



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL MEETING**

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

**CM492**

## MISSION

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

## VALUES

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

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

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

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

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

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

**That the minutes of the Ordinary Council Meeting held on 3 October 2016 and Special Council Meeting held on 9 November 2016 be confirmed.**

**6. ACKNOWLEDGEMENTS**

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

**7. PUBLIC QUESTION TIME**

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

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

Council Meeting Date	Item	Resolution	Status Update
<b>Chief Executive Office</b>			
<p>22 August 2016</p> <p style="text-align: center;">City Development</p>	<p>Urgent Matter: Regional Victorian Cities Delegation to China 19-23 September 2016</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Participates in the delegation to China of Regional Victorian Cities from 19-23 September 2016;</li> <li>2. Requests that the Chief Executive Officer, or nominated senior officer, participates on behalf of the Council;</li> <li>3. Notifies the Minister for Regional Development of this decision; and</li> <li>4. Requests that a report is presented to Council on the delegation and outcomes achieved.</li> </ol>	<p><b>26 August 2016</b> CEO has accepted to attend State Government Delegation. Arrangements are currently underway to ensure all is in order for trip.</p> <p>Regional Development Victoria have been advised of this decision.</p> <p>A report will be presented to Council at the conclusion of the delegation.</p> <p><b>02 November 2016</b> A report is scheduled for the 05 December 2016 Council Meeting.</p>

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<b>City Development</b>			
<p>26 October 2015</p> <p>City Development</p>	<p>Economic Development Engagement Plan</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication with Council staff, investors, government, business and industry leaders.</li> <li>2. Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and</li> <li>3. Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.</li> </ol>	<p><b>05 February 2016</b> The Economic Development Engagement Plan Quarterly report was presented to Council in February 2016. Report to be presented to the Ordinary Council Meeting on 29 February 2016.</p> <p><b>10 March 2016</b> The next quarterly report will be presented to Council in May 2016. The annual report will go to Council for consideration in September 2016.</p> <p><b>28 April 2016</b> The Economic Development Engagement Plan was presented to Council on 29 February 2016.</p> <p><b>20 September 2016</b> The annual report has been rescheduled to 05 December 2016.</p>

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

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued)</b>	As above	<p><b>10 March 2016</b> During April 2016, Federation University Australia, Gippsland Campus is embarking on another marketing campaign to Taizhou, China. The purpose of the visit will be to further progress the collaborative partnerships with Taizhou Polytechnic, Taizhou University and Taizhou High Schools with the aim of establishing programs and exchanges for mutual benefits.</p> <p>The delegation is planned for 18th to 22 April 2016, will focus on finalising collaborative partnership initiatives, showcase Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families.</p>

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07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued)</b>	As above	<p><b>08 June 2016</b> The delegation occurred from 18 to 22 April 2016, which focused on finalising collaborative partnership initiatives, showcasing Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families. It is anticipated that a delegation of high level education representatives will visit Latrobe City late in the 2016 calendar year and Federation University are planning for students in 2017.</p> <p><b>21 September 2016</b> Due to a number of staff changes in the Taizhou Foreign Affairs Office, the potential for a secondment position no longer exists. It will be revisited at a later date.</p> <p><b>02 November 2016</b> A report will be presented to the Ordinary Council Meeting on 14 November 2016.</p>

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

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07 December 2015  City Development	Planning Scheme Amendment C85 - Crinigan Road, Morwell  <b>(continued)</b>	As above	<p><b>08 and 29 June 2016</b> No further update to provide. Advice from HVP is still pending.</p> <p><b>04 August 2016</b> Advice from HVP is still pending. A letter to HVP Plantations requesting a formal response be provided by 12 August 2016 was sent on 2 August 2016. A report providing an update on the progress of Amendment C85 will be tabled at the 12 September 2016 Ordinary Council Meeting.</p> <p><b>31 August 2016</b> A solicitor firm acting on behalf of HVP formally advised Latrobe City Council on 12 August 2016 that their client wishes to proceed with Amendment C85. A report outlining the next steps will be presented to Council at the 3 October 2016 Ordinary Council Meeting.</p> <p><b>04 October 2016</b> A report was presented to Council at the 3 October 2016 Ordinary Council Meeting. Therefore, all actions from the resolution of 7 December 2015 have now been actioned/ completed.</p>



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<p>20 June 2016</p> <p>City Development</p>	<p>2016/13 - Remembrance Day And ANZAC Day Road Closures</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Covers the cost associated with the Latrobe City RSL's road closures for Remembrance Day 2016;</li> <li>2. Continues to lobby the State and Federal Governments to cover the ongoing costs associated with ANZAC and Remembrance Day; and</li> <li>3. Seek a further report regarding options to support these events in future years.</li> </ol>	<p><b>29 June 2016</b> Following the Notice of Motion at the Council Meeting on 20 June 2016, Council will cover the cost of RSL road closures for Remembrance Day 2016. Accordingly, the Events Team is in the process of engaging a contractor to undertake the Morwell Remembrance Day Road Closure and has submitted notification to LV Bus Lines and PTV, and will be taking a copy of the 2016 Remembrance Day Public Transport Traffic Management Plan to the Morwell RSL for sign off today.</p> <p><b>31 August 2016</b> A report regarding ANZAC Day and Remembrance Day commitments from 2017 will be prepared for Council's consideration.</p> <p><b>27 October 2016</b> A report on this matter is scheduled for the Briefing on 21 November and Council Meeting on 5 December 2016.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>11 July 2016  City Development</p>	<p>Installation Of CCTV Head Street Traralgon - Dumped Rubbish</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Make a resolution approving the installation of CCTV at 135 Argyle Street Traralgon to allow Latrobe City Local Laws Officers to conduct an investigation in accordance with the <i>Environment Protection Act 1970</i>.</li> <li>2. A sign be installed in the area informing the community of the installation of the CCTV units.</li> <li>3. A further report be presented to Council at the conclusion of the trial period to report on the effectiveness of this action and any subsequent prosecution in progress.</li> </ol>	<p><b>19 July 2016</b> Arrangements are currently being discussed with staff from the depot to install the CCTV hardware. Signage has been ordered to clearly advise the community about the cameras.</p> <p><b>10 August 2016</b> CCTV cameras to be installed and signage erected by Friday 19 August.</p> <p><b>04 October 2016</b> It is anticipated that a report will be presented to Council to provide details about the outcome of the trial in December 2016</p>

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<p>03 October 2016</p> <p>City Development</p>	<p>Planning Scheme Amendment C85 - Crinigan Road, Morwell</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes that the landowner of Lot 1 PS 634891 Crinigan Road, Morwell will proceed with Planning Scheme Amendment C85.</li> <li>2. Notes that a further report seeking Council's consideration of submissions received to Amendment C85 will be presented at a future Ordinary Council Meeting.</li> <li>3. Advises those persons who made written submissions to Amendment C85 of Council's decision.</li> </ol>	<p><b>11 October 2016</b> Notification to submitters notifying them of the outcome of the 3 October 2016 Ordinary Council Meeting will be provided following the caretaker period.</p> <p><b>28 October 2016</b> Notification to submitters occurred on 28 October 2016.</p>

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

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06 November 2013  Infrastructure & Recreation	Latrobe Regional Motorsport Complex  <b>(continued)</b>	As above	<p><b>08 April 2016</b> Officers have recently met with Cr. Middlemiss in relation to investigating a number of possible options for the development of a motorsports complex. These ten sites are currently being assessed for their suitability. When this assessment is complete a further report will be presented to Council detailing and findings. <b>26 May 2016</b> A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p><b>30 May 2016</b> A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p><b>10 June 2016</b> A briefing report was presented to Council on 3 May 2016. A tour of possible sites is to be organised for the Latrobe Motorsport Advisory Committee and a letter to be sent to CAMS regarding the possibility of hosting significant motorsport events is to be sent. A report to be provided to Council at a later date when these actions have been completed.</p>

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06 November 2013  Infrastructure & Recreation	Latrobe Regional Motorsport Complex  <b>(continued)</b>	As above	<b>20 September 2016</b> A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017. A letter seeking CAMS interest in hosting a significant motorsport event in Latrobe City is currently being prepared.
20 June 2016	Draft Drainage Asset Management Plan 2016	That Council:  1. Endorses the draft Drainage Asset Management Plan 2016 for public consultation for 7 weeks from 10 October 2016 to 28 November 2016.  2. Requests that a further report be brought to Council following the public consultation with a draft Drainage Asset Management Plan 2016 that considers the feedback from the community consultation.	<b>05 July 2016</b> Following adoption Officers are reviewing the improvement plan and will discuss Consultation with Communication Department to prepare a plan to consult immediately following the caretaker period.  <b>21 September 2016</b> Consultation will commence once the Caretaker period has finished.
11 July 2016  Infrastructure and Recreation	Petition - Old Sale Road Newborough	That Council:  1. Agrees to lay the petition, regarding Old Sale Road Newborough, on the table until the next practical opportunity for Council Officers to present a report at an Ordinary Council Meeting.  2. Advises the head petitioner of Council's decision in relation to the petition.	<b>Complete</b> <b>10 August 2016</b> A report will be presented to the 12 September 2016 Ordinary Council Meeting  <b>09 August 2016</b> Report for 12 September Council meeting has been written. Action finalised  <b>21 September 2016</b> Action was finalised

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11 July 2016  Infrastructure and Recreation	Latrobe Leisure Moe Newborough Hydrotherapy Program	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Continue the hydrotherapy program at LLMN on Sundays until a report is presented to Council in early 2017, which will provide time to assess the impact of the opening of the newly redeveloped Warragul Leisure Centre.</li> <li>2. Advise key stakeholders (Pre-schools, schools, LCC childcare centres, aged care facilities, and medical centres) of Councils decision to continue the hydrotherapy program at LLMN until a report is presented to Council in early 2017.</li> </ol>	<p><b>20 July 2016</b> A report will be presented to Council in 2017.</p>

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<p>22 August 2016</p> <p>Infrastructure &amp; Recreation</p>	<p>Bickerton Road and Riggall Road Glengarry North - Special Charge Scheme</p>	<p>1. That in accordance with section 163 of the <i>Local Government Act 1989</i>:</p> <p>a. Council declares its intention to levy a Special Charge Scheme at the Ordinary Council Meeting on 14 November 2016 for funding the construction of a sealed roadway surface on parts of Bickertons Road and Riggall Road, Glengarry North; and</p> <p>b. Council gives public notice of its intention to make a declaration of a Special Charge Scheme; and</p> <p>c. Council notifies persons liable to pay the \$1776.32 special charge by sending a notice.</p> <p>2. That Council, in accordance with section 223 of the <i>Local Government Act 1989</i> consider any submissions received in relation to the declaration of its intention to levy a Special Charge Scheme to seal parts of Bickertons Road and Riggall Road, Glengarry North at the Ordinary Council Meeting on 14 November 2016.</p>	<p><b>31 August 2016</b></p> <p>A report will be presented to the 14 November 2016 Council Meeting.</p>



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<p style="text-align: center;">12 September 2016</p> <p>Infrastructure &amp; Recreation</p>	<p>2016/25 - Footpaths in Central Business District and Moe CBD on Street Car Parking</p> <p><b>(continued below)</b></p>	<p>That Council:</p> <p>1. Develops a report investigating the Moe, Morwell, Traralgon and Churchill Central Business Districts footpaths that includes the following information:</p> <p>a) A current asset condition assessment.</p> <p>b) The number of current defects that require rectification.</p> <p>c) The number of customer requests that have been received over the past five years.</p> <p>d) The number of insurance claims that have been received by Council.</p> <p>e) The history of major reconstruction works that have been undertaken in each centre since 1994.</p> <p>f) What work, indicative costs and timeframe would be required to redevelop the CBD's to an adequate standard</p>	<p><b>20 September 2016</b> Preparation of the plans is underway.</p> <p><b>17 October 2016</b> Visited site and identified where adjustments could be made to line marking to better accommodate trees, and where this is not possible. Have also 75% of the data for the footpath condition report.</p>

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12 September 2016 Infrastructure & Recreation	2016/25 - Footpaths in Central Business District and Moe CBD on Street Car Parking  <b>(continued)</b>	g) If any major works are to be proposed for Council's consideration as part of Council's future capital works programs; and  2. Receives a report in relation to the potential changes to the layout of parking bays in the Moe Central Business District that would alleviate the current problems associated with the on-street car parking areas where street trees are located in the road.	As above
12 September 2016 Infrastructure & Recreation	2016/26 - Parking and Traffic Management, Queen Street, Moe	That Council receives a report in relation to the options, and associated costings, to improve parking and traffic management arrangements in the area of Queen Street, Moe between Elizabeth Street and Margaret Street.	<b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.  <b>05 October 2016</b> A site visit has been undertaken and options prepared. A report will be prepared as soon as practical.  <b>24 October 2016</b> Report preparation started.

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12 September 2016  Infrastructure & Recreation	Outdoor Pool Operating Hours 2016/17	That Council:  ... (see minutes for full resolution)...  2. In relation to the Traralgon Outdoor Pool...  Officers provide a report to Council after the end of the outdoor pool season regarding the trial including an evaluation of operating expenses, operating revenue, hourly visitation and community feedback throughout the trial.	<b>20 September 2016</b> A report was presented to the 12 September 2016 Ordinary Council meeting. Council resolved to implement amended operating hours for the 2016/17 outdoor pool season in accordance with the resolution. Due to the caretaker period an advertising campaign will commence for a 7 week period (minimum) following the caretaker period.  A report will be presented to Council at the end of the outdoor pool season (March 2017).
12 September 2016  Infrastructure & Recreation	Country Football Netball Program	That Council requests the CEO to review the TTU Football Netball Club Project and bring a report back to Council.	<b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.  <b>02 November 2016</b> A report will be presented to the Councillor Briefing on 28 November 2016.

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<b>Community Services</b>			
18 February 2013  Community Services	Affordable Housing Project – Our Future Our Place  <b>(continued below)</b>	<ol style="list-style-type: none"> <li>1. That Council proceeds to publically call for Expressions of Interest as a mechanism to assess the viability and interest in developing an affordable housing project on land known as the Kingsford Reserve in Moe.</li>   <li>2. That a further report be presented to Council for consideration on the outcome of the Expression of Interest process for the development of an affordable housing project on land known as the Kingsford Reserve in Moe.</li> </ol>	<p>Project review underway, almost at completion.</p> <p><b>09 March 2016</b> A report will be presented to a Councillor Briefing in May 2016</p> <p><b>08 June 2016</b> The Briefing report has been rescheduled to 27 June 2016.</p> <p><b>20 July 2016</b> A briefing report was prepared for the Councillor briefing on 27 June. Feedback from the briefing was received and a further briefing report is being presented to the Councillor briefing on 25 July. The report outlines an option for gifting the land to a not for profit organisation for a social housing project.</p> <p><b>09 August 2016</b> A briefing report was presented to the Councillor briefing on 25 July. Feedback from the Councillors is currently being considered and a further briefing report will be presented at a future briefing.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
18 February 2013  Community Services	Affordable Housing Project – Our Future Our Place  <b>(continued)</b>	As above	<p><b>26 August 2016</b> Research to inform a briefing report that examines the viability of establishing a Community Garden at the Hinkler Street Reserve site is currently underway. The briefing report will be scheduled when sufficient information has been collated.</p> <p><b>05 October 2016</b> Information currently being collated from research to inform briefing report content.</p> <p><b>28 October 2016</b> Report scheduled in for Councillor Briefing 2 on Monday, 28 November 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

Council Meeting Date	Item	Resolution	Status Update
20 June 2016  Community Services	2016/12 - Future Economic Development of Latrobe City  <b>(continued below)</b>	<p>That Council, as a result of the increasing community concern around media speculation on the future of the Latrobe Valley based brown coal electricity generation industry;</p> <ol style="list-style-type: none"> <li>1. Convenes a meeting within one month of all government, semi-government, union, community and business organisations who have been identified as preparing proposals for the future economic development of Latrobe City; and</li> <li>2. Invites each organisation to give a brief presentation of their proposals, in order to avoid duplication of efforts around economic development in Latrobe City; and</li> <li>3. Invites the Premier to open the meeting and outline the State position on this issue; and</li> <li>4. Invites observers from relevant organisations to the meeting; and</li> </ol>	<p><b>30 June 2016</b> Forum has been organised for 27 July 2016. State Government Ministers will attend. Community groups invited to present and participate in workshop.</p> <p><b>11 August 2016</b> The Community Conversation was held on 21st July at the Italian Social Club. Approximately 100 people attended this session.</p> <p>Ministers Wade Noonan and Jaala Pulford attended a briefing session with Councillors, business leaders and agencies on the 27 July 2016.</p> <p>As per Council resolution, a Positioning paper is being prepared and will be presented to a Briefing as soon as possible.</p> <p><b>20 September 2016</b> The Positioning Paper was presented at a Briefing on 05 September 2016. A further report will be presented to Council.</p> <p><b>02 November 2016</b> A further report will be presented to a Councillor Briefing in November 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
20 June 2016 Community Services	2016/12 - Future Economic Development of Latrobe City <b>(continued)</b>	5. Requests a Positioning Paper be produced incorporating the direction and issues identified, and that this paper to be used as the basis of further meetings to coordinate and accelerate economic development in Latrobe City; and  6. Requests a report be presented to Council to consider adoption of the Positioning Paper as soon as practicable.	As above
22 August 2016 Community Services	2016/21 - Hinkler Street Reserve Site	That Council requests a report to establish if the Hinkler Street Reserve site could be utilised as a Community Garden site.	<b>26 August 2016</b> Research to inform a briefing report that examines the viability of establishing a Community Garden at the Hinkler Street Reserve site is currently underway. The briefing report will be scheduled when sufficient information has been collated.
12 September 2016 Community Services	2016/27 - Use of Telephone and Mobile Device Applications for Improving Communication between our Community and Council	That Council requests a report on the use of telephone and mobile device applications for improving communication between our community and council. Particularly in regard to reporting faults with council infrastructure and services; with the report examining the effectiveness of existing applications used by other councils and the cost implications of their use.	<b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.  <b>02 November 2016</b> A report will be presented to Council in 2017.

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

Council Meeting Date	Item	Resolution	Status Update
<b>Corporate Services</b>			
<p>22 August 2016</p> <p>Corporate Services</p>	<p>Potential Road Discontinuance and Sale of Land - Sullivans Track, Yallourn</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Pursuant to Section 206 and Schedule 10 Clause 3 of the <i>Local Government Act 1989</i> gives Public notice of its intention to consider the potential discontinuance and sale by private treaty of the unconstructed road reserve described as Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229 and invite written submissions pursuant to Section 223 of the <i>Local Government Act 1989</i>.</li> <li>2. Considers any written submissions received regarding the potential discontinuance and sale by private treaty of the unconstructed Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229, at its meeting to be held on Monday 14 November 2016.</li> <li>3. Notifies the owner of Lot 1 Sullivans Track, Yallourn of its decision.</li> </ol>	<p><b>26 August 2016</b> Public Notice has been prepared and will be published in the Council Noticeboard on 1 and 8 September 2016 inviting written submissions. A letter to NBA Group is being drafted.</p> <p><b>03 October 2016</b> Public Notices were published in the Council Noticeboard on 1 and 8 September 2016. One verbal enquiry for further information was received and satisfied. A report will be prepared for the 14 November 2016 Council Meeting. NBA Group has been advised.</p> <p><b>26 October 2016</b> Council report prepared for the 9 November 2016 Councillor Briefing.</p>



**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
22 August 2016  Corporate Services	Report into Grant Acquittal Practices	That Council: 1. Receives and notes this progress report into grant acquittal practices; 2. Notes the management actions contained within the Community Grants and Sponsorships internal audit report; and 3. A further report to be presented by 2 December 2016 detailing the progress of designing the new Grants and Sponsorship Framework and demonstrating how it is addresses the Audit objectives.	<b>24 August 2016</b> A report will be prepared for Council Meeting December 2016 which will outline the progress / completion of implementing the new Grants & Sponsorships Management including addressing the Audit objectives.

Comments provided 31 October 2016. Any further updates after this time will be provided in the next Council Meeting Agenda.

# NOTICES OF MOTION

**9. NOTICES OF MOTION**

Nil reports

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

**10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION****10.1 POTENTIAL ROAD DISCONTINUANCE AND SALE OF LAND - SULLIVANS TRACK YALLOURN****General Manager****Corporate Services****For Decision****PURPOSE**

Council has given public notice of its intention to consider a request to discontinue and sell an unused road reserve currently fenced into Lot 1 Sullivans Track, Yallourn. Council is now able to determine if this road reserve is required by either Council and/or the community.

**EXECUTIVE SUMMARY**

An expression of interest has been received from the NBA Group on behalf of the owners of Lot 1 Sullivans Track, Yallourn, who wish to acquire an unmade Council road reserve that is currently fenced into their property.

This request was considered at the Council Meeting held 22 August 2016 following which the Council gave public notice and invited written submissions concerning the potential road discontinuance and sale by treaty of Road R1 on PS 412576.

Pursuant to Section 223 of the *Local Government Act 1989* Council is required to consider any written submissions received prior to determining whether to discontinue the road and sell the land by private treaty to the adjoining owner.

No written submissions were received.

The land Road R1 on PS 412576 is fenced into the adjoining property (Lot 1) Sullivans Track, Yallourn and is used for grazing purposes.

The Council land is included in the Lake Narracan Precinct Structure Plan (PSP) which identifies Road R1 on PS 412576 as developable inclusive with Lot 1 Sullivan's Track, Yallourn (property number 8 in the Lake Narracan PSP).

Developing the land for its initial intended purpose (road widening and a shared pathway) is unlikely and would not be consistent with the adopted Lake Narracan PSP. Accordingly, the unmade road reserve is considered surplus to Council's requirements.

An independent valuation of the land has been obtained to determine sale price.

**RECOMMENDATION**

That Council:

1. Having complied with sections 206 and 223 of the *Local Government Act 1989* by:
  - a. by giving public notice;
  - b. by inviting written submission and providing an opportunity to those who wanted to be heard at Council's Ordinary Meeting of 14 November 2016;
  - c. by recording that no submissions have been received;has formed the opinion that Road R1 on PS412576W is not reasonably required by Council or the community as a road reserve.
2. Resolves to discontinue the unconstructed Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229.
3. Resolves to authorise the Chief Executive Officer or nominated officer to negotiate the sale of Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229 by private treaty to the owners of Lot 1 PS412576W,
4. Authorises the Chief Executive Officer to sign a Contract of Sale document and sign and seal a Transfer of Land document for the transfer of the discontinued Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229.
5. Advises the NBA Group on behalf of the owners of Lot 1 Sullivans Track, Yallourn, of this decision.

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

*Legislation*

Section 206 and Schedule 10 Clause 3 of the *Local Government Act 1989* gives Council the power to discontinue roads:

“A Council may, in addition to any power given to it by Sections 43 and 44 of the *Planning and Environment Act 1987* –

- (i) discontinue a road, or part of a road, by a notice published in the Victoria Government Gazette; and
- (ii) sell the land from that road (if it is not Crown Land), transfer the land to the Crown or itself or retain the land.”

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

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

Policy – Council has not adopted a policy relating to the discontinuance of roads.

**BACKGROUND**

In 1998 the State Electricity Commission of Victoria (SECV) sold a large parcel of land adjoining Lake Narracan. As part of this sale, the SECV prepared a Plan of Subdivision that created Road R1 and Lot 1 PS412576W (balance of land) on Plan of Subdivision PS412576W.

A requirement of the SECV sale of Lot 1 was that the purchaser had to enter into an agreement with Council. This agreement, dated 15 January 1998, required the purchaser of Lot 1 to transfer land to Council (Road R1 on Plan of Subdivision PS412576W) for Nil consideration. In exchange Council was required to:

- lease the Road R1 land to the then owner which was later assigned to a subsequent owner of Lot 1, and
- “Upon termination of the of the Lease for any reason whatsoever, Council will construct at its own expense, a five strand barbed wire fence on the common boundary of Road R1 with Lot 1”.

It is understood that Road R1 was originally acquired to enable road widening of Sullivans track and construction of a shared path that connected the Moe/Yallourn Rail Trail with Lake Narracan

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

The past and current owners of Lot 1 Sullivans Track have leased Road R1 from Council for a number of years until recently when the current owner allowed this lease to lapse. The land has and is being used for grazing

The road reserve is contained in Certificate of Title Volume 10462 Folio 229 (refer [Attachment 1](#)) and measures 1.16 ha in area.

At the Ordinary Council meeting held on 22 August 2016 Council resolved the following:

*“That Council:*

1. *Pursuant to Section 206 and Schedule 10 Clause 3 of the Local Government Act 1989 gives Public notice of its intention to consider the potential discontinuance and sale by private treaty of the unconstructed road reserve described as Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229 and invite written submissions pursuant to Section 223 of the Local Government Act 1989.*
2. *Considers any written submissions received regarding the potential discontinuance and sale by private treaty of the unconstructed Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229, at its meeting to be held on Monday 14 November 2016.*
3. *Notifies the owner of Lot 1 Sullivans Track, Yallourn of its decision.”*

### **KEY POINTS/ISSUES**

As stated previously the current owners of Lot 1 Sullivans Track, Yallourn, have approached Council seeking to acquire the adjoining unmade road reserve.

Lot 1 Sullivans Track, Yallourn forms part of the Lake Narracan Precinct Structure Plan and is zoned Urban Growth Zone, with an underlying zone of General Residential.

The Lake Narracan PSP was approved and gazetted into the Latrobe Planning Scheme on 17 December 2015. Lot 1 Sullivans Track and Road R1 on PS412576W forms part of the same parcel and has been included as land to be developed for General Residential use.

The Lake Narracan PSP identifies road networks, road upgrades and shared pathways. It was determined as part of this process that there is no road widening of Sullivans Track required. A shared path network has been created within the Lake Narracan PSP which connects development, the rail trail and the Moe/Newborough community with Lake Narracan. Road R1 on PS412576 was not identified as being required for this purpose and is included as part of the owners of Lot 1 Sullivans Track (property 8 in the Lake Narracan PSP) developable land. Therefore, Road R1 on PS412576 is unlikely to be required for its intended purpose and could be considered surplus to Council's requirements.

Furthermore, the development of the unmade Road, R1 on PS412576 for its intended purpose would not be in accordance with the Lake Narracan PSP and such development would require changes to the Lake Narracan



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

PSP and to follow, a Planning Scheme Amendment process to make these changes.

Attachment 2 is an aerial photograph of the property in Sullivans Track, Yallourn, the Road R1 is currently not shown within the GIS mapping layer so it appears as part of the adjoining property, Lot 1 Sullivans Track, Yallourn.

Council has completed the statutory process required by Section 206 and Schedule 10 Clause 3 and Section 223 of the *Local Government Act 1989*.

Council in accordance with the above power to discontinue a road, Council is required Council to give public notice and invite and consider any written submission prior making a decision.

No written submissions were received from the general public.

### **RISK IMPLICATIONS**

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

There will be a significant risk if Council considers that it is inappropriate to discontinue the road and sell the land to the adjoining land owner, being:

1. Council will not meet the Lake Narracan PSP objective that requires the strip of land be developed for residential purposes, unless Council was to develop the land for residential land, or alternatively
2. Council will need to amend the Lake Narracan PSP and also undertake a full Planning Scheme Amendment process. This will impact on staff resources and cause time delays, and
3. There will be a reduction in the Developer's Contribution received (estimated to be in excess of \$200,000) that Council will need to fund to meet the shortfall.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

In addition to the potential Financial Resources Implications stated in Risk Implications above, Council has incurred costs associated with conducting the statutory process, being:

- An independent market valuation report. A confidential copy of the valuation report is attached to this report for the information of Councillors (Attachment 3).
- Officer's time and resources in the preparation of Council reports and the cost of public notices in the Latrobe Valley Express inviting submissions.

If Council proceeds with the road discontinuance and sale of land, the independent valuation will be used as the purchase price payable for the land.

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

Public comment has been sought via:

- Public notices published in the Latrobe Valley Express on Thursday, 1 September and Thursday, 8 September 2016, and
- Details placed on the Latrobe City Council website.
- NBA as the representative for the adjoining property owner were of advised of Council's decision.

*Details of Community Consultation / Results of Engagement:*

No written submissions were received.

Only one telephone enquiry was received to clarify the location of the land.

Section 206 and Schedule 10 Clause 3 of the *Local Government Act 1989* gives Council the power to discontinue roads.

**OPTIONS**

Council may now resolve to:

1. Determine that the parcel of land currently fenced into Lot 1 Sullivans Track, Yallourn, is surplus to both community and Council requirements and resolve to sell Road R1 on PS412576 to the adjoining property owner, or
2. Determine that the parcel of land currently fenced into Lot 1 Sullivans Track, Yallourn, is required for either community or Council use and advise the applicant that Council declines to sell the land.

**CONCLUSION**

The owners of Lot 1 Sullivans Track, Yallourn, have recently expressed interest in acquiring a Council owned unmade road reserve, described as Road R1 on PS412576W. Council has given public notice of its intention to consider the potential discontinuance of the road reserve/sale of the land and invited public comment. No written submissions were received.

Both the unmade road reserve and Lot 1 Sullivans Track are within in the Lake Narracan Precinct Structure Plan precinct. Both parcels of land are zoned Urban Growth Zone, with an underlying zone of General Residential. Road R1 on PS412576W and Lot 1 Sullivans form part of the same parcel and has been included as land to be developed for General Residential use.

Officers consider that the road reserve is not required as part of Council's road network and as no submissions were received it is recommended to Council that this road reserve be discontinued and Council proceed with the sale of the land to the owners of Lot 1 Sullivans Track, Yallourn.

**SUPPORTING DOCUMENTS**

Nil

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

**Attachments**

1. Certificate of Title Volume 10462 Folio 229 and Plan of Subdivision PS 412576W
  2. Aerial Photograph of Sullivans Road
3. Confidential Valuation Report (Published Separately) (Confidential)

## **10.1**

### **Potential Road Discontinuance and Sale of Land - Sullivans Track Yallourn**

- 1 Certificate of Title Volume 10462 Folio 229 and Plan of  
Subdivision PS 412576W ..... 41**
- 2 Aerial Photograph of Sullivans Road..... 45**

**Register Search Statement - Volume 10462 Folio 229**

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the provisions of the Copyright Act and for the purposes of Section  
32 of the Sale of Land Act 1962 or pursuant to a written agreement.  
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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 10462 FOLIO 229

Security no : 124061428701C  
Produced 25/07/2016 01:51 pm

LAND DESCRIPTION

Road R1 on Plan of Subdivision 412576W.  
PARENT TITLE Volume 10394 Folio 801  
Created by instrument W132603M 30/06/1999

REGISTERED PROPRIETOR

Estate Fee Simple  
Sole Proprietor  
LATROBE SHIRE COUNCIL  
W132603M 30/06/1999

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section  
24 Subdivision Act 1988 and any other encumbrances shown or entered on the  
plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE PS412576W FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

DOCUMENT END

**Delivered from the Landata ® System by SAI Global Property Division Pty Ltd**  
**Delivered at 25/07/2016, for Order Number 38144361. Your reference: HJM Sullivans Track.**

as of Section 32 of the Sale of Land Act 1992 or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LTA® System. The State of Victoria accepts no responsibility for any subsequent release, publication or reproduction of the information.

<b>PLAN OF SUBDIVISION</b> UNDER SECTION 35 OF THE SUBDIVISION ACT 1988	Stage No. <hr/>	LTO use only <b>EDITION 2</b>	Plan Number <b>PS 412576W</b>
--	--------------------	----------------------------------	----------------------------------

**LOCATION OF LAND**

PARISH: **NARRACAN**  
 TOWNSHIP: \_\_\_\_\_  
 SECTION: \_\_\_\_\_  
 CROWN ALLOTMENT: **9T**  
 CROWN PORTION: \_\_\_\_\_

LTO BASE RECORD: **LITHO (3273)**  
 TITLE REFERENCES: \_\_\_\_\_  
 VOL 10394 FOL 801

LAST PLAN REFERENCES: **TP 10813 N**

POSTAL ADDRESS: **SULLIVANS TRACK**  
 (At time of subdivision) **NEWBOROUGH 3825**

AMG CO-ORDINATES: **E 440600**  
 Of approx centre of plan) **N 5775300** ZONE **55**

**COUNCIL CERTIFICATION AND ENDORSEMENT**

COUNCIL NAME: **LA TROBE SHIRE** REF: **98/0012/S2**

A. This is a plan under Section 35 of the Subdivision Act 1988 which does not create any additional lots.

B. This plan is exempt from Part 3 of the Subdivision Act 1988.

C. ~~This is a plan under Section 35 of the Subdivision Act 1988 which creates (or) additional lot(s).~~

D. It is certified under Section 6 of the Subdivision Act 1988.

E. ~~It is certified under Section 11(7) of the Subdivision Act 1988.~~

F. ~~Date of original certification under Section 6~~ **16/2/98**

G. ~~This is a Statement of Compliance under Section 21 of the Subdivision Act 1988.~~

COUNCIL DELEGATE  
~~COUNCIL SEAL~~

DATE OF CERTIFICATION **16/2/98**

RE-CERTIFIED UNDER SECTION 11(7) OF THE SUBDIVISION ACT 1988

COUNCIL DELEGATE  
 COUNCIL SEAL

DATE OF CERTIFICATION **16/2/98**

**VESTING OF ROADS AND/OR RESERVES**

Roads and reserves vest in the council/body/person named when the appropriate vesting date is recorded or transfer registered

Identifier	Council/Body/Person
ROAD R1	LA TROBE SHIRE

**NOTATIONS**

STAGING: This ~~is~~ is not a staged subdivision  
 Planning Permit No. Not Required

DEPTH LIMITATION: **300 METRES BELOW THE SURFACE**

Land to be acquired by agreement : **ROAD R1**  
 Land to be acquired by compulsory process : **NIL**  
 All the land is to be acquired free from all encumbrances other than any easements specified on this plan.  
 The land being subdivided is enclosed within thick continuous lines.  
 Dimensions underlined are derived from title and are not the result of this survey.  
 Area of Lot 1 obtained by deduction from title.

SURVEY: This plan is ~~is not~~ based on survey  
 This survey has been connected to Permanent Marks No.(s)  
 In Proclaimed Survey Area No. \_\_\_\_\_



**EASEMENT INFORMATION**

Easements marked (-) are existing easements  
 Easements marked (+) are created upon registration of this plan.  
 Easements marked (\*) are created when the appropriate vesting date is recorded or transfer registered.  
 Easements marked (R) are removed when the appropriate vesting date is recorded or transfer registered.

LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)

bol	Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour of
+	E-1	POWER LINE	See Diag.	THIS PLAN- SECTION 44 OF THE ELECTRICITY INDUSTRY ACT 1993	EASTERN ENERGY LTD

**LTO USE ONLY**

~~STATEMENT OF COMPLIANCE / EXEMPTION STATEMENT~~

RECEIVED

DATE **14/8/98**

**VESTING DATES & TRANSFER REGISTRATION DATES OF ACQUIRED LAND**

d	Land acquired by compulsory process prior to certification				LTO reference	Assistant Registrar of Titles Signature	
	Vesting date	Government Gazette		Date of recording of vesting date			
		Page	Year				
R1	_____	_____	_____	_____	30-6-99	W132603M	COL

**LTO USE ONLY**

PLAN REGISTERED  
 TIME  
 DATE **29/9/98**

*V. Sivagami*  
 ASSISTANT REGISTRAR OF TITLES

SHEET 1 OF 2 SHEETS

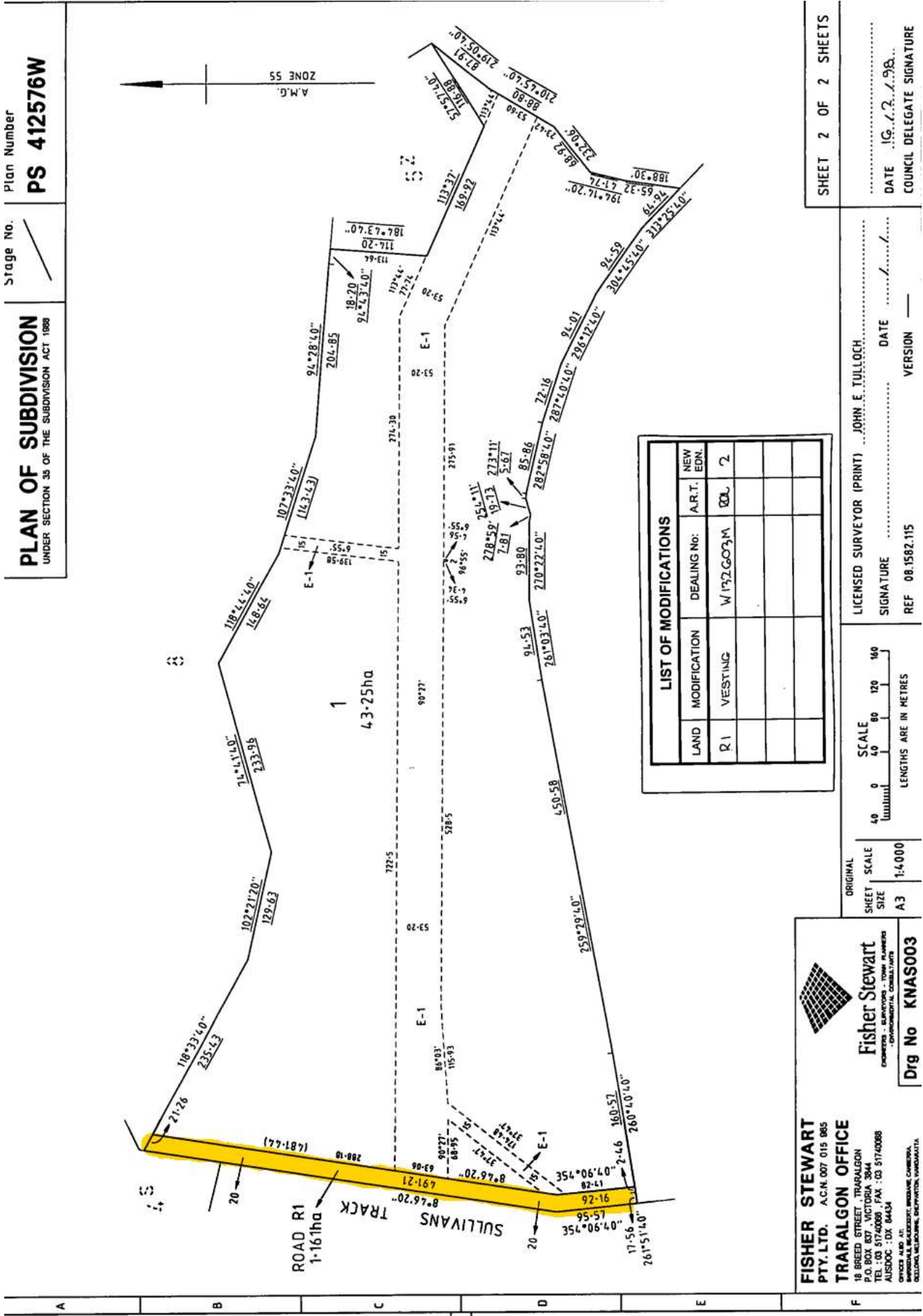
**HER STEWART LTD.** A.C.N. 007 015 985  
**TRARALGON OFFICE**  
 100 STREET, TRARALGON  
 PO BOX 837, VICTORIA 3844  
 D 51740088, FAX: 03 51740088  
 C: DX 84434

ENGINEERS - SURVEYORS - TOWN PLANNERS  
 - ENVIRONMENTAL CONSULTANTS

LICENSED SURVEYOR (PRINT) **JOHN E. TULLOCH**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DATE **16/2/98**  
 COUNCIL DELEGATE SIGNATURE



Plan Number  
**PS 412576W**

Stage No. /  
**PLAN OF SUBDIVISION**  
UNDER SECTION 35 OF THE SUBDIVISION ACT 1988

SHEET 2 OF 2 SHEETS  
DATE 19.12.2018  
COUNCIL DELEGATE SIGNATURE

LICENSED SURVEYOR (PRINT) JOHN E TULLOCH  
SIGNATURE / DATE / VERSION / REF 08.1582.115

LIST OF MODIFICATIONS		
LAND MODIFICATION	DEALING No.	NEW EDN.
R1 VESTING	W172607M	2

ORIGINAL SCALE 1:4,000  
SHEET SIZE A3  
SCALE 0 40 80 120 160  
LENGTHS ARE IN METRES

**Fisher Stewart**  
PTV. LTD. A.C.N. 007 015 065  
18 BREED STREET, TRARALGON  
P.O. BOX 807, VICTORIA 3844  
TEL: 03 517 4008, FAX: 03 517 4008  
AUSDOC: DX 84434  
OFFICE AND AT: MELBOURNE, BRISBANE, CANBERRA, SYDNEY, WOLLONGONG, PERTH, TOWNSVILLE

**Traralgon Office**  
Drg No **KNAS003**

A B C D E F







**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****10.2 LATROBE CITY COUNCIL AND FEDERATION UNIVERSITY  
AUSTRALIA EDUCATION DELEGATION TO TAIZHOU, CHINA****General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is to provide Council with an overview of the Latrobe City Council and Federation University's education delegation to Taizhou, China in April 2016.

**EXECUTIVE SUMMARY**

Latrobe City Council has a Sister City relationship with Taizhou, China that has been in existence for more than fifteen years. Council has directed that there should be a greater emphasis on economic development and trade in addition to cultural activities.

Federation University has been promoting its Gippsland Campus to recruit international students from Taizhou. The University organised a delegation to further promote international education opportunities and formally requested that Council participate in the delegation.

In April 2016, the Manager, Economic Development travelled to Taizhou with representatives from Federation University Gippsland Campus to promote the University and recruit international students.

A series of meetings were held with senior government officials, teachers, students and parents at different education institutions in Taizhou.

The result of the delegation included formalisation of relationships with three of the four secondary schools and agreement to undertake a series of activities. The fourth school went further by agreeing to accept Australian teachers to undertake short term teaching contracts and to establish a program where students will complete the Victorian Certificate of Education in a structure that will directly articulate to Federation University courses.

The University is continuing to implement the agreements formalised in Taizhou.

**RECOMMENDATION**

**That Council receives and notes the delegation information provided from the April 2016 delegation to Taizhou, China.**

**DECLARATION OF INTEREST**

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

### **STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – actively pursue long term economic prosperity for Latrobe City, one of Victoria’s four major regional cities.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 1: Job creation and economic sustainability*

### **BACKGROUND**

Latrobe City Council has a long standing Sister Cities relationship with Taizhou, China which is now in its fifteenth year. There have been numerous inbound and outbound cultural delegations and strong relationships have developed between the two cities.

Council has requested that there be a greater focus on economic development and trade to complement the existing cultural exchange programs.

Federation University has been keen to market and recruit more international students to its Gippsland Campus. It has undertaken five delegation visits to Taizhou and has established relationships with education officials in government agencies and the Taizhou schools.

Federation University formally requested that Latrobe City Council participate in the delegation to Taizhou. The purpose of the delegation was to explore opportunities to establish long-term partnerships with education providers in Taizhou, Latrobe City’s Sister-City.

At the Ordinary Council meeting held 7 December 2015 the following Motion was adopted:

*That Council:*

1. *Supports the consideration of an allocation on Council resources to complement the Gippsland Campus Federation University Australia proposed initiatives with Latrobe City’s Sister City, Taizhou China.*
2. *Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy.*

In April 2016 delegates from Council and Federation University visited Taizhou China to market the Gippsland Campus to potential international students, teachers and parents. This delegation consisted of:

- Bruce Connolly (Manager, Economic Development, Latrobe City Council)
- Dr Harry Ballis (Head of Campus Gippsland, Federation University)
- Dr Nicola Johnson (Deputy Head, School of Education, Federation University)

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Following formal discussions with the key officers from the Foreign Affairs Office and the Education Bureau, the delegation visited:

- Taizhou Polytechnic College
- Taizhou University
- Four secondary schools: Taizhou Number 1 High School, Taizhou Number 2 Middle School, Kou'an Senior Middle School, and Taizhou Experimental Middle School.

Four marketing events were held promoting the Federation University Gippsland Campus and Latrobe City which attracted around 600 potential students and a fifth session which attracted 65 parents.

Three of the four secondary schools with whom Federation University had previous contact (Taizhou Number 1 High School, Kou'an Senior Middle School, and Taizhou Experimental Middle School) are in the process of formalising arrangements to do the following:

- Provide teacher placements at their school and teach English to students,
- Promote Federation University as a destination for their students to study,
- Promote Federation University programs as a destination for their staff to receive professional development.

The Experimental School went further and is seeking to employ qualified teachers for 1-2 months to teach English (accommodation, food, Internet, phone, bicycle and a small remuneration would be provided). This school is also interested in establishing a 3 + 3 program where students can enrol to undertake the Victorian Certificate of Education (years 10, 11, and 12) and upon completion articulate to the Gippsland campus of Federation University and enrol in a 3 year degree.

The Experimental School's principal has indicated that a whole floor of the Administration building (1200 square metres) can be made available to establish an International Education Department to oversee the VCE program.

### **KEY POINTS/ISSUES**

It is identified in the Sister City Visits Policy that education is a key focus area for Latrobe City Council. Federation University has identified the importance of Latrobe City's sister city relationship with Taizhou, China.

This delegation has confirmed that there is significant potential for future arrangements to be made between Taizhou schools and Federation University for the recruitment of international students.

### **RISK IMPLICATIONS**

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

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

**FINANCIAL AND RESOURCES IMPLICATIONS**

Each year an amount is budgeted to cover sister cities visits to Council's sister cities in China and Japan. This budget falls under the international relations teams.

As the extra out bound delegation was approved by Council, but not budgeted for, airfare and accommodation were covered from the Economic Development budget.

**INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

Over the past months discussions between Council and Federation University have identified the importance of Council's relationship with Taizhou as a key to the recruitment of international students.

Not only does a higher attendance of international students benefit the University it also has a large impact on the economy of Latrobe City.

**OPTIONS**

1. Note the feedback provided from April 2016 delegation to Taizhou, China
2. Request further information in relation to the delegation in April 2016

**CONCLUSION**

Overall the delegation was a success with Federation University advancing the relationships with schools in Taizhou.

The successful recruitment of international students will benefit the university and the economy within Latrobe City.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

# CORRESPONDENCE

**11. CORRESPONDENCE**

Nil reports

# PRESENTATION OF PETITIONS

**12. PRESENTATION OF PETITIONS**

Nil reports



# CHIEF EXECUTIVE OFFICE

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# CITY DEVELOPMENT

14. CITY DEVELOPMENT

**14.1 AMENDMENT TO PERMIT CONDITIONS 2013/165/A - USE AND DEVELOPMENT OF LAND FOR A CONCRETE BATCHING PLANT IN THE INDUSTRIAL 1 ZONE AT 30-32 EASTERN ROAD, TRARALGON EAST**

General Manager

City Development

For Decision

**PURPOSE**

The purpose of this report is to determine Planning Permit Application 2013/165/A for the use and development of land for a Concrete Batching Plant in the Industrial 1 Zone at 30-32 Eastern Road, Traralgon East (Lot 11 LP 125702).

The application is being heard at an Ordinary Council Meeting as nine letters of objection have been received.

**EXECUTIVE SUMMARY**

The applicant seeks to amend a permit for the use and development of land for a Concrete Batching Plant in the Industrial 1 Zone. The proposed amendment is to condition 3 of planning permit 2013/165 only which relates to the operating hours of the proposed batching plant which states that '*the use may operate between the hours of 7am to 4 pm on weekdays and 7am to 12pm on weekends, unless with the written consent of the Responsible Authority.*'

The applicant proposes to change the operating hours to 5.30am to 6pm on weekdays and 5.30am to 1pm on Saturday. No other changes to the permit are proposed.

The merits of the use and development of the land for a concrete batching plant have already been established under the original permit, which remains current but has not yet been implemented on the subject site.

The proposed change to the operating hours has been found to comply with the Latrobe Planning Scheme and it is therefore recommended that a Notice of Decision to Grant a Planning Permit subject to conditions be issued.

**RECOMMENDATION**

That Council issue a Notice of Decision for the use and development of a Concrete Plant at 30-32 Eastern Road, Traralgon East (Lot 11 LP 125702), with the following conditions:

**Amended Plan Condition:**

1. Prior to 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 car parking plan must include finished surface material details including finished surface levels and contours. Parking and loading areas and access lanes must be finished with an all-weather sealed surface; drained; line marked to indicate each car space and all access lanes.

**Endorsed Plan Condition:**

2. 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:**

3. The use may operate only between the hours of 5.30 am to 6 pm on weekdays and 5.30 am to 1 pm on Saturdays, except with the written consent of the Responsible Authority.

**Acoustic Report Condition:**

4. Prior to the commencement of any buildings and works, a report from a professionally qualified acoustic consultant must be submitted to and approved by the Responsible Authority. The report must predict noise impacts and proposed emission controls, to demonstrate that the premises will not exceed the noise objectives as set out in the EPA Publication N3/89, Interim Guidelines for Control of Noise in County Victoria. The recommendations contained in the report must be implemented to the satisfaction of the Responsible Authority.

A second report from a professionally qualified acoustic consultant is required from three months of commencement of the use to demonstrate the noise levels are of an acceptable standard.

5. All external plant and equipment must be acoustically treated or placed in sound proof housing to reduce noise to a level satisfactory to the Responsible Authority.

6. 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 of 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.

7. All waste material not required for further on-site processing must be regularly removed from the site. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.
8. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.

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.

Engineering conditions:

9. Before works commence on the development 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 the requirements of Latrobe City Council's Design Guidelines and must provide for the following:
- (a) A drainage system providing for all stormwater discharging from the site, including from all buildings, car parks and vehicle access areas, to be conveyed to the legal point of discharge. The drainage system must be designed to take the 1 in 10 year ARI storm event.
  - (b) An underground pipe drainage system conveying stormwater from the legal point of discharge to Latrobe City Council's stormwater drainage system.
  - (c) No polluted water shall be permitted to be discharged into Latrobe City Council's drainage system. All waste water from the oil and silt interceptor trap must be discharged to an approved sewer or other approved

outlet.

10. 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:
  - (a) All drainage works must be constructed in accordance with the approved site drainage plan.
  - (b) 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, including surfacing with an all-weather sealed surface, drained, line marking to indicate each car space and all access lanes, and clearly marked to show the direction of traffic along access lanes and roadways.
11. Car spaces, vehicle access land and driveways must be kept available for these purposes at all times.
12. Vehicles shall not be washed anywhere on the land other than in the vehicle washing bay designated on the endorsed plans.
13. 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.

**EPA conditions:**

14. The operator of this permit must comply with the following requirements from the EPA Victoria:
  - (a) Noise emitted from the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
  - (b) Noise attenuation measures must be installed to ensure that sensitive receptors are not negatively impacted.
  - (c) Nuisance dust must not be discharged beyond the boundaries of the premises.
  - (d) Sediment traps, or similar, must be installed to prevent the transportation of sediment, litter and wastes to the stormwater system.
  - (e) Stormwater contaminated with waste, chemicals or sediments must not be discharged beyond the boundary of the premises.
  - (f) Construction and post-construction activities must be in accordance with EPA Publication 275 Construction Techniques for Sediment Pollution Control 1991 or as amended.

**Landscaping conditions:**

15. 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.
16. 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.

**Standard conditions:**

17. Once building works have commenced, they must be completed to the satisfaction of the Responsible Authority.
18. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.
19. Construction works on the land must be carried out in a manner that does not result in damage to the existing Council assets and does not cause detriment to adjoining owners and occupiers, to the satisfaction of the Responsible Authority.
20. All waste water for the development must be discharged into the reticulated sewerage systems to the satisfaction of Gippsland Water.

**Expiry of permit:**

21. This permit will expire if one of the following circumstances applies:
  - (a) the development is not started within two years of the date of this permit; or
  - (b) the development is not completed 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 expired or within six months afterwards.

**DECLARATION OF INTERESTS**

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

**STRATEGIC FRAMEWORK**

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



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### Latrobe 2026: The Community Vision for Latrobe Valley

#### *Strategic Objectives – Built Environment*

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

### Latrobe City Council Plan 2013 – 2017

#### *Strategic Objectives – Built Environment*

- *Promote and support high quality urban design within the built environment; and*
- *Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.*

### Theme and Objectives

#### *Theme 5: Planning for the future*

#### *Strategic Direction*

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

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

### Legislation

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Subdivision Act 1988*

### **SUMMARY**

Land:	30-32 Eastern Road, Traralgon East known as Lot 11 LP 125702.
Proponent:	Kennedy Haulage Pty Ltd
Zoning:	Industrial 1 Zone
Overlay	None

Pursuant to Clause 33.01-1 of an Industrial 1 Zone a permit is required for use of 'Industry' if the threshold distances specified in Clause 52.10 are not met. A threshold distance of 300 metres is required for a concrete batching plant.

Pursuant to Clause 33.01-4 of the Industrial 1 Zone a permit is required for buildings and works.

### **SUBJECT SITE AND SURROUNDS**

The subject land is located on the west side of Eastern Road and north of Southern Road and is approximately 550 metres north of Princes Highway in Traralgon.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

The site is generally rectangular in shape with a frontage of approximately 100 metres and depth of 61 metres with an overall area of approximately 6220 square metres. The site has three existing crossovers, two onto Eastern Road and one onto Southern Road.

The site is currently vacant although there is still a wash down area for trucks and a number of silos as a result of a previous use of the site. The area has limited vegetation with the exception of a grassed area around the perimeter of the site. There are a number of concrete pads on site. There is a wide range of uses in the area including materials recycling, scaffolding, industrial manufacturing a mix of businesses workshops and showrooms at 29 Eastern Road, Traralgon.

The subject site is 200m away from the nearest sensitive use and the area is served with all reticulated services.

A site context plan and aerial photo are included in Attachment 1 and the development plans are included in Attachment 2.

### **PROPOSAL**

The application is for an amendment to planning permit 2013/165 which is for the use and development of a concrete plant.

It is proposed to amend only condition 3 of the permit to extend the hours that the plant may operate. Condition 3 of planning permit 2013/165 states that 'the use may operate between the hours of 7.00 am to 4.00 pm on weekdays and 7.00 am to 12.00 pm on weekends, unless with the written consent of the Responsible Authority.'

The applicant proposes to change the operating hours to 5.30 am to 6.00 pm on weekdays and 5.30 am to 1.00 pm on Saturday. No other changes are proposed.

### **HISTORY OF APPLICATION**

A planning permit for the use and development of a concrete plant was issued on 4 February 2014, reference 2013/165. An application for an extension of time to the permit was received on 24 February 2016 and granted on 7 March 2016. This permit remains current, however to date the permitted use and development have not yet commenced.

### **LATROBE PLANNING SCHEME**

The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement (MSS) have been considered as part of the assessment of this application. The following clauses are relevant to consideration of the application.

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

Clause 11 Settlement

Clause 13.04 Noise and Air

Clause 17.02 Industry

Clause 18.02-4 Management of the road system

Clause 19.03-3 Stormwater

**Local Planning Policy Framework**

Clause 21.05 Main Towns Overview

Clause 21.07-7 industry Overview

**Industrial 1 Zone**

Pursuant to Clause 33.01-1 of an Industrial 1 Zone a permit is required for use of 'Industry' if the threshold distance specified in Clause 52.10 is not met (threshold distance of 300 metres for a concrete batching plant).

Pursuant to Clause 33.01-4 of the Industrial 1 Zone a permit is required for buildings and works.

**Particular Provisions**

Clause 52.06 Car Parking:

This clause deals with the car parking requirements for land-uses/developments. A main purpose of the provision is to ensure that safe, efficient, adequate car parking is provided. This clause requires 2.9 spaces per 100 square metres of floor area. The floor area of the office area is approximately 100m<sup>2</sup> and onsite parking has been provided to meet requirements. As such there is no permit trigger under the Clause.

Clause 52.07 Loading and Unloading of Vehicles:

This clause seeks to set aside land for loading and unloading commercial vehicles to prevent loss of amenity and adverse effect on traffic flow and road safety. The applicant has provided a sufficient loading/unloading bay area to address their particular requirements.

Clause 52.10 Uses with Adverse Amenity Potential:

This clause identifies uses which if not appropriately designed and located may cause offence or unacceptable risk to the neighbourhood. The use and development of the site for a concrete batching plant has already been established under the original planning permit, 2013/165. It is only the hours of operation that is proposed to change. This application was referred to the EPA who had no objection subject to appropriate conditions.

**Decision Guidelines (Clause 65):**

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

**INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Referrals:

The application was referred to the Environment Protection Authority under Section 55 of the Planning and Environment Act 1987 as a determining referral authority. No objection was raised to the proposal subject to appropriate conditions.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### Notification:

Pursuant to Sections 52(1) (a) and (d) of the *Planning and Environment Act 1987* the application was notified for a minimum of 14 days. Adjoining landowners and occupiers were sent a letter and a sign was placed on the site. In addition, all residential properties within 300 metres of the subject site were also notified. These are the same properties that were notified of the original application.

Nine letters in the form of objections were received. Copies of all submissions are attached in Attachment 3 of this report (confidential) and Attachment 4 shows the location of the objectors' residences (confidential).

A letter responding to the issues raised in the submissions was sent to all objectors and an opportunity was offered to withdraw their objection. No objections were subsequently withdrawn.

Concerns raised are discussed in the 'Response to submissions' section of this report.

### **KEY POINTS/ISSUES**

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

The State and Local Planning Policy Frameworks highlight the needs to ensure ongoing provision for a variety of uses within the urban area including for industrial purposes. The strategic direction in industrial areas is to encourage and support emerging types of industry. Strategies include providing an adequate supply of industrial land in appropriate locations and promoting the development of new and existing industry to enhance the social and economic wellbeing of Latrobe City. In relation to industrial development, the policy framework seeks to ensure that industry and sensitive uses are planned and designed to minimise any potential detriment or loss of amenity. Local planning policy then seeks to ensure that sufficient supply and adequate choice of industrial land exists to accommodate varying needs of the differing types of future industrial development. This proposal seeks only to amend the operating hours of the permit. The use and development of the land for a concrete batching plant has already been approved under planning permit 2013/165 and it is considered that this proposed amendment responds appropriately to State and Local planning policies.

#### 'Purpose' and 'Decision Guidelines' of the Industrial 1 Zone:

The proposal is considered to be generally consistent with the Zone 'Purpose' of the Industrial 1 Zone. The application has been considered against the relevant decision guidelines pursuant to Clause 33.01-2:

- *The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *The effect that the use may have on nearby existing or proposed residential areas or other uses which are sensitive to industrial off-*

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

*site effects, having regard to any comments or directions of the referral authorities.*

- *The effect that nearby industries may have on the proposed use.*
- *The drainage of the land.*
- *The availability of and connection to services.*
- *The effect of traffic to be generated on roads.*
- *The interim use of those parts of the land not required for the proposed use.*

The application is considered to be generally consistent with these decision guidelines. As detailed previously the application is considered consistent with the SPPF and LPPF. The nearest residential use is approximately 200m away to the west and north-west. As a result the proposal is within the threshold distance identified in Clause 52.10 *Uses with Adverse Amenity potential*.

There are however a number of industrial properties and two roads between these residential properties and the subject site. The site is suitably serviced with all reticulated services and has excellent access to the Princes Highway. Suitable conditions in relation stormwater management, dust control and sediment control will ensure the proposal is consistent with the decision guidelines.

The application is also considered to be consistent with Clause 33.01-4 Buildings and works. The applicant has addressed the application requirements under this clause as appropriate.

The proposal is considered consistent with the decision guidelines of Clause 33.01-4 with appropriate conditions on any issue of a permit.

### Clause 65 (Decision Guidelines):

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

### **RESPONSE TO SUBMISSIONS**

#### 1. Change to the operating hours

The applicant has advised that the change in operating hours is required due to the requirement from the construction industry that concrete be available when construction activities are due to start, which is usually around 7am. The EPA is satisfied that subject to appropriate conditions, which are already included on the original permit, there will be no adverse noise impacts. One of the conditions on the permit requires the submission of an Acoustic Report from a professional consultant prior to the commencement of any works on site and setting out recommendations in relation to noise impacts and emission control. A second report is then required within three months of commencement of the use to demonstrate that the noise levels are of an acceptable standard.

#### 2. Planning permit 2013/165 has expired

A request for an extension of time for planning permit 2013/165 was received by Council on 24 February 2016 and granted on 7 March 2016.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

There is no requirement under the provisions of the Planning and Environment Act 1987 for such an application to be advertised.

### 3. Noise, dust and airborne pollution to nearby residents

This amendment seeks only to change the operating hours of the plant. The use and development was previously approved under the 2013 permit. There are appropriate conditions on the permit in relation to the above issues in order that the proposal will not have any adverse impact on nearby residents. The EPA, who are a determining referral authority for this application have raised no objection to the proposal subject to appropriate conditions. These conditions are on the original planning permit and would be included on any amended permit.

### 4. Major housing projects, including BUPA complex have been completed in east end of Traralgon since original permit was granted and will be impacted upon by the proposal

The subject site is located within Industrial zoned land. This amendment application seeks to alter the hours of operation, not the use, which was already approved under permit 2013/165. The EPA is satisfied that subject to appropriate conditions, there will be no adverse impact.

### 5. Impact of traffic

This amendment application does not seek to increase the number of vehicles that would operate from the site, only alter the operating hours. Whilst it will mean that there will potentially be traffic movements over a longer period of time, the site is located within an industrial area the use and associated traffic movements are to be expected. It is not considered that there will be any adverse impact on traffic by increasing the hours of operation as the road network in this area is designed to accommodate industrial traffic.

### 6. Possible devaluation of properties

This is not a material planning consideration and has been upheld as such at VCAT.

## **RISK IMPLICATIONS**

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

## **FINANCIAL RESOURCES IMPLICATIONS**

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

## **OPTIONS**

Council has the following options in regard to this application:

1. Issue a Notice of Decision to grant a Planning Permit subject to necessary conditions; or

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****2. Refuse to Grant a Planning Permit**

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

**CONCLUSION**

In conclusion, the use and development has already been approved and it is solely the hours of operation that this proposal seeks to amend. It is therefore recommended that Council issues a Notice of Decision to grant a planning permit for the use and development of land for a concrete plant at 30-32 Eastern Road, Traralgon East (lot 11 LP125702) on the following grounds:

- The proposal is consistent with the State and Local Planning Policy Frameworks;
- The proposal is consistent with the Purpose' and 'Decision Guidelines' of the Industrial 1 Zone;
- The proposal is consistent with Clause 65 (Decision Guidelines) of the Scheme.

