable condition / fit for purpose and would require upgrade / renewal to be compliant and of a suitable standard for usage in future.	
2. Kitchenette (including storage and servery)	That upgrade / renewal works would be required to bring up to a suitable condition and standard to enable use in the future such as repair / replacement of existing fitout with additional cupboards / storage potentially required depending on usage; no cooking areas and likely insufficient space, unless remove some of the existing cupboards or extend the area into social space.	
3. Social Area	That: <ul style="list-style-type: none"> <li>a) The pavilion is cleaned up and broken glass, rubbish, needles, disused equipment, etc removed.</li> <li>b) That the area is made safe until such time as any future usage is determined.</li> <li>c) That assess condition of wooden shutters as not known if shutters are functional.</li> </ul>	





Facility Component	Recommendation	
4. Heating / Cooling	That as no power was connected it was not possible to determine if the ceiling fans are operational – these would need to be tested if considered for future use.	
5. Access to Premises and Universal Design	<p>That the following Access to Premises compliance, accessibility requirements and Universal Design principles, will need to be addressed if the pavilion and shed are to be used into the future given the following issues that have been identified:</p> <ul style="list-style-type: none"> <li>a) Disabled parking – none provided.</li> <li>b) Steps / lip into pavilion.</li> <li>c) No accessible paths of travel and uneven outdoor surfaces.</li> <li>d) No ambulant toilets.</li> <li>e) No accessible toilet.</li> <li>f) Internal pavilion paths of travel likely not compliant.</li> </ul>	 
6. Court area	<p>That:</p> <ul style="list-style-type: none"> <li>a) Fencing is removed for the safety of users if not required for the Master Plan.</li> <li>b) That unless an area is needed in the Master Plan the courts are removed.</li> </ul>	
7. Spectator Seating	That given the condition of the remaining spectator / player seating this is removed for the safety of park users.	



Facility Component	Recommendation	
8. Stand Alone Storage Shed	That: a) The items currently remaining in the shed are removed and disposed of appropriately. b) That given the location in proximity to neighbouring residents, the current condition and that visually unattractive, that unless a requirement within the Master Plan, the shed is removed.	
9. Master Plan	That the Master Plan: a) Includes implementation of access to premises, universal design, healthy by design and environmental sustainability. b) Considers the provision of suitable support infrastructure once the future usage is determined including seating, landscaping (trees, garden beds and grassed areas), natural shade, site lighting, paths of travel (including disability / wheelchair access), rubbish bins (including recycling), car parking (including disabled parking provision) with vehicle barriers, bicycle racks, drinking fountains (consider provision for water bottles and dogs), signage, etc.	

In addition, it is important to note that Latrobe City Council has advised that hazardous material (asbestos except where otherwise noted) is located in the following areas of the Pavilion (assessed 2015):

- Eaves
- Club room ceiling
- Timber panel underlay (assumed hazardous material, type not known)
- Switchboard panel and backing
- Kitchenette ceiling.



## 2. MOE - NEWBOROUGH DEMOGRAPHIC PROFILE & POPULATION TRENDS

This section of the report provides an overview of the current and future demographic profile for Moe - Newborough area based on information available on the Australian Bureau of Statistics website and the Latrobe City Council REMPLAN Community website<sup>1</sup>.

Moe - Newborough is one of the four central towns in Latrobe City Council area, located 136 kms from Melbourne. The Moe - Newborough current, 2016 ABS Census population of 16,551<sup>2</sup> compared to 16,674 in 2011, a decrease of 123 people.

### 2.1. Gender Population Trends

Table 4 below provides a comparison of the gender statistical breakdown for the Moe - Newborough area compared to Latrobe City Council in 2016 compared to 2011.

**Table 4 Gender Profile Moe - Newborough Area**

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
Total Population	16,551	100.0	100.0	100.0	16,674	100.0	100.0	100.0	-123
Males	8,022	48.5	48.9	49.1	8,069	48.4	48.8	49.1	-47
Females	8,527	51.5	51.1	50.9	8,605	51.6	51.2	50.9	-78

Source: Australian Bureau of Statistics, *Census of Population and Housing 2011 and 2016 (Usual residence)*.

A review of the results for the gender profile indicates that:

- There were more females than males within the Moe - Newborough area in 2016 (51.5% compared to 48.5%).
- In comparison Latrobe City Council had slightly more females than males in 2016 (51.1% versus 48.9%), whilst in Regional Victoria there were also slightly more females than males (50.9% compared to 49.1%).
- In comparison to 2011 the percentage of females and males in Moe - Newborough area was similar to that in 2016. There was a small decrease in both the number of females (-78) and the number of males (-47).
- Overall in 2016 there was a slightly higher percentage of females (51.5% compared to 51.1%) and as such a lower percentage of males (48.5% compared to 48.9%) in the Moe - Newborough area when compared with Latrobe City.

### 2.2. Age Population Trends

The age population profile for the Moe - Newborough area compared Latrobe City Council and Regional Victoria in 2016 compared to 2011 is provided in the table on the following page.

<sup>1</sup> Source: REMPLAN Community, Latrobe City Council <https://communityprofile.com.au/latrobe/>

<sup>2</sup> Source: Moe – Newborough 2016 Census of Population and Housing General Community Profile Catalogue Number 2001.0





Table 5 Age Population Structure for Moe - Newborough Area

Five Year Age Groups	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
0 to 4	894	5.4	6	5.8	996	6	6.6	6.3	-102
5 to 9	905	5.5	6.2	6.3	1,012	6.1	6.3	6.2	-107
10 to 14	928	5.6	5.9	6.1	1,041	6.2	6.6	6.7	-113
15 to 19	990	6	6	6.1	1,199	7.2	7.2	6.8	-209
20 to 24	1,104	6.7	6.5	5.5	999	6	6.7	5.5	105
25 to 29	950	5.7	6.2	5.4	895	5.4	6.2	5.2	55
30 to 34	941	5.7	6.1	5.5	851	5.1	5.6	5.2	90
35 to 39	828	5	5.6	5.4	941	5.6	5.9	6.1	-113
40 to 44	924	5.6	5.8	6.1	1,004	6	6.5	6.7	-80
45 to 49	1,016	6.1	6.4	6.6	1,151	6.9	7	7.0	-135
50 to 54	1,124	6.8	6.9	6.8	1,160	7	7.1	7.1	-36
55 to 59	1,144	6.9	7.1	7.1	1,185	7.1	6.7	6.9	-41
60 to 64	1,208	7.3	6.7	6.9	1,113	6.7	6.1	6.6	95
65 to 69	1,113	6.7	6	6.6	857	5.1	4.6	5.2	256
70 to 74	793	4.8	4.4	4.9	737	4.4	3.8	4.1	56
75 to 79	666	4	3.4	3.6	584	3.5	2.8	3.2	82
80 to 84	483	2.9	2.3	2.6	493	3	2.3	2.6	-10
85 and over	537	3.2	2.4	2.7	457	2.7	1.9	2.3	80
Total population	<b>16,548</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>16,675</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>-127</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review and analysis of the five-year age groups in the above table indicates that:

- The age groups with the highest percentage of residents in Moe - Newborough in 2016 were 60 to 64 years with 7.3% followed by 55 to 59 years with 6.9%, 50 to 54 years with 6.8% and 65 to 69 years with 6.7%.
- The age groups with the lowest percentage of residents in Moe - Newborough in 2016 were 80 to 84 years with 2.9%, followed by 85 and over with 3.2% and 75 to 79 with 4%.
- The largest changes in age structure in this area between 2011 and 2016 were in the age groups:
  - 65 to 69 (+256 persons)
  - 15 to 19 (-209 persons)
  - 45 to 49 (-135 persons)
- The median age in Moe - Newborough in 2016 was 44 years compared with Latrobe City 41 years.
- Overall, children aged 0 to 14 years were 16.5% of the population and 21.7% were aged 65 years and over, compared with 18.1% and 18.6% respectively for Latrobe City and 18.2% and 20.4% respectively for Regional Victoria.
- Analysis of the five-year age groups of Moe - Newborough in 2016 compared to Latrobe City shows that there was a slightly lower proportion of people in the younger age groups (under 15) and a higher proportion of people in the older age groups (65+).



- The major differences between the age structure of Moe - Newborough and Latrobe City were:
  - A *larger* percentage of persons aged 85 and over (3.2% compared to 2.4%)
  - A *larger* percentage of persons aged 65 to 69 (6.7% compared to 6.0%)
  - A *smaller* percentage of persons aged 5 to 9 (5.5% compared to 6.2%)
  - A *smaller* percentage of persons aged 0 to 4 (5.4% compared to 6.0%).
  - A *smaller* percentage of persons aged 35 to 39 (5.0% compared to 5.6%).
- An analysis of the age data comparing Moe - Newborough the Regional Victoria indicates that there was a lower proportion of people in the younger age groups (Under 15 years) and a higher proportion of people in the older age groups (65+).
- The major differences between the age structure of Moe - Newborough and Regional Victoria were:
  - A *larger* percentage of persons aged 20 to 29 (6.7% compared to 5.5%)
  - A *smaller* percentage of persons aged 5 to 9 (5.5% compared to 6.3%)

### 2.3. Country of Birth

A review and analysis of the population born overseas in an area can indicate the diversity of the population within the community.

Table 6 provides a summary of the main countries of birth for residents of Moe - Newborough area compared to Latrobe City and Regional Victoria.

**Table 6 Moe - Newborough Area Most Common Countries of Birth**

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	Moe - Newborough
England	536	3.2	2.7		662	4.0	3.1		-126
United Kingdom				3.2				3.5	
Netherlands	218	1.3	0.9	0.5	241	1.4	1.1	0.6	-23
Germany	158	1.0	0.6	0.4	191	1.1		0.5	-33
New Zealand			0.9	1.0			0.9	1.0	
Malta	156	0.9		0.1	182	1.1		0.1	-26
Scotland	145	0.9	0.7		194	1.2	1.0		-49
Italy			0.8	0.5			1.0	0.6	
Total Born Overseas	2,194	13.3	12.4	11.0	2,471	14.8	13.7	10.6	-277
Australia	12,816	77.6	78.4	80.7	13,376	80.2	80.6	84.3	-560
Not Stated	1,541	9.3	9.2	8.3	828	5.0	5.7	5.0	+713
Total population	<b>16,551</b>				<b>16,675</b>				<b>-124</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.



Analysis of the country of birth of the population in Moe - Newborough area compared to Latrobe City in 2016 shows that there was a slightly higher percentage of people born overseas. Overall, 13.3% of the population was born overseas, compared with 12.4% for Latrobe City. When compared with Regional Victoria Moe - Newborough had a higher percentage born overseas (13.3% versus 11.0%).

Between 2011 and 2016, the number of people born overseas decreased by -277 persons. The largest change in birthplace countries of the population between 2011 and 2016 was for those born in England (-126 persons) followed by those born in Scotland -49 persons.

## 2.4. Languages Spoken at Home

The following table provides information on the languages spoken at home for the Moe - Newborough area compared to Latrobe City and Regional Victoria. This indicates the cultural diversity of the population and demand for information to be provided in languages other than English.

**Table 7 Languages Spoken at Home in Moe - Newborough Area**

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
Speaks English Only	14,315	86.6	85.4	86.6	15,002	90.0	88.5	90.5	-687
Non- English Language Spoken Total	1,033	6.1	6.6	6.0	1,071	6.4	6.9	5.3	-68
Not stated	1,233	7.4	8.0	7.4	602	3.6	4.6	4.3	+631
<b>Total population</b>	<b>16,551</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>16,675</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>-124</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of the information for languages spoken at home indicates that in 2016 for the population of Moe - Newborough area compared to Latrobe City there was a slightly higher proportion of people who spoke English only, and a smaller proportion of those speaking a non-English language (either exclusively, or in addition to English).

Overall, 86.6% of the population spoke English only, and 6.1% spoke a non-English language, compared with 85.4% and 6.6% respectively for Latrobe City whilst in Regional Victoria, 86.6% spoke English only and 6.0% a non-English language.

The dominant language spoken at home, other than English, in Moe - Newborough area was Maltese, with 0.6% of the population, or 105 people speaking this language at home and Dutch with 0.6% and 100 speaking this language at home. In comparison the dominant language other than English for Latrobe City was Italian (1.1%, 840 people) followed by Greek with 0.5% and 357 people.

Between 2011 and 2016, the number of people who spoke a language other than English at home decreased by -8 or -6.8%, and the number of people who spoke English only decreased by 687 or -4.8%.





## 2.5. Residents Income Levels

Table 8 below provides the 2016 weekly individual income levels for residents in Moe - Newborough area compared to Latrobe City and Regional Victoria.

**Table 8 Residents Individual Income Levels for Moe - Newborough Area**

Category	2016				
	Moe - Newborough		Latrobe City		Regional Victoria
	Number	%	Number	%	%
Negative Income/ Nil Income	950	6.9	4,636	7.7	7.2
\$1-\$149	607	4.4	2,640	4.4	4.4
\$150-\$299	1,298	9.4	5,139	8.6	7.8
\$300-\$399	1,815	13.1	6,530	10.9	10.5
\$400-\$499	1,694	12.3	6,226	10.4	10.3
\$500-\$649	1,260	9.1	5,168	8.6	9.0
\$650-\$799	1,036	7.5	4,533	7.6	8.5
\$800-\$999	992	7.2	4,452	7.4	8.5
\$1,000-\$1249	802	5.8	4,020	6.7	7.8
\$1,250-\$1499	477	3.5	2,652	4.4	4.9
\$1,500-\$1749	402	2.9	2,169	3.6	3.8
\$1,750-\$1,999	266	1.9	1,637	2.7	2.4
\$2,000-\$2,999	412	3.0	2,372	4.0	2.9
\$3,000 or more	211	1.5	1,207	2.0	1.6
Not stated	1,615	11.7	6,613	11.0	10.4
<b>Total persons aged 15+</b>	<b>13,816</b>		<b>59,996</b>		

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of the results for individual income levels indicates that:

- In 2016 Moe - Newborough area compared to Latrobe City there was a higher proportion of people earning a low income (those earning less than \$500 per week) and a lower proportion of high income people (those earning \$1,750 per week or more) and the same when compared to Regional Victoria.
- Overall, 6.4% of the population earned a high income, and 46.1% earned a low income, compared with 8.7% and 42.0% respectively for Latrobe City, and 6.9% and 40.2% respectively for Regional Victoria.
- The major differences between Moe - Newborough's individual incomes and Latrobe City's individual incomes were:
  - A *larger* percentage of persons who earned \$300 - \$399 (13.1% compared to 10.9%).
  - A *larger* percentage of persons who earned \$400 - \$499 (12.3% compared to 10.4%).
  - A *smaller* percentage of persons who earned \$1,250 - \$1,499 (3.5% compared to 4.4%).
  - A *smaller* percentage of persons who earned \$2,000 - \$2,999 (3.0% compared to 4.0%).
  - A *smaller* percentage of persons who earned Negative Income/ Nil Income (6.9% compared to 7.7%).



- The major differences between Moe - Newborough's and Regional Victoria's individual incomes were:
  - A *larger* percentage of persons who earned \$300 - \$399 (13.1% compared to 10.5%).
  - A *larger* percentage of persons who earned \$400 - \$499 (12.3% compared to 10.3%).
  - A *larger* percentage of persons who earned \$150 - \$299 (9.4% compared to 7.8%).
  - A *smaller* percentage of persons who earned \$1,000 - \$1,249 (5.8% compared to 7.8%).
  - A *smaller* percentage of persons who earned \$1,250 - \$1,499 (3.5% compared to 4.9%).
  - A *smaller* percentage of persons who earned \$800 - \$999 (7.2% compared to 8.5%).

## 2.6. Motor Vehicle Ownership

Vehicles can be an indication of a person's ability to independently access services, including local sport and recreation facilities and programs without needing to rely on public transport (where available) or the proximity of facilities or programs to their place of residence.

The table below provides the number of vehicles garaged or parked per household in Moe - Newborough area compared to Latrobe City and Regional Victoria.

**Table 9 Motor Vehicle Ownership in Moe - Newborough Area**

Category	2016				2011				Moe - Newb'h Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
No motor vehicles	685	10.1	7.3	5.1	794	11.6	8.8	6.4	-109
1 motor vehicle	2,591	38.2	34.9	31.1	2,697	39.5	35.7	33.0	-106
2 motor vehicles	2,082	30.7	34.9	34.9	2,005	29.4	35.0	36.1	77
3 or more motor vehicles	1,057	15.6	18.2	19.2	989	14.5	16.7	18.4	68
Not stated	359	5.3	4.6	9.6	339	5.0	3.9	6.1	20
<b>Total households</b>	<b>6,776</b>				<b>6,824</b>				<b>-48</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of motor vehicles garaged or parked per household in Moe - Newborough shows that:

- 84.5% of the households had at least one car, while 10.1% did not, compared with 88.0% and 7.3% respectively in Latrobe City, and 85.2% and 5.1% in Regional Victoria.
- Overall, of those households that had at least one vehicle:
  - More than one-third (38.2%) had just one car.
  - Almost one-third who had two cars (30.7%).
  - 15.6% who had three cars or more.
  - In comparison Latrobe City had 34.9%, 34.9% and 18.2% respectively and Regional Victoria with 31.1%, 34.9% and 18.2%.



- The largest changes in the household vehicles parked or garaged in Moe - Newborough between 2011 and 2016 were:
  - No motor vehicles (-109)
  - 1 motor vehicle (-106 households)
  - 2 motor vehicles (+77 households)
  - 3 or more motor vehicles (+68 households).

As such, whilst potentially the majority of residents in Moe - Newborough have the ability to independently access sport, recreation and community facilities and programs with 84.5% having access to at least one vehicle, 10.1% of households had no access to a vehicle resulting in reliance on public transport or on accessing facilities locally. It is important to note that where people are commuting for employment this can impact capacity and access to vehicles for household members for other activities including sport and recreation.

## 2.7. SEIFA Index of Disadvantage

The Index of Relative Socio-Economic Disadvantage (SEIFA) is derived from attributes such as low income, low educational attainment, high unemployment, jobs in relatively unskilled occupations and variables that reflect disadvantage rather than measure specific aspects of disadvantage (e.g. Indigenous and Separated/Divorced).<sup>3</sup>

High scores on the Index of Relative Socio-Economic Disadvantage occur when the area has few families of low income and few people with little training and in unskilled occupations. Low scores on the index occur when the area has many low income families and people with little training and in unskilled occupations. A higher score on the index means a lower level of disadvantage whilst a lower score on the index means a higher level of disadvantage.<sup>4</sup>

Table 10 below provides the SEIFA Index of Disadvantage for Moe - Newborough, Latrobe City small areas including a comparison to selected benchmark areas.

**Table 10 SEIFA Index of Disadvantage Latrobe City Small Areas and Selected Benchmarks**

Latrobe City Council Small Areas and Benchmark Areas Ranked from least to greatest disadvantage	2016 SEIFA Index of Disadvantage
Traralgon South	1076
Moe South	1,070
Tyers	1,049
Glengarry	1,038
Victoria	1,009.6
Toongabbie	1,004
Australia	1,002
South Gippsland	999.5
Baw Baw	998
Wellington	974

<sup>3</sup> Source: Australian Bureau of Statistics  
<https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~SEIFA%20Basics~5>.

<sup>4</sup> Source: Source: Australian Bureau of Statistics  
<https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~SEIFA%20Basics~5>.





Latrobe City Council Small Areas and Benchmark Areas Ranked from least to greatest disadvantage	2016 SEIFA Index of Disadvantage
Boolarra	988
Yinnar	988
Regional VIC	977
Traralgon	974
Yallourn	956
Latrobe City	940
Yallourn North	932
Newborough	921
Churchill	903
Moe	835
Morwell	829

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

In comparison with the selected benchmarks, the neighbouring municipalities of South Gippsland, Baw Baw and Wellington as well as Regional Victoria (overall) are considered less disadvantaged than Latrobe City Council.

Moe area is more disadvantaged than Churchill, Newborough, Yallourn North, Yallourn, Traralgon and Yinnar. Moe and Newborough are less disadvantaged than Morwell.

## 2.8. Future Population Predictions

Table 11 below provides an overview of predicted population change for Latrobe City and Moe areas between 2016 and 2031.<sup>5</sup>

**Table 11 Future Population 2016 to 2031 for Latrobe City Area & Moe**

Area	2016	2021	2026	2031	Change 2016 to 2031
Latrobe City	73,646	75,038	77,775	81,222	
<b>Time Frame</b>		<b>2016 to 2021</b>	<b>2021 to 2026</b>	<b>2026 to 2031</b>	
Change in Population Between Years		1,391	2,737	3,447	+7,576
Average Annual Percentage Change		0.4%	0.7%	0.9%	
<b>Area</b>	<b>2016</b>	<b>2021</b>	<b>2026</b>	<b>2031</b>	
Moe	16,181	16,106	16,359	16,939	
<b>Time Frame</b>		<b>2016 to 2021</b>	<b>2021 to 2026</b>	<b>2026 to 2031</b>	
Change in Population Between Years		-165	+342	+580	+758

Source: Victoria in the Future 2016.

The projections indicate that the Latrobe City population will experience a minimal increase in population in each five-year period from 73,646 in 2016 to 81,222 in 2031 an increase of 7,576 people. The average annual change ranges from a high of 0.9% from 2026 to 2031 to a low of 0.4% from 2016 to 2021.

<sup>5</sup> Source: Latrobe City Council Victoria in the Future 2016 One Page Profile



In comparison Moe area population is projected to decrease between 2016 to 2021 (-165) and then increase for each period to a total of 16,939 persons. As such over the period from 2016 to 2031 the population in Moe is projected to increase by 758 persons. The highest increase is predicted between 2026 to 2031 with 580 additional people.

**2.8.1. Changes in Age Structure**

Changes in age structure are important indicators in planning for any age-based facilities and services. The forecast age structure for Moe area is provided in the following figure.

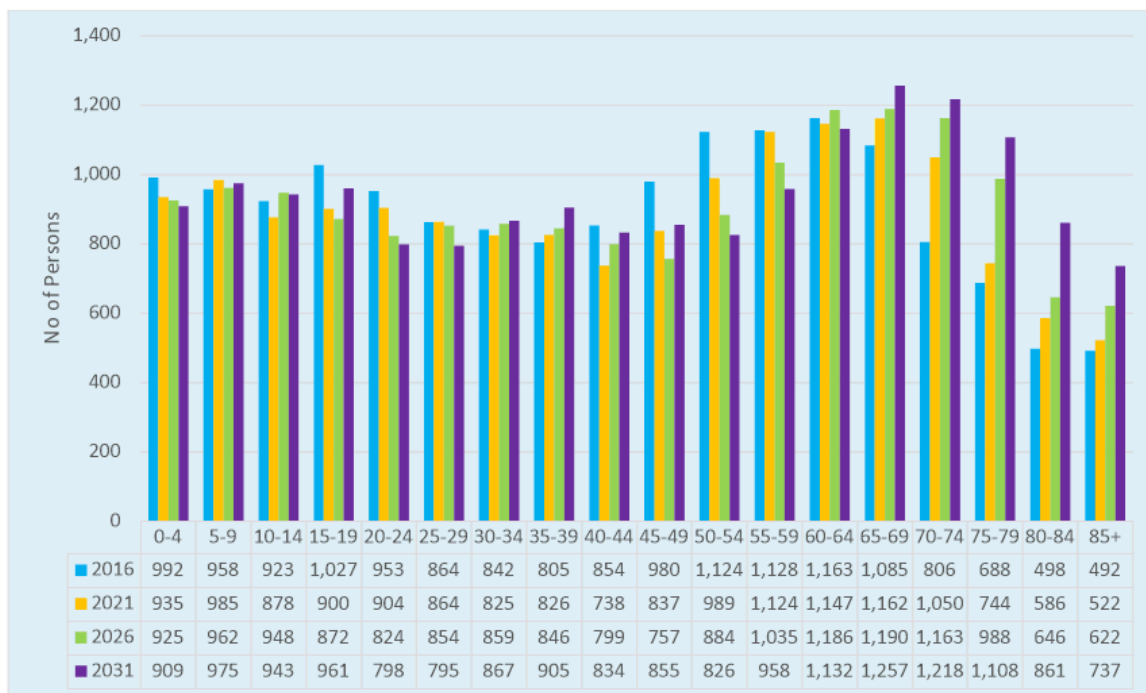


Figure 7 Forecast Age Structure for Moe Area in 2021, 2026 and 2031

Source: Victoria in the Future 2016.

