



LATROBE CITY COUNCIL

MINUTES FOR THE ORDINARY COUNCIL

**HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6:00PM ON
28 APRIL 2014**

CM434

PRESENT:

Councillors:	Cr Sharon Gibson, Mayor	West Ward
	Cr Dale Harriman, Deputy Mayor	East Ward
	Cr Peter Gibbons	West Ward
	Cr Sandy Kam	East Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Michael Rossiter	East Ward
	Cr Christine Sindt	Central Ward
	Cr Darrell White	South Ward
	Officers:	John Mitchell
	David Elder	Acting General Manager Community Liveability
	Chris Wightman	Acting General Manager Governance
	Geoff Hill	Acting General Manager Economic Sustainability
	Jamey Mullen	Acting General Manager Organisational Excellence
	Damian Blackford	Acting General Manager Recreation, Culture & Community Infrastructure
	Tom McQualter	Manager Council Operations & Legal Counsel

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1. **OPENING PRAYER**
2. **ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND**
3. **APOLOGIES AND LEAVE OF ABSENCE**

Cr O'Callaghan

4. **DECLARATION OF CONFLICT OF INTEREST**

Cr Harriman declared an indirect interest in item 9.1 – TGAR

Cr Kam declared a Conflict of Interest in item 14.1 – Community Facility Funding Program

5. **ADOPTION OF MINUTES**

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 24 March 2014 and the minutes of the Ordinary Council Meeting held on 7 April 2014 be confirmed.

Moved: Cr Gibbons
Seconded: Cr Middlemiss

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

6. **PUBLIC QUESTION TIME**

6.1 James St, Morwell

Stavros Patrinos asked the following question:

Question

Can Council please complete the footpath on the left side till Victor Street corner?

Answer

This section of James Street has residences on the right and off street car parking on the left side. The path on the right is adequate for pedestrian traffic, though it may require crossing the road to access the path on the right hand side. Because there is adequate path access completing the footpath on the left is a lower priority than other footpath requests.

Question

Can Council please fix the lid in the footpath in Commercial Road between the skate park and bridge?

Answer

This is a new section of path where a pre-existing pit has been raised to the path level. The pit lid is safe though there is a slight movement when stepped upon.

The officer in charge of footpath maintenance has been made aware of the issue and will ensure the lid is made solid.

Thanks for bring this to the attention of Latrobe City.

6.1 Water in main pipe

Stavros Patrinos asked the following question:

Question

Is there anything Council can do regarding the quality of drinking water in Morwell and the replacement of asbestos water mains?

Answer

The Mayor informed Stavros that this was a matter concerning Gippsland Water and the relevant Latrobe City Council officer would refer it to them.

Suspension Of Standing Orders

Moved: Cr Kam

Seconded: Cr Middlemiss

That Standing Orders be suspended to allow members of the gallery to address Council in support of their submissions.

CARRIED UNANIMOUSLY

Standing Orders were suspended at 6.07 PM.

Cr Harriman left the chamber at 6.09 PM due to a conflict of interest in members addressing Council relating to TGAR.

Cr Harriman returned to the Chamber at 6.29 PM.

Mr Sal Testa addressed Council in relation to item 9.1 – TGAR

Mr Rohan Wilks addressed Council in relation to item 9.1 – TGAR

Mr Dominic de van der Schueren addressed Council in relation to item 9.3 - Proposed Removal of Trees in the Council Drainage Reserve at 55 Haunted Hills Road Newborough

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Ms Linda Reid addressed Council in relation to item 14.1 – Community Facility Funding Program – Major Applications

Mr Max Williamson addressed Council in relation to item 16.1 – Lease of Airlie Bank Homestead, Morwell.

Mr Merv Geddes addressed Council in relation to item 16.1 – Lease of Airlie Bank Homestead, Morwell.

Moved: Cr Gibbons

Seconded: Cr Rossiter

That Standing Orders be resumed.

CARRIED UNANIMOUSLY

Standing Orders were resumed at 6.50 PM.

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7. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION

Council Meeting Date	Item	Status	Responsible Officer
19/09/11	Traralgon Activity Centre Plan Key Directions Report	That having considered all submissions received in respect to the Stage 2 Key Directions Report September 2011, Council resolves the following: 1. To defer the endorsement of the Stage 2 Key Directions Report September 2011 until: (a) Council has been presented with the Traralgon Growth Area Review (b) Council has received information on the results of the Latrobe Valley Bus Review 2. That Council writes to the State Government asking them what their commitment to Latrobe City in respect to providing an efficient public transport system and that the response be tabled at a Council Meeting. 3. That Council proceeds with the Parking Precinct Plan and investigate integrated public parking solutions. 4. That the Communication Strategy be amended to take into consideration that the November/December timelines are inappropriate to concerned stakeholders and that the revised Communication Strategy be presented to Council for approval. 5. That in recognition of community concern regarding car parking in Traralgon the Chief Executive Officer establish a Traralgon Parking Precinct Plan Working Party comprising key stakeholders and to be chaired by the Dunbar Ward Councillor. Activities of the Traralgon Parking Precinct Plan Working Party to be informed by the Communication Strategy for the Traralgon Activity Centre Plan Stage 2 Final Reports (Attachment 3).	General Manager Planning and Governance
5/12/11	Investigation into Mechanisms Restricting the sale of Hubert Osborne Park Traralgon	That a draft policy be prepared relating to Hubert Osborne Park and be presented to Council for consideration.	General Manager Planning and Governance
19/12/11	Traralgon Greyhound Racing Club – Proposed Development and Request for Alterations to Lease	That a further report be presented to Council following negotiations with the Latrobe Valley Racing Club, Robert Lont and the Traralgon Greyhound Club seeking Council approval to the new lease arrangements at Glenview Park.	General Manager Planning and Governance

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Council Meeting Date	Item	Status	Responsible Officer
3/12/12	Geotechnical Investigation and Detailed Design Remediation Treatments of Landslips	<ol style="list-style-type: none"> 1. That Council resolve that the geotechnical investigations and detailed design for the remediation treatment of landslips meets the requirements of Section 186 of the <i>Local Government Act 1989</i> and that the contract must be entered into because of an emergency. 2. That Council resolves to enter into a schedule of rates contract with GHD Pty Ltd for the geotechnical investigations and detailed design for the remediation treatment of landslips due to it being an emergency. 3. That a report be presented to a future Council meeting at the completion of the geotechnical investigations and detailed design for the remediation treatment of landslips outlining the actual costs incurred. 4. That Council authorise the Chief Executive Officer to advise those residents impacted by landslips of Council's process and timelines for remediating landslips throughout the municipality. 	General Manager Recreation, and Community Infrastructure
18/02/13	Affordable Housing Project – Our future our place	<ol style="list-style-type: none"> 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. 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. 	General Manager Recreation, and Community Infrastructure
6/05/13	Latrobe City International Relations Advisory Committee - Amended Terms of Reference	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	General Manager Economic Sustainability
6/05/13	Latrobe City International Relations Advisory Committee - Motion Re: Monash University	That the item be deferred until after the amended Terms of Reference for the Latrobe City International Relations Advisory Committee have been considered by Council.	General Manager Economic Sustainability

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Council Meeting Date	Item	Status	Responsible Officer
6/05/13	Former Moe Early Learning Centre	<ol style="list-style-type: none"> 1. That a community engagement process be undertaken to inform a potential Expression of Interest for funding from the State Government's <i>Putting Locals First Program</i> to redevelop the former Moe Early Learning Centre as a centre for community organisations, addressing the stated funding criteria. 2. That subject to the community engagement process identifying a community need meeting the funding criteria, that an Expression of Interest for funding from the State Governments Putting Locals First Program be prepared and submitted. 3. That a further report be presented to Council for consideration outlining the draft design of the former Moe Early Learning Centre based on feedback received during the community engagement process. 	General Manager Community Liveability
01/07/13	Traffic Investigation At Finlayson Crescent Traralgon	<ol style="list-style-type: none"> 1. That Council install temporary traffic calming devices in Finlayson Crescent, Traralgon for a period of six months. 2. That a review of traffic flow during this six month period in Finlayson Crescent and adjoining cross streets be undertaken and reported back to Council. 3. That a final determination be made by Council on review of these figures. 4. That Council write to the head petitioner and all other residents who were invited to express their views informing them of Council's decision. 	General Manager Recreation and Community Infrastructure

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Council Meeting Date	Item	Status	Responsible Officer
16/09/13	14.3 Hazelwood Pondage Waterway And Caravan Park Lease	<p>1. That Council authorise the Chief Executive Officer to commence negotiations with IPH GDF Suez for the lease of the caravan park, southern boat ramp and surrounds, northern boat ramp and surrounds and management of the waterway for recreational purposes, ensuring the following principals are addressed:</p> <ul style="list-style-type: none"> •GDF SUEZ to retain full accountability for Blue Green Algae and water quality testing; •GDF SUEZ to remain fully accountable for the pondage integrity; •Fair and equitable termination clauses should the power station close earlier than 2025; •Clarify risk, release and indemnity conditions; •Liquidated damages; •Clarify the end of lease conditions; •Clarify the early termination conditions <p>2. That a further report be presented to Council following negotiations with IPH GDF SUEZ seeking Council approval of the new lease arrangements at Hazelwood Pondage.</p> <p>3. That Council write to the Minister for Regional & Rural Development and advise of Council's resolution to commence negotiations with IPH GDF SUEZ .</p>	General Manager Recreation and Community Infrastructure
6/11/13	Latrobe Regional Motorsport Complex	<p>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.</p> <p>2. That Council officers meet with Energy Australia to discuss other possible sites for a motorsports complex on their land.</p> <p>3. That a further report be presented to Council at such time that site options have been investigated.</p>	General Manager Recreation and Community Infrastructure
18/11/13	2013/26 – Notice Of Motion Car Parking At Traralgon, Morwell And Moe Train Stations	<p>1. That the Mayor write to the appropriate authorities and request an update, which includes timelines, on when improved car parking will be provided at the Traralgon, Morwell and Moe train stations</p> <p>2. That the response be tabled at an Ordinary Council meeting</p>	General Manger Planning and Governance

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Council Meeting Date	Item	Status	Responsible Officer
2/12/13	Presentation Of Petition For The Proposed Removal Of 15 Corymbia Maculata Spotted Gum Street Trees Growing In Nature Strips In Fowler Street, Moe	<ol style="list-style-type: none"> 1. That Council lay the petition requesting the removal of gum trees in Fowler Street, Moe on the table. 2. That Council initiate a consultation process with all residents of Fowler Street, Moe and the broader local community to determine public opinion in relation to the proposed removal of the gum trees. 3. That a further report be presented to Council detailing the results of the community consultation. 	General Manager Recreation and Community Infrastructure
24/03/14	Draft Recreation Plans	<ol style="list-style-type: none"> 1. That Council releases the draft Morwell Recreation Reserve Precinct Master Plan, Traralgon Recreation Reserve and Showgrounds Master Plan, Warren Terrace Reserve Master Plan and the Review of the Traralgon Outdoor Recreation Plan for community consultation for a period of 6 weeks from Tuesday 25 March 2014 to Friday 2 May 2014. 2. That a further report be presented to Council with the results of the community consultation process. 	General Manager RCI
24/02/14	Planning Permit Application 2013/214 - Native Vegetation Removal, Jumbuk Road	<ol style="list-style-type: none"> 1. That Council defer the decision to grant a decision on Planning Permit Application 2013/214 – Native Vegetation Removal, Jumbuk Road until the following documentation has been considered and adopted by Council: <ol style="list-style-type: none"> a. A 10 Year Offset Management Plan and the Compliant Offset Plan. 	General Manager Planning and Governance
7/04/14	Proposed Removal Of Trees In The Council Drainage Reserve At 55 Haunted Hills Road Newborough	<ol style="list-style-type: none"> 1. That Council defer consideration of this matter. 2. That a further report be presented to the next possible ordinary Council meeting regarding the three trees of concern to the residents of 53 and 57 Haunted Hills Road, Newborough. 	General Manager RCI

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Council Meeting Date	Item	Status	Responsible Officer
7/04/14	Council Meeting Schedule	<ol style="list-style-type: none">1. Adopt a 3-weekly Ordinary Council Meeting cycle whereby the Ordinary Council Meeting Agenda is made available 10 days prior to the meeting date. The ordinary Council meetings will commence at 6.00pm and that this be trialed for a six month period.2. That the meeting cycle process be reviewed and a report be brought back to Council in November 2014.	

NOTICES OF MOTION

8. NOTICES OF MOTION

**8.1 2014/07 – NOTICE OF MOTION – FUNDING FOR LIVESTOCK
SALES FACILITY IN LATROBE CITY**

Cr Graeme Middlemiss

Attachments
Nil

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

Moved: Cr Middlemiss

Seconded: Cr Gibbons

That the Motion be adopted.

CARRIED UNANIMOUSLY

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**8.2 2014/08 – NOTICE OF MOTION – LANDSCAPING AND SECURITY
OF THE LONE PINE AT VICTORY PARK, TRARALGON**

Cr Sandy Kam

Attachments

Nil

That Latrobe City Council seeks Federal and/or State funding to the value of \$5000 to help with the landscaping and security of the Lone Pine at Victory Park, Traralgon.

Moved: Cr Kam

Seconded: Cr Harriman

That the Motion be adopted.

CARRIED UNANIMOUSLY

**Cr Harriman left the chamber at 7.04 PM due to a Conflict of Interest in item 9.1
- TGAR**

ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION

9. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION

9.1 CONSIDERATION OF ADOPTION OF THE TRARALGON GROWTH AREAS REVIEW (TGAR) AND PLANNING SCHEME AMENDMENT AUTHORISATION REQUEST

General Manager

Planning and Governance

For Decision

PURPOSE

The purpose of this report is for Council to consider:

- alterations to the TGAR reports in response to submissions received and for Council to consider adoption of the final TGAR report and plans.
- a request to be made to the Minister for Planning to authorise the preparation and exhibition of a proposed planning scheme amendment to the Latrobe Planning Scheme, in accordance with Section 8A (3) of the *Planning and Environment Act 1987* (the Act).

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, the Latrobe City Council Plan 2013-2017, relevant legislation and Council policies.

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.

Strategic Objectives – Economy

In 2026, Latrobe Valley has a strong and diverse economy built on innovation and sustainable enterprise. The vibrant business centre of Gippsland contributes to the regional and broader communities, whilst providing opportunities and prosperity for our local community.

Strategic Objectives – Governance

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 5: Planning for the future

To provide clear and concise policies and directions in all aspects of planning.

Strategic Direction – Planning for the future

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

Transport Integration Act 2010

Policy - Traralgon West Infrastructure Development Policy 11 POL-2

This policy sets out Latrobe City Council's procedure for the assessment of subdivision proposals and the equitable provision and management of stormwater and road infrastructure within the Traralgon West Low Density Residential Precinct.

BACKGROUND

The Traralgon Growth Areas Review (TGAR)

TGAR is intended to provide a growth strategy that identifies areas for future urban development (i.e. housing, commercial, industrial and open space) around Traralgon, Traralgon-Morwell Corridor, Glengarry and Tyers up to the year 2051.

The project has been developed in response to the previous State Government's decision in 2007 to adopt W1C (northern-most alignment) and E2D (eastern alignment) as the preferred alignment for the future Princes Freeway – Traralgon Bypass. This decision removed approximately 500 hectares from a future urban growth corridor that was planned by the Latrobe City Council to accommodate Traralgon's urban growth into the future.

The TGAR project has been partly funded by Regional Development Victoria (RDV). The TGAR project consists of three principle documents:

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- Background Report – examines the existing and future socio-economic conditions and planning policy environment that affects the study area
- Framework Plan – examines demand for urban land and options for providing the location for such land
- Structure Plan – examines in detail how the area between Traralgon and Morwell corridor could develop

The draft TGAR Background Report, draft TGAR Framework Plan report and draft Traralgon West Structure Plan report were presented to Council for consideration at its Ordinary Council Meeting of 2 April 2012. At the Meeting Council resolved:

1. *That Council endorses the draft TGAR Background Report, draft TGAR Framework Plan and draft Traralgon West Structure Plan for community consultation for a period of 8 weeks from 9 April 2012 until 31 May 2012.*
2. *That a further report be presented to Council following the community consultation process.*

The TGAR project was placed on public exhibition in accordance with Item 1 of the 2 April 2012 resolution.

The community consultations for the TGAR project were extended several times in accordance with subsequent Council resolutions and the consultation period finished on 16 November 2012. These Council resolutions are outlined below.

4 June 2012 Council Meeting

1. *That the CEO arranges a meeting between Australia Paper, EPA, relevant Council Officers and/or consultant and all landowners affected by the buffer as stated in the TGAR (Traralgon Growth Areas Review).*
2. *That the timeline for submissions to the TGAR be extended until two weeks after the date of the meeting.*
3. *That all affected landowners be sent a written notice inviting them to the meeting at least 10 days prior to the meeting and in addition an ad be placed in the Council's Noticeboard in The Express.*
4. *That all Councillors be invited to this meeting.*

As a result of the 4 June 2012 Council resolution, the consultation period to the draft TGAR reports was extended until 27 August 2012.

20 August 2012 Council Meeting

That Council extends the submission deadline for the Traralgon Growth Areas Review from 27 August 2012 to 28 September 2012.

As a result of the 20 August 2012 Council resolution, the community consultation to the draft TGAR reports was extended from 27 August 2012 to 28 September 2012.

17 September 2012 Council Meeting

1. *That Council supports the extension of the time period allowing for submissions on the draft TGAR to 16 November 2012.*
2. *That the extension be advertised in the Council Noticeboard and a public notice in the Latrobe Valley Express.*

As a result of the 17 September 2012 Council resolution, the community consultation to the draft TGAR reports was extended from 28 September 2012 to 16 November 2012.

11 February 2013 Council Meeting

A council report providing an update on amended TGAR project timelines and detailing all written submissions received to the TGAR project was presented to Council for consideration at a Special Council Meeting on 11 February 2013. At the Meeting Council resolved:

1. *That Council hear from the submitters to the Traralgon Growth Areas Review.*
2. *That Council note this report and the attached written submissions.*
3. *That Council note that the TGAR reports will be reviewed based on submissions received and that the final TGAR documents will be presented to Council for consideration and adoption during 2013.*

At the Special Council Meeting on 11 February 2013, Council heard from submitters to the TGAR project via individual presentations.

Council officers have worked with the TGAR project consultants to make changes to the draft TGAR report and plans as a result of the feedback from the community and key stakeholders.

16 September 2013 Council Meeting

A council report to consider adoption of the final TGAR report and plans, and for a request to be made to the Minister for Planning to authorise the preparation and exhibition of a proposed planning scheme amendment to the Latrobe Planning Scheme was presented to Council at the Ordinary Council Meeting on 16 September 2013. At the Meeting Council resolved:

That Council defer this matter until the Ordinary Council Meeting to be held on 21 October 2013 to allow for further consideration.

Members of the community spoke to TGAR at the 16 September 2013 Council Meeting, including representatives from the TGAR Community Working Group (the Group). Council officers met with the Group post the Council Meeting to further discuss the proposed TGAR urban amenity buffer.

21 October 2013 Council Meeting

A council report to consider adoption of the final TGAR report and plans, and for a request to be made to the Minister for Planning to authorise the preparation and exhibition of a proposed planning scheme amendment to

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the Latrobe Planning Scheme was presented to Council at the Ordinary Council Meeting on 21 October 2013. At the Meeting Council resolved:

- *That Council defers the consideration of this item to the next Ordinary Council Meeting on Wednesday 6 November 2013.*
- *That Council invites the members of the TGAR community working party to a meeting with all interested Councillors as soon as possible.*
- *That Council invites Mr Suleman to a meeting with all interested Councillors as soon as possible.*

Councillors and officers met with the TGAR working party and consulted with representatives of Mr Suleman during late October 2013.

6 November 2013 Council Meeting

A council report to consider adoption of the final TGAR report and plans, and for a request to be made to the Minister for Planning to authorise the preparation and exhibition of a proposed planning scheme amendment to the Latrobe Planning Scheme was presented to Council at the Ordinary Council Meeting on 6 November 2013. At the Meeting Council resolved:

That consideration of the Traralgon Growth Area Review be deferred pending appropriate community consultation.

Council officers met with a number of residents of Beau Vista Drive, Traralgon in November 2013 to discuss the Traralgon West Structure Plan and timeframes around potential development within the area.

Councillors met with Australian Paper and GHD in November 2013. Australian Paper and GHD provided Councillors with further detail around the urban amenity buffer, Australian Paper's statutory obligations and odour complaint history in the Traralgon area.

A number of TGAR Information and Discussion sessions have been held with the Councillors since November 2013.

The TGAR documents have been circulated to Councillors and due to their size can be accessed from our website at www.latrobe.vic.gov.au

The Planning Scheme Amendment Proposal

An amendment to the relevant clauses of the Municipal Strategic Statement (MSS) of the Latrobe Planning Scheme is proposed to enable key parts of the TGAR Framework Plan and Traralgon West Structure Plan to be included in the scheme. The MSS is proposed to be changed in the following way:

- Inclusion of new and amended TGAR wording objectives and strategies for clauses 21.02 Municipal Vision; 21.04 Built Environment Sustainability; 21.05 Main Towns; 21.06 Small Towns; and 21.07 Economic Sustainability

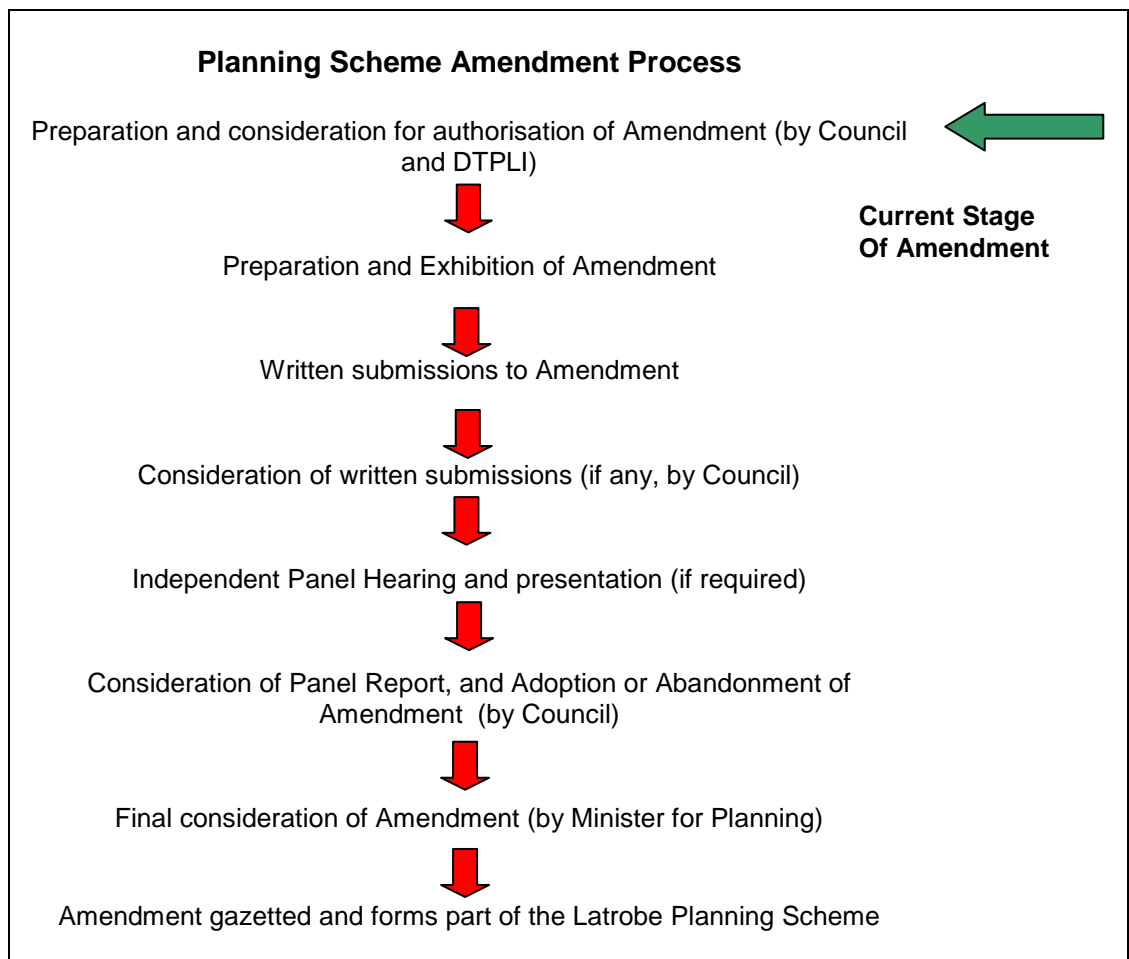
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- Inclusion of a new Growth Area Framework map and Traralgon to Morwell Corridor Structure Plan map
- Amendment of the existing Traralgon Structure Plan; the eastern part of the existing Morwell Structure Plan; the Tyers Structure Plan; and the southern part of the Glengarry Structure Plan
- Inclusion of the TGAR Background Report, TGAR Framework Plan and Traralgon West Structure Plan as reference documents
- Inclusion of further work to be undertaken in the 'Implementation - Further Strategic Work' clauses

Proposed zone and overlay changes do not form part of the planning scheme amendment proposal. These changes may form parts of separate future planning scheme amendment proposals.

Planning Scheme Amendment Statutory Requirements

The planning scheme amendment process is shown in the figure below and provides an indication of the stage of the process if council resolves to request authorisation from the Minister for Planning to prepare and exhibit the proposed amendment.



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In accordance with Section 9 of the Act, the Minister for Planning may authorise a municipal council to prepare an amendment to State and local standard provisions of a planning scheme in force in its municipal district.

Municipal councils, as the planning authority, have a number of duties and powers. These duties and powers are listed at Section 12 of the Act. In addition, each amendment proposal must address the Department of Transport, Planning and Local Infrastructure (DTPLI) publication *Strategic Assessment Guidelines for Planning Scheme Amendments*. The amendment proposal has had regard to Section 12 and is consistent with the requirements of Section 12 of the Act and the *Strategic Assessment Guidelines for Planning Scheme Amendments*.

ISSUES

The draft TGAR Background Report, draft TGAR Framework Plan and draft Traralgon West Structure Plan were placed on public exhibition for a period of 32 weeks from 9 April 2012 until 16 November 2012. A total of 73 written submissions were received in response to the public exhibition of the draft TGAR reports. Further details on the activities undertaken during the exhibition period and the main themes arising from the written submissions are provided in the Internal/External Consultation section of this council report.

A brief summary of the type of submissions received are provided below:

Table 1 Submission Summary

Type of Submission (broad)	Number
Supportive submissions	21 (with some minor requests for modifications or clarifications)
Responses from government departments and authorities	7
Objections to the proposed Australian Paper urban amenity buffer	38
Objections based on specific requests to change land use for various parcels of land	5
Bulky Goods and medium density at the Hollydale site, Traralgon-Morwell Corridor	3 (1 in favour of use of bulky goods and 2 not in favour of bulky goods)

Please note: Some submissions were in support of and objected to different submission themes. Therefore, the number of submission types do not add up to the total submitters

A response to all submissions received is documented in Appendix 1 to the Traralgon Growth Area Framework Plan which is attached to this council report.

Consultation with the community, key stakeholders, and consideration of written submissions has resulted in changes being required to be made to

the exhibited draft TGAR report and plans. The broad matters that have informed the changes include:

New Australian Bureau of Statistics (ABS) Data

The exhibited draft TGAR Background Report, draft TGAR Framework Plan and draft Traralgon West Structure Plan used 2006 ABS and 2008 Victoria in Future population data to guide population and urban land use (i.e. residential, commercial, industrial and open space) demand projections. The draft TGAR report and plans have now been updated to include the 2011 ABS and 2012 Victoria in Future data. The updated data shows evidence of recent increases in population growth rates. However, this is consistent with the original longer term population projections that were provided in the exhibited draft TGAR report and plans.

New and Changing Policy Environment

A number of key state and local government policy documents have been developed since the draft TGAR report and plans have been exhibited. Some of these documents include (*inter alia*) the draft Gippsland Regional Growth Plan; Advisory Committee Report on Development Contribution Plans; new Residential, Commercial, and Industrial Zones; new bushfire provisions; draft LCC Traralgon to Morwell Shared Pathway Feasibility Study; and the adopted LCC Public Open Space Strategy. Reviews of the Latrobe Regional Airport Masterplan and the Latrobe Regional Hospital Masterplan are also scheduled to commence. Key state and local government policy documents have been considered by Council officers and the TGAR project consultants and the final TGAR report and plans are now consistent with the strategic intent of these policy documents. In particular, additional discussion regarding the regional city role of Latrobe City and the growth potential identified in the draft Gippsland Regional Growth Plan has been included in the final TGAR report and plans.

New Council Resolutions and Development Plan Approvals

Council resolved on the 19 November 2012 that Council's preferred lot density was 11 lots per hectare on unencumbered residential land. The exhibited draft TGAR report and plans recommended a minimum lot density of 15 lots per hectare. Specific reference to 15 lots per hectare has been removed from the exhibited draft TGAR documents in favour of a more general discussion around the implication of providing lots within the study area at different densities up to 2051. Further additional work around the role of LCCs housing strategy regarding lot densities is also included in the final TGAR documents. A number of LCC residential subdivision development plans in Traralgon have been approved or are nearing completion. The exhibited draft TGAR report and plans have been updated to reflect the future staging and release of residential lots in these areas.

Changes in New and Redundant Zones and Overlays

Rezoning of new land to Residential 1 (in Traralgon and Glengarry), proposed rezoning of land to Rural Living and Low Density Residential (in Tyers) and Business 4, now Commercial 2, (in East Morwell) has occurred

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since the draft TGAR report and plans were exhibited. The application of Development Plan and Design and Development Plan Overlays (in Traralgon, East Morwell and Glengarry) and the removal of the Special Use Zone - Morwell River Diversion (in East Morwell) have also occurred. The final TGAR documents have been updated to reflect these zone and overlay changes by updating maps and land supply estimates.

Australian Paper Urban Amenity Buffer Amendments

The exhibited draft TGAR report and plans illustrate the location of a proposed Australian Paper urban amenity buffer. Table 1 and Appendix 1 to the Traralgon Growth Area Framework Plan provide evidence that this issue generated receipt of the most written submissions to the exhibited draft TGAR report and plans. Council officers have been meeting with Environment Protection Authority, Australian Paper, community groups and individuals in an effort to finalise any required adjustments to the proposed urban amenity buffer. The exhibited draft TGAR proposed urban amenity buffer has been retained in principle but changed in the following way:

- The title 'proposed odour buffer' has been changed to 'proposed urban amenity buffer' in response to community feedback
- Existing Low Density Residential Zone land immediately west of Traralgon has been excluded from the proposed urban amenity buffer map to reflect subdivision opportunities that existed in the Latrobe Planning Scheme prior to Australian Paper odour modelling being undertaken
- Minor amendment to the boundary of the proposed urban amenity buffer map to better reflect title boundaries and road reserve alignments, particularly in the south eastern section of the proposed urban amenity buffer
- Acknowledgment that an area in Morwell North around Paul Street and an area immediately south of Tyers township may require further odour modelling by Australian Paper that may result in future minor amendments to the boundary of the proposed urban amenity buffer map
- Acknowledgement that there may be potential (subject to planning permit application assessment) to honour the limited subdivision potential in the existing Rural Living Zone within the proposed urban amenity buffer that existed in the Latrobe Planning Scheme prior to Australian Paper odour modelling being undertaken

Bulky Goods

The exhibited draft TGAR report and plans discourage bulky goods use and development at the Hollydale site west of Bradford Drive in the Traralgon to Morwell corridor. One submitter was in support of bulky goods and two submitters objected to bulky goods on the site. Council is also currently considering a combined rezoning and planning permit proposal from one of the TGAR submitters that would facilitate a large bulky goods development on the Hollydale site. The consideration of the rezoning

proposal is subject to the outcome of the TGAR project. The proposal for bulky goods use and development at the Hollydale site was independently reviewed by an economist who also discouraged bulky goods use and development at the site. Accordingly, the final TGAR documents have been updated to provide further discussion regarding the rationale for not supporting bulky goods use and development at the Hollydale site. The rationale includes (*inter alia*):

- Concerns over an existing oversupply of bulky goods land, which would be exacerbated by any further commercial rezoning including existing bulky goods opportunities in the new Commercial 2 Zone
- The existence of two other precincts (already adopted and identified in the Latrobe Planning Scheme as the most appropriate for bulky goods uses through a previous study) which have not yet been developed and are or will be available for development
- Activity created by a new bulky goods development may cause commercial shop closures elsewhere in the area and result in no real net gain in retail spending or employment
- The intention of the TGAR framework to avoid ad-hoc 'strip' development along the Hollydale frontage, as has occurred previously between Morwell and Traralgon
- The importance of the Hollydale site as one of a limited number of strategically located greenfield sites capable of accommodating significant residential populations

Residential Dwelling Density at the Hollydale Site

During the community consultation some submitters sought clarification on the intent of residential dwelling density at the Hollydale site west of Bradford Drive in the Traralgon to Morwell corridor. The final TGAR documents identify the land as a 'key strategic development site' for medium density residential development with a preference of a higher lot density of up to 20 lots per hectare where possible. However TGAR does state that the 20 lots per hectare 'figures are very high level and are subject to further investigation and refinement'. TGAR also recognises that a Development Plan is required to be prepared that clearly articulates how the Hollydale site is likely to develop and this will allow further consideration of the appropriate population and dwelling densities for the site. Therefore TGAR provides a flexible approach to defining the appropriate lot/dwelling density at the Hollydale site.

Employment Investigation Area and Neighbourhood Activity Centre

The exhibited draft TGAR reports and plans show a future employment investigation area around the Latrobe Regional Hospital and south west of the Latrobe Regional Airport. The TGAR documents also show a future neighbourhood activity centre (NAC) near the Latrobe Regional Hospital and the Latrobe Regional Airport. Some submitters sought further clarification on the role and intent of these areas.

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The final TGAR documents have been updated by including further discussion around reasons for a NAC, including:

- The large number of people employed at the airport and hospital who would be able to access services and facilities within the NAC
- The recommended establishment of an additional rail station opposite the hospital would ensure improved and sustainable access to the NAC
- Persons who reside in existing higher density residential development in the form of retirement villages, caravan parks, as well as the accommodation options such as motels in the area would be able to access services and facilities within the NAC. These residential activities would also help support the ongoing viability of the NAC

The NAC is not intended to serve a significant retail function, as seen in centres such as Mid Valley and the Traralgon and Morwell CBDs, rather it is intended to provide a locally accessible range of services and retail offering to meet the day-to-day needs of the resident and worker population of the area as well as support the airport and hospital by offering flexibility for related land uses to establish in close proximity. Larger scale office uses should be restricted to the Traralgon CBD, or where there is a demonstrated nexus through co-location, such as in association with the hospital or airport.

The final TGAR documents have been updated by including further discussion around the reasons for a future 'employment investigation area', including:

- The need to develop this area for either employment generating uses associated with the airport or hospital which will support the long term growth of the municipality in line with the draft *Gippsland Regional Growth Plan* and Latrobe City Council's *Economic Sustainability Strategy 2011 – 2015*
- The potential for expansion of the employment investigation area further to the west in the Traralgon West Structure Plan

Some integrated residential development on unconstrained land where it will not compromise the preferred future employment use of the area could be supported. The area has not been identified for retail uses, with the exception of land that may form part of the NAC or be directly associated with the airport or hospital, as dispersal of retail development is to be avoided in the area without strong justification.

The final TGAR Traralgon West Structure Plan identifies that the future development of the 'employment investigation area' should be informed by and have regard to the existing Latrobe Regional Hospital Master Plan and the current review of the Latrobe Regional Airport Master Plan. This allows flexibility for the 'employment investigation area' to be used for non-employment uses (such as airport chalets) where it will not compromise the preferred future employment use of the overall investigation area.

Urban Growth to the East and West of Traralgon

The exhibited draft TGAR reports and plans show urban growth opportunities to the East of Traralgon for 'future long term residential' and 'potential long term industrial'. The TGAR reports also show urban growth opportunities to the West of Traralgon for 'residential intensification' and 'employment' (see Traralgon West Structure Plan). Some submitters note that these future urban growth areas may be isolated from existing development and that the location of these future areas will need to be consistent with the strategic direction of the (yet to be approved by the Minister for Planning) *Gippsland Regional Growth Plan*.

The TGAR reports and plans provide a framework for Traralgon's long term growth up to 2051 and it is expected that overtime urban growth areas to the East and West of Traralgon will be well connected to the existing urban area. The TGAR Framework report provides a suggested staging plan and the need for development plans and contribution plans to assist the logical sequential development in these areas.

Issues associated with the provision of infrastructure (i.e. roads, drainage, open space improvements, reticulated sewerage/water etc.) to facilitate growth of urban development in Traralgon West have been ongoing since the area was rezoned in 2004. Council is receiving a number of planning permit applications for residential subdivision in the Traralgon West area. These applications are currently being assessed and considered in the absence of clear planning scheme policy direction. This has caused frustration for planning permit applicants and has resulted in applications being referred to VCAT for decisions. Council officers are fielding a number of enquiries from the community on why there is a policy void regarding the growth of urban development in Traralgon West area. Adoption of TGAR will assist in providing certainty to landowners and the community around parameters for investment and development.

The lack of urban growth opportunities to the North and South of Traralgon due to flooding and coal resource constraints and the location of the proposed Princes Freeway bypass reinforce the need to plan for future urban growth areas to the East and West of Traralgon. It is noted that the *draft Gippsland Regional Growth Plan 2013* only shows some of TGARs future urban growth areas to the East and West of Traralgon and council officers have provided feedback to DTPLI regarding this matter.

The final TGAR documents have been updated by including further discussion around:

- reinforcing the importance of planning for future urban growth areas to the East and West of Traralgon
- the option of investigating farming land south of the Latrobe Regional Hospital and the Princess Highway if the proposed Princes Freeway bypass is relocated and coal resource constraints are addressed

Reticulated Sewerage Provision For Tyers

During the community consultation some community members sought clarification on the possibility of providing reticulated sewerage infrastructure at Tyers at some stage in the future. The final TGAR documents acknowledge that Tyers is not currently provided with sewerage infrastructure and that '*there is significant community and Council support for the provision of sewerage infrastructure within Tyers given existing issues on smaller lots within the township*'. Recent Gippsland Water advice is that Gippsland Water has no plans to provide reticulated sewerage to Tyers in the short to medium term. TGAR addresses this issue by encouraging lower density / rural living lifestyle lots in the short to medium term while allowing for the ongoing investigation of an appropriate reticulated sewerage infrastructure system at Tyers.

Bushfire Buffers and Industrial Buffers

The final TGAR documents have been updated by including further discussion around:

- Relocating a future Rural Living growth front from the West of Tyers to the East of Tyers to take into account and allow an appropriate buffer for bushfire risk
- The need for amenity buffers and transition areas in relation to existing and future industrial land where the land adjoins residential areas

Biodiversity

The final TGAR documents have been updated to better reflect existing biodiversity issues within the study area in response to community feedback. In particular, further identification of biodiversity issues in certain areas has assisted in identifying constraints and opportunities to future urban development.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the *Risk Management Plan 2011-2014*.

The risks to Council relevant to this report are the shortage of land available to support long term urban and economic growth of the municipality and the delay in finalising the TGAR project. The project addresses the shortage of land risk to Council by identifying areas for future urban development (i.e. housing, commercial, industrial and open space) around Traralgon, Traralgon-Morwell Corridor, Glengarry and Tyers.

The risks and implications of delaying or abandoning the TGAR project are outlined below:

TGAR Project Ongoing Cost Risk

Preparation and finalisation of the TGAR project has incurred significant costs (excluding Regional Development Victoria funding). No further council allocated money has been identified in the draft 14/15 budget to change the TGAR documentation and the TGAR project has not been identified for delivery in the relevant 14/15 draft business plan (other than a planning scheme amendment for the next stage of TGAR). Delay or further significant changes to the TGAR project will impact on budget and resource allocations in the 14/15 financial year.

Traralgon West Infrastructure Cost Risk

The Traralgon West area is currently experiencing subdivision and development pressures. Council may be responsible to pay for key shared infrastructure (i.e. roads, drainage and open space improvements) in the Traralgon West area without a development/contribution plan being in place to subsidise the cost of such infrastructure. Further delays or abandonment of the final TGAR documents will jeopardise potential development of the corridor and may cause further frustration and confusion for landowners and the community regarding a lack of clear direction around future development potential. Adoption of TGAR will allow Council to continue with a development contribution plan for the Traralgon West area and assist in providing certainty to landowners and the community around parameters for investment and development.

Strategic Policy Implementation Risk

Adoption of the TGAR project would assist with finalising the Traralgon Activity Centre Plan (TACP) (see TACP 19 September 2011 resolution) and would support elements of the council endorsed Gippsland Regional Growth Plan 2013 and the draft Metropolitan Planning Strategy. Adoption of the TGAR project would reinforce Latrobe City's Victorian Regional City Status and provide strategic justification for future rezoning and development in and around Traralgon, Tyers and Glengarry. Delay or abandonment jeopardises a strategic approach to implementing these plans and defers the commencement of a number of planning scheme amendments.

Funding Risk

Regional Development Victoria (RDV) have funded part of the TGAR project and would prefer the TGAR project be determined by Council. There is a risk that further delays or abandonment of TGAR will jeopardise relationships and further funding opportunities for Latrobe City Council projects funded by RDV. Adoption of the TGAR project will fulfil councils funding commitments.

Planning Scheme Amendment Cost

The TGAR project if adopted by Council would also require a Planning Scheme Amendment that is required to be placed on public exhibition. It is likely that an independent planning panel appointed by the Minister for Planning would be appointed to hear submitters. The Minister would then determine the Planning Scheme Amendment. This process may assist Councillors in their ongoing deliberation of relevant TGAR matters.

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Adoption of TGAR allows progression to a Planning Scheme Amendment and the opportunity to utilise the assistance of a Planning Panel (i.e. independent arbitrator). Delay or abandonment of the TGAR project removes this opportunity.

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2012*. The costs associated with a planning scheme amendment include: considering a request to amend a planning scheme, consideration of submissions, providing assistance to a panel and adoption and approval of an amendment. Approximately \$23,000 has been allocated in the current 2013/2014 budget year to enable the planning scheme amendment to proceed. A subsequent development/contribution plan would also be required for the Traralgon West area that would cost around \$100,000 - \$120,000.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Community Consultation

The draft TGAR Background Report, draft TGAR Framework Plan and draft Traralgon West Structure Plan were placed on public exhibition for a period of 32 weeks from 9 April 2012 until 16 November 2012. Further officer and Councillor consultation has also been carried out during December 2012 through to April 2014.

As part of the community consultation process Council officers have posted approximately 950 letters to the following groups:

- Land owners that will be directly affected by the proposed recommendations of the draft TGAR reports
- Statutory agencies, referral authorities and Council officers
- Private land surveyors, development consultants, builders and major employers

To further promote the community consultation process for the TGAR project, two public notices were published in the Latrobe Valley Express in April 2012.

In addition, information and draft reports associated with the TGAR project were (and are still) available for public viewing on Latrobe City Council's corporate website and at the Traralgon Service Centre, Glengarry General Store and Tyers General Store.

Council officers and project consultants met with over 250 people via four targeted workshops and over 50 one-on-one meetings at the Traralgon RSL from 1 May 2012 until 3 May 2012.

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At the Ordinary Council Meeting on 4 June 2012, Council resolved to further engage with stakeholders that may be impacted by the Australian Paper buffer as identified in the draft TGAR reports.

Latrobe City Council in conjunction with Australian Paper and Environment Protection Agency conducted three information sessions between 7 August 2012 and 9 August 2012 to explain the proposed Australian Paper buffer and respond to any questions from the community. A representative from Environment Protection Agency was unable to attend these sessions.

At the Ordinary Council Meeting of 20 August and 17 September 2012, Council resolved to further extend the community consultation period until 16 November 2012.

At the Special Council Meeting on 11 February 2013, Council heard from submitters to the TGAR project and resolved to note all written submissions and that the final amended TGAR documents will be presented to Council for consideration and adoption during 2013.

Council officers have met with stakeholders for one-on-one discussions at Latrobe City Council offices during and post the community consultation period. Council officers met with the TGAR Community Working Group in October 2013 to further discuss the proposed TGAR urban amenity buffer. Post the 6 November 2013 Ordinary Council Meeting, Council officers met with a number of residents of Beau Vista Drive, Traralgon and a meeting was also held with Councillors and Australian Paper.

Submissions received

A total of 73 written submissions (including six late submissions) were received in response to the public exhibition of the draft TGAR reports (see Appendix 1 of Traralgon Growth Area Framework Plan). Four of the six late written submissions were received post the 11 February 2013 Special Council Meeting where Council heard presentations from submitters to the TGAR project.

The key themes that emerged from all of the written submissions received are summarised as follows:

- Support for the development of a train station at the Traralgon - Morwell Corridor
- Support for the future rezoning and subdivision opportunity in various locations for landholders
- Clarification surrounding the staging and timing of the release of future urban development in Traralgon East and Traralgon West
- Clarification of the role of the 'employment investigation area' and the 'neighbourhood activity centre' near the Latrobe Regional Hospital
- The need for food security to be identified as a constraint for urban development due to the Gippsland region being

identified as an important area for food production into the future

- The identification of environmental and socio-economic constraints that may affect future urban development
- The perceived devaluation of property values due to proposed Australian Paper odour buffer
- The proposed application and extent of Australian Paper odour buffer in the Traralgon West and Morwell North areas
- Concerns regarding the development of a new bulky goods store and medium density development at 'Hollydale' in the Morwell-Traralgon Corridor
- Requests to change the land use shown in TGAR for various parcels of land
- The need for greater emphasis in the TGAR reports on biodiversity issues and bushfire risk issues in identifying areas for future urban development
- Concerns regarding residential development surrounding the Traralgon golf course
- The increase of rates for land rezoned to Residential Zone in recent ministerial C48, C56 and C58 rezonings (although it is noted that this issue goes beyond the scope of the study)

A detailed planning response is provided to all submissions received in Appendix 1 of the Traralgon Growth Areas Framework Plan.

The recent community consultations for the TGAR project are consistent with the endorsed communication plan and Council's *Community Engagement Plan 2010-2014*.

The Planning Scheme Amendment Proposal

The amendment proposal is subject to the prescribed process in accordance with the public notice and consultation requirements of Section 19 of the Act. This will include advertising in the government gazette and local newspapers as well as written notification to landowners and occupiers that may be materially affected by the amendment following authorisation of the amendment. All statutory and servicing authorities likely to be materially affected will also be notified of the proposed amendment.

OPTIONS

The Traralgon Growth Areas Review (TGAR)

The options available to Council are as follows:

1. That Council, after considering all written submissions and changes to the draft TGAR documents, resolves to adopt the TGAR reports.

2. That Council, after considering all written submissions and changes to the draft TGAR documents, resolves to not adopt the TGAR reports.

The Planning Scheme Amendment Proposal

Pending consideration of the TGAR project options above, the planning scheme amendment options available to Council are as follows:

1. That Council pursues the proposed amendment and supports the request to be made to the Minister for Planning to authorise the preparation and exhibition of the amendment to the Latrobe Planning Scheme.
2. That Council does not support the request to be made to the Minister for Planning to authorise the preparation and exhibition of the amendment to the Latrobe Planning Scheme and therefore abandons the amendment.

CONCLUSION

The final TGAR reports deliver a growth strategy that will identify areas for future urban development (i.e. housing, commercial, industrial and open space) around Traralgon, Traralgon-Morwell corridor, Glengarry and Tyers up to the year 2051.

The extensive community consultation that has occurred has enabled the community and stakeholders the opportunity to consider and comment on the proposed ideas and recommendations of the draft TGAR reports prior to finalising the TGAR project. The community feedback provided a high level of support for the TGAR project with the second most submissions being received. The community feedback also identified a limited number of key issues of concern principally around the proposed Australian Paper urban amenity buffer in the western portion of the study area with the most submissions being received; the proposed bulky goods development at the Hollydale site; and concerns based on specific requests for land to be rezoned. Most of these key issues of concern involve land located in the Traralgon-Morwell corridor.

While not all of the community and stakeholder feedback was able to be incorporated into the TGAR report and plans, the TGAR documents have been substantially amended as a result of consultation and in responding to written submissions. The community and stakeholder feedback has enhanced the outcomes of the TGAR project.

The final TGAR reports provide a balanced long term urban growth strategy framework for Traralgon, Glengarry and Tyers that will help secure some of the urban land supply needs of the municipality. The final TGAR documents also contribute to the regional city role and needs of Latrobe City and the growth employment potential identified in the *draft*

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Gippsland Regional Growth Plan 2013 and the Latrobe City Council Plan 2013-2017.

The TGAR project has experienced numerous delays since its inception in 2009 and presents a number of unresolved critical issues and risks. These include:

- Potential detrimental impact on Latrobe City Council budget and resource allocations in the 14/15 financial year if the TGAR project is delayed or the TGAR reports are significantly changed.
- Responsibility of council to pay for unplanned key shared infrastructure (i.e. roads, drainage and open space improvements) in the Traralgon West area if the TGAR project is delayed.
- Compounded frustration and confusion for landowners and the community regarding a lack of clear direction around future development potential in the Traralgon West area if the TGAR project is delayed or the TGAR reports are significantly changed.
- The inability to implement strategic planning work and a number of planning scheme amendments if the TGAR project is delayed or the TGAR reports are significantly changed.
- The potential to jeopardise relationships and further funding opportunities for Latrobe City Council projects funded by RDV if the TGAR project is delayed.

These risks can now be addressed by Council determining the outcome of the final TGAR reports.

The adoption of the TGAR reports will enable the process of their inclusion into the Latrobe Planning Scheme by way of a future planning scheme amendment.

Attachments

1. TGAR Background Report August 2013 (Published Separately)
2. TGAR Growth Area Framework August 2013 (Published Separately)
3. TGAR Traralgon West Structure Plan August 2013 (Published Separately)

ALTERNATE MOTION

1. That Council having considered all written submissions received to Traralgon Growth Areas Review (TGAR), adopt the final TGAR Background Report, final TGAR Framework Plan and final Traralgon West Structure Plan all dated August 2013 subject to the following amendments:
 - Removal of a neighbourhood activity centre near Latrobe regional hospital
 - That the Traralgon Golf Club and Hollydale be identified as proposed conventional residential not strategic residential development sites
 - That bulky goods retail be considered for site number 8 identified in the Bulky Goods Retail Sustainability Assessment March 2009
 - To alter the urban amenity buffer to reflect the recommendation of the TGAR community working group (submission number 54)
 - That land to the west of Regan Road, South of Old Melbourne Road, East of Pedra Road, South of Beau Vista Drive, East of Airfield Road and South of Easterly Drive remain as rural living land.

2. That a further report be brought back to council, incorporating the proposed changes, for ratification.

This matter was deferred to the last item open to the public to allow the wording to be developed for the alternate motion proposed by Cr Kam. As a result, Cr Harriman returned to the chamber at 7.30 PM. Council proceeded to deal with the remaining items on the agenda in items open to the public. This item was returned at 8.38 PM where Cr Harriman left the Chamber once again.

Moved: Cr Kam
Seconded: Cr Rossiter

That the Motion be adopted.

For the Motion

Councillor/s Rossiter, Gibson, Kam

Against the Motion

Councillor/s Gibbons, Middlemiss, Sindt, White

The Mayor confirmed that the Motion had been LOST

RECOMMENDATION

- 1 That Council having considered all written submissions received to Traralgon Growth Areas Review (TGAR), adopt the final TGAR Background Report, final TGAR Framework Plan and final Traralgon West Structure Plan all dated August 2013.
- 2 That Council requests Authorisation from the Minister for Planning to prepare and exhibit the proposed amendment to the Latrobe Planning Scheme, which seeks to amend the relevant clauses of the Municipal Strategic Statement to enable key parts of the TGAR Framework Plan and Traralgon West Structure Plan to be included in the Scheme.
- 3 That Council advises those persons who made written submissions to TGAR and key stakeholders of Council's decision and thanks them for their participation in the project.

Moved: Cr White

Seconded: Cr Sindt

That the Recommendation be adopted.

For the Motion

Councillor/s Gibbons, Middlemiss, Sindt, White

Against the Motion

Councillor/s Rossiter, Gibson, Kam

The Mayor confirmed that the Recommendation had been CARRIED

Cr Harriman returned to the chamber at 9.32 PM.

9.2 Drainage investigation at Adam View Court, Tanjil South

GENERAL MANAGER

**Recreation and Community
Infrastructure**

For Decision

PURPOSE

This report has been developed to identify possible options to mitigate flooding at 25 Adam View Court, Tanjil South.

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 – 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

Theme and Objectives

Affordable and sustainable facilities, services and recreation

Strategic Direction 2013-2017 – Develop and maintain community infrastructure that meets the needs of our community.

Legislation

Local Government Act 1989

Water Act 1989

Policy – Special Charge Scheme Policy 13 POL-2

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

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strips, traffic calming & management devices, drainage works, including easements, drains and associated infrastructure works throughout the municipality.

BACKGROUND

On 22 March 2011 a severe storm event occurred north of Moe which generated substantial runoff that exceeded the capacity of the table drain on Adam View Court, Tanjil South and overtopped the road to enter no 25 at and above the driveway access flowing into the house and garage.

The intensity of the storm was estimated as a 1 in 500 year rainfall event. This estimate was established through the recorded rainfall of a number of unofficial Bureau of Meteorology reports from the area.

Property owner Mrs Kellie Fraser raised her concerns with Latrobe City Council regarding the flooding of her property and requested works to be undertaken to prevent future rain events affecting her property. She also requested that the cost to rectify damage to her property be reimbursed by Latrobe City Council.

Council denied liability on the basis that the Fraser's claim failed to establish that Council's construction of drainage within the Court was inconsistent with relevant standards for subdivisions in such rural settings at the time when the subject land was developed. The drainage infrastructure in Adam View Court is adequate to cope with flows under normal circumstances and complied with necessary standards at the time of construction.

Since the one off 2011 event, on occasion a tack shed constructed on the property continues to be inundated with storm water during rain events.

At its Ordinary Meeting held on 16 September 2013, Council resolved the following

That a report be provided to Council on options available for the mitigation of flooding at 25 Adam View Court, Tanjil South.

ISSUES

A site assessment determined that the established drainage pattern intended that runoff from the upper catchment would be collected in the table drain and ultimately deposited at the bottom of the court bowl in front of 27 Adam View Court. From here it would drain across the front corner of no 27 and through no 25 and thereon to the bottom of the hill within the designated waterway. However the property owners have benched out their lot up to the side boundary with no 27 and constructed a tack shed and ménage area. An easement for drainage was not established at the time of subdivision as it was then the practice to consider that natural flow paths did not warrant such explicit protection in rural areas.

The property owners contend that the natural flow path did not enter their property originally but continued through no 27 to the bottom of the hill. There is no evidence to support this contention such as signs of ground reshaping and the gates, fences and service pits are all original from the time of subdivision. There have been no works completed to redirect the natural flow path of the water, besides the construction works completed by the property owners within their property. In the 1990's the State Government established designated waterways for environmental protection which included this drain alignment. Any works on designated waterways require a permit from the West Gippsland Catchment Management Authority (WGCMA). The alignment is shown on maps as being through no 27 but being a desktop exercise only the alignment is subject to field proofing and should not be interpreted literally. This may be the basis for the Frasers' contention.

Other than the initial house and garage all subsequent building and earthworks were undertaken by the property owner without reference to any authority. The only consideration of potential drainage issues was the construction of a catch pit and small diameter pipe where the designated waterway enters their property. This pit and pipe is of insufficient size to manage the overland flow within the designated waterway.

Latrobe City subsequently undertook works to increase the table drain capacity along Adam View Court and reduce the risk of overtopping primarily to protect Council assets from damage by water infiltration and erosion. However the ultimate destination of the runoff still remains at the bottom of the court bowl.

The WGCMA is the authority responsible for designated waterways. Any works on or around a designated waterway require a permit from the WGCMA and there is generally a 30 metre buffer zone restricting any construction works near a designated waterway. WGCMA state "Inappropriate development in and around waterways can lead to bed and bank erosion, obstruction and alteration of flows, restriction of fish passage, changes to flood behavior and impact on river health and water quality. It is the responsibility of land owners and land managers to seek appropriate advice and permits when planning work on a designated waterway."

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The property owners at 25 Adam View Court did not approach WGCMA prior to the construction of their tack shed and ménage area and as such did not take into account the designated waterway running through their property. The designated waterway is the natural overland flow path for the water and where the water currently drains to within this catchment.

There are a number of treatments that can be implemented to address the water inundating the tack shed and ménage area, including

- Construction of catch pit and 100 metres of 300mm PVC pipe to divert water to a dam on 27 Adam View Court. These works would require the approval of WGCMA and also the acquisition of an easement.
- Construction of catch pit and 150 metres of 300mm PVC pipe through 25 Adam View Court to transfer the water past the tack shed and ménage area. These works would require the approval of WGCMA and also the acquisition of an easement.
- Remove tack shed and regrade the area to restore natural flow path and constrain the surface flows past the ménage area. These works would require the approval of WGCMA.

Council have implemented a Special Charge Scheme Policy to ensure the equitable and consistent approach to the implementation of schemes to address a number of issues, including the implementation of drainage schemes. Should Council consider works were required in this area, a Special Charge Scheme could be initiated to fund the construction of necessary infrastructure. All property owners in Adam View Court would most likely be required to make a contribution to this scheme should it be declared.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

1. Construct catch pit and install 100 metres of 300mm PVC pipe to divert water to the dam on no 27 Adam View Court. Estimate \$50,000- plus legal costs and costs associated with the acquisition of an easement.
2. Construct catch pit and install 150 metres of 300mm PVC pipe through no 25 Adam View Court to transfer water passed the buildings and ménage area. Estimate \$50,000- plus legal costs and costs associated with the acquisition of an easement.
3. Remove the tack shed at 25 Adam View Court and regrade the area to constrain the surface flows to the side boundary passed the ménage area. Estimate \$10,000 plus removal of tack shed.

There is no current budget allocation for these works. A special charge scheme could be implemented to fund any construction works should they be deemed warranted.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

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Several on site meetings have been held with the owners of 25 Adam View Court. A number of possible solutions to the drainage issues experienced within 25 Adam View Court that could be implemented by the property owners have been discussed, but the property owners are of the view that any works should be the responsibility of Latrobe City Council, despite the construction works completed with their property that have contributed to this issue.

OPTIONS

The following options have been identified as part of the drainage investigation associated with 25 Adam View Court, Tanjil South:

1. Take no further action. The subdivision was developed prior to amalgamation when this area was part of the Shire of Narracan and the drainage pattern was established in compliance with the standards at the time. The property owner undertook building and earthworks without reference to any outside authority and was aware that the established drainage pattern was through their property. Thus the consequences of their actions are their own responsibility to rectify.
2. Subject to consent from the neighbouring property owner at no 27 Adam View Court, construct a catch pit at the bottom of the court to collect storm runoff and transfer via pipe along the fence line to the neighbour's dam. An easement would need to be established and acquired. This option is not failsafe as any hindrance in pit entry conditions or excessive inflows would cause the surcharge to revert to the established pattern unless additional earthworks are undertaken through no 27 to establish an alternate surface surcharge route.
3. Construct a catch pit at the bottom of the court to collect storm runoff and transfer via pipe passed the tack shed and ménage area. Excess inflows or hindrance to pit entry conditions would cause the surcharge to revert to the established drainage pattern. An easement would need to be established and acquired to protect Council's asset from further impacts.
4. Remove the tack shed and regrade the area to constrain the surface flows to the side boundary passed the ménage area. The current small diameter pipe would be retained to pass nuisance flows and allow the area to dry off between significant rainfall events.

CONCLUSION

There are a number of solutions to address the overland flow of storm water through the tack shed and ménage area in 25 Adam View Court, Tanjil South as mentioned in this report. The drainage at the site currently functions as originally designed, with water directed to the designated waterway running through 25 and 27 Adam View Court. As the property owner undertook building and earthworks without reference to any outside authority and was aware that the established drainage pattern was through their property, the subsequent consequences of their actions are their own responsibility to rectify and should not be completed at the expense of Council.

**ORDINARY COUNCIL MEETING MINUTES
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A number of discussions have been held with the property owner outlining possible solutions they could implement within their property to address the overland flows, subject to the approval of the WGCMA. The property owner is of the strong opinion that it is the responsibility of Council to address their concerns, despite the construction works completed on their property within the designated waterway which has created this issue.

Attachments
Nil

RECOMMENDATION

1. That no further action be taken by Council relating to this matter and that any works completed at the site are the responsibility of the land owner.
2. That Council notify the property owner of 25 Adam View Court of its decision.

ALTERNATE MOTION

1. That Council defer this matter to the next ordinary council meeting

Moved: Cr Middlemiss
Seconded: Cr White

That the Motion be adopted.

CARRIED UNANIMOUSLY

9.3 PROPOSED REMOVAL OF TREES IN THE COUNCIL DRAINAGE RESERVE AT 55 HAUNTED HILLS ROAD NEWBOROUGH

GENERAL MANAGER

**Recreation and Community
Infrastructure**

For Decision

PURPOSE

The purpose of this report is to seek Council decision on the requested removal of 3 mature Messmate Gum trees in the Council owned drainage reserve at 55 Haunted Hills Road, Newborough.

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 2012-2016.

Strategic Direction – Built Environment

Latrobe City Council Plan 2013 – 2017

- *Enhance the quality and sustainability of streetscapes and parks across the municipality through the provision and maintenance of the trees that are appropriate to their surroundings.*
- *Ensure public infrastructure is maintained in accordance with community aspirations.*

Policy - Tree Work Notification Policy 11 POL-4

The purpose of this policy is to detail processes for the notification of significant tree works prior to the works being undertaken.

BACKGROUND

Latrobe City Council's Manager Infrastructure Operations received a request (Attachment 1) from the resident of 53 Haunted Hills Road, Newborough on 20 November 2013, requesting that six Messmate Gum trees in the Council Drainage Reserve (Attachment 2) beside his property at 55 Haunted Hills Road, Newborough be removed.

The resident was concerned that the gum trees on the adjoining Council reserve present a genuine risk to their property and their family safety through the possibility of falling limbs. A Latrobe City Council arborist visited the reserve at 55 Haunted Hills Road in September 2013. After this inspection it was decided that pruning works would be carried out and Latrobe City Council's Arborist relayed this information to the resident.

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A reply to address the resident's concerns in this correspondence was sent from Latrobe City Council's Manager Infrastructure Operations on 26 November 2013 (Attachment 3)

Further correspondence in relation to the Messmate Gum trees was received from the resident of 53 Haunted Hills Road on 11 December 2013 (Attachment 4). In this correspondence the resident stated that the letter they received from Latrobe City Council did not assuage their concerns in relation to the gum trees on the Council owned reserve adjoining his home.

A further arborist visit was arranged in early January 2014 and subsequently further pruning works were carried out in mid January 2014, to address the resident's concerns. As a result of these works, the resident of 53 Haunted Hills Road wrote to Latrobe City Council's Chief Executive Officer, Manager Infrastructure Operations (Attachment 5) and Team Leader Tree Maintenance (Attachment 6) on 24 January 2014, again voicing his concerns in relation to gum trees situated at 55 Haunted Hills Road.

A site visit was undertaken by Latrobe City Council's General Manager Recreation and Community Infrastructure on 29 January 2014, to the reserve in question to discuss with Council arborists if there were any issues with the gum trees on the reserve. Subsequently a letter was sent to the resident of 53 Haunted Hills Road on 30 January 2014 (Attachment 7) detailing Latrobe City Council officer's opinion on the resident's concerns with the gum trees. Also outlined in this letter was the process for requesting, via Council, removal of trees which do not qualify for automatic removal under Council's Tree Work Notification Policy. Part of this process is that the resident requesting the removal of a tree must submit a formal written request to Latrobe City Council to generate a future Council report on their request. This was received by the Mayor on 21 February 2014 (Attachment 8) and forwarded to Latrobe City Council's Manager Infrastructure Operations to prepare this report.

A report was presented to the ordinary meeting held on 7 April 2014 regarding this issue for consideration. At this meeting the neighbouring residents highlighted three particular trees of concern that they would like removed (Attachment 10). Council resolved

1. That Council defer consideration of this matter.

2. That a further report be presented to the next possible ordinary Council meeting regarding the three trees of concern to the residents of 53 and 57 Haunted Hills Road, Newborough..

ISSUES

The resident of 53 Haunted Hills Road would like Council to consider the full removal of three mature Messmate Gum trees on the Council owned Drainage Reserve at 55 Haunted Hills Road, Newborough. They have stated on several occasions that they perceive possible danger from the

gum trees dropping limbs on either his family members or on the properties which adjoin the reserve.

As discussed, Latrobe City Council arborists have inspected the gum trees on the reserve on three separate occasions and are of the opinion that the trees are in good health and do not fall under the criteria of Dead, Dying or Dangerous as stipulated in Council's Tree Work Notification Policy. Therefore as per the Council policy, this report has been generated and is now presented to Council.

Latrobe City Council's arborists have visually inspected the gum trees within the Council reserve on several occasions in recent months and conclude that gum trees are in good health and have sound structure.

The recent pruning works on the gum trees at the reserve have been carried out to further improve the trees health and reduce the risk of any limbs dropping into the resident of 53 Haunted Hills Road property. All pruning works to the gum trees have been carried out to the latest practices in arboriculture.

