



LATROBE CITY COUNCIL

**AGENDA FOR THE
ORDINARY COUNCIL**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL**

**AT 6.00 PM ON
8 FEBRUARY 2016**

CM477

MISSION

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

VALUES

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

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

TABLE OF CONTENTS

1. OPENING PRAYER.....	5
2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND	5
3. APOLOGIES AND LEAVE OF ABSENCE.....	5
4. DECLARATION OF CONFLICT OF INTEREST	5
5. ADOPTION OF MINUTES	5
6. ACKNOWLEDGEMENTS.....	5
7. PUBLIC QUESTION TIME.....	5
8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE	6
9. NOTICES OF MOTION	40
9.1 2016/01 Notice of Rescission - Proposed Road Discontinuance - Craigburn Place, Traralgon East.....	40
9.2 2016/02 - Gippsland Train Services - Ongoing Service Issues - Request for Meeting	41
10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION	43
10.1 Planning Permit Application 2015/133 Refurbishment of Amenities Block, Construction of Two New Amenity Blocks and New Wastewater Treatment System at Hazelwood Pondage Caravan Park	43
10.2 Request from Moe Golf Club for Financial Assistance with Removal of Pine Trees	68
10.3 Traralgon West Sporting Complex - Petition.....	76
11. CORRESPONDENCE	84
12. PRESENTATION OF PETITIONS	86
13. CHIEF EXECUTIVE OFFICE.....	88
14. CITY DEVELOPMENT.....	90
14.1 Latrobe Regional Airport Annual Report.....	90
14.2 Funding Commitments - Latrobe Performing Arts Centre Project.....	109

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

15. INFRASTRUCTURE AND RECREATION.....	116
15.1 Community Grant Request from Traralgon South & District Men's Shed MCW151600020	116
16. COMMUNITY SERVICES.....	123
17. CORPORATE SERVICES	125
17.1 Assemblies of Councillors.....	125
17.2 Quarterly Finance Report - December 2015.....	146
17.3 Document for signing and sealing - Transfer of various Roads and Reserves being part of the Heritage Manor Estate Morwell.....	170
18. URGENT BUSINESS.....	196
19. MEETING CLOSED TO THE PUBLIC	198
19.1 Confidential Items Held Over	200
19.2 Adoption of Minutes	216
19.3 Confidential Items	217
19.4 Assemblies of Councillors.....	218
19.5 Presentation of the Audit and Risk Committee Minutes.....	230
19.6 Bad Debts Report - November 2015.....	244
20. CONFIDENTIAL URGENT BUSINESS	261

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****1. OPENING PRAYER**

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

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

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

That the minutes of the Ordinary Council Meeting held on 7 December 2015 and Special Council Meeting held on 16 December 2015 be confirmed.

6. ACKNOWLEDGEMENTS

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

7. PUBLIC QUESTION TIME

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

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

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

Council Meeting Date	Item	Resolution	Status Update
City Development			
06 May 2013 City Development	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.	Item on hold pending Council's review of Committees. A further report will be presented to Council once the review is complete.
14 September 2015 City Development	Consideration of the Recommendations of the Panel Report for C87 (continued below)	That Council defer the Consideration of the recommendations of the Panel Report for C87 until the following have taken place: 1. That Council communicates with the Premier to organise a meeting with the EPA, interested Councillors, relevant Council Officers, Australian Paper and relevant stakeholders to discuss Urban Amenity Buffer solutions	A letter to the Premier was sent on 29 September 2015 requesting a meeting with key stakeholders. A response was received on 12 November 2015 advising that The Environmental Protection Authority's Regional Manager for Gippsland, Ms Emily Sanders is happy to attend any meetings that Council thinks useful or appropriate regarding this matter. A copy of the letter will be provided in the next Councillor Bulletin on 26 November 2015. Officers will contact the EPA to organise the meeting. A Councillor Briefing with the EPA and Australian Paper has been scheduled for 01 February 2016 to discuss the odour amenity buffer

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
14 September 2015 City Development	Consideration of the Recommendations of the Panel Report for C87 (continued)	2. That Council requests the Department of Energy and Earth Resources to work through the issues to provide a solution to the Coal Residential Interface	Following a meeting between officers and Earth Resources Regulation Victoria on 29 September 2015 an update has been provided in the 19 November 2015 Councillor Bulletin. Officers are awaiting receipt of the draft Risk Assessment due at the end of January. Once this has been finalised discussions with DEDJTR will resume.
04 May 2015 City Development	Latrobe Heavy Industry Park and Gippsland Logistics Precinct - Project Update and Proposed Next Steps	That Council: 1. Notes the progress made on the Gippsland Logistics Precinct and the Latrobe Heavy Industry Park projects. 2. Reopens a Request for Proposal process aimed at securing private sector involvement in the Gippsland Logistics Precinct. 3. Initiates specific discussions with the Victorian Government to identify opportunities to assist the Government in marketing the potential of the Latrobe Heavy Industry Park to the private sector.	Discussions have been held with the State Government regarding both these projects. The Heavy Industry Park was put to auction on 7 August 2015. The property was subsequently sold to an adjacent land owner in October. A Project Reference Group has been established for the GLP. 2 representatives from RDV and Council Officers are involved in the reference group. The second meeting of the PRG will take place on 22 September 2015. Task is to identify the future activities. Discussions continuing with renewal of Master Plan to encompass new development spur line ownership and potential new developments. A proposal to access a portion of the \$10 Million funding commitment to review and update the masterplan for the site has been submitted to Regional Development Victoria.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
06 July 2015 City Development	Latrobe Performing Arts and Convention Centre Review (continued below)	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the Review of the Latrobe Performing Arts and Convention Centre Feasibility Study and Business Case June 2015. 2. Consider the Latrobe Performing Arts and Convention Centre as two separate projects – Latrobe Performing Arts Centre and Latrobe City Convention Centre. 3. In relation to the Latrobe Performing Arts Centre: <ol style="list-style-type: none"> a) Confirms the site of the existing Latrobe Performing Arts Centre in Traralgon as the site for the new Latrobe Performing Arts Centre. b) Undertake a detailed business case for the Latrobe Performing Arts Centre including a strong evidence base for the new facility and confirmation of key design elements. c) Engage a specialised theatre design consultant to confirm key design elements and complete a functional design brief to detail costs of the Latrobe Performing Arts Centre. 	<p>Officers are currently preparing consultant's project briefs for the full business case and concept designs.</p> <p>Officers met with representatives from other regional cities during the week of 7 September 2015 to discuss issues relevant to matters such as the project briefs etc.</p> <p>Following this, a theatre design will be engaged and a community representative working group established to assist in the development of the business case and concept design.</p> <p>It is expected that this will be complete by late 2015 at which time funding opportunities will be discussed with the State Government.</p> <p>A further report will be presented to Council at this time.</p> <p>In relation to the Latrobe City Convention Centre, a project brief will be prepared in the first half of 2015/16 to engage a consultant to undertake investigation to confirm potential demand for a dedicated convention centre. It is envisaged that this will be completed in the 2015/16 financial year.</p> <p>A further report will be presented to Council at this time and depending on the outcome of the demand analysis, a business case including establishment of a working group will be progressed.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
06 July 2015 City Development	Latrobe Performing Arts and Convention Centre Review (continued)	<ul style="list-style-type: none"> d) Allocate \$200,000 from the 2015/16 Financial Year surplus to develop the Latrobe performing arts business case and functional concept design. e) Establish a representative community working group to steer the business case and design for the Latrobe Performing Arts Centre. f) Receive a report pending the outcome of the funding submission to the National Stronger Regions Fund – Round 2. g) Continue to liaise with the Victorian and Commonwealth governments in relation to potential funding opportunities. 	<p>A consulting team has been appointed and work is underway on the full business case, concept designs and applications for the National Stronger Regions Fund and Victorian Regional Jobs and Infrastructure Fund.</p> <p>A Project Reference Group has been established, with key community stakeholders, representatives of Regional Development Australia and Creative Victoria, Councillors and Council Officers to review and provide feedback on the submission elements through the development process.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

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<p>06 July 2015</p> <p style="text-align: center;">City Development</p>	<p>Latrobe Performing Arts and Convention Centre Review (continued)</p>	<p>4. In relation to the Latrobe City Convention Centre:</p> <ul style="list-style-type: none"> a) Confirms Morwell as the location of the Latrobe City Convention Centre. b) Undertakes further detailed analysis and investigation to confirm potential demand for a dedicated convention centre in Latrobe City. c) Establish a representative community working group, to steer the business case and design for the Latrobe City Convention Centre. d) Allocate funding in future budgets to assist with the development of a business case and functional concept design for the Latrobe City Convention Centre. e) Investigate funding options for the Latrobe City Convention Centre. <p>27 July 2015</p> <p>That Council:</p> <ul style="list-style-type: none"> 1. Receives a report outlining State Government funding opportunities and recommendations on applying for funding through National Stronger Regions Fund Round 3. 	<p>(continued)</p> <p>Tender for this project is currently being advertised until 19 November 2015. Currently working on Terms of Reference for a Project Working Group and considering recruitment for Committee Working Group and Project Control Group.</p> <p>Following the Councillor Briefing on Wednesday 27 January, a report will be presented to Council on Monday 08 February ahead of the submission being lodged with the State Government.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
26 October 2015 City Development	2015/20 - Traralgon Court House Status Update	That a report be brought back to Council on the status of the plans for the Traralgon Court House. That the report includes: (a) the options on how Council proposes to fund the plans; and (b) the actions for 2015/16 and any actions proposed for 2016/17	Officers will prepare a report for the Council meeting in April.
26 October 2015 City Development	Economic Development Engagement Plan	That Council: 1. Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication with Council staff, investors, government, business and industry leaders. 2. Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and 3. Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.	A report will be presented to Council in September 2016 The Economic Development Engagement Plan Quarterly report will be presented to Council in February 2016.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
16 November 2015 City Development	Planning Permit Application 2015/133- Refurbishment of amenities block, construction of two new amenities blocks and new wastewater treatment system at Hazelwood Pondage Caravan Park	That Council: 1. Defer this matter to the first meeting in February 2016 2. Receive a further briefing from officers in relation to possible options that may be considered in relation to a new wastewater treatment system 3. Refer this matter to Latrobe City's Tourism Advisory Board for comment.	Report to be presented to Council for consideration 08 February 2016.
07 December 2015 City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China	That Council: 1. Supports the consideration of an allocation of Council resources to complement the Gippsland Campus of Federation University Australia proposed initiatives with Latrobe City's Sister City, Taizhou China. 2. Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy.	Email correspondence has recently taken place with the Taizhou Foreign Affairs Officer in relation to a proposed Educational Marketing Campaign in Taizhou and also a possible Taizhou Foreign Affairs Officer secondment for 8 weeks in February/March 2016. However, due to time constraints it is unlikely that the secondment will come to fruition. Initial feedback on the marketing campaign was positive; we are waiting to hear more information in coming weeks. Positive feedback from the Taizhou Foreign Affairs office indicates that the Federation University marketing campaign in Taizhou is a real possibility. Further conversation will be held once Dr Harry Ballis returns from overseas in late January.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
07 December 2015 City Development	Planning Scheme Amendment C85 - Crinigan Road, Morwell	That Council: 1. Defer the consideration of Amendment C85 until advice has been received from the landowner on how they wish to proceed with the amendment. 2. That a report outlining the next steps be presented to Council no later than 30 October 2016. 3. Advises those persons who made written submissions to Amendment C85 of Council's decision	The land owner has been advised of Council's decision, and are now considering their options. No further action will be undertaken until further advice from the landowner has been received.
07 December 2015 City Development	Proposed - Community Amenity Local Law No. 2 2015	That Council resolves: 1. To give notice of its intention to make the Community Amenity Local Law No. 2 2015 as outlined in the Local Law Community Impact Statement (att 2) 2. To publish notice to like effect in the Victorian Government Gazette 3. That a further report be presented to Council allowing the consideration of any submissions.	Proposed Community Amenity Local Law No 2, 2015 has been released for public comment from 7 December 2015 until 26 February 2016. Notices will be published on the Government Gazette and Latrobe Valley Express on 7 December 2015. Submissions received will be submitted to Council at its meeting on 21 March 2016.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
Infrastructure & Recreation			
06 November 2013 Infrastructure & Recreation	Latrobe Regional Motorsport Complex	<ol style="list-style-type: none"> 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. 2. That Council officers meet with Energy Australia to discuss other possible sites for a motorsports complex on their land. 3. That a further report be presented to Council at such time that site options have been investigated 	<p>Initial advice from Energy Australia and HVP is that land is not currently available for this use. Officers are continuing to work with both parties to identify potential sites for further investigation.</p> <p>An on-site meeting with Cr Middlemiss occurred in December 2014 to investigate further site options.</p> <p>Further evaluation will be undertaken of sites identified during on-site meeting.</p> <p>A briefing report and Council report will be presented in April 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p>23 March 2015</p> <p>Infrastructure & Recreation</p>	<p>Riggall Road Local Area Traffic Management Options (continued below)</p>	<p>That Council</p> <ul style="list-style-type: none"> • Line mark 29 parallel parking bays in Argyle Street, Traralgon, within 100 metres of the subject site; • Reinstate the 'Local Traffic Only' and 'Load Limit' signage at each end of Riggall Road; • Install 'One Way Only' signage along Argyle Street opposite the exits of the subject site and Reece Plumbing, and paint a directional arrow on Argyle Street to reinforce the one way nature of the road; • Advise the community that it intends to implement a partial closure of the southern end of Riggall Road, Traralgon to prevent traffic from entering Riggall Road from Argyle Street. • Undertake a community information session for the residents of Riggall Road and the broader community in relation to the proposed closure. 	<p>Line marking, and signage completed in May/June 2015.</p> <p>Notification of closure to occur in September 2015.</p> <p>Meeting occurred with landowners / residents on 16 September 2015. Concept of traffic islands to make traffic one way presented to community members.</p> <p>Submissions closed 5 October 2015, with five submissions in favour and zero against.</p> <p>Road Safety Audit completed in October 2015.</p> <p>Council voted to implement the partial road closure at the 26 October 2015 Council Meeting.</p> <p>Letters were sent to residents advising of the outcome on 18 November 2015.</p> <p>Officers have procured a contractor to complete the road closure works in February 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
23 March 2015 Infrastructure & Recreation	Riggall Road Local Area Traffic Management Options (continued)	<ul style="list-style-type: none"> • Public Notice of the proposed partial closure and of the rights of the person to make a submission under Section 223 of the Local Government Act be given in the Latrobe Valley Express. • Council send separate notices advising of the proposed partial closure to all owners in the area as detailed on the attached map. • That a Road Safety Audit is undertaken in relation to the proposed partial closure. 	(continued)