A review of the forecast age structure for Moe area indicates that:

- The largest increase in persons between 2016 and 2031 is forecast to be in ages 75 to 79 years, which is expected to increase by 420 and account for 2.5% of the total persons.
- The largest 5-year age group in 2031 is predicted to be 65 to 69 years, with a total of 1,218 persons (7.4%) whilst the largest in 2016 was the 60 to 64 years with 1,163 (7.2%).
- Between 2016 and 2031, the number of persons aged under 19 is forecast to decrease by 112 persons (-2.9%) and will comprise 22.4% of the total population. The number of persons aged 60 and over is expected to increase by 1,581 (46.6%) and comprise 37.3% of the total population. In the 20 to 64 years age range the number of persons is forecast to decrease by 710 persons (-9.4%) and will comprise 40.4% of the total population.
- The 5-year age group that is predicted to have the largest percentage increase between 2016 and 2031 is 80 to 84 years which is expected to increase by 72.9% (363 persons) and account for 5.2% of the total persons.



- The 5-year age group that is predicted to have the largest percentage decrease between 2016 and 2031 is 50 to 54 years which is expected to decrease by -26.5% (-298 persons) and account for 4.9% of the total persons (6.9% in 2016). This is followed by the 20 to 24 years age group which will decrease by 16.2% (-154 persons) and account for 4.7% of the total population (5.9% in 2016).

## 2.9. Implications for Kingsford Street Reserve Master Plan

In terms of the Kingsford Street Reserve Master Plan the key implications of the population trends are:

- A high concentration of older adults requires core specialist facilities and services to meet the needs and interests of these residents and as such this is a significant age profile trend for the Master Plan development. This includes provision of inclusive and accessible facilities (eg disabled parking, ramp access to any facility, accessible amenities, etc).
- The younger age groups are key users of sport and recreation facilities and in the Moe area the 0 to 19 years population is predicted to decrease slightly between 2016 and 2036 (-2.9%, -112 persons). Consideration of the current provision in Moe – Newborough area of the type of facilities this population segment is seeking (facilities for fun, play and social activity with friends and family) as given predicted decline additional provision will not be needed in the future unless the current demand is not being met.





### 3. REVIEW OF RELEVANT DOCUMENTS

To establish the context for the development of the *Kingsford Street Reserve Master Plan* and to ensure that all opportunities, implications and any issues are understood, selected current policies, plans and strategies have been reviewed.

The Latrobe City Council policies, plans and strategies that have been reviewed are listed in the following table.

**Table 12 Documents Reviewed**

Latrobe City Council Policies, Strategies and Plans <sup>6</sup>	
Latrobe 2026 – The Community Vision for Latrobe Valley	Latrobe City Council Plan 2017 – 2021
Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021	Moe & District Social Infrastructure Plan – 2018
Latrobe City Council Community Gardens Policy – 2017	Public Open Space Strategy Volume 1 Strategy & Recommendations - 2013
Community Engagement Strategy 2015 – 2019	
External Documents	
Kingsford Street Men’s Shed & Community Space Project - Submission to Latrobe City Council, 2017 <sup>7</sup>	Active Victoria – A strategic framework for sport and recreation in Victoria 2017 - 2024
Victorian Public Health & Wellbeing Plan 2015 - 2019	Sport 2030
Environmentally Sustainable Design	Universal Design
Healthy by Design – A guide to planning active living environments in Victoria	CPTED – Crime Prevention Through Environmental Design

A summary of the key points for each document with the implications for the development of the *Kingsford Street Reserve Master Plan* is provided in the following sections.

#### 3.1. Summary of Latrobe City Council Policies, Plans and Strategies

A summary of the implications of the Latrobe Council policies, plans and strategies on the *Kingsford Street Reserve Master Plan* are provided in Table 13 below.

<sup>7</sup> Gippsland Employment Skills Training Inc on behalf of the Kingsford Street Men’s Shed & Community Space Collective



**Table 13 Summary of Implications from Review of Latrobe City Council Policies, Plans & Strategies**

Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Latrobe 2026 – The Community Vision for Latrobe Valley</p> <p><i>In 2026 Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.</i></p>	<p>The aim of Latrobe 2026 is to identify current strengths and issues that can be built upon or improved to achieve the Community Vision by 2026. Three broad concepts were identified by the Latrobe community – Sustainability, Liveability and Leadership. Nine objectives were identified including:</p> <ul style="list-style-type: none"> <li>Built environment - <i>a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community; it is important that accessibility of community services and facilities are preserved and enhanced as communities evolve.</i></li> <li>Our community - <i>known for its high quality health, education and community services, supporting communities that are safe, connected and proud. ... Creating opportunity for participation in community life is important to reduce individual disadvantage and welfare dependency, and thus strengthen the Latrobe Valley community as a whole.</i></li> <li>Recreation - <i>high satisfaction levels with recreation and sporting options and facilities were identified.</i></li> </ul> <p>Latrobe Valley is positioned as the principal service centre for Gippsland offering high quality health, education and community services.</p> <p>A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected. Continued development of first-rate facilities to support the emerging and growing recreational pursuits is identified.</p> <p>The implementation of ‘Access for All Abilities’ facilities is becoming more widespread allowing the inclusion of residents from a range of cultures, ages and abilities.</p>	<ul style="list-style-type: none"> <li>Supports accessible, sustainable high quality facilities and services.</li> <li>Opportunities for growing and emerging recreation activities.</li> </ul>



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Latrobe City Council Plan 2017 – 2021	<p>Identifies a focus on employment, economic growth, liveability and a connected Municipality to deliver on core responsibility for wellbeing, prosperity and good governance.</p> <p>Seven objectives, each with supporting indicators and 14 strategies to deliver on the objectives, with those relevant to this project being:</p> <ul style="list-style-type: none"> <li>• Objective 3 - <i>Improve the liveability and connectedness of Latrobe City</i></li> <li>• Objective 5 - <i>Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.</i></li> <li>• Strategies: <ul style="list-style-type: none"> <li>– 7. Enhance Council's engagement with the community to better understand the community's priorities.</li> <li>– 11. Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride.</li> <li>– 12. Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.</li> <li>– 14. Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Importance of community engagement and consultation – understanding priorities.</li> <li>• Quality of infrastructure provision – attractive community spaces.</li> <li>• Provision of inclusive facilities, programs and opportunities that support healthy lifestyles.</li> <li>• Safety of community important – CPTED (Crime Prevention Through Environmental Design) and planning / design outcomes.</li> <li>• Infrastructure that supports recreation opportunities including sport, community gardens and pathways.</li> </ul>
Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021	<p>The plan identifies six key focus areas with those relevant to this project being:</p> <ul style="list-style-type: none"> <li>• <i>Social and Community Connectedness</i> – support initiatives that reduce feelings of isolation and loneliness - connect neighbours and communities.</li> <li>• <i>Active Living</i> – Build environments that create opportunities to move and build physical health; Invest in infrastructure that provides low cost physical activity that can be used by all members of the community; Get the community moving—grow existing active living initiatives, foster new ones and work with the community to create new and exciting physical activity opportunities; Improve low cost physical activity facilities to promote walking, cycling ...</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activity is a high priority – need to align this with access to suitable facilities providing environments that create opportunities to “build physical health”, infrastructure that provides low cost options (walking and cycling), programs, services and initiatives that increase existing and provide new physical activity opportunities.</li> <li>• Consider including features / elements in Kingsford Street Reserve Master Plan that facilitates and encourages physical activity as well as social interaction and connection.</li> </ul>





Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Moe &amp; District Social Infrastructure Plan (2018)</p>	<ul style="list-style-type: none"> <li>• Social Infrastructure: <i>facilities, places and spaces that support community members to live healthy and connected lives. This includes social infrastructure that is both publicly (i.e. government) and privately (i.e. non-government, not-for-profit and profit-for-purpose) provided to support community services, programs and activities.</i> The Plan excludes public open space and active recreation facilities (covered in <i>Public Open Space Strategy (2013)</i> and <i>Recreation Needs Analysis (2017)</i>). Includes general facilities and letting spaces.</li> <li>• Summarises key directions from relevant policies, plans and guidelines including:                         <ul style="list-style-type: none"> <li>– Provision of appropriate, affordable and sustainable facilities, services and recreation.</li> <li>– Facilities and services co-located or clustered, multi-purpose, catering to range of ages, users and uses (efficiencies).</li> <li>– Inclusive and accessible facilities and services; universal design principles.</li> </ul> </li> <li>• Vision for plan: <i>Moe and Newborough are places where residents of all ages and life stages live safe, healthy, and engaged lives through the provision of affordable, inclusive and accessible social infrastructure. We have opportunities to learn and develop new skills. We look out for each other and take pride in our community.</i></li> <li>• Identifies a set of values that underpin decisions re facility design and delivery with some key features being healthy and active lifestyles, inclusive and accessible, provide formal and informal opportunities, technology and intergenerational.</li> <li>• Plan uses hybrid approach incorporating benchmarks as a base adding in social information and community values unique to Moe - Newborough area.</li> </ul>	<ul style="list-style-type: none"> <li>• Excludes consideration of public open space and active recreation facilities.</li> <li>• Application dependent on future directions for the reserve and inclusions identified for the Master Plan.</li> <li>• At a local level demand for intergenerational programs with community garden suggested as an option.</li> <li>• Need for youth space (District Level) and advocates for upgrade to skate park (at existing location).</li> </ul>



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Moe & District Social Infrastructure Plan (2018) (cont)	<ul style="list-style-type: none"> <li>• Recommendations relevant to this project are:               <ul style="list-style-type: none"> <li>– South Moe Neighbourhood Level (includes Kingsford Street Reserve):                   <ul style="list-style-type: none"> <li>▪ Current provision includes some Council hireable facilities, general facilities and meeting places; well serviced with range of local level social infrastructure.</li> <li>▪ Future Considerations: local information board; out of school hours care; expand intergenerational program with options raised including intergenerational community garden (population forecast to be the oldest of all towns).</li> </ul> </li> <li>– Moe – Newborough District level:                   <ul style="list-style-type: none"> <li>▪ Current provision includes community space, neighbourhood house; most have capacity for growth.</li> </ul> </li> </ul> </li> <li>• Future Considerations: local youth space, proposes consultation with local young people to determine most appropriate type and location; notes the poor condition of skate park resulting in lack of appeal and potential to re-develop (central location with public transport and retail).</li> </ul>	
Latrobe City Council Community Gardens Policy (2017)	<p>The policy responds to strategy 12 of LCC’s Council Plan 2017-2021: <i>“Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.”</i></p> <p>Definition: <i>A community garden is any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.</i></p> <p>Objectives: of the policy is to outline LCC’s role in supporting community gardens, including its aims for the gardens, its principles for their operation and how it assesses proposals for new community gardens on Council owned or managed land.</p>	<ul style="list-style-type: none"> <li>• Community garden was suggested in the LCC community engagement process as one of a number of options for the site.</li> <li>• As site is owned by LCC would need to meet and comply with the policy if a community garden is included within the Master Plan.</li> </ul>



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Latrobe City Council Community Gardens Policy – 2017 (cont)	<p>The Principles of Management include:</p> <ul style="list-style-type: none"> <li>• Generally local spaces for residents to grow fresh food using sustainable practices and improving / teaching horticultural skills and building community connections through shared activities.</li> <li>• Variety of management models including incorporated committees, informal with volunteer support from agencies such as Neighbourhood Houses.</li> <li>• Importance of partnerships in the sustainability of community gardens including in-kind, financial and pro bono support.</li> <li>• For LCC owned or managed sites groups need to prepare a proposal including (as a minimum): <ul style="list-style-type: none"> <li>– Purpose and local community benefits.</li> <li>– Proof of incorporation not-for-profit organisation and garden management structure.</li> <li>– Membership numbers.</li> <li>– Proposed garden location with any available site information including water and power access, management and usage.</li> <li>– Impact on nearby residents and organisations in close proximity – strategies to minimise odour, vandalism, noise, site aesthetics and vermin.</li> <li>– Financial resources – establishment and ongoing.</li> <li>– Events if any with anticipated participant numbers.</li> </ul> </li> <li>• No commercial activity except the sale of excess produce and goods to support operation of the garden.</li> </ul>	





Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Public Open Space Strategy Volume 1 Strategy &amp; Recommendations (2013)</p>	<p>Public open space was defined as: <i>Publicly accessible land that is set aside for recreation, leisure, sport, conservation and/or associated environmental and urban design functions.</i></p> <p>Vision: <i>Latrobe City will plan, provide and manage a diverse range of attractive, appealing and sustainable public open space facilities that are welcoming, accessible, and enhance the character of individual townships or neighbourhoods.</i></p> <p>Develops priorities under a series of key themes with recommendations, with those relevant to this project including:</p> <ul style="list-style-type: none"> <li>• <i>Enhance what we already have</i> – improving the appeal of existing spaces for young people and families; hierarchical approach (Regional, District and Local); application of Healthy by Design and CPTED principles.</li> <li>• <i>Community Partnerships</i> – importance of open space to facilitate community interaction, social inclusion and community health and well being; master plans and reserve improvements to consider opportunities for integration of community gathering spaces and infrastructure that supports social interaction.</li> <li>• <i>Open Space Activation</i> - <i>Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. Consideration should also be given to proactively identifying reserves that are suitable for off-leash dog exercise and establishment of community gardens or neighbourhood orchards.</i></li> </ul> <p>Note: none of the Moe – Newborough specific recommendations are for Kingsford Street Reserve.</p>	<ul style="list-style-type: none"> <li>• Importance of quality and appeal of existing spaces – Kingsford Street Reserve does not currently meet this.</li> <li>• Consideration of partnership opportunities, community gathering spaces and infrastructure that supports social interaction within master plans.</li> <li>• Consider infrastructure / developments in Master Plan that supports increased physical activity, off-leash dog exercise, community gardens and neighbourhood orchards.</li> </ul>



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Community Engagement Strategy 2015 – 2019	<ul style="list-style-type: none"> <li>Community engagement values are: Respect; Inclusiveness and accessibility; Integrity and honesty; Accountability and ownership; Communication; Innovation.</li> <li>Objectives of community engagement practice are: Improved Understanding; Enabling Involvement; Communication and Feedback; Decision Making; and Continual Improvement.</li> <li>IAP2 Spectrum of Public Participation is used to enable finding of the most appropriate level of engagement in each situation.</li> <li>Key stages of the community engagement process are: Plan; Action; Report; Decide; and Feedback.</li> </ul>	<ul style="list-style-type: none"> <li>To be used to frame the Community and Stakeholder Engagement Plan (Task 8) and Task 11 External Stakeholder Consultations.</li> </ul>

### 3.2. Summary of Review of Selected External Documents

A review of the results for implications of the external documents on the *Kingsford Street Reserve Master Plan* are provided in Table 14 below.

**Table 14 Summary of Review of External Documents**

Reviewed Document	Summary of Key Points
Kingsford Street Men's Shed & Community Space Project - Submission to Latrobe City Council, December 2017	<p>Participating organisations were Moe Men's Shed, Moe Community Garden Group, Moe Community Art Collective and Gippsland Employment Skills Training (GEST).</p> <p>The proposal identifies the purpose of "re-activating the Kingsford Street site for the benefit of the wider Moe – Newborough community" and also "designed to assist the Moe Men's Shed to have a new permanent facility that is readily accessible to the community."</p>



Reviewed Document	Summary of Key Points
<p>Kingsford Street Men’s Shed &amp; Community Space Project - Submission to Latrobe City Council, December 2017 (Cont)</p>	<p>Points to note are:</p> <ul style="list-style-type: none"> <li>• Benefits identified of the proposal were delivering community connectedness and social outcomes.</li> <li>• Initial priority targets are long term unemployed, isolated elderly, returned service personnel and volunteers.</li> <li>• Management Structure: Committee with two representatives from each of the four organisations.</li> <li>• Masterplan – to be developed by the Committee.</li> <li>• Moe Community Art Collective (MCAC) – proposed to initially utilise the old tennis pavilion, however does not identify what the MCAC will be using it for.</li> <li>• Moe Community Garden Group – to teach horticultural skills by assisting to develop and deliver non-accredited training for the community.</li> <li>• Moe Men’s Shed – seek funding to build a shed (eg straw bale construction). Build a community building managed by lead tenant model (Moe Community Art Collective) – providing a community space for small local groups and individuals. Led by GEST with construction by employing a qualified supervisor with local community enrolling in non-accredited training to assist in the building. Potential to utilise AGA unemployed apprentices. Space will also be utilised to deliver low level training such as resilience. “Community can drop in and have a cuppa and a chat”. Also potentially include a commercial kitchen for cooking classes. Overall targets – school children to the elderly in the wider community.</li> <li>• Youth Support Areas – basketball ring and hand ball area.</li> <li>• “... incorporate the existing area used by locals as a sitting / meeting area adding new tables etc.” (Note – there is currently no seating area at the Reserve).</li> <li>• A number of support organisations are listed.</li> <li>• Strategies for Future Sustainability:                         <ul style="list-style-type: none"> <li>– Each group apply for own funding.</li> <li>– Management committee will also apply for funding.</li> <li>– Potential membership fee - \$5.</li> <li>– Hiring of family garden plots.</li> <li>– Partnerships with other organisations.</li> <li>– Consider feasibility of hiring out the community building for meetings / classroom spaces.</li> </ul> </li> </ul> <p>Note: there was no evidence provided in the proposal of the need or demand for many of the ideas presented, no budget or source of funding for the construction of the community space / building, other required infrastructure and any associated fitout. Are seeking a peppercorn rental for the Men’s Shed and the Community Space / Building.</p>





Reviewed Document	Summary of Key Points
<p>Victorian Public Health &amp; Wellbeing Plan 2015 - 2019</p>	<p>Vision - <i>a Victoria free of the avoidable burden of disease and injury, so that all Victorians can enjoy the highest attainable standards of health, wellbeing, and participation at every age</i></p> <p>Aim is to reduce inequalities in health and wellbeing with the six key priorities including:</p> <ul style="list-style-type: none"> <li>• Healthier eating and active living                             <ul style="list-style-type: none"> <li>- Promote consumption of healthy, sustainable and safe food and supporting healthy food choices.</li> <li>- Encourage and support people to be as physically active as often as possible throughout their lives. Strategies may include active transport (such as walking or cycling to work), neighbourhood design that promotes activity and social connectedness and participation in sport and recreation.</li> <li>- Encourage interaction with nature in Victoria’s parks and open spaces.</li> </ul> </li> <li>• Improving mental health                             <ul style="list-style-type: none"> <li>- Enhance and develop strategies to promote mental health and wellbeing and reduce current high levels of psychological distress, eg increasing physical activity and sporting participation.</li> </ul> </li> <li>• Preventing violence and injury.</li> <li>• Reducing harmful alcohol and drug use.</li> </ul> <p>Other points relevant to this project are:</p> <ul style="list-style-type: none"> <li>• Place based approaches – role of communities including health and wellbeing outcomes from participating in sport and active recreation particularly in rural and regional areas where a sporting club or recreation group provides a hub for the community.</li> <li>• Liveable neighbourhoods – access to walking and cycling infrastructure, accessible public open space (improved access to green and open spaces supporting a range of activities; healthy parks healthy people) and leisure opportunities.</li> </ul>
<p>Active Victoria – A strategic framework for sport and recreation in Victoria 2017 – 2024</p> <p>Department of Health &amp; Human Services, State of Victoria - 2017</p>	<p>Vision:</p> <ul style="list-style-type: none"> <li>• More active - An increased proportion of Victorians participate in sport and active recreation.</li> <li>• More diverse and inclusive - An inclusive system that provides all Victorians with the opportunity to be involved.</li> <li>• Collaborative - Well-planned and connected investment that maximises participation and health, economic, community and liveability benefits.</li> <li>• Robust, flexible, sustainable and affordable - A sustainable and efficient approach that responds to changing demands and provides flexible and affordable choices for participants.</li> <li>• Broad-based and connected – An integrated system that addresses the different demands, contributors and structure of community sport, active recreation and high-performance sport and events and maximises the pathways and connections across the system.</li> </ul>



Reviewed Document	Summary of Key Points
<p>Active Victoria – A strategic framework for sport and recreation in Victoria 2017 – 2024 (Cont)</p>	<p>The framework includes six key directions:</p> <ul style="list-style-type: none"> <li>• Meeting demand – increasing capacity of facilities and infrastructure (eg lighting, synthetic surfaces, etc); create flexible and innovative participation options; balance investment across rural and regional and metropolitan Victoria; maximising use of existing spaces.</li> <li>• Broader and more inclusive participation - build inclusion into the system; provide affordable participation options; address racism, discrimination and harassment; continue investment in female participation; support increased participation of Aboriginal Victorians; provide support and flexible participation options for other under-represented communities including people with disability, LGBTI people and disengaged youth.</li> <li>• Additional focus on active recreation - create a model that supports the structure and needs of active recreation; provide information and encouragement to support non-organised and unstructured physical activity; invest in infrastructure that enables active recreation; connecting planning and development of outdoor recreation to nature-based tourism opportunities with emphasis on benefits to regional economies.</li> <li>• Build system resilience and capacity - support volunteers and the sport and active recreation workforce; encourage good governance and diverse leadership; develop a strong evidence base and analytical capacity; address reputational risk and threats to integrity.</li> <li>• Connect investment in events, high performance and infrastructure - invest in state and regional facilities that underpin Victoria’s event calendar; develop pathways to excellence; provide new and integrated support for high performance athletes across the Victorian Institute of Sport, regional academies and sports; planning for programming and use integrated into infrastructure planning (new and renewal).</li> <li>• Work together for shared outcomes - develop agreed priorities for collaborative action; ensure complementary investment to create collective impact; whole of government approach (joined up planning), joint investment and better connections between sport and recreation organisations, local Councils and Victorian Government.</li> </ul>
<p>Sport 2030  Department of Health Commonwealth of Australia - 2018</p>	<p>In 2018 the Federal Government released <i>Sport 2030</i>, the Australian Government’s strategic plan for sport, with the vision for Australian sport in 2030 of:</p> <p style="text-align: center;"><i>Australia is the world’s most active and healthy sporting nation, known for its integrity and sporting success.</i> <sup>8</sup></p>