An independent arborist report (Attachment 9) on the condition of all of the gum trees has also been commissioned by Latrobe City Council officers to provide an independent opinion of the health of the gum trees. This report states that trees are in overall good health and are of sound structure.

Latrobe City Council cannot give any guarantee that the gum trees will not drop branches, these trees, like most gum species, could still drop or shed a branch without any warning, this is known as Summer or Sudden Limb Drop.

In the arborist report the three trees of concern as highlighted by the neighbouring residents are tree 1, tree 3 and tree 4. Tree 1 is the tree of concern for the resident of 57 Haunted Hills Road, Newborough. Tree 3 and 4 are the trees of concern for the resident of 53 Haunted Hills Road, Newborough.

It should be noted that the removal of the three mooted mature gum trees at the site will significantly change the conditions on the reserve which will increase the risk of dropping branches and tree failure to the remaining trees during high winds and wet weather.

This area is known for its 'leafy' outlook and is a feature of this particular neighbourhood. Removal of these gum trees could potentially set a precedent for other trees in this area and ultimately devalue the neighbourhood character.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

The gum trees currently do not present any major risks to nearby residents and/or users of this Council drainage reserve.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

Any future works to these gum trees are able to be undertaken within the recurrent tree works budget.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Latrobe City Council has not engaged in consultation with any residents of Haunted Hills Road, Newborough in relation to the requested tree removals.

Latrobe City Council will need to engage in a notification process with local residents on Haunted Hills Road, and the broader local community, if the requested tree removals are to be considered.

OPTIONS

1. Remove the six mature Messmate Gum trees in the Council Drainage Reserve at 55 Haunted Hills Road, Newborough.
2. Remove the three identified mature Messmate Gum trees in the Council drainage Reserve at 55 Haunted Hills Road, Newborough.
3. Take no action in regards to the mature Messmate Gum trees in the reserve and maintain to current standards.
4. That Council seek street and community feedback on any proposed tree removals.

CONCLUSION

Latrobe City Council cannot give any guarantee that the six mature gum trees will not drop branches and/or fail at the root plate below ground level. This would most likely only occur in an extreme weather event.

However both Council and an independent arborist have inspected the gum trees requested for removal on several occasions and have found them to be in good health and of sound structure.

Should Council resolve to remove the three identified mature Messmate Gum trees, being trees 1, 3 and 4 in the attached arborist report, it will increase the likelihood of branch dropping and tree failure in the remaining trees during high wind and wet weather events.

If Council does consider the removal of six mature gum trees, Latrobe City Council should consider engaging in a consultation process with local residents and the broader local community.

Attachments

1. Attachment 1 - Email to CEO on 20Nov13
2. Attachment 2 - Site Plan
3. Attachment - 3 LCC Response 26Nov13 re 53 Haunted Hilld Road Newborough re trees
4. Attachment 4 Email re 55 Haunted Hills Rd NB 11Dec13
5. Attachment 5 Email re VCAT Court Action 24Jan14

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6. Attachment 6 - Email sent to Ben Black
7. Attachment 7 LCC response letter from GS re 53 Haunted Hilld Road Newborough
30Jan14....
8. Attachment 8 Tree Report 4952_001
9. Attachment 9 Chris Dash, beside 57 Haunted Hill Road, Newborough, 6 mature
Messmate gum trees, March 2014
10. Attachment 10 - Identified trees

RECOMMENDATION

That Council

1. Take no action in regards to the request for removal of six Messmate Gum Trees in the Council Drainage Reserve at 55 Haunted Hills Road.
2. Officers continue to carry out regular monitoring and maintenance to the trees in this reserve.
3. Notify the resident who has requested the removal of the gum trees of the decision regarding the request to remove six Messmate Gum Trees in the Council Drainage Reserve at 55 Haunted Hills Road.

ALTERNATE MOTION

That Council

1. **Remove three identified mature Messmate Gum Trees in the Council Drainage Reserve at 55 Haunted Hills Road.**
2. **Officers continue to carry out regular monitoring and maintenance to the trees in this reserve.**
3. **Notify the residents who have requested the removal of the gum trees of the decision regarding the request to remove any Messmate Gum Trees in the Council Drainage Reserve at 55 Haunted Hills Road.**

Moved: Cr Harriman
Seconded: Cr Middlemiss

That the Motion be adopted.

CARRIED UNANIMOUSLY

9.3

PROPOSED REMOVAL OF TREES IN THE COUNCIL DRAINAGE RESERVE AT 55 HAUNTED HILLS ROAD NEWBOROUGH

1	Attachment 1 - Email to CEO on 20 Nov13	49
2	Attachment 2 - Site Plan.....	53
3	Attachment - 3 LCC Response 26 Nov13 re 53 Haunted Hills Road Newborough re trees	55
4	Attachment 4 Email re 55 Haunted Hills Rd NB 11 Dec13.....	57
5	Attachment 5 Email re VCAT Court Action 24 Jan14.....	61
6	Attachment 6 - Email sent to Ben Black	63
7	Attachment 7 LCC response letter from GS re 53 Haunted Hills Road Newborough 30 Jan14.....	65
8	Attachment 8 Tree Report 4952_001	67
9	Attachment 9 Chris Dash, beside 57 Haunted Hill Road, Newborough, 6 mature Messmate gum trees, March 2014	71
10	Attachment 10 - Identified trees	97

From: Teacher
To: Latrobe Central Email <LatrobeCity@latrobe.vic.gov.au>
Date: 20/11/2013 9:15:13 PM
Subject: LEGAL ACTION... re BEN BLACK (Arborist) & PAUL BUCKLEY (CEO Latrobe City Council)

20/11/13

Dear Mr Black/Paul Buckley,

I am now writing, out of quite some frustration, regarding not one but two recent submissions I made in writing, through the Moe Office of the Latrobe City Council, to consider cutting down gum trees adjoining my family home; which, given the absolute "un-exact science" of predicting whether gum trees may or may not fall down, may well be a direct threat to my property and the actual safety and possible lives of my young children if they DO in fact topple over - or specific branches break-off at a wrong time.

A decision was made by you Mr Black, and written into a specific report in response to my request, that works on the concerning trees would commence within 4 to 6 weeks. That was (now) some **12 weeks ago**, plus!

Given the in-ordinate number of extremely windy days that we've had and are continuing to have, we have been more than concerned for the security of our property and the welfare of our children.

So, Mr Black, what exactly gives with your lack of action with respect to this matter?

Property/Details: Gum trees on council easement (55 Haunted Hills Rd)
adjoining 53 Haunted Hills Rd, Newborough

Our Name: Dominic and Teena de van der Schueren

Contact Details: Ph (H) 51 26 2220

(W) 51 74 7355 (c/- Lavalla Catholic College,
Traralgon)

I might well add, that when I first expressed my genuine concern of what would happen if any of the trees or branches did cause damage - or dare I say, personal injury or worse - you glibly replied that "insurance would cover it"... you'd remember that of course. With respect, quite frankly, this seemed like an almost 'caned response'.

When I then pushed the point even further, purely out of my heart-felt concern for our property and the safety of our young family, you became quite (almost automatically) "testy"... again, in a manner that seems to be a standard/well practiced response/attitude... dare I say, which is quite typical of many public servants - including the police - for example.

Let's not beat around the bush here... I'm reporting that my family is at risk and your telling me "insurance will cover it"!

That's great!

I wonder how you would be if it were your home adjoining this easement with such trees. Would you explicitly back your own professional judgment on this matter and gamble your property and the lives of your children with respect to these trees?

I think not, but, please correct me if I'm wrong.

Well Mr Black - and now Mr Buckley - let me unequivocally explain where I am now with this:

If you subsequently fail to assure me **within the next fortnight** that action on this matter WILL be taken, ASAP, as you assured me it would, I am now ready to speak to my solicitor, and/or, perhaps better, pay the respectably few dollars necessary to secure a hearing with VCAT. I will also forward this email to the appropriate journalist at the Latrobe Valley Express - just for the sake that it may be a 'good story' other residents may be interested in.

And in the mean-time, Mr Black, why don't you put your reputation as an 'arborist' on the line, and put in writing to us that these trees will cause "no damage to our property or our children in the foreseeable future" - rather than just assure me verbally as you've done, so far. (But I can guarantee myself that this won't happen, will it?)

But please find this as the 3rd instalment of a 'paper-trail 'on this matter - including my 2 initial reports lodged with the Moe council office. Also, feel more than free to check on our contribution to this community in the form of the multiple rates and whatever else we pay your council with respect to the properties and business we own in this town.



Finally, with respect to my development of this specific "paper-trail", even if you get the trees 'trimmed' - as you've suggested would happen - if something does happen to any of my children, let me assure you Mr Black - and Mr Buckley, now - that I will personally 'sue' you guys, and the Latrobe City, in response. There will be no ifs or buts or maybes on this one!

Is this whole letter and the implications I am suggesting too harsh for you; or are the lives of my kids worth me executing exactly any and all of the above? I think so!

Please get back, ASAP.

Dominic de van der Schueren.



	<p>Note The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p>Disclaimer: 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 Dial Before You Dig.</p> <p>The compilation of this map is subject to copyright laws and regulations, no part of this map can not be reproduced without prior written consent of Latrobe City Council.</p>	<p>55 Haunted Hills Road</p>	<p>Wednesday, 19 March 2014</p>	
			<p>Scale 1:406</p>	

Our Ref: 1036111
JO:CD

26 November 2013

Mr Dominic de van der Schueren
53 Haunted Hills Road
NEWBOROUGH VIC 3825

Dear Mr de van der Schueren

PARK TREES AT 55 HAUNTED HILLS ROAD NEWBOROUGH COUNCIL DRAINAGE RESERVE

Thank you for your email dated 20 November 2013 concerning the park trees adjacent to your property at 53 Haunted Hills Road, Newborough.

Latrobe City Council apologises for the delay in the works not being completed as previously stated. Following the severe wind storms experienced on 26 September 2013, Latrobe City Council's tree maintenance teams have been clearing up fallen and damaged trees throughout the municipality. These works have been on-going for the past eight weeks.

A further inspection carried out on 26 November 2013 by Latrobe City Council's arborist has indicated that maintenance work still needs to be carried out on the trees. These works are programmed to be carried out by the Tree Maintenance Team within the next three weeks.

These park trees do not fall under the requirements of Latrobe City Council's *Dead/Dying Tree Removal Policy* whereby a Latrobe City Council officer can authorise their removal. For these trees to be considered for removal, a formal written request needs to be received by the Council. A comprehensive report would be required to be generated and tabled at a future Ordinary Council meeting for decision by the Council.

Latrobe City Council cannot give a guarantee that these park trees will not fail in extreme weather events such as strong winds and heavy rains. Also gum trees can shed tree branches without any warning on any day, this is referred to as *Summer Limb Drop* or *Sudden Limb Drop*.

Latrobe City Council carries out regular routine maintenance to the trees in this park. This includes tree inspections, tree pruning and any tree removals which meet the requirements of Council's policy for a Latrobe City Council officer to authorise their removal.

All of Latrobe City Council's tree maintenance works meet the *Australian Standards - AS 4373-2007, Pruning of Amenity Trees*. This standard ensures that tree pruning is carried out to the latest practices in Arboriculture.

If you have any further queries relating to this matter please contact Chris Dash, Supervisor Arborist on 0408 598 112.

Yours sincerely

JODY O'KANE
Manager Infrastructure Operations

From: DE VAN DER SCHUEREN, Dominic
To: Latrobe Central Email <LatrobeCity@latrobe.vic.gov.au>
Date: 11/12/2013 4:39:08 PM
Subject: URGENT Attention JODY O 'KANE

To whom it may CONCERN,

Re Council Drainage Site 55 Haunted Hills Road, Newborough

*This email has a letter **attached above**... in response to a recent communication from Jody O'Kane.*

Can you kindly forward this to Jody O'Kane ASAP, as it concerns some gum on above site which are a direct threat to my home and my children.

Thanks

Dominic de van der Schueren

This message may contain confidential and/or privileged information. If you have received this message in error, please notify the sender immediately by replying to this email and then delete the email from your system. Any views expressed in this message are those of the individual sender and not necessarily those of Lavalla Catholic College. Thank you for your cooperation.

YOUR REF: 1036111

JO:CD

8 November 2013

JODY O'KANE

Manager Infrastructure Operations

Dear Mr O'Kane,

Park Trees at 55 Haunted Hills Road Newborough Council Drainage Reserve

Thank you for writing back to me. This letter is in reply to your letter to me – see above reference. It was great for me and my wife to know we'd received a response directly from you, given your actual position/title.

When I requested 'something in writing' my tongue was firmly in my cheek - knowing it would never happen of course. Perhaps, inadvertently, you have responded in the exact manner we needed. Quite frankly, I cannot believe exactly what you HAVE 'put in writing'. I'm not even sure you realize yourself the exact import of what you've written back to us - in terms of any possible 'official inquiry/complaint' we could make through a civil court, VCAT, the mayor, the local members, local paper, or all and any of the above. I've already done some diligence on these options to best avoid the 'blanket rulings' you guys operate by.

Bottom-line for us though, the response you have made gives us the "evidence" we may need to go ahead and make a pretty confident case in whatever forum to get any and all of these threatening branches and/or trees down. I wonder what PB may think of what you wrote back to us. I might ask him.

Ben Black originally only gave me a 'verbal assurance' that the trees in question were "safe". You've noted that I responded in writing, assuring him that his 'arboreal analysis' was not exactly a "science". Then lo and behold we get a letter back from you, Latrobe City's actual Manager of Infrastructure Operations, categorically saying, quote, that "*Latrobe City cannot give a guarantee that these park trees will not fail in extreme weather events such as strong winds and heavy rains. Also gum trees can shed branches without any warning on any day, this is referred to (what was it) Summer Limb Drop or Sudden Limb Drop*"... and you actually have a term for it. Therefore, based on your letter to me, I'll fairly assume that our property and our and our children's safety and lives are still significantly at risk, no?

Surely this is a damning admission by Latrobe City with respect to the safety of my family. In fact, based on your letter alone, one would have to believe that Latrobe City Council is now in a very awkward position regarding this whole matter. Then there is the unbelievable irony in all of this: the

fact you guys couldn't get anyone around here within those 4 weeks when Ben said he would, because your crews were so busy with all the other gum branches and trees that (suddenly) "dropped" in those last massive storms. Trees that your 'arboralists' (sic) probably said were safe. If this matter wasn't so serious it would be totally hilarious.

Further, I'm told by you that these trees are on one of the Council Drainage Sites. A 'drainage site', no less... were the ground may be inadvertently soft and possibly even more susceptible to a *Sudden Drop* - but where a whole tree just falls over.

Mr O'Kane, with your letter in my hands, now, it may be more than prudent for you to personally get yourself over here and check out exactly where these trees may fall. Because, as of right now, I'll be holding you personally responsible if something happens! Whilst doing that, carefully consider if you and the mother of your children would be concerned if it were your home next to this ("green") drainage site. Also, please take the time also to literally look over our back-side-gate (adjoining lot 55) at the trees in the back yard of 51 Haunted Hills. There are 3 very dodgy trees there: also screaming danger! And, just so you know, if in the very near future if I am un-able to sufficiently move our neighbour to take action on these, I will be tabling a written notification with you personally on the matter - now that I know you oversee this particular jurisdiction. We need/want them made safe, too; although I am talking with this property owner, already.

Moving forward, given existing protocols re requests on such matters, after you do have a look at the site, may I humbly ask if you yourself could directly assist us in instigating/generating that very "comprehensive report" we actually need furnished. And could you duly then officially table it to Council before there are too many more "strong winds and heavy rains". May this possibly be achieved at the very next Ordinary Council Meeting, please... as the lives of my children are very much at stake here?

As a heads up, I can assure you I will be ringing and writing (a heart-felt letter) to Sharon G in her official capacity. Should I, at the same time, pop-in a copy of the letter you wrote back to me? Sharon has got kids, I know. I will also be ringing the office of my local National and Liberal members to seek their guidance in attempting to achieve meaningful action. Perhaps we could all meet on a blanket under said branches. I will also make it my business to appoint whichever journalist working at our local rag to garner their interest in this fascinating situation. Do you mind if I let them read your letter and use any parts they may see as important in the context of this story? Finally, I should advise my property insurers that I am in this dodgy situation and alert them to the possibility they may have to dip into their 'replacement resources' if one of your 'park trees' does fall on our house.

So Mr O'Kane, again, if you could kindly look after whatever formalities we may require completed/or come up against, to make things easier for us, we'd gratefully appreciate it.

I look forward to hearing from you, ASAP, of your direct intentions on this matter.

Yours sincerely,

Dominic de van der Schueren

From: Teacher
To: Latrobe Central Email
Date: 24/01/2014 9:59:02 AM
Subject: VCAT COURT ACTION against Latrobe City Council

24/01/2013

Attention: Jody O'Kane & Paul Buckley

Dear Mr O' Kane,

Just for the record... given we (right) now have a group of 'tree-workers' at your easement 55 Haunted Hills Rd - sent/supervised by Ben Black - and who I've actually just spoken to... apparently, JUST TRIMMING some of these trees, and, according to Ben, yet, he is still NOT interested in getting rid of the dangerous trees in question, here.

Therefore as a courtesy (heads up), be advised I will now be taking the following action this coming week:-

1) I will be appointing the Editor of the Latrobe Valley Express... on the premise of having an important story with relevance to all constituents of Latrobe that may have nearby Australian gum trees... and I'll be armed with copies of ALL the letters you and I have exchanged. I will doggedly attempt to make a very good case for an editorial re this entire matter. (As you know, Jody, there is an excellent paper-trail, now... 'to be sure, to be sure'!)

2) I will also happily pay my \$32 odd dollars and apply for a hearing date with VCAT, to discuss my tenuous position here at 53 Haunted Hills with respect to the safety of my property and the lives of my children... with your "*cannot guarantee the safety of any gum-trees...*" letter in my hand.

3) Continue to liaise with Sharon Gibson by email; who unfortunately as you know is suffering serious personal and family health concerns.

Ben actually said a couple of interesting things today, too, to which I said I would be 'quoting him on'... and you mentioned we could meet in an email sent to my school, I thought. Maybe I'm mistaken, but I thought I got back to you, but I have not heard anything since. (It was apparently sent Jan 1st, 2014). I have just rang your office, too; and you were not able to take my call as you were apparently "checking your messages". That's great, Jody. Thanks for that, too! (But I guess that's part of 'modern time-management', eh). Keep someone waiting who is about to take you to court!

This is now way beyond a joke, Jody.

Please only email me at home if you wish to communicate from now on.

I'm banking on seeing you in VCAT.

Dominic de van der Schueren

From: Teena
To: Latrobe Central Email
Date: 24/01/2014 10:35:29 AM
Subject: URGENT Ben Black

24/1/2014

Ben Black
Arborist Latrobe City Council

Dear Ben,

Your work crew to 55 Haunted Hills Rd today is gone. They have STILL LEFT a big branch hanging over our fence line... unbelievably, after a SECOND VISIT to this site, now, to SPECIFICALLY trim branches.

Ben, my goodness, I don't understand. What is going on?

- Two trucks, one other vehicle; you turned up in another vehicle; how many guys - 6, or was it 7?

For your record, I have advised Latrobe City just now, in writing, that I will be going to the Latrobe Valley Express with photos and this story - and because you said you were happy for me to quote you, I will be doing just that. And secondly, I will be applying to VCAT this week, too, and your name will again be mentioned in this case.

Please get the crew back to get rid of that branch over-hanging our fence, ASAP. And if I have anything to do with it, you will be back a fourth time to completely get rid of the 2 or 3 other trees that could well damage our house and hurt - or worse - my children if they accidentally go down.

Thank you

Dominie de van der Schueren

Our Ref: 1036111
GS

30 January 2014

Mr Dominic de van der Schueren
53 Haunted Hills Road
NEWBOROUGH VIC 3825

Dear Mr de van der Schueren

**PARK TREES AT 55 HAUNTED HILLS ROAD NEWBOROUGH COUNCIL
DRAINAGE RESERVE**

I am writing in response to various emails sent to a number of Latrobe City staff concerning the park trees adjacent to your property at 53 Haunted Hills Road, Newborough.

As you are aware, Council officers attended the site on Friday, 24 January 2014. Some pruning works were undertaken however were unable to be completed due to weather conditions.

Latrobe City Council staff returned to the site on Wednesday, 29 January 2014 and undertook further tree pruning works. Our qualified arborists have inspected the works of our tree crew and assessed pruning works to be of a high standard and that no further works are required at this point in time. I personally have also attended the site and am confident that all has been done to both preserve the health of the trees and minimise potential for damage to nearby properties or people.

I would like to reiterate that these park trees do not fall under the requirements of Latrobe City Council's *Dead/Dying Tree Removal Policy* whereby a Latrobe City Council officer can authorise their removal. For these trees to be considered for removal, a formal written request needs to be received by the Council. A comprehensive report would be required to be generated and tabled at a future Ordinary Council meeting for decision by the Council.

Latrobe City Council will continue to carry out regular routine maintenance to the trees in this park. This includes tree inspections, tree pruning and any tree removals which meet the requirements of Council's policy.

Yours sincerely

GRANTLEY SWITZER
General Manager Recreation and Community Infrastructure

7

Jody O'Kane

From: Sharon Gibson
Sent: Tuesday, 25 February 2014 1:00 PM
To: Jody O'Kane
Subject: RE: Pathway Request 545961 Priority 3: Recreation Culture & Community Infrastructure.

Thanks Jody

C. Sharon Gibson
Mayor
Lalorbe City Council

From: Jody O'Kane
Sent: Tuesday, 25 February 2014 09:58
To: Sharon Gibson
Cc: Councillors; Executive Team; Senior Leaders Team
Subject: Pathway Request 545961 Priority 3: Recreation Culture & Community Infrastructure.

Good afternoon CR Gibson

Further to your request

21-Feb-2014 14:15:09 - Gracie Smith - GEN
COUNCILLOR REQUEST - CR SHARON GIBSON
What is the process for this coming before us please?
Sincerely,
Sharon

From: DE VAN DER SCHUEREN, Dominic [<mailto:DEVADOM1@jvalla.vic.edu.au>]
Sent: Friday, 21 February 2014 11:23
To: Sharon Gibson
Subject: FORMAL REQUEST, please...

Dear Sharon,

Please find attached the letter of 'formal request' you have encouraged and verified how it may be done... that is, looking to generate a "detailed report" for tabling with the Council at their next Ordinary Meeting... to make decision on the removal of said mentioned dangerous gum trees threatening our home and the lives of myself, my wife, and my 3 young children - along with our pets.

Sharon, we certainly acknowledge and sincerely appreciate all you have done so far... and if you can further assist now, with helping this to be an efficient/expedient process through all the necessary channels it would be much appreciated.

Than you,

Yours sincerely,
Dominic & Teena de van der Schueren

Officer response

Officers from Council's Infrastructure Operations Team will now begin the preparation of a Council report in relation the formal request discussed above. It is envisaged that this report will be tabled at Council's Ordinary Meeting on 7 April 2014.

Cr Sharon Gibson

Mayor
Latrobe City Council
PO Box 264
MORWELL VIC 3840

21/2/2014

Good Morning Cr Gibson,

**Re Potentially Dangerous Native Gum Trees on Newborough Council Drainage Reserve
Located 55 Haunted Hills Rd Newborough**

My name is Dominic de van der Schueren. I live with my wife Teena and 3 young daughters, Zoe Lee 11, Ellie 10, and Charli 8 at 53 Haunted Hills Rd Newborough.

Ms Gibson, please find this letter a **formal written request to forthwith generate a comprehensive report on 5 potentially dangerous native gum trees located on Newborough Council Drainage Reserve located on 55 Haunted Hills Rd Newborough, for tabling at the next Ordinary Council Meeting for a DECISION to immediately authorize their removal.**

A report considering and duly noting:

1. The simple fact that these trees are certainly within striking distance/range of our house and the bedrooms of my children; and because they will continue to naturally grow the scope of their threat will proportionately increase with time.
2. That because native gums are known to just "sudden-drop" - a term coined by Jody O'Kane in a hard copy letter to me in late 2013 - a fact well recognized and noted by 'arborists' throughout Australia (because I have checked) - that there most certainly could be a potential threat to both our property and the lives of all of all of us there at 53 Haunted Hills Road at any time in the future.
3. The fact that the trees in question are on a Newborough Council "Drainage-Site" which is most certainly subject to obviously increased, more than normal water run-off and associated drying out, being on a steep incline; which could adversely affect there stability in the ground, and, in addition to the fact that they are native gums, more than likely increase the chances of them being unsafe as time goes by.
4. That this site is within an obvious valley, where winds can absolutely roar up and down (this precinct) purely because of the geographical/topographical terrain, perhaps placing a greater strain on these and all other trees there, than in other locales.

I also now need to go on record and say, that the "powers of Latrobe Council" that were in charge at the time to grant the permit to specifically build on 53 Haunted Hills Road - perhaps should NOT have allowed permit to build immediately next door to a Council Drainage Site, period, knowing gums had been planted... and likely, have likely left the existing Council liable to future litigations specifically regarding this property and any other like it in their jurisdiction.

Background

- *In 2013, I lodged 2 separate reports with the Moe Council offices noting my concern about the trees in question.*
- *With little positive action, I duly verbally communicated with Ben Black who glibly said that if there ever was a serious problem "insurance would cover it"... although I'm certainly not quite sure how insurance would cover the lives of my children and my wife and I, however.*
- *Consequently, I immediately wrote directly to Ben Black and Paul Buckley (as a courtesy) and received a written response from Jody O' Kane.*
- *From there, and over an extended period of time, I have been communicating and receiving sundry email responses and letters from both Jody O'Kane and Grantley Switzer, too - in Jody's absence when he was in Ireland, recently - along with a direct phone call from John Mitchell... to which he hasn't bothered to follow-up on, as promised, I might add.*
- *I am about to go to VCAT re this issue; and concurrently contact Consumer Affairs.*
- *Further, I am putting together a detailed letter to Lisa Cridge of the Latrobe Valley Express, who has been away, requesting an 'Editorial' on our situation here.*

Ms Gibson, I am happy to hold off on any and all of my latest efforts to draw attention to the fact that we may be in danger here, as long as this report is generated/dealt with as soon as possible, please, because of the on-going threat to ourselves. As suggested, we are living in real fear that one or any number of these trees which will continue to grow unabated on a "drainage site" no less, may just fall over, which they can do, I know already from personal experience at another house we own.

When Jody O' Kane wrote back and stated in his letter and I quote, that:

"Latrobe City cannot give a guarantee that these park trees will not fail in extreme weather events such as strong winds and heavy rains. Also gum trees can shed branches without any warning on any day; this is referred to Summer Limb Drop or Sudden Drop..."

And now, directly as result of this letter, my wife and I live in real fear that these trees may, in Jody's words, indeed fail "at any time".

Ms Gibson, I/we therefore need the urgent help of your Council, please!

Yours sincerely,

Dominic & Teena de van der Schueren

53 Haunted Hills Road, Newborough, 3825
PH 51 26 2220
Email teacher@dcsi.net.au



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TREE ASSESSMENT AND SAFETY REPORT

FOR

Latrobe City Council

**In park beside 57 Haunted Hill Road,
Newborough**

March 2014

**Compiled by: John Ruyg
Dip in Arb, Adv Cert in Arb, Cert in Hort**



RMB 3154, Traralgon South, VIC, 3844
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TREE ASSESSMENTS FOR LATROBE CITY COUNCIL

In park beside 57 Haunted Hill Road, Newborough

Brief:

JR's Treemendous Landscapes P/L has been engaged by Latrobe City Council in March 2014 to provide a report for health assessments and safety rating with recommendations.

Summary:

The 6 mature Messmate gum trees (*Eucalyptus obliqua*) are growing in park area beside 57 Haunted Hill Road, Newborough.

The park area is an estimated 12 meters wide and 30 meters long with a number of mature Messmate Gum trees that are indigenous native vegetation. There is a lane way access between Haunted Hill Road and Smallburn Avenue where vehicle traffic and foot traffic occurs on an intermediate basis.

The mature Messmate gum trees alongside the boundary of 55 Haunted Hill Road have been recently pruned back from the property line.

All of the mature Messmate gum trees inspected have been assessed as having a medium hazard rating (see attachment for each tree). There have been no recommendations for additional pruning works carried out as the recent pruning works have addressed the requirement as per the Australian Standard A.S. 4373 – 1996.

There is no evidence that any of the mature Messmate tree have shed medium or large limbs in the past and no major structural faults were observed.

It is recommended that the tree be regularly inspected (at least every 12 months) by a suitably qualified and experienced arborist to further assess the ongoing health and safety factor with these trees.



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TREE ASSESSMENT & CONDITION REPORT

Client: Latrobe City Council, Chris Dash

Date & Time of Inspection: 10.00am, 11th of March 2014.

Address/Location: In park land area beside 57 Haunted Hill Road, Newborough.

Botanical Name: *Eucalyptus obliqua*, tree 1

Common Name: Messmate gum tree

Tree Details: 19 meters **tall**, 11 meters **wide**,
40+ **age (estimate)**, **D.B.H.** 56cm

Tree Condition:

Health:

Excellent **Good** **Average** **Poor**

Comments: The annual growth extension and foliage density factors are good to average for this species. There is a small amount of deadwood and small amount of epercornic growth throughout the canopy. The callous tissue on old pruning wounds appears in good condition. There is no evidence of insect and fungal damage observed during the inspection.

Branch formation:

Excellent **Good** **Average** **Poor**

Comments: The weight distribution throughout the canopy is slightly uneven. There is a minor co dominate stem in the upper canopy with no obvious included bark. The tree has had the majority of the lower branches pruned back to the trunk some time ago. The tree has a natural lean in the easterly direction as a result of shading by nearby trees.

Site Suitability:

Excellent **Good** **Average** **Poor**

Comments: The tree is located within a park land area with a lane way and has intermediate vehicle traffic and foot traffic. The house 57 Haunted Hill Road is within the possible fall zone area.



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Insect-Fungal-Bacterial attack: Yes/No

Comments: None were observed during the inspection period.

Useful Life Expectancy: 20+ years.

Maintenance Requirements:

Comments: None.

Hazard rating: 6/12 Medium Hazard Rating. (Refer to attachment)

Reason for this Report:

Comments: Latrobe City Council staff requires the trees to be assessed for their health and safety factors.

RECOMMENDATIONS:

- 1) That the Messmate Gum tree be retained and re-inspected in 12 months time for the date of this report by a suitably qualified and experience arborist.



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Messmate Gum, tree 1



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APPENDIX

HAZARD RATING SYSTEM/FORMULA EXPLATATION

This hazard rating system is endorsed by the International Society of Arboriculture from *Evaluation of Hazard Trees in Urban Areas, 2nd edition*, Matheny & Clark, 1994. The scoring system is listed below by category that best fits the tree being assessed.

Failure Potential:

1. **Low** – Defects are minor (e.g. Dieback of twigs, small wounds with good woundwood development).
2. **Medium** – Defects are present and obvious (e.g. Cavity encompassing 10-25% of the circumference of the trunk, codominant stems without included bark).
3. **High** – Defect a numerous and/or significant (e.g. Cavity encompassing 30-50% of the circumference of the trunk, multiple pruning wounds with decay along a branch).
4. **Severe** - Defects are very severe (e.g. heartrot decay sporophores or conks in main stem; cavity encompassing more than 50% of the truck, codominant stems with included bark).

Size of Defective Part

1. most likely failure less than 15cm in diameter
2. most likely failure less than 15-45cm in diameter
3. most likely failure less than 45-75cm in diameter
4. most likely failure greater than 75cm in diameter

Target Rating

1. occasional use (e.g. Open parkland, etc)
2. intermittent use (e.g. Picnic area, day parking)
3. frequent use (e.g. Jogging Track, storage facilities)
4. constant use (e.g. Year-round use for a number of hours for each day, residences, etc)

The hazard evaluation system provides a simple process for Arborists to assess/process the danger and risks associated with trees. This includes death/injury to people and damage to infrastructure from falling branches. The rating system does not define danger. It provides a system for managing trees that could present high risk of failure.



RMB 3154, Traralgon South, VIC, 3844
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TREE ASSESSMENT & CONDITION REPORT

Client: Latrobe City Council, Chris Dash

Date & Time of Inspection: 10.15am, 11th of March 2014.

Address/Location: In park land area beside 57 Haunted Hill Road, Newborough.

Botanical Name: *Eucalyptus obliqua*, tree 2

Common Name: Messmate gum tree

Tree Details: 17 meters **tall**, 9 meters **wide**,
40+ **age (estimate)**, **D.B.H.** 47cm

Tree Condition:

Health:

Excellent **Good** **Average** **Poor**

Comments: The annual growth extension and foliage density factors are good to average for this species. There is a small amount of deadwood and small amount of epicormic growth throughout the canopy. The callous tissue on old pruning wounds appears in good condition. There is no evidence of insect and fungal damage observed during the inspection.

Branch formation:

Excellent **Good** **Average** **Poor**

Comments: The weight distribution throughout the canopy is slightly uneven. There is a minor co dominate stem in the upper canopy with no obvious included bark. The tree has a natural lean in the northerly direction as a result of shading by nearby trees.

Site Suitability:

Excellent **Good** **Average** **Poor**

Comments: The tree is located within a park land area with a lane way and has intermediate vehicle traffic and foot traffic.



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Insect-Fungal-Bacterial attack: **Yes/No**

Comments: None were observed during the inspection period.

Useful Life Expectancy: **20+ years.**

Maintenance Requirements:

Comments: None.

Hazard rating: 6/12 Medium Hazard Rating. (Refer to attachment)

Reason for this Report:

Comments: Latrobe City Council staff requires the trees to be assessed for their health and safety factors.

RECOMMENDATIONS:

- 1. That the Messmate Gum tree be retained and re-inspected in 12 months time for the date of this report by a suitably qualified and experience arborist.**



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Messmate Gum, tree 2



RMB 3154, Traralgon South, VIC, 3844
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Failure Potential:

1. **Low** – Defects are minor (e.g. Dieback of twigs, small wounds with good woundwood development).
2. **Medium** – Defects are present and obvious (e.g. Cavity encompassing 10-25% of the circumference of the trunk, codominant stems without included bark).
3. **High** – Defect a numerous and/or significant (e.g. Cavity encompassing 30-50% of the circumference of the trunk, multiple pruning wounds with decay along a branch).
4. **Severe** - Defects are very severe (e.g. heartrot decay sporophores or conks in main stem; cavity encompassing more than 50% of the truck, codominant stems with included bark).

Size of Defective Part

1. most likely failure less than 15cm in diameter
2. most likely failure less than 15-45cm in diameter
3. most likely failure less than 45-75cm in diameter
4. most likely failure greater than 75cm in diameter

Target Rating

1. occasional use (e.g. Open parkland, etc)
2. intermittent use (e.g. Picnic area, day parking)
3. frequent use (e.g. Jogging Track, storage facilities)
4. constant use (e.g. Year-round use for a number of hours for each day, residences, etc)

The hazard evaluation system provides a simple process for Arborists to assess/process the danger and risks associated with trees. This includes death/injury to people and damage to infrastructure from falling branches. The rating system does not define danger. It provides a system for managing trees that could present high risk of failure.



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Office - 03 51 955 099
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TREE ASSESSMENT & CONDITION REPORT

Client: Latrobe City Council, Chris Dash

Date & Time of Inspection: 10.30am, 11th of March 2014.

Address/Location: In park land area beside 57 Haunted Hill Road, Newborough.

Botanical Name: *Eucalyptus obliqua*, tree 3

Common Name: Messmate gum tree

Tree Details: 17 meters **tall**, 11 meters **wide**,
40+ **age (estimate)**, **D.B.H.** 62cm

Tree Condition:

Health:

Excellent **Good** **Average** **Poor**

Comments: The annual growth extension and foliage density factors are average for this species. There is a small amount of deadwood and small amount of epercornic growth throughout the canopy. The callous tissue on old pruning wounds appears in good condition. There is evidence of a minor amount of insect damage to the bark only that was observed during the inspection.

Branch formation:

Excellent **Good** **Average** **Poor**

Comments: The weight distribution throughout the canopy is slightly uneven. There is a minor co dominate stem in the upper canopy with no obvious included bark. The tree has shed only minor limbs in the past. The tree has a natural lean in the southerly direction as a result of shading by nearby trees.

Site Suitability:

Excellent **Good** **Average** **Poor**

Comments: The tree is located within a park land area with a lane way and has intermediate vehicle traffic and foot traffic. The house 55 Haunted Hill Road is within the possible fall zone area.



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Insect-Fungal-Bacterial attack: **Yes/No**

Comments: A minor amount of insect damage to the bark only was observed during the inspection period.

Useful Life Expectancy: **20+ years.**

Maintenance Requirements:

Comments: None.

Hazard rating: 6/12 Medium Hazard Rating. (Refer to attachment)

Reason for this Report:

Comments: Latrobe City Council staff requires the trees to be assessed for their health and safety factors.

RECOMMENDATIONS:

- 1. That the Messmate Gum tree be retained and re-inspected in 12 months time for the date of this report by a suitably qualified and experience arborist.**



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Messmate Gum, tree 3



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Failure Potential:

1. **Low** – Defects are minor (e.g. Dieback of twigs, small wounds with good woundwood development).
2. **Medium** – Defects are present and obvious (e.g. Cavity encompassing 10-25% of the circumference of the trunk, codominant stems without included bark).
3. **High** – Defect a numerous and/or significant (e.g. Cavity encompassing 30-50% of the circumference of the trunk, multiple pruning wounds with decay along a branch).
4. **Severe** - Defects are very severe (e.g. heartrot decay sporophores or conks in main stem; cavity encompassing more than 50% of the truck, codominant stems with included bark).

Size of Defective Part

1. most likely failure less than 15cm in diameter
2. most likely failure less than 15-45cm in diameter
3. most likely failure less than 45-75cm in diameter
4. most likely failure greater than 75cm in diameter

Target Rating

1. occasional use (e.g. Open parkland, etc)
2. intermittent use (e.g. Picnic area, day parking)
3. frequent use (e.g. Jogging Track, storage facilities)
4. constant use (e.g. Year-round use for a number of hours for each day, residences, etc)

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TREE ASSESSMENT & CONDITION REPORT

Client: Latrobe City Council, Chris Dash

Date & Time of Inspection: 10.45am, 11th of March 2014.

Address/Location: In park land area beside 57 Haunted Hill Road, Newborough.

Botanical Name: *Eucalyptus obliqua*, tree 4

Common Name: Messmate gum tree

Tree Details: 18 meters **tall**, 10 meters **wide**,
40+ **age (estimate)**, **D.B.H.** 62cm

Tree Condition:

Health:

Excellent **Good** **Average** **Poor**

Comments: The annual growth extension and foliage density factors are average for this species. There is a small amount of deadwood and small amount of epercornic growth throughout the canopy. The callous tissue on old pruning wounds appears in good condition. There is no evidence of insect and fungal damage observed during the inspection.

Branch formation:

Excellent **Good** **Average** **Poor**

Comments: The weight distribution throughout the canopy is slightly uneven. There is a minor co dominate stem in the upper canopy with no obvious included bark. The tree has been recently pruned back from the property line of 55 Haunted Hill Road. The tree has a natural lean in the northerly direction as a result of shading by nearby trees.

Site Suitability:

Excellent **Good** **Average** **Poor**

Comments: The tree is located within a park land area with a lane way and has intermediate vehicle traffic and foot traffic. The house 55 Haunted Hill Road is within the possible fall zone area.



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Insect-Fungal-Bacterial attack: Yes/No

Comments: None were observed during the inspection period.

Useful Life Expectancy: 20+ years.

Maintenance Requirements:

Comments: None.

Hazard rating: 6/12 Medium Hazard Rating. (Refer to attachment)

Reason for this Report:

Comments: Latrobe City Council staff requires the trees to be assessed for their health and safety factors.

RECOMMENDATIONS:

1. That the Messmate Gum tree be retained and re-inspected in 12 months time for the date of this report by a suitably qualified and experience arborist.



**TREEMENDOUS
LANDSCAPES**

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Messmate Gum, tree 4



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Failure Potential:

1. **Low** – Defects are minor (e.g. Dieback of twigs, small wounds with good woundwood development).
2. **Medium** – Defects are present and obvious (e.g. Cavity encompassing 10-25% of the circumference of the trunk, codominant stems without included bark).
3. **High** – Defect a numerous and/or significant (e.g. Cavity encompassing 30-50% of the circumference of the trunk, multiple pruning wounds with decay along a branch).
4. **Severe** - Defects are very severe (e.g. heartrot decay sporophores or conks in main stem; cavity encompassing more than 50% of the truck, codominant stems with included bark).

Size of Defective Part

1. most likely failure less than 15cm in diameter
2. most likely failure less than 15-45cm in diameter
3. most likely failure less than 45-75cm in diameter
4. most likely failure greater than 75cm in diameter

Target Rating

1. occasional use (e.g. Open parkland, etc)
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TREE ASSESSMENT & CONDITION REPORT

Client: Latrobe City Council, Chris Dash

Date & Time of Inspection: 11.00am, 11th of March 2014.

Address/Location: In park land area beside 57 Haunted Hill Road, Newborough.

Botanical Name: *Eucalyptus obliqua*, tree 5

Common Name: Messmate gum tree

Tree Details: 19 meters **tall**, 9 meters **wide**,

50+ **age (estimate)**, **D.B.H.** 74cm

Tree Condition:

Health:

Excellent **Good** **Average** **Poor**

Comments: The annual growth extension and foliage density factors are average for this species. There is a small amount of deadwood and small amount of epercornic growth throughout the canopy. The callous tissue on old pruning wounds appears in good condition. There is evidence of a minor amount of insect damage to the bark only that was observed during the inspection.

Branch formation:

Excellent **Good** **Average** **Poor**

Comments: The weight distribution throughout the canopy is uneven. The tree is multi-stemmed from the base with no obvious included bark observed. The tree has been recently pruned back from the property line of 55 Haunted Hill Road. The tree has a natural lean in the southerly direction as a result of shading by nearby trees.

Site Suitability:

Excellent **Good** **Average** **Poor**

Comments: The tree is located within a park land area with a lane way and has intermediate vehicle traffic and foot traffic. The house 55 Haunted Hill Road is within the possible fall zone area.



RMB 3154, Traralgon South, VIC, 3844
Office - 03 51 955 099
Fax - 03 51 955 077
Mobile - 0437791099

Insect-Fungal-Bacterial attack: **Yes/No**

Comments: A minor amount of insect damage to the bark only was observed during the inspection period.

Useful Life Expectancy: **20+ years.**

Maintenance Requirements:

Comments: None.

Hazard rating: 6/12 Medium Hazard Rating. (Refer to attachment)

Reason for this Report:

Comments: Latrobe City Council staff requires the trees to be assessed for their health and safety factors.

RECOMMENDATIONS:

- 1. That the Messmate Gum tree be retained and re-inspected in 12 months time for the date of this report by a suitably qualified and experience arborist.**



RMB 3154, Traralgon South, VIC, 3844
Office - 03 51 955 099
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Messmate Gum, tree 5



RMB 3154, Traralgon South, VIC, 3844
Office - 03 51 955 099
Fax - 03 51 955 077
Mobile - 0437791099

APPENDIX

HAZARD RATING SYSTEM/FORMULA EXPLATATION

This hazard rating system is endorsed by the International Society of Arboriculture from *Evaluation of Hazard Trees in Urban Areas, 2nd edition*, Matheny & Clark, 1994. The scoring system is listed below by category that best fits the tree being assessed.

Failure Potential:

1. **Low** – Defects are minor (e.g. Dieback of twigs, small wounds with good woundwood development).
2. **Medium** – Defects are present and obvious (e.g. Cavity encompassing 10-25% of the circumference of the trunk, codominant stems without included bark).
3. **High** – Defect a numerous and/or significant (e.g. Cavity encompassing 30-50% of the circumference of the trunk, multiple pruning wounds with decay along a branch).
4. **Severe** - Defects are very severe (e.g. heartrot decay sporophores or conks in main stem; cavity encompassing more than 50% of the truck, codominant stems with included bark).

Size of Defective Part

1. most likely failure less than 15cm in diameter
2. most likely failure less than 15-45cm in diameter
3. most likely failure less than 45-75cm in diameter
4. most likely failure greater than 75cm in diameter

Target Rating

1. occasional use (e.g. Open parkland, etc)
2. intermittent use (e.g. Picnic area, day parking)
3. frequent use (e.g. Jogging Track, storage facilities)
4. constant use (e.g. Year-round use for a number of hours for each day, residences, etc)

The hazard evaluation system provides a simple process for Arborists to assess/process the danger and risks associated with trees. This includes death/injury to people and damage to infrastructure from falling branches. The rating system does not define danger. It provides a system for managing trees that could present high risk of failure.



RMB 3154, Traralgon South, VIC, 3844
 Office - 03 51 955 099
 Fax - 03 51 955 077
 Mobile - 0437791099

TREE ASSESSMENT & CONDITION REPORT

Client: Latrobe City Council, Chris Dash

Date & Time of Inspection: 11.15am, 11th of March 2014.

Address/Location: In park land area beside 57 Haunted Hill Road, Newborough.

Botanical Name: *Eucalyptus obliqua*, tree 6

Common Name: Messmate gum tree

Tree Details: 23 meters **tall**, 16 meters **wide**,
 70+ **age (estimate)**, **D.B.H.** 95cm

Tree Condition:

Health:

Excellent **Good** **Average** **Poor**

Comments: The annual growth extension and foliage density factors are good to average for this species. There is a small amount of deadwood and small amount of epicormic growth throughout the canopy. The callous tissue on old pruning wounds appears in good condition. There is no evidence of insect and fungal damage observed during the inspection.

Branch formation:

Excellent **Good** **Average** **Poor**

Comments: The weight distribution throughout the canopy is slightly uneven. The tree is multi-stemmed with no obvious included bark observed. The tree has shed minor limbs in the past. The tree has been pruned recently.

Site Suitability:

Excellent **Good** **Average** **Poor**

Comments: The tree is located within a park land area with a lane way and has intermediate vehicle traffic and foot traffic. The house 55 Haunted Hill Road is within the possible fall zone area.



RMB 3154, Traralgon South, VIC, 3844
Office - 03 51 955 099
Fax - 03 51 955 077
Mobile - 0437791099

Insect-Fungal-Bacterial attack: **Yes/No**

Comments: None were observed during the inspection period.

Useful Life Expectancy: **20+ years.**

Maintenance Requirements:

Comments: None.

Hazard rating: 6/12 Medium Hazard Rating. (Refer to attachment)

Reason for this Report:

Comments: Latrobe City Council staff requires the trees to be assessed for their health and safety factors.

RECOMMENDATIONS:

- 1. That the Messmate Gum tree be retained and re-inspected in 12 months time for the date of this report by a suitably qualified and experience arborist.**



**TREEMENDOUS
LANDSCAPES**

RMB 3154, Traralgon South, VIC, 3844
Office - 03 51 955 099
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Messmate Gum, tree 6



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APPENDIX

HAZARD RATING SYSTEM/FORMULA EXPLATATION

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The hazard evaluation system provides a simple process for Arborists to assess/process the danger and risks associated with trees. This includes death/injury to people and damage to infrastructure from falling branches. The rating system does not define danger. It provides a system for managing trees that could present high risk of failure.

CORRESPONDENCE

10. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

11. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICER

12. CHIEF EXECUTIVE OFFICER

Nil reports

ECONOMIC SUSTAINABILITY

13. ECONOMIC SUSTAINABILITY

**13.1 MEMORANDUM OF UNDERSTANDING- REGIONAL
PARTNERSHIPS FOR ECONOMIC DEVELOPMENT- WASTE
TREATMENT TECHNOLOGIES**

GENERAL MANAGER Economic Sustainability

For Decision

PURPOSE

The purpose of this report is to seek Council consideration of a request for Latrobe City Council to enter into the Gippsland Collaborative Waste Memorandum of Understanding.

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 –Sustainability

Sustainability refers to our ability to meet the diverse needs of the community today that will not compromise the ability of future generations to meet their needs.

Latrobe City Council Plan 2013 – 2017

Theme and Objectives

Theme 1: Job creation and economic sustainability

Theme 2: Affordable and sustainable facilities, services and recreation

Theme 3: Efficient, effective & Accountable Governance

Theme 4: Advocacy for and consultation with our community

Strategic Direction – Job Creation & Economic Sustainability

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

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

Strategic Direction – Appropriate, Affordable and Sustainable Facilities, Services & Recreation

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

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

Strategic Direction – Efficient, Effective & Accountable Governance

Work to minimise rate increases for our community.

Strategic Direction – Advocacy for and consultation with our community

To advocate for and support cooperative relationships between business, industry and the community.

Strategy & Plans –

Waste Management Strategy 2010-2017

This report is consistent with Council's Waste Management Strategy 2010-2017 which supports Advanced Waste Treatment through a range of actions including:

- *Support Gippsland Regional Waste Management Group (GRWVG) efforts to provide a business case for a regional Advanced Waste Treatment facility.*
- *Ensure that any GRWVG recommendations are feasible financially and physically for Latrobe City: and*
- *Maintain the ability to implement an AWT at a Latrobe City level, should a technology arise.*

Strategy & Plans – Economic Sustainability Strategy 2010-2014

This report is consistent with Council's Economic Sustainability Strategy 2010-2014 which includes the following objectives:

- *Facilitate investment attraction of new firms to contribute to economic diversification, employment creation and meet the challenges of a carbon constrained economy;*
- *Promote and support the development of existing and new infrastructure to enhance the social and economic well-being of the municipality; and,*
- *Strengthen the economic sustainability of the region by actively encouraging partnerships with other local governments, industry and community agencies.*

BACKGROUND

In February 2013, officers met with the GRWVG, Regional Development Victoria and Sustainability Victoria to discuss the potential to develop a process to leverage scale from Gippsland's combined waste streams in order to secure private sector investment. Over the longer term this could mitigate the long term liability, costs and management of waste to council's across the region.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

This initiative was delayed in 2013 due to the need for a focus on a range of Victorian Government policy and strategy changes including:

- Getting Full Value : The Victorian Waste and Resource Recovery policy
- The development of the Statewide Waste and Resource Recovery Infrastructure Plan
- The Ministerial Advisory Committee on Waste and Governance changes

In February 2014, the GRWMG wrote to the Acting Chief Executive Officer advising that a draft MOU had been developed to progress the establishment of a Project Control Group to drive the project. The project was described as one which would see joint collaboration and cooperation to structure, conduct and evaluate a public Expression of Interest (EOI) process designed to stimulate private sector investment proposals. (Refer Attachment 1).

On 11 March 2014, officers provided feedback on the draft MOU and advised that the proposal is consistent with Council's adopted policies and strategies and that the finalised MOU would be put before Council for formal consideration. (Refer Attachment 2).

On 26 March 2014, Regional Development Victoria wrote to all the six Gippsland Councils and stakeholders (Sustainability Victoria, GRWMG, Department of Transport, Planning and Local Infrastructure) advising that the MOU had been finalised and advising of an initial meeting of a Project Control Group. On 3 April 2014, officers attended the first meeting of the Project Control Group and received an overview of:

- Project background
- Regional context
- Process including MOU status within Councils
- Siting considerations
- Information collection
- Governance and resource considerations.

At this meeting officers again reiterated that the decision as to whether Latrobe City Council will enter into the MOU will be made by Council.

ISSUES

Memorandum of Understanding

The finalised MOU (Refer Attachment 3) aims to facilitate collaboration across the six Gippsland Councils through the aggregation of the region's municipal solid waste and industrial solid waste (as accepted by Council's operating landfills in the region) and then to test the market response to a consolidated waste offering.

The MOU is intended to aggregate approximately 150,000 tonnes per annum of municipal solid waste and industrial solid waste. Of the 150,000

tonnes across the region, Council's Hyland Highway Landfill currently receives approximately 33% of the total. The lifespan of the Hyland Highway Landfill is currently to 2024.

The intent of the MOU is consistent with Council's adopted policies and strategies. Entering into the MOU does not commit Council to future projects or initiatives it is non-binding. Any decision to progress any of the private sector solutions that may arise would be a separate decision of Council.

Financial Sustainability as a Driver for Exploring New Waste Technologies

This project will provide an opportunity for Council and the broader region to explore longer term sustainable solutions to the collection, disposal and resource recovery of waste. Long term initiatives such as this are important considering Council spends 6.7% or \$9.3 million of its total budget in the area of waste and recycling (landfill operation, kerbside collection, and transfer station contracts). This expenditure is in addition to rehabilitation costs for the closed landfills in Morwell (15.4 hectares) and Moe (6.1 hectares) which are estimated at between \$500,000 to \$2 million per hectare. The area of waste and landfill is heavily regulated, complex and likely to increase in costs well into the future.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

Consideration of this report by Council does not have financial implications as the intent of the MOU is to investigate opportunities for advanced waste treatment for the Gippsland region. Council's involvement in the project has resource implications in terms of officer time but this can be accommodated from within the Economic Sustainability division.

INTERNAL/EXTERNAL CONSULTATION

Details of Community Consultation / Results of Engagement:

No external consultation has been undertaken in relation to this report.

OPTIONS

Council has the following options:

1. Resolve to enter into the Gippsland Collaborative Waste Memorandum of Understanding.
2. Seek further information on the Gippsland Collaborative Waste Memorandum of Understanding.
3. Resolve not to enter into the Gippsland Collaborative Waste Memorandum of Understanding.

**ORDINARY COUNCIL MEETING MINUTES
28 APRIL 2014 (CM434)****CONCLUSION**

The Gippsland Collaborative Waste MOU provides a process by which Council can leverage scale from Gippsland's combined waste streams in order to explore private sector solutions which may mitigate the long term liability, costs and management of waste to council's across the region. This collaborative project will provide an opportunity for Council and the broader region to explore sustainable solutions to the collection, disposal and resource recovery of waste.

Attachments

1. Letter from Gippsland Regional Waste Management Group dated 18 February 2014
2. Letter to Gippsland Regional Waste Management Group dated 11 March 2014.
 3. Gippsland Alternate Waste Final Memorandum of Understanding

RECOMMENDATION

1. **That Council enters into the Gippsland Collaborative Waste Memorandum of Understanding.**
2. **That Council appoint the General Manager Economic Sustainability to the Project Control Group for the Gippsland Collaborative Waste Memorandum of Understanding.**

Moved: Cr Middlemiss

Seconded: Cr Harriman

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

13.1

Memorandum of Understanding- Regional Partnerships for Economic Development- Waste Treatment Technologies

- 1 Letter from Gippsland Regional Waste Management Group dated 18 February 2014 111**
- 2 Letter to Gippsland Regional Waste Management Group dated 11 March 2014..... 121**
- 3 Gippsland Alternate Waste Final Memorandum of Understanding 123**

Help create a sustainable
Gippsland future...



GIPPSLAND REGIONAL WASTE
MANAGEMENT GROUP

GRWMG

Email: ecgrwmg@dcsi.net.au

Telephone: 03 5633 2744

PO Box 444, Trafalgar 3824

www.grwmg.vic.gov.au

ABN 61 143 636 281

Ref No: 603.2

18 February 2014

Mr John Mitchell
Acting Chief Executive Officer
Latrobe City Council
PO Box 264
MORWELL VIC 3840

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
25 FEB 2014	
R/O:	Doc No:
Comments/Copies Circulated to:	
<input type="checkbox"/> City registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Dear Mr Mitchell

**MEMORANDUM OF UNDERSTANDING – REGIONAL PARTNERSHIP FOR
ECONOMIC DEVELOPMENT - WASTE TREATMENT TECHNOLOGIES**

In February last year the Gippsland Regional Waste Management Group, Sustainability Victoria and Regional Development Victoria met with Paul Buckley and select officers at Latrobe City to discuss the potential for regional economic development initiatives, driven by a collaborative approach to waste management within the Gippsland Region.

We apologise for the delay in progressing this initiative. You would be aware, however that the portfolio has been focussed on responding to *Getting Full Value*; The Victorian Waste and Resource Recovery Policy, the development of the Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP), the Ministerial Advisory Committee appointed to strengthen the governance and institutional arrangements for implementation of the waste policy and more recently the preparations for transition to a new structure. I trust that the favourable response we received is still the case.

In advancing this process, the abovementioned agencies have jointly prepared a draft Memorandum of Understanding (MOU) to progress formally to the establishment of a Project Control Group (PCG) to drive the opportunity as outline in the document.

The intention is that Council's will jointly collaborate and co-operate to structure, conduct and evaluate a public Expression of Interest (EOI) process designed to stimulate private sector investment proposals and economic development

Gippsland - working together towards sustainable living.

Bass Coast Shire Council • Baw Baw Shire Council • East Gippsland Shire Council • Latrobe City • South Gippsland Shire Council • Wellington Shire Council

opportunities in the region through the introduction of alternative waste management solutions.

The EOI is expected to generate credible project proposals, underpinned by Council's commitment to this process and access to their waste supply, with the view to reach agreement to proceed to invite a selective tender.

The MOU is enclosed. I encourage you to review the document and provide comments back to the Gippsland Regional Waste Management Group on 5633 2477 or via email Matthew.Peake@grwmg.vic.gov.au at your earliest convenience.

Yours Sincerely



DICK H. VAN LEEUWIN

Chairman – Gippsland Regional Waste Management Group

DRAFT – 14 February 2014

MEMORANDUM OF UNDERSTANDING**THIS MEMORANDUM OF UNDERSTANDING** is effective from 30 November 2013.

- BETWEEN** LATROBE CITY COUNCIL of 141 Commercial Road, Morwell, Victoria 3840 Australia ("LATROBE")
- AND** BAW BAW SHIRE COUNCIL of 1 Civic Place Warragul, Victoria 3820, Australia ("BAW BAW")
- AND** WELLINGTON SHIRE COUNCIL of 70 Foster Street Sale Victoria 3850, Australia ("WELLINGTON")
- AND** EAST GIPPSLAND SHIRE COUNCIL of 273 Main Street Bairnsdale Victoria 3875, Australia ("EAST GIPPSLAND")
- AND** SOUTH GIPPSLAND SHIRE COUNCIL of 9 Smith Street Leongatha Victoria 3953, Australia ("SOUTH GIPPSLAND")
- AND** BASS COAST SHIRE COUNCIL of 76 McBride Avenue Wonthaggi Victoria 3995, Australia ("BASS COAST")

COLLECTIVELY referred to herein as "the Councils"**BACKGROUND**

- A. The Councils manage an aggregate of approximately 77,000 tonnes of municipal solid waste currently sent to landfill.
- B. A further aggregate of approximately 73,000 tonnes of industrial solid waste is accepted at landfills managed by the abovementioned Councils.
- C. The Councils have each expressed an interest in securing an alternative management strategy for municipal waste currently being sent to landfills within the Gippsland Region.
- D. The Councils acknowledge that they do not control enough waste material individually to support the commercial case for significant private sector investment in alternative waste infrastructure in the Gippsland region.
- E. The Councils have agreed to collaborate on an investigation of the potential for the consolidation of their respective waste material to underwrite private sector investment in medium to large scale alternative waste infrastructure to service the region.
- F. The Councils acknowledge that the economic viability of any potential infrastructure investment will be impacted by the scale of the process and its relative location to critical utility infrastructure. Accordingly, to enhance the prospect of attracting larger and more viable investment prospects, the Councils have agreed to:
- encourage investment proposals that introduce alternative and supplementary material feedstocks and;
 - consider the merits of each proposal without prejudice to its siting preferences (not withstanding normal Local and State planning requirements).

THE PROJECT

1. The Councils have agreed to enter into a formal agreement (MOU) to test and evaluate the market response to a consolidated waste offering in the region and the synergy of this response to their respective waste management and economic development objectives.

DRAFT – 14 February 2014

2. The Council's will collaborate and co-operate to structure, conduct and evaluate a public Expression of Interest (EOI) process designed to stimulate private sector investment proposals that may secure alternative waste management solutions relevant to the region.
3. The EOI is expected to generate credible project proposals, underpinned by Council's commitment to this process and access to their waste supply, that stimulate new economic opportunities in the region.
4. The review of responses to the EOI will be used to identify appropriate and feasible proposals to invite to a selective tender.

TERM AND STATUS OF MOU

5. This MOU shall become effective from 7 March 2014 and shall continue until the earlier of:
 - (a) any party providing 14 days notice in writing terminating the MOU; or
 - (b) the parties mutually agree that no viable proposals are identified following an evaluation of responses to the EOI.

The MOU can be extended or amended by mutual agreement of the parties.

It is expected that on the successful completion of the EOI process the Council's will elect to progress a selective tender of preferred parties. The provisions of this MOU will extend to any resultant tender process agreed by the parties on completion of the Project.

6. This MOU is an expression of the intent of the parties only. It serves as a record of the parties' commitment to explore the matters as contemplated by this MOU. Nothing herein shall create any legally binding obligation, except as to those matters referred to in clauses 6, 14,-16 and 19-26 which shall be binding and legally enforceable, and to which the laws of Victoria will apply.
7. The parties acknowledge that this MOU does not create any joint venture, agency or fiduciary relationship between them or any combination thereof. Each party warrants that it will not hold itself out or represent to any person that it has the right or authority to act as agent of or in any way bind or commit the other parties to any obligation of any kind.

PARTIES' UNDERTAKINGS

8. The Parties will work together cooperatively to further the objectives of the Project and agree to collaborate to identify and examine all issues relevant to the Project.
9. The Parties agree to establish a project control group (PCG). Each Party will nominate a representative to the PCG authorised to make and/or convey decisions to progress the project.
10. The PCG will be responsible for informing and agreeing the procedural requirements of the Project, including, in the first instance, the terms of reference of the PCG. It is expected that the PCG will comprise:
 - representative executives of the Councils authorised to make and/or convey decisions to progress the project,
 - a representative of Sustainability Victoria to ensure alignment to State waste policy and strategy,
 - a representative of Regional Development Victoria to provide expert infrastructure and investment advice and potential linkages to RGF support,
 - a representative of Local Government Victoria for procurement and probity oversight and;
 - the Executive Officer of the Gippsland Regional Waste Management Group (GRWMG) as the local Gippsland waste expert and liaison for the non-representative councils from within the region that may wish to participate.

DRAFT – 14 February 2014

11. The PCG will identify, exchange information and examine all issues relevant to the Project including, without limitation:
- (a) Project timeline and milestones;
 - (b) Each parties' respective objectives, capabilities and contractual or practical limitations;
 - (c) Supply of waste feedstock, and other issues relating to inputs and outputs;
 - (d) Proposed and potential processing locations;
 - (e) Governmental planning, environmental and regulatory considerations;
 - (f) Discussions with government, industry bodies and other stakeholders as required to support the business plan;
 - (g) Discussion of supply, distribution and other agreements required to effect the Project;
 - (h) The involvement of other parties in the Project as appropriate; and
 - (i) Any other issue related to the Project raised by any party.
12. It is recognised that each Council may have existing contracts, obligations or impediments that may need to be addressed, either commercially or legally, to enable their progress in this process. It will be the responsibility of the PCG to identify and seek remedies or suggest allowances to accommodate outstanding legacy agreements where possible.
13. It is anticipated that the parties will meet on a monthly basis, unless otherwise agreed by the parties. The Executive Officer of the GRWMG or successor organisation will initially facilitate and Chair these meetings. Ongoing arrangements will be ratified by the PCG at its initial meeting.

INTELLECTUAL PROPERTY

14. Each party will retain sole and exclusive ownership of all Intellectual Property which it creates and/or contributes in connection with the Project (if any). For the purposes of this MOU "Intellectual Property" means all industrial and intellectual property whether capable of protection by statute, at common law or in equity including, without limitation, copyright, design rights, trade marks, patents and all rights and interests of a like nature, and any and all papers and documentation relating to such rights and interests.

CONFIDENTIAL INFORMATION

15. Any information disclosed by one party to the other in relation to the Project or created by the Parties pursuant to their discussions shall be, subject to this clause 9, treated by the receiving party as confidential and proprietary to the disclosing party and used solely for purposes consistent with this MOU ("**Confidential Information**"). Confidential Information shall not include any information that has been, at the time of disclosure under this MOU or subsequently becomes:
- (a) in the public domain, or
 - (b) in the lawful possession of the receiving party (where such possession was obtained without the breach of law or contract); or
 - (c) independently developed by the receiving party for purposes unrelated to the objectives of this MOU.

Confidential Information shall be maintained as confidential by the recipient and not disclosed to any third party, unless required by law or with the prior written consent of the disclosing party. The recipient may disclose Confidential Information on a need-to-know basis to its employees, subcontractors and professional advisers who are bound, in writing, by substantially equivalent obligations of confidentiality. Each party shall take such steps as are reasonably necessary by such party to prevent or stop a breach or threatened breach of this Agreement.

DRAFT – 14 February 2014

16. The confidentiality obligations in clause 15 will continue in full force and effect beyond the termination of this MOU (or any extension to the MOU) and beyond any termination of dealings, discussions, negotiations, agreement or contract between the parties. Such obligations shall be enforceable at any time at law or in equity.
17. In the case of State of Victoria (whether acting through the Department of State Development, Business and Innovation or otherwise), clauses 15 and 16 shall not be legally binding as its employees are bound by obligations specified in the Constitution Act and the Victorian Public Sector Code of Conduct with respect to confidentiality and handling of business information.