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
04 May 2015 Infrastructure & Recreation	2015/05 Addressing Speed Concerns on Haigh St, Moe and Old Sale Rd Newborough (continued below)	<p>1. That Council Officers investigate and present a report to Council in relation to measures that could be put in place along Haigh St extension Moe, between Old Sale Road and Bennett Street, to deal with speeding motorists.</p> <p>2. That the Mayor writes to Vic Roads Regional Manager asking if the speed limit along the rural section of Old Sale Road Newborough, between the Haigh St corner and the beginning of the homes after the bridge on Old Sale Rd Newborough, could be unified to the one speed of 80 Km/h, due to the Housing Estate that was established along this section and the new extension of this Estate that has been placed on the market.</p>	<p>Complete Traffic counts have recently been received. Letter was sent to VicRoads regarding Old Sale Road on 14 May 2015. No response received to date (21 September 2015) Report is due to go to Council on 16 November 2015 regarding Haigh St.</p> <p>A Report was presented at the 16 November 2015 Council Meeting regarding Haigh Street, with the following resolution:</p> <ul style="list-style-type: none"> • <i>That Council write to Victoria Police, providing the most recent traffic counts along Haigh Street, Moe to them, and request increased patrols and enforcement of the speed limit where resources permit.</i>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
04 May 2015 Infrastructure & Recreation	2015/05 Addressing Speed Concerns on Haigh St, Moe and Old Sale Rd Newborough (continued)	(continued)	<p>Letter has been sent to Victoria Police on 19 November 2015 as per resolution.</p> <p>In regards to Old Sale Rd, no formal response has yet been received from VicRoads however, officers have had discussions with VicRoads staff in regards to the speed limit along Old Sale Road as part of a separate initiative; and have received verbal support that this road will be changed to 80 km per hour, likely to occur in late January / February 2016 as a range of their 80 km/h speed limit changes are finalised.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
04 May 2015 Infrastructure & Recreation	2015/06 - Preparation of Information to Support a Planning Scheme Amendment Regarding Burgan Infestation (continued below)	<p>That a report be prepared for Council on the quickest and most cost effective way of Council acquiring the necessary authority to authorise the removal of Burgan infestation.</p> <p>That this report be tabled at the Council Meeting of 15 June 2015</p> <p>11 June 2015 That Council</p> <ol style="list-style-type: none"> 1. Note this report; and 2. That a further report be presented to Council no later than the 17 August 2015 Ordinary Council Meeting presenting the results of the further assessment, and providing details of costings and timeframes to implement a Planning Scheme amendment subject to the findings. <p>17 August 2015 That Council note this report, and consider options for the removal of Burgan when a further report is presented to Council at or before the 16 November 2015 Council meeting.</p>	<p>Complete A report was presented at the 07 December 2015 Ordinary Council Meeting</p> <p>See below</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
	<p>2015/06 - Preparation of Information to Support a Planning Scheme Amendment Regarding Burgan Infestation (continued)</p>	<p>17 August 2015 That Council:</p> <ol style="list-style-type: none"> 1. Requests officers to arrange a meeting with the Department of Environment, Land, Water and Planning and Councillors by October 2015; 2. Requests officers to arrange a meeting with the Department of Environment, Land, Water and Planning with the impacted Reserve Committees, Victorian Farmers Federation representative and councillor delegates by October 2015. 	<p>Meetings were held with the Department of Environment, Land, Water & Planning; the impacted Reserve Committees; the Victorian Farmers Federation; and councillor delegates. The general consensus on the way to move forward is as follows:</p> <ol style="list-style-type: none"> 1. Progress with the preparation of Property Vegetation Plans (PVPs) required for Crinigan Bushland Reserve & Ollerton Avenue Bushland Reserve. Apply for planning permits to reduce Burgan cover. 2. Do not pursue the option of a Planning Scheme Amendment as the costs are excessive and the policy that governs removal of native vegetation is under review anyway; 3. Councillors contact the relevant Ministers and campaign for policy changes that will allow reduction of Burgan in these sorts of situations.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
25 October 2015 Infrastructure & Recreation	Petition Presented to Council in Regards to Raising the Temperature at Latrobe Leisure Moe Newborough (LLMN) One Day Per Week.	That Council: 1. Continues to heat the Latrobe Leisure Moe Newborough pool one day per week for the remainder of the 2015/16 financial year. 2. Requests a further report presented to council prior to the end of the financial year detailing the metrics of the extension to the heating of the pool for hydrotherapy.	A further report, detailing the results of the trial, including any financial implications and attendances will be provided following the end of the trial period in July 2016.
25 May 2015 Infrastructure & Recreation	Draft Tracks, Trails And Paths Strategy	That Council: 1. Releases the draft Tracks, Trails and Paths Strategy for a period of 6 weeks from Tuesday 26 May 2015 to Friday 7 July 2015. 2. Request a further report be presented to Council with the results of the community consultation process.	The Tracks Trails and Paths Strategy and Implementation plan will be presented to Council in March 2016.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities (continued below)	<p>That Council:</p> <ol style="list-style-type: none"> 1. Considers allocating funding in the 2016/17 financial year for the installation of air handling systems at the following Latrobe Leisure facilities, Traralgon Sports Stadium, Latrobe Leisure Morwell, Latrobe Leisure Moe Newborough and Latrobe Leisure Churchill; 2. Instructs Council Officers to undertake further investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities; 3. Identifies and allocates the funding for the investigations detailed in point 2 from savings from the 2014/15 budget; 4. Request a report be presented to Council prior to the development of the 2016/17 budget detailing the results of the investigations detailed in point 3; 	<p>Quotes are currently being requested for investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities.</p> <p>Quotes are currently being requested for the provision of temporary air handling units for the BVC Event in 2016.</p> <p>A report is planned to be presented to the April Council Meeting.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities (continued)	5. Instructs Council Officers to investigate the ability to hire, and the costs associated with, temporary air handling units for the BVC event in 2016; 6. Consider the costs of item 5 is as part of the mid year budget review; and 7. Advise Basketball Victoria Country of Councils' decision.	(continued)

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p>11 June 2015</p> <p>Infrastructure & Recreation</p>	<p>Petition Requesting Pedestrian Crossing in Breed Street, Traralgon (continued below)</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Lay the petition on the table to allow a traffic impact assessment to be completed for Breed Street Traralgon. 2. Request a further report be presented to Council no later than the 14 September 2015 Ordinary Council Meeting presenting the results of the traffic impact assessment 3. Notify the head petitioner about the Council decision. <p>14 September 2015</p> <p>That Council request a further report detailing the traffic impact assessment and potential traffic management options be presented to Council no later than the 16 November 2015 Council meeting.</p>	<p>Complete</p> <p>Traffic counts were completed.</p> <p>A report was presented to Council 16 November 2015 with the following resolution:</p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. Remove the inappropriate pram crossings at unsafe crossing locations along Breed Street, Traralgon. This can be incorporated within existing footpath budgets; 2. Consider allocating funding in the 2016/17 budget for the installation of kerb outstands at the crossing point south of Henry Street and at the top of the crest on Breed Street between Henry Street and Hotham Street; 3. Consider allocating funding in the 2016/17 budget for the design and SIDRA analysis of pedestrian operated signals at the top of the crest;