**Attachments**

1. Site context and aerial photo
2. Development plans
3. Objectors submissions (Published Separately) (Confidential)
4. Location of objectors residences (Published Separately) (Confidential)

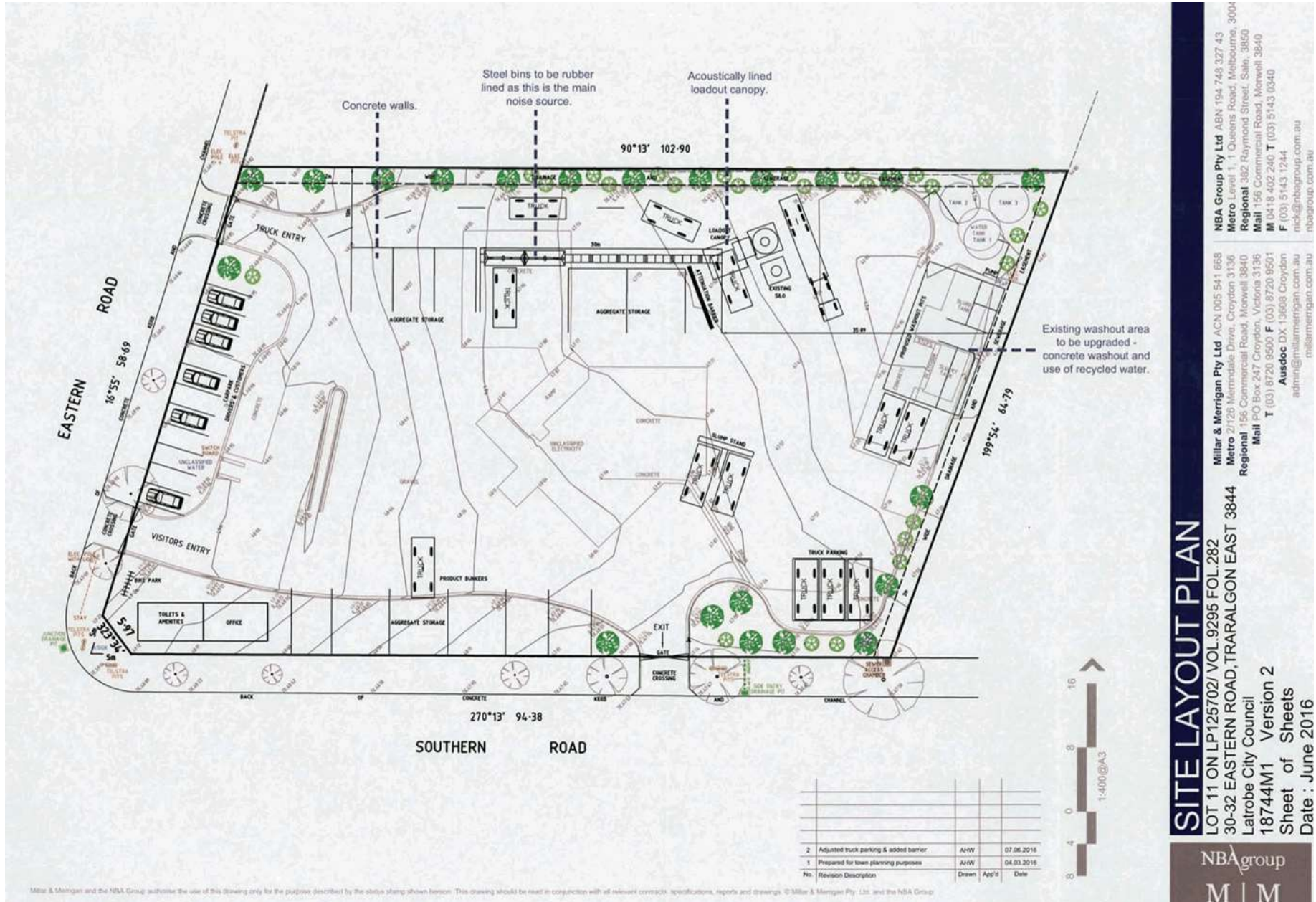


## **14.1**

### **Amendment to permit conditions 2013/165/A - Use and development of land for a Concrete Batching Plant in the Industrial 1 Zone at 30-32 Eastern Road, Traralgon East**

- 1 Site context and aerial photo..... 71**
- 2 Development plans..... 73**





**SITE LAYOUT PLAN**

LOT 11 ON LP125702/ VOL. 9295 FOL. 282  
 30-32 EASTERN ROAD, TRARALGON EAST 3844  
 Latrobe City Council  
 18744M1 Version 2  
 Sheet of Sheets  
 Date : June 2016

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 nbagroup.com.au

No	Revision Description	Drawn	App'd	Date
2	Adjusted truck parking & added barrier	AHW		07.06.2016
1	Prepared for town planning purposes	AHW		04.03.2016

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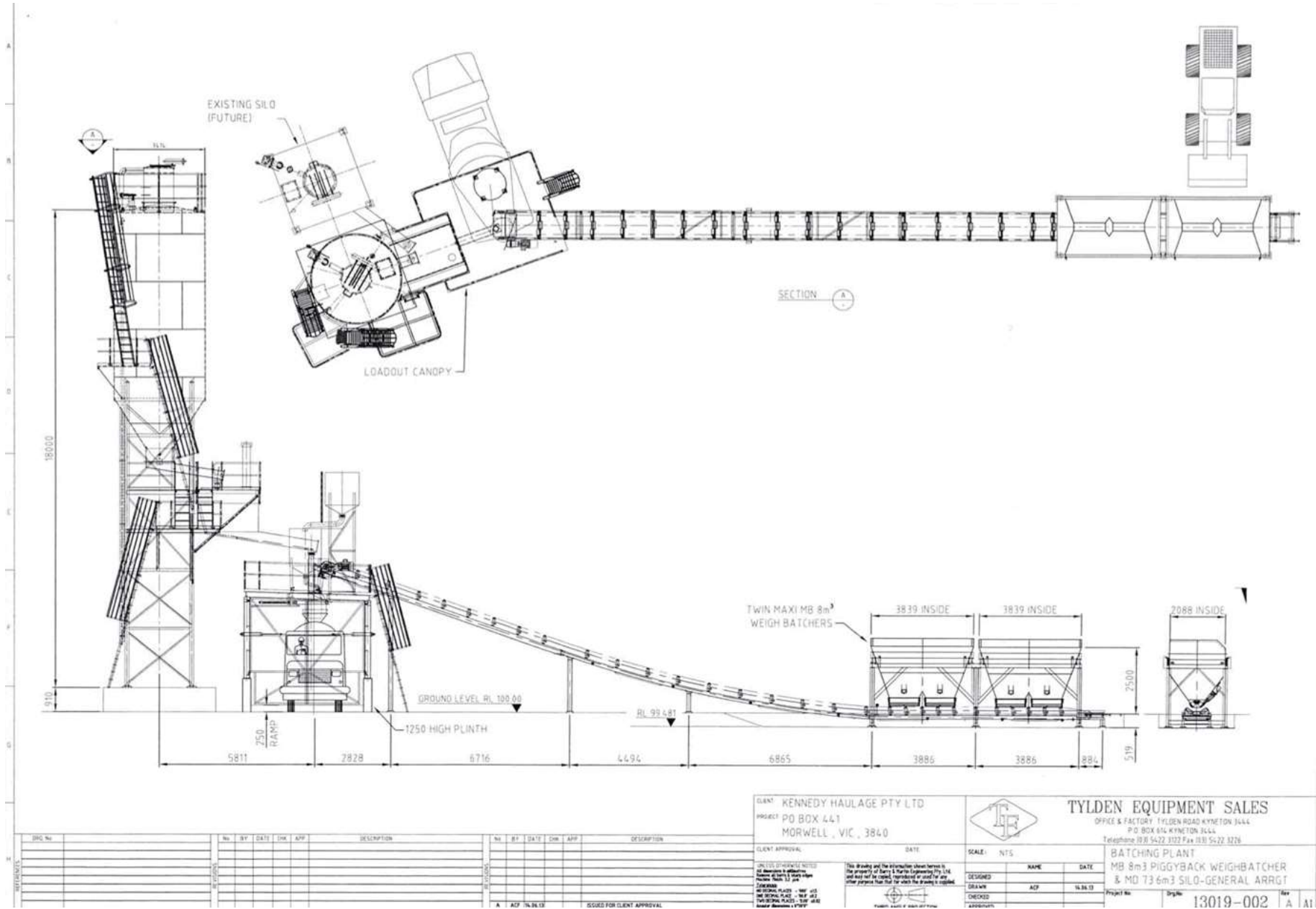


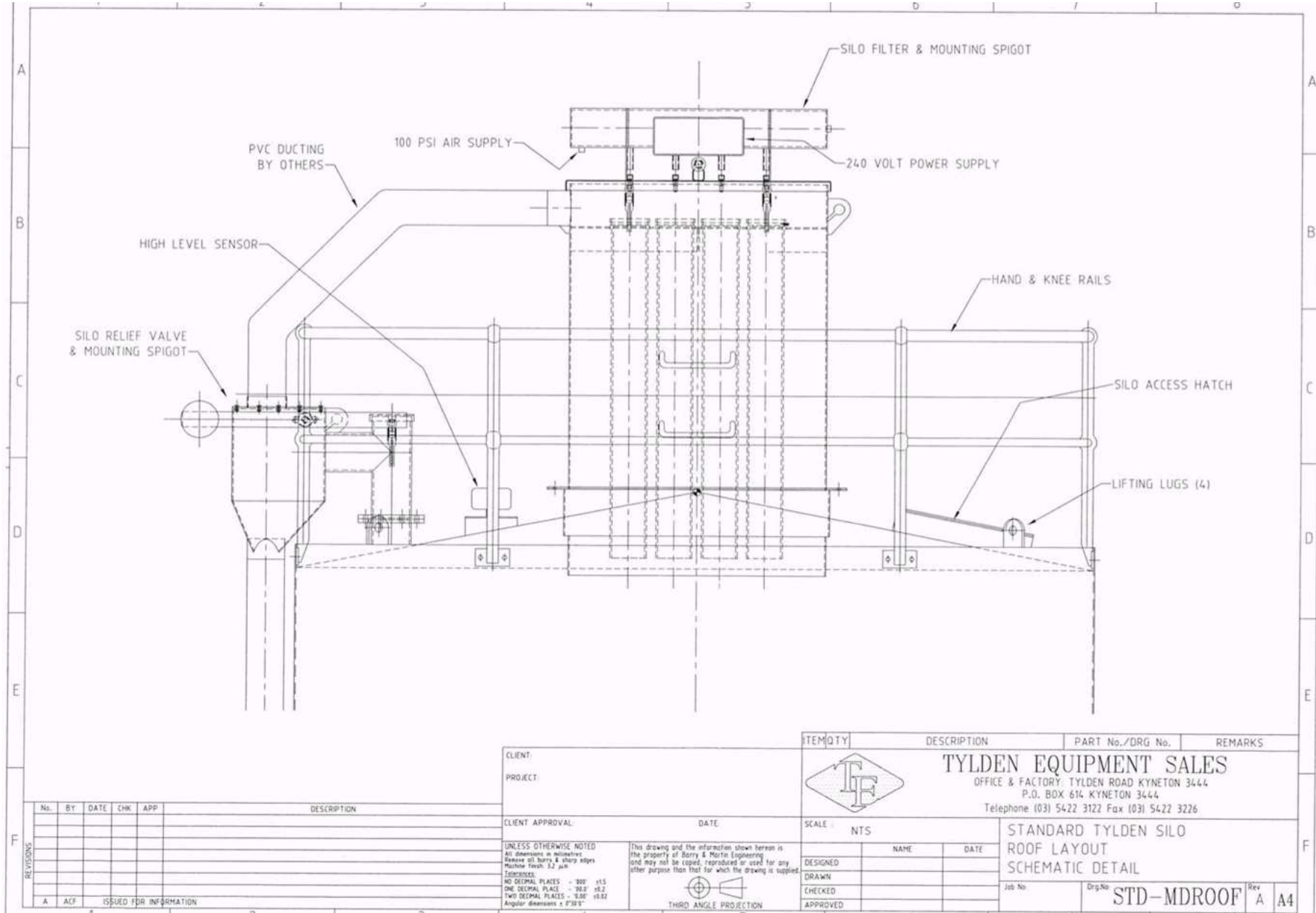


	<p><b>Note</b> The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p>	2/11/2016	
	<p><b>Disclaimer:</b> The State of Victoria does not warrant the accuracy or completeness 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>	Scale 1:2973	









No.	BY	DATE	CHK	APP	DESCRIPTION
A	ACF				ISSUED FOR INFORMATION


CLIENT:  
PROJECT:

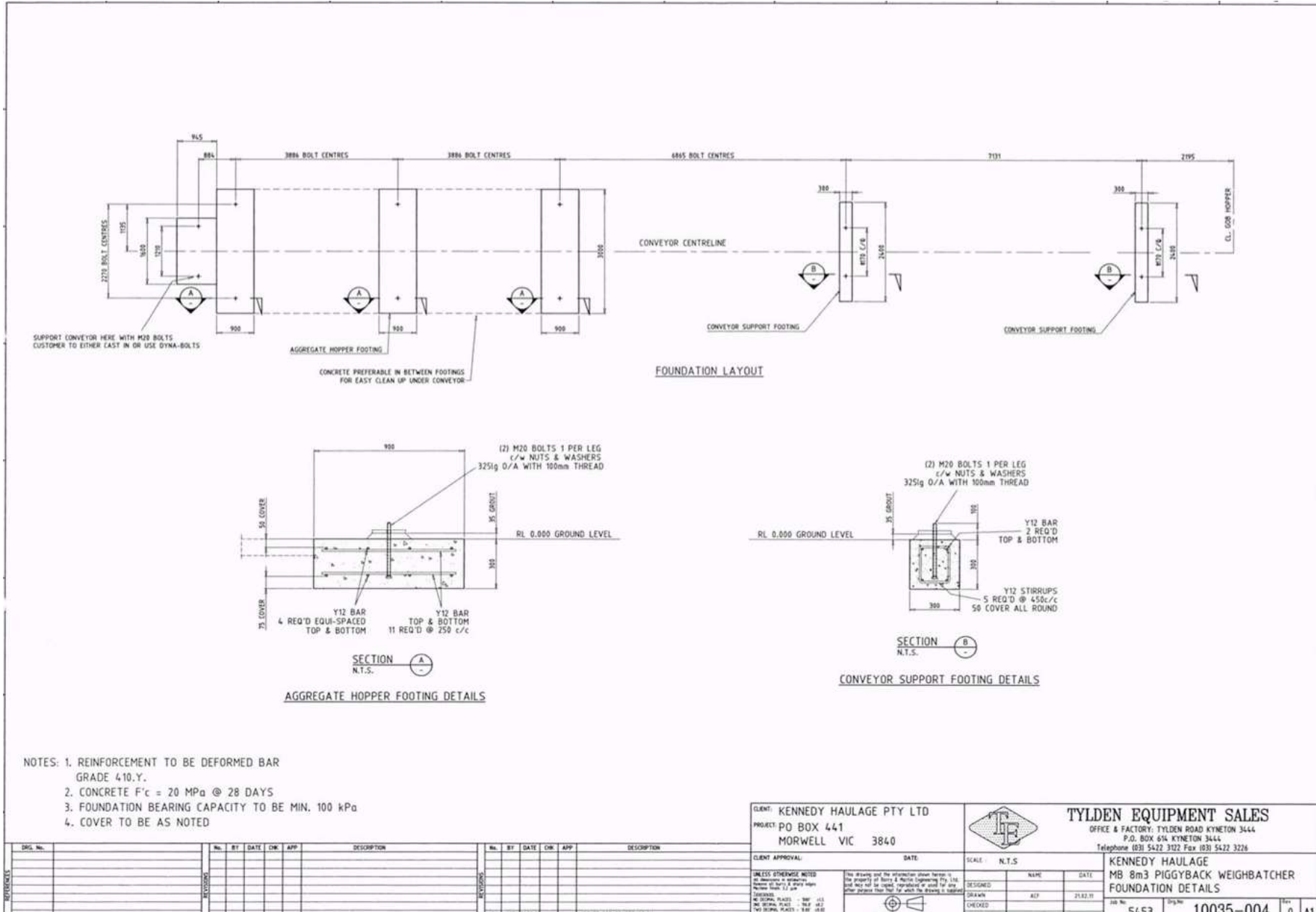
CLIENT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

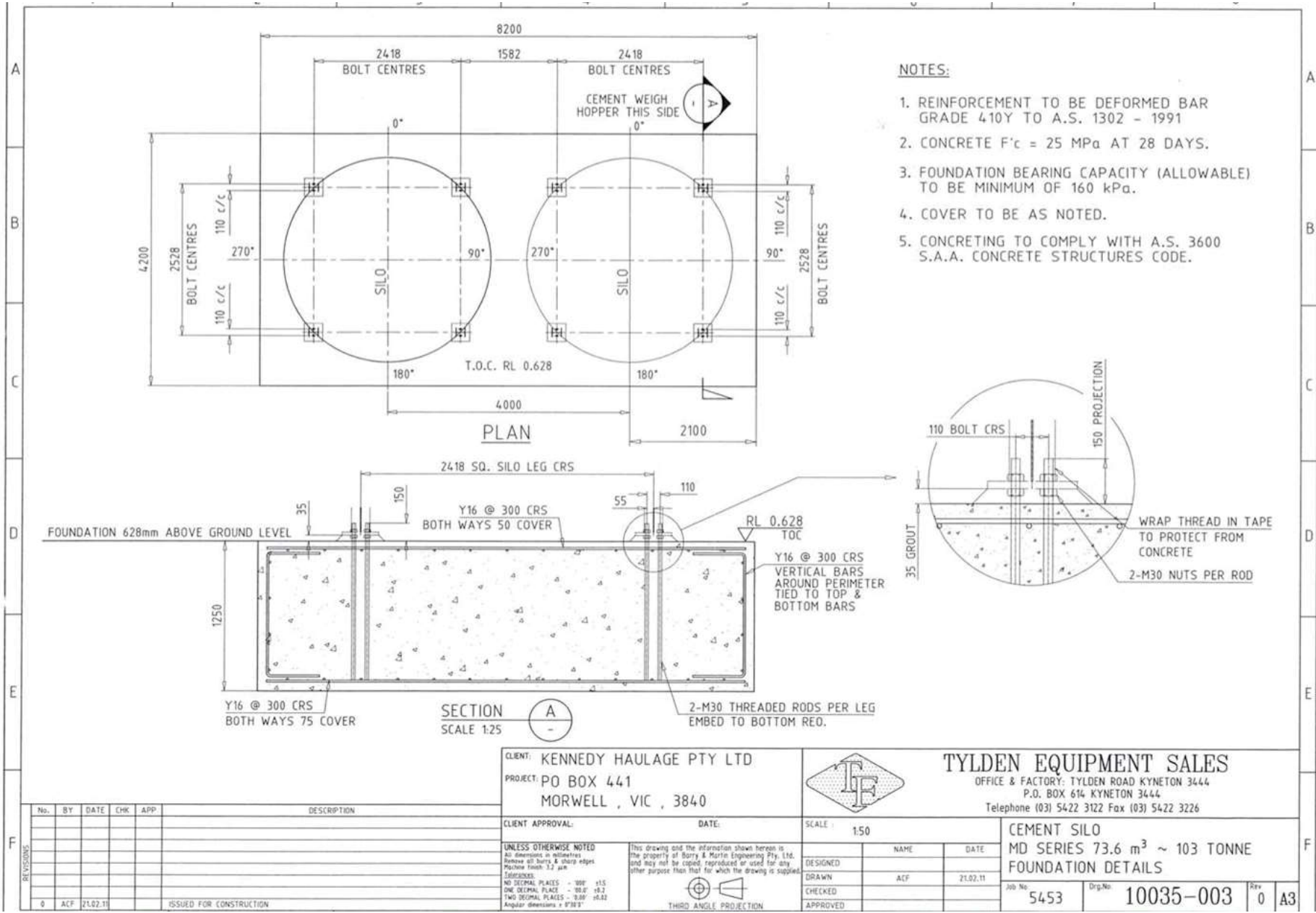
UNLESS OTHERWISE NOTED  
All dimensions in millimetres  
Remove all burrs & sharp edges  
Machine finish 3.2 µm  
TOLERANCES  
NO DECIMAL PLACES - 300 ±1.5  
ONE DECIMAL PLACE - 30.0 ±0.2  
TWO DECIMAL PLACES - 0.00 ±0.02  
Angular dimensions ± 0.10°

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THIRD ANGLE PROJECTION

ITEM QTY	DESCRIPTION	PART No./DRG No.	REMARKS
	 <b>TYLDEN EQUIPMENT SALES</b> OFFICE & FACTORY: TYLDEN ROAD KYNETON 3444 P.O. BOX 614 KYNETON 3444 Telephone (03) 5422 3122 Fax (03) 5422 3226		
SCALE: NTS		STANDARD TYLDEN SILO	
DESIGNED		ROOF LAYOUT	
DRAWN		SCHEMATIC DETAIL	
CHECKED		Job No:	Org.No: <b>STD-MDROOF</b>
APPROVED		Rev: <b>A</b>	<b>A4</b>







**14.2 PLANNING APPLICATION 2013/115A - RETROSPECTIVE  
APPROVAL FOR THE USE OF 26 INDEPENDENT LIVING UNITS  
FOR DWELLINGS AT 96 PARK LANE AND 83 MARSHALLS  
ROAD, TRARALGON**

**General Manager**

**City Development**

**For Decision**

**PURPOSE**

The purpose of this report is to determine an amendment application to planning permit 2013/115 which currently provides for the *subdivision into 2 lots, development of a 120 bed residential aged care facility, use and development of 26 independent living units and associated business identification signage.*

The permit applicant is seeking an amendment to planning permit 2013/115 to allow the independent living units to be utilised (and sold) as dwellings to the general public by removing condition 12 of planning permit 2013/115 which currently states "*the use of the independent living units must be consistent with the definition of a retirement village as nominated in the Retirement Villages Act 1986 or as amended*". As a result currently the units can only be used by retired people or people that have reached the age of 55 as per the requirements of the *Retirement Villages Act*.

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

**EXECUTIVE SUMMARY**

The applicant seeks an amendment to allow the fully completed independent living units to be used and sold as dwellings.

The use of the units is limited specifically by the permit which states that "*the use of the independent living units must be consistent with the definition of a retirement village as nominated in the Retirement Villages Act 1986 or as amended*" as per condition 12 of the permit.

The permit applicant has advised that they have engaged in state-wide advertising of the independent living units for sale, utilising multiple advertising platforms in an attempt to reach the retired population.

Despite these efforts they have detailed that there has been little interest in the units and all the units currently remain unoccupied and in the ownership of the developer.

The requirements of ResCode are not strictly applicable to Independent Livings Units/Retirement Village. If the application was lodged as a new application for 26 dwellings, the standards and objectives of Clause 55 of the Latrobe Planning Scheme would generally be required to be met to receive support from the Planning Department.



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

The applicant has been advised as follows:

*“It is considered that the proposal is not consistent with the following provisions of the Latrobe Planning Scheme if the application was lodged as a fresh application...:*

- *Clause 55.03-5 Energy efficiency objectives;*
- *Clause 55.05-4 Private open space objective; and*
- *Clause 55.05-5 Solar access to open space objective”*

Despite the fact that the development has been completed to a high standard of finish, it is considered that the proposal cannot be supported for the independent living units to be used as dwellings as it is not fully consistent with the requirements of ResCode for a dwelling development.

### RECOMMENDATION

**That Council issues a notice of refusal to grant a planning permit for the Subdivision into 2 Lots, Development of a 120 Bed Residential Aged Care Facility, Development of 26 Dwellings and associated Business Identification Signage at 96 Park Lane and 83 Marshalls Road, Traralgon on the following grounds:**

- a) **The proposal is inconsistent with Clause 55.03-5 Energy efficiency objectives of the Latrobe Planning Scheme.**
- b) **The proposal is inconsistent with Clause 55.05-4 Private open space objective of the Latrobe Planning Scheme.**
- c) **The proposal is inconsistent with Clause 55.05-5 Solar access to open space objective of the Latrobe Planning Scheme.**

### DECLARATION OF INTERESTS

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

### STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

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

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### Latrobe City Council Plan 2013 – 2017

#### *Strategic Objectives – Built Environment*

- *Promote and support high quality urban design within the built environment; and*
- *Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.*

#### Theme and Objectives

##### *Theme 5: Planning for the future*

##### *Strategic Direction*

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

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

#### Legislation

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Subdivision Act 1988*

### **SUMMARY**

Land:	96 Park Lane and 83 Marshalls Road, Traralgon,
Proponent:	C/ NBA Group Pty Ltd
Zoning:	General Residential Zone
Overlay	None

The planning permit triggers would be as follows if the development was lodged as a fresh application:

- Pursuant to Clause 32.08-2 of the Scheme, a permit is required to subdivide land.
- Pursuant to Clause 32.08-4 a permit is required for the development of two or more dwellings on a lot and to construct a residential building.
- Pursuant to Clause 52.05-9 Category 3 - High amenity areas, a planning permit is required for business identification signage.

Note: It should be noted that the independent living units (Retirement Village) is included in the definition of accommodation and therefore did not technically require an assessment against the provisions of Clause 55 of the Latrobe Planning Scheme as part of the original planning application assessment.

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

The residential aged care facility and using the completed independent living units as dwellings triggers an assessment against Clause 55 of the Latrobe Planning Scheme.

**SUBJECT SITE AND SURROUNDS**

The subject site is a wedge shaped parcel of land located on the eastern corner of Park Lane and Marshalls Road, Traralgon. It abuts a vacant allotment to the east and a 20m wide easement containing the Regional Outfall Sewer to the south. The site has an area of 2.095 hectares and has a frontage of approximately 250m to Marshalls Road and 92m to Park Lane. Marshalls Road has swale drains on either side as does the segment of Park Lane abutting the lot. It should be noted that both the segment of Park Lane abutting the subject site and Marshalls Road are to be upgraded as part of the previous approved subdivision.

Prior to the development of the site as per the approved plan under planning permit 2013/115, the land was essentially a cleared grazing parcel that contained no buildings or improvements. Topographically speaking, the land has a slight fall in a north easterly direction towards Marshalls Road.

The surrounding area is an identified growth area of Traralgon. To the west is 'Franklin Place', which is a developing residential estate.

To the north is Traralgon North Development Plan area which will facilitate the upgrading and provision of facilities both within the Development plan area and also provide for the upgrade on the northern side of Marshalls Road. South of the site is the Parklife estate (formerly known as the Strand Estate) which is a 14 staged subdivision. Many of the lots in this estate have existing dwellings and there also have been a number of unit developments in the area.

To the east of the subject is the late stages of the Parklife Estate that as of yet have not obtained Statement of Compliance and subsequent release of titles. Further to the east abutting Traralgon Maffra Road is a small area of Industrial 3 Zone land with a number of small industrial buildings and workshops.

The subject site is situated north of the Traralgon Township and is located 2kms away from the Traralgon Town Centre and Retail Precinct. The area is serviced with Public Transport with the current bus route heading north on Green Field Drive, east and Marshalls Road and south on Park Lane.

A site context plan and aerial photo are included in Attachment 1.

**PROPOSAL**

Planning Permit 2013/115 was issued on 18 September 2013 and provided for the *subdivision into 2 lots, development of a 120 bed residential aged care facility, use and development of 26 independent living units and associated business identification signage.*

The entire development has been completed as per the endorsed plans and the residential aged care facility (BUPA) is fully operational. A copy of

the approved development plans is included in attachment 2. Photos of the completed units are included in attachment 3.

The planning permit amendment application is to change the use of the independent living units to dwellings only, allowing them to be used by and sold to all members of the public as opposed to the current situation where the use of the units is restricted by a specific condition on the permit which states that *“the use of the independent living units must be consistent with the definition of a retirement village as nominated in the Retirement Villages Act 1986 or as amended”* as per condition 12.

### **LATROBE PLANNING SCHEME**

The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement (MSS) have been considered as part of the assessment of this application. The following clauses are relevant to consideration of the application.

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

- Clause 11.02-1 Supply of urban land
- Clause 11.08-3 Sustainable communities
- Clause 15.01-1 Urban design
- Clause 15.01-3 Neighbourhood and subdivision design
- Clause 15.02-1 Energy and resource efficiency
- Clause 16.01-1 Integrated housing
- Clause 16.01-2 Location of residential development
- Clause 16.01-4 Housing Diversity
- Clause 16.05-5 Housing affordability

#### **Local Planning Policy Framework**

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

#### **General Residential Zone**

A planning permit is required for subdivision of land pursuant to Clause 32.08-2 of the Latrobe Planning Scheme. An application to subdivide land must meet the requirements of Clause 56 and requires the consideration of the decision guidelines of the zone.

A planning permit is also required for the development of two or more dwellings on a lot pursuant to Clause 32.08-4 of the Scheme. A development must meet the requirements of Clause 55, as well as address the decision guidelines of the zone.

A discussion of the above is included in the ‘issues’ sections of this report.

#### **Particular Provisions**

##### **Clause 52.05 Advertising Signs**

Pursuant to Clause 52.05-9 Category 3 - High amenity areas, a planning permit is required for business identification signage.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

The proposal is considered to be consistent with the purpose and decision guidelines of Clause 52.05.

### Clause 55 Two or more dwellings on a lot and Clause 56 Residential Subdivision and Clause 56 Residential Subdivision

The proposal has been assessed against the relevant clauses of Clauses 55 and 56 and found to comply. The proposed lots respond appropriately to the site and its context.

### Decision Guidelines (Clause 65)

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

### **INTERNAL / EXTERNAL CONSULTATION**

#### Referrals:

There were no referral requirements pursuant to Section 55 of the *Planning and Environment Act 1987*.

#### Notification:

Pursuant to Sections 52(1) (a) and (d) of the *Planning and Environment Act 1987* the application was notified for a minimum of 14 days. Adjoining landowners and occupiers were sent a letter and a sign was placed on the site.

There are no current objections to the application.

Internally the application was referred to Council's Infrastructure Planning team, who required no additional conditions to be included on any issue of an amended permit.

### **KEY ISSUES**

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

The State and Local Policy Frameworks highlight the need to ensure ongoing provision of land for residential uses and the need to provide a range of lot sizes to suit a variety of dwellings and household types. It is considered that the proposal generally responds to relevant State and Local planning policies.

#### 'Purpose' and 'Decision Guidelines' of the General Residential Zone

The purpose of the General Residential Zone includes:

- *To encourage development that respects the neighbourhood character of the area.*
- *To implement neighbourhood character policy and adopted neighbourhood character guidelines.*
- *To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.*

An assessment of the proposal against the ResCode provisions of Clauses 55 and 56 was completed and it was considered that the proposal is not fully consistent with the objectives and standards of the Clause 55 in relation to areas such as private open space, solar efficiency and solar orientation. Although the area is predominantly comprised of conventionally sized residential allotments, the provision of 26 smaller sized lots is not considered to be out of keeping (as approved through planning permit 2015/138), as it provides a diversity of housing types in keeping with the purpose of the zone. The development of 26 dwellings enabled a higher density of development which has good access to facilities and provides for an increased variety of housing choice. It is also considered that the development has been completed to a high level of finish.

It is noted however if the development was not completed and was lodged as a new application, the development would have to be amended/and or the number of dwellings reduced to ensure that it is fully consistent with the Standards and objectives of Clause 55 to be supported.

#### Inconsistencies with Clause 55 Standards and Objectives

As detailed earlier in this report, independent living units do not specifically need to address the standard and requirements of this Clause. However, as the applicant proposes as part of this application to amend the existing permit to allow the independent living units to be used as dwellings, this change requires adherence to standards of Clause 55. It is considered the development, being the existing independent living units component, is not consistent with the following requirements:

#### *Clause 55.03-5 Energy Efficiency Objectives*

The following is the required standard (B10) of this clause:

*“Buildings should be:*

- *Oriented to make appropriate use of solar energy.*
- *Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced.*

*Living areas and private open space should be located on the north side of the development, if practicable.*

*Developments should be designed so that solar access to north-facing windows is maximised”.*

The applicant has detailed that they have positioned the independent living units (now proposed to be used as dwellings) and their respective private open space area as much as possible to the north and that essentially the layout of the independent living units and its restricted access by a common property driveway means that some houses will have their private open space south facing. While this is partially considered a legitimate argument, it is considered that 14 of the 26 units have southerly orientated open space areas. This level of inconsistency with the standard is not considered a desirable outcome and as a result it could be argued that the reason is that this development is an over development of the site.



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

It is important to note, the southern orientation of these units still achieves good natural light to the individual units, a private and secure backyard, and the southern units of the development also have a preferable outlook over the 20m wide sewer reserve. This will eventually be used for passive recreation purposes and as a result the southern units provide passive surveillance opportunities onto this area which is a positive outcome. It is also possible, albeit cost prohibitive, to retrofit the existing roofed areas of units where living areas are orientated to the south by introducing sky lights to allow increased natural light into living areas.

Despite these positive points, the development is not considered consistent with the required standard.

### *Clause 55.05-4 Private open space objective*

The following is the required standard (B28) of this clause:

*“A dwelling or residential building should have private open space of an area and dimensions specified in a schedule to the zone.*

*If no area or dimensions are specified in a schedule to the zone, a dwelling or residential building should have private open space consisting of:*

- *An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 3 metres and convenient access from a living room, or*
- *A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or*
- *A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room”.*

The development does not meet the required standards for the following reasons

- Only 12 of the independent living units have greater than 40m<sup>2</sup> of private open space.
- In total units fifteen of the units being 18,17,16,14,12,11,10,9,19, 20, 22, 25, 26, 15 and 24 are not considered to have met minimum secluded private open space requirements in terms of area and dimensions

As a result of design changes during the original assessment of the application, all units now will also have access to regional outfall sewer reserve to the south which will provide passive recreational opportunities and will be connected into the wider open space network in the future when the subdivision development (now known as Parklife) is completed.

Despite this it is not considered the development is consistent with this relevant standard.

### *Clause 55.05-5 Solar access to open space objective*

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

The following is the required standard (B29) of this clause:

*“The private open space should be located on the north side of the dwelling or residential building, if appropriate.*

*The southern boundary of secluded private open space should be set back from any wall on the north of the space at least  $(2 + 0.9h)$  metres, where ‘h’ is the height of the wall”.*

Similar to the discussion in relation to standard B10, the majority of the private open space areas for the individual units are located to the south, as such it is considered that the proposal is also not consistent with this standard.

### Clause 65 (Decision Guidelines):

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

### **RISK IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework. There is a risk to Council however in that approving this development could be seen as a precedent to permitting development that is inconsistent with required standards of ResCode.

### **FINANCIAL RESOURCES IMPLICATIONS**

If Council’s decision is appealed at the Victorian Civil and Administrative Tribunal (VCAT) there will be associated cost and staff time required.

### **OPTIONS**

Council has the following options in regard to this application:

1. Issue a Notice of Decision to grant a Planning Permit subject to necessary conditions; or
2. Refuse to Grant a Planning Permit

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

### **CONCLUSION**

In conclusion, it is recommended that Council issues a notice of refusal to grant a planning permit for the Subdivision into 2 Two Lots, Development of a 120 Bed Residential Aged Care Facility, Development of 26 Dwellings and associated Business Identification Signage at 96 Park Lane and 83 Marshalls Road, Traralgon on the following grounds:

- The proposal is inconsistent with Clause 55.03-5 Energy efficiency objectives.
- The proposal is inconsistent with Clause 55.05-4 Private open space objective.



**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

- The proposal is inconsistent with Clause 55.05-5 Solar access to open space objective.

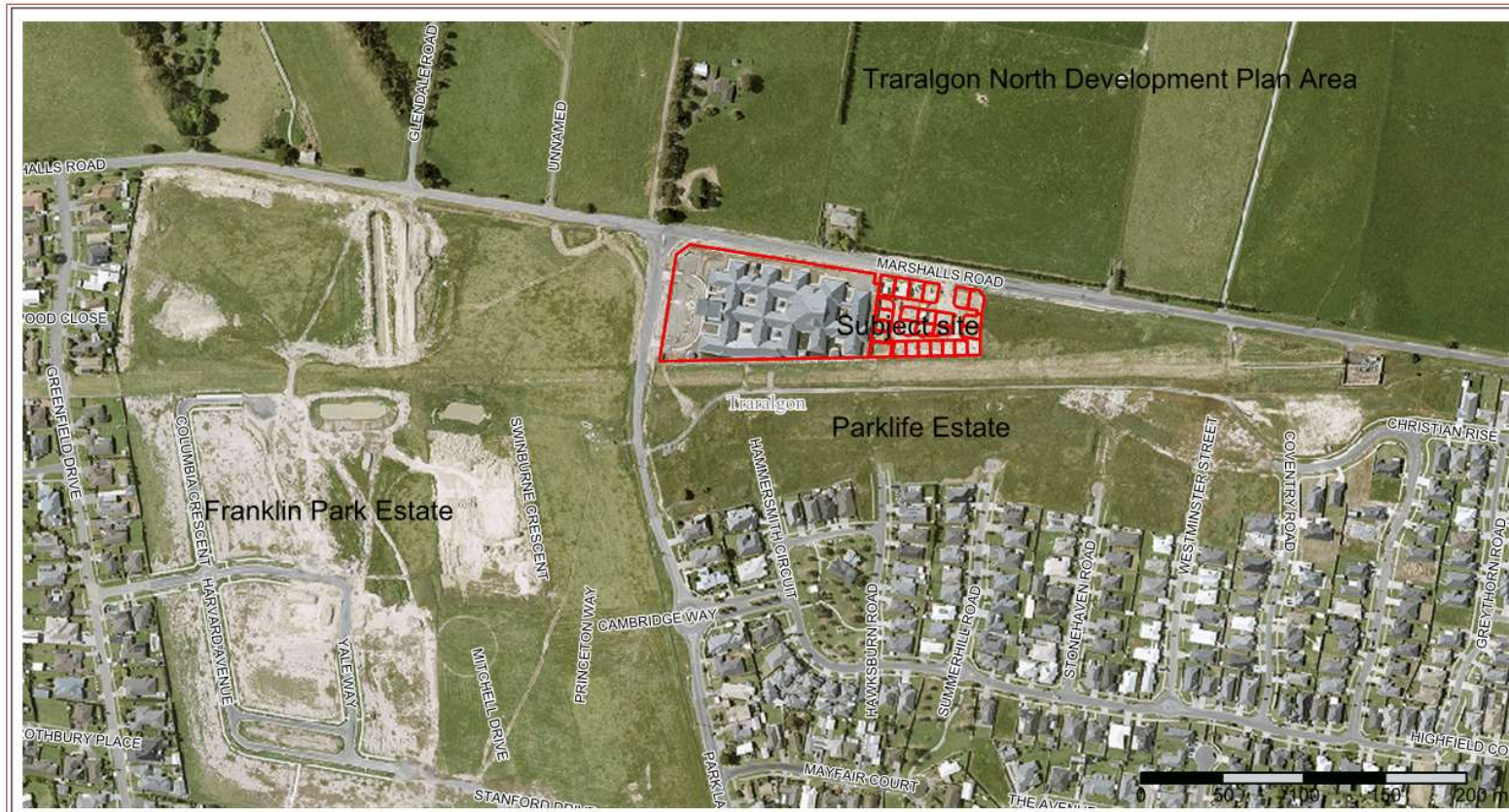
**Attachments**



1. Site context plan
2. Development plans
3. Photos of the completed unit development

## **14.2**

### **Planning Application 2013/115A - Retrospective Approval for the use of 26 Independent Living Units for Dwellings at 96 Park Lane and 83 Marshalls Road, Traralgon**

<b>1</b>	<b>Site context plan .....</b>	<b>89</b>
<b>2</b>	<b>Development plans.....</b>	<b>91</b>
<b>3</b>	<b>Photos of the completed unit development .....</b>	<b>119</b>



	<p><b>Note</b> The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p><b>Disclaimer:</b> The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p> <p>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.</p> <p>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>.</p> <p>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>	<p>Site context (please note this aerial image is from November 2014 and the development approved under 2013/115 is now fully complete)</p>	21/10/2016	
			Scale 1:5000	

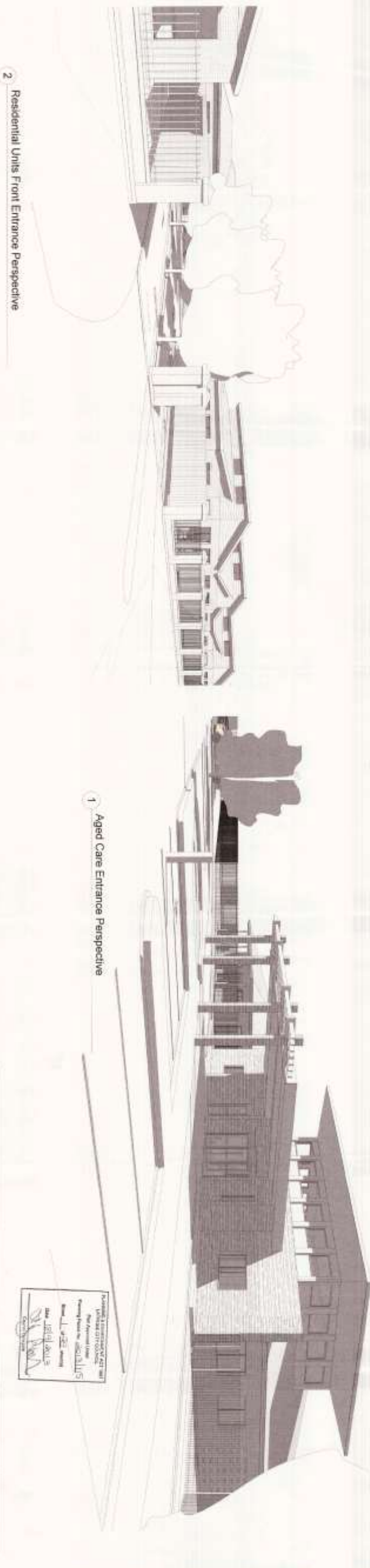


# PARK LANE COMMUNITY AGED CARE

## Park Lane, Traralgon, VIC 3844

No.	SHEET NAME	SCALE
TP00	COVER PAGE	N.T.S.
TP01	DESIGN RESPONSE	N.T.S.
TP02	REFERENCE SITE PLAN	1:300
TP03	REFERENCE GROUND FLOOR PLAN	1:300
TP04	REFERENCE ELEVATIONS	1:300
TP05	AGED CARE SITE/ROOF PLAN	1:200
TP06	AGED CARE GROUND FLOOR PLAN	1:200
TP07	AGED CARE ELEVATIONS	1:200
TP08	AGED CARE SECTIONS	1:200
TP09	AGED CARE SECTIONS	1:200
TP10	RESIDENTIAL UNITS SITE PLAN	1:100
TP11	RESIDENTIAL UNITS GROUND FLOOR PLAN	1:100
TP12	RESIDENTIAL UNITS HOUSE TYPE 1	1:100
TP13	RESIDENTIAL UNITS HOUSE TYPE 2	1:100
TP14	RESIDENTIAL UNITS HOUSE TYPE 3	1:100
TP15	RESIDENTIAL UNITS HOUSE TYPE 4	1:100
TP16	RESIDENTIAL UNITS HOUSE TYPE 5	1:100
TP17	RESIDENTIAL UNITS HOUSE TYPE 6	1:100
TP18	RESIDENTIAL UNITS HOUSE TYPE 7	1:100
TP19	RESIDENTIAL UNITS HOUSE TYPE 8	1:100
TP20	RESIDENTIAL UNITS HOUSE TYPE 9	1:100
TP21	RESIDENTIAL UNITS HOUSE TYPE 10	1:100
TP22	RESIDENTIAL UNITS HOUSE TYPE 11	1:100
TP23	SHADOW DIAGRAM	1:600
TP24	3D PERSPECTIVES	N.T.S.
TP25	BOUNDARY FENCE FACADE DETAIL	AS INDICATED

AGED CARE :		RESIDENTIAL UNITS:	
TOTAL SITE AREA	15,218 M <sup>2</sup>	TOTAL SITE AREA	5,734 M <sup>2</sup>
AGED CARE FACILITY	6,752.8 M <sup>2</sup>	TOTAL UNIT AREA	2,097 M <sup>2</sup>
COMMUNAL OPEN SPACE	4,978.5 M <sup>2</sup>	SITE COVERAGE	38.5%
SERVICE OPEN AREA	3,440.5 M <sup>2</sup>	PERMEABILITY	28.8%
SITE COVERAGE	44.38%	PRIVATE OPEN SPACE	
PERMEABILITY	28.6%	LOT 1B P.O.S =	88m <sup>2</sup>
BEDES	120	LOT 2B P.O.S =	74m <sup>2</sup>
CARPARK	23 (VISITORS)	LOT 3B P.O.S =	74m <sup>2</sup>
	2 (DISABLE)	LOT 4B P.O.S =	75m <sup>2</sup>
	18 (STAFF)	LOT 5B P.O.S =	59m <sup>2</sup>
TOTAL CARPARK	43	LOT 6B P.O.S =	82m <sup>2</sup>
PERMEABILITY	28.6%	LOT 7B P.O.S =	53m <sup>2</sup>
AREA LEGEND		LOT 8B P.O.S =	45m <sup>2</sup>
LOW CARE	30 BEDS	LOT 9B P.O.S =	33m <sup>2</sup>
HIGH CARE	80 BEDS	LOT 10B P.O.S =	33m <sup>2</sup>
DEMENTIA CARE	30 BEDS	LOT 11B P.O.S =	32m <sup>2</sup>
ADMIN/SERVICE	1,928.8 M <sup>2</sup>	LOT 12B P.O.S =	35m <sup>2</sup>
GAZEBO/SHED	983.5 M <sup>2</sup>	LOT 13B P.O.S =	32m <sup>2</sup>
	2899.4 M <sup>2</sup>	LOT 14B P.O.S =	29m <sup>2</sup>
	131 M <sup>2</sup>	LOT 15B P.O.S =	29m <sup>2</sup>
		Total	1224m <sup>2</sup>



2 Residential Units Front Entrance Perspective

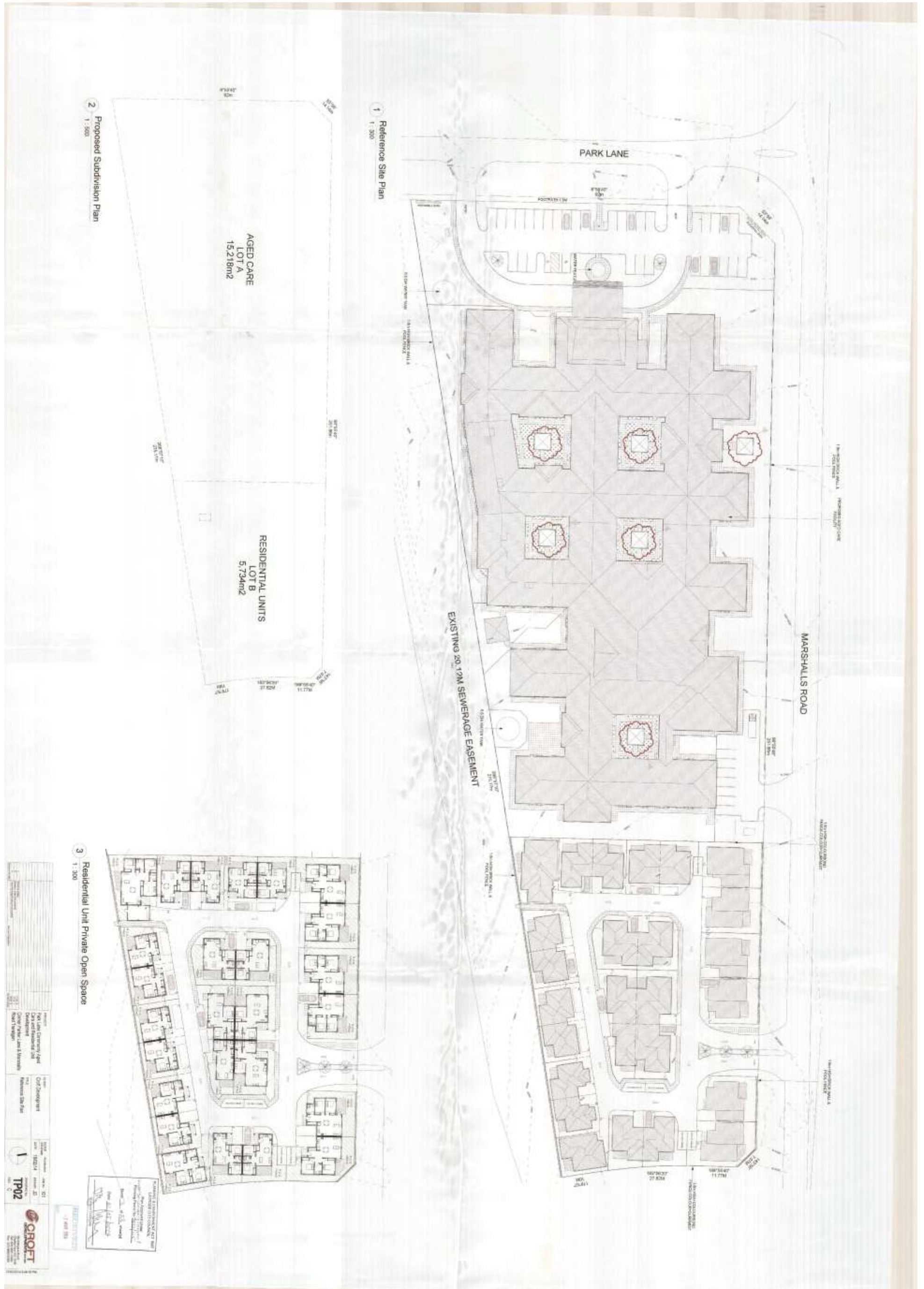
1 Aged Care Entrance Perspective

No. 10704/2013  
 DEVELOPMENT/PLANNING APPLICATION  
 26/06/2013  
 Park Lane Community Aged Care  
 Cover Floor (Units 1-15) and 15m<sup>2</sup> Shed  
 1:100  
 C:\P\Drawings  
 10/11/2013  
 200013  
 TP00  
**CROFT**  
 ARCHITECTS  
 10704/2013