DRAFT – 14 February 2014

PUBLIC ANNOUNCEMENTS

18. Each party may announce publicly that it is involved in discussions concerning the Project, unless otherwise agreed by the parties. However, a party must not name or identify the other party to this MOU, without each party's prior written consent.

DISPUTE RESOLUTION

19. In the event of any dispute between the parties arising in relation to any Project matter, the parties agree to use their best endeavours to resolve the dispute in good faith by informal discussion with a view to reaching an amicable resolution.
20. Should a dispute occur between Partners that cannot be resolved, it will proceed to a relevant and suitably skilled independent person agreed to by majority of the parties.
21. If such resolution cannot be resolved within 10 working days, the parties may agree to terminate this agreement immediately.

AMENDMENT

22. Any amendment or modification to this MOU, including the addition of a party, is only effective if it is in writing and signed by an authorised representative of each party to this MOU.

COSTS

23. Each party will be solely responsible for the costs and expenses it may incur in connection with its participation in the Project and this MOU.

GENERAL

24. Any doubt or ambiguity as to the interpretation of this MOU will be resolved by mutual negotiations between the parties.
25. This MOU may be executed in any number of counterparts and all counterparts taken together will constitute one document.
26. Any individual executing this MOU on behalf of a party warrants that he or she has been fully empowered to execute this MOU and that all necessary action to authorise execution of this MOU has been taken.

DRAFT – 14 February 2014

EXECUTED by the parties as a Memorandum of Understanding

SIGNED FOR AND ON BEHALF OF)
LATROBE CITY COUNCIL by an authorised)
representative in the presence of:)

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
BAW BAW SHIRE COUNCIL by an)
authorised representative in the presence of:)

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
WELLINGTON SHIRE COUNCIL by an)
authorised representative in the presence of:)

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
EAST GIPPSLAND SHIRE COUNCIL by an)
authorised representative in the presence of:)

Witness

Signature

Print Name

Print Name

DRAFT – 14 February 2014

SIGNED FOR AND ON BEHALF OF)
SOUTH GIPPLAND SHIRE COUNCIL by an)
authorised representative in the presence)
of:

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
BASS COAST SHIRE COUNCIL by an)
authorised representative in the presence)
of:

Witness

Signature

Print Name

Print Name



Our Ref: 977209
JM:ADJ

11 March 2014

Mr Dick Van Leeuwin
Chairman
Gippsland Regional Waste Management Group
PO Box 444
TRAFALGAR VIC 3824

Latrobe City ABN 92 472 314 133
Telephone 1300 367 700
Facsimile (03) 5128 5672
TTY (NRS) 133 677
Post to PO Box 264 Morwell 3840
Email Address latrobe@latrobe.vic.gov.au
Internet www.latrobe.vic.gov.au
AUSDOC DX217733 Morwell

Dear Mr Van Leeuwin

**MEMORANDUM OF UNDERSTANDING - REGIONAL PARTNERSHIP FOR
ECONOMIC DEVELOPMENT - WASTE TREATMENT TECHNOLOGIES**

Thank you for your letter received 25 February 2014 in reference to the draft Memorandum of Understanding (MOU) for the Regional Partnership for Economic Development- Waste Treatment Technologies.

Latrobe City Council is supportive of the initiative and of collaboration in order to stimulate private sector investment and economic development across the Gippsland region. Council understands that this initiative is expected to generate credible project proposals and that we have a responsibility to adequately resource our commitment to the process and to provide access to information and data in relation to our waste supply.

Policy & Strategy Consistency

The intent of the draft MOU is consistent with Latrobe City Council's *Waste Management Strategy 2010-2017* which supports Advanced Waste Treatment (AWT) through a range of actions including:

- Support Gippsland Regional Waste Management Group efforts to provide a business case for a regional AWT facility;
- Ensure that any GRWGM recommendations are feasible financially and physically for Latrobe City; and
- Maintain the ability to implement an AWT at a Latrobe City level, should a technology arise.

The intent of the draft MOU is also consistent with *Council's Economic Sustainability Strategy 2010-2014* which includes the following objectives:

- Facilitate investment attraction of new firms to contribute to economic diversification, employment creation and meeting the challenges of a carbon constrained economy;
- Promote and support the development of existing and new infrastructure to enhance to social and economic well-being of the municipality; and

- Strengthen the economic sustainability of the region by actively encouraging partnerships with other local governments, industry and community agencies.

Financial Sustainability as a Driver for Exploring New Waste Technologies

Projects such as this are vital to help ensure that local government areas in the Gippsland region are able to continue to provide sustainable solutions to the collection, disposal and resource recovery of waste. Latrobe City Council spends 6.7% of its total budget in the area of waste and recycling which will equate to approximately \$9.3 million in 2014.15 (landfill operation, kerbside collection, transfer station contracts). Council's Hyland Highway landfill receives approximately 25,000 tonnes of municipal solid waste annually and approximately the same amount from our commercial customers. Whilst this expenditure is significant it does not include potential rehabilitation costs for our closed landfills in Morwell and Moe which are estimated at \$500,000 to \$2 million per hectare.

Specific MOU Feedback

As outlined above the intent of the draft MOU is consistent with Council's adopted policies and strategies. However, the draft MOU would benefit from consideration of the following:

- The inclusion of a clear definition of the scope and intent of the project;
- Limiting the scope to the EOI process and evaluation phases to avoid scope creep;
- Inclusion of:
 - a. milestones and or timelines in order to retain relevancy; and
 - b. an expiry date in the event that little or no progress is made.

Please find attached a version of the draft MOU which includes more detailed comments and suggestions. Upon your confirmation of finalisation of the MOU, officers propose to take the MOU to Council for formal consideration. The contact for this initiative at Latrobe City Council will be Allison Jones, General Manager Economic Sustainability. If you require further information please contact Allison on (03) 51285 446 or via email Allison.Jones@latrobe.vic.gov.au.

Yours sincerely



JOHN MITCHELL
Acting Chief Executive Officer

Encl.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is effective from 30 March 2014.

- BETWEEN** **LATROBE CITY COUNCIL** of 141 Commercial Road, Morwell, Victoria 3840 Australia
 (**"LATROBE"**)
- AND** **BAW BAW SHIRE COUNCIL** of 1 Civic Place Warragul, Victoria 3820, Australia (**"BAW
BAW"**)
- AND** **WELLINGTON SHIRE COUNCIL** of 70 Foster Street Sale Victoria 3850, Australia
 (**"WELLINGTON"**)
- AND** **EAST GIPPSLAND SHIRE COUNCIL** of 273 Main Street Bairnsdale Victoria 3875,
 Australia (**"EAST GIPPSLAND"**)
- AND** **SOUTH GIPPSLAND SHIRE COUNCIL** of 9 Smith Street Leongatha Victoria 3953,
 Australia (**"SOUTH GIPPSLAND"**)
- AND** **BASS COAST SHIRE COUNCIL** of 76 McBride Avenue Wonthaggi Victoria 3995,
 Australia (**"BASS COAST"**)

COLLECTIVELY referred to herein as **"the Councils"**

BACKGROUND

- A. The Councils manage an aggregate of approximately 77,000 tonnes of municipal solid waste currently sent to landfill.
- B. A further aggregate of approximately 73,000 tonnes of industrial solid waste is accepted at landfills managed by the abovementioned Councils.
- C. The Councils have each expressed an interest in securing an alternative management strategy for municipal waste currently being sent to landfills within the Gippsland Region.
- D. The Councils acknowledge that they do not control enough waste material individually to support the commercial case for significant private sector investment in alternative waste infrastructure in the Gippsland region.
- E. The Councils have agreed to collaborate on an investigation of the potential for the consolidation of their respective waste material to underwrite private sector investment in medium to large scale alternative waste infrastructure to service the region.
- F. The Councils acknowledge that the economic viability of any potential infrastructure investment will be impacted by the scale of the process and its relative location to critical utility infrastructure. Accordingly, to enhance the prospect of attracting larger and more viable investment prospects, the Councils have agreed to:
- encourage investment proposals that introduce alternative and supplementary material feedstocks and;
 - consider the merits of each proposal without prejudice to its siting preferences (not withstanding normal Local and State planning requirements).

THE PROJECT

1. The Councils have agreed to enter into this agreement to test and evaluate the market response to a consolidated waste offering in the region and the synergy of this response to their respective waste management and economic development objectives.

2. The Council's will collaborate and co-operate to structure, conduct and evaluate a public Expression of Interest (EOI) process designed to stimulate private sector investment proposals that may secure alternative waste management solutions relevant for the region.
3. The EOI is expected to generate credible project proposals, underpinned by Council's commitment to this process and access to their waste supply, that stimulate new economic opportunities in the region.
4. The review of responses to the EOI will be used to identify appropriate and feasible proposals to invite to a selective tender.

TERM AND STATUS OF MOU

5. This MOU shall become effective from 7 March 2014 and shall continue until the earlier of:
 - (a) any party providing 14 days' notice in writing terminating the MOU; or
 - (b) the parties mutually agree that no viable proposals are identified following an evaluation of responses to the EOI.

The MOU can be extended or amended by mutual agreement of the parties.

It is expected that on the successful completion of the EOI process the Council's will elect to progress a selective tender of preferred parties. The provisions of this MOU will extend to any resultant tender process agreed by the parties on completion of the Project.

6. This MOU is an expression of the intent of the parties only. It serves as a record of the parties' commitment to explore the matters as contemplated by this MOU. Nothing herein shall create any legally binding obligation, except as to those matters referred to in clauses 6, 14,-16 and 19-26 which shall be binding and legally enforceable, and to which the laws of Victoria will apply.
7. The parties acknowledge that this MOU does not create any joint venture, agency or fiduciary relationship between them or any combination thereof. Each party warrants that it will not hold itself out or represent to any person that it has the right or authority to act as agent of or in any way bind or commit the other parties to any obligation of any kind.

PARTIES' UNDERTAKINGS

8. The Parties will work together cooperatively to further the objectives of the Project and agree to collaborate to identify and examine all issues relevant to the Project.
9. The Parties agree to establish a project control group (PCG). Each Party will nominate a representative to the PCG authorised to make and/or convey decisions on behalf of their council to progress the project.
10. The PCG will be responsible for informing and agreeing the procedural requirements of the Project, including, in the first instance, the terms of reference of the PCG. It is expected that the PCG will comprise:
 - representative executives of each of the Councils authorised to make and/or convey decisions to progress the project,
 - a representative of Sustainability Victoria to ensure alignment to State waste policy and strategy,
 - a representative of Regional Development Victoria to provide expert infrastructure and investment advice and potential linkages to Regional Growth Fund support,
 - a representative of Local Government Victoria for procurement and probity oversight and;

- the Executive Officer of the Gippsland Regional Waste Management Group (GRWGM) as the local Gippsland waste expert and liaison for the non-representative councils from within the region that may wish to participate.
11. The PCG will identify, exchange information and examine all issues relevant to the Project including, without limitation:
- (a) Project timeline and milestones;
 - (b) Each parties' respective objectives, capabilities and contractual or practical limitations;
 - (c) Supply of waste feedstock, and other issues relating to inputs and outputs;
 - (d) Proposed and potential processing locations;
 - (e) Governmental planning, environmental and regulatory considerations;
 - (f) Discussions with government, industry bodies and other stakeholders as required to support the business plan;
 - (g) Discussion of supply, distribution and other agreements required to effect the Project;
 - (h) The involvement of other parties in the Project as appropriate; and
 - (i) Any other issue related to the Project raised by any party.
12. It is recognised that each Council may have existing contracts, obligations or impediments that may need to be addressed, either commercially or legally, to enable their progress in this process. It will be the responsibility of the PCG to identify and seek remedies or suggest allowances to accommodate outstanding legacy agreements where possible.
13. It is anticipated that the PCG will meet on a monthly basis, unless otherwise agreed by the parties. The Executive Officer of the GRWGM or successor organisation will initially facilitate and Chair these meetings. Ongoing arrangements will be ratified by the PCG at its initial meeting.

INTELLECTUAL PROPERTY

14. Each party will retain sole and exclusive ownership of all Intellectual Property which it creates and/or contributes in connection with the Project (if any). For the purposes of this MOU "Intellectual Property" means all industrial and intellectual property whether capable of protection by statute, at common law or in equity including, without limitation, copyright, design rights, trade marks, patents and all rights and interests of a like nature, and any and all papers and documentation relating to such rights and interests.

CONFIDENTIAL INFORMATION

15. Any information disclosed by one party to the other in relation to the Project or created by the Parties pursuant to their discussions shall be, subject to this clause 15, treated by the receiving party as confidential and proprietary to the disclosing party and used solely for purposes consistent with this MOU ("**Confidential Information**"). Confidential Information shall not include any information that has been, at the time of disclosure under this MOU or subsequently becomes:
- (a) in the public domain, or
 - (b) in the lawful possession of the receiving party (where such possession was obtained without the breach of law or contract); or
 - (c) independently developed by the receiving party for purposes unrelated to the objectives of this MOU.

Confidential Information shall be maintained as confidential by the recipient and not disclosed to any third party, unless required by law or with the prior written consent of the disclosing party.

The recipient may disclose Confidential Information on a need-to-know basis to its employees, subcontractors and professional advisers who are bound, in writing, by substantially equivalent obligations of confidentiality. Each party shall take such steps as are reasonably necessary by such party to prevent or stop a breach or threatened breach of this Agreement.

16. The confidentiality obligations in clause 15 will continue in full force and effect beyond the termination of this MOU (or any extension to the MOU) and beyond any termination of dealings, discussions, negotiations, agreement or contract between the parties. Such obligations shall be enforceable at any time at law or in equity.
17. In the case of State of Victoria (whether acting through the Department of State Development, Business and Innovation or otherwise), clauses 15 and 16 shall not be legally binding as its employees are bound by obligations specified in the Constitution Act and the Victorian Public Sector Code of Conduct with respect to confidentiality and handling of business information.

PUBLIC ANNOUNCEMENTS

18. Each party may announce publicly that it is involved in discussions concerning the Project, unless otherwise agreed by the parties. However, a party must not name or identify the other party to this MOU, without each party's prior written consent.

DISPUTE RESOLUTION

19. In the event of any dispute between the parties arising in relation to any Project matter, the parties agree to use their best endeavours to resolve the dispute in good faith by informal discussion with a view to reaching an amicable resolution.
20. Should a dispute occur between Partners that cannot be resolved, it will proceed to a relevant and suitably skilled independent person agreed to by majority of the parties.
21. If such resolution cannot be resolved within 10 working days, the parties may agree to terminate this agreement immediately.

AMENDMENT

22. Any amendment or modification to this MOU, including the addition of a party, is only effective if it is in writing and signed by an authorised representative of each party to this MOU.

COSTS

23. Each party will be solely responsible for the costs and expenses it may incur in connection with its participation in the Project and this MOU.

GENERAL

24. Any doubt or ambiguity as to the interpretation of this MOU will be resolved by mutual negotiations between the parties.
25. This MOU may be executed in any number of counterparts and all counterparts taken together will constitute one document.
26. Any individual executing this MOU on behalf of a party warrants that he or she has been fully empowered to execute this MOU and that all necessary action to authorise execution of this MOU has been taken.

EXECUTED by the parties as a Memorandum of Understanding

SIGNED FOR AND ON BEHALF OF)
LATROBE CITY COUNCIL by an authorised)
representative in the presence of:)

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
)
BAW BAW SHIRE COUNCIL by an)
authorised representative in the presence of:)

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
)
WELLINGTON SHIRE COUNCIL by an)
authorised representative in the presence of:)

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
)
EAST GIPPSLAND SHIRE COUNCIL by an)
authorised representative in the presence of:)

Witness

Signature

Print Name

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SIGNED FOR AND ON BEHALF OF)
)
SOUTH GIPPLAND SHIRE COUNCIL by an)
authorised representative in the presence)
of:

Witness

Signature

Print Name

Print Name

SIGNED FOR AND ON BEHALF OF)
)
BASS COAST SHIRE COUNCIL by an)
authorised representative in the presence)
of:

Witness

Signature

Print Name

Print Name

**13.2 REVIEW OF COUNCIL'S POLICY "POSITIONING LATROBE CITY
FOR A LOW CARBON EMISSIONS FUTURE"**

GENERAL MANAGER

**Organisational Excellence
Economic Sustainability**

For Decision

PURPOSE

The purpose of this report is to seek Council consideration of a review of "*Positioning Latrobe City for a Low Carbon Emissions Future*".

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 – Economic

In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. As the vibrant business centre of Gippsland, it contributes to the regional and broader economies, whilst providing opportunities and prosperity for our local community.

Strategic Objectives – Natural Environment

In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect to ensure a lasting legacy for future generations.

Strategic 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 1: Job creation and economic sustainability

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

Theme 4: Advocacy for and consultation with our community

- Strengthen the profile of Latrobe City as one of Victoria's four major regional cities
- Work in partnership with all levels of governments to ensure Latrobe City is well supported, resourced and recognised as one of Victoria's four major regional cities
- To advocate for and support cooperative relationships between business, industry and the community

Strategic Direction – 01 Job Creation & Economic Sustainability

- Work in partnership with business, industry and government to create new jobs and investment in Latrobe City
- Enhance community and business confidence in the future of the local economy
- Promote research and development for new products and processes to exploit the significant coal resource of the Latrobe Valley

Strategic Direction – 04 Advocacy for and Consultation with our Community

- Strengthen relationships with the Victorian and Australian Governments to ensure Latrobe City is positioned to maximise benefits from regional policy and funding opportunities.
- Establish a strong image and brand for Latrobe City as one of Victoria's four major regional cities
- Establish opportunities for volunteers to assist in raising the profile of Latrobe City
- Work with the community and other key stakeholders to improve community safety and harmony.

Strategy & Plans

1. *Natural Environment Sustainability Strategy 2008*
This Strategy outlines Latrobe City Council's position on the natural environment and identifies sixteen action areas with associated objectives to achieve the sustainability of the natural environment.
2. *Economic Sustainability Strategy 2011*
This strategy is the framework by which Latrobe City Council will work with our community to cultivate sustainable economic development in Latrobe City and contribute to the delivery of the liveable, vibrant and enterprising region described in the Latrobe 2026 community vision. The Strategy is a blueprint for how Council will work with our community, industry, small business and government partners to drive economic growth and achieve outcomes.
3. *Positioning Latrobe City for a Low Carbon Emissions Future 2010*
This policy has been developed in order to position and prepare the Latrobe City municipality to prosper in a low carbon emission future.

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The policy identifies the expected implications of Government greenhouse gas emission mitigation policies on the City and proposes transition arrangements including interventions and support mechanisms to enable Latrobe City Council to optimise its transition under future government greenhouse gas mitigation schemes.

BACKGROUND

In April 2010, Council adopted its policy, *Positioning Latrobe City for a Low Carbon Emission Future* (the policy) (Attachment 1). The policy was intended to provide Council with an overarching framework to respond to challenges and maximise opportunities presented by a carbon constrained local economy. It was the first of its kind in Australia and was named as a finalist in the Victorian Premier's 2011 Sustainability Awards. It contains 30 actions, 11 of which have been completed, 18 of which are ongoing and one that was superseded by other activities.

The policy was initially prepared as a response to the Australian Government's proposed Carbon Pollution Reduction Scheme (CPRS), which was anticipated to have a severe impact on the local economy. While the CPRS did not proceed, Council's policy was written with the flexibility to remain relevant under alternative schemes.

The policy identified three themes to underline its planned policy approach:

1. *Pursuing and realising opportunities* – identified actions that allow Latrobe City Council to capture opportunities and enable business innovation and growth.
2. *Contingency planning – putting in place the necessary safeguards and plans to ensure that Council and other stakeholders are able to respond quickly and provide support to the community during the transition period.*
3. *Working together – Latrobe City Council works in partnership with all stakeholders to proactively plan for the smooth and successful transition of the Latrobe Valley region to a low carbon economy.*

Two 'report cards' were presented to Council in late 2011 and 2012 respectively, to provide an overview of the progress that was made on the implementation of the policy. Now having finished its third and final year, the review of its overall progress and achievements has been prepared to capture Council's successes – "*Positioning Latrobe City for a Low Carbon Emissions Future: Consolidated Progress and Achievements 2013.*" (Attachment 2)

Since adoption of the policy, there have been significant changes in national policy and more changes are predicted as the Abbott Government seeks to implement its Direct Action Plan.

ISSUES

The document "*Positioning Latrobe City for a Low Carbon Emissions Future: Consolidated Progress and Achievements 2014*" (the review) has

been prepared to provide Council with a complete overview of transition activities undertaken since the policy's adoption in 2010.

The purpose of the review is to assist Council to reflect on its transition work to date, consider the effectiveness of the policy, and provide a report back to the broader community about its activities. The review covers the period from 2009 when the Australian Government commenced talking about a mechanism for a price on carbon, to the present day in 2014 where there is a carbon tax, but the community continues to experience policy uncertainty due to political changes. It outlines Council's responses to changing national macro-economic policies that focussed on reducing carbon emissions, whilst placing little emphasis on the effects these policies would have on Latrobe City's economy and community.

The review is divided into four sections:

1. *The Journey:* outlines Council's pre-policy thinking behind deciding to develop the policy, as well as the steps taken in developing the policy, including details about the extensive consultation that was undertaken to ensure the document accurately reflected community, business and industry needs. This section also outlines implementation of the policy and highlights the early collaborative work that was undertaken by Council.
2. *Progress and Achievements:* includes an overview of progress and achievements against actions from the policy over three years, and considers external stakeholder efforts and Council's broader participation in related activities. It also highlights the lobbying and advocacy that Council has undertaken and the benefits this work has resulted in.
3. *Victorian and Australian Governments:* outlines key initiatives and highlights the significant efforts Council has taken to develop and maintain strong relationships with both Victorian and Australian Governments, as well as the federal opposition and considers the benefits of these efforts, including Council's enhanced profile and reputation.
4. *Conclusions:* considers the overall success that council has had in developing and implementing the policy and taking part in related activities over the three years. The review ultimately concludes that Council is now in a good position to reflect on the successes and achievements that have been possible because of this policy and to consider the development of a new, updated policy that will guide Council's ongoing transition activities.

Policy success

The review demonstrates that implementation of the policy has been successful, with most actions complete. Perhaps of equal importance to completion of policy actions is that Council's transition work has helped Council establish its position as a leader in local transition activities and

gain a reputation as a committed, capable and well informed transition advocate for its community.

Additionally, the policy has led to many opportunities for Council to strengthen its engagement with the Victorian and Australian Governments. Council has established a range of solid relationships with various ministers, shadow ministers and senior departmental staff at state and federal levels.

Another success of the policy is its longevity and ability to remain relevant throughout period of national policy uncertainty and change. Council's policy was deliberately designed to allow a flexible approach so that it could continue to be implemented regardless of Australian Government policy changes. Since 2009, three national carbon pricing mechanisms have been considered, with a fourth carbon emissions reduction plan (the Direct Action Plan) proposed. The strength and value of the policy can be seen in Council's ability to continue to implement actions regardless of these macro-economic policy changes.

A new policy

The Australian Government has flagged its intention to repeal the carbon tax and legislate for a new program of carbon reduction activities. Once again, this policy uncertainty has the potential to adversely affect the local economy that remains heavily reliant on the brown coal electricity generation industry.

In light of Council's work over the last three years, and the ongoing national policy uncertainty, it is likely that the local community, including the business community, will expect Council to continue its low carbon transition work, and to develop a new document that will guide its response to both ongoing and fresh transition challenges.

Given the positive response to Council's transition activities to date, as well as the success of these activities, Council is now well placed to consider whether it wishes to develop a new policy to guide its transition work in the future.

It is likely that a new policy would be focussed on transformation activities geared towards developing a lower carbon, more resilient economy and community, with a strong focus on jobs creation and attracting investment to Latrobe City. A new policy could also flag Council's commitment to pursuing direct engagement with key representatives at all levels of government as Council has recognised that structural adjustment is beyond the scope of Council acting alone.

A new policy would be necessarily consistent with Council's other strategic plans, and would be created to support the objectives and strategic directions of the Council Plan 2013-17, particularly the themes of "job creation and economic sustainability" and "advocacy for and consultation with our community".

It is proposed that if Council decides to develop a new policy or other strategic document to guide its ongoing transition activities, a project plan

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for a new policy will be developed by mid-2014 with a view to commencing policy development shortly after. This decision will be made via Council's 2014/15 budgetary process.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

The cost associated with developing a new policy will be considered within the Latrobe City Council's 2014/15 budget approval processes.

This report is not considered to present a risk.

INTERNAL/EXTERNAL CONSULTATION

Details of Community Consultation / Results of Engagement:

No external consultation has been undertaken in association with this report.

OPTIONS

Council has the following options:

1. Note the review document, "*Positioning Latrobe City for a Low Carbon Emissions Future: Consolidated Progress and Achievements 2013*"; and/or
2. Request more information about "*Positioning Latrobe City for a Low Carbon Emissions Future: Consolidated Progress and Achievements 2013*".

CONCLUSION

Council's policy '*Positioning Latrobe City for a Low Carbon Emissions Future*' was adopted in 2010 and since then Council has worked tirelessly to ensure completion of as many actions as possible. A review document, "*Positioning Latrobe City for a Low Carbon Emissions Future: Consolidated Progress and Achievements 2014*" has been prepared so that Council may reflect on the success of its transition work to date, consider the effectiveness of its policy, and provide a report back to the broader community.

The review covers the period from 2009 when the Australian Government was considering a price on carbon, to the present day when the community continues to experience policy uncertainty with a new Australian Government that has flagged a desire to move away from the carbon tax currently in operation. The review tracks Council's progress and achievements to changing national macro-economic policies that focus on reducing carbon dioxide emissions.

In light of Council's success over the last three years, and the ongoing national policy uncertainty, it is likely that the local community, including

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the business community, will expect Council to continue its low carbon transition work, and to develop a new document that will guide its response to both ongoing and fresh transition challenges.

Council is therefore very well placed to note its policy progress and achievements to date, and to consider whether it wishes to develop a fresh policy that builds on its work to date and provides guidance for its ongoing low carbon transition activities.

Attachments

1. Positioning Latrobe City for a Low Carbon Emissions Future
2. Positioning Latrobe City for a Low Carbon Emission Future Progress and Achievements

RECOMMENDATION**That Council**

1. **Note the review document, *“Positioning Latrobe City for a Low Carbon Emissions Future: Consolidated Progress and Achievements 2013”***

Moved: Cr Gibbons

Seconded: Cr White

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

13.2

Review of Council's policy "Positioning Latrobe City for a Low Carbon Emissions Future"

- 1 Positioning Latrobe City for a Low Carbon Emissions
Future 137
- 2 Positioning Latrobe City for a Low Carbon Emission
Future Progress and Achievements 159



Positioning Latrobe City for a Low Carbon Emission Future



6 April 2010

BACKGROUND

Latrobe City Council has recognised that international and Australian policies are being developed to reduce greenhouse gas emissions in response to growing concern about climate change. These policies, and the likely future constraints on carbon based emissions that will arise from their implementation, potentially have significant implications for the ongoing sustainability, vitality and well being of the Latrobe City community.

Latrobe City supports international and Australian efforts to address climate change. Latrobe City seeks to ensure that its economy and community continue to prosper and, with the appropriate transition mechanisms in place, it believes that both climate change mitigation and economic growth can be achieved.

Latrobe City Council has developed this policy in order to position and prepare the Latrobe City municipality to prosper in a low carbon emissions future. The policy identifies the expected implications of Government greenhouse gas emission mitigation policies on the City and proposes transition arrangements, including interventions and support mechanisms, to enable Latrobe City to optimise its transition under future Government greenhouse gas mitigation schemes. Latrobe City Council intends to provide leadership for its community by instigating and facilitating the actions identified in this policy document, thereby positioning Latrobe City to build on its strengths, capture opportunities and proactively address any negative impacts that arise as a consequence of the introduction of Government greenhouse gas mitigation policies. While the policy was initially developed in response to the Australian Government's proposed Carbon Pollution Reduction Scheme (CPRS), which is yet to be legislated, the policy framework is generic and would remain relevant under an altered or alternative scheme. The policy position has been developed to allow Latrobe City to proactively prepare for a low carbon emissions future, while allowing scope for the policy to be refined once the Australian Government program is defined and in place.

POLICY CONTEXT

Latrobe City is home to approximately 72,900 people largely residing in the four major population centres of Moe-Newborough, Morwell, Traralgon and Churchill. Following an extended period of population decline in the 1990s, over the last five years the Latrobe City population has been growing steadily.

Latrobe City is the most populated local government area within the broader Gippsland region, which is also demonstrating strong population growth. Latrobe City has become a significant service centre for the Gippsland region, particularly in provision of education and health services. This is reflected in employment statistics, which show that a number of service sectors are significant contributors to local employment including (ABS 2006 Census data):

- Public and community services – 32%;
- Retailing, wholesaling and transport – 18%;
- Manufacturing – 7%;
- Construction – 6%;
- Tourism – 6%;
- Business services – 5%;
- Paper and forestry – 4%.

The broader Gippsland region is rich in natural resources, including forests, fertile land for agriculture, water and fossil fuels, particularly gas and brown coal.

Latrobe City offers new investors: a skilled labour force, strong road and rail transport links, established electricity transmission and generation infrastructure, locally based educational institutions and affordable land prices. A number of capital projects have been announced or are currently underway in Latrobe City, including:

- International Power Hazelwood Mine Extension \$400 million
- Gippsland Water Factory \$174 million;
- International Power Coal Drying Retrofit \$80 million;
- ACE Latrobe Urea Project \$2 billion;
- HRL Clean Coal Power Station \$750 million; and
- Latrobe Community Health Redevelopment \$21 million

In socio-economic terms, the population of the Latrobe City is relatively disadvantaged compared to Australia as a whole with a comparatively high level of unemployment and lower than average median incomes (ABS 2006 Census data).

Latrobe City currently supplies over 90% of Victoria's electricity generation requirements and extensive electricity distribution infrastructure links the existing generation facilities to Melbourne. The low cost electricity generated in the Latrobe Valley from brown coal resources has contributed to Victoria's economic prosperity over the last 90 years. However, the high moisture content of brown coal means that the greenhouse gas emissions produced per unit of electricity produced are high relative to other forms of electricity generation.

Given the long history of electricity generation in the region, it is not surprising that this sector dominates the economic profile of Latrobe City. A recent study by Compelling Economics (2008) found that electricity generation accounted for around 21% of Latrobe City Gross Regional Product (GRP). Other major contributors included the coal mining sector (including services to mining) which accounts for 2.5% of GRP and water, sewer and drainage services which contribute 1.4% of GRP.

Employment in Latrobe City is heavily reliant upon the income obtained from electricity generation and coal mining activities, with about 3,100 (or 11%) jobs linked directly to these sectors (ABS 2006 Census data). Furthermore, an additional 8 jobs were found to be sustained in the local economy for every 10 jobs in the electricity sector (Compelling Economics 2008). Therefore, there are approximately 2,500 additional jobs sustained due to electricity sector activities giving a total of 5,600 (approximately 20%) jobs related to the sector.

The brown coal electricity generation industries in the Latrobe Valley have been identified as particularly vulnerable under the emissions reduction policies due to their high emissions intensity. The Latrobe Valley underwent a difficult structural adjustment process following the privatisation of the electricity sector in Victoria during the 1990s. Once the social and economic impacts that arose as a consequence of electricity sector privatisation became evident, the State Government established the Latrobe Valley Ministerial Taskforce. The Taskforce has subsequently worked in partnership with local government and the community to improve the economic prospects of the Latrobe Valley. However, it is recognised that the detrimental impacts on the community following electricity sector privatisation may have been lessened or avoided by earlier, co-ordinated intervention.

Having taken on board the lessons learnt from the electricity sector privatisation experience, Latrobe City Council is seeking to engage with its community, as well as neighbouring municipalities and the State and Federal Governments, ahead of any structural adjustment arising from the introduction of policies and programs to reduce carbon emissions. The intention is to develop and implement a comprehensive transition strategy for the municipality, which allows Latrobe City to position itself to prosper in a low carbon emissions future.

AUSTRALIAN GOVERNMENT GREENHOUSE GAS MITIGATION POLICIES AND LATROBE CITY

Latrobe City has been identified as a community likely to be exposed to significant structural adjustment pressures as a result of the introduction of greenhouse gas mitigation schemes, such as the Australian Government's proposed CPRS. It is anticipated that the introduction of these schemes will decrease the competitiveness of the brown coal fired generators that are located within the Latrobe Valley, which would then impact on the local economy and employment growth.

The potential impact of a CPRS on the Latrobe Valley is recognised in the CPRS White Paper in a section entitled "Assistance to workers, communities and regions". The White Paper states *"The Australian Government is aware of stakeholder concerns in relation to particular regions and stands ready to provide assistance through the Climate Change Action Fund to any region Where a clear, identifiable and significant impact arises, or is likely to arise, as a direct result of the Scheme"*.

The introduction of greenhouse gas mitigation schemes will also provide new opportunities for Latrobe City. There is considerable research underway examining alternative uses for brown coal as well as technologies to improve the efficiency of brown coal fired electricity generation and reduce the emissions of greenhouse gases. Schemes such as the CPRS would introduce a carbon price and this, combined with increasing world prices for energy sources (such as oil and gas), will improve the commercial viability of such opportunities.

In addition, projected population growth, and the associated growth in demand for low emission service based industries, such as health and education, provides an opportunity to further enhance Latrobe City's reputation as the service hub for Gippsland.

Opportunities exist to reduce electricity transmission losses, and generate new employment opportunities in the Latrobe Valley, by co-locating intensive energy users with electricity generation facilities. However, it is recognised that the current electricity transmission regulatory pricing does not provide a commercial signal to support location of energy intensive industries closer to electricity generators as real distribution losses are not reflected in the pricing structure. Some limited opportunities to co-locate energy intensive industries directly connected to generation (thereby bypassing the grid and related pricing structure) also exist.

Electricity generators in Latrobe City have access to natural gas supplies from the Gippsland Basin and an opportunity exists to locate future low emissions natural gas fired electricity generation facilities in Latrobe, utilising the existing transmission infrastructure and reducing reliance on brown coal.

The existence of specialist electricity sector skills in Latrobe City provides an opportunity for local businesses to market this knowledge to interstate and overseas clients. An example of this opportunity would be using local industry knowledge to improve electricity generation in a

developing country, thereby generating carbon credits under the Kyoto Protocol's Clean Development (CDM) or similar mechanism.

Forestry and agricultural sectors are likely to be included in the Australian Government's CPRS scheme, and alternative schemes proposed by the Coalition, on a voluntary basis and this would allow forestry and agricultural projects to generate carbon credits and sell those into the carbon market. Policies to reduce carbon emissions may also present significant opportunities for the development of facilities to generate renewable energy (e.g. wind or biomass). While these offset and renewable energy schemes may be located in neighbouring municipalities, opportunities exist to co-locate the manufacturing and service based industries that support these sectors within Latrobe City.

LATROBE CITY COUNCIL'S POLICY FRAMEWORK

Latrobe City Council supports international and Australian efforts to address climate change. Latrobe City Council seeks to ensure that its economy and community continue to prosper in a low carbon emissions future and, with the appropriate transition mechanisms in place, it believes that both climate change mitigation and economic growth can be achieved.

Latrobe City Council's policy framework has been developed to enable Latrobe City to capitalise on its strengths, while capturing opportunities that arise from Australian Government policy (such as the introduction of a CPRS or alternative scheme), address weaknesses and proactively managing threats. The framework describes measures that will allow Latrobe City Council to anticipate and plan responses to structural adjustment impacts and make the most of the new market opportunities that will arise in a carbon constrained economy.

Latrobe City Council has identified three themes that underpin its planned policy approach:

- Pursuing and realising opportunities - A smooth and successful transition to a low carbon emissions future will require Latrobe City and the broader Gippsland region to continue to grow and develop existing business as well as harness new opportunities, which arise as a consequence of Government emission reduction schemes. In this policy theme, actions are identified that will allow Latrobe City Council to capture opportunities and enable business innovation and growth.
- Contingency planning - Contingency planning involves identifying threats along with possible outcomes and identifying measures to avoid or manage detrimental impacts. The policy actions proposed in this theme will allow Council, Governments and other stakeholders to put in place the necessary safeguards and plans to ensure that they are able to respond quickly and provide support to the community during the transition period.
- Working together - Latrobe City Council recognises that the scope of the adjustment task is beyond the capacity of Council acting alone. It intends to work in partnership with its community, businesses, industry, neighbouring municipalities, State and Federal Governments, and others to proactively plan for the smooth and successful transition of the Latrobe Valley region to a low carbon economy.

The policy intent and key policy actions relating to each of the three themes are described in the following sections. The policy actions have been divided into two groups based on their primary focus. The first group of policy actions are those with a regional focus. Latrobe City Council will seek to initiate and facilitate these actions in collaboration with other Councils and regional organisations. The second group of policy actions are locally based and Latrobe City Council will lead the delivery of these actions.

For each of the policy actions listed, an indication has been provided of the possible timeframe to commence implementation and also whether the policy action is independent of Australian Government policy. This guidance is provided to identify those actions that can be undertaken immediately and independently of outcomes from the parliamentary and political processes at the Federal level. The actual implementation of policy actions will depend on the outcomes of prioritisation and implementation planning processes.

PURSUING AND REALISING OPPORTUNITIES

The pursuit and realisation of opportunities at the regional level (Gippsland region and the broader Latrobe Valley) as well as the local level (Latrobe City) will require planning and action to capture opportunities and to facilitate innovation and growth.

The box below outlines the policy intent related to this theme and the following text describes the policy and related actions in detail.

Box 1: Policy Intent

At a regional level, Latrobe City Council will:

- Support the development of commercially viable low emissions coal technologies;
- Support the development of alternative uses and markets for coal;
- Promote the capacity of the region to accommodate alternative energy solutions;
- Work with industry, and educational institutions (e.g. TAFE and universities) to evaluate future regional skill needs and to attract relevant courses to local institutions;
- Work with State and Federal Governments to raise community awareness of the details, likely impacts and available support mechanisms related to emissions reduction policies; and
- Advocate for and support the business community to enable it to respond effectively to the CPRS or alternative scheme and to capture relevant opportunities.

At a local level, Latrobe City Council will:

- Seek to attract regional industry administration, training and research centres to Latrobe City;
- Promote the development of its economy based on sustainable use of natural resources (for example, water, agricultural land, forests, wind, solar, geothermal energy);
- Encourage sustainable business growth, diversification and private industry investment in Latrobe City;
- Implement communication strategies to ensure investor confidence is maintained throughout the transition period and to build business confidence in medium and long term prospects for economic growth in Latrobe;
- Work to lift the profile of the Latrobe Valley in the broader community;
- Build on the existing programs to attract new residents to Latrobe City;
- Implement strategies and planning schemes that support development while maintaining a unique regional lifestyle;
- Work with State Government and other stakeholders to improve the breadth and quality of education, transport, health and recreational services and infrastructure; and
- Progress infrastructure projects and investments in Latrobe City.

CAPTURING OPPORTUNITIES

OPPORTUNITIES IN NATURAL RESOURCES

Latrobe City Council is committed to the sustainability objective "To promote the responsible and sustainable care of our diverse built and natural environment for the use and enjoyment of the people who make up the vibrant community of Latrobe Valley."

The Gippsland region is rich in many natural resources. Managing these resources for the long term benefit of the region and the community will provide opportunities for economic development and employment. For example, a CPRS would provide opportunities for the creation of income from carbon credits through forestry and agricultural projects (e.g. soil biosequestration or biomass production). Similarly, the Federal Opposition's policy would also provide a form of incentive for these activities. Given the diversity of land use across Gippsland, a collaborative approach across local governments in the region will be required and the existing Gippsland Local Government Network (GLGN) provides a mechanism to progress new initiatives at a regional level in association with other Councils. While the operational component of many of these opportunities will be located in neighbouring Councils, there is a potential role for supporting services such as administration, aggregation, research and education programs to be located in Latrobe City.

The Gippsland Regional Strategic Planning Initiative (GRSPI) project has identified an opportunity for establishment of a Centre of Excellence for Sustainable Technologies (CEST) in the region and Latrobe City Council supports this proposal. The Centre will work to ensure that the region's current reliance on its extensive natural resources (timber, biodiversity, water, agriculture and fishing) can continue, enabling Gippsland to adjust to an economy in transition in a time of climate change. The Centre will focus on regional innovation, diversification of skills, research and development capability and commercial enterprise and will greatly assist businesses to capture opportunities that arise in a carbon constrained world.

The Gippsland Region Sustainable Water Strategy Discussion Paper identified that the Gippsland Region is one of the few areas in Victoria where the available water resources have not been fully allocated. This available water could be used to support additional development and activity in the region. Latrobe City Council will work closely with DSE to ensure that allocation of water supplies balances the needs of both the local and the broader Victorian communities.

Education and engagement of land owners and managers will be critical to establish and support bio-sequestration and biomass production activities. Education programs will be needed to outline the risks and benefits of such schemes and to provide pragmatic advice on how to progress forward (e.g. equipment requirements, financing, servicing, and maintenance needs). Latrobe City Council will seek a regional Department of Primary Industry resource to assist land owners and managers to implement bio-sequestration and biomass production activities.

Latrobe City Council will work with State Government to further advance the research agenda in environmental and natural resource management and to lobby for a larger State Government presence in the region through regional offices, particularly for the Department of Sustainability and Environment (DSE) and/or the Department of Primary Industries (DPI.) However, it is noted that the potential for an increased State Government presence in the region is likely to occur through an increase in the size or number of personnel at existing offices as many Departments have recently gone through a period of consolidating the number of offices in which they operate.

The significant natural assets and biodiversity of the Gippsland region also present tourism opportunities that can serve to further enhance the profile of the region in the broader community. Latrobe City Council will continue to work with Destination Gippsland and Tourism Victoria to progress regional tourism initiatives.

OPPORTUNITIES IN ENERGY

Latrobe City Council supports the balanced use of brown coal as an energy source and it will work with researchers and government agencies to support low emissions coal technology research efforts and to encourage the development of pilot plants and research facilities in the Latrobe Valley. Latrobe City will seek membership to the Global Carbon Capture and Storage Institute (GCCSI) and will monitor, and support where possible, the progress of the institute's research programs. Latrobe City will lobby State and Federal Governments to link funding of research grants to location of research facilities in Latrobe City.

The Latrobe Valley economy is heavily dependent on revenue and employment from coal fired electricity generation and associated industries, with over 20% of Gross Regional Product being derived from this industry (Compelling Economics 2008). While Latrobe City supports the balanced use of the coal resource, it will maintain a strategic focus on transitioning to an economy that is not reliant on one coal end use. The Council supports the retention of existing brown coal related jobs within the municipality and will work to encourage investment in alternative uses and markets for coal.

Latrobe City Council will work closely with DPI, through Clean Coal Victoria, to ensure that any future development of the currently unallocated coal resource is undertaken with due consideration of social, environmental and financial factors.

Latrobe City currently supplies over 90% of Victoria's electricity generation requirements and extensive electricity distribution infrastructure links the existing generation facilities to Melbourne. Latrobe City is, and will continue to be, an important source of Victoria's electricity needs. Wind, solar, geothermal and hydro renewable energy resources in the Latrobe City municipality are not of a high quality and the municipality is therefore at a disadvantage compared to other areas which have better renewable energy resources (e.g. coastal areas with strong/consistent wind resources). However, there are significant renewable energy generation opportunities in the broader Gippsland region. There is potential for Latrobe City to become a manufacturing or development hub for low emissions electricity generation technology even if the generation plants themselves are in neighbouring areas.

Potential also exists for electricity generators in Latrobe to access low emissions natural gas supplies from the Gippsland Basin so that they do not have to be entirely reliant on brown coal.

The highly specialist skills of the electricity workforce in Latrobe offer opportunities for the region to export this knowledge to interstate and overseas clients (subject to workforce availability). An example of this opportunity could be using Latrobe industry knowledge to improve electricity generation in a developing country thereby generating carbon credits under the Kyoto Protocol's Clean Development Mechanism (CDM).

Latrobe City Council will seek to form partnerships with proponents for funding under State and Federal Government schemes at an early stage in the funding process to facilitate the development of research projects in Latrobe City (e.g. advertising support services through DPI ETIS website).

BUSINESS AND INDUSTRY DEVELOPMENT OPPORTUNITIES

A carbon constrained world presents opportunities for Latrobe City to diversify its economy by attracting new industries as well as capitalising on existing businesses, services and skills in the region. Low emission service based industries such as health and education provide opportunities to enhance Latrobe City's reputation as the service hub for Gippsland. The presence of electricity generation also offers opportunities to co-locate intensive energy users with generators, so that direct connections can be made to power supplies, to minimise transmission losses and generate new employment opportunities.

ENABLING INNOVATION AND GROWTH

The Economic Development Strategy for Latrobe City will be revised in 2010. The Strategy review process will examine the opportunities arising from Australian Government policies, along with existing and new opportunities unrelated to the scheme, and will detail a plan for facilitating investment and developing a "climate" conducive to investment growth. The Economic Development Strategy review will be informed by this policy.

Latrobe City Council will act as a broker between industry, new investors, skills providers and educators to facilitate expansion and growth of the industry base. Latrobe City Council recognises that considerable effort will be required to support the business growth and diversification effort during the transition to a low carbon emissions future and it intends to review the priorities, processes and level of resourcing allocated to its economic sustainability activities to ensure that it can effectively meet the anticipated requirement for business development services.

Latrobe City Council will work with the Department of Innovation, Industry and Regional Development (Skills Victoria) and Gippsland Regional Skills Forum to identify future regional skills needs. Council will also work with local educational institutions such as GippsTAFE and Monash University to tailor educational courses on offer according to identified skills needs.

Based on anecdotal evidence, it was identified that the current image of the Latrobe Valley in the broader Victorian community is poor and this can confound efforts to develop partnerships with industry, government and research institutions to further the development of innovative technologies. Further market research is required to confirm that there is a poor external perception of the region and to identify specific strategies and actions to improve the image of the Latrobe Valley.

Latrobe City will investigate opportunities to collaborate with neighbouring municipalities, other Government agencies, industry and academics to promote the region in the broader Victorian and Australian communities. At present, a Gippsland Regional Marketing and Branding project is planned for the 2010/11 financial year. This project will provide consistent branding for the region.

In addition, Latrobe City Council will play its role in promoting green "success stories" as they happen and will expand the existing program of road-shows offered to Victorian Government officers to improve understanding and familiarity with Latrobe City. The Gippsland Water Factory project is a good example.

Latrobe City will work to attract new residents by building on the success of existing Latrobe City and regional advertising campaigns, such as the regional cities program, and will seek funding (e.g. CPRS Climate Change Action Fund funding) to sustain these programs if necessary.

Latrobe City Council will continue to support regional planning projects, particularly the development of the Gippsland Regional Development Plan, through the GLGN, and will seek to include relevant regional policy actions in the plan. This will enable Latrobe City to have influence in the development of strategic plans and platforms across the region and to ensure that regional and local plans are consistent and complementary. Latrobe City Council will also contribute to regional initiatives such as the Gippsland Local Government Network (GLGN) initiative, through the "Invest in Gippsland" regional investment prospectus.

PLANNING FOR THE FUTURE

Following the privatisation of the electricity sector in the 1990s, local government spending and planning programs were wound back. Latrobe City Council recognises, with the benefit of hindsight, that this did not help the structural adjustment process as it added to the downward economic trend and reduced community confidence in the region's future. Council currently has a program of planned upgrades of recreational and community facilities and will continue to work to implement these improvements throughout the transition period.

In enhancing infrastructure and services, Council intends to continue to plan strategically and to implement strategies and planning schemes that support development while maintaining a unique rural lifestyle. One key area of focus is the review and renewal of planning schemes (such as Latrobe Planning Scheme Amendment C62) so that land use is thoughtfully planned for the future.

Latrobe City Council will continue to engage with Government, industry and other stakeholders at a local and regional level to improve the breadth and quality of education, transport, health and recreational services and infrastructure in Latrobe City. Melbourne's population is projected to grow significantly over the next 20 years, and with thoughtful and integrated planning, this population growth could provide significant opportunities for Latrobe City to enlarge its population and diversify its economic base.

In order to promote local and regional opportunities in transport, Latrobe City Council will continue to advance the development of the Gippsland Logistics Precinct. This facility will improve opportunities for development of export industries in Latrobe City and the broader region.

Similarly, Council will move to engage with the Federal Government on the timing of the rollout of the National Broadband Network (NBN). So far the Federal Government has announced the NBN rollout will start in Tasmania and that in addition, construction of new fibre-optic network backbones will commence shortly. One backbone project is in South West Gippsland. The NBN has the potential to transform communications in the region and provide new business and employment opportunities for residents of Latrobe City. This is a specific one-off opportunity to proactively diversify the Latrobe City economy.

PREPARING PEOPLE FOR CHANGE

At present there is a variable level of awareness and understanding across the community of the potential implications of policies to reduce carbon emissions and the need to plan for the transition. The stakeholder consultation process for this project was an important first step in engaging with the Community on this issue. Latrobe City Council will lobby for the delivery of an ongoing community awareness program using Australian Government funds where Australian Government policies directly impact on the Latrobe City community.

The extent to which businesses will be able to minimise costs, identify opportunities that flow from the Australian policies to reduce carbon emissions and implement these opportunities will depend on their understanding of the workings of the scheme and their capacity to respond. A well informed, well resourced business community is a necessary precursor to delivery of business innovation in the context of a carbon constrained economy.

Funding will be sought for a number of full time "Carbon Assist" positions over three years, and located in the Latrobe City Council offices to provide support for businesses under a CPRS or alternative scheme. The proposed model is similar to that used to manage the GST transition process and Latrobe City could potentially support an early pilot of the concept prior to a broader roll-out of the scheme. The Carbon Assist positions could focus specifically on households, community groups, and small to medium enterprises. The positions would work with local households and industries to:

- Keep them up to date with developments in the roll-out of Australian Government emissions reduction policies as well as new policy initiatives;
- Provide training on energy and carbon management and methods to minimise their costs; and
- Assist businesses and individuals to identify and capture opportunities arising from Australian Government emissions reduction policies

Latrobe City Council will implement communication strategies to ensure investor confidence is maintained throughout the transition period and to build business confidence in medium and long term prospects for economic growth in Latrobe. Council will maintain regular communication with identified future investors to ensure that Council's response to Australian Government policies is well understood and Latrobe City Council infrastructure development plans and other investment activity is well publicised.

The policy actions related to the theme of pursuing and realising opportunities are summarised in the box below.

Box 2: Policy Actions

Regionally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Lead the formation of a GLGN sub-committee to develop and implement activities requiring GLGN involvement	Within 12 months	Yes
Support proposal for establishment of the Centre of Excellence for Sustainable Technologies	Within 12 months	Yes
Liaise with Department of Primary Industries to ensure the balanced development of coal resources and with Department of Sustainability and Environment that needs of local community are considered in allocation of water supplies	Within 12 months	Yes

Regionally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Work with the GLGN and Department of Primary Industries to assist land owners and managers to implement bio-sequestration and biomass production activities	1 to 3 years	No
Advocate for and support the expansion of State Government regional offices	Within 12 months	Yes
Work with Destination Gippsland and Tourism Victoria to progress regional tourism initiatives	Within 12 months	Yes
Investigate opportunities for early National Broadband Network rollout in Gippsland	Within 12 months	Yes
Work with DIIRD (Skills Victoria) and Gippsland Regional Skills Forum to identify future regional skills needs and to tailor courses accordingly	1 to 3 years	Yes

Locally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Become a member of the Global Carbon Capture and Storage Institute (GCCSI)	Within 12 months	Yes
Lobby Government to establish low emissions coal research projects in Latrobe City	Within 12 months	Yes
Review the Latrobe City Council Economic Development Strategy (2007), related priorities and resourcing. This includes developing priorities and implementation plans for policy actions, including for example, timing, partners, responsibilities, resource requirements and finance sources	Within 12 months	Yes
Promote "good news" stories and conduct Latrobe City "road shows" for key Government agencies	Within 12 months	Yes

Locally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Commission market research to ascertain information on external perceptions of Latrobe City and barriers to investment in the City. This includes sharing the results with local stakeholders and implementing effective follow up actions	Within 12 months	Yes
Work to attract new residents and business through delivery of advertising campaigns	1 to 3 years	Yes
Progress planned infrastructure programs including identified upgrades to town centres, community facilities and the Gippsland Logistics Precinct development	1 to 3 years	Yes
Seek Australian Government Funding for "Carbon Assist" positions located in Council offices	1 to 3 years	No
Implement communication strategies to maintain investor confidence during the transition period	1 to 3 years	Yes
Lead and assist local groups to obtain funding under the Victorian Government's Climate Communities Program	Within 12 months	Yes

CONTINGENCY PLANNING

Managing risk is one of the most significant and potentially difficult aspects of facilitating a successful transition to a low carbon economy. There is significant uncertainty around the timing, magnitude and exact nature of potential opportunities and the extent of the impacts of current and future Australian Government emissions reduction policies on Latrobe City, the Latrobe Valley and the broader Gippsland region. This uncertainty is magnified by the lack of clarity on the final design and implementation schedule for such policies.

Following the privatisation of the electricity sector in the 1990s, the Latrobe Valley faced substantial adjustment issues and experienced severe economic decline. Although assistance was ultimately provided through the Latrobe Valley Ministerial Taskforce process, the provision of this assistance earlier in the transition would likely have reduced the economic and social toll and shortened the transition period.

Thus contingency planning plays an important role in building community resilience and facilitating a smooth transition process by enabling a rapid and considered response to unexpected or potentially "catastrophic" outcomes.

Box 3: Policy Intent

Latrobe City Council will:

- Advocate for and actively participate in the development of holistic contingency plans for the Gippsland region and Latrobe City municipality as part of the implementation of Australian Government policies;
- Lobby for independent social impact analysis of regional impacts of Australian Government policies on emissions reductions; and
- Contribute to formulation and delivery of a proactive transition response commensurate with expected social impacts.

The proposed CPRS legislative framework includes support mechanisms for the electricity sector to enable an ordered adjustment over time to low emissions generation. These mechanisms would limit the likelihood of closure of generation facilities in the short term, although in the medium to long term closures are likely. However, it is possible that secondary factors, for example companies being unable to secure refinancing, could increase the risk of early and unexpected closures.

One of the specific threats for the region is that Australian Government policies may compound the existing level of social disadvantage that is present in Latrobe City. Low skilled workers and low income households are likely to be disproportionately affected.

However, at present, there is a lack of detailed information on the likely impacts of a CPRS and alternative emissions reduction policies on the Latrobe municipality and the Gippsland region. Some economic modelling work has been undertaken, but this work needs to be updated to reflect the final scheme design (once it is known). One of the short-comings of economic modelling is that it is very narrow in focus and scope (usually focusing on employment, economic output and household income or expenditure). What is needed to inform the contingency planning process is a broader social impact assessment that provides detailed information on projected impacts across a number of social and wellbeing indicators.

To enable this, Latrobe City Council is working with the Coal Council's Alliance to jointly advocate for a social impact analysis study for the member Councils. The social impact analysis will identify a number of possible scenarios and the flow-on impacts that could result in each municipality from the introduction of greenhouse gas mitigation policies. This work will assist all member Councils to identify priorities and establish transition and contingency planning measures to effectively manage the adjustment to a carbon constrained economy. It is recommended that the Coal Council's Alliance seek Department of Climate Change input and endorsement of the terms of reference for the social impact analysis as this will provide some assurance that the results of the study will be accepted by decision makers.

Latrobe City Council will advocate for the formation of a multi-agency regional body to oversee the preparation of plans to address any potential negative economic and social impacts identified for each scenario in the social impact analysis study. The scenario planning approach will enable robust contingency plans to be developed ahead of any impacts on its community.

Council has experience in bushfire emergency response and contingency planning and it can build on this capability to assist in the facilitation of a multi-agency risk assessment and development of support plans that can be activated with a short lead time.

Under the Government's proposed CPRS, funding has been set aside through the Climate Change Action Fund (CCAF) to support specific workers, regions and communities that may

experience a concentrated impact flowing from the implementation of a CPRS. It is unclear whether this funding would be sufficient to support all the communities affected by the introduction of a CPRS to make a smooth adjustment. It is proposed that a high level budget estimate for implementation of the risk mitigation actions identified in the contingency planning process would be developed to help assess whether the funding Government makes available under its greenhouse gas mitigation schemes is sufficient and to strengthen future applications for funding to the region.

In order for Latrobe City Council to be in a strong position to advocate for funding and access grants as they become available, it is important that the potential risk mitigation costs are understood as early as possible. Accordingly, the social impact analysis study and the contingency planning process have been identified as priority actions and Latrobe City Council will aim to progress these activities over the next 12 months. It is important to note that the scenario planning methodology allows the range of potential impacts of a transition to a low carbon emissions future to be characterised without the Government's greenhouse gas mitigation scheme needing to be finalised.

The successful transition experience of Newcastle and the Hunter region following the closure of the BHP Steelworks provides an example of how the effects of structural adjustment can be mitigated through facilitation of new investment. The announcement of the BHP closure came as a shock to the region, with the loss of 2,000 jobs (this equated to around 1% of the employment in the broader region). Immediately after the closure was announced, the Australian Government set up the Newcastle Structural Adjustment Fund and allocated \$10 million in funding. The State Government also contributed to the fund. In total, \$11.4 million of Federal funding was allocated to 14 projects across Newcastle and the Lower Hunter. The purpose of the fund was to assist projects that aimed to generate sustainable private employment in the region. The projects supported from Federal Government funds were primarily infrastructure projects, which required one-off assistance with capital costs.

Latrobe City will advocate for the provision of Australian Government funding to a specific regionally based transition fund to encourage regional investment and stimulate the regional economy. The exact governance arrangements for the fund need to be developed in conjunction with the Australian and Victorian Governments as well as Gippsland Local Governments. However, it is important that the fund be able to respond quickly and effectively during the transition period.

Latrobe City Council proposes to instigate discussions and investigations with other Government agencies to develop an appropriate structure and governance arrangements for the transition fund and to present these to the Australian Government for adoption. Given that the full impact of policies to reduce Australia's carbon emissions may not be felt in Latrobe City until 2015 or beyond, a Government commitment to a 15 year funding horizon will be sought.

Box 4: Policy Actions

Regionally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Work with the Coal Council's Alliance to undertake Social Impact Analysis	Within 12 months	Yes
Advocate for and participate in a regional based response group to oversee the development of costed contingency plans to address potential negative economic impacts of Australian Government policies to reduce carbon emissions	Within 12 months	Yes
Advocate for regional funding commensurate with the cost of contingency plan actions	1 to 2 years	No
Advocate for and assist in the development of a regional governance structure for the delivery of Australian Government funding and programs	Within 12 months	Yes

Locally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Develop scenarios for contingency planning processes	Within 12 months	Yes
Advocate for and participate in multi-agency contingency planning processes.	Within 12 months	No

WORKING TOGETHER

Latrobe City Council recognises that the scope of the task to transition to a low carbon emissions future is beyond the capacity of Council acting alone. While Latrobe City Council supports the efforts at a national level to address climate change through the mitigation of carbon emissions, it is also keen to see its economy and community continue to prosper. Latrobe City Council is of the view that, with the appropriate transition mechanisms in place, climate change mitigation, economic growth and regional development can be achieved.

It is recognised that current and possible future Australian Government policies will bring both opportunities for innovation and diversification of the Latrobe City economy and the threat of reduced employment growth in traditional sectors, particularly in the brown coal fired electricity generation industry and supporting businesses. The impacts of such policies on the Latrobe City economy, whether positive or negative, will be felt in the broader region and vice versa.

For example, a slowdown in employment growth in Latrobe City would affect other municipalities as approximately 15% of those who work in Latrobe City reside in neighbouring areas.

Conversely, employment growth within Latrobe City will positively impact on the economy of neighbouring municipalities. Opportunities arising in the broader region could be supported by services located within Latrobe City and vice versa.

Latrobe City Council believes that a co-ordinated regional approach to the transition task would strengthen efforts by Latrobe City and neighbouring municipalities to:

- Engage effectively with State and Federal Governments
- Attract new industries to the region; and
- Build the regional economy.

Box 5: Policy Intent

At a regional level, Latrobe City Council will:

- Show regional leadership by working to encourage a co-ordinated approach to economic growth, regional development and the transition to a carbon constrained economy;
- Build strategic alliances with other Councils and groups with complementary interests to facilitate a clear and consistent message to Federal and State policy makers;
- Pursue active and early engagement with State and Federal Governments to win additional investment in the region and to ensure local input to design and delivery of additional transition assistance

At a local level, Latrobe City Council will:

- Maintain capacity and resources to proactively anticipate and plan for the transition to a carbon constrained economy;
- Facilitate the delivery of a clear and consistent message from both Latrobe City and the broader region to Federal and State policy makers.

REGIONAL PARTNERSHIPS

Latrobe City Council and neighbouring Councils have a solid history of working collaboratively on issues where a co-ordinated response is warranted. The Gippsland Local Government Network (GLGN) is a forum of CEOs and Mayors from each of the six Gippsland based Councils. The GLGN member Councils, in conjunction with the Victorian Government, worked together to develop the Gippsland Regional Development Strategy and produced a regional submission to the Government's Carbon Pollution Reduction Scheme Green Paper. Latrobe City's intent is to engage with other Councils in Gippsland through the GLGN.

Latrobe City proposes that the GLGN form a specific sub-committee to manage regionally based transition activities that require the participation of the GLGN. Membership of the sub-committee would be open to all interested GLGN members. Latrobe City Council is prepared to take the lead in establishing and managing the sub-committee.

Latrobe City Council has also formed a partnership with the other coal industry Councils (Wellington Shire Council, Central Highlands Regional Council, Isaac Regional Council, Whitsunday Regional Council, Singleton Shire Council and Muswellbrook Shire Council) through the Coal Councils of Australia Alliance. The Alliance will work cooperatively to co-ordinate response efforts and to share experience, resources and knowledge related to the transition to a low carbon emissions future. Latrobe City Council will seek to form other complementary alliances where these are of strategic benefit and can be appropriately resourced.

Latrobe City Council will also continue to support regional industry networking and knowledge sharing events in partnership with Regional Development Victoria/Regional Development Australia, the Victorian Employers Chamber of Industry, and Aus Industry.

LOCAL PARTNERSHIPS

The community consultation process for this policy generated significant interest, with many organisations interested in working with Council to facilitate a successful transition to a low carbon emissions future. Council is committed to building upon this initial interest to develop productive and fruitful partnerships. In the short term, this is likely to involve regular communication bulletins or newsletters from Council to inform interested parties of developments.

However, over the longer term, Latrobe City Council plans to form a consultative committee for the transition to a low carbon emissions future. This committee would comprise Councillors and representatives of the community, local businesses, industry, State and Federal Governments. The committee will monitor the impacts of Australian Government emissions reduction policy on the community and industry and will advise Council on legislative and Government policy developments. The committee will monitor and report on the effectiveness of the policy measures adopted by Council and will review Council's transition policy position as needed.

The consultative committee will work closely with local industry to understand as early as possible any structural changes they are planning in response to Australian Government programs.

PARTNERSHIPS WITH OTHER LEVELS OF GOVERNMENT

Latrobe City Council is seeking to form strong partnerships with State and Federal Government so that collectively the three levels of Government can contribute to a smooth and successful transition to a low carbon economy in Latrobe City and the Gippsland region. To this end, Latrobe City Council is working to establish ongoing communication channels with State and Federal Government departments and relevant Ministers. Latrobe City Council has met with relevant State Government Ministers and also with the Federal Government Climate Change Minister, Penny Wong, to discuss Latrobe City's transition under the proposed CPRS.

Further engagement with State and Federal Government has occurred through the stakeholder consultation process carried out during development of this policy. Latrobe City Council intends to build on the consultation undertaken to date to establish ongoing communications forums with each of the key areas of Government as shown in Table 1 and Table 2.

Table 1: Focus Areas – Australian Government

Area of interest/focus	Department	Minister
Climate Change Action Fund transition assistance	Climate Change	Penny Wong
Regional infrastructure and economic development Local government engagement	Infrastructure, Transport, Regional Development and Local Government	Anthony Albanese
Sustainable land, water and natural resource management	The Environment, Water, Heritage and The Arts	Peter Garrett/Penny Wong
Communications infrastructure	Broadband, Communications and the Digital Economy	Stephen Conroy
Low emission technologies, alternative uses for coal	Resources, Energy & Tourism	Martin Ferguson

Table 2: Focus Areas - State Government

Area of interest/focus	Department	Minister
Sustainable land and natural resource management Low emissions technologies, alternative uses for coal Energy policy and strategy Balanced development of coal resource	Primary Industries	Joe Helper/Peter Bachelor
Climate change	Sustainability and Environment	Gavin Jennings
Environment	Sustainability and Environment	Gavin Jennings
Community support programs	Planning and Community Development	Peter Bachelor
Community support programs	Human Services	Daniel Andrews
Regional economic development, attracting new investment	Innovation, Industry and Regional Development	Jacinta Allan/Martin Pakula

Latrobe City Council will continue to seek meetings with the relevant State and Federal Government Ministers to discuss the transitional support mechanisms that will be available for the Latrobe Valley. A CCAF stakeholder committee is to be formed by the Federal Government to provide advice on the design and activities of the fund. Latrobe City has requested representation on this committee and will continue to lobby for inclusion on this body.