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
11 June 2015 Infrastructure & Recreation	Petition Requesting Pedestrian Crossing in Breed Street, Traralgon (continued)	(continued)	<p><i>4. Prior to finalising the design, and allocating funding for the delivery, of the crossing identified in point 3 assess the impact of the crossing in relation to strategic transport analysis for Traralgon, including the</i></p> <ul style="list-style-type: none"> <i>a. The infrastructure needs assessment,</i> <i>b. The proposed east-west link and</i> <i>c. The Traralgon bypass</i> <p><i>5. Write to the Head Petitioner advising of Council's decision.</i></p>
11 June 2015 Infrastructure & Recreation	Catterick Crescent Reserve Master Plan	That Council defers the decision on this matter until a report can be returned detailing user group numbers and increases or decreases of said numbers over a six year period.	A report will be presented to Council in March 2016.
11 June 2015 Community Infrastructure & Recreation	Maryvale Reserve Master Plan	That Council defers the decision on this matter until a report can be returned detailing user group numbers and increases or decreases of said numbers over a six year period.	A report will be presented to Council in March 2016.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
27 July 2015 Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing	That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including; <ol style="list-style-type: none"> 1. The materials used 2. The written Tender brief 3. The overseeing process utilised and reporting details 4. The report with all of these details be brought back to Open Council as soon as practical. 	Officers have not as yet engaged an independent investigator to investigate the Traralgon Netball Court resurfacing tender process. Council Officers are currently focused on finalising the remediation process with the Contractors who undertook the works. A project brief is currently being developed and quotes will be sought for the investigation during March. The investigation report will be provided to the Council Meeting in May 2016.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p style="text-align: center;">14 September 2015</p> <p>Infrastructure & Recreation</p>	<p>Petition in relation to the completion of the Traralgon West Sporting Complex</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Agrees to lay the petition on the table requesting Council provide assistance to complete the first floor of the Traralgon West Sporting Pavilion. 2. Request a report be presented to the 26 October 2015 Ordinary Council meeting providing Council with information in relation to the petition. 3. Notify the head petitioner about the Council decision in relation to the petition. 4. That a meeting is arranged between Officers, Councillors and user groups to discuss the petition while the petition lays on the table 	<p>User Group meeting was held on 8 October 2015.</p> <p>A further report detailing the outcomes of this meeting is being presented for consideration at the 08 February 2016 Council Meeting.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
05 October 2015 Infrastructure & Recreation	Waste Management Strategy 2010-2017 Review	That Council: 1. Notes the review of the Waste Management Strategy 2010 – 2017. 2. Requests a further report to Council in relation to: <ul style="list-style-type: none"> • The Kitchen Organics trial in Churchill that was undertaken by Council in Latrobe City in 2012 • The future provision of kerbside hard waste services in Latrobe City 	The report for Hard Waste Review will be tabled at the March 2016 meeting. The report for the Kitchen Organics Trial was presented at the 07 December 2015 Council meeting.
05 October 2015 Infrastructure & Recreation	Draft Play Space Strategy – Release for Public Exhibition	That Council: 1. Releases the draft Play Space Strategy for a period of 8 weeks from Tuesday 06 October 2015 to Friday 27 November 2015. 2. Request a further report be presented to Council with the results of the community consultation process.	The draft Play Space Strategy is now on public exhibition until 27 November 2015. The draft Play Space Strategy can be found on Latrobe City Council's "Have a Say" webpage. Notices have been placed on the Council Noticeboard and an email has been sent to all identified stakeholders. Council officers will be present at the Children's Expo in late October to further engage with the community. A further report presenting submissions will be presented to Council in March 2016.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p>05 October 2015</p> <p>Infrastructure & Recreation</p>	<p>Tarwin Street Project Proposed Road Closure</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Publish a Public Notice in the Latrobe Valley Express on 8 October 2015, advising the community that it intends to close the northbound lane of Tarwin Street, Morwell, at the median break to prevent traffic from exiting to Commercial Road, and of their rights to make a submission under section 223 of the Local Government Act 1989; 2. Write to VicRoads to notify them of Council's intention to part close Tarwin Street, and to invite their feedback on the matter; 3. Consider any submissions received in relation to the proposed part closure of Tarwin Street as part of a final decision on the part closure of Tarwin Street at the Ordinary Council Meeting to be held on Monday 16 November 2015. 	<p>Complete</p> <p>A public notice has been placed in the Latrobe Valley Express.</p> <p>Officers have written to VicRoads to notify them of Council's decision and to seek their feedback on the proposed half street closure.</p> <p>Public submissions closed on 4 November 2015. No submissions were received during the submission period, and no response was received from VicRoads.</p> <p>Report has been written for 16 November 2015 Council Meeting for Council's final consideration to close Tarwin St for the duration of this project.</p> <p>A report was presented at the 16 November 2015 with the following resolution:</p> <ul style="list-style-type: none"> • <i>That Council exercise its powers under clause 10(1) of Schedule 11 of the Local Government Act 1989 to temporarily close the northbound lane of Tarwin Street, Morwell, from Commercial Road for a distance of approximately 30 metres south of Commercial Road for a six month period.</i>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
26 October 2015	2015/19 - Modular Design of Female Friendly Change Facilities	<p>That Council:</p> <ol style="list-style-type: none"> 1. Establish a working group consisting of a representative from the following organisations to develop a modular design that can be easily implemented to provide female change facilities <ul style="list-style-type: none"> • Three representatives from local community sporting clubs • Two reps from local sporting associations • Three nominated Councillors • A suitably experienced design consultant <p>The final design be brought back to Council by March 2016.</p>	<p>An update was included in the Councillor Bulletin on 18 November 2015.</p> <p>An Expression of Interest process will be undertaken and report to Council to adopt the members of the working group.</p> <p>Information from Hume City Council is being obtained as they currently have portable female change facilities.</p> <p>A report is being presented to the 27 January 2016 Councillor Briefing in relation to Committee representation.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
07 December 2015 Infrastructure & Recreation	Kitchen to Compost Trial	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives this report and notes that any future advancement in a satisfactory solution from EOI - Gippsland Resource Recovery and Waste Management Services and Infrastructure be the instrument for the management of organics recovery in conjunction with the Waste Management Strategy. 2. Defers any decisions for the management of green organics recovery until the proposed EOI - Gippsland Resource Recovery and Waste Management Services and Infrastructure is finalised that may provide cost effective and sustainable options. 	<p>An Expression of Interest process closed late 2015.</p> <p>Gippsland Resource, Recovery and Waste Management Services and Infrastructure are currently evaluating proposals.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
Community Services			
18 February 2013 Community Services	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. 	Project review underway, almost at completion. Report will be presented to Council on 29 February 2016.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p>09 February 2015</p> <p>Community Services</p>	<p>Family Day Care Feasibility</p>	<p>That Council maintain the Family Day Care program at the current level.</p> <p>That the Family Day Care Coordination team is adjusted as required and directly in relation to any reduction of Educators and/or Service Users.</p> <p>That a further review of the program occur within the first six months of the 2015/16 financial year, with a further report being presented to Council for endorsement at the Ordinary Council Meeting on 07 December 2015.</p> <p>That a report be developed demonstrating cost and funding options to grow other early education and care services as a transition plan from FDC into the future.</p>	<p>Complete</p> <p>Report presented to the Ordinary Council meeting on 07 December 2015 endorsing the proposed service levels and adjustments to support staff accordingly.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
Corporate Services			
<p>05 December 2011</p> <p>Corporate Services</p>	<p>Investigation into Mechanisms Restricting the sale of Hubert Osborne Park Traralgon</p>	<p>That a draft policy be prepared relating to Hubert Osborne Park and be presented to Council for consideration.</p> <p>26 October 2015 That Council release the draft policy for community consultation for at least 28 days, and a report be brought back to Council</p>	<p>A briefing occurred on 27 April 2015, and a further briefing occurred on 10 August 2015.</p> <p>The policy was presented to Council for consideration on 26 October 2015, where it was resolved to send the policy out for community consultation.</p> <p>Council has advertised in the Express and on Council's website calling for public submissions into draft policy on Hubert Osborne Park.</p> <p>The advertisement commenced Monday 02 November 2015.</p> <p>The policy will be released again for public comment in January 2016 to ensure the 28 day period is met.</p> <p>A report will then be presented to Council in April 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p style="text-align: center;">14 September 2015</p> <p>Corporate Services</p>	<p>Long Term Lease Renewal Agreement - Traralgon Greyhound Racing Club</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Having complied with sections 190 and 223 of the <i>Local Government Act 1989</i>: <ol style="list-style-type: none"> a. By giving public notice b. By considering submissions received 2. Resolves to enter into a 21 year lease agreement with the Traralgon Greyhound Racing Club for part of Glenview Park, 66-110 McNairn Road, Traralgon (subject land), and 3. Resolves to consent to the Traralgon Greyhound Racing Club entering into a 21 year sub-lease with Telstra Corporation Limited for part of Glenview Park, 66-110 McNairn Road, Traralgon (subject land), and 4. Requests that the agreement be brought back before Council for final ratification; and 5. Advises the Traralgon Greyhound Racing Club of its decision. 	<p>Complete</p> <p>A report was presented to the 7 December 2015 Ordinary Council Meeting to finalise special terms and conditions in items closed.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
23 March 2015 Corporate Services	2015/02 - Notice of Motion - Grants Acquittal	<p>That Council Officers conduct a review and prepare a report for Council detailing:</p> <ol style="list-style-type: none"> 1. The methods of acquittal currently used for all Council grants and other funds dispersed through Council to external entities or individuals on behalf of the State or Federal Government; 2. Internal and external Legislation, Regulations and Policy Requirements around acquittal of such funds; and 3. Council compliance obligations and best practice in regard to the acquittal of the above. 	<p>The internal committee convened on 18 January 2016 with a copy of the results of the audit undertaken.</p> <p>Further work has been identified in the audit on grant management which is currently under consideration by management. This is anticipated to be tabled at the next Audit and Risk Committee meeting scheduled for March 2016.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p style="text-align: center;">14 September 2015</p> <p>Corporate Services</p>	<p>Long Term Lease Renewal Agreement - Moe Racing Club</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Having complied with sections 190 and 223 of the <i>Local Government Act 1989</i> and section 17D of the <i>Crown Land (Reserves) Act 1978</i>: <ol style="list-style-type: none"> a. By giving public notice b. By considering the submission from the Moe Racing Club <ol style="list-style-type: none"> 2. Resolves to enter into a 21 year lease agreement with the Moe Racing Club, for part of Joe Tabuteau Reserve, Moe (subject land), and 3. Requests that the agreement be brought back before Council for final ratification; and 4. Advises the Moe Racing Club of its decision. 	<p>Complete</p> <p>A report was presented to the 7 December 2015 Ordinary Council Meeting to finalise special terms and conditions in items closed.</p>

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Council Meeting Date	Item	Resolution	Status Update
<p>26 October 2015</p> <p>Corporate Services</p>	<p>Proposed Road Discontinuance - Craighburn Place, Traralgon East</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. In accordance with Schedule 10 Clause and section 223 of the Local Government Act 1989 (Act), authorise the commencement of the statutory procedures relating to Council's intention to discontinue and sell by private treaty part of Craighburn Place, Traralgon East, (subject land) by giving public notice and inviting written submissions on the proposal in the Latrobe Valley Express. 2. Receives written submissions and hear submissions on the proposal to discontinue and transfer the subject land from persons who have made a written request to be heard in person or by a party representing them as specified in their submission in accordance with the Act, at its Ordinary Meeting of Council on Monday, 7 December 2015. 	<p>A public notice was prepared inviting community consultation.</p> <p>A further report was presented to Council on 7 December 2015.</p> <p>A Notice of Rescission was received on 7 December 2015, and will be heard at the Ordinary Council Meeting on 8 February 2015.</p> <p>No action has been taken on the 7 December 2015 resolution.</p>

NOTICES OF MOTION

9. NOTICES OF MOTION

**9.1 2016/01 NOTICE OF RESCISSION - PROPOSED ROAD
DISCONTINUANCE - CRAIGBURN PLACE, TRARALGON EAST**

Cr Darrell White

I, Cr White, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 8 February 2016:

That Council rescinds the motion made at the Council meeting held on 07 December 2015 in relation to the Item 10.1 Proposed Road Discontinuance - Craighburn Place, Traralgon East being:

That Council:

- 1. Having complied with Section 206, Schedule 10 and Section 223 of the Local Government Act 1989:
 - a. By giving public notice;***
 - b. By considering submissions that have been received;******forms the opinion that the section of road reserve is no longer required for public traffic and resolves to discontinue part of Craighburn Place, Traralgon East and publish a notice in the Government Gazette;******
- 2. Resolves to transfer the land to AGL Loy Yang Pty Ltd by private treaty at a purchase price to be determined by an independent valuation;***
- 3. Authorises the Chief Executive Officer to sign and seal a Transfer of Land document for the transfer of the section of discontinued road reserve to AGL Loy Yang Pty Ltd;***
- 4. Advises AGL Loy Yang Pty Ltd of its decision.***

Attachments
Nil

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****9.2 2016/02 - GIPPSLAND TRAIN SERVICES - ONGOING SERVICE
ISSUES - REQUEST FOR MEETING**

Cr Kellie O'Callaghan

I, Cr Kellie O'Callaghan, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 8 February 2016:

That Council:

- 1. Writes to the Premier, Daniel Andrews & Minister for Public Transport, Jacinta Allan, requesting an urgent meeting to discuss and seek action regarding the ongoing issues of service cancellations, disruptions and overcrowding impacting Latrobe Valley users of Gippsland train services.**
- 2. Requests that the Mayor seek the support of GLGN to undertake a Gippsland campaign to overcome the ongoing rail transport issues impacting on the region.**
- 3. Requests that a report be presented to a future Ordinary Council Meeting detailing the outcomes of these approaches and representations.**

Attachments
Nil

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

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

10.1 PLANNING PERMIT APPLICATION 2015/133 REFURBISHMENT OF AMENITIES BLOCK, CONSTRUCTION OF TWO NEW AMENITY BLOCKS AND NEW WASTEWATER TREATMENT SYSTEM AT HAZELWOOD PONDAGE CARAVAN PARK

General Manager

City Development

For Decision

PURPOSE

The purpose of this report is to determine Planning Permit Application No. 2015/133 for the refurbishment of the central amenities block, construction of two new amenity blocks and construction of a new wastewater treatment system at the Hazelwood Pondage Caravan Park situated at 261 Yinnar Road Hazelwood.

The application was heard at the Ordinary Council Meeting of 16 November 2015, and was deferred to this meeting, pending:

- A further briefing from officers in relation to possible options that may be considered in relation to a new wastewater treatment system; and,
- Referral to Latrobe City's Tourism Advisory Board for comment

EXECUTIVE SUMMARY

This application seeks a permit for the refurbishment of the central amenities block, construction of two new amenity blocks and construction of a new wastewater treatment system at the Hazelwood Pondage Caravan Park. The facilities at the caravan park currently comprise of the caretaker's residence, the camping area, kiosk, laundry, picnic/barbeque area, playground, aquatic centre hall and the Latrobe Valley Yacht Club.

During consultation of the application thirteen objections were received. One objection has been withdrawn since the matter was last considered by Council; therefore there are now twelve objections to the application. A letter of support from the Latrobe Valley Yacht has also been received since the matter was last considered by Council.

Having assessed the proposal against the relevant provisions of the Latrobe Planning Scheme (the Scheme), it is considered the proposal is consistent with the relevant objectives and decision guidelines of the Scheme. It is therefore recommended a Notice of Decision (NOD) - to be issued for the following reasons:

- The proposal will enable an upgrade of the facilities and effluent disposal system for the Caravan and Camping Park, which is an appropriate use within the Public Park and Recreation Zone;
- The proposal is consistent with the State and Local Planning Policy Frameworks, which aim to protect waterways, groundwater and

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

waterbodies whilst recognising Hazelwood Pondage as a key tourism asset.

- The new waste management system proposed will enable the facility to treat its wastewater onsite whilst protecting surrounding environmental values. Appropriate conditions can be included in the permit to enforce this requirement
- The proposal is consistent with the State Resources Overlay (SRO1) and Design and Development Overlay (DDO1) as the proposed works will not interfere with the future use of the significant coal resource, nor inhibit the potential of the existing pipeline infrastructure, and
- The proposal is consistent with Clause 65 (Decision Guidelines) of the Scheme.

RECOMMENDATION

That Council issues a notice of decision to grant a planning permit for the refurbishment of the central amenities block, construction of two new amenity blocks and construction of a new wastewater treatment system at 261 Yinnar Road, Hazelwood (CA Pt 1 Sect B) with the following conditions:

- 1. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 2. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.**
- 3. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
- 4. Construction works on the land must be carried out in a manner that does not result in damage to existing Council assets and does not cause detriment to adjoining owners and occupiers, to the satisfaction of the Responsible Authority.**
- 5. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
- 6. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must show a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant to replace the**

vegetation removed from the site and also soften the appearance of the treatment ponds from surrounding properties. All species must be selected to the satisfaction of the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided.

7. Before works start, a plan identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan. Activities that must be avoided within the tree retention zone (a radius of 12 x the diameter at breast height (DBH) to a maximum of 15 metres but no less than 2 metres from the base of the trunk of a tree) are:
 - i. vehicle or pedestrian access
 - ii. trenching or soil excavation
 - iii. storage or dumping of tools, equipment, waste or fill
 - iv. construction of entry and exit pits for underground services
 - v. preparation of chemicals, including preparation of cement products
 - vi. refuelling
 - vii. temporary or permanent installation of utilities and signs
 - viii. physical damage to the tree

By default, a tree will be considered lost and require an offset if one of the above activities occurs over more than 10% of the total area of the TRZ. However, if a qualified arborist confirms that the specific works will not significantly damage the tree(s), it/they will be considered retained and no offset will be required.

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

9. The waste water treatment system and associated infrastructure must be developed as shown on the endorsed plans and accompanying reports and thereafter maintained and managed so that the amenity of the area is not detrimentally affected through the emission of smell, waste water or otherwise to the satisfaction of the Responsible Authority.
10. Prior to the commencement of works, the operator of this permit must enter into an agreement with the Responsible Authority pursuant to Section 173 of the Planning and Environment Act 1987 (the Act) and must make application to the Registrar of Titles to have the agreement registered on the title to the land under Section 181 of the Act which provides the following:
 - i. A maintenance report of the wastewater system must be prepared by a suitably qualified person or firm approved by the Responsible Authority and must be submitted to the Responsible Authority every twelve months or within another period of time as determined by the Responsible Authority. The maintenance report must be prepared after an inspection of the system and must document the condition and operation of the system (including odour emissions exceeding that permitted under Clauses 40 and 41 of the Environment Protection Act 1970) and any repair works which are necessary. The carrying out of all maintenance and repair works documented in the latest maintenance report must occur within two months of the report to the satisfaction of the Responsible Authority.
11. Prior to the commencement of works, the permit holder must advise all persons undertaking the vegetation removal/works on site of all relevant conditions of this permit to the satisfaction of the Responsible Authority.
12. Within one (1) year of the new waste water treatment system being fully operational, the existing waste water systems must be decommissioned by a licensed plumber. The decommissioning is to include the desludging of all septic tank systems on the site and the tanks must be removed or have their base broken and filled with solid inert material to the satisfaction of the Responsible Authority.
13. This permit will expire if one of the following circumstances applies:
 - i. The development is not started within two years of the date of this permit; or
 - ii. The development is not completed within four years of the date of this permit.

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

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

DEDJTR Note: The land to which this permit applies is identified in the Latrobe Planning Scheme as containing a coal resource of State significance. The Mineral Resources (Sustainable Development) Act 1990 allows the Minister administering the Act to grant a mining licence over the coal resource which, subject to obtaining all relevant consents, may result in mining. Should you require any additional information please contact DEDJTR on 136 186.

APA Note : An APA GasNet pipeline runs through the southern boundary of subject property along Switchback Road and it is the responsibility of the owners of the property to ensure the following:

i)The existing high pressure gas pipeline easement must not be encroached upon; no future permanent structures are to be located within the pipeline easement's boundaries without discussions with APA GasNet.

ii)No machinery or plant is to enter the APA GasNet easement without prior approvals and assessment from APA.

iii)Should any boring or digging within the easement be required an APA Pipeline Operator 'must' be present during the on groundworks. A Dial Before you Dig application must be made prior to works taking place.

Environmental Health Note 1: The caravan park located at this address must be maintained for all requirements of Residential Tenancies Act 1997 –Division Five during and after construction of the upgraded facilities.

Environmental Health Note 2: Please contact a building surveyor to determine the correct number and type of toilet facilities required for this premises.

DECLARATION OF INTERESTS

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

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Built Environment

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

Latrobe City Council Plan 2013 - 2017

Strategic Objectives – Built Environment

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

Theme and Objectives

Theme 5: Planning for the future

Strategic Direction

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

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

Legislation

Local Government Act 1989

Planning and Environment Act 1987

SUMMARY

Land:	261 Yinnar Rd Hazelwood known as CA Pt 1 Sect B
Proponent:	Latrobe City Council
Zoning:	Public Park and Recreation Zone (PPRZ)
Overlays:	Design and Development Overlay Schedule 1 (DDO1) State Resources Overlay Schedule 1 (SRO1)

Pursuant to Clause 36.02-2 of the Scheme a Planning Permit is required to construct a building or construct or carry out works.

Pursuant to Clause 43.02-2 of the Scheme for DDO1 a planning permit is required to construct a building or construct a building or carry out works.

A site context plan is included as Attachment 1 of this report.

PROPOSAL

This application seeks a permit for the refurbishment of the central amenities block, construction of two new amenity blocks and construction

of a new wastewater treatment system at the Hazelwood Pondage Caravan Park.

The facilities at the caravan park currently comprise of a caretaker's residence, camping area, kiosk, laundry, picnic/barbeque area, playground, aquatic centre hall and the Latrobe Valley Yacht Club. The Hazelwood Pondage caravan and camping park, waterway and boat ramp are leased by Latrobe City Council from GDF Suez.

The caravan and camping park is situated on the south-western section of the land, to the west of the Hazelwood Pondage waterway. The Hazelwood Power Station and associated coal extraction area are located at the north of the pondage. Other surrounding land is zoned Special Use Zone (in recognition of the underlying coal resource) and Farming Zone and used primarily for rural-residential purposes. The closest dwellings to the proposed treatment ponds are located on the southern side of Switchback Road, where the separation distance between the closest dwelling and the winter storage pond is approximately 120 metres.

An aerial image showing the location of the proposed ponds is included in Attachment 2 of this report. An image of the ponds with proposed landscaping showing maturity of plants at various stages is included in Attachment 3. An overall site plan of the caravan park and proposed works is included in Attachment 4, and the detail of the treatment ponds is included in Attachment 5.

LATROBE PLANNING SCHEME

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

State Planning Policy Framework

- Clause 10.02 – Goal of the State Planning Policy Framework
- Clause 14.02-2 Water Quality
- Clause 14.03 Resource Exploration and Extraction

Local Planning Policy Framework

- Clause 17.03-1 Facilitating Tourism
- Clause 19.03-2 Water supply, sewerage and drainage
- Clause 19.03-6 Pipeline Infrastructure
- Clause 21.07-3 Coal Resources Overview
- Clause 21.07-9 Tourism Overview

Zoning

A Planning Permit is required for buildings and works in the Public Park and Recreation Zone pursuant to Clause 36.02-2. This Clause requires consideration of the decision guidelines of the zone, a discussion of which is included in the 'issues' section of this report.

Overlay

A Planning Permit is required for buildings and works in the Design and Development Overlay (DDO1- Major Pipeline Infrastructure) pursuant to Clause 43.02-2 as there is a high pressure gas pipeline adjacent to the southern boundary of the property.