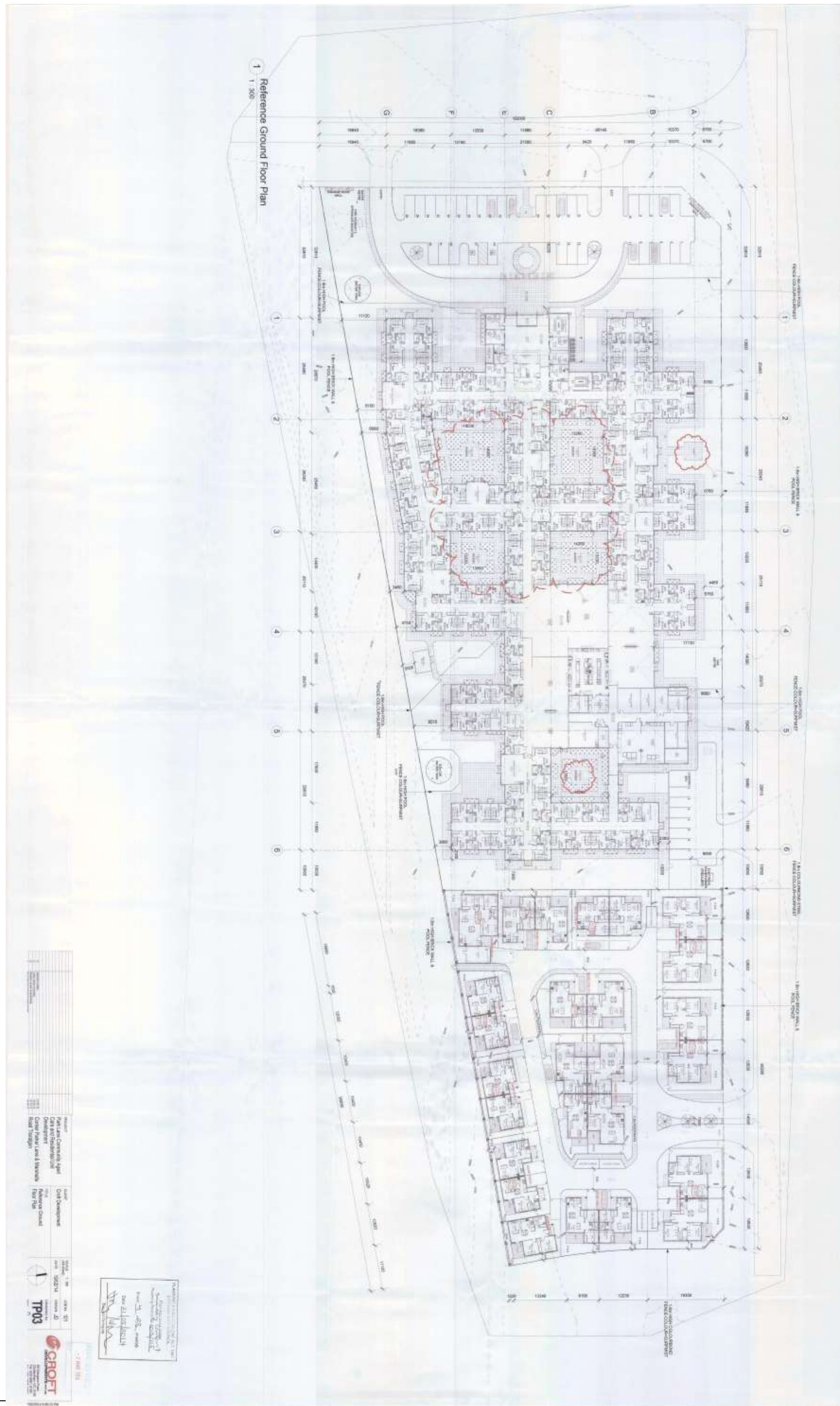




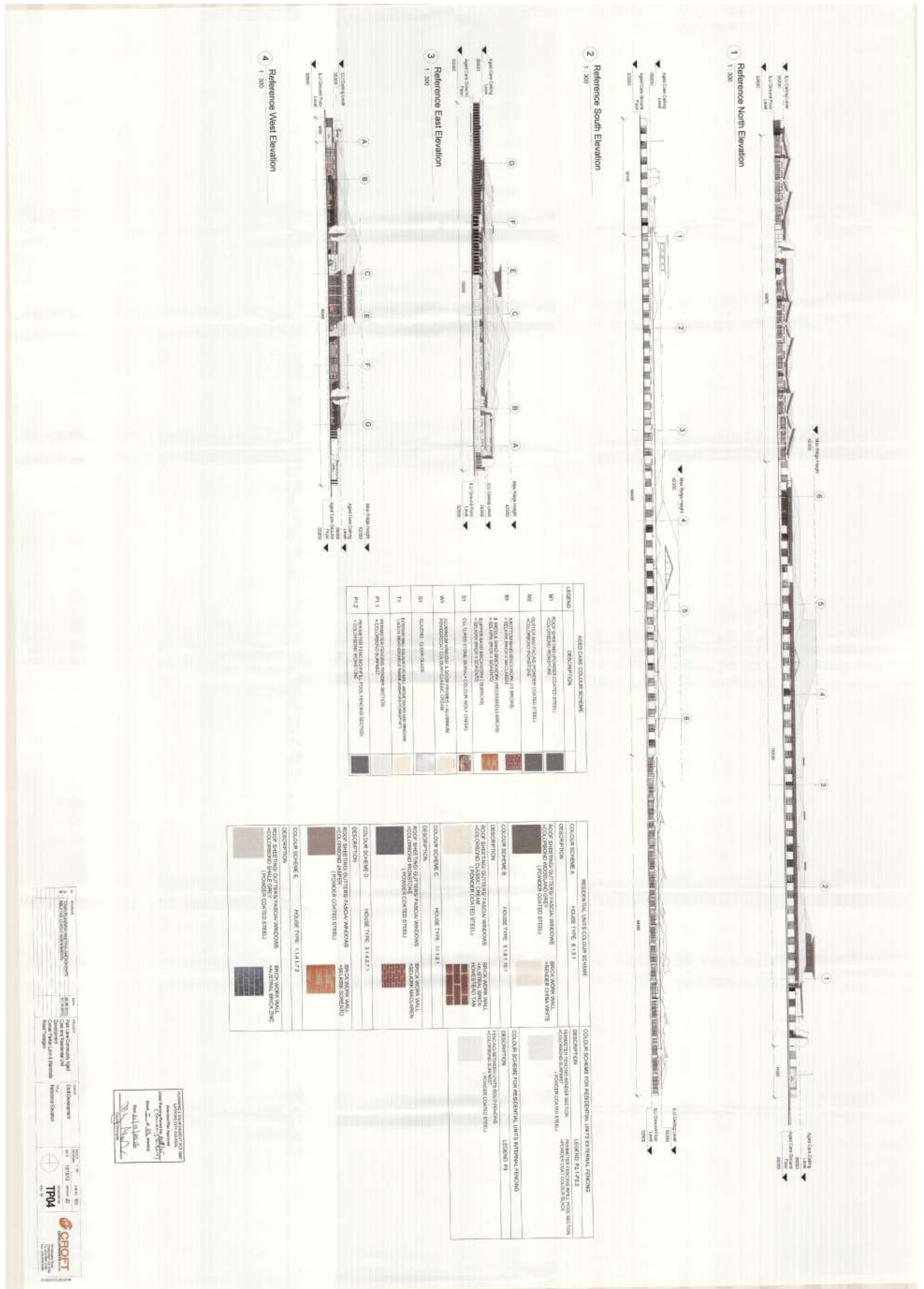




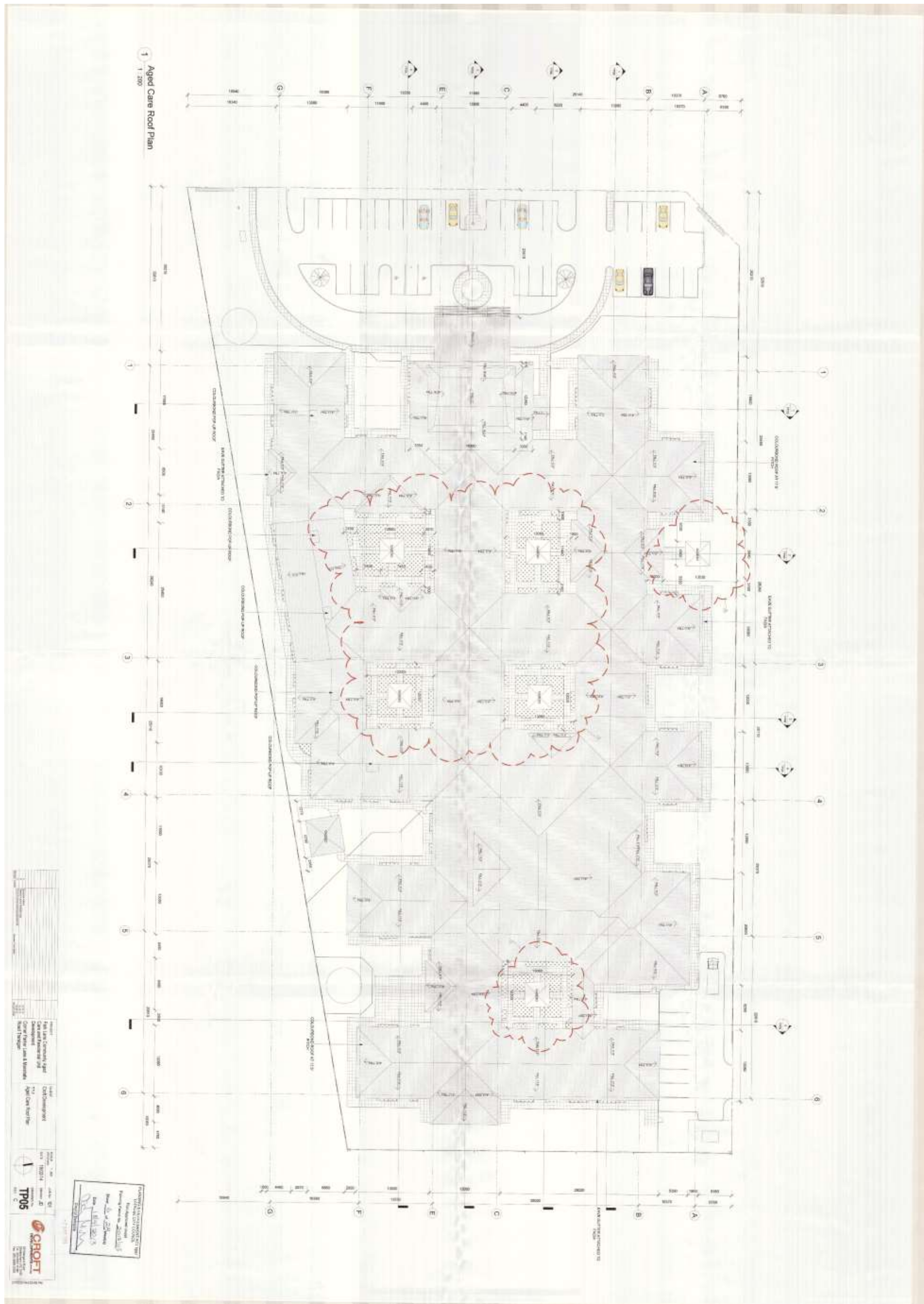








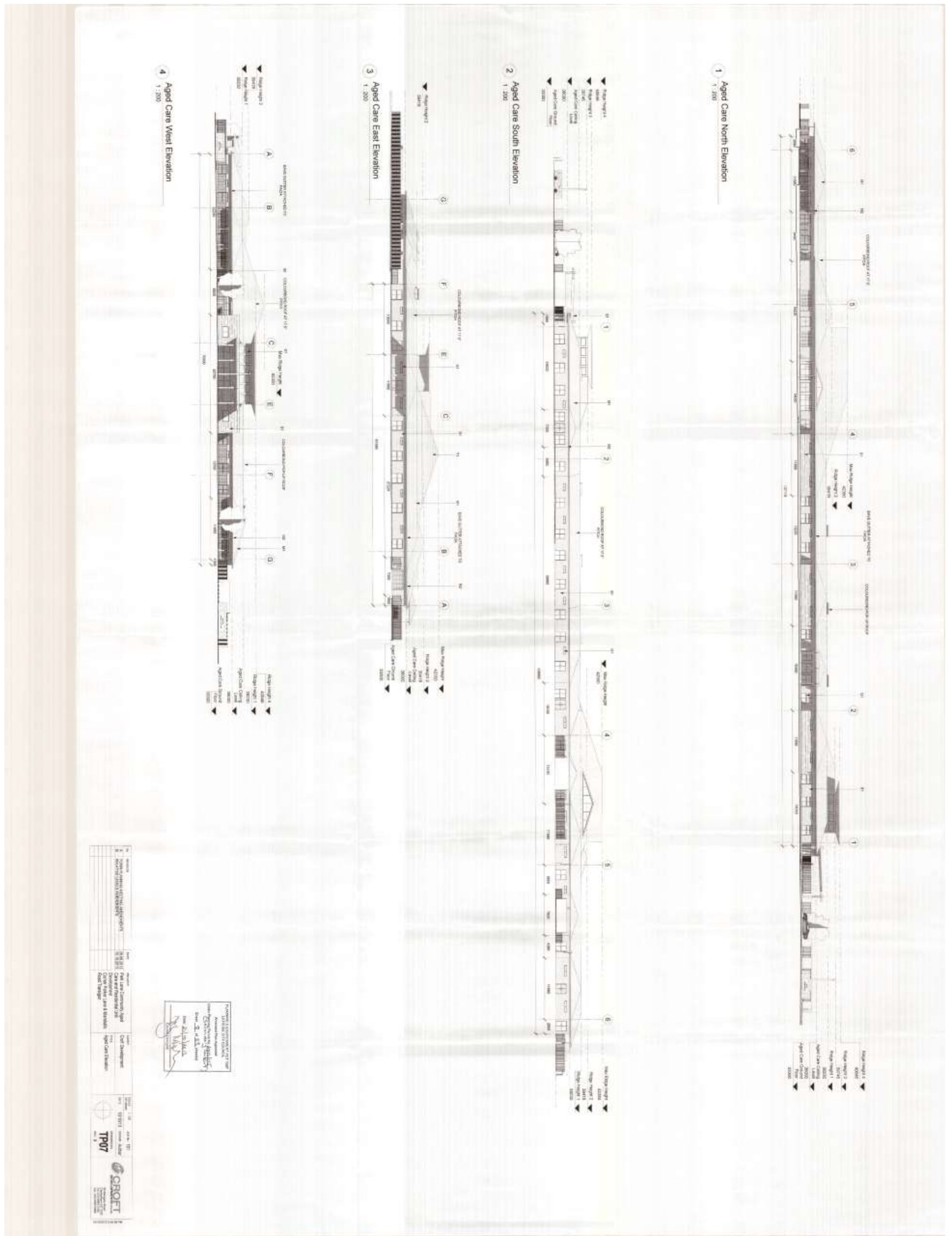


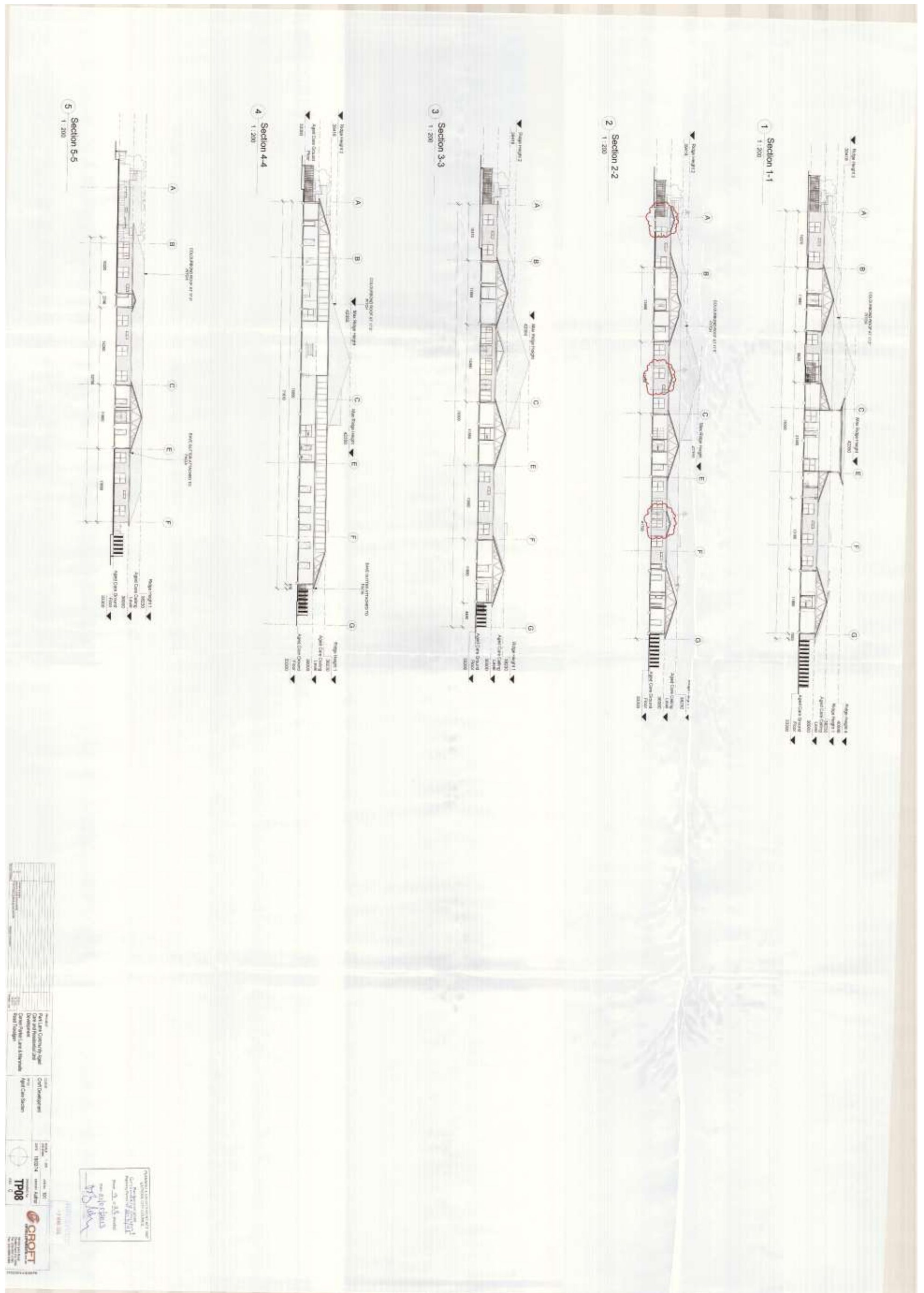










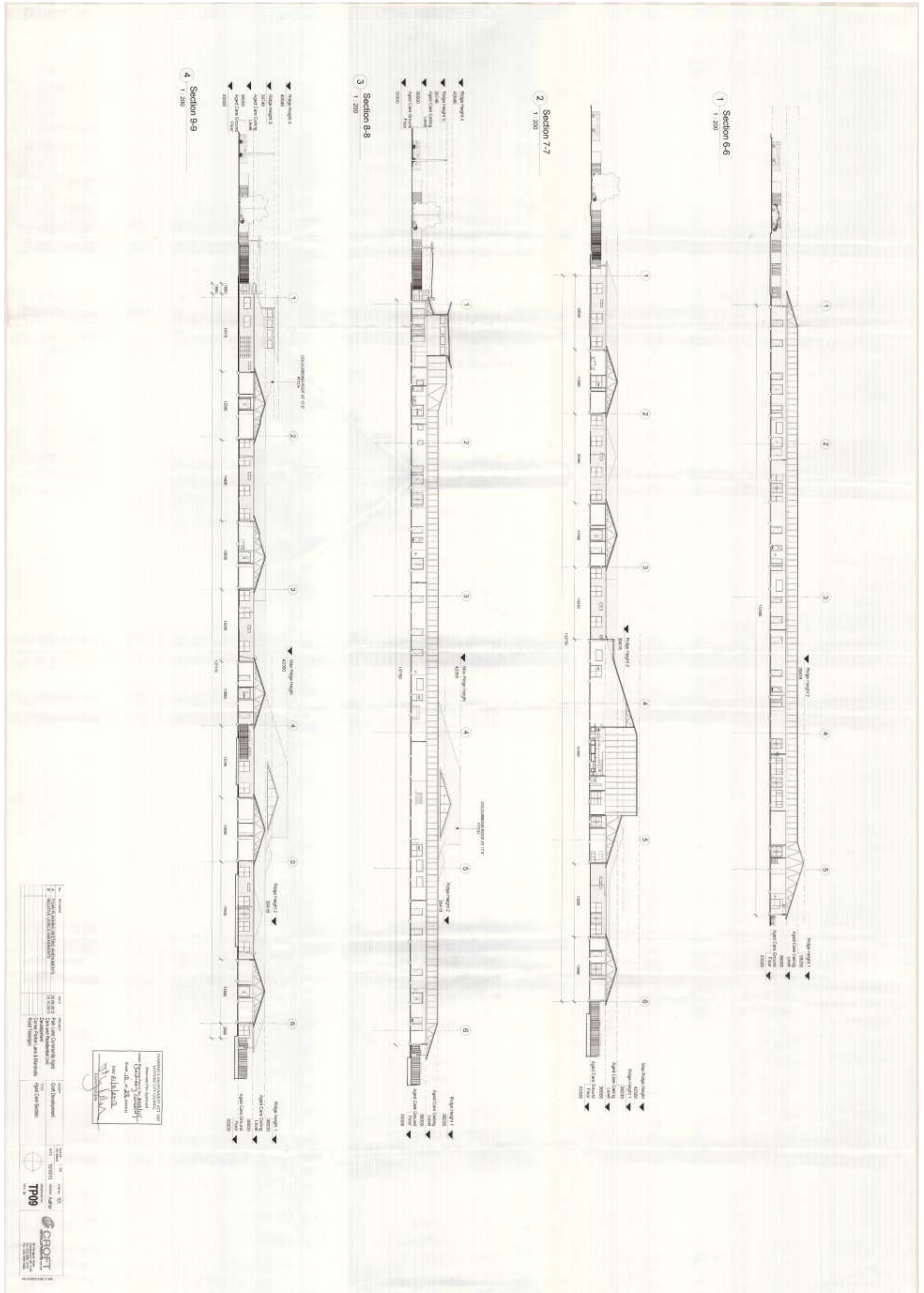


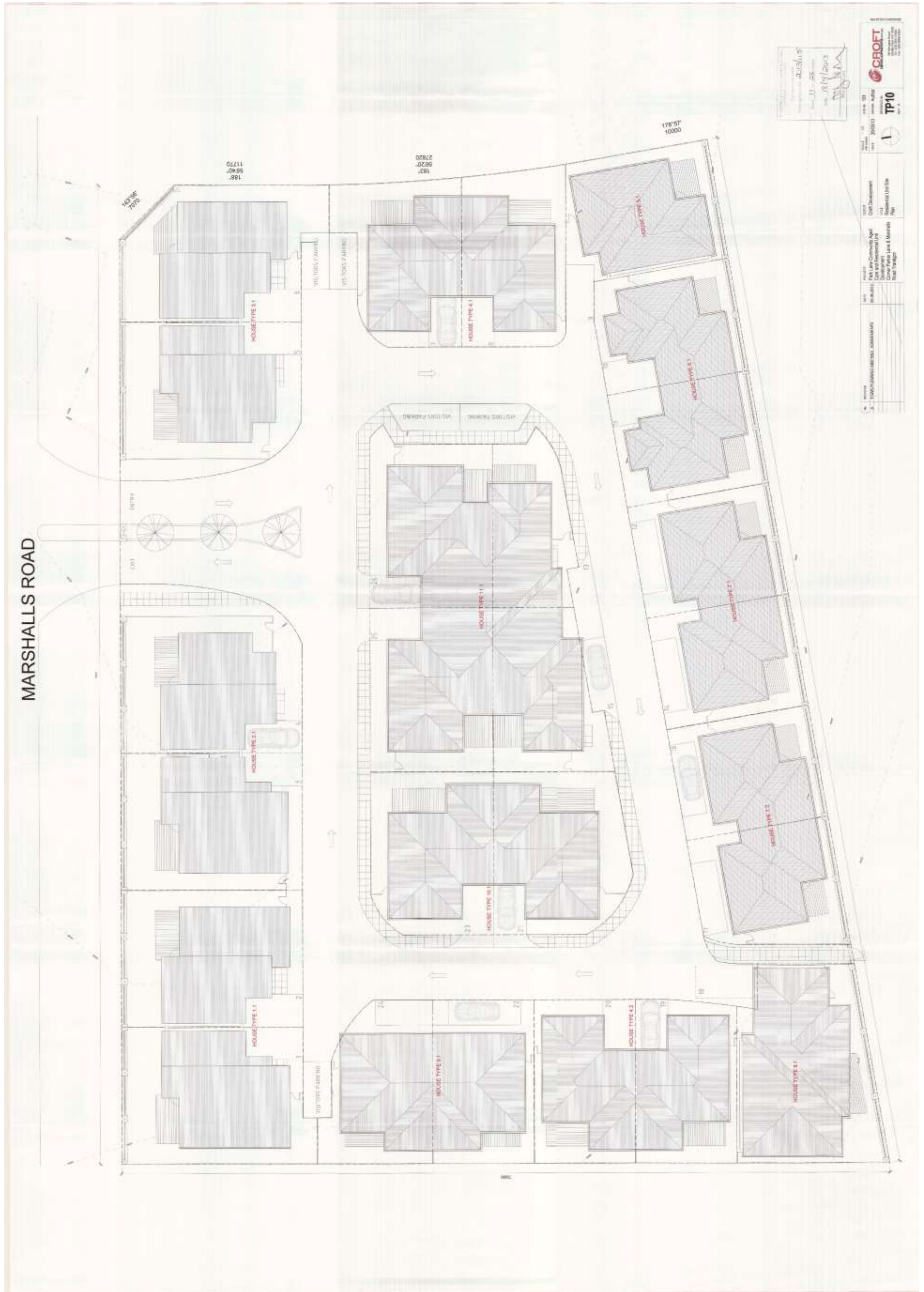
Project Name	96 Park Lane / 83 Marshalls Road Traralgon
Client	Traralgon Housing Trust
Architect	CRIFT Architecture
Scale	1:200
Date	2013
Drawn by	TP08
Checked by	
Project No.	
Sheet No.	
Scale	1:200
Date	2013
Drawn by	TP08
Checked by	
Project No.	
Sheet No.	

**CRIFT**  
ARCHITECTURE  
171-173 BROADWAY  
TRARALGON VIC 3844  
PH: 03 5122 1111  
WWW.CRIFTARCHITECTURE.COM.AU

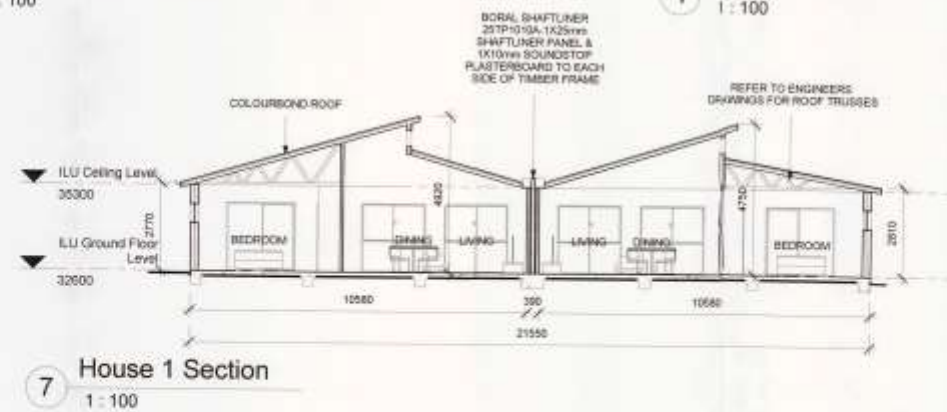
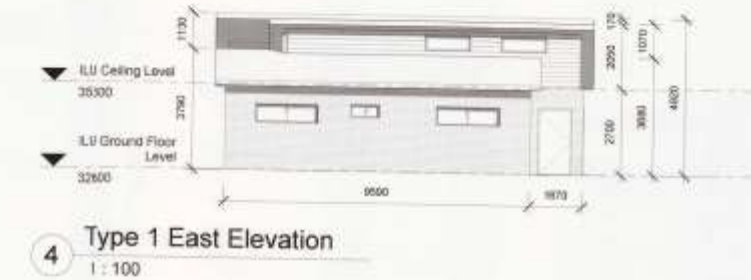
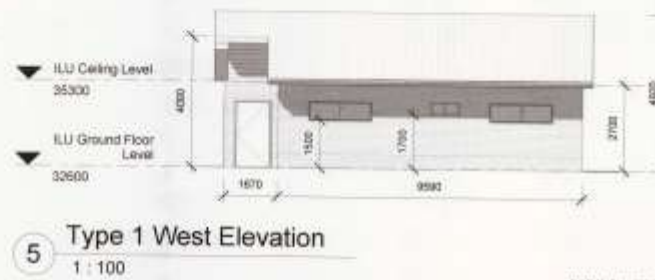
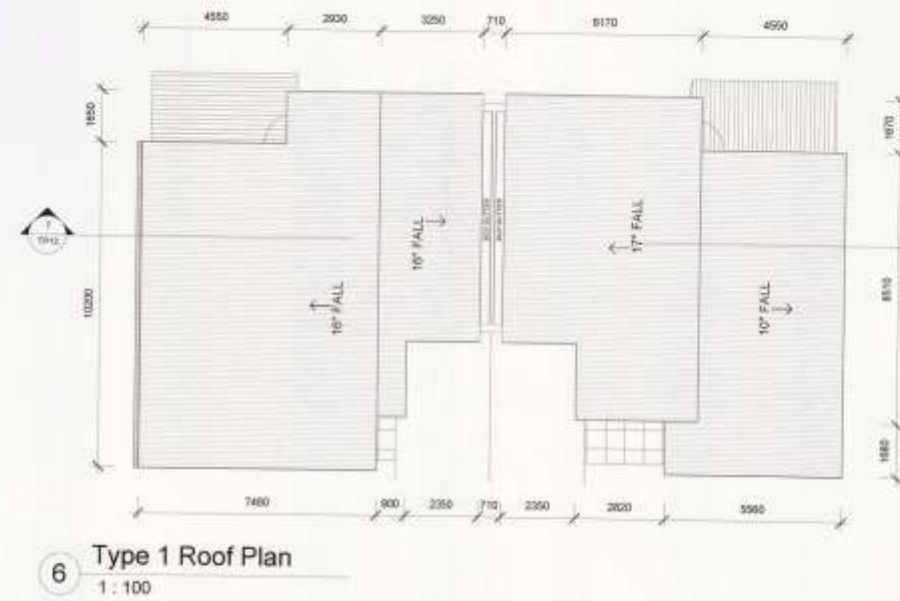
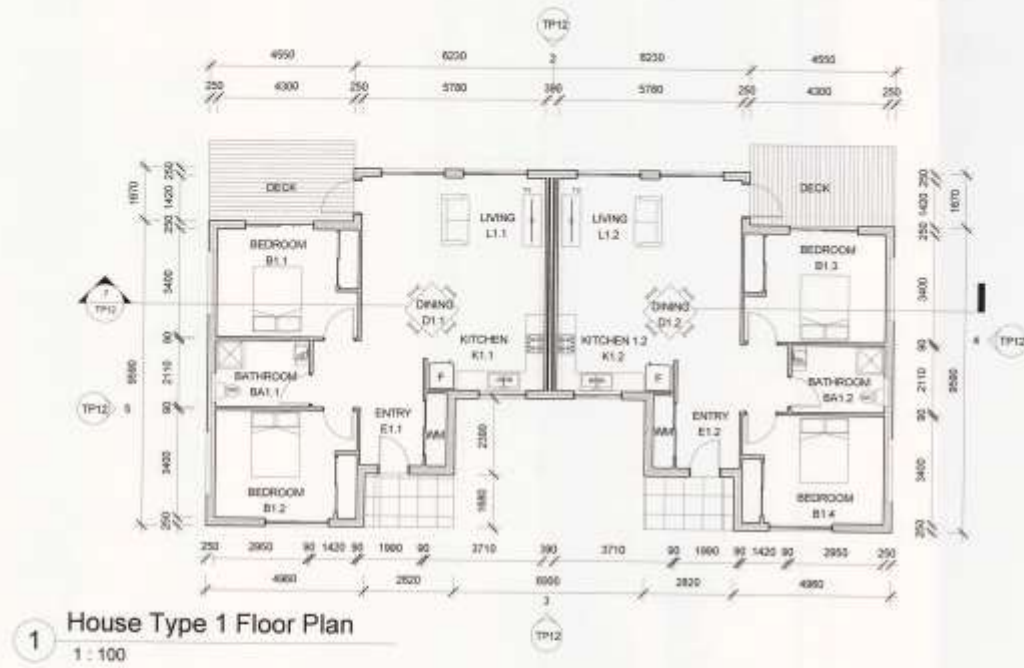
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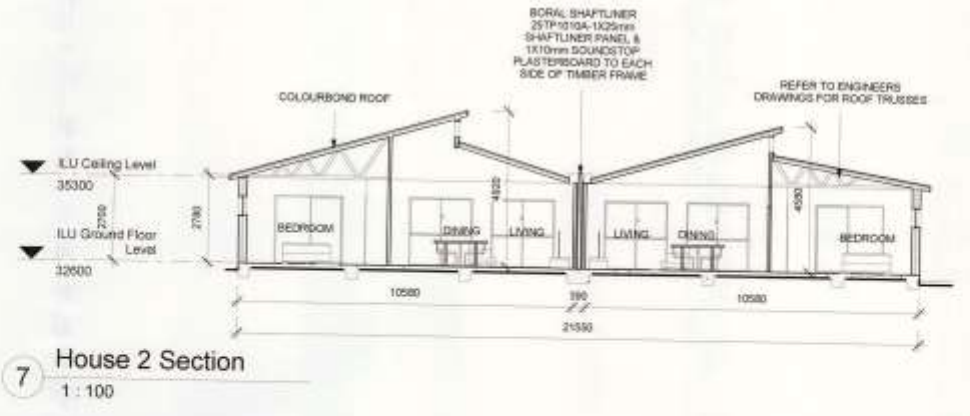
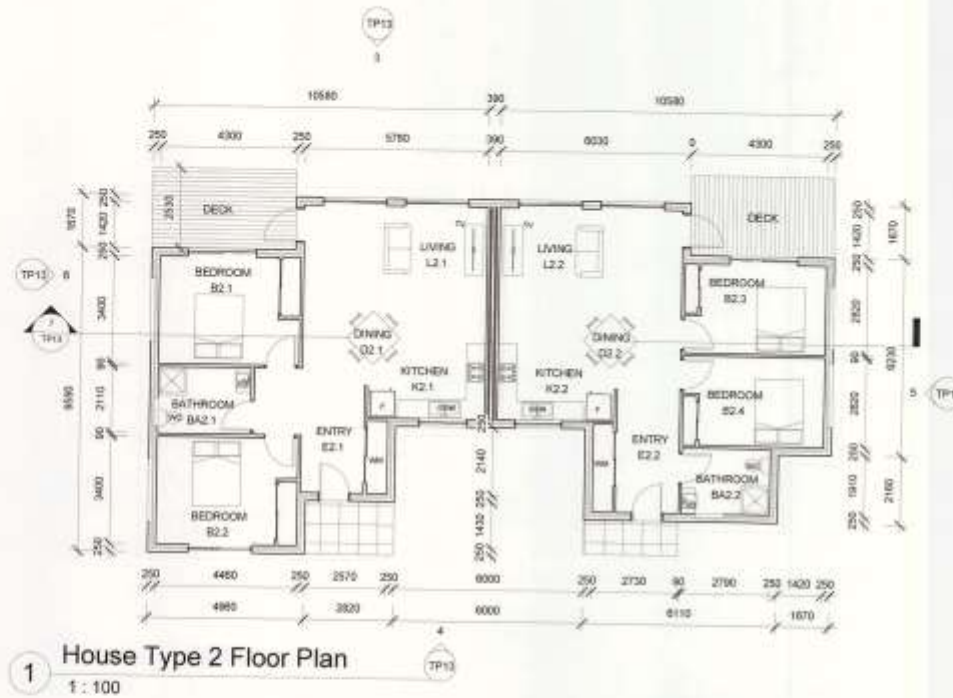




ENVIRONMENTAL ACT 1987  
LIVESHED CITY COUNCIL  
Plan Approved Under  
Planning Permit No. 2023/115  
Date: 13/08/2013  
Date: 16/11/2013  
CROFT DEVELOPMENTS

No.	REVISION	DATE	PROJECT	CLIENT	SCALE	JOB No.
A.	TOWN PLANNING MEETING AMENDMENTS	26.06.2013	Park Lane Community Aged Care and Residential Unit Development Corner Parker Lane & Marshalls Road Traralgon	Croft Development	1:100	101
				DRWING: JD	DATE: 25/06/13	
				TITLE: House Type 1 Plan		



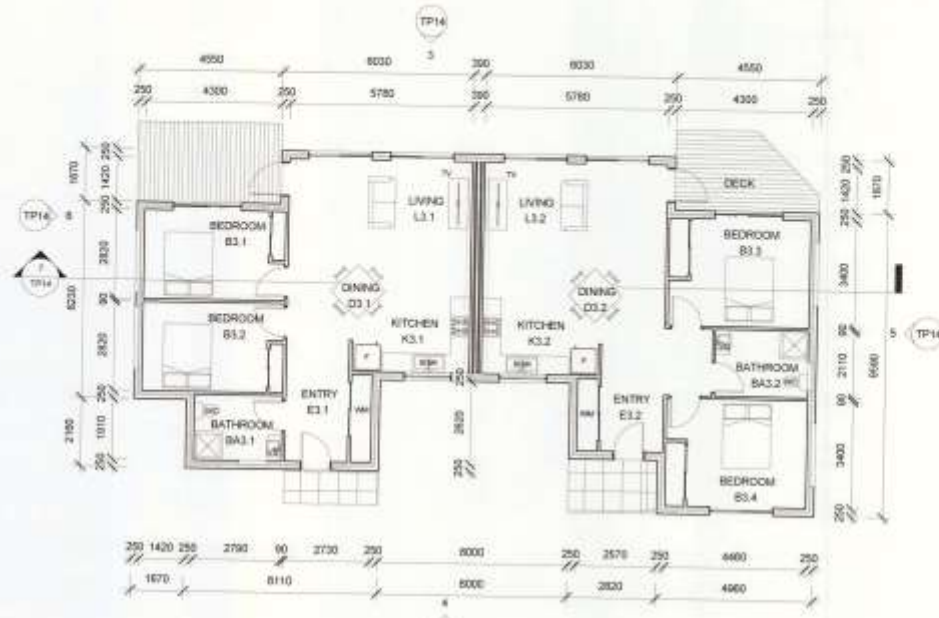


PLANNING & CONSTRUCTION ALL THE WAY  
SATISFEY CITY COUNCIL  
Plan Approved Under  
Planning Permit No. 2023115  
Date: 14/05/2013  
18/9/2013  
*[Signature]*

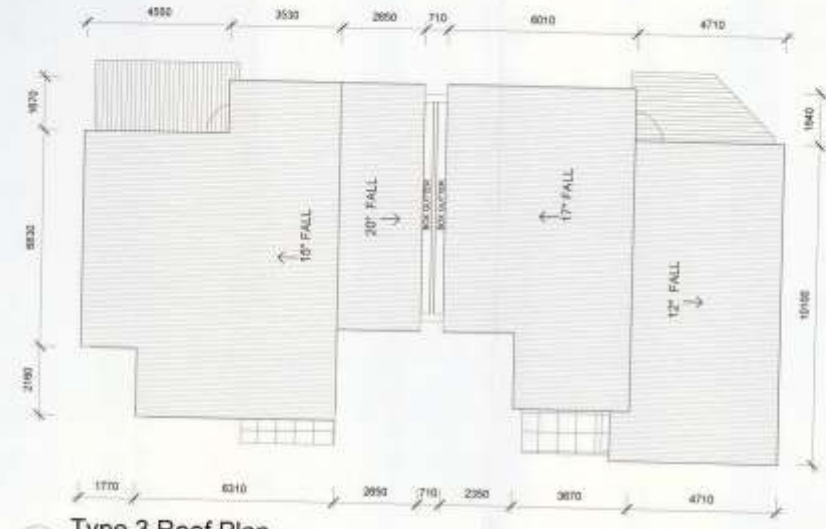
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A	TOWN PLANNING MEETING AMENDMENTS	20.06.2013	Park Lane Community Aged Care and Residential Unit Development Corner Park Lane & Marshalls Road Traralgon	Croft Development 1111A House Type 2 Plan	1:100 DATE: 26/06/13 DRAWN: JD	101







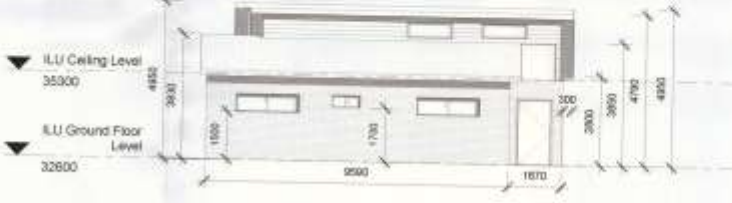
1 House Type 3 Floor Plan  
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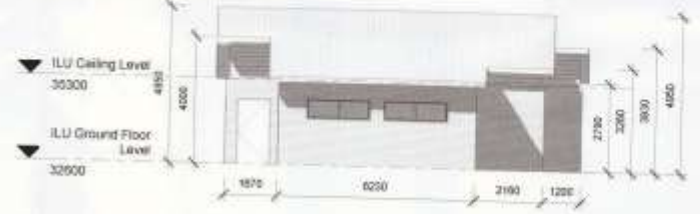
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3 Type 3 North Elevation  
1 : 100



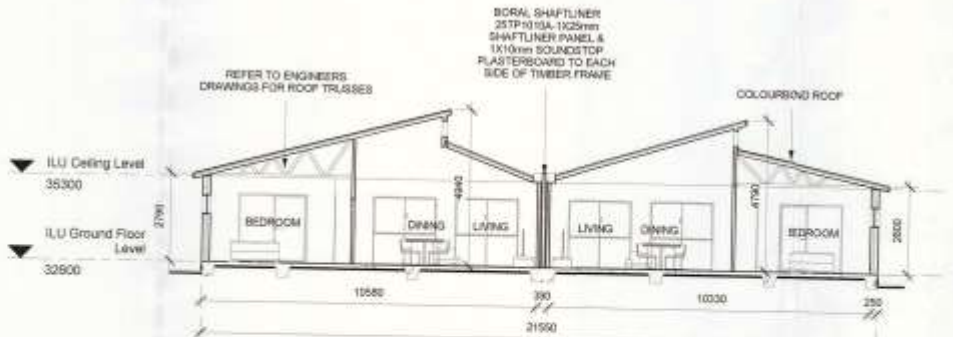
5 Type 3 East Elevation  
1 : 100



6 Type 3 West Elevation  
1 : 100



4 Type 3 South Elevation  
1 : 100



7 House 3 Section  
1 : 100

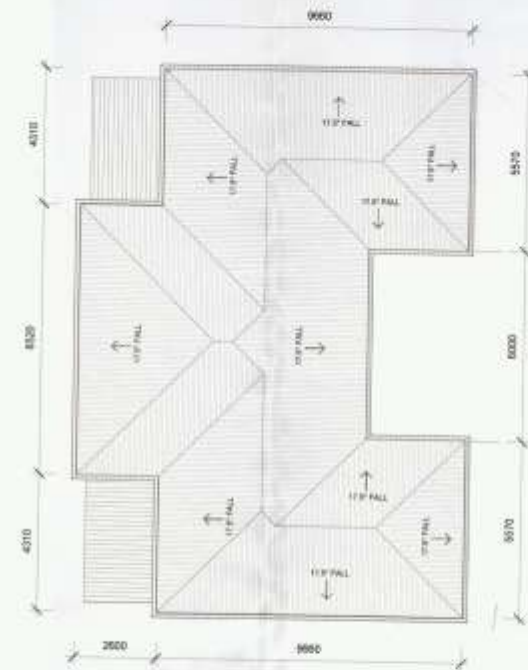
PLANNING & GOVERNMENT ACT 1987  
LATROBE CITY COUNCIL  
Plan Approved Under  
Planning Permit No. 2013/115  
Date: 15/08/2013  
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*[Signature]*

NO.	REVISION	DATE	PROJECT	CHECKED	SCALE	JOB NO.
A	TOWN PLANNING MEETING AMENDMENTS	26/06/2013	Park Lane Community Aged Care and Residential Unit Development Corner Park Lane & Marshalls Road Traralgon	Croft Development	1:100	101
					DATE: 26/09/13	DRAWN: JD
					DRAWING NO:	TP14
					REV: A	





1 House Type 4 Floor Plan  
1 : 100



2 Type 4 Roof Plan  
1 : 100



3 Type 4 North Elevation  
1 : 100



5 Type 4 East Elevation  
1 : 100



7 House 4 Section  
1 : 100



4 Type 4 South Elevation  
1 : 100



6 Type 4 West Elevation  
1 : 100

PLANNING & ENVIRONMENT ACT 1991  
LATHOKE CITY COUNCIL  
Plan Approved Under  
Planning Permit No. 2013/115  
Date 18/9/2013  
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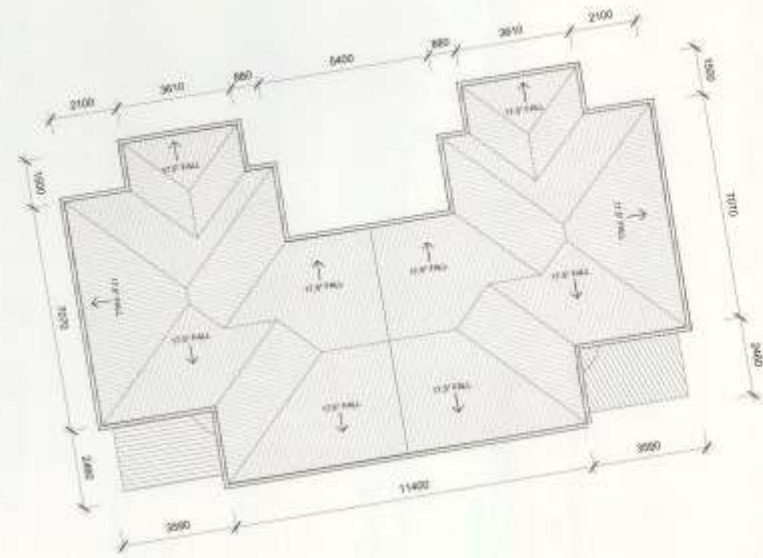
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A	TOWN PLANNING MEETING AMENDMENTS	28.08.2013	Park Lane Community Aged Care and Residential Unit Development Corner Park Lane & Marshalls Road Traralgon	Croft Development	1:100 DATE 26/06/13 DRAWN JD	101
					DRAWING NO. TP15 REV. A	







1 House Type 6 Floor Plan  
1 : 100



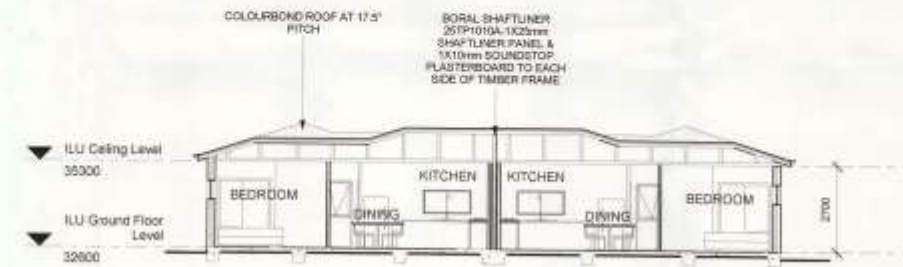
7 Type 6 Roof Plan  
1 : 100



5 Type 6 West Elevation  
1 : 100



3 Type 6 East Elevation  
1 : 100



6 House 6 Section  
1 : 100



2 Type 6 North Elevation  
1 : 100



4 Type 6 South Elevation  
1 : 100

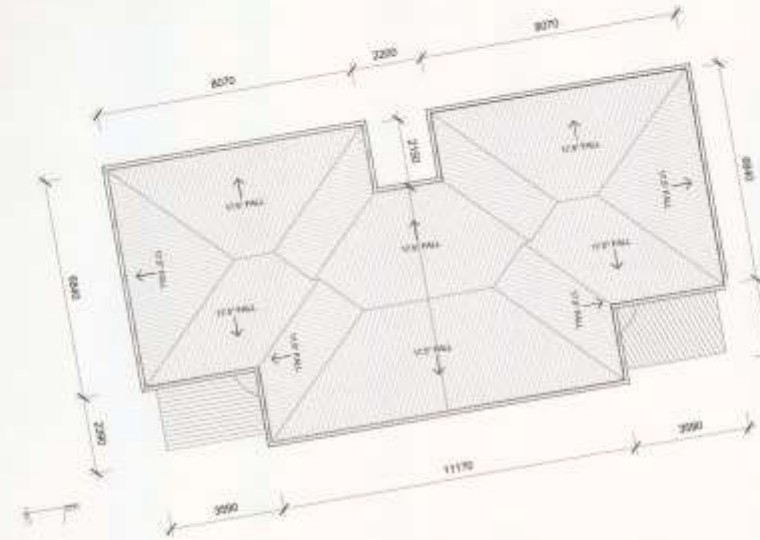
PLANNING & ENVIRONMENT ACT 1987  
LATROBE CITY COUNCIL  
Plan Approved Under  
Planning Permit No. 2013/115  
Date 18/06/2013  
Date 18/7/2013  
*John Moran*

No.	REVISION	DATE	PROJECT	CLIENT	SCALE	JOB No
A	TOWN PLANNING MEETING AMENDMENTS	20.06.2013	Park Lane Community Aged Care and Residential Unit Development Corner Parker Lane & Marshalls Road Traralgon	Croft Development	1:100	101
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						DRAWING No
						TITLE
						House Type 6 Plan
						TP17
						REV A

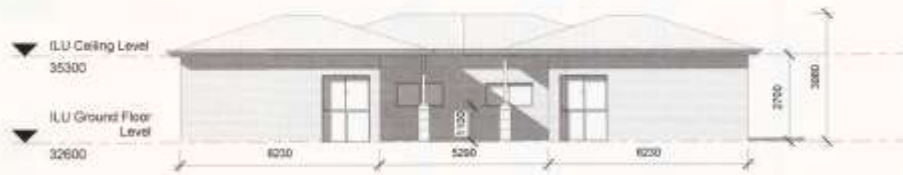




1 House Type 7 Floor Plan  
1 : 100



2 Type 7 Roof Plan  
1 : 100



3 Type 7 North Elevation  
1 : 100

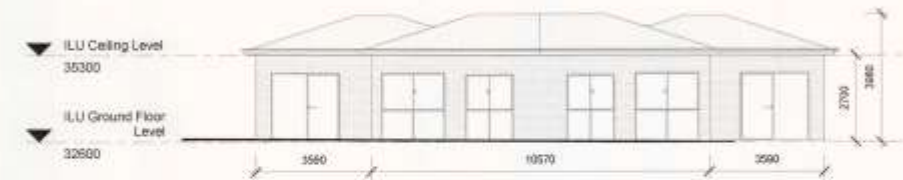


5 Type 7 East Elevation  
1 : 100

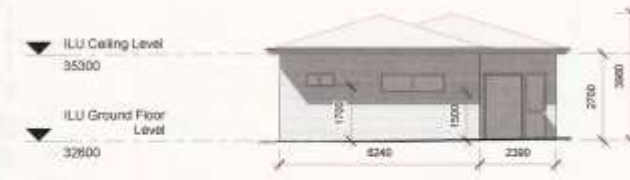


7 House 7 Section  
1 : 100

BORAL SHAPTLINER  
25TP1010A-1x25mm  
SHAPTLINER PANEL &  
14.1mm SOUNDSTOP  
PLASTERBOARD TO EACH  
SIDE OF TIMBER FRAME



4 Type 7 South Elevation  
1 : 100



6 Type 7 West Elevation  
1 : 100

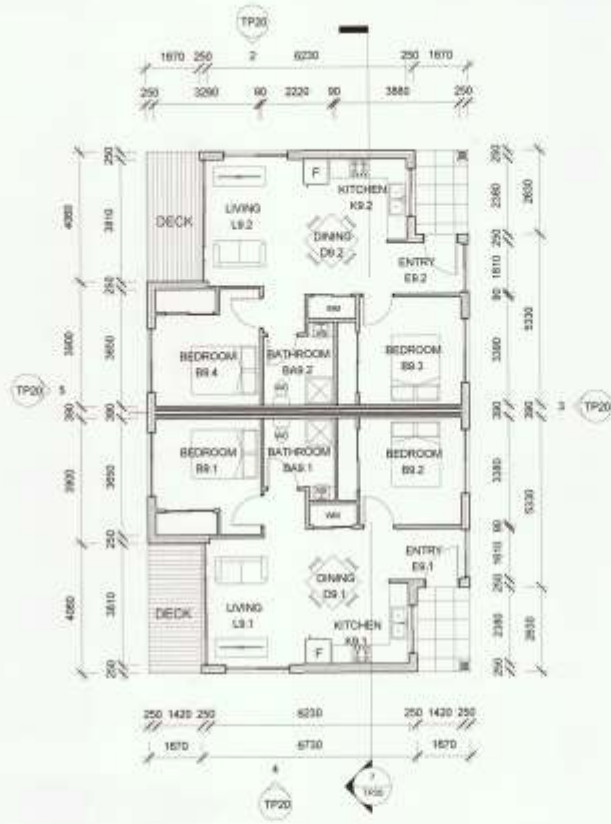
PLANNING & ENVIRONMENT ACT 1987  
LATROBE CITY COUNCIL  
Plan Approval Order  
Planning Permit No. 2013/115  
Drawn 19/07/2013  
Date 18/9/2013  
*[Signature]*

No.	REVISION	DATE	PROJECT	CLIENT	SCALE	JOB No.
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					DRAWN	JD
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					DRAWING No.	TP18
					REV	A

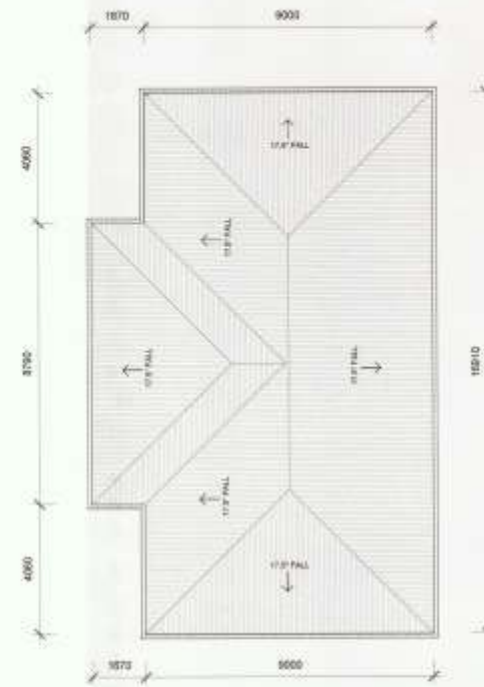








1 House Type 9 Floor Plan  
1 : 100



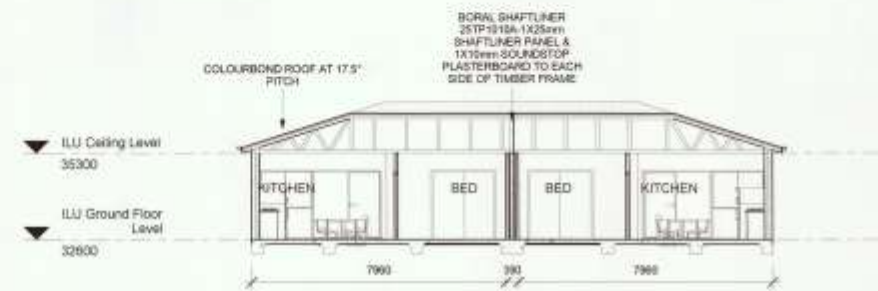
6 Type 9 Roof Plan  
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2 Type 9 North Elevation  
1 : 100



4 Type 9 South Elevation  
1 : 100



7 House 9 Section  
1 : 100



5 Type 9 West Elevation  
1 : 100



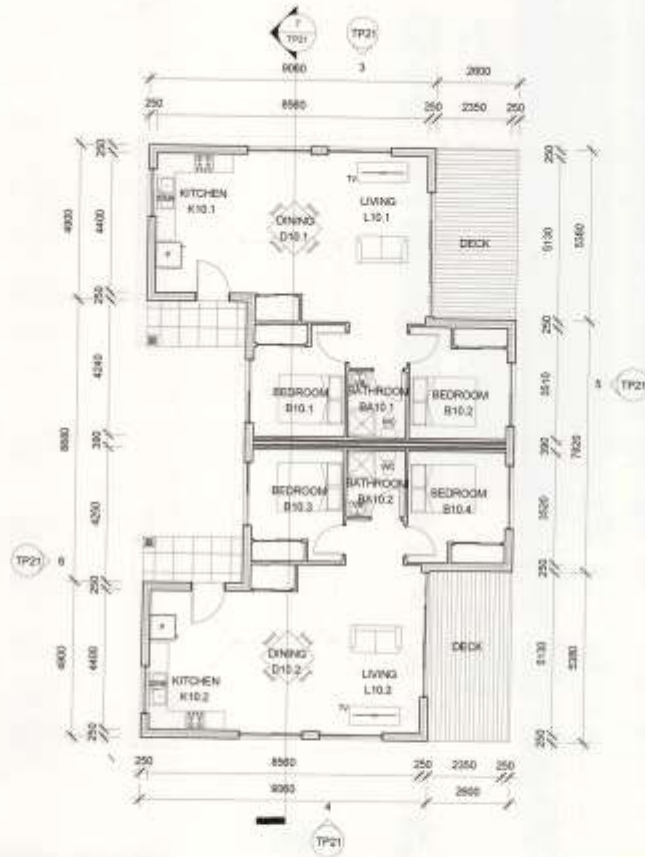
3 Type 9 East Elevation  
1 : 100

PLANNING & ENVIRONMENT ACT 1977  
LATROBE CITY COUNCIL  
Plan Approved Under  
Planning Permit No 2003115  
Shed 21 of 28 sheets  
Date 18/9/2013  
*[Signature]*

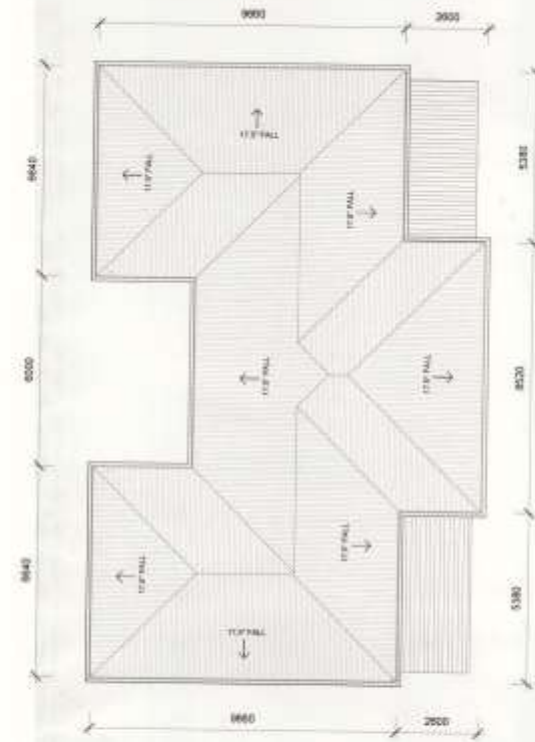
NO	REVISION	DATE	PROJECT	CLIENT	SCALE	JOB NO
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					DATE	26/06/13
					DRAWN	JD
					TITLE	House Type 9 Plan
					DRAWING NO	TP20
					REV	A







1 House Type 10 Floor Plan  
1 : 100



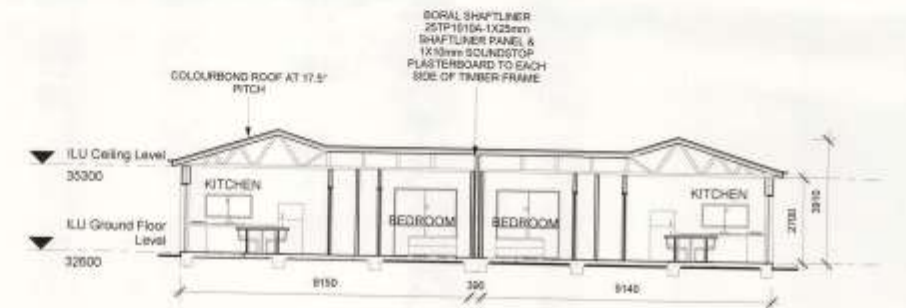
2 Type 10 Roof Plan  
1 : 100



3 Type 10 North Elevation  
1 : 100



4 Type 10 South Elevation  
1 : 100



7 House 10 Section  
1 : 100



5 Type 10 East Elevation  
1 : 100



6 Type 10 West Elevation  
1 : 100

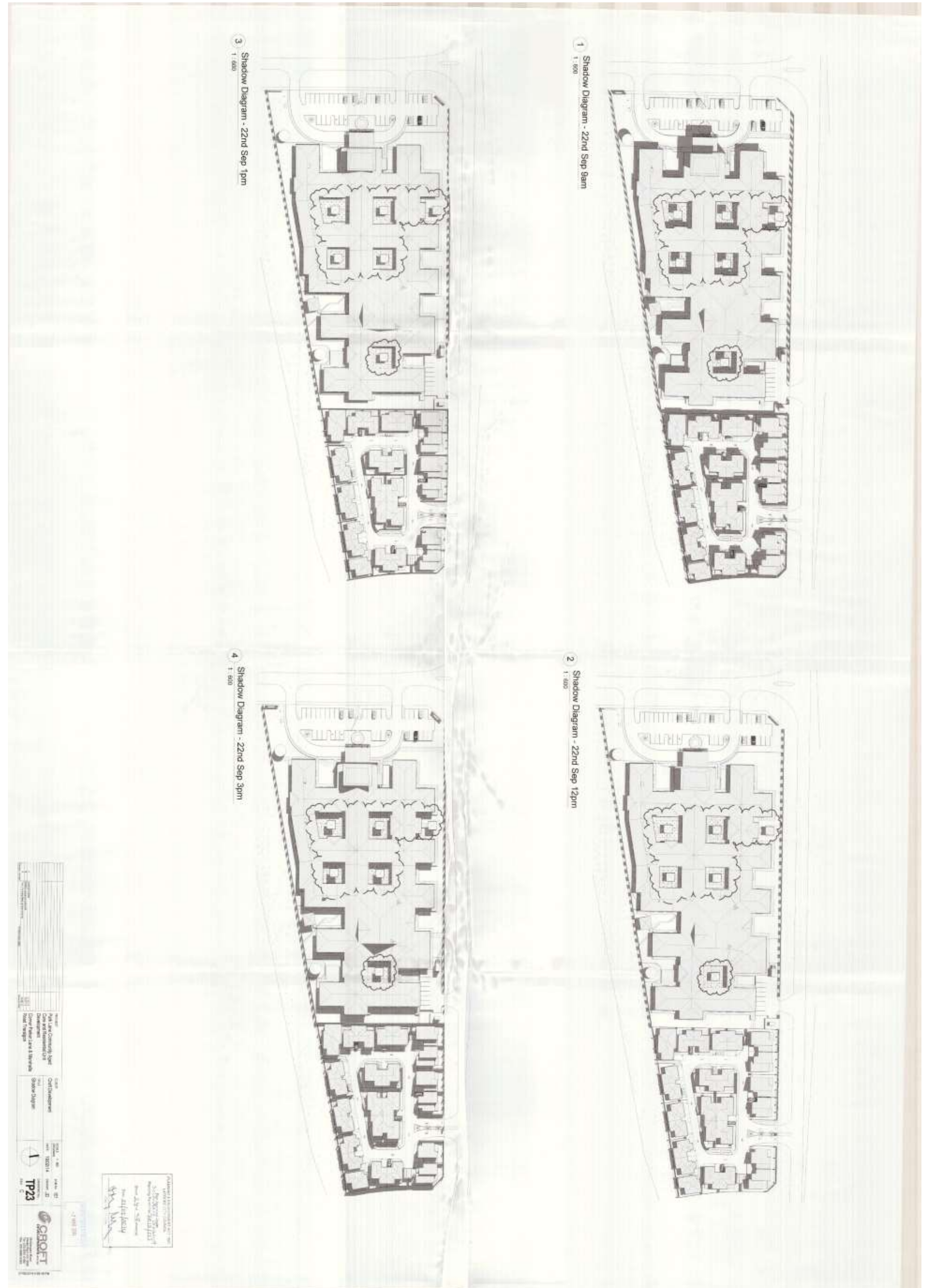
PLANNING & ENVIRONMENT ACT 1987  
SATISFIED CITY COUNCIL  
Multi-Approved Under  
Planning Permit No 2013/115  
Issue 22 of 28 (18/9/2013)  
18/9/2013  
*[Signature]*

NO	REVISION	DATE	PROJECT	CLIENT	SCALE	JOB NO
A	TOWN PLANNING MEETING AMENDMENTS	28.06.2013	Park Lane Community Aged Care and Residential Unit Development Corner Parker Lane & Marshalls Road Traralgon	Croft Development	1:100 (A3 sheet)	101
					DATE 28/06/13	DRAWN BY JD
					TITLE House Type 10 Plan	



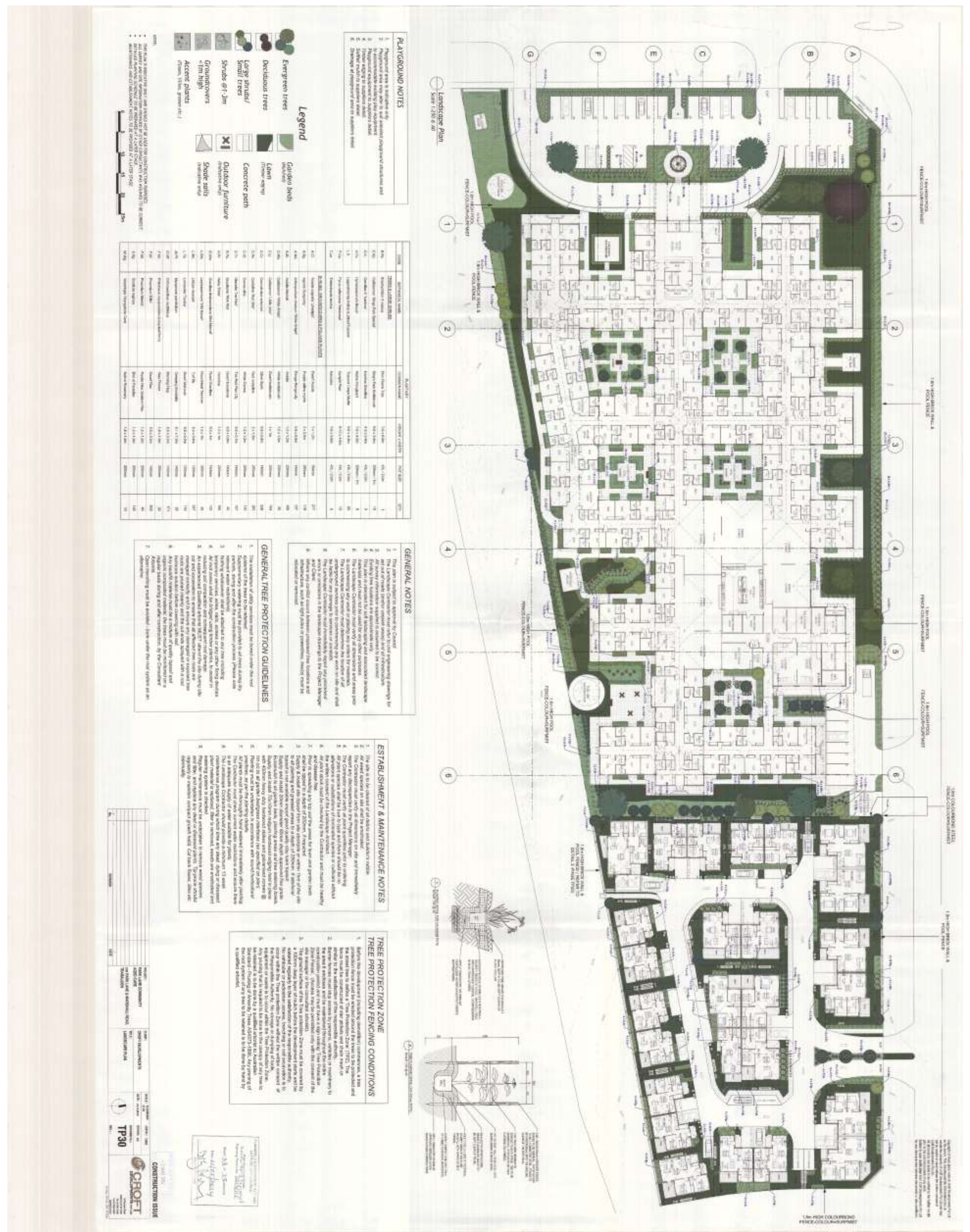




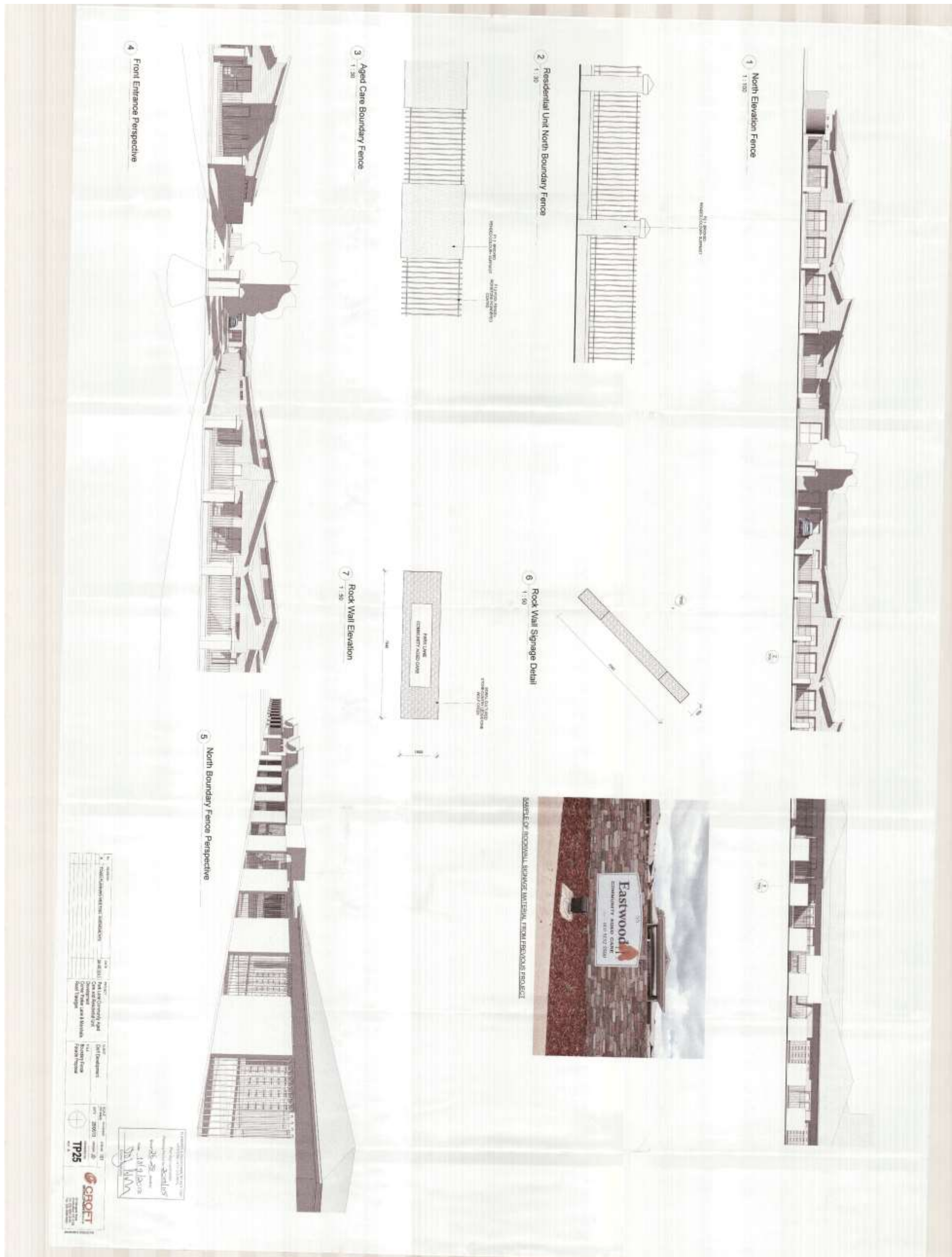


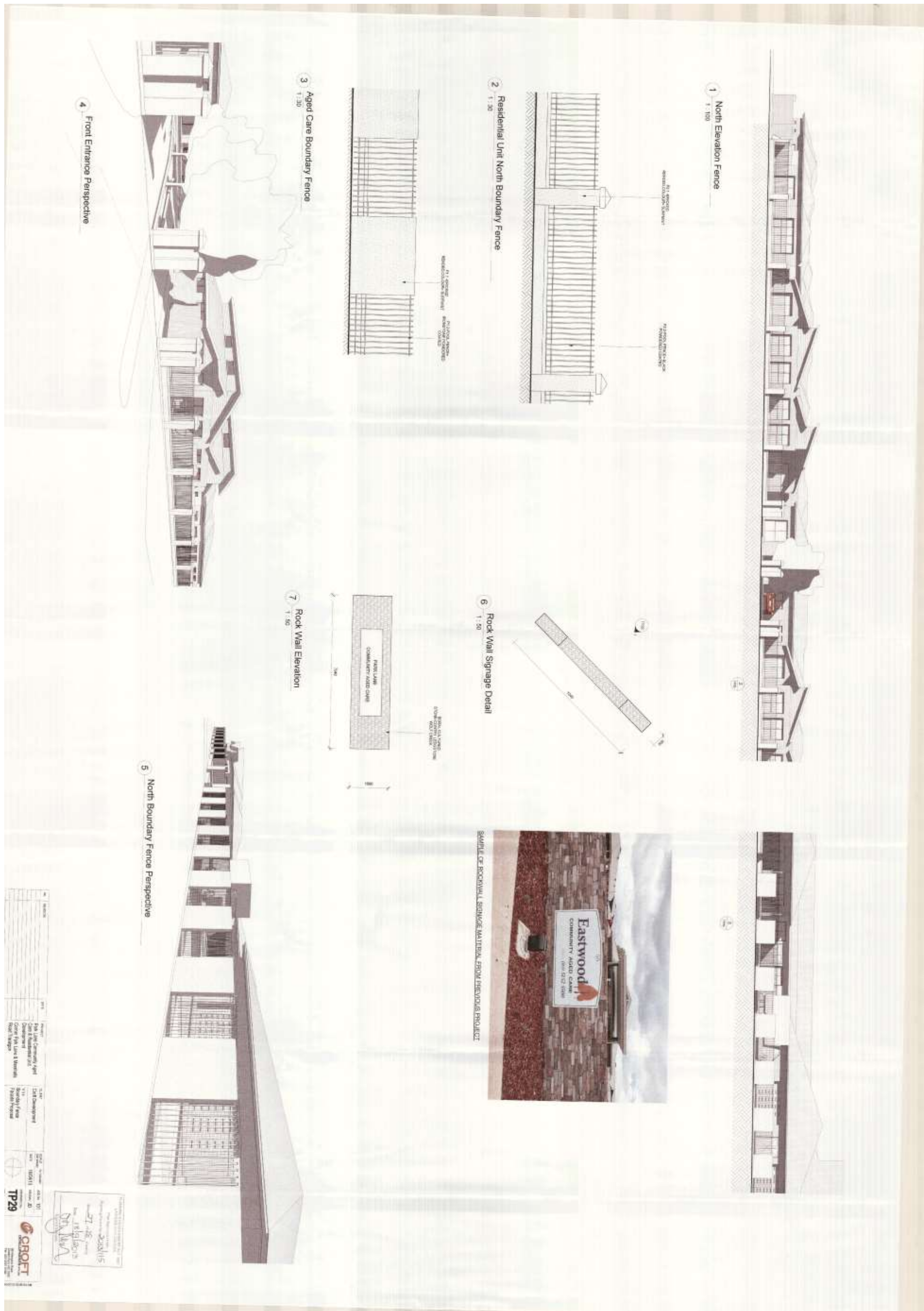












NO.	REVISION	DATE	BY	CHKD.
1	Issue for Approval	10/11/13	DR	DR
2	Revised for Approval	10/11/13	DR	DR
3	Revised for Approval	10/11/13	DR	DR
4	Revised for Approval	10/11/13	DR	DR
5	Revised for Approval	10/11/13	DR	DR
6	Revised for Approval	10/11/13	DR	DR
7	Revised for Approval	10/11/13	DR	DR
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9	Revised for Approval	10/11/13	DR	DR
10	Revised for Approval	10/11/13	DR	DR
11	Revised for Approval	10/11/13	DR	DR
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14	Revised for Approval	10/11/13	DR	DR
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18	Revised for Approval	10/11/13	DR	DR
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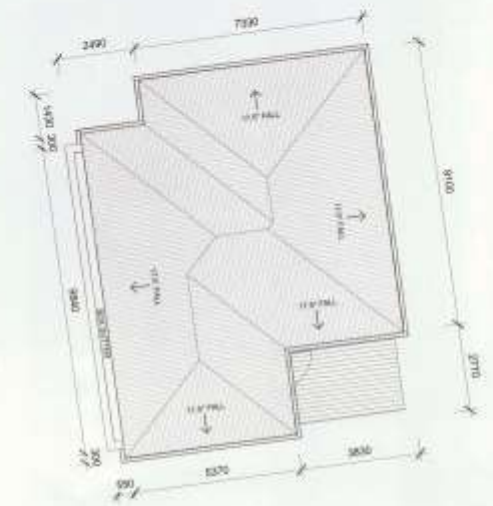
DR  
10/11/13

TP29  
CROFT





1 House Type 5 Floor Plan  
1 : 100



2 Type 5 Roof Plan  
1 : 100



3 Type 5 North Elevation  
1 : 100



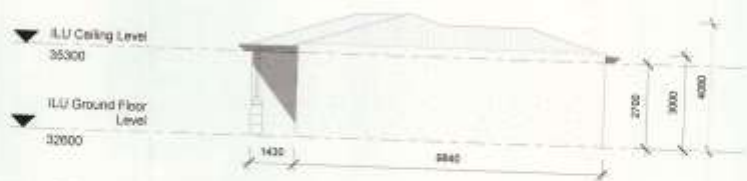
5 Type 5 East Elevation  
1 : 100



7 House 5 Section  
1 : 100



4 Type 5 South Elevation  
1 : 100



6 Type 5 West Elevation  
1 : 100

PLANNING & ENVIRONMENT ACT 1990  
LATROUSE CITY COUNCIL  
Plan Approved Under  
Planning Permit No. 2013/115  
Date 17.08.2013  
18/09/2013  
*[Signature]*

No.	REVISION	DATE	PROJECT	CLIENT	SCALE	JOB No.
A	TOWN PLANNING MEETING AMENDMENTS	26.06.2013	Park Lane Community Aged Care and Residential Unit Development Corner Parker Lane & Marshalls Road Traralgon	Croft Development	1:100	101
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						DRAWN No.
						TP16
						REV. A































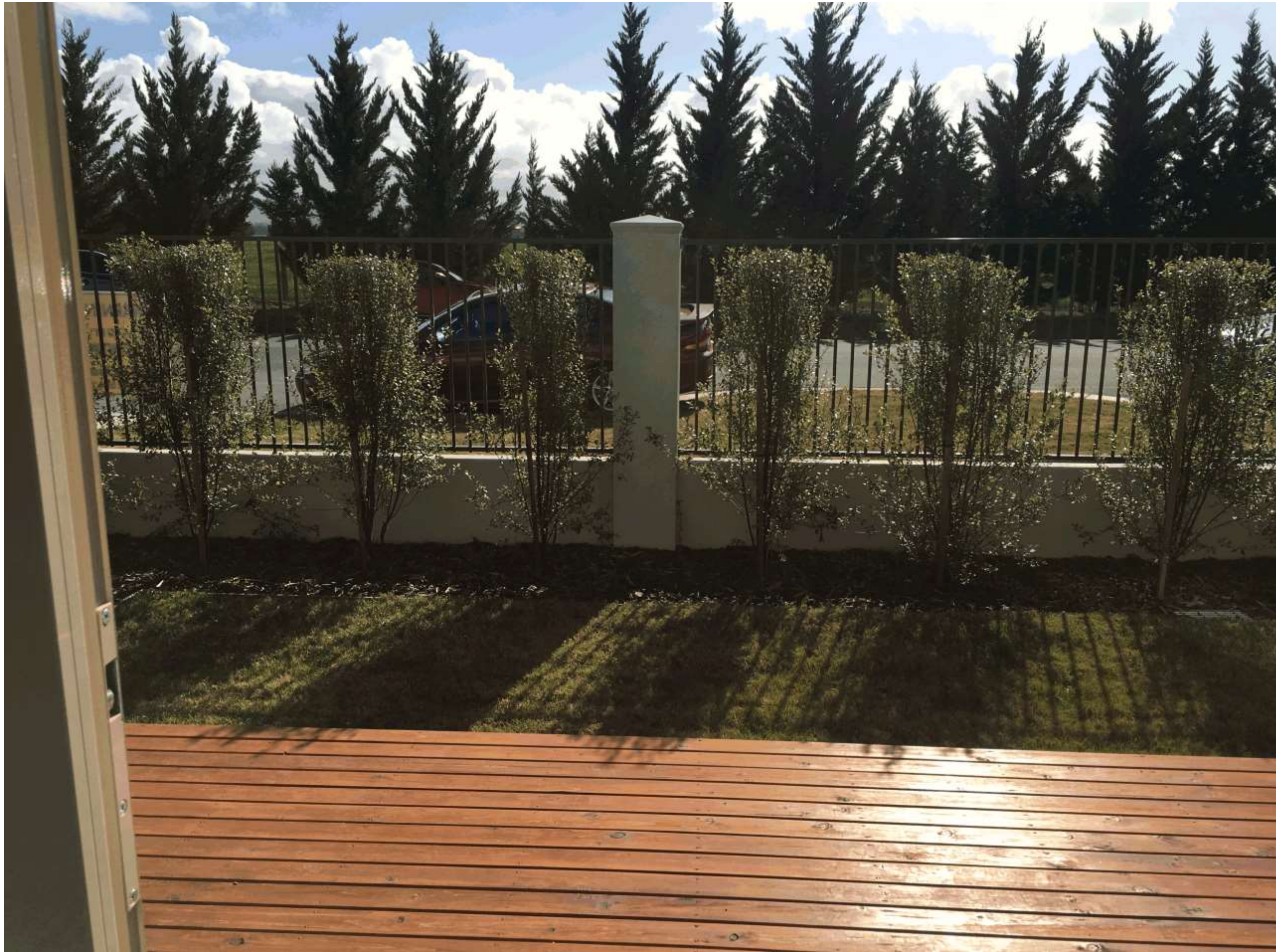






















**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****14.3 USE AND DEVELOPMENT OF LAND FOR A SERVICE STATION,  
ANCILLARY CONVENIENCE STORE AND ASSOCIATED WORKS  
AT 137-139 PRINCES DRIVE, MORWELL.****General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is to determine Planning Permit application 2016/82 for the use and development of land for a service station, ancillary convenience store and associated buildings and works at 137-139 Princes Drive, Morwell (CP107164).