<sup>8</sup> Sport 2030, Department of Health, Commonwealth of Australia, 2018



Reviewed Document	Summary of Key Points
Sport 2030 (Cont)	<p>Four priority areas to achieve the vision are:</p> <ul style="list-style-type: none"> <li>• Build a more active Australia – More Australians, more active, more often: to be achieved by: <i>driving sustained participation growth, improving access to community sports facilities, encouraging sports organisations to provide better suited offerings, and embedding physical activity within the school day.</i></li> <li>• Achieving sporting excellence – National pride, inspiration and motivation through international sporting success.</li> <li>• Safeguarding the integrity of sport – A fair, safe and strong sport sector free from corruption; includes contemporary sports governance and the protection of children in sporting environments.</li> <li>• Strengthening Australia’s sporting industry - A thriving Australian sport and recreation industry with contemporary governance structures, world-leading research and innovation, strong economic investment, hosting global events and facilitating Australia’s international interests includes: <i>Data, evidence and insights to promote how active, sporting and healthy Australians are and could be.</i></li> </ul> <p>Five target outcomes under the priority areas are identified being:</p> <ul style="list-style-type: none"> <li>• Improve the physical health of Australians.</li> <li>• Improve the mental health of Australians.</li> <li>• Grow personal development.</li> <li>• Strengthen our communities.</li> <li>• Grow Australian economy.</li> </ul>
Environmentally Sustainable Design	<p>Environmentally sustainable design (ESD) are a requirement of some Government grants. Sport and Recreation Victoria website for the Community Sports Infrastructure Fund provides the Environmentally Sustainable Design Fact Sheet which states that:</p> <p><i>“Including Environmentally Sustainable Design principles and initiatives in the design and development of infrastructure can reduce operation costs and environmental impacts while increasing building resilience.</i></p> <p><i>“The main objective of the sustainable design principle is to avoid resource depletion of energy, water and raw materials, prevent environmental degradation caused by infrastructure facilities throughout their lifecycle and create built environments that are liveable, comfortable, safe and productive”.</i></p> <p>The ESD principles are optimise size / existing structure potential, optimise energy use, protect and conserve water, use environmentally preferable products, enhance indoor environmental quality and optimise operational and maintenance practices. These need to be incorporated into the design development or redevelopment of infrastructure identified in this study.</p>



Reviewed Document	Summary of Key Points
<p>Universal Design Principles</p>	<p>Universal Design is “a design philosophy that ensures that products, buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, level of ability, cultural background, or any other differentiating factors that contribute to the diversity of our communities.”<sup>9</sup></p> <p>It is a concept that aims to “simplify life for everyone by making the programs, services and the built environment more usable by more people.”<sup>10</sup> The framework for creating solutions is:</p> <ul style="list-style-type: none"> <li>• Equitable use (Be Fair)</li> <li>• Flexibility in use (Be Included)</li> <li>• Simple and intuitive use (Be Smart)</li> <li>• Perceptible Information (Be Independent)</li> <li>• Tolerance for error (Be Safe)</li> <li>• Low Physical effort (Be Active)</li> <li>• Size and Space for Approach and use (Be Comfortable).</li> </ul> <p>The concept targets all people of all ages, sizes and abilities, however there are no specific goals to reach.</p> <p>Universal Design is a requirement of some Government Grant programs.</p> <p>The Design for Everyone Guide: A Guide to Sport and Recreation Settings (Sport and Recreation Victoria website - <a href="http://sport.vic.gov.au/publications-and-resources/design-everyone-guide">http://sport.vic.gov.au/publications-and-resources/design-everyone-guide</a>) includes information on sport and recreation reserves and sports pavilions as well as checklists of key elements.</p>
<p>Healthy by Design – A guide to planning active living environments in Victoria Heart Foundation - 2012</p>	<p>The <i>Healthy by Design – A guide to planning active living environments in Victoria</i> (2012) resource includes “design considerations, evidence, tools and case studies to support those professionals who have responsibility for the design, development and maintenance of the public realm”<sup>11</sup> including as a tool for planning, development and enhancement of open space.</p> <p>The <i>Healthy By Design</i> guide is based on planning for people and putting the needs of people and communities as a key part of the planning and design process, decisions based on health and wellbeing including providing accessible open spaces for recreation and leisure.</p>

<sup>9</sup> Universal Design Fact Sheet, Department of Health & Humans Services, June 2015.

<sup>10</sup> Source: Michael Walker, Universal Design, PLA Conference, Geelong, May 2014.

<sup>11</sup> Healthy by Design - A guide to planning active living environments, Heart Foundation, 2012.





Reviewed Document	Summary of Key Points
Healthy by Design – A guide to planning active living environments in Victoria (Cont)	<p>There are three supporting documents and a Healthy Active by Design website to assist in implementation:</p> <ul style="list-style-type: none"> <li>• <i>Healthy by Design: Victorian local government implementation tool</i> - provides practical options for Councils to embed healthy design principles into their planning processes, policies and day to day operations.</li> <li>• A 'Matrix of Like Design Considerations' provides a practical tool to influence the design process that considers physical activity, shade, safer design, access, design and road user safety.</li> <li>• Healthy Active by Design website (<a href="https://www.heartfoundation.org.au/programs/healthy-active-by-design">https://www.heartfoundation.org.au/programs/healthy-active-by-design</a>) - provides information on the eight design features, case studies and master checklists (including destinations, housing diversity, movement networks, public open space, sense of place, community facilities, buildings, healthy foods).</li> </ul> <p>Healthy be Design encourages:</p> <ul style="list-style-type: none"> <li>• Providing bicycle parking facilities for people riding to community facilities and spaces including sporting ovals and parks.</li> <li>• Safe pedestrian access leading to or near park entrances.</li> <li>• Community spaces or buildings designed to facilitate a variety of uses (eg after hours use of school facilities).</li> <li>• Community buildings located to contribute to a “sense of place and provide a community heart.”</li> <li>• Open space to incorporate a range of shade, shelter, seating, signage opportunities and clearly defined walking and cycling routes.</li> <li>• Public open spaces within a maximum of 500m walking distance from dwellings.</li> <li>• Large local parks (one hectare minimum) within 500m and small local parks within 150m to 300m safe walking distance of dwellings.</li> <li>• Encourage more vigorous physical activity by providing exercise and training equipment along walking paths.</li> <li>• Range of equipment and facilities for active recreation for children and youth.</li> <li>• Path network allow direct passage through and recreational walking around in parks.</li> <li>• Shade (natural or structured) over play equipment, BBQs and seats.</li> <li>• Provide drinking fountains and consider need for public toilet facilities.</li> <li>• Outdoor seating aligned to facilitate social interaction, views and points of special interest. Seats with back and arm rests and include spaces for wheelchairs and prams; provision of shaded seating.</li> <li>• Durable signage that is clear, concise and consistent; signage that is illuminated after dark.</li> <li>• Lighting in areas for night use and / or areas accessed by pedestrians after dark; avoid low level or in-ground lights along paths (limit vision of users).</li> <li>• Avoiding opportunities for concealment and entrapment along paths and in community spaces. Use low level or transparent fencing along front and with open space, whilst side fencing should achieve a balance between visual connection and privacy.</li> <li>• Engage community members early in the planning process; include young people and children in planning.</li> <li>• Utilise vandal and graffiti resistant materials.</li> <li>• Design for diversity of users.</li> </ul>



Reviewed Document	Summary of Key Points
CPTED – Crime Prevention Through Environmental Design	<p>CPTED is an approach to crime prevention that takes into account the relationship between the physical environment and the users of that environment.<sup>12</sup></p> <p>CPTED includes three strategies:</p> <ul style="list-style-type: none"> <li>• Natural Access Control - aimed at restricting criminal intrusion to areas where they might not be easily observed such as through the use of gates, fences, walls, footpaths, landscaping and lighting to guide public to and from entrances and exits, preventing access to dark, unmonitored areas and enabling any intruders to be more easily recognised. It includes utilising activity support (<i>safety measures that use a specific activity planned for a specific space</i><sup>13</sup>) and maintenance.</li> <li>• Natural Surveillance - involves creating environments that keep potential offenders / intruders under observation by others going about normal activities, eg by use of physical features to maximise visibility, placement of people or activities and maintenance of minimum lighting standards of car parking, walkways, entrances, exits, etc.</li> <li>• Territorial Reinforcement - is a design concept that clearly delineates private space from semi-public and public spaces and also creates a sense of ownership.<sup>14</sup> This is achieved by reinforcing the above strategies, design that provides long-term, continued use that is fit-for-purpose and using <i>pavement treatments, landscaping, art, signage, screening and fences to define and outline ownership of space.</i><sup>14</sup></li> </ul>

<sup>12</sup> Crime Prevention & Community Safety, Victoria Police, [https://www.police.vic.gov.au/content.asp?document\\_id=10444](https://www.police.vic.gov.au/content.asp?document_id=10444)

<sup>13</sup> Crime Prevention & Community Safety, Victoria Police, [https://www.police.vic.gov.au/content.asp?document\\_id=10444](https://www.police.vic.gov.au/content.asp?document_id=10444)

<sup>14</sup> Crime Prevention & Community Safety, Victoria Police, [https://www.police.vic.gov.au/content.asp?document\\_id=10444](https://www.police.vic.gov.au/content.asp?document_id=10444)



#### 4. FACILITY PROVISION IN MOE - NEWBOROUGH

In order to provide development directions for *Kingsford Street Reserve Master Plan* that reflects and meets community interests and needs it is necessary to understand the current facility provision around Kingsford Street Reserve. The following sections consider the responses to community engagement activities conducted previously by Council as well as developments for Kingsford Street Reserve in the context of relevant LCC plans, policies and strategies. As such the following sections consider:

- Public open space provision including play spaces and outdoor fitness equipment.
- Dog parks
- Community gardens
- Youth activity spaces
- RV overnight parking areas
- Men's Shed
- Community enterprise.

##### 4.1. Public Open Space Provision

The Vision in the LCC Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site does not meet LCC vision for public open space and as such the Master Plan provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

In the Strategy Kingsford Street Reserve is zoned Residential 1, classified as Parkland - General Use with low usage and hierarchy Local level. Parkland - General Use is described as:

*Open space reserves set aside primarily to accommodate a range of recreational uses by the community. These are not formal sports venues. However, they are likely to include playgrounds, neighbourhood parks and areas offering urban relief, landscape amenity and opportunities for informal physical activity participation. In some instances these sites may be undeveloped pending future enhancement opportunities.*

The strategy makes no specific recommendations in regards to Kingsford Street Reserve. In the context of Parkland – General Use, the Strategy identifies an indicative list of the most common types of infrastructure that can be expected to be provided for each open space category and hierarchy. It also states that each reserve is considered on a case by case basis to respond to the individual or unique characteristics, including consideration of availability of nearby public reserves. The indicative infrastructure listed for Local Parkland General Use such as Kingsford Street Reserve are detailed in the table on the following page and can provide guidance in the development of the Master Plan.



Table 15 Parkland General Use – Local Indicative Infrastructure

Parkland – General Use Infrastructure	Local
Security / amenity lighting	✓
Reserve Fencing	Must not have
Public toilets	✗
Pathways	✓ Unsealed or sealed
Path circuit	✓
Disability / Wheel access (Universal access)	✓
Car parking	✓ Unsealed
Bicycle rack	✓
Park seating	✓
Picnic table/s	✗
Public BBQ facilities	Must not have
Drinking taps	✓
Shade	✓ Natural only
Play space / playground	✓
Fitness stations	✗
Signage and way finding	✓
Multi-use half court / hit-up wall	✓
Skate park facilities	✗
Litter bin/s	✓
Landscape - trees	✓
Landscape – garden beds	✓
Informal lawn area/s	✓
Ornamental water features	✗
Public art	✓
Vehicle barriers	✓

Legend
✓ Might have
✗ Should not have

Source: Public Open Space Strategy Volume 1: Strategy and Recommendations (2013)

The assessment of the provision or otherwise of play space (might have) and outdoor fitness stations (should not have) is considered further below as each of these were identified as options from Council's previous community engagement.

In regards to the point in the Strategy that the availability of infrastructure at nearby public reserves also needs to be considered, Table 16 on the following page provides a summary of current provision at public open space reserves in proximity to Kingsford Street Reserve.





Table 16 Public Open Space Provision in Vicinity of Kingsford Street Reserve

Reserve	Hierarchy	Primary Function	Zoning	Current Provision	Distance to Kingsford Street Reserve
Kingsford Street Reserve	Local	Parkland - General Use	Residential 1	Disused pavilion, shed, tennis courts and bocce courts. Grassed areas, car parking (unsealed).	
Ted Summerton Reserve Vale St Moe	Regional	Sport	Public Park & Recreation	Pavilions, oval, netball courts, practice wickets, indoor regional cricket (in progress), CFA track, play space, car parking (sealed).	Approx. 100m
HG Stoddart Memorial Park Vale Street Moe	Local	Parkland - General Use	Residential 1	Play space, grassed areas, paths, park seat and natural shade.	Approx. 650m
Bristol Hawker Reserve Bristol Street & Hawker Street Moe	Local	Parkland General Use	Residential 1	Grassed areas.	Approx. 650m
Moe Olympic Reserve Vale St Moe	District	Sport	Public Park & Recreation	Pavilion, soccer pitches, car parking.	Approx. 700m

A review of the above public open space provision indicates that Parkland - General Use is well provided for in the area and is supported by two sport reserves which also provide public open space. The following two sections consider two facilities, play spaces and outdoor fitness equipment which were both identified in the community engagement undertaken by LCC.

#### 4.1.1. Play Space

The figure on the following page provides the location of current local, district and regional level play spaces in the Moe – Newborough area.

A review of the locations indicates that:

- Local level play space at Ted Summerton Reserve – approximately 100m from Kingsford Street Reserve and as such would be serving the local playground needs of those in the vicinity of Kingsford Street Reserve.
- A Local level play space at HG Stoddart Memorial Park, Vale Street, Moe. This is approximately 600m from Kingsford Street Reserve and would meet the local playground needs for people living east of Fowler Street, Moe.
- Moe - Newborough also is serviced by three Regional play spaces at the Apex Park Waterloo Road Moe (Apex Park Central, Apex Park East and Lions Park) and a future District Level Play Space located at Moe Botanic Gardens, Narracan Drive, Moe.
- In total there are 17 play spaces with a local level catchment in Moe and 11 in Newborough.<sup>15</sup>
- There is also a play space/s at the South Street Primary School.

<sup>15</sup> Note: not all Local level play spaces are identified in Figure 8.



The Latrobe City Council Play Space Strategy (2016) identifies the need for one new play space for Moe to be located west of Truscott Road, Moe. Otherwise improvement works are identified at the existing Playgrounds.

As such the implications of this review of current play spaces on the *Kingsford Street Reserve Master Plan* is that there is no indicative demand for play space provision to be provided at the Kingsford Street Reserve.



Figure 8 Moe – Newborough Play Space Locations





#### 4.1.2. Outdoor Fitness Equipment

Sport and Recreation Victoria in collaboration with a number of partners including Parks and Leisure Australia (Victoria and Tasmania), VicHealth and selected local councils have developed the *Guidelines for planning, installing and activating outdoor fitness equipment*. The Guidelines include information on planning and determining need, design considerations, activation and programming, maintenance and evaluation as well as a selection of case studies.

The Guidelines recommend in the section on site features as a medium priority the proximity to other community recreational areas including skate parks, community centres, leisure centres, playgrounds, walking / cycling tracks and sports grounds.

As stated in Section 4.1 above, the Kingsford Street Reserve is Parkland General Use – Local and as such, consistent with the Public Open Space Strategy, Kingsford Street Reserve should not have outdoor fitness stations / equipment. In addition, the Strategy recommends that:

*Increase installation of outdoor fitness stations and exercise equipment at selected District Reserves across the City (sites to be determined by Council, however aim for at least one site per major township integrated with defined walking trails as per the proposed Pathway Strategy).*

As such in the Moe – Newborough area this would potentially be located at any of the District Level public open space sites in the area of which there are 10 listed in the Public Open Space Strategy (2013).

#### 4.2. Dog Park

There has been a growth in the popularity of off-leash dog parks, providing safe and secure areas for exercising and socialising dogs, particularly in urban areas where housing density is increasing and private backyards are decreasing. Like play spaces, dog parks can vary in size and level, with local, district and regional provided in local government areas. Dog parks / areas suitable for puppies, small or large dogs are provided.

Latrobe City Council (LCC) have implemented a trial fenced off-leash dog park at the Franklin Street Reserve, Franklin Street Traralgon in 2019. During the 12-month trial the community are able to provide feedback through an on-line survey with consultations scheduled to close on 17 January 2020, after which this will be analysed, and a report subsequently presented for Council consideration.

There is currently no fenced off-leash dog park in Moe-Newborough. An off-leash dog area is provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive.

In terms of assessing the Kingsford Street Reserve as a possible location for a fenced, off-leash dog park, The Dog and Cat Management Board, Government of South Australia has published, *Unleashed A Guide to Successful Dog Parks* (2013) and identifies the following:

- Key Components:
  - Fencing - perimeter and also any dividing fencing if providing areas for small and large dogs.
  - Gates (two per entry with self-closing child proof locks) and airlock.
  - Service / maintenance gates.





- Pathways, variety of ground surfaces and landscaping.
- Essential amenities – drinking fountains, bins and bag dispensers, shelter and seating, signage.
- Optional amenities – lighting, toilets, dog equipment.
- Car parking – off street parking is important as research indicates that the majority of dog park users travel to the dog park by car (may be dependent on size of dog park and size of area park is serving). Proximity of parking to dog park entrance is important to encourage owners to keep dogs on leash until after they have entered the park (safety and risk).
- Location – characteristics / features of a good location are:
  - *Be easily accessible by road*
  - *Have adequate space for off-street parking*
  - *Have connections to existing pedestrian paths and trails*
  - *Be within walking distance of residential areas*
  - *Have good surveillance from public areas (not an isolated site).*
  - *Proximity to compatible uses/activities or other community facilities*
  - *Some natural vegetation and topography*
  - *Good drainage.*<sup>16</sup>
  - Co-location with other facilities for users to be able to have a range of experiences / engage in other activities.
- Size: dog parks vary in size, however generally larger parks are said to be better including being less stressful for dogs and opportunities for different activity zones. The advantages and disadvantages of small dog parks include:
  - *Advantages:* local community focus and lower construction cost.
  - *Disadvantages:* potential for overcrowding, dog conflict, overuse resulting in surface quality issues and *inattentive owner behaviour.*

Other factors to consider include:

- Residential buffer – provide a buffer between nearby residences so that there are no more disturbances from dog parks than other typical park uses.
- Buffer to other park facilities eg playgrounds, picnic facilities, sport facilities and other programmed areas.
- Accessibility – ensure that the dog park is accessible for all.

City of Greater Geelong adopted the *Fenced Dog Parks Siting, Design and Management Guidelines* in April 2019<sup>17</sup> and identified steps to choosing a site including *Step 2 Eliminate any sites unsuitable for a fenced dog park* with two points of relevance being:

- *local and neighbourhood parks (as per our park hierarchy classification)*
- *parks less than the preferred minimum size of 3,000m<sup>2</sup>*

<sup>16</sup> *Unleashed A Guide to Successful Dog Parks* The Dog and Cat Management Board, Government of South Australia (2013)

<sup>17</sup> City of Greater Geelong *Fenced Dog Parks Siting, Design and Management Guidelines* (April 2019), p15.



The guidelines also state that they will aim:

- ... to position fenced dog parks in areas where there is little conflict with other land uses.
- To use 'a setback or buffer between the dog park and neighbouring houses to reduce potential conflict.'

In summary, in considering Kingsford Street Reserve as a potential site for a fenced off-leash dog park based on the key components and site requirements identified in the reference documents:

- Local level parks such as Kingsford Street Reserve are generally considered unsuitable for dog parks.
- Large parks are generally considered better (less stressful for dogs, reduction in potential conflicts, ability to provide separate areas for large and small dogs and a diversity of surfaces and activities, etc). A destination park such as the Apex Park which already includes a diversity of facilities and activities would be a more suitable location in Moe or the existing off-leash dog park provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive if these sites meet the criteria.
- Issue in ability to design a dog park for the site that will enable establishment of a suitable buffer / set back to residential properties (noise, smell, etc). Research has suggested a buffer of between 15m to 60m from residences. The Kingsford Street Reserve is 8,272m<sup>2</sup> in total and ranges between 43.5m to 69m in width so it would not be possible to achieve suitable residential buffers at Kingsford Street Reserve. Given the benefit from co-location with other park features, the need to provide a buffer from adjacent residential properties and some other park facilities / activities, the site is not of sufficient size and shape to accommodate a minimum 3,000m<sup>2</sup> a dog park (recommended minimum size).
- Issue with ability to co-locate other required park facilities for users and to achieve a buffer to these park facilities and activities (safety of users). Research indicates a buffer of at least 30m to a play space or children's facility.

### 4.3. Community Garden

The provision of community gardens has been identified in a number of Latrobe City Council plans and policies including:

- Latrobe City Council Plan 2017 – 2021 – Strategy 12 *Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.*
- Latrobe City Council Community Gardens Policy – 2017.
- Public Open Space Policy (2013) - *Open Space Activation - Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. Consideration should also be given to proactively identifying reserves that are suitable for off-leash dog exercise and establishment of community gardens or neighbourhood orchards.*



As such the establishment of community gardens are a priority for Latrobe City Council. The Latrobe City Council Community Gardens Policy – 2017 defines a community garden as:

*... any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.*

In the context of developing a community garden the Policy also specifies the process required for the establishment of a community garden on LCC owned or managed sites. Groups need to prepare a proposal including (as a minimum):

- Purpose and local community benefits.
- Proof of incorporation not-for-profit organisation and garden management structure.
- Membership numbers.
- Proposed garden location with any available site information including water and power access, management and usage.
- Impact on nearby residents and organisations in close proximity – strategies to minimise odour, vandalism, noise, site aesthetics and vermin.
- Financial resources – establishment and ongoing.
- Events if any with anticipated participant numbers.

As such the provision of a community garden at Kingsford Street Reserve would need to comply with this process. The GEST Proposal for the *Kingsford Street Men's Shed & Community Garden Project* (2017) included the Moe Community Garden Group who as part of the project in conjunction with GEST would teach horticultural skills by assisting to develop and deliver non-accredited training for the community.

LCC has advised that the Moe Community Garden Group have expressed an interest in conducting their activities at the old netball courts on the northern side of Joe Tabuteau Reserve.

The Moe – Newborough Social Infrastructure Plan identified for the South Moe Neighbourhood<sup>18</sup> (which includes Kingsford Street Reserve) consideration of social infrastructure for the future to *Expand the Local Intergenerational Program* with suggestions including an intergenerational community garden.

In reviewing the research, given the Moe Community Garden Group interest in an alternative site, to deliver on the LCC Council Plan strategies and policies an option for further consideration within the development of the master plan is the potential inclusion of an orchard within the planting scheme. This could be expanded to include food plants such as bush foods and vegetables all of which could be picked and enjoyed by the local community.