The site is also subject to the State Resources Overlay Schedule 1 (SRO1). There is no planning permit trigger for works under the overlay, however the purpose, statement of significance, objective and decision guidelines must be taken into consideration in the assessment of an application.

Particular Provisions

Clause 52.17- Native Vegetation: Twelve trees are proposed to be removed from the site for the construction of the ponds. There is no planning permit trigger for the removal of these trees as they are classed as 'planted vegetation' under the table of exemptions of Clause 52.17. Necessary conditions could be included in the permit to ensure that the remaining trees on the site are suitably protected during construction and a landscaping plan will be required to show replacement planting of suitable native and indigenous plants.

Decision Guidelines (Clause 65):

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan. These guidelines are discussed in the Key Points/Issues section of this report.

Clause 67 of the Latrobe Planning Scheme

Latrobe City Council is both the applicant and responsible planning authority in this application. This is allowed under Section 96 of the Planning and Environment Act 1987, which states that Council must obtain a permit from the Planning Minister for which it is a responsible authority, unless the planning scheme exempts the use or development from this section of the Act.

Clause 67 of the Latrobe Planning Scheme specifically exempts planning applications associated with the use or development of land for a Camping and Caravan park from Section 96(1) and 96(2) of the Act. Therefore the application for the upgrade and replacement of the new amenities blocks, along with the construction of the new wastewater system associated with

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

the camping and Caravan Park can be made to Latrobe City Council, not the Minister, in this instance.

INTERNAL / EXTERNAL CONSULTATION

Pursuant to Sections 52(1) (a) and (d) of the Planning and Environment Act 1987 the application was notified for a period of 14 days from 8th September to 22nd September 2015. Adjoining landowners and occupiers were sent a letter and a sign was placed on the site. During consultation twelve objecting submissions and one letter of support were received. Copies of all submissions are attached in Attachment 6 of this report. Concerns raised and how these can be addressed through planning permit conditions are discussed in the 'Response to submissions' section of this report.

Further, on 16 October 2015, a letter responding to the issues raised in the objections were sent to all objectors, together with a clear site plan and depictions of how the constructed treatment ponds would appear with established landscaping.

Information sessions by appointment were also conducted on 28 October 2015 between 2-7pm. Invitations to the information sessions were sent to objectors and all adjoining land owners and occupiers. The information sessions allowed people to ask questions of the officers and consultants who designed the project to gain a better understanding of the project including amenity concerns and how they would be addressed.

Under Section 55 of the Act the application was referred to Environment Protection Authority (EPA). The authority did not object to the proposal but requires conditions to be included in the permit.

The application was also referred to Department of Economic Development, Jobs, Transport and Resources under the State Resources Overlay (Clause 44.07-4) and Design and Development Overlay (Clause 43.02). The authority did not object to the proposal subject to a note being included in the permit.

As per the Council resolution of 16 November 2015, the matter was referred to Latrobe City's Tourism Advisory Board, who recommended that the waste water treatment application proceed as proposed.

Internally the application was referred to Council's Health Services Department, who required appropriate conditions to be included on the permit.

KEY POINTS/ISSUES

Strategic direction of the State Planning Policy Framework (SPPF) and Local Planning Policy Framework (LPPF):

The SPPF states that planning is to be fostered through appropriate planning policies and practices and decisions are to be made in the interests of net community benefit and sustainable development. It also aims to protect waterways, groundwater and waterbodies whilst the LPPF recognises Hazelwood Pondage as a key tourism asset to the municipality.

The issue of effective management of wastewater at the Hazelwood Pondage Caravan Park has been ongoing in recent years. The original system broke down and was replaced by septic holding tanks that have to be pumped out in peak periods. The existing system is inadequate to meet the demand, expensive to operate and has potential for negative environmental impacts, such as odour emissions. The proposed new system is designed to deal with these issues and to provide a long-term solution for the management of wastewater in the park.

'Purpose' and 'Decision Guidelines' of the Public Park and Recreation Zone

The purpose of the zone recognises that the land is set aside for public recreation and open space. It is considered that the improved wastewater management system, along with the new amenity blocks, will have the effect of making the park more attractive for both campers and day-use visitors.

'Decision Guidelines' of the Design and Development Overlay-Schedule 1 (DDO1):

The decision guidelines require the consideration of the following (as appropriate to this application):

- *Appropriateness of constructing any buildings or fences within 3 metres of any pipeline.*
- *The views of the Secretary of the Department administering the Pipelines Act 1967.*

The application has been referred to Department of Economic Development Jobs Transport and Resources (DEDJTR) and the authority did not object to the proposal but requires conditions to be included on the permit to ensure that the pipeline infrastructure is protected during construction and in the future.

'Decision Guidelines' of the State Resources Overlay Schedule 1 (SRO1):

The decision guidelines require consideration of the following (as appropriate to this application):

- *The need to ensure development of the land does not inhibit the eventual development and use of the coal.*
- *The impact of the building and works on nearby existing or proposed brown coal mining or electricity generation and any nearby agricultural uses, mining or electricity generation and any nearby agricultural uses.*

The buildings and works associated with the existing camping and caravan park are considered appropriate to improve the standard of the existing facilities on the land, therefore the proposal does not compromise the purpose of the SRO1. The application was also referred to DEDJTR and the authority did not object to the proposal but required a note to be included on the permit.

RESPONSE TO SUBMISSIONS

The application received twelve submissions in the form of objections, which are included as Attachment 7 (confidential). The section below discusses and responds to the issues raised:

1. Odour concerns:

The proposed system has been designed to ensure that it will not produce an offensive odour, as it processes waste through a primary treatment system (septic tank) and pump station before being pumped up to the aerobic pond.

Wastewater entering the aerobic pond will be heavily diluted and will not be mechanically agitated, further reducing the possibility of odour emission. The aerobic pond flows into the maturation pond (second pond), and later, a winter storage pond (third pond). Water stored in the winter storage pond will have no odour and be of a quality that allows it to be used to drip irrigate a section of the land.

Necessary conditions can be included in the permit to ensure the operation and maintenance of the ponds are as outlined in the report accompanying the application and the proposed systems prevent pond producing effective odour.

Further to ensure continuous compliance, a condition will be included in the permit requiring an independent report to be submitted to Council on an annual basis, reporting on the operation of the effluent disposal system and to rectify any issues (such as odour) that may be identified.

2. Pollution through seepage and overflow concerns:

The ponds will be constructed with a clay liner under a sand protection layer. They will have banked edges and a large capacity to accommodate peak inflows of wastewater during holiday periods and events at the caravan park. They have been designed to factor in one in 100 year flood events, and will not allow seepage or overflow pollution.

3. Possible different alternatives:

There are multiple options available to manage on-site wastewater and the secondary treatment of wastewater. These include bulk storage and sand filters with disposal through sub-surface irrigation or trenches, aerated/activated sludge, intermittent decant extended aeration and stabilisation ponds (the chosen system).

The stabilisation ponds system has been chosen over the alternative systems because of the following reasons:

- It can manage large fluctuations in wastewater loads;
- It prevents pollution through seepage and overflow;
- It will not produce offensive odour;
- It is a simple and low maintenance system with low on-going maintenance cost;
- It is a proven reliable system and has an expected life of 50+ years;

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

- It meets the statutory and compliance obligations of the Environment Protection Authority; and,
- Although it is not cheaper to construct when taking into account of the life cycle and maintenance costs, it is cost effective and provides value for the money invested.

4. Concern that land should be connected to sewer:

According to Gippsland Water's estimation, the cost to connect the caravan park to the nearest viable mains sewer is \$1.4m. This is approximately \$950,000 more than the on-site wastewater treatment option of having stabilisation ponds. This expense is currently beyond the resource available for this proposal therefore mains sewer connection is not financially viable. This option also has a high risk of odour emission as sewage would remain stagnant in pipe work and pits for long periods until reaching the Churchill pumping station.

5. Concerns in relation to the process of Latrobe City Council issuing its own permit:

Latrobe City Council is both the applicant and responsible planning authority in this application. This is allowed under Section 96 of the Planning and Environment Act 1987, which states that Council must obtain a permit from the Minister for Planning for which it is a responsible authority, unless the planning scheme exempts the use or development from the Act.

Clause 67 of the Latrobe Planning Scheme specifically exempts planning applications associated with the use or development of land for a Camping and Caravan park from Section 96(1) and 96(2) of the Act. Therefore the application for the upgrade and replacement of the new amenities blocks, along with the construction of the new wastewater system associated with the camping and Caravan Park can be made to Latrobe City Council in this instance.

6. Concerns with vegetation removal:

A landscaping illustration plan has been produced that depicts how the area around the ponds will be planted out with native and indigenous species. Proposed planning permit conditions (included in Attachment 1) will ensure that the remaining trees on the site are suitably protected during construction and a landscaping plan will be required to show replacement planting of suitable native and indigenous plants. As the trees to be removed are planted vegetation (not native remnant vegetation), a planning permit is not required for the removal of the trees under Clause 52.17 of the planning scheme.

7. Property devaluation concerns:

Property devaluation is not a relevant planning matter and therefore cannot be given any consideration.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****8. Safety concerns associated with people falling into ponds:**

The area around the ponds will be fenced off with rural type post and wire fencing. It is intended that this will provide a physical barrier but will not look out of place in the landscape.

9. Lack of consultation:

Numerous consultation methods have been used in the processing of this planning application including letters were sent to adjoining land owners and occupiers, a sign was placed on the site, detailed information was mailed to all objectors and all objectors and adjoining residents were invited to attend an information session. Full detail of the consultation undertaken in the course of this application is included in the 'Internal/External Consultation' section of this report.

10. Lack of supporting technical documentation:

The level of documentation placed on public exhibition for the notification period showed the details of the proposed and refurbished amenities, location of the vegetation to be removed and the location and elevations of the proposed treatment ponds. A 'scope of works' summary was also provided, which detailed the type of wastewater treatment system proposed and what it would entail. Adjoining land owners and objectors seeking further technical detail could have their queries answered by the consultants who designed the system at the resident information session.

11. Revegetation and embankments should be provided

Embankments will be provided around the treatment ponds and as previously stated, proposed planning permit conditions will ensure that the remaining trees on the site are suitably protected during construction and a landscaping plan will be required to show replacement planting, to screen the treatment ponds from adjoining properties.

RISK IMPLICATIONS

Risk has been considered and it is consistent with the Risk Management framework. There is no known risk associated with the approval of this proposal.

FINANCIAL RESOURCES IMPLICATIONS

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

OPTIONS

Council has the following options in regard to this application:

1. Issue a Notice of Decision to grant a Planning Permit with necessary conditions to address the concerns raised in the objections; or
2. Refuse to Grant a Planning Permit.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

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

CONCLUSION

That Council issues a notice of decision to grant a planning permit for the refurbishment of the central amenities block, construction of two new amenity blocks and construction of a new wastewater treatment system at the Hazelwood Pondage Caravan Park situated at 261 Yinnar Road Hazelwood on the following grounds:

- The proposal is consistent with the State and Local Planning Policy Frameworks, which aim to protect waterways, groundwater and waterbodies whilst recognising Hazelwood Pondage as a key tourism asset. The new waste management system will ensure that the Hazelwood Pondage Caravan Park can treat wastewater onsite whilst protecting surrounding environmental values and protecting the amenity of adjoining residents.
- The proposal is consistent with the State Resources Overlay (SRO1) and Design and Development Overlay (DDO1) as the proposed works will not interfere with the future use of the significant coal resource, nor inhibit the potential of the existing pipeline infrastructure.
- The proposed waste management system will enable the facility to treat its wastewater onsite whilst protecting surrounding environmental values. Appropriate conditions can be included in the permit to enforce this requirement.
- The proposal is consistent with Clause 65 (Decision Guidelines) of the Scheme.