The application is to be heard at an Ordinary Council Meeting under the current delegation process as six objections have been received to the proposal.

**EXECUTIVE SUMMARY**

The applicant formally seeks a planning permit to use and develop land at 137-139 Princes Drive, Morwell for a service station and ancillary convenience store; create one new access and alter two existing accesses onto a Road Zone, Category 1 (RDZ1); display internally illuminated business identification signage and vary the requirements of Clause 52.12 (Service Station) of the Latrobe Planning Scheme (The Scheme).

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

- Clause 32.04-2 to use land for a service station and ancillary convenience store within the Mixed Use Zone;
- Clause 32.04-8 for buildings and works associated with a Section 2 use within the Mixed Use Zone;
- Clause 52.29 to create or alter an access to a Road Zone Category 1;
- Clause 52.05-9 to display internally illuminated business identification signage within a high amenity area; and
- Clause 52.12 to make variations to the requirements to be met for a service station.

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

**RECOMMENDATION**

That Council:

1. That Council issue a Notice of Decision to grant a planning permit for the Use and Development of land for a Service Station and ancillary Convenience Store within the Mixed Use Zone (MUZ); Creation and Alteration of access onto Road Zone, Category 1 (RDZ1); Display of Internally Illuminated Business Identification Signage and variation to the requirements of Clause 52.12 at 137-139 Princes Drive, Morwell (CP107164) with the following conditions:

Amended Plans Conditions:

- 1) Prior to 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 installation of a fence on the northern boundary of the subject site which complies with the specifications contained within Section 7.1 of the Acoustic Assessment Report prepared by ARUP (23 August, 2016), including:
    - From Jane Street for the first six metres, a height up to 2.1 metres.
    - Followed by 24 metres of 2.1 metre high acoustically constructed fence with minimum surface density of 10-15kg/m<sup>2</sup> and free of any holes or gaps.
    - The remainder of the northern boundary fence may be constructed of conventional timber paling fence.
  - b) The layout of the proposed vehicle crossing in Jane Street shall be amended to comply with the vehicle crossing layout shown on Latrobe City Council's Standard Drawing LCC 307.
  - c) The installation of a 2.5 metre high acoustic screening enclosure around all mechanical plant with a surface density of 10-15kg/m<sup>2</sup> to be located south of the convenience store. (Such as 18mm plywood fixed to

0.8mm metal sheeting)

- d) Inclusion of alternative tree species within the 3 metre landscape buffer area along the northern boundary to include species which have a mature height in excess of 2.1 metres.

**Endorsed Plans conditions:**

- 2) The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
- 3) 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.

**Development Conditions:**

- 4) Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.
- 5) The signage must be constructed and maintained to the satisfaction of the Responsible Authority.
- 6) Prior to the commencement of the use hereby permitted, the acoustic fences as shown on the approved plans must be erected, at the cost of the permit operator, to the satisfaction of the Responsible Authority. The acoustic fences must be maintained at all times to the satisfaction of the Responsible Authority.

**Operational Amenity Conditions:**

- 7) Except with the written consent of the Responsible Authority fuel refilling by B-Double trucks must not occur during the night-time period (between 10:00 pm and 7:00 am).
- 8) Except with the written consent of the Responsible Authority no external sound amplification equipment or loudspeakers are to be used during the night-time period (between 10:00 pm and 7:00 am) other than in case of emergency.
- 9) Noise from the premises must not exceed the relevant limits prescribed by the State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1.
- 10) All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.



- 11) Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.
- 12) 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, stored goods 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.
- 13) All outdoor lighting and internally illuminated and floodlit signs must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land.

**Landscaping Conditions:**

- 14) 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.
- 15) The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

**Engineering Conditions:**

- 16) Before works commence on the development hereby permitted, a site drainage plan including 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 land including all buildings, open space and paved areas will be drained to the legal point of discharge for a 1 in 10 year ARI storm event.
- b) An underground pipe drainage system conveying stormwater from the legal point of discharge and connecting into Latrobe City Council's stormwater drainage system.

A concrete paved area must be used for the refuelling of vehicles such that all water shall be drained to an outlet point at which an oil and silt interceptor trap shall be installed to receive all drainage from the paved area. All waste water from the oil and silt interceptor trap must be discharged to an approved sewer or other approved outlet.

17) 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.

18) 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) All proposed vehicle crossings in Princes Drive must be constructed in accordance with the endorsed plans and must comply with:
  - the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307, and
  - the requirements of any service authority having existing assets at the proposed location of the vehicle crossing.
- b) The proposed vehicle crossing in Jane Street must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.

- c) 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 including surfacing with an all-weather sealed surface, drained, line marking to indicate all access lanes; and clearly marked to show the direction of traffic along access lanes and roadways.
- d) A concrete paved area must be constructed for the refuelling of vehicles such that all water shall be drained to an outlet point at which an oil and silt interceptor trap shall be installed to receive all drainage from the paved area. All waste water from the oil and silt interceptor trap must be discharged to an approved sewer or other approved outlet.
- e) All redundant sections of the existing vehicle crossings must be removed and kerb and channel and nature strip reinstated.

All drainage systems must be constructed in accordance with the approved site drainage plan.

**VicRoads Conditions:**

- 19) Before the use commences of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing,
  - a) The crossover and driveway are to be constructed to the satisfaction of the Roads Corporation and/or the Responsible Authority and at no cost to the Roads Corporation prior to the commencement of the use hereby approved.
  - b) All disused or redundant vehicle crossings must be removed and the area reinstated to similar to its surroundings to the satisfaction of and at no cost to the Roads Corporation prior to the commencement of the use hereby approved.
  - c) The nose of the traffic island in the central median is required to be pushed back further west by 3.0 metres and the kerbing to be reconstructed.
  - d) In relation to the operational parameters of the internally illuminated sign:
    - i. The sign must not dazzle or distract road users due to its colouring.



The luminance of the advertising sign must be such that it does not give a veiling luminance to the driver, of greater than 0.25 cd/m<sup>2</sup>, throughout the driver's approach to the advertising sign.

**EPA Conditions:**

- 20) Before the use commences of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing,
- a) Displaced petrol fumes must be collected with a vapour recovery system.
  - b) Stormwater contaminated with waste oil, grease or hydrocarbons must not be discharged beyond the boundary of the premises and be collected and disposed of off-site by an EPA approved contractor or sent to sewer under a Trade Waste Agreement.
  - c) Design, installation and management of the service station must comply with the requirements as outlined in EPA Publication 888.1 Underground Petroleum Storage Systems (UPSSs) 2009 or as amended and the Australian Standards referenced therein.
  - d) A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347 Bunding Guidelines 1992 or as amended.

**Expiry of Permit:**

- 21) 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 –

- 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.

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

### **DECLARATION OF INTERESTS**

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

### **STRATEGIC FRAMEWORK**

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

#### *Latrobe 2026: The Community Vision for Latrobe Valley*

##### *Strategic Objectives – Built Environment*

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

#### *Latrobe City Council Plan 2013 – 2017*

##### *Strategic Objectives – Built Environment*

- *Promote and support high quality urban design within the built environment; and*
- *Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.*

#### *Theme and Objectives*

##### *Theme 5: Planning for the future*

##### *Strategic Direction*

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

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

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### Legislation

- *Local Government Act 1989*
- *Planning and Environment Act 1987*

### **SUMMARY**

Land:	137-139 Princes Drive, Morwell known as CP107164
Proponent:	Contour Consultants Aust Pty Ltd
Zoning:	Mixed Use Zone
Overlay	Parking Overlay

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

- Clause 32.04-2 to use land for a Service Station and ancillary convenience store within the Mixed Use Zone;
- Clause 32.04-8 for buildings and works associated with a Section 2 use within the Mixed Use Zone;
- Clause 52.29 to Create or Alter an access to a Road Zone Category 1;
- Clause 52.05-9 to display internally illuminated business identification signage within a High Amenity Area; and
- Clause 52.12 to make variations to the requirements to be met for a Service Station.

### **SUBJECT SITE AND SURROUNDS**

The subject site is located on the corner of Princes Drive and Jane Street, Morwell, approximately 500 metres west of Morwell activity centre.

The site is generally rectangular in shape with a frontage of 61.26 metres to Princes Drive and 50.29 metres to Jane Street with a depth of approximately 50 metres and an overall area of 3036m<sup>2</sup>.

The site is currently used as a car sales yard with single storey buildings which support the current use being located within the north and north eastern section of the site.

The site is secured by a steel mesh fence and is accessed by two crossovers, one on Jane Street and the other on Princes Drive.

Princes Drive is the main east-west thoroughfare to the northern side of Morwell activity centre, north of the railway station. In the immediate vicinity of the subject site, Princes Drive is a three lane divided road with a central median strip.



The surrounding properties are made up of a mix of uses including commercial, industrial, residential and entertainment uses. Properties adjacent to the subject site include office and light industrial to the west, single storey residential dwellings to the north, two storey motel accommodation to the east and the road reserve and railway to the south.

A site context plan and aerial photo are included in Attachment 1.

### **PROPOSAL**

The application is for the use and development of land for a service station and ancillary convenience store; creation and alteration of access onto a road zone, category 1; display of internally illuminated business identification signage and variation to the requirements of Clause 52.12 (Service Station).

The proposed site plan showing the service station, ancillary convenience store and access ways is included in Attachment 2. Elevation plans showing the proposed signage and development are included in Attachment 3.

The development component of the proposal encompasses 1943m<sup>2</sup> of the subject site and includes the following buildings and works:

- Construction of four double sided fuel bowsers with 8 filling points.
- Construction of a 17m long x 17m wide x 5.6m high canopy set back 5.51 metres from the site frontage to Princes Drive and 15.35m from Jane Street site frontage.
- Construction of a 143m<sup>2</sup> associated convenience store in the eastern part of the site, rectangular in shape, 3.5m from the eastern site boundary.
- Construction of a consolidated vehicle crossover to Jane Street.
- Construction of one new crossover and one modified crossover to Princes Drive.
- Construction of a 2.4m high waste storage enclosure and plan enclosure south of the convenience store.
- Construction of a loading bay and 10 on-site car parking spaces including one disabled space.

All buildings and works will have a red paint finish to match Shell branding.

The proposed advertising signs requiring a Planning Permit include the following:

- 7m high x 2.1m wide Internally Illuminated price sign in the south western corner of the site.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

- 1.2m high x 1.2m wide Internally Illuminated Shell logo on the western and southern sides of the canopy.
- 1.395m high x 8.7m wide Business Identification Sign on the western façade of the convenience store.

The balance of the site encompasses 1093m<sup>2</sup> of landscaped area comprising a three metre wide landscaping buffer along the northern boundary, open grassed area, trees and supplementary planting. A landscaping plan is included in Attachment 4.

The proposed petrol station and convenience store would be open 24 hours a day, 7 days per week, with up to three staff on the premises at any one time.

### **LATROBE PLANNING SCHEME**

The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement (MSS) have been considered as part of the assessment of this application.

The following clauses are relevant to the consideration of this application.

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

Clause 11.05-1 – Regional Development: Regional settlement networks

Clause 11.08-1 – Gippsland Regional Growth: A diversified economy

Clause 15.01 – Urban Environment

Clause 17.01 – Business

Clause 18.01 – Integrated Transport

#### **Local Planning Policy Framework**

Clause 21.01 – Municipal Statement

Clause 21.04-2 – Settlement Overview

Clause 21.04-5 – Urban Design Overview

Clause 21.05-2 – Main Towns Overview

Clause 21.05-5 – Specific Main Town Strategies – Morwell

Clause 21.07-2 – Economic Sustainability Overview

#### **Mixed Use Zone**

A Planning Permit is required for the use of land for a Service Station and ancillary convenience store pursuant to Clause 32.04-2 of the Latrobe Planning Scheme.

Pursuant to Clause 32.04-8 of the Scheme a planning permit is also required for buildings and works associated with a Section 2 (Service Station) use.

An application for use or development within the Mixed Use Zone must address the decisions guidelines of the zone.

A discussion of the above is included in the 'issues' sections of this report.

### **Parking Overlay**

A Planning Permit is not required for the proposed use and development under the Parking Overlay (Schedule 2).

The Overlay does not specify an alteration in the required car parking rate for a 'Service Station' use.

### **Particular Provisions**

#### Clause 52.05 - Advertising Signs

The signage proposed under this application relates solely to the petrol station and ancillary convenience store. Pursuant to Clause 32.04-14 of the Scheme, Advertising signs within the Mixed Use Zone are assessed against the requirements of Clause 52.05-9 'Category 3 – High amenity areas'.

Within high amenity areas, to ensure signs are orderly, of good design and do not detract from the appearance of the building on which the sign is displayed or the surrounding area, any internally illuminated or Business Identification sign requires a planning permit.

Under Clause 52.05-3 (Decision Guidelines) the following considerations must be taken into account:

- *The character of the area*
- *Impacts on views and vistas*
- *The relationship to the streetscape, setting or landscape*
- *The relationship to the site and building*
- *The impact of structures associated with the sign*
- *The impact of any illumination*
- *The impact of any logo box associated with the sign*
- *The need for identification and the opportunities for adequate identification on the site or locality*
- *The impact on road safety.*



**ORDINARY COUNCIL MEETING AGENDA  
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The proposed signs will be located within the confines of the subject site. They will be set back from the road and will not cause any hazards or obstruction in terms of road safety.

Appropriate conditions are recommended to be included in the permit to ensure that the signs are managed to an acceptable level to ensure neighbourhood amenity is not unreasonably affected.

#### Clause 52.06 - Car Parking

Under Clause 52.06, there is no specific parking requirement for the use of land for a service station. Therefore car parking must be provided to the satisfaction of the Responsible Authority.

Although an ancillary use to the petrol station, within the car parking overlay a convenience shop requires the provision of 3.5 parking spaces for each 100m<sup>2</sup> of leasable floor area. The proposed convenience shop associated with the petrol station is 143m<sup>2</sup> in floor area, therefore it is considered that five car parking spaces would be required.

A total of 10 parking spaces are being proposed on the subject site, including one disabled space and one parking space adjacent to the air and water facilities.

As there will be a maximum of three staff on the premises at any one time, four double sided fuel bowsers and an associated 143m<sup>2</sup> convenience store, 10 car parking spaces is considered to be appropriate for the proposed use and development.

#### Clause 52.07 - Loading and Unloading of Vehicles

Under Clause 52.07, any building used to manufacture, service, store or sell goods or materials requires the provision of a loading bay. An applicant must set aside land for loading and unloading commercial vehicles to prevent loss of amenity and adverse effect on traffic flow and road safety.

As the proposed building area is less than 2,600m<sup>2</sup> in size, an area of 27.4m<sup>2</sup> must be set aside for loading and unloading of vehicles. This area must be at least 7.6m in length, 3.6m in width and have a height clearance of 4.0m.

The loading bay area proposed meets the requirements of the Clause.

#### Clause 52.12 - Service Station

Under Clause 52.12, land may be used for a service station only if a number of requirements are met to ensure that amenity, site layout and design are considered, especially if the site adjoins a residential zone. It is however noted that a Planning Permit may be granted to vary the

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

requirements, if the responsible authority considers a better design solution will result.

The following assessment is provided in relation to the proposed use and development against the requirements of Clause 52.12 which have been requested to be varied:

- Site area and dimensions

All requirements have been met.

- Crossovers

<b>Requirement</b>	<b>Proposed</b>
No more than 2 vehicle crossovers may service the site from the road	A third crossover is proposed to enter the site off the adjoining Jane Street. This entrance will reduce the need for vehicles entering from Jane Street to enter Princes Drive prior to entering the proposed Service Station.
No wider than 7.7 metres	The two crossovers on Princes Drive are 10.88 metres and 13.54 metres respectively. These widths are proposed to facilitate the access of a 19 metre B Double as required for fuel deliveries.

- Kerb or barriers

All requirements have been met.

- Road setbacks

All requirements have been met.

- Discharge of waste

These matters can be addressed by way of permit conditions.

- Amenity requirements

These matters can be managed and controlled by way of permit conditions. The applicant has provided supporting documentation in the way of an acoustic assessment report. This report supports the inclusion of a number of conditions to address amenity considerations. Adherence to these conditions will ensure that the development does not adversely impact the amenity of the locality.

- Trailers for hire

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

Trailer hire does not form part of the proposal therefore no trailer hire will be available on the site.

- Adjoining residential zone

A 3 metre wide landscape buffer strip has been provided along the common boundary of the residential properties to the north. Additionally all external lights and internally illuminated signs are directed away from the residential zone or baffled by light boxes to prevent light spill and glare.

### Clause 52.29 - Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road

Under Clause 52.29, to ensure appropriate access to identified roads a planning permit is required to create or alter access to a road in a Road Zone, Category 1 (RDZ1).

The proposed development includes the creation of two new crossovers / accesses to Princes Drive, which is an identified RDZ1.

To create an access to a RDZ1, the responsible authority must consider the views of the relevant road authority (VicRoads) and the effect the proposal may have on the operation of the road and on public safety.

VicRoads gave no objection to the proposal subject to a number of appropriate conditions.

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

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

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

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

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Offstreet car parking, Standards Australia 2004.
- Australian Standard AS2890.2-2002 Parking facilities: Off-street commercial vehicle facilities. Standards Australia 2002.
- Design Vehicles and Turning Path Templates, Austroads, 1995 (AP-34/95).

### **INTERNAL / EXTERNAL CONSULTATION**

#### Referrals:

Pursuant to Section 55 of the *Planning and Environment Act 1987*, the application was referred to VicRoads as a determining referral authority.



No objection was raised to the proposal, subject to the inclusion of a number of conditions.

Notification:

Pursuant to Section 52(1)(d) of the *Planning and Environment Act 1987* the application was notified to the Environment Protection Authority (EPA).

Pursuant to Section 52 (1)(a) and (1)(d) of the *Planning and Environment Act 1987* adjoining landowners and occupiers were sent a letter notifying them of the application and a sign was placed on the site for a period of 15 days from 30 June 2016.

No objection was raised to the proposal from the EPA, subject to the inclusion of a number of recommended conditions. However six (6) letters were received in the form of objections. Copies of all submissions are attached in Attachment 5 of this report (confidential). The concerns raised are summarised as follows:

- The impact of noise and light on the neighbouring properties.
- The impact the development will have on traffic within the area.
- The loss of privacy as a result of people walking past and through private properties to custom the Service Station.
- The impact 24 hours operation will have on the amenity of the area.
- Concerns about the permanent contamination of the site.
- Devaluation of properties.

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

On 1 August 2016, a letter was sent to the applicant outlining the key issues raised by the objectors. As a result the applicant decided to seek acoustic advice in relation to the amenity issues raised before responding to the objections.

On 24 August 2016, a letter responding to the issues raised in the objections and accompanying acoustic report was received from the applicant and subsequently passed on to all objectors.

All objectors were given the opportunity to withdraw their objection following the applicant's response, however none of which decided to do so.

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

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

Externally the application was referred to the Environment Protection Authority (EPA) and Gippsland Water under Section 52 (1) (d) of the *Planning and Environment Act 1987*, who gave no objection to the issuing of a planning permit, however recommended the inclusion of a number of conditions. These conditions relate generally to management of any contaminated stormwater.

As six objections were received the matter is required to be considered at an Ordinary Council meeting.

### **KEY POINTS/ISSUES**

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

The State and Local Policy Frameworks highlight the need to encourage new investment and promote sustainable growth within existing settlement areas to efficiently use existing infrastructure. It is considered that the proposal appropriately responds to State and Local planning policies within an appropriate zone.

#### 'Purpose' and 'Decision Guidelines' of the Mixed Use Zone:

The purpose of the Mixed Use Zone includes:

- *To provide for a range of residential, commercial, industrial and other uses which complement the mixed-use function of the locality.*
- *To encourage development that responds to the existing or preferred neighbourhood character of the area.*
- *To facilitate the use, development and redevelopment of land in accordance with the objectives specified in a schedule to this zone.*

Under the provisions of the Mixed Use Zone, any buildings and works constructed on a lot that abuts land which is in a General Residential Zone must meet the requirements of Clauses 55.04-1, 55.04-2, 55.04-3, 55.04-5 and 55.04.6 along that boundary. An assessment of the proposal against these clauses was completed and it was considered that the proposal is generally consistent with the objectives and standards of these clauses.

It is considered that the proposed use and development is appropriate within the Mixed Use Zone as it will enable a new business to invest within an area with good access to existing infrastructure whilst respecting the character of the neighbourhood. The character of the area is somewhat mixed, with no set grain or pattern of development. Larger scale developments front onto Princes Drive; these buildings generally do not occupy the entirety of the site, allowing for parking or landscaped areas. The residential properties to the north of the site, are of a tighter grain, however still allow space within the lot.

The proposed development will allow for a generous area of landscaping along the northern section of the site and the western boundary. The built form itself will only occupy a small portion of the site and will comprise of the ancillary convenience store, fuel bowsers and canopy and waste storage enclosure. As such, the scale of the development is considered appropriate for the surrounding area.

### **RESPONSE TO SUBMISSIONS**

1. The impact of noise and light on the neighbouring properties.

The applicant provided an Acoustic Report prepared by Arup which was commissioned to consider the noise impacts of the proposed use on the surrounding properties. The report considered the acoustic impacts of the proposal at the closest 'noise sensitive receivers' at 141 Princes Drive, 3 and 4 Jane Street and 142 Helen Street, and examined acoustic impacts from mechanical plant, traffic and patrons.

The Acoustic Report confirms that the relevant noise requirements are contained in 'State Environment Protection Policy (Control of Noise for Commerce, Industry and Trade) No. N-1' (SEPP N-1). The objective of SEPP N-1 is to *protect residential area from noise generated from commercial, industrial or trade premises.*

Following receipt of the Acoustic Assessment Report, the report and proposed conditions were referred to the EPA for comment. The EPA provided advice supporting the findings and the inclusion of the proposed conditions.

Additionally, all illuminated signage is directed away from the residential area and baffled with a maximum level of lumens being identified by VicRoads. Appropriate conditions will form part of the permit if approved to ensure no unreasonable detriment to the amenity of the area.

2. The impact the development will have on traffic within the area.

The application was referred to VicRoads and Council's infrastructure planning department for expert advice on traffic impact. Both VicRoads and Council's infrastructure planning department had no objection to the issue of the permit subject to a number of conditions.

Most of the traffic concerns raised by objectors were a result of existing loading and unloading practices at 131-135 Princes Drive which is directly opposite the site on the western side of Jane Street. These concerns should not impact the proposed application as the traffic issue are not a result of the proposed development. This issue has since been resolved and objectors made aware that any vehicle loading or unloading on Jane Street should be reported to Council.



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### 3. The loss of privacy as a result of increased pedestrian traffic.

The properties at 4, 6 and 142 Jane Street and 141 Princes Drive are considered to be the only properties likely to have a perceived loss of privacy as a result of the proposed development. This is mostly due to the increase in pedestrian and vehicular traffic created as a result of the proposed development. It is however considered that there will be no actual loss of privacy as the increased pedestrian traffic will be created on public roads and walkways. Additionally, the application includes a 3 metre wide landscaping buffer and 2.1 metre high acoustic fence along the northern boundary. This buffer area will protect the rear private open space area of the two properties north of the subject site from any overlooking from the proposed development site.

Additionally, people walking past and through private property is a matter for the police to address and the fact the convenience store will attract additional traffic and customers from the nearby catchment is not considered necessarily a negative outcome.

### 4. The impact 24/7 operation will have on the amenity of the area.

The Acoustic Report mentioned above concludes that the proposed use can operate 24 hours a day, 7 days per week, subject to the inclusion of noise attenuation mitigation measures as outlined in Section 8 of the Acoustic Report. These include:

- *Mechanical services and commercial noise shall comply with the limits set by SEPP N-1*
- *A 2.1m high acoustic barrier shall be constructed on the northern boundary of the Subject Site.*
- *Fuel refilling by B-Double trucks should be avoided as far as practicable during the night-time period (10.00 pm – 7.00 am).*
- *All mechanical plant shall be located to the south of the convenience store and be enclosed with 2.5m high walls that have a surface of 10-15kg/m<sup>2</sup>. Such as 18mm plywood fixed to 0.8mm metal sheeting.*
- *PA Loudspeakers shall not be used during the night-time period (10.00 pm – 7.00 am).*

It is considered that the inclusion of the above conditions (modified as appropriate) and the addition of a number of other operational conditions will ensure no unreasonable detriment will be caused as a result of the proposed 24 hour operation of the service station.

During the course of the application, following concerns raised by objectors, the applicant was asked to consider reducing the operating hours. The applicant indicated a willingness to do this subject to the

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

objections being withdrawn. The objectors were not willing to withdraw their submissions and as a result, the applicant decided not to reduce the hours of operation.

### 5. Concerns about the permanent contamination of the site.

The application was referred to the EPA who is the relevant authority for considering matters associated with site contamination. The EPA responded advising that they had no concern with Council issuing the permit, however recommended that the following conditions should be included if a planning permit is to be granted:

- *Displaced petrol fumes must be collected with a vapour recovery system.*
- *Stormwater contaminated with waste oil, grease or hydrocarbons must not be discharged beyond the boundary of the premises and be collected and disposed of off-site by an EPA approved contractor or sent to sewer under a Trade Waste Agreement.*
- *Design, installation and management of the service station must comply with the requirements as outlined in EPA Publication 888.1 Underground Petroleum Storage Systems (UPSSs) 2009 or as amended and the Australian Standards referenced therein.*
- *A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environment hazard, in accordance with the EPA Publication 347 Bunding Guidelines 1992 or as amended.*

### 6. Devaluation of properties.

Previous VCAT decisions have demonstrated that property devaluation concerns are not a valid planning consideration.

### **RISK IMPLICATIONS**

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

There is no known risk associated with the approval of this proposal.

### **FINANCIAL RESOURCES IMPLICATIONS**

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

### **OPTIONS**

Council has the following options in regard to this application:

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

1. Issue a Notice of Decision to grant a Planning Permit subject to necessary conditions; or
2. Refuse to Grant a Planning Permit.

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

**CONCLUSION**

In conclusion, it is recommended that Council issues a Notice of Decision to Grant a Planning Permit for the use and development of land for a service station and ancillary convenience store within the mixed use zone (MUZ); creation and alteration of access onto Road Zone, Category 1 (RDZ1); display of internally illuminated business identification signage and variation to the requirements of Clause 52.12 of the Latrobe Planning Scheme at 137-139 Princes Drive, Morwell (CP107164) as the proposal and supporting documentation 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 Mixed Use Zone;
- Consistent with Clause 65 (Decision Guidelines) of the Latrobe Planning Scheme; and
- The objections received have been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered and relevant permit conditions addressing these issues will be required. Otherwise the objections do not form planning grounds on which the application should be refused.

**Attachments**

1. Site Context and Aerial Plan
2. Proposed Site Plan
3. Development plans
4. Proposed Landscaping Plan
5. Objectors Submissions (Published Separately) (Confidential)



## **14.3**

### **Use and Development of land for a Service Station, ancillary Convenience Store and associated works at 137-139 Princes Drive, Morwell.**

<b>1</b>	<b>Site Context and Aerial Plan .....</b>	<b>153</b>
<b>2</b>	<b>Proposed Site Plan .....</b>	<b>155</b>
<b>3</b>	<b>Development plans.....</b>	<b>157</b>
<b>4</b>	<b>Proposed Landscaping Plan.....</b>	<b>163</b>





B	PLANNING ISSUE	JS
A	PLANNING ISSUE	JS
O	PLANNING ISSUE	KL
P2	SURVEY PLAN ADDED	KL
P1	PRELIMINARY ISSUE	KL
REV	AMENDMENT DETAILS	BY



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RFP No. DP-AD1686

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PROJECT  
**PROPOSED FUEL FILLING STATION**

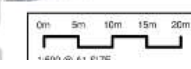
PROJECT ADDRESS  
**137-139 PRINCES DRIVE**

**MORWELL**  
**VIC 33**

DRAWING TITLE  
**PROPOSED LOCALITY PLAN**

CLIENT  
**GERALDTON CAPITAL PTY LTD**

DATE <b>OCT. '15</b>	SCALE @ A1 <b>1:500</b>	NORTH 
DRAWN <b>KL</b>	CHECKED <b>AB</b>	
ISSUE <b>PLANNING</b>		
PROJECT No.	DRAWING No.	REVISION No.



Town Planning  
Not for construction





**AREA SCHEDULE:**

TOTAL SITE AREA -	3036m <sup>2</sup>
FUEL SHOP -	143m <sup>2</sup>
CAR SPACES PROVIDED -	10 cars

ALL AREAS ARE APPROXIMATE AND SUBJECT TO FINAL SURVEY

E	PLANNING ISSUE	JS	10/05/16
D	PLANNING ISSUE	JS	08/06/16
C	PLANNING ISSUE	JS	04/05/16
B	PLANNING ISSUE	JS	20/04/16
A	PLANNING ISSUE	JS	18/04/16
0	PLANNING ISSUE	KL	18/11/15
P2	SURVEY PLAN ADDED	KL	18/10/15
P1	PRELIMINARY ISSUE	KL	08/10/15
REV	AMENDMENT DETAILS	BY	DATE



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PROJECT  
PROPOSED FUEL FILLING STATION

PROJECT ADDRESS  
137-139 PRINCES DRIVE

MORWELL  
VIC 3340

DRAWING TITLE  
PROPOSED SITE PLAN

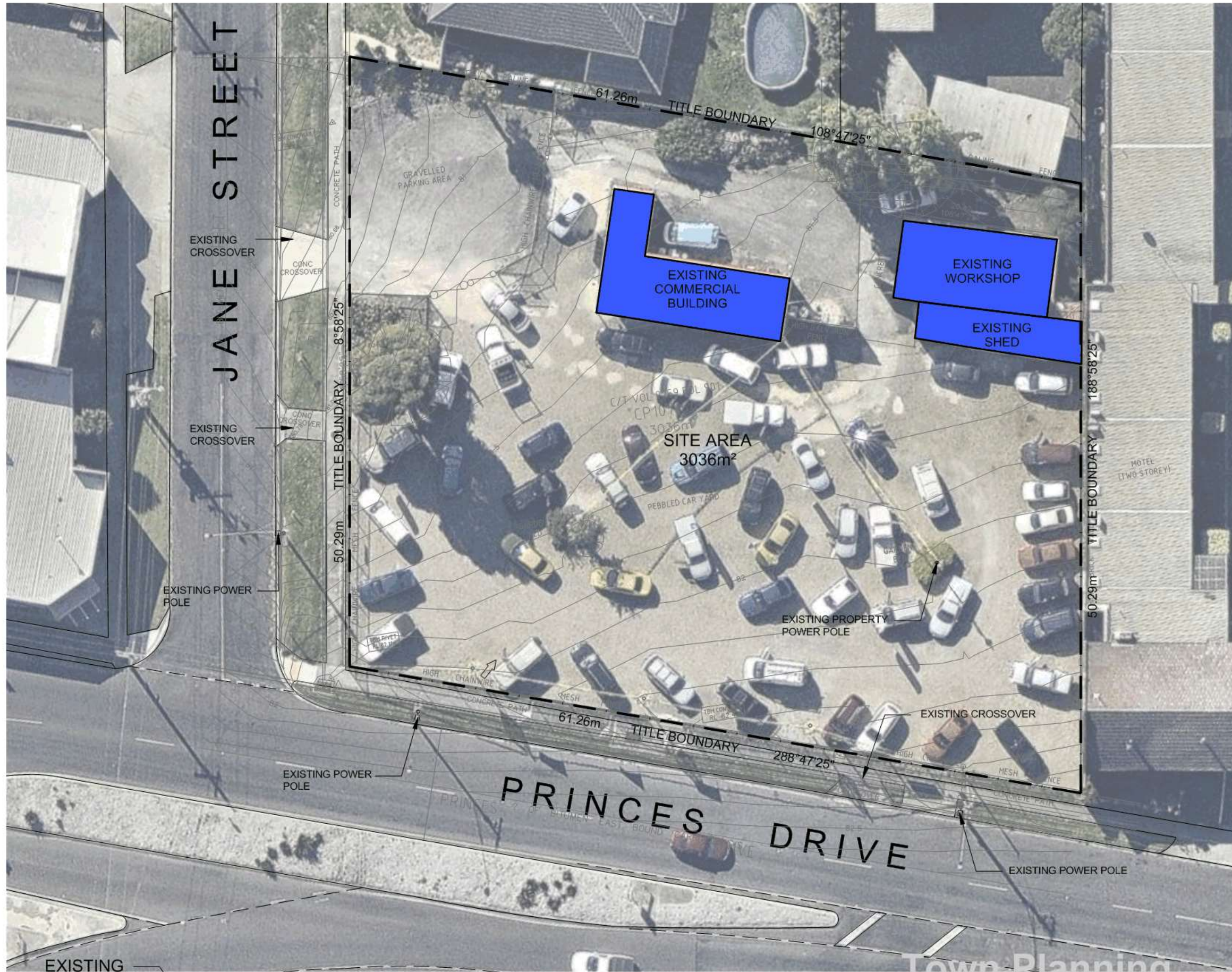
CLIENT  
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DATE	SCALE @ A1	NORTH
OCT. '15	1:150	
DRAWN	CHECKED	
KL	AB	
ISSUE		
PLANNING		
PROJECT No:	DRAWING No:	REVISION No:
15051	TP.03	E
		SHEET
		03 of 06

Town Planning  
Not for construction







B	PLANNING ISSUE	JS
A	PLANNING ISSUE	JS
Q	PLANNING ISSUE	KL
P2	SURVEY PLAN ADDED	KL
P1	PRELIMINARY ISSUE	KL
REV	AMENDMENT DETAILS	BY



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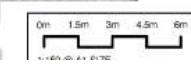
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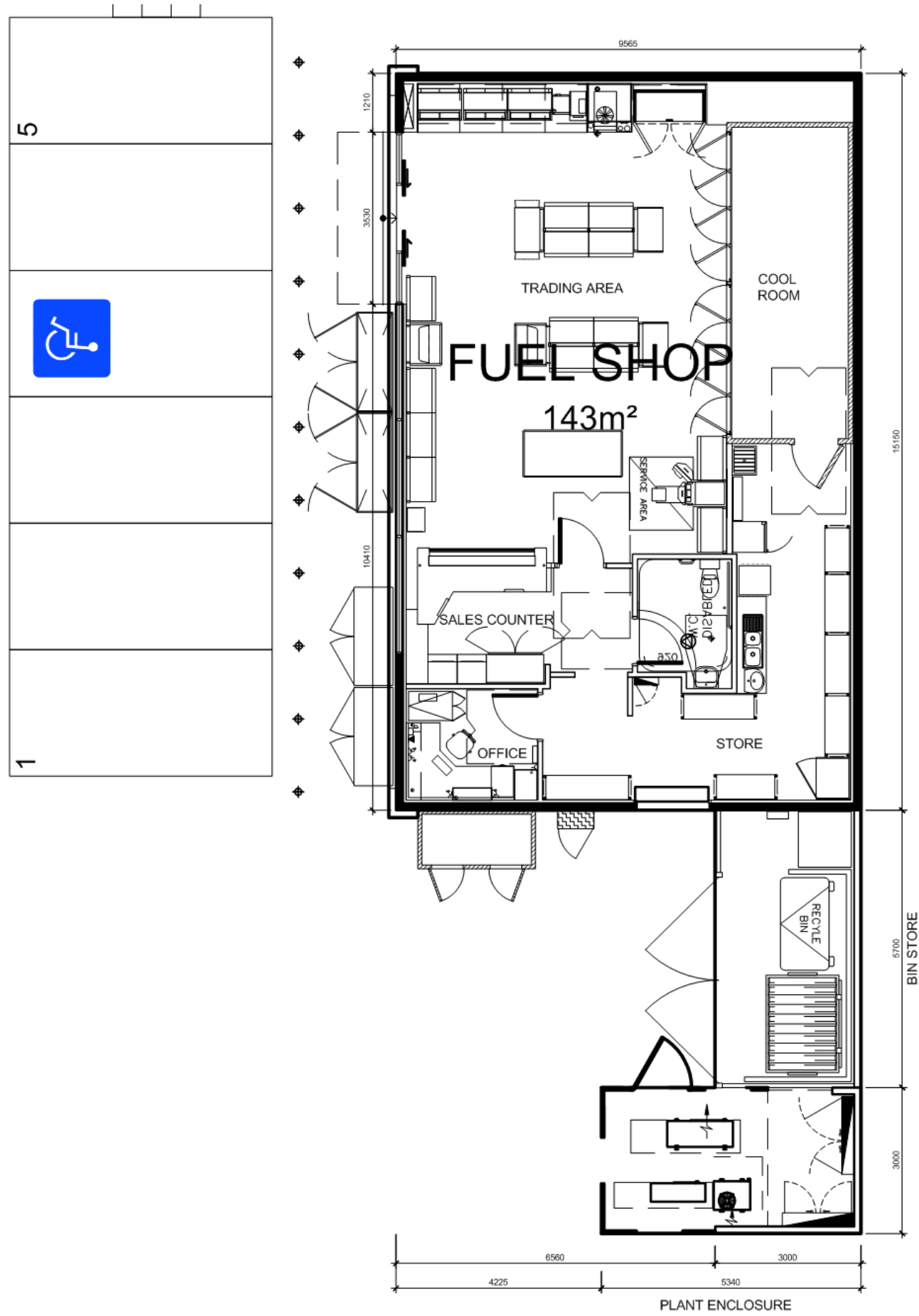
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50.29m TITLE BOUNDARY

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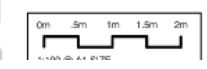
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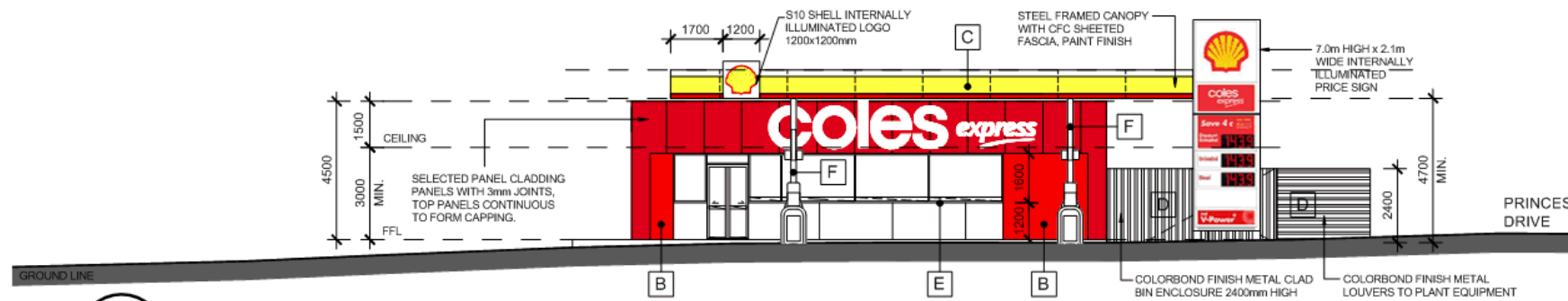
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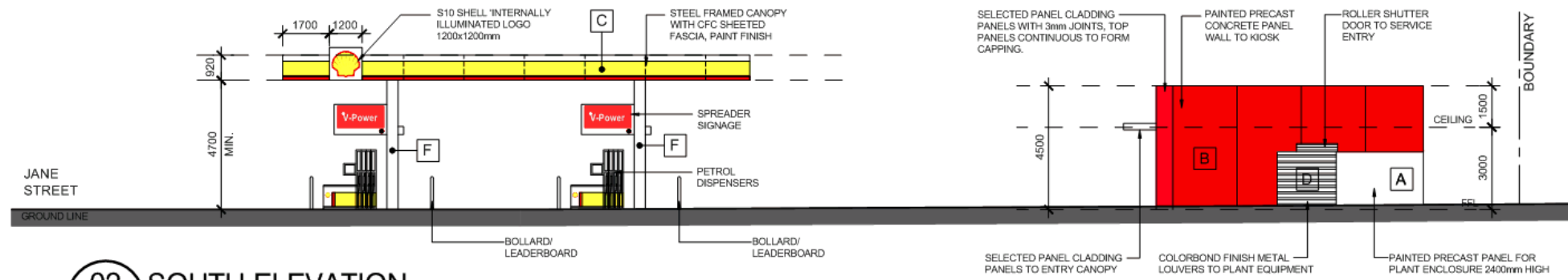
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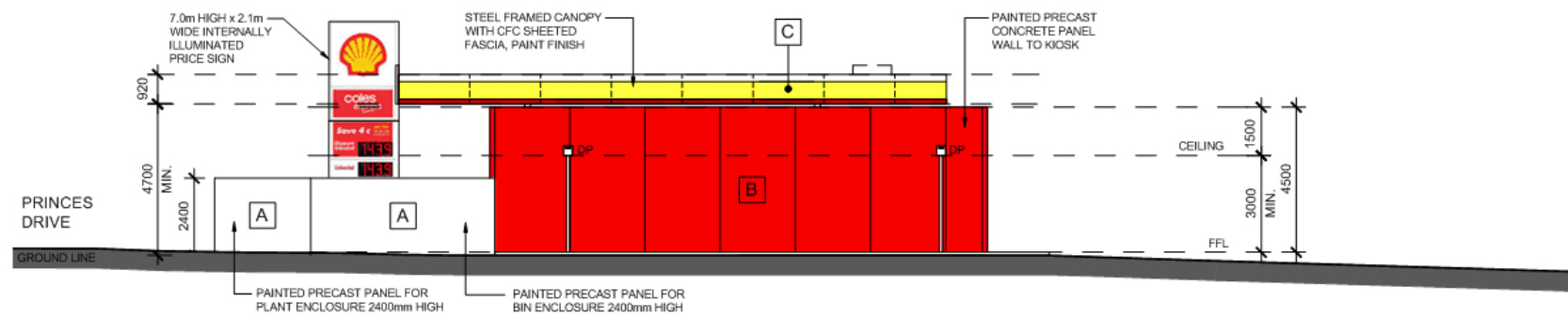
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**EXTERNAL COLOUR SCHEDULE**

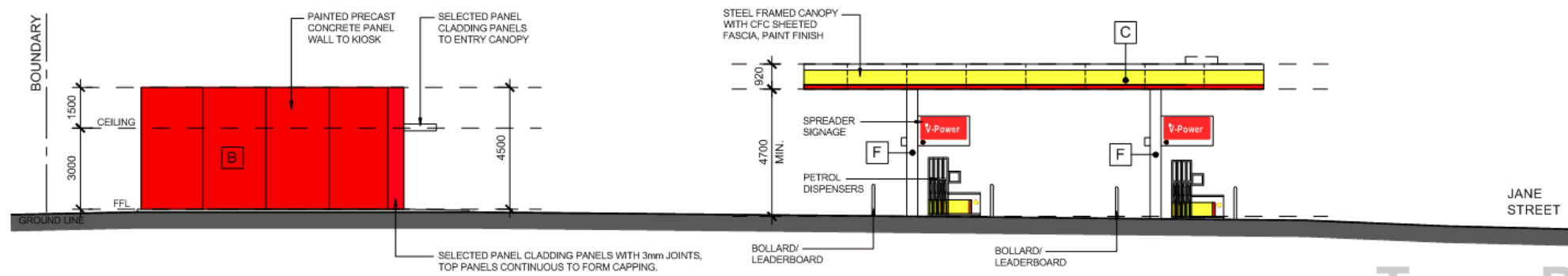
- A PAINT FINISH BRITISH PAINTS 'WHITE WILLOW' LOW SHEEN
- B PAINT FINISH DULUX 'COLES RED' PMS485C SEMI GLOSS
- C PAINT FINISH DULUX 'EXPLODING STAR' P17H7 SEMI GLOSS
- D PAINT FINISH COLOURBOND 'SURFMIST'
- E POWDERCOAT FINISH WINDOWS AND DOOR FRAMES 'WHITE'
- F PAINT FINISH SEMI GLOSS ENAMEL 'WHITE'



**02 SOUTH ELEVATION**  
SCALE 1:100



**03 EAST ELEVATION**  
SCALE 1:100



**04 NORTH ELEVATION**  
SCALE 1:100

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A	PLANNING ISSUE	JS
D	PLANNING ISSUE	KL
P3	EXTERNAL FINISHES & SIGNAGE UPDATED	KL
P2	GROUND LINE AMENDED	KL
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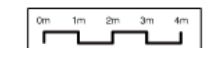
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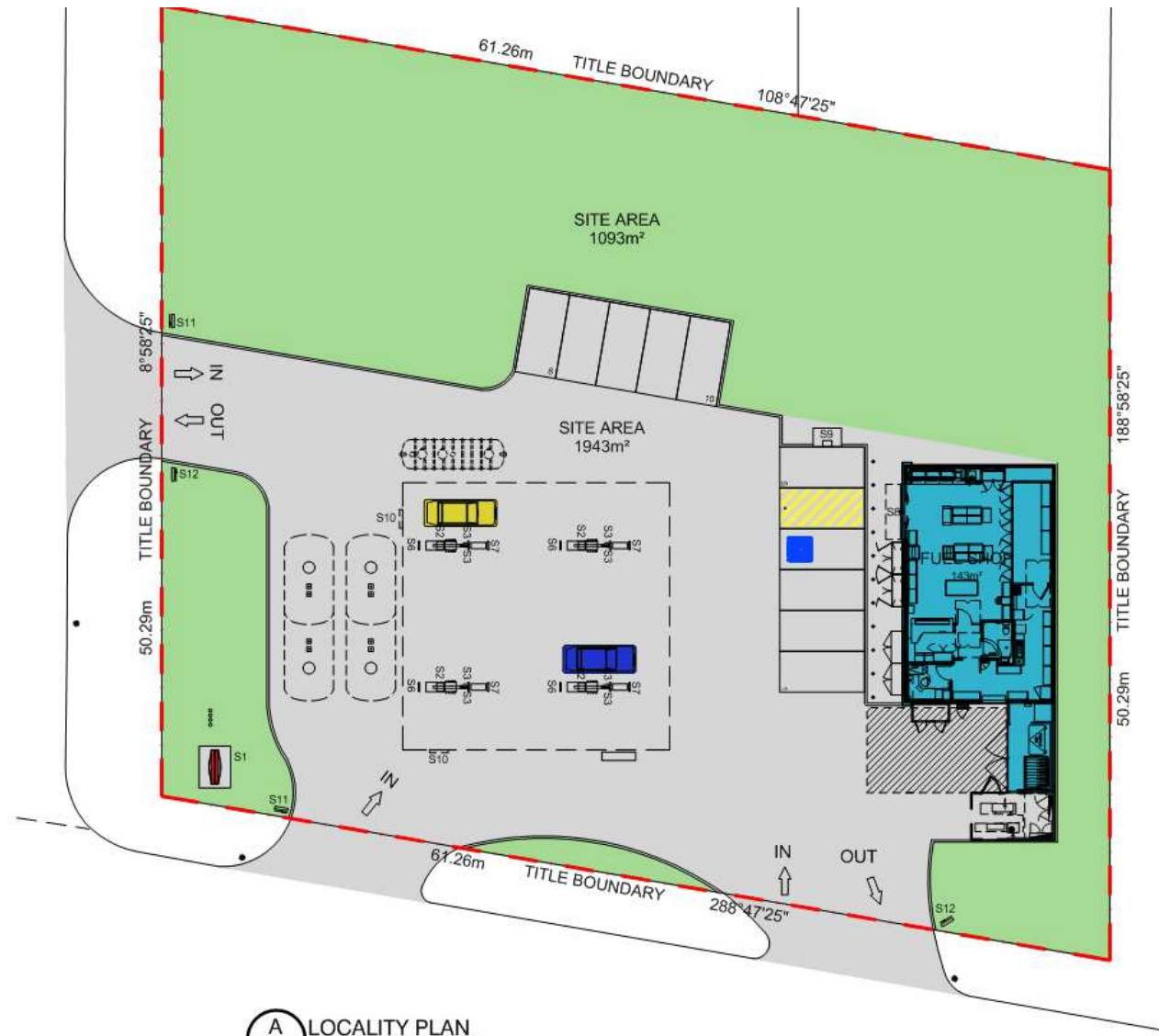
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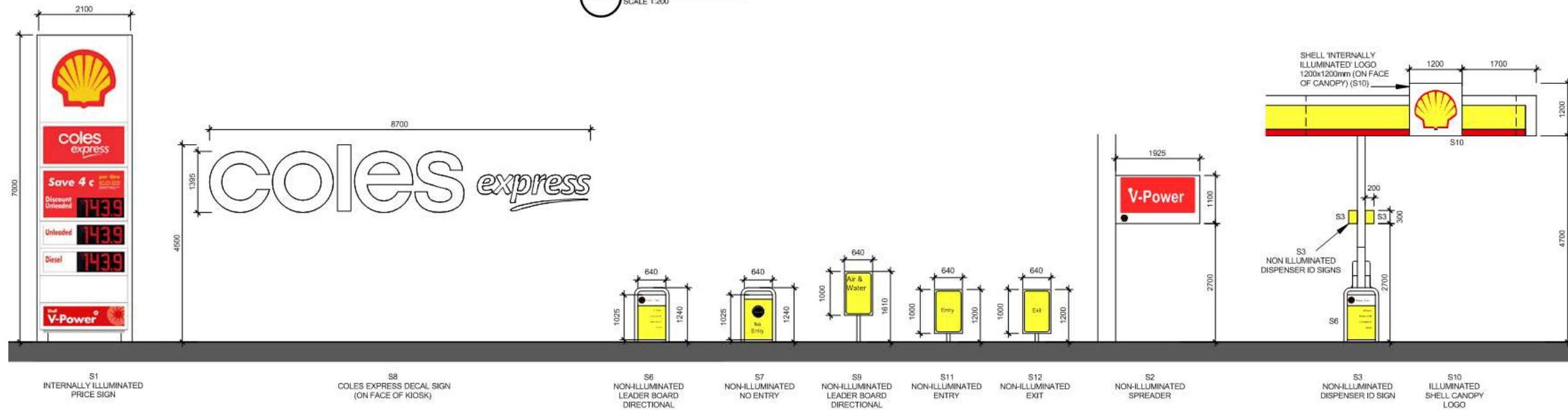
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**A** LOCALITY PLAN  
SCALE 1:200



**B** SIGNAGE ELEVATIONS  
SCALE 1:50

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B	PLANNING ISSUE	JS
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P2	SIGNAGE UPDATED	KL
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PROJECT  
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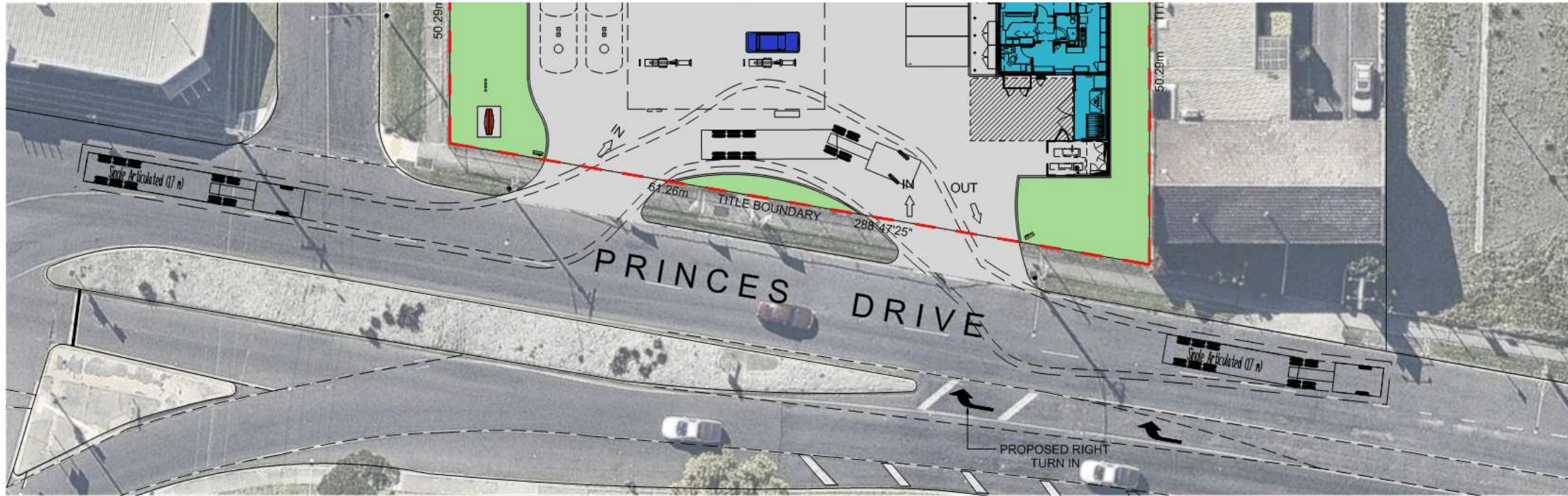
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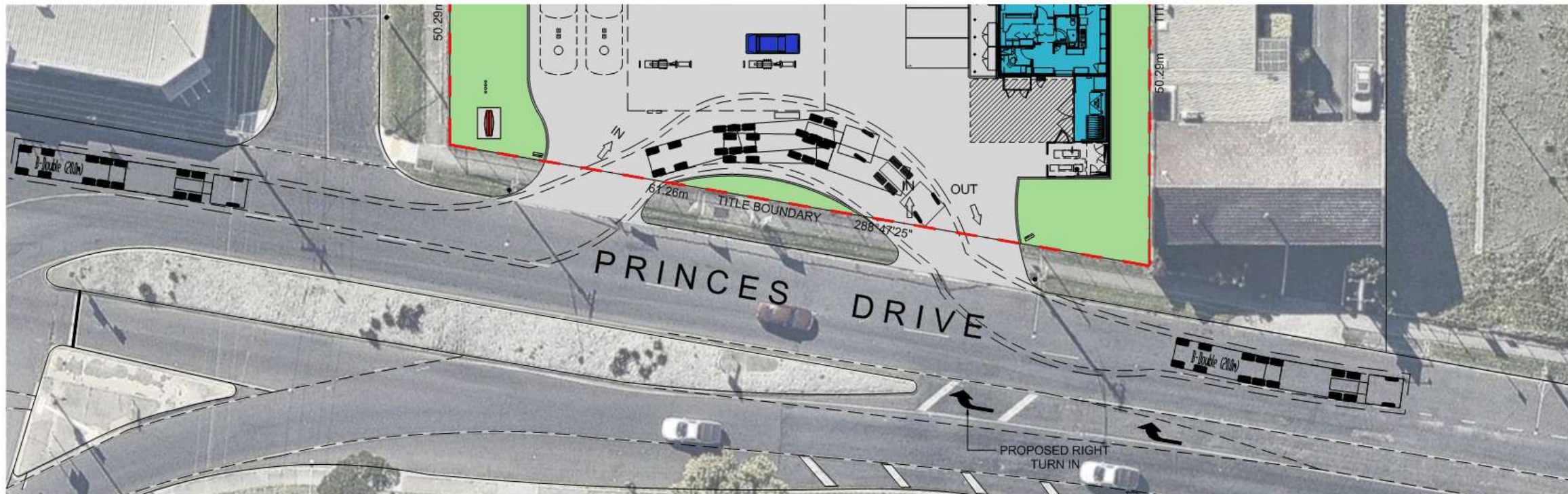
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1 17m SINGLE TANKER PATH  
SCALE 1:200



2 20m B-DBLE TANKER PATH  
SCALE 1:200

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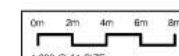
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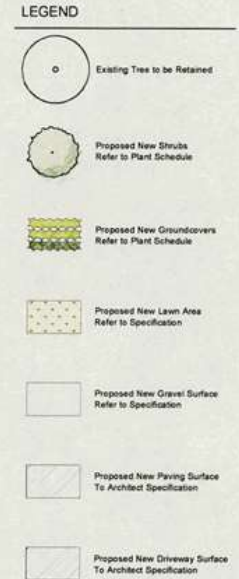
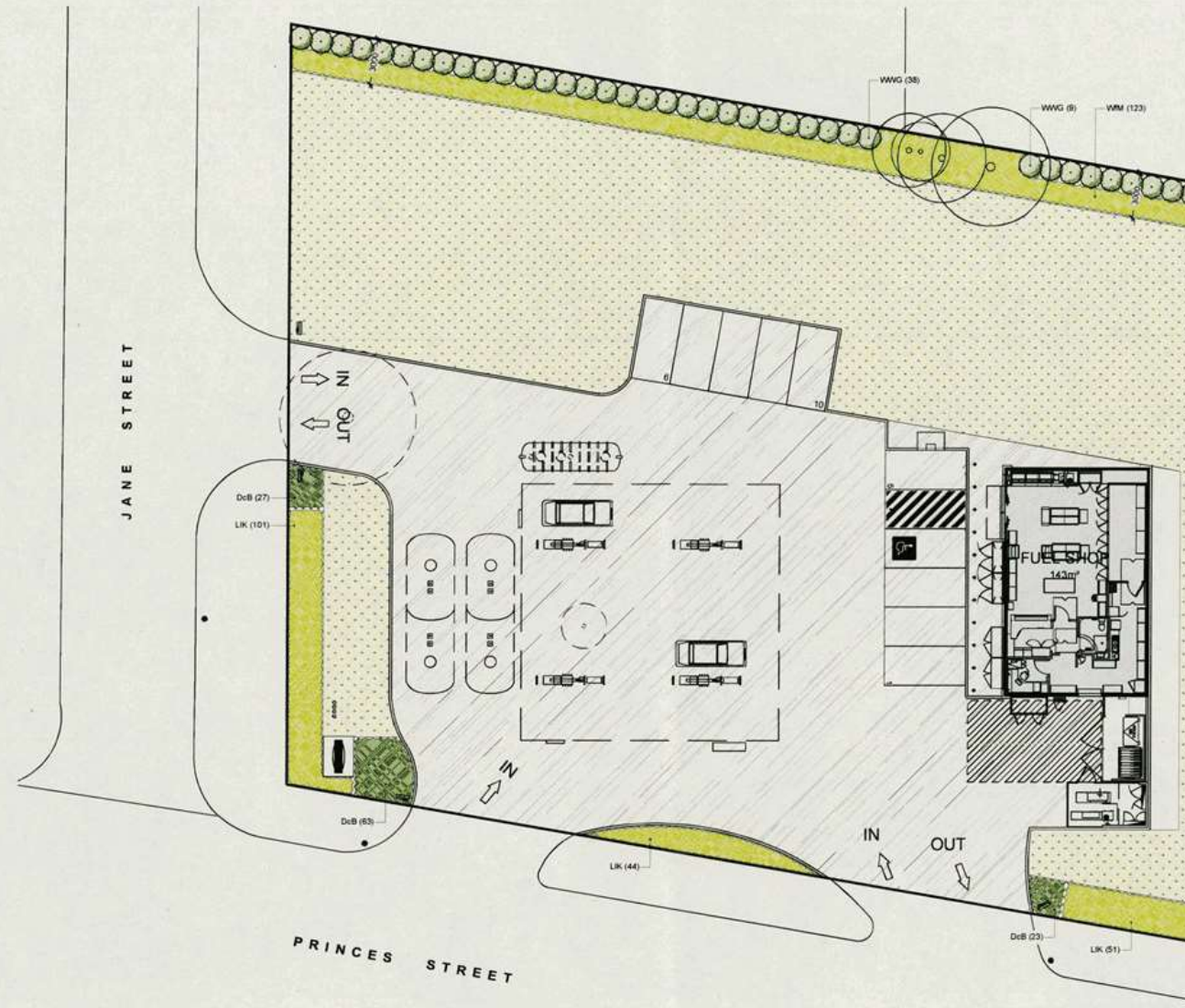
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TYPICAL PLANTING DETAILS

1. Dig hole twice as deep as root ball and allow at least 200mm around sides for backfilling with topsoil.
2. Apply fertiliser in base of hole, cover with topsoil (type & rate as per spec.). Avoid root contact.
3. Place plant in centre of hole, backfill with specified topsoil, firming progressively.
4. Water well into saucer around crown of plant.
5. Stake larger shrubs where necessary using 50x50x1200mm hardwood stakes.



D2 TYPICAL SHRUB PLANTING DETAIL Scale N.T.S.



D3 TYPICAL PLANTING LAYOUT DETAIL Scale 1:50

PLANT SCHEDULE

SYN	BOTANICAL NAME	COMMON NAME	DE WET	HEIGHT X WIDTH X MATURITY	MIN SUPPLY SIZE	QTY
SHRUBS						
WWG	Westringia 'Wynyabbie Gem'	Wynyabbie Gem Coastal Rosemary	EN	1.5 x 1.5m	140mm pot	47
					TOTAL	47
GROUNDCOVERS						
DcB	Dianella caerulea 'Steeze'	Rivercreek Periwinkle	EN	0.7 x 0.7m	140mm pot	113
LK	Lomandra longifolia 'Kaitirou'	Kaitirou M&L-rush	EN	0.8 x 0.8m	140mm pot	196
					TOTAL	308

D/E = Deciduous/Evergreen N/E = Native/Exotic

SPECIFICATION NOTES

**Soil Preparation**  
Crushed rock, concrete spillage and any other material restrictive to plant growth (e.g. large rocks) shall be removed from the site of any planting beds and semi-advanced trees. All trees to be removed shall be stump ground and all rubbish/vegetative spoil is to be removed from site. Existing topsoil in planting areas is to be preserved so that it does not receive additional compaction from site machinery and so that no rubble or building supplies are stored in these areas. No imported top soil is to be used within the root zones of trees to be protected. Any preparation of existing soil for planting within these areas is to be done by hand only. Holes (e.g. as the result of plant removal) and uneven soil levels may be corrected using topsoil as specified below.