Box 6: Policy Actions

Regionally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Lead the formation of a GLGN sub-committee to develop and implement activities requiring GLGN involvement	Within 12 months	Yes
Form alliance with other coal industry Councils	Within 12 months	Yes
Support and further develop regional industry networking, partnership and knowledge sharing events	1 to 3 years	Yes

Locally Based Policy Actions	Possible timeframe to commence implementation	Independent of Australian Government policy
Establish the Latrobe City Carbon Transition Consultative Committee	1 to 3 years	No
Establish ongoing communications processes and forums with key State and Federal Government departments and relevant Ministers.	Within 12 months	Yes
Provide briefings on Latrobe City's transition policy and specific transition needs for the relevant State and Federal Government Ministers, as well as Shadow Ministers	Within 12 months	No
Advocate for local representation on the CCAF stakeholder committee	Within 12 months	No
Develop and nurture partnerships and networks with local stakeholders and interest groups	Within 12 months	No

IMPLEMENTATION AND REVIEW

Latrobe City Council's Economic Sustainability Division will oversee the implementation of the policy. Latrobe City Council will work to progress as a priority the Social Impact Analysis study through the Coal Council's Alliance, the contingency planning process and the formation of a sub-committee of the Gippsland Local Government Network to progress the identified regional initiatives.

Once the Government's carbon emissions programs are defined and legislated, a Low Carbon Emissions Consultative Committee will be formed. This committee will assist Latrobe City Council to implement policy actions, monitor progress and assess the effectiveness of the policy actions throughout the transition period. Frequent review of the policy will be needed during the transition so that Latrobe City Council can adapt its approach as required.

Positioning Latrobe City for a Low Carbon Emissions Future

Consolidated Progress
& Achievements
2014

Executive Summary

This document is a review of Council's policy 'Positioning Latrobe City for a Low Carbon Emissions Future' that was adopted in 2010. Since that time, Council has worked tirelessly to ensure completion of as many of the 30 action items as possible. With a largely complete policy, Council has demonstrated that it is committed to and capable of leading a local transition to a low carbon economy.

The purpose of this review document is for Council to reflect on its transition work to date, consider the effectiveness of its policy, and provide a report back to the broader community. The review covers the period from 2009 when the Australian Government was considering a price on carbon, to the present day in 2014 when the community continues to experience policy uncertainty. It tracks Council's responses to changing national macro-economic policies that focus on reducing carbon dioxide emissions, whilst placing little emphasis on the real effects these policies would have on Latrobe City's economy.

While Council has been implementing its transition plans since April 2010, a new Australian Government in 2013 signals further policy uncertainty as it has flagged its intention to repeal the carbon tax and implement an alternative policy. Once again, the Latrobe Valley is waiting to see what will happen at a federal level, and will potentially need to adjust its response accordingly.

This review is divided into four themes - the Journey, Progress and Achievements, the Victorian and Australian Governments, and Conclusions. Under these themes is provided a comprehensive outline of Council's policy journey, from its pre-policy thinking and the drivers behind development of the policy, to the development, implementation of the policy and complementary stakeholder activities. It details the extensive lobbying, advocacy and relationship building efforts that Council has made to ensure that the community is represented at all levels of government and receives as much structural adjustment support as possible. Finally, a number of important conclusions are drawn about how well Council has done in implementing the policy and what benefits have resulted from this work.

The review ultimately concludes that Council is now in an excellent position to reflect on the successes and achievements that have been possible as a result of this policy and to consider a new, updated policy or strategy that will lead the community into the future.



“ Latrobe City Council saw the need to develop a strategy to deal with structural adjustment pressures that were likely to result from the introduction of a price on carbon and a changing Australian economy ”

ONE

The Journey

PAGE 5

TWO

**Progress &
achievements**

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THREE

**Victorian
& Australian
government
efforts**

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FOUR

Conclusions

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ONE

The Journey

“ Our goal is to ensure that our community is strongly positioned to take advantage of structural adjustment funding opportunities and other initiatives ”

Background

Latrobe City Council (Council) has led the way regionally in focussing on a transition to a low carbon emissions economy. Council's ground-breaking policy, 'Positioning Latrobe City for a Low Carbon Emission Future' (the policy) was the first of its kind in Australia and has helped to shape discussion at all levels of government since its adoption in 2010. However, Council's journey began well before adoption of the policy when it recognised that changes were on the way.

In early 2009, Australia was on the cusp of major economic policy change with the Australian Government considering a pricing mechanism on carbon emissions to help address climate change issues. It was clear that any changes in macro-economic policy would be likely to impact Latrobe City's local firms, community and the electricity generation capacity of the State of Victoria.

For much of 2009, the introduction of a Carbon Pollution Reduction Scheme (CPRS) by the Australian Government appeared imminent. The general feeling within the local community was one of concern in relation to the introduction of a scheme, because the Latrobe Valley, (consisting of Latrobe City, Baw Baw Shire and Wellington Shire), produce around 90% of the State's electricity, generated from the Valley's extensive brown coal resources.

Employment in Latrobe City has long been heavily reliant upon the income obtained from electricity generation and coal mining activities. Currently, there are around 331 jobs in the mining sector, 866 jobs in electricity generation, and 323 jobs in electricity distribution. Total jobs in mining and

electricity is 1,520 of 25,620 (5.93%) in Latrobe City. The electricity sector alone yields \$1,388,294,000 in output per annum in Latrobe City, out of a total of \$8,669,960,000 output (16%)¹.

Local concern centred on a perceived lack of engagement by the Australian Government in a region that its Climate Change White Paper explained would be adversely impacted by the introduction of a scheme. The community saw that the energy industry was obtaining audiences with ministers, but the wider community did not have a clear path to the Australian Government. Early attempts by Council to engage with senior Australian Government ministers and departmental representatives were largely unsuccessful.

By mid-2009, Council and the local community understood that a successful transition to a low carbon future would be critical to Latrobe City's future because the brown coal electricity generation industries in the Latrobe Valley were particularly vulnerable under any new emissions reduction policy, primarily because of the high emissions related to brown coal power generation.

¹ Compelling Economics Report, June 2013.

“ Council decided to take a proactive approach in considering what action was required to place the local community and economy in the best possible position to deal with these macro-economic changes and the effects they were anticipated to have on the Latrobe Valley ”

Council's observation at the time was that it appeared that not a lot of work had been undertaken by any level of government in the area of regional or local community impact.

In response, Council decided to take a proactive approach in considering what action was required to place the local community and economy in the best possible position to deal with these macro-economic changes, and the effects they were anticipated to have on the Latrobe Valley. Critically, Council decided to develop a policy designed to assist with transitioning Latrobe City to a low carbon emissions economy.

In considering the proposed scheme, Council arrived at the view that the Latrobe Valley is a region that would be disproportionately adversely affected by a price on carbon emissions due the local intensive brown coal energy generation industry. Any price on carbon emissions will directly affect the local community, regardless of the mechanism. Thus, Council has not taken a position on any particular carbon emissions pricing mechanism and instead committed to work with the government of the day to achieve the best possible outcome for the community.

The Policy and its Development

The approach taken by Council in the development of the policy was collaborative. In fact, collaboration was seen as the key in order to successfully address the challenges and opportunities presented by a proposed scheme and to enable an effective policy position to be developed.

The project development plan consisted of seven stages:

Stage One:

Pre-work and Planning

Stage Two:

Education and Awareness Program

Stage Three:

Interactive Workshops

Stage Four:

Draft Policy Positions

Stage Five:

Stakeholder Consultation

Stage Six:

Finalisation of the Policy Position

Stage Seven:

Formulation of Ongoing Arrangements

Two stages are particularly relevant in considering the effectiveness of the final result. These are stages five and seven and have been outlined below.

Stage Five focussed on stakeholder consultation. Targeted workshops were held with over 100 representatives from groups and firms including:

- Latrobe City Council Climate Change Consultative Committee
- Power Generators
- Education and Research Sector
- Gippsland Local Government Network- Economic Development Managers and Directors
- Local Business Associations
- Unions
- Relevant State and Commonwealth Departments and Agencies
- Industry – including engineering firms, sub-contractors and manufacturers.

The willingness of all of Council's stakeholders to provide support and advice was invaluable in developing the policy. Many of the stakeholders located within Latrobe City met with Council and worked through the challenges of the scheme for their organisation and sector and at times worked to ensure that we were able



to keep abreast of negotiations and changes to scheme design. Their contribution added depth to the policy, and signalled the willingness of the broader community to be part of a coordinated transition effort.

Stage Seven involved the formulation of ongoing arrangements. Council adopted the policy "Positioning Latrobe City for a Low Carbon Emission Future" and also committed to a terms of reference for a Latrobe City Council Low Carbon Emissions Future Transition Committee that was to be established after the introduction of emissions trading legislation. In response to the release of the former Victorian Government's White Paper on Climate Change in 2010, Council decided to establish this Committee.

The Committee helped Council drive the transformation at a local and regional level and played a strong role in advocating on behalf of the community. The Committee became a focal point for government representatives who wished to discuss the Latrobe Valley's concerns about proposed carbon emissions reduction legislation and Council's plans for the future.

Council hosted many Committee meetings with senior Australian cabinet ministers, including Simon Crean, Minister for Regional Australia, Local Government, Art and Sport; Martin Ferguson, Minister for Resources, Energy and Tourism, and Greg Combet, Minister for Climate Change, Industry and Innovation.

Council's exposure to senior Australian Government Ministers and the relationships we were able to build with them and their staff, led to an ongoing and useful dialogue. It signalled that Council is both well informed and has the capacity and willingness to take a proactive approach to the challenges its community will face in a changing world that necessarily involves a price on carbon emissions.

Adopting the Policy

Council formally adopted the policy on 6 April 2010 and began implementing the policy actions immediately. In less than one year, Council had gone from being a low carbon transition observer with a limited understanding of the proposed scheme, its opportunities and challenges for the community, to being ahead of the game. At this stage, the Australian Government had not yet

passed any carbon emissions reduction legislation and was still working on a policy design.

Council's view in April 2010 was that while the policy was initially developed in response to the Australian Government's proposed Carbon Pollution Reduction Scheme, the policy framework should be generic so that it could remain relevant under an altered or alternative Australian Government scheme.

On Sunday, 10 July 2010 the Prime Minister announced the Clean Energy Future (CEF) package. Legislation was successfully passed in late 2011 and the CEF package took effect on 1 July 2012. A fixed price was set of \$23 per tonne of carbon emissions. This was only to be paid by Australia's largest polluters and not by individuals, households or small businesses; however, a Household Assistance Package of funding was established to counteract any flow-on price rises.

Implementing the Policy

Council's policy contains 30 actions. Of these, 11 are considered complete, with 18 ongoing and one superseded by other initiatives. The implementation of the majority of these actions has been



Council's Low Carbon Transition Committee meeting with Martin Ferguson, Minister for Resources, Energy and Tourism



independent of Australian Government policy, meaning that Council could be proactive in the lead up to the introduction of the CEF.

The legitimacy of this approach was underscored by the release of the previous Victorian Government's White Paper on Climate Change. Actions of the Policy were assessed against the White Paper actions and objectives and were found to be relevant and complementary.

The Policy is underpinned by three themes:

Pursuing and realising opportunities.

A smooth and successful transition to a low carbon emissions future will require Latrobe City and the broader Gippsland region to continue to grow and develop existing business as well as harness new opportunities which arise as a consequence of government emission reduction schemes. In this policy theme, actions were identified that allowed Latrobe City Council to capture opportunities and enable business innovation and growth.

Contingency planning.

Contingency planning involves identifying threats along with possible outcomes and identifying measures to avoid or manage detrimental impacts. The policy actions proposed in this theme allowed Council, governments and other stakeholders to put in place the necessary safeguards and plans to ensure they could respond quickly and provide support to the community during the transition period.

Working together.

Latrobe City Council recognises the scope of the adjustment task is beyond the capacity of Council acting alone and wished to work in partnership with the community, businesses, industry, neighbouring municipalities, state and federal governments, and others to proactively plan for the smooth and successful transition.

A collaborative approach

Council has always recognised that the scope of the structural adjustment task in the Latrobe Valley is beyond the capacity of Council acting alone. Where possible, Council has sought to take a collaborative approach to finding solutions to structural adjustment challenges. Example collaborative approaches include:

- The establishment of the Coal Councils Alliance (the Alliance) with Wellington Shire Council and coal-reliant Councils in Queensland and New South Wales. The Alliance was managed by Council and worked across state borders in order to engage with the Australian Government on issues and opportunities for communities likely to be most adversely impacted by a price on carbon. The Alliance commissioned 'The Challenge of Change' a position paper that raised issues particularly important in the context of an introduction of a price on carbon. In June 2012, the Alliance was discontinued with the agreement of all members.
- The establishment of the Latrobe City Council Low Carbon Emissions Future Transition Committee (the Committee) with membership from across multiple industries and interest groups, including tertiary education, agribusiness, small and medium enterprise, manufacturing, forestry, power generation, engineering and unions, and observers from state and federal government.

The first meeting was addressed by Professor Ross Garnaut, who was commissioned by the Australian Government to undertake the Garnaut Climate Change Review that was presented to the Prime Minister in 2011.

Through its participation in stakeholder meetings, community forums and by meeting regularly

to discuss issues and share information, the Committee successfully helped raise awareness with the Australian Government and the local community about the challenges of transitioning Latrobe City to a low carbon economy. In April 2013, the Committee was wound up by Council resolution.

- Participation in the Victorian and Australian Government's joint ministerial Latrobe Valley Transition Committee (LVTC), including Mayoral Reference Group and Senior Officer's Group. Council hosted the establishment of this initiative in December 2011 and continues to participate in meetings and discussions.
- Council became a member of the Global Carbon Capture and Storage Institute² (GCCSI) based in Canberra. "The GCCSI champions CCS as a vital, safe and clean technology, in a suite of technologies, required to reduce greenhouse gas emissions from power generation and industrial sources."³

Council broadly supports research and development of carbon capture and storage, and decided to join the GCCSI in order to better keep up to date with the work being undertaken in this area. Council remains the only local government member and hosted a meeting with senior GCCSI representatives at Council Headquarters in 2012.

² More information about the GCCSI can be found on their website at <http://www.globalccsinstitute.com/>

³ See GCCSI website at: <http://www.globalccsinstitute.com/>

TWO



Progress & achievements

“ Council has focussed its energy and efforts on working constructively and collaboratively where possible, and has developed a clear list of priorities that focus on long term job security ”

How did we do?

Since 2011, an annual report card has been prepared that sets out progress against each policy action. This has been important in allowing Council to reflect on its work and to share information about its achievements with the community.

Key achievements in the final year of the policy include:

1. Development and implementation of communication strategies to maintain investor confidence, including Securing Our Future 2013, participation in the Regional Living Expo 2013 and planning for the Major Projects Summit in 2014.
2. Continued lobbying and advocacy work for priority projects at all levels of government, including attending meetings with senior Victorian and Australian Government ministers, their advisors and departmental staff, and members of the federal opposition

3. Successful negotiation of the third year of funding for an Industry Link Officer under the Skilling the Valley initiative, run by the Victorian Government's Higher Education and Skills Group

4. Formation of the Gippsland Regional Plan Low Carbon Transition Strategy Group in 2013, chaired by Latrobe City Council's CEO and preparation of a project brief for funding under the Victorian Adaptation and Sustainability Partnership initiative.

5. Contribution to the Gippsland Tourism Strategic Direction 2013 and the Latrobe Valley Industry and Employment Roadmap Tourism Industry Plan project with Destination Gippsland.

Table 1.1 below represents the consolidated Policy Progress and Achievements report covering the policy's three years and show that Council has steadily worked towards completing most of the actions. Some actions are also ongoing, and will continue beyond the life of the policy.

Pursuing and Realising Opportunities

Policy Actions	Progress 2010/11	Progress 2011/12	Progress 2012/13
Lead the formation of a Gippsland Local Government Network (GLGN) sub-committee to develop and implement activities requiring GLGN involvement.	Leading the implementation of the Gippsland Regional Plan priority "Gippsland Low Carbon Economy Transition Plan" which is based on work already undertaken by Council.	Complete.	The Low Carbon Transition Strategy Group was formed in February 2013. This group is chaired by Council's CEO and meets regularly. The Group is seeking funding to implement a low carbon transition project for all of Gippsland.
Support proposal for establishment of the Centre of Excellence for Sustainable Technologies.	We have been actively advocating for the Centre in stakeholder and government discussions. The proposal can be found on Council's website.	Council actively advocated for the Centre – now called the Centre for Sustainable Industries – to be established at the Monash University's Gippsland campus at Churchill. Council initiated conversations with Australian Government ministers and senior officials, and supported the University's several efforts to further this project, including as a representative on its steering committee.	Council support a Centre for Sustainable Industries based at the Churchill tertiary education campus and has included this project in <i>Securing Our Future 2013</i> . Due to changes at the Churchill campus, together with changing priorities of government, this project has not yet been realised. Efforts continue to raise the importance of local research and development and of the benefits the Centre would bring to the region.
Liaise with Department of Primary Industries (DPI) to ensure the balanced development of coal resources and with the Department of Sustainability and Environment that needs of local community are considered in allocation of water supplies.	Council participated in the Victorian Brown Coal Roadmap workshop that brought together leaders in government, industry, and academia to analyse pathways for using coal in a carbon-constrained future.	Council continued to participate in conversations with DPI about the Victorian Brown Coal Roadmap. Activities have included providing DPI with the opportunity to brief Councillors directly on the progress of the Roadmap and meeting with senior officers from the Department to discuss the progress of this piece of work.	Council has sought more information where possible from the Victorian Government regarding brown coal developments. The Brown Coal Roadmap has not yet been released. Council has maintained contact and relationships with the Department of Environment and Primary Industries and has sought more information about the status of the Roadmap.
Work with the GLGN and Department of Primary Industries to assist land owners and managers to implement bio sequestration and biomass production activities.	Council supports the Victorian Bioenergy Network through dissemination of information as appropriate.	Council supports the Victorian Bioenergy Network through dissemination of information as appropriate.	Council continues to support the Victorian Bioenergy Network, attending conferences such as the All-Energy Conference in 2012 and 2013, and referring inquiries onwards wherever possible.
Advocate for and support the expansion of State Government regional offices.	On-going action and Council has sought clarification on the commitment by the former Victorian Government to relocate Victorian Government jobs to Moe.	A number of meetings were held with the current Victorian Government. Council continues to advocate for decentralisation of government offices. However, with recent budget cuts across Victorian government departments, we understand that there is little scope for expansion of regional offices at this time.	Council remains of the view that regionalisation of Victorian and Australian government offices would provide benefits for the regional economy and for services more generally. However, the Victorian government remains in a phase of reducing offices and staff numbers, providing few opportunities to increase offices in the municipality. The Australian Government has considered opportunities for decentralisation but no commitments have been made.
Work with Destination Gippsland and Tourism Victoria to progress regional tourism initiatives.	Council actively supports Destination Gippsland on a range of regional tourism initiatives.	Council actively supports Destination Gippsland on a range of regional tourism initiatives. In 2012, Council participated in Destination Gippsland initiatives including the Gippsland Walks brochure, Gippsland Rider and National Caravan and Camping Show.	Council has continued to support and participate in Gippsland Destination Ltd initiatives such as the Gippsland Accessible Tourism Plan and brochure, Gippsland Fishing, and the Caravan, Camping and Outdoors Supershow. Council contributed comment for the Gippsland Tourism Strategic Direction 2013-2018 and the Latrobe Valley Industry and Employment Roadmap tourism project.

Table 1.1 – Policy Progress and Achievements 2010-2013

Policy Actions	Progress 2010/11	Progress 2011/12	Progress 2012/13
Investigate opportunities for early National Broadband Network (NBN) Rollout in Gippsland.	Council has lobbied the Australian Government on this issue and also attended roll-out information sessions.	In 2012, Traralgon, Morwell and Churchill were included as part of the five-year roll out plan for the NBN. Council continued to lobby to have NBN rolled out in Moe and other main towns. Council provided NBN Corp the opportunity to provide briefing sessions to both Councillors and officers and has encouraged consultation with our community about the project.	Council worked proactively with NBN Co to encourage rapid rollout in new estates, resolving planning issues quickly. Traralgon is now progressing well for delivery in 2014. Further development on existing built-up areas are contingent on Australian Government policy.
Work with Skills Victoria and the Gippsland Regional Skills forum to identify future regional skills needs and to tailor courses accordingly.	Skills Victoria through its Skilling the Valley Initiative is funding four positions to be located within the Latrobe Valley to progress the skills needs analysis for the region in transitioning to a low carbon future.	Council successfully negotiated the second year of funding for Council's Industry Link Officer (ILO). The focus for Council's ILO in 2012/13 was more communication with neighbouring councils about Skilling the Valley initiatives, as well as continued support of other ILO activities, and meeting with stakeholders to keep abreast of emerging issues.	Council successfully negotiated a third and final year of funding to be provided for Council's Industry Link Officer (ILO). The focus for Council's ILO in 2013 was on communication with neighbouring councils about Skilling the Valley initiatives, continued support of other ILO activities, and providing relevant information to the Victorian Government and stakeholders including Gippsland Tertiary Education Council.
Become a member of the Global Carbon Capture and Storage Institute (GCCSI)	Council became a member of the GCCSI to ensure that Council is able to keep up to date with the work being undertaken on carbon capture and storage.	Complete.	Council became a member of the GCCSI in 2011, the only local government organisation to do so. Council continues to support the aims of GCCSI.
Lobby government to establish low emissions coal research projects in Latrobe City.	This is an on-going initiative.	Council had a number of conversations with senior government ministers about locating projects in Latrobe City. Council published Securing Our Future (2011) which listed a range of coal-related projects and opportunities for research and development in Latrobe City.	Council continued to lobby for the establishment of low carbon projects in the Latrobe Valley, and welcomed the 2012 announcement of the \$90 million Advanced Lignite Demonstration Program, designed to support new low carbon energy sources from brown coal. Council supports the activities of Brown Coal Innovation Australia, regularly attending meetings and forums.
Review the Latrobe City Council Economic Development Strategy (2007), related priorities and resourcing. This includes developing priorities and implementation plans for policy actions.	Finalisation of a review of Council's Economic Sustainability Strategy 2011-2015 is complete. The review has assisted Council to ensure that our priorities and resources will contribute to a smooth transition to a low carbon future.	Complete.	The Economic Sustainability Strategy (2011) supports Council's low carbon transition policy. Council intends to review the Economic Sustainability Strategy during 2014-15.
Promote "good news" stories and conduct Latrobe City "road shows" for key Government agencies.	On-going action achieved through media releases, Council publications, conference presentations and strong government relationships. A number of 'road shows' have been delivered in order to ensure government investment agencies and departments have a full understanding of our local economy and investment opportunities.	Throughout 2012, Council participated in numerous "good news" stories for print, radio and television, including through appearances in television news pieces created by the ABC and SBS for national release. Council pursued opportunities to publish a number of articles about its efforts, including in Council Manager Magazine. Officers participated in conferences, including the Low Rank Coal Symposium, and gave a substantial presentation at the Local Government Managers Association conference in Perth.	This is an ongoing activity and Council actively pursues opportunities to contribute to public and national awareness of issues in the Latrobe Valley, through the distribution of media releases and direct engagement with stakeholders, including key government agencies and Ministers at a State and Federal level. Throughout 2013, Council continued to participate in promoting "good news" stories for print, radio and television.

Policy Actions	Progress 2010/11	Progress 2011/12	Progress 2012/13
Commission market research to ascertain information on external perceptions of Latrobe City and barriers to investment in the City. This includes sharing the results with local stakeholders and implementing effective follow up actions.	This action is yet to commence and will be incorporated into the development of an Investment Prospectus.	Council has commenced the City Image Strategy which will incorporate market research on these issues. The City Image Strategy Project Reference Group commenced meeting in September 2012, and will drive this initiative forward in 2013.	Council undertook perceptions research as part of the City Image Strategy project in July-September 2012. The final research findings and recommendations were adopted by Council at its Ordinary Council Meeting on 17 December 2012.
Work to attract new residents and business through delivery of advertising campaigns.	This action is on-going and delivered through new resident kits and business attraction marketing activities.	In April 2012 Council participated in the Regional Living Expo at the Melbourne Convention Centre. Council produced the publication 'Securing Our Future' (2011) and circulated over 4000 copies to businesses and other stakeholders. Throughout 2012, Council initiated initiatives designed to market our city, including commencing work on the City Image Strategy and running the successful "Latrobe Story" campaign which encouraged people to share their experiences in living, working and playing in Latrobe City.	In April 2013 Council participated in the Regional Living Expo, to attract new residents to our community. Council published Securing Our Future 2013, with new projects and an acknowledgement of our recent successes, to encourage further investment by businesses and governments into the region. Securing Our Future 2013 has been distributed to almost 5000 businesses in the Latrobe Valley, as well as being provided to Ministers and Opposition members, and departmental representatives.
Progress planned infrastructure programs including identified upgrades to town centres, community facilities and the Gippsland Logistics Precinct (GLP) development.	This action is on-going and a number of actions have been delivered, including: a long term lease for one component of the GLP was signed with VicTrack; an Expression of Interest to secure private sector involvement closed recently and Council is currently considering it with the assistance of the appointed Steering Committee. The results of this process are scheduled to be released in late 2011.	This is on-going and a number of actions have been delivered. The GLP process continues to progress and Council anticipates the results of a Request for Proposal process conducted during 2012 and aimed at securing private sector involvement at the GLP, will be released in mid-2013.	The GLP is anticipated to become increasingly appealing to the market as freight volumes grow. Qube Logistics is now operating an open access terminal from the Maryvale Siding, and has indicated that expected growth in freight volumes may require the development of the GLP within five years. Stage 1 of the Moe Rail Precinct Revitalisation Project is completed with undergrounding of power lines. The next stage is contingent on Australian Government funding.
Seek Australian Government Funding for "Carbon Assist" positions located in Council offices.	Council secured \$300k in funding from the Victorian Government for a senior officer to be employed by Council over three years to assist Council implement our Low Carbon Policy. This is particularly important as the policy implementation function was not previously fully resourced. Council actively pursued funding from the Australian Government for two Carbon Assist Officers: one to educate and engage our community and one to work with our SME sector to assist in a smooth transition.	Council pursued funding from the Australian Government for two Carbon Assist Officers through meetings with Minister and Departmental representatives. While interest was shown in this initiative, ultimately it did not provide funding for dedicated, specialist officers as suggested by Council. A departmental officer was located with Council for two days a week over ten weeks to strengthen existing relationships with the department, and for the officer learn more about Council's activities.	Complete.
Implement communication strategies to maintain investor confidence during the transition period.	Delivery of this action will commence in line with the timeframe set by the policy of one-three years.	Council pursued different ways of communicating with investors to encourage confidence during the region's transition period, including through forums, direct contact and business publications. Council has pursued international opportunities by hosting delegations and participating in the Victorian Government's trade delegation to China in 2012.	Council participated the India Super Trade Mission in March 2013, and is an active participant at Avalon Air Show, promoting the services of Latrobe Regional Airport and supporting Mahindra GippsAero. Securing Our Future 2013 was published in June 2013, highlighting investment opportunities and potential for future growth. Council will be hosting the Major Projects Summit 2014, highlighting the significant investment pipeline for Latrobe Valley businesses.

Contingency planning

Policy Actions	Progress 2010/11	Progress 2011/12	Progress 2012/13
Lead and assist local groups to obtain funding under the Victorian Government's Climate Communities Program.	This is an ongoing activity and recent actions include supporting a Gippsland Climate Change Network funding application.	Council remains committed to assisting where possible.	Council is an active financial member of the Gippsland Climate Change Network, and supports the network's education and awareness activities.
Work with Coal Councils Alliance (CCA) to undertake Social Impact Analysis.	The CCA completed a project scoping exercise for the Social Impact Analysis across the member Councils.	With the approval of the CCA, Latrobe City Council commissioned a project brief for a full Social Impact Analysis for Latrobe City and lobbied extensively for the funding to complete the project. The CCA was wound down in 2012 with the agreement of all members.	Complete.
Advocate for and participate in a regional based response group to oversee the development of costed contingency plans to address potential negative economic impacts of Australian Government policies to reduce carbon emissions.	This activity will commence after the introduction of the Australian Government's scheme.	Council is active member of the joint ministerial Latrobe Valley Transition Committee (LVTC), Mayoral Reference Group and the Senior Officers Group. These activities have allowed Council to contribute to high level discussion about the regional governance structure for delivery of funding and programs.	Council remains a member of the LVTC, Mayoral Reference Group and Senior Officers Group. These groups await a response to the LVTC Report to Governments, which was delivered in July 2012. The Senior Officer's Group continues to meet to review progress of the Latrobe Valley Industry and Employment Roadmap and discuss emerging issues.
Advocate for regional funding commensurate with the cost of contingency plan actions.	This activity will commence after the introduction of the Australian Government's scheme. However, we continue to work in partnership with the Australian and Victorian governments to ensure smooth transition.	Council strongly advocated for funding for the region's contingency plan actions. The Victorian State Government committed \$35M across several initiatives, including through the Latrobe Valley Industry and Innovation Fund, which has been accessed by eligible businesses. Council lobbied the Australian Government to provide funding outside of identified schemes such as the Regional Development Australia Fund (RDAF).	Council continued to advocate for funding for the region's contingency plan actions. Council remains committed to working in partnership with the Australian and Victorian Governments to ensure a smooth transition for our community and will continue to lobby and advocate for structural adjustment assistance to be made available to our community.
Advocate for and assist in the development of a regional governance structure for the delivery of Australian Government funding and programs.	This activity will commence after the introduction of the Australian Government's scheme.	Council lobbied the Australian Government for immediate and substantial structural adjustment funding to be provided from its \$200M Regional Structural Adjustment Assistant fund (RSAA).	In June 2013 the \$200 million RSSA was withdrawn by the Australian Government, with a \$15 million total fund (including existing commitments) made available to the Latrobe Valley. Council has continued to participate in the Latrobe Valley Transition Committee, Mayoral Reference Group and Senior Officers Group, influencing Australian Government funding priorities via these forums.
Develop scenarios for contingency planning processes.	This activity will commence after the introduction of the Australian Government's scheme.	Council continues to pursue engagement opportunities with other levels of government with a view to influencing structural adjustment priorities and activities for the benefit of our community.	This activity has been superseded by other initiatives, including Council's ongoing participation in the Senior Officers Group that monitors implementation of the Latrobe Valley Industry and Employment Roadmap.
Advocate for and participate in multi-agency contingency planning processes.	This activity will commence after the introduction of the Australian Government's scheme.	Council as an active member of the joint ministerial Latrobe Valley Transition Committee (LVTC), Mayoral Reference Group and Senior Officers Group. Council contributed substantially to the direction of the Report to Government and Latrobe Valley Industry and Employment Roadmap, both of which contain contingency plans for the Latrobe Valley.	Council remains a member of the LVTC and Senior Officers Group. Council successfully negotiated with the Victorian State Government for funding for a Business Development Officer to commence with Council in early 2013 for 12 months.

Working together

Policy Actions	Progress 2010/11	Progress 2011/12	Progress 2012/13
Form alliance with other coal industry Councils - Coal Council's Alliance of Australia (CCA).	Membership from Victoria, NSW and Queensland and facilitated the development of a position paper for the CCA utilising internal expertise and ACIL Tasman. CCA met on in July 2011 in Canberra with Minister Combet's Chief of Staff, Professor Garnaut and senior staff from the Department of Regional Australia.	The CCA was wound up in June 2012, following a decision by all members to discontinue with a formal structure. Having established the relationships, the group was open to informal discussion in future as desired.	The CCA was wound up in June 2012, following a decision by all members to discontinue with a formal structure. The CCA proved to be a useful initiative, particularly in terms of gaining government attention and access to Australian Government stakeholders in the early days of our transition work.
Support and further develop regional industry networking, partnership and knowledge sharing events.	Promotion of sustainable business programs such as "Grow Me the Money" and "Carbon Down" to our SME sector. Council supported the Gippsland Trades and Labour Council in the delivery of low carbon transition forums.	Council supported other groups within the region by attending and assisting with networking, partnerships and various transition related event including the Gippsland Trades and Labour Council two-day Just Transition forum; Regional Development Victoria community consultation activities for the draft Latrobe Valley Industry and Employment Roadmap; attendance at the Deputy Premier's Business Leaders Forum, and attendance at a range of other events.	Council attends and promotes a range of trade shows and conferences and sponsors an award at the Bendigo Bank Business Awards. Council sponsored the preparation of an Industry Capability Statement in October 2013, highlighting skilled mining and power generation expertise in the Latrobe Valley. Council holds regular developers forums, and will hold the Major Projects Summit in February 2014.
Establish the Latrobe City Low Carbon Transition Consultative Committee.	Established the committee and Professor Garnaut addressed its first meeting in April. The Committee also met with a range of Australian Government Ministers. The Department of Climate Change has committed a representative for each meeting.	The Committee held regular meetings throughout 2011 and 2012, including with Australian Government Ministers. Representatives from the Australian Government attended a number of meetings and responded to questions from the group. The Committee also received briefings from internal and external stakeholders, and members participated in a delegation to Canberra in September 2012.	In April 2013 Council resolved to discontinue the Committee. Council wrote to all members to thank them for their participation.
Establish ongoing communications processes and forums with key State and Federal Government departments and relevant Ministers.	Council met with and developed relationships with advisers for a number of Australian Government ministers, all of whom committed to ongoing communication and support. In June Council held a Community Conversation with Professor Garnaut and a panel of experts. Three community forums were planned to take place before the end of 2011.	Council continued to pursue opportunities to meet with and develop relationships with key State and Australian Government ministers, their advisers and departmental staff. In 2012, Council travelled to Canberra for the purpose of meeting with stakeholders, as well as hosting ministerial meetings at Council.	Council hosted the Victorian Parliamentary Committee on Economic Development and Infrastructure in Traralgon in May 2013, in its inquiry into local economic development initiatives in Victoria. In June 2013 Council met with key Australian Government Ministers, Shadow Ministers and their officers in Canberra, sharing Securing Our Future 2013 and providing an update on the Latrobe Valley's requirements for transitional assistance. Council also travelled to Hastings to meet with a Shadow Minister, and continues to host quarterly parliamentary briefings at Council Headquarters.

Policy Actions	Progress 2010/11	Progress 2011/12	Progress 2012/13
Provide briefings on Latrobe City's transition policy and specific transition needs for the relevant State and Federal Government Ministers as well as Shadow Ministers.	Briefed the Office of the Prime Minister and the Deputy Secretary of the Department of Prime Minister & Cabinet on Council's policy implementation and on the need for social impact analysis to be undertaken.	Council briefed Victorian and Australian Government ministers, their advisors and departmental officers on many occasions about Latrobe City's transition policy and the needs of our community. Council established strong relationships with key agencies: Department of Regional Australia, Local Government, Art and Sport; Department of Resources Energy and Tourism, and Department of Climate Change and Energy Efficiency. Council regularly hosts local MP briefings, and has taken this opportunity to keep them up to date on our activities, and to lobby for funding and other support.	Council has continued to brief both Victorian and Australian Government ministers, their advisors and departmental officers on many occasions about Latrobe City's transition policy and the needs of our community. In June 2013 a Council delegation to Canberra met with Ministers and Shadow Ministers, discussing Latrobe City's needs and presenting Securing Our Future 2013. The Mayor and CEO met with Greg Hunt MP in his electorate office in July 2013. The Mayor has written to many of the new Australian Government Ministers to advocate for the community and request meetings.
Advocate for local representation on the Climate Change Action Fund stakeholder committee.	Latrobe City Council was represented on the Climate Change Action Fund stakeholder committee in 2010-11. The Fund was abolished when the proposed Carbon Pollution Reduction Scheme was deferred.	Complete.	Complete.
Develop and nurture partnerships and networks with local stakeholders and interest groups.	Council engaged in numerous activities to develop and nurture relationships, and presented Council's policy to a variety of interested local organisations and groups including industry. Council continued to work with organisations such as the Gippsland Climate Change Network, ClimateWorks and the Department of Primary Industries on a range of initiatives including the Gippsland Low Carbon Growth Plan.	Council continued to work with local organisations including the Gippsland Climate Change Network, the Department of Primary Industries, the Department of Planning and Community Development and Regional Development Victoria, as well as the Regional Development Australia Gippsland Committee. Council attended and contributed to public forums and discussions wherever relevant and possible. Council's held three Low Carbon Transition community conversations in late 2011, drawing considerable crowds and representatives from each level of government.	Council continues to work closely with local organisations and further develop partnerships and networks and remains involved in a range of forums relevant to low carbon economic transitioning for the Latrobe Valley, including the Gippsland Local Government Network, Gippsland Regional Plan Leadership Group, and the Gippsland Climate Change Network. Council is an ongoing participant in the Latrobe Valley Transition Committee and Senior Officers Group. Council is also active in the South East Australian Transport Strategy group, lobbying for improved transport connections across south-eastern Australia.
Establish ongoing communications processes and forums with key State and Federal Government departments and relevant Ministers.	Council met with and developed relationships with advisers for a number of Australian Government ministers, all of whom committed to ongoing communication and support. In June Council held a Community Conversation with Professor Garnaut and a panel of experts. Three community forums were planned to take place before the end of 2011.	Council continued to pursue opportunities to meet with and develop relationships with key State and Australian Government ministers, their advisors and departmental staff. In 2012, Council travelled to Canberra for the purpose of meeting with stakeholders, as well as hosting ministerial meetings at Council.	Council hosted the Victorian Parliamentary Committee on Economic Development and Infrastructure in Traralgon in May 2013, in its inquiry into local economic development initiatives in Victoria. In June 2013 Council met with key Australian Government Ministers, Shadow Ministers and their officers in Canberra, sharing Securing Our Future 2013 and providing an update on the Latrobe Valley's requirements for transitional assistance. Council also travelled to Hastings to meet with a Shadow Minister, and continues to host quarterly parliamentary briefings at Council Headquarters.

Ongoing policy uncertainty

In July 2013, the Australian Government proposed moving from a carbon tax to an Emissions Trading Scheme. However, the federal election intervened in early September 2013, and the carbon tax remains in play, pending repeal by the new Australian Government that intends to replace a carbon tax with its Direct Action Plan.

The Direct Action Plan is intended to efficiently and effectively source low cost emissions reductions. It will build on the Carbon Farming Initiative and includes an Emissions Reduction Fund (ERF) to provide incentives for abatement activities across the Australian economy.

Prior to the September election, the former Opposition indicated it would commit \$60 million to develop the Latrobe Valley, Hunter and Central Queensland regions as Clean Energy Employment Hubs to drive clean energy research and development, and support the identification and attraction of new employment opportunities to assist the transformation of local coal industry jobs transformation to clean energy jobs. This initiative was axed shortly before the election as it was decided the Renewable Energy Target and Australian Renewable Energy Agency are the most appropriate mechanisms for supporting investment in renewable energy.

An opportunity exists for Council to continue to proactively plan for a low carbon emissions economy, taking into account further policy changes and uncertainty. Council has already begun the process of developing relationships with the new Australian Government, and hopes to see its efforts translate into real support and funding for projects that have the potential to create long term job opportunities and encourage investment in the region.

Lobbying and Advocacy

An over-arching element of Council's transition work has been ongoing lobbying and advocacy. Council has seen the value of pursuing relationships with both state and federal government ministers and their staff, departmental representatives, and local industry and business representatives.

2010 - 2013

Since the announcement of the CEF package in July 2010, Council has met former senior Australian Government Ministers including the Minister for Regional Australia, Local Government, Art and Sport, the Minister for Resources, Energy and Tourism, the Minister for Climate Change and Energy Efficiency and the Prime Minister.

Council also met with a range of senior advisory and departmental staff, as well as members of the federal opposition.

The purpose of these meetings has been to discuss Council and community concerns, and local needs for structural adjustment assistance. This has included advocating for funding for initiatives and projects designed to create jobs and encourage investment. Council's clear message has been that the Australian Government must share responsibility for this enormous task, and that sustainable jobs creation, investment attraction and liveability are key to a thriving future.

A particular highlight was meeting then Prime Minister Julia Gillard one week after her carbon tax announcement. At short notice, the Prime Minister met with the Mayor and key senior staff at Council Headquarters, listened to Council's concerns and committed to a departmental presence at each of Council's three community consultations to explain the proposed carbon tax to the community.

In November 2012, a general local government election was held and

three new Councillors were elected to Latrobe City Council. Throughout 2013, and particularly in light of the federal election announced in January, Council continued to actively pursue opportunities to lobby and advocate for the community.

In June 2013, two Councillors travelled to Canberra with senior Council staff, and participated in meetings with a number of key government stakeholders, including:

- Mr Gary Gray, Minister for Resources and Energy, Minister for Small Business, Minister for Tourism
- Mr Allen Behm and Mr Guy Ragen (Chief of Staff and Adviser to Minister for Climate Change)
- Mr Simon Tatz, Chief of Staff to Sharon Bird, Minister for Higher Education and Skills
- The Hon Katherine King, Minister for Road Safety, Minister for Regional Services, Local Communities and Territories
- Senator Richard Colebeck, Shadow Parliamentary Secretary for Innovation, Industry & Science
- Mr Ian Macfarlane, Shadow Minister for Energy and Resources and Mr Graham Edney Adviser to the Shadow Minister
- Mr Darren Chester, Member for Gippsland
- Mr Russell Broadbent, Member for McMillan
- Matthew Canavan, Chief of Staff to the Shadow Minister for Regional Development, Local Government & Water
- Phil Lindsay, Adviser Office of the Leader of the Opposition The Hon Tony Abbott

During these meetings, Council focussed on the need for ongoing structural adjustment support from the Australian Government, and stressed the importance of funding for projects, despite the proximity to a federal government election.

In August 2013, the Mayor met with Mr Greg Hunt, Member for Hastings and Shadow Minister for Climate Action, Energy and Heritage at his electoral office in Hastings. Council had been invited by Mr Hunt, after a chance meeting in the halls of Parliament House in June. Senior Council officers also attended, and provided Mr Hunt with briefing materials about Council's low carbon transition activities, and the need for funding of a number of projects, including the Moe Rail Precinct Revitalisation Project. Mr Hunt provided information about the Direct Action Plan and suggested Council may be eligible for funding under the Plan. Council will consider its eligibility for funding under the Plan, should it become policy.

September 2013 and beyond...

On 7 September 2013, a federal election was held, resulting in the formation of a new Australian Government, under the leadership of Prime Minister Tony Abbott. Letters to new Australian Government ministers were signed by the Mayor in October, inviting them to meet with Council (either in Canberra or at Council Headquarters) to discuss Council's transition activities and asking them to adopt a strong partnership approach with Council in addressing transition challenges.

Council believes it is essential to develop and maintain good relationships with both sides of government to ensure we remain well informed and continue to demonstrate its flexibility and willingness to collaborate. Council will seek to stay in contact with key



Professor Ross Garnaut addresses the Community Conversation in June 2011; Simon Crean, Minister for Regional Australia, Local Government, Art and Sport visits City of Latrobe; Martin Ferguson, Minister for Resources, Energy and Tourism at Council HQ in Morwell

Opposition stakeholders, as well as working with the new Australian Government to transition the local community wherever we identify an opportunity to do so.

Throughout 2013, a key focus for Council's lobbying has been the Moe Rail Precinct Revitalisation Project (the Moe project), a strategic infrastructure project that has broad community and business support. The Moe project would provide a much needed economic and social boost to Moe's town centre and improved access to a range of essential services to all members of the community. In recognition of its strategic, economic and practical value to the region, a commitment for funding of \$7.5 million was made by the former Australian Government in July 2013.

The funding committed was not part of the Regional Development Australia Fund, but was promised as a separate, focussed effort to provide structural adjustment assistance to the Latrobe Valley. Funding was committed after a lengthy and comprehensive process where Council and the community made significant efforts to convince both levels of government of its strategic importance and relevance. As a result, both the Victorian State Government's Latrobe Valley Industry and Employment Roadmap and the joint ministerial Latrobe Valley Transition Committee's Report to Government (June 2012), recommend that this project be funded as a priority. Unfortunately, a funding agreement was not signed prior to the election on 7 September 2013.

In October 2013, the Mayor wrote to key senior Australian Government ministers, including the Prime Minister, to request urgent meetings to discuss the new government's commitment to funding the Moe project.

Key strategic documents

To assist in clearly articulating its priorities Council has invested time and resources in producing quality documents (besides the Policy) that stress the focus of economic development, and provide a starting point for discussion. Two such documents are:

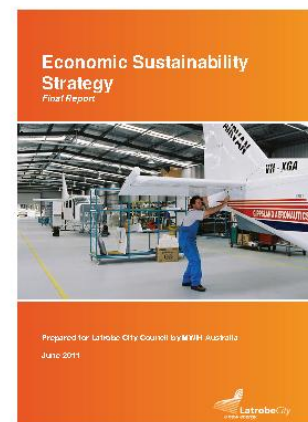
- Economic Sustainability Strategy (2011): describes the framework by which Council will work with the community to cultivate sustainable economic development in Latrobe City and contribute to the delivery of the liveable, vibrant and enterprising region described in the Latrobe 2026 community vision.
- Securing Our Future 2013: this is Council's key lobbying tool in highlighting opportunities for investment and jobs creation in Latrobe City. It catalogues a range of proposals at varying stages of readiness across the municipality, and calls for funding and other support by the Victorian and Australian Governments.

These documents – and many others – are accessible on Council's website, and can also be found at service centres.

Securing Our Future

Securing Our Future 2013 – Government Investment Opportunities in Latrobe City, is a comprehensive revision of the Council document, Securing Our Future – Latrobe City Council Low Carbon Transitional and Immediate Opportunities (2011).

Securing Our Future (2011) was a breakthrough document that Councillors first worked on in 2011 as community representatives. It set out Council's low carbon transition and immediate opportunities, including a range of specific projects. The message was "jobs jobs jobs", with the burden



Economic Sustainability Strategy 2011



Securing Our Future 2013



*The Prime Minister, Julia Gillard
visits City of Latrobe, July 2011*

placed on the Australian Government to assist with structural adjustment issues now – not once the impact is being felt. It was a very innovative piece of work and one which has garnered the attention of both state and federal governments for its boldness.

As with the earlier version, Securing Our Future 2013 document clearly articulates the importance Council places on local jobs creation and investment, and the need for government assistance to achieve these goals. Long term advantages would be created by these projects, including longer term jobs, and added liveability for all in the region. As a secondary benefit, the document demonstrates Council's commitment to economic development to the local business community. Almost 5000 hard copies of Securing Our Future 2013 have been distributed within the community, and a fact sheet was developed to assist staff in explaining it to people.

Over time, many areas of the organisation have taken an increasing role in advocacy activities, from participating in distribution of these documents, attending external stakeholder meetings and events, and by actively being involved in advocating for priority projects.

External stakeholder efforts

External stakeholder lobbying and advocacy efforts have been an important part of the transition activities that have taken place across the Latrobe Valley in recent years. Since adoption of the policy in 2010, new committees have been formed and some existing groups have taken up the challenge of lobbying state and federal governments for specific projects and more general structural assistance. These efforts are broadly consistent with Council's approach and help demonstrate that the wider community shares Council's view that a proactive

approach is necessary to tackling the challenges of transition.

Council has developed strong relationships with stakeholders from across industry, government departments, education providers and unions. A range of different views and perspectives is vital to building a complete picture of what transition looks like and different people and organisations bring different, and often very valuable, expertise to the table. The relationships Council has formed have been invaluable in terms of collaborating about ideas and strategy, and keeping up to date with developments.

Community

The local community is vital to the success of Latrobe City's transition, and Council has an obligation to keep the community informed and involved – including via publications, forums and ongoing discussion. Council realised early on in its transition work that the community wanted to be informed and play a role in shaping its own future. However, the community clearly needed more information.

In the wake of the CEF package announcement in 2010, Council organised three community forums to bring people together to share information and encourage discussion. These were held across the municipality and were open to all members of the community to attend. Council's Low Carbon Transition Committee members made up the bulk of a panel of local experts at each meeting. As agreed by the former Prime Minister, a senior Australian Government representative also attended each meeting to provide information and respond to questions about the CEF package.

The community forums were very successful, with each session attracting a diverse cross section of the community, from people wanting to learn the basics about the CEF to those already engaged in the conversation. In total, around 200 people attended these sessions and feedback from the community was positive.

Council worked collaboratively with Monash University Gippsland to host a Community Conversation at the Gippsland campus in June 2010. The conversation provided an opportunity for the community to ask questions of a panel of local stakeholders, as well as Professor Ross Garnaut. The event attracted over 250 people and garnered national media attention.

Another way in which Council seeks to inform the community about its

low carbon transition activities is via regular media releases. A range of media releases have been issued during 2013, including the following:

- Council adopt new Securing Our Future document to attract jobs, 20 June 2013, in which the Mayor outlined the document and its purpose;
- Mayor outlines transition activities with shadow minister, 5 August 2013, in which the Mayor provided information about her meeting with Greg Hunt, Shadow Minister for Climate Action, Energy and Heritage;
- Latrobe City Council calls for commitment prior to election, 26 August 2013, in which the acting mayor called on the Australian Government and opposition to commit to helping Council continue its proactive transition efforts;
- Direct action plan uncertainty provides opportunity to improve partnerships, 16 September 2013, in which the acting Mayor described the Australian Government's announcement that it was withdrawing funding for Clean Energy Employment Hubs, as disappointing, given that one would have been established in Latrobe City; and
- Council seeks support on repeal of carbon price legislation, 22 October 2013, in which the mayor asked the new Australian Government to engage with Council and commit to funding the Moe project, as promised by the previous government prior to the election in September.

In addition to regular media coverage and comment about Council's transition efforts, a number of articles have been published, including in the publications Sustainability Matters and Council Manager Magazine, and Council has provided

information for a history of the Latrobe Valley that is expected to be published in 2014. All of these sorts of efforts help Council to reach a much larger interested audience, and maintain its profile as leaders of transition.

Broader participation:

Council supports a range of other relevant initiatives, events and programs.

- The development of the Gippsland Regional Plan (GRP)⁴ under the Gippsland Regional Plan Leadership Group, brings together senior representatives from the region's federal, state and local governments and the private sector. Four thematic strategic advisory groups guide the work of the GRP: Economic Development, Low Carbon Economy Transition, Environment and Natural Resource Management, Health and Community Wellbeing. Council's CEO chairs the Low Carbon Economy Transition Strategy Group which has responsibility for development of the Gippsland Low Carbon Action Program.
- The Regional Growth Plan (RGP)⁵ has been identified as one of ten key regional priorities in the 2010 Gippsland Regional Plan. The RGP was prepared by the Victorian Department of State Development, Business and Innovation in partnership with the region's six Councils, including Council, and is one of either regional growth plans for Victoria that the state government has committed to. It aims to provide broad direction for regional land use and development over the next 30 years, as well as detailed planning frameworks for key regional centres.
- Council participates in the Gippsland Climate Change Network (GCCN), a not for profit organisation with a diverse membership consisting of





organisations from across all levels of government, private business, community groups and other organisations across Gippsland. GCCN's focus is to provide information, consultation and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues. It is working to deliver practical aspects of the Gippsland Low Carbon Growth Plan, which was prepared by ClimateWorks Australia in 2012 and focusses on cost-effective emissions reduction activities.

- ClimateWorks Australia (ClimateWorks)⁶ was founded in 2009 through a partnership between the Myer Foundation and Monash University, with a mission to substantially reduce Australia's greenhouse gas emissions over the next five years. To support the implementation of the GRP, ClimateWorks was commissioned to identify a range of practical actions for the region to reduce emissions, while working to implement its longer-term strategic regional plan. The plan was funded through the Latrobe Valley Advantage Fund by Regional

Development Victoria in partnership with Council on behalf of the Gippsland Local Government Network.

In October 2011, ClimateWorks released the Low Carbon Growth Plan for Gippsland,⁷ (the Plan) which identifies a range of low cost emission reduction opportunities. The Plan considers opportunities in the Manufacturing, Mining and Freight, Commercial and Services sectors, in Households and On the Land. It was developed with the participation of members of Gippsland's business, industry and government communities who provided data, identified actions and reviewed the Plan's findings.

- In 2011, the Royal Melbourne Institute of Technology's (RMIT) Office of Urban Transformations Research (OUTR) approached Latrobe City Council to provide support for its Transiting Cities research project focussed on the Latrobe Valley. Council has supported the OUTR team by providing resources and information for its initiatives that have included an international design competition,

street market, and shop front in Morwell. The research explores strategies for an adaptive and resilient regional centre which can respond to the variable challenges the region may face, including a transition to a low carbon economy that will result in disused power generation infrastructure.

The Latrobe City Transiting Cities – Low Carbon Futures International Design Competition asked designers to promote and encourage new innovative and alternative opportunities to emerge in order for Latrobe City to transition into a low carbon, prosperous and vibrant future. It drew competitors from around the world and entries were displayed in the Latrobe Regional Gallery.

Council has been invited to participate in conferences Australia-wide to speak about its transition work, including:

- Municipal Association Victoria – 2010
- Committee for Economic Development Australia – 2010



Peter Ryan, Latrobe Valley Roadmap Launch at Latrobe Regional Airport

- Gippsland Trades and Labour Council Transition Conference – 2010
- Agribusiness – 2011
- Government Sustainability Conference – 2011
- Gippsland Climate Change Network – 2011
- United Nation Association of Australia – 2011
- Advance Morwell – 2011
- Local Government Managers Australia Conference – 2012
- 6th Making Cities Liveable Conference – 2013
- Clean Coal Victoria – 2013

Council has also been asked to present and provide information to research students, including to later year Monash University Environmental and Political Journalism students in 2011,

and hosted a visit by the federal Department of Climate Change graduate group in 2012.

In September 2011, Council hosted a visit by Professor Tim Flannery, the Australian Climate Commission's Chief Commissioner, and a number of his colleagues. The Climate Commission was established in February 2011 to inform Australia's approach to addressing climate change and help build the consensus required to move to a competitive, low pollution Australian economy, including through public outreach events. Council discussed the region's challenges and opportunities with Professor Flannery, as well as assisting with arrangements for the Commission's public outreach events.

In 2012, Council's Manager Regional Partnership was awarded a prestigious Churchill Fellowship, and travelled the globe to study the transition strategies and activities of other local governments and organisations. Meetings with organisations across the United States, the United Kingdom and Denmark resulted in a wealth of information and ideas that was transformed into

a Fellowship Report, published in February 2013 and entitled "Local Government Strategies for Transitioning Communities."

Churchill Fellowships are designed to allow people to undertake study that will benefit their community, and as such, recipients must have demonstrated considerable abilities and knowledge in their chosen area. This award highlighted that Council is in a position to attract expert knowledge and build its capacity so that it may better respond to challenges and represent the community.

⁴ <http://www.gippslandregionalplan.com.au/>

⁵ http://www.dpcc.vic.gov.au/_data/assets/pdf_file/0017/151901/Gippsland-plan-final-web-1-23072013.pdf

⁶ <http://www.climateworksaustralia.org/>

⁶ <http://www.climateworksaustralia.org/project/regional-plan/low-carbon-growth-plan-gippsland>



THREE

**Victorian
& Australian
government
efforts**

“ Our hope is that through this type of open and genuine discussion these departments and ministers will gain a better understanding of the needs of our community, the people, the industry and commerce, and the aspirations ”

Australian Government

Council has made significant efforts to develop relationships with the Australian Government of the day. Council has consistently held the view that a government which makes macro-economic policy changes that will adversely affect an entire region, must take responsibility for the structural adjustment required by the region to cope with these changes. This includes providing funding and other support that may be needed as the community adjusts.

Running parallel to the carbon tax was the 'Contract for Closure' process whereby the former Australian Government sought to remove around 2000MW of highly emissions intensive generation capacity by 2020. The contract for closure was a voluntary process whereby Australia's biggest carbon dioxide emitters essentially bid for a contract to close. The idea was that the government would pay for emissions to be removed from the atmosphere, whilst also ensuring reliable ongoing power generation and providing certainty to investors in lower emissions generation capacity. No budget was ever announced to fund the closures and negotiations took place over approximately one year, during which Council kept in close contact with the department managing the process.

Following an Expression of Interest phase, five generators were invited to proceed to the negotiation phase. The local generators involved were Energy Brix (HRL), Hazelwood Power Station (Hazelwood Power Partnership, 91.8% owned by International Power GDF Suez Australia), and Yallourn Power Station (TRUenergy). Ultimately, the process was abandoned in

September 2012 as the Australian Government was unable to reach a deal with any of the five generators.

The Australian Government responded to concerns raised in the Latrobe Valley and elsewhere in regions of Australia that expected to be adversely affected by the price on carbon as follows:

1. Regional Structural Adjustment Assistance fund (RSAA) – \$200 million was set aside for structural adjustment assistance to support workers, regions and communities that remained strongly affected by carbon pricing after other forms of assistance have been provided. The need for structural adjustment assistance would involve consideration of the following:

- how rapidly the region's economy must transition as a result of carbon pricing
- how significant the introduction of carbon pricing is to the region's economy
- whether the region is vulnerable to increased socio-economic disadvantage as a result of the introduction of carbon pricing

- whether the region has the potential to be viable without ongoing support.

The RSAA was reduced to \$15M in early 2013.

Funding announcements were made by the Australian Government in July for the Moe project and Latrobe Valley University Training Clinic. Unfortunately, funding agreements were not signed prior to the federal election in September. The new Australian Government has not confirmed that funding will be provided for the University Training Clinic, however funding was announced for the Moe project in December 2013.

2.

The Latrobe Valley Transition Committee (LVTC)⁸ was formed as a part of joint ministerial response by the Australian and Victorian Governments. It was designed to bring together a group of key local stakeholders, including local government and its main task was to provide advice for the Australian Government to:

- Identify the challenges and opportunities facing the region's economy
- Set a clear, long term direction for industry development and employment growth; and
- Outline processes to support coordinated planning and investment between levels of government, regional institutions and businesses.

In addition, a Mayoral Reference Group was established to provide the Committee with first-hand knowledge of local issues and concerns of the Latrobe Valley community. A Senior Officer's Group consisting of senior representatives from each organisation was also established to monitor progress and help inform the Committee.

The LVTC completed the Report to Government (the Report) in June 2012.⁹ The Report provides advice on the necessary actions and investments needed to support the Latrobe Valley to respond to challenges facing the economy and labour market and achieve growth and diversification of the regional economy. The Report includes strategic directions and actions to be considered by Australian and state governments in developing their respective responses to structural adjustment in the Latrobe Valley.

There are two Australian government policies that may significantly influence events in the Latrobe Valley over the next three years:

- The Direct Action Plan (DAP) – the DAP may provide new opportunities for innovation and major projects in the Latrobe Valley that reduce emissions. It is likely to provide a substantial funding source for new technology not only for generators, but also other industrial and major facilities.
- The Renewable Energy Target (RET) – the RET will continue to mandate the building of additional wind and other power generation. Little of this additional generation capacity is likely to be built locally.

Other Australian Government policies and initiatives (such as for a Green Army and carbon farming) may provide opportunities in Latrobe City. The Australian Government is also potentially a key backer of carbon capture and storage technologies, and has responsibilities for promoting relevant research and development.

Victorian Government

The Victorian Government has committed significant time, funds and resources in the Latrobe Valley through a number of initiatives and programs, including as a partner with

⁸ More information about the LVTC can be found at <http://www.rdv.vic.gov.au/business-and-industry-programs/latrobe-valley-transition-committee>

⁹ Report can be found at http://www.rdv.vic.gov.au/_data/assets/pdf_file/0003/195690/LVTC-Report-to-Govt-Final-Version-20-June-2012.pdf

¹⁰ More information about LVIF can be found at <http://www.rdv.vic.gov.au/infrastructure-programs/latrobe-valley-industry>

¹¹ More information can be found at <http://www.education.vic.gov.au/about/programs/learningdev/learningdev/Pages/skillvalley.aspx>

¹² The Roadmap can be located at http://www.rdv.vic.gov.au/_data/assets/pdf_file/0011/195734/Latrobe-Valley-industry-and-employment-roadmap-WEB_v2.pdf

the Australian Government in the Latrobe Valley Transition Committee.

1. Latrobe Valley Industry and Infrastructure Fund¹⁰

The Latrobe Valley Industry and Infrastructure Fund (LVIIF; formerly the Latrobe Valley Advantage Fund) was created to provide funds for initiatives across the Latrobe Valley. Total funding of \$35 million was provided under this fund, which covers three streams or areas of focus:

- Creating jobs and attracting new investment in industries: supporting development of industries and jobs through networks, cooperation and partnerships; investment in enabling infrastructure; and innovation support for small, medium and large enterprises;
- Skilling the Valley¹¹: investing in local capabilities, supporting the establishment and expansion of emerging industries; identifying new business opportunities and preparing the current and future workforce through development of skills and training opportunities; and
- Supporting sustainable research and development: investing in new research, development and demonstration opportunities in the Latrobe Valley and broader Gippsland region, particularly sustainable use, restoration of natural resources and low-emissions energy.

A particular achievement for Council in respect of LVIIF has been the three year contract under the Skilling the Valley initiative that has allowed Council to employ a senior officer to focus on implementation of its low carbon transition policy. The Industry Link Officer program will attract a total of \$300,000 (incl GST) over three years is now in its final year.

2. The Latrobe Valley Industry and Employment Roadmap¹²

The Latrobe Valley Industry and Employment Roadmap (the Roadmap) was funded under the one billion dollar Regional Growth Fund and launched in July 2012 to address impacts of a national carbon price on energy intensive business in the Latrobe Valley. The Roadmap is the result of extensive research and consultation in the Latrobe Valley, and was created to give the Victorian Government a clear understanding of the challenges facing the local economy.

The Roadmap includes early actions and intervention to create employment and stimulate new investment, ahead of restructuring the power generation sector and the full impacts of a national carbon price. It sets out seven strategic directions grouped into short term, medium term and long term outcome stages, and contains thirty-six actions to achieve these outcomes.

Council provided substantial support and input during the development of the Roadmap by providing information and by facilitating a well-attended public consultation forum for the relevant Victorian Government department. Council provided input and feedback through ongoing discussion with Victorian Government representatives, and via formal submissions. By doing so, Council was able to influence the final report by ensuring the inclusion of important priority projects that are consistent with Council's agenda, such as the Gippsland Logistics Precinct and the former Lurgi site redevelopment.

Implementation of the Roadmap is the responsibility of the Victorian Government and a range of its departments are involved, with Regional Development Victoria coordinating the overall response through its office in Traralgon.

This includes the Senior Officers Group which continues to meet monthly for an update on the progress of the Roadmap's implementation and to discuss emerging issues.

As a result of Council's input, the Roadmap is broadly consistent with Council's own low carbon transition policy "Positioning Latrobe City for a Low Carbon Emission Future" (2011), Council's "Economic Sustainability Strategy" (2010), and key lobbying document "Securing Our Future" (2013). Council continues to support the implementation of the Roadmap, primarily through participation in the Senior Officers Group meetings and relevant actions.

A related Victorian Government initiative is Clean Coal Victoria (CCV), which was set up in 2009 to maximise the value of Victoria's coal resources in order to best deliver the economic, social and environmental objectives for local communities and Victoria. \$12.2 million was provided by the Victorian Government to form CCV, whose principal functions are strategic planning, regional environmental planning, research and investigation of the coal resource, and engaging with the industry, the community and other key stakeholders.

The CCV is responsible for the development of the Victorian Brown Coal Roadmap, designed to articulate potential pathways for coal development in the future. This is an evidence-based document identifying technology opportunities that may be realised over time. In addition, CCV set up the CCV Advisory Committee in 2010 with members representing key stakeholder groups.



FOUR

Conclusions

“ A proactive approach has demonstrated Council’s leadership, putting Council ahead of the game in considering strategies to ensure a prosperous future ”

Council took the lead in proactively addressing uncertainty created by proposed changes to federal carbon pricing policy that would adversely affect the local economy and community. Since work began in 2009, the drivers for the policy may have changed, but Council has continued to lead action and information sharing in Latrobe City, and has demonstrated capacity and commitment to representing its community. Council has also learned a great deal in responding to transition challenges and has lifted its profile in doing so.

Part of the challenge for Council has been in convincing other levels of government – particularly the Australian Government – that the community has already been adversely affected over the years by changes in the local economy, and that despite recovering from the privatisation of the State Electricity Commission in the 1990s, proposed macro-economic policy changes continue to take a toll on the local economy and investor confidence.

Coupled with the challenge of convincing government to acknowledge the adverse effects its policy changes have had on the local community, is the challenge of extracting commitments to support and invest sufficient resources to deal with the issues in a way that works best for the community.

Both an achievement and a challenge is obtaining funding from the Victorian and Australian Governments. Council attracted structural adjustment type funding from the Victorian Government early on, while the Australian Government announced a \$200 m allocation of funds, this was later reduced to \$15 m. Council continues to lobby

and advocate strongly for funding for a range of priority projects that are important to the survival and success of the region. In 2013 alone, Councillors and senior officers have met with a range of Australian Government ministers and shadow ministers to discuss projects such as Moe.

Council has never adopted a formal position on any of the carbon emissions reduction schemes that have been proposed over the years, and supports the balanced use of our brown coal resources. However, it has maintained a view that it is the responsibility of the Australian Government to provide structural adjustment assistance to the local community. Council has committed to working with the government of the day to ensure the community receives the maximum structural adjustment assistance possible and recognises that the scope of the adjustment task is beyond the capacity of Council acting alone.

The success of Council’s policy approach can be measured by completion of action items, and more broadly in the following ways:

- A proactive approach has demonstrated Council's leadership, putting Council ahead of the game in considering strategies to ensure a prosperous future. Council has focussed its energy and efforts on working constructively and collaboratively where possible, and has developed a clear list of priorities that focus on long term job security.