Attachments

1. Site Context Plan
2. Proposed pond location aerial image
3. Images of ponds at various stages of maturity
4. Overall site plan of caravan park
5. Proposed treatment pond detail
6. Submissions (Published Separately) (Confidential)

10.1

Planning Permit Application 2015/133 Refurbishment of Amenities Block, Construction of Two New Amenity Blocks and New Wastewater Treatment System at Hazelwood Pondage Caravan Park

1	Site Context Plan	59
2	Proposed pond location aerial image	61
3	Images of ponds at various stages of maturity.....	63
4	Overall site plan of caravan park.....	65
5	Proposed treatment pond detail	67



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.

Disclaimer:
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Site context

29/10/2015

Scale 1:4000







Existing site from Switchback Road



Proposed treatment ponds



Proposed treatment ponds with landscaping 10 years+

Hazelwood Pondage Caravan Park
1300367 - SKO1
October 2015





Existing site from Yinnar Road



Proposed treatment ponds



Proposed treatment ponds with landscaping 10 years+

Hazelwood Pondage Caravan Park
1300367 - SKO2
October 2015





ISSUED FOR TENDER



NOTES:

- GENERAL**
1. FEATURE AND LEVEL DATA BASED ON SURVEYS BY BEVERIDGE WILLIAMS (2013) AND FISHER STEWART (2020).
 2. ALL LEVELS ARE IN METRES TO AUSTRALIAN HEIGHT DATUM (A.H.D.).
 3. CONTOUR INTERVAL IS 0.2m.
 4. COORDINATE DATUM IS SECV LV GRID.
 5. WORKS ARE NOT TO BE VESTED TO ANY WATER AUTHORITY.
 6. WORKS MUST BE CONSTRUCTED ACCORDING TO THE WATER SERVICES OF AUSTRALIA MANUAL WSA 02-2002 SPECIFICATIONS, MRWA STANDARD DRAWINGS, AND ANY LATROBE CITY COUNCIL REQUIREMENTS.
- PIPELINE CONSTRUCTION**
7. GRAVITY SEWER - USE DN150 UPVC S4 TO AS 1260.
 8. RISING MAIN - USE 63 OD HDPE (PE100/PN16) PIPE (CREAM) TO ASNZS 4130.
 9. LAGOON CONNECTING PIPES - USE DN150 PVC-O RRU (CREAM) TO ASNZS 4441.
 10. IRRIGATION PIPES - 50 OD HDPE (PE80/PN8) PIPE (CREAM) TO ASNZS 4130 (TO INSPECTION PIT).
 11. IRRIGATION PIPES - 50mm VINYL SLOTTED DRANGOL (AFTER INSPECTION PIT).
 12. IN-GROUND INSTALLATION OF POLYETHYLENE PIPES TO BE IN ACCORDANCE WITH AS 2033.
 13. POLYETHYLENE PIPE TO BE SUPPLIED IN ONE CONTINUOUS COIL.
 14. ANY JOINTING SHALL BE ACHIEVED USING SOCKET FUSION WELDING.
- PROPERTY CONNECTION SEWERS**
15. ALL PROPERTY CONNECTION PIPES AND FITTINGS TO BE Ø100 UPVC CLASS S4 TO AS 1260 UNLESS NOTED OTHERWISE.
- MAINTENANCE HOLES AND SHAFTS**
16. REFER TO WSA 02-2002 MRWA EDITION STANDARD DRAWING.
 17. ALL MAINTENANCE HOLES SHALL BE PRECAST Ø1050 (NOMINAL) UNLESS NOTED OTHERWISE.

18. CRANKED STAINLESS STEEL OR PLASTIC ENCAPSULATED STEP IRONS MUST BE USED. GALVANISED STEP IRONS MUST NOT BE USED.
 19. ALL MAINTENANCE STRUCTURE COVERS SHALL BE CIRCULAR.
 20. ALL MAINTENANCE STRUCTURE COVERS TO BE CLASS D.
 21. MAINTENANCE HOLES AND SHAFT COVERS SHALL BE LEVEL WITH & SHALL CONFORM TO SLOPE & CROSSFALL OF THE EXISTING SURFACE.
- CONCRETE WORKS**
22. CONCRETE SHALL BE S32 (32MPa), MAX AGGREGATE SIZE 20mm, MAX SLUMP 100mm, PORTLAND CEMENT - TYPE D) UNLESS OTHERWISE SPECIFIED.
- WORK ON LIVE SEWERS**
23. THE CONTRACTOR MUST NOT BREAK-IN TO AN EXISTING LIVE PIPELINE. ENTER A LIVE MAINTENANCE HOLE CHAMBER OR REMOVE THE COVER TO A LIVE MAINTENANCE HOLE, UNLESS APPROVED BY THE SUPERINTENDENT.
 24. ALL WORKS ON LIVE SEWER IS TO BE CARRIED OUT BY A CONTRACTOR APPROVED BY THE SUPERINTENDENT. THE CONTRACTOR IS TO NOTIFY THE SUPERINTENDENT AND PROVIDE NOTICE OF AT LEAST (5) WORKING DAYS PRIOR TO COMMENCING WORKS ON LIVE SEWERS.
- ATTENTION TO CONTRACTOR**
25. BEFORE COMMENCEMENT OF WORKS ON TRENCHES IN EXCESS OF 1.5M DEEP, THE CIVIL CONTRACTORS CONSTRUCTION SUPERVISOR MUST GIVE NOTICE IN WRITING OF SUCH PROPOSALS TO WORKSAFE VICTORIA IN ACCORDANCE WITH PART 5.1, DIVISION 4 OF THE OCCUPATIONAL HEALTH & SAFETY REGULATIONS (2007) AND UNDERTAKE SAFETY PRECAUTIONS IN TRENCHING OPERATIONS IN ACCORDANCE WITH WORKCOVERS CODE OF PRACTICE (1998).
 26. THE CONTRACTOR MUST ENSURE THE SAFETY OF THE CONTRACTOR'S EMPLOYEES AND ALL OTHER PEOPLE WHO ARE ON OR ADJACENT TO THE SITE. THE CONTRACTOR MUST COMPLY WITH THE VICTORIAN OCCUPATIONAL HEALTH & SAFETY ACT.
 27. THE CONTRACTOR MUST ENSURE THAT ALL PEOPLE EMPLOYED ON THE SITE WEAR APPROVED SAFETY APPAREL. THIS INCLUDES SAFETY HELMETS, VESTS, SAFETY BOOTS, EAR & EYE PROTECTION, WHERE APPROPRIATE.

28. THE CONTRACTOR SHALL REINSTATE ANY DAMAGED FOOTPATH, VEHICLE CROSSINGS & NATURE STRIP TO THE REQUIREMENTS OF THE RELEVANT COUNCIL.
 29. THE CONTRACTOR IS RESPONSIBLE FOR ENVIRONMENTAL MANAGEMENT OF THE SITE.
 30. THE CONTRACTOR IS DIRECTLY RESPONSIBLE FOR THE SETOUT. SHOULD ACTUAL SITE CONDITIONS CONFLICT IN ANY WAY WITH THAT DOCUMENTED, THE CONTRACTOR MUST CONTACT THE SUPERINTENDENT FOR CLARIFICATION BEFORE PROCEEDING.
- ENVIRONMENTAL**
31. ALL TREES MUST BE PRESERVED & PROTECTED AT ALL TIMES UNLESS OTHERWISE NOTED ON THE DESIGN PLANS.
- TESTING**
32. TESTING OF SEWERS TO BE IN ACCORDANCE WITH WSA 02-2002 MRWA EDITION REQUIREMENTS. A MINIMUM OF 48 HOURS NOTICE OF THE PROPOSED TESTING IS REQUIRED TO BE GIVEN TO SUPERINTENDENT TO WITNESS THE TESTING.
 33. SEWER TESTING SHALL CONSIST OF:
GRAVITY SEWERS PIPES - PRESSURE & QUALITY TESTING;
MAINTENANCE HOLES & SEPTIC - VACUUM TESTING;
RISING MAIN & LAGOON PIPES - PRESSURE TESTING.
CONTRACTOR SHALL CONFIRM TEST PARAMETERS WITH THE SUPERINTENDENT.
- ASSET RECORDING**
34. LATROBE CITY COUNCIL WILL UNDERTAKE ALL ASSET RECORDING.

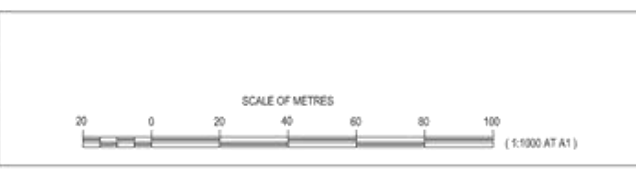
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TBM No.	EASTING	NORTHING	ELEVATION	DESCRIPTION
BW5	397139.89	254519.19	79.120	SPK#E
BW6	397193.21	254482.50	78.805	SPK#E
BW7	397245.83	254421.16	78.519	SPK#E
BW8	397103.28	254580.04	83.891	SPK#E

LEGEND	
	NEW OPEN DRAIN
	WATER MAIN
	ABANDONED SEWER
	ELECTRICAL UG
	ELECTRICAL OH
	TELEPHONE CABLE
	STORMWATER DRAIN
	GAS MAIN
	PROPOSED GRAVITY SEWER
	PROPOSED SEWER RISING MAIN
	PROPOSED IRRIGATION LINE
	MAINTENANCE HOLE (MH)
	MAINTENANCE SHAFT (MS)

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Rev	Description	Date	By	App
2	G43 MAN SHOWN & IAA IRRIGATION LINES ALTERED	12/6/15	JMB	JMB
1	MINOR REVISIONS - ISSUED FOR TENDER	23/12/14	JMB	PI
P1	PRELIMINARY DESIGN	25/6/13	JMB	PI