**Mulch**  
Mulch is to be supplied to all garden beds and is to be an organic type laid to a minimum depth of 75mm, consisting of fine dark coloured chipped or shredded pine bark or similar with 80% of particles in the size range 10 to 20mm in plan and 5mm in thickness. No particles are to exceed 30mm in plan. Mulch shall be free of damaging matter such as soil, weeds and sticks and is to be stockpiled and thoroughly weathered prior to delivery. All mulch is to be sloped towards plant stems but shall be kept back 100mm from the stems of all plants to prevent collar rot.

**Gravel Surface**  
A gravel path is to be installed where shown comprising of a 50mm layer of gravel (Tasman Topings or similar) over a base course of 75mm deep gently compacted Fine Crushed Rock. Each layer, including the subgrade is to be appropriately compacted.

**Hydro-mulched Lawn**  
Thoroughly eradicate weeds prior to the installation of lawn seed. This is to be done by approved methods such as manual removal, non-residual systemic or knock-down herbicides. Pre-treat seed for hydro-mulching no more than 24 hours prior to installation in accordance with accepted standards as prescribed to achieve the intended application method. All appropriate inoculants are to be used as required to achieve maximum germination and survival of lawn seed. Material slurry is to be formed in a purpose-made mechanical mixer. Seed, fertiliser, calcareous lime and water are to be incorporated to form a mix suitable for hydraulic application. Topsoil is to be maintained to its full depth prior to the application of the slurry, which is to be applied using high pressure pumping equipment operated by a trained professional. A thoroughly mixed supply of slurry is to be spread under pressure in a manner which achieves even distribution. The hydro-mulched area is to be irrigated immediately following sowing, either by hand or through an irrigation system, and is to continue to be irrigated until grass is fully established.

**Any areas of lawn which have failed to germinate (achieve an even green 95% covering of a consistent height) are to be re-seeded within one month of original sowing date.**

**Timber Edges**  
Provide 75 x 25mm treated pine edging to all borders between gravel mulch paths / lawn / garden beds using 75x25x300mm long treated pine stakes at 1200mm maximum centres. An additional stake is to be provided at joints in the path.

**Irrigation**  
An approved drip irrigation system is to be supplied to all garden beds. It is the responsibility of the contractor to ensure that all irrigation meets manufacturers specifications. The system is to be connected to mains supply and include a rain-shut off device.

**Repair/Restoration of damaged Mature-strips**  
Mature strips are to be restored to current grades with any depressions filled with topsoil to specifications above and lightly compacted in 150mm layers. Areas are then to be re-seeded using an appropriate and matching turf type and the area fenced off to allow the re-establishment of lawn. Re-seeded areas are to be well irrigated and the area supplied with a slow release fertiliser at the quantities recommended by the manufacturer.

**Any areas of lawn which have failed to germinate (achieve an even green 95% covering of a consistent height) are to be re-seeded within one month of original sowing date.**

**Plant Establishment Period**  
There shall be a 12 weeks Plant Establishment Period following the approval of Practical Completion by the responsible authority. During this period the landscape contractor shall make good all defects in higher scope of works. Maintenance and Establishment means the care and maintenance of the contract area by accepted horticultural practices, as well as rectifying any defects that become apparent in the work under normal use. This shall include, but shall not be limited to watering, fertilising, weeding, pruning, pest and disease control, cultivation, re-staking and replacement of any plants that fail with plants of the same species and size.

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**PLEASE NOTE**  
The contractor must verify all dimensions on site before commencing any work or preparing any other drawings. Do not scale off drawings.

REVISION  
A To Council Request

DATE  
08.06.2016

BY  
E.O.

CLIENT  
GERALDTON CAPITAL PTY. LTD.

DRAWING  
LANDSCAPE PLAN - TOWN PLANNING ISSUE -

PROJECT  
PROPOSED DEVELOPMENT

137 - 139 PRINCES DRIVE MORWELL

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DATE  
MAY 2016

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# INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

**15.1 ELECTRONIC SURVEILLANCE OF THE TRARALGON RAILWAY  
RESERVOIR CONSERVATION RESERVE AND CRINGAN  
BUSHLAND RESERVE**

General Manager

Infrastructure and Recreation

For Decision

**PURPOSE**

This report seeks Councils approval to install three (3) temporary electronic surveillance devices at the Traralgon Railway Reservoir Conservation Reserve and three (3) temporary electronic surveillance devices at the Crinigan Bushland Reserve for a period no greater than sixty days to monitor ongoing unlawful activities occurring at both reserves.

The report also seeks Council's approval to delegate to the Chief Executive Officer the power to authorise future use of electronic surveillance devices in Council managed public open spaces.

**EXECUTIVE SUMMARY**

The Friends of Traralgon Railway Reservoir Conservation Reserve Committee (TRRCR) and the Crinigan Bushland Reserve Committee of Management (CBR) have requested that Council consider the installation of temporary electronic surveillance in the reserves due to a significant increase in vandalism over the last twelve to twenty four months.

The vandalism experienced at these reserves has ranged from graffiti on reserve infrastructure, damage to reserve infrastructure, destruction of young and mature trees, lighting of camp fires, consumption of alcohol and suspected illicit drugs, littering and dumping of waste and car hooning in carparks.

Latrobe City Council adopted an Electronic Surveillance Policy, 11 POL-4 on 7 February 2011. The policy permits Council to authorise the use of electronic surveillance units to monitor high risk areas of vandalism and unlawful activities at Council owned or controlled land and assets. The location of the units and the length of time they can monitor areas must be adopted by Latrobe City Council as per the policy.

This report recommends that a maximum of three electronic surveillance units be installed at each reserve during periods of regular vandalism and remain in place for no more than sixty (60) days each period. Footage of any reported incidents is to be viewed by the Chief Executive Officer or a delegated officer and if deemed unlawful, reported to the authorities.

The report also recommends delegating to the Chief Executive Officer the power to authorise the use of Electronic Surveillance Devices on Council managed public open space where regular unlawful activities are experienced in the future.

## **RECOMMENDATION**

**That Council:**

- 1. Authorises the temporary installation of a maximum of three electronic surveillance units at both the Traralgon Railway Reservoir Conservation Reserve and Crinigan Bushland Reserve during periods of regular vandalism for a maximum period of sixty (60) days in each instance.**
- 2. Delegate authority to the Chief Executive Officer to authorise the future use of Electronic Surveillance equipment at Council managed public open spaces, where regular unlawful activities are being experienced.**
- 3. Enact a communications plan informing users and residents of the presence of Electronic Surveillance at Council managed public open spaces prior to installation of units.**

## **DECLARATION OF INTEREST**

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

## **STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Recreation*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 2: affordable and sustainable facilities, services and recreation  
Objective – To promote and support a healthy, active and connected community.*

*Objective - To provide facilities and services that are accessible and meet the needs of our diverse community.*

*Strategic Directions:*

*Develop and maintain community infrastructure that meets the needs of our community.*

*Promote and support opportunities for people to enhance their health and wellbeing.*

*Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities*



**BACKGROUND**

In late 2015 the Traralgon Railway Reservoir Conservation Reserve (TRRCR) volunteers became aware of a camping area approximately sixty metres east of their maintenance storage container at the south end of Hyde Park Road. The area had been established with shelter and fire areas and was found littered with empty beer cans and drug taking paraphernalia. A large number of trees of varying sizes had been cut down to assist in the construction of shelter at the area and to be used in fire pits. The camp area was cleaned up and disassembled by the reserve volunteers and Council officers however over recent months the area has been re-established again with further rubbish dumping and destruction of native flora occurring.

Along with the camp area at TRRCR there has been a spate of vandalism that has included the writing of graffiti of reserve infrastructure and information signage. This vandalism has caused a great deal of distress to the volunteers and users of the reserve who have invested a large degree of physical and emotional efforts into developing and maintaining the reserve.

The Friends of TRRCR and Council officers have conducted discussions at their recent monthly meetings regarding the unlawful activities to establish strategies to deter this behaviour. These strategies have involved the multiple removals of items during the disassembling of the camp areas including couches, shopping trolleys, empty beer cans and general rubbish together with the immediate removal of graffiti from reserve infrastructure. Council's Local Laws and Recreation Liaison officers have been undertaking random inspections of the reserve and signage informing all users that unlawful activities are not permitted, have been installed.

Residents along Hickox Street have also reported cars undertaking burn outs on the gravel reserve carpark at night causing both noise and potential for serious injury to reserve users and/or damage to reserve infrastructure.

The Crinigan Bushland Reserve (CBR) Committee of Management over the previous two years have experienced extensive amounts of vandalism ranging from continuing damage to their new toilet block, water tanks drained, seedling trees continually broken off, fences damaged, tree guards removed and thrown away, damage to storage containers, graffiti and damage on reserve infrastructure, track signs removed and/or broken and timber removed.

**KEY POINTS/ISSUES**

The TRRCR reserve is Crown Land under the management authority of Latrobe City Council while the CBR is Council owned land. Council has authorised the day to day management and maintenance of the TRRCR reserve to the Friends of Traralgon Railway Reservoir Conservation Reserve Committee and the CBR to a Committee of Management.

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

Latrobe City Council adopted an Electronic Surveillance Policy, 11 POL-4 on 7 February 2011. The policy seeks to minimise and address the incidence of unlawful activity on Council owned or controlled land so to contribute to public safety and protection of Council assets. The policy relates to fixed and/or concealed electronic surveillance devices and includes the use of any electronically operated device such as video, film, electronically operated remote controlled cameras, tape recorders, computers, telephones and telephone bugging devices used expressly for the purpose of surveillance. Council is to ensure that the implementation of electronic surveillance does not intrude unreasonably into the privacy of citizens who are not under suspicion and will only target areas in which unlawful conduct is likely to be recorded.

Since the commencement of the unlawful activities at the TRRCR Council's Local Laws and Recreation Liaison officers have been undertaking random inspections through the reserve and the camp area however no perpetrators have been identified. Signage has been installed at the entrances into the TRRCR reserve including in the vicinity of the camp area on Hyde Park Road, informing reserve users that perpetrators of unlawful activities will be prosecuted according to Local Law No. 2.

The Electronic Surveillance Policy indicates that signage informing the general public of the surveillance is to be displayed in the locations where the surveillance equipment has been installed. The policy does not indicate any minimum or maximum period of time that equipment can remain installed. The Chief Executive Officer (CEO) has the sole delegation authorised to view any potential footage following a reported incident with any further actions being taken at the CEO's discretion.

The Friends of Traralgon Railway Reservoir Conservation Reserve Committee wish to have the following locations monitored by electronic surveillance:

1. Bird hide at northern end of reservoir;
2. Camp area on Hyde Park Road;
3. Hickox Street carpark.

The Crinigan Bushland Reserve Committee of Management has not indicated any specific locations for the installation of electronic surveillance units, however Council officers will engage with the Committee of Management to identify three high priority locations within the reserve.

In accordance with Council procedures the Governance Team will be undertaking a review of Electronic Surveillance Policy, 11 POL-4.

**RISK IMPLICATIONS**

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

1. Risk to privacy of reserve users.
2. Risk to reserve users of incorrectly installed and the equipment falls from their position.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

3. Risk to Council officers installing and monitoring equipment.
4. Financial risk to Committees and Council for ongoing damage to infrastructure.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

1. Council currently has two electronic surveillance units therefore a further four electronic surveillance units would need to be purchased to cover the instances of simultaneous incidents of vandalism at the reserves. The units retail for approximately \$500.00 each;
2. The funding required for the additional cameras would need to be allocated from Council's operating budget.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Council liaison officers and Councillor representatives attend the monthly committee meetings of the Friends of Traralgon Railway Reservoir Conservation Reserve Committee and the Crinigan Bushland Reserve Committee at Management.

#### *Details of Community Consultation / Results of Engagement:*

The Friends of Traralgon Railway Reservoir Conservation Reserve and Crinigan Bushland Reserve Committee at Management have discussed vandalism as a regular item of business at their monthly meetings.

### **OPTIONS**

1. Install six (6) electronic surveillance devices; three (3) devices at the Traralgon Railway Reservoir Conservation Reserve and three (3) devices at the Crinigan Bushland Reserve to monitor for vandalism for a period no greater than 60 days for each period.
2. Not permit the installation of six (6) electronic surveillance devices; three (3) devices at the Traralgon Railway Reservoir Conservation Reserve and three (3) devices at the Crinigan Bushland Reserve to monitor for vandalism for a period no greater than 60 days for each period.

### **CONCLUSION**

The Traralgon Railway Reservoir Conservation Reserve and Crinigan Bushland Reserve have experienced a spate of unlawful activities over the previous twelve to twenty four months ranging from infrastructure vandalism to flora destruction and the lighting of fires. The Committees of each reserve have requested Council to install and monitor electronic surveillance equipment in an attempt to identify and apprehend the perpetrators of these activities.

According to Council's Electronic Surveillance Policy, equipment can be installed for a pre-determined amount of time and locations dependent upon a resolution of Council.



**ORDINARY COUNCIL MEETING AGENDA  
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The ongoing unlawful activities are causing distress to the Committees, volunteers and users of the reserves as well as potentially putting the safety of the reserves, their users and residing communities in jeopardy.

This report recommends that a maximum of three electronic surveillance units be installed at each reserve during periods of regular vandalism and remain in place for no more than sixty (60) days each period along with the delegating to the Chief Executive Officer of the power to authorise the use of Electronic Surveillance Devices on Council managed public open space.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

Nil

**15.2 BICKERTONS ROAD AND RIGGALLS ROAD, GLENGARRY  
NORTH - SPECIAL CHARGE SCHEME DECLARATION**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**PURPOSE**

This report seeks Council's endorsement to declare a Special Charge Scheme in accordance with Section 163 of the Local Government Act 1989 and the Council's Contributory Scheme Policy 13 POL-2 for the construction of a sealed roadway surface on Bickertons Road and Riggalls Road, Glengarry North.

**EXECUTIVE SUMMARY**

On 22 August 2016 Council resolved its intention to declare a special charge scheme to construct a sealed surface on Riggalls Road and part of Bickertons Road, Glengarry North.

The land owners of Bickertons Road and Riggalls Road, Glengarry North have been formally advised of Council's proposal in accordance with the legislation and Council Policy 13 POL-2 through registered letters. Impacted land owners were provided with the opportunity to formally comment on the proposal.

No submissions were received during the 28 day period during which comments were invited. As such there are no formally lodged objections or issues raised from the impacted land owners that need to be considered prior to deciding to formally declare the proposed special charge scheme. One person objected on the phone to Officers but did not lodge a submission.

This report recommends Council declare a Special Charge Scheme to construct a sealed surface on the noted roads.

If Council endorses the declaration of this special charge scheme there is a second opportunity for members of the public to lodge objections with Victorian Civil and Administrative Tribunal (VCAT).

**RECOMMENDATION**

That Council, in accordance with section 163 of the *Local Government Act 1989* declares:

1. A Special Charge Scheme for the listed properties (Attachment 3) that will benefit from the sealing of Bickertons Road and Riggalls Road, Glengarry North; and
2. That each listed allotment be liable for one apportionment unit valued at \$1776.32 and the total amount to be recovered from the Special Charge Scheme be \$33,750.08; and
3. That the funds received from the Special Charge Scheme be used to defray the cost associated with the construction of a sealed surface on Bickertons Road and Riggalls Road, Glengarry North.
4. That payment be requested following completion of the sealing works in Bickertons Road and Riggalls Road , Glengarry North, and the scheme remain in force until all costs of the scheme are received.
5. That all affected property owners in Bickertons Road and Riggalls Road , Glengarry North be notified in writing:
  - a) Of Council's decision to declare a Special Charge Scheme for the sealing of Bickertons Road and Riggalls Road, Glengarry North, and
  - b) That if they have concerns about the declaration of the Special Charge Scheme for the sealing of Bickertons Road and Riggalls Road, Glengarry North, that they can lodge their objection with the Victorian Civil and Administrative Tribunal (VCAT).

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

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

*Latrobe City Council Plan 2013 - 2017*



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### Theme and Objectives

*Theme 2: Appropriate, affordable and sustainable facilities, services and recreation*

*Develop and maintain community infrastructure that meets the needs of our community.*

### Legislation

*Local Government Act 1989* provides Council with powers to implement a Special Charge Scheme.

*Special Charge Scheme Policy 13 POL-2* provides direction on the process to review and declare a Special Charge Scheme.

### **BACKGROUND**

Bickertons Road and Riggalls Road, Glengarry North are unsealed local roads servicing rural living properties and farms in Glengarry North. These roads are currently maintained by Council in accordance with the Road Management Plan. A location plan is included as Attachment 1.

In August 2015, an enquiry was received from a property owner in relation to having parts of Bickertons Road and Riggalls Road sealed. On 1 October 2015 letters and feedback forms were sent to 19 affected property owners of the 20 properties in Bickertons Road and Riggalls Roads, to gauge their interest to participate in a special charge scheme.

The responses to the feedback forms are summarised in Table 1.

Table 1 – Response to the initial consultation:

Responses		
For	Against	No Reply
14 (74%)	1 (Owner with 2 properties)	4

As the majority of property owners indicated support, a meeting of representatives of the property owners was held to confirm that Officers would progress with the process for Council to consider declaring a special charge scheme for the works.

Following this meeting Officers sent registered letters to the 4 residents who did not respond. One email response has been received that asked questions and was concerned about the cost impact, but did not indicate a formal position.

At its ordinary meeting held on 22 August 2016 Council resolved:

1. *That in accordance with section 163 of Local Government Act 1989:*
  - a. *Council declares its intention to levy a Special Charge Scheme at the Ordinary Council Meeting on 14 November 2016 for funding the construction of a sealed roadway surface on parts of Bickertons Road and Riggall Road, Glengarry North; and*
  - b. *Council gives public notice of its intention to make a declaration of a Special Charge Scheme; and*

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

- c. Council notifies persons liable to pay the \$1776.32 special charge by sending a notice.*
2. *That Council, in accordance with section 223 of the Local Government Act 1989 consider any submissions received in relation to the declaration of its intention to levy a Special Charge Scheme to seal parts of Bickertons Road and Riggall Road, Glengarry North at the Ordinary Council Meeting on 14 November 2016.*

Council has complied with Section 163(1A) of the *Local Government Act 1989*, by giving Notice of Intention to declare a Special Charge Scheme and publishing a public notice in the Latrobe Valley Express.

The owners who will be liable to contribute to the Scheme were notified in writing and invited to make submissions in accordance with the provisions of Section 163A of the Act.

Council's Special Charge Scheme Policy, 13 POL-2 (Attachment 2) requires that prior to implementing a special charge scheme under Section 163 of the Local Government Act 1989 that Council Officers survey the landowners who will derive a benefit to determine the level of support.

If endorsed by Council as a special charge scheme, landowners whose receive a benefit from the proposed works will pay 25% of the associated costs, in this case calculated to be \$1776.32 per landowner.

The concept design presented for the sealing of these roads is for a 5.5 metre wide seal where possible on the existing pavement.

Attachment 4 provides general guidance on the special charge scheme process. Should Council resolve to declare the Bickertons Road and Riggalls Road scheme, the remaining stages (statutory appeal period and VCAT review) for the process are bolded.

### **KEY POINTS/ISSUES**

During the period of 28 days after the public notification there were no submissions received for consideration in relation to the intention of Council to declare a Special Charge Scheme to seal parts of Bickertons Road and Riggalls Road, Glengarry North.

If Council declares a Special Charge Scheme there is a further 28 day period of open public submission that can be lodged with the Victorian Civil and Administrative Tribunal (VCAT).

If the Special Charge Scheme is endorsed by Council and no substantive submissions are lodged with VCAT the works are planned for the first half of the 2017 calendar year.

### **RISK IMPLICATIONS**

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

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

A primary risk for Council is that the actual costs may exceed the estimate. An experienced contractor was consulted to verify the Officer's estimate of the costs to undertake these works in order to manage this risk.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The cost estimate to design and seal the identified parts of Bickertons Road and Riggalls Roads, Glengarry North is \$135,000.

The total maximum contribution from the property owners would be \$1,776.32 per property; a combined contribution of \$33,750. Council's contribution would be \$101,250 if the estimate is exact. There are sufficient funds in the Special Charge Scheme Reserve.

Council has established a reserve to assist in the funding its portion of sealing of rural unsealed roads under Special Charge Schemes. Table 2 shows the status of the reserve and the timing of upcoming projects prioritised based the current policy, and a projected budget allocation in 2017/18 of \$250,000.

Table 2

<b>Special Charge Schemes</b>		<b>Reserve</b>	<b>Reserve</b>
<b>Sealing of Rural Gravel Roads:</b>		<b>Transactions</b>	<b>Balance</b>
2015/16	Reserve balance 2015/16	-	271,290
2016-17	Addition to Reserve (2016-17 Budget)	\$250,000	\$521,290
2016-17	<i>Sealing of Taylors Road</i>	- \$410,000	\$111,290
2016-17	Taylors Resident Contributions	\$42,000	\$153,290
2016-17	<i>Sealing of Riggall-Bickertons</i>	- \$135,000	\$18,290
2016-17	Riggall & Bickertons Resident Contributions	\$33,000	\$51,290
2017-18	Addition to Reserve (assumed)	\$250,000	\$301,290
2017-18	<i>Sealing of O'Haras Road</i>	- \$175,000	\$126,290
2017-18	O'Haras Resident Contributions	\$15,000	\$141,290

The projects in Table 2 have been prioritised based on the ranking system in the Special Charge Scheme Policy 13 POL-2.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Affected property owners (Attachment 3) were sent a letter advising of the proposed declaration.

No formal responses were received.

Officers did discuss the issue with one resident who voiced their objection to the proposed declaration as they did not feel capable of paying the scheme. Officers advised them of the options available to reduce the impact of the payment. The resident did note in the conversation that they are selling the property.



**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****OPTIONS**

The following options are available to Council:

1. Resolve to declare a Special Charge Scheme as recommended in accordance with Section 163 of the Local Government Act 1989 and Council's Contributory Scheme Policy 13 POL-2.
2. Take no further action and advise the residents that were included in the survey that Council did not resolve to proceed with the Special Charge Scheme.

**CONCLUSION**

The majority of property owners in Bickertons Road and Riggalls Road, Glengarry North that would benefit from the proposed sealing of parts of these unsealed rural roads have indicated their willingness to contribute to the related construction costs through a Special Charge Scheme.

The initial consultation process in accordance with the Special Charge Scheme Policy 13 POL-2 was completed, including a meeting with residents on site. The overall response has been favourable. Having regard to the favourable responses, and the lack of any formal response from impacted landowners during the 28 day period after Public Notice, Officers recommend Council declare the Special Charge Scheme for the sealing of Bickertons Road and Riggalls Road, Glengarry North.

If Council so resolves and assuming that no significant objections are lodged with the Victorian Civil and Administrative Tribunal within the 28 day submission period, then the sealing of Bickertons Road and Riggalls Road is planned for the latter half of this this financial year.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Location Plan
2. Special Charge Scheme Policy
3. List of affected properties
4. Standard Special Charge Scheme Process

## 15.2

### **Bickertons Road and Riggalls Road, Glengarry North - Special Charge Scheme Declaration**

1	Location Plan .....	179
2	Special Charge Scheme Policy.....	181
3	List of affected properties.....	189
4	Standard Special Charge Scheme Process.....	191





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Document Name: **Special Charge Scheme Policy**

**13 POL-2**

Adopted by Council:

**6 November 2013**

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### **Policy Goals**

To ensure an equitable and consistent approach is used to implement, administer and deliver Special Charge Schemes under Section 163 of the Local Government Act 1989 in relation to the construction of new roads, sealing / upgrade of unsealed roads, kerb and channel, footpaths, nature strips, traffic calming & management devices, drainage works, including easements, drains and associated infrastructure works throughout the municipality.

### **Relationship to Latrobe 2026 & Council Plan**

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

#### **Latrobe 2026:**

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

#### **Appropriate, Affordable & Sustainable Facilities, Services & Recreation**

#### **Latrobe 2026:**

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

#### **Council Plan 2013 - 2017**

- To promote and support a healthy, active and connected community.
- To provide facilities and services that are accessible and meet the needs of our diverse community.
- To enhance the visual attractiveness and liveability of Latrobe City.

### Policy Implementation

In accordance with Section 163 of the Local Government Act 1989, Council can impose a special charge for works or services on property owners who Council believes receive a 'special benefit' from the provision of those works or services.

In September 2004, Local Government Victoria established the *Special Rates and Charges Ministerial Guidelines* which ensure the schemes are fair and equitable.

This policy relates to all property owners in the Latrobe City who are affected by a special charge scheme where it is considered that the construction of such works will be of special benefit to those who would be required to pay a Special Charge to assist in the funding of local street infrastructure schemes. Refer also Appendix 1 for a summarised process flow.

Scheme	Contribution %	
	Landowner	Council
Construction of new roads	25%	75%
Sealing / upgrade of unsealed roads	25%	75%
Residential Kerb & Channel	25%	75%
Residential Footpaths / Nature Strips	50%	50%
Rural Footpaths / Nature Strips	50%	50%
Traffic Management / Calming Devices	25%	75%
Drainage	*TBD	

\*In accordance with the Local Government Act 1989, Section 163B(1) Drainage works including easements, drains, upgrades & renewal programs can be enforced where it is deemed necessary by Council.

A scheme may be initiated by recommendation of Council, a request from a resident/owner or by other interested or affected parties.

Where the final costs exceeds the Council estimated cost because of design and market influences rather than changes requested by residents, Council will meet the additional costs based on 10% beyond the original estimated cost.

It is important to note programmed capital maintenance and rehabilitation works are planned for and funded by Council and cannot take part in a special charge scheme arrangement. Where residents prefer to have the scoped works altered and/or undertaken sooner, a Special Charge Scheme may be considered.

Council may survey property owners to determine their support towards a proposed scheme and consider these findings during its deliberations. Generally, a majority of support from property owners is required for a scheme to proceed, however Council may choose to proceed with works without the majority of support, where it is deemed the works will provide benefit to abutting properties and the broader community.

An internal panel will be assembled to determine the level of benefit the potential scheme will provide to not only the property owners, but also the surrounding community. An assessment will be completed to determine which properties will derive direct benefit from the works in question. In determining the apportionment of costs for each property Council take into consideration frontage, area, benefit, access, usage and town planning zoning of land within the Scheme resulting in a recommendation as to which properties are to be included in the scheme. A concept design will be completed to assist in the cost analysis

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process, with the design being completed in line with Councils current construction standards. This assessment will be presented to Council when considering the scheme.

One or more of the following will be assessed for each scheme type:

Construction of new roads and Sealing / upgrade of unsealed roads:

- Current usage / anticipated usage (of all vehicle types);
- Property owner and/or community support;
- Demonstrated need / necessity;
- Link to schools, community facilities, existing roads, other transport modes, etc.; and
- Road class assessment, e.g. width, road base, depth of pavement, alignment, etc.

Residential Kerb & Channel:

- Current / proposed capacity and/or table drain / pit location;
- Rainfall trends and topographical assessment;
- Property owner and/or community support; and
- Demonstrated need / necessity.

Residential Footpaths / Nature strips and Rural Footpaths / Nature strips:

- Current usage / anticipated usage;
- Property owner and/or community support;
- Demonstrated need / necessity; and
- Link to schools, community facilities, existing pathways/nature strips, other transport modes, etc.

Traffic Management / Calming Devices:

- Current road way usage;
- Property owner and/or community support;
- Demonstrated need / necessity; and
- Link to schools, community facilities, existing road types, other transport modes, e.g. emergency services, etc.

Drainage:

- Current / proposed capacity;
- Existing / proposed development area considerations;
- Rainfall trends and topographical assessment;
- Property owner and/or community support; and
- Demonstrated need / necessity.

Council will notify all affected property owners and may hold a public meeting advising interested parties of the conceptual design, overall process, proposed apportionment, method of payments, submissions and objections process, etc.

Special Charge Schemes will generally be prepared at least 12 months in advance of proposed construction to provide sufficient time for a detailed consultation process to be undertaken, and in cases where Council is required to contribute a share of the cost of the works, time to provide sufficient funding in its capital works program.

Schemes may include all works, materials, charges, overheads and costs to install the required infrastructure, including project management, design, traffic management, road



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pavement works, nature strip works, driveway, drainage works, kerb and channel, street furniture, landscaping services, lighting and intersection works, etc.

The Ministerial Guidelines made under Section 163(2C) of the Local Government Act 1989 is used to calculate the maximum total amount that may be levied as a special charge to be recovered from property owners for each particular project. There are no definitive guidelines for the calculation of the actual amount, known as the apportionment, to be charged to individuals. The underlying principle is that a property must receive benefit from the proposed works before a cost can be levied. The apportionment method must be reasonable, fair, and equitable for each individual proposal. Consultation with affected people will assist in this determination prior to the declaration of the proposed Special Charge Scheme. Previous determinations of the Victorian and Civil Administrative Tribunal may be used as a guide.

Project, engineering and administrative costs may be associated with the preparation and implementation of a scheme. These costs will be recovered as part of the overall scheme amount. Charges levied under Special Charge Schemes may be paid in a lump sum immediately following completion of the works or via a payment arrangement to be paid within 5 years. Current interest rates will apply to the latter method of payment.

Once Council resolves to declare a Special Charge Scheme and in accordance with Section 223 *Hearing* of the Local Government Act 1989, a public notice of 'Intention to Declare' will be published in local newspapers, along with a formal notice of scheme details and costs sent to each property owner inviting submissions from all interested parties. Hardcopy details of the special charge scheme will also be available at each Council Service Centre for viewing by the general public.

Only written submissions received within the consultation period (28 days) will be considered by Council. Following a review of these submissions, Council may resolve to:

- proceed without any modification to the original declaration, "declares" the special charge and proceed by serving formal notice;
- abandon the scheme; or
- undertake significant modifications to the original scheme which would require the process to recommence; or
- undertake minor modifications to the original scheme, return to the "*Intention to Declare*" stage or proceed by serving formal notice.

The authors of all submissions received and property owners affected by the proposed scheme will be notified regarding Council's discretion.

Property owners have the right to appeal to the Victorian Civil and Administrative Tribunal (VCAT) regarding Council's decision. Objections should address the criteria in Section 185 of the Local Government Act 1989. All applications will be administered by the VCAT and must be submitted within 30 days of the notice levying the special charge being issued.

VCAT may determine in favour of the scheme where Council will initiate the special charge scheme process and works, or they may notify Council of their objection to the scheme, to which Council may review and modify or abandon the special charge scheme.

Where multiple sealing of rural unsealed roads special charge schemes have been declared, the roads shall be prioritised using the assessment and scoring method detailed in appendix two.

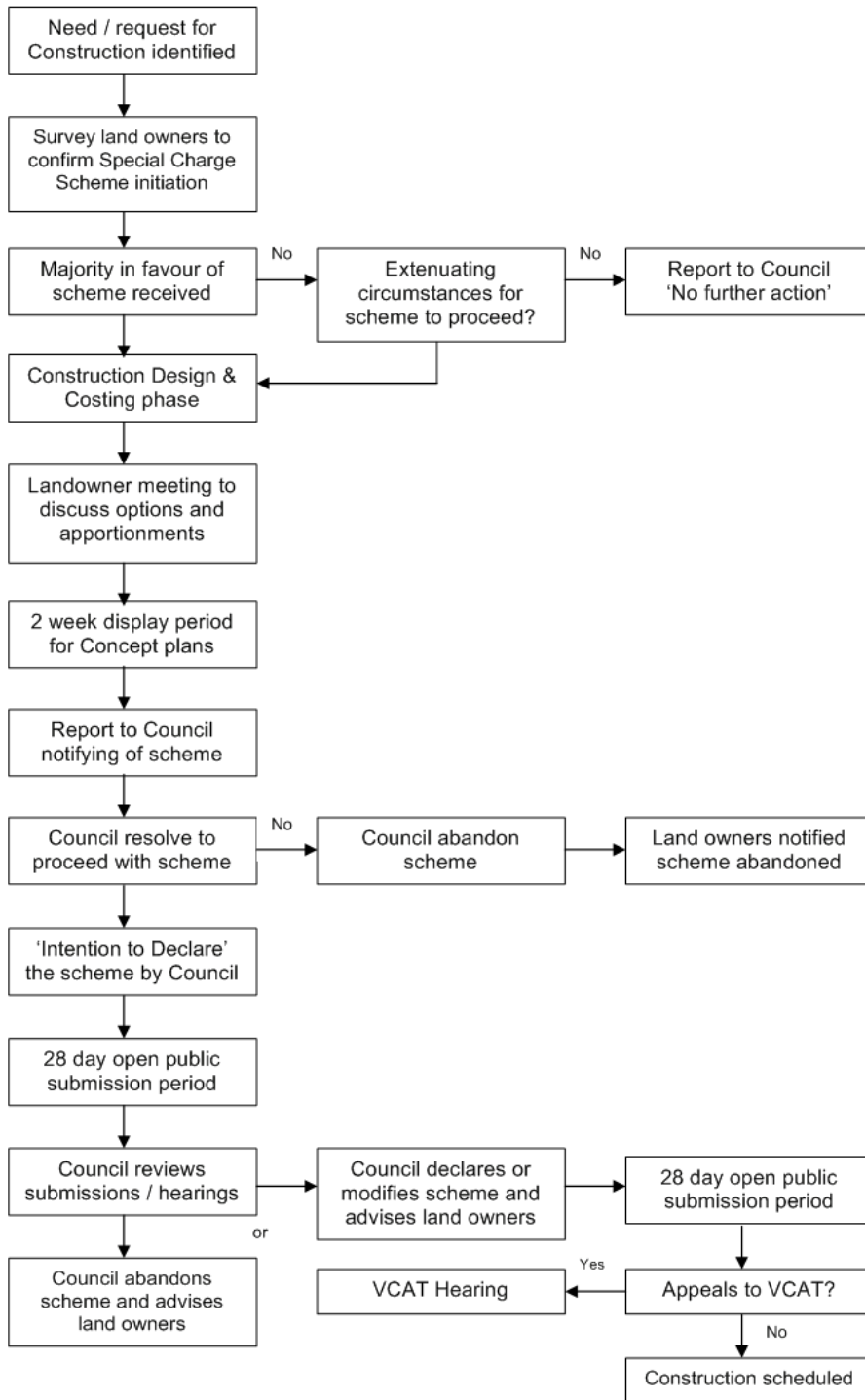
This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Charter acknowledgement - for internal auditing purposes only:	
YES / NO	Name: _____ Date:     /     / 2013

Signed: \_\_\_\_\_  
*Chief Executive Officer*

Date: 7/11/2013

**Appendix 1 – Special Charge Scheme Process Flow**





## Appendix 2 – Evaluation Criteria for Sealing of Rural Unsealed Roads

*(to be read in conjunction with Policy 13 POL-2 Special Charge Scheme Policy)*

<b>CRITERIA</b>	<b>SCORING POINTS</b>	<b>WEIGHTING</b>
Traffic Volumes	Score 1 point for every 25 vehicles, rounded to the nearest. Add one additional point for every 1% of commercial vehicles.	<b>7</b>
Strategic Significance	Eg. Tourist facility/focus, land development (abutting or servicing), complete a sealed road link, food producing farms, etc. Score 0 Nil 3 Low 6 Medium 10 High	<b>10</b>
Maintenance Considerations	Take into account relative maintenance cost for that particular road or segment of road. Low 1 Medium 2 High 5	<b>8</b>
Safety Considerations	Actual/potential accidents, vertical/horizontal alignment issues, sight distance problems, school bus route. (add 1 point if school bus route) Score 0 Nil 2 Low 4 Medium 5 High	<b>10</b>
Owner contribution / other external funding (other than Roads to Recovery Grants)	10 points – greater than 66% of owners agreeing to pay contribution amount set down in the Policy via a Special Charge Scheme. 5 points – 33% to 66% of owners agreeing to pay contribution amount set down in the Policy via a 173 Agreement. 2 points – 1% to 33% of owners agreeing to pay contribution amount set down in the Policy via a 173 Agreement. Add additional 5 points if funding from other sources is identified eg developer contribution.	<b>10</b>
Number of Houses	Number of houses along a particular section of road within 100 metres of the road. One point per house, add additional point if tank water is used.	<b>6</b>

<b>CRITERIA</b>	<b>SCORING POINTS</b>	<b>WEIGHTING</b>
<i>DISTANCE OF HOUSE FROM ROAD</i>	< 15 metres 4 points 15 – 50 metres 3 points 51 - 100 metres 2 points > 100 metres 1 point Add one point for each additional house located within 100 m from the road.	
Domestic Water Supply	3 Points- water tanks in use Reticulated water supply – Nil.	
<i>OWNER / OCCUPIER CONCERNS</i>	1-6 points - Issues to be considered are: Health issues, eg. Asthma etc. Effect of dust on business. Type of material used on road, eg. High dust.	

**Riggalls Road, Glengarry North - 25/08/16 – Properties**  
**Properties abutting Riggalls Road (Frontage or Side Boundary)**

Property Address	Legal Description	Contribution
Glengarry North Road GLENGARRY NORTH VIC 3854	L 1 TP 246840  (Two Frontages)	\$1776.32
60 Riggalls Road GLENGARRY NORTH VIC 3854	Pt 128A	\$1776.32
95 Glengarry North Road GLENGARRY NORTH VIC 3854	CA 129A, CA 129A1, CA 129B	\$1776.32
105 Riggalls Road GLENGARRY NORTH VIC 3854	Pt 129, L 1 PS 436141, L 2 PS 436141 (Two Frontages)	\$1776.32
165 Riggalls Road GLENGARRY NORTH VIC 3854	L 1 LP 113657, CA 129E	\$1776.32
200 Rifle Range Road GLENGARRY NORTH VIC 3854	L 2 LP 113657  (Rear of Property Access)	\$1776.32
235 Riggalls Road GLENGARRY NORTH VIC 3854	L 1 TP 323237	\$1776.32
260 Riggalls Road GLENGARRY NORTH VIC 3854	L 2 LP 135808	\$1776.32
240 Riggalls Road GLENGARRY NORTH VIC 3854	L 2 LP 213498, L 1 LP 213498 (Two Frontages)	\$1776.32
15 Sunderland Road GLENGARRY NORTH VIC 3854	A Pt 4	\$1776.32
10 Sunderland Road GLENGARRY NORTH VIC 3854	L 1 LP 133464	\$1776.32

For 2<sup>nd</sup> Council Report and Public Notice.



**Bickertons Road, Glengarry North - 25/08/16 – Properties****Properties abutting Bickertons Road (Frontage or Side Boundary)**

Property Address	Legal Description	Contribution
15 Bickertons Road GLENGARRY NORTH VIC 3854	L 2 LP 138033	\$1776.32
25 Bickertons Road GLENGARRY NORTH VIC 3854	L 1 LP 319925	\$1776.32
35 Bickertons Road GLENGARRY NORTH VIC 3854	L 1 LP 142701	\$1776.32
40 Bickertons Road GLENGARRY NORTH VIC 3854	L 1 LP 323702	\$1776.32
55 Bickertons Road GLENGARRY NORTH VIC 3854	L 1 LP 205124, A CA 4	\$1776.32
63 Bickertons Road GLENGARRY NORTH VIC 3854	L 1 PS 526929	\$1776.32
67 Bickertons Road GLENGARRY NORTH VIC 3854	L 1 PS 623654 (Two Frontages)	\$1776.32
70 Bickertons Road GLENGARRY NORTH VIC 3854	A CA 4C	\$1776.32

**Bickertons Road, Glengarry North - 25/08/16 – Properties****Properties with rear abutment to Bickertons Road or Riggalls Road with frontage to another road and no formal access to Riggalls Road or Bickertons Road.****(These are not included in the Special Charge Scheme).**

Property Address	Legal Description	Contribution
235 Glengarry North Road GLENGARRY NORTH VIC 3854	L 2 PS 346946	\$0.00
330 Rifle Range Road GLENGARRY NORTH VIC 3854	L 2 PS 404522, CA 128B, CA 128E, CA 128F	\$0.00

Obtained from Geelong, Victoria Council Webpage

## Informal consultation

For all Special Charge Schemes the informal consultation process includes information provided to property owners over and above the minimum requirement of the Local Government Act 1989 (The Act).

Some schemes such as roads and drainage schemes are more complex in nature and usually more expensive. When this is the case, the informal consultation may commence with a community meeting. In some cases, depending on the number of affected property owners, this may evolve into the establishment of a Community Reference Panel. A Community Reference Panel is best described as a smaller group of property owners who represent the interests of all property owners within the scheme boundary.

Prior to any meetings or correspondence with the community, a scheme proposal is fully developed 'up front' in order to disclose all aspects of the Special Charge Scheme, including estimated charges. This ensures that the community is consulted in the most transparent means possible.

The following table shows the steps at the initiation stage of a Special Charge Scheme and the general timelines for processing:

Document	Description	Timeline
Initiation Letter	This letter describes the scope of work and explains how the scheme proposal was initiated. This letter may include invitation to attend a community meeting depending on the complexity of the scheme.	Approximately three (3) to five (5) weeks is required prior to the initiation letter for full scheme development and scheme administration.
Special Charge Scheme Brochure	This brochure provides more detailed information on Special Charge Schemes. It is designed to answer many of the general questions that the property owners may have.	
Plan	A simple plan shows the concept of the proposal and the affected properties. More detailed plans are provided at community meetings.	
Benefit Ratio Calculation	The scheme is developed to such an extent that a reasonable cost estimate of the project can be established. A benefit ratio is then developed that informs the affected property owners of the funds they are expected to contribute towards	

Obtained from Geelong, Victoria Council Webpage

	the project and the funds that Council may be contributing.	
Cost apportionment spreadsheet	This spreadsheet provides property owners a first hand review of the anticipated charges for all affected properties within the scheme.	
Survey Form	The survey is simplistic in nature and is designed to gauge the level of support or opposition to a scheme proposal and also provides an opportunity for property owners to make comment to the proposal. This is sent out with the initiation letter for footpath schemes but after the community meeting for the more complex schemes.	A minimum two (2) weeks is offered for the property owners to respond to the survey.
Survey Results	If the survey results indicate a lack of support, this is summarised in the 'Intention to Declare' report for Council consideration and depending on the percentage of property owner contribution, some schemes must be abandoned at this stage.	The scheme will generally not be revisited within five (5) years unless further evidence of support is provided by the concerned residents.
Formal Consultation	The formal consultation process follows the period of informal consultation. The scheme will either proceed to 'Intention to Declare' or be abandoned via Council consideration or via legislative requirements.	

## Formal Consultation

The formal consultation process is carried out in accordance with the Act and commences when Council makes it 'Intention to Declare' a Special Rate or Charge Scheme. All of the mandated information is provided to the property owners at this time in a 'precise' manner that cannot be varied and is non negotiable from a legislative perspective. The following table summarises the steps in this process and additional timelines:

Stage	Description	Timeline
Intention to Declare	Should Council resolve to make it Intention to Declare a Special Charge Scheme, all property owners have a right to make a submission under Section 223 of the Act. The	There is a mandatory 28 day submissions period that provides property owners with sufficient time to lodge their submissions.



Obtained from Geelong, Victoria Council Webpage

	scheme is advertised in the local news paper.	
Submissions Review Panel	A three (3) member Council Advisory Committee is established to hear all submissions from property owners.	Usually occurs within two (2) months after the submissions period has closed.
Declaration Report	A report to Council with a recommendation to make a declaration of charges ('Declaration Report'). Levy notices are mailed out to all affected property owners and include mandatory information.	This report is usually presented to Council within two (2) months of the Submissions Review Panel hearing.
Appeal	<b>Should Council resolve to declare the charges, all property owners have a right of appeal to VCAT. This information is included in the Levy Notice</b>	<b>There is a further mandatory 28 day VCAT referral period.</b>
VCAT	<b>Should VCAT receive an appeal application, a hearing date is set.</b>	<b>Hearing dates may be set by VCAT within one (1) to six (6) months.</b>
Construction	<b>Should VCAT confirm the scheme, Council is cleared to proceed to construction</b>	<b>Works may be programmed within a six (6) month period depending on programming, tendering and permit application requirements.</b>

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****15.3 DOCUMENT FOR SIGNING AND SEALING - CREATION OF EASEMENTS OVER PART OF 39 VALLEY DRIVE, TRARALGON, FOR GIPPSLAND WATER****General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

The report seeks Council to authorise the Chief Executive Officer to sign and seal the Creation of Easement document for the creation of three sewerage easements over part of 39 Valley Drive, Traralgon, in favour of Gippsland Water.

**EXECUTIVE SUMMARY**

In May 2014 the State Government announced the provision of funding for an expansion for the Latrobe Regional Hospital to deliver a much needed expanded Emergency Department, Short Stay Unit, new Inpatient Unit, Day Surgery and a Cath Lab to the Gippsland Region.

In order to construct the expanded facilities in the most efficient location and in close proximity to the existing hospital it was identified that the current Gippsland Water sewer main running along the north-west boundary of 10 Village Avenue, Traralgon, would need to be relocated along with the existing Sewer Pump Station in this area.

A section of the new sewer main has subsequently been relocated and constructed along the southern boundary of 39 Village Avenue, Traralgon, which is owned by Latrobe City Council and is currently leased to Gippsland Rotary Centenary House Inc. who, in turn, sub-leases part of the land to the Latrobe Regional Hospital.

To ensure that access to Gippsland Water's relocated assets is secured and the assets are protected in the new locations it has been agreed that easements will be established for the benefit of Gippsland Water, shown as E-3, E-4 and E-5 on the attached Plan for Creation of Easement (Attachment 1), for a nominal consideration.

Holding Redlich Lawyers, who have been engaged by the Department of Health and Human Services, have prepared the attached Creation of Easement document (Attachment 2) and it will need to be executed by Latrobe City Council, as the Grantor, and Gippsland Water, as the Grantee, prior to being registered at Land Victoria.

**RECOMMENDATION**

**That Council authorises the Chief Executive Officer to sign and seal the Creation of Easement document for the creation of three sewerage easements over part of 39 Valley Drive, Traralgon, in favour of Gippsland Water for a nominal consideration.**

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### **DECLARATION OF INTEREST**

The General Manager Corporate Services declared an indirect conflict of interest under section 78B of the *Local Government Act 1989*. In order to provide unbiased advice to Council, the General Manager Corporate Services has not been involved in the preparation of this report.

### **CONCLUSION**

As a result of the major redevelopment of the Latrobe Regional Hospital it has been agreed that the current sewer main will be relocated onto part of 39 Valley Drive, Traralgon, which is owned by Council and leased to Gippsland Rotary Centenary House Inc.

To protect these assets and ensure future access for maintenance it will be necessary for three sewerage easements to be created in favour of Gippsland Water.

It is recommended that Council authorises the Chief Executive Officer to sign and seal the Creation of Easement document to enable the creation of these sewerage easements in favour of Gippsland Water.

### **SUPPORTING DOCUMENTS**

Creation of Easement	Creation of Easement between Latrobe City Council (Grantor) and Central Gippsland Water Corporation (Grantee) for the creation of sewerage easements over part of 39 Village Drive, Traralgon, being the land contained in Certificate of Title Volume Folio .
----------------------	--

#### **Attachments**

1. Plan for Creation of Easement
2. Creation of Easement Document

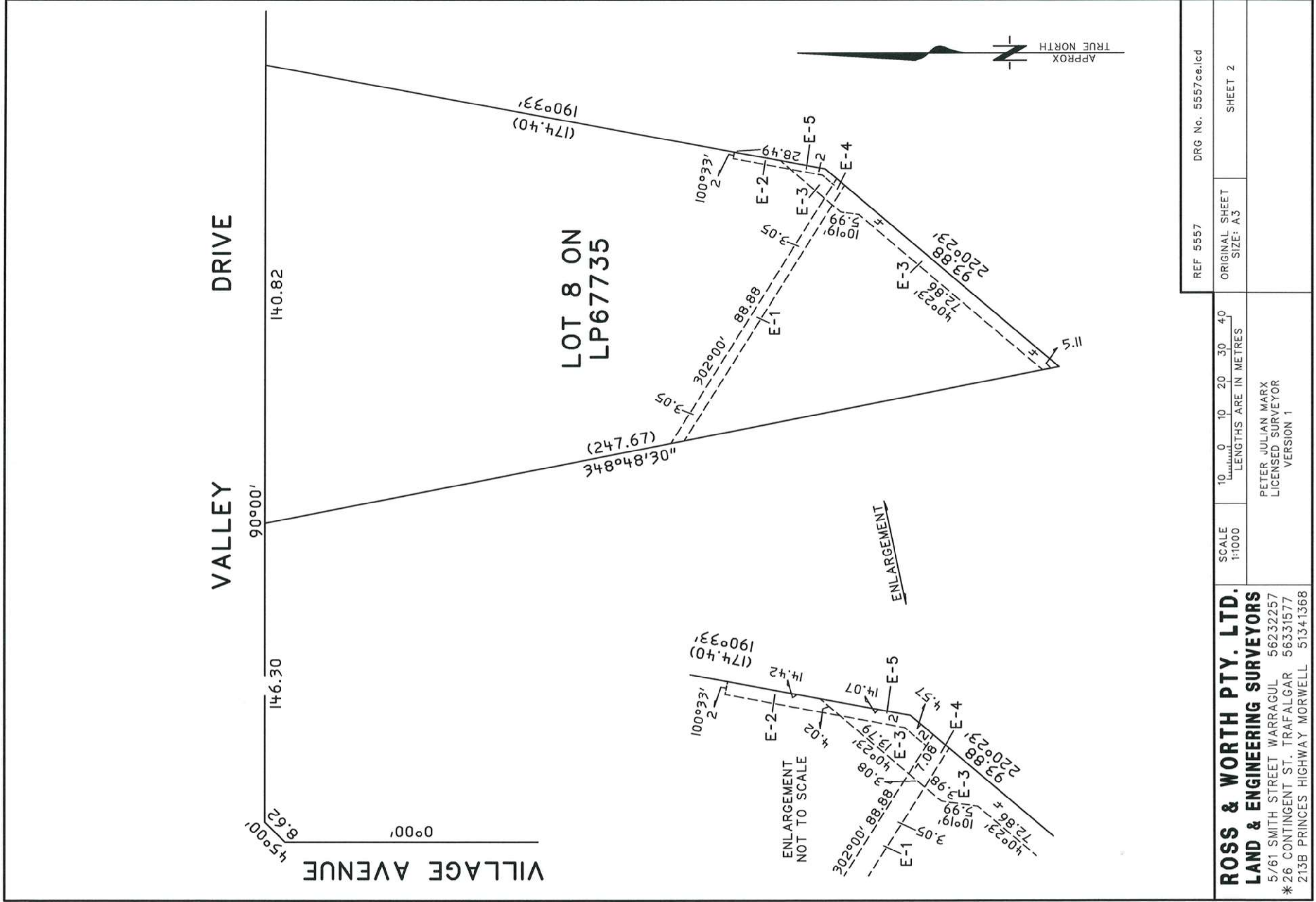


## **15.3**

### **Document For Signing and Sealing - Creation of Easements over part of 39 Valley Drive, Traralgon, for Gippsland Water**

- |          |  |            |
|----------|--|------------|
| <b>1</b> | <b>Plan for Creation of Easement.....</b>  | <b>197</b> |
| <b>2</b> | <b>Creation of Easement Document .....</b> | <b>199</b> |

<b>PLAN FOR CREATION OF EASEMENT</b>		EDITION 1
<b>COUNCIL NAME:</b> LATROBE CITY		
<p><b>LOCATION OF LAND</b>                  PARISH: TRARALGON                  TOWNSHIP: _____                  SECTION: _____                  CROWN ALLOTMENT: 60A (PART)                  CROWN PORTION: _____                  TITLE REFERENCE:                  THE SERVICENT TITLE VOL 8542 FOL 473</p> <p><b>LAST PLAN REFERENCE:</b> LP67735 (LOT 8)</p> <p><b>POSTAL ADDRESS:</b> 39 VALLEY DRIVE                  TRARALGON, 3844</p> <p><b>MGA CO-ORDINATES:</b> E: 453760      ZONE: 55                  (of approx centre of land      N: 5770080      GDA 94                  in plan)</p>		
<b>EASEMENT INFORMATION</b>		
<b>LEGEND:</b> A-Appurtenant Easement      E-Encumbering Easement      R-Encumbering Easement (Road)		<b>NOTATIONS</b>  Depth Limitation: Does not apply
Easement Reference	Purpose	
E-1 & E-4	DRAINAGE	<p><b>Purpose of the Plan:</b>                  TO CREATE EASEMENTS E-3, E-4 &amp; E-5  <b>Grounds for easement creation:</b>                  BY AGREEMENT</p> <p>Survey:- This plan is not based on survey.                   This survey has been connected to permanent mark no(s), _____                  In proclaimed Survey Area no. _____</p>
E-2 & E-5	DRAINAGE	
E-3, E-4 & E-5	SEWERAGE	
E-3, E-4 & E-5	SEE DIAG	
E-1 & E-4	Width (Metres)	Origin
E-2 & E-5	3.05	LP67735
E-3, E-4 & E-5	2	INST. AF224639G
E-3, E-4 & E-5	SEE DIAG	THIS PLAN
<b>Land Benefited/In Favour Of</b>		
LOTS ON LP67735 C/T VOLUME. 10105 Folio. 777 CENTRAL GIPPSLAND REGION WATER CORPORATION		
<b>FOR DIAGRAM SEE SHEET 2</b>		
<b>ROSS &amp; WORTH PTY. LTD.</b>		REF 5557      DRG No. 5557ce.lcd
<b>LAND &amp; ENGINEERING SURVEYORS</b>		ORIGINAL SHEET SIZE: A3      SHEET 1 OF 2 SHEETS
5/61 SMITH STREET WARRAGUL 56232257		VERSION 1
*26 CONTINGENT ST. TRAFALGAR 56331577		LICENSED SUVERYOR.....PETER JULIAN MARX
213B PRINCES HIGHWAY MORWELL 51341368		SIGNATURE <i>Peter J. Marx</i>
		DATE.... 25 SEPTEMBER 2015



REF 5557		DRG No. 5557ce.lcd	
SCALE 1:1000	10 0 10 20 30 40 LENGTHS ARE IN METRES	ORIGINAL SHEET SIZE: A3	SHEET 2
<b>ROSS &amp; WORTH PTY. LTD.</b> <b>LAND &amp; ENGINEERING SURVEYORS</b> 5/61 SMITH STREET WARRAGUL 56232257 *26 CONTINGENT ST. TRAFALGAR 56331577 213B PRINCES HIGHWAY MORWELL 51341368			
PETER JULIAN MARX LICENSED SURVEYOR VERSION 1			



## Creation of easement

Section 45(1) Transfer of Land Act 1958

### Form 13

Lodged at the Office of Titles by:

Name: Holding Redlich  
Phone: 03 9321 9999  
Address: Level 8, 555 Bourke Street, Melbourne 3000  
Ref: CLW 15070494  
Customer Code: 980J

**Privacy Collection Statement**

The information from this form is collected by the Registrar of Titles under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes.

The grantor being registered as the proprietor of the estate specified in the servient land transfers and grants to the grantee the registered proprietor of the dominant land for the consideration expressed the easement specified subject to the encumbrances affecting the servient land including any created by dealings lodged for registration before the lodging of this creation of easement.

**Servient land:** *(full land description including volume and folio reference)*

That part of the land in certificate of title volume 8542 folio 473 known as 39 Village Drive, Traralgon, Victoria as is marked "E-3", "E-4" and "E-5" on the attached Plan for Creation of Easement

**Dominant land:** *(full land description including volume and folio reference)*

In gross pursuant to the *Water Act 1989* (Vic)

**Grantor:** *(full name)*

Latrobe City Council of 141 Commercial Road, Morwell, Victoria 3840, being the registered proprietor of the Servient Land

**Grantee:** *(full name)*

Central Gippsland Region Water Corporation (ABN 75 830 750 413) of 55 Hazelwood Road, Traralgon, Victoria 3844

**Estate:** *(in fee simple or specify otherwise)*

In fee simple

**Consideration:**

\$1.00

**Easement:** *(nature of rights)*

Sewerage purposes

The Grantor grants to the Grantee full and free right and liberty to and for the Grantee and its servants, agents, contractors and workers at all times:

- (a) to have full and free access to enter upon and pass over the Servient Land (with or without plant);
- (b) to take onto and remove plant from the Servient Land or any land owned by the Grantor which adjoins the Servient Land;
- (c) to clear and excavate the Servient Land;

- (d) to construct pipeline works on or under the Servient Land;
- (e) to use and operate pipeline works on the Servient Land;
- (f) to inspect maintain or change pipeline works on the Servient Land (including a change in their size or number); and
- (g) to remove any matter from or deposit any matter on the Servient Land or any land owned by the Grantor which adjoins the Servient Land.

The words contained in sub-paragraphs (a) to (g) shall have the same meaning as ascribed to them in Regulation 5 of the *Water (Subdivisional Easements and Reserves) Regulations 2011* (Vic).

Date:

Executed on following page

Draft





**15.4 COMMUNITY GRANT - REQUEST FOR CHANGE OF PROJECT  
FROM GIPPSLAND SOCCER LEAGUE INCORPORATED AND  
GIPPSLAND SOCCER LEAGUE REFEREES****General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

The purpose of this report is to table correspondence received from the Gippsland Soccer League Incorporated and the Gippsland Soccer Referees, seeking Council's approval for the groups to use funds allocated through the 2014/15 Community Grants Program for a purpose other than that which the funds were originally granted.

**EXECUTIVE SUMMARY**

In 2014/15 Council approved the following projects of which the Gippsland Soccer League Incorporated and the Gippsland Soccer League Referees were in partnership with:

- Gippsland Soccer League Incorporated, project number MCW141500074 – for '*ground renovations of back pitches at Latrobe City Sports Stadium*'.
- [Gippsland Soccer League Referees](#), project number MCW141500078 – for '*ground renovations of back pitches at Latrobe City Sports Stadium*'.

The amount of \$5,000 was awarded to each of the above groups for the partnered project.

On 27 July 2016 the Gippsland Soccer League Incorporated and the Gippsland Soccer League Referees wrote to Latrobe City Council, advising that the original project proposed under the 2014/15 Community Grants Program is no longer a priority.

The Gippsland Soccer League Incorporated and the Gippsland Soccer League Referees had previously been informed by Falcons 2000, that ground maintenance of the back pitches was a requirement as part of the lease agreement. However, the groups now consider that the grant funding of \$10,000 combined, would be of more benefit to the soccer community if it was used towards lighting improvements of the back pitches instead. The lux levels of the back pitches are so low that teams are unable to use them for training, later in the afternoon or evening.

The Gippsland Soccer League Incorporated believe that by providing better lighting on the back pitches it would alleviate traffic on the main pitch as groups would then be able to train on these back pitches, rather than training on the main pitch. The back pitches could be better utilised throughout the year by other sporting clubs, if there is appropriate lighting.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

By reducing the use of the main pitch during the week, it would also ensure that the pitch remained as an 'A' grade surface to accommodate special events throughout the year.

The Gippsland Soccer League Incorporated and the Gippsland Soccer League Referees now request to use the 2014/15 grants funds of \$5,000 for each project, for the following purpose:

- *Lighting maintenance to the back pitches at the Latrobe City Sports Stadium'.*

Please refer to Attachment 1 – correspondence received from the Gippsland Soccer League Incorporated and the Gippsland Soccer League Referees.

### RECOMMENDATION

**That Council approves the request by the Gippsland Soccer League Incorporated and the Gippsland Soccer League Referees, to change the partnered 2014/15 Community Grant Project Nos. MCW141500074 and MCW141500078 of which \$5,000 was awarded to each group, for the new project of: '*lighting maintenance to the back pitches at the Latrobe City Sports Stadium'.***

### DECLARATION OF INTEREST

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

### OFFICER COMMENTS

Community grants are allocated to programs, activities/events, or facilities that will assist in the ongoing development or maintenance of the recreational, social and cultural needs of the citizens of Latrobe City, thus contributing to the overall development of the municipality.

The new proposed project requested by the Gippsland Soccer League Incorporated and the Gippsland Soccer League Referees, fits with the criteria of the Community Grants Program. The groups have titled their request as a "lighting maintenance" project. It is however a project to upgrade the existing lighting to provide a higher standard of lighting than currently exists.

#### Attachments

1. Request from Gippsland Soccer League and Gippsland Soccer Referees - Request to change project

## **15.4**

### **Community Grant - Request for change of Project from Gippsland Soccer League Incorporated and Gippsland Soccer League Referees**

- 1 Request from Gippsland Soccer League and Gippsland  
Soccer Referees - Request to change project..... 205**



**GIPPSLAND SOCCER LEAGUE INC.**

Incorporation Number A0004820F

Administration Office

50 Buckley Street / PO Box 6

Morwell Victoria 3840

Phone: 0351 348 888

5<sup>th</sup> July 2016**Reference: Request to change Minor Works Grant – Ground Maintenance to Lighting Maintenance****Gippsland Soccer League Application MCW141500074**

---

To who it may concern,

In 2015 the GSL was approved for a Minor Works Grant, to the value of \$5000, for ground maintenance of the back pitches at Latrobe City Sports Stadium (LCSS).

During discussions with Falcons 2000 last year, the GSL board were advised by Falcons 2000 President Tony Salvatore, that ground maintenance of the back pitches was something they were required to attend to, as part of their lease agreement.

After consideration, the GSL board now believes the funds would be better spent, and more beneficial to the soccer community, on lighting maintenance on these pitches. They believe that if the back pitches had the lighting upgraded, it would greatly alleviate the traffic on the main pitch.

The way the lighting is now, only a small portion of the area can be utilized. This has an impact on Gippsland Football Club (formerly ETP), the Gippsland Referees branch, and Falcons 2000. During wetter periods of the season, all groups are asked to consider the impact their training has on the main pitch. If the lighting were upgraded, all training could continue as scheduled on the back pitches.

By better maintaining the midweek use of the main pitch, it would ensure that it would remain an A surface throughout the winter. It would also allow the pitch to be used to bring other events to the stadium – eg. SAP Gala Days, WPL matches, A League matches etc. It would also ensure that when GFC enters into the NPL, they have a base that could accommodate all their training and playing requirements, whilst still being a base for Falcons 2000 and their 150+ members.

Please consider this application to request that our ground maintenance grant be redirected to lighting maintenance. Should you have any questions or queries, please do not hesitate to contact me.

--

Kind Regards,  
Angela Lambie, on behalf of the GSL Board.

**GIPPSLAND SOCCER LEAGUE INC.**

Incorporation Number A0004820F

Administration Office

50 Buckley Street / PO Box 6

Morwell Victoria 3840

Phone: 0351 348 888

5<sup>th</sup> July 2016**Reference: Request to change Minor Works Grant – Ground Maintenance to Lighting Maintenance****Gippsland Soccer League Referees Application MCW141500078**

---

To who it may concern,

In 2015 the GSL Referees Branch was approved for a Minor Works Grant, to the value of \$5000, for ground maintenance of the back pitches at Latrobe City Sports Stadium (LCSS).

During discussions with Falcons 2000 last year, the GSL board were advised by Falcons 2000 President Tony Salvatore, that ground maintenance of the back pitches was something they were required to attend to, as part of their lease agreement.

After consideration, the GSL board now believes the funds would be better spent, and more beneficial to the soccer community, on lighting maintenance on these pitches. They believe that if the back pitches had the lighting upgraded, it would greatly alleviate the traffic on the main pitch.

The way the lighting is now, only a small portion of the area can be utilized. This has an impact on Gippsland Football Club (formerly ETP), the Gippsland Referees branch, and Falcons 2000. During wetter periods of the season, all groups are asked to consider the impact their training has on the main pitch. If the lighting were upgraded, all training could continue as scheduled on the back pitches.

By better maintaining the midweek use of the main pitch, it would ensure that it would remain an A surface throughout the winter. It would also allow the pitch to be used to bring other events to the stadium – eg. SAP Gala Days, WPL matches, A League matches etc. It would also ensure that when GFC enters into the NPL, they have a base that could accommodate all their training and playing requirements, whilst still being a base for Falcons 2000 and their 150+ members, and the Gippsland Referees Branch.

Please consider this application to request that our ground maintenance grant be redirected to lighting maintenance. Should you have any questions or queries, please do not hesitate to contact me.

--

Kind Regards,  
Angela Lambie, on behalf of the GSL Board.

# COMMUNITY SERVICES



16. COMMUNITY SERVICES

**16.1 LATROBE CITY MUNICIPAL PUBLIC HEALTH AND WELLBEING  
PLAN YEAR TWO AND YEAR THREE REVIEW REPORT**

General Manager

Community Services

For Decision

**PURPOSE**

The purpose of this report is to present to Councillors the Municipal Public Health and Wellbeing Plan 2013 – 2017 Year Two Report (2014 – 2015) and Year Three Report (2015 – 2016) for endorsement.