This approach has inspired others to take up the challenge of preparing the region for a low carbon emissions future, including other levels of government, industry, community groups and a range of committees. It has allowed discourse, discussion and dialogue to become common place, and has spawned an interest in the academic consideration of the region's economic, environmental and social issues.

- Recognising the link between economy, community and environment has been important in planning for the future, through economic and environmental strategies and supporting activities.
- Sending a strong message to the community that Council is committed to putting its interests first and advocating on its behalf has served to strengthen local relationships, and encourage ownership of issues and responses by stakeholders through engagement and involvement in the process.

Relationships have been developed and maintained with a broad range of stakeholders, including all levels of government, business, industry and the community. A collaborative approach has been important and Council's approach has led to engagement with other levels of government in a way that had not previously been achieved.

- Raising Council's profile as a well-informed, proactive organisation responsible for Victoria's fourth major regional city. Council achieved a change in profile and dynamic with the other levels of government, particularly the Australian Government and now has regular conversations with the policy makers and politicians. Council works very hard to ensure commitments to share information, support activities, and work together are met.

Challenges continue to exist and although they may change with time, they will always be part of this sort of work. As well as the challenges already discussed, managing community and industry expectations about what Council can realistically achieve is an ongoing task, as is pursuing relationships with a diverse range of stakeholders.

Implementing the policy has largely been achieved and importantly, Council now has a range of additional policy and strategy documents that assist in preparing the local community and economy for a structural adjustment change in future, including the Economic Sustainability Strategy and Securing Our Future 2013.

While a great deal of work has been done to turn Council's plans and goals into actions, policy uncertainty remains as the new Australian Government has flagged an intention to repeal the carbon tax and implement an alternative policy. Once again, the Latrobe Valley is waiting to see what will happen at a federal level and will potentially need to adjust its response accordingly.

Latrobe City Council can be proud of the low carbon transition policy work it has undertaken since 2009, including the development and implementation of the policy and

its ongoing actions today. Council is in a better place than where it would be if it did not have a policy as a base from which to work. This policy position allows Council to be able to work closely with other stakeholders in the low carbon transition space and to be prepared for future developments.

Council is now very well placed to decide whether it will develop a new policy or strategy to take the community forward, and if it does it will need to carefully consider what that new policy will look like and what will its focus be. Regardless, Latrobe City Council has cemented its position as a leader of local transition.

¹³ Funding relates to specific structural adjustment amounts, not to funds provided through existing funding streams widely available, including the Regional Development Australia Fund, through which Council received funding for airport infrastructure.





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**13.3 UPDATE REGARDING THE SISTER CITIES MUSIC EXCHANGE
PROGRAM TO CHINA AND JAPAN, 2014**

General Manager

Economic Sustainability

For Decision

PURPOSE

The purpose of this report is to seek Council consideration for the itinerary for the 2014 Music Exchange Program to Latrobe City Council's sister cities, Taizhou, China and Takasago, Japan.

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.

The report is consistent with the Sister City Visits Policy which states..."Through cultural, educational and sporting exchanges, the program helps to break down intercultural barriers (encouraging) openness, tolerance and mutual understanding".

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – 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.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 4: Advocacy For and Consultation with our Community

- Strengthen the profile of Latrobe City as one of four major regional cities.
- To advocate for and support cooperative relationships between business, industry and the community.

Strategic Direction

Establish a strong image and brand for Latrobe City as one of Victoria's four major regional cities.

Establish opportunities for volunteers to assist in raising the profile of Latrobe City.

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Strategy – Latrobe City International Relations Plan 2011-2014

Key Objectives:

1. **COMMUNICATION ACTIVITIES** – To further enhance the Latrobe City’s community understanding of the value of our International Relations Program.
2. **INTERNATIONAL INVESTMENT** - To continue to promote Latrobe City as an international investment location.
3. **ECONOMIC AND CULTURAL STRENGTHS** - To market the economic and cultural strengths of Latrobe City internationally.
4. **INTERNATIONAL STUDENTS** - To enthusiastically promote Latrobe City as a destination for international students.
5. **COMMUNITY INVOLVEMENT** – To expand and make accessible the range of existing cultural, sporting, educational and youth exchange opportunities for the residents of Latrobe City.
6. **FUNDING OPPORTUNITIES** - To pursue funding assistance opportunities that will facilitate meeting the objectives of the International Relations Plan.
7. **SISTER CITIES** – To develop, nurture and further enhance our relationship with sister cities.
8. **COMMUNITY ENGAGEMENT** - To positively engage with individual groups and organisations for the benefit of the Latrobe City community.

The following key action was adopted by Council as part of the International Relation Plan 2011-2014:

Key Actions	Timeline	Resources
Conduct an overseas / sister cities exchange biennially. In 2013/14 a Music Exchange program will take place.	13/14	\$25,000

Policy – Sister Cities Visits Policy 12-POL-1

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

BACKGROUND

Latrobe City's International Relations Program has been an integral component of Council operations since 2000 and has been very successful.

Latrobe City is committed to an International Relations Program for our community, for the purpose of international exchange and cooperation in the fields of economy, trade, science and technology, cultural exchange, education, sports, health and people.

Latrobe City, in partnerships with local community groups, sporting associations and the Latrobe City Youth Band has seen over 520 young people from Latrobe City experience Japanese and/or Chinese culture through exchanges with our Sister Cities.

At its ordinary Council meeting on 19 August 2013 Council resolved:

- 1. That Council approves the formation of the 'Latrobe City Concert Band' for the purpose of a Music Exchange to Taizhou and Takasago in 2014.*
- 2. That the band be a 30-35 player concert band with a minimum age of 15 years and a maximum age of 21 years.*

In accordance with the above resolution, a Latrobe City Concert Band was formed and includes drums, piano, guitar, trumpet, clarinet, trumpet/baritone horn, baritone saxophone, percussion, bass, french horn, flute and piccolo flute.

Mr Joseph Bonnici, Head of Music Kurnai College has been engaged in the capacity of Musical Director. Mr Alex Wilson, Music Director of the Francis Orchestra has been engaged in the capacity of Band Manager. Both Mr Bonnici and Mr Wilson have extensive experience in the music field.

Rehearsals and cultural awareness sessions commenced on Wednesday, 5 February, 2014 and will continue on a weekly basis until departure.

There is an expectation that at the conclusion of the tour members will continue to be proactive ambassadors of the International Relations program.

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The concert band members include the following members:

• 2014 Music Exchange	• Town
Francois Theron	Morwell
Leon Raymond	Traralgon
Tearna Schumann	Churchill
Kristen Jenkinson	Traralgon
Liam Tullet	Traralgon
Terese Davey	Churchill
Brandon Bugeja	Churchill
Kaitlin Pooley	Traralgon
Lori Thompson	Traralgon
Zara-Louise Ernst	Jeeralang Junction
Korey Kavadias	Traralgon
Matilda Lappin	Morwell
Zekinthia Halge	Morwell
Constantinos Kavadias	Traralgon
Lauren Grigoleit	Newborough
Rebecca O'Connor	Traralgon
William Haverkort	Traralgon
Daniel van der Werff	Callignee

ISSUES

This report has been prepared in order to seek Council approval of the 2014 Music Exchange Program itinerary. Each of the following subjects is in accordance with the Sister City Visits Policy. (refer to Attachment 3).

Proposed Dates and Itinerary

The proposed date of travel is 27 June 2014 to 13 July 2014 as outlined in the draft Itinerary (refer Attachment 1).

The proposed itinerary encompasses attendance at Takasago City's 60th Anniversary Ceremony, the Official Opening of the Australia Garden in Taizhou, band performances and rehearsals, attending Sister Schools, homestays and cultural activities.

Mayor/Delegate

The Mayor and/or her delegate is requested to attend sister city visits to represent Latrobe City. The Deputy Mayor and/or Councillors who sit on the Latrobe City International Relations Committee would generally be selected as the Mayors delegate.

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Council Officers

It is proposed that the Manager Arts, Events, Tourism and International Relations act as Tour Leader and Protocol Officer.

It is proposed that the International Relations Officer act as Sister Cities Liaison Officer.

Musical Personnel

The Musical Director (Joseph Bonnici) and Manager (Alex Wilson) will play a significant role in supporting Latrobe City Council's coordination of the Music Exchange program.

Individual Participants

Band members have been selected on criteria encompassing many aspects of musical ability. They are expected to represent Latrobe City appropriately and with cultural sensitivity. Band members have a number of key responsibilities: refer below.

Community Representatives

As has been past practice with sister cities visits, International Relations Committee representatives have accompanied delegations as community representatives. Council will not incur any expenses by the inclusion of such community representatives attending the sister cities visit.

Roles and Responsibilities

The Mayor and/or her delegate will be required to:

- Head the delegation
- Officiate at all Sister Cities formalities
- Officiate at all business meetings
- Deliver speeches
- Engage with the media pre- and post-tour

The Tour Leader/Latrobe City Protocol Officer will be required to:

- Attend all meetings and activities
- Provide support to the Mayor and/or her delegate
- Provide assistance to the Band Manager and Music Director as required
- Assist with travel arrangements and organisation of delegation
- Prepare speeches
- Supervise delegation members during delegation
- Provide Council with regular updates during the delegation
- Provide families with regular updates during the delegation
- Promote the program to the broader community during the delegation

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- Emergency contact

The Sister Cities Liaison Officer will be required to:

- Liaise with Sister Cities counterparts
- Provide translation and interpretation services
- Provide assistance to the Band Manager and Music Director as required
- Support the Tour Leader/Latrobe City Protocol Officer as required

The Band Leader and Band Manager will be required to:

- Coordinate and deliver pre-departure rehearsals
- Actively participate in fundraising initiatives
- Promote the Music Exchange Program both pre- and post-tour
- Support Latrobe City Council with the coordination and delivery of the delegation
- Take responsibility for the welfare of band members whilst on tour
- Be a worthy ambassador
- Actively participate in fundraising initiatives
- Attend cultural awareness sessions
- Attend pre-departure briefing
- Act as Latrobe City Council international relations ambassadors following the tour
- Promote the Music Exchange Program both pre- and post-tour

Community representatives will be required to:

- Represent the Latrobe City in a culturally sensitive fashion
- Attend civic functions and performances
- Act as Latrobe City ambassadors

Civic Engagements

Australian Garden Opening

The Australian Garden was built to commemorate the 10 year anniversary of Latrobe's sister city relationship with Taizhou. It is proposed that the music exchange delegation will attend and perform at the official opening of the Australian Garden. A letter of confirmation from Mr XU Guoping, Mayor of Taizhou Municipal People's Government to the Mayor confirming the visit was received on 16 October, 2013. (refer Attachment 2).

In accordance with the Latrobe City International Relations Plan 2011-2014, a key action is to provide a Latrobe City Council international exchange scholarship for a deserving indigenous student. It is proposed that Ronald Edwards, Indigenous community leader, emerging artist and significant contributor to the Australian Garden in Taizhou, China accompany the delegation for the China component to attend and participate in the opening of the Australian Garden.

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Costs for Mr Edwards' travel and accommodation will be covered by the \$3,000 scholarship which is allocated within the existing divisional budget.

Takasago City's 60th Anniversary Official Ceremony

A letter from the Mayor was sent to Mayor Mr Yukihiro Nobori of the Takasago International Association to officially confirm Latrobe City Council's attendance and participation in Takasago City's 60th Anniversary Official Ceremony on 1st July, 2014. Therefore, it is proposed that the delegation attend the Ceremony.

Economic Development Opportunities

Although titled as a Music Exchange Program the delegation to both sister cities will provide further leveraging opportunities through a number of investment and relationship-focussed meetings.

The purpose will be to explore, build relationships and receive an update on a range of future investment opportunities.

Should Council agree to this component of the itinerary, officers will work closely with the Australian and Victorian governments to identify relevant meetings during the visit to Osaka, Japan and Shanghai, China.

There are no budgetary implications for Economic Development leveraging opportunities to be undertaken.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

The 2013/14 Latrobe City Council budget was adopted by Council on 5 August 2013 and an allocation for the music exchange was included in accordance with the International Relations Plan 2011-2014.

Key Actions	Timeline	Resources
Conduct an overseas / sister cities exchange biennially. In 2013/14 a Music Exchange program will take place.	13/14	\$25,000

Council has committed \$800.00 in sponsorship to each band member. It is anticipated that costs to families will be \$2,800. However, it is expected that fundraising efforts will significantly reduce these costs.

**ORDINARY COUNCIL MEETING MINUTES
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A fundraising program is underway; all proceeds from these activities will be held in trust by Latrobe City and subsequently shared equally amongst the families to defray their costs.

Officer associated costs for the delegation will be limited to airfares and accommodation (total of approximately \$4,000 per person). It has been normal practice for the host city to provide meals and activities to delegations.

All costs associated with the visit can be accommodated from within existing divisional budgets.

In accordance with Council's Sister City Visits Policy, Councillors (other than the Mayor or their delegate) wishing to attend are invited to join the delegation. However they will be required to personally fund their airfares and accommodation expenses.

Members of the Latrobe City International Relations Committee (acting as community representatives) will be required to personally fund their expenses to accompany the delegation. Council will not incur any expenses by the inclusion of community representatives attending the sister cities visit.

Participation in the music exchange will adhere to councils Sister City Visits Policy 12-POL-1.

INTERNAL/EXTERNAL CONSULTATION*Details of Community Consultation / Results of Engagement:*

The proposed visit and draft itinerary has been discussed both directly and via correspondence with Council's sister cities.

Council, Latrobe City International Relations Committee, Music Director, Band Manager, parents and guardians have been kept fully informed of developments through regular newsletters and meetings.

OPTIONS

Council has the following options in respect to the Music Exchange Program:

1. Approve the proposed itinerary for the Music Exchange Program to Taizhou and Takasago in June/July 2014, incorporating attendance at the Takasago 60th Anniversary Celebrations, attendance at the Australian Garden Opening in Taizhou and other cultural and civic engagements; and

Approve the inclusion of local Indigenous leader Ronald Edwards in the delegation.

**ORDINARY COUNCIL MEETING MINUTES
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2. Not approve the proposed itinerary for the Music Exchange Program to Taizhou and Takasago in June/July 2014, incorporating attendance at the Takasago 60th Anniversary Celebrations, attendance at the Australian Garden Opening in Taizhou, and other cultural and civic engagements; and

Not approve the inclusion of local Indigenous leader Ronald Edwards in the delegation.

CONCLUSION

Our Sister City Program helps promote Latrobe City as a city of global significance, through exchanges and initiatives that focus on five key areas – education, culture, trade, tourism and sport.

The program enables us to foster international peace and goodwill, enriching our community with a broader understanding of other nations, their traditions, customs and cultures. Crucially though, it also provides a multi-lateral framework for cultivating economic growth across a host of trade, industry and business sectors.

Past Latrobe City Council youth exchange programs have been extremely successful providing life changing experiences.

The adoption of the draft itinerary and associated activities will allow Latrobe City Council to continue plans for the Music Exchange delegation to continue in order to enable the continued strengthening of the relationship between Latrobe City Council and our sister cities.

International exchange programs are an investment for life. The experience will be beneficial and valuable to those associated with such an exchange.

The Music Exchange also provides an opportunity to accept the invitation from the City of Taizhou to officially open the Australian (Latrobe City) Garden in Taizhou.

Attachments

1. Music Exchange Draft Itinerary
2. Letter from Mayor to Taizhou, China
3. Sister Cities Policy

**ORDINARY COUNCIL MEETING MINUTES
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That Council;

1. Approve the proposed itinerary for the Music Exchange Program to Taizhou, China and Takasago, Japan in June/July 2014, incorporating attendance at the Takasago 60th Anniversary Celebrations and attendance at the Australian Garden Opening in Taizhou and other cultural and civic engagements.
2. Approve the inclusion of local Indigenous leader Ronald Edwards in the delegation.
3. Approve the Mayor and/or delegate and recommended officers to participate in the Music Exchange Program.
4. Approve the Mayor and/or delegate to explore Economic Development opportunities in Osaka, Japan and Shanghai, China.

ALTERNATE MOTION

- 1. Approve the proposed itinerary for the Music Exchange Program to Taizhou, China and Takasago, Japan in June/July 2014, incorporating attendance at the Takasago 60th Anniversary Celebrations and attendance at the Australian Garden Opening in Taizhou and other cultural and civic engagements.**
- 2. Approve the inclusion of local Indigenous leader Ronald Edwards in the delegation.**
- 3. Approve the Mayor and/or delegate and recommended officers to participate in the Music Exchange Program.**
- 4. Approve the Mayor and/or delegate to explore Economic Development opportunities in Osaka, Japan and Shanghai, China.**
- 5. Approve that Community representatives or Latrobe City ambassadors shall be selected/recommended by a selection panel made up of the Mayor and/or Councillors who sit on the Latrobe City International Relations Committee, and that a further report be brought back to Council for noting.**

Moved: Cr White
Seconded: Cr Gibbons

That the Motion be adopted.

CARRIED UNANIMOUSLY

13.3

Update regarding the Sister Cities Music Exchange Program to China and Japan, 2014

1	Music Exchange Draft Itinerary	207
2	Letter from Mayor to Taizhou, China	211
3	Sister Cities Policy	213



MUSIC EXCHANGE PROGRAM 2014 27th JUNE- 13th JULY 2014 TAKASAGO AND TAIZHOU ITINERARY

❖ **Flights need to be confirmed**

Date	Activity & Comments	Location
27 June Friday	Depart Melbourne Airport Flight No.	
28 June Saturday	Arrive Singapore Depart Singapore Arrive Osaka Kansai International Flight No: Welcomed at Osaka Kansai International Airport by Takasago International Association and travel to Takasago City Hall by bus (approx. 2 hrs) Welcome Reception at Takasago City Hall Meet host families Back to homestay Check into Yukoh Hotel	Homestay Yukoh Hotel Hyogo-ken, Takasago-shi, Takasago-cho, Hamadamachi,2-9-21 Post code 676-0022 Tel:(0)79-443-6711
29 June Sunday	Students: Free day with host families Adults: a day tour to Kobe 9:00 Travel to Kobe 12:00 Lunch at Kobe 13:00 Travel to Marinepia Kobe 16:00 Travel to the Japanese Restaurant 18:00 Dinner	Homestay Yukoh Hotel Hyogo-ken, Takasago-shi, Takasago-cho, Hamadamachi,2-9-21 Post code 676-0022 Tel:(0)79-443-6711
30 June Monday	9.00 Takasago City Hall Workshop 12.00 Lunch PM Rehearsal	Homestay Yukoh Hotel Hyogo-ken, Takasago-shi, Takasago-cho,

Date	Activity & Comments	Location
	Mini Concert at School Students: back to homestay Adults: Official dinner with Mayor Mr Nobori	Hamadamachi,2-9-21 Post code 676-0022 Tel:(0)79-443-6711
1 July Tuesday	9.00 Takasago City Hall Workshop 12.00 Lunch Takasago City 60th Anniversary Ceremony PM: Rehearsal at Takasago Cultural Hall 18.00-21.00 Concert at Takasago Cultural Hall	Homestay Yukoh Hotel Hyogo-ken, Takasago-shi, Takasago-cho, Hamadamachi,2-9-21 Post code 676-0022 Tel:(0)79-443-6711
2 July Wednesday	9.00 Check out Yukoh Hotel 10.00 Farewell Party at Takasago City Hall 12.00 Travel to Kyoto	Hotel
3 July Thursday	City Tour- Kyoto Kinkaku-ji Temple (Golden Pavilion) Kiyomizu-dera Temple Arashiyama	Hotel Investment meetings in Osaka.
4 July Friday	Travel to Osaka from Kyoto Afternoon activities in Osaka <ul style="list-style-type: none"> • Osaka Castle 	Hotel Investment meetings in Osaka.
5 July Saturday	City tour Osaka Universal studios Osaka	Hotel
6 July Sunday	Osaka to Shanghai Flight Number: xxxxx Depart Osaka Kansai International Airport at xxx Arrive Shanghai - Pudong International Airport at xxx Welcomed at Shanghai International Airport by Taizhou Foreign Affairs Office Travel to Taizhou by bus Students: meet homestays Staff: check into hotel	Homestay Hotel
7 July Monday	Taizhou Rehearsal and preparation Cultural activities School activities Visit Meilanfang Garden Visit Wanghai Pagoda Chinese Traditional Music Official meeting with Taizhou Foreign Affairs Office Welcome Dinner	Homestay Hotel

Date	Activity & Comments	Location
8 July Tuesday	Taizhou Concert and Australian Garden Opening	Homestay Hotel
9 July Wednesday	Taizhou to Wuxi Hotel Check Out Visit Medical City and Museum Farewell Reception Travel to Wuxi	▪ Hotel
10 July Thursday	Wuxi to Shanghai Wuxi City tour – Lingshan Great Buddha Travel to Shanghai by bus (2.5 hours)	Hotel Investment meetings in Shanghai
11 July Friday	Shanghai Students: Pearl Tower Chenghuang Temple Renmin square Shanghai museum Shopping Night: Chinese Circus	Hotel Investment meetings in Shanghai
12 July Saturday	After lunch travel to Pudong Airport Shanghai to Melbourne Depart Pudong International Airport xxx Flight No: xxxxx Arrive in Singapore at xxxx Depart Singapore at xxxx Flight No. xxxx	
13 July Sunday	Arrive Melbourne at xxxxx	

泰州市人民政府

**Re: Welcome to the Australian Garden Opening Ceremony and
Latrobe Music Exchange Program in the spring, 2014**

September 17, 2013

Dear Cr. Sharon Gibson:

Thank you very much for your two letters received in late August, making proposal on the 2014 exchange programme between Latrobe and Taizhou.

It was a great pity that the tighten schedule prevented you from attending the sistercity convention held in China, but we are so happy to hear that your delegation will come as a combination with musical teams and Australian Garden celebration team in the spring, 2014.

We are looking forward to, with much higher expectation to listen to the wonderful performance by your talented musician, and meeting you on the sites of ribbon-cutting ceremony of the Australian Garden in the beautiful season next year. Our Foreign Affairs Office staff will keep a regular contact and make a full preparation for your coming.

I also would like to express my sincere welcome to your Mayor, yourself and other old and new friends in Latrobe to visit us and share the great moment with us in 2014.

Yours Sincerely,



XU Guoping

Mayor of Taizhou Municipal People's Government

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
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Document Name: **Sister City Visits Policy**

12 POL-1

Adopted by Council: **4 June 2012**

Policy Goals

Latrobe City has established and managed formal sister city relationships on behalf of our community, to gain a deeper understanding of each other's culture, traditions, society and people. To this end, Latrobe City has two formal sister city relationships; with Takasago City, Japan and the City of Taizhou, China.

Latrobe City recognises that a key to achieving this deeper understanding is through young people and this is why a significant focus of Latrobe City's programs is with the youth of our community. A Sister City Program enables citizens to become directly involved in international relations in a unique and meaningful way, bringing long-term benefits to the local community and its partners abroad.

Sister city relationships allow communities to exchange experiences and ideas, gain an international perspective and increase their understanding of global issues.

In addition to encouraging international peace and goodwill, Latrobe City's sister city relationships go much further leading to economic growth, increased tourism, and reliable business contacts.

Benefits of Sister Cities

Our Sister City Program helps promote Latrobe City as a city of global significance, through exchanges and initiatives that focus on five key areas – education, culture, trade, tourism and sport.

The program enables us to foster international peace and goodwill, enriching our community with a broader understanding of other nations, their traditions, customs and cultures. Crucially though, it also provides a multi-lateral framework for cultivating economic growth across a host of trade, industry and business sectors.

The Economic and Business Benefits

Our active sister city relationships have an important role to play in developing international economic partnerships. Latrobe City enjoys investment in the billions from International



interests in local industry and there is a demonstrated and sustained interest in Latrobe City as a potential investment location from overseas firms.

Helping to establish reliable business contacts and thereby improve business opportunities, the program acts as a gateway to new markets and trade alliances. It acts as a springboard and catalyst for new investment and knowledge-sharing opportunities, while also promoting tourism, inbound education and providing a platform from which we can address global issues with our international partners.

The Social and Cultural Benefits

Through cultural, educational and sporting exchanges, the program helps to break down intercultural barriers. It promotes diversity and encourages openness, tolerance and mutual understanding, all of which enrich our communities and those of our international partners.

This policy outlines the guidelines for sending Latrobe City Council led delegations from Latrobe City to our Sister Cities abroad.

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:-

Culture:

Latrobe 2026:

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

Council Plan:

Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.

Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.

Foster greater awareness, understanding and respect for other cultures through the promotion of international relations.

Service Provision – Culture

Deliver International Relations services in accordance with the Latrobe City International Relations Plan.

Major Initiatives - Culture

Deliver the Latrobe City International Relations Plan 2011-2014 to enhance cultural and economic benefits.

Policy Implementation

Timelines:

- A draft itinerary and suggested attendees shall be presented to Council for endorsement within a minimum of 30 days of the proposed departure date.
- A report outlining the key outcomes from sister city visits shall be provided to Council within 60 days of a delegations return to Australia.

Councillors:

- The Mayor and/or their delegate will generally be required to attend sister city visits to represent the City. The Deputy Mayor and/or Councillors who sit on the Latrobe City International Relations Committee would generally be selected as the Mayors delegate.
- Council must approve the Councillor representative prior to any expense being incurred.
- Additional Councillors may also be invited to attend, but this would normally be at the Councillors own expense.

Council Officers

- The Chief Executive Officer will advise Council the officers who will attend sister city visits in order to achieve the objectives of the planned visit.

Community Representatives

- Community representatives shall be selected / recommended by a selection panel made up of the Mayor and/or Councillors who sit on the Latrobe City International Relations Committee and appropriate council officers.
- If there is to be any expense incurred by Latrobe City Council by the inclusion of community representatives attending sister city trips, all names and the purpose of their attendance shall be provided to Council for approval.

Budgets:

- The budget for any proposed outbound sister city visits must be approved by Council prior to any expense being incurred.
- A report outlining the expenses incurred in undertaking a sister city visit shall be provided to Council within 60 days of a delegations return to Australia.

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

Signed : _____
Chief Executive Officer

Date : 06 /06 / 2012.

RECREATION AND COMMUNITY INFRASTRUCTURE

14. RECREATION AND COMMUNITY INFRASTRUCTURE

14.1 COMMUNITY FACILITY FUNDING PROGRAM - MAJOR APPLICATIONS

GENERAL MANAGER

**Recreation and Community
Infrastructure**

For Decision

PURPOSE

The purpose of this report is to present to Council recreation projects that are eligible to be submitted for funding under the State Governments Community Facility Funding Program – Major applications and to request that Council select a project to be prepared for submission for the 2015/16 funding program.

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 - Recreation

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: Appropriate, 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.

Objective - To enhance the visual attractiveness and liveability of Latrobe City.

Strategic Directions:

- 1.2.1 Promote and support more involvement of children in active recreation and sport.
- 1.2.2 Develop and maintain community infrastructure that meets the needs of our community.
- 1.2.3 Promote and support opportunities for people to enhance their health and wellbeing.
- 1.2.4 Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities.
- 1.2.5 Improve and link bicycle paths, footpaths and rail trail networks to encourage physical activity and promote liveability.
- 1.2.6 Deliver and promote environmentally sustainable waste management services that meet the expectations of the community and industry.
- 1.2.7 Continue to ensure Latrobe City is clean and tidy through the provision of effective litter control services.
- 1.2.8 Enhance and develop the physical amenity and visual appearance of Latrobe City.
- 1.2.9 Continue to maintain and improve access to Latrobe City's parks , reserves and open spaces.
- 1.2.10 Work collaboratively with our partners to engage and support volunteers in providing services to the community.
- 1.2.11 Work in partnership with all stakeholders to ensure the provision of quality education and care services to the community.

Theme 5: Planning for the future

Objective - To provide a well planned, connected and liveable community.

Objective - To provide clear and concise policies and directions in all aspects of planning.

Strategy & Plans – Recreation

Council has adopted a range of plans and strategies to provide guidance for the improvement of existing and the development of future recreation facilities across the Municipality, these include:

- *Recreation and Leisure Strategy 2006*
- *Traralgon Outdoor Recreation Plan 2006*
- *Moe Newborough Outdoor Recreation Plan 2007*
- *Gippsland Hockey Facilities Plan 2007*
- *Morwell Outdoor Recreation Plan 2008*
- *Tennis Facilities Plan 2009*
- *Soccer Facilities Plan 2009*
- *Southern Towns Outdoor Recreation Plan 2009*
- *Ted Summerton Reserve Master Plan 2009*
- *Northern Towns Outdoor Recreation Plan 2010*
- *Gaskin Park Master Plan 2011*
- *Traralgon South Recreation Reserve Master Plan 2013*
- *Public Open Space Strategy 2013*

BACKGROUND

On an annual basis, the Victorian Government, through the Community Facility Funding Program provide a number of funding opportunities to support the improvement and development of community recreation facilities. The key objective of the Victorian Government in providing this funding is to assist in developing healthy and active communities.

The Community Facility Funding Program is administered by the Department of Planning, Transports and Local Infrastructure, and the program provides the opportunity for Council to access funding to assist in the delivery of projects that meet the program funding criteria.

Expression of interest for project proposals for all categories in the Community Facility Funding Program will close on 30 April 2014.
(Attachment 1)

There is a two stage process for submitting a funding application to the Victorian Government. Stage one is a brief project proposal and the second stage is a full detailed application.

Based on project proposals submitted by Council, Sport and Recreation Victoria will advise which projects can proceed to full application. This approach gives Councils the opportunity to receive feedback on project ideas, while giving clubs and community groups the opportunity to work more closely with Council to develop their projects and proposals for funding, while reducing the work involved in developing full applications.

For projects proposals that proceed to full application stage, a full application will be due by 23 July 2014. This will allow funding announcements and signed funding agreement to occur prior to the Victorian Government election in November.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

At the Council meeting of 3 March 2014, a report was presented detailing a range of projects recommended for submission to the Community Facilities Funding Programs. Council resolved the following:

1. *That Council endorse the following projects for funding applications to be prepared for submission in the 2013/14 year:*
 - a. *Agnes Brereton Reserve pavilion – Community Facility Funding Program Minor.*
 - b. *Gaskin Park Bowling Green – Community Facility Funding Program Minor.*
 - c. *Duncan Cameron Park Resurfacing project – Community Facility Funding Program Minor*
 - d. *Morwell Park Oval Drainage and Resurfacing project – Community Facility Funding Program Soccer*
 - e. *Traralgon Recreation Reserve & Showgrounds Lighting project – Country Football Netball Program*
 - f. *Northern Reserve Newborough Precinct Master*

There was no nomination for a Latrobe City Council project to be submitted for the Community Facility Funding program – Major application.

ISSUES

In the past 10 years Latrobe City Council has submitted one funding application for the Community Facility Funding Program – Major application; the Traralgon Tennis Centre Resurfacing project, which attracted \$400,000 State government funding to a \$720,000 project which upgraded a significant regional recreation facility and secured the long term future of two international tennis events, and many other national, state and regional tennis events/programs.

Funding under the Major Facilities program encourages the development of community sports and recreation facilities that are innovative, effectively managed, accessible, environmentally sustainable and well used.

Council can submit one application and the total cost must be greater than \$500,000.

The maximum grant of \$650,000 per project is available under this program. The funding ratio for this program is \$1 State Government funding to \$1 Council funding.

Priority is given to communities in areas of need that has experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth. Local government authorities are encouraged to explore funding models that demonstrate stakeholder commitment to the project. Stage components of a larger facility development, providing the particular stage meets the program criteria are eligible.

Projects will not be funded if they do not meet the eligibility criteria or strongly meet the assessment criteria for the funding program.

The types of projects that might be funded under this program include:

- The development of new, or development of existing multi-purpose facilities that cater for a range of activities and user groups. Examples include new or developed stadiums or development of multi-sport precincts.
- The development of single purpose regional facilities, which usually include:
 - A catchment of more than one municipality;
 - Attracting users who are likely to travel some distance to participate;
 - Is identified as regionally significant;
 - Provides facilities for regional or representative training and competition.

The opportunity for Council to put forward projects for consideration does not happen on an annual basis. This is because the funding program is extremely competitive, and the standard of a project that is to be submitted, must be very high. Latrobe City Council is in an extremely fortunate position of having a number of high quality projects that could be considered for submission.

The funding for the Community Facility Funding Program – Major is a Victoria wide pool, and is a highly competitive process. Advice provided by Sport and Recreation Victoria is that only 9 projects Victoria wide are funded through this program on an annual basis.

Community Facility Funding Program – Major Facilities

When considering eligible projects for submission under this funding program, a review of all adopted priority projects arising from the town based outdoor recreation plans against the Community Facility Funding Program – Major Facilities funding criteria has been undertaken.

The following table provides details of all projects that could be considered for submission:

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

Reserve	Project Description	Total Cost (Approx)	Council Costs (Approx)	Strategy/Plan	Planning & Design	Project Delivery (if funding obtained)
Gaskin Park Reserve - Churchill	Multi-use facility	\$1.3 million	\$650,000	Gaskin Park Master Plan	Concept design completed. Detailed design to be completed during 2014/15	2015/16
Moe Rail Revitalisation Project	Youth Precinct	\$1.2 million	\$600,000	Moe Rails Revitalisation master plan	Completed	2015/16
Latrobe City Synthetic Sports Field	Multi-use facility	\$1.1 million	\$550,000	Gippsland Hockey Facility Plan	Concept design completed. Detailed design to be completed during 2014/15.	2015/16
Moe Netball Courts Resurfacing Project	Resurfacing of 10 Netball Courts	\$975,000	\$487,500	N/A	Completed	2015/16
Traralgon Tennis Centre – Show Court	Construction of a multi-use show court at the Traralgon Tennis Centre	\$1.3 million	\$650,000	Gippsland Regional Sporting Facilities Plan	Concept design completed. Detailed design to be completed during 2014/15.	2015/16

Gaskin Park Multi-Use Facility

Strategy

Latrobe City Council adopted the Gaskin Park master plan in 2011. This master plan identifies the priorities for the reserve and reinforces the design principles that should be adopted.

Consultation

Considerable community and stakeholder engagement has been undertaken in both the preparation of the Gaskin Park master plan, and

also in the planning and concept design of the Gaskin Park Multi-use facility. Council officers and the design consultant have met with the Churchill Football Netball Club, Churchill Junior Football Club and the Churchill Cricket club to develop a design that will meet the current and future needs of these stakeholders.

As part of the funding submission process, Councils are required to engage with Sport and Recreation Victoria prior to the preparation of funding submission to the Community Facility Funding Program. The Gaskin Park Multi-Use Facility has been discussed with Sport and Recreation Victoria and officers from Latrobe City Council have been advised that this is a project that would be well received and meets the program guidelines.

CFFP Guidelines & Objectives

The proposed Gaskin Park Multi-Use facility meets the objectives of the Community Facility Funding Program – Major as it will incorporate the redevelopment of an existing multi-purpose facility that currently caters for a range of activities and user groups including:

- Churchill Football Netball Club
- Churchill Junior Football Club
- Churchill Cricket Club
- Churchill Bowls Club

The upgraded facility will provide for functional and accessible facilities for all users that meet the current standards for AFL Football and Netball Victoria.

Costs

A quantity surveyor report is in the process of being completed based on the design completed for the project. The project cost has been estimated at \$1.3 million; however the quantity surveyor report will confirm costs.

Community Benefit

This proposal will provide a significant community benefit to the current stakeholders of Gaskin Park, and also the large numbers of community members who use the reserve for active recreation, watching sporting events such as the football or cricket and community members who participate in some of the major events held at the facility during the year.

By supporting these sporting clubs at Gaskin Park, the project will allow the clubs to expand and drive up participation and the quality of the competition.

The facility will include an upgrade to the existing toilets at the reserve. These toilets are in poor condition, and not an attractive space for families with young children.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

In addition, at the 17 February 2014 Ordinary Council Meeting, Council endorsed the Churchill West Development Plan, the site of which is located immediately west of Gaskin Park. Proposing 669 lots, the development comprises of a variety of lot sizes (medium, standard and lower density lots), and once fully developed will generate approximately 1873 people which will be supported by the upgraded facilities at Gaskin Park.

Events

Gaskin Park is a significant event space in Latrobe City. The reserve hosts a number of large community events during the year including the annual Relay for Life 24 hour event, Gippsland Dog Show and a number of car shows.

Compliance

All elements of the building have been designed in accordance with the Building Code of Australia and relevant legislation including the Disability Discrimination Act. Development guidelines provided by the AFL and Netball Victoria has been used to ensure that the design complies with current standards.

Current conditions

The current facilities at Gaskin Park do not meet the needs of the current user groups, nor does it meet the current guidelines provided by AFL Victoria or Netball Victoria for facilities. There are currently no female change facilities, nor are there any change facilities for umpires. The public toilets at the site are unattractive, old and do not meet CPTED principles for public safety and surveillance. The amenity and ascetics of the current facilities are inadequate and present a very poor standard.

Design/Project readiness/Quantity surveyor report

\$50,000 was allocated in the 2013/14 budget towards the development of a design for the multi-use facility. A concept design has now been completed at a cost of \$10,000. The concept design will be used to obtain a detailed quantity surveyor report to determine the expected costings for the project to support a possible funding application to State government.

The facility if constructed will provide the following aspects:

- Two change rooms for Senior Football/Cricket
- Two change rooms for Junior Football/Cricket
- Two change rooms providing for female players and Netball
- Change facilities for umpires
- First Aid room

- Gymnasium room
- Meeting room
- Canteen/Kiosk facilities
- Public toilets

A project concept plan has been completed. This project is ready to proceed to detailed design and construction if funding becomes available.

Moe Rail Revitalisation Project – Youth Precinct

Strategy

In 2004, Moe was identified in Melbourne 2030 as one of thirteen transit cities within the state of Victoria. Due to its close proximity to Melbourne, excellent existing transport infrastructure and only an hour from the eastern suburbs of Melbourne and the Casey-Cardinia growth corridor, Moe was identified as a significant opportunity to leverage employment opportunities.

To support its position and generate confidence in Moe, Latrobe City Council committed significant resources in the development of the Moe Activity Centre Plan (MACP) which was adopted in December 2007. This plan provides a framework for the urban revitalisation of the Moe Activity Centre, which when implemented, is intended to deliver on the Transit Cities principles of creating a vibrant, safe and active town centre. The MACP identified 7 individual projects that include a range of infrastructure and public realm improvements designed to act as a catalyst to new private sector investment within the activity centre. Significant community consultation was undertaken in creating the MACP.

The Moe Activity Centre Plan contains seven individual urban proposals that have been designed to drive the urban revitalisation of the Moe Activity Centre.

The seven projects are:

1. Moe train station precinct
2. Integrated bus loop and street upgrades
3. Moore Street shared zone
4. Clifton Street car park
5. Hasthorpe Place Precinct
6. Roundabout overpass

7. Southern precinct housing

In order to undertake a whole of precinct approach to the future development of Moe it was decided to combine a number of the projects. The Moe Rail Precinct Revitalisation Project (MRPRP) will see Projects 1 (Moe train station precinct), 2 (Integrated bus loop and street upgrades), 3 (Moore Street shared zone) and 6 (roundabout overpass) combined.

In 2009 Council adopted the Moe Rail Precinct Revitalisation Project (MRPRP) Masterplan, which was prepared to address the combined projects. The MRPRP master plan provides a clear direction for the future of the rail precinct and is delivering on both Council Plan Actions and State Government Policy commitments. In particular it focused its attention on establishing a preliminary design for a Civic Hub Building closely located in the Rail Precinct.

The MRPRP will see the creation of a civic precinct, providing much needed high quality public realm improvements to the activity centre. There have been a number of parts to this project including the Property acquisition in George Street Moe, the undergrounding of overhead power lines, the construction of the Moe Rest Station and Town Clock and the Detailed Design of the Civic Precinct. On the 7th June 2011 a launch of the Civic Precinct's concept design was held for the community which generated a significant amount of interest and positive responses.

On 25 March 2013 Council resolved to pursue State and Federal Government funding opportunities to progress the Moe Rail Precinct Revitalisation Project (MRPRP) as per the Concept Design adopted on 9 May 2011.

In July 2013 the Victorian and Commonwealth Governments offered \$3 million and \$7.5 million respectively to Latrobe City Council to proceed with Stage 1 of the Project. Stage 1 includes the construction of the Civic Hub building with green roof and the public plaza and landscaped areas surrounding the building. The Youth Precinct element of the MRPRP is not currently funded although the detailed design for it has been completed.

Consultation

Extensive community consultation was undertaken to develop the Moe Activity Centre Plan and the Moe Rail Precinct Revitalisation Project: Master Plan.

It should be noted that during the development of the MRPRP, there has been concerns raised by some community members about the location of the skatepark in the MRPRP at George Street. The sentiment expressed

was that the location of a skatepark in the town centre was inappropriate because it would generate noise, graffiti and anti-social behaviour. Others in the community though have expressed a sentiment that the best way to monitor and moderate behaviour is through inclusion and shared use of social spaces by all ages, by encouraging families and providing high quality facilities close to transport and retail.

The resolution of Council on 25 March 2013 to proceed with the project in accordance with the adopted concept designs reflects the view that the community sentiment is now clearly in favour of the Youth Precinct, including the skate elements being built in its proposed location at George Street.

CFFP Guidelines & Objectives

The Moe Rail Precinct Revitalisation Project – Youth Precinct will fit well with the funding guidelines for Community Facility Funding. We anticipate that the project proposal would be able to demonstrate that the Youth Precinct will increase participation particularly Youth participation in sporting activity, the project fits well with the funding's intent of supporting co-located centres and has strong universal design principles that will be well received. The project also enjoys strong stakeholder commitment as demonstrated by the above comments in the Consultation section and the level of funding that the broader project has been able to attract. This commitment is highlighted as a desirable component of any application in the funding guidelines.

Costs

The cost of Youth Precinct has been estimated at \$1,200,000 by Slattery Australia, the Quantity Surveyors that have been engaged to provide cost reports on the MRPRP. This figure is inclusive of allowances for Project Management and Contingency. The detailed design has been completed and would only require minor adjustments to accommodate the staged approach to delivery. It is anticipated that these adjustments could be accommodated within the \$1,200,000 budget.

Community Benefits

The Youth Precinct features a Skate/Scooter/BMX bowl area with a full pipe, skateable rails and stairs, half-court basketball, green space areas, seating, decking and a podium area that could be used for performances. To the East of the skate area there is a barbecue and picnic area with shelters. This area allows for visual connections to the Youth Precinct and Children's play area. This area will have a tactile and warm material palette that is designed to appeal to all ages as a relaxed open space. Further to the East is a younger Children's play area that will provide for

families. This play area includes a climbing frame and tube slides to encourage activity and play. The playground has been designed not to compete with the other facilities already provided in Moe, but to complement them and the adjacent skate area.

Skating appeals to young people for a number of reasons, but mainly because as a sport it values the individual, it's a form of self-expression, and it's fun! Other attributes include:

- it requires little routine commitment
- it is inexpensive for beginners and those seeking to maintain skill level
- it is invigorating and exhilarating — skaters talk of the adrenalin rush
- it is challenging — it requires skills and the mastery of moves
- there are opportunities for enhancement of status and recognition though displays of skill and courage — it can be an avenue to derive peer esteem
- it can be social — you can meet new people or hang out with your own friends
- there are now career paths for skaters:
 - as participants through local, state, national and international competition for both amateurs and professionals,
 - leading to good remuneration as promoters of events, designers of facilities, or in retail, manufacturing, or distribution of hardware and software
- skateboards, BMX, and in-line skates can be used as a form of transport.

Council should encourage riding of skate boards, BMX and scooters because riding has all the typical benefits of other recreation activities (physical, mental and social). There is, however, the added bonus that these activities target a population who often feel marginalised by typical recreation provision, and who are at an age where participation in team sports and physical activity may have started to decline. Skating and BMX riding have added benefits as recreation activities in that they:

- provide good aerobic exercise (particularly in-line skating)
- are not hard on joints (most injuries can be prevented by wearing protective gear)
- have a high peer esteem value for youth, which in turn encourages participation
- unlike many team sports, skating doesn't necessarily come with routine commitments (that many young people say they don't want).

Events

The Moe Rail Precinct Revitalisation Project – Youth Precinct will allow for events to be held such as Skate competitions and music events. Its development will complement the adjacent public plaza and Civic Hub building which have been identified as potential venues for markets, performances and events such as the Moe Jazz Festival. The development of the Youth precinct will enhance this important central activity location and help create a vibrant, safe and attractive public asset and open space.

Compliance

The Moe Rail Precinct Revitalisation Project – Youth Precinct has been designed in full compliance with all relevant Building Codes and Legislation.

Current Conditions

The existing conditions at the site are for the most part an all-day car park and some open green space and landscaped areas. To the East of the car park is the current Moe Skate Park. This facility is not in good condition and does not meet the quality standards expected of modern skate parks. The condition of the current skate park is a source of consistent community complaints. Any car parking spaces lost due to the development of the Youth Precinct can be readily replicated in the area that is currently the existing skate park.

Designs

The design aims to place Moe's youth at the heart of the site. It creates a vibrant and diverse space that provides choices for all age groups. Safe and legible connections between spaces and activities are a feature and by locating BBQ and Picnic facilities centrally to play options it provides for increased pedestrian and visual connection through the site. LED lighting is to be used to enhance night time safety and by lowering the existing ground levels, the lines of sight into and around the area are enhanced to promote safety and connectedness.

Latrobe City Synthetic Sports Field Pavilion

Strategy

Latrobe City Council adopted the Churchill East West Link: Master Plan and Urban Design Framework in 2013. This Master Plan identifies the need for this pavilion and reinforces the design principles that should be adopted.

There are two further documents that have particular relevance to the development of this pavilion. The Gippsland Hockey Facilities plan was developed 2007. Latrobe City Council was a partner in the development of the plan and subsequently endorsed its final iteration. The plan identified the site of the current synthetic sports field as a preferred location and noted that a pavilion and spectator facilities should be provided.

The Gippsland Regional Sporting Facilities Plan 2010 – 2019 also highlights the need for a municipal level facility to be developed at the site. This document has not been adopted in a final form but was contributed to by Latrobe City Council during its draft preparation.

Consultation

Aside from the extensive consultation conducted through the preparation of the Churchill East West Link Master Plan, officers have conducted further consultation with key stakeholders. Federation University has expressed full support of the proposal to build a pavilion. They have indicated they would be willing to offer a \$200,000 contribution.

(Attachment 2) This contribution would principally pay for increased space in the upper level of the building that would allow the rooms to be used as teaching spaces. The Churchill Hockey Association and the Churchill Soccer Club have also been consulted and expressed full support of the pavilion proposal.

CFFP Guidelines & Objectives

The construction of a pavilion at the Latrobe Synthetic Sports Field will meet the Community Facility Funding Guidelines because it will be a facility that will attract regional competitions, encourage participation, particularly junior and female, it will also multi-use and co-located with the University campus. The projects' collaboration and support from Schools and the University and other community groups will also bolster the case for the pavilion and lastly the support of State Sporting Associations such as Hockey Victoria will strongly support any application.

Alternatively, funding through the Regional Development Victoria funding program – Putting Locals First is a realistic opportunity for this project. The scope for the project incorporates a second floor which will provide for community and education space for Federation University. Federation University has indicatively committed \$200,000 towards the project. Council could secure another \$200,000 funding towards the project from Regional Development Victoria, then fund the remainder of the project with Council funding.

Costs

**ORDINARY COUNCIL MEETING MINUTES
28 APRIL 2014 (CM434)**

The 350 square metre building has been concept designed by Centrum Architects (detailed design is underway) and a cost plan will be shortly undertaken.

With a \$200,000 contribution from Federation University and a \$300,000 contribution from Latrobe City Council it would be possible to apply for a further \$500,000 from the Community Facility Funding Program. Therefore, this \$1,000,000 project could be delivered with a \$300,000 contribution from Latrobe City Council.

Community Benefits

The proposed Pavilion would be available to the broader Latrobe community for a multitude of uses. It will be shared use by sporting clubs, the University, community groups and schools.

Access for all abilities can lead to increased participation at community and sporting events.

By supporting the sporting clubs, the project will allow the clubs to grow and prosper and drive up participation and quality of competition.

Attracting regional competitions can bring revenue through tourism activities and accommodation spending.

Possible expansion of university curriculum (Human Movement and Sports Sciences courses) may attract more students to the area and drive economic growth.

Events

The proposed pavilion would complement the Sport and Education precinct's capacity to host significant events. Events such as the University games and school sports competitions would benefit from the amenities and facilities provided by the pavilion.

From a hockey perspective, the facility will attract a range of possible events and activities such as included local competition, training, State League competition (metropolitan competition), social competition, summer hockey, pre-winter carnival, Gippsland Champions Trophy, Under 9 Carnivals, development programs, special development clinics and regional tournaments.

Compliance

All elements of the building will be designed in accordance with the Building Code of Australia and relevant legislation including the Disability Discrimination Act.

Current Conditions

The synthetic sports field was constructed by Latrobe City Council in 2012. Some funding was contributed by Monash University, the majority came from Latrobe City Council and the land for the facility was provided by Monash University. The facility includes an all-weather synthetic surface, fencing, pathways and lighting around the ground. The facility is managed Latrobe City Council. Bookings are made through Latrobe Leisure – Churchill. A collaborative approach with the University has resulted in the facility being well used by users such as the Churchill Hockey Association, the Churchill Soccer Club, Kurnai Secondary College and some sporting teams from the University.

There are currently no toilets, change rooms or other facilities such as first aid at the ground. Users of the ground have to walk over to the University facilities to use the toilets. These facilities are around 250 metres from the ground.

There is ample existing formalized car parking at the site with good night lighting for security. Given this car park is generally vacant outside of class hours it can be used without worry by the sporting clubs and community groups who would make use of the pavilion outside of class hours.

Designs

In its 2013/14 annual budget, Council allocated \$50,000 to pay for the detailed design of the proposed development. An Architect has been engaged and consultation has been undertaken with stakeholders. A functional return brief, concept design and preliminary cost plan are currently being developed by Centrum Architects.

The building is to be approximately 350 sqm and incorporates the following elements:

- Two storey pavilion built into an embankment adjacent to the hockey field.
- Separate players and referee change room facilitates.
- First aid room.
- Office.
- Public and accessible toilet facilities compliant with AS1428: Design for Access and Mobility.
- Sports equipment storage space.

- Kitchen and servery.
- Main multipurpose room that will function as a sports science classroom/ tutorial space for use by the university, a function room, a social room.
- Upper level viewing deck.
- Lower level covered spectator area.

A project concept plan has been completed. This project is ready to proceed to detailed design and construction if funding becomes available.

Moe Netball Courts Resurfacing project

Strategy

In 2008, Latrobe City Council adopted the Moe Outdoor Recreation Plan. The master plan identified the priority projects at all active recreation reserves in Moe and Newborough.

Whilst the Moe Outdoor Recreation Plan identified a number of priority projects for the Moe Netball facility, including the recently funded lighting project, the plan has not identified that resurfacing of the netball courts. However, this is partially due to the issue of netball court compliance not being highlighted by Netball Victoria at this time. Since 2008, Netball Victoria has advocated strongly to both local governments and the State government about the standard and compliance of Netball facilities in Victoria.

Background

The Moe Netball Courts are located in Saviges Road in Moe. The facility is situated within the Joe Tabuteau Reserve, co-located with the Moe Pony Club and other horse riding clubs.

There are 10 asphalt courts, which currently do not meet the Netball Victoria guidelines for run off.

In 2013, Latrobe City Council was successful in a funding application to the 2014/15 Community Facility Funding program – Minor applications for the installation of Netball compliant lighting on all ten courts at the facility. \$50,000 was provided for this \$160,000 project, which is expected to commence in the second half of 2014.

The Moe Netball Association has advocated strongly to Council for a resurfacing of the existing ten courts, to comply with Netball Victoria court guidelines for dimensions and run off.

Consultation

Considerable stakeholder engagement has been undertaken with the Moe Netball Association in the planning and development of the lighting project and the funding application submitted to the State Government in 2013.

The Moe Netball Association has advocated strongly for both the lighting project and the resurfacing the existing netball courts. Council officers have met with the organisation on several occasions during the past 12 months.

CFFP Guidelines & Objectives

The proposed Moe Netball Court facility meets the objectives of the Community Facility Funding Program – Major.

However, the facility is not a multi-use facility. It is a single use facility for a single sport, Netball. The objectives of the Community Facility Funding Program – Major application makes reference to single use facilities, but only where the facility is a regional facility and includes a catchment of more than one municipality, is regionally significant or provides facilities for regional or representative training and competition.

The Moe Netball Facility is not, a regional facility, based upon Netball Victoria's Strategic guidelines. To be considered a regional facility for Netball, the current ten courts would need to co-located with at least three indoor court facilities.

Costs

Based upon the completed design, the total reconstruction of the Moe Netball Courts is expected to cost \$975,000. (Attachment 3)

The costs are greater than the recently completed Traralgon Netball Courts due to the courts having to be totally reconstructed and include the installation of drainage.

The Traralgon Netball Facility was only a resurfacing project, with the courts only requiring an extension, not total reconstruction. This project was totally funded from Latrobe City Council funding.

Community Benefits

Although the ten courts at the Moe Netball courts do not currently meet the Netball Victoria Court guidelines for run off, the courts are still in very good condition and the run off deficiencies do not pose an urgent health and safety issue.

The remediation of the courts and their run off will provide ten fully compliant courts (with lighting) for the netball community of Moe. Potentially, the fully compliant courts will allow for higher levels of regional netball competition, but this is a highly competitive process and decided upon by Netball Victoria.

Events

The Moe Netball Association currently operate a winter netball competition, running from April through to August each year, and a twilight netball competition which commences in early October through to December each year.

Both competitions have high participation; however the twilight competition is the larger of the two competitions, with approximately 800 – 900 participants each year.

Compliance

As indicated already in this report, the current courts do not meet current Netball Victoria guidelines for run off. However, this issue does not pose a health and safety issue.

Current conditions

Although the court surface is at least 20 year old, the surface is in good condition. The purpose of the resurfacing project is to comply with Netball Victoria court guidelines.

Design/Project readiness/Quantity surveyor report

A design for the reconstruction of the Moe Netball courts was completed 12 months ago. This design was used to ensure that the lighting design submitted for State government funding last year was consistent with any future upgrade or reconstruction of the courts.

A detailed costing has been completed for this project, confirming the project costs.

Traralgon Tennis Centre – Construction of Show Court*Strategy*

In August 2013, Latrobe City Council commenced a review of the Traralgon Outdoor Recreation Plan, which incorporated a review of tennis venues previously included in the Tennis Facilities Plan (2009).

Following extensive consultation with key stakeholder, the draft master plans for the Traralgon Outdoor Recreation Plan are now being publically exhibited until 2 May 2014 to gain feedback and opinion about the recommendations presented.

The draft Traralgon Tennis Centre master plan recommends the construction of a multi-use show court for the facility. This multi-use facility would have seating for approximately 3000. A copy of the design completed by Tennis Australia is attached. The multi-use show court is

stage 1 of the development, with the redevelopment of the extension to the Traralgon Tennis Centre clubroom as a future stage 2 development.

Consultation

As previously indicated, considerable stakeholder engagement has taken place with the adopted Latrobe City Council Tennis Facilities Plan and also the recently developed Draft Traralgon Outdoor Recreation Plan. Council officers and Councillors have recently met with the representatives of the Traralgon Tennis Association, Tennis Victoria and Tennis Australia.

Costs

A quantity surveyor report has been completed based on the construction of Stage 1, the multi-use show court. The design has been completed by Tennis Australia and the costings \$1.3 million also incorporates \$100,000 contingency for the project.

Tennis Australia has indicatively indicated that a \$100,000 contribution would be made towards this project.

Community Benefit

This project will provide a significant benefit to the community of Latrobe City.

The proposed multi-use show court will provide a world class facility for the existing international tennis events scheduled at the Traralgon Tennis Centre, but also provide opportunities for high level events such as Davis Cup ties, concerts, other high level sporting events such as Basketball, Netball etc.

The two international events that are already contracted to the current venue attract over \$1 million in direct spend during the events, and over \$2 million in indirect spend.

Events

As indicated in this report, the Traralgon Tennis Centre already attracts a number of international, national, state and regional tennis events to Latrobe City. The facility is recognised by Tennis Australia as the Regional Centre of Excellence in Gippsland, and it is arguably one of the best regional tennis venues in Australia.

Opportunities to attract more international and national standard tennis events including a Davis Cup tie are realistic, given the potential standard of the proposed multi-use show court.

There are also opportunities to host other high level international, national and State events, especially for Netball, Volleyball and Basketball. The facility will have a capacity of 300 permanent seating, and 2700 additional temporary seating.

Compliance

All elements of the building will be designed in accordance with the Building Code of Australia and relevant legislation including the Disability Discrimination Act. And standard and guidelines provide by Tennis Australia.

Current conditions

The Traralgon Tennis Centre is the Regional Centre of Excellence for tennis in Gippsland located in Franklin Street Traralgon. It is part of the Harold Preston Reserve and sits within the major sporting precinct of Traralgon, approximately 500 metres from the Traralgon CBD.

The venue currently hosts two International events and a number of national, state and regional events.

In 2011, the facility received a \$720,000 upgrade which involved the resurfacing of 14 courts to Plexi-cushion, installing two synthetic clay courts and repainting and repointing the remaining 8 plexi-pave courts. This upgrade secured the contract for the two International tennis events run at the venue in November and January each year.

Design/Project readiness/Quantity surveyor report

A detailed concept plan has been prepared by Tennis Australia (Attachment 4). The concept design is consistent with the recommendations made in the draft Traralgon Outdoor Recreation Plan for the Traralgon Tennis Complex.

The design show both stage 1 and stage 2. Stage 1 is the construction of the multi-use show court arena, and stage 2 is the redevelopment of the Traralgon Tennis clubrooms. Both stages have been costed by a qualified quantity surveyor report. (Attachment 5)

The project is ready to proceed if funding becomes available.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

If a project is successful in attracting funding from the Community Facility Funding Program Major applications, there will need to be a Council contribution in the 2014/15 or 2015/16 budget.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

The projects identified for application to the State Government form part of an existing Council Strategy/Plan/Policy/program or resolution with additional nominated projects by community sporting clubs.

Significant community consultation and engagement was undertaken in the formation of each of the plans details in the report to Council for endorsement.

Details of Community Consultation / Results of Engagement:

Significant community consultation and engagement was undertaken as part of the development of the following plans, which have been adopted by Council:

- Traralgon Outdoor Recreation Plan 2006
- Moe Newborough Outdoor Recreation Plan 2007
- Gippsland Hockey Facilities Strategic Plan 2007
- Morwell Outdoor Recreation Plan 2008
- Tennis Facilities Plan 2009
- Soccer Facilities Plan 2009
- Southern Towns Outdoor Recreation Plan 2009
- Northern Towns Outdoor Recreation Plan 2010
- Draft Gippsland Regional Sporting Facilities Plan (2010)
- Gaskin Park Master Plan 2011
- Traralgon South Recreation Reserve Master Plan 2013
- Public Open Space Strategy 2013
- Draft Traralgon Outdoor Recreation Plan (2014)

OPTIONS

1. Choose one of the following projects to submit to the Community Facility Funding Program – Major applications:

a/ Gaskin Park Reserve – Churchill

b/ Moe Revitalisation Project – Youth Precinct

c/ Latrobe City Synthetic Sports Field

d/ Moe Netball Courts Resurfacing

e/ Traralgon tennis Centre Show Court

2. Choose not to apply for a project to submit to the Community Facility Funding Program – Major applications for 2015/16.

CONCLUSION

The Community Facility Funding Program presents a great opportunity for local governments' to assist with the funding of significant projects that normally would not be able to be fully funded by Council.

The Community Facility Funding Program – Major applications is a highly competitive state-wide funding program, with only a small number of significant projects funded on an annual basis.

Councils do not often have an opportunity to apply for this funding each year. Latrobe City Council has been successful only once during the past 10 years for a Community Facility Funding Program – Major, with the Traralgon Tennis Centre Resurfacing project.

Latrobe City Council is in the unusual position of having five significant projects that can potentially be submitted for the Community Facility Funding Program – Major applications.

A summary of the five potential submissions is as follows:

1. Gaskin Park Multi-Use project – This is a strong project which has received support from Sport & Recreation Victoria.
2. Moe Rail Revitalisation Project – Youth Precinct project – This a good project, that strongly meets the funding guidelines.
3. Latrobe City Synthetic Sports Field Pavilion – This is a good project, however the project is well positioned to apply for funding through the Regional Development Victoria, Putting Locals First Program.
4. Moe Netball Courts – A good project, however because the facility is a single use facility, it may be difficult to compete with other funding applications submitted for multi-use projects.
5. Traralgon Tennis Centre – Construction of Show Court - A good project that strongly meets the Community Facility Funding Program guidelines.

Attachments

1. Community Facility Funding Program Guidelines 2015/16
2. Federation University Confirmation of funding
3. Costing for Moe Netball Courts
4. Traralgon Tennis Centre Show Court Design
5. Traralgon Tennis Court Cost Estimate

**ORDINARY COUNCIL MEETING MINUTES
28 APRIL 2014 (CM434)****RECOMMENDATION**

That Council endorse the following project for funding applications to be prepared for submission in the 2013/14 year:

a/ Gaskin Park Reserve – Churchill

ALTERNATE MOTION (1)

That Council endorse the following project for funding applications to be prepared for submission in the 2013/14 year:

Latrobe City Synthetic Sports Field

Cr Kam left the Chamber at 7.58 PM due to a Conflict of Interest in Item 14.1 – Community Facility Funding Program – Major Applications

Moved: Cr Sindt
Seconded: Cr White

That the Motion be adopted.

For the Motion

Councillor/s Middlemiss, Sindt, White

Against the Motion

Councillor/s Rossiter, Gibbons, Gibson, Harriman

The Mayor confirmed that the Motion had been LOST

**ORDINARY COUNCIL MEETING MINUTES
28 APRIL 2014 (CM434)****ALTERNATE MOTION (2)**

That Council endorse the following project for funding applications to be prepared for submission in the 2013/14 year:

Moe Netball Courts

Moved: Cr Gibbons
Seconded: Cr Middlemiss

That the Motion be adopted.

For the Motion

Councillor/s Gibbons, Middlemiss, Gibson

Against the Motion

Councillor/s Rossiter, Harriman, White, Sindt

The Mayor confirmed that the Motion had been LOST

ALTERNATE MOTION (3)

That Council endorse the following project for funding applications to be prepared for submission in the 2013/14 year:

Traralgon Tennis Centre Show court

Moved: Cr Harriman
Seconded: Cr Rossiter

That the Motion be adopted.