<sup>18</sup> *The South Moe Neighbourhood is bound by the Edward Hunter Heritage Bushland Reserve to the south, Lloyd Street to the north, Narracan Creek to the east and the municipal boundary to the west and as such includes the Kingsford Street Reserve*



#### 4.4. Youth Activity Space

The Moe – Newborough Social Infrastructure Plan (MNSIP) identified at a District level<sup>19</sup> the need to “Develop a Local Youth Space”. The MNSIP identifies some examples of the types of spaces or services that could be provided locally in Moe – Newborough in the future such as *Headspace (National Youth Mental Health Foundation)*, *Ladder (not-for-profit targeting youth homelessness)*, or *the Centre for Multicultural Youth (CMY) and link with the soon to be established State Government funded Youth Space in Morwell*. The MNSIP also recommends that consultation with young people is undertaken to determine the most appropriate location and type of local youth space.

The Moe Activity Centre Plan – Stage 2 incorporates the development of a youth precinct, skate park, play space and public realm improvements. Whilst this area has been designed, LCC have advised that funding has not yet been secured for this project. The existing Moe Skate Park will be demolished as part of Stage 2.

A multi-use half court and hit up wall are identified as infrastructure that could be included in Parkland - General Use, along with play space / playground. The LCC Public Open Space Strategy (2013) discusses the importance of low cost, locally accessible facilities that “support and encourage informal physical activity participation including half-court basketball/netball”. The Strategy also recommends a focus on improving the appeal of existing spaces for young people and families including multi-use half court areas.

Half-court facilities are generally popular with young people and are frequently co-located with play spaces. Given the identification of existing play spaces in the vicinity of Kingsford Street Reserve (Refer Section 4.1.1) provision of a multi-use half court may be more appropriately located at Ted Summerton Reserve or HG Stoddart Memorial Park.

#### 4.5. RV Overnight Parking

Moe-Newborough is currently serviced by two caravan parks as follows:

- Moe Gardens Caravan Park, 1 Mitchell’s Road, Moe which is easily accessible to the M1 Princes Freeway, only 900m from the CBD and 1.2km drive from Kingsford Street Reserve. Provides both RV parking and dump point available to the public for a gold coin donation.
- Lake Narracan Caravan Park and Camping Ground, 53 South Shore Road, Newborough 3825 which is a 7.5 km drive from Kingsford Street Reserve and provides RV parking.

The proximity of local residences and the road access to the site indicates that RV Overnight parking is not a suitable development for the Kingsford Street Reserve in the future. In addition, there is existing provision only 1.2km from this site at Moe Gardens Caravan Park.

<sup>19</sup> District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level. Social infrastructure at this scale generally includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). There is one district level catchment, being the townships of Moe and Newborough.





#### 4.6. Men's Shed

The Australian Men's Shed Association (ASMA) defines a Men's Shed as:

*... any community-based, non-profit, non-commercial organization that is accessible to all men and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members.*<sup>20</sup>

ASMA also state that in some communities they may call themselves "Community Sheds" and be open to female members or may be restricted to residents of private facilities such as Aged Care or Residential Care facilities.

There are currently three Men's Sheds identified in the Moe - Newborough area:

- Moe Life Skills Community Centre Inc (MLSCC), 2A High Street and 1 – 3 Parer Avenue, Moe (member Victorian Men's Shed Association VMSEA) with the Centres located 1.1km and 260m respectively from Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.

The Disability Service provider section of the MLSCC website lists a Men's Shed course and states the following:

*This course provides participants with a range of skills in carpentry to create wooden projects, conduct basic maintenance repairs. Participants will learn how to safely use manual hand tools and power tools, follow instructions to construct, maintain and restore woodwork. Participants will learn to design, plan, organise and schedule, calculate and measure a project of their choice. Participants will develop skills from hands-on activities and projects.*

The GEST *Kingsford Street Men's Shed & Community Space Project* (Submission to Latrobe City Council, December 2017) included the option of developing a permanent home for Moe Men's Shed at the Kingsford Street Reserve.

- Moe Old Gipps town Men's Shed Inc, Lloyd Street, Moe (member Victorian Men's Shed Association). This is 2.6km from the Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.
- Newborough Men's Shed, 41 Monash Road, Newborough (member of ASMA). This is located 3.7km from Kingsford Street Reserve and is likely to service those residing in Newborough. It is unlikely that it will service residents in and around Kingsford Street Reserve unless they choose to travel to this Shed, such as because of activities / facilities provided, to be with friends, etc.

<sup>20</sup> Source: Australian Men's Shed Association, <https://mensshed.org/what-is-a-mens-shed/>



This results in two Men's Sheds located in the area bounded by the M1 Princes Freeway and the Railway line. As such should the Moe Life Skills Community Centre wish to find an alternative location to those listed above, either north of the Railway line or south of the M1 Princes Freeway would potentially be a more viable option to improve the locational spread of these services around the Moe – Newborough community into the future.

#### 4.7. Community Enterprise

Brotherhood of St Laurence 2008 report - *Growing community enterprise - An evaluation of the Community Enterprise Development Initiative* defines a community enterprise as:

*... businesses that are developed to meet specific community needs and which deliver social outcomes in a way that is financially sustainable. The objectives of community enterprise range from increasing community participation and engagement to creating training and employment pathways for people in disadvantaged communities.* <sup>21</sup>

The GEST Kingsford Street Men's Shed & Community Space Project (2017) purpose is re-activating the Kingsford Street site for the benefit of the wider Moe – Newborough community. Key aspects of the proposal included construction of Moe Men's Shed (Refer Section 4.6), teaching horticultural skills by assisting to develop and deliver non-accredited training for the community by Moe Community Garden Group (Refer Section 4.3), building a community building to provide space for small local groups and individuals. Initial priority targets are long term unemployed, isolated elderly, returned service personnel and volunteers.

Whilst the proposal meets some aspects of the community enterprise definition, there is a lack of evidenced based information on financial sustainability of the proposal. The proposal does not include a budget and specific funding for proposed capital works and ongoing operations are not detailed apart from stating that:

- Each group to apply for own funding.
- Management committee will also apply for funding.
- Potential membership fee - \$5.
- Hiring of family garden plots.
- Partnerships with other organisations.
- Consider feasibility of hiring out the community building for meetings / classroom spaces.

In addition, the recommendations in the Moe – Newborough Social Infrastructure Plan (MNSIP) for South Moe where Kingsford Street Reserve is located, does not include a community enterprise (or similar). The three "Considerations for the Future" are for establishment of local information space, explore further demand for Out of School Hours Care, and expand Local Intergenerational Program. MNSIP states that:

*South Moe is well serviced by a range of local-scale social infrastructure.*

In regards to provision of a local community space the plan identifies that South Moe has:

- Some Council-run and hireable facilities in South Moe. General facilities and meeting places such as the High St Community Hub (run as profit-for-purpose) also operate in this area.

<sup>21</sup> *Growing community enterprise An evaluation of the Community Enterprise Development Initiative*, Brotherhood of St Laurence 2008.



- Numerous private (i.e. non-government, not-for-profit or profit-for-purpose) and Council operated meeting spaces for hire, all with capacity.

District, Municipal and Regional level “Considerations for the Future” for Moe – Newborough include:

- District - exploring development of a community classroom program within existing facilities in the areas and development of a youth space (Refer Section 4.4 Youth Activity Spaces).
- Municipal – none currently in Moe – Newborough and states that this needs to be considered through a municipal wide plan. Examples are higher order community centre, community based health precinct, youth space, civic centre and Planned Activity Group facility, independent schools, none which are suitable for development at Kingsford Street Reserve.
- Regional - includes large state-of-the-art purpose-built facilities (eg Moe Library and Service Centre or Latrobe Performing Arts Centre) and as such Kingsford Street Reserve would not be a suitable for Regional level social infrastructure.

In summary, based on the information provided in the Moe – Newborough Social Infrastructure Plan, no demand or need for a community enterprise in the local area of the Kingsford Street Reserve was identified. In addition, given the site characteristics (including residential and site size), a community enterprise is not a suitable development at the reserve.

# **COMMUNITY HEALTH AND WELLBEING**



## **16. COMMUNITY HEALTH AND WELLBEING**

**Agenda Item: 16.1**

**Agenda Item: Latrobe Leisure Minor Service Review**

**Sponsor: General Manager, Community Health and Wellbeing**

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

**Status: For Decision**

### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr McFarlane

**That Council:**

- 1. Endorses an earlier closing time at Latrobe Leisure Morwell on Monday to Thursday nights of 9:00 pm as at 6 April 2020;**
- 2. Endorses an earlier closing time at Latrobe Leisure Morwell and Churchill on Friday nights of 7:30 pm as at 6 April 2020;**
- 3. Endorses an earlier closing time at Latrobe Leisure Morwell, Churchill and Moe on Saturdays of 4:00 pm as at 6 April 2020;**
- 4. Endorses an earlier closing time at Latrobe Leisure Morwell and Moe on Sundays of 4:00 pm and Churchill of 3:00 pm as at 6 April 2020; and**
- 5. Latrobe Leisure prepare and deliver a detailed community engagement strategy prior to implementation of the changes 6 April 2020.**

**For** Crs O'Callaghan, Middlemiss, Harriman, Gibson, McFarlane, Howe, Clancey and Law

**Against:** Cr White

**CARRIED**

### **Executive Summary:**

- Latrobe City Council operates three indoor aquatic facilities located in Morwell, Moe Newborough and Churchill. These facilities are all currently operated under the Latrobe Leisure Branding.
- Since 2016/2017 there has been a substantial reduction in their income and

memberships due to the opening of privately operated local gyms in Moe and swim school in Morwell. This has particularly affected facility based programming (fitness classes, learn to swim, stadium based sport participation).

- Latrobe Leisure is currently forecasting a net cost to Council for 2019/2020 of \$1,591,354; this includes all management overheads, the Traralgon Sports Stadium and Lake Narracan Caravan Park operations.
- Specifically, the three indoor leisure facilities are forecasting a net cost to Council for 2019/2020 of \$1,044,171, with Council's contribution by centre forecast to be:

Latrobe Leisure Morwell - \$321,346;  
Latrobe Leisure Moe Newborough - \$323,813; and  
Latrobe Leisure Churchill - \$399,012.

- The subsidy per user for 2019/2020 across the three facilities is currently tracking as follows:  
  
Morwell \$2.84;  
Moe \$2.84; and  
Churchill \$5.10.
- Councils' overall subsidy per user across all Latrobe Leisure facilities (excluding the profitable Traralgon Sports Stadium and Latrobe Leisure management overheads) has increased annually since 2016/17 from \$1.86 to an estimated \$3.64.
- Participation at all Latrobe Leisure facilities has remained reasonably steady since the decline of 14,000 attendances from 16/17 to 17/18, however expenditure has continued to rise over this period, while income has fallen. The reduction of attendances can be attributed to private operators in the market, but not exclusively.
- A review of the attendance data across each centre has identified that it may be possible to reduce operating costs through reduced operating hours, with minimal estimated impact to patrons' access.
- Six resolutions are provided for Council's consideration.
- A combination of the Options would result in minimal impact on patrons (earlier weeknight and weekend closing hours) and represent an overall net cost reduction of approximately 2.9% (\$31,000) per annum based on the current net cost to Council of \$1,044,000.
- Next steps would be to prepare an engagement strategy for existing patrons, user groups and clubs, prior to implementation on 6 April 2020.

**Background:**

Since 2016/2017 there has been a steady increase in the expenditure and a marked reduction in revenue and attendance across the three indoor aquatic Leisure facilities. The reduced income and attendance has been predominantly due to private operators impacting membership and attendance to Latrobe Leisure facilities, including attendances at facility based programming (fitness classes, learn to swim, stadium based sport participation).

Latrobe Leisure is currently forecasting a net cost to Council for 2019/2020 of \$1,591,354; this includes all management overheads, the Traralgon Sports Stadium and Lake Narracan Caravan Park operations.

The net financial results for Leisure over the period 2016/2017, 2017/2018 and 2018/2019 is demonstrated in Table 1 below.

**Leisure Centres with Indoor Leisure Facilities Only**

(excludes the profitable Traralgon Sports Stadium and Latrobe Leisure management overheads)

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/2019</b>	<b>2019/20 *</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Income</b>	3,361,856	3,267,381	3,078,990	3,018,520
<b>Salaries &amp; Wages</b>	3,134,622	3,165,949	3,202,490	3,126,909
<b>Other Expenditure</b>	890,039	913,569	955,788	935,711
<b>Net Cost</b>	<b>662,805</b>	<b>812,137</b>	<b>1,079,288</b>	<b>1,044,100</b>
<b>Attendance</b>	357,094	343,799	343,487	286,646*
<b>Subsidy per user</b>	\$1.86	\$2.36	\$3.14	\$3.64*

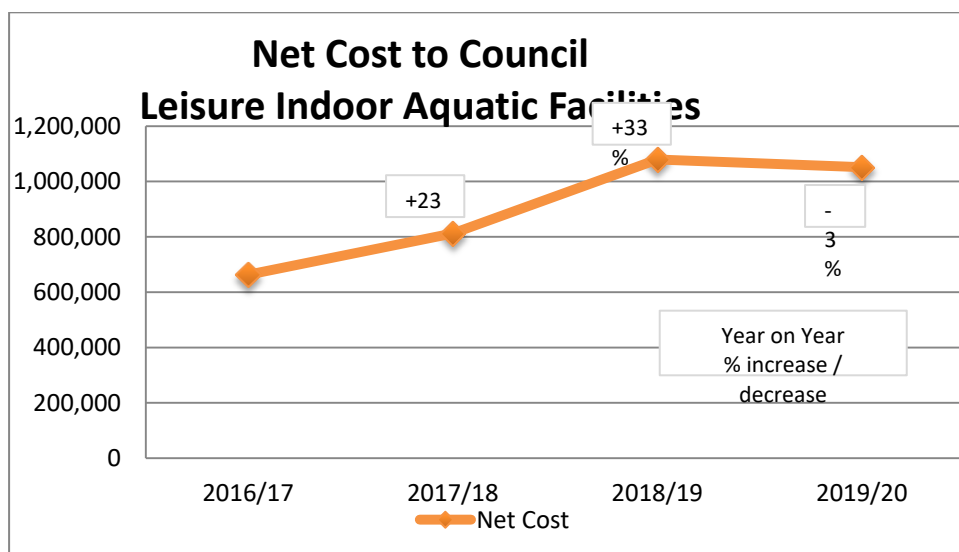
**Table 1 – Net Financial Result – All leisure centres with indoor aquatic facilities**

\*Note the figures for 2019/2020 are actuals for the period 19 July 2019 to 7 January 2020 (i.e. six months) and have been extrapolated out to demonstrate how Leisure is currently tracking for the remainder of the year.

The largest cost to Leisure's budget is salaries and wages. Salaries and wages have steadily risen by approximately \$30,000 per annum since 2016/2017. Therefore the most significant impact on the Leisure budget would be to make changes to opening hours and/or numbers of rostered staff.

'Other Expenditure' (expenses other than salaries and wages) have steadily risen across Leisure since 2016/2017 until this year. An ongoing review identified a number of areas where savings can and are being made. These are being pursued operationally within Leisure as they do not impact service levels.

Figure 1 below shows the net cost impost of Leisure indoor aquatic facilities over the 2016/2017, 2017/2018 and 2018/2019 period, together with the projection over the 2019/2020 period. The results demonstrate an increased cost to Council of 58% over the last 4 years.



**Figure 1 – Net Financial Result (Cost to Council), Leisure Indoor Aquatic Facilities**

The subsidy per user across Leisure facilities has had a marked increase over the period 2016/2017, 2017/2018 and 2018/2019:

	2016/17 \$	2017/18 \$	2018/2019 \$	2019/20* \$
<b>Subsidy per user (Indoor Aquatic Facilities only)</b>	\$1.86	\$2.36	\$3.14	\$3.64

**Table 2 – Subsidy per user for Leisure indoor aquatic facilities only over period 2016 to 2020**

\*Note the 2019/2020 figures have been developed during six months actuals extrapolated out across the financial year. Also note, that the Leisure budget includes Traralgon Sports Stadium, Lake Narracan, the Lake Narracan Waterway, Leisure Coordination, which have not been used in the calculations above.

Latrobe Leisure operates three facilities with indoor pools, spa, sauna, stadium, squash, gymnasium, group fitness classes (and athletics / cycling track at Moe Newborough). There has been an increased focus to operate the facilities on a more commercial basis and therefore, a number of options have been considered aimed at reducing the overall cost to council.

**An analysis of attendances** was undertaken for three months (February-April 2019) which indicates the following average attendances by hour:

Average Number of Patrons			
Monday			
	7pm-8pm	8pm-9pm	9pm-9:30pm
<b>Churchill</b>	15	5	closed
<b>Moe</b>	28	11	closed
<b>Morwell</b>	45	5	0
Tuesday			



	7pm-8pm	8pm-9pm	9pm-9:30pm
<b>Churchill</b>	12	2	closed
<b>Moe</b>	36	1	closed
<b>Morwell</b>	16	3	0

<b>Wednesday</b>			
	7pm-8pm	8pm-9pm	9pm-9:30pm
<b>Churchill</b>	26	7	closed
<b>Moe</b>	50	9	closed
<b>Morwell</b>	26	3	0

<b>Thursday</b>			
	7pm-8pm	8pm-9pm	9pm-9:30pm
<b>Churchill</b>	8	2	closed
<b>Moe</b>	35	3	closed
<b>Morwell</b>	35	4	0

<b>Friday</b>		
	7pm-8pm	8pm-9pm
<b>Churchill</b>	6	1
<b>Moe</b>	34	closed
<b>Morwell</b>	3	closed

<b>Saturday</b>								
	9am-10am	10am-11am	11am-12pm	12pm-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm
<b>Churchill</b>	24	12	14	7	9	14	8	3
<b>Moe</b>	27	18	14	17	14	12	12	3
<b>Morwell</b>	31	28	22	22	24	20	21	4

<b>Sunday</b>								
	9am-10am	10am-11am	11am-12pm	12pm-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm
<b>Churchill</b>	closed	17	12	12	14	12	4	closed
<b>Moe</b>	29	15	14	12	27	17	11	9
<b>Morwell</b>	37	31	34	23	26	32	24	4

Note that with the significant marketing and engagement currently being undertaken, the results may differ in 2020 and subsequent years. This marketing and engagement includes advertising, social media, direct learn to swim engagement, promotional activities for member retention and new members and outreach to local schools.

Additionally, the following user groups utilise the facilities each weeknight:

	<b>Morwell</b>	<b>Moe</b>	<b>Churchill</b>
<b>Monday</b>	Junior basketball until 9 pm	Junior basketball until 9 pm	Junior basketball until 8:30 pm  Junior netball until 9 pm
<b>Tuesday</b>	Junior netball until 8:30 pm	Senior basketball training until 8:30 pm	Senior basketball until 9:30 pm and Squash until 10:30 pm
<b>Wednesday</b>	Regional badminton until 9 pm	Junior / Senior basketball until 9 pm	Volleyball casual entries until 9 pm
<b>Thursday</b>	Senior basketball until 9 pm	Basketball booking until 9 pm	Squash competition until 10:30 pm
<b>Friday</b>	Swim club until 7:30 pm	Junior basketball until 9pm	Junior basketball until 7 pm

### OPTIONS

The following options have been identified for consideration by Councillors (note the options put forward represent an overall net cost reduction of \$31,000 per annum over \$1,044,000 is 2.9%):

<b>Item</b>	<b>Cost saving measure</b>	<b>Service Level implications</b>	<b>Estimated Savings \$</b>
1	Earlier <b>weekday</b> closing times as follows:		
	Monday – Thursday night Close Morwell 9:00 pm (Previously 9:30pm)  Leave Churchill / Moe times due to user group use	Affects Morwell only – Mon night - . 5 patrons Tues night – 3 patrons Wed night – 3 patrons Thur night – 4 patrons	Total estimated saving \$186 per week, \$9,672 per annum
2	Friday night Close Morwell and	Affects Morwell and Churchill – 6 patrons	Total estimated saving \$94 per week, \$4,888 per annum

	Churchill 7:30 pm (Previously 8pm)  Leave Moe times due to user group use		
3	Earlier <b>weekend</b> closing times		
	Saturday (all facilities) Close 4pm (Previously 5pm)	Affects Morwell, Moe, Churchill –  10 patrons	Total estimated saving \$155 per week, \$8060 per annum
	Sunday (all facilities) Close Morwell and Moe 4pm Close Churchill 3pm (Previously 5pm / 4pm)	Affects Morwell, Moe, Churchill –  10 patrons	Total estimated saving \$155 per week, \$8060 per annum

**Issues:**

*Strategy Implications*

Objective 5 of the Council Plan is to 'Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens'.

Council is continually working towards this through offering increased access and participation activities within Latrobe City Council's leisure facilities in an open and transparent way, particularly around sustainability of the facility operating hours comparing income and expenditure.

*Communication*

There are potentially negative implications of any reduction in opening hours particularly to the closing times on a weeknight in Leisure facilities. This can be mitigated with a carefully planned engagement and communication strategy which could be implemented around any planned changes.

Initially this communication strategy would involve raising the question at the next Leisure Customer Satisfaction Survey to take into account feedback, a mail out to members advising of the potential changes, social media advice and the opportunity to review based on attendance numbers over the 2019/2020 period.

### *Financial Implications*

The financial implications of the options being presented are cost savings of \$31,000 per annum. Each option has service level impacts documented against the option for review by Councillors and can be reviewed in the options above.

### *Risk Analysis*

The following risks have been identified as applicable to the options identified. Note that the risk likelihood is the risks after mitigation. The risk prior to mitigation would change to '4 - likely'.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Loss of members due to reduced operating hours	3 – possible	Communication with members prior to implementation to determine likelihood of this occurring
Negative publicity	3 – possible	Implement communications strategy and explain reasons for decision
Lowered community health outcomes	3 – possible	Engagement with affected members prior to implementation to determine likelihood of this occurring

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

### *Legal and Compliance*

There are no legal and compliance issues as a result of this report.

### *Community Implications*

The Municipal Public Health and Wellbeing Plan 2017-2021 commits to 'Active Living – An environment and community that cultivate and enjoy active living' and 'Social and Community Connectedness – Our community is informed, connected and supportive'. The Latrobe Leisure facilities are places where both of these commitments do occur.

There would be a reduction in opening hours which may lead to a perception of lack of access to the facilities. There may also be a perception that Council is being fiscally responsible by taking a statistical analysis approach to managing the facilities.



*Environmental Implications*

No impact on the environment as a result of this report.

*Consultation*

Engagement to commence upon adoption of the reports' recommendation.

**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*.

**Supporting Documents:**

Nil

**Attachments**  
Nil

# **ORGANISATIONAL PERFORMANCE**

## **17. ORGANISATIONAL PERFORMANCE**

**Agenda Item: 17.1**

**Agenda Item: Audit and Risk Advisory Committee Matters**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

### **MOTION**

**Moved: Cr McFarlane**

**Seconded: Cr White**

**That Council:**

- 1. adopts the Audit and Risk Committee (“the Committee’) Charter with an effective date of 2 March 2020;**
- 2. notes that with the adoption of this policy that any previous versions are now rescinded;**
- 3. appoints Ms Bev Excell as Chair of the Committee until 01 August 2023;**
- 4. appoints Ms Joanne Booth as a member of the Committee until 01 August 2022; and**
- 5. makes this Policy and these appointments available on Council’s website.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The terms of 2 out of 3 external independent members of the Committee (Chair Bev Excell and Ms Joanne Booth) expire at the same time in August 2020.