**EXECUTIVE SUMMARY**

This report presents action updates for Years Two and Three of the Municipal Public Health and Wellbeing Plan (MPHWP).

Section 26 (4) of the *Public Health and Wellbeing Act 2008* states that ‘a council must review its Municipal Public Health and Wellbeing Plan annually, and if appropriate, amend the MPHWP’.

The review undertaken by the Healthy Together Team for the Year Two report and by the Community Strengthening Team for the Year Three report fulfil Council’s obligations under the Act.

The Year Two review was undertaken from July to September 2015 and the Year Three review was undertaken from May to September 2016.

Information used to inform the review process was sourced from Latrobe City officers and the MPHWP Partners.

The Year Two action plan includes a total of 120 actions and the Year Three action plan includes 82 actions. Of the 120 actions included in the Year Two action plan, 16% (n=20) have been completed, 67% (n=80) are ongoing and 17% (n=20) are no longer relevant. Of the 82 actions included in the Year Three action plan, 50% (n=41) have been completed, 44% (n=36) are in progress, 1% (n=1) are ongoing, 5% (n=4) have not had any progress.

Where data has been able to be obtained in the reporting period, it has been included in the report against the measurements.

Key highlights from the two years of reporting have been explored within the report and the ongoing implementation and review the Plan have been outlined.

**RECOMMENDATION**

**That Council endorses the Latrobe City Municipal Public Health and Wellbeing Plan Year Two (2014 – 2015) and Year Three (2015 - 2016) Reports.**

### **DECLARATION OF INTEREST**

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

### **STRATEGIC FRAMEWORK**

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

#### Latrobe 2026: The Community Vision for Latrobe Valley

*Strategic Objectives -*

##### *Built Environment*

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

##### *Our Community*

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

##### *Culture*

*In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.*

##### *Recreation*

*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.*

##### *Advocacy and Partnerships*

*In 2026, Latrobe Valley is supported by diversity of Government, agency, industry and community leaders, committed to working together to advocate for and deliver sustainable local outcomes.*

#### Latrobe City Council Plan 2013 - 2017

##### Theme and Objectives

##### *Theme 1: Job creation and economic sustainability*

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

##### *Theme 2: affordable and sustainable facilities, services and recreation*

- *To promote and support a healthy, active and connected community*
- *To provide facilities and services that are accessible and meet the needs of our diverse community*
- *To enhance the visual attractiveness and liveability of Latrobe City*

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*Theme 3: Efficient, effective and accountable governance*

- *To achieve the highest standards of financial probity and meet all statutory obligations*

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

- *To advocate for and support cooperative relationships between business, industry and the community*
- *To provide facilities and services that are accessible and meet the needs of our diverse community*
- *To enhance the visual attractiveness and liveability of Latrobe City*

*Theme 5: Planning for the future*

- *To provide a well-planned, connected and liveable community*

### **BACKGROUND**

Council's role in Municipal Public Health and Wellbeing planning is to bring together stakeholders around key public health and wellbeing focus areas, to lead and facilitate partnerships to develop local health planning priorities, and to implement initiatives that promote positive health and wellbeing.

The MPHWP was launched at Moe P.L.A.C.E on 13 May 2014 by the then Parliamentary Secretary for Health, Ms Georgie Crozier.

The implementation of the MPHWP is monitored by a Reference Group (a subcommittee of the Latrobe City Social Planning for Wellbeing Committee which last met in July 2014). Members of the Reference Group and partners of the MPHWP include Latrobe City Council, Central West Gippsland Primary Care Partnership, Department of Education and Training, Department of Health and Human Services, GippSport, Gippsland Multicultural Services, Gippsland Primary Health Network, Gippsland Women's Health, Latrobe Community Health Service, Latrobe Regional Hospital, Ramahyuck District Aboriginal Corporation, Centre for Multicultural Youth, Berry Street, Quantum Support Services, VicRoads, Victoria Police and a representative from the Latrobe Youth Network.

The MPHWP identifies six Strategic Directions for Public Health in Latrobe City which are: *Being Active, Eating Well, Protecting our Health, Staying Connected, Feeling Safe and Skills for Healthy Communities.*

Some key highlights and achievements of the Municipal Public Health and Wellbeing Plan Year Two Action Plan include:

#### **Being Active**

- 18 Schools registered to participate in the Walk to School in October 2014.
- Park Run was successfully delivered in Traralgon.



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

- 24 Park Walks were successfully completed at Tarra Bulga National Park and Morwell National park with 226 walkers taking part.

### **Eating Well**

- The Victorian Government Healthy Choices Guidelines were introduced at four Latrobe Leisure Centres (Traralgon, Morwell, Moe-Newborough and Churchill).
- The FOODcents program was delivered to 15 groups across Latrobe between February and May 2015.
- Access to fresh drinking water was increased in high traffic areas in Latrobe City through the installation of drinking fountains in Agnes Brereton Reserve Traralgon, Morwell Skate Park, Morwell Town Common, Immigration Park Morwell and Newman Park Traralgon.

### **Protecting Our Health**

- Latrobe City Council supported the new legislation introduced by the Victorian Government in April 2015 banning smoking at the entrances to childcare centres, kindergartens, schools and indoor play centres through the coordinating the distribution of 'No Smoking' signage to these settings.
- GippSport has worked closely with 49 local sporting clubs to facilitate and support changes to the drinking culture in community sport through implementation of the Good Sports Program.

### **Staying Connected**

- Gippsland Mental Health Service delivered 25 workshops with over 350 participants from the health, education and community sectors.
- Over 2000 young people participated in seven FReeZA events.

### **Feeling Safe**

- Latrobe City maintained its designation as an International Safe Community through the Australian Safe Communities Foundation.
- Traralgon South, Callignee, Yinnar, Boolarra, Tyers, Hazelwood North and Yallourn North have all formed Local Emergency Action Plan (LEAP) groups.

### **Skills for Healthy Communities**

- 25 early childhood services, 22 primary schools, four secondary schools and 31 medium to large workplaces were registered to participate with potential reach of 16,170 members of the community.
- GippSport continued to support and assist community sporting clubs to implement the Healthy Sporting Environments program throughout the 2014 – 2015 financial year with eight clubs successfully completing the inclusion module of the program.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

Some key highlights and achievements of the Municipal Public Health and Wellbeing Plan Year Three Action Plan include:

### **Being Active**

- The Park Tracks App which aims to raise awareness of volunteering opportunities at Latrobe City's reserves, parks and rail trails and promotes ways that people can be more active in Latrobe City was developed and launched.
- The park run program was successfully launched in Churchill.
- 12 Park Walks were successfully completed at Tarra Bulga National Park, Morwell National Park and Tyers Park with 95 participants taking part.
- 10 Heart Foundation walking groups completed 13 walks per week, with a total of 191 walkers registered.

### **Eating Well**

- The FOODcents program was delivered to one Early Learning Centre and four Primary Schools with a total of 27 participants.
- Eight catering assessments have been completed in Latrobe City with identified retailers/food service providers.
- Three Community Kitchens continue to operate in Latrobe City.

### **Protecting our Health**

- A new Smoking in the Workplace Policy for Latrobe City was developed; Latrobe City Council became a smoke free workplace as at 1 July 2016.
- The Latrobe City Liquor Accord was convened on three occasions and Latrobe City staff participated in other local Liquor Accord meetings.
- Latrobe Community Health Service conducted an Aboriginal Gambling and Financial Management project.

### **Staying Connected**

- The sixth Latrobe City Children's Expo was successfully delivered.
- GippSport implemented the Deadly Sport Gippsland Program which is a Sport and Health Social Marketing Strategy for the Aboriginal community.

### **Feeling Safe**

- Trauma and Family Violence Workshops were delivered to Latrobe Regional Hospital staff.
- Development of a four year Preventing Family Violence Plan was commenced by Latrobe City.

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

- Family Violence and workplace training was delivered to 91 Latrobe City staff.
- Three Community Safety Forums were delivered by Latrobe City on two topics; Dealing with Aggressive Drug Affected People and Mentors in Violence Prevention.

### **Skills for Healthy Communities**

- The Latrobe Workplace Health & Wellbeing Network was established.
- The Skate Park Users Leadership Development Program was delivered by Latrobe City in partnership with YMCA Victoria.

A range of factors are attributable to some proposed actions included in the Year Two and Year Three Action Plans not being progressed in some manner. Reasons include changes or loss of personnel, changes in funding and therefore on priorities, and other priority actions emerging.

As with the development of any plan, there are always a number of challenges that may emerge which may impact on the delivery of actions or commitments. It appears that some actions were listed that had not been scoped in detail and on further investigation were different or more complex than originally anticipated. This resulted in actions not being delivered due to available time and resources.

In the development of the Year Four Action Plan processes have been put in place to better monitor progress across the year, along with capturing any other impacts, challenges or changes.

### **KEY POINTS/ISSUES**

Section 26 (4) of the *Public Health and Wellbeing Act 2008* states that 'a council must review its Municipal Public Health and Wellbeing Plan annually, and if appropriate, amend the Plan.'

The expected timeframe for each annual review to be completed is at the end of the financial year. However, the Year Two Report was presented to a Confidential Councillor Briefing on 30 November 2015 but was not presented to an ordinary Council meeting for endorsement.

The Social Planning for Wellbeing Committee has not met since 14 July 2014. The new Terms of Reference for a Municipal Public Health and Wellbeing Plan Reference Group were endorsed at this meeting.

The Year Four Action Plan ends in June 2017 and the annual review is expected to be completed by August 2017.

The Healthy Together Latrobe Program ceased operations on 30 June 2016 when government funding ended. Responsibility for the implementation of the current MPHWP and the development of the next MPHWP now resides with the Community Strengthening Team.

Data against annual measurements has been included where it is available. As data collection and analysis periods do not always align with



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

those set in the original plan it is anticipated that any changes will be available to inform the next iteration of the MPHWP, along with more detailed analysis.

The community engagement process for the development of the Latrobe City Municipal Public Health and Wellbeing Plan 2017 – 2021 will commence in January 2017.

### **RISK IMPLICATIONS**

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

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications in the endorsement of the MPHWP Year Two and Year Three Reports as the actions relate to 2014 -2015 and 2015 – 2016 financial years.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

All partner organisations with actions in the Year Two and Year Three Plans have been involved in the review of the respective action plans and the development of the annual reports. Their feedback is reflected in the reports attached.

#### *Details of Community Consultation / Results of Engagement:*

Reports/action updates were received from all partners with actions in the Year Two and Year Three Action Plans and have been included in the Latrobe City Municipal Public Health and Wellbeing Plan Year Two (2014 – 2015) and Year Three (2015 - 2016) Reports.

### **OPTIONS**

Council has the following options available:

1. Endorse the Latrobe City Municipal Public Health and Wellbeing Plan Year Two (2014 – 2015) and Year Three (2015 - 2016) Reports.
2. Amend and endorse the Latrobe City Municipal Public Health and Wellbeing Plan Year Two (2014 – 2015) and Year Three (2015 - 2016) Reports.
3. Not endorse the Latrobe City Municipal Public Health and Wellbeing Plan Year Two (2014 – 2015) and Year Three (2015 - 2016) Reports.

### **CONCLUSION**

The Latrobe City Municipal Public Health and Wellbeing Plan Year Two (2014 – 2015) and Year Three (2015 - 2016) reports provide an overview of actions implemented within the MPHWP. Of the 120 actions included in the Year Two action plan, 16% (n=20) have been completed, 67% (n=80) are ongoing and 17% (n=20) are no longer relevant. Of the 82 actions included in the Year Three action plan, 50% (n=41) have been completed,

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44% (n=36) are in progress, 1% (n=1) are ongoing, 5% (n=4) have not had any progress.

**SUPPORTING DOCUMENTS**

Latrobe City Municipal Public Health and Wellbeing Plan 2013 – 2017.

**Attachments**

1. Latrobe City Municipal Public Health and Wellbeing Plan Year Two (2014 – 2015) Review Report.
2. Latrobe City Municipal Public Health and Wellbeing Plan Year Three (2015-2016) Review Report.

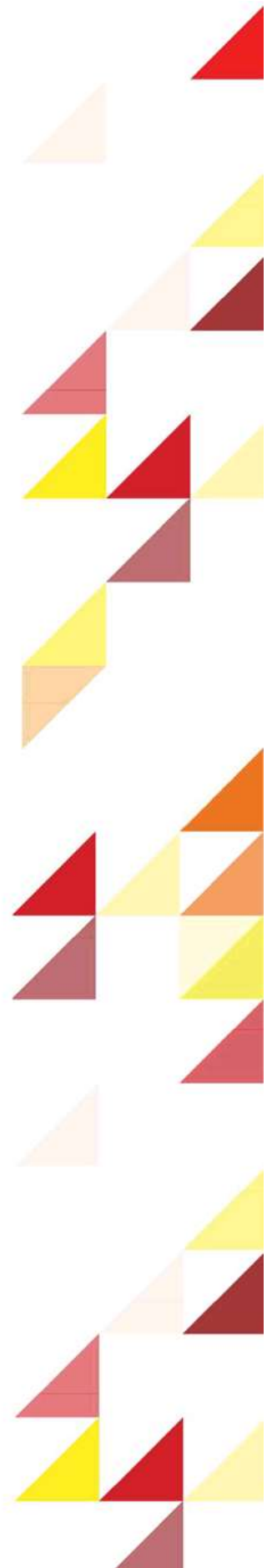
## **16.1**

### **Latrobe City Municipal Public Health and Wellbeing Plan Year Two and Year Three Review Report**

- 1 Latrobe City Municipal Public Health and Wellbeing Plan  
Year Two (2014 – 2015) Review Report. .... 217**
- 2 Latrobe City Municipal Public Health and Wellbeing Plan  
Year Three (2015-2016) Review Report..... 251**

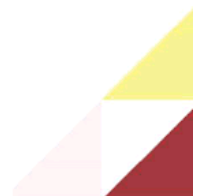


**Latrobe City Council**  
**Municipal Public Health**  
**and Wellbeing Plan**  
*2013–2017*  
**Year Two Review**



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# 1. Background

This report presents findings from the annual review of the Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017 (MPHWP) <sup>1</sup> activities during the 2014 – 2015 financial year. The review undertaken by the Healthy Communities Team fulfils Council’s obligations under *Section 26 (4) of the Public Health and Wellbeing Act 2008* <sup>2</sup> which states that:

‘A Council must review its Municipal Public Health and Wellbeing Plan annually and if appropriate amend the plan.’

Council’s role in Municipal Public Health and Wellbeing Planning is to bring together stakeholders around key public health and wellbeing focus areas, to lead and facilitate partnerships to develop local health planning priorities, and to support initiatives that promote positive health and wellbeing. A full list of current partners of the MPHWP can be found in Appendix 1.

The MPHWP is aligned to the Council Plan 2013-2017<sup>3</sup>, the Municipal Strategic Statement (MSS) and Latrobe 2026 <sup>4</sup>.

## 1.1 Legislative and Policy Role of Council

The overriding function of Council under *Section 24 of the Health and Wellbeing Act 2008* <sup>2</sup> is to seek to ‘protect, improve and promote public health and wellbeing within the municipal district’ by:

- creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health;
- initiating, supporting and managing public health planning processes at the local government level;
- developing and implementing public health policies and programs within the municipal district;
- developing and enforcing up-to-date public health standards and intervening if the health of people within the municipal district is affected;
- facilitating and supporting local agencies whose work has an impact on public health and wellbeing to improve public health and wellbeing in the local community;
- co-ordinating and providing immunisation services to children living or being educated within the municipal district;
- ensuring that the municipal district is maintained in a clean and sanitary condition.

## 1.2 Review Purpose

The purpose of the Annual Review is to:

- Review the progress of the implementation of the MPHWP Year Two Action Plan
- Identify and consider changes in the local environment that are relevant to the MPHWP
- Determine the effectiveness of the actions in the Annual MPHWP Action Plan in achieving outcomes against the MPHWP objectives
- To inform the development of the MPHWP Action Plan for the following year
- Ensure the legislative requirements of the Victorian Public Health and Wellbeing Act 2008 are met. (All Councils are required to review their MPHWP annually)

## 1.3 Governance

The development, implementation and review of the MPHWP is overseen by a Reference Group (a working group of the Social Planning for Wellbeing Committee). The group is comprised of a number of partner organisations who are responsible for implementation of actions within the plan. For a full list of members see Appendix 1.

## 1.4 Review Process

The MPHWP Year Two Action Plan contains strategies and actions which aim to meet the objectives of the Latrobe City MPHWP 2013-17. Six Strategic Directions guide the work contained within the MPHWP Year Two Action Plan:

- Being Active
- Eating Well
- Protecting Our Health
- Feeling Safe
- Staying Connected
- Skills for Healthy Communities

A process was undertaken to review the Year Two Action Plan of the MPHWP between July and September 2015. Council Officers conducted a self-reporting process and worked with partner organisations to review each action.

A template (see Appendix 2) was utilised to capture information and data against each action, which was analysed by the Healthy Communities Team.

The progress of actions were recorded as either 'complete', 'ongoing' or 'no longer relevant' and any key highlights or outcomes were captured. A complete version of the plan with actions categorised against their progress status can be found in Attachment 1.



## 2. Progress of Annual Actions

Figure 1 below shows the progress of actions within the MPHWP Year 2 Action Plan. Of the 120 actions 16% (n=20) are complete, 67% (n=80) are ongoing and 17% (n= 20) are no longer relevant. Figure 2 shows the progress of the actions under each Strategic Direction.

Figure 1 – Progress of 2014-15 actions

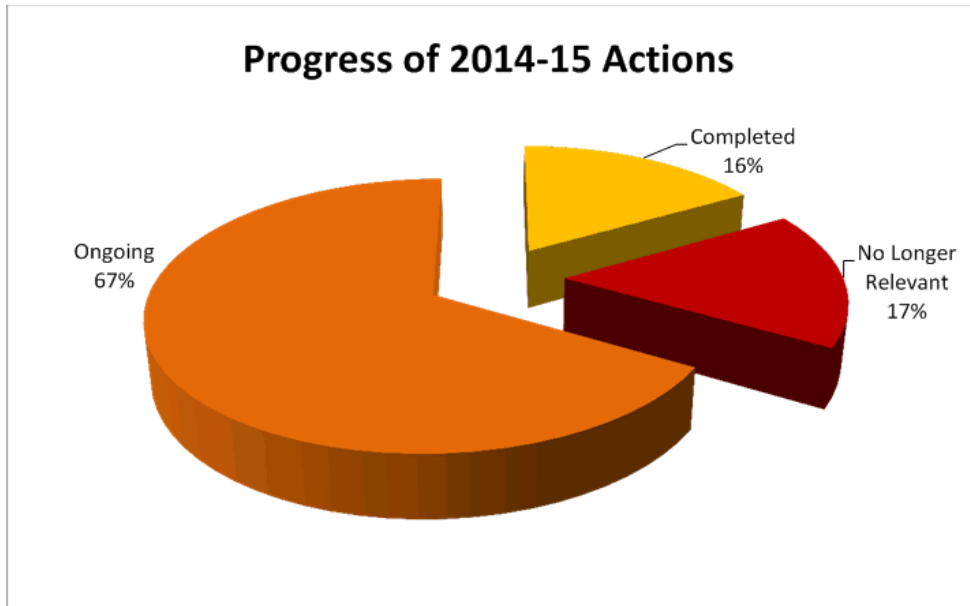


Figure 2 – Progress of 2014- 15 actions by Strategic Direction

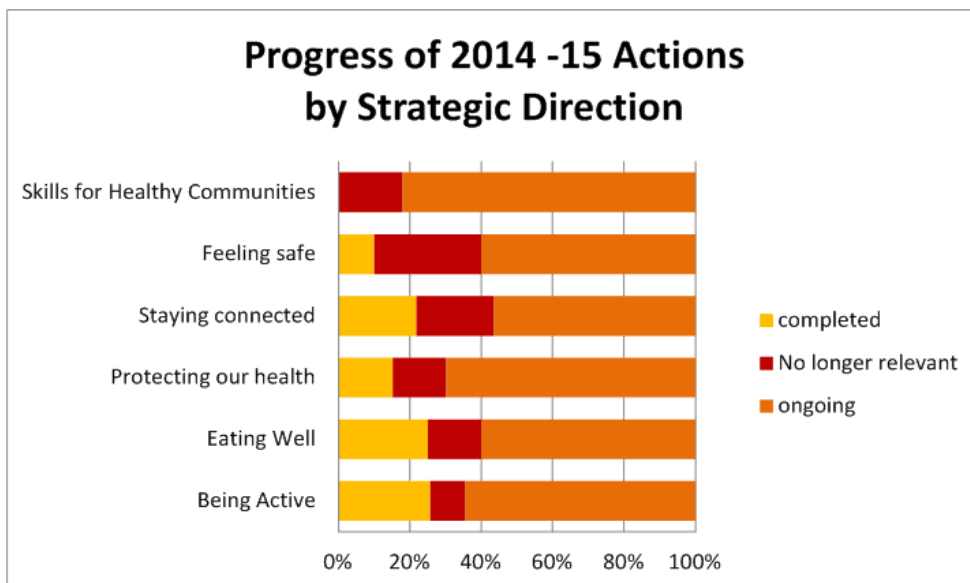
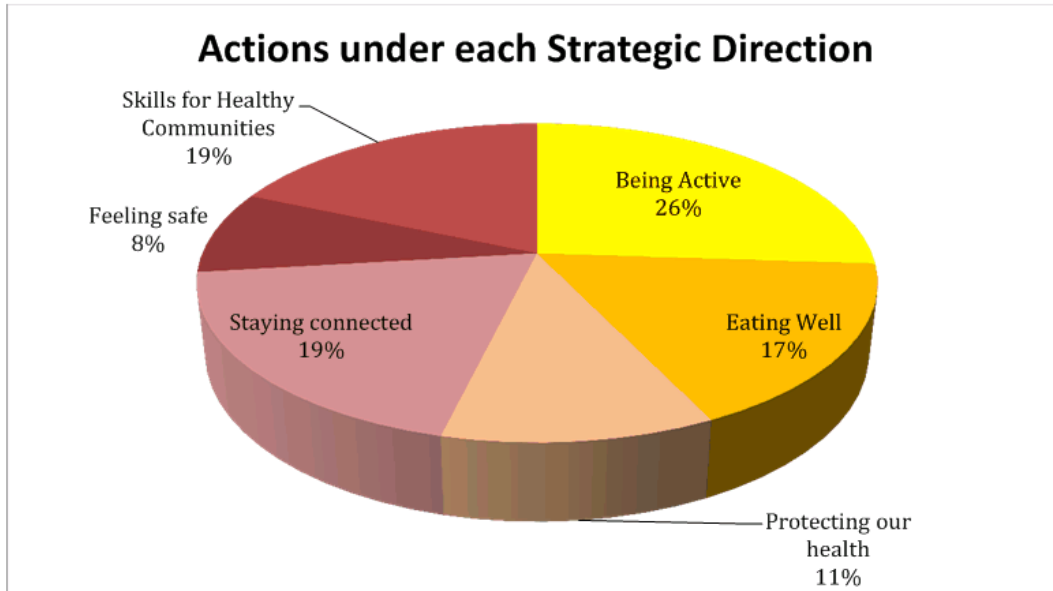


Figure 3 – Number of actions in the 2014- 15 action plan under each Strategic Direction



## 2.1 Being Active

The *Being Active* Strategic Direction includes activities which promote and support a healthy, active and connected community, helping children and adults to move more.

### Key Highlights

#### Council's commitment to supporting an active community.

The Tracks, Trails and Paths Strategy is a municipal wide strategy that guides the planning, development, management and promotion of the tracks, trails and paths within Latrobe City.

This strategy proposes that Latrobe City Council should provide a supportive environment and seed a grass-roots campaign to encourage Latrobe citizens to walk "2K-A-Day" as part of their daily routine.

Three key themes were identified for action: **Programs** (for activation of physical activity spaces), **Infrastructure** (new paths, tracks, retrofitting existing infrastructures such as kerbs and crossings) and **Communication** (to support and encourage the community to move more).



## Emphasis on Healthy Urban Design Principles.

The Latrobe Planning Scheme is a legal instrument that guides Council decisions on planning and development. It includes a range of tools and sets out the provisions for land use, development and protection of land in the municipality.

The Latrobe Planning Scheme Review commenced in April 2014 and Stage 1 of the Review Report was adopted by Council on 5 November 2014. Healthy Together Latrobe made contributions during the consultation period and the review highlighted an increased emphasis on the importance of the MPHWP, recognising the opportunity to create liveable and healthy communities based on the principles of Healthy Urban Design (see section 6.2 and 9.12 of the Stage 1 Planning Scheme Review Report).

## Tackling sedentary behaviours in the workplace.

“Think on Your Feet” is a social marketing campaign developed by Healthy Together Latrobe with the aim of increasing the time desk-bound office workers spend on their feet (standing or walking). The initiative was implemented in four large workplaces within Latrobe with a total of 267 registered participants and an estimated reach of 1700 employees across all worksites.

Program evaluation indicated an overall increased awareness of the negative health effects of prolonged sitting amongst participants and an increase in activity levels over the course of the 12 week program.



The delivery of “Think on Your Feet” was closely aligned to the Healthy Together Victoria Achievement Program Framework. It empowered workers to take action to improve their own health and enabled employers to demonstrate leadership and commitment to understanding the health and wellbeing needs of their staff.

- Other activities undertaken:
- 18 Schools registered to participate in Walk to School in October 2014 compared to 5 in 2013. This resulted in double the number of children participating.
- 24 Park Walks held (226 walkers) in Tarra Bulga National Park and Morwell National Park with a from volunteers to continue as guides into the future.

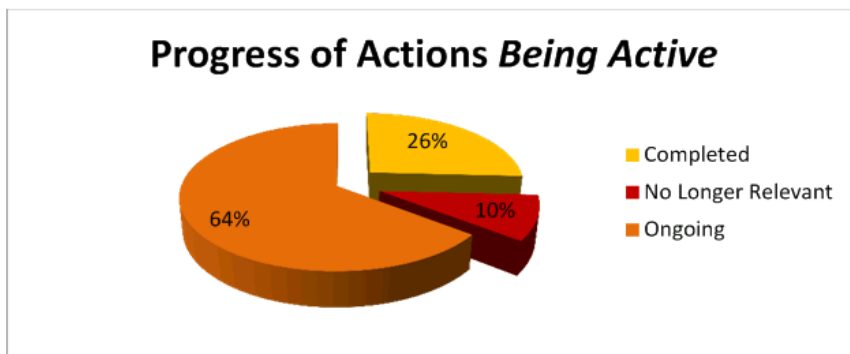


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- Park Run Traralgon was launched with 471 registered participants as at 30 June 2015.
- Physical activity was identified as one of the key issues that the community would like to see addressed in the upcoming Latrobe Municipal Early Years Plan.
- Ten early childhood services committed to physical activity as one of their priority areas through the Healthy Together Victoria Achievement Program.
- A total of 1031 Latrobe residents registered online to participate in Premier’s Active April 2015 compared to 853 in 2014 (an increase of 20%).
- Two new Heart Foundation Walking Groups were established (Stockland Plaza Walkers and Midvalley Walkers) and seven others operated on a weekly basis.
- A targeted marketing campaign was delivered to promote the Vichealth Team Up app. This campaign resulted in an additional 127 local activities registered on the app and an increased number of local user downloads.

Figure 2 below shows progress of actions relating to the *Being Active* Strategic Direction.

**Figure 3 – Progress of Actions *Being Active***



Of the 31 actions 26% (n=8) were classified as complete, 64% (n=20) ongoing and 10% (n=10) are no longer relevant by the responsible organisations.

## 2.2 Eating Well

The Eating Well Strategic Direction covers activities which aim to increase healthy eating and access to affordable and nutritious food.

### Key Highlights

#### Latrobe Leisure making the healthy choice the easy choice.

The Victorian Government Healthy Choices Guidelines aim to make the healthy choice the easy choice by increasing the availability and promotion of healthy food and drink choices where people live, learn, work and play.

The initiative has been introduced at four Latrobe Leisure sites (Traralgon, Morwell, Moe-Newborough and Churchill) over the past year. A range of strategies have been implemented including menu assessments conducted by the Healthy Eating Advisory Service which identified the percentage of items classified as either Red (limit these foods), Amber (select these foods carefully) or Green (best choice foods).



A key part of the initiative was the re-branding of the leisure centre canteens with new signage installed with the “Make a Healthier Choice” logo. Healthy Together Latrobe coordinated a series of workshops to increase staff awareness and enhance the Latrobe Leisure canteen business model to ensure sustainability of this approach.

#### Food Sensitive Planning and Urban Design (FSPUD)

Food Sensitive Planning and Urban Design (FSPUD) is an approach to planning and urban design that addresses the critical intersects between public health nutrition; planning and urban design; and environmental sustainability.

A range of workshops including FSPUD training have been delivered to senior staff within Latrobe City Council, Government Departments and local agencies who have a role in strategic and open space planning, economic and community development.

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Research has been undertaken to map the availability and access of healthy and nutritious food and a range of opportunities for cross-divisional leadership and action have been identified.

### **Supermarket tours, nutrition education and cooking classes.**

FOODcents is an educational program that helps families to achieve a healthy diet and to save money on their grocery shop. It is recognised as an endorsed healthy Living Program within the Healthy Together Victoria initiative.

FOODcents was delivered to 15 groups across Latrobe between February and May 2015. Each program consisted of three sessions: a supermarket tour, budgeting and nutrition session, and a cooking session. These programs were delivered by a contracted FOODcents facilitator and were delivered in eight Primary Schools, two Early Childhood Services and two community service agencies.

A final FOODcents Forum was held in May which encouraged participants to look at factors which influence everyday food choices and consider how they could share their newly acquired knowledge with their family, friends.



## Other activities undertaken:

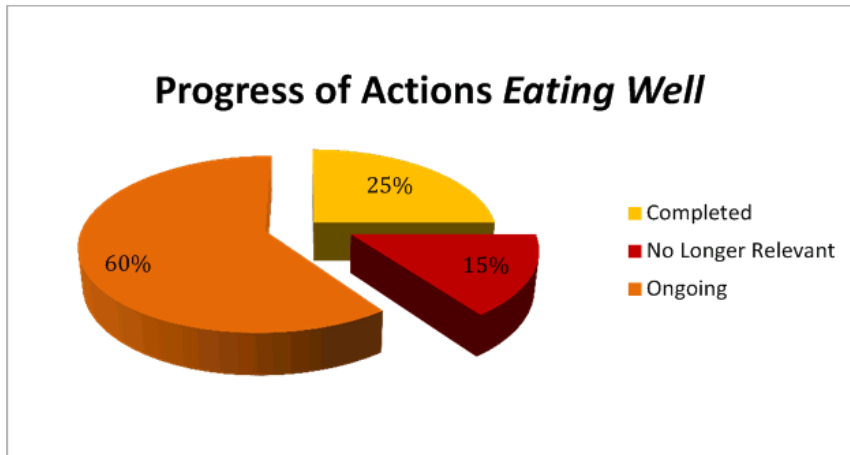
- A number of large workplaces have demonstrated their commitment to creating an environment which supports employees to make healthier food and drink choices. Strategies deployed include healthy catering policies and partnerships with local catering vendors to increase the number of healthy items available on their menu. Vending machines have been audited with a view to increase the selection of healthy items and some workplaces have introduced a healthy tuckbox and healthy fundraising options.
- Evidence generated from the report “Shifting the System: Food Access and Availability in Latrobe City” formed the basis of two successful Healthy Food Connect Thrive grant applications. As a result the Open Food Foundation and East Gippsland Food Cluster will partner with Latrobe City and a range of local settings to increase the availability of fruit and vegetables for Latrobe City residents.
- Healthy Eating Advisory Service canteen menu assessments were conducted in 19 schools during the 2014-2015 year and recommendations presented to each school on how to increase the availability and promotion of healthy items.
- Access to fresh drinking water was increased in high traffic areas through the installation of new drinking fountains in Agnes Brereton Reserve, Morwell Skate Park, Morwell Town Common, Immigration Park Morwell, Newman Park Traralgon.





Figure 3 below shows the Progress of actions relating to the *Eating Well* Strategic Direction.

**Figure 3 Progress of actions *Eating Well***



Of the 20 actions 25% (n=5) are complete, 60% (n=12) are ongoing and 15% (n=3) are no longer relevant.

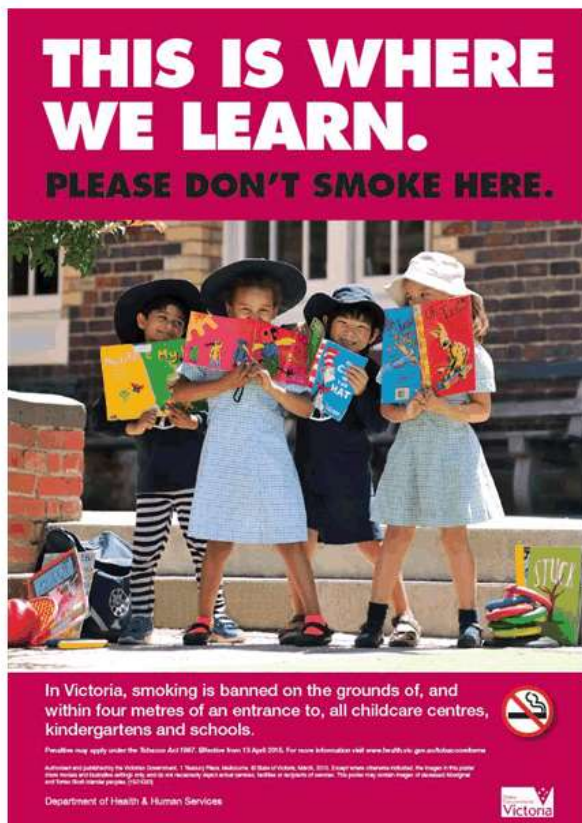
## 2.3 Protecting our Health

This Strategic Direction covers a number of public health protection priorities including smoking, alcohol, immunisation, sexual health and drug use.

### Key Highlights

#### Working towards tobacco free living.

Latrobe City Council supported the new legislation introduced by the Victorian Government in April 2015 banning smoking at the entrances to childcare centres, kindergartens, schools and children’s indoor play centres through coordinating the distribution of “No smoking” signage to these settings. Local Laws Officers were provided with further training to support enforcement the new legislation within banned areas.



Quit Educator training was delivered to nine representatives of six Latrobe workplaces. Smoking education sessions were delivered to students at Lowanna High School.

## Changing the drinking culture in local sporting clubs

The Good Sports program involves a three step accreditation process to improve the way alcohol is managed within sporting clubs. Gippsport has worked closely with 49 local sporting clubs to facilitate and support changes to the drinking culture in community sport through implementation of the program.

108 club volunteers obtained accreditation to serve alcohol responsibly during the 2014 – 2015 year and 18 clubs progressed to the next level of the Good Sports Program.

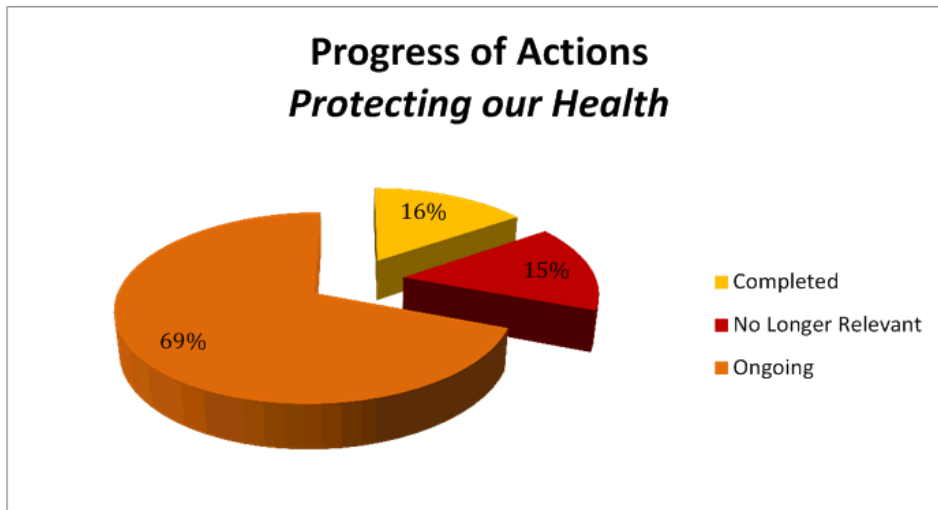


### Other activities undertaken:

- Latrobe City Council maintained high immunisation rates through the annual infant immunisation program with an outcome of above 90% coverage rates across all three age cohorts. The secondary school program was delivered within all secondary schools providing access to HPV (Human Papillomavirus), Boostrix and Chickenpox vaccines.
- Gippsland Women’s Health coordinated several capacity building workshops aiming to improve the skills and knowledge of the workforce within Gippsland. These included “Eroticising Inequality: pornography, young people and sexuality” training held in July 2014 and the Gippsland Sexual Health Forum held in December 2014.

Figure 4 below shows the progress of actions relating to the *Protecting Our Health* Strategic Direction.

**Figure 4 - Progress of Actions *Protecting our Health***



Of the 13 actions 16% (n=2) are complete, 69% (n=9) are ongoing and 15% (n=2) are no longer relevant.



## 2.4 Staying Connected

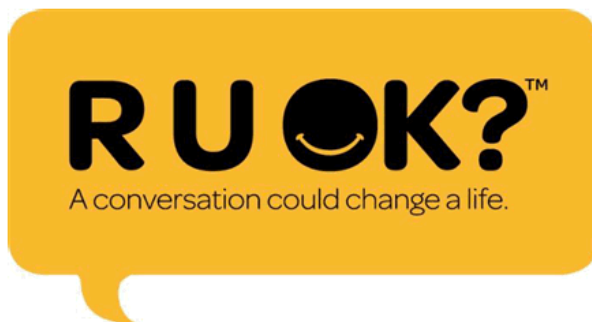
This Strategic Direction covers a number of objectives relating to social connectedness, including mental health and wellbeing, community events and activities, access and equity.

### Key Highlights

#### **A conversation about mental health within local workplaces.**

Beyond Blue in partnership with Gippsland Medicare Local and Healthy Together Latrobe hosted a business breakfast in February 2015 where a number of local senior leaders and managers were encouraged to utilise the Heads Up resources and to take action within their workplace to creating an environment that supports good mental health.

A follow up workshop “Tips and tricks for creating a mentally healthy workplace” was delivered which targeted human resource and occupational health and safety professionals, upskilling them to promote and facilitate good mental health and wellbeing in the workplace.



A number of workplaces are progressing through the Mental Health and Wellbeing benchmarks of the Healthy Together Victoria Achievement Program and used the annual R U OK Day as an opportunity to raise awareness of mental health and wellbeing.

#### **Mental Health Promotion Training**

Gippsland Mental Health Service delivered 25 workshops with over 350 participants from the health, education, business and community sectors. Topics covered included “Partners in Depression”, “Mental Health First Aid”, “Teen Mental Health First Aid”, “Youth Mental Health First Aid”, “Applied Suicide Intervention Skills Training”, “Suicide Talk”, “SKIPS – Supporting Kids in Primary Schools” and “CHAMPS (Children with a Parent with a Mental Illness)”. Latrobe Community Health service delivered Mental Health First Aid workshops in May and June 2015.

### Other activities undertaken:

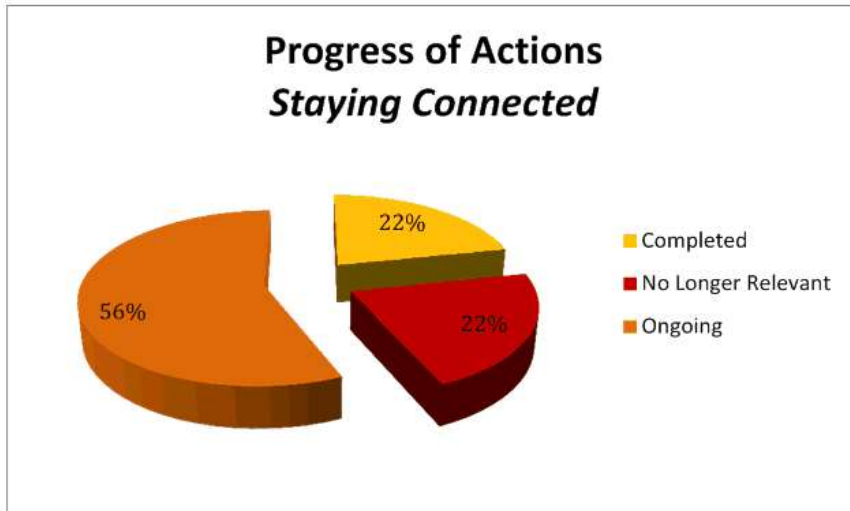
- The Latrobe City Cultural Diversity Action Plan 2014 – 2018 was adopted by Council on 2 March 2015. The plan has four objectives including; equal access to services, resources and facilities for all our residents, active community consultation and participation, celebrating and valuing community diversity and cultural expression and leadership and advocacy.
- Over 2000 young people participated in seven FReeZA events, while over 1000 young people were involved with seven music, art and cultural events and activities, organised by a committee of local youth.



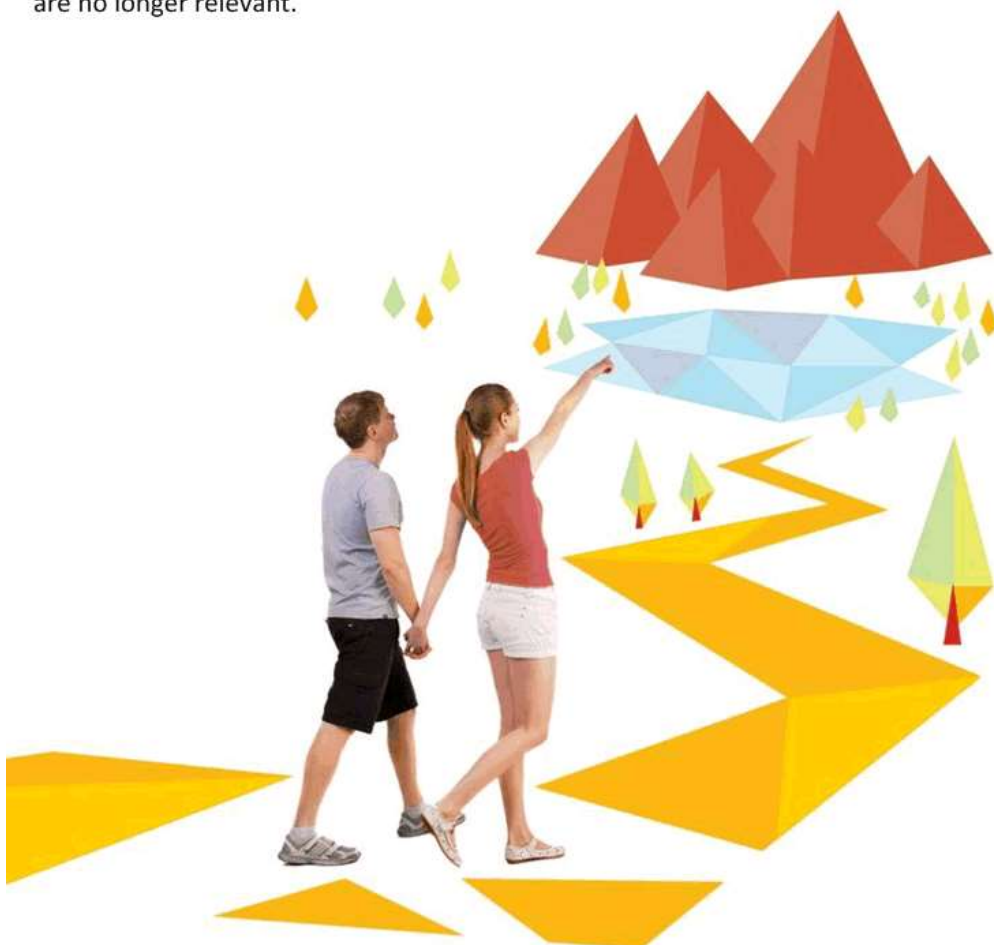
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Figure 5 below shows the progress of actions relating to the *Staying Connected* Strategic Direction.

**Figure 5 – Progress of Actions *Staying Connected***



Of the 23 actions 22% (n=5) are complete, 56% (n=13) are ongoing and 22% (n=5) are no longer relevant.



## 2.5 Feeling Safe

This Strategic Direction covers a range of objectives relating to community safety including perceptions of safety, family violence, maintenance of public facilities and reducing childhood injury.

### Key Highlights

#### Latrobe City an International Safe Community

Latrobe City maintained its designation as an International Safe Community through the Australian Safe Communities Foundation. Areas covered in the audit include road safety, household safety, bike safety and education, drug and alcohol harm minimisation to child safety, falls prevention and building resilience, risk reduction and preparedness for coping with disasters.



#### Increased focus on Prevention of Violence

As part of a Gippsland wide strategy supported by Gippsland Women's Health, Latrobe City Council commenced a number of actions to better align internal policies and systems to support employees experiencing family violence.

These included making changes to the Enterprise Bargaining Agreement to ensure employees who are experiencing family violence are entitled to number of support mechanisms including additional leave and flexible working arrangements.

#### Other activities undertaken:

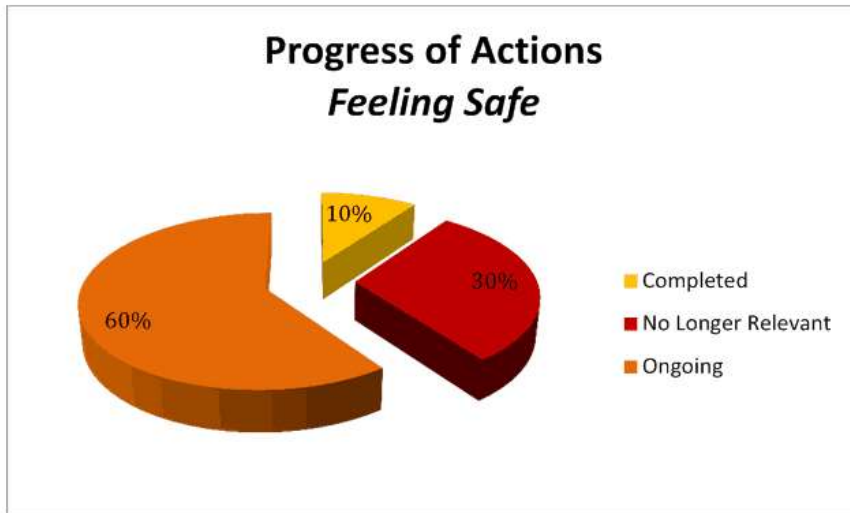
- Healthy Together Latrobe and Gippsland Women's Health Service delivered "Introduction to Men's Violence Against Women" session to the Latrobe Neighbourhood House Coordinator Network.
- Traralgon South, Callignee, Yinnar, Boolarra, Tyers, Hazelwood North and Yallourn North have all formed Local Emergency Action Plan (LEAP) groups . Each committee is self-sustaining and has produced community safety information and products for their communities.
- Heatwave and Emergency Planning information was distributed to HACC clients via support workers. Rediplans were distributed to all HACC clients in high bushfire areas and vulnerable people were identified and registered through an assessment process.



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Figure 6 below shows the progress of actions towards the Strategic Direction *Feeling Safe*.

**Figure 6 Progress of actions for *Feeling Safe***



Of the 10 actions 10% (n=1) are complete, 60% (n=6) are ongoing and 30% (n=3) are no longer relevant.



## 2.6 Skills for Healthy Communities

This Strategic Direction covers a number of actions relating to capacity building and increasing opportunities for volunteering.

### Key Highlights

#### Close to 100 settings taking action to improve health outcomes.

The Healthy Together Achievement Program is an overarching framework that provides early childhood settings, schools and workplaces with a structure, tools and resources to coordinate initiatives aimed at improving the health and wellbeing of their community.

By June 2015, 35 early childhood services, 22 primary schools, 4 secondary schools, and 31 medium to large workplaces were registered to participate with a potential reach of 16,170 members of the community.



A number of settings have begun to progress through the program establishing health and wellbeing committees and charters, developing or reviewing internal policy and supporting children, students and workers to participate in health promoting activities and programs.

#### Increased understanding of inclusive practices.

The Healthy Sporting Environments program supports the development of sustainable policies in sporting organisations. Gippsport continued to support and assist community sporting clubs to implement the program throughout the 2014 – 2015 year with eight clubs successfully completing the inclusion module of the program.

#### Other activities undertaken:

- 17 clubs that applied for the seasonal tenancy allocations (winter) from Latrobe City were working towards or had completed programs that focus on health and wellbeing outcomes for their members. Programs included

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Healthy Sporting Environments, Good Sports Program, Welcoming and Inclusive Program and Access for All Abilities.

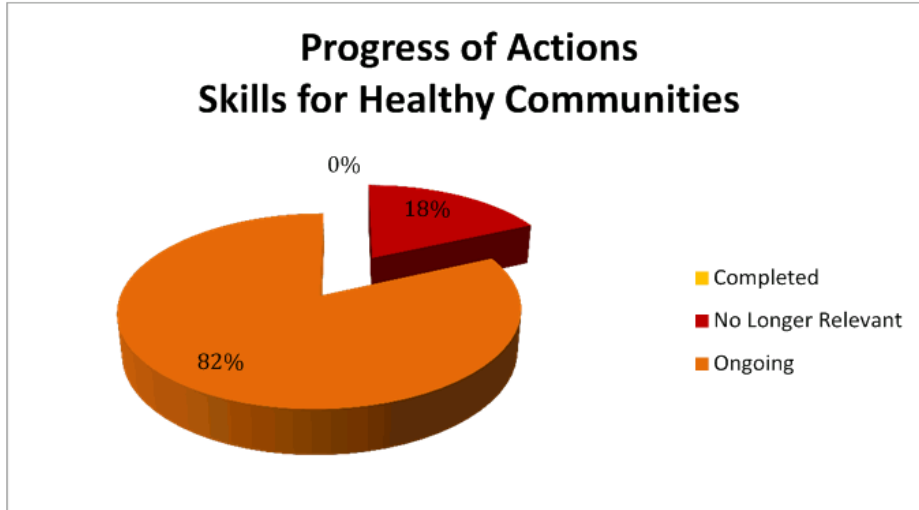
- 227 people were nominated as Health Champions in Latrobe with 130 registered (active) Health Champions at the end of June 2015. The Health Champions Latrobe Forum was held in in March 2015 and was attended by 68 local Latrobe Health Champions.



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Figure 7 below shows the progress of actions towards the Strategic Direction *Skills for Healthy Communities*.

**Figure 7 Progress of actions for Skills for *Healthy Communities***



Of the 22 actions 82% (n=18) are ongoing and 18% (n=4) are no longer relevant.



## 3. Context Analysis

### 3.1 Significant demographic changes

No significant demographic changes have occurred within Latrobe during the past year. There has been an estimated 1.4% increase in population since the census was conducted in 2011, therefore an estimated 73,653 people are now residing within Latrobe City. It is predicted that between 2011 and 2031 the fastest population growth in Latrobe City will occur in the 35 -49 age group. However, significant population growth is expected in all age brackets.<sup>5</sup>

### 3.2 Emerging health risks

Results from the latest Victorian Population Health Survey <sup>6</sup> show that Latrobe City fares worse than the State average for the following health related statistics:

- People who are classified as either overweight or obese (61%)
- People classified as “at risk” of short term alcohol related harm (53%)
- People who consume sugar sweetened beverages daily (23%)
- Infants exclusively breastfed at three months of age (39%)
- People classified as “current” smokers (20%)
- People who report a lifetime prevalence of depression and anxiety (24%)
- People who do not meet the recommended dietary guidelines for fruit and vegetable consumption (53%)
- People with food insecurity (7%)
- Chlamydia infection rates (370 cases per 100,000 population)
- The number of recorded crimes against property (6,224 per 100,000 population)<sup>7</sup>
- The number of reported incidents of family violence (2,462 per 100,000 population)<sup>7</sup>

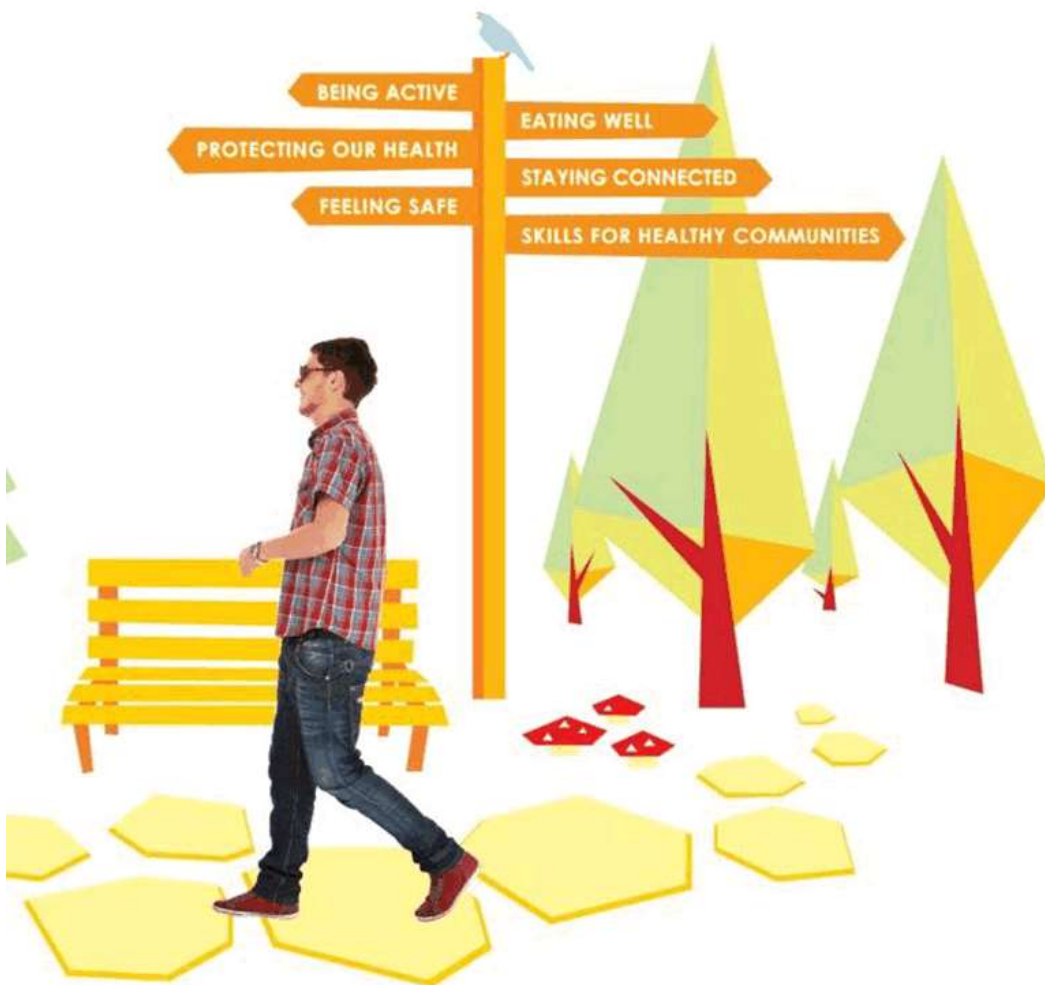
### 3.4 Prevention of Family Violence higher on the agenda

The issue of family violence has become more pronounced over the previous year, so much so that in February 2015, the Governor of Victoria established a Royal Commission into Family Violence. Locally, the issue is increasing in significance with the Latrobe Valley having the highest rates of Family Violence incidents in the State. The rate is now more than double that of the state average<sup>7</sup>.

### 3.5 Heightened awareness of substance abuse.

While the statistics around Methamphetamine use across the state have remained relatively stable at around 2% of the population, the harms associated with its use are increasing at an alarming rate. One of the main reasons for this is the shift in use from the powdered form of the drug, commonly known as speed, to the more potent and dangerous crystallised form, “ice”.

The Victorian Parliament’s 2014 *Inquiry into the Supply and Use of Methamphetamines, particularly ‘ice’, in Victoria* identified the rise in ice use by young people between 20 and 29, and its disproportionate effects in regional Victoria. <sup>8</sup>



## 4. Major internal or external structural, systems or personnel changes

Healthy Together Latrobe received no additional funding in the May 2015 budget, however has maintained sufficient rollover funds to continue in its current form until June 2016. In recognition of the limited tenure of the initiative, increased emphasis has been placed on sustained delivery of actions within the MPHWP. Since Healthy Together Latrobe was established in 2012 significant work has been undertaken to build partnerships and activate settings to work together to improve health and wellbeing outcomes.

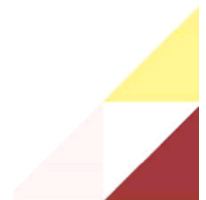
Healthy Together Latrobe has worked closely with departments within Latrobe City Council and the partners of the MPHWP to implement a systems approach to prevention initiatives. The work of Healthy Together Latrobe has largely focused physical activity and healthy eating; however these capacity building efforts have positioned a range of settings to take action on any health priority.

In the aftermath of the 2014 Hazelwood Mine Fire a Community Resilience Team has been established to engage and work with the community. The Community Resilience Team has worked alongside Healthy Together Latrobe and has utilized the MPHWP as a core strategic document to frame the resilience work that is being carried out. This work enhances the systems approach of Healthy Together Latrobe with an emphasis on local neighborhoods as settings for health promotion initiatives.

The Hazelwood Mine Fire Inquiry was reopened in May 2015 and included a broad range of examinations into the effects the fire had on the health and wellbeing of the Latrobe community and further consideration of a proposed Health Conservation Zone and Health Advocate for the Latrobe Valley.

Latrobe City Council was funded to deliver the VicHealth Be Active program from 2012-15. This program was designed to run in tandem with Healthy Together Latrobe and focused on increasing physical activity participation for children, older people and families, as well as improving civic engagement and volunteerism. A statewide evaluation of the program recommends that cross-Council teams are involved in the development of Council policies, plans and strategies, including the next four year MPHWP.

Gippsland Medicare Local has transitioned to the Gippsland Primary Health Network with a focus on the principles of primary prevention and supporting general practice, health planning, health system integration and commissioning services in line with national and local health priorities.



# 5. Review Outcome and Future Directions

## 5.1 Actions within the plan

The 2014-15 annual action plan included a total of 120 actions, all extracted from departmental business plans within Latrobe City Council and from the operational plans of partners actively involved with the MPHWP Reference Group. Healthy Together Latrobe contributed the highest number of actions, with the greatest emphasis on the Strategic Directions of *Being Active, Eating Well* and *Skills for Healthy Communities*.

Many actions have been reported as ongoing, in that they are delivered across a number of years or may be classified as ongoing service delivery within an organisation. There is little distinction regarding actions that might be considered a priority or part of a major initiative or collaboration between partners of the MPHWP.

Throughout the review process it was recognised that Latrobe City Council, Healthy Together Latrobe and partners of the MPHWP are committed to responding to emerging trends and the needs of stakeholders. As such, actions drafted at the beginning of a planning cycle are often adjusted or become no longer relevant. The systems approach of Healthy Together Victoria encourages this agility in order to focus on opportunity as they arise that will best influence health and wellbeing.

The MPHWP Reference Group has initiated work on the year three and four action plans with a view to identify priority actions and opportunities to collaborate. It is intended that future annual action plans will have greater emphasis on collaborative direction setting that is then reflected in the business plans of MPHWP partners.

## 5.2 Partnerships and governance

The development, implementation and review of the MPHWP is currently overseen by a Reference Group under the governance structure of the Social Planning for Wellbeing Committee. In 2014 Terms of Reference for a proposed *Health and Wellbeing Committee* were drafted and presented to Latrobe City Council; however this has not yet been adopted.

A renewed governance structure for the MPHWP could enhance sustainability and provide opportunity to better align a number of Council Committees and working groups under the framework of the MPHWP. Such an approach would recognise the broader definition of health and wellbeing and the role that local government and its partners can play in creating healthier communities.



Active partners of the MPHWP recognise that the delivery of actions could be strengthened with representation from a number of additional organisations. A wide range of local stakeholders and settings have demonstrated their commitment to improving health and wellbeing outcomes and it would be beneficial to have business, industry and education join the MPHWP conversation.

It has been proposed that lead partners or agencies take ownership of one of the six Strategic Directions within the MPHWP. This would involve driving priority actions and facilitating collaboration between partners, settings and stakeholders with a view to strengthen alignment and improve outcomes.

This approach would provide better coverage of each of the Strategic Directions within the MPHWP and enable more targeted discussions and action in areas such as prevention of family violence, prevention of substance abuse and sexual and reproductive health.

## 5.3 Priorities for the year ahead

In undertaking this review a number of gaps and emerging trends have been identified. Obesity remains high on the agenda for the MPHWP Reference Group, with actions to encourage people to move more (*Being Active*) and to make healthier food and drink choices (*Eating Well*) being a key focus.

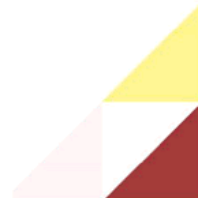
Funding parameters have changed with Gippsport now tasked to work directly with partners of the plan and local sporting clubs to reach out to people that are somewhat inactive or sedentary. This requires modifications to the traditional model of organised sport and a move towards active and 'opt in' recreation.

With high rates of soft drink consumption within Latrobe there is an increased focus on reducing the availability of sugary drinks. Around Victoria, leisure facilities and local government authorities are taking action to limit and in some instances remove sugary drinks, particularly at children's events and sporting activities.

Through Healthy Together Latrobe, Latrobe City Council has embraced a unique opportunity to better understand and demonstrate its role as a lead health promoting organisation. Not only with respect to physical activity infrastructure and leisure services but in working directly with key settings where people live, learn, work and play; creating environments and instilling a culture that is health promoting rather than health detracting.

Poor diet is now recognised as the leading factor for the greatest burden of disease, surpassing smoking. There is a need to build on the work of Healthy Together Latrobe, with increased commitment to influencing the local food system in an effort to influence both the supply and demand for healthy food choices.

The MPHWP Reference Group sees value in a greater focus on equity, reaching out to Indigenous communities, people with a disability and young people (aged between eight and 18 years). This focus will aim to reduce gaps in health and wellbeing between more and less advantaged communities.



Working directly with local neighbourhoods as settings will provide a mechanism for sustaining the systems approach of Healthy Together Latrobe. This targeted approach is flexible in that it is responsive to the needs of communities and scalable in that it can be replicated across the municipality, through the delivery of mutually reinforcing initiatives and messaging.

Partners of the MPHWP are committed to taking further action in the areas of prevention of family violence, in reducing harmful drug and alcohol use and addressing sexual and reproductive health issues. These emerging priorities will require strong alignment, along with a sustained and measurable approach.

With two years remaining of the MPHWP and an increasing commitment from the Latrobe community there is opportunity to take measures that will ensure the sustainability of work underway, and provide mechanisms to address gaps and emerging trends that have been identified.

The Hazelwood Mine Fire Inquiry has amplified conversation about the health and wellbeing of Latrobe. It is anticipated that this will result in greater commitment, to supporting local settings and residents to take action to improve health and wellbeing; working towards an empowered healthy and resilient community.

## 5.4 Victorian Health and Wellbeing Plan 2015 - 2019

The new Victorian Public Health and Wellbeing Plan 2015-19<sup>9</sup> was released prior to this report being finalised. It outlines the new priorities for the State and emphasises the role of local Government, identifies neighbourhoods as key health promotion settings and recognises the need to focus on equity. The strategic directions of this plan include

- Healthy eating and being active
- Tobacco Free Living
- Reducing Harmful Alcohol Use
- Improving mental health
- Preventing Violence and Injury
- Impairing sexual and reproductive health

The Victorian directions are reflected to various degrees within the current six *Strategic Directions* of the Latrobe City MPHWP. The Victorian Health and wellbeing Plan will be considered as a key document to inform the development of the Latrobe City MPHWP 2017 – 2021.