For the Motion

Councillor/s Rossiter, Harriman, White, Middlemiss, Sindt, Gibson

Against the Motion

Councillor Gibbons

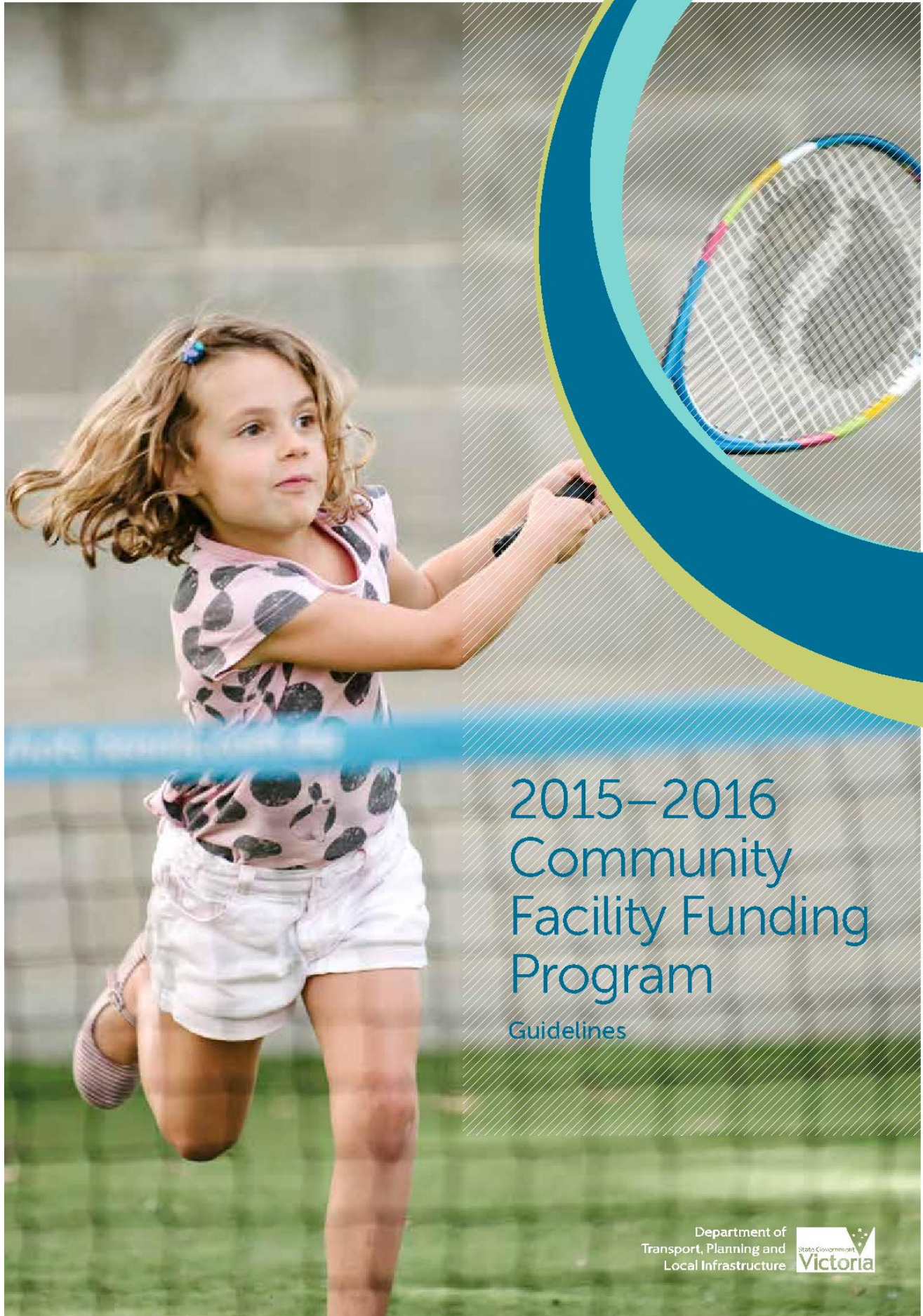
The Mayor confirmed that the Motion had been CARRIED

Cr Kam returned to the Chamber at 8.22 PM

14.1

Community Facility Funding Program - Major applications

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2015–2016
Community
Facility Funding
Program
Guidelines

Department of
Transport, Planning and
Local Infrastructure





Sport and Recreation Victoria
Department of Transport, Planning
and Local Infrastructure
1 Spring Street
Melbourne Victoria 3000

March 2014

Authorised and published by the
Victorian Government
1 Treasury Place Melbourne

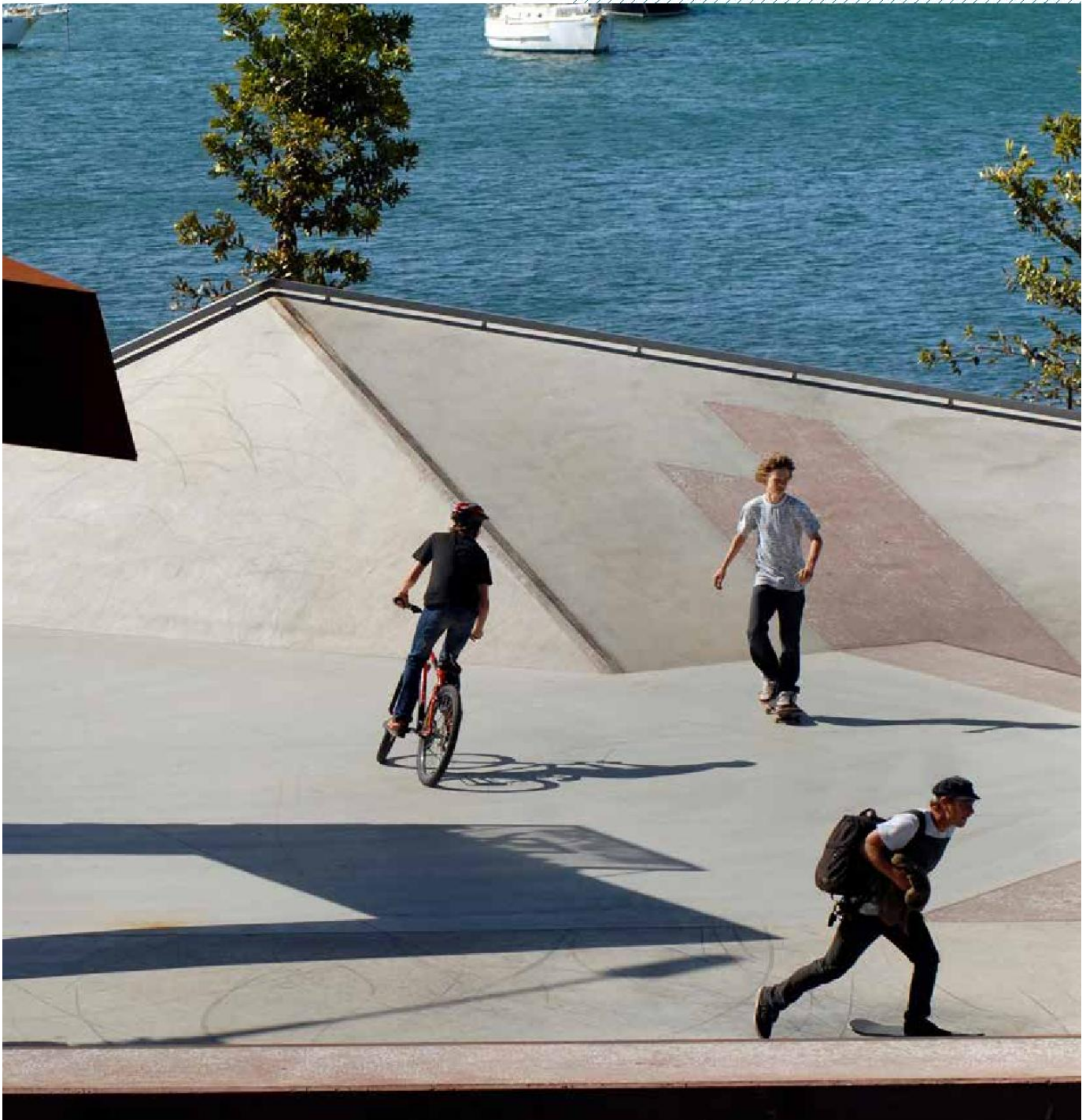
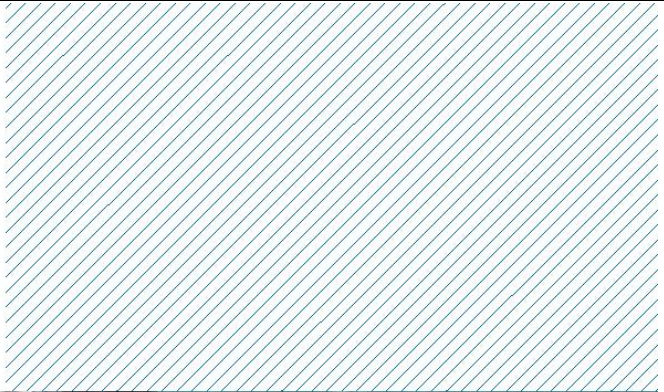
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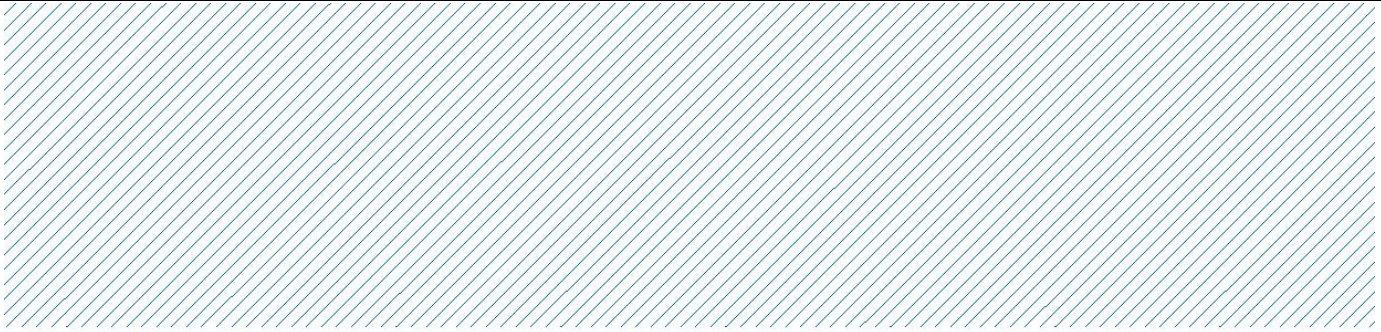
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1. What is the Community Facility Funding Program?

The *Community Facility Funding Program* is a Victorian Government funding program that helps provide high-quality, accessible community sport and recreation facilities across Victoria by encouraging:

- increased sport and recreation participation
- increased female and junior participation
- increased access to sport and recreation opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable facilities
- universally designed facilities.

The *Community Facility Funding Program* provides grants for planning, building new, and improving existing facilities where communities meet, interact and participate in sport and recreation. Funding is available under the following categories:

- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.
- **Major Facilities** – Grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade major sport and recreation facilities.
- **Seasonal Pools** – Grants of up to \$200,000 are available to rejuvenate seasonal swimming pools in rural, regional and outer metropolitan municipalities that are significantly isolated from a year-round aquatic centre.
- **Minor Facilities** – Grants of up to \$100,000 for any one project (where the total project cost is up to \$500,000, excluding GST) are available for community groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.

- **Soccer Facilities** – Grants of up to \$100,000 for up to two projects are available for local soccer clubs working with local government, to upgrade existing or develop new facilities to maximise participation opportunities in soccer.
- **Planning** – Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
 - grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
 - grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities.

* For specific details on the number of applications that can be submitted under each category please refer to Section 7.

1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need well-designed and managed facilities for sport and recreation activities. Developing new facilities or improving the quality of existing facilities to increase participation is a priority for the Victorian Government.

Construction of new, or improved facilities stimulates the local economy and creates a range of employment and volunteer opportunities, from construction and facility management, through to coaching and officiating.

Sport and Recreation Victoria (SRV) manages these grants to support community initiatives that get more people, more active, more often.

2. Who can apply?

Only local government authorities can apply directly to the Department of Transport, Planning and Local Infrastructure (DTPLI) for funding from this program.

Community organisations can only access funds from the Minor Facilities and Soccer Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council. Community organisations are advised to contact their local council about timelines for expressions of interest.

Local government authorities are required to discuss their project proposals with your Sport and Recreation representative before submitting them.



3. What types of activities might be funded?

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

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the proposals will improve participation outcomes.

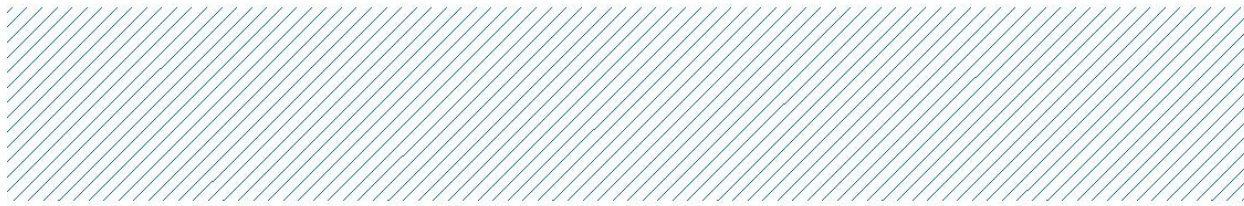
- specifically, proposals should demonstrate how the project:
 - will increase or maintain participation
 - encourages greater female and junior participation
 - encourages development of multi-use, shared and co-located facilities
 - collaborates with schools and community groups
 - collaborates with state sporting associations or other relevant peak bodies
 - improves environmental sustainability
 - implements Universal Design principles
- priority will be given to communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth
- local government authorities should make timely contact with peak bodies, local leagues/associations, state sporting associations and regional sports assemblies (where appropriate) to seek their input into the planning and design of facilities and support for participation/programming initiatives
- local government authorities are encouraged to explore funding models that demonstrate stakeholder commitment to the project
- staged components of a larger facility development, providing the particular stage meets the program criteria, are eligible

- projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local government to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Full Application
- projects on school land are eligible subject to a completed *Community Joint Use Proposal* (to the Department of Education and Early Childhood Development).

3.1. What will not be funded?

The *Community Facility Funding Program* will not fund:

- tenant clubs that have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
- projects that do not strongly meet the assessment criteria
- projects that do not meet the eligibility criteria
- projects that do not suit the objectives of the program
- Minor Facility projects that exceed the maximum total project cost of \$500,000
- project management fees unless an external person is appointed or an internal staff member is appointed to the project management role as a separate position (to be demonstrated by a letter from the council's Chief Executive Officer to confirm the arrangement)
- projects that do not meet relevant Australian Standards (eg. lighting projects or netball court dimensions)
- projects where contributions from funding partners are not confirmed
- projects that are deemed not ready to proceed
- applications submitted after the closing date, unless written approval from DTPLI has been obtained before the closing date which will only be granted under exceptional circumstances



- requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to, site clearing, earthworks and building works)
- the purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees)
- facilities where little or no public access is available
- applications from organisations other than local government authorities
- applications where the recipient organisation(s) promote and/or benefit directly from electronic gaming machines
- facilities designated for electronic gaming machine operations
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DTPLI may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as child care or access by young people routine or cyclical maintenance works
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water and other utilities
- costs associated with the purchase of transport or any other type of vehicle
- upgrading or redeveloping kitchen or toilet facilities, except as part of a larger project that meets the objectives of the funding program
- purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out)
- projects previously funded by DTPLI/DPCD, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes
- the replacement of like-for-like surfaces (eg. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is included. Exceptional circumstances may be considered where a safety and/or standard/compliance issue is evidenced
- projects that do not support implementing the principles of Universal Design and Environmentally Sustainable Design
- costs associated with detailed design of sport and recreation facilities.

3.2. Past performance

SRV will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. Poor past performance will be taken into account in assessing applications and may be a reason for projects not being supported.

This assessment will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by SRV or the *Community Support Fund* (within appropriate timeframes)
- organisations have overdue projects funded by SRV and whether they have requested a variation
- organisations have completed projects funded by SRV and whether they have submitted acquittal documentation.

4. What is the application process?

The application process will be undertaken in two stages.

Stage One – Project Proposals

Stage Two – Full Applications

This approach gives applicants the chance to get early feedback on their proposal and gives clubs and local groups the opportunity to work more closely with their council to develop their projects and proposals for funding, while reducing the work involved in developing full applications.

Stage One: Project Proposal

Step One

Discuss your project idea with a Sport and Recreation representative before submitting a Project Proposal. They will provide:

- advice on the most appropriate form of support for your project
- guidance on the development of those proposals that have merit, that align with program objectives and that are ready to proceed.

Step Two

Councils to complete and submit Project Proposals for all categories via email to cffp@sport.vic.gov.au by 30 April 2014.

Supporting documentation is not required to be submitted and will not be assessed at Project Proposal stage.

The Project Proposal template can be found at: www.dtpli.vic.gov.au/community-facilities-grants

Step Three

SRV will advise you of Project Proposals that can proceed to Full Application.

Stage Two: Full Application

SRV will invite you to submit a Full Application (via email) for Project Proposals identified in step three.

Full Applications may only seek an amount equal or lesser than that approved in step three.

Please submit all supporting documentation to cffp@sport.vic.gov.au, quoting your Application Number in the subject line of your email. When you submit your application online using My Grants you will receive your application number. Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your Application Number, to:

Community Facilities Group
Sport and Recreation Victoria
Department of Transport, Planning and
Local Infrastructure
GPO Box 2392
Melbourne, Victoria 3001.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am–5pm weekdays.

Make sure your application addressing all criteria and including all additional information is submitted by 11:59pm on 23 July 2014.

5. Resources and Additional Information

SRV have consolidated a number of helpful tools and resources to assist with application development.

Planning Guides

SRV in collaboration with industry stakeholders, have developed a series of planning guides for sport and recreation facility development which include:

- Community Sporting Facility Lighting Guide
- Artificial Grass for Sport Guide
- ARV Pool Concourse Guidelines
- ARV Indoor Aquatic and Recreation Facility Development Guidelines
- Netball Court Planning Guide
- Tennis Facility Planning Guide
- Good Play Space Guide
- AFL Preferred Facility Guidelines
- Skate Facility Guide
- PLA Open Space Planning Guide

Copies of these planning guides can be found at www.dtpli.vic.gov.au/community-facilities-grants

Universal Design Principles Fact Sheet

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost.

Environmentally Sustainable Design

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.

Capital Replacement Planning

A *Capital Replacement Plan* is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is now a standard condition for many SRV grants where facilities need to be periodically replaced or renewed.

Schedule of Use

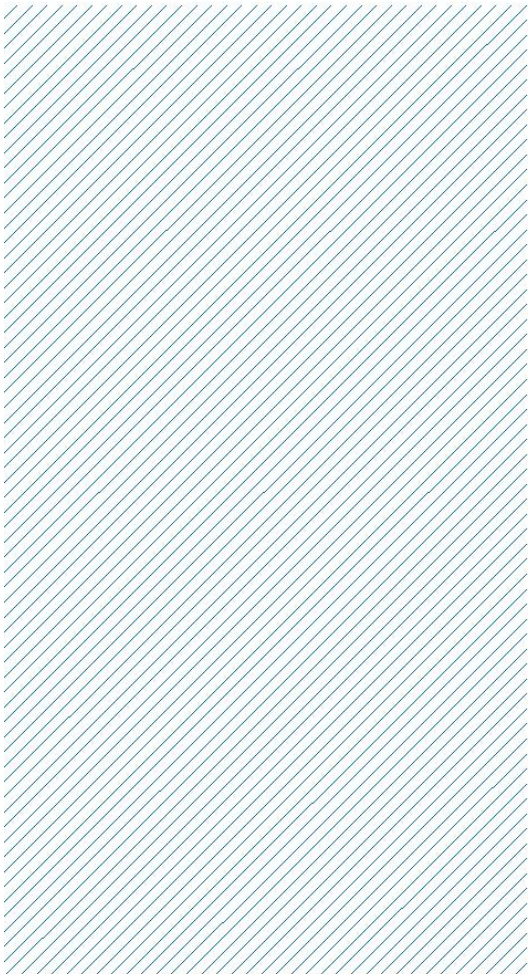
A *Schedule of Use* is a list of all the sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Minor Facilities, Soccer Facilities and Seasonal Pool Renewal projects only.

Victorian Code of Conduct for Community Sport

The facility tenant club(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport* or related *State Sporting Association Code of Conduct*. Further information can be obtained from www.dtpli.vic.gov.au/community-sport-code-of-conduct



SunSmart Online Shade Audit Tool

SunSmart's online shade audit tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For further information please see www.sunsmart.com.au/shade-audit/

Competitive Neutrality Policy

Under the Council of Australian Governments (COAG) *Competition Principles Agreement*, Victoria is obliged to apply the COAG *Competitive Neutrality Policy*.

Further information in relation to each of the above items can be found at www.dtpli.vic.gov.au/community-facilities-grants



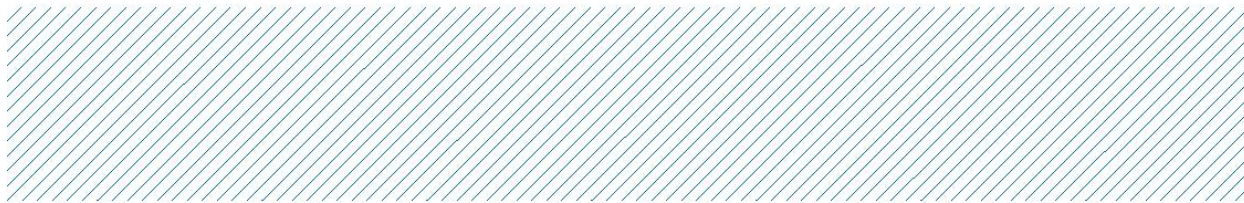
6. Conditions that apply to applications and funding

6.1. Funding agreements

Successful applicants must observe the Header Agreement signed by DTPLI (formerly DPCD) with each local government authority.

- Header agreements have established the parties and their commitments and obligations to each other and set out the general terms and conditions of funding. It is recommended that you view the DTPLI standard terms and conditions. These are accessible via www.dtpli.vic.gov.au/manage-my-grant. Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.
- For each Activity, an Activity Schedule is required to be signed. It sets out the:
 - activity details
 - funding amounts
 - agreed actions and payments
 - reporting requirements
 - acknowledgement and publicity requirements
 - other activity specific requirements
 - notices
- Funds must be spent on the project as described in the application and outlined in the Activity Schedule, unless changes are agreed to in writing.
- Planning, Minor Facilities and Soccer Facilities projects are to be completed and funds claimed by 31 December 2016.
- Better Pools, Major Facilities and Seasonal Pools projects are to be completed and funds claimed by 31 May 2017.
- The facility tenant club(s) or association(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. The *Victorian Code of Conduct for Community Sport – Forms for Tenants* must be completed and signed by each facility tenant club and submitted with the Full Application to DTPLI. Applications without this form will not be considered for funding.*
- A request to vary the timing or scope of an approved project must be submitted to DTPLI for approval prior to implementation.
- Local government authorities must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the Activity Schedule.
- Local government authorities are obligated to liaise with their Sport and Recreation representative on the progress of funded projects, as requested throughout the life of projects as outlined in the Activity Schedule.
- The principles of the *Victorian Industry Participation Policy* should be observed throughout relevant projects. Go to dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy for further information.

* Further information about the *Victorian Code of Conduct for Community Sport* can be obtained from www.dtpli.vic.gov.au/community-sport-code-of-conduct.



- A local government officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
 - a Project Management Framework** must be completed and submitted with the Full Application for all projects
 - local government authorities must secure their Sport and Recreation representative's endorsement of key documents such as schematic plans and briefs prior to work commencing
 - local government authorities must provide project acquittal documentation as required
 - local government authorities are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or DTPLI publications, 12 months after project acquittal.

6.2. Acknowledging the government's support and promoting successes

Successful applicants need to acknowledge the Victorian Government's support through the *Community Facility Funding Program*. Acknowledgement and publicity guidelines form part of the Activity Schedule and include the requirement that all activities acknowledge Victorian Government support through

logo presentation on any activity-related publications, media releases and promotional material; and placement of a permanent Victorian Government endorsed sign/plaque at the site of completed infrastructure activities.

The Minister for Sport and Recreation is to be given the opportunity to participate in any formal activity associated with the progress or completion of a facility, or to officially open or launch the project. Openings and launches of *Community Facility Funding Program* projects are to be coordinated through the Office of the Minister for Sport and Recreation. Councils considering staging an opening or launch should give adequate notice.

Acknowledgement and Publicity Guidelines can be found at: www.dtpli.vic.gov.au/manage-my-grant

6.3. Payments

Upfront payments for funded projects will be made as long as:

- the Activity Schedule has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.

** A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework fact sheet, along with a basic Project Management Framework template, can be obtained from www.dtpli.vic.gov.au/community-facilities-grants

7. Community Facility Funding Program categories

7.1. Better Pools*

Objectives

To enable:

- development or redevelopment of aquatic leisure facilities supported by comprehensive planning
- local governments to meet the needs of current and future aquatic leisure centre users
- new or redeveloped spaces that create participation and programming opportunities for the entire community.

What type of projects might be funded?

- projects that provide new or redeveloped aquatic leisure facilities
- redevelopments that focus on increasing participation and access to aquatic activities.

Assessment criteria for the Better Pools category can be found in Section 7.3.

Funding details

Maximum Grant	LGA	Funding ratios
Up to \$3 million	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

* Only one project can be submitted under the Better Pools/Major Facilities/Seasonal Pools categories.

7.2. Major Facilities*

Objectives

To enable the development of major community sport and recreation facilities that are high-quality, accessible, innovative, effectively managed, sustainable and well-used.

Major Facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive).

What type of projects might be funded?

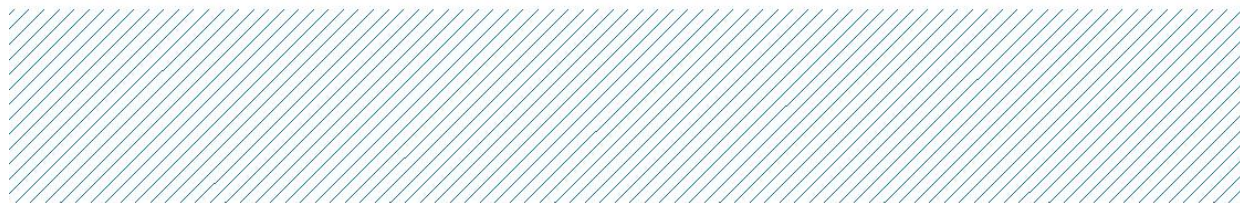
- the development of new, or redevelopment of existing multi-purpose facilities that cater for a range of activities and user groups. Examples include new or redeveloped stadiums or development of multi-sport precincts
- the development of single purpose regional facilities, which usually include:
 - a catchment of more than one municipality
 - attracting users who are likely to travel some distance to participate
 - is identified as regionally significant
 - provides facilities for regional or representative training and competition.

Assessment criteria for the Major Facilities category can be found in Section 7.3.

Funding details

Maximum Grant	LGA	Funding ratios
Up to \$650,000	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

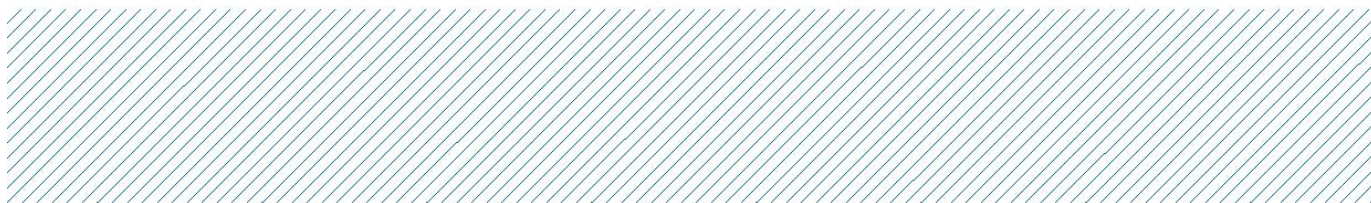
* Only one project can be submitted under the Better Pools/Major Facilities/Seasonal Pools categories.



7.3. Better Pools and Major Facilities assessment criteria

Why?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> • responds to identified community needs and issues and is strategically supported by local or regional plans and/or state sporting associations/ peak bodies planning • addresses a gap in regional/sub regional provision of facilities • responds to the current market demand and trends in aquatic leisure provision (for Better Pools category only).
How?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> • clearly identifies the project scope, methodology and how proposed outcomes can be completed within a prescribed timeframe (detailed in a Project Management Framework) • includes provision of appropriate project costing and confirmation of funding sources • includes formally endorsed schematic plans that address site considerations, safety, risk management, Universal Design principles, Environmentally Sustainable Design** • demonstrates economic impact during construction and operation, including employment during and after construction.
Who?	Demonstrate the extent to which the project:
10%	<ul style="list-style-type: none"> • consults and collaborates with project stakeholders including relevant state sporting associations, clubs/leagues and community groups • will be managed by an appropriately qualified team • considers inter-municipal linkages and issues where appropriate.
What will the project achieve?	Demonstrate the extent to which the project:
50%	<ul style="list-style-type: none"> • increases (or in certain cases maintains) participation in sport and recreation. As a result of the project, what will be the additional participation and programming outcomes? Please provide support letters that clearly state how each partner will benefit • encourages the broadest possible community participation in sport and recreation activities • has significant regional/sub-regional and/or multi-purpose benefits • improves the quality and range of sport and recreation opportunities • demonstrates appropriate business planning, which addresses operational and financial sustainability.

** Major Facilities and Better Pools projects must allocate a minimum of 20 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.



7.4. Seasonal Pools*

Objectives

To enable:

- local government to renew and modernise small aquatic leisure facilities in small rural and regional towns and in outer metropolitan municipalities where access to indoor aquatic centres is significantly limited
- a greater range of aquatic leisure opportunities, greater sustainability and accessibility.

What type of projects might be funded?

The Seasonal Pools category will prioritise proposals that focus on increasing participation and access to aquatic activities. Examples of possible projects that may be funded include:

- increasing the amount of leisure water and aquatic play features
- environmentally sustainable infrastructure initiatives
- works to raise water temperatures
- improving amenities such as better change areas and shelter/shade
- improving accessibility to aquatic spaces and change facilities.

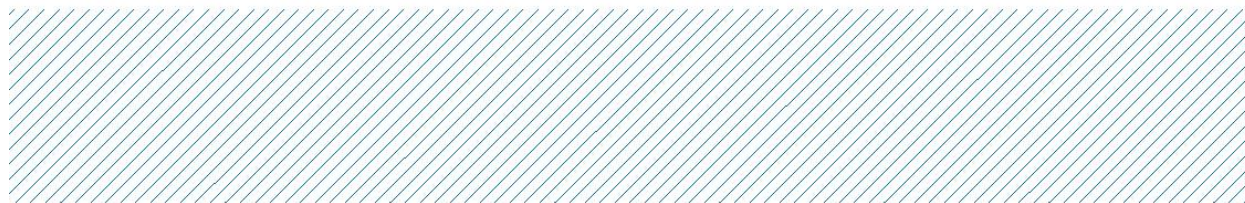
Assessment criteria for Seasonal Pools category can be found in Section 7.7.

Funding ratios

Maximum Grant	LGA	Funding ratios
Up to \$200,000***	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$1 local
	Rural	SRV \$2:\$1 local

* Only one project can be submitted under the Better Pools/Major Facilities/Seasonal Pools categories.

*** Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Seasonal Pools. Councils must underwrite any in-kind contribution.



7.5. Minor Facilities

Objectives

- to encourage participation in sport and recreation through innovative facility initiatives
- to encourage involvement of community organisations in planning and developing facilities
- to encourage co-operation between local government authorities, state sporting associations/peak bodies and local sports clubs and organisations
- to strengthen communities through the development of sustainable sport and recreation facilities
- to encourage greater female and junior participation.

What types of projects might be funded?

- accessible change facilities to promote female and junior use
- shared paths and trails
- sports surfaces
- sports lighting
- play spaces, skate parks, BMX tracks or youth recreation facilities
- multi-use recreation/meeting spaces
- projects that result in energy or water efficiency, such as warm season grass conversions.

Assessment criteria for Minor Facilities category can be found in Section 7.7.

Funding details

Maximum Grant	LGA	Funding ratios
Up to \$100,000*** Councils can apply for total maximum funding of \$200,000 for up to three applications	Metropolitan	SRV \$1:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local
Minor Facilities – Projects with a total cost of up to \$500,000 (GST exclusive)		
Successful applications for the maximum \$100,000 grant will involve an exceptional project or circumstance.		
Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.		

*** Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Minor Facilities, Soccer Facilities and Seasonal Pools. Councils must underwrite any in-kind contribution.

7.6. Soccer Facilities

Objective

To encourage soccer clubs, working in partnership with local government authorities to upgrade or develop new facilities to maximise their capacity to cater for additional participation.

What type of projects might be funded?

- accessible change rooms for players and referees of both genders
- installing or upgrading sports lighting
- developing or upgrading pitches.

Successful projects focusing on improving access and participation levels are likely to include at least one of the following characteristics:

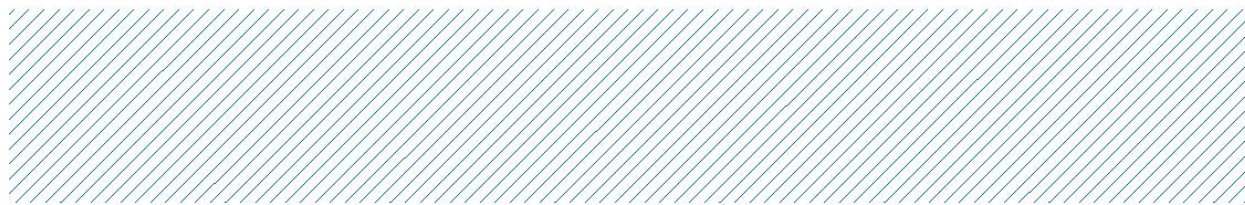
- improved access for female and junior participation
- projects that demonstrate innovation in dealing with demand for soccer facilities
- developments encouraging sharing of multi-use facilities
- collaboration between councils and schools that will result in joint use of soccer facilities by schools, soccer clubs and communities
- priority will be given to projects that develop soccer facilities in communities with no or inadequate soccer facilities.

Assessment criteria for Soccer Facilities category can be found in Section 7.7.

Funding details

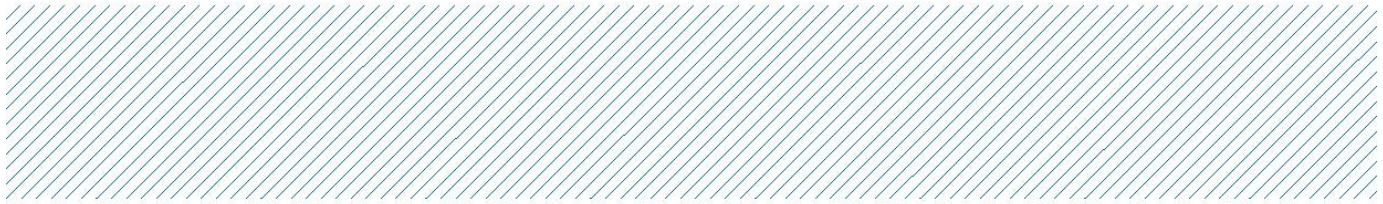
Maximum Grant	LGA	Funding ratios
Up to \$100,000*** Councils may apply for total maximum funding of \$100,000 consisting of up to two applications.	Metropolitan	SRV \$1:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local
Successful applications for the maximum \$100,000 grant will involve an exceptional project or circumstance.		
Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.		

*** Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Minor Facilities, Soccer Facilities and Seasonal Pools. Councils must underwrite any in-kind contribution.



7.7. Seasonal Pools, Minor Facilities and Soccer Facilities assessment criteria

Why?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> • responds to identified community needs and issues, based on consultation and addresses a gap in the provision of local facilities • is strategically supported by local or regional plans and/or state sporting associations/peak bodies plans.
How?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> • clearly identifies the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe • includes the provision of quotations/internal cost estimates, and schematic plans (endorsed by the project partners) that address site considerations. • includes confirmation of funding contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided • addresses issues around safety, risk management, Universal Design Principles and Environmentally Sustainable Design • includes project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST). For Soccer Facilities and Seasonal Pools only.
Who?	Demonstrate the extent to which the project:
10%	<ul style="list-style-type: none"> • consults and collaborates with project stakeholders including relevant state sporting associations, clubs/leagues and community groups
What will the project achieve?	Demonstrate the extent to which the project:
50%	<ul style="list-style-type: none"> • increases (or in certain cases maintains) participation in sport and recreation. As a result of the project, what will be the additional participation and programming outcomes? Please provide support letters that clearly state how each partner will benefit • encourages the broadest possible community participation in sport and recreation activities • considers multi-use and improves the quality and range of sport and recreation opportunities.



7.8. Planning

Objectives

The Planning category supports local government authorities to provide a planned response to local community sport and recreation needs.

To encourage:

- integrated recreation planning linked to other local government planning processes, including land-use, health and wellbeing and municipal
- recreation planning (particularly with state sporting associations and other peak bodies) and/or strategies for improving community participation
- sub-regional and regional facility planning and development
- feasibility studies for proposed major facility developments
- co-operation between neighbouring councils and/or state sporting associations.

What types of projects might be funded?

Three kinds of planning activities are funded under this category:

- recreation planning
- facility feasibility
- regional planning.

Priority will be given to projects that demonstrate a municipal or regional benefit.

External consultancy fees and costs associated with the production of the study report, such as printing expenses will be eligible for funding. Where council proposes to undertake a planning initiative in-house by an existing council staff member, that person must be assigned to the project full-time (to be demonstrated by a letter from council's CEO to confirm the arrangement).

Recreation planning

Recreation planning can focus on a number of areas, such as:

- strategic municipal, sub-regional or regional recreation planning
- planning for specific geographic areas
- planning for specific facility types such as aquatics, indoor stadiums, etc
- specific sport/recreation activities or issues.

Facility feasibility

Facility feasibility studies should critically assess a proposal and allow local government to make informed decisions about whether to proceed with a project. This category covers studies into the feasibility of:

- developing new facilities
- redeveloping existing facilities
- consolidating similar facilities
- providing regional facilities.

Regional planning

Local governments may also submit an additional planning application that seeks to address a recreation planning or facility feasibility issue that affects more than one municipality.

The application is required to be auspiced by one municipality and requires a financial contribution from more than one local government authority to be eligible.

Proposals that demonstrate partnerships with state sporting associations and peak bodies will be highly regarded. It is recommended that local governments make timely contact with these organisations and their sport and recreation representative to discuss priorities and align project objectives.

What types of projects will not be funded:

The Planning category will not fund projects that are considered to be council's core business such as council policy development. The project must directly link to infrastructure development and/or support participation strategies.

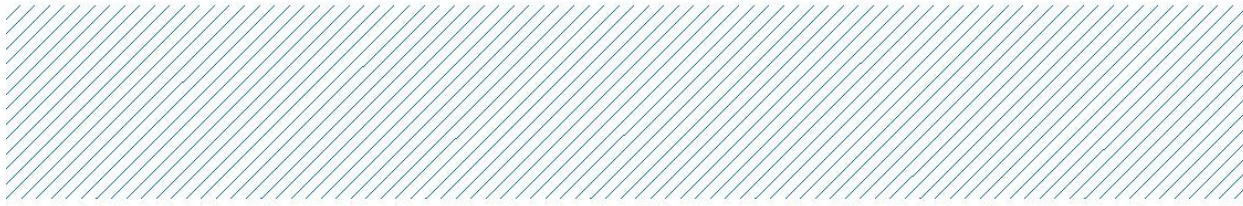
Assessment criteria for Planning category can be found in Section 7.9.

Funding details

Funding Amount	LGA	Funding ratios
Recreation Planning and Facility Feasibility		
Up to \$30,000 One application only under Recreation Planning OR Facility Feasibility.	Metropolitan	SRV \$1:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local
Regional Planning		
Up to \$50,000 A second planning project may be submitted under Regional Planning where the scope and funding contributions extend beyond one municipality.	Metropolitan/Outer Metropolitan*	SRV \$1.5:\$1 local
	Rural/Regional City**	SRV \$2:\$1 local

* **Outer Metropolitan:** Cardinia, Casey, Hume, Mellon, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

** **Regional City:** Ballarat, Bendigo, Geelong



7.9. Planning assessment criteria

Full applications for the Planning category do not need to address the Assessment Criteria in the Full Application. However, the high quality draft project brief will need to address the criteria as follows:

Why?	Demonstrate how the planning process:
20%	<ul style="list-style-type: none"> responds to identified community needs and issues and is supported by local organisations and/or state sporting associations/peak bodies planning.
How?	Demonstrate the extent to which the project:
20%	<ul style="list-style-type: none"> clearly identifies the project scope, methodology and proposed outcomes in a draft project brief encourages innovative approaches to address issues such as risk management, multi-use, Universal Design, and Environmentally Sustainable Design.
Who?	Demonstrate the extent to which the project:
10%	<ul style="list-style-type: none"> will consult and collaborate with a variety of project partners and stakeholders considers inter-municipal linkages and issues (where appropriate).
What will the project achieve?	Demonstrate the extent to which the project:
50%	<ul style="list-style-type: none"> proposes outcomes that would increase (or in certain cases maintain) participation in sport and recreation plans for projects that encourage the broadest possible community participation in sport and recreation activities considers multi-use and improves the quality and range of sport and recreation facilities and programming outcomes.

8. Timelines and assessment

There are a number of common features in successful applications. Good applications are well planned, involve relevant stakeholders, and are clear about what they are aiming to achieve. Answering each of the Assessment Criteria questions will help applicants develop a more thorough project proposal.

Stage One: Project Proposals

Project Proposals will be assessed by the alignment of your project's proposed outcomes and the program objectives, criteria, and project readiness.

Stage Two: Full Applications

Full applications will be assessed against the *Community Facility Funding Program* Assessment Criteria and the required documents set out in section nine. The more effort applied to succinctly address these questions and provide relevant supporting documentation, the more likely the project will attract grant funding.

Questions (eg. What will the project achieve? Why? How? Who?) are incorporated under the Assessment Criteria section for each category. The percentage weightings allocated to each criterion represent the importance of the different weighting DTPLI will use to assess project applications.

Funding details

Program opens		March 2014
Stage One	Development of Project Proposals	Closing date: 30 April 2014
	<ul style="list-style-type: none"> Project Proposal process used to identify potential projects for submission Project Proposals submitted to SRV (cftp@sporl.vic.gov.au) 	
	Project Proposals Assessed	
	Applicants provided with notification for projects that can proceed to Full Application stage	11 June 2014 onwards
Stage Two	Development of Full Applications	Closing date: 23 July 2014
	<ul style="list-style-type: none"> Full Applications developed and submitted 	
	Assessment of Full Applications	
	<ul style="list-style-type: none"> Full Applications assessed against program criteria 	23 July onwards
Funding announcements and notification of outcomes		September onwards

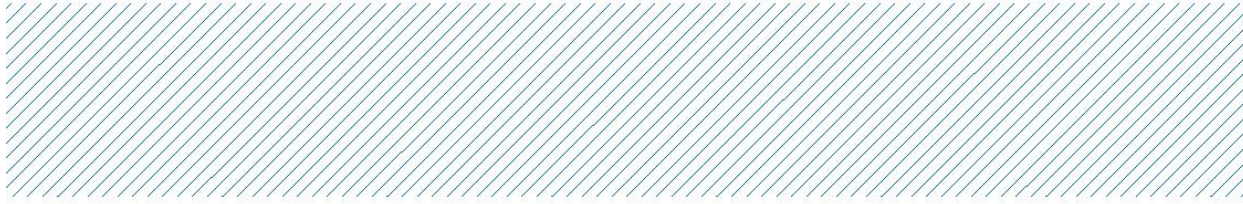
9. Information you will need to provide as part of your application

9.1. Required documentation

Please submit the following mandatory documentation with your Full Application only.

Major Facilities and Better Pools

- Site plan / aerial map (showing location of proposed project)
- Endorsed Schematic Plans
- Lighting Plans (for projects incorporating lighting)
- Quantity Survey, tender price or independent qualified expert report
- Evidence of confirmation of funding sources (eg. local government report confirming contribution, club bank statements)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of local government reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design Report(s) and Budget
- Technical and/or Access Audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Joint Use Agreement*, or a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Early Childhood Development (DEECD) that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the Aboriginal Heritage Act 2006, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview



Minor Facilities, Seasonal Pools and Soccer Facilities

- Schematic Plans endorsed by the project partners
- Site plan / aerial map (showing location of proposed project)
- Lighting Plans (for lighting projects)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for Soccer Facilities and Seasonal Pools projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (eg. local government report confirming contribution, club bank statements)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of local government reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access Audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Joint Use Agreement*, or a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from DEECD that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview

Planning

- A high quality draft project brief
- Letters of support from organisations that clearly indicate how the group/individual will either support the project or benefit from the project scope
- Evidence of confirmation of funding sources (for example, local government report confirming contribution, club bank statements).



25 March 2014

Mr Luke McGrath
Coordinator Major Projects
Latrobe City Council
PO Box 264
MORWELL VIC 3840

Dear Mr McGrath,

Pavilion – Synthetic Sports Field

Federation University Australia is supportive of Latrobe City Council's proposal to construct a Pavilion adjacent Synthetic Sports Field on the Gippsland campus to provide a multi-function space and amenities which can be used by the Hockey Association, other sporting groups, the University and community.

Federation University Australia, and its predecessor Monash University, value highly our partnership with Latrobe City. This has produced facilities and services for both the University and community, which would not have been possible if pursued separately. These include:

- The Synthetic Sport Field
- Latrobe Leisure, Churchill expansion and refurbishment
- Churchill and District Community Hub
- Churchill Town Centre East West Link Project, a current project
- As members of the Gippsland Education Precinct, the Churchill Art and Culture Pathway, a current project.

Federation University will provide access to the land for the construction of the Pavilion. We expect that the Bachelor of Education, Health and Physical Education major, would hold some of their practical classes in the multi-function room and store equipment on site. It is also hoped that by 2016 a new course in Human Movement and Sports Science will be offered at the campus. The Pavilion would also suit some of its classes. Federation University will have some specific requirements over and above that of a sport/club based pavilion. To incorporate these into the design the University will make a financial contribution of up to \$200,000. This will be of mutual benefit for all users because it will result in a larger multi-function room and separate storage space for key stakeholders.

Noting that the Pavilion will be used by a variety of organisations during the day, at night and on weekends, for sport, educational and community purposes, Federation University will require agreement on what security, building control and fire alarm systems are included in the design and how these may or may not be linked back the campus systems. There will also need to be agreement about building management and maintenance costs associated with the facility.

As a new organisation, Federation University Australia is currently reviewing its budgets and likely contributions to infrastructure projects. It was initially envisaged that this project would require funding in 2016 and provision had been made for this in the budget (2016 calendar year budget). It is understood that the project may be brought forward with a construction commencing in 2015. If this is the case Federation University would make a financial contribution of \$100,000 in 2015 with the balance paid in 2016 calendar year.

This is a great project and will help bring to fruition an important part of Campus Master Plan and East West Link. It will provide a key destination and quality facility for all the community.

Yours sincerely



Darren Holland
Deputy Vice-Chancellor, Student Support and Services
Federation University Australia

Invitation to Tender No: LCC-131**Resurfacing of the Agnes Brereton Park - Netball Courts at Traralgon**

				Cranes Asphaltting & Bitumen Sealing Pty Ltd	
ITEM	DESCRIPTION	QTY	UNIT	Rate	Amount
	Supply all labour, plant and materials necessary to widen and resurface ten netball courts at the Agnes Brereton Park off Breed Street at Traralgon as follows:				
1	GENERAL				
	(a) Preparation, implementation and maintenance of a Quality Management System, a Traffic Management Plan, a Health and Safety Coordination Plan and an Environmental Management Plan as per Sections 160, 166, 168 and 176 of the Specification respectively.		Item		\$ 900.00
	(b) Implementation of the Cultural Heritage Management Plan as per Clause 100.10 of the Specification.		Item		\$ 850.00
	(c) Site management and supervision as per Clause 160.E1 of the Specification.		Item		\$ 2,600.00
	(d) Preparation and updating of the construction program as per Clause 160.D1 of the Specification.		Item		\$ 600.00
	(e) Site establishment and removal as per Clause 100.06 of the Specification.		Item		\$ 3,200.00
	(f) Provision of temporary site fencing as per Clause 100.07 of the Specification.		Item		\$ 3,500.00
	(g) Set out of the works as per Clause 100.09 of the Specification.		Item		\$ 1,800.00
	(h) Locating utility services as per Clause 100.08 of the Specification.		Item		\$ 900.00

	(i) Testing of materials and work in accordance with the requirements of the Specification.		Item		\$	900.00
	(j) Maintenance of the work site as per Clause 160.E4 of the Specification.		Item		\$	800.00
2	FORMATION					
2.1	Clearing and Grubbing					
	(a) Removal of existing bituminous surface as per Clause 200.01(a) of the Specification.	6247.8	m	\$	22.00	\$ 137,451.60
	(e) Removal of netball post and footings as per Clause 200.01(e) of the Specification.	20	No	\$	460.00	\$ 9,200.00
	(f) Decommissioning, removal and disposal of existing lightpoles, footings and associated cabling	6	No	\$	5,000.00	\$ 30,000.00
2.2	Earthworks					
	(a) Stripping and stockpiling of topsoil as per Clause 200.02(a) of the Specification.	706.75	m ³	\$	26.00	\$ 18,375.44
	(b) Excavation and disposal of spoil as per Clauses 200.02(c) and 200.02(d) of the Specification.	251	m ³	\$	33.00	\$ 8,283.00
	(c) Supply and placement of Tensar TX 160 triaxial geogrid or equivalent proprietary product as per Clause 200.02(e) of the Specification.	8075.00	m ²	\$	6.00	\$ 48,450.00
	(d) Provisional Sum for the replacement of unsuitable material below subgrade level with 20 mm Class 3 crushed rock as per Clause 200.02(f) of the Specification.	141.35	m ³	\$	110.00	\$ 15,548.45
	(e) Topsoiling and sowing as per Clause 200.03 of the Specification.	2355.83	m ²	\$	8.50	\$ 20,024.51
3	FLEXIBLE PAVEMENTS					
	(a) Supply and place a 200 mm compacted depth of 20 mm Class 3 crushed rock for the subbase course as per Clause 300.01(b) of the Specification.	8075	m ²	\$	19.80	\$ 159,885.00

	(b) Supply and place a 100 mm compacted depth of 20 mm Class 2 crushed rock for the base course as per Clause 300.01(b) of the Specification.	8075	m ²	\$	14.50	\$	117,087.50
	(c) Prepare the pavement for sealing as per Clause 300.01(c) of the Specification.	8075	m ²	\$	2.50	\$	20,187.50
4	ASPHALT AND SURFACE TREATMENTS						
	(a) Application of a Size 7 mm emulsion primerseal as per Clause 400.01 of the Specification.	8075	m ²	\$	7.20	\$	58,140.00
	(b) Supply and placement of a 25 mm thick Size 7 mm hard court asphalt wearing surface as per Clause 400.02 of the Specification.	8,075	m ²	\$	13.60	\$	109,820.00
5	INCIDENTAL CONSTRUCTION						
5.1	Construction of Underground Stormwater Drains						
	(a) Supply, bed, lay, joint and backfill 225 mm diameter, Class SN8, solvent welded jointed, UPVC stormwater drainage pipes with Size 20 mm Class 2 crushed rock backfill as per Clause 700.01 of the Specification and Standard Drawing No LCC 901.	100	m	\$	110.00	\$	11,000.00
5.2	Installation of Subsurface Drainage						
	(a) Install subsurface drainage as per Clause 700.02 of the Specification and Standard Drawing No LCC 301 as follows:						
	(i) Supply, bed, lay, joint and backfill 100 mm diameter, Class 1000, corrugated, perforated, PVC, subsurface drainage pipes; and	500	m	\$	28.00	\$	14,000.00
	(ii) Supply and install Type 1 single flushout risers.	4	No	\$	140.00	\$	560.00
5.3	General Concrete Paving						

	(a) Construct concrete kerb as per Clause 700.03 of the Specification and Standard Drawing No LCC 101 as follows:				
	(i) M2 open invert channel;	577	m	\$ 115.00	\$ 66,355.00
5.5	Netball Court Resurfacing Works				
	(a) Carry out the following works to resurface the netball courts with a non-cushioned acrylic surface as per Clause 700.06 of the Specification:				
	(iii) painting of netball court markings.	10	No	\$ 800.00	\$ 8,000.00
5.6	Installation of Court Furniture				
	(a) Installation of netball posts and footings as per Clause 700.07 of the Specification.	20	No	\$ 580.00	\$ 11,600.00
5.7	Relocation of Infrastructure				
	(a) Relocation of dugouts including associated bench seats as per Clause 700.08(a) of the Specification.	2	No	\$ 2,250.00	\$ 4,500.00
				Total	\$ 972,969.79



EXISTING HARDCOURTS

EXISTING CLAYCOURT

EXISTING HARDCOURTS

SHOWCOURT WITH APPROXIMATELY 3000 SEATS SHOWN HATCHED. (NOTE: SEATING ENCLOSED UNDER CARPANE AREA WOULD BE REQUIRED.)

PRELIMINARY

EXISTING HARDCOURTS



TRARALGON TENNIS ASSOCIATION VICTORIA
CONCEPT SITE PLAN

1:1000 @ A3 (Approx) January 2014



EXISTING MAINTENANCE BUILDING AND CLUBHOUSE

PROPOSED CLUBHOUSE REDEVELOPMENT AND EXTENSION VIEWING AREA SHOWN HATCHED

EXISTING SKATE PARK

4 X HOT SHOT SHOW COURT (TEMPORARY SEATING PROFILE SHOWN HATCHED OVER.)

CARPANEING AMENDED LAYOUT (INDICATIVE ONLY.)

TRARALGON TENNIS - ORDER OF COST JAN 14

Job Name : ORDER OF COST JAN 14 Job Description
 Client's Name: SportsDev Australia Redevelopment of Traralgon Tennis Association as per
 Concept January 2014

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 1 Overall						
1	This Cost Plan provides an Order of Cost Estimate for proposed development of Traralgon Tennis Centre in Traralgon Victoria based on Concept Plan prepared by SportsDev Australia					
2						
3	Scope of work includes					
4						
5	-Site clearance / demolition					
6	-Site preparation - 300 excavation - mean depth per court					
7	-2 Showcourt H/C Plexipave Courts					
8	-Court lighting - included in Court Costs as advised by SportsDev					
9	-In ground Stormwater tank					
10	-4 Viewing Shelters					
11	-576m2 Tennis Clubhouse extension over two levels -STAGE 2					
12	-326m2 covered viewing area -STAGE 2					
13	-paving and synthetic grass around courts					
14	-electrical conduits back to main building					
15	-alterations / reconfiguring of fencing etc					
16	-transformer upgrade					
17						
18	The following costs are NOT included					
19	-GST					
20	-Contaminated soil removal if encountered					
21	- Escalation in costs for an extended period of time					
22	-Works to existing courts or maintenance building or existing clubhouse except connection to new extension					
23	-Works to existing sewer or easement					
24	-Court seating - all hired					
25	-covered ways and the like					
26	-special footings					
27	-separate viewing shelters					

TRARALGON TENNIS - ORDER OF COST JAN 14

Job Name : ORDER OF COST JAN 14 Job Description
 Client's Name: SportsDev Australia Redevelopment of Traralgon Tennis Association as per
 Concept January 2014

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Overall						Total:
Trade : 2 STAGE 1						
STAGE 1						Total:
Trade : 3 Site Clearance and demolition						
1	Allowance for site clearance including carpark, sundry structures , fencing etc	7,150.00	m2	5.00		35,750.00
2	Allowance for tree removal and grubbing out		Item			9,000.00
Site Clearance and demolition						Total: 44,750.00
Trade : 4 Site preparation - 300 deep mean excavation to courts						
1	Excavate average of 300 mm below new tennis courts	486.00	m3	45.00		21,870.00
Site preparation - 300 deep mean excavation to courts						Total: 21,870.00
Trade : 5 2 Showcourt H/C plexipave						
1	Showcourt H/C plexipave complete with fencing , lighting etc	2.00	No	115,000.00		230,000.00
2	Extra for markings for 4 No Shot Courts		Item			7,500.00
2 Showcourt H/C plexipave						Total: 237,500.00
Trade : 6 BBQ area / Playground						
1	PC Sum for BBQ area including shelter and playground area		Item			75,000.00
BBQ area / Playground						Total: 75,000.00
Trade : 7 Electrical conduits to main building						
1	PC Sum for electrical conduits in ground back to main building		Item			15,000.00
Electrical conduits to main building						Total: 15,000.00
Trade : 8 Fencing alterations etc						
1	Allowance - say		Item			5,000.00
Fencing alterations etc						Total: 5,000.00

TRARALGON TENNIS - ORDER OF COST JAN 14

Job Name :	ORDER OF COST JAN 14	Job Description
Client's Name:	SportsDev Australia	Redevelopment of Traralgon Tennis Association as per Concept January 2014

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<i>Trade : 9 <u>Transformer Upgrade - PC allowance</u></i>						
1	PC Sum for transformter upgrade - assumed		Item			75,000.00
<u>Transformer Upgrade - PC allowance</u>						Total: 75,000.00
<i>Trade : 10 <u>Paving including carpark and Landscaping</u></i>						
1	Paved surfaces connecting courts	306.00	m2	50.00		15,300.00
2	Allowance for seeded grass to rear of site		Item			10,000.00
3	Synthetic grass between paving and courts		Item			15,000.00
4	Allowance for sundry posts, markers etc		Item			5,000.00
5	General other landscaping - say		Item			50,000.00
6	Bitumen carpark complete with kerbs etc, stormwater	3,855.00	m2	100.00		385,500.00
7	Carpark lighting allowance		Item			45,000.00
8	Signage allowance		Item			5,000.00
<u>Paving including carpark and Landscaping</u>						Total: 530,800.00
<i>Trade : 11 <u>Professional Fees at 12 percent</u></i>						
						Total:
<i>Trade : 12 <u>Contingencies allowance 7.5 percent</u></i>						
1						
<u>Contingencies allowance 7.5 percent</u>						Total:
<i>Trade : 13 <u>Rounding</u></i>						
1						
<u>Rounding</u>						Total:
<i>Trade : 14 <u>Subtotal Stage 1</u></i>						
1						
<u>Subtotal Stage 1</u>						Total:
<i>Trade : 15 <u>STAGE 2</u></i>						

TRARALGON TENNIS - ORDER OF COST JAN 14

Job Name : ORDER OF COST JAN 14 Job Description
 Client's Name: SportsDev Australia Redevelopment of Traralgon Tennis Association as per
 Concept January 2014

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<i>Trade : 15 <u>STAGE 2</u></i>						
1						
<u>STAGE 2</u>						Total:
<i>Trade : 16 <u>Site Clearance and demolition</u></i>						
1	Allowance for site clearance		Item			5,000.00
<u>Site Clearance and demolition</u>						Total: 5,000.00
<i>Trade : 17 <u>Site preparation</u></i>						
1	Prepare site for buildings etc	750.00	m2	20.00		15,000.00
<u>Site preparation</u>						Total: 15,000.00
<i>Trade : 18 <u>Inground Stormwater Tanks and hose cocks</u></i>						
1	PC Sum allowance for inground tank and reticulation to hose cocks in several locations		Item			25,000.00
<u>Inground Stormwater Tanks and hose cocks</u>						Total: 25,000.00
<i>Trade : 19 <u>Two level Clubroom extension including Commercial Kitchen , toilets, tennis office, clubrooms etc</u></i>						
1	Two level clubroom including Commercial Kitchen h toilets for male, female, disabled, cafe, tennis office	576.00	m2	3,000.00		1,728,000.00
2	Extras over allowance for balconies - say 75m2??	75.00	m2	750.00		56,250.00
3	Allowance for connection to and break into existing building		Item			30,000.00
<u>Two level Clubroom extension including Commercial Kitchen , toilets, tennis office, clubrooms etc</u>						Total: 1,814,250.00
<i>Trade : 20 <u>Covered viewing area</u></i>						
1	Covered viewing area - Sail cover or similar	326.00	m2	850.00		277,100.00
<u>Covered viewing area</u>						Total: 277,100.00
<i>Trade : 21 <u>Paving and Landscaping</u></i>						
1	Paved surfaces allowance	300.00	m2	85.00		25,500.00
2	Allowance for seeded grass to rear of site		Item			10,000.00
3	General other landscaping - say		Item			25,000.00
4	Services connections including stormwater , sewer etc		Item			50,000.00

TRARALGON TENNIS - ORDER OF COST JAN 14

Job Name :	ORDER OF COST JAN 14	Job Description
Client's Name:	SportsDev Australia	Redevelopment of Traralgon Tennis Association as per Concept January 2014

Item No.	Item Description	Quantity	Unit	Rate	Mark	Amount
						Total: 110,500.00
<i>Trade : 22 <u>Professional Fees at 12 percent</u></i>						
						Total:
<i>Trade : 23 <u>Contingencies allowance 7.5 percent</u></i>						
1						
						Total:
<i>Trade : 24 <u>Rounding</u></i>						
1						
						Total:
<i>Trade : 25 <u>Subtotal Stage 2</u></i>						
1						
						Total:

COMMUNITY LIVEABILITY

15. COMMUNITY LIVEABILITY

Nil reports

PLANNING AND GOVERNANCE

16. PLANNING AND GOVERNANCE

16.1 LEASE OF AIRLIE BANK HOMESTEAD, MORWELL

GENERAL MANAGER

Planning and Governance

For Decision

PURPOSE

The purpose of this report is to consider two expressions of interest received for tenancy of the Airlie Bank Homestead at 33 The Boulevard, Morwell.

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 - Recreation

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: affordable and sustainable facilities, services and recreation

Theme 3: Efficient, effective and accountable governance

Theme 4: Advocacy for and consultation with our community

Strategic Direction

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

Legislation

Local Government Act 1989

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

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

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

BACKGROUND

The Airlie Bank Homestead is situated at 33 The Boulevard, Morwell, being Lot 1 on PS 410208 and the land contained in Certificate of Title Volume 10659 Folio 309. The property is in a Public Park and Recreation Zone (PPRZ) and is also subject to a heritage overlay.

An aerial photograph and floor plan of the homestead are attached to this report. (Attachments One and Two)

The homestead was built circa 1880 by David Ogilvy on the banks of Waterhole Creek and it was the homestead on an early 100 hectare farm. It later passed to the Bridle family who farmed the property for around 60 years and in 1959 they bequeathed the property to the former Shire of Morwell.

After falling into disrepair the homestead was restored by Advance Morwell with the support of Council, local businesses, community groups and individuals together with local, Federal Government and Heritage Trust funding. It was officially opened in April 2000 with the restoration finalised in late 2001.

The planning permit issued for the property in September 1999 (99268) provides for the use of the existing building as a museum and art gallery to operate between the hours of 10.00am to 4.00pm Monday to Sunday.

Since the restoration was completed the homestead has been used by a number of groups, initially for the display of "Dads War Stuff", which ended in 2004, as well as being used at various times by Lifeline, Gippsland Carers Association and Morwell Common Equity Cooperative.

**ORDINARY COUNCIL MEETING MINUTES
28 APRIL 2014 (CM434)**

The property has been formally leased to Advance Morwell since 2005 who has managed the homestead and has performed all maintenance with an annual allowance of \$4,000 from Council.

As this lease was due to expire on 31 March 2014 it was determined that Council would undertake an expression of interest process with a view to ascertaining the level of community interest in the property.

Public notice was given in December 2013 seeking expressions of interest from community groups or not for profit organisations who were interested in leasing the property. In response to these notices two submissions were received from the existing tenant, Advance Morwell, and Gippsland Resource Group Inc., copies of which are attached.

As stated above, Advance Morwell has leased the Airlie Bank Homestead since 2005 and has managed the property up to the expiration of the current lease on 31 March 2014. They currently remain in occupation under the over holding provisions of the lease pending a determination by Council on the future tenancy of the property.

ISSUES

The two expressions of interest that were received are summarised as follows:

Advance Morwell (Attachment Three)

The expression of interest received from Advance Morwell focuses on continuing to use and promote the property as a community facility including "Bev's Wonderworld Of Dolls" which has been on display since June 2010.

Advance Morwell has also provided a general outline of their strategies for ongoing marketing of the property and have also provided a letter of support from the Morwell Historical Society as part of their submission.

It is noted that the exhibition entry fees from the doll display are utilised for the upkeep of the property and they have also received additional grants from the Latrobe City Trust, the last of which was in September 2012.

Gippsland Resource Group Inc. (Attachments Four and Five)

In the expression of interest received from Gippsland Resource Group Inc. it was indicated that their goal is to encourage "*community interest and participation in authentic operation of the building and property as a functioning farm homestead*".

Clarification was sought as to what this would entail, particularly in light of an article that appeared in the Morwell Advertiser on Monday 17 February where both prospective tenants were interviewed. In this article Gippsland Resource Group Inc. were quoted as stating that they were "*looking at having a farm with animals, so kids could see what life was like on the farm in 1938, and old photos taken then*". (Attachment Six)

Further information was provided, a copy of which is attached. It states that it would not be operated as a farm but "*as a possible tourist attraction*

in combination with Water Hole Creek which was part of the original property”.

Furthermore, a representative of Gippsland Resource Group Inc. has indicated that farm animals could be utilised at certain events to provide a further attraction to the public.

Whilst the expression of interest from Gippsland Resource Group Inc. does not provide details as to how they would go about marketing the property to the wider community or articulate from where any funding to meet the outgoings would be derived a representative has indicated that they would be able to meet the financial obligations if they were the successful applicant.

One of the key considerations of the expression of interest process was to ensure that any proposed use of the property would be respectful of the heritage nature of the homestead and, if possible, that this could be utilised to promote usage by the wider community.

The submissions from Advance Morwell and Gippsland Resource Group Inc. both clearly understand the significance of this requirement which stems from both having some degree of involvement in the restoration of the property.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

Whilst the expression of interest process did seek the nomination of a rental figure payable under any future lease this was not a key consideration given that the tenant was intended to be a community or not for profit group.

It was an important factor that any prospective tenant could demonstrate that they have the ability to meet the outgoings associated with the property which current amount to approximately \$2,500 per annum.

Advance Morwell have demonstrated their ability to do so over the course of the previous lease. Gippsland Resource Group Inc. has indicated that they would also be able to pay any outgoings however no details were provided as to the source of any income.

It is proposed that Council would continue to provide the annual allowance of \$4,000 to the successful tenant to support maintenance of the property.

The leasing of the property and delegation of the responsibility for ongoing maintenance to the tenant has proven to be a successful model and results in there being minimal involvement in the day to day management of the property by Council.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

In the event that the tenant was unable to fulfil their obligations under the lease there would be a provision that the agreement could be terminated on written notice and management of the property would then revert back to Council.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Public notices placed in the Latrobe Valley Express during December 2013.

Details of Community Consultation / Results of Engagement:

In response to the public notice two expressions of interest were received from Advance Morwell and Gippsland Resource Group Inc.

As part of the assessment of these expressions of interest further information was sought from Gippsland Resource Group Inc. to supplement their initial submission.

As stated previously, the Morwell Advertiser printed an article on Monday 17 February where both groups were interviewed though it should be noted that this article did not directly involve Council.

Council officers have also contacted the Morwell Historical Society to ascertain their interest in occupying the property however they considered it unsuitable due to its location and associated access issues.

OPTIONS

Council may now resolve to do one of the following:

- Enter into a lease agreement with Advance Morwell
- Enter into a lease agreement with Gippsland Resource Group Inc.
- Enter into discussions with Advance Morwell and Gippsland Resource Group Inc. regarding a joint tenancy arrangement.
- Seek further expressions of interest from community groups or not for profit organisations.
- Not proceed with leasing of the property to a community group or not for profit organisation and take over the future management of the Airlie Bank Homestead.