Rev	Description	Date	By	App



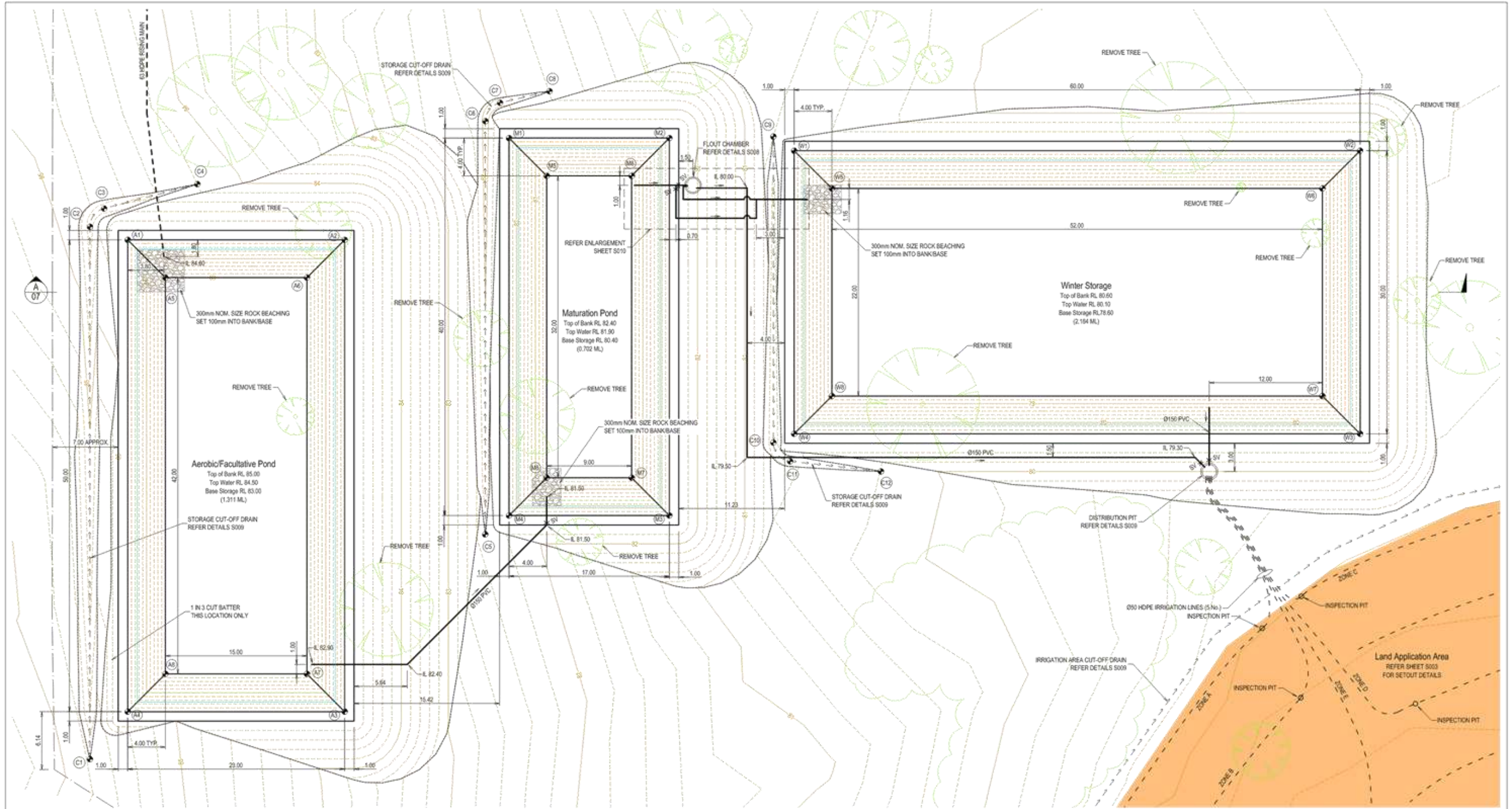
Designed By: JMB
Date: 29/9/13
Drawn By: JMB
Approved By: P1/JZ
Date: 1/10/13
PI Number: -

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Project Name: LATROBE CITY COUNCIL
Drawing Title: HAZELWOOD PONDAGE CARAVAN PARK WASTEWATER DISPOSAL SYSTEM UPGRADE SITE PLAN & KEY SHEET

Scale: 1:1000 @ A1

Project Ref	Stage No	Drawing No	Rev
1300367	S001	2	2



AEROBIC POND SETOUT COORDINATES		
POINT	EASTING	NORTHING
A1	396900.14	254280.62
A2	396917.97	254266.06
A3	396886.36	254227.34
A4	396868.54	254241.88
A5	396900.71	254275.00
A6	396912.34	254265.51
A7	396885.79	254232.57
A8	396874.17	254242.45

MATURATION POND SETOUT COORDINATES		
POINT	EASTING	NORTHING
M1	396938.28	254263.43
M2	396951.48	254252.68
M3	396926.17	254221.69
M4	396913.00	254232.43
M5	396938.85	254257.80
M6	396945.83	254252.11
M7	396925.60	254227.32
M8	396918.63	254233.01

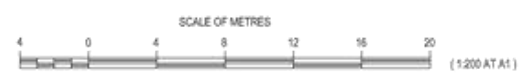
WINTER STORAGE SETOUT COORDINATES		
POINT	EASTING	NORTHING
W1	396960.86	254243.29
W2	397027.35	254255.36
W3	396988.39	254182.11
W4	396941.80	254220.04
W5	396991.43	254237.66
W6	397001.72	254204.79
W7	396987.82	254187.74
W8	396947.52	254220.61

CUT-OFF DRAIN SETOUT COORDINATES		
POINT	EASTING	NORTHING
C1	396862.25	254240.50
C2	396897.92	254284.23
C3	396900.30	254284.78
C4	396909.60	254280.53
C5	396909.60	254232.46
C6	396937.48	254286.40
C7	396938.91	254286.93
C8	396944.75	254284.56
C9	396960.10	254243.64
C10	396938.60	254220.71
C11	396939.72	254218.04
C12	396946.50	254211.13

ISSUED FOR TENDER

Rev	Description	Date	By	App
2	LAK IRRIGATION LINES ALTERED	12/6/15	JMB	JMB
1	MINOR REVISIONS - ISSUED FOR TENDER	23/12/14	JMB	PI
P1	PRELIMINARY DESIGN	25/6/13	JMB	PI

Rev	Description	Date	By	App



Designed	JMB
Date	29/9/13
Drawn	JMB
Approved	PI / JZ
Date	1/10/13
PI Number	-

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Project Name	LATROBE CITY COUNCIL
Client	HAZELWOOD PONDAGE CARAVAN PARK WASTEWATER DISPOSAL SYSTEM UPGRADE TREATMENT LAGOONS - LAYOUT PLAN

Scale	1:200 @ A1
Project Ref	1300367
Stage No	S005
Drawing No	S005
Rev	2

10.2 REQUEST FROM MOE GOLF CLUB FOR FINANCIAL ASSISTANCE WITH REMOVAL OF PINE TREES

General Manager

Infrastructure and Recreation

For Decision

PURPOSE

The purpose of this report is for Council to consider a request for financial assistance, received from the Moe Golf Club, for the removal of the pine trees and revegetation plantings along Links Road, Newborough at the Moe Golf Club.

EXECUTIVE SUMMARY

This report is to consider the request for financial assistance, received from the Moe Golf Club, for the removal of the pine trees and revegetation plantings along Links Road, Newborough at the Moe Golf Club. Previously Council has received a petition received from the Moe Golf Club seeking the removal of a stand of Radiata Pine trees located in the road reserve of Links Road, Newborough.

The petition stated that:

“We the undersigned members and users of the Moe Golf Club, ask the Latrobe City Council to remove the pine trees situated along the adjoining roadside verge of Golf Links Road, Newborough. These trees and tree roots are adversely impacting the adjoining fairway as well as creating safety issues for staff and volunteers working and golfers playing the same fairway.”

In recent years the Moe Golf Club have invested significantly in replacing previous fairway grasses with drought tolerant varieties. The club believe that the effects associated with the trees have negatively impacted the standard of the course and therefore the revenue of the club from visitors.

Council at its' meeting of the 9 February 2015 resolved:

1. *Authorises the removal and replacement of the stand of pine trees adjacent to the Moe Golf Club on Links Road, Newborough subject to the following conditions:*
 - *That Council approved landscape revegetation plan is developed in agreement with Local residents*
 - *That Moe Golf Club is responsible for funding, organisation and execution of the works*
2. *Notify the head petitioner of this decision*

A request for financial assistance has now been received from Moe Golf Club, for the removal of pine trees.

Due to funding constraints and higher priorities for rural roadside vegetation planned maintenance works, Council cannot provide any financial assistance towards the removal of the pine tree.

RECOMMENDATION

That Council:

- 1. Confirms its' previous decision not provide financial assistance to the Moe Golf Club for the removal of the pine trees and revegetation plantings along Links Road, Newborough at the Moe Golf Club.**
- 2. Officers advise the Moe Golf Club of Council's decision.**

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 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 1: Job creation and economic sustainability

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

Theme 5: Planning for the future

Strategic Direction 2 – To promote and support a healthy, active and connected community. To provide facilities and services that are accessible and meet the needs of our diverse community. To enhance the visual attractiveness and liveability of Latrobe City.

BACKGROUND

Moe Golf Club presented a petition to Latrobe City Council on 21 August 2014 on behalf of members and users of the club.

The covering letter outlined Moe Golf Club's concerns regarding the roadside verge on Links Road, Newborough that directly abuts the second hole fairway, stating that it is planted with mature pine trees and is unsightly with weeds; and that the pine trees inhibit the growth of indigenous trees and grass in that area.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

The letter also stated that representatives of the club have had numerous discussions with Latrobe City Council officers about the negative impact that the tree roots and the tree canopy have on establishing and maintaining an acceptable coverage of grass along the tree affected part of the fairway.

At the Ordinary Council Meeting of 13 October 2014 petition was tabled and Council resolved to receive the petition and table a further report at the 24 November 2014 Ordinary Council Meeting.

A further report was tabled at the Ordinary Council Meeting of 24 November 2014 providing detail of a meeting held onsite with the president of Moe Golf Club on 31 October 2014. At this meeting Council deferred consideration of the petition to enable officers to undertake further investigation into the petitioner's request and table a further report at the Ordinary Council Meeting of 15 December 2014.

At the Ordinary Council Meeting of 24 November 2014 Councillors requested further information in relation other examples of tree removals close to sporting facilities, in particular the Latrobe City Sports Stadium, Morwell (Council property) and Morwell Recreation Reserve (Council property), which is detailed below.

Major removals of Cypress Pine trees were carried out in 2011 and 2012 at the Latrobe City Sports Stadium, Morwell. The 2011 tree works were carried out on Council land and involved the removal of a number of trees adjacent to Practice Pitch Number 4 at the site. In this instance the trees were adversely affecting the playing surface in summer as the pitch became hard and rough due to lack of water as a result of the trees' root systems and in winter when the pitch became unplayable at times as it was continually waterlogged due to intense shading from the trees.

Further trees were removed in 2012 from Morwell Golf Club land, with their consultation and agreement, adjacent to the main oval at the stadium for reasons similar to those discussed above.

A series of pine tree removals was carried out between 10 and 15 years ago at the Morwell Recreation Reserve and were as the result of the overall deteriorating health of the trees and their increasing danger to the public.

All of the works carried out at Latrobe City Sports Stadium, Morwell and Morwell Recreation Reserve, were delivered at Council cost as they were on Council property or the works were required on private land as the trees removed adversely affected Council property.

A further report was tabled at the Ordinary Council Meeting of 15 December 2014 where Council resolved the following:

1. *That Council note this report regarding the petition from the Moe Golf Club requesting removal of the Pine Trees on Links Road abutting the Moe golf course.*
2. *That a further report in relation to the request be presented to Council at the first Ordinary Council Meeting in 2015 detailing full*

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

costings for any tree removals and the results of consultation with the residents of Links Road, Newborough.

3. That Council advise the head petitioner of this decision.

A further report was tabled at the Ordinary Council Meeting of 9 February 2015 where Council resolved the following:

1. *Authorises the removal and replacement of the stand of pine trees adjacent to the Moe Golf Club on Links Road, Newborough subject to the following conditions:*
 - *That Council approved landscape revegetation plan is developed in agreement with local residents.*
 - *That Moe Golf Club is responsible for funding, organisation and execution of the works*
2. *Notify the head petitioner of this decision.*

Council received further correspondence from the Moe Golf Club on the 27 June 2015 requesting Council for financial assistance for the removal of the Pine trees from Links Road, Newborough.

Gary Van Driel Chief Executive Officer, Steven Piasente General Manager Infrastructure and Recreation Officer and Peter Fraser President Moe Golf Club meet on site and had further discussions on the 9 November 2015.