# 6. Appendices

## 6.1 Appendix 1

### Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017 Partners:

Australian Drug Foundation

Centre for Excellence in Intervention and Prevention Science

Department of Education and Training

Gippsland Primary Health Network

Central West Gippsland Primary Care Partnership

GippSport

Gippsland Women's Health Service

Latrobe City Council

Latrobe Community Health Service

Latrobe Regional Hospital – Gippsland Mental Health Services

Monash University

The Good Foundation

Victorian Department of Health and Human Services

VicHealth

QUIT

## 6.2 Appendix 2

Example Reporting Template:

*Year 2 (2014-2015) MPHWP Action Plan Review*

*Eating Well* Strategic Direction

Strategy:	2.1	Establish the evidence for action on affordable, accessible and nutritious food in Latrobe.		
Action:	2.1.1	Undertake a Food Systems Scan including a review of data, literature and key stakeholder interviews.		
Responsible Officer:	Food Systems Research Officer, Latrobe City Council			
Status of action:	COMPLETED	STALLED	ONGOING	
Description of progress made:				
Key highlights/ outcomes:				
Key data captured:				



## 7. References

<sup>1</sup> Latrobe City Council. Latrobe City Municipal Public Health and Wellbeing Plan 2013-17. 2014. 66 p. Available from:

[http://www.latrobe.vic.gov.au/Our\\_Community/Healthy\\_Together\\_Latrobe](http://www.latrobe.vic.gov.au/Our_Community/Healthy_Together_Latrobe)

<sup>2</sup> Victorian Public Health and Wellbeing Act 2008. Available from:

[http://www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubStatbook.nsf/f932b6624ecf1b7ca256e92000e23be/8B1B293B576FE6B1CA2574B8001FDEB7/\\$FILE/08-46a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b6624ecf1b7ca256e92000e23be/8B1B293B576FE6B1CA2574B8001FDEB7/$FILE/08-46a.pdf)

<sup>3</sup> Latrobe City Council Plan 2013-2017. Available from:

[http://www.latrobe.vic.gov.au/About\\_Council/Media\\_and\\_Publications/Planning\\_for\\_our\\_future/Council\\_Plan](http://www.latrobe.vic.gov.au/About_Council/Media_and_Publications/Planning_for_our_future/Council_Plan)

<sup>4</sup> Latrobe 2026. Available from:

[http://www.latrobe.vic.gov.au/About\\_Council/Media\\_and\\_Publications/Planning\\_for\\_our\\_future/Latrobe\\_2026](http://www.latrobe.vic.gov.au/About_Council/Media_and_Publications/Planning_for_our_future/Latrobe_2026)

<sup>5</sup> The Australian Bureau of Statistics, (ABS) Censuses of Population and Housing 2011.

Available from <http://communityprofile.com.au/latrobe>

<sup>6</sup> "Victorian Population Health Survey 2011-12: selected findings" Department of Health and Human Services, State Government Victoria.

Available at <http://www.health.vic.gov.au/healthstatus/survey/vphs2011-12.htm>

<sup>7</sup> Community Indicators Victoria (Vichealth and University of Melbourne) Available from:

[http://www.communityindicators.net.au/wellbeing\\_reports/latrobe](http://www.communityindicators.net.au/wellbeing_reports/latrobe)

<sup>8</sup> "The Ice Action Plan" (Victorian Government, March 5 2015) Available from

<http://ice.vic.gov.au/>

<sup>9</sup> "Victorian Public Health and Wellbeing Plan 2015 – 2019" Department of Health and Human Services, State Government of Victoria 2015. Available at

<http://www.health.vic.gov.au/prevention/vphwplan.htm>

## Latrobe City Council

### Municipal Public Health and Wellbeing Plan 2013 – 2017

#### Year Three Action Plan Report (2015 -2016)



## BEING ACTIVE

**1. BEING ACTIVE***Promote and support a healthy, active and connected community*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
Planning For the Future

Objectives:	Measures of Success
<b>A. Increase participation in physical activity, recreation and leisure</b>	<b>Measured yearly</b>
	<p>A:1 Children and young people are being more active  <b>Source: Healthy Together Victoria Preventative Health Data Profile National Secondary Students Diet and Activity Survey</b></p> <p><b>Undetermined.</b> Various programs were done to encourage children and young people to be more active.</p> <ul style="list-style-type: none"> <li>• Smart Steps for Families Pilot (2013): 1 ELC</li> <li>• Walk to School (2013-14): 18 ELCs and Primary School participated</li> <li>• Staff Pedometer Challenge (2014): 1 Primary School</li> <li>• Active Paths 2016 (implemented with Bicycle Network Victoria): 2 Primary Schools participated</li> </ul> <p>No definitive data measuring level of physical activity of children and young people in Latrobe.</p>
	<p>A:2 New residential areas developed using 'healthy by design' principles  <b>Source: Latrobe City Council Statutory Planning Team</b></p>
	<p>A:3 An increase in walking and cycling on designated pathways, tracks and trails  <b>Source: Latrobe City Council LCC - Recreation and Open Space Planning Team</b></p>
	<p>A:4 An increase in participation in Latrobe Leisure Centres activities  <b>Source: Latrobe City Council – Latrobe Leisure Team</b></p>

## BEING ACTIVE

**Measured every three years**

A:5 Adult residents report an increase in sufficient time and sessions of physical activity

Source: Victorian Population Health Survey

Physical activity status, in people, by LGA, Gippsland Region, Victoria, 2014

	% Sedentary	% Insufficient time (<150mins)	% Sufficient time (>150min)
Latrobe	4.4%	53%	35.4%

There were significantly lower proportion of women who lived in Gippsland region reported to engaged in sedentary behaviour compared to males in the region.

Retrieved from: <https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014>

**Decreased for individuals with sufficient time and sessions of physical activity.** VPHS data show a decrease in residents with **sufficient time and session of physical activity** from 69.6% (2011-12) to 35.4% (2014)

A:6 Latrobe City parks, gardens, ovals and green spaces are being used by more residents

Source: VicHealth Indicators Survey

Results show the percentage of respondents who reported visiting green space in their local area at least weekly in the previous three months. Those aged between 35 and 44 (59.5%) were most likely to have visited green space weekly in the three months prior to the survey, compared to the Victorian average of 50.7%. Females aged between 35 and 44 were the population group most likely to have visited green spaces at least weekly in the three months prior to the survey. A higher proportion of males aged between 35 and 44 (59.1%) reported visiting green spaces at least weekly in the previous three months. Those aged between 25 and 34 also showed higher than



BEING ACTIVE

	<p>average visitation rates (55.7%). Those least likely to report having visited green space at least weekly in the previous three months were aged 65 and over (42.4%) and females in this age group (38.8%) had a significantly lower rate of green space visits. Retrieved from: <a href="https://www.vichealth.vic.gov.au/search/vichealth-indicators-report">https://www.vichealth.vic.gov.au/search/vichealth-indicators-report</a></p> <p>A:7 People report that they are sitting less during the day Source: VicHealth Indicators Survey</p> <p>Overall, 32.6% of Victorian reported sitting for seven hours or more on an average weekday. Significantly higher rates were seen in those aged between 18 and 54, particularly males: those most likely to spend seven hours or more sitting on an average weekday were males between 25 and 34 years. Those least likely to spend seven hours or more on an average weekday sitting were aged 55 and over. Retrieved from: <a href="https://www.vichealth.vic.gov.au/search/vichealth-indicators-report">https://www.vichealth.vic.gov.au/search/vichealth-indicators-report</a></p>
<p><b>B. Increase the commitment of workplaces to strategically plan active environments for workers</b></p>	<p><b>Measured yearly</b></p> <p>B:1 Workers report spending less time sitting for prolonged periods Source: Healthy Together Latrobe Team</p> <p><b>Undetermined.</b> Various programs were done to encourage workers to spend less time sitting such as:</p> <ul style="list-style-type: none"> <li>• Think on Your Feet (2014-2015): 5 workplaces (LCHS,LCC,DHHS, DEECD, &amp; RDV)</li> <li>• 10,000 Steps Challenge (2013-2014): 3 workplaces (LCHS, Bunnings, &amp; ASIC)</li> <li>• Staff Pedometer Challenge (2014): 1 Primary School</li> <li>• Latrobe Workplace Walking Challenge (2016): 17 workplaces</li> </ul> <p>No definitive data measuring workers sitting time in Latrobe. Evaluation report for <i>Think on Your Feet</i> found a decrease in self-reported average sitting time at work per week in most of the workplaces. Evaluation report for <i>Latrobe Workplace Walking Challenge</i> found that 64% of participants were able to build more movement into their day at work.</p>

## BEING ACTIVE

B:2 More people are walking/cycling and using public transport to travel to and from work

Source: Department of Transport Planning & Local Infrastructure

Method of travel to work: 2006 – 2011

(Count of persons aged 15 and over)

One method of transport only

	2006	2011
Train	14	160
Bus	189	180
Bike	171	137
Walk	787	714

Retrieved from:

[http://www1.transport.vic.gov.au/VTSP/homepage.html?geoName=LGA&areaName=Latrobe \(C\)&topicGroupName=Method of travel to work](http://www1.transport.vic.gov.au/VTSP/homepage.html?geoName=LGA&areaName=Latrobe(C)&topicGroupName=Method%20of%20travel%20to%20work)

## BEING ACTIVE

#	Strategy	Action	Lead Organisation	Report for 2015/2016
1.1	Plan built environments where people live, learn, work and play to maximize their potential for a healthy lifestyle	1.1.1 Progression of the Public Open Space Strategy Planning Scheme Amendment to improve the liveability of Latrobe City.	LCC – Strategic Planning	<p>IN PROGRESS</p> <p>The Public Open Space Strategy (POSS) was adopted by Council in May 2013. Due to resourcing constraints and conflicting priorities within the Strategic Planning department at the time, the progression of the POSS to the Planning Scheme Amendment phase was placed on hold. In early 2016 Council officers were directed to recommence the POSS amendment and as such have been reviewing the POSS and compiling amendment documentation. During this reviewing process it was determined that a critical review would be required of the draft schedule to Clause 52.01 of the Latrobe Planning Scheme to determine if the newly proposed public open space contribution rates (10% residential and 2% industrial/commercial) were still accurate or needed revising. This review, once completed, will form an addendum to the POSS. Urban Enterprises were appointed in April 2016 to undertake the review and are currently preparing their report for Council which is due for finalisation by June 2016. Once the report is finalised Council officer will move forward with the Planning Scheme Amendment.</p>

## BEING ACTIVE

		1.1.2 Implement the actions of the Playground Improvement Plan. (C0060)	LCC – Parks, Playgrounds and Gardens	IN PROGRESS The Latrobe City Council Playground Improvement Implementation Plan 2011 -2016 is the final year (year 5) of actions. The designs for each of the eight (8) play spaces identified have been finalised, with play elements ordered. Installation of the equipment will commence in June 2016
		1.1.3 Undertake audit of Council practice and decision making against Healthy by Design principles and make recommendations for practice changes as appropriate.	LCC - Healthy Communities	IN PROGRESS Audit has been completed. Recommendations have been noted. Planning team to provide feedback before continuing.
1.2	Identify, develop and promote recreational pathways, tracks and trails across the municipality	1.2.1 Implement the Footpath Replacement Program. (C0046)	LCC – Infrastructure Planning	COMPLETED
		1.2.2 Implement the Bicycle Plan Project Tramway Road. (C0548 CF)	LCC – Infrastructure Planning	COMPLETED
		1.2.3 Establish new footpaths links. (C0646)	LCC – Infrastructure Planning	IN PROGRESS Project 90% complete.
1.3	Increase active transport and incidental play/recreation to early childhood learning and care services, schools	1.3.1 Develop the Latrobe Municipal Early Years Plan with evidence informed strategies for physical activity and play	LCC – Early Childhood and Health Development	IN PROGRESS The draft Latrobe Municipal Early Years Plan is completed. Community members are invited to have their say on the plan between Wednesday 4 May and Wednesday 15 June, after which time the feedback will be considered and the document finalised. The final plan is expected to be presented to Council for consideration in July/August 2016.



## BEING ACTIVE

		1.3.2 Engage with Latrobe City teams and LCHS to implement the Latrobe Schools Active Travel survey report	LCC – Healthy Communities	IN PROGRESS LCHS are implementing this initiative as part of Healthy Together Latrobe.
		1.3.3 Implement Walk to School 2016.	LCC – Healthy Communities	IN PROGRESS Application has been submitted and formal approval has been received for funding. MOU has been signed of between LCC and LCHS, LCHS are implementing the initiative for 2016.
1.4	Increase programs and activities for walking, cycling and recreation	1.4.1 VicHealth Regional Sport Program – engaging inactive and somewhat active people in sport	Gippsport	IN PROGRESS <ul style="list-style-type: none"> <li>• Indigenous Auskick &amp; AFL 9's Morwell (18 participants)</li> <li>• Changes in staff profile throughout the year impacted our reach within this program</li> <li>• VicHealth changed the priorities &amp; objectives of the program partway through the reporting period. This impacted deliverables as it flowed into a staff change over period.</li> <li>• Issues; Changes in staff profile throughout the year impacted our reach within this program</li> <li>• VicHealth changed the priorities &amp; objectives of the program partway through the reporting period. This impacted deliverables as it flowed into a staff change over period.</li> </ul>
		1.4.2 VicHealth Regional Sport Program – Engage people with disabilities in sport	Gippsport	IN PROGRESS No key data or highlights to report on for this item.

## BEING ACTIVE

		1.4.3 Facilitate Heart Foundation Walking Groups as identified and seek opportunities to increase the number of walking groups.	Latrobe Community Health Service	COMPLETED 10 Walking Groups completed 13 walks per week. There is a total of 191 registered walkers.
		1.4.4 Implement Heart Foundation Parks Walks Program in Latrobe and seek opportunities to increase the number of walks in national and urban parks.	Latrobe Community Health Service	COMPLETED 12 Park Walks completed with 95 participants at Tarra Bulga National Park, Morwell National Park and Tyers Park.
		1.4.5 Review the Latrobe City Recreation and Leisure Strategy to support improved health and wellbeing of our community.	LCC - Recreation Liveability Management	NO PROGRESS This action was not scheduled to be delivered during the 2015/16 year.
		1.4.6 Deliver the parkrun initiative in one or two other localities in Latrobe.	LCC – Healthy Communities	COMPLETED Parkrun has successfully been delivered in Churchill.
		1.4.7 To promote opportunities to get active and volunteer at Latrobe City’s environmental, reserves, parks and rail trails.	LCC – Healthy Communities	IN PROGRESS Park Tracks has been developed to increase Volunteering opportunities and awareness within the community. The launch for the app was held March 20. Further work to be done on the LCC website to incorporate all information re: volunteering from app to webpage.
1.5	Improve access to sport and recreation for all abilities	1.5.1 Regional Sport and Recreation Program – supporting community sporting clubs including monthly e news	Gippsport	IN PROGRESS <ul style="list-style-type: none"> <li>You the man session (80 people)</li> <li>Australian Sports Foundation – Fundraising for sport (23 people)</li> <li>ICE Forum (Traralgon, Tyers, Boolarra, Glengarry) 470 people</li> <li>10 e-newsletters sent</li> <li>RSA course: Morwell, Boolarra,</li> </ul>

BEING ACTIVE

				<p>Glengarry</p> <ul style="list-style-type: none"> <li>• New to committees workshop Morwell (35 people)</li> <li>• Partnership with AFL Gippsland delivering ICE forums to Footy netball clubs</li> <li>• New to Committees workshop a highlight with strong engagement</li> <li>• Issues; Changes in staff profile throughout the year impacted our reach within this program</li> </ul>
		1.5.2 Deliver the Access to All Abilities program	Gippsport	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• All Abilities Football: West End JFC (Traralgon) 25 participants</li> <li>• Blind Sports Gymnastics (Energetic Traralgon): 25 participants</li> <li>• Traralgon No Boundaries Cricket Team: 8 players</li> <li>• Pax Hill Tennis Club All Abilities: 18 players</li> <li>• Sailability Latrobe Valley Yacht Club: 70+ participants each week</li> <li>• Moe All Abilities Netball come &amp; try sessions: 25 participants</li> <li>• Netball for All Social Inclusion Week Roadshow at Moe Association: 40 participants</li> <li>• New Diversity &amp; Inclusion advisory committee formed for AFL Gippsland</li> <li>• Issues; Many challenges in the region related to availability of</li> </ul>

**BEING ACTIVE**

				transport for participants to activities when mainstream sport occurs. An ongoing issue.
1.6	Implement the sitting less at work project	1.6.1 Package and disseminate Think On Your Feet to health promotion agencies supporting implementation of the Achievement Program.	LCC Healthy Communities	COMPLETED Think on Your Feet was rolled out in one final organisation that was participating in the Achievement Program. Latrobe Regional Hospital participated in the initiative as part of Premier's Active April and received an overwhelming reception from their employees.



## EATING WELL

**2. EATING WELL**

*Increase healthy eating and access to affordable, nutritious food*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation

Objectives:	Measures of Success										
<p><b>C. Increase understanding of and opportunities for healthy eating</b></p>	<p><b>Measured every three years</b></p> <p>C:1 More residents are eating the recommended daily serves of vegetables and fruit  <b>Source: Victorian Population Health Survey, National Health Survey</b></p> <p>Proportion (%) of the population consuming vegetables (serves per day) by LGA, Latrobe Region, Victoria, 2014</p> <table border="1" data-bbox="817 724 1505 863"> <thead> <tr> <th>LGA</th> <th>% &lt;1 serve/day</th> <th>% 1-2 serves/day</th> <th>% 3-4 serves a day</th> <th>% 5+ serves/day</th> </tr> </thead> <tbody> <tr> <td>Latrobe</td> <td>14.4</td> <td>46.0</td> <td>28.6</td> <td>8.2</td> </tr> </tbody> </table> <p>Retrieved from: <a href="https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014">https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014</a></p> <p><b>Undetermined for both fruit and vegetable guidelines.</b> Data from VPHS shows a decrease in residents complying with <b>both fruit and vegetable guidelines</b> from 7.0% (2011-12) to 5.5%* (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p><b>Undetermined for vegetable guidelines only.</b> Data from VPHS shows a decrease in residents complying with <b>vegetable guidelines</b> from 9.9% (2011-12) to 6.9%* (2014). Inappropriate to compare because difference is less than 7-10%.</p>	LGA	% <1 serve/day	% 1-2 serves/day	% 3-4 serves a day	% 5+ serves/day	Latrobe	14.4	46.0	28.6	8.2
LGA	% <1 serve/day	% 1-2 serves/day	% 3-4 serves a day	% 5+ serves/day							
Latrobe	14.4	46.0	28.6	8.2							

## EATING WELL

	<p><b>Undetermined for fruit guidelines only.</b> Data from VPHS shows an increase in residents complying with <b>fruit guidelines</b> from 43.3% (2011-2012) to 45.3% (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p>If observed difference is less than 7-10% then comparing 2014 data to 2011-12 is not appropriate. * <i>high standard error for 2014 estimates, interpret with caution</i></p>
	<p>C:2 Improved oral health outcomes <b>Source: Victorian Population Health Survey, National Health Survey</b></p>
	<p>C:3 Less people are drinking sugary drinks <b>Source: VicHealth Indicators Survey</b></p> <p>Overall, 12.4% of Victorians surveyed reported drinking soft drink every day with the highest rates in the 25 – 34 age group and the lowest rates in those aged 65 and over. Males (14.6%) were more likely than females (10.3%) to consume soft drink on a daily basis, with the highest rate reported being males in the age group 25 – 34. Retrieved from: <a href="https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014">https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014</a></p> <p><b>Undetermined for daily consumers of sugary drinks.</b> Data from VPHS shows a decrease in <b>daily consumers of sugary drinks</b> from 22.5% (2011-2012) to 16.0%* (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p>If observed difference is less than 7-10% then comparing 2014 data to 2011-12 is not appropriate. * <i>high standard error for 2014 estimates, interpret with caution</i></p>
	<p>C:4 An increase in adults who share a meal with family 5 days or more a week <b>Source: VicHealth Indicators Survey</b></p> <p>66.3% of Victorians reported sharing a meal with family five days or more per week. Those aged between 18 and 24 were least likely to share meals with family making up 50.8%. the age group most likely to share meals with family were those aged between 35 and 44, making up 73.1% - this being</p>

EATING WELL

	<p>the age group that is most likely to have dependent children. Males aged 65 and over were most likely to share meals with family (75.2%). Retrieved from: <a href="https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014">https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014</a></p>
	<p>C:5 A decrease in overweight and obesity levels of residents  <b>Indicator:</b> VicHealth Indicators Survey</p> <p><b>Undetermined for obesity rate.</b> Data from VPHS shows a decrease in <b>obesity rate</b> from 23.8% (2011-12) to 22.0% (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p><b>Undetermined for individuals who are overweight.</b> Data from VPHS shows a decrease in individuals who are <b>overweight (pre-obese)</b> from 36.8% (2011-12) to 36.6% (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p>If observed difference is less than 7-10% then comparing 2014 data to 2011-12 is not appropriate.</p>
	<p><b>Measured every four years</b></p>
	<p>C:6 Increased access to drinking water fountains in public places and spaces  <b>Source:</b> Latrobe City Council LCC - Recreation and Open Space Planning Team</p>
<p><b>D. Build the capacity of workplaces and food retail premises and restaurants to provide healthy food choices</b></p>	<p><b>Measured yearly</b></p> <p>D:1 More workplaces have healthy eating policies and initiatives  <b>Source:</b> Healthy Together Latrobe Team</p> <p><b>Increased.</b> LCC and LCHS developed organisational healthy catering guidelines. LCHS was able to completely satisfy Healthy Together Victoria Benchmarks for Healthy Eating. Six more organisations in Latrobe are working towards fulfilling healthy eating benchmarks.</p>

EATING WELL

	<p><b>Measured every four years</b></p> <p>D:2 Food retail premises and restaurants are using healthier oils and providing healthy food choices  <b>Source: Healthy Together Latrobe Team, Latrobe Community Health Service</b></p> <p><b>Undetermined.</b> Various programs were done to encourage food retail premises to provide healthy food choices such as:</p> <ul style="list-style-type: none"> <li>• Healthy Choices at Latrobe Leisure</li> <li>• Accelerated Schools Project</li> </ul> <p>No definitive data measuring food choices and oil selection of food retail premises in Latrobe. Evaluation of <i>Healthy Choices at Latrobe Leisure</i> showed an average of 19% increase in healthy items and a 14% decrease in unhealthy items across Latrobe Leisure sites.</p>
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## EATING WELL

#	Strategy	Action	Lead Organisation	Report for 2015/2016
2.1	Embed the food system within local plans and policies	2.1.1 Engage with key LCC stakeholders to contribute towards driving local food system initiatives.	LCC – Healthy Communities	COMPLETED Ongoing engagement undertaken with stakeholders based on previous research, workshop reports. Presentations and workshop conducted with Latrobe City Executive and Senior Leaders as well as Councillor briefing.
		2.1.2 Coordinate a strategic working group which brings together stakeholders working on actions within the Municipal Public Health and Wellbeing Plan under the strategic direction 'Eating Well'.	LCC – Healthy Communities	ONGOING Intention to establish a Latrobe Food Coalition not fully realised, but meeting held on food sensitive planning and urban design. Focus on building understanding of the determinants of a local food system.
2.2	Investigate and support the development of community food programs which improve food literacy	2.2.1 Coordinate the Latrobe Community Kitchen Program.	Latrobe Community Health Service	COMPLETED 3 Community Kitchens continue to operate in Latrobe.
		2.2.2 Support Growing Together Latrobe Network to implement their actions related to school and community gardens.	Latrobe Community Health Service	COMPLETED LCHS has supported the efforts of GTL Network throughout the year.
		2.2.3 Deliver the 'My Park' program in Latrobe City to two small towns in the municipality.	LCC – Parks, Gardens and Playgrounds	NO PROGRESS
		2.2.4 Implement the FOODcents program across selected early childhood service, schools and community service agencies in Latrobe.	Latrobe Community Health Service	COMPLETED Delivered the FOODcents program to 1 Early Learning Centre and 4 Primary Schools with a total of 27 participants.
2.3	Identify and support retailers to provide healthy affordable meals including healthier oils	2.3.1 Provide resources and assistance to identified Latrobe retailers / food service providers to implement the Healthy Choices initiative and increase healthy food options for customers.	Latrobe Community Health Service	COMPLETED Eight catering menu assessments have now been completed in Latrobe with the identified retailers / food service providers.

EATING WELL

			At this stage, 7 out of the 8 retailers have agreed to make changes to their menu with 2 of these retailers already making some healthy changes.
	2.3.2 LCC Environmental Health Officers to engage food businesses in Healthy Oils Project	LCC - Community Health and Wellbeing	NO PROGRESS No responsible officer for this action within the Health Services Team due to reduced staff resources. May be included in Year 4 Action Plan (to be discussed and confirmed).
	2.3.3 Coordinate the stakeholders driving the "Make a Healthier Choice" initiative at Latrobe Leisure (including LCHS Primary Prevention, Healthy eating advisory service (HEAS) and Latrobe Leisure).	LCHS- Latrobe Community Health Service (change of lead organisation required for progression of this action)	COMPLETED Over the last year LCHS has coordinated stakeholders involved in implementing the "Make a Healthier Choice" initiative at Latrobe Leisure sites. Centre leaders have undertaken training provided by HEAS to assist in the implementation of the initiative. LCHS has coordinated working groups, provided support and monitored progress of the initiative. Centre menus were reassessed by LCHS in May 2016. Over the last year Latrobe leisure sites have increased the proportion of 'green' classified item available by an average of 19% and reduced the number of 'red' classified items by 14%. A 4% increase in sales of 'green' classified items has been observed, paired with a 7% reduction in the sales of 'red' classified items. By reducing the serving sizes of soft drinks sold at sites, 96kgs of sugar have been saved from consumption from January to March 2016 compared to the same period in 2015.

**EATING WELL**

2.4	Enhance sport and recreation clubs' ability to promote healthy eating	2.4.1 Promote water as the beverage of choice in community sporting clubs and leisure settings	Gippsport	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• 120 YouTube Views</li> <li>• 1046 Facebook views of LC Mayor, Dale Harriman Video</li> <li>• Social media campaign #choosetap</li> <li>• Ambassadors: Latrobe City Mayor, Dale Harriman</li> <li>• Issues; Club engagement below expectation, VicHealth changed to nudge strategy October 2015</li> </ul>
2.5	Identify markets for regional fresh produce (fruit and veg).	<p>2.5.1 Support implementation of Healthy Food Connect Thrive</p> <ul style="list-style-type: none"> <li>- Local farmers markets</li> <li>- Local greengrocers and retailers</li> <li>- Local settings such as schools, workplaces and libraries</li> </ul>	LCC – Healthy Communities	<p>COMPLETED</p> <p>Market opportunities identified and documented. Feast on East developed and supported – operating well with local delivery points established and connections with key communities, potential customers and user groups.</p>

## PROTECTING OUR HEALTH

**3. PROTECTING OUR HEALTH***Promote and support healthy environments and positive public health*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
Efficient, Effective & Accountable Governance

Objectives:	Measures of Success
<p><b>E: Reduce the rates of smoking</b></p>	<p><b>Measured every three years:</b></p> <p>E:1 The number of adult smokers is decreasing Source: Victorian Population Health Survey</p> <p><b>Undetermined for current smokers.</b> Data from VPHS shows an increase in <b>current smokers</b> from 19.8% (2011-12) to 24.4% (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p><b>Undetermined for ex-smokers.</b> Data from VPHS shows a decrease in <b>ex-smokers</b> from 25.5% (2011-12) to 22.7% (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p><b>Undetermined for non-smokers.</b> Data from VPHS shows a decrease in <b>non-smokers</b> from 53.8% (2011-12) to 52.1% (2014). Inappropriate to compare because difference is less than 7-10%.</p> <p>If observed difference is less than 7-10% then comparing 2014 data to 2011-12 is not appropriate.</p>
<p><b>F: Increase the number of smoke free environments</b></p>	<p><b>Measured yearly:</b></p> <p>F:1 More adult residents support smoke-free outdoor dining Source: VicHealth Indicators Survey</p>



## PROTECTING OUR HEALTH

	<p>F:2 An increase in council owned facilities including playgrounds, sporting infrastructure and public spaces that are designated smoke free</p> <p>Source: Latrobe City Council-Recreation, Culture and Community Infrastructure, Recreation Team; Latrobe City Council-Recreation, Culture &amp; Community Infrastructure, Infrastructure Operations team</p>
<b>G: Reduce excessive alcohol consumption</b>	<p><b>Measured every three years:</b></p> <p>G:1 A reduction in adults who drink alcohol at harmful levels</p> <p>Source: Victoria Population Health Survey</p>
<b>H: Minimise harm associated with the misuse of alcohol</b>	<p><b>Measured yearly:</b></p> <p>H:1 A reduction in alcohol related assaults</p> <p>Source: Victoria Police</p> <p>H:2 A decrease in alcohol related violence in and around nightclub precincts</p> <p>Source: Victoria Police</p> <p>H:3 An increase in the number of community sport and recreation clubs who participate in and progress through the Good Sports Program levels</p> <p>Source: GippSport, Australian Drug Foundation</p>
<b>I: Maintain or increase the rates of immunisation</b>	<p><b>Measured yearly:</b></p> <p>I:1 A high level of immunisation status for children is maintained</p> <p>Source: Medicare-Australian Childhood Immunisation Register</p> <p>I:2 An increase in immunisation rates for Year 7 Hepatitis B, Varicella and Human papillomavirus and Year 10 dTpa</p> <p>Source: Department of Health, Cancer Council Victoria</p>
<b>J: Improve the awareness and knowledge of safe sexual practices for young people,</b>	<p><b>Measured every three years:</b></p> <p>J:1 Chlamydia rates for young people are reducing</p> <p>Source: Department of Health</p>

## PROTECTING OUR HEALTH

<p><b>ultimately leading to behaviour change</b></p>	<p>The number of chlamydia notifications in Gippsland's Local Government Areas (LGAs) for males and females 0-24 years and 25 years and over are provided in Table 1. Rates per 1,000 population are presented in Figure 1 and it can be noted that females under 25 years of age have the highest rate of chlamydia notifications followed by males under 25 years of age. The rate in Gippsland is higher than Victoria, both in 2013 and 2014.</p> <p><b>Table 1: Notified cases of chlamydia in Gippsland by LGA, gender and age group, 2013-14</b></p> <table border="1"> <thead> <tr> <th rowspan="3">Local Government Area</th> <th colspan="4">2013</th> <th colspan="4">2014</th> </tr> <tr> <th colspan="2">Female</th> <th colspan="2">Male</th> <th colspan="2">Female</th> <th colspan="2">Male</th> </tr> <tr> <th>24 and under</th> <th>25 and over</th> <th>24 and under</th> <th>25 and over</th> <th>24 and under</th> <th>25 and over</th> <th>24 and under</th> <th>25 and over</th> </tr> </thead> <tbody> <tr> <td><b>Bass Coast</b></td> <td>37</td> <td>16</td> <td>15</td> <td>10</td> <td>47</td> <td>14</td> <td>11</td> <td>10</td> </tr> <tr> <td><b>Baw Baw</b></td> <td>70</td> <td>17</td> <td>28</td> <td>21</td> <td>68</td> <td>16</td> <td>36</td> <td>16</td> </tr> <tr> <td><b>East Gippsland</b></td> <td>53</td> <td>6</td> <td>23</td> <td>12</td> <td>59</td> <td>15</td> <td>30</td> <td>9</td> </tr> <tr> <td><b>Latrobe</b></td> <td>167</td> <td>35</td> <td>78</td> <td>35</td> <td>129</td> <td>39</td> <td>65</td> <td>36</td> </tr> <tr> <td><b>South Gippsland</b></td> <td>50</td> <td>7</td> <td>25</td> <td>12</td> <td>39</td> <td>10</td> <td>22</td> <td>9</td> </tr> <tr> <td><b>Wellington</b></td> <td>85</td> <td>21</td> <td>35</td> <td>16</td> <td>64</td> <td>25</td> <td>29</td> <td>18</td> </tr> </tbody> </table> <p>Source: Victorian Department of Health and Human Services, Communicable Diseases Epidemiology and Surveillance Unit, June 2016</p> <p>Note that that chlamydia notifications data is from 2013 and 2014 (2015 data is not yet available).</p> <p>J:2 The number of teenage pregnancies are reducing Source: Department of Health</p>	Local Government Area	2013				2014				Female		Male		Female		Male		24 and under	25 and over	24 and under	25 and over	24 and under	25 and over	24 and under	25 and over	<b>Bass Coast</b>	37	16	15	10	47	14	11	10	<b>Baw Baw</b>	70	17	28	21	68	16	36	16	<b>East Gippsland</b>	53	6	23	12	59	15	30	9	<b>Latrobe</b>	167	35	78	35	129	39	65	36	<b>South Gippsland</b>	50	7	25	12	39	10	22	9	<b>Wellington</b>	85	21	35	16	64	25	29	18
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<p><b>K: Minimise the harmful use of drugs</b></p>	<p><b>Measured yearly:</b></p> <p>K:1 A reduction in illicit drug – related Emergency Department (ED) presentations Source: Department of Health</p>																																																																															

## PROTECTING OUR HEALTH

#	Strategy	Action	Lead Organisation	Report for 2015/2016
3.1	Increase the range of smoke free environments and support strategies to reduce smoking	3.1.1 Implement the Achievement Program within GippSport	Gippsport	<p>IN PROGRESS</p> <p>Continuing to work toward the benchmarks of the achievement program.</p> <ul style="list-style-type: none"> <li>• Purchased stand-up desks for all program staff (x 6)</li> <li>• Smoke free workplace policy – hasn't been recently amended/updated</li> <li>• Public Health Promotion policy which includes sections on: <ul style="list-style-type: none"> <li>○ Sun protection – GippSport hosted events &amp; where staff work outdoors</li> <li>○ Healthy catering – For GippSport hosted events/workshops etc</li> <li>○ Physical activity statement promoting the requirement for 30mins of PA per day</li> <li>○ Responsible Management of Alcohol – promotion practices to the community and for GippSport events.</li> </ul> </li> <li>• Drink bottles purchased &amp; provided to staff to encourage water consumption at work</li> <li>• Discussion &amp; awareness at staff meetings related to: <ul style="list-style-type: none"> <li>○ Walking meetings</li> <li>○ Staff participation in health activities (i.e. H3O challenge)</li> </ul> </li> </ul>
		3.1.2 Promote national / state / local anti-smoking programs which could be promoted throughout Latrobe.	Latrobe Community Health Service	COMPLETED LCHS Respiratory Nurse supported people who were wanting to QUIT, or wanting to gain further knowledge on how to QUIT.

## PROTECTING OUR HEALTH

		3.1.3 Establish a working group to review and update the smoking policy and improve cessation support for employees wanting to Quit smoking at LCC	LCC – Healthy Communities	COMPLETED A working group was established and successfully drafted a new Smoking in the Workplace Policy for Latrobe City Council. With the endorsement of the Executive Team, the policy will become effective as of 1 July 2016.
3.2	Deliver immunisation programs across the municipality	3.2.1 Maintain current immunisation coverage rates	LCC – Community Health and Wellbeing	COMPLETED Children’s program - Completed scheduled immunisation sessions for babies and children across the municipality with sessions at Moe, Morwell, Traralgon, Churchill and Glengarry. Immunisations provided follow the federal government’s National Immunisation Program Schedule (April 2015) Schools program - Completed schedule of Year 7 immunisations to secondary school children as per follow the federal government’s National Immunisation Program Schedule (April 2015) Corporate/Workplace program – Completed immunisation sessions at 448 workplaces (YTD)
3.3	Promote safe sexual practices for young people	3.3.1 Implement the condom vending machine project- 5 condom vending machines installed in publicly accessible locations	Gippsland Women’s Health	IN PROGRESS <ul style="list-style-type: none"> <li>LCC attended a presentation by Bass Coast Shire Council and GWH about the success of the project in Bass Coast and will progress the project in 2016-2017</li> </ul>
		3.3.2 Provide sexual health grants to schools to achieve the S&RH benchmarks of the HTV achievement Program	Gippsland Women’s Health	IN PROGRESS <ul style="list-style-type: none"> <li>Information including eligibility criteria regarding Achievement Program and grant application forms developed and promoted throughout networks, on GWH’s website and in March e-news</li> </ul>



## PROTECTING OUR HEALTH

				and on Gippsland Health Promotion Practice Exchange
3.4	Promote safer drinking cultures	3.4.1 Support Good Sports clubs in Latrobe City – alcohol management policies and practices	Gippsport	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• 4 clubs hosted RSA training</li> <li>• 10-clubs involved in RSA training</li> <li>• 63 club volunteers completed RSA training</li> <li>• 2 Latrobe City clubs joined the Good Sports program (Morwell golf club, LV hockey association)</li> <li>• 1 Latrobe city clubs progressed to the next level of the Good Sports program (Fortuna60 SC)</li> <li>• Issues; Reduced funding from ADF, No capacity to increase number clubs engaged</li> </ul>
		3.4.2 Convene the Latrobe City Liquor Accord twice a year and participate in other local Liquor Accords.	LCC – Community Strengthening	<p>COMPLETED</p> <p>Latrobe City Council has hosted the Latrobe City Liquor Accord for three meetings in the 2015-2016 year:</p> <p>Thursday 11 June 2015 – 80 attendees</p> <p>Tuesday 17 May 2016 – 65 attendees</p> <p>Tuesday 13 October 2016 – 80 attendees</p> <p>The Traralgon group meets monthly; the Morwell group meets bi-monthly; the Moe group meets quarterly. Where possible, a community strengthening team representative attends these meetings.</p>
		3.4.3 In accordance with the Municipal Public Health & Wellbeing Plan objective to ‘Reduce excessive alcohol consumption’, develop a policy to minimise harm within our community.	LCC – Community Strengthening	<p>IN PROGRESS</p> <p>Consultation internal to Latrobe City Council was held with prior to the development of the policy. A policy has been drafted based on other local government Municipal Strategic</p>

PROTECTING OUR HEALTH

				Statements. It is currently being circulated within the organisation for comment from relevant stakeholders such as planning, environmental health and local laws.
3.5	Reduce the incidence of illicit drug use	3.5 Support community sporting clubs in developing policies and practices around the use of illicit drugs	Gippsport	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>Partnership with AFL Gippsland, ASCO, Vic Police &amp; GippSport</li> <li>Forums scheduled with football netball clubs</li> <li>Grants sourced to fund delivery</li> <li>Policy developed &amp; provided</li> <li>Traralgon FNC was the launch (130 people)</li> <li>Issues; Grant provision behind schedule. Meant late getting started, Other sessions delivered 16-17 years</li> </ul>
3.6	Reduce the incidence of problem gambling	3.6.1 Improve community knowledge of the potential harms and risks associated with gambling, including general practitioners, aboriginal communities, Electronic Gaming Machine venues, secondary schools, youth based organisations, local government, community agencies and sporting clubs.	Latrobe Community Health Service	<p>COMPLETED</p> <p>As part of the Victorian Responsible Gambling Foundation's (VRGF) <i>Gambling's Not a Game</i> program, 11 sporting clubs in Latrobe City received information on risks associated with gambling.</p> <p>There have also been presentations to:</p> <ul style="list-style-type: none"> <li>Mental health group: headspace;</li> <li>Support groups: Lifeline;</li> <li>Secondary Schools; Lowanna and Traralgon Secondary College;</li> <li>Youth Groups: Latrobe City Youth Council;</li> <li>Community Groups: Morwell Neighbourhood House.</li> </ul>

## PROTECTING OUR HEALTH

		3.6.2 Build the capacity of Electronic Gaming Machine venues and staff to identify and respond to gambling related harms.	Latrobe Community Health Service	COMPLETED 12 out of 13 EGM venues in Latrobe have received Staff Venue support training. They reported that they improved their knowledge from this training by 32.35%.
		3.6.3 Build the capacity of other health and human service agencies to identify and respond to gambling related harms in the aboriginal community.	Latrobe Community Health Service	COMPLETED As part of a VRGF sponsored project, LCHS is conducting an Aboriginal Gambling and Financial Management Project. The Project collaborated with the local Aboriginal community to develop culturally appropriate financial literacy and gambling resources.
		3.6.4 Improve awareness of the support services available for people experiencing gambling related harm.	Latrobe Community Health Service	COMPLETED Presentations on services have been delivered to Lifeline, Anglicare, Child Protection agencies, headspace and Quantum Support Services.
		3.6.5 Encourage responsible gambling environments and practises within Electronic Gaming Machine venues, secondary schools, youth based organisations, local government, community agencies, aboriginal communities and sporting clubs.	Latrobe Community Health Service	COMPLETED 11 Sporting Clubs across three disciplines signed the Victorian Responsible Gambling Foundation's <i>Gambling's Not a Game</i> program charter. Community presentations and the VRGF schools program incorporated responsible gambling into its presentations. A presentation on responsible gambling, statistics and risk associated with gambling was delivered at Latrobe City Councillor and Council officers.
3.7	Build the capacity of the health sector to prevent chronic disease	3.7.1 Promoting and supporting General Practice in targeting immunisation, Chronic disease, lifestyle change	Gippsland Primary Health Network	IN PROGRESS All 25 practices in Latrobe City have been visited by the practice support team and provided information about:

PROTECTING OUR HEALTH

				<ul style="list-style-type: none"> <li>• Population Health Needs Survey</li> <li>• Carer Gateway</li> <li>• GP Afterhours Helpline</li> <li>• POLAR – data extraction</li> <li>• HealthPathways</li> <li>• Regional Emergency Management</li> <li>• Immunisation Updates</li> <li>• Introduction of GPHN Clinical Councils</li> <li>• MyHealthRecord updates</li> <li>• Dementia Education</li> <li>• Promotion of GPHN Education activity including:                             <ul style="list-style-type: none"> <li>- Advanced Care Planning</li> <li>- Chronic Disease Management care plans</li> <li>- Asthma Update</li> <li>- Communication skills</li> <li>- Cultural Awareness Training</li> <li>- CPR</li> <li>- Dealing with Difficult behavior</li> <li>- Family Planning</li> <li>- Eating Disorders</li> <li>- Managing Opioid and Ice Addiction in General Practice</li> <li>- Masterclass for Practice Managers</li> <li>- My Aged Care – Managing the change</li> <li>- Otitis Media and Aural Health</li> <li>- Infection Control in General Practice</li> <li>- Wound Management in General Practice</li> <li>- Women’s health workshop</li> </ul> </li> <li>- Tele Psychiatry</li> </ul>
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## STAYING CONNECTED

**4. STAYING CONNECTED***Promote and support an active, diverse and connected community*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
 Advocacy For & Consultation with Our Community  
 Planning for the Future

Objectives:	Measures of Success
<b>L: Improve awareness and knowledge of mental health and wellbeing in the community</b>	<b>Measured every three years:</b>
	L:1 Higher levels of wellbeing are reported by adult residents <b>Source: VicHealth Indicators Survey</b>
	L:2 An improvement in adults feeling less anxious or depressed <b>Source: Victorian Population Health Survey</b>  <b>Undetermined for residents with high or very high level of psychological distress.</b> Data from VPHS shows an increase in residents with <b>high or very high level of psychological distress</b> from 13.7 (2011-12) to 17.0% (2014).  <b>Increased residents with moderate level of psychological distress.</b> Data from VPHS shows an increase in residents with <b>moderate level of psychological distress</b> from 15.9% (2011-14) to 26.7% (2014).  <b>Decreased residents with low level of psychological distress.</b> Data from VPHS shows a decrease in residents with <b>low level of psychological distress</b> from 67.9% (2011-12) to 51.5% (2014).  If observed difference is less than 7-10% then comparing 2014 data to 2011-12 is not appropriate. <i>* high standard error for 2014 estimates, interpret with caution</i>
	L:3 An improved rate of good health is reported by adult residents <b>Source: Victorian Population Health Survey</b>

## STAYING CONNECTED

<b>M: Support activities and events that build community and social networks</b>	<b>Measured every three years:</b>
	M:1 Adults are spending more time with family and friends Source: VicHealth Indicators Survey
	M:2 Adults report a good family life and work balance Source: VicHealth Indicators Survey
	M:3 An increase in internet access at home Source: VicHealth Indicators Survey
<b>N: Ensure access and equity for all groups in the community</b>	<b>Measured every three years:</b>
	N:1 The community reports high level of acceptance of diverse cultures Source: VicHealth Indicators Survey

## STAYING CONNECTED

#	Strategy	Action	Lead Organisation	Report for 2015/2016
4.1	Increase the mental health literacy (knowledge, skills and attitudes) of community members, groups and school communities	4.1.1 Implement the Deadly Sport Gippsland Program – Sport and Health Social Marketing Strategy for the Aboriginal community	Gippsport	IN PROGRESS <ul style="list-style-type: none"> <li>Participation levels increased with community participation from 15 to 40 people</li> <li>Deadly Sport Gippsland has a high reach across Gippsland.</li> <li>Hosted aboriginal Sport conference in Morwell</li> <li>2075 Facebook likes</li> <li>126 Twitter Followers</li> <li>promotion &amp; provision of indigenous round funding</li> <li>Aboriginal Sport Conference</li> </ul>
		4.1.2 Delivery of Applied Suicide Intervention Skills Training (ASIST)	Latrobe Regional Hospital	IN PROGRESS Training courses delivered as per 2016 schedule.
		4.1.3 Delivery of Mental Health First Aid Programs (adult, teen and youth)	Latrobe Regional Hospital	IN PROGRESS Training courses delivered as per 2016 schedule.
		4.1.4 Development of the Gippsland Suicide Prevention Plan	Gippsland Mental Health Alliance - LRH	IN PROGRESS Senior Project Officer employed to develop plan in 2016/2017 through GPHN and GMHA.
4.2	Support or deliver a diverse range of activities and events	4.2.1 Deliver the Children's Services Expo during Children's Week to promote early years services provided across Latrobe City.	LCC – Early Childhood Health and Development	COMPLETED The 6th Latrobe City Children's Expo – "Free and Fun" - was held on Thursday 29 October 2015 from 10.00 am to 3.00 pm at Kernot Hall, Morwell.
		4.2.2 Deliver the VicHealth Community Activation Programme (Tarwin St pop-up park)	LCC - Healthy Communities	IN PROGRESS Community activation has been completed. The site has a period of 4 weeks remaining before pack up of the park is initiated. Data is being gathered and evaluated to

STAYING CONNECTED

			<p>determine the ongoing life of the park. Reporting and financial acquittals are underway.</p>
		<p>4.2.3 Increase Volunteering opportunities for older people</p>	<p>LCC – Community Health and Wellbeing</p> <p>IN PROGRESS                  Current Volunteer base adequately supports all Social Support programs. Staff who supervise volunteers attended 'Managing Volunteers' training. Coordinator Social Support now attending Volunteer Special Interest Group with LGPro. Standardisation of volunteer records being implemented. Manager Aged and Disability Services is working in partnership with Volunteering Victoria on a project to increase volunteering within the Valley. Volunteers empowered to have more of a role within the program they volunteer in. Ongoing development opportunities given to volunteers that normally only paid staff would attend. Formal Thank you Christmas event held with Councillor in attendance as well as Volunteer week celebrations. Increased use of Volunteers has allowed increased client participation in our Planned Activity Group programs. Current number of volunteers: 150 (majority over 65). Volunteer Hours approximately 3,500+ per month. Five Programs Supported by Volunteers – We Care friendly visiting, Traralgon Meals on Wheels, Morwell Meals on Wheels, Planned Activity Groups (three centres) and support carers program. Four lots of training for Volunteers offered: Dementia Awareness, Road Safety, Food Safety, and Planned Activity Forum. Corporate Volunteer groups providing Meals on Wheels support: Grey Street Primary School, Vista Day Services, Coinda Hill Inc., St Pauls Anglican Grammar School, ANZ Bank, ASIC, Rotary Club of Traralgon,</p>



## STAYING CONNECTED

				Australian Red Cross - Traralgon Branch, Bendigo Bank and NAB Bank.
		4.2.4 Deliver the Yinnar Community Centre Community Engagement Project.	LCC – Community Strengthening	COMPLETED Consultant employed to complete the community engagement project and write a report. Engagement involved a variety of activities along with interviews, forums, drop-in sessions and surveys. The project report is scheduled to go to Council on 23 May 2016 for noting; it will then be released for comment. Following the one-month period for comment, feedback will be taken into account and the plan finalised.
		4.2.5 Actively support, promote, lead and participate in the activities of the youth sector.	LCC – Community Strengthening	COMPLETED 10 young people appointed to the Youth Council Program in 2015; 8 appointed in 2016. Large variety of youth programs completed during the financial year.
4.3	Improve access to activities, services and venues for people from diverse backgrounds	4.3.1 Support the development and utilisation of Men's Sheds.	LCC – Community Strengthening	COMPLETED Biannual gatherings organised and facilitated by Latrobe City Council staff with guest speakers on health issues. 26 October 2015 – Life! Program (Preventing Diabetes, Heart Disease and Stroke) 27 June 2016 – Lifeline (Promoting good mental health).
		4.3.2 Commissioning services to increase access to mental health services - suicide prevention, partners in recovery, psychological services	Gippsland Primary Health Network	IN PROGRESS Gippsland PHN commission the ATAPS (Access to Allied Psychological Services) program, the Partners in Recovery Program, headspace, the Mental Health Nurse in Practice program and a suicide prevention program in Latrobe City.

STAYING CONNECTED

		4.3.3 Improve Care Coordination for vulnerable communities	Gippsland Primary Health Network	<p>IN PROGRESS</p> <p>The GPHN Health Pathways project developed a number of Health Pathways for the Aboriginal and Torres Strait Islander Communities and Mental Health Pathways. These Pathways are complete and will go live in 2016-17. The relationships established through the Pathways development activities are contributing GPHN's ability to improve care coordination for vulnerable communities.</p>
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## FEELING SAFE

**5. FEELING SAFE***Promote and advocate for a safe and diverse environment*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
Planning for the Future

Objectives:	Measures of Success
<b>O: Increase safety perceptions among the community</b>	<b>Measured yearly:</b>
	O:1 8 communities have developed Local Emergency Action Plans <b>Source: Latrobe City Council Community Development Team</b>
	O:2 Urban planning applications are of a high quality design and comply with Crime Prevention Through Environmental Design criteria <b>Source: Latrobe City Council Statutory Planning Team</b>
	O:3 Continued reaccreditation as a World Health Organisation International Safe Community <b>Source: World Health Organisation Accreditation as an International Safe Community</b>
	<b>Measured every three years:</b>
O:4 More adults report feeling safe and walking in their local area at night and during the day <b>Source: VicHealth Indicators Survey</b>	
<b>P: Reduce the incidence of family violence in the community</b>	<b>Measured every three years:</b>
	P:1 More adults are prepared to intervene in domestic violence incidents <b>Source: VicHealth Indicators Survey</b>
	P:2 Reduction in family incidence of family violence <b>Source: Victoria Police</b>
	P:3 Reduction in family incident reports where children are present <b>Source: Victoria Police</b>

## FEELING SAFE

<b>Q: Maintain or improve the safety of public facilities and amenities</b>	<b>Measured yearly:</b>
	Q:1 Council facilities comply with relevant standards Source: Latrobe City Council Risk and Compliance
<b>R: Reduce the incidence of childhood injury</b>	<b>Measured yearly:</b>
	R:1 A reduction in childhood injuries Source: Monash University Accident and Research Centre
	R:2 An increase in the number of playgrounds complying with the Australian Standards for playground equipment design and construction Source: Latrobe City Council-Recreation, Culture & Community Infrastructure, Infrastructure Operations Team
	R:3 All children's facilities comply with standards under the Education and Care Services National Law Act and Regulations 2012 Source: Latrobe City Council-Child and Family Services Team



## FEELING SAFE

#	Strategy	Action	Lead Organisation	Report for 2015/2016
5.1	Maintain Latrobe City's status as an International Safe Community	5.1 Contribute to Latrobe City Council's World Health Organisation (WHO) safe community status and provide an annual report as required under the international Safe Community Designation.	LCC – Community Strengthening	COMPLETED The International Safe Community report provides an annual update on all work Council has completed in the community safety space. It was submitted in March after a process of collating all the information from across the organisation. Three 'success' stories highlighted were: Morwell Community Resilience Survey Churchill Pedestrian Underpass public art project. Creation of the Latrobe Liquor Accord.
5.2	Provide leadership to prevent violence against women	5.2.1 Support programs for community sporting clubs related to the Prevention of Mens Violence Against Women and Children – eg: Orange Round, Regional Sports Forum	Gippsport	IN PROGRESS <ul style="list-style-type: none"> <li>• Planning for Regional Sports Forum has started.</li> <li>• Traralgon Football Club participated in Orange Round Project.</li> <li>• 80 participants at "You the Man" at Glengarry FNC</li> </ul>
		5.2.2 Delivery of Trauma and Family Violence Workshops	Latrobe Regional Hospital	IN PROGRESS Training delivered to LRH staff. External training schedule to be developed.
		5.2.3 Work with agencies and communities to develop a 4 year Prevention Family Violence Plan to reduce the incidence of violence and harm in our community	LCC – Community Strengthening	IN PROGRESS '16 Ways in 16 Days' awareness campaign run from White Ribbon Day (25 November 2015) to 10 December 2015. Relationship building with the sector and the community Extensive internal consultations about what to include in the plan. The plan is currently being written by end June 2016 a staff working group will be developed.

## FEELING SAFE

	5.2.4 Facilitate Mentors in Violence Prevention (MVP) Sessions with partner organisations and community mentors in violence prevention (Bystanders)	Gippsland Women's Health	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>Latrobe City Council Staff Facilitated 2.5 hour MVP Session to internal staff (30 participants)</li> <li>2 hour MVP Session to The Healthcare Centre Doctors &amp; Nurses (13 participants)</li> <li>3 hour MVP session to Department of Justice Internal Staff (16 participants)</li> <li>2 hour MVP session to LCHS Internal Staff (10 participants)</li> <li>3 hour MVP session to Moe Life Skills Internal Staff (15 participants)</li> <li>Latrobe City hosted MVP Session to Community Members (? Participants)</li> </ul>
	5.2.5 Deliver Family violence and workplace training for organisations and supporting policy / procedure development and change around workplace culture	Gippsland Women's Health	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>6 training sessions delivered to 91 Latrobe City Staff.</li> </ul>
	5.3.1 Delivery of the Community Safety Forums in 2015	Latrobe Regional Hospital	NO PROGRESS
	5.3.2 Conduct two community safety forums to explore local safety issues and responses.	LCC – Community Strengthening	<p>COMPLETED</p> <p>The first community safety forum was held on 20 October 2015. Two sessions were required because the first sold out quickly. The forum topic was Dealing with Aggressive Drug Affected People. The second forum titled Mentors in Violence Prevention is scheduled for 7 June 2016.</p>

## SKILLS FOR HEALTHY COMMUNITIES

**6. SKILLS FOR HEALTHY COMMUNITIES**

*Recognise and harness the skills of Latrobe City residents and organisations for the advancement of our economy and community*

**Council Plan 2013 – 2017 Theme:** Job Creation & Economic Sustainability  
Advocacy For & Consultation with Our Community

Objectives:	Measures of Success
<p><b>S: Build the capacity of organisations and community groups to deliver health and wellbeing outcomes</b></p>	<p><b>Measured yearly:</b></p> <p>S:1 Workplaces, early childhood education and care services, primary and secondary schools are registered with and actively involved in the Healthy Together Victoria Achievement Program <b>Source: Healthy Together Victoria Achievement Program</b></p> <p><b>Increased.</b> 33 schools and ELCs actively involved in the Achievement Program. 8 workplaces actively involved in the Achievement Program.</p> <p>Actively involved defined as a school or workplace progressing (at least Create Phase) in the Achievement Program.</p> <hr/> <p>S:2 Latrobe City Council staff and partner organisations have increased skills to develop, implement and promote health and wellbeing policies <b>Source: Healthy Together Latrobe</b></p> <p><b>Undetermined.</b> Various strategies were utilised to increase the skill of LCC staff and partner organisation to develop, implement and promote health and wellbeing policies such as:</p> <ul style="list-style-type: none"> <li>• Business Breakfast: Reducing Prolonged Sitting in Workplace (2016)</li> <li>• Joint LCC Executive and Senior Leadership Workshop: Eating Well in Latrobe City (2015)</li> <li>• Food Sensitive Planning and Urban Design (2015)</li> <li>• Latrobe Food Forum (2013)</li> <li>• Latrobe Food Forum System Strategies (2014)</li> </ul>

SKILLS FOR HEALTHY COMMUNITIES

	<p>Skill of staff and partner organisation was not measured for most of the strategies. Evaluation report for <i>Reducing Prolonged Sitting in Workplace</i> showed increase in respondent’s self-perceived knowledge about strategies to reduce workplace sitting time. The <i>Latrobe Food Forum</i> evaluation showed an increase in respondent’s awareness about their role in strengthening Latrobe’s food system.</p> <hr/> <p>S:3 Organisations in Latrobe work together to improve health and wellbeing for residents  <b>Source: Healthy Together Latrobe</b></p> <p><b>Increased/decreased(?)</b>. MPHWP partners increased(?)/decreased(?) from {insert value} during Year 1 to {insert value} during Year 4.</p> <p>Organisations involved in the MPHWP</p>
<p><b>T: Increase opportunities for residents to participate in community action and volunteering</b></p>	<p><b>Measured every three years:</b></p> <p>T:1 Levels of volunteering by residents has increased  <b>Source: VicHealth Indicators Survey</b></p> <p>T:2 Residents participation in community action and change has increased  <b>Source: VicHealth Indicators Survey</b></p>



## SKILLS FOR HEALTHY COMMUNITIES

#	Strategy	Action	Lead Organisation	Report for 2015/2016
6.1	Enhance the capacity of early childhood education and care, primary and secondary schools settings to achieve health and wellbeing outcomes through participation in the Healthy Together Victoria Achievement Program	6.1.1 Support registered primary schools to progress to the Create Stage of the Achievement Program.	Latrobe Community Health Service	COMPLETED 5 schools have progressed to the Create Stage
		6.1.2 Support registered primary schools to progress to the Celebrate Stage of the Achievement Program.	Latrobe Community Health Service	COMPLETED 4 schools have progressed to the Celebrate stage and have reached benchmarks in Physical Activity, Healthy Eating, Tobacco Control and Sun Protection.
		6.1.3 Support registered secondary schools to progress to the Create Stage of the Achievement Program.	Latrobe Community Health Service	COMPLETED No secondary schools have progressed.
		6.1.4 Support registered secondary schools to progress to the Celebrate Stage of the Achievement Program.	Latrobe Community Health Service	COMPLETED No secondary schools have progressed.
6.2	Enhance the capacity of workplace settings to achieve health and wellbeing outcomes through participation in the Achievement Program	6.2.1 Investigate the interest in establishing a Latrobe Workplace Health & Wellbeing Network	Latrobe Community Health Service	COMPLETED Network meetings held bi-monthly. Three meetings have been held so far and there are 16 members currently involved.
		6.2.2 Support registered workplaces to achieve Recognition Point 1 of the Achievement Program.	Latrobe Community Health Service	COMPLETED 8 out of 31 registered workplaces have achieved Recognition Point 1.
		6.2.3 Support registered workplaces to achieve Recognition Point 2 of the Achievement Program.	Latrobe Community Health Service	COMPLETED Out of 31 registered workplaces, 1 has achieved recognition for all 5 benchmarks, 1 has achieved 3 and 1 has achieved 2 benchmarks. Facilitated 3 events to support workplaces including Health & Wellbeing Expo, Business Breakfast: Reducing prolonged sitting in the workplace and Latrobe Workplace Walking Challenge.

## SKILLS FOR HEALTHY COMMUNITIES

		6.2.4 Progress LRH, LVBL and LCC through to recognition point 2 as a part of the Achievement program.	LCC – Healthy Communities	COMPLETED Only LCC has achieved recognition point 2 of the Achievement Program.
6.3	Enhance the capacity of Sporting Clubs to improve the health and wellbeing of members	6.3.1 Support programs for Sports Trainers in community sporting clubs	Gippsport	IN PROGRESS No key data or highlights to report on for this item. Issues; Training provided by GippSport in specialist areas is on a needs basis. It is hard to predict a number of clubs wanting this training in advance. In the 2015-16 year we didn't have any clubs engage us to provide this training. However we supported AFL Gippsland & other sports host sport specific training courses.
		6.3.2 Support applications for VicHealth Active Club Grants	Gippsport	COMPLETED Successful applications from: <ul style="list-style-type: none"> <li>- Churchill Tennis Club</li> <li>- Churchill United Soccer Club</li> <li>- Gippsland Athletics Inc.</li> <li>- Gippsland Football Club Inc.</li> <li>- Latrobe Valley Yacht Club</li> <li>- Morwell Junior Football Club Inc.</li> <li>- Pax Hill Tennis Club</li> <li>- Pegs Soccer Club Inc.</li> <li>- Traralgon &amp; Districts Pony Club Inc.</li> <li>- Tyers Soccer Club Inc</li> <li>- Boolarra Football and Netball Club</li> <li>- Boolarra Pony Club Inc.</li> <li>- Latrobe Cricket Club</li> <li>- Morwell Baseball Club Inc.</li> <li>- Morwell Pegasus Soccer Club Inc.</li> <li>- Newborough/Yallourn Soccer Club</li> <li>- Toongabbie Tennis Club</li> <li>- Traralgon West Cricket Club</li> </ul>

## SKILLS FOR HEALTHY COMMUNITIES

				- West End Junior Football Club Inc.
6.4	Investigate opportunities for increasing civic engagement and volunteering in physical activity and recreation programs	6.4.1 Continue to implement the Health Champions initiative, supporting and increasing the capacity of Health Champions to advocate for their community through personal development and other identified areas.	Latrobe Community Health Service	<p>COMPLETED</p> <p>There are over 245 registered Health Champions in the Latrobe Valley. Over the last year members of the network have been provided networking opportunities at events and undertaken training in Systems thinking. Network members receive information and resources through a regular eNews and email updates.</p> <p>A smaller group of members have formed an Action group and have designed a community owned and led plan with specific objectives and actions to target the areas of healthy eating, physical activity and community connectedness.</p> <p>Towards the end of the year the group were preparing the launch of their community owned and led social media campaign, Hugo the Health Champ Hound. This project aims to promote the everyday ways someone can be a Health Champion, recognise and celebrate current Health Champions, promote the broader Health Champions initiative and the Latrobe Valley.</p>
		6.4.2 Implement marketing strategy for volunteer recruitment and activation of environmental spaces, tracks, trails and points of destination for people of all abilities	LCC – Healthy Communities	<p>IN PROGRESS</p> <p>Park Tracks has been developed to increase Volunteering opportunities and awareness within the community. The launch for the app was held March 20. Further work to be done on the LCC website to incorporate all information re: volunteering from app to webpage.</p>
		6.4.3 Deliver the Skate Park Users Leadership Development Program in partnership with YMCA Victoria.	LCC – Community Strengthening	<p>COMPLETED</p> <p>The program has been developed to deliver a variety of events at the skate parks across the municipality.</p>

## SKILLS FOR HEALTHY COMMUNITIES

6.5	Build the capacity of organisations to engage consumers with low health literacy	6.5.1 Improve the health literacy of organisations to enable consumers with low health literacy to make informed decisions about their health	Central West Gippsland Primary Care Partnership	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• “Gippsland Guide to becoming a Health Literate Organisation” resource launched.</li> <li>• 4 organisations have completed Self-assessment audits</li> <li>• 1 organisation has finalised and begun implementing a health literacy improvement plan</li> <li>• 3 organisations have a draft healthy literacy improvement plan</li> <li>• 1 organisation has implemented a health literacy policy, and a further 2 have developed draft policies.</li> <li>• 2 organisations have developed dedicated working groups or have embedded health literacy into existing working groups and strategies</li> </ul>
6.6	Build the capacity of organisations to support chronic-disease self-management	6.6.1 Improve the provision of self-management support for people with chronic or complex conditions by providing capacity building opportunities and networking platforms for service agencies across sectors (eg Health and Welfare)	Central West Gippsland Primary Care Partnership	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• 20 training sessions conducted with 323 health professionals trained</li> <li>• Extensive network opportunities have been planned for 2016-2017 to improve integration of Child First and Integrated Family Services, Alcohol and Drug Sector and Mental Health Services</li> </ul>
		6.6.2 Integrate Lifestyle interventions into Health Pathways across Latrobe as appropriate	Gippsland Primary Health Network	<p>IN PROGRESS</p> <p>Work commenced to localise pathways for Gippsland, including self-management advice. The Local Health Pathways site is due to go live by end 2016.</p>



# CORPORATE SERVICES

## 17. CORPORATE SERVICES

### 17.1 QUARTERLY FINANCE REPORT - SEPTEMBER 2016

General Manager

Corporate Services

For Information

#### PURPOSE

The purpose of this report is to present the September 2016 Quarterly Finance Report.

#### EXECUTIVE SUMMARY

This report meets the requirements of the *Local Government Act 1989* to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.

The report is provided for Council's information.