CONCLUSION

The current lease with Advance Morwell for the Airlie Bank Homestead at 33 The Boulevard, Morwell, expired on 31 March 2014. Council has sought expressions of interest from community or not for profit groups who would be interested in utilising the property and two have been received from Advance Morwell and Gippsland Resource Group Inc.

Both groups clearly have an interest in ensuring that the property continues to be well maintained and utilised by the community as much as possible. Due to these common interests in maximising the potential use

**ORDINARY COUNCIL MEETING MINUTES
28 APRIL 2014 (CM434)**

and acknowledging the history of the building it is suggested that discussions should be entered into with both applicants to determine whether a joint tenancy arrangement is feasible.

Such an arrangement would reduce the financial burden for each applicant, see a shared resource being utilised in order to do justice to the history of the homestead and maximise its availability to the public.

Attachments

1. Attachment One: Airlie Bank Homestead Lease Area
2. Attachment Two: Airlie Bank Homestead Floor Plan
3. Attachment Three: Advance Morwell Expression of Interest.
4. Attachment Four: Gippsland Resource Group Inc. Expression of Interest
5. Attachment Five: Gippsland Resource Group Inc. Additional Information
6. Attachment Six: Article from Morwell Advertiser dated 17 February 2014

RECOMMENDATION

1. That Council authorise the Acting Chief Executive Officer to undertake negotiations with Advance Morwell and Gippsland Resource Group Inc. regarding the potential for a joint tenancy arrangement for the Airlie Bank Homestead.
2. That Council authorise the Acting Chief Executive Officer to enter into concurrent, ten year lease agreements with both Advance Morwell and Gippsland Resource Group Inc. should both parties reach agreement regarding a joint tenancy arrangement for the Airlie Bank Homestead.
3. That the Acting Chief Executive Officer provide a further report to Council in the event that a joint tenancy arrangement cannot be negotiated between Advance Morwell and Gippsland Resource Group Inc.

ALTERNATE MOTION

1. That Council defer a decision on this matter pending a further report on the condition of Airlie Bank Homestead Building and the likely cost of restoration to Heritage requirements. A report also to be submitted on the timetable and nature of WGCMA proposed for Waterhole Creek.

Moved: Cr Middlemiss
Seconded: Cr Gibbons

That the Motion be adopted.

CARRIED UNANIMOUSLY

ADDITIONAL MOTION

1. That Council authorise the Acting CEO to meet with the current sub-tenant of Airlie Bank Homestead to discuss her wishes, needs and requirements.

Moved: Cr Sindt
Seconded: Cr Middlemiss

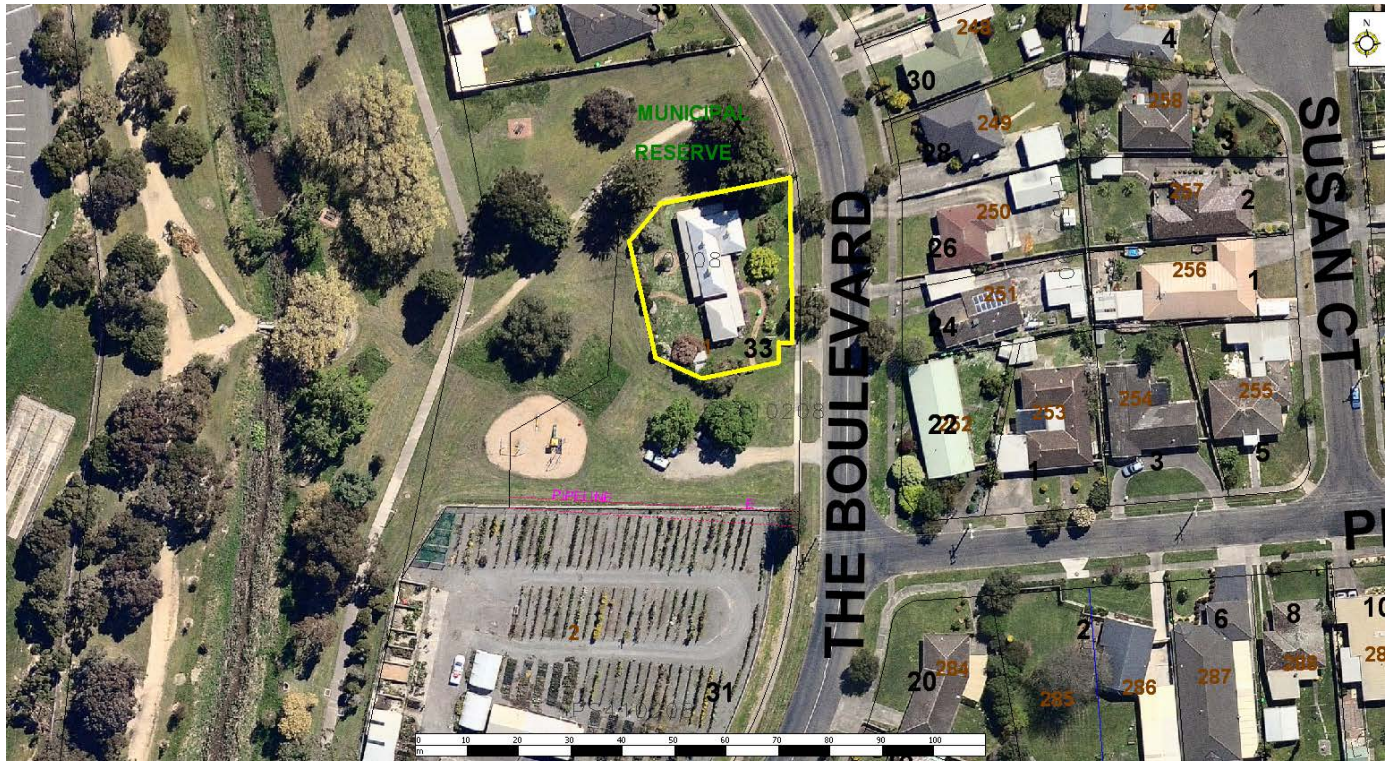
That the Motion be adopted.

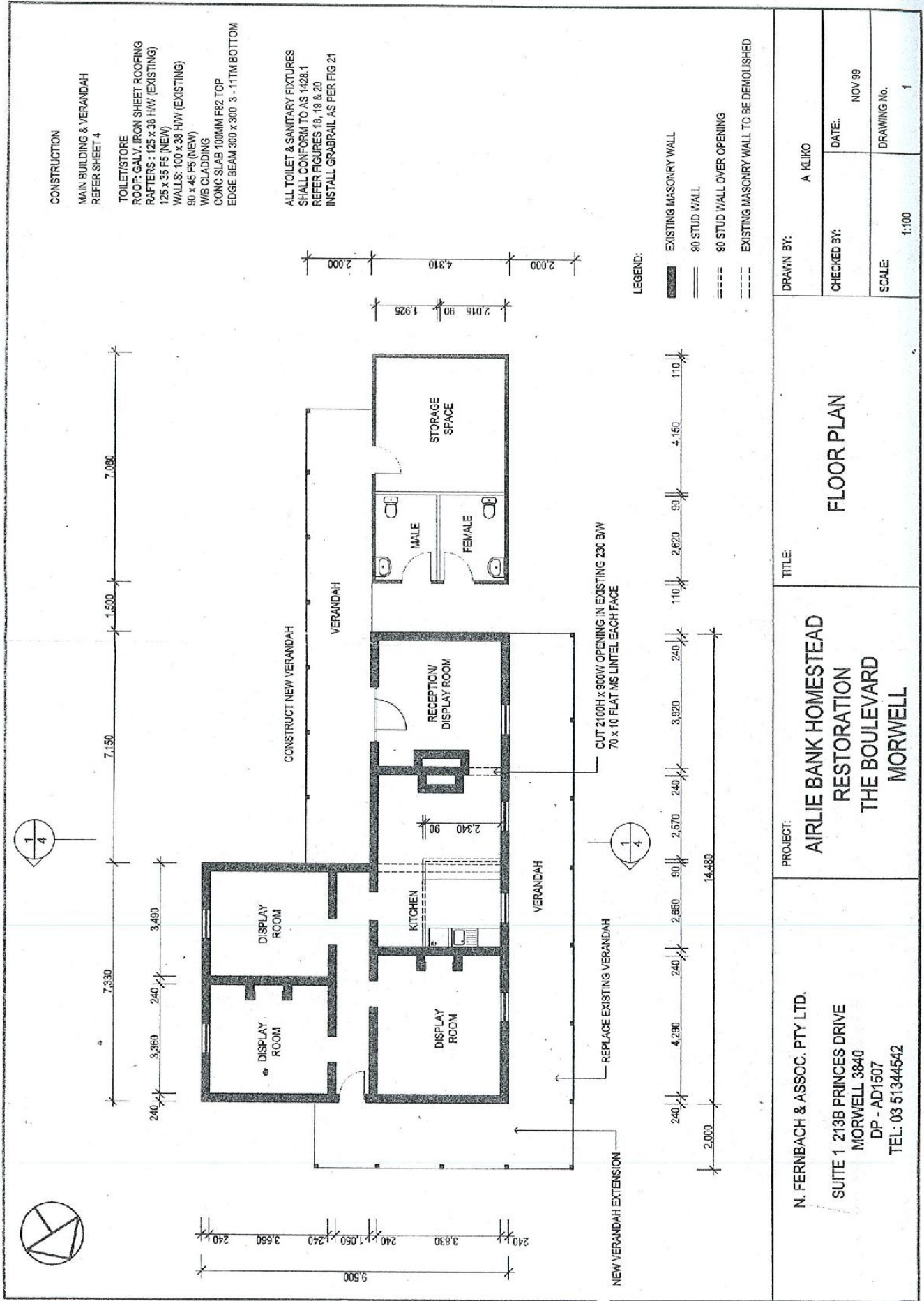
CARRIED UNANIMOUSLY

16.1

LEASE OF AIRLIE BANK HOMESTEAD, MORWELL

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PROJECT: N. FERNBACH & ASSOC. PTY LTD. SUITE 1 213B PRINCES DRIVE MORWELL 3840 DP - AD1507 TEL: 03 51344542	TITLE: FLOOR PLAN AIRLIE BANK HOMESTEAD RESTORATION THE BOULEVARD MORWELL	DRAWN BY: A KLIKO
		CHECKED BY: DATE: NOV 99
		SCALE: 1:100 DRAWING No. 1



Registration No A36948L ABN: 79 430 405 176

PO BOX 1061 MORWELL 3840 VICTORIA

Advance Morwell Inc.

Chairman: John Guy
 Secretary: Keith Brownbill
 Telephone: 5134 2676

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
8 JAN 2014	
R/O:	Doc No:
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

8 January 2014

Peter Schulz
 Property & Statute Officer
 Latrobe City Council
 Commercial Road
 Morwell VIC 3840

Dear Peter

Expression of Interest for the Future Use of Airlie Bank Homestead

On behalf of the Chairman and Committee of Advance Morwell, I wish to thank Council for the opportunity to lease Airlie Bank Homestead for use as a community facility since April 2000.

Advance Morwell would like to continue their tenancy of this heritage property and hereby submit this Expression of Interest in accordance with the terms and conditions described in the Council notice.

Yours sincerely

Secretary

Advancing Morwell and Latrobe City through unity and active community involvement

Airlie Bank Homestead Expression of Interest

Applicant: Advance Morwell Inc
Incorporation No: A36948L
ABN: 79 430 405 176
Address: PO Box 1061, Morwell VIC 3840
Contact name: Max Williamson
Telephone: 5134 1142
Email: wilscot@wideband.net.au

Background

Advance Morwell is an incorporated not-for-profit organisation established in 1998 to represent the interests of local business and residents following municipal amalgamation. It is supported by a membership of 140 comprising corporate, business and community members.

In mid-1999, Advance Morwell presented a proposal to Latrobe City Council to restore Airlie Bank homestead for community use in accordance with the intent of the Bridle family bequest of the property to local government in 1959.

Restoration of the property was principally carried out under the Federal government *Work for the Dole* scheme together with substantial funding from Council, grants and a public appeal that raised a combined total of \$100,000.

The restoration preserved the original architectural features of the farmhouse and detached kitchen while recognising the need to make the building suitable for use as a community facility.

The building was officially opened in April 2000 and subsequently leased to Advance Morwell for the display of *Dad's War Stuff*, an acclaimed WW1 collection of Lighthorse memorabilia curated by Gloria Auchterlonie. The Gippsland Carers also occupied the building for a period and in June 2010 Advance Morwell sub-leased the main building to Bev Loraine to display her renowned collection of dolls from around the world. The doll exhibition entry fees are paid into the Advance Morwell Airlie Gallery account to fund the upkeep of the property.

The Morwell Common Equity Rental Co-operative have used the meeting room in the detached building for their monthly committee meetings since May 2008 and pay a modest amount to cover utility charges. Their function is to rent houses to low income families in Morwell, which aligns with our community use objectives for Airlie Bank.

The property has been maintained to a high standard by an annual grant from Latrobe City Council supplemented by funds for specific maintenance projects from the Edwin James Austin bequest administered by the Latrobe City Trust.

Advance Morwell has a long association with Airlie Bank that has enabled the organisation to build up a comprehensive knowledge base on the heritage of the property and the Ogilvy and Bridle families that farmed the property for eighty years.

Advancing Morwell and Latrobe City through unity and active community involvement

Submission

1. Proposed Use

Advance Morwell proposes to use this historically important heritage property as a community facility and preserve it as an example of a late Victorian homestead connected with the farming era of Morwell and the historic Airlie mansion in Melbourne. It is a local landmark and an important inclusion in the Latrobe heritage register.

Advance Morwell are actively involved in increasing public awareness of Airlie Bank and have published a 28-page booklet on the history of the property and also distributes handout material on the heritage of Airlie Bank to visitors. Our future plans include holding local history open days at Airlie Bank in collaboration with the Morwell Historical Society.

A letter of support from the Society is attached to this submission.

The open parkland surrounding the homestead also offers an opportunity for Council or other community organisations to run events such as musical afternoons or other outdoor events.

Its use as a community facility will continue as a Gallery featuring *Bev's Wonderworld of Dolls* collection, which has been on display since June 2010. Attendance has doubled in the three years to June 2013 and is on track to double again this year as word spreads on the excellence of this unique collection.

Airlie Bank and the doll display will continue to be marketed as a tourist destination through a range of strategies such as articles in newspapers, tourism publications and lifestyle magazines, contact with tour operators, motel owners, placement of brochures at the Latrobe Visitor Information Centre, Old Gipps town and Yarragon Village together with advertising on the Gippsland FM radio station and the Advance Morwell web page.

Airlie Bank is a significant and growing tourist attraction with many visitors now arriving in tourist coaches from outside the Latrobe Valley. It is included in the itinerary of visitors along with the Centenary Rose Garden and Immigration Park, and adds further support to the local economy.

2. Opening Times

The Gallery would be open from 10am to 3pm on Wednesday, Thursday and Friday and open at other times on request.

3. Rental

Advance Morwell is a community based organisation and as such regards our involvement in Airlie Bank as a community service rather than a business operation subject to commercial terms and conditions. We would be happy to discuss this issue with Council should our application be successful.

4. Other matters

Advance Morwell would continue to clean the premises and maintain the grounds. We are prepared to pay all future utility charges, which amounted to \$2,500 last financial year.

The Airlie Bank garden is a feature of the property due to the wide variety of plants that have been selected from species that were common in the Victorian era. The garden always draws favourable comments from visitors and we are most grateful for Bev Lorraine's care and attention in keeping the grounds in good condition.

Public liability insurance for Airlie Bank would be covered under the Advance Morwell business policy with CGU Insurance.

Advancing Morwell and Latrobe City through unity and active community involvement

Morwell Historical Society Inc.

President: Leonie Pryde
Information Centre: 44 Buckley Street Morwell VIC 3840
URL: www.morwellhistoricalsociety.org.au



Post Office since 1903

Chief Executive Officer
Latrobe City Council
Post Office Box 264
MORWELL 3840

19th December 2013

SUPPORT FOR ADVANCE MORWELL

To the responsible Officer,

On behalf of the Committee and Members of the Morwell Historical Society I am writing this letter to wholeheartedly support "Advance Morwell" in their application for renewal of the lease pertaining to the "Airlie Bank Homestead".

'Advance Morwell' have a long and proven track record with respect to the successful operation and management of 'Airlie Bank' and the Society feels that they should remain in that role. The Morwell Historical Society and "Advance Morwell" have joined together on several occasions to foster interest in local history and to promote the advancement of our township in general terms. We are of the opinion that if 'Airlie Bank' was put to another purpose a valuable community asset may be lost.

The Morwell Historical Society has been affiliated with "Advance Morwell" since their inception and we have no hesitation whatsoever in supporting them in their current endeavours.

Yours faithfully

Stephen R. Hellings
Secretary
Morwell Historical Society Inc.

Postal Address: Secretary: Stephen Hellings, PO Box 1163, Morwell, VIC 3840
Inc. No. A0016986W



GIPPSLAND RESOURCE GROUP Inc.

All correspondence to the Secretary:
2/6 Chestnut Avenue, MORWELL Vic. 3840
maconsult@vic.australls.com.au

Reg. No. A 00 50380

To: Peter Schultz
Property and Statute Officer
Latrobe City Council
P.O. Box 264 Morwell Vic 3840

From: Merv J Geddes
Secretary,
Gippsland Resource Group Inc. (GRG)
2/6 Chestnut Avenue
Morwell Vic 3840
Phone: 51331551

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED 3 JAN 2014	
R/O:	Doc No:
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Dear Mr Schultz,

Further to your letter of December 10th 2013 and previous correspondence I wish to register this expression of interest for the outright lease of the aforesaid council property.

I also draw your attention to a letter from your general manager of Planning and Governance of December 20th 2013, which in part states "given the heritage nature of the building and the relevant planning controls it would not be appropriate for it to be used for a commercial enterprise."

Therefore the (GRG) response to the E.O.I is strictly confined to objectives that enhance the heritage value of the site and we would expect that the current sub tenant would have vacated by the closing date of 10/1/2014.

A brief outline of GRG's plan is as follows:

1. Community interest and participation in authentic operation of the building and property as a functioning farm homestead.
2. Restored relationship with Waterhole creek.
GRG has been involved with the production of a 'Waterhole Creek action plan' which as you know runs adjacent to the homestead and was an integral part of its operation when the property was a farm with an attached orchard. A Waterhole Creek action group has been formed as a sub-committee of GRG and would conduct activities commensurate with returning the homestead and the creek as near as possible to its original condition and to function as a community asset and tourist attraction. Some GRG members were involved in the restoration of the homestead to its current condition.
3. Proposed weekly operating hours.
Similar to current tenant. Two to three days a week subject to volunteer availability, community interest and program of events.
4. Rental arrangements.

Same as current lessee. All other conditions would be subject to negotiation based on the understanding that it will not be a commercial operation and that GRG is a not for profit organisation.

We look forward to the Latrobe City Council's response with interest and are prepared to provide further material to support this submission as may be required

Yours sincerely;

 3/1/14

Merv Geddes
Secretary GRG Inc

(17)



GIPPSLAND RESOURCE GROUP Inc.

All correspondence to the Secretary:
2/6 Chestnut Avenue, MORWELL, Vic. 3840
mgconsult@vic.australis.com.au

PH 51 331 551

Reg. No. A 00 50380

2/4/14

MR TOM MCQUATER
MANAGER OF COUNCIL
OPERATIONS LEGAL COUNSEL
LATROBE CITY COUNCIL
P.O. BOX 2104
MORWELL VIC 3640

RE LEASE AGREEMENT
AIRLIE BANK HOMESTEAD
LETTER FROM ACTING
CEO 16/3/2014 RECD
26/3/14 REFERS

DEAR TOM,

FURTHER TO OUR TELEPHONE CONVERSATION OF THE 1ST AS SUGGESTED I HAVE RESPONDED TO THE ABOVE.

AS STATED WE WOULD NOT BE OPERATING A FARM AS SUCH, BUT MAINTAINING IT AS A POSSIBLE TOURIST ATTRACTION IN COMBINATION WITH WATER HOLE CREEK WHICH WAS PART OF THE ORIGINAL PROPERTY.

I ENCLOSE THE FOLLOWING TO SUPPORT OUR E.O.S.

- o COPY OF LCC LINK MAGAZINE NOV 2001 WHICH SUPPORTS OUR CREDENTIALS AS THE PROPONENTS OF THE RESTORATION
- o ^{copy} 26/6/13 MEMBERS LETTER REGARDING FINANCIAL MANAGEMENT
- o ^{copy} 26/7/13 RESPONSE FROM PREVIOUS TENANT
- o 26/3/14 COPY OF SIGN ON DOOR FROM PREVIOUS UN-REGISTERED SUB-TENANT.

c/c CR CHRISTINE SINDT 45 McLEAN CT
MORWELL VIC 3640

(2)



GIPPSLAND RESOURCE GROUP Inc.

Reg. No. A 00 50380

All correspondence to the Secretary:
2/6 Chestnut Avenue, MORWELL, Vic. 3840
mgconsult@vic.australis.com.au

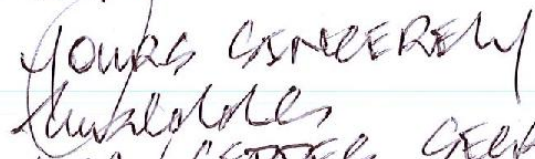
- o 9th July 2001 COPY OF CERT OF INC. GR R.
- o 14th July 2001 " " ABR "

PRIVATE INTERESTS

- o 11/4/2005. COPY OF CERT OF REGN OF BUSINESS NAME M.G. CONSULTANCY SERVICES
- o 15/12/2005. COPY OF DETAILS CERT IV FINANCIAL SERVICES ACCOUNTING.
- o 4/9/2005. COPY OF CERT AS FOUNDER MEMBER CEPS AUSTRALIA (CHARTERED INSTITUTE OF PURCHASING AND SUPPLY).

I CAN ASSURE YOU THAT WE WOULD MEET ALL OBLIGINGS AND CONTINUE TO COMPLY WITH OUR STATUTORY OBLIGATIONS.

WE LOOK FORWARD TO A POSITIVE OUTCOME FROM OUR EFFORTS SO FAR.

YOURS SINCERELY

 MERV GETTES SECRETARY

BY HAND TO TOM MCQUALTER 2/4/14.

Airlie Bank Homestead a public treasure

Airlie Bank Homestead, built in 1880 and one of Latrobe's most prized heritage buildings, has now been extensively renovated, almost to its full original glory.

Donated to the council of the day some 40 years ago, the heritage home was in desperate need of a 'white knight', there being an ever increasing need for maintenance, and the building being the constant target of assault by vandals.

Bob Bridle, a descendant of the Bridle family who were once owners of the property, said that two and a half years ago, things changed when a project to provide Airlie Bank with a future was proposed.

"The project came about through Heather Galbraith a nearby neighbour. Heather watched the property deteriorate on a daily basis through her kitchen window and was aware, through her father Merv Geddes, that 'Advance Morwell' was in search of a project that would help stimulate enthusiasm and pride within the Morwell community," Mr Bridle explained.

Advance Morwell approached Latrobe City Council, offering to take on the mammoth task of renovating and maintaining Airlie Bank for public use, and Council agreed.

Thanks to local businesses, community groups and individuals who supplied discounted materials and donations, the Lions and Rotary Clubs, together with local, Federal government and Heritage Trust funding, Airlie Bank was reborn.



"Work began in October 1999, and under Merv's guidance, 23 people worked on the renovations through a 'Work for the Dole' project. The floors were badly damaged by white ants and had to be replaced. Windows were smashed. Plaster walls were all cracked. There was plumbing to be done, a kitchen and toilets to be built, not to mention all the electrical work," Mr Bridle said.

The building was officially opened, semi-finished and still in need of more funds, in April 2000. Advance Morwell applied to the Heritage Trust for further funding and was granted the extra \$20,000 needed to complete the project.

"One of our final expenses was to reproduce the missing pieces of original iron lace work. This meant taking what bits and pieces we had to a foundry in Melbourne where a cast of the original was taken to reproduce the missing pieces. The iron lace work is about to be hung and is really the finishing touch.

With the building near completion, we are now looking to developing the garden as close as we can to its original state, taking into account, ongoing maintenance and water usage," Mr Bridle said.

The property once had a beautiful English garden with the main driveway coming straight from the house, crossing Waterhole Creek and finished at the Princes Highway. The only part of the garden being developed is the area directly surrounding the home. But that won't stop people enjoying the property in the meantime.

Airlie Bank houses the permanent collection of memorabilia 'Dads War Stuff', the story of a Gippsland Lighthorseman, and is open 10am to 4pm Sundays, Mondays and Tuesdays and serves morning and afternoon tea and coffee. You'll find it at 33 The Boulevard, Bridle Estate, Morwell.

NOV 2001

Heritage study to be reviewed

Identified 135 sites. Since 1 of these buildings have been demolished and two have been relocated elsewhere within the municipality. The Study also identified five heritage areas, being:

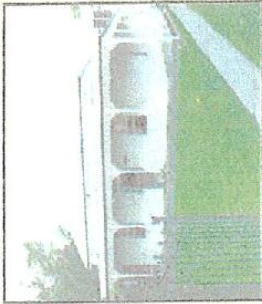
- the Henry Street
- the Bridges Avenue area;
- the housing area;
- railway, Parade and Shakespeare Street
- Franklin and Kay Street

Three heritage interest areas were nominated for consideration as protected They were:

- the Moore Street area;
- the Thomas Street area;
- the Traralgon Creek Valley lands

"Concurrent with the review preparation of background for sites of heritage significance the whole of the municipality Powell added.

The original Traralgon Heritage comprises a summary report volumes of individual property two volumes documenting identified property extensively, be available for inspection, with nomination forms for site added to the study, at Council service centres in Moe, Morwell, Traralgon. Further information available from Council, telephone 1300 367 700.



The 'Traralgon Heritage Study', which was undertaken in 1992, is being reviewed by Latrobe City Council to ensure it is still relevant for 2001, and implemented through Council's planning scheme.

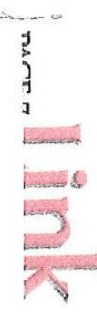
The review will ask the community to examine the 1992 Study and nominate what has become important in the time since the first study. The community will also be asked to nominate places of heritage value throughout the municipality.

Group Manager Planning and Development, David Powell, said the purpose of a heritage study is to identify buildings, places and areas which have historic importance and to research and document their significance. "It is intended to protect these heritage assets by introducing controls into the Latrobe Planning Scheme which would then require a planning permit for demolition, alterations and additions," Mr Powell explained.

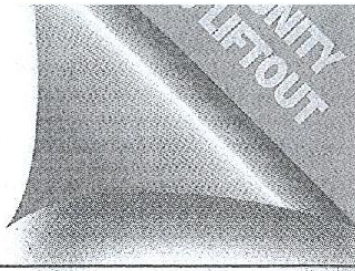
The original Traralgon Heritage Study



copy



Advertiser



4 ■ FACSIMILE 03 4106 6712

Monday, 17 February, 2014

■ EMAIL news@morwelladvertiser.com.au



Attendees at room exhibition gables of South more about the

Homestead future up for debate

BY JESSICA CHAMBERS

COMMUNITY groups are in the process of debating the possible future uses of a piece of Morwell's settlement history - the Airlie Bank Homestead.

Latrobe City Council asked the community for expressions of interest in leasing the heritage property last year and received submissions from current leasees Advance Morwell and the Gippsland Resource Group.

Advance Morwell wishes to continue to use the property to host Bev's Wonder World of Dolls, but Gippsland Resource Group has proposed an alternate use.

GRG secretary Merv Geddes said the group had previously indicated its willingness to develop the tourist potential of the site as an educational attraction.

"We're looking at having a farm with animals, so kids could see what life was like on the farm in 1938, and old photos taken then," Mr Geddes said.

"Unfortunately we think that uses in the last 12 years have not been conducive to what the homestead was restored for.

"Inside there's a lot of old photos of life on the farm and photos of the Bridle family - they could go on display."

Mr Geddes said the homestead would be an ideal place to hold Devonshire

teas, run sausage sizzles, and house community group activities.

However Advance Morwell treasurer Max Williamson said the doll display was successfully attracting visitors.


"We are having busloads of people visit from the Melbourne area and suburbs. Those visitors spend money in town on lunch or shopping in the town, which helps to boost the local economy," Mr Williamson said.

"We have on display information about the heritage of the property, who the previous owners were and the families they represented and that is distributed in a hand-out. There is also a booklet available for purchase.

"I think the combination we offer of a record of the history and also a display of interest to people is more attractive to tourists, who come to the area, rather than just a farmhouse."

Mr Williamson said there was no reason community events and celebrations could not be held at the homestead and invited anyone interested in doing so to phone him on 5134 2676.

Bev's Wonder World of Dolls is open 10am to 3pm Wednesdays, Thursdays and Fridays or at other times by appointment.

 **ALFRESH2GO**
Catering, Cafe and Juice Bar
Think Fresh

LITTLE
Malaysia
Morwell

16.2 FEES AND CHARGES 2014/2015

GENERAL MANAGER

Planning and Governance

For Decision

PURPOSE

The purpose of this report is to present the proposed Fees and Charges 2014/2015 and to seek Council's endorsement to invite submissions from the public.

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

Objective: To provide open, transparent and accountable governance

Strategic Direction – Continuously improve financial management and reporting

Legislation

Section 187 of the Local Government Act 1989

BACKGROUND

Annually, as part of the budget preparation process, Council reviews user fees and charges. In order for the draft Fees and Charges to be implemented from 1 July 2014 they are required to be adopted prior to the beginning of the new financial year.

ISSUES

The proposed draft Fees and Charges have been prepared on the basis of estimated CPI increases and/or benchmark market rates and/or Victorian Government and statutory charges.

**ORDINARY COUNCIL MEETING MINUTES
28 APRIL 2014 (CM434)**

A significant number of Council's fees and charges require notice to be given to users. Undertaking community consultation over four weeks in May followed by adoption in June, allows the required notice to be given for any changes to fees and charges in adequate time for implementation from 1 July 2014.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

Fees and charges contribute significantly to Council's revenue. In 2014/2015 it is anticipated that fees and charges will provide approximately 12% of Council's total annual revenue. The consideration, community consultation and adoption of the proposed fees and charges prior to the finalisation of the budget will provide certainty in relation to this revenue component.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

The proposed fees and charges for 2014/2015 will be advertised in accordance with Council's Community Engagement Plan 2010-2014. This will include advertising in the Latrobe Valley Express, displaying on Council's website, Council's Service Centres, Leisure Centres, stadiums, libraries, and childcare facilities.

OPTIONS

Council has the following options for consideration:

1. Release the proposed fees and charges schedule to the community in order to receive feedback and provide adequate notice to the community of any changes to fees and charges to come into effect on 1 July 2014; or
2. Defer the release of the proposed fees and charges schedule to the community, and incorporate the fees and charges schedule and the budget into a single consultation process. This may result in a potential delay in the introduction of the revised fees and charges along with a possible shortfall in revenue.

CONCLUSION

In order for the draft Fees and Charges to be implemented from the 1 July 2014, and to provide adequate time for community consultation, the draft Fees and Charges 2014/2015 are required to be released for public consultation.

Attachments

1. Draft Fees & Charges 2014/2015

RECOMMENDATION

That

- 1. Council gives public notice of its intention to consider the draft Fees and Charges 2014/2015 and invites submissions; and**
- 2. Council considers submissions in relation to Council's draft Fees and Charges 2014/2015 at a Special Council Meeting to be held on 2 June 2014; and**
- 3. Council consider final adoption of the Fees and Charges 2014/2015 at the Ordinary Council Meeting to be held on 10 June 2014.**

Moved: Cr White
Seconded: Cr Gibbons

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

16.2

FEES AND CHARGES 2014/2015

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**DRAFT FEES AND CHARGES
2014 / 2015**

Latrobe 2026 - The Community Vision for Latrobe Valley

- *Economy* -
- *Natural Environment* -
- *Our Community* -
 - *Culture* -
 - *Recreation* -
 - *Governance* -
- *Advocacy & Partnerships* -
- *Regulation & Accountability* -

Adopted by Council



**FEES AND CHARGES
2014 / 2015****COMMENTARY**

The 2014 / 2015 fees and charges have been developed within the following parameters:

- Unless otherwise stated in the document, the following measures have been used to determine the 2014 / 2015 fees and charges:
 - o Consumer Price Index (CPI) (with a rounding factor)
 - o Competitive market influences
 - o The % increase in the previous financial year
 - o The type of service

PROPOSED 2014 / 2015 FEES AND CHARGES COMMENTARY BY DIVISION / SERVICE**COMMUNITY LIVEABILITY (Pages 10 - 21)****Direct Care (Pages 10 - 11)**

Direct care services, include home care, meals on wheels, home maintenance, planned activity group and senior citizen centres. These services derive a significant component of their funding from the state government, with the balance being made up of fees set by Council and a contribution from rates revenue.

The fees charged for these services takes into account the CPI increase, any changes to government funding arrangements and the overall affordability of these services to eligible clients. Consideration has also been given to the level of fee increase over the past five years.

Meals on Wheels – The increase in subsidised and full cost meals is reflective of the increase in meal costs.

Planned Activity Group – Fees have been increased to reflect actual cost of programs. All programs include a meal.

**FEES AND CHARGES
2014 / 2015****Health Services (Pages 12-14)**

The proposed fees take into account the CPI increase and level of fees increases over past years and changes to the relevant Acts. Vaccines prices are kept in line with purchase prices.

Public Libraries (Pages 15 - 16)

Core library services are provided at no cost to the community. A small amount of revenue is derived from ancillary services based on cost recovery.

Minor increases proposed for photocopying and facsimile to keep fees comparable with other providers.

Increase proposed for library fines maximum per item which were last increased in 2006.

Childrens Services (Pages 17 - 18)

Family Day Care fees are set in conjunction with the contract providers and incorporate consideration of benchmarking results and actual increased costs associated with providing the service.

The Early Learning and Care Services have been reviewed in terms of proposed fees based on industry benchmarking information taking into consideration National Competition Policy requirements.

Local Laws (Pages 19 - 21)

Parking and animal fees and other local laws permit fees have been reviewed taking into account CPI, benchmarking with other Councils and updated prescribed fees.

**FEES AND CHARGES
2014 / 2015****RECREATION & COMMUNITY INFRASTRUCTURE (Pages 22 - 33)****Sports Stadiums, Grounds and Reserves (Pages 22 - 23)**

All fees have generally been reviewed in line with CPI.

Indoor Sports Centres & Aquatics (Pools) (Pages 24 - 28)

A full review of all fees and charges was undertaken with consideration given to benchmarking against neighbouring Councils, changes in operational costs and community and business needs.

Hazelwood Traffic School (Page 29)

All fees have generally been reviewed in line with CPI.

Hire of Portable Toilet Module (Page 29)

All fees have generally been reviewed in line with CPI.

Caravan Parks (Page 30)

All fees have generally been reviewed in line with CPI.

Asset Protection (Pages 31 - 33)

Non statutory fees have been increased in whole \$2.50 increments to keep fee amounts simple. Fees for items that can incur infringement have been adjusted to be proportionate to the infringement amount. The overall average increase in fees is in line with the CPI.

**FEES AND CHARGES
2014 / 2015****PLANNING & GOVERNANCE (Page 34 - 41)****Property and Legal (Page 34)**

All fees have generally been reviewed in line with CPI. Some of these are statutory fees and as such are set by regulation.

Off Street Car Parks (Page 34)

The proposed fees have been reviewed taking into account CPI increases.

Contracts and Tendering (Page 34)

It is not proposed to increase the refundable deposit in relation to tender documentation.

Building Services (Page 35)

Statutory Fees can only be increased by the Minister for Planning. At the time of the draft budget preparation there was no indication of likely alteration to these statutory fees. Other fees set by Council have generally been reviewed in line with CPI.

Planning Permits (Pages 36 - 39)

Statutory Fees can only be increased by the Minister for Planning. At the time of the draft budget preparation there was no indication of likely alteration to these statutory fees. Other fees set by Council have generally been reviewed in line with CPI.

Amendments to Planning Schemes (Pages 40 - 41)

Statutory Fees can only be increased by the Minister for Planning. At the time of the draft budget preparation there was no indication of likely alteration to these statutory fees. Other fees set by Council have generally been reviewed in line with CPI.

**FEES AND CHARGES
2014 / 2015****ECONOMIC SUSTAINABILITY (Pages 42 - 54)****Latrobe Regional Gallery (Page 42)**

All fees have generally been reviewed in line with CPI.

Performing Arts and Community Halls (Pages 43 - 48)

All fees have generally been reviewed in line with CPI.

Visitor Information Centre (Pages 49)

Benchmarking of fees and charges has been undertaken with charges updated in accordance these results.

Latrobe Regional Airport (Pages 50)

Annual licence fees are proposed to increase by CPI. Current lease agreements at the airport allow for an annual CPI review.

Transfer Stations (Pages 51 - 52)

All fees have generally been reviewed in line with CPI, with the exception of a decreased charge for Synthetic Mineral Fibre bags due to the cost and size decreasing.

Landfill (Pages 53)

It is proposed that fees for 2014/15 increase to cover costs of operations, construction, rehabilitation and increased EPA landfill levy fees. Cost and conditions included for accepting non Latrobe City residential domestic asbestos.

The 2014/2015 fees and charges have been subject to a public consultation process and were adopted by Council on

DRAFT ONLY

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FEES AND CHARGES
2014 / 2015

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FEES AND CHARGES 2014 / 2015

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COMMUNITY LIVEABILITY				
<i>Direct Care</i>				
SERVICE TYPE DIRECT CARE	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)	
Home Care/Personal Care	Single Low Income	<i>Per hour.</i>	6.30	6.30
	Couple Low Income	<i>Per hour.</i>	8.60	8.60
	Linkages Program	<i>Per Hour</i>	8.50	8.70
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	48.30	49.50
	Full Cost	<i>Per hour (Public Holidays)</i>	90.20	92.50
Emergency Home Care	Single.	<i>Per hour</i>	11.00	11.30
	Couple.	<i>Per hour.</i>	15.70	16.10
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	48.30	49.50
	Full Cost	<i>Per hour (Public Holidays)</i>	90.20	92.50
Respite Care	Subsidised.	<i>Per hour</i>	4.20	4.20
	Linkages Program	<i>Per hour</i>	5.00	5.10
	Full Cost	<i>Per hour (Excluding Public Holidays)</i>	48.40	49.60
	Full Cost	<i>Per hour (Public Holidays)</i>	90.60	92.90
Overnight Respite	Full Cost	<i>Per hour</i>	180.00	184.50
	Full Cost	<i>24 hour care</i>	340.00	348.50
Meals on Wheels Service <i>(includes all costs of providing meals)</i>	Subsidised.	<i>Per meal</i>	8.00	8.50
	Full cost meals.	<i>Per meal.</i>	13.00	14.00
Home Maintenance	Single.	<i>Per hour</i>	9.60	9.80
	Couple.	<i>Per hour.</i>	11.50	11.80
	Full Cost	<i>Per hour (Mon - Fri)</i>	62.00	63.60
	Linkages Program	<i>Per hour</i>	18.40	18.90
	Landfill Fees.	<i>*refer waste disposal fees schedule.</i>		
Planned Activity Group (PAG)	Subsidised	<i>Per session</i>	9.90	10.00
	Full Cost	<i>Per session</i>	25.00	26.00

COMMUNITY LIVEABILITY			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Senior Citizens Centres Hire	HACC eligible organisation/groups.	No charge	No Charge
	Community organisations/groups:		
	Per hour.	16.00	16.40
	Evening.	130.00	133.30
	Full Day & Evening.	215.00	220.40
	Commercial organisations		
	Per hour	27.00	27.70
	Evening	212.00	217.30
	Full Day & Evening	350.00	358.80
	Security Deposit:		
	Without alcohol.	265.00	271.60
	With alcohol.	480.00	492.00

COMMUNITY LIVEABILITY			
<i>Health Services</i>			
SERVICE TYPE HEALTH SERVICES	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Septic Tanks – New Installations			
Sand Filters.		595.00	610.00
Aerated Treatment Plants.		595.00	610.00
Sub Soil Absorption/other Approved Systems.		595.00	610.00
Statutory Annual Assessment of Systems.		185.00	190.00
Inspections.	<i>In excess of two.</i>	125.00	130.00
Alteration – Major.		365.00	375.00
Alteration – Minor.		160.00	164.00
Search Fee.	<i>Maximum.</i>	59.00	60.00
Conveyancing Enquiry.		197.00	202.00
Extension to Septic Tank Application.	<i>More than two years old.</i>	304.00	315.00
Head Lice <i>(various lotions and combs are now available from supermarkets/hairdressers/chemists)</i>	School Contribution - Nurse Inspections	<i>Per hour – excludes GST.</i>	
		69.00	70.70
Vaccinations Purchases			
Hep B.	<i>Per dose.</i>	28.00	29.00
Twinrix.	<i>Per dose.</i>	98.00	100.00
Varilrix.	<i>Per dose.</i>	88.00	90.00
Flu.	<i>Per dose.</i>	26.00	27.00
Meningococcal C.	<i>Per dose.</i>	100.00	103.00
Hep A.	<i>Per dose.</i>	88.00	90.00
Boostrix.	<i>Per dose.</i>	46.00	47.00
Gardisal.	<i>Per dose.</i>	150.00	154.00
Immunisation	History Application Fee	23.40	24.00
Health Premises			
New Annual Registration	<i>Commercial Hairdressing-Low</i>	465.00	480.00
New Annual Registration	<i>Beauty Treatments-Medium</i>	465.00	480.00
New Annual Registration	<i>Mobile Home Hair Dressing etc-Low</i>	380.00	220.00
New Annual Registration	<i>Comm Skin Pen/Colonic-High</i>	480.00	490.00
New Annual Registration	<i>Ear-piercing Single Use-Medium</i>	260.00	270.00
New Annual Registration	<i>Combination or 2 or more services</i>	480.00	490.00
Renewal Annual Registration	<i>Commercial Hairdressing-Low</i>	360.00	370.00
Renewal Annual Registration	<i>Beauty Treatments-Medium</i>	400.00	410.00
Renewal Annual Registration	<i>Mobile Home Hair Dressing etc-Low</i>	325.00	170.00
Renewal Annual Registration	<i>Comm Skin Pen/Colonic-High</i>	465.00	480.00
Renewal Annual Registration	<i>Ear-piercing Single Use-Medium</i>	155.00	160.00
Renewal Annual Registration	<i>Combination or 2 or more services</i>	465.00	480.00

COMMUNITY LIVEABILITY			
		<i>Health Services</i>	
SERVICE TYPE		2013/2014	2014/2015
HEALTH SERVICES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Commercial Accommodation	New Registration.	547.00	560.00
	Annual Renewal.	480.00	495.00
	<i>Includes motels and hostels.</i>		
	<i>Includes motels and hostels.</i>		
Late Payment of Annual Registration Fee	Accommodation/Food/Health Premises.	50% of Annual Renewal Fee	50% of Annual Renewal Fee
	<i>If not paid after one month from due date</i>		
Caravan Parks and Movable Homes	Government Fee determination under the Public Health & Wellbeing Act.	<i>Triennium Fees</i>	
		<i>1-25 sites</i>	203.15
		<i>26-50 sites</i>	406.30
		<i>51-100 sites</i>	812.60
		1,230.85	1,322.52
Transfer of Registration	Food Process within 5 Days.	<i>Maximum.</i>	392.00
	Food Process within 10 Days.	<i>Maximum.</i>	340.00
	Health Process within 5 Days.	<i>Maximum.</i>	200.00
	Health Process within 10 Days.	<i>Maximum.</i>	150.00
Plan Approval Fee	Non compulsory inspection – Food Premises.	<i>Per hour</i>	116.00
	Health Premises.	<i>Per hour</i>	91.00
Food & Water Sample Administration Fee	Sample administration fee	180.00	185.00
	<i>2nd non compliant follow up.</i>		

COMMUNITY LIVEABILITY				
<i>Health Services</i>				
SERVICE TYPE HEALTH SERVICES		BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
COMMERCIAL FOOD PREMISES				
Class 1 (Full Time)	New	<i>Hospitals / Nursing Homes</i>	660.00	680.00
	Renewal		605.00	620.00
Class 2A (Full Time)	New	<i>Restaurants, Fast Food, Deli's</i>	630.00	650.00
	Renewal		580.00	595.00
Class 2B (Part Time)	New	<i>Supermarkets / Large Manufacturers</i>	1,235.00	1,270.00
	Renewal		1,010.00	1,035.00
Class 3A (Full Time)	New	<i>Minimal unpacked potential hazardous foods</i>	420.00	430.00
	Renewal		370.00	380.00
Class 3B (Part Time)	New	<i>Minimal unpacked potential hazardous foods</i>	365.00	375.00
	Renewal		320.00	330.00
Class 4 Low Risk Packaged	New	<i>Water Carters</i>	155.00	160.00
	Renewal		125.00	130.00
Additional Inspection Fee (non compliance after 2 visits)	New	<i>Food is secondary activity (e.g. Movie Theatre)</i>	310.00	320.00
	Renewal		240.00	250.00
Class 1 (Full Time)	New	<i>Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.</i>	Exempt	Exempt
	Renewal		Exempt	Exempt
Class 1 (Full Time)		<i>Per Hour (Minimum)</i>	170.00	175.00
Class 2A (Full Time)		<i>Per Hour (Minimum)</i>	150.00	155.00
Class 2B (Part Time)		<i>Per Hour (Minimum)</i>	145.00	150.00
Class 3A (Full Time)		<i>Per Hour (Minimum)</i>	125.00	130.00
Class 3B (Part Time)		<i>Per Hour (Minimum)</i>	100.00	105.00

COMMUNITY LIVEABILITY			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Facsimile – within Australia only	<i>First page</i>	2.60	3.00
	<i>Each additional page</i>	1.00	1.00
Consumables	USB Drive – 2GB	8.50	8.75
	Individual Head Sets	5.50	5.75
Research Fee	Public Request.	13.00	13.50
	Commercial/Community Group Request.	26.00	26.50
Moe Library Meeting Room	Community and Not For Profit Groups.	No Charge	No Charge
	Commercial.	26.00	27.00
	Commercial.	130.00	133.30
Overdue Fines	Books, magazines etc.	<i>Per day – after seven days.</i>	<i>Per day – after seven days.</i>
		<i>Maximum per item</i>	<i>Maximum per item</i>
		0.40	0.40
		6.00	6.50
Fees	DVD & CDs	<i>Per day – after seven days.</i>	<i>Per day – after seven days.</i>
		<i>Maximum per item</i>	<i>Maximum per item</i>
		0.40	0.40
		6.00	6.50
Fees	Replacement Cards.	3.00	3.20
	Inter Library Loan	No Charge	No Charge
		POA POA	POA POA
Damaged Items	Processing	<i>Minimum Charge</i>	6.70
		<i>Plus</i>	
		<i>New cover.</i>	6.20
		<i>Replacement Barcodes.</i>	2.50
		<i>Replacement DVD case</i>	2.50
		<i>Replacement Audio case</i>	3.50
	Beyond Repair.	<i>Replacement item price plus</i>	6.70
	Beyond Repair Magazine	<i>Replacement item price plus</i>	3.30

COMMUNITY LIVEABILITY			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Lost Item Including Part Kit or Set	<i>Replacement item price plus</i>	6.70	7.00
Photocopying Refundable photocopy card surcharge		4.00	4.00
Black & White A4	<i>Per sheet (single side)</i>	0.30	0.30
Black & White A4	<i>Per sheet (double sided)</i>	0.40	0.40
Black & White A4	<i>500 copies</i>	51.50	52.00
Black & White A4	<i>250 copies</i>	31.00	31.50
Black & White A4	<i>100 copies</i>	15.50	16.00
Black & White A4	<i>50 copies</i>	10.50	10.75
Black & White A4	<i>25 copies</i>	6.00	6.20
Black & White A3	<i>Per sheet</i>	0.60	0.65
Micro Copying	<i>Per sheet.</i>	1.00	1.00
Colour Printing A4.	<i>Per sheet.</i>	1.30	1.40

COMMUNITY LIVEABILITY			
<i>Children services</i>			
SERVICE TYPE CHILDRENS SERVICES	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Family Day Care			
Fees During Core Hours	<i>(8am-6pm weekdays)</i>	6.50	7.00
Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	7.00	7.50
Fee for weekend care	<i>Per child/hour weekend</i>	7.50	8.00
Public Holidays	<i>Per child/hour.</i>	9.50	10.00
Administration Fee	<i>Per hour of care provided.</i>	0.75	0.85
Communication Fee		10.00	10.00
Induction Training	<i>New care providers pp.</i>	35.00	35.00
Travel Charges	<i>Per trip/family/km.</i>	0.90	0.90
Holding Fee	<i>% of fee per child per hour.</i>	100%	100%
Meal Charges Per Child (Carers' home)			
Breakfast	<i>Each</i>	3.00	3.00
Lunch	<i>Each</i>	3.50	3.50
Dinner	<i>Each</i>	4.00	4.00
Snacks	<i>Each</i>	1.60	1.60
Carinya Early Learning Centre			
Full Time Care	<i>5 full days/child/week.</i>	328.50	360.00
Full Day Care	<i>Per day</i>	73.00	83.00
Half Day Care	<i>Per half day</i>	40.00	47.50
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	10.20	12.00
Moe PLACE			
Moe Early Learning Centre			
Full Time Care	<i>5 full days/child/week.</i>	328.50	360.00
Full Day Care	<i>Per day</i>	73.00	83.00
Half Day Care	<i>Per half day</i>	40.00	47.50
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	10.20	12.00
Moe Vacation Care	<i>Full Day Care</i>	55.00	65.00
	<i>Excursion Levy</i>	10.00	10.00
Basketball Stadium			
Court Hire - General	<i>Per hour</i>	44.00	45.00
Court Hire - Schools	<i>Per hour</i>	35.00	36.00
Meeting Rooms			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	25.00	25.00
Community Kitchen			
Kitchen Hire	<i>Per hour</i>	14.00	14.00
Kitchen Hire	<i>Per day</i>	50.00	50.00

COMMUNITY LIVEABILITY			
<i>Children services</i>			
SERVICE TYPE CHILDRENS SERVICES	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Churchill Hub			
Meeting Rooms			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	25.00	25.00
Traralgon Early Learning Centre			
Full Time Care.	<i>5 full days/child/week.</i>	328.50	360.00
Full Day Care.	<i>Per day</i>	73.00	83.00
Half Day Care.	<i>Per half day</i>	40.00	47.50
Holding Fee.	<i>% Per place</i>	100%	100%
Occasional Care	<i>Hourly</i>	10.20	12.00
Preschools			
Enrolment administration fee	<i>3 & 4 year old programs</i>	26.00	27.00
Preschool – 4 yr old program	<i>Per Term (effective Jan 2014)</i>	185.00	195.00
Prekinder – 3 yr old program	<i>Per Term (effective Jan 2014)</i>	180.00	190.00

COMMUNITY LIVEABILITY				
		<i>Local Laws</i>		
SERVICE TYPE		2013/2014	2014/2015	
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)	
Parking (In accordance with Road Safety Act 1986)	Parking Infringements.	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	\$72-\$144	TBA
Dog & Cat Registration Fees (In accordance with Domestic Animal Act 1994)	Full Registration Pensioner Concession	<i>Per Animal</i> <i>Per Animal</i>	35.00 17.50	37.00 18.50
		<i>Where Microchipped and Desexed or Microchipped and Registered with applicable organisations as defined by the Domestic Animal Act 1994</i>		
	Domestic Animal Business.	<i>Per annum</i>	197.00	200.00
	Dangerous, Menacing or renewals only for Restricted Dog Breeds	<i>Full registration per animal</i>	100.00	110.00
Dog & Cat Infringements (In accordance with Domestic Animal Act 1994)		<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	\$72-\$722	TBA
Pound Release Fees – Domestic Animals				
	Dog or cat release (where owner is identifiable by Council)	<i>Per animal plus charges below</i>	27.00	30.00
	Dog or cat release (where owner is unidentifiable by Council)	<i>Per animal plus charges below</i>	74.00	100.00
*In Addition to Release Fees – Where Applicable (In accordance with Domestic Animal Act 1994)	Subsequent Releases	<i>Per animal</i>	103.00	110.00
	Food and keep fees	<i>Per animal per day</i>	14.50	15.00
	Male dog desexing	<i>Per animal</i>	155.00	180.00
	Female dog desexing	<i>Per animal</i>	270.00	290.00
	Male cat desexing	<i>Per animal</i>	88.00	95.00
	Female cat desexing	<i>Per animal</i>	165.00	175.00
	Dog or cat microchipping	<i>Per animal</i>	46.00	49.00
Animal Sales (In accordance with Domestic Animal Act 1994)	Cat sale (including desexing fee)	<i>Per animal</i>	135.00	200.00
	Dog sale (including desexing fee)	<i>Per animal</i>	300.00	350.00
	Dog or cat sale (already desexed)	<i>Per animal</i>	150.00	155.00
Voluntary Surrender Of Domestic Animals				
	Voluntary surrender of Domestic Dog or Cat	<i>Per animal</i>	85.00	90.00
	Collection of Voluntarily Surrendered Domestic Dog or Cat	<i>Per trip</i>	11.00	12.00

COMMUNITY LIVEABILITY			
<i>Local Laws</i>			
SERVICE TYPE		2013/2014	2014/2015
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Livestock			
Pound Release Large (horse, cow, bull, etc)	<i>Per animal</i>	155.00	160.00
Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	83.00	85.00
Food and Keep Fees.	<i>Per animal per day.</i>	23.00	24.00
Livestock Infringements	<i>Per animal</i>	\$289-\$577	TBA
Livestock attendance for VicRoads	<i>Per Attendance</i>	415.00	550.00
Other Fees/Infringements			
Disabled Parking First Permit.	<i>Each</i>	No Charge	No Charge
Disabled Parking Additional Permits.	<i>Each.</i>	8.00	5.00
Dog/Cat Replacements Tag.	<i>Each.</i>	8.00	2.50
Shopping Trolley Release Fee.	<i>Per trolley</i>	138.00	150.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act	<i>Per vehicle</i> <i>Plus tow fee per vehicle if applicable</i>	600.00 235.00	615.00 240.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle</i> <i>Plus standard tow fee per vehicle</i> <i>Plus immediate tow fee per vehicle</i> <i>Plus weekly storage fee</i>	305.00 120.00 235.00 10.00	315.00 130.00 240.00 10.50
School Crossing Flags.	<i>Per set.</i>	80.00	82.00
Fire Hazard Infringement.	<i>Set by Statute (State Government)</i> <i>Per penalty unit</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	289.00	TBA

COMMUNITY LIVEABILITY			
<i>Local Laws</i>			
SERVICE TYPE LOCAL LAWS	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Other Fees/Infringements			
Litter Infringement. (In accordance with the Environment Protection Act 1970)	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	\$289-\$1732	TBA
Local Laws Permit.	<i>All Clauses otherwise specified</i>	47.00	50.00
Local Law Infringements. (Local Law No 2)	<i>Per penalty unit</i>	100.00	100.00
Temporary outdoor eating facilities	<i>Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs.</i>	134.00	137.50
Temporary outdoor eating facilities over four tables and/or over 12 chairs.	<i>Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs.</i>	265.00	272.50
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2</i>	382.00	390.00
Caravans as Temporary Accommodation permit.	<i>Clause 142 – Local Law No. 2 – Incorporates 6 month permit application for Health permit to reside in caravan.</i>	280.00	300.00

RECREATION & COMMUNITY INFRASTRUCTURE					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2013/2014		2014/2015	
SPORTS STADIUMS, GROUNDS & RESERVES		\$(GST Inc)		\$(GST Inc)	
Latrobe City Sports & Entertainment Stadium					
Commercial Rate					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1800 & lighting) (Front row premium seats = 40)	<i>Hourly Hire (8am - 5pm) per hour</i>	265.00	170.00	270.00	175.00
	<i>Hourly Hire (8am - 5pm) per hour</i>	265.00	170.00	270.00	175.00
	<i>Hourly Hire (5pm - midnight) per hour</i>	530.00	340.00	540.00	350.00
	<i>Day Hire (8am to 5pm)</i>	1,060.00	530.00	1,090.00	545.00
	<i>Night Hire (5pm to midnight)</i>	2,120.00	1,060.00	2,175.00	1,085.00
	<i>All Day (8am to midnight)</i>	3,180.00	1,590.00	3,260.00	1,630.00
Commission charges	<i>Percentage of Gross Ticket Sales</i>	10.0%	10.0%	10.0%	10.0%
	<i>Percentage of gross merchandise sales</i>	12.5%	12.5%	12.5%	12.5%
Ticketing service is available through Latrobe Performing Arts & Venues	<i>Per ticket sold</i>	3.60	3.60	3.70	3.70
	<i>Per complimentary ticket issued</i>	0.65	0.65	0.65	1.05
Community Rate					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1,800, lighting) (Front row premium seats = 40)	<i>Hourly Hire (8am - 5pm) per hour</i>	135.00	85.00	138.00	87.00
	<i>Hourly Hire (5pm - midnight) per hour</i>	270.00	170.00	277.00	175.00
	<i>Day Hire (8am to 5pm)</i>	530.00	270.00	545.00	277.00
	<i>Night Hire (5pm to midnight)</i>	1,060.00	530.00	1,085.00	545.00
	<i>All Day (8am to midnight)</i>	1,590.00	800.00	1,630.00	820.00
Sporting Use					
(includes pitches, toilets & change rooms only)		# Night	# Day	# Night	# Day
Schools	<i>Per day or night session</i>	110.00	55.00	112.00	56.00
Latrobe City Clubs & Groups	<i>Per day or night session</i>	215.00	110.00	220.00	113.00
Non Latrobe City Clubs & Groups	<i>Per day or night session</i>	320.00	160.00	330.00	165.00
For Profit Organisations	<i>Refer to Commercial Rates above</i>	N/A	N/A	N/A	N/A
Sundry Charges					
Kiosk Hire (2 available)	<i>Per kiosk per session</i>	Commercial 160.00	Community 80.00	Commercial 164.00	Community 82.00
External Public Address System Hire	<i>Per session</i>	110.00	55.00	113.00	56.00
^ Bar Hire (2 available)	<i>Per bar per session</i>	320.00	160.00	330.00	165.00
Social Club Rooms (excluding bar and kitchen) is available for hire with the cost subject to use of the facility					
Line marking costs, other than soccer, is at the hirers expense					
Waste Management - Additional charges may apply dependant on size and type of event.					

RECREATION & COMMUNITY INFRASTRUCTURE					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE			BASIS	2013/2014	2014/2015
SPORTS STADIUMS, GROUNDS & RESERVES				\$ (GST Inc)	\$ (GST Inc)
Latrobe City Synthetic Sports Facility (Churchill)					
Synthetic Field					
Whole Field	Hockey Association / Soccer Club		<i>Per season</i>	Seasonal Agreement	Seasonal Agreement
	Hockey Tournaments		<i>Per day</i>	270.00	280.00
	Primary Schools (1)		<i>Per annum</i>	530.00	545.00
	Secondary Schools (2)		<i>Per annum</i>	1,060.00	1,090.00
	Casual Users		<i>Per hour</i>	55.00	60.00
	Lights		<i>Per hour</i>	22.00	25.00
Half Field	Hockey Tournaments		<i>Per day</i>	135.00	140.00
	Casual Users		<i>Per hour</i>	27.00	28.00
	Lights		<i>Per hour</i>	16.00	20.00
Ted Summerton Reserve Pavilion					
	User Groups		<i>Per hour</i>	No Charge	No Charge
	Not for Profit Groups		<i>Per hour</i>	14.00	14.00
	Commercial Groups		<i>Per hour</i>	26.00	26.00
Gaskin Park Stadium					
	Stadium Hire		<i>Per hour.</i>	16.00	20.00
Grounds					
Annual Ground Maintenance Charge (3)					
(Refer to Council Policy)					
Senior	Category A		<i>Per Six Month Allocation</i>	2,810.00	2,880.00
	Category B		<i>Per Six Month Allocation</i>	1,110.00	1,140.00
	Category C		<i>Per Six Month Allocation</i>	295.00	305.00
Junior	Category A		<i>Per Six Month Allocation</i>	1,400.00	1,435.00
	Category B		<i>Per Six Month Allocation</i>	670.00	690.00
	Category C		<i>Per Six Month Allocation</i>	175.00	180.00
Casual Use					
	Schools		<i>Per day + bins, toilets & utility costs</i>	No Charge	No Charge
	Latrobe City Clubs and Groups		<i>Per day + bins, toilets & utility costs</i>	33.00	34.00
	Non Latrobe City Clubs & Groups		<i>Per day + bins, toilets & utility costs</i>	115.00	120.00
	For Profit Groups		<i>Per day + bins, toilets & utility costs</i>	445.00	460.00
Hard Court Surfaces					
	Via seasonal allocation program for netball and tennis courts		<i>Per court, per annum</i>	90.00	95.00

*Peak – Friday to Sunday plus Public Holidays / Off Peak – Monday to Thursday excluding Public Holidays

Night refers to the hours of 5:00pm to midnight / Day refers to the hours 8:00am to 5:00pm

^ Bar hire is subject to Liquor License and other conditions

(1) Primary schools can opt to pay either Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability

(2) Secondary schools can opt to pay either Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability

(3) Clubs/sporting groups utilising multiple venues will only be charged for one venue, that being the highest category venue.