Under the current Charter for the Committee, it is not possible to extend either term. However, there is no legal obstacle to Council resolving to amend the Charter to provide for an extension.

It is undesirable that 2 out of 3 external independent members of the Committee should leave at the same time.

As the 2 otherwise retiring independent members continue to provide valuable expertise to the Committee, the preferred option is to amend the Charter of the Committee to allow both to remain as members of the Committee after August 2020, with additional terms of different duration to avoid this situation reoccurring.

### **Background:**

The external independent members of the Committee are Chair Bev Excell, Ms Joanne Booth and Mr Terry Richards. The terms of Chair Excell and Ms Booth expire in August 2020. Mr Richards' term expires in June 2022.

The Committee Charter provides that external independent members may be appointed for up to 6 consecutive years in total. In August 2020 Chair Excell and Ms Booth will have reached this limit and so are currently unable to be reappointed.

It is undesirable for 2 out of 3 independent external members to leave at the same time. Council is a complicated organisation and it will take a new member time to become familiar with our organisation, even if he or she is already familiar with local government. In addition, the 2 members hold a lot of institutional knowledge gained over the last 6 years. Lastly, the performance of the Committee has always been well regarded by Council and changing 2 out of 3 external members may pose some risk to the effective operation of the Committee.

There is no legal requirement for a maximum term for an independent audit committee member and as a result no law sets any limit. Good practice is that independent members should have a maximum term although the duration varies considerably. As a result, while the current limitation on the term of an independent member in the current Committee Charter represents good practice (in having a limit), the limitation may be extended by Council.

### **Law**

The Committee is a formally appointed advisory committee of Council under s139 of the Local Government Act 1989 ("the LG Act") which requires a Council to establish an audit committee.

- The LG Act (in s139 or elsewhere) does not impose any limitations on the term of an independent member of an audit committee;
- The LG Act allows the Minister to make "Guidelines" under s189 which set out preferred but not mandatory requirements for audit committees. Guidelines were made by the Minister in February 2011. In relation to the term of independent members, the Guidelines say only that periodic rotation is encouraged; ideally no more than one independent member should leave in any one year and that a council should consider setting a maximum number of terms of reappointment for independent members but without offering any guidance as to what that maximum number should be.

### **Practice**



Perhaps as a result of the limited guidance provided, the practice of councils appears to be varied. For example, in relation to the term of independent members of the audit committee among our regional city council peers:

- Geelong allows for a maximum of 6 years;
- Bendigo requires all reappointments after a second term to be advertised; and
- Ballarat allows consequential terms without any specified limit.

In 2016, the Victorian Auditor-General (“VAGO”) delivered a report on audit committee governance. This audit was specifically focused on the audit committees of government departments in the context that the 2016 Standing Directions (equivalent to the Guidelines under s139 of the LG Act in being preferred but not mandatory) applying to government departments suggested a maximum 9 year term.

In noting some examples where the tenure of an independent member well exceeded 9 years (15, 14 and 12 years), VAGO does not appear to advocate a maximum term in all cases but to endorse the Australian National Audit Office (“ANAO”) better practice guidance which seeks to balance stability of membership against introducing new knowledge and experience. VAGO’s primary criticism of the long-standing appointments is more that it seems no review has (recently) been conducted although in all such cases the department had advised VAGO of an intention to seek new membership.

**Issues:**

*Strategy Implications*

Council is required by law to have an audit committee. Doing so supports Objective 6 in the Council Plan: *Ensure Council operates openly, transparently and responsibly.*

*Communication*

No particular communication is proposed other than to the independent members of the Committee.

*Financial Implications*

There are no additional financial implications.

*Risk Analysis*

Extending the term by different durations will mitigate the operational risk inherent in having 2 of the 3 independent members of the Committee leave at the same time.

Identified risk	Risk likelihood*	Controls to manage risk

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

*Legal and Compliance*

There are no legal or compliance implications

*Community Implications*

Nil

*Environmental Implications*

Nil

*Consultation*

None is proposed

*Other*

There are no considerations not already referred to in the report.

**Declaration of Interests:**

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

**Attachments**

- 1 [↓](#). marked up audit and risk committee charter
- 2 [↓](#). adopted audit and risk committee charter

## **17.1**

### **Audit and Risk Advisory Committee Matters**

- |          |                                                         |            |
|----------|---------------------------------------------------------|------------|
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# Audit and Risk Committee Charter



Adopted 02 March 2020





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## 1. Establishment of the Committee

- 1.1. The Audit and Risk Committee is a formally appointed Advisory Committee of Latrobe City Council under Section 139 of the *Local Government Act 1989* (Act).
- 1.2. The membership of this Committee and this Charter will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2. Definitions

- 2.1. Throughout this document, the following terms are defined as:

Act	The <i>Local Government Act 1989</i>
Auditor General	The Victorian State Auditor General; Department; Office; or representative
CEO	The Chief Executive Officer for Latrobe City Council
Committee	The Audit and Risk Committee
Committee Members	The appointed members of the Audit and Risk Committee
Council	The Latrobe City Council
Council Officers	All staff of Latrobe City Council, excluding the CEO of Latrobe City Council
Councillors	The nine elected officials of Latrobe City Council
External Auditor	The auditor appointed by the Auditor General
Internal Auditor	The auditor appointed by Latrobe City Council
Management	The CEO, General Managers, and Managers of Latrobe City Council
Senior Management	The CEO and General Managers of Latrobe City Council



### **3. Purpose**

- 3.1. The Audit and Risk Committee's purpose is to assist the Council in discharging its responsibilities to oversee:
  - 3.1.1. corporate reporting processes, including financial reporting processes and internal control;
  - 3.1.2. risk management;
  - 3.1.3. external audit;
  - 3.1.4. internal audit; and
  - 3.1.5. compliance with laws, regulations, internal policies and industry standards.

### **4. Authority**

- 4.1. The Committee is an advisory committee and has no executive powers, nor does it have any delegated decision making or financial authority.
- 4.2. The Committee maintains a functional reporting line directly with the Internal and External Auditors.
- 4.3. The Council authorises the Committee, within its scope of responsibilities, to:
  - 4.3.1. Perform the activities identified in this Charter
  - 4.3.2. Seek resolution on any disagreements between the Council and the internal or external auditors on financial and risk reporting;
  - 4.3.3. seek any information it requires from Councillors, Council Officers, Internal or External Auditors via the CEO;
  - 4.3.4. formally meet with the CEO, council officers, internal and/or external auditors as necessary.
- 4.4. The Chair has no executive authority on behalf of Council but can be consulted as required, as a sounding board by the CEO or General Manager Corporate Services on matters that arise regarding audit, risk management or governance related issues.



## 5. Composition

5.1. The Council will appoint as members of the Committee:

5.1.1. two Councillors and one alternate; and

5.1.2. three (3) external independent members, one of whom will be appointed by Council as Chair of the Committee.

5.2. The committee, as a whole, should have a mix and balance of relevant skills, knowledge and experience.

### External Independent Members

5.3. The external independent members will be selected from the broader community after having invited applications by public advertisement.

5.4. At least one of the external independent members of the Committee must have significant financial expertise with preference given to formal financial management or business qualifications.

5.5. External independent members will be reasonably familiar with public sector operations, including reporting requirements, financial management systems and controls, risk management and corporate governance.

5.6. Membership shall expire upon completion of a term of appointment or via a resolution of Council.

5.7. External independent members shall be appointed by a resolution of Council stipulating a term of one, two or three years to ensure that appointments to the Committee are staggered.

5.8. Members may be reappointed for a second and third term at Council's discretion but may not exceed a membership of more than ninesix consecutive years in total.

### Councillor Members

5.9. Where a Councillor member does not have the requisite expertise upon initial appointment, financial literacy should be attained within a reasonable period of time after his or her appointment and council resources made available for this purpose.

### Other Attendees

5.10. Non-delegated Councillors shall be invited to attend meetings but are not members of the Audit and Risk Committee and therefore do not have any entitlement to vote.





- 5.11. The CEO will facilitate the meetings of the Committee and, in consultation with the Chair of the Committee, invite council officers, auditors or others to attend meetings to provide pertinent information, as necessary.

#### Resignations

- 5.12. Any resignation from a member of the Committee is to be submitted in writing to the Chief Executive Officer, Latrobe City Council, PO Box 264, Morwell VIC 3840.

#### Role of the Chair

- 5.13. The Chair will carry out the following responsibilities:
- 5.13.1. Promote effective communications between the Committee, Council, the CEO, Council officers and the external auditors
  - 5.13.2. Ensure that meetings of the Committee:
    - 5.13.2.1. run smoothly
    - 5.13.2.2. that the views of all Committee members are heard
    - 5.13.2.3. that adequate time is allowed for discussion of each issue and
    - 5.13.2.4. that the agenda and meeting papers properly reflect proceedings.
  - 5.13.3. Participate in the selection process of the internal auditor as required.

## **6. Meeting Procedures**

#### General Requirements

- 6.1. The Committee will meet at least four times per year, with authority to convene additional meetings, as circumstances require.
- 6.2. All Committee members are expected to attend each meeting in person (or may through teleconference/video conference only if exceptional circumstances apply).
- 6.3. Meetings will follow standard meeting procedures as established in any applicable guidance material available and outlined in this Charter.
- 6.4. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.



- 6.5. All recommendations, proposals and advice must be directed through the Chair.

Meeting agendas

- 6.6. Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.

Quorum

- 6.7. The quorum for a meeting of committee members will be a majority, including at least one (1) Councillor.
- 6.8. Should the Chair not be in attendance at a meeting, the Committee may appoint another external independent member to chair the meeting temporarily.
- 6.9. 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 to either a later time on the same day, or rescheduled to another day.
- 6.10. 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.
- 6.11. 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.

Voting

- 6.12. 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.

Meeting Minutes

- 6.13. A Council Officer authorised by the CEO shall take the minutes of each Committee meeting.
- 6.14. The minutes shall include a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.
- 6.15. Minutes will be drafted and circulated to all Committee members and attendees within 10 days and ratified at the following meeting.
- 6.16. The minutes shall be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).



## **7. Duties and Responsibilities of the Committee**

The duties and responsibilities of the Committee include:

### **7.1. Financial Reporting**

- 7.1.1. Oversee the periodic financial reporting process implemented by management and review the interim financial statements.
- 7.1.2. Review the financial statement and provide advice to the Council (including recommending their signing by the Council). In particular, the committee will review:
  - 7.1.2.1. Council's compliance with accounting standards.
  - 7.1.2.2. The appropriateness of accounting policies and disclosures, including any significant changes to accounting policies.
  - 7.1.2.3. Areas of significant judgement and financial statement balances that require estimation.
  - 7.1.2.4. Significant or unusual transactions.
  - 7.1.2.5. Sign off by management in relation to quality of the financial statements.
  - 7.1.2.6. The auditor's judgements about the adequacy of the Council's accounting policies and the quality of the Councils processes for the preparation of the Councils financial statements, through discussions with the external auditor.
  - 7.1.2.7. Whether appropriate management action has been taken in response to any issues raised by the external auditor, including financial statement adjustments or revised disclosures.
  - 7.1.2.8. Gain an understanding of the current areas of greatest financial risk and how they are managed.
- 7.1.3. Receive attestation from the organisation to the effectiveness and response to audit recommendations in certifying the financial report.
- 7.1.4. With management and the external auditor, review all matters required to be communicated to the Committee under the Australian Auditing Standards.



## **7.2. Internal control**

- 7.2.1. Understand the scope of internal and external auditors' review of internal controls, and obtain reports on significant findings and recommendations, together with the management responses.
- 7.2.2. Evaluate whether the management is setting the appropriate "control culture" by communicating the importance of internal control and the management of risk, so that all employees have an understanding of their roles and responsibilities in respect of internal control and risk management.
- 7.2.3. Regularly review policies and procedures supporting the existing internal control framework.
- 7.2.4. Consider the effectiveness of internal controls for the security of information technology systems and applications.

## **7.3. Risk management**

- 7.3.1. Monitor whether the Council has appropriate processes for:
  - 7.3.1.1. identifying, assessing and responding to risks in a manner that is in accordance with the Council's risk appetite, and
  - 7.3.1.2. that those processes are operating effectively.
- 7.3.2. Ensure that material business risks, including operational, financial, legal, fraud and compliance risks are appropriately reflected in the risk profile.
- 7.3.3. Consider the adequacy of actions taken to ensure that the material risks from council's risk framework have been dealt with in a timely manner to mitigate exposures to the Council.
- 7.3.4. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council.
- 7.3.5. Review management's anti-fraud strategies and programs.
- 7.3.6. Be informed of any subsequent investigation, including the investigation of any suspected cases of fraud or misconduct in accordance with the Fraud and Corruption Policy.





#### **7.4. Business Continuity**

- 7.4.1. Monitor processes and practices to ensure effective business continuity plans are in place.

#### **7.5. Internal audit**

- 7.5.1. Review the internal audit plan to assess whether it addresses the material business risks of the Council and that there is appropriate coordination with the internal auditor.
- 7.5.2. Review and approve the scope of the Internal Audit Plan and work program.
- 7.5.3. Monitor the progress of the internal audit plan and work program, and the implementation of findings and recommendations of the internal audit activity.
- 7.5.4. Consider the processes implemented by management for monitoring and assessing the effectiveness of the internal audit activity
- 7.5.5. Annually review and approve the Internal Audit Plan against which Internal Audit is to prepare audit reports for the Committee's consideration.
- 7.5.6. Consider internal audit findings and review management's responses in terms of content, and commitment and timelines to implement the recommendations.
- 7.5.7. Monitor processes and practices to ensure that the independence of audit function is maintained.
- 7.5.8. Monitor the internal auditor's annual plan linkage with, and coverage of, the material risks.
- 7.5.9. Provide an opportunity for the Committee to meet with the internal auditor(s) to discuss any matters that the Committee or internal auditor believes should be discussed privately.
- 7.5.10. Review the performance of the internal auditor annually having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing, and make appropriate recommendations to Council about the extension or cessation of the internal audit contract.
- 7.5.11. Remain informed in relation to the tender process for the selection of the internal audit function (when required). In accordance with clause



5.14.3, if the Chair is unavailable, the Chair may nominate another independent member to participate in the selection process of the internal auditor.

## **7.6. External audit**

- 7.6.1. Receive and note the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity.
- 7.6.2. Provide an opportunity for the Committee to meet with the external auditors, to discuss any matters that the Committee or the external auditors believe should be discussed privately.
- 7.6.3. The external auditors shall attend meetings at which the external audit strategy and external audit closing reports are tabled.

## **7.7. Compliance**

- 7.7.1. Review the effectiveness of systems for monitoring compliance with legislation, regulations, internal policies and industry standards, and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- 7.7.2. Keep informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings.
- 7.7.3. Obtain regular updates from management about compliance matters that may have a material impact on the Council's financial statements, strategy, operations or reputation, including material breaches of laws, regulations, standards and Council policies.
- 7.7.4. Review whether Council and senior management has taken steps to embed a culture which is committed to ethical and lawful behaviour, adding to the credibility of Council through adherence with ethical standards.

## **8. Reporting**

- 8.1. The Committee may report to Council on any matter of significance as determined by the Committee.
- 8.2. The Committee will report regularly to Council about Committee activities, issues, and related recommendations through the circulation of minutes
- 8.3. Monitor, through clauses 7.5.12 and 7.6.2 that open communication between the internal auditor, the external auditors, and the Council occurs.



- 8.4. Consider the findings and recommendations of relevant Performance Audits undertaken by the Victorian Auditor-General and to ensure the council implements relevant recommendations.
- 8.5. The Committee Chair shall attend a meeting of an Assembly of Councillors annually (but not later than the following April) to present on the operations of the Committee of the previous (calendar) year.
- 8.6. The Committee Charter and details of its members will be published on Council's website.
- 8.7. Council's Annual Report will contain information on the makeup of the Committee, number of meetings held and attended by Committee members, audit processes, details of any remuneration paid to independent members during the reporting period and a summary of work completed by the Internal and External Auditor during the year.

#### Performance Evaluation

- 8.8. The Committee will evaluate its own performance, on an annual basis using a Self- Assessment tool which will be reviewed, adopted and completed by the Committee.
- 8.9. The Committee may seek feedback from the Council, the CEO, all Committee members, management and any other stakeholders, (as determined by the Committee) in the review process.
- 8.10. The review must consider:
  - 8.10.1. The Committee's achievements in the period
  - 8.10.2. The Committee's performance against the requirements of this Charter in the period
  - 8.10.3. Any other relevant matter.

#### **9. Other responsibilities and requirements**

- 9.1. Perform other activities related to this charter as requested by the Council.
- 9.2. Review and assess the adequacy of the Committee's charter biennially, requesting Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

#### Confidentiality

- 9.3. Committee members will have access to confidential information presented to them in the performance of their duties on the Committee. "Confidential Information" means all data and information in oral, written, graphic, recorded



or any other form which is disclosed to the member either directly or indirectly by the Latrobe City Council or its stakeholders in connection with the Council's performance.

- 9.4. All Confidential Information which comes into the possession of Committee members is received by them on behalf of Latrobe City Council and for the sole purpose of enabling the Committee to provide advice to the Council. Both during and after the term of a member's appointment to the Committee, members are required to:
- 9.4.1. hold in confidence and treat as confidential all Confidential Information;
  - 9.4.2. use Confidential Information only as required to enable members to perform their duties on the Committee;
  - 9.4.3. not request or seek to obtain any Confidential Information, except to the extent that members require such Confidential Information to perform their duties;
  - 9.4.4. not to disclose, directly or indirectly, to any person, entity, or organisation any Confidential Information;
  - 9.4.5. take all reasonable precautions to protect the Confidential Information from theft, loss and any other unauthorized access, use or disclosure; and
  - 9.4.6. upon the termination of the member's appointment to the Committee, destroy or return to the Chairperson or CEO all materials containing Confidential Information in whatever media or form and not make or retain any copies of the Confidential Information.

Conflicts of Interest

- 9.5. Committee Members are required to comply with Sections 76D, 79, 79B and 81 of the Act which includes, amongst other things, the following requirements:
- 9.5.1. Submit six monthly interest returns on the form specified by Council in accordance with the Act; and
  - 9.5.2. Declare and manage any conflicts of interest which arise in accordance with the Act.
- 9.6. Committee members must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper disclosure of any conflicts of interest as and when they may arise.





- 9.7. Committee members must also be fully aware of the statutory definitions of direct and indirect interests which may give rise to a conflict of interest. These are set out in sections 77A, 77B, 78, 78A, 78B, 78C and 78D of the Act.
- 9.8. Failure to comply with the provisions of the Act with regard to conflicts of interest may result in the member's appointment being terminated.

Professional Fees for External Independent Members

- 9.9. External independent members receive payment as set by the Council.
- 9.10. Remuneration is set at \$1,500 per meeting for the Chair and \$1,000 per meeting for the other external members and subject to the review of Council.

Management Responsibility

- 9.11. It is the responsibility of the management to:
  - 9.11.1. keep the Committee informed regarding financial reporting, regulatory compliance, risk management and risk exposures of the Council;
  - 9.11.2. keep the Committee informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations in order that the Committee may monitor the management's response to these findings;
  - 9.11.3. provide a comprehensive induction for all newly appointed Committee members including all necessary and relevant information regarding the Committee's responsibilities and the Council's operations and background to enable them to understand the Council and their duties and responsibilities.

# Audit and Risk Committee Charter



Adopted 02 March 2020



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## 1. Establishment of the Committee

- 1.1. The Audit and Risk Committee is a formally appointed Advisory Committee of Latrobe City Council under Section 139 of the *Local Government Act 1989* (Act).
- 1.2. The membership of this Committee and this Charter will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2. Definitions

- 2.1. Throughout this document, the following terms are defined as:

Act	The <i>Local Government Act 1989</i>
Auditor General	The Victorian State Auditor General; Department; Office; or representative
CEO	The Chief Executive Officer for Latrobe City Council
Committee	The Audit and Risk Committee
Committee Members	The appointed members of the Audit and Risk Committee
Council	The Latrobe City Council
Council Officers	All staff of Latrobe City Council, excluding the CEO of Latrobe City Council
Councillors	The nine elected officials of Latrobe City Council
External Auditor	The auditor appointed by the Auditor General
Internal Auditor	The auditor appointed by Latrobe City Council
Management	The CEO, General Managers, and Managers of Latrobe City Council
Senior Management	The CEO and General Managers of Latrobe City Council





### 3. Purpose

- 3.1. The Audit and Risk Committee's purpose is to assist the Council in discharging its responsibilities to oversee:
  - 3.1.1. corporate reporting processes, including financial reporting processes and internal control;
  - 3.1.2. risk management;
  - 3.1.3. external audit;
  - 3.1.4. internal audit; and
  - 3.1.5. compliance with laws, regulations, internal policies and industry standards.

### 4. Authority

- 4.1. The Committee is an advisory committee and has no executive powers, nor does it have any delegated decision making or financial authority.
- 4.2. The Committee maintains a functional reporting line directly with the Internal and External Auditors.
- 4.3. The Council authorises the Committee, within its scope of responsibilities, to:
  - 4.3.1. Perform the activities identified in this Charter
  - 4.3.2. Seek resolution on any disagreements between the Council and the internal or external auditors on financial and risk reporting;
  - 4.3.3. seek any information it requires from Councillors, Council Officers, Internal or External Auditors via the CEO;
  - 4.3.4. formally meet with the CEO, council officers, internal and/or external auditors as necessary.
- 4.4. The Chair has no executive authority on behalf of Council but can be consulted as required, as a sounding board by the CEO or General Manager Corporate Services on matters that arise regarding audit, risk management or governance related issues.



## 5. Composition

- 5.1. The Council will appoint as members of the Committee:
  - 5.1.1. two Councillors and one alternate; and
  - 5.1.2. three (3) external independent members, one of whom will be appointed by Council as Chair of the Committee.
- 5.2. The committee, as a whole, should have a mix and balance of relevant skills, knowledge and experience.

### External Independent Members

- 5.3. The external independent members will be selected from the broader community after having invited applications by public advertisement.
- 5.4. At least one of the external independent members of the Committee must have significant financial expertise with preference given to formal financial management or business qualifications.
- 5.5. External independent members will be reasonably familiar with public sector operations, including reporting requirements, financial management systems and controls, risk management and corporate governance.
- 5.6. Membership shall expire upon completion of a term of appointment or via a resolution of Council.
- 5.7. External independent members shall be appointed by a resolution of Council stipulating a term of one, two or three years to ensure that appointments to the Committee are staggered.
- 5.8. Members may be reappointed for a second and third term at Council's discretion but may not exceed a membership of more than nine consecutive years in total.

### Councillor Members

- 5.9. Where a Councillor member does not have the requisite expertise upon initial appointment, financial literacy should be attained within a reasonable period of time after his or her appointment and council resources made available for this purpose.

### Other Attendees

- 5.10. Non-delegated Councillors shall be invited to attend meetings but are not members of the Audit and Risk Committee and therefore do not have any entitlement to vote.



- 5.11. The CEO will facilitate the meetings of the Committee and, in consultation with the Chair of the Committee, invite council officers, auditors or others to attend meetings to provide pertinent information, as necessary.