#### **RECOMMENDATION**

**That Council receives and notes the September 2016 Quarterly Finance Report for the three months ended 30 September 2016, in accordance with the requirements of the *Local Government Act 1989*.**

#### DECLARATION OF INTEREST

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

#### STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

*Strategic Direction – Regularly report Council decisions and performance to the community*

*Legislation –*

*Local Government Act 1989*

### **BACKGROUND**

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 30 September 2016 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results for the first three months of the financial year.

### **KEY POINTS/ISSUES**

The attached report provides the overall outcomes of the first quarter of the 2016/2017 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The “Income Statement” report forecasts a surplus result for the full financial year of \$5.1M which is an unfavourable variance of \$3.4M to the original budget. This is mainly due to expenditure relating to income which was received in the 2015/16 financial year where projects are ongoing or grants received relating to 2016/17 were advanced to Council earlier.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with a \$130.6M in current assets compared to \$23.3M current liabilities.
- The “Statement of Cash Flows” shows that Council has \$59.2M in Cash and Financial assets (i.e. investments). The level is higher than anticipated in the budget due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected. The amount has decreased by \$2.4M in the first quarter as overall outflows have exceeded inflows. This is largely due to expenditure of carry forward funds together with Council only receiving 15% of rates and charges to date whilst 24% of employee costs and materials and services cash flow budgets have been spent to date.
- The “Statement of Capital Works Statement” shows a forecast expenditure of \$36.2M compared to the budget of \$31.9M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. Road Rehabilitation, Heavy Industrial Park wetlands and Hazelwood Pondage projects.

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

- The “Financial Performance Ratios’ indicate that Council remains within the industry expected ranges.

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works expenditure to date and full year forecasts, together with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

**RISK IMPLICATIONS**

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

This report assists in ensuring legislative requirements are met.

**FINANCIAL AND RESOURCES IMPLICATIONS**

The attached report provides details of budget variances for the three months to 30 September 2016 and the forecasted full financial year.

**INTERNAL/EXTERNAL CONSULTATION**

No consultation was required in the preparation of this report.

**OPTIONS**

The requirement to report on financial and key strategic actions quarterly is a statutory requirement, therefore the options that exist are:

1. Council receives and notes the September 2016 Quarterly Finance Report for the three months ended 30 September 2016, in accordance with the requirements of the *Local Government Act 1989*; or
2. Council seeks additional information.

**CONCLUSION**

The attached report provides financial details, as required by the Local Government Act 1989. The report indicates that Council is operating within the parameters of its 2016/2017 adopted budget. Variances arising from higher than expected carry forward funds which led to a higher than expected ‘cash’ surplus in 2015/16 have resulted in a forecasted decreased operating surplus for the current financial year.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Quarterly Finance Report - September 2016



# **17.1**

## **Quarterly Finance Report - September 2016**

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# Quarterly Finance Report

## September 2016



*In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.*

**Quarterly Finance Report  
September 2016****Contents**

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**SEPTEMBER 2016 Quarterly Report Summary****KEY ISSUES**

The attached report provides the overall outcomes of the first quarter of the 2016/2017 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$5.1M which is an unfavourable variance of \$3.4M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with a \$130.6M in current assets compared to \$23.3M current liabilities.
- The "Statement of Cash Flows" shows that Council has \$59.2M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$36.2M compared to the budget of \$31.9M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. Road Rehabilitation, Heavy Industrial Park wetlands and Hazelwood Pondage projects.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

**BACKGROUND**

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. In addition the quarterly budget review process provides a key form of financial control and planning within the organisation.

**INCOME STATEMENT ANALYSIS****Overview**

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand our existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. In 2015/16 Council's held \$61.6M in cash and investments which was \$11.1M favourable to budget largely due to funds generated that had not yet been spent for ongoing projects and commitments. This larger than expected surplus in 2015/16 is currently expected to result in a \$3.4M reduced surplus in the current year due to the subsequent increase in employee costs and materials and services expenditure as Council completes the projects and meets the commitments that the prior year funding was generated for.

**Year to date**

The year to date result shows an operating position of \$61.2M surplus which is \$3.2M favourable to budget. The key items that make up this variance are as follows;

- Rates and charges (\$0.2M favourable) due to higher than expected growth in supplementary rates valuations.
- User Fees (\$0.4M favourable) mainly due to higher than anticipated Landfill, aged care, child care and subdivision supervision fees to date.
- Grants - Capital (\$0.3M favourable) mainly a result of for Pavilion upgrade projects received earlier than anticipated, plus additional funding for the unbudgeted Hazelwood Pondage Boat Ramp project and Blackspot project funding which was budgeted to be received in 2015/16, however due to projects not being completed was not received until the first quarter of 2016/17.
- Grants – Operating (\$0.3M favourable) mainly a result of higher State Government grants in Aged & Disability and Family Services



**SEPTEMBER 2016 Quarterly Report Summary****Operating Services**

- Employee Costs (\$0.2M favourable) salary savings from vacant positions largely in Infrastructure & Recreation, combined with lower annual leave taken and conference & training expenditure to date.
- Materials and services (\$1.0M favourable) is due to savings in postage as part of the postal services review and the timing of expenditure including contractor, cleaning and electricity which will be incurred later than budgeted.

**Full year forecast**

The full year forecasted result shows an operating surplus of \$5.1M which is an \$3.4M unfavourable variance to the adopted budget. The key items that make up this variance are as follows;

- Materials and Services (\$5.6M unfavourable) mainly associated with unexpended funds carried over from the 2015/16 financial year to complete projects in 2016/17, combined with the allocation of surplus funds to undertake new projects. The major carry forwards include Capital Works Road Rehabilitation program and Traralgon Tennis Show Court project, development of Asset Management strategies, the Future Morwell Urban Design project and the Family Services Municipal Wide Infrastructure Planning project.
- Employee costs (\$1.3M unfavourable) mainly due to higher long service leave provision requirements in line with 2015/16 actuals and low current discount rates used to calculate the provision together with increased salaries due to unexpended funds carried over from the 2015/16 financial year.
- Grants – Capital (\$2.5M favourable) mainly due to additional funding forecasted for the Hazelwood Pondage Caravan Park Wastewater Upgrade and Heavy Industrial Park Infrastructure Upgrade -Wetlands projects (\$1.7M) that were budgeted to be received in the 2015/16 financial year will now be received in 2016/17.
- Other income (\$0.5M favourable) reflects additional income forecast for interest on rates and investments, higher gaming charter contributions and additional local contributions for Sister Cities and Tobacco Education & Enforcement programs.

**BALANCE SHEET**

The significant movements in the balance sheet over the first quarter were as follows;

- Cash and Cash Equivalents (\$2.0M increase) together with Other Financial Assets (i.e investments) (\$4.4M decrease). The overall decrease of \$2.4M is mainly due to Council having only received 15% of its annual rates but having spent just under 25% of its major operating expenditure line items .
- Trade and Other receivables (\$64.0M increase) this is primarily due to the annual rates notices being raised in August and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the year, with a further three quarterly instalments and the February annual payments.
- Other Assets (\$2.0M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2016 having now been reversed/received in the current financial year.
- Payables (\$4.5M decrease) is primarily due to amounts that were outstanding to suppliers at 30 June 2016. These amounts have now been paid in the current financial year.
- Trust funds and deposits (\$2.0M increase) relates mainly to fire service property levy amounts received over the first quarter that are held in trust to be paid to the State Revenue Office in October.
- Property, plant and equipment (\$1.0M decrease) depreciation expense has exceeded capital expenditure for the first quarter.

**STATEMENT OF CASH FLOWS**

The budgeted cash & investments at the beginning of the year was \$50.5 million, the actual opening balance was \$61.6 million. The additional \$11.1 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. Total Cash and financial assets (investments) as at the end of September stand at \$59.2M.

**SEPTEMBER 2016 Quarterly Report Summary****STATEMENT OF CAPITAL WORKS**

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure e.g. Community Minor Capital Grants Program.

As at the 30 September 2016 Council had spent \$4.9M on capital works mostly on Roads projects \$3.2M and Property (land & buildings) \$0.5M. Whilst the full year forecast shows an additional \$4.3M expenditure this is primarily associated with additional expenditure from funds carried forward for projects that commenced or that were budgeted to commence in the 2015/16 financial year and additional capital grants. e.g. road rehabilitation \$1.7M, Heavy Industrial Park Wetlands \$1.5M and Hazelwood Pondage Wastewater project \$1.2M.

**FINANCIAL PERFORMANCE RATIOS**

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the first quarter of the financial year show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

**INCOME STATEMENT**  
**For The Quarter Ended 31 March 2016**

	NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
<b>INCOME</b>							
Rates and charges	1	74,724	74,481	243	74,854	74,568	286
Statutory fees and fines	2	337	277	61	1,956	1,932	24
User fees	3	3,476	3,083	393	13,698	13,579	119
Grants - operating	4	6,119	5,785	334	23,013	22,756	257
Grants - capital	5	631	325	306	9,562	7,045	2,518
Contributions - monetary	6	291	10	281	397	41	356
Contributions - non monetary	7	0	0	0	3,000	3,000	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	201	(87)	288	26	0	26
Other income	9	1,150	865	285	3,881	3,406	475
<b>TOTAL INCOME</b>		<b>86,929</b>	<b>84,738</b>	<b>2,190</b>	<b>130,386</b>	<b>126,327</b>	<b>4,059</b>
<b>EXPENSES</b>							
Employee costs	10	11,544	11,768	224	53,478	52,159	(1,319)
Materials and services	11	7,313	8,269	957	42,899	37,343	(5,556)
Bad and doubtful debts	12	3	4	1	14	15	0
Depreciation and amortisation	13	6,178	6,068	(110)	24,665	24,271	(394)
Borrowing costs	14	236	197	(39)	883	918	35
Other expenses	15	497	510	13	3,333	3,137	(197)
<b>TOTAL EXPENSES</b>		<b>25,772</b>	<b>26,818</b>	<b>1,046</b>	<b>125,273</b>	<b>117,842</b>	<b>(7,431)</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>61,157</b>	<b>57,921</b>	<b>3,236</b>	<b>5,114</b>	<b>8,485</b>	<b>(3,371)</b>

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****1. Rates and charges****Year to Date - \$0.243M Favourable**

The favourable variance is primarily a result of higher general rates raised.

**Full Year - \$0.286M Favourable**

The favourable variance is primarily a result of higher general rates raised.

**2. Statutory fees and fines****Year to Date - \$0.061M Favourable**

The favourable variance is due mainly to higher than expected parking fines and animal registrations and fines.

**Full Year - \$0.024M Favourable**

The favourable variance is due to minor additional fees/fines across a number of categories, the larger being; Animal fines, Solicitor Requests, Parking fines and general fines

**3. User fees****Year to Date - \$0.393M Favourable**

The favourable variance is mainly due to higher than expected landfill, direct aged care, child care and subdivision fees to date.

**Full Year - \$0.119M Favourable**

The favourable variance is mainly due to higher than expected landfill fees.

**4. Grants - operating****Year to Date - \$0.334M Favourable**

The favourable variance is due to higher State Government grants in Aged & Disability and Family Services.

**Full Year - \$0.257M Favourable**

The favourable variance is due to higher State Government grants in Aged & Disability and Family Services.



**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****5. Grants - capital****Year to Date - \$0.306M Favourable**

The favourable variance is mainly due to funding for Pavilion upgrade projects received earlier than anticipated, plus additional funding for the unbudgeted Hazelwood Pondage Boat Ramp project and Blackspot project funding which was budgeted to be received in 2015/16, however due to projects not being completed was not received until the first quarter of 2016/17.

**Full Year - \$2.518M Favourable**

The additional funding forecasted is mainly for the Hazelwood Pondage Caravan Park Wastewater Upgrade and Heavy Industrial Park Infrastructure Upgrade - Wetlands projects (\$1.7M) that were budgeted to be received in the 2015/16 financial year will now be received in 2016/17.

**6. Contributions - monetary****Year to Date - \$0.281M Favourable**

The favourable variance is due to unbudgeted Developer Contributions for Public Open Space, Native Vegetation offset, Drainage Headworks and Street Trees.

**Full Year - \$0.356M Favourable**

The favourable variance is due to unbudgeted Developer Contributions for Public Open Space, Native Vegetation offset, Drainage Headworks and Street Trees, as well as increased local contributions forecast contributions for Rural Gravel Road Sealing.

**7. Contributions - non monetary****Year to Date - \$0.000M Nil Variance**

No variance.

**Full Year - \$0.000M Nil Variance**

No variance.

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****8. Net gain (loss) on disposal of property, infrastructure, plant and equipment****Year to Date - \$0.288M Favourable**

The favourable variance is due to proceeds from the sale of the old Moe Early Learning Centre (MELC), combined with a surplus to date associated with the trade-in of Fleet and Plant.

**Full Year - \$0.026M Favourable**

The minor favourable variance is due to a surplus forecast from the trade-in of fleet, which is offsetting the shortfall in proceeds over the book value for the sale of the (MELC).

**9. Other income****Year to Date - \$0.285M Favourable**

The favourable variance is primarily due to higher interest on investments and general rates outstanding combined with earlier receipt than anticipated of gaming charter contributions and sponsorship income for the Gallery CBUS project.

**Full Year - \$0.475M Favourable**

The favourable variance reflects additional income forecast for interest on rates and investments, higher gaming charter contributions and additional local contributions for Sister Cities and Tobacco Education & Enforcement programs.

**10. Employee costs****Year to Date - \$0.224M Favourable**

The favourable variance is mainly due to salary savings from vacant positions largely in Infrastructure & Recreation, combined with lower annual leave taken and conference & training expenditure to date.

**Full Year - (\$1.319M) Unfavourable**

The additional expenditure is due to higher long service leave provision in line with 2015/16 actuals and low current discount rate used to calculate the provision and increased salaries due to unexpended funds carried over from the 2015/16 financial year.

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****11. Materials and services****Year to Date - \$0.957M Favourable**

The favourable variance is due to savings in postage as part of the postal services review and the timing of expenditure including contractor, cleaning and electricity which will be incurred later than budgeted.

**Full Year - (\$5.556M) Unfavourable**

The additional expenditure is due to unexpended funds carried over from the 2015/16 financial year to complete projects in 2016/17, combined with the allocation of surplus funds to undertake new projects. The major carry forwards include Capital Works Road Rehabilitation program and Traralgon Tennis Show Court project, development of Asset Management strategies, the Future Morwell Urban Design project and the Family Services Municipal Wide Infrastructure Planning project.

**12. Bad and doubtful debts****Year to Date - \$0.001M Favourable**

Minor variance.

**Full Year - \$0.000M Favourable**

No variance.

**13. Depreciation and amortisation****Year to Date - (\$0.110M) Unfavourable**

The unfavourable variance is due to higher depreciation on buildings as a result of capitalisation of the Moe Rail Precinct building in June 2016 and an increase in the provision for landfill cell intangible asset.

**Full Year - (\$0.394M) Unfavourable**

The unfavourable variance is due to higher depreciation on buildings as a result of capitalisation of the Moe Rail Precinct building in June 2016 and an increase in the provision for landfill cell intangible asset.

**NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances****14. Borrowing costs**

**Year to Date - (\$0.039M) Unfavourable**

The unfavourable variance is due to increased interest on loans to date.

**Full Year - \$0.035M Favourable**

The favourable variance is due to lower interest rates expected on outstanding loans.

**15. Other expenses**

**Year to Date - \$0.013M Favourable**

The favourable variance is associated with the timing of expenditure for internal audit and levies, which is to be incurred later than anticipated.

**Full Year - (\$0.197M) Unfavourable**

The additional expenditure relates to higher landfill operation levies as a result of higher quantities of waste expected to be received and increased grants/contributions payments associated with unexpended funds carried over from the 2015/16 financial year.



**RECONCILIATION OF INCOME STATEMENT TO CASH BUDGET**  
For The Quarter Ended 30 September 2016

NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
<b>Operating Surplus (Deficit)</b>	<b>61,157</b>	<b>57,921</b>	<b>3,236</b>	<b>5,114</b>	<b>8,485</b>	<b>(3,371)</b>
<b>Reconciliation to Cash Budget</b>						
Plus Depreciation	6,178	6,068	110	24,665	24,271	394
Plus Written Down Value of Assets Disposed	5	187	(181)	1,369	747	622
Less Developer Contributed assets	0	0	0	(3,000)	(3,000)	0
Less Capital Expenditure	(4,931)	(2,969)	(1,963)	(36,175)	(31,851)	(4,324)
Less Loan Principal Repayments	(461)	(329)	(132)	(1,884)	(1,883)	(0)
Less Landfill Rehabilitation Expenditure	(49)	0	(49)	(3,296)	(5,300)	2,004
Plus Internal Transfers	13,391	(1,469)	14,860	13,698	6,431	7,267
Plus Loan Proceeds	0	0	0	0	2,100	(2,100)
<b>Net Total Non-Operating items</b>	<b>(14,134)</b>	<b>(1,488)</b>	<b>(12,646)</b>	<b>4,621</b>	<b>8,485</b>	<b>(3,864)</b>
<b>Cash Budget Surplus (Deficit)</b>	<b>75,291</b>	<b>59,409</b>	<b>15,882</b>	<b>493</b>	<b>0</b>	<b>493</b>

**INCOME STATEMENT**  
For The Quarter Ended 31 March 2016 Compared To Previous Financial Year

	2016/17			2015/16		
	YTD Actuals	YTD Budgets	Variance YTD Act/Bud	YTD Actuals	YTD Budgets	Variance YTD Act/Bud
<b>INCOME</b>						
Rates and charges	74,724	74,481	243	72,322	71,836	486
Statutory fees and fines	337	277	61	295	229	66
User fees	3,476	3,083	393	3,514	3,053	461
Grants - operating	6,119	5,785	334	4,929	6,623	(1,694)
Grants - capital	631	325	306	4,639	38	4,601
Contributions - monetary	291	10	281	49	30	19
Contributions - non monetary	0	0	0	0	0	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	201	(87)	288	95	0	95
Other income	1,150	865	285	1,016	901	115
<b>TOTAL INCOME</b>	<b>86,929</b>	<b>84,738</b>	<b>2,190</b>	<b>86,858</b>	<b>82,709</b>	<b>4,149</b>
<b>EXPENSES</b>						
Employee costs	11,544	11,768	224	11,112	11,751	638
Materials and services	7,313	8,269	957	7,928	6,961	(967)
Bad and doubtful debts	3	4	1	4	4	(0)
Depreciation and amortisation	6,178	6,068	(110)	4,662	5,737	1,074
Borrowing costs	236	197	(39)	179	156	(23)
Other expenses	497	510	13	657	559	(97)
<b>TOTAL EXPENSES</b>	<b>25,772</b>	<b>26,818</b>	<b>1,046</b>	<b>24,543</b>	<b>25,167</b>	<b>625</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>61,157</b>	<b>57,921</b>	<b>3,236</b>	<b>62,316</b>	<b>57,542</b>	<b>4,774</b>

**BALANCE SHEET**  
As at 30 September 2016

	Current Balance \$'000s	Opening Balance 1/07/2016 \$'000s	Movement for Year to Date \$'000s	Balance as at 30/09/2015 \$'000s
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	10,675	8,680	1,995	27,331
Trade and Other Receivables	71,008	7,037	63,971	70,356
Other Financial Assets	48,518	52,884	(4,366)	28,260
Non-Current Assets Classified as Assets Held for Sale	175	175	0	926
Other Assets	244	2,205	(1,961)	985
<b>Total Current Assets</b>	<b>130,620</b>	<b>70,981</b>	<b>59,639</b>	<b>127,858</b>
<b>NON CURRENT ASSETS</b>				
Trade and Other Receivables	0	0	0	7
Property, Infrastructure, Plant and Equipment	1,162,489	1,163,533	(1,044)	1,154,353
Other Financial Assets	2	2	0	2
Intangible Assets	1,410	1,618	(208)	291
<b>Total Non-Current Assets</b>	<b>1,163,902</b>	<b>1,165,154</b>	<b>(1,252)</b>	<b>1,154,654</b>
<b>TOTAL ASSETS</b>	<b>1,294,521</b>	<b>1,236,135</b>	<b>58,386</b>	<b>1,282,512</b>
<b>CURRENT LIABILITIES</b>				
Trade and Other Payables	1,677	6,220	(4,543)	2,395
Trust Funds and Deposits	4,716	2,732	1,984	6,031
Provisions - Employee Benefits	12,200	11,974	226	11,290
Provisions - Landfill	3,312	3,361	(49)	2,289
Interest-bearing Loans and Borrowings	1,422	1,883	(461)	5,136
<b>Total Current Liabilities</b>	<b>23,327</b>	<b>26,171</b>	<b>(2,844)</b>	<b>27,140</b>
<b>NON CURRENT LIABILITIES</b>				
Provisions - Employee Benefits	2,021	1,948	73	1,553
Provisions - Landfill	19,987	19,987	0	17,224
Interest-bearing Loans and Borrowings	16,150	16,150	0	14,684
<b>Total Non-Current Liabilities</b>	<b>38,158</b>	<b>38,085</b>	<b>73</b>	<b>33,460</b>
<b>TOTAL LIABILITIES</b>	<b>61,485</b>	<b>64,256</b>	<b>(2,771)</b>	<b>60,601</b>
<b>NET ASSETS</b>	<b>1,233,036</b>	<b>1,171,879</b>	<b>61,157</b>	<b>1,221,911</b>
<b>EQUITY</b>				
Current Year Surplus/(Deficit)	61,157	12,188	48,969	62,316
Accumulated Surplus	662,021	650,124	11,897	650,473
Reserves	509,858	509,567	291	509,122
<b>TOTAL EQUITY</b>	<b>1,233,036</b>	<b>1,171,879</b>	<b>61,157</b>	<b>1,221,911</b>

**STATEMENT OF CASH FLOWS**  
For the Quarter ended 30 September 2016

	NOTE	YTD Cash Flow	Adopted Budget	Cash Flow
		\$'000s	Annual Cashflow	2015/16
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Rates and charges		11,240	74,435	72,208
Statutory Fees & Fines		341	1,929	1,851
User fees		3,514	13,555	16,052
Grants - operating		6,148	22,657	20,714
Grants - capital		1,506	7,032	12,467
Contributions - monetary		291	41	952
Interest received		699	1,412	2,103
Trust Funds and deposits taken/ (repaid)		1,984	65	123
Other receipts		65	2,046	2,030
Net GST refund/(payment)		503	0	2,881
Employee costs		(11,923)	(52,639)	(51,389)
Materials & services		(10,658)	(41,424)	(41,886)
Other Payments		(497)	(3,126)	(3,872)
<b>Net cash from operating activities</b>		<b>3,212</b>	<b>25,983</b>	<b>34,234</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for Property, Infrastructure, Plant & Equipment		(5,215)	(31,851)	(33,726)
Proceeds from Sale of Property, Infrastructure, Plant & Equipment		206	747	1,878
Payments for Investments		(40,518)	0	(133,144)
Proceeds from Investments		44,884	0	124,558
<b>Net Cash Flows used in investing activities</b>		<b>(642)</b>	<b>(31,104)</b>	<b>(40,434)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Finance costs		(114)	(918)	(1,002)
Proceeds from borrowings		0	2,100	3,350
Repayment of borrowings		(461)	(1,883)	(5,710)
<b>Net Cash Flows from Financing Activities</b>		<b>(575)</b>	<b>(701)</b>	<b>(3,362)</b>
<b>Net Increase/(Decrease) in cash held</b>		<b>1,995</b>	<b>(5,822)</b>	<b>(9,562)</b>
<b>Cash &amp; cash equivalents at beginning of year</b>		<b>8,680</b>	<b>20,469</b>	<b>18,242</b>
<b>Cash &amp; cash equivalents at end of period</b>		<b>10,675</b>	<b>14,647</b>	<b>8,680</b>
<b>Summary of Cash &amp; Investments</b>				
		Current Balance	Current year Movement	Opening Balance
Cash & Cash Equivalents		10,675	1,995	8,680
Financial assets		48,518	(4,366)	52,884
<b>Total Cash and financial assets</b>	<b>1</b>	<b>59,193</b>	<b>(2,371)</b>	<b>61,564</b>

**NOTES**

1. The budgeted cash & investments at the beginning of the year was \$50.5 million, the actual opening balance was \$61.6 million. The additional \$11.1 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs.



**STATEMENT OF CAPITAL WORKS**  
For The Quarter Ended 30 September 2016

		YTD Actuals	Full Year Forecast	Annual Budget	Variance Annual Budget /Forecast
	NOTE	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	1	0	0	0	0
Buildings	2	460	5,900	7,559	1,659
Heritage buildings	3	0	210	0	(210)
<b>Total Property</b>		<b>460</b>	<b>6,110</b>	<b>7,559</b>	<b>1,449</b>
<b>Plant and Equipment</b>					
Plant, machinery & equipment	4	114	2,414	1,672	(742)
Fixtures, fittings & furniture	5	0	9	10	1
Computers & telecommunications	6	28	653	624	(29)
Artwork collection	7	9	15	15	0
<b>Total Plant and Equipment</b>		<b>150</b>	<b>3,091</b>	<b>2,321</b>	<b>(770)</b>
<b>Infrastructure</b>					
Roads	8	3,215	15,686	14,743	(943)
Bridges & culverts	9	103	771	391	(380)
Footpaths & cycleways	10	228	1,754	1,461	(293)
Drainage	11	452	2,683	1,389	(1,294)
Waste management	12	2	2,188	2,150	(38)
Parks, open space and streetscapes	13	99	623	494	(129)
Recreational, leisure & community facilities	14	222	1,913	1,237	(676)
Aerodromes	15	0	0	0	0
Offstreet carpark	16	1	186	105	(81)
Other infrastructure	17	0	1,169	0	(1,169)
<b>Total Infrastructure</b>		<b>4,321</b>	<b>26,973</b>	<b>21,971</b>	<b>(5,003)</b>
<b>Total Capital Works expenditure</b>		<b>4,931</b>	<b>36,175</b>	<b>31,851</b>	<b>(4,324)</b>
<b>REPRESENTED BY;</b>					
New asset expenditure	18	309	4,193	5,268	1,075
Asset renewal expenditure	19	4,385	24,328	19,620	(4,708)
Asset expansion expenditure	20	35	1,287	1,222	(66)
Asset upgrade expenditure	21	202	6,367	5,741	(626)
<b>Total Capital Works expenditure</b>		<b>4,931</b>	<b>36,175</b>	<b>31,851</b>	<b>(4,324)</b>

**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances****1. Land \$0.000M Nil Variance**

No variance.

**2. Buildings \$1.659M Favourable**

The favourable variance is due to funds for the Latrobe Creative Precinct and Latrobe Leisure Stadiums Evaporative Cooling projects not being required this financial year, this is partially offset by forecast additional expenditure relating to unexpended funds carried over from the 2015/16 financial year for the Traralgon Star Hotel Outdoor Kitchen, Moe Rail Precinct Revitalisation and Latrobe Leisure Renewal projects.

**3. Heritage buildings (\$0.210M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Traralgon Court House upgrade project.

**4. Plant, machinery & equipment (\$0.742M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Fleet & Plant replacement programs.

**5. Fixtures, fittings & furniture \$0.001M Favourable**

Minor variance.

**6. Computers & telecommunications (\$0.029M) Unfavourable**

The forecast additional expenditure relates to IT items funded out of the operating budget.

**7. Artwork Collection \$0.000M Nil Variance**

No variance.

**8. Roads (\$0.943M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Road Rehabilitation program, National Blackspot program and the Rural Gravel Road Sealing program. This is partially offset by a delay in construction of the Signalised Intersection at Marshalls/Maffra Rd until at least 2017/18.

**9. Bridges & culverts (\$0.380M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Kenyon Lane Bridge project.

**10. Footpaths & cycleways (\$0.293M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Footpath Rehabilitation program as well as shared paths and bicycle plan projects.

**11. Drainage (\$1.294M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year mainly for the Heavy Industrial Park - Wetlands project.

**12. Waste management (\$0.038M) Unfavourable**

The forecast minor additional expenditure relates to the purchase of required landfill software.

**13 Parks, open space and streetscapes (\$0.129M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Playground Equipment Renewal program.

**14. Recreational, leisure & community facilities (\$0.676M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Traralgon Tennis Show Court project and the addition of the Hazelwood Pondage Boat Ramp project, which is partially funded by a grant.

**NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**

- 15. Aerodromes** **\$0.000M Nil Variance**  
No variance.
- 16. Offstreet carparks** **(\$0.081M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Mathison Park Offstreet Carpark project.
- 17. Other infrastructure** **(\$1.169M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Hazelwood Pondage Caravan Park Wastewater upgrade project.
- 18. New asset expenditure** **\$1.075M Favourable**  
The favourable variance is due to funds for the Latrobe Creative Precinct and Latrobe Leisure Stadiums Evaporative Cooling projects not being required this financial year. This is partially offset by forecast additional expenditure relating to unexpended funds carried over from the 2015/16 financial year for the Traralgon Tennis Show Court and Moe Rail Precinct Revitalisation projects.
- 19. Asset renewal expenditure** **(\$4.708M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year which is largely relating to the Heavy Industrial Park -Wetlands project and the Road Rehabilitation program.
- 20. Asset expansion expenditure** **(\$0.066M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year for the Mathison Park Offstreet Carpark and Howitt Street Shared Path Link projects.
- 21. Asset upgrade expenditure** **(\$0.626M) Unfavourable**  
The forecast additional expenditure relates to unexpended funds carried over from the 2015/16 financial year largely for the Hazelwood Pondage Caravan Park Wastewater upgrade project plus smaller amounts for the National Blackspot program, Traralgon Court House upgrade and Rural Gravel Road Sealing program. The unfavourable variances are partially offset by a delay in expenditure for construction of the Signalised Intersection at Marshalls/Maffra Rd until at least 2017/18.

## FINANCIAL PERFORMANCE RATIOS

As at 30 September 2016

	Year to Date Ratios			Forecast at 30/06/17	Budget at 30/06/17	Expected Range
	\$'000s	Ratio at 30/09/16	Ratio at 30/09/15			
<b>OPERATING POSITION</b>						
<b>Adjusted Underlying Result Indicator</b>						
(Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)						
<b>Adjusted underlying surplus (or deficit)</b>						
<u>Adjusted net Surplus/(Deficit)</u>	60,235	70.0%	70.2%	(3.2%)	2.0%	-20% - +20%
Adjusted underlying revenue	86,007					
The ratio takes out the effect of once off capital grants & developer contributions.						
<b>Note:</b> The forecasted negative ratio of 2.9% reflects the reduced operating surplus that is now projected in the 'Income Statement' and is mainly a result of unspent 2015/2016 recurrent project and program expenditure which led to a greater than expected 'cash' surplus result at the end of the 2015/2016 financial year.						
<b>LIQUIDITY</b>						
<b>Working Capital Indicator</b>						
(Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)						
<b>Current assets compared to current liabilities</b>						
<u>Current Assets</u>	130,620	560.0%	471.1%	198.9%	158.8%	100% - 300%
Current Liabilities	23,327					
<b>Unrestricted Cash Indicator</b>						
(Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity )						
<u>Unrestricted Cash</u>	46,164	198.0%	154.4%	97.1%	27.6%	0.0% - 200%
Current Liabilities	23,327					
<b>Note:</b> This ratio is expected to decrease as Council spends the funding that has been carried forward from the 2015/16 financial year, however it is forecasted to be higher than budgeted due to the budget calculation excluding investments over 90 days. The recalculated budget ratio including these amounts is 99.1%.						



	Year to Date Ratios					Expected Range
	\$'000s	Ratio at 30/09/16	Ratio at 30/09/15	Forecast at 30/06/17	Budget at 30/06/17	
<b>OPERATING POSITION</b>						
<b>OBLIGATIONS</b>						
<b>Loans and borrowings Indicator</b>						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
<b>Loans and borrowings compared to rates</b>						
<u>Interest Bearing loans and borrowings</u>	17,573	23.5%	27.4%	21.6%	24.5%	0% - 50%
Rate Revenue	74,724					
<b>Note:</b> This ratio is expected to be slightly lower than budgeted due to the favourable increase in rates income from supplementary growth.						
<b>Loans and borrowings repayments compared to rates</b>						
<u>Interest &amp; principal repayments</u>	697	0.9%	1.0%	3.7%	3.8%	0% - 10%
Rate Revenue	74,724					
<b>Note:</b> This ratio is expected to be in line with the budgeted result.						
<b>Indebtedness Indicator</b>						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
<b>Non-current liabilities compared to own source revenue</b>						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	38	47.8%	43.3%	33.2%	30.8%	0% - 50%
Own Source Revenue	80					
Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)						
<b>Asset Renewal Indicator</b>						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal Expenditure</u>	4,385	73.8%	61.9%	102.5%	83.1%	50%-100%
Depreciation	5,945					
<b>Note:</b> This ratio is forecasted to be higher due to carry forward asset renewal works mainly for road rehabilitation projects.						

	Year to Date Ratios				Forecast at 30/06/17	Budget at 30/06/17	Expected Range
	\$'000s	Ratio at 30/09/16	Ratio at 30/09/15				
<b>OPERATING POSITION</b>							
<b>STABILITY</b>							
<b>Rates Concentration Indicator</b> (Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)							
<b>Rates compared to adjusted underlying revenue</b>							
	<u>Rate Revenue</u>	74,724	86.9%	88.0%	61.7%	62.0%	40% - 80%
	Adjusted underlying revenue	86,007					
<b>Rates Effort Indicator</b> (Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)							
<b>Rates compared to property values</b>							
	<u>Rate Revenue</u>	74,724	0.7%	0.7%	0.7%	0.7%	0.2% to 0.7%
	property values (CIV)	10,718,801					
<b>EFFICIENCY</b>							
<b>Expenditure Level Indicator</b> (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)							
<b>Expenses per property assessment</b>							
	<u>Total expenses</u>	25,772	\$ 676	\$ 654	\$ 3,288	\$ 3,139	\$2000 - \$4000
	Number of property assessments	38					
Note: The forecasted increase in expenses per assessment is mainly related to employee costs and materials and services expenditure funded from additional government funding and carry forward funds.							
<b>Revenue Level Indicator</b> (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)							
<b>Average residential rate per residential property assessment</b>							
	<u>Residential Rate Revenue</u>	53,952	\$ 1,582	\$ 1,535	\$ 1,582	\$ 1,582	\$800 - \$1,800
	Number of residential property assessments	34					

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****17.2 DOCUMENTS FOR SIGNING AND SEALING - TRANSFER FROM  
RIALTO SQUARE PTY LIMITED (FORMERLY JIKALA PTY LTD)  
AND NIVLEK NOMINEES PTY LTD****General Manager****Corporate Services****For Decision****PURPOSE**

To seek agreement to acquire Certificates of Titles for part of Victory Park Reserve in Traralgon, Cobham Court / Carey Drive Glengarry and the roads located at Cobham Court, Carey Drive and King Road Glengarry and Council to authorise the Chief Executive Officer to sign and seal the prepared Transfer of Land document.

**EXECUTIVE SUMMARY**

Council has received Transfers of land documents from the Australian Securities and Investments Commission (ASIC). These documents will transfer registered ownership of certificate of title for several roads and reserves currently in the name of deregistered companies to Council.

The roads and reserves proposed to be transferred to Council are as follows:

- The reserve being part of Victory Park is currently in the name of Rialto Square Pty Limited (formerly Jikala Pty Ltd).
- The roads located at Cobham Court, Carey Drive and King Road Glengarry are currently in the name of Nivlek Nominees Pty Limited.
- The reserve located at Cobham Court / Carey Drive Glengarry is currently in the name of Nivlek Nominees Pty Limited.

The above companies have subsequently ceased operation and are deregistered.

As these reserves and roads are maintained by Council, ASIC wishes to transfer them to Council for nil consideration.

The certificates of title for these reserves and roads should have been transferred to Council at the time of the original subdivision, however this did not occur.

### **RECOMMENDATION**

That Council authorises the Chief Executive Officer to sign and seal the transfers of land documents in respect to the following roads and reserves:

- Lots 1, 2, 3, 4 and 5 on Title Plan 618312X Certificate of Title Volume 9617 Folio 356 from Rialto Square Pty Limited (formerly Jikala Pty Ltd) a reserve being part of Victory Park Traralgon.
- Reserve 1 on Plan of Subdivision 149941F Certificate of Title Volume 9726 Folio 780 from Nivlek Nominees Pty Limited being a reserve located at Cobham Court / Carey Drive Glengarry.
- Roads on Plan of Subdivision 149941F Certificate of Title Volume 9726 Folio 781 from Nivlek Nominees Pty Limited located at Cobham Court, Carey Drive and King Road Glengarry.

### **DECLARATION OF INTEREST**

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

### **STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

### **BACKGROUND**

Prior to amendments to the *Subdivision Act 1988*, certificates of title for roads and reserves created by a plan of subdivision were registered in the name of the subdivider. It was then necessary for the subdivider to arrange for the transfer of these new roads and reserves to the relevant Council. In many instances this did not happen and, if a company ceased operations and was deregistered, the certificates of title for any roads and reserves were under the control of ASIC.



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

Officers identified that certificates of title for several roads and reserves were in the name of deregistered companies and approached ASIC to arrange transfer of the following titles:

- A reserve being part of Victory Park in Traralgon that remains in the name of Rialto Square Pty Limited (formerly Jikala Pty Ltd).
- The roads located at Cobham Court, Carey Drive and King Road Glengarry are currently in the name of Nivlek Nominees Pty Limited.
- The reserve located at Cobham Court / Carey Drive Glengarry that remains in the name of Nivlek Nominees Pty Limited.

The Victory Park lots were created when the Roads Corporation (now Vic Roads) constructed the highway on a new alignment to deviate highway traffic away from Franklin Street and part of Argyle Street (now Post Office Place) in the early 1980's. The balance of these lots were incorporated into Victory Park and the land has been maintained and managed by Council since. These lots are identified on the attached aerial image of Victory Park, refer [Attachment 1](#).

The Glengarry roads and reserves were created by a residential subdivision undertaken in 1987 and are identified on the attached aerial image, refer [Attachment 2](#).

### **KEY POINTS/ISSUES**

ASIC has prepared the necessary transfers of land documents to facilitate the transfer of the certificates of title from Rialto Square Pty Limited (formerly Jikala Pty Ltd) and Nivlek Nominees Pty Limited, refer [Attachment 3](#).

The transfer of these certificates of title is an administrative task. ASIC as the transferor of the titles has signed the Transfer of Land documents and it now requires a Council resolution to sign and seal the documents.

Once signed and sealed these documents will be lodged at Land Victoria and the certificates of title will issue in the name of Latrobe City Council.

### **RISK IMPLICATIONS**

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

The transfer of these various roads and reserves to Council will remove any potential confusion relating to ownership and/or responsibility.

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

### **FINANCIAL AND RESOURCES IMPLICATIONS**

Costs associated with this administrative task are minimal and can be funded from an existing operational budget allocation.

There is no consideration payable to ASIC for the land.

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)****INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

As this is an administrative process, no formal internal/external consultation is required.

*Details of Community Consultation / Results of Engagement:*

Nil

**OPTIONS**

Council has the following option:

- Resolve to sign and seal the Transfer of Land documents, or
- Resolve not to sign and seal the Transfer of Land documents.

**CONCLUSION**

It is recommended that Council authorises the Chief Executive Officer to sign and seal the transfer of land documents for the reserves and roads:

- The lots being part of Victory Park in Traralgon as the care and management of the reserve is vested in Council.
- The reserves being part of Cobham Court / Carey Drive Glengarry as the care and management of the reserves are vested in Council.
- Roads located at Cobham Court, Carey Drive and King Road Glengarry as Council is the road management authority.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Victory Park Aerial Image
2. Glengarry Reserve & Roads Aerial Image
3. Transfer of Land Documents

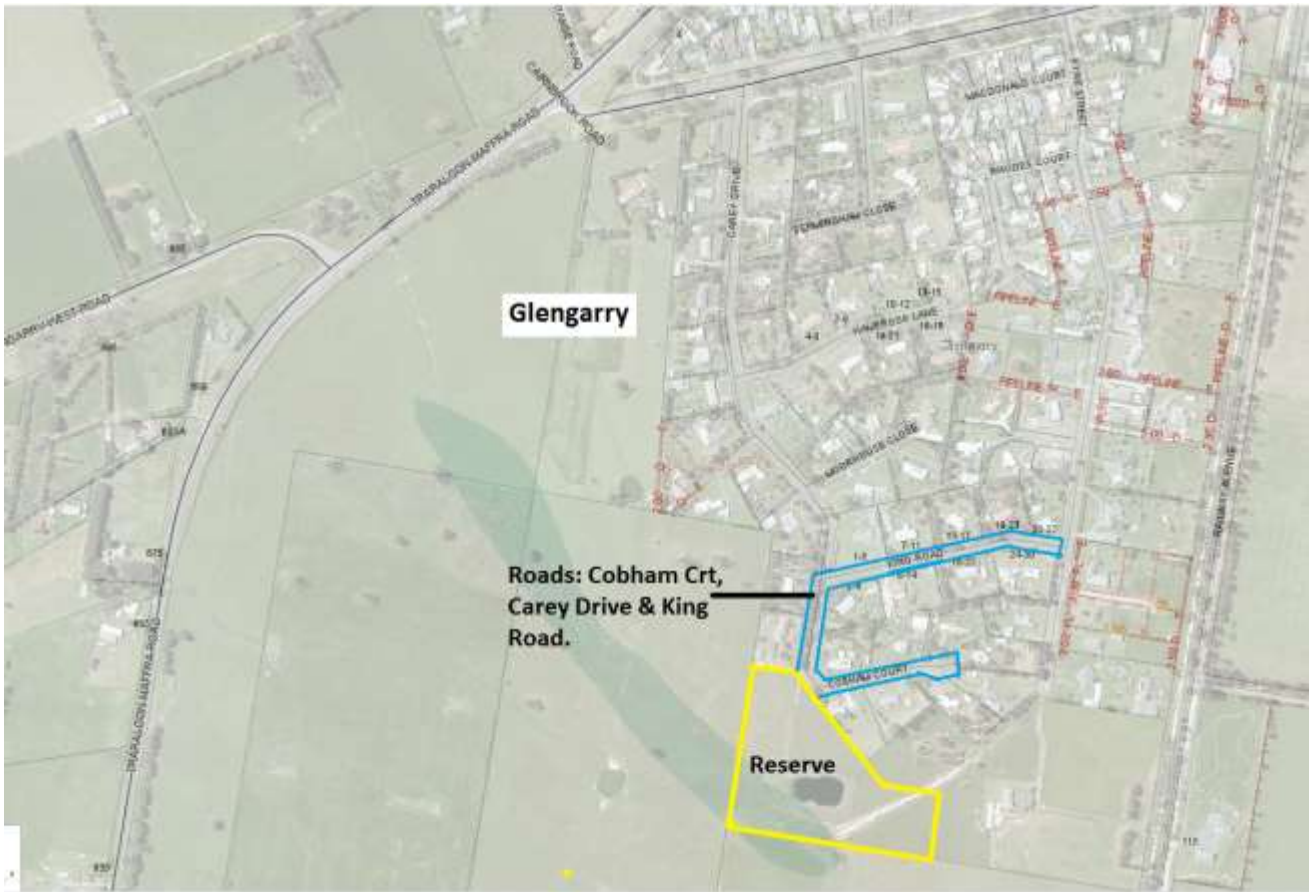
## **17.2**

### **Documents for signing and sealing - transfer from Rialto Square Pty Limited (formerly Jikala Pty Ltd) and Nivlek Nominees Pty Ltd**

- |          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Victory Park Aerial Image .....</b>                  | <b>325</b> |
| <b>2</b> | <b>Glengarry Reserve &amp; Roads Aerial Image .....</b> | <b>327</b> |
| <b>3</b> | <b>Transfer of Land Documents .....</b>                 | <b>329</b> |









Date Received: 11-Oct-2016



Our Reference: 47980/15 & 47978/15  
Your Reference: 1535499

Commonwealth Bank Building  
240 Queen Street, Brisbane  
GPO Box 9827 Brisbane QLD 4001  
DX 322 Brisbane

30 September 2016

Telephone: +61 7 3867 4700  
Facsimile: +61 7 3867 4725  
ASIC website: [www.asic.gov.au](http://www.asic.gov.au)

Latrobe City Council  
Property & Statutory Services  
Attention: Mr Henry Morrison  
PO Box 264  
MOREWELL VIC 3840

Dear Mr Morrison

**Nivlek Nominees Pty. Ltd. ACN 005 871 465 (Deregistered)**  
**Rialto Square Pty. Limited ACN 006 276 491 (Deregistered)**  
**Transfer of Roads and Reserves from ASIC to Council**

I refer to your letter dated 27 September 2016 for which I thank you.

Please find attached transfers of the properties from ASIC to Council. Please ensure Council executes the transfers and then promptly lodges with Land Victoria (together with payment of any associated costs/fees for lodgement) to effect the change in ownership.

I also enclose statutory declarations confirming that ASIC does not hold the original certificates of title for the properties.

Thank you for all of your, and Danielle McKenzie's, assistance in progressing and finalising this matter.

Yours sincerely

Sarah Heke  
Lawyer  
Property Law Group  
Tel: 07 3867 4860 / Email: [sarah.heke@asic.gov.au](mailto:sarah.heke@asic.gov.au)

# Transfer of Land

Section 45 Transfer of Land Act 1958

**Privacy Collection Statement**

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

**1. Land/s***Land Title*

Volume 9726 Folio 780 to 781

**2. Estate and Interest**

FEE SIMPLE

**3. Transferor/s***Transferor*

Name NIVLEK NOMINEES PTY. LTD.  
(DEREGISTERED)

ACN 0 0 5 8 7 1 4 6 5

Name on Title NIVLEK NOMINEES PTY LTD

Reason for Difference NIVLEK NOMINEES PTY LTD  
WAS DEREGISTERED ON 24  
JUNE 1993 AND THE  
PROPERTY VESTS IN THE  
AUSTRALIAN SECURITIES AND  
INVESTMENTS COMMISSION

**4. Transferee/s***Transferee*

Name LATROBE CITY COUNCIL

ARBN 9 2 4 7 2 3 1 4 1 3 3

Australian  
Credit Licence

**5. Manner of Holding**

SOLE PROPRIETOR

**6. Address/es of Transferee/s***Address of Transferee*

Unit Street No 141

Street Name COMMERCIAL

Street Type ROAD

Locality MORWELL

State VIC Postcode 3840

**7. Directing Party**

None

**8. Consideration**

Other, please specify

DESIRE TO DO SO

**9. Signing**


The transferor transfers to the transferee the estate and interest specified in the land described for the consideration expressed and subject to the encumbrances affecting the land including any created by dealings lodged for registration before the lodging of this transfer.

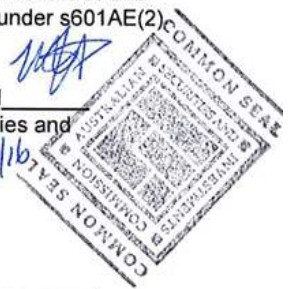
*Transferor*

The Common Seal of the Australian Securities and Investments Commission is affixed under s601AE(2) of the Corporations Act 2001

\_\_\_\_\_ MYRA JOSEPHINE POON  
A Delegate of the Australian Securities and  
Investments Commission 05/10/16

Witness:

  
\_\_\_\_\_  
Kelly Louise Rodgers  
Solicitor, ASIC  
20/240 Queen Street, Brisbane Qld 4000



Approval Number: 33711111R THE BACK OF THIS FORM MUST NOT BE USED

Page 1 of 2  
LV-V31-Dec-2015

Land Victoria, 570 Bourke Street, Melbourne, 3000, Phone 8636-2010

# Transfer of Land

Section 45 Transfer of Land Act 1958

**Privacy Collection Statement**  
The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

*Transferee*

## 10. Date

Date: (DD/MM/YYYY)

## 11. Lodging Party

Customer Code

Reference

*Duty Use Only*

Approval Number: 33711111R THE BACK OF THIS FORM MUST NOT BE USED

Page 2 of 2  
LV-V31-Dec-2015

Land Victoria, 570 Bourke Street, Melbourne, 3000, Phone 8636-2010



Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

I, Sarah Heke, a Lawyer employed by the Australian Securities and Investments Commission (ASIC) of Level 20, 240 Queen Street, Brisbane in the State of Queensland make the following declaration under the *Statutory Declarations Act 1959*:

1. The land described as Reserve 1 and Roads on Plan of Subdivision 149941F being Volume 09726 Folio 780 and Volume 09726 Folio 781 (**the land**) is registered in the name of Nivlek Nominees Pty. Ltd. ACN 005 871 465 (**the company**).
2. The company was deregistered on 24 June 1993 and consequently, the outstanding property of the company vests in ASIC.
3. ASIC has the power to deal with vested property under the provisions of s601AE(2) and s601AF of the *Corporations Act 2001*.
4. The Certificate of Title for the land has never been in ASIC's possession and ASIC has no knowledge of its whereabouts.
5. To the best of my knowledge and belief the Certificate of Title has not been lodged with any other party by way of security.
6. ASIC has been advised by Richard Jefferson, Manager of Registration Branch, Land Registration Services, that no Application for Certificate of Title needs to be lodged for a transfer of this type, where ASIC does not hold the original title.

Declared at Brisbane on 30<sup>th</sup> of September 2016

Before me,



Melissa Jane Smith  
Legal Practitioner, ASIC  
of 20/240 Queen Street, Brisbane Qld 4000

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

# Transfer of Land

Section 45 Transfer of Land Act 1958

**Privacy Collection Statement**

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

**1. Land/s***Land Title*

Volume 9617 Folio 356

**2. Estate and Interest**

FEE SIMPLE

**3. Transferor/s***Transferor*Name RIALTO SQUARE PTY. LIMITED  
(DEREGISTERED)

ACN 0 0 6 2 7 6 4 9 1

Name on Title JIKALA PTY LTD

Reason for Difference RIALTO SQUARE PTY. LIMITED,  
FORMERLY JIKALA PTY LTD,  
WAS DEREGISTERED ON 1  
AUGUST 1997 AND THE  
PROPERTY VESTS IN THE  
AUSTRALIAN SECURITIES AND  
INVESTMENTS COMMISSION**4. Transferee/s***Transferee*

Name LATROBE CITY COUNCIL

ARBN 9 2 4 7 2 3 1 4 1 3 3

Australian  
Credit Licence**5. Manner of Holding**

SOLE PROPRIETOR

**6. Address/es of Transferee/s***Address of Transferee*

Unit Street No 141

Street Name COMMERCIAL

Street Type ROAD

Locality MORWELL

State VIC Postcode 3840

**7. Directing Party**

None

**8. Consideration**

Other, please specify

DESIRE TO DO SO

**9. Signing**

The transferor transfers to the transferee the estate and interest specified in the land described for the consideration expressed and subject to the encumbrances affecting the land including any created by dealings lodged for registration before the lodging of this transfer.

*Transferor*

The Common Seal of the Australian Securities and Investments Commission is affixed under s601AE(2) of the Corporations Act 2001

\_\_\_\_\_  
MYRA JOSEPHINE POON  
A Delegate of the Australian Securities and  
Investments Commission

05/10/16

Witness:

\_\_\_\_\_  
Kelly Louise Rodgers  
Solicitor, ASIC  
20/240 Queen Street, Brisbane Qld 4000

Approval Number: 33711111R THE BACK OF THIS FORM MUST NOT BE USED

Page 1 of 2  
LV-V31-Dec-2015

Land Victoria, 570 Bourke Street, Melbourne, 3000, Phone 8636-2010

# Transfer of Land

Section 45 Transfer of Land Act 1958

**Privacy Collection Statement**  
The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

---

*Transferee*

## 10. Date

Date: (DD/MM/YYYY)

## 11. Lodging Party

Customer Code

Reference

*Duty Use Only*

---

Approval Number: 33711111R THE BACK OF THIS FORM MUST NOT BE USED

Page 2 of 2  
LV-V31-Dec-2015

Land Victoria, 570 Bourke Street, Melbourne, 3000, Phone 8636-2010

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Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

I, Sarah Heke, a Lawyer employed by the Australian Securities and Investments Commission (ASIC) of Level 20, 240 Queen Street, Brisbane in the State of Queensland make the following declaration under the *Statutory Declarations Act 1959*:

1. The land described as Lots 1, 2, 3, 4 and 5 on Title Plan 618312X being Volume 09617 Folio 356 (**the land**) is registered in the name of Rialto Square Pty. Limited, formerly Jikala Pty Ltd, ACN 006 276 491 (**the company**).
2. The company was deregistered on 1 August 1997 and consequently, the outstanding property of the company vests in ASIC.
3. ASIC has the power to deal with vested property under the provisions of s601AE(2) and s601AF of the *Corporations Act 2001*.
4. The Certificate of Title for the land has never been in ASIC's possession and ASIC has no knowledge of its whereabouts.
5. To the best of my knowledge and belief the Certificate of Title has not been lodged with any other party by way of security.
6. ASIC has been advised by Richard Jefferson, Manager of Registration Branch, Land Registration Services, that no Application for Certificate of Title needs to be lodged for a transfer of this type, where ASIC does not hold the original title.

Declared at Brisbane on 30<sup>th</sup> of September 2016

Before me,



Melissa Jane Smith  
Legal Practitioner, ASIC  
of 20/240 Queen Street, Brisbane QLD 4000



*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.



## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

### 17.3 ASSEMBLIES OF COUNCILLORS

General Manager

Corporate Services

For Information

#### PURPOSE

Assembly of Councillors records submitted since the Ordinary Council Meeting held on 03 October 2016 are presented to Council for noting.

#### EXECUTIVE SUMMARY

The following Assemblies of Councillors took place:

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
06 July 2016	Gippsland Carbon Transition Committee	<b>Councillors:</b> Cr Rossiter <b>Officers:</b> Gary Van Driel, Bruce Connolly, Courtney Aquilina	Confidential under section 89(2)  (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person.	Nil
10 August 2016	Positive Ageing Reference Committee	<b>Councillors:</b> Cr Kam <b>Officers:</b> Helen Taylor, Gina Zammit	No	Nil
25 August 2016	Gippsland Carbon Transition Committee	<b>Councillors:</b> Cr Rossiter <b>Officers:</b> Gary Van Driel, Bruce Connolly, Courtney Aquilina	Confidential under section 89(2)  (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person	Nil

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
26 August 2016	Timber Umbrella Group Advisory Committee	<b>Councillors:</b> Cr Harriman, Cr Gibson. <b>Officers:</b> Phil Stone, Bruce Connolly, Courtney Aquilina	No	Nil
13 September 2016	Churchill & District Community Hub User Advisory Joint Committee Meeting	<b>Councillors:</b> Cr White <b>Officers:</b> Edith Heiberg, Carol Ayres	No	Nil
19 September 2016	Councillor Briefing	<b>Councillors:</b> Cr Sindt, Cr Harriman, Cr White, Cr Middlemiss, Cr Rossiter, Cr Gibbons, Cr Kam, Cr Gibson <b>Officers:</b> Susan Gillett, Ronda Bruerton, Michael Bloyce, Sarah Cumming, Sara Rhodes-Ward, Steven Piasente, Kylie Stockdale	Confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person.	Nil
20 September 2016	Latrobe City International Relations Committee Meeting	<b>Councillors:</b> Cr Sindt, Cr White, Cr Gibbons. <b>Officers:</b> Jie Liu	No	Nil

## ORDINARY COUNCIL MEETING AGENDA 14 NOVEMBER 2016 (CM492)

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
26 September 2016	Councillor Briefing	<p><b>Councillors:</b> Cr Sindt, Cr Harriman, Cr White, Cr O'Callaghan, Cr Rossiter, Cr Gibbons, Cr Kam.</p> <p><b>Officers:</b> Gary Van Driel, Phil Stone, Helen Taylor, Susan Gillett, Kylie Stockdale</p>	<p>Confidential under section 89(2)</p> <p>(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person</p>	Nil
10 October 2016	Staff Alignment and Engagement Survey 2016	<p><b>Councillors:</b> Cr Sindt, Cr Harriman, Cr White, Cr Rossiter, Cr Kam, Cr Gibson.</p> <p><b>Officers:</b> Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Steven Piasente, Phil Stone, Michael Crane.</p>	No	Nil

### RECOMMENDATION

That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 06 July 2016 to 10 October 2016.

### DECLARATION OF INTEREST

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

**ORDINARY COUNCIL MEETING AGENDA  
14 NOVEMBER 2016 (CM492)**

**Attachments**

1. Gippsland Carbon Transition Committee
2. Positive Ageing Reference Committee
3. Gippsland Carbon Transition Committee
4. Timber Umbrella Group Advisory Committee
5. Churchill & District Community Hub User Advisory Joint Committee Meeting
6. Councillor Briefing
7. Latrobe City International Relations Committee Meeting
8. Councillor Briefing
9. Staff Alignment and Engagement Survey 2016



## **17.3**

### **Assemblies of Councillors**

<b>1</b>	<b>Gippsland Carbon Transition Committee.....</b>	<b>341</b>
<b>2</b>	<b>Positive Ageing Reference Committee .....</b>	<b>343</b>
<b>3</b>	<b>Gippsland Carbon Transition Committee.....</b>	<b>345</b>
<b>4</b>	<b>Timber Umbrella Group Advisory Committee .....</b>	<b>347</b>
<b>5</b>	<b>Churchill &amp; District Community Hub User Advisory Joint Committee Meeting.....</b>	<b>349</b>
<b>6</b>	<b>Councillor Briefing .....</b>	<b>351</b>
<b>7</b>	<b>Latrobe City International Relations Committee Meeting .....</b>	<b>353</b>
<b>8</b>	<b>Councillor Briefing .....</b>	<b>355</b>
<b>9</b>	<b>Staff Alignment and Engagement Survey 2016.....</b>	<b>357</b>



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Gippsland Carbon Transition Committee
<b>Date:</b>	6 July 2016
<b>Time:</b>	10.00 am – 12.30 pm
<b>Assembly Location:</b>	Latrobe City Council Headquarters Nambur Wariga – Large Meeting Room

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter 10:00 am - 12:10 pm	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Chief Executive Officer Bruce Connolly, Manager Economic Development Courtney Aquilina, Coordinator Regional Strategy		
<b>Matters discussed:</b>	Latrobe Valley Diversification and Transition Fund South Australian Climate Change Strategy Confidential under section 89(2) (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



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**Record Completed by:** Eliza Lee





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Positive Ageing Reference Committee
<b>Date:</b>	10 August 2016
<b>Time:</b>	1.00 pm
<b>Assembly Location:</b>	Rose Garden meeting room

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam 1.30 pm
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Helen Taylor, Gina Zammit		
<b>Matters discussed:</b>	<p>Guest Beckea Jones - re changes to the Aged Care System &amp; how to access</p> <p>Positive Ageing Plan - workshop re aligning consultation outcomes with Age Friendly Cities</p> <p>Vic Pol brochure - working with Senior Victorians discussed &amp; distributed</p> <p>Disabled toilet - Flinders Street station</p> <p>Advertising for new Committee members</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:





Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Helen Taylor Manager Aged & Disability Services



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Gippsland Carbon Transition Committee
<b>Date:</b>	25 August 2016
<b>Time:</b>	10.00 am – 12.30 pm
<b>Assembly Location:</b>	Engineers Australia, Leadership Hub Boardroom, Level 31, 600 Bourke Street, Melbourne

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Chief Executive Officer Bruce Connolly, Manager Economic Development Courtney Aquilina, Coordinator Regional Strategy		
<b>Matters discussed:</b>	Assessing the potential for developing a lignite based fertiliser industry Community/Industry sessions re: Economic Transition Fund (Update) Confidential under section 89(2) (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



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**Record Completed by:** Eliza Lee





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Timber Umbrella Group Advisory Committee
<b>Date:</b>	26 August 2016
<b>Time:</b>	10.00 am – 1.00 pm
<b>Assembly Location:</b>	Latrobe City Council Headquarters Nambur Wariga Meeting Room, 141 Commercial Road, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Phil Stone - GM City Development Bruce Connolly, Manager Economic Development Courtney Aquilina, Coordinator Regional Strategy		
<b>Matters discussed:</b>	Transforming Australia's Forest Products Industry – Report from FIAC (Report provided separately) Presentation on Engineered Wood Products and Biomaterial Opportunity for Latrobe Timber Towns Victoria update Wood Encouragement Policy (WEP) implementation update		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			





**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Eliza Lee



## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Churchill & District Community Hub User_Advisory Joint Committee Meeting
<b>Date:</b>	<b>Tuesday 13 September 2016</b>
<b>Time:</b>	<b>4.00pm</b>
<b>Assembly Location:</b>	Churchill & District Community Hub meeting room, 9-11 Philip Parade, Churchill

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Edith Heiberg – Manager Communications and Customer Relations Carole Ayres – Executive Assistant Community Services</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<ol style="list-style-type: none"> <li>1. Directional signs for Churchill Hub:</li> <li>2. Security shutters – bid for funds:</li> <li>3. Air lock for Hub front door – bid for funds:</li> <li>4. Resignation of Churchill Neighbourhood Centre Coordinator</li> <li>5. Community Garden challenges re Council support</li> <li>6. Four Year Strategic Plan - Actions</li> </ol>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	19 September 2016
<b>Time:</b>	6.00 pm - 7.32 pm
<b>Assembly Location:</b>	Nambur Wariga room, Corporate Headquarters, 141 Commercial Road, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss (from 6.47 pm)	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Susan Gillett, Ronda Bruerton, Michael Bloyce (6.00 pm - 6.47 pm), Sarah Cumming, Sara Rhodes-Ward, Steven Piasente, Kylie Stockdale		
<b>Matters discussed:</b>	<p>Tonight's Presentations - Destination Gippsland</p> <p>Future Presentations</p> <p>Implications of The Victorian Floodplain Management Strategy on Latrobe City Council</p> <p>Annual Report on Development Contribution Plans</p> <p>Traralgon South Recreation Reserve Tennis Courts - Investigation of Sink Hole</p> <p>Traralgon Railway Reservoir Conservation Reserve - Request for Electronic Surveillance</p> <p>Outstanding Issues – confidential under Section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person.</p> <p>Strategic Issues For Future Briefings – confidential under Section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person.</p>		



**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	

**Record Completed by:** Kylie Stockdale, Governance Officer







## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City International Relations Committee Meeting
<b>Date:</b>	Tuesday 20 September, 2016
<b>Time:</b>	4.00 pm to 6.00 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Latrobe City HQ

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Jie Liu, International Relations Officer		
<b>Matters discussed:</b>	Scheduled Latrobe City International Relations Committee Meeting. Agenda items include: 2016 Sports Exchange Program Proposed visit – Namgu Busan Soth Korea. Sister Cities Festival 2017 -- Planning ALT Program – Takasago Japan		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
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**Record Completed by:** Jie Liu



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	26 September 2016
<b>Time:</b>	6.00 pm - 6.56 pm
<b>Assembly Location:</b>	Nambur Wariga Room, Corporate Headquarters, 141 Commercial Road, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Phil Stone, Helen Taylor, Susan Gillett, Kylie Stockdale		
<b>Matters discussed:</b>	<p>Future Presentations</p> <p>Points of Clarification</p> <p>Health &amp; Wellbeing Funding</p> <p>Municipal Public Health &amp; Wellbeing Plan - Year Three Report</p> <p>Outstanding Issues - confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person</p> <p>Strategic Issues For Future Briefings confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			



**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Kylie Stockdale, Governance Officer







## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Staff Alignment and Engagement Survey 2016
<b>Date:</b>	10 October 2016
<b>Time:</b>	5.00pm - 5.45pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Council Headquarters

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson from 5:15pm
<b>Officer/s:</b>	Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Steven Piasente, Phil Stone, Michael Crane		
<b>Matters discussed:</b>	Staff Alignment and Engagement Survey 2016		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Michael Crane, Manager People & Culture

# URGENT BUSINESS

**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:*

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

# MEETING CLOSED TO THE PUBLIC



**19. MEETING CLOSED TO THE PUBLIC**

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

**RECOMMENDATION**

**That the Ordinary Meeting of Council closes this meeting to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

**19.1 CONFIDENTIAL ITEMS HELD OVER**

**Agenda item 19.1 *Confidential Items Held Over* is designated as confidential as it relates to contractual matters (s89 2d), legal advice (s89 2f) and a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**

**19.2 LCC-341 HYLAND HIGHWAY LANDFILL - CONSTRUCTION OF LANDFILL CAP - PARTS OF CELLS 1, 2 AND 3**

**Agenda item 19.2 *LCC-341 Hyland Highway Landfill - Construction of Landfill Cap - Parts of Cells 1, 2 and 3* is designated as confidential as it relates to contractual matters (s89 2d)**