RECREATION & COMMUNITY INFRASTRUCTURE					
<i>Indoor Sports Centres</i>					
SERVICE TYPE		BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)	
INDOOR SPORTS CENTRES					
Indoor Pool – Swims	Adult	<i>16 years and over.</i>	5.70	5.80	
	Child	<i>Child 5–15 yrs & High School Student</i>	4.10	4.20	
	Concession	<i>Pension, Seniors & Health Care Card</i>	4.40	4.50	
	Family*	<i>*As listed on Medicare Card</i>	15.50	15.90	
	Schools	<i>Per child</i>	3.40	3.50	
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge	
Visit Pass Card – (Indoor pools) 12 Month expiry from date of issue	Adult	<i>Multipass x 10 – 10% discount</i>	51.50	52.20	
	Child	<i>Multipass x 10 – 10% discount</i>	37.00	37.80	
	Concession	<i>Multipass x 10 – 10% discount</i>	40.00	40.50	
	Family	<i>Multipass x 10 – 10% discount</i>	140.00	143.00	
Indoor Pool – Swim Sauna Spa	Adult	<i>Each</i>	9.60	9.80	
	Concession	<i>Each</i>	7.60	7.80	
	After Entry/Class	<i>Each</i>	4.90	5.00	
	Adult	<i>Multipass x 10 – 10% discount</i>	87.00	88.20	
	Concession	<i>Multipass x 10 – 10% discount</i>	69.00	70.20	
Indoor pool – swim sauna (CHURCHILL ONLY)	Adult	<i>Each</i>	8.30	8.50	
	Concession	<i>Each</i>	6.70	6.90	
	After Entry/class	<i>Each</i>	3.90	4.00	
Indoor Pool – Swim Lessons	Infants	<i>Per class - Supervision 1:8</i>	11.70	12.00	
	Preschool	<i>Supervision 1:5</i>	12.20	12.50	
	School Age	<i>Per class</i>	12.80	13.10	
	Adult	<i>Per class</i>	12.80	13.10	
	Transition/Lap It Up	<i>Per class</i>	7.80	8.00	
	Aust Swim Teacher	<i>Per instructor per hour</i>	51.00	52.50	
	Bronze Star	<i>20 Week Program</i>	257.00	264.00	
Indoor Pool – Swim Lessons - Concession (20% Discount)	Health Care Card	Infants	<i>Per class - Supervision 1:8</i>	9.30	9.50
	Health Care Card	Preschool	<i>Supervision 1:5</i>	9.80	10.00
	Health Care Card	School Age	<i>Per class</i>	10.25	10.50
	Health Care, Pension & Senior Card	Adult	<i>Per class</i>	10.25	10.50
Private Learn to Swim Lessons	1:1	<i>Per half hour class per person</i>	34.00	35.00	
	1:2	<i>Per half hour class per person</i>	26.00	26.50	
	1:3	<i>Per half hour class per person</i>	21.00	21.50	
Private Learn to Swim Lessons - Concession (20% Discount)	Concession – Health Care Card	1:1	<i>Per half hour class per person</i>	27.00	28.00
	Concession – Health Care Card	1:2	<i>Per half hour class per person</i>	21.00	21.50
	Concession – Health Care Card	1:3	<i>Per half hour class per person</i>	16.50	17.00

RECREATION & COMMUNITY INFRASTRUCTURE			
		<i>Indoor Sports Centres</i>	
SERVICE TYPE		2013/2014	2014/2015
INDOOR SPORTS CENTRES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Other - Indoor Pools	Lane Hire	<i>Per hour.</i> 42.00	43.00
	Carnival Hire	<i>Per day 9am – 5pm</i> 850.00	870.00
	School Carnival Hire	<i>Per day 9am - 3pm</i> 800.00	820.00
	Wet Out of Hours – incl 1 Life Guard plus 1 Duty Manager	<i>Per hour plus entry fee</i> 73.00	75.00
	Locker Hire	<i>Per locker per person</i> 1.00	1.00
	Carnival Fee – incl 1 Life Guard plus 1 Duty Manager	<i>Per hour.</i> 175.00	180.00
Fitness Program	Group Fitness.	<i>Per class</i> 11.30	11.60
	Concession	<i>Pension, Seniors & Health Care Card</i> 9.10	9.30
	Personal Training.	<i>1 hour.</i> 53.00	54.00
	Personal Training.	<i>½ hour.</i> 32.00	33.00
	Casual Gym.	<i>Per person</i> 14.00	14.40
	Casual Concession Gym.	<i>Pension, Seniors & Health Care Card</i> 11.20	11.50
	Fit Kidz.	5.60	5.70
	Teen Gym. Council of the Aging (COTA) Gym.	7.60 5.80	7.80 5.90
Visit Pass Cards – Group Fitness (12 Months Expiry from date of issue)	Adult.	<i>Multipass x 10. – 10% discount</i> 102.00	104.40
	Concession.	<i>Multipass x 10. – 10% discount</i> 82.00	83.70
	Teen Gym	<i>Multipass x 10. – 10% discount</i> 69.00	70.20
	Fit Kids	<i>Multipass x 10. – 10% discount</i> 50.00	51.30
	Personal Training	<i>Multipass x 10. – discount – 1 Hour</i> 477.00	486.00
	Personal Training	<i>Multipass x 10. – discount – ½ Hour</i> 288.00	297.00
Visit Pass Cards - Gym (12 Months Expiry from date of issue)	Adult	<i>Multipass x 10. – 10% discount</i> 126.00	129.00
	Concession	<i>Multipass x 10. – 10% discount</i> 100.80	103.50

RECREATION & COMMUNITY INFRASTRUCTURE					
<i>Indoor Sports Centres</i>					
SERVICE TYPE	BASIS	2013/2014		2014/2015	
INDOOR SPORTS CENTRES		\$(GST Inc)		\$(GST Inc)	
Stadium (1)	Spectators – Regular competition.	No Charge		No Charge	
	Adult Competition.	Per player per game		5.70	5.80
	Concession Competition.	Pension, Seniors & Health Care Card		4.50	4.60
	Junior Competition (during competition times only)	Per player per game		4.10	4.20
	Adult Training	Per player per session #		3.90	4.00
	Concession Training	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders		3.20	3.30
	Junior Training (0-17 years)	Per player per session #		3.00	3.10
	Schools	Per student		3.00	3.10
	Court Hire - General	Per court/hour.		44.00	45.00
	Court Hire - Schools	Per court/hour.		35.00	36.00
	Tournament Fee*	Per Court per Day (9am – 6pm)		190.00	195.00
	* Local associations are eligible for a 30% discount to host their association tournaments at their local facility. Maximum 2 tournaments per year				
	Dry Out of Hours Fee	Per hour (plus entry fee)		53.00	54.00
	Meeting Room Hire	Per hour		26.00	26.50
	# Session is defined as 1 hour for Domestic basketball teams 2 hours for Squad & Representative basketball teams 2 hours for Badminton (in recognition of set up and pack up times)				
Visit Pass Cards - Stadium		x10	X20	x10	X20
12 Month expiry from date of issue (One pass per hour or game)	Adult Stadium Competition Multipass.	51.00	97.00	52.20	98.60
	Concession Competition Multipass.	41.00	77.00	41.40	78.20
	Junior Competition Multipass.	37.00	70.00	37.80	71.40
	Junior Training Multipass	N/A	N/A	N/A	56.00
Athletic and Cycling Track					
Off Peak – Monday to Thursday excluding Public Holidays	Adult.	Per participant		4.10	4.20
	Concession.	Per participant		3.60	3.70
	Junior.	Per participant		2.60	2.70
	Adult	Multipass x 10 – 10% discount		37.00	37.80
	Concession.	Multipass x 10 – 10% discount		33.00	33.30
	Junior.	Multipass x 10 – 10% discount		24.00	24.30
	School.	Per student		2.60	2.70
	Club Hire.	Per hour.		41.00	42.00
	Other/Athletic Carnival.	Full day 9am – 3pm.		505.00	515.00
	Other/Athletic Carnival.	½ day – 3 hours.		350.00	360.00
	Cycling Club Hire of Bike Track.	Per annum.		870.00	890.00

RECREATION & COMMUNITY INFRASTRUCTURE				
<i>Indoor Sports Centres</i>				
SERVICE TYPE		BASIS	2013/2014	2014/2015
INDOOR SPORTS CENTRES			\$ (GST Inc)	\$ (GST Inc)
Squash Courts	Hire.	<i>Per hour.</i>	13.30	13.60
Membership				
Membership Service Areas		<i>Gym Fitness - as per fitness timetable (including Aqua Aerobics) Pool (including pool & sauna)</i>		
Administration Fee		Monthly Fee	62.00	63.50
Bronze Membership				
Any one (1) of the above Membership Service Areas		Non Concession	42.50	43.50
		Concession *	38.25	39.25
Silver Membership				
Any two (2) of the above Membership Service Areas		Non Concession	52.50	53.78
		Concession *	47.25	48.50
Gold Membership				
All three (3) of the above Membership Service Areas		Non Concession	62.50	64.00
		Concession *	56.25	57.75
Corporate		<i>Discounts valid on full price memberships only. Not valid on concession memberships</i>		
(must have 4 new members to qualify)		4-10 people	Discounts off term memberships only	10.00%
		11-20 people	Discounts off term memberships only	12.50%
		21+ people	Discounts off term memberships only	15.00%

(1) Schools pay court hire fee or individual student admission.

* Concessions on direct debit and term memberships are offered only to customers on Aged Pension, Senior or Disability Support Pension. Concessions are not offered to Health Care card holders due to changes in status and eligibility over a significant timeframe.

RECREATION & COMMUNITY INFRASTRUCTURE			
		<i>Outdoor Pools</i>	
SERVICE TYPE	BASIS	2013/2014	2014/2015
OUTDOOR POOLS		\$ (GST Inc)	\$ (GST Inc)
Entry Fees			
Adult.	<i>16 years and over.</i>	4.40	4.50
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	3.30	3.40
Concession.	<i>Pension, Seniors & Health Care Card</i>	3.50	3.60
Family.	<i>As listed on Medicare Card.</i>	12.70	13.00
Schools	<i>Per child</i>	3.30	3.40
Children.	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Season Tickets (Multi-venue)			
Single Adult Tickets.	<i>16 years and over.</i>	87.50	90.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	66.00	68.00
Concession.	<i>Pension, Seniors & Health Care Card</i>	69.00	70.50
Family.	<i>As listed on Medicare Card.</i>	215.00	220.00
Competitions – School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	<i>Includes 1 Duty Manager.</i>	412.00	422.00
Other Carnival Full Day (9am - 6pm)	<i>Weekends or Public Holidays</i>	700.00	717.50
School Carnival Half Day (9am-12pm / 12pm-3pm)	<i>Mon - Fri</i>	285.00	292.00
Supervision Required at 1:100 ratio.	<i>Per hour.</i>	50.00	51.50
Out Of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager.	<i>Per hour + entry fee per person</i>	73.00	75.00
Learn To Swim			
VIC Swim Programs.		<i>Normal Entry Fee</i>	<i>Normal Entry Fee</i>

RECREATION & COMMUNITY INFRASTRUCTURE			
<i>Hazelwood Power Traffic Safety School</i>			
SERVICE TYPE HAZELWOOD POWER TRAFFIC SAFETY SCHOOL	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Education Group : Playgroups, kindergartens, special school & school groups No Educator (Bond \$70)	<i>Per hour.</i>	36.00	37.00
Education Group : Playgroups, kindergartens, special school & school groups With Educator (No Bond)	<i>Per hour.</i>	61.00	62.50
Mobile Bike Education Trailer No Educator – Hire of bike trailer (Deposit \$200) With Educator – Educator Services (No Deposit) Plus hire of bike trailer	<i>Per day</i> <i>Per hour</i> <i>Per day</i>	31.00 29.00 31.00	32.00 29.50 32.00
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit	<i>Per bike/day.</i>	2.00	2.00
Private Groups No Educator (Deposit \$70) With Educator (No Deposit)	<i>Per hour.</i> <i>Per hour.</i>	58.00 114.00	59.50 117.00

RECREATION & COMMUNITY INFRASTRUCTURE			
<i>Rental of Asset</i>			
SERVICE TYPE HIRE OF PORTABLE TOILET MODULE	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Hire of portable toilet module	<i>Per Weekend</i>	216.00	221.00

RECREATION & COMMUNITY INFRASTRUCTURE					
SERVICE TYPE		BASIS		2013/2014	2014/2015
CARAVAN PARKS				\$ (GST Inc)	\$ (GST Inc)
Caravan Parks					
Hazelwood & Narracan – Caravan Site Fee Schedule					
	Permanent On Site.	<i>Non powered per annum (includes 21 days/nights)</i>		940.00	964.00
	Permanent On Site.	<i>Powered per annum (includes 21 days/nights)</i>		1,360.00	1,394.00
	Powered Site.	<i>Per night.</i>		35.00	36.00
	Powered Site.	<i>Weekly.</i>		185.00	190.00
	Unpowered Site.	<i>Per night.</i>		30.00	30.50
	Unpowered Site.	<i>Weekly.</i>		130.00	133.50
	Extra Person.	<i>Per night.</i>		14.00	14.40
	Aquatic Centre Hall Hire.	<i>6 hours.</i>		150.00	154.00
	Security Bond.			195.00	200.00
Hazelwood & Narracan – Camping Site Fee Schedule					
	Overnight.	<i>Per person.</i>		11.50	11.80
	Children.	<i>Aged 7 – 17 yrs.</i>		7.00	7.00
	Family.	<i>2 adults and 2 children.</i>		30.00	31.00
Lake Narracan - Boat Launching (December – March)					
	Day Pass (8am - 6pm)	<i>Latrobe City residents</i>		No Charge	No Charge
	Day Pass (8am - 6pm)	<i>Sat-Sun & Public Holidays</i>		18.00	18.50
	Day Pass (8am - 6pm)	<i>Monday – Friday</i>		16.00	16.50
	Season Boat Pass (Latrobe City residents only)	<i>December–March</i>		185.00	190.00
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Latrobe City residents</i>		No Charge	No Charge
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Sat-Sun & Public Holidays</i>		11.50	11.80
	Half Day Pass (8am - 1pm or 1pm - 6pm)	<i>Monday – Friday</i>		9.00	9.20

RECREATION & COMMUNITY INFRASTRUCTURE					
		<i>Asset protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2013/2014 \$ (GST Inc)		2014/2015 \$ (GST Inc)	
		Rural	Urban	Rural	Urban
Asset Protection Fees					
Road Openings.	<i>Provision of traffic management.</i>	165.00	165.00	170.00	170.00
Road Openings.	<i>No traffic management required.</i>	82.00	82.00	85.00	85.00
Occupation of Parking Bays.	<i>Per bay per day</i>	52.00	52.00	40.00	40.00
Road Occupations.	<i>Provision of traffic management.</i>	165.00	165.00	170.00	170.00
Road Occupations.	<i>No traffic management required.</i>	82.00	82.00	85.00	85.00
Building Site Asset Inspections:					
Cost of Works < \$12,000	<i>Excluding all Reblocking, Urban Front Fencing & Demolitions</i>	Nil	Nil	Nil	Nil
Cost of Works > \$12,000	<i>Including all Reblocking, Urban Front Fencing & Demolitions</i>	88.00	165.00	90.00	170.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents					
Road Length less than 100m.		165.00	165.00	170.00	170.00
Each Additional 100m of Road Length.		88.00	88.00	90.00	90.00
Asset Protection Fee for Vehicle Crossing Works					
		67.00	88.00	70.00	90.00
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information		N/A	88.00	N/A	90.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy			1,550.00		1,500.00
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy			3,400.00		3,500.00

RECREATION & COMMUNITY INFRASTRUCTURE			
		<i>Asset protection</i>	
SERVICE TYPE		2013/2014	2014/2015
ASSET PROTECTION FEES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Security Bonds as Specified in Part D of Local Law No.3	Cost of Works < \$12,000:	Nil	Nil
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record, Excluding all Reblocking, Front Fencing & Demolitions.</i>	515.00	500.00
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.</i>		
	Cost of Works > \$12,000:		
	<i>Including Reblocking, Residential Front Fences & Demolition Works</i>		
	Rural Building Site;	515.00	500.00
	Residential Building Site;	515.00	500.00
	Residential Building Site;	1,030.00	1,000.00
	Residential Building Site;	1,550.00	1,500.00
	Residential Building Site;	2,060.00	2,000.00
	Industrial Building Site;	2,575.00	2,500.00
	Commercial Building Site;	5,150.00	5,250.00
	Multiple Building Sites	10,300.00	10,500.00
	<i>Builders with a 12 month Satisfactory Performance Record</i>		
Enquiries - Legal Point of Discharge or Drainage Information	Urban Areas	27.00	30.00
	<i>Per enquiry</i>		
Charge for Restoration of Road Openings in Urban and Rural Areas		Actual cost plus 10% of the actual cost to cover administration expenses	Actual cost plus 10% of the actual cost to cover administration expenses
Asset Protection Penalty for Infringement Notice as Specified in Clause 18 of Local Law No.3	<i>Set by Statute (State Government)</i>	Penalty Units are defined by Section 5 of the Monetary Units Act 2004. As at 1/7/12. \$ 144.36	Penalty Units are defined by Section 5 of the Monetary Units Act 2004. As at 1/7/13. TBA
		2 Penalty Units	2 Penalty Units

RECREATION & COMMUNITY INFRASTRUCTURE						
<i>Asset protection</i>						
SERVICE TYPE	BASIS	2013/2014		2014/2015		
ASSET PROTECTION FEES		\$ (GST Inc)		\$ (GST Inc)		
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is more than 50kms per hour	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004 (as at 1/7/2012) 1 Fee Unit = \$ 12.84		Fee Units are defined by Section 5 of the Monetary Units Act 2004 (as at 1/7/2013) 1 Fee Unit = TBA		
	Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	45	Fee Units	45	Fee Units
	Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	25	Fee Units	25	Fee Units
	Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11.5	Fee Units	11	Fee Units
	Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	Fee Units	5	Fee Units
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more than</u> 50kms per hour	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004		Fee Units are defined by Section 5 of the Monetary Units Act 2004		
	Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	20	Fee Units	20	Fee Units
	Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	Fee Units	5	Fee Units
	Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11.5	Fee Units	11	Fee Units
	Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	Fee Units	5	Fee Units

PLANNING & GOVERNANCE			
<i>Property & Legal</i>			
SERVICE TYPE PROPERTY AND LEGAL	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Property and Legal Sale of Land Application Fee.	<i>Per application</i>	140.00	143.50
Road Discontinuance/Closure Application Fee.	<i>Per application</i>	140.00	143.50
Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	69.00	70.70
Freedom of Information Application Fee.	<i>Set by Freedom of Information (Access Charges) Regulations 2004</i>	* As per regulations	* As per regulations
Freedom of Information access Charges	<i>Set by Freedom of Information (Access Charges) Regulations 2004</i>	As per regulations	As per regulations
Off Street Car Parks			
Seymour Street Car Park (Traralgon)			
Car park space leases	<i>Per space per annum</i>	1,200.00	1,230.00
After Hours Call out Fee – Seymour Street Car Park	<i>Per callout</i>	53.00	54.30
Reissue of Permit Sticker Permit	<i>Per replacement permit sticker</i>	20.00	20.50
Commercial Road Car Park (Morwell)			
Car park space leases	<i>Per space per annum</i>	789.00	808.70
Reissue of Permit Sticker Permit	<i>Per replacement permit sticker</i>	20.00	20.50

* New fee is set in accordance with the regulations and incorporates a CPI based escalation which is not available until June.

PLANNING & GOVERNANCE			
<i>Contracts & Tendering</i>			
SERVICE TYPE CONTRACTS TENDERING	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Tender Documentation Refundable Fee for hard copy Tender Documents	<i>Per tender</i>	55.00	55.00

PLANNING & GOVERNANCE			
<i>Building Developments</i>			
SERVICE TYPE BUILDING PERMITS/FEEs	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
Permit time extensions and inspections for lapsed permits	<i>Minimum.</i>	130.00	135.00
Preparation of Section 173 Agreements For building over easements.	<i>Per agreement</i>	380.00	390.00
Building File Search Fee	<i>Linked to statutory fee set by regulation 327</i>	47.60	47.85*
Report and Consent	<i>Each</i>	220.00	226.00
First	<i>Each</i>	110.00	113.00
Additional			
Temporary Structure Siting Approvals	<i>Treated as a Report and Consent</i>	220.00	226.00
Pope – Occupancy Permits	<i>Treated as a Report and Consent</i>	220.00	226.00

*NOTE: Statutory Fees can only be increased by the Minister for Planning. At the time of the draft budget preparation there was no indication of likely alteration to these statutory fees.

PLANNING & GOVERNANCE			
<i>Statutory Planning</i>			
SERVICE TYPE		2013/2014	2014/2015
PLANNING PERMITS	BASIS	\$ (GST Inc)	\$ (GST Inc)
<p>Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2000 and the Subdivision (Permit and Certification Fees) Regulations, but are not a complete representation of the Regulations.</p> <p>Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt).</p> <p>* NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.</p>			
Planning Permit Application - Use Only	<i>Statutory State Government Fees</i>	502.00	* 502.00
To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:	\$10,001 - \$100,000.	<i>Statutory State Government Fees</i>	* 239.00
	More Than \$100,000.	<i>Statutory State Government Fees</i>	* 490.00
To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is:	Up to \$10,000.	<i>Statutory State Government Fees</i>	* 102.00
	\$10,001 to \$250,000.	<i>Statutory State Government Fees</i>	* 604.00
	\$250,001 to \$500,000.	<i>Statutory State Government Fees</i>	* 707.00
	\$500,001 to \$1,000,000.	<i>Statutory State Government Fees</i>	* 815.00
	\$1,000,001 to \$7,000,000.	<i>Statutory State Government Fees</i>	* 1,153.00
	\$7,000,001 to \$10,000,000.	<i>Statutory State Government Fees</i>	* 4,837.00
	\$10,000,001 to \$50,000,000. More Than \$50,000,000.	<i>Statutory State Government Fees</i>	* 8,064.00 * 16,130.00
Subdivision	To Subdivide an Existing Building.	<i>Statutory State Government Fees</i>	* 386.00
	To Subdivide Land into Two Lots.	<i>Statutory State Government Fees</i>	* 386.00
	To effect a realignment of a common boundary between lots	<i>Statutory State Government Fees</i>	* 386.00
	Consolidate two or more lots.	<i>Statutory State Government Fees</i>	* 386.00
	To Subdivide Land.	<i>Statutory State Government Fees</i>	* 781.00
	To remove a restriction (within the meaning of the Subdivision Act 1988) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the Planning and Environment Act 1987 but for the existence of the restriction.	<i>Statutory State Government Fees</i>	249.00

PLANNING & GOVERNANCE			
<i>Statutory Planning</i>			
SERVICE TYPE		2013/2014	2014/2015
PLANNING PERMITS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Subdivision			
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or to create or remove a right of way.	<i>Statutory State Government Fees</i>	541.00	* 541.00
To create, vary or remove an easement other than a right of way; or to vary or remove a condition in the nature of an easement other than a right of way in a Crown grant.	<i>Statutory State Government Fees</i>	404.00	* 404.00
Supervision of Works.		2.5% of value of works	2.5% of value of works
Checking of Engineering Plans.		0.75% of value of works	0.75% of value of works
To Amend an Application			
To amend an application for a permit after notice of the application has been given under Section 52.	<i>Statutory State Government Fees</i>	102.00	* 102.00
To Amend a Permit			
To amend an application to amend a permit after late notice of the application has been given under Section 52.	<i>Statutory State Government Fees</i>	102.00	* 102.00
To amend a permit to use land if that amendment is to change the use for which the land may be used.	<i>Statutory State Government Fees</i>	502.00	* 502.00
To change a statement of what the permit allows;	<i>Statutory State Government Fees</i>	502.00	* 502.00
To change any of all of the conditions which apply to the permit;	<i>Statutory State Government Fees</i>	502.00	* 502.00
In any way not otherwise provided for in this regulation.	<i>Statutory State Government Fees</i>	502.00	* 502.00
To amend a permit to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of an additional development to be permitted by the amendment is:	<i>Statutory State Government Fees</i>		
	<i>\$10,000 - \$100,000.</i>	239.00	* 239.00
	<i>> \$100,000.</i>	490.00	* 490.00

PLANNING & GOVERNANCE			
<i>Statutory Planning</i>			
SERVICE TYPE	BASIS	2013/2014	2014/2015
PLANNING PERMITS		\$ (GST Inc)	\$ (GST Inc)
To Amend A Permit (Continued)			
To amend a permit to develop land if the estimated cost of any additional development to be permitted by the amendment is \$10,000 or less.	<i>Statutory State Government Fees</i>	102.00	* 102.00
To amend a permit if the estimated cost of any additional development to be permitted by the amendment is:	<i>Statutory State Government Fees</i>	604.00	* 604.00
	> \$10,001 to \$250,000;	707.00	* 707.00
	> \$250,001 to \$500,000; > \$500,001	815.00	* 815.00
To amend a permit to: Subdivide an existing building; Subdivide land into two lots; Effect a realignment of a common boundary Consolidate two or more lots.	<i>Statutory State Government Fees</i>	386.00	* 386.00
Combined Permit Applications Certification			
An application to certify a plan.	<i>Statutory State Government Fees</i>	100.00	* 100.00
	<i>Application fee plus amount per lot</i>	20.00	* 20.00
Procedural.	<i>Exempt subdivisions, consolidations etc.</i>	100.00	* 100.00
Recertification.		100.00	* 100.00
Certificates of Compliance			
The fee for a certificate under Section 97N.	<i>Statutory State Government Fees</i>	147.00	* 147.00
Satisfaction Matters			
The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or referral authority.	<i>Statutory State Government Fees</i>	102.00	* 102.00
Administration Charges			
Extend the Expiry Date of a Permit.	<i>Per permit</i>	128.00	131.20
Search for and Provide a copy of a permit	<i>Per permit</i>	128.00	131.20
Liquor Licence Applicant Information Requests	<i>Per application</i>	57.00	58.40
Written response to planning queries	<i>Per response</i>	57.00	58.40
	<i>This figure is based on average of Council fees across Gippsland</i>		
Secondary Consent	<i>Per permit</i>	-	102.00
Public Notification on behalf of Applicant.	<i>Standard administration fee</i>	32.00	32.80

PLANNING & GOVERNANCE			
<i>Statutory Planning</i>			
SERVICE TYPE	BASIS	2013/2014	2014/2015
PLANNING PERMITS		\$ (GST Inc)	\$ (GST Inc)
Photocopying Charges on Behalf of Applicant			
	<i>Black & White A4 per sheet</i>	0.25	0.25
	<i>Colour A4 per sheet</i>	1.20	1.20
	<i>Black and White A3 per sheet</i>	0.50	0.50
	<i>Colour A3 per sheet</i>	1.50	1.50
	<i>Black & White AO1 per sheet</i>	8.00	8.20
	<i>Colour AO1 per sheet</i>	10.00	10.30
	<i>Black & White A1 per sheet</i>	6.50	6.70
	<i>Colour A1 per sheet</i>	8.00	8.20
	<i>Black & White A2 per sheet (plotter)</i>	5.00	5.10
	<i>Colour A2 per sheet (plotter)</i>	6.00	6.20

*NOTE Statutory Fees can only be increased by the Minister for Planning. At the time of the draft budget preparation there was no indication of likely alteration to these statutory fees.

PLANNING & GOVERNANCE			
<i>Strategic Planning</i>			
SERVICE TYPE	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
AMENDMENTS TO PLANNING SCHEMES			
Stage One Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act 1987; and Considering any submissions which do not seek a change to the amendment; and If applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i>	* 798.00	* 798.00
Stage Two Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b); and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i>	* 798.00	* 798.00
Stage Three Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	<i>Statutory State Government Fees</i>	* 524.00	* 524.00
Stage Four Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	<i>Statutory State Government Fees</i>	* 798.00	* 798.00

PLANNING & GOVERNANCE			
<i>Strategic Planning</i>			
SERVICE TYPE	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)
AMENDMENTS TO PLANNING SCHEMES			
Combined Permit Application & Planning Scheme Amendment			
<p>The fee for an application for a planning permit combined with a request for amendment of a planning scheme, made in accordance with Section 96a, is the sum arrived at by adding the higher of the fees plus 50% of the lower of the fees which would have applied if separate application had been made.</p> <p>If the application for a planning permit is for any combination of use, development other than subdivision, subdivision and any matter referred to in Classes 16, 17 or 18, the fee for the planning permit for the purpose of this calculation is the higher of the fees which would have applied if separate application for planning permits had been made.</p>			
Administration Charges			
General written advice of planning scheme amendment histories.		59.00	60.50
Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	<i>Full fee recovery of government charges</i>	Various	Various

*NOTE Statutory Fees can only be increased by the Minister for Planning. At the time of the draft budget preparation there was no indication of likely alteration to these statutory fees.

ECONOMIC SUSTAINABILITY						
<i>Performing Arts Centre</i>						
SERVICE TYPE PERFORMING ARTS CENTRE	BASIS	2013/2014 \$ (GST Inc)		2014/2015 \$ (GST Inc)		
Performing Arts Centre - Commercial Rate						
<i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>						
Town Hall	<i>8am – 5pm daytime – per hour.</i>		100.00		101.00	
	<i>5pm–midnight –evening –per session.</i>		950.00		974.00	
	<i>8am–midnight –all day –per session.</i>		1,535.00		1,573.00	
	<i>Weekly hire rate (5-7 days)</i>		6,105.00		6,258.00	
Little Theatre	<i>8am – 5pm daytime – per hour.</i>		50.00		51.00	
	<i>5pm–midnight –evening –per session.</i>		480.00		492.00	
	<i>8am–midnight –all day –per session.</i>		775.00		794.00	
	<i>Weekly hire rate (5-7 days)</i>		2,975.00		3,049.00	
Whole Complex	<i>8am – 5pm daytime – per hour.</i>		140.00		144.00	
	<i>5pm–midnight –evening –per session.</i>		1,310.00		1,343.00	
	<i>8am–midnight –all day –per session.</i>		2,080.00		2,132.00	
	<i>Weekly hire rate (5-7 days)</i>		8,400.00		8,610.00	
Performing Arts Centre - Community Rate						
<i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events, Meetings)</i>						
Town Hall	<i>8am – 5pm daytime – per hour.</i>		*Peak 72.00	*Off Peak 37.00	*Peak 74.00	*Off Peak 38.00
	<i>5pm–midnight –evening –per session.</i>		600.00	309.00	615.00	317.00
	<i>8am–midnight –all day –per session.</i>		726.00	484.00	744.00	496.00
	<i>Weekly hire rate (5-7 days)</i>		4,458.00	2,972.00	4,570.00	N/A
Little Theatre	<i>8am – 5pm daytime – per hour.</i>		38.00	20.00	39.00	21.00
	<i>5pm–midnight –evening –per session.</i>		350.00	180.00	359.00	185.00
	<i>8am – midnight – all day – per session.</i>		494.00	247.00	506.00	253.00
	<i>Weekly hire rate (5-7 days)</i>		2,350.00	1,560.00	2,409.00	N/A
Whole Complex	<i>8am – 5pm daytime – per hour.</i>		94.00	47.00	96.00	48.00
	<i>5pm–midnight –evening –per session.</i>		856.00	428.00	877.00	439.00
	<i>8am–midnight –all day –per session.</i>		1,514.00	757.00	1,552.00	776.00
	<i>Weekly hire rate (5-7 days)</i>		6,048.00	4,032.00	6,199.00	N/A

ECONOMIC SUSTAINABILITY				
<i>Community Halls</i>				
SERVICE TYPE COMMUNITY HALLS	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)	
Kernot Hall – Commercial Rate				
<i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>	Hall 1.	<i>8am – 5pm – daytime – per hour.</i>	85.00	87.00
		<i>5pm – midnight – evening – per session.</i>	850.00	871.00
		<i>8am – midnight – all day – per session.</i>	1,320.00	1,359.00
		<i>Weekly hire rate.</i>	5,255.00	5,386.00
Hall 2.		<i>8am – 5pm – daytime – per hour.</i>	44.00	45.00
		<i>5pm – midnight – evening – per session.</i>	448.00	459.00
		<i>8am – midnight – all day – per session.</i>	665.00	682.00
		<i>Weekly hire rate.</i>	2,630.00	2,696.00
Whole Hall.		<i>8am – 5pm – daytime – per hour.</i>	130.00	133.00
		<i>5pm – midnight – evening – per session.</i>	1,135.00	1,163.00
		<i>8am – midnight – all day – per session.</i>	1,755.00	1,799.00
		<i>Weekly hire rate.</i>	7,110.00	7,288.00
Whole Complex.		<i>8am – 5pm – daytime – per hour.</i>	160.00	164.00
		<i>5pm – midnight – evening – per session.</i>	1,550.00	1,589.00
		<i>8am – midnight – all day – per session.</i>	2,515.00	2,578.00
		<i>Weekly hire rate.</i>	9,730.00	9,973.00
Foyer.		<i>8am – 5pm – daytime – per hour.</i>	65.00	67.00
		<i>5pm – midnight – evening – per session.</i>	536.00	549.00
		<i>8am – midnight – all day – per session.</i>	895.00	917.00
Kitchen.		<i>8am – 5pm – daytime – per hour.</i>	40.00	41.00
		<i>5pm – midnight – evening – per session.</i>	258.00	265.00
		<i>8am – midnight – all day – per session.</i>	415.00	425.00

ECONOMIC SUSTAINABILITY						
<i>Community Halls</i>						
SERVICE TYPE COMMUNITY HALLS	BASIS	2013/2014 \$ (GST Inc)		2014/2015 \$ (GST Inc)		
		* Peak	* Off Peak	* Peak	* Off Peak	
Kernot Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events, Meetings)</i>	Hall 1.	<i>8am – 5pm – daytime – per hour.</i>	60.00	30.00	62.00	31.00
		<i>5pm –midnight –evening –per session.</i>	540.00	268.00	554.00	275.00
		<i>8am –midnight –all day –per session.</i>	850.00	422.00	872.00	433.00
	Hall 2.	<i>8am – 5pm – daytime – per hour.</i>	36.00	19.00	37.00	20.00
		<i>5pm –midnight –evening –per session.</i>	295.00	150.00	302.00	154.00
		<i>8am –midnight –all day –per session.</i>	438.00	216.00	449.00	221.00
	Whole Hall.	<i>8am – 5pm – daytime – per hour.</i>	78.00	39.00	80.00	40.00
		<i>5pm –midnight –evening –per session.</i>	742.00	370.00	761.00	379.00
		<i>8am –midnight –all day –per session.</i>	1,210.00	605.00	1,240.00	620.00
	Whole Complex.	<i>8am – 5pm – daytime – per hour.</i>	114.00	57.00	117.00	58.00
		<i>5pm –midnight –evening –per session.</i>	1,015.00	510.00	1,040.00	523.00
		<i>8am –midnight –all day –per session.</i>	1,576.00	788.00	1,615.00	808.00
		<i>Weekly hire rate (5-7days)</i>	3,950.00	Not Avail	4,049.00	Not Avail
	Foyer.	<i>8am – 5pm – daytime – per hour.</i>	44.00	24.00	45.00	25.00
		<i>5pm –midnight –evening –per session.</i>	340.00	170.00	349.00	174.00
		<i>8am –midnight –all day –per session.</i>	600.00	300.00	615.00	308.00
	Kitchen.	<i>8am – 5pm – daytime – per hour.</i>	24.00	12.00	25.00	13.00
		<i>5pm –midnight –evening –per session.</i>	176.00	88.00	180.00	90.00
		<i>8am –midnight –all day –per session.</i>	275.00	140.00	282.00	144.00

ECONOMIC SUSTAINABILITY						
<i>Community Halls</i>						
SERVICE TYPE COMMUNITY HALLS	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)			
Moe Town Hall – Commercial Rate <i>(Professional live performances, professional workshops/seminars, exhibitions and trade shows)</i>	Main Hall.	8am – 5pm – daytime – per hour.	80.00	82.00		
		5pm –midnight –evening –per session.	745.00	764.00		
		8am –midnight –all day –per session.	1,085.00	1,112.00		
		Weekly hire rate.	4,265.00	4,372.00		
	Exhibition Hall.	8am – 5pm – daytime – per hour.	55.00	56.00		
		5pm –midnight –evening –per session.	370.00	379.00		
		8am –midnight –all day –per session.	535.00	548.00		
		Weekly hire rate.	2,135.00	2,188.00		
	Whole Complex.	8am – 5pm – daytime – per hour.	130.00	133.00		
		5pm –midnight –evening –per session.	1,035.00	1,061.00		
		8am –midnight –all day –per session.	1,550.00	1,589.00		
		Weekly hire rate.	6,175.00	6,328.00		
Moe Town Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events and Meetings)</i>	Main Hall.	8am – 5pm – daytime – per hour.	* Peak	*Off Peak	* Peak	*Off Peak
		5pm –midnight –evening –per session.	58.00	30.00	60.00	31.00
		8am –midnight –all day –per session.	494.00	242.00	506.00	248.00
		Weekly hire rate.	710.00	355.00	728.00	364.00
	Exhibition Hall.	8am – 5pm – daytime – per hour.	36.00	19.00	37.00	20.00
		5pm –midnight –evening –per session.	240.00	120.00	246.00	123.00
		8am –midnight –all day –per session.	355.00	132.00	364.00	135.00
		Weekly hire rate.	1,045.00	1,045.00	1,071.10	N/A
	Whole Complex.	8am – 5pm – daytime – per hour.	72.00	36.00	74.00	37.00
		5pm –midnight –evening –per session.	680.00	340.00	697.00	349.00
		8am –midnight –all day –per session.	995.00	495.00	1,020.00	507.00
		Weekly hire rate.	2,950.00	2,950.00	3,024.00	N/A
Newborough Public Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events and Meetings)</i>	8am – 5pm – daytime – per hour.	* Peak	*Off Peak	* Peak	*Off Peak	
	5pm –midnight –evening –per session.	29.00	17.00	30.00	17.00	
	8am –midnight –all day –per session.	242.00	128.00	248.00	131.00	
		Not Avail	Not Avail	Not Avail	Not Avail	
Ronald Reserve Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events and Meetings)</i>	Per hour.	16.00	16.00	17.00	17.00	
Churchill Community Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings, Social Events and Meetings)</i>	Per hour.	16.00	16.00	17.00	17.00	

ECONOMIC SUSTAINABILITY						
Community Halls						
SERVICE TYPE COMMUNITY HALLS		BASIS	2013/2014 \$ (GST Inc)		2014/2015 \$ (GST Inc)	
			* Peak	*Off Peak	* Peak	*Off Peak
Traralgon Court House – Court Room	Community Rate	Per day (8am - 5pm)	54.00	27.00	55.00	28.00
	Commercial Rate	Per day (8am - 5pm)	82.00	82.00	84.00	N/A
Loy Yang Power Latrobe Community Sound Shell – Commercial Rate						
	Hire	Plus clean up costs.		300.00		308.00
	Bond/Deposit	Refunded after satisfactory clean up.		550.00		564.00
Loy Yang Power Latrobe Community Sound Shell - Community Rate						
	Daytime	Usage – up to 5.00pm.		No Charge		No Charge
	Evening	Usage – after 5.00pm.		No Charge		No Charge
	Bond/Deposit	Refunded after satisfactory clean up.		260.00		267.00
Traralgon East Community Centre	Hall Hire.	Per hour.		16.00		17.00
Kath Teychenne Centre – Meeting Room	ty and Not For Profit Groups.	Per hour		No Charge		No Charge
	Commercial.	Per hour		26.00		27.00
Lighting						
Standard						
	Kernot Hall & Moe Town Hall (Standard Rig Open White)	Initial 1-3 shows per season		134.00		137.00
	Kernot Hall & Moe Town Hall (Standard Rig Open White)	Subsequent 4th-6th show per season		-		133.00
	Kernot Hall & Moe Town Hall (Standard Rig Open White)	Subsequent 7th+ show per season		-		131.00
	Kernot Hall & Moe Town Hall (Standard Rig Colour-2 specials)	Initial 1-3 shows per season		160.00		164.00
	Kernot Hall & Moe Town Hall (Standard Rig Colour-2 specials)	Subsequent 4th-6th show per season		-		159.00
	Kernot Hall & Moe Town Hall (Standard Rig Colour-2 specials)	Subsequent 7th+ show per season		-		156.00
	Loy Yang Power Latrobe Community Sound Shell (Standard Rig)	Per session		715.00		733.00
	Performing Arts Centre (Standard Rig White/Colour-2 specials)	Initial 1-3 shows per season + Technician fees		200.00		205.00
	Performing Arts Centre (Standard Rig White/Colour-2 specials)	Subsequent 4th-6th show per season+ Technician fees		-		199.00
	Performing Arts Centre (Standard Rig White/Colour-2 specials)	Subsequent 7th+ show per season+ Technician fees		-		195.00
Non Standard						
	Performing Arts Centre	Initial 1-3 shows per season + Technician Fees		252.00		258.00
	Performing Arts Centre	Subsequent 4th-6th show per season+ Technician fees		-		250.00
	Performing Arts Centre	Subsequent 7th+ show per season+ Technician fees		-		245.00
	Technician Fees	2 x Technicians per hour (min 3 hours)		80.00		82.00
	Portable 6 x 400 watt lights	Per Day (Including 3 hours of Technician)		-		236.00
Piano						
	Within hire period	First session/day (includes tuning)		245.00		251.00
		subsequent usage per session/day.		85.00		87.00

ECONOMIC SUSTAINABILITY				
<i>Community Halls</i>				
SERVICE TYPE COMMUNITY HALLS	BASIS	2013/2014 \$ (GST Inc)	2014/2015 \$ (GST Inc)	
Technician	Commercial (minimum 3 hours)	<i>Per technician per hour.</i>	46.00	47.00
	Community (minimum 3 hours)	<i>Per technician per hour.</i>	40.00	41.00
Front Of House	Commercial Usher/Merchandise Seller	<i>Per hour.</i>	40.00	41.00
	Community Usher/Merchandise Seller	<i>Per hour.</i>	35.00	36.00
	Front of House Manager	<i>Per hour.</i>	N/A	47.00
Miscellaneous	Sale of Goods	<i>Payment in lieu of rates. (per day)</i>	160.00	164.00
	PA System	<i>All venues Initial 1-3 shows per season</i>	140.00	144.00
	PA System	<i>Subsequent 4th-6th show per season</i>	-	140.00
	PA System	<i>Subsequent 7th+ show per season</i>	-	137.00
	Penalty Rate	<i>After 1.00am – per hour.</i>	128.00	131.00
	Bond	<i>Per Event</i>	290.00	297.00
	Kiosk	<i>Per hour</i>	24.00	25.00
	Test and tag electrical equipment	<i>Per item</i>	7.50	8.00
Folding tables – wooden	<i>Per item</i>	10.00	10.30	
Chairs – plastic	<i>Per item</i>	2.50	2.60	
Hall Hirers Public/Products Liability Insurance \$10m cover with \$250 excess (subject to policy terms & conditions)	Per hire up to 52 times per year		15.00	15.40
Ticketing	Commercial - All Venues <i>(Including Sounds)</i>	<i>Per ticket sold.</i>	3.60	3.70
		<i>Per complimentary ticket issued.</i>	0.65	0.70
		<i>Credit card transactions.</i>	Bank Fee	Bank Fee
	Community - All Venues	<i>Per ticket sold.</i>	2.60	2.70
	<i>Per complimentary ticket issued.</i>	0.65	0.70	
	<i>Credit card transactions.</i>	No Charge	No Charge	
Ticket Printing	All Venues	<i>Schools only – per show</i>	144.00	148.00
	Venue	<i>Less than 250 seats</i>	144.00	148.00
	Venue	<i>251 - 520 seats</i>	242.00	248.00
	Venue	<i>Greater than 521 seats</i>	298.00	306.00
Merchandise Commission	Commercial - All Venues	<i>Total Sales</i>	12.50%	12.50%

*Peak – Friday to Sunday plus Public Holidays / Off Peak – Monday to Thursday excluding Public Holidays
Required public liability insurance is the responsibility of the individual hirers

ECONOMIC SUSTAINABILITY			
<i>Visitor Information Centre</i>			
SERVICE TYPE		2013/2014	2014/2015
VISITORS INFORMATION CENTRE	BASIS	\$ (GST Inc)	\$ (GST Inc)
Brochure Racking Fee	Operators within Gippsland region wishing to display their brochure in the visitor centre	72.00	85.00
Commission on Accommodation Bookings	A commission is charged to operators participating in our accommodation booking system for all bookings processed by staff at the visitor centre or made online	10.00%	10.00%
Public Internet	Up to 5 minutes	1.00	1.00
	Up to 15 minutes	3.00	3.00
	Up to 30 minutes	5.00	5.50
	Up to 1 hour	8.00	8.50
Public Internet Printing	Black and White A4	0.30	0.30
	Colour A4	1.30	1.30
Photocopying	Black and White A4	0.30	0.30
	Colour A4	1.30	1.30
Fax	1st Page	2.60	2.70
	Additional Pages	1.00	1.00

ECONOMIC SUSTAINABILITY			
<i>Latrobe Regional Airport</i>			
SERVICE TYPE		2013/2014	2014/2015
LATROBE REGIONAL AIRPORT	BASIS	\$ (GST Inc)	\$ (GST Inc)
Airport Annual Licence Fees			
Recreational		135.30	138.60
Light Commercial		673.20	690.80
Commercial		1,347.50	1,383.80

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2014/15 fees may be subject to amendment following that process.

ECONOMIC SUSTAINABILITY				
<i>Waste Management - Transfer Stations</i>				
SERVICE TYPE		BASIS	2013/2014	2014/2015
TRANSFER STATION FEES			\$ (GST Inc)	\$ (GST Inc)
			General Waste	General Waste
Sedan/Wagon		<i>Seat up.</i>	10.00	10.00
		<i>Seat down.</i>	12.00	13.00
Utilities	Water line up to 1.8m Long Tray.	<i>Height to 30cm</i>	12.00	13.00
	Water Line over 1.8m Long Tray.	<i>Height to 30cm</i>	23.00	24.00
	Heaped up to 1.8m Long Tray.	<i>Height to 60cm</i>	18.00	19.00
	Heaped over 1.8m Long Tray.	<i>Height to 60cm</i>	29.00	30.00
Single Axle Trailers	Water Line up to 1.8m Long.	<i>Height to 30cm</i>	16.00	17.00
	Water Line 1.8m to 2.75m Long.	<i>Height to 30cm</i>	25.00	25.00
	Heaped up to 1.8m Long.	<i>Height to 60cm</i>	25.00	26.00
	Heaped 1.8m to 2.75m Long.	<i>Height to 60cm</i>	36.00	37.00
	Boxed up to 1.8m Long.	<i>Height to 90cm</i>	36.00	37.00
	Boxed 1.8m to 2.75m Long.	<i>Height to 90cm</i>	56.00	58.00
Tandem Axle Trailers	Water Line up to 2.75m Long.	<i>Height to 30cm</i>	25.00	26.00
	Water Line 2.75m to 3.75m Long.	<i>Height to 30cm</i>	38.00	40.00
	Heaped up to 2.75m Long.	<i>Height to 60cm</i>	41.00	42.00
	Heaped 2.75m to 3.75m Long.	<i>Height to 60cm</i>	72.00	74.00
	Boxed up to 2.75m Long.	<i>Height to 90cm</i>	77.00	78.00
	Boxed 2.75m to 3.75m Long.	<i>Height to 90cm</i>	103.00	105.00
Trucks Up To 4.5 tonne GVM	With Weighbridge Dockets.	<i>Per tonne.</i> <i>GVM.</i> <i>Deposit at municipal landfill.</i>	Refer to landfill fees and charges	Refer to landfill fees and charges
Small Items	Mobile Garbage Bin (wheelie bin).	<i>Per item</i>	5.00	5.00
	Kitchen / Dining Chairs.	<i>Up to three.</i>	5.00	5.00
	Stools.	<i>Up to three.</i>	5.00	5.00
E-Waste (Electrical Items)	DVD, Video, Hi Fi, etc	<i>Per Unit</i>	5.00	5.00
Mattresses	Single	<i>Per item</i>	12.00	12.00
	Double	<i>Per item</i>	18.00	18.00
	Queen	<i>Per item</i>	18.00	18.00
	King	<i>Per item</i>	18.00	18.00
Medium Items	Lounge Chairs.	<i>Up to two</i>	12.00	12.00
	Small Cupboards.	<i>HDL – 1.3m x 0.6m x 1.2m.</i>	12.00	12.00
	2 Seat Sofa.		12.00	12.00

ECONOMIC SUSTAINABILITY				
<i>Waste Management - Transfer Stations</i>				
SERVICE TYPE		2013/2014	2014/2015	
TRANSFER STATION FEES	BASIS	\$ (GST Inc)	\$ (GST Inc)	
Large Items				
Double Beds (excluding Mattresses)	<i>HDL – 2.5m x 0.7m x 1.6m.</i>	Not Accepted	Not Accepted	
Large Cupboards.		20.00	20.00	
3 Seat Sofa.		20.00	20.00	
Tyres				
Car and Motor Cycle.		5.00	5.00	
Light Truck & 4WD.		10.00	10.00	
Heavy Vehicle and Earth Moving.		Not Accepted	Not Accepted	
Tyres on Rims				
Car.		10.00	10.00	
Light Truck and Fork Lifts.		20.00	20.00	
Heavy Vehicle and Earth Moving.		Not Accepted	Not Accepted	
Recyclable Goods – Free of Charge (1)		No Charge	No Charge	
Televisions	<i>folded flat (otherwise \$5 handling fee) Codes 1 – 7.</i>			
Computers including - keyboards, monitors, mouse, printers, ext hard drives				
Car Batteries.				
Paper, Cardboard.				
Plastic Bottles.				
Aluminium Cans.				
Glass Bottles.				
Steel.				
White Goods.				
Car Bodies.				
Motor Oils.				
				<i>Without tyres only at Morwell. Domestic quantities only.</i>
Other Waste Management				
Domestic Waste Card (2)	<i>Per annum.</i>	170.00	175.00	
Synthetic Mineral Fibre (SMF) Plastic Bags	<i>Each</i>	4.00	3.50	

(1) Loads with large quantities of recyclable material will be assessed on the remaining load. This will require the recyclable material to be unloaded and the vehicle to be reassessed. Timber will be accepted in maximum lengths of 1.8 metres.

(2) Domestic Waste Card – a voluntary service for property owners who do not receive Council's kerb side waste collection services. The card allows unlimited trips to transfer stations to dispose of domestic garbage and recyclable products that would normally be disposed of via the kerbside collection.

ECONOMIC SUSTAINABILITY			
<i>Waste Management - Landfill</i>			
SERVICE TYPE	BASIS	2013/2014	2014/2015
WASTE MANAGEMENT - LANDFILL (1)		\$ (GST Inc)	\$ (GST Inc)
Clean Fill (1) Clean Fill – Only if required at Landfill.	<i>Per tonne – including landfill levy.</i>	37.00	40.00
Putrescible Waste & Inert Waste	<i>Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$51.30 per tonne)</i>	152.00	159.40
Dead Animals			
Less than 30kg. Ex Vets	<i>Per animal</i>	12.50	12.80
	<i>Per bag (max 30kg)</i>	12.50	12.80
Prescribed Waste			
Commercial Asbestos – Emergency situation only	<i>Minimum charge.</i>	430.00	Not Accepted
Commercial Asbestos – Emergency situation only	<i>Per tonne.</i>	215.00	Not Accepted
Low Level Contaminated Soil.	<i>Minimum charge.</i>	Not Accepted	Not Accepted
Low Level Contaminated Soil.	<i>Per tonne. (Includes State Government Landfill Asbestos Prescribed Waste Levy \$30 per tonne)</i>	Not Accepted	Not Accepted
Industrial Waste			
Synthetic Mineral Fibre Wrapped - Domestic	<i>Per cubic metre (m3)</i>	30.00	30.00
Hazardous Waste			
Asbestos – Domestic.			
Latrobe City Residents	<i>Per m3</i>	30.00	40.00
Non-Latrobe City Residents	<i>Per 20kg package (2)</i>	30.00	40.00
	<i>must be removed and deposited by the resident, otherwise prescribed waste rate.</i>		

(1) Dry clean fill can only be deposited by contractors by prior arrangement and will only be accepted if fill material is required. It will be charged at the rate of \$40 per tonne, which includes the increase in EPA Commercial levy. There is no public access to landfill.

(2) Maximum of 6 x 20kg packages correctly wrapped per customer.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

16.3 ASSEMBLY OF COUNCILLORS

GENERAL MANAGER

Planning and Governance

For Decision

PURPOSE

The purpose of this report is to present to Council, the Assembly of Councillors forms submitted since the Ordinary Council Meeting held 3 February 2014.

DECLARATION OF INTEREST

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

OFFICER COMMENTS

The following Assembly of Councillors took place:

Date:	Assembly Details / Matters Discussed:	In Attendance:	Declaration of Interest Declared:
31 March 2014	6.1 Forward Planner 7.1 New Issues 9.1 Council Meeting Schedule 11.1 SP Ausnet Community Development Fund 11.2 Community Facility Funding Program – Major Facilities 14.1 Officer Delegations Review	Councillors: Cr Gibbons, Cr Gibson, Cr Harriman, Cr Kam, Cr Middlemiss, Cr O'Callaghan, Cr Rossiter, Cr Sindt, Cr White Officers: John Mitchell, David Elder, Chris Wightman, Allison Jones, Jamey Mullen, Grantley Switzer, Warrick Primrose, Matthew Rogers	Cr Rossiter declared a Conflict of Interest in item 7.1

Attachments

1. I&D Assembly of Councillors - 31 March 2014

RECOMMENDATION

That Council note this report.

Moved: Cr Middlemiss

Seconded: Cr Gibbons

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

16.3

Assembly of Councillors

- 1 I&D Assembly of Councillors - 31 March 2014 371**



Assembly of Councillors Record

Assembly details: Issues and Discussions Session

Date: Monday, 31 March 2014

Time: 6:00 PM

Assembly Location: Nambur Wariga Meeting Room, Latrobe City Council Offices,
Commercial Road, Morwell

In Attendance:

Councillors: Cr Gibbons, Cr Gibson, Cr Harriman, Cr Kam, Cr Middlemiss,
Cr O'Callaghan, Cr Rossiter, Cr Sindt, Cr White

Officer/s: John Mitchell, David Elder, Chris Wightman, Allison Jones, Jamey Mullen,
Grantley Switzer, Warrick Primrose, Matt Rogers

Matter/s Discussed:

Are the matters considered confidential under the Local Government Act: NO

Conflict of Interest Disclosures: (refer 3. over page)

Councillors:

Officer/s:

Times that Officers / Councillors left/returned to the room:

Completed by:



Assembly of Councillors Record Explanation / Guide Notes
Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing at least 5 Councillors and 1 Council staff member are present and the matter/s considered are intended or likely to be subject of a future decision by the Council OR an officer decision under delegated authority.

Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.

Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

ORGANISATIONAL EXCELLENCE

17. ORGANISATIONAL EXCELLENCE

17.1 OFFICER DELEGATIONS REVIEW

GENERAL MANAGER

Organisational Excellence

For Decision

PURPOSE

The purpose of this report is to seek Council's consideration of two Instruments of Delegations, the S5 Delegation to the Chief Executive Officer (CEO), the S6. Instrument of Delegation to members of Council staff and its notation of the S7. Sub-Delegation by the Chief Executive Officer's delegation to officers 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 – 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.

Strategic Objectives – Governance

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

Strategic Direction – To provide open, transparent and accountable governance

Local Government Act 1989

Section 98 of the *Local Government Act 1989* allows Council to delegate various powers and functions.

BACKGROUND

Section 98 of the Local Government Act 1989 (the Act) allows Council to delegate various powers and functions.

S5 Delegation to Chief Executive Officer (CEO)

This document is used by Council to delegate powers pursuant to section 98(1) of the *Local Government Act 1989* to its CEO. When this resolution is executed, the CEO may sub-delegate the majority of Council's powers to council staff in the form of the S7 Instrument of Delegation, CEO to members of Council staff.

S6 Delegation to members of Council Staff

This instrument can be used by a Council to delegate powers directly to members of its staff pursuant to section 98(1) of the Local Government Act.

S7. Instrument of Sub-Delegation by the Chief Executive Officer, This instrument is intended to be executed by the Chief Executive Officer should Council resolve to adopt the S6. Instruments of Delegation and once it has been signed and sealed.

ISSUES

The Council as a legal entity can only act through Council resolution or through letting others act on Council's behalf. Where Council acts through others legal advice recommends that this be formalised through written 'instruments of delegation' where practicable. The decision of a delegate with delegated powers is legally binding on the Council as if the Council had made the decision itself.

The instruments of delegation submitted in this report have been prepared in accordance with the recommendations received by Maddocks Lawyers. Maddocks provide Victorian Council's with a subscription service to a template system of delegations and authorisation instruments that is up to date and under constant review.

The S5 Instrument of Delegation to the Chief Executive Officer [14 DEL-1], subject to the conditions and limitations prescribed in the attached schedule. The S5 has been reviewed with the appointment of Mr John Mitchell to the position of Acting Chief Executive Officer.

With respect to delegations to other officers the Maddocks model takes a provision-by-provision listing of Council powers under statutes and regulations which are delegated under the *Local Government Act 1989* and under other legislation.

Each proposed power, function and/or duty to be delegated by Council to other officers and the position title of each nominated officer is prescribed in the schedule to *S6. Instrument of Delegation to Members of Council [14 POL-1]*, this instrument is presented for consideration.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

S7. Instrument of Sub-Delegation by the Chief Executive Officer, This instrument is intended to be executed by the Chief Executive Officer should Council resolve to adopt the S5 and S6 Instruments of Delegations and once they have been signed and sealed.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

No external consultation has been engaged.

Details of Community Consultation / Results of Engagement:

Community consultation has not been undertaken as this is a statutory function required by the *Local Government Act 1989*.

OPTIONS

In the instance of the Chief Executive Officer delegation, Council has the option to have a delegation by prescription, meaning that all relevant legislation and local laws need to be detailed in the delegation. This is not the preferred model as it has the potential to become out dated easily due to the changes in legislation.

In respect to the other delegations, Council has the option to delete the specified legislation provisions from the schedule of delegations, or amend the designated officer receiving the delegation. In the first instance, if a specific provision is deleted from the delegation prepared by *Maddocks*, it should be noted that Council will be the only body that can exercise that part/s of the legislation. To exercise those respective provisions would require a resolution of the Council at either an Ordinary or Special Council Meeting.

CONCLUSION

It is imperative from an accountability, transparency and risk management perspective, that Council delegations to staff are legislatively compliant, and accurately maintained. The proposed delegations before Council are mostly operational in nature and have been updated to reflect legislative and structural changes within the organisation.

The following attachments are presented for Council's consideration:

S6. Instrument of Delegation to Members of Council Staff [14 DEL-1]; and

In addition –

S7. Instrument of Sub-Delegation by the Chief Executive Officer [13 DEL-1] should be noted.

ORDINARY COUNCIL MEETING MINUTES 28 APRIL 2014 (CM434)

Attachments

1. S5. Instrument of Delegation to Chief Executive Officer

RECOMMENDATION

That

A. In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Latrobe City Council (Council) RESOLVES THAT –

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *S5 Instrument of Delegation to the Chief Executive Officer* [14 DEL- 1], subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately upon the common seal of Council being affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. It is noted that the instrument includes a power of delegations to members of Council staff, in accordance with section 98(3) of the Act.

B. S6. Delegation to members of Council staff

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Latrobe City Council (Council) RESOLVES

THAT –

1. That there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *S6. Instrument of Delegation to Members of Council Staff* [14 DEL-1], the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately upon the common

seal of Council being affixed to the instrument.

3. On the coming into force of the instrument, S6 Instrument of Delegation – Members to Staff [13 DEL-1] dated 22 October 2013 is revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

D. S7. Sub-Delegation by Chief Executive Officer to Staff

That Council notes the *S7. Instrument of Sub-Delegation by the*

Chief Executive Officer [14 DEL-1] in accordance with section

98(3) of the *Local Government Act 1989*.

Moved: Cr White

Seconded: Cr Kam

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

17.1

Officer Delegations Review

- 1 S5. Instrument of Delegation to Chief Executive Officer..... 381**

Maddocks Delegations and Authorisations

S5. Instrument of Delegation to Chief Executive Officer

Latrobe City Council

Instrument of Delegation

to

The Chief Executive Officer

[14 DEL-1]



Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 (**the Act**) and all other powers enabling it, the Latrobe City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that:

1. This Instrument of Delegation is authorised by a Resolution of Council passed on “**date of Council meeting**”
2. On the coming into force of this Instrument of Delegation, the *S5. Instrument of Delegation to The Chief Executive Officer* dated 22 October 2013 is revoked.
3. The delegation -
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 is subject to any conditions and limitations set out in the Schedule;
 - 3.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; AND
 - 3.4 remains in force until Council resolves to vary or revoke it.
4. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

The Common Seal of **Latrobe City Council**)
was affixed in accordance with Local Law No. 1)
this ... day of ... 2014 in the)
presence of:)

Sharon Gibson - *Mayor*

SCHEDULE

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 4.1 awarding contracts greater than the value of \$150,000 for goods and services or \$200,000 for works in accordance with the current Latrobe City Council Procurement Policy.
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

6. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a -
 - 6.1 policy; or
 - 6.2 strategy
adopted by Council; or
7. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
8. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

**17.2 AUTHORISATION OF COUNCIL OFFICERS UNDER THE
PLANNING AND ENVIRONMENT ACT 1987.**

GENERAL MANAGER

Organisational Excellence

For Decision

PURPOSE

The purpose of this report is for Council to consider specifically authorising the incumbents, Leanne Khan, Senior Strategic Planner and Kiesha Jones, Urban Growth Project Officer in their own right pursuant to section 147 of the *Planning and Environment Act 1987*.

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 2012-2016.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Planning for the future

To provide clear and concise policies and directions in all aspects of planning.

Latrobe City Council Plan 2013 - 2017

Shaping Our Future

Strategic Direction – Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.

Service Provision – Legal Services

Administer legal advice and services for Latrobe City Council.

Legislation –

Local Government Act 1989

Planning and Environment Act 1987

Section 224 of the *Local Government Act 1989* allows the following:

224. Authorised officers

1. *A Council may appoint any person other than a Councillor to be an authorised officer for the purpose of the administration and*

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enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

- (a) A Council must maintain a register that shows the names of all people appointed by it to be authorised officers.*
- 2. *The Council must issue an identity card to each authorised officer.*
- 3. *An identity card must-*
 - (a) contain a photograph of the authorised officer; and*
 - (b) contain the signature of the authorised officer; and*
 - (c) be signed by a member of Council staff appointed for the purpose.*

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

- 4. *Any reference in this Act to an Authorised officer of a responsible authority of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.*

However, Section 188(2)(c) of the *Planning and Environment Act 1987*, stipulates that Council cannot delegate the power to authorise officers for the purpose of enforcing that Act:

188. Planning authorities and responsible authorities may delegate powers

(5) A planning authority or responsible authority other than the Minister may by instrument delegate any of its powers, discretions or functions under this Act to-

- (a) a committee of the authority; or*
 - (b) an officer of the authority; or*
 - (c) the Growth Areas Authority; or*
 - (d) the Chief Executive Officer of the Growth Areas Authority.*
- (6) Subsection (1) does not apply to-*
- (a) the powers of a planning authority under sections 28, 29 and 191 and subsection (1); and*
 - (b) the powers of a responsible authority under sections 125, 171(2)(b),(c),(d) and (e), 172 and 191 and subsection (1); and*
 - (c) the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.*

BACKGROUND

By authorising officers, a Council is authorising a person to a particular statutory position. Once a person is authorised by Council, that person has the powers of that statutory position; as distinct from being delegated the powers of the Council.

Authorisations are different from delegations as delegations involve the Council giving its powers to members of staff who then act on behalf of Council. Persons authorised by Council to hold a statutory position are acting as holders of statutory powers; they are not acting as delegates or on behalf of the Council. Their powers and responsibilities are different to the powers and responsibilities of the Council.

Therefore it is important, for the proper functioning of the Council, to authorise officers generally under the *Local Government Act 1989* and specifically under other appropriate Acts.

For this reason, Latrobe City Council subscribes to the Maddocks Delegation and Authorisation Service. This service updates the organisation on legislative amendments and requirement and provides appropriate Instrument templates for our use.

ISSUES

Currently Council has a number of persons authorised to act in various statutory positions.

Leanne Khan, Senior Strategic Planner and Kiesha Jones, Urban Growth Project Officer have recently been appointed to their substantive positions. It is therefore necessary and appropriate for Council personally appoint and authorise these officers specifically under section 147(4) of the *Planning and Environment Act 1987* and generally under section 232 of the *Local Government Act 1989* to enable them to fulfil the duties and functions of their role.

Accordingly, the attached S11A. Instrument of Appointment and Authorisations (*Planning and Environment Act 1987*) have been prepared and are now presented for consideration by Council.

FINANCIAL, RISK AND RESOURCES IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Internally, senior Planning staff have been consulted in relation to the nomination of the officers for appointment.

Details of Community Consultation / Results of Engagement:

No external consultation has been undertaken.

OPTIONS

Council has the following options in relation to the authorisation of the nominated officers:

1. Authorise the nominated officers in accordance with the attached Instrument.
2. Not specifically authorise the nominated officers under the *Planning and Environment Act 1987* which may impede their ability to fully perform their duties.

CONCLUSION

The *Planning and Environment Act 1987* requires direct authorisation from Council to council officers in order to perform certain statutory duties.

By authorising the nominated officers specifically under the *Planning and Environment Act 1987* and generally under section 232 of the *Local Government Act 1989*, Council will ensure that the nominated officers will be able to fully perform their duties under each Act.

Attachments

1. S11A Instrument of Appointment & Authorisation (Planning & Environment Act 1987) L Khan
2. S11A Instrument of Appointment & Authorisation (Planning & Environment Act 1987) K Jones

RECOMMENDATION

That, in exercise of the powers conferred by Section 224 of the *Local Government Act 1989* and Section 147(4) of the *Planning and Environment Act 1987* Council resolves –

- 1. That Leanne Khan and Kiesha Jones be appointed and authorised as an Authorised Officer for the purposes of the *Planning and Environment Act 1987* and the regulation made under that Act.**
- 2. That the Chief Executive Officer is authorised to sign and seal the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) as presented.**
- 3. That the S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987) comes into force immediately the common seal of Council is affixed.**

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Moved: Cr Kam
Seconded: Cr Rossiter

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

17.2

Authorisation of Council Officers Under the Planning and Environment Act 1987.

- 1 S11A Instrument of Appointment & Authorisation
(Planning & Environment Act 1987) L Khan 391**
- 2 S11A Instrument of Appointment & Authorisation
(Planning & Environment Act 1987) K Jones 395**



Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

April 2014

Leanne Khan

●

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Leanne Khan

By this instrument of appointment and authorisation Latrobe City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.
3. Any planning application which has received one or more objection(s).

Any planning application recommended for refusal (including planning applications where Council has no discretion for approval).

Any application of strategic significance (at the discretion of the CEO).

Any matter relating to the signing and sealing of Section 173 Agreements.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on 28 April 2014.

●

The Common Seal of **LATROBE CITY COUNCIL**
was affixed in accordance with Local Law No. 1
this **day of Month & Year** in the presence of:

JOHN MITCHELL – *Acting Chief Executive Officer*



Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

April 2014

Kiesha Jones

●

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Kiesha Jones

By this instrument of appointment and authorisation Latrobe City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.
3. Any planning application which has received one or more objection(s).

Any planning application recommended for refusal (including planning applications where Council has no discretion for approval).

Any application of strategic significance (at the discretion of the CEO).

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this **day of Month & Year** in the presence of:

JOHN MITCHELL - *Acting Chief Executive Officer*

MEETING CLOSED TO THE PUBLIC

18. 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 (LGA) 1989 for the reasons indicated:

18.1 ADOPTION OF MINUTES

Agenda item 18.1 *Adoption of Minutes* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

18.2 CONFIDENTIAL ITEMS

Agenda item 18.2 *Confidential Items* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

18.3 ASSEMBLY OF COUNCILLORS

Agenda item 18.3 *Assembly of Councillors* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

18.4 PROVISION OF PROCEDURAL BREACHES REVIEW

Agenda item 18.4 *Provision of Procedural Breaches Review* is designated as confidential as it relates to contractual matters (s89 2d)

18.5 FOOD SAMPLING ANALYSIS REPORT

Agenda item 18.5 *Food Sampling Analysis Report* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any

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person (s89 2h)

18.6 PROPOSED SITE FOR LATROBE CITY MOUNTAIN BIKE PARK
Agenda item 18.6 *Proposed Site for Latrobe City Mountain Bike Park* is designated as confidential as it relates to contractual matters (s89 2d)

**18.7 LCC-156 TRARALGON COURT HOUSE FUTURE USE -
COMMERCIAL ACTIVATION**
Agenda item 18.7 *LCC-156 TRARALGON COURT HOUSE
FUTURE USE - COMMERCIAL ACTIVATION* is designated as confidential as it relates to contractual matters (s89 2d)

Moved: Cr Middlemiss
Seconded: Cr Gibbons

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

The Meeting closed to the public at 9.32 PM.

**The meeting was adjourned for a tea break at 9.33 PM and resumed with
Items Closed to the Public at 9.48 PM.**