#### Resignations

- 5.12. Any resignation from a member of the Committee is to be submitted in writing to the Chief Executive Officer, Latrobe City Council, PO Box 264, Morwell VIC 3840.

#### Role of the Chair

- 5.13. The Chair will carry out the following responsibilities:
- 5.13.1. Promote effective communications between the Committee, Council, the CEO, Council officers and the external auditors
  - 5.13.2. Ensure that meetings of the Committee:
    - 5.13.2.1. run smoothly
    - 5.13.2.2. that the views of all Committee members are heard
    - 5.13.2.3. that adequate time is allowed for discussion of each issue and
    - 5.13.2.4. that the agenda and meeting papers properly reflect proceedings.
  - 5.13.3. Participate in the selection process of the internal auditor as required.

## **6. Meeting Procedures**

#### General Requirements

- 6.1. The Committee will meet at least four times per year, with authority to convene additional meetings, as circumstances require.
- 6.2. All Committee members are expected to attend each meeting in person (or may through teleconference/video conference only if exceptional circumstances apply).
- 6.3. Meetings will follow standard meeting procedures as established in any applicable guidance material available and outlined in this Charter.
- 6.4. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.



- 6.5. All recommendations, proposals and advice must be directed through the Chair.

Meeting agendas

- 6.6. Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.

Quorum

- 6.7. The quorum for a meeting of committee members will be a majority, including at least one (1) Councillor.
- 6.8. Should the Chair not be in attendance at a meeting, the Committee may appoint another external independent member to chair the meeting temporarily.
- 6.9. 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 to either a later time on the same day, or rescheduled to another day.
- 6.10. 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.
- 6.11. 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.

Voting

- 6.12. 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.

Meeting Minutes

- 6.13. A Council Officer authorised by the CEO shall take the minutes of each Committee meeting.
- 6.14. The minutes shall include a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.
- 6.15. Minutes will be drafted and circulated to all Committee members and attendees within 10 days and ratified at the following meeting.
- 6.16. The minutes shall be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).





## 7. Duties and Responsibilities of the Committee

The duties and responsibilities of the Committee include:

### 7.1. Financial Reporting

- 7.1.1. Oversee the periodic financial reporting process implemented by management and review the interim financial statements.
- 7.1.2. Review the financial statement and provide advice to the Council (including recommending their signing by the Council). In particular, the committee will review:
  - 7.1.2.1. Council's compliance with accounting standards.
  - 7.1.2.2. The appropriateness of accounting policies and disclosures, including any significant changes to accounting policies.
  - 7.1.2.3. Areas of significant judgement and financial statement balances that require estimation.
  - 7.1.2.4. Significant or unusual transactions.
  - 7.1.2.5. Sign off by management in relation to quality of the financial statements.
  - 7.1.2.6. The auditor's judgements about the adequacy of the Council's accounting policies and the quality of the Councils processes for the preparation of the Councils financial statements, through discussions with the external auditor.
  - 7.1.2.7. Whether appropriate management action has been taken in response to any issues raised by the external auditor, including financial statement adjustments or revised disclosures.
  - 7.1.2.8. Gain an understanding of the current areas of greatest financial risk and how they are managed.
- 7.1.3. Receive attestation from the organisation to the effectiveness and response to audit recommendations in certifying the financial report.
- 7.1.4. With management and the external auditor, review all matters required to be communicated to the Committee under the Australian Auditing Standards.



## **7.2. Internal control**

- 7.2.1. Understand the scope of internal and external auditors' review of internal controls, and obtain reports on significant findings and recommendations, together with the management responses.
- 7.2.2. Evaluate whether the management is setting the appropriate "control culture" by communicating the importance of internal control and the management of risk, so that all employees have an understanding of their roles and responsibilities in respect of internal control and risk management.
- 7.2.3. Regularly review policies and procedures supporting the existing internal control framework.
- 7.2.4. Consider the effectiveness of internal controls for the security of information technology systems and applications.

## **7.3. Risk management**

- 7.3.1. Monitor whether the Council has appropriate processes for:
  - 7.3.1.1. identifying, assessing and responding to risks in a manner that is in accordance with the Council's risk appetite, and
  - 7.3.1.2. that those processes are operating effectively.
- 7.3.2. Ensure that material business risks, including operational, financial, legal, fraud and compliance risks are appropriately reflected in the risk profile.
- 7.3.3. Consider the adequacy of actions taken to ensure that the material risks from council's risk framework have been dealt with in a timely manner to mitigate exposures to the Council.
- 7.3.4. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council.
- 7.3.5. Review management's anti-fraud strategies and programs.
- 7.3.6. Be informed of any subsequent investigation, including the investigation of any suspected cases of fraud or misconduct in accordance with the Fraud and Corruption Policy.



#### **7.4. Business Continuity**

- 7.4.1. Monitor processes and practices to ensure effective business continuity plans are in place.

#### **7.5. Internal audit**

- 7.5.1. Review the internal audit plan to assess whether it addresses the material business risks of the Council and that there is appropriate coordination with the internal auditor.
- 7.5.2. Review and approve the scope of the Internal Audit Plan and work program.
- 7.5.3. Monitor the progress of the internal audit plan and work program, and the implementation of findings and recommendations of the internal audit activity.
- 7.5.4. Consider the processes implemented by management for monitoring and assessing the effectiveness of the internal audit activity
- 7.5.5. Annually review and approve the Internal Audit Plan against which Internal Audit is to prepare audit reports for the Committee's consideration.
- 7.5.6. Consider internal audit findings and review management's responses in terms of content, and commitment and timelines to implement the recommendations.
- 7.5.7. Monitor processes and practices to ensure that the independence of audit function is maintained.
- 7.5.8. Monitor the internal auditor's annual plan linkage with, and coverage of, the material risks.
- 7.5.9. Provide an opportunity for the Committee to meet with the internal auditor(s) to discuss any matters that the Committee or internal auditor believes should be discussed privately.
- 7.5.10. Review the performance of the internal auditor annually having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing, and make appropriate recommendations to Council about the extension or cessation of the internal audit contract.
- 7.5.11. Remain informed in relation to the tender process for the selection of the internal audit function (when required). In accordance with clause



5.14.3, if the Chair is unavailable, the Chair may nominate another independent member to participate in the selection process of the internal auditor.

## **7.6. External audit**

- 7.6.1. Receive and note the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity.
- 7.6.2. Provide an opportunity for the Committee to meet with the external auditors, to discuss any matters that the Committee or the external auditors believe should be discussed privately.
- 7.6.3. The external auditors shall attend meetings at which the external audit strategy and external audit closing reports are tabled.

## **7.7. Compliance**

- 7.7.1. Review the effectiveness of systems for monitoring compliance with legislation, regulations, internal policies and industry standards, and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- 7.7.2. Keep informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings.
- 7.7.3. Obtain regular updates from management about compliance matters that may have a material impact on the Council's financial statements, strategy, operations or reputation, including material breaches of laws, regulations, standards and Council policies.
- 7.7.4. Review whether Council and senior management has taken steps to embed a culture which is committed to ethical and lawful behaviour, adding to the credibility of Council through adherence with ethical standards.

## **8. Reporting**

- 8.1. The Committee may report to Council on any matter of significance as determined by the Committee.
- 8.2. The Committee will report regularly to Council about Committee activities, issues, and related recommendations through the circulation of minutes
- 8.3. Monitor, through clauses 7.5.12 and 7.6.2 that open communication between the internal auditor, the external auditors, and the Council occurs.





- 8.4. Consider the findings and recommendations of relevant Performance Audits undertaken by the Victorian Auditor-General and to ensure the council implements relevant recommendations.
- 8.5. The Committee Chair shall attend a meeting of an Assembly of Councillors annually (but not later than the following April) to present on the operations of the Committee of the previous (calendar) year.
- 8.6. The Committee Charter and details of its members will be published on Council's website.
- 8.7. Council's Annual Report will contain information on the makeup of the Committee, number of meetings held and attended by Committee members, audit processes, details of any remuneration paid to independent members during the reporting period and a summary of work completed by the Internal and External Auditor during the year.

#### Performance Evaluation

- 8.8. The Committee will evaluate its own performance, on an annual basis using a Self- Assessment tool which will be reviewed, adopted and completed by the Committee.
- 8.9. The Committee may seek feedback from the Council, the CEO, all Committee members, management and any other stakeholders, (as determined by the Committee) in the review process.
- 8.10. The review must consider:
  - 8.10.1. The Committee's achievements in the period
  - 8.10.2. The Committee's performance against the requirements of this Charter in the period
  - 8.10.3. Any other relevant matter.

#### **9. Other responsibilities and requirements**

- 9.1. Perform other activities related to this charter as requested by the Council.
- 9.2. Review and assess the adequacy of the Committee's charter biennially, requesting Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

#### Confidentiality

- 9.3. Committee members will have access to confidential information presented to them in the performance of their duties on the Committee. "Confidential Information" means all data and information in oral, written, graphic, recorded



or any other form which is disclosed to the member either directly or indirectly by the Latrobe City Council or its stakeholders in connection with the Council's performance.

- 9.4. All Confidential Information which comes into the possession of Committee members is received by them on behalf of Latrobe City Council and for the sole purpose of enabling the Committee to provide advice to the Council. Both during and after the term of a member's appointment to the Committee, members are required to:
- 9.4.1. hold in confidence and treat as confidential all Confidential Information;
  - 9.4.2. use Confidential Information only as required to enable members to perform their duties on the Committee;
  - 9.4.3. not request or seek to obtain any Confidential Information, except to the extent that members require such Confidential Information to perform their duties;
  - 9.4.4. not to disclose, directly or indirectly, to any person, entity, or organisation any Confidential Information;
  - 9.4.5. take all reasonable precautions to protect the Confidential Information from theft, loss and any other unauthorized access, use or disclosure; and
  - 9.4.6. upon the termination of the member's appointment to the Committee, destroy or return to the Chairperson or CEO all materials containing Confidential Information in whatever media or form and not make or retain any copies of the Confidential Information.

Conflicts of Interest

- 9.5. Committee Members are required to comply with Sections 76D, 79, 79B and 81 of the Act which includes, amongst other things, the following requirements:
- 9.5.1. Submit six monthly interest returns on the form specified by Council in accordance with the Act; and
  - 9.5.2. Declare and manage any conflicts of interest which arise in accordance with the Act.
- 9.6. Committee members must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper disclosure of any conflicts of interest as and when they may arise.



- 9.7. Committee members must also be fully aware of the statutory definitions of direct and indirect interests which may give rise to a conflict of interest. These are set out in sections 77A, 77B, 78, 78A, 78B, 78C and 78D of the Act.
- 9.8. Failure to comply with the provisions of the Act with regard to conflicts of interest may result in the member's appointment being terminated.

Professional Fees for External Independent Members

- 9.9. External independent members receive payment as set by the Council.
- 9.10. Remuneration is set at \$1,500 per meeting for the Chair and \$1,000 per meeting for the other external members and subject to the review of Council.

Management Responsibility

- 9.11. It is the responsibility of the management to:
  - 9.11.1. keep the Committee informed regarding financial reporting, regulatory compliance, risk management and risk exposures of the Council;
  - 9.11.2. keep the Committee informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations in order that the Committee may monitor the management's response to these findings;
  - 9.11.3. provide a comprehensive induction for all newly appointed Committee members including all necessary and relevant information regarding the Committee's responsibilities and the Council's operations and background to enable them to understand the Council and their duties and responsibilities.

**Agenda Item: 17.2**

**Agenda Item: Art Resource Collective (ARC) Yinnar - Loan  
Guarantee**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**MOTION**

**Moved:** Cr White

**Seconded:** Cr Middlemiss

**That Council:**

- 1. In accordance with “Loans/Guarantee to Community Groups Policy” agrees to guarantee the \$11,000 zero interest loan proposed to be borrowed by the Art Resource Collective (ARC) Yinnar from Energy Innovation Co-operative Ltd; and**
- 2. Authorises the Chief Executive Officer to sign the ARC Yinnar Unsecured Loan Agreement (Zero Interest) as Guarantor.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Art Resource Collective (ARC) Yinnar has leased the Council owned former butter factory, Main Street Yinnar for many years.
- ARC Yinnar is an artist run, not for profit organisation that intends to undertake a staged refurbishment of the building that will achieve greater energy efficiency, universal design and accessibility, improved amenity and ensure compliance with current OH&S standards. ARC Yinnar was established in the current premises in 1983.
- ARC Yinnar have sourced an \$11,000 zero interest loan from Energy Innovation Co-operative Ltd (EICo-op). This loan requires Council, as the owner of the property, to go guarantor to the loan.
- Council has adopted a “*Loans/Guarantees to Community Groups Policy*”. In accordance with this policy, “*loans and guarantees are only to be provided on the authority of the Council and will only be considered in circumstances that*



*provide community benefits or cater to the communities' needs, where repayment capacity is assured".*

- The loan is payable by 20 quarterly instalments of \$550 over a five year period.
- ARC Yinnar has the financial capacity to service the loan repayments and it is considered unlikely that the lender will need to call in the guarantee in the event of a loan default. Proposed refurbishments will see a Council owned building improved and the community will have access to a more energy efficient and a functional facility.
- EICo-op is a non-trading co-operative operating since 2009 with a mission of *"working together towards a zero emissions community"*.

**Background:**

ARC Yinnar has leased from Council the former butter factory, Main Street Yinnar for many years.

ARC Yinnar provides private studio spaces for artists to hire and make their work, community studio spaces available for groups and individuals to participate in making visual art works and crafts. It has theatre and communal spaces for hire for performance and music and for hire to members, the community, corporate meetings and events. It has a kitchen for hire, gallery spaces for monthly exhibitions, (between 15 and 20 per year,) a retail outlet for the sale of art and craft works and training, employment and educational services and facilities that include school visits and primary and secondary school art classes.

This building is old and not very energy efficient. ARC Yinnar wishes to undertake a major refurbishment of the building and have divided this ambitious redevelopment into four stages.

*Stage One* of the redevelopment is the refurbishment of the main studio area and shared community space and the integration of energy efficient design and renewable energy generated through a solar panel installation. *Stage Two* is the refurbishment of the ceramics studio. *Stage Three* are improvements to the front foyer and improvements to the rear access, the Kiln room, a new spray booth and installation of an extraction system. *Stage Four* will include an Artist in Residence (AIR) accommodation, more studio refurbishment around the ceramic studio and AIR program.

ARC Yinnar has identified a number of potential funding sources and has submitted funding applications to progress the above stages. The first stage will be funded in part from an \$11,000 zero interest loan from EICo-op. EICo-op is a not for profit organisation and its activities have centre on Bass Coast and South Gippsland Shires, however there is no geographic restriction on their activities. ARC Yinnar themselves have funds to contribute to the first stage.

ARC Yinnar is seeking several other funding opportunities including the Latrobe Valley Authority, Foundation for Rural and Regional Renewal and the Bendigo Bank to complete all stages. Stage one can happen independently from the other stages if funding was not secured.

**Issues:**

*Strategy Implications*

This Council report is consistent with Council Plan Strategic Objective 4: *Improve the amenity and accessibility of services.*

*Communication*

To date the communications have been with the ARC Yinnar representative managing the project and the Manager of Finance who has reviewed the ARC Yinnar annual financial statements.

*Financial Implications*

The \$11,000 zero interest loan from EICo-Op is payable by quarterly instalments of \$550.00 (i.e. \$2,200 p.a.) over five years. The cash resources of ARC Yinnar as presented in annual financial statements are deemed sufficient to service the loan repayments. This financial position will be further improved by the projected savings in electricity costs and exporting electricity into the grid (estimated savings in year 1 - \$2,318) from the installation of an 8.25 kW Solar PV System on the roof of the ARC Yinnar building.

Based on the financial statements provided it is considered unlikely that ARC Yinnar would default on the loan therefore there should not be any unbudgeted financial implications for Council.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Loan Repayment Default	2 - Unlikely	Review annual financial statements in accordance with the Loans/Guarantees to Community Groups Policy

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

*Legal and Compliance*

The Unsecured Loan Agreement is a legally binding document.

In February 2011 Council introduced a “Loans/Guarantees to Community Groups Policy”. The request is within the scope of the policy as “*Loans and or guarantees*”

*will only be available to community organisations for the acquisition or construction of durable assets up to a maximum amount equal to lesser of \$20,000 or two of the cost of the project or asset whichever is the lesser.”*

*Community Implications*

Stage one and subsequent stages will have a positive impact, i.e. a Council owned building is improved and the community has access to a more energy efficient and a functional facility.

*Environmental Implications*

Installation of a 8.25 kW Solar PV System will have a positive environmental impact by reduced carbon emissions.

*Consultation*

No community consultation is required as a result of this proposal.

*Other*

Nil

**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*.

**Supporting Documents:**

Nil

**Attachments**  
Nil

**Agenda Item: 17.3**

**Agenda Item: Contract Variations and Contracts Awarded by the Chief Executive Officer Report for the period 1 July 2019 to 31 January 2020**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Information**

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr White

**That Council receives and notes this report on contract variations and contracts awarded by the Chief Executive Officer during the period 1 July 2019 to 31 January 2020.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

In accordance with Latrobe City Council's *Procurement Policy 19-POL-11* section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council.

All contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation are detailed in the attachment.

**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*.

**Supporting Documents:**

Procurement Policy 19 – POL – 11

**Attachments**

1 [↓](#). Contract Variations and Contracts Awarded by the CEO 1 Jul 2019 - 31 Jan





## **17.3**

### **Contract Variations and Contracts Awarded by the Chief Executive Officer Report for the period 1 July 2019 to 31 January 2020**

- 1 Contract Variations and Contracts Awarded by the CEO  
1 Jul 2019 - 31 Jan 2020 ..... 353**

**CONTRACTS AWARDED BY THE CEO UNDER DELEGATION  
FROM 1 JULY 2019 TO 31 JANUARY 2020**

<b>Contract Number and Title:</b>	<b>Contractor:</b>	<b>Date Awarded:</b>	<b>Contract Amount or SOR</b>
LCC-567 Construction of Morwell to Traralgon Shared Pathway - Stage 4	QR Construction Gippsland	17/07/2019	\$389,147.00
LCC-585 Provision of Elevator Servicing and Maintenance	Gippsland Lifts and Cranes	23/07/2019	SOR
LCC-579 Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon*	Kingbuilt Homes Pty Ltd	29/07/2019	\$495,230.00
LCC-590 Reconstruction of Heather Grove and Lafayette Street, Traralgon**	MTS Excavations and Drilling	22/08/2019	\$992,039.35
LCC-589-A Provision of Urban Street Tree Pruning 2019/2020	Gippy Tree Services Pty Ltd	28/08/2019	\$134,750.00
LCC-589-B Provision of Urban Street Tree Pruning 2019/2020	Valleywide Tree Services Pty Ltd	28/08/2019	\$108,000.00
LCC-593-A Reconstruction of Beck Street, Moe**	Eastern Constructions Pty Ltd	16/09/2019	\$410,702.80
LCC-593-B Reconstruction of East Street, Yallourn North**	Fowlers Asphaltting Pty Ltd	16/09/2019	\$376,498.22
LCC-594 Reconstruction of Well Street, Morwell - Stage 1	ACE Earthmoving	10/10/2019	\$280,245.20
LCC-591 Design and Construction of Car Park Monash Reserve Newborough*	ACE Earthmoving	24/10/2019	\$563,844.50
LCC-588 Traralgon South - Sports Pavilion Extension	Allchin Commercial	25/10/2019	\$437,520.54
LCC-603 The Provision of Services of GITA & TPCC for the Construction of Hyland Highway Landfill Cap - Cell 3 (Stage 2)	Terra Firma Laboratories	6/11/2019	\$165,065.00
LCC-610-A Provision of Shopfitting and Glazing Services	MSF Thermal Windows and Doors	19/11/2019	SOR
LCC-610-B Provision of Shopfitting and Glazing Services	Bomba Shopfitters	19/11/2019	SOR
LCC-613 Reconstruction of Retaining Wall at Bridges Avenue	ACE Earthmoving	5/12/2019	\$74,614.20
LCC-597 Dunbar Remediation Environmental Consultant Services	ADE Consulting Group Pty Ltd	11/12/2019	\$66,776.00
LCC-596-A Traralgon Railway Reservoir Conservation Resever - Construction of Accessible Toilet	Kingbuilt Homes Pty Ltd	11/12/2019	\$96,920.00
LCC-596-B Traralgon Railway Reservoir Conservation Resever - Construction of Assembly Shed	Langden Construcitons	11/12/2019	\$236,659.00
LCC-598 Latrobe City Sealed Pavements and Kerbs Condition Assessment & Inventory Verification	Talis Consultants	20/12/2019	\$117,078.00

**CONTRACTS AWARDED BY THE CEO UNDER DELEGATION  
FROM 1 JULY 2019 TO 31 JANUARY 2020**

<b>Contract Number and Title:</b>	<b>Contractor:</b>	<b>Date Awarded:</b>	<b>Contract Amount or SOR</b>
LCC-609 Design & Construct - Traralgon Sports Stadium Roof and Wall Replacement	McCulloch Plumbing Pty Ltd	20/12/2019	\$420,800.00
LCC-617 Corrigan Reserve, Newborough Amenities Refurbishment	BDB Builders Pty Ltd	10/01/2020	\$216,604.00
LCC-624 Sealing of Buckleys Road Hazelwood North	QR Construction Gippsland	10/01/2020	\$363,899.00
LCC-602 Level 2 Bridge Inspections	MU Group Consulting Pty Ltd	13/01/2020	\$49,800.00
LCC-620 Construction and Sealing of Shoulders CH3400-CH5500 at Flynns Creek Road, Flynn	Sure Constructions Vic Pty Ltd	28/01/2020	\$182,508.76

\*CEO Delegated authority at 2 July 2018 Ordinary Council Meeting

\*\*CEO Delegated authority at 1 July 2019 Ordinary Council Meeting



<b>Contract No. and Title:</b>		LCC-308-A Provision of Security Services - Patrols							
<b>Contractor:</b>		Titan Security and Protective Services Pty Ltd							
<b>Date Contract Awarded:</b>		1/08/2016	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$100,000.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Daily locking and unlocking the entrance gates at Traralgon Apex Park Toilet Block	10/12/2019	Coordinator	\$1,799.33	1.80%		\$1,799.33	1.80%	\$101,799.33

<b>Contract No. and Title:</b>		LCC-428 Latrobe Creative Precinct Design and Detailed Documentation							
<b>Contractor:</b>		Daryl Jackson Pty Ltd T/As Jackson Architecture							
<b>Date Contract Awarded:</b>		7/10/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$1,944,280.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
34	Additional Consulting Fire Safety Engineering Services	7/10/2019	CEO	\$4,117.00	0.21%	\$914,963.82	\$919,080.82	47.27%	\$2,863,360.82
35	Additional independent structural certification of site retention works due to change in design	30/10/2019	CEO	\$2,242.50	0.12%	\$919,080.82	\$921,323.32	47.39%	\$2,865,603.32
36	Ratio Event Traffic Master Plan	11/12/2019	CEO	\$2,875.00	0.15%	\$921,323.32	\$924,198.32	47.53%	\$2,868,478.32

<b>Contract No. and Title:</b>		LCC-434 Traralgon Tennis Re-Fencing							
<b>Contractor:</b>		Dynamic Industries Gippsland Pty Ltd							
<b>Date Contract Awarded:</b>		13/11/2017	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$258,000.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Supply and Installation of additional pavers	12/07/2018	Manager	\$1,280.00	0.50%		\$1,280.00	0.50%	\$259,280.00

<b>Contract No. and Title:</b>		LCC-445 Service of Environmental Auditor for Moe Landfill Rehabilitation Works							
<b>Contractor:</b>		GHD Pty Ltd							
<b>Date Contract Awarded:</b>		4/01/2018	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$51,740.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	<p>Eight minor variations approved by the auditor during Stage 1 construction at \$600 per minor variation as per the contract agreement.</p> <p>Preparation of a letter to EPA requesting approval for use the leachate pond before the final audit verification report is issued.</p> <p>Repeat of subgrade verification survey</p> <p>Review of leachate pond CQA data separately to Stage 1 cap construction works</p> <p>Review of revised design conducted by ET cap design expert</p> <p>Additional Data review of Stage 2 (estimate based on Morwell ET cap experience)</p> <p>Additional Data review of Stage 3 (estimate based on Morwell ET cap experience)</p> <p>Anticipated minor variations 10 &amp; \$600</p>	13/12/2019	General Manager	\$36,935.00	71.39%		\$36,935.00	71.39%	\$88,675.00



<b>Contract No. and Title:</b>		LCC-455 Morwell Recreation Reserve Netball Courts Redevelopment							
<b>Contractor:</b>		HCM Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		19/02/2018	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$600,310.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
2	V2.1 - 30mm thick asphalt overlay of car park entry (30 tonnes at \$295/tonne) V2.2 - Installation of 6 pieces of Aluminium to Weatherproof Coaches Boxes	23/07/2018	Manager	\$9,650.00	1.61%	\$17,676.20	\$27,326.20	4.55%	\$627,636.20

<b>Contract No. and Title:</b>		LCC-463 Road Reconstruction and Turnaround Construction in Healeys Road, Yinnar South							
<b>Contractor:</b>		Eastern Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		28/03/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$277,919.85
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Provisional Sum Adjustment - Road Reconstruction and Turnaround Construction Provisional Items not used	4/07/2019	Coordinator	-\$20,500.00	-7.38%		-\$20,500.00	-7.38%	\$257,419.85

<b>Contract No. and Title:</b>		LCC-478 Design and Construct of Boardwalks for Morwell to Traralgon Shared Path							
<b>Contractor:</b>		BSA Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		9/07/2018	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$410,000.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Approve compensable delay costs to contractor - The areas beside Old Melbourne Road are of environmental significance and contractor was unable to complete the 3 boardwalks because of a planning permit was not endorsed. The delay costs qualify as a compensable cause which affected the practical completion date. The delay costs are for demobilisation and remobilisation to the site and extension of P/L insurance.	25/07/2018	Coordinator	\$7,236.36	1.76%		\$7,236.36	1.76%	\$417,236.36

<b>Contract No. and Title:</b>		LCC-502 Gippsland Regional Aquatic Centre							
<b>Contractor:</b>		ADCO Constructions							
<b>Date Contract Awarded:</b>		22/10/2018	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$45,088,000.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
6	This variation is for the credit of remaining fees associated with the services of Hydrautech which are no longer required. Hydrautech have been involved with the GRAC project in the role of Aquatic Engineers. Due to the lack of response and constructive input from Hydrautech, the decision has been made to engage the services of an alternative contractor	9/07/2019	CEO	-\$25,000.00	-0.06%	\$260,361.66	\$235,361.66	0.52%	\$45,323,361.66
7	Further asbestos removal	9/07/2019	CEO	\$100,000.00	0.22%	\$235,361.66	\$335,361.66	0.74%	\$45,423,361.66
8	Contaminated soil removal	31/07/2019	CEO	\$673,727.57	1.49%	\$335,361.66	\$1,009,089.23	2.24%	\$46,097,089.23
9	Geothermal Pipework Supply and Installation	15/10/2019	CEO	\$226,600.00	0.50%	\$1,009,089.23	\$1,235,689.23	2.74%	\$46,323,689.23
10	Removal of contaminated soil	11/11/2019	CEO	\$135,015.19	0.30%	\$1,235,689.23	\$1,370,704.42	3.04%	\$46,458,704.42
11	Kitchen Provisional Sum - Extra Cover to the kitchen fitout provisional sum. A kitchen design specialist was engaged to undertake the kitchen design space at GRAC to ensure a practical, workable kitchen/cafe.	16/01/2020	CEO	\$1,496.00	0.00%	\$1,370,704.42	\$1,372,200.42	3.04%	\$46,460,200.42



<b>Contract No. and Title:</b>		LCC-504 Reconstruction of Vincent Road, Morwell							
<b>Contractor:</b>		Ace Earthmoving							
<b>Date Contract Awarded:</b>		1/10/2018	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$674,246.40
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Pavement Changes	14/08/2019	Coordinator	-\$6,010.00	-0.89%		-\$6,010.00	-0.89%	\$668,236.40

<b>Contract No. and Title:</b>		LCC-506 Construction of a Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve							
<b>Contractor:</b>		Tuff Turf N Co Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2018	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$2,541,122.10
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
16	Supply and installation of a soccer goal storage area and the supply of two senior soccer goals (one set of 8 meter goals).	4/07/2019	CEO	\$14,391.80	0.57%	\$289,076.85	\$303,468.65	11.94%	\$2,844,590.75
17	Increase width of perimeter edge strip & install bew fire hydrant	26/11/2019	CEO	\$19,280.50	0.76%	\$303,468.65	\$322,749.15	12.70%	\$2,863,871.25
18	Pedestrian Access Gate	11/12/2019	CEO	\$500.00	0.02%	\$322,749.15	\$323,249.15	12.72%	\$2,864,371.25

<b>Contract No. and Title:</b>		LCC-507 Design and Construction of Traralgon Sports Stadium							
<b>Contractor:</b>		Becon Constructions (Australia) Pty Ltd							
<b>Date Contract Awarded:</b>			<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$15,980,890.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
8	Variation for convenience of the contractor to change block work to precast concrete in the sports hall and steel stud and frame in the hallways. This will provide uniformity in the sports hall as three sides are already precast and will provide a more seamless finish in the hallways providing a canvass to add architectural treatment to in the future. As this is a variation for convenience there is no cost to Latrobe City Council for this change.	29/07/2019	General Manager	\$0.00	0.00%	\$210,160.87	\$210,160.87	1.32%	\$16,191,050.87
9	Additional structural steel	30/07/2019	CEO	\$19,734.00	0.12%	\$210,160.87	\$229,894.87	1.44%	\$16,210,784.87
10	Reduction of paint thickness requirement	7/08/2019	CEO	-\$15,750.00	-0.10%	\$229,894.87	\$214,144.87	1.34%	\$16,195,034.87
11	Alternative façade option	7/08/2019	CEO	\$16,500.00	0.10%	\$214,144.87	\$230,644.87	1.44%	\$16,211,534.87
12	Fabric ducting instead of steel	7/08/2019	General Manager	-\$12,500.25	-0.08%	\$230,644.87	\$218,144.62	1.37%	\$16,199,034.62
13	The function room has been re-designed to become a multi-purpose room which is more flexible in design so the room can be better utilised. This involved increasing the floor area, increasing the lift capacity, another fire exit, additional walls, electronic security and connection to the building management system.	7/08/2019	CEO	\$210,282.83	1.32%	\$218,144.62	\$428,427.45	2.68%	\$16,409,317.45
14	Change window system	14/08/2019	CEO	-\$80,000.00	-0.50%	\$428,427.45	\$348,427.45	2.18%	\$16,329,317.45
15	Increase door heights	23/09/2019	CEO	\$521.84	0.00%	\$348,427.45	\$348,949.29	2.18%	\$16,329,839.29

<b>Contract No. and Title:</b>		LCC-507 Design and Construction of Traralgon Sports Stadium								
<b>Contractor:</b>		Becon Constructions (Australia) Pty Ltd								
<b>Date Contract Awarded:</b>			<b>Contract Awarded by:</b>			Council		<b>Original Contract Value:</b>		\$15,980,890.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>	
16	Additional public lighting	23/09/2019	CEO	\$1,851.30	0.01%	\$348,949.29	\$350,800.59	2.20%	\$16,331,690.59	
17	Kitchen equipment install & coolroom	23/09/2019	CEO	\$48,941.20	0.31%	\$350,800.59	\$399,741.79	2.50%	\$16,380,631.79	
18	Works for future access gates	26/09/2019	CEO	\$2,245.10	0.01%	\$399,741.79	\$401,986.89	2.52%	\$16,382,876.89	
19	IT fish pole and cabling	15/10/2019	CEO	\$6,591.43	0.04%	\$401,986.89	\$408,578.32	2.56%	\$16,389,468.32	
20	Additional changes and alterations to the drinking fountains	16/10/2019	CEO	-\$2,448.60	-0.02%	\$408,578.32	\$406,129.72	2.54%	\$16,387,019.72	
21	Supply and install GSM unit for lift	12/11/2019	CEO	\$2,458.50	0.02%	\$406,129.72	\$408,588.22	2.56%	\$16,389,478.22	
22	Supply and install removable bollards	27/11/2019	CEO	\$2,854.50	0.02%	\$408,588.22	\$411,442.72	2.57%	\$16,392,332.72	
23	AV Provisional sum adjustment	11/12/2019	CEO	\$56,079.10	0.35%	\$411,442.72	\$467,521.82	2.93%	\$16,448,411.82	
24	Remove and replace existing roller shutter - West Foyer Stairs	20/12/2019	CEO	\$3,345.10	0.02%	\$467,521.82	\$470,866.92	2.95%	\$16,451,756.92	
25	Supply and Install Audio Equipment in Function Room 1 & 2	20/12/2019	CEO	\$6,721.90	0.04%	\$470,866.92	\$477,588.82	2.99%	\$16,458,478.82	
26	Design for Half Basketball Court	20/12/2019	CEO	\$6,754.00	0.04%	\$477,588.82	\$484,342.82	3.03%	\$16,465,232.82	
27	Install three additional GPOs in office	20/12/2019	CEO	\$435.60	0.00%	\$484,342.82	\$484,778.42	3.03%	\$16,465,668.42	



<b>Contract No. and Title:</b>		LCC-510 Design and Construct - Cricket Centre of Excellence at Ted Summerton Reserve, Moe							
<b>Contractor:</b>		Langden Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		3/09/2018	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$2,288,450.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Supply and install 4 evaporative cooling units	4/07/2019	General Manager	\$108,680.00	4.75%		\$108,680.00	4.75%	\$2,397,130.00
2	Supply and install wall lining	5/08/2019	General Manager	\$39,941.00	1.75%	\$108,680.00	\$148,621.00	6.49%	\$2,437,071.00
3	Internal Cricket Net Alterations	15/10/2019	General Manager	\$5,368.00	0.23%	\$148,621.00	\$153,989.00	6.73%	\$2,442,439.00
4	Changes to external Storage Shed	15/10/2019	General Manager	\$47,995.20	2.10%	\$153,989.00	\$201,984.20	8.83%	\$2,490,434.20
5	Concrete Mowing Strip and Concrete Slab for covers	30/10/2019	General Manager	\$10,675.50	0.47%	\$201,984.20	\$212,659.70	9.29%	\$2,501,109.70
6	Electrical Mains Upgrade and Metering	12/11/2019	CEO	\$21,967.00	0.96%	\$212,659.70	\$234,626.70	10.25%	\$2,523,076.70
7	Purchase of equipment	21/11/2019	CEO	\$70,821.39	3.09%	\$234,626.70	\$305,448.09	13.35%	\$2,593,898.09
8	Full Landscaping	9/12/2019	CEO	\$58,289.00	2.55%	\$305,448.09	\$363,737.09	15.89%	\$2,652,187.09
9	Paint the new external store shed to be in keeping with the other three store shed at the reserve.	1/12/2019	CEO	\$1,254.00	0.05%	\$363,737.09	\$364,991.09	15.95%	\$2,653,441.09
10	Irrigation System	20/12/2019	CEO	\$6,325.00	0.28%	\$364,991.09	\$371,316.09	16.23%	\$2,659,766.09
11	Electronic Indoor Cricket Scoreboard	30/01/2020	CEO	\$12,736.50	0.56%	\$371,316.09	\$384,052.59	16.78%	\$2,672,502.59

<b>Contract No. and Title:</b>		LCC-526 Drainage Augmentation to the Nixon Court - Furlonger Street Precinct, Traralgon - Stage 2							
<b>Contractor:</b>		Eastern Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		4/01/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$323,924.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Contract additions and reductions Reduction in Contingency Sum Item 1 (h), Omission of Contract Item 2.1 (e), Reduction in Provisional Sum Item 2.2 (b), Omission of Contract Item 5.1 (a)(i), Reduction in Provisional Sum Item 5.3(a)(i), Omission of Contract Item 5.4(d)(i), Reduction in Provisional Sum Item 5.5(a). Additional works in Reinstatement of Property Connections, Additional 100mm thick concrete path including F72 mesh, additional pit removal from Nixon Court laneway.	7/10/2019	Coordinator	-\$34,538.00	-10.66%		-\$34,538.00	-10.66%	\$289,386.00

<b>Contract No. and Title:</b>		LCC-532-A Design and Construct - Multiple Cricket Net Training Facilities (Maryvale)							
<b>Contractor:</b>		Langden Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		26/02/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$155,570.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
3	Additional Roof Netting	26/08/2019	Coordinator	\$410.83	0.26%	\$8,833.00	\$9,243.83	5.94%	\$164,813.83

<b>Contract No. and Title:</b>		LCC-532-B Design and Construct - Multiple Cricket Net Training Facilities (Glengarry)							
<b>Contractor:</b>		Langden Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		26/02/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$157,120.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
3	Additional Roof Netting	26/08/2019	Coordinator	\$410.83	0.26%	\$9,240.00	\$9,650.83	6.14%	\$166,770.83



<b>Contract No. and Title:</b>		LCC-532-C Design and Construct - Multiple Cricket Net Training Facilities (Keegan Street Oval)							
<b>Contractor:</b>		Langden Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		26/02/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$151,480.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
3	Additional Roof Netting	30/08/2019	CEO	\$410.83	0.27%	\$38,695.80	\$39,106.63	25.82%	\$190,586.63

<b>Contract No. and Title:</b>		LCC-535 Preparation of Works Approval Application for Hyland Highway Landfill Extension							
<b>Contractor:</b>		GHD Pty Ltd							
<b>Date Contract Awarded:</b>		9/11/2018	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$68,365.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
3	Air Quality Assessment	31/07/2019	General Manager	\$2,598.75	3.80%	\$12,402.50	\$15,001.25	21.94%	\$83,366.25
4	Review and prepare responses for EPA comments on draft WA application	14/08/2019	General Manager	\$25,000.00	36.57%	\$15,001.25	\$40,001.25	58.51%	\$108,366.25

<b>Contract No. and Title:</b>		LCC-543 Design and Construct - Multi-Use Pavilion at Monash Reserve, Newborough							
<b>Contractor:</b>		Langden Constructions Pty Ltd							
<b>Date Contract Awarded:</b>		7/01/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$1,135,040.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
4	Replacement of terracotta pipe with PVC pipe	13/08/2019	Coordinator	\$4,944.50	0.44%	\$17,589.00	\$22,533.50	1.99%	\$1,157,573.50
5	Supply and install a grease trap	26/08/2019	Manager	\$13,695.00	1.21%	\$22,533.50	\$36,228.50	3.19%	\$1,171,268.50
6	Change room door replaced with sliding door	26/08/2019	Manager	\$6,655.00	0.59%	\$36,228.50	\$42,883.50	3.78%	\$1,177,923.50
7	Installation of CCTV	26/08/2019	Manager	\$8,462.78	0.75%	\$42,883.50	\$51,346.28	4.52%	\$1,186,386.28
8	Supply and install security shutters	26/08/2019	Manager	\$8,980.00	0.79%	\$51,346.28	\$60,326.28	5.31%	\$1,195,366.28
9	Supply and install PA system	26/08/2019	Manager	\$8,635.00	0.76%	\$60,326.28	\$68,961.28	6.08%	\$1,204,001.28
10	Additional air-conditioning	30/10/2019	Manager	\$7,205.00	0.63%	\$68,961.28	\$76,166.28	6.71%	\$1,211,206.28
11	Supply and install dishwasher	2/01/2020	Manager	\$830.00	0.07%	\$76,166.28	\$76,996.28	6.78%	\$1,212,036.28

<b>Contract No. and Title:</b>		LCC-545 Redevelopment of the Keegan Street Reserve, Morwell							
<b>Contractor:</b>		A1 Civil Pty Ltd							
<b>Date Contract Awarded:</b>		4/06/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$439,531.05
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Additional drainage - Netball Court Car Park	12/09/2019	General Manager	\$6,250.51	1.42%		\$6,250.51	1.42%	\$445,781.56
2	New Stormwater drainage from the Bowls Club Car Park	17/09/2019	General Manager	\$18,426.98	4.19%	\$6,250.51	\$24,677.49	5.61%	\$464,208.54
3	CREDIT - Demolition of the cricket nets	17/09/2019	General Manager	-\$5,412.06	-1.23%	\$24,677.49	\$19,265.43	4.38%	\$458,796.48
4	Additional drainage - Netball Court Car Park	17/09/2019	General Manager	\$3,848.34	0.88%	\$19,265.43	\$23,113.77	5.26%	\$462,644.82
5	Changes to Infield Drainage System	24/09/2019	General Manager	\$58,044.81	13.21%	\$23,113.77	\$81,158.58	18.46%	\$520,689.63
6	Removal of Bowls Club Carpark concrete pipe and old agi lines	4/10/2019	General Manager	\$4,080.00	0.93%	\$81,158.58	\$85,238.58	19.39%	\$524,769.63
7	Supply and install turf sand to design height	13/01/2020	CEO	\$5,000.00	1.14%	\$85,238.58	\$90,238.58	20.53%	\$529,769.63
8	Footpath to new cricket nets	13/01/2020	CEO	\$7,239.00	1.65%	\$90,238.58	\$97,477.58	22.18%	\$537,008.63
9	Sand capping layer - 40mm capping layer required over oval to allow for final trim of the growing medium profile and sprigging	16/01/2020	CEO	\$25,550.00	5.81%	\$97,477.58	\$123,027.58	27.99%	\$562,558.63



<b>Contract No. and Title:</b>		LCC-552 Rehabilitation of Morwell Landfill Stages 1 and 2							
<b>Contractor:</b>		A1 Civil Pty Ltd							
<b>Date Contract Awarded:</b>		1/04/2019	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$3,986,825.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Fill rebate for using soil on site	14/08/2019	Manager	-\$211,135.36	-5.30%		-\$211,135.36	-5.30%	\$3,775,689.64

<b>Contract No. and Title:</b>		LCC-554 Construction of Sports Lighting at Tyers Recreation Reserve							
<b>Contractor:</b>		Contracting Kings Pty Ltd							
<b>Date Contract Awarded:</b>		10/04/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$322,112.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Additional lighting and cross arms	23/10/2019	Coordinator	\$6,935.00	2.15%		\$6,935.00	2.15%	\$329,047.00

<b>Contract No. and Title:</b>		LCC-557 Demolition, Design and Construction of Multi-Use Netball and Tennis Courts, Fencing and Lighting at Monash Reserve Newborough							
<b>Contractor:</b>		Ace Earthmoving							
<b>Date Contract Awarded:</b>		19/02/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$1,697,874.95
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Time lapse cameras	10/07/2019	Coordinator	\$8,000.00	0.47%		\$8,000.00	0.47%	\$1,705,874.95
2	Relocation of sheds	11/07/2019	Manager	\$26,675.00	1.57%	\$8,000.00	\$34,675.00	2.04%	\$1,732,549.95
3	Path around the 10 courts	11/07/2019	Manager	\$42,794.00	2.52%	\$34,675.00	\$77,469.00	4.56%	\$1,775,343.95
4	Additional drainage and grates	11/07/2019	Manager	\$14,274.00	0.84%	\$77,469.00	\$91,743.00	5.40%	\$1,789,617.95
5	Rectify soft spot at demolition site	11/07/2019	Manager	\$12,910.00	0.76%	\$91,743.00	\$104,653.00	6.16%	\$1,802,527.95
6	Coach boxes	11/07/2019	General Manager	\$64,108.00	3.78%	\$104,653.00	\$168,761.00	9.94%	\$1,866,635.95
7	Retaining wall	31/07/2019	General Manager	\$38,070.00	2.24%	\$168,761.00	\$206,831.00	12.18%	\$1,904,705.95
8	Conduit for PA system	23/07/2019	General Manager	\$792.00	0.05%	\$206,831.00	\$207,623.00	12.23%	\$1,905,497.95
9	Conduit for PA system	13/08/2019	General Manager	\$4,887.50	0.29%	\$207,623.00	\$212,510.50	12.52%	\$1,910,385.45
10	Additional paving	3/10/2019	CEO	\$24,435.00	1.44%	\$212,510.50	\$236,945.50	13.96%	\$1,934,820.45
11	Lighting and building permit credit	2/10/2019	CEO	-\$198,785.30	-11.71%	\$236,945.50	\$38,160.20	2.25%	\$1,736,035.15
12	Change to lux lighting levels	3/10/2019	General Manager	\$5,854.80	0.34%	\$38,160.20	\$44,015.00	2.59%	\$1,741,889.95
13	App to control court lighting	16/12/2019	General Manager	\$13,500.00	0.80%	\$44,015.00	\$57,515.00	3.39%	\$1,755,389.95

<b>Contract No. and Title:</b>		LCC-558 Traralgon West Sporting Complex Fit Out and Platform Structure							
<b>Contractor:</b>		System Building Pty Ltd T/as Rick Doultree Builders							
<b>Date Contract Awarded:</b>		22/03/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$410,500.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
3	Supply and install 80 amp circuit	4/07/2019	Coordinator	\$594.00	0.14%	-\$141.80	\$452.20	0.11%	\$410,952.20
4	Supply and install tactiles	26/07/2019	Coordinator	\$1,025.20	0.25%	\$452.20	\$1,477.40	0.36%	\$411,977.40
5	Change standard locks	7/08/2019	Coordinator	\$4,479.87	1.09%	\$1,477.40	\$5,957.27	1.45%	\$416,457.27
6	Additional fixing	7/08/2019	Coordinator	\$6,836.50	1.67%	\$5,957.27	\$12,793.77	3.12%	\$423,293.77
7	Supply and install fire blanket and chemical fire extinguisher	19/08/2019	Coordinator	\$287.65	0.07%	\$12,793.77	\$13,081.42	3.19%	\$423,581.42
8	Replace fixed down lights at kitchen	26/08/2019	Coordinator	\$286.00	0.07%	\$13,081.42	\$13,367.42	3.26%	\$423,867.42
9	Electrical upgrades required	29/08/2019	Coordinator	\$946.00	0.23%	\$13,367.42	\$14,313.42	3.49%	\$424,813.42
10	Cleaning of high windows in stairwell outside works zone	29/08/2019	Coordinator	\$330.00	0.08%	\$14,313.42	\$14,643.42	3.57%	\$425,143.42
11	Supply and fit electrical appliances	6/09/2019	Coordinator	\$3,071.20	0.75%	\$14,643.42	\$17,714.62	4.32%	\$428,214.62
12	Sign design	21/10/2019	Coordinator	\$368.65	0.09%	\$17,714.62	\$18,083.27	4.41%	\$428,583.27
13	Credit - signage costs	21/10/2019	Coordinator	-\$5,241.40	-1.28%	\$18,083.27	\$12,841.87	3.13%	\$423,341.87



<b>Contract No. and Title:</b>		LCC-564 Construction of a Toilet Block at the Traralgon Bridge Club							
<b>Contractor:</b>		BDB Builders Pty Ltd							
<b>Date Contract Awarded:</b>		3/05/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$133,033.33
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Temporary toilet steps and hand railing	24/07/2019	Coordinator	\$1,237.97	0.93%		\$1,237.97	0.93%	\$134,271.30
2	Supply new mortice locks	16/09/2019	Coordinator	\$795.00	0.60%	\$1,237.97	\$2,032.97	1.53%	\$135,066.30

<b>Contract No. and Title:</b>		LCC-565 Morwell CBD Revitalisation								
<b>Contractor:</b>		ACE Earthmoving Pty Ltd								
<b>Date Contract Awarded:</b>		13/05/2019	<b>Contract Awarded by:</b>			Council	<b>Original Contract Value:</b>		\$2,091,990.00	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>	
1	Stage G Civil Works, Street Light Footings and Additional Paving to Footpaths	3/10/2019	General Manager	\$116,623.72	5.57%		\$116,623.72	5.57%	\$2,208,613.72	
2	Supply and Installation of OmniStop Traffic Safety Bollards	7/10/2019	General Manager	\$60,205.00	2.88%	\$116,623.72	\$176,828.72	8.45%	\$2,268,818.72	
3	Supply and Installation of OmniStop Traffic Safety Bollards	24/10/2019	CEO	\$40,260.00	1.92%	\$176,828.72	\$217,088.72	10.38%	\$2,309,078.72	

<b>Contract No. and Title:</b>		LCC-567 Construction of the Morwell to Traralgon Shared Pathway - Stage 4							
<b>Contractor:</b>		Quality Roads Pty Ltd							
<b>Date Contract Awarded:</b>		17/07/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$389,147.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Drainage design changes	17/10/2019	Manager	\$29,614.71	7.61%		\$29,614.71	7.61%	\$418,761.71
2	Drainage and unsuitable material dig out costs	4/12/2019	Manager	\$52,566.79	13.51%	\$29,614.71	\$82,181.50	21.12%	\$471,328.50

<b>Contract No. and Title:</b>		LCC-571 Provision of Service to Undertake Archaeological Salvage Works at Gippsland Logistics Precinct, Morwell							
<b>Contractor:</b>		Archaeology at Tardis							
<b>Date Contract Awarded:</b>		3/05/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$136,011.22
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
2	Additional days for hand excavation	7/08/2019	CEO	\$93,918.00	69.05%	\$36,634.00	\$130,552.00	95.99%	\$266,563.22
3	Additional Work: Prepare and submit application to Heritage Vic for Consent to Damage registered historic site being the remains of the old farm buildings and yards including Heritage Vic charges. Deduction: Deduct savings from Item 3: Undertake excavation to investigate two potential historic Heritage sites being condition 4a and 4b of Historic Heritage Assessment H8121-0022 per 3620.500 Variation amount is cost neutral.	12/09/2019	Manager		0.00%	\$130,552.00	\$130,552.00	95.99%	\$266,563.22



<b>Contract No. and Title:</b>		LCC-577 Design and Construction - Multi use Pavillion at Ronald Reserve, Morwell							
<b>Contractor:</b>		Langden Constructions							
<b>Date Contract Awarded:</b>		7/06/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$531,720.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Engineering design for concrete foundation at Pavillion	1/10/2019	Coodinator	\$1,210.00	0.23%		\$1,210.00	0.23%	\$532,930.00

<b>Contract No. and Title:</b>		LCC-579 Design and Construct - New Multi-Use Change Room Facility at Apex Park, Traralgon							
<b>Contractor:</b>		Kingbuilt Homes Pty Ltd							
<b>Date Contract Awarded:</b>		29/07/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$495,230.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Design Variations	14/11/2019	Manager	\$37,034.00	7.48%		\$37,034.00	7.48%	\$532,264.00
2	Installation of sewerage pump pit	23/01/2020	General Manager	\$14,390.64	2.91%	\$37,034.00	\$51,424.64	10.38%	\$546,654.64
3	CCTV Data Cabinet	23/01/2020	General Manager	\$676.50	0.14%	\$51,424.64	\$52,101.14	10.52%	\$547,331.14

<b>Contract No. and Title:</b>		LCC-584 Hyland Highway Landfil - Management of Gas Extraction System							
<b>Contractor:</b>		McMahon Services Australia Pty Ltd							
<b>Date Contract Awarded:</b>		5/08/2019	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$389,301.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Upgrade the flare to match the proposed electricity generator	29/11/2019	Manager	\$47,291.71	12.15%		\$47,291.71	12.15%	\$436,592.71

<b>Contract No. and Title:</b>		LCC-588 Traralgon South Sports Pavillion Extension							
<b>Contractor:</b>		Allchin Commercial							
<b>Date Contract Awarded:</b>		25/10/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$437,520.54
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Retaining wall	6/12/2019	Coordinator	\$2,204.99	0.50%		\$2,204.99	0.50%	\$439,725.53



<b>Contract No. and Title:</b>		LCC-590 Reconstruction of Heather Grove, Traralgon							
<b>Contractor:</b>		MTS Excavations and Drilling							
<b>Date Contract Awarded:</b>		22/08/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$475,733.85
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Supply and install TGS1 to pram crossings	16/09/2019	Coordinator	\$2,000.00	0.42%		\$2,000.00	0.42%	\$477,733.85
2	Change to kerb connections	1/11/2019	Coordinator	\$3,750.00	0.79%	\$2,000.00	\$5,750.00	1.21%	\$481,483.85
3	Change to topsoil mix	1/11/2019	Coordinator	\$2,192.95	0.46%	\$5,750.00	\$7,942.95	1.67%	\$483,676.80
4	Additional concreting works	7/11/2019	Coordinator	\$835.00	0.18%	\$7,942.95	\$8,777.95	1.85%	\$484,511.80
5	Additional concreting works	7/11/2019	Coordinator	\$1,460.00	0.31%	\$8,777.95	\$10,237.95	2.15%	\$485,971.80
6	Modified pavement using CT and geogrid	29/11/2019	Manager	\$20,770.00	4.37%	\$10,237.95	\$31,007.95	6.52%	\$506,741.80
7	Pavement repairs	18/12/2019	Manager	\$13,513.50	2.84%	\$31,007.95	\$44,521.45	9.36%	\$520,255.30
8	Gas repairs	23/01/2020	General Manager	\$10,000.00	2.10%	\$44,521.45	\$54,521.45	11.46%	\$530,255.30

<b>Contract No. and Title:</b>		LCC-590 Reconstruction of Lafayette Street, Traralgon							
<b>Contractor:</b>		MTS Excavations and Drilling							
<b>Date Contract Awarded:</b>		22/08/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$516,305.50
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Lowering of 8 no water services	11/11/2019	Coordinator	\$12,355.00	2.39%		\$12,355.00	2.39%	\$528,660.50

<b>Contract No. and Title:</b>		LCC-591 Design and Construct of Car Park Monash Reserve, Newborough								
<b>Contractor:</b>		ACE Earthmoving Pty Ltd								
<b>Date Contract Awarded:</b>		24/10/2019	<b>Contract Awarded by:</b>			CEO	<b>Original Contract Value:</b>		\$563,844.50	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>	
1	Temporary Access	13/12/2019	Coordinator	\$11,250.00	2.00%		\$11,250.00	2.00%	\$575,094.50	
2	Additional Paving	19/12/2019	CEO	\$51,009.00	9.05%	\$11,250.00	\$62,259.00	11.04%	\$626,103.50	

<b>Contract No. and Title:</b>		LCC-593-B Reconstruction of East Street, Yallourn North							
<b>Contractor:</b>		Fowlers Ashphalting Pty Ltd							
<b>Date Contract Awarded:</b>		16/09/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$376,498.22
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Alternative deep lift asphalt	2/12/2019	Coordinator	\$10,397.60	2.76%		\$10,397.60	2.76%	\$386,895.82
2	Additional works at Low Road	9/12/2019	Manager	\$98,200.00	26.08%	\$10,397.60	\$108,597.60	28.84%	\$485,095.82
3	375mm diameter stormwater drainage pipeline	9/12/2019	Manager	\$8,318.94	2.21%	\$108,597.60	\$116,916.54	31.05%	\$493,414.76
4	Addition of recycled compost material	6/01/2020	Manager	\$4,000.00	1.06%	\$116,916.54	\$120,916.54	32.12%	\$497,414.76



<b>Contract No. and Title:</b>		LCC-594 Reconstruction of Well Street, Morwell							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		10/10/2019	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$280,245.20
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Replacement of additional unsuitable material & provisional items	20/12/2019	Coordinator	\$7,313.12	2.61%		\$7,313.12	2.61%	\$287,558.32

**Agenda Item: 17.4**

**Agenda Item: Proposed Sale Of Land - Henry Street, Traralgon**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**MOTION**

**Moved: Cr Howe**

**Seconded: Cr Harriman**

**That Council:**

- 1. Gives public notice of its intention to consider the proposed sale of part of Lot 1 on Title Plan 923373Y to the owner of 21 Henry Street, Traralgon, by private treaty and invites comment on the proposal pursuant to Section 223 of the Local Government Act 1989;**
- 2. Considers at a future Council meeting any submissions received regarding the proposed sale of part of Lot 1 on Title Plan 923373Y to the owner of 21 Henry Street, Traralgon, by private treaty; and**
- 3. Resolves, if no submissions are received, to sell Lot 1 on Title Plan 923373Y to the owner of 21 Henry Street, Traralgon, by private treaty and authorises the Chief Executive Officer to sign and seal any documents necessary to facilitate the transfer of the land.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council has received a request from Addison Real Estate, on behalf of the owner of 21 Henry Street, Traralgon, for the transfer of a parcel of land that is fenced into the rear of the property.
- This land originally formed part of a carriageway easement and is now described as Lot 1 on Title Plan 923373Y (Attachment One), being part of the land contained in Certificate of Title Volume 1907 Folio 342.
- 21 Henry Street, Traralgon, is in the process of being sold and, as a shed has been built upon the former carriageway easement, the owner wishes to

acquire this parcel of land to rectify this issue prior to settlement.

- Prior to determining whether the land can be sold, it will be necessary for Council to undertake consultation by giving public notice of its intention to consider the proposed sale of this land and inviting public comment on the proposed sale of land.

### **Background:**

Council has received a request from Addison Real Estate, on behalf of the owner of 21 Henry Street, Traralgon, for the transfer of a parcel of land that is fenced into the rear of the property.

This land was originally part of carriageway easement and is now described as Lot 1 on Title Plan 923373Y (Attachment One), being the land contained in Certificate of Title Volume 1907 Folio 342.

Even though 21 Henry Street, Traralgon, has been transferred multiple times the presence of this parcel of land was not previously identified however, as it is once again in the process of being sold, the current owner has contacted Council to determine what can be done.

As a shed has been constructed on the former carriageway easement, the owner wishes to acquire this parcel of land and they were advised by Land Victoria that this will need to be from Council.

It is noted that there are drainage and sewerage assets contained in this land, over which the shed has been built, so the proposal will need to be referred to Gippsland Water who will likely require the creation of an easement in their favour.

### **Issues:**

#### *Strategy Implications*

Objective 6 of the 2017/2021 Council Plan: Ensure Council operates openly, transparently and responsibly.

#### *Communication*

Council officers have had discussions with Addison Real Estate regarding the process to acquire the land.

#### *Financial Implications*

The land will be sold subject to an independent valuation that will be obtained by Council as required by Section 189 of the *Local Government Act 1989*.

During discussions regarding the proposed transfer, the applicant has suggested that, given the property owners have been paying rates on the land for a number of years, it should be transferred for a nominal consideration however this is not consistent with other transfers such as Finlayson Lane.

In either case, the applicant will also be responsible for all legal costs associated with the transfer of the land together with the cost of consolidating the land.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Transfer of land is not registered by the Titles Office.	1 - Rare	Strict compliance with legislation.

*Legal and Compliance*

Section 189 of the *Local Government Act 1989* states the following with regard to the restrictions on Council when selling land:

- (1) Except where section 181 or 191 applies, if a Council sells or exchanges any land it must comply with this section.
- (2) Before selling or exchanging the land the Council must-
  - (a) ensure that public notice of intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
  - (b) obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the Valuation of Land Act 1960 a valuation of the land which is made not more than 6 months prior to the sale or exchange.
- (3) A person has a right to make a submission under section 223 on the proposed sale or exchange.

*Community Implications*

There are not considered to be any community implications associated with the proposed sale of land

*Environmental Implications*

There are not considered to be any environment implications associated with the proposed sale of land

*Consultation*

Subject to Council adopting the report recommendation, written submissions will be invited by:

1. A Public Notice published in the Latrobe Valley Express,
2. Letters to adjoining property owners / occupiers and Gippsland Water,
3. Notice displayed at Council's Corporate Headquarters and Traralgon Library/Service Centre,



4. Details placed on the Latrobe City Council website,

Any submissions received would be considered in accordance with section 223 of the *Local Government Act 1989* at a future meeting of Council.

*Other*

Nil

**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*.

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#). Title Plan 923373Y

## 17.4

### Proposed Sale Of Land - Henry Street, Traralgon

1	Title Plan 923373Y .....	397
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<b>TITLE PLAN</b>		<b>EDITION 1</b>	<b>TP 923373Y</b>		
<b>LOCATION OF LAND</b> PARISH: TRARALGON TOWNSHIP: SECTION: CROWN ALLOTMENT: 5 (PT) CROWN PORTION: LAST PLAN REFERENCE: LP 860 DERIVED FROM: VOL. 1907 FOL. 342 DEPTH LIMITATION: NIL		<b>NOTATIONS</b>			
<b>EASEMENT INFORMATION</b> E - ENCUMBERING EASEMENT. R - ENCUMBERING EASEMENT (ROAD). A - APPURTENANT EASEMENT.				THIS PLAN HAS BEEN PREPARED BY LAND VICTORIA FOR TITLE DIAGRAM PURPOSES  Checked by: A. DALLAS  Date: 04/04/2016  Assistant Registrar of Titles	
Easement Reference	Purpose / Authority	Width (Metres)	Origin		Land benefited / In favour of
LOT 1	CARRIAGEWAY	SEE DIAG.	INST. No. 477043		VOL. 2949 FOL. 639
LOT 1	CARRIAGEWAY	SEE DIAG.	INST. No. 499146	VOL. 3208 FOL. 464	

**TABLE OF PARCEL IDENTIFIERS**

WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962
LOT 1 = LOT 4 (PT) ON LP 860

LENGTHS ARE IN METRES	SCALE	DEALING / FILE No:	DEALING CODE:
	—	GOVERNMENT GAZETTE No:	SHEET 1 OF 1

**Agenda Item: 17.5**

**Agenda Item: Tabling of 'Assembly of Councillors' Records**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Information**

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

**That Council receives and notes the Assembly of Councillors records tabled for the period 28 January 2020 to 17 February 2020.**

**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
28 January 2020	Councillor Briefing	<b>Councillors</b> Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson  <b>Officers</b> Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm Hanna Steevens	Yes – Section 89(2)(e) Proposed developments  Section 89(2)(d) Contractual matters  Section 89(2)(h) Prejudicial matters	Yes – Cr O'Callaghan Cr Gibson



Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
3 February 2020	CEO Recruitment Performance and Remuneration Review Advisory Committee	<b>Councillors</b> Cr McFarlane Cr Middlemiss Cr Clancey Cr Gibson  <b>Officers</b> Steven Piasente Hanna Steevens	Yes – Section 89(2)(a) Personnel matters  Section 89(2)(d) Contractual matters	Nil
17 February 2020	Councillor Briefing	<b>Councillors</b> Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O’Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson  <b>Officers</b> Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm Hanna Steevens	Yes – Section 89(2)(a) Personnel matters  Section 89(2)(c) Industrial matters  Section 89(2)(h) Prejudicial matters	Yes – Cr Harriman

**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. [Councillor Briefing](#)

- 2 [↓](#). CEO Recruitment Performance and Remuneration Review Advisory Committee  
3 [↓](#). Councillor Briefing

## **17.5**

### **Tabling of 'Assembly of Councillors' Records**

<b>1</b>	<b>Councillor Briefing .....</b>	<b>402</b>
<b>2</b>	<b>CEO Recruitment Performance and Remuneration Review Advisory Committee.....</b>	<b>404</b>
<b>3</b>	<b>Councillor Briefing .....</b>	<b>405</b>



### Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	28 January 2020
<b>Time:</b>	5pm to 10.09pm
<b>Assembly Location:</b>	Nambur Wariga Room , Latrobe City Council

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane Arrived at 6.16pm	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM left at 9.35pm
	<input checked="" type="checkbox"/> Cr Harriman Attended via teleconference between 7.47pm and 8.11pm	<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>Officer/s:</b>	Steven Piasente From 5.57pm Gail Gatt, Larry Sengstock, Suzanne Miller, Greg Drumm and Hanna Steevens		
<b>Matters discussed:</b>	<p>Future Presentations</p> <p>Mayor's Update</p> <p>Chief Executive Officer's Update</p> <p>Major Project Reference Group Update</p> <p>Consideration of Memorials in Recognition of Outstanding Community Members</p> <p>Small Town Insurance Options</p> <p>Consideration of Submissions for Amendment C114 (Traralgon North Strip Rezoning) and Traralgon North Development Plan</p> <p>Referral of Works Approval for Proposed Used Lead Acid Battery Recycling Facility at Fourth Road, Hazelwood North</p> <p>Gippsland Tracks and Trails Strategy</p> <p>Draft Submission to the Latrobe Valley Regional Rehabilitation Strategy Overview</p> <p>Social Responsibility Policy for Grants and Loans</p> <p>Moe Olympic Reserve - Auspice of Lighting Project</p> <p>Options for the management of camping on the Lake Narracan foreshore</p>		





	<p>Independent Membership of the Audit and Risk Advisory Committee</p> <p>Call for Motions for the Australian Local Government Association National General Assembly 2020</p> <p>Hazelwood House - Confidential under Section 89(2) (e) Proposed developments</p> <p>Election Period Policy</p> <p>Request for Support for 'My New Neighbour' Program</p> <p>2019/20 Mid Year Budget Review</p> <p>Amendment C115 (Morwell to Traralgon Employment Corridor) - Consideration of Planning Panel Report</p> <p>2019/20 Road Rehabilitation Program - Additional Funding Adjustments</p> <p>Gippsland Logistics Precinct: SEA Electric and Other Tenancies - Confidential under Section 89(2) (d) Contractual matters and Section 89(2) (e) Proposed developments</p> <p>Tabling of Report from the Chair of the Audit and Risk Committee</p> <p>World Game Facilities Fund - Application Update</p> <p>Outstanding Issues - Confidential under Section 89(2) (h) Prejudicial matters</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 O'Callaghan	Yes
Cr Gibson	Yes

**Record Completed by:** Hanna Steevens, Coordinator Governance

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



### Assembly of Councillors Record

<b>Assembly details:</b>	CEO Recruitment Performance and Remuneration Review Advisory Committee
<b>Date:</b>	03 February 2020
<b>Time:</b>	5.30pm to 9.05pm
<b>Assembly Location:</b>	Nambur Wariga Room , Latrobe City Council

#### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<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 checked="" type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Steven Piasente (left the meeting at 7.48pm) Hanna Steevens		
<b>Matters discussed:</b>	4.1 CEO Performance Review (Section 89(2)(a)(d) personnel matters, and contractual matters) 4.2 CEO Remuneration Review (Section 89(2)(a)(d) personnel matters, and contractual matters) 4.3 Potential New Key Performance Indicators (Section 89(2)(a)(d) personnel matters, and 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"/> Yes                      <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
N/A	N/A

**Record Completed by:** Hanna Steevens, Manager Governance

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	17 February 2020
<b>Time:</b>	5.15pm to 9.00pm
<b>Assembly Location:</b>	Nambur Wariga Room , Latrobe City Council

#### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<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 left the meeting at 6.46pm.
	<b>Officer/s:</b>		
Steven Piasente From 6.00pm Gail Gatt, Larry Sengstock, Suzanne Miller, Greg Drumm and Hanna Steevens			
<b>Matters discussed:</b>	<p>Future Presentations</p> <p>Mayor's Update</p> <p>Chief Executive Officer's Update</p> <p>Major Project Reference Group Update</p> <p>School Crossing Supervision Service Review - Confidential Under Section 89(2) (A) Personnel Matters.</p> <p>Traralgon Youth Activity Precinct - Draft Concept Sketch Designs</p> <p>Kingsford Reserve - Presentation Of Draft Master Plan</p> <p>Costs And Options Of A Path On Saviges Road, Moe</p> <p>Drought Communities Funding Program - Project Options</p> <p>Managing Community Requests For Assistance For Fundraising Events As A Result Of The 2019/2020 Bushfires In East Gippsland.</p> <p>Art Resource Collective (Arc) Yinnar - Loan Guarantee</p> <p>Major Recreation Project Update - Confidential Under Section 89(2) (C) Industrial Matters.</p> <p>Leisure Cost Saving Measures</p> <p>2019/20 Mid Year Budget Review226</p> <p>Planning And The Country Fire Authority233</p>		



	2019/20 Quarterly Performance Report - Quarter 2 2019/20 Quarterly Organisation Report - Quarter 2 Local Government Performance Reporting Framework - 2018/19 Comparative Data Outstanding Issues - Confidential Under Section 89(2) (H) Prejudicial matters Strategic Issues For Future Briefings
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Harriman	Yes

**Record Completed by:** Hanna Steevens, Manager Governance  
 (Please use the **Quick Add Profile No - 563** when registering this form on ECM)





# **URGENT BUSINESS**

**18. URGENT BUSINESS**

Nil

# 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 Harriman

**Seconded:** Cr Gibson

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated**

- 19.1 LCC-614 Provision of Plants and Trees, Nursery and Garden Supplies, and Irrigation Maintenance Services**  
**Agenda item 19.1 *LCC-614 Provision of Plants and Trees, Nursery and Garden Supplies, and Irrigation Maintenance Services* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.2 School Crossing Supervision Service Review**  
**Agenda item 19.2 *School Crossing Supervision Service Review* is designated as confidential as it relates to personnel matters (s89 2a)**
- 19.3 Report of CEO Recruitment, Performance and Remuneration Review Advisory Committee**  
**Agenda item 19.3 *Report of CEO Recruitment, Performance and Remuneration Review Advisory Committee* is designated as confidential as it relates to personnel matters (s89 2a):**

**CARRIED UNANIMOUSLY**



**The Meeting closed to the public at 9.16PM.**

**The meeting re-opened to the public at 9.53pm.**

**There being no further business the meeting was declared closed at 9.53pm.**

**I certify that these minutes have been confirmed.**

**Mayor:** \_\_\_\_\_

**Date:** \_\_\_\_\_