KEY POINTS/ISSUES

In recent years the Moe Golf Club have invested significantly in replacing previous fairway grasses with drought tolerant varieties. The pine trees that bound the second hole inhibit the ability of grass growth in that area and have prevented the Moe Golf Club from providing fairways to the standard they require. The standard of fairways contribute to the overall condition of the golf course and the Club have advised that their visitor numbers have been negatively impacted due to the inability of the club to establish drought tolerant grass due to the pine trees.

The Moe Golf Club seek removal of the pine trees so that the club can return to being a favoured summertime golf destination and improve the overall financial position of the club.

Latrobe City Council's Manager Infrastructure Operations and Supervisor Arborist met with the president of Moe Golf Club on Friday, 31 October 2014 to discuss the club's concerns on site. At this meeting it was agreed that the stand of Radiata Pine trees does cast shadow over the fairway of the second hole of Moe Golf course inhibiting grass growth to an extent. Radiata pines also drop cone litter and this stand of trees is at full maturity with the majority being over 20 metres in height.

The president of Moe Golf Club also stated at the 31 October 2014 meeting that any removal works would have to be at Council's expense as the club could not afford to fund any works but they could provide a suitable stack site on the grounds of the golf course for the removed tree branches and debris.

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

There are two residents on Links Road where the trees are situated and the removal of any trees would significantly affect the visual amenity of one resident. These two residents had letters hand delivered seeking their opinion on the proposed tree removals on 18 December 2014.

Moe Golf Club have requested that Council fund the pine tree removals and develop and fund revegetation plantings along the eastern road reserve of Links Road. Funds are not available in the 2015/16 or 2016/17 Infrastructure Operations recurrent budget to fund these works. Council has higher priorities for rural roadside vegetation planned maintenance works. These are roads with high vehicle traffic and vegetation that needs maintenance works to maintain Councils intervention levels

RISK IMPLICATIONS

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

There is minimum risk to Council if these trees remain. They are not impacting on Councils Road and or for the users of Links Road Newborough.

FINANCIAL AND RESOURCES IMPLICATIONS

An indicative quote of \$5,104 (inc. GST) has been obtained as a guide for the site revegetation. This figure may change if a different revegetation plan is developed for the site. Two indicative quotes has been obtained as a guide for fell trees and leave on site for burning along the fairway or fell trees and remove to a holding site on the Moe Golf Club grounds for burning at a later date by the club.

	Quote 1 (Inc. GST)	Quote 2 (Inc. GST)
Fell trees and leave on site for burning during Winter 2016	\$18,282	\$13,420
Total (Inc. revegetation)	\$23,386	\$18,254
Fell trees and remove to a holding site on the Moe Golf Club grounds for burning at a later date by the club	\$34,155	\$21,670
Total (Inc. revegetation)	\$39,259	\$26,774

Funds are currently not allocated in the 2015/16 or 2016/17 Infrastructure Operations recurrent budget for these works.

INTERNAL/EXTERNAL CONSULTATION

Officers met with the president of Moe Golf Club on 31 October 2014 and 9 November 2015 to discuss the concerns in relation to the pine trees.

Consultation has now been undertaken with the residents (two) of Links Road, Newborough which sought their opinion on the proposed tree removals.

Both residents have provided feedback to officers. One resident of Links Road is in support of the tree removals while the other resident opposes the removals.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****OPTIONS**

Council now has the following options in relation to this report:

1. To provide financial assistance to the Moe Golf Club for the removal of the pine trees from the Council road reserve on Links Road, Newborough and revegetation of this site.
2. Not to provide financial assistance to the Moe Golf Club for the removal of the pine trees from the Council road reserve on Links Road, Newborough and revegetation of this site.

CONCLUSION

Correspondence has been received from Moe Golf Club for financial assistance for the removal of pine trees along Links Road, Newborough.

The requested works are not budgeted for in the 2015/16 and 2016/17 Infrastructure Operations budget and Council has higher priorities for rural roadside vegetation planned maintenance works. It is therefore recommended that Council confirm its previous decision determine not to provide financial assistance to the Club.

SUPPORTING DOCUMENTS

Previous Petition from the Moe Golf Club.

Attachments

1. Request from Moe Golf Club for financial assistance

10.2

Request from Moe Golf Club for Financial Assistance with Removal of Pine Trees

- 1 Request from Moe Golf Club for financial assistance..... 75**



moe golf club

ABN 75 656 343 443

Inc No A0008670S



P.O Box 260, MOE 3825
Telephone (03) 5127 2731
Facsimile (03) 5126 4023

27 June 2015

Gary van Driel
Chief Executive Office
Latrobe City Council
PO Box 264
Morwell 3840

FILE COPY

Dear Gary,

REMOVAL OF PINE TREES FROM COUNCIL ROAD RESERVE, LINKS ROAD NEWBOROUGH

Thank you for attending a site inspection at the Moe Golf Club with Councillor Gibson. Your empathy to the Clubs financial position was report to our subsequent Committee of Management meeting and has encourage us to think there is now a way forward.

In line with our discussion the Club makes the following points: -

- The pine trees growing on the road reserve along Links Road need to be removed as soon as practicable to this spring growing season.
- The Club does not have the financial reserves nor the capacity to commercially borrow the funds to undertake this project.
- That the Club undertake this project in partnership with the Council.
- Based on the Council's estimated budget of \$45,000, the Council fund the first \$25,000 with the Club funding the remaining \$20,000.
- The Council extends to the Club a no interest loan to meet this commitment; repayable over 4 years.
- As per the Council's letter the Club would organise, execute the work and further, provide council a financial reconciliation of the project. Any funds allocated to the project but not spent would be returned to the Council.
- The Club to be able to include in-kind contributions within its funding contribution.
- The Club will participate in the preparation of the landscape revegetation plan.

I hope for your early and favourable response.

Peter Foster
President

10.3 TRARALGON WEST SPORTING COMPLEX - PETITION**General Manager****Infrastructure and Recreation****For Decision****NILPURPOSE**

The purpose of this report is to present Council with recommendations for consideration from a meeting held with the Traralgon West Sporting Complex User Group following a petition requesting Council provide financial assistance to complete the first floor of the Traralgon West Sporting Pavilion.

EXECUTIVE SUMMARY

In August 2015 Council received a petition requesting that funding be provided by Council for the unfinished upstairs component of the Traralgon West Sporting Complex. A meeting was held with the Traralgon West Sporting Complex User Group and Latrobe City Councillors on 12 November 2015.

The cost to complete the project is estimated to be \$350,000. A number of funding options were discussed with the user group to assist with completing the project.

The installation of the lift and the fire stairs are estimated to cost \$163,000 and are an essential, costly and complicated component of the project, with the user groups unlikely to ever be in a financial position to fund this part of the project.

In order to progress this project, it is recommended that Council consider funding the installation of the lift and external stairs from the 2016/17 Latrobe City Council budget which will allow the user group to concentrate on the other components of the fitout which can be achieved through a staged process.

RECOMMENDATION**That Council:**

- 1. Consider a funding allocation of \$163,000 from the 2016/17 Latrobe City Council budget for the installation of the lift and fire stairs at the Traralgon West Sporting Complex.**
- 2. The Mayor writes to the head petitioner advising of Council's decision.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – To ensure effective two-way communication and consultation processes with the community in all that we do.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 4: Advocacy for and consultation with our community

Strategic Direction – Work with the community to ensure effective community consultation and engagement in all that we do.

BACKGROUND

A petition with 118 signatures was received on the 14 August 2015, which is provided as Attachment 1 (confidential).

The petition requested the following;

We would like Council to consider assisting the user groups of the Traralgon West Complex with some funding, or support a funding application to see the second storey of this great community facility completed. The user groups are prepared to assist with funding, both cash and in kind if the project was given the much needed support from Council.

We would like the opportunity to address Council at a future Council meeting to discuss this petition and the project in more detail.

The petition was presented to the 14 September 2015 Ordinary Council meeting. Council resolved the following:

MOTION

Moved: Cr Kam

Seconded: Cr Rossiter

That Council:

- 1. Agrees to lay the petition on the table requesting Council provide assistance to complete the first floor of the Traralgon West Sporting Pavilion.*
- 2. Request a report be presented to the 26 October 2015 Ordinary Council meeting providing Council with information in relation to the petition.*

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

3. *Notify the head petitioner about the Council decision in relation to the petition.*

4. *That a meeting is arranged between Officers, Councillors and user groups to discuss the petition while the petition lays on the table.*

CARRIED UNANIMOUSLY

A Council report was presented to the 26 October 2015 Ordinary Council meeting to advise Council that a meeting had been arranged with representatives of the Traralgon West Sporting Complex User Group and Latrobe City Councillors for the 12 November 2015.

KEY POINTS/ISSUES

The Traralgon West Sporting Complex User Group Committee has been operational since the facility opened in April 2011. User group meetings are held bi-monthly at the Traralgon Service Centre. The composition of the Committee includes the following:

- A representative of the Traralgon & District Junior Football League
- A representative of the Combined Saints Junior Football Club
- A representative of the West end Junior Football Club
- A representative of the Traralgon and District Cricket Association
- A representative of the Traralgon Harriers
- A representative of the Gormandale Cricket Club
- A representative of the Traralgon Umpires Association (Football)
- A representative of the Traralgon West Cricket Club
- A representative of the Traralgon Touch Association
- A representative of the Lavalla Catholic College
- A representative of the Latrobe City Recreational Liveability Team
- Two Latrobe City Councillors

A meeting was held in the unfinished upstairs floor of the Traralgon West Sporting Complex on 12 November 2015. All user groups from the complex were invited to attend this meeting, along with the head petitioner, Luke Henderson who represents the Traralgon & District Junior Football League and all Latrobe City Councillors.

The following attendees were present:

- Councillor Dale Harriman
- Simon Clark – Latrobe City Council
- Lee Dowling – West End Junior Football Club
- Rachael Middleton – West End Junior Football Club
- Tim Pianta – Latrobe Valley Umpire Association

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

- Sam Varsaci – Traralgon West Cricket Club
- Greg Foley – Traralgon West Cricket Club

Apologies were received from Martin Poel from the West End Junior Football Club. The head petitioner did not attend the meeting. The minutes from the meeting are attached.

Discussion at the meeting centred on the history of the Traralgon West Sporting Complex project, the delivery of the upstairs component of the project, possible funding opportunities for the projects and the next steps.

The current user group representatives were unaware that there was a design for the upstairs fit out. They were also not aware that the fit out of the upstairs component was the responsibility of the Traralgon West Sporting Complex user groups. This agreement was negotiated by Council with the users of the Traralgon West Sporting Complex prior to the development which commenced in 2010. The ground floor of the complex was completed in April 2011.

Current estimates for the total fitout of the upstairs component of Traralgon West Sporting Complex, including the lift and fire stairs is approximately \$350,000.

A recent quote (January 2016) obtained by Latrobe City Council indicates that the cost of the lift and external fire stairs only is \$163,000. This cost estimate reflects the works being undertaken by paid contractors at current prices.

The funding of the project was discussed at length during the meeting. It was suggested to the user groups by Councillor Harriman that the Latrobe City Council Community Grants program should be utilised to gradually finish the works.

Scenario 1 - \$350,000 (Total project cost)

If the user groups were to each apply for the Minor Capital Works program under the Latrobe City Council Community Grants program, they could obtain a maximum grant of \$5,000 each. There are eight current user groups, which could mean funding of \$40,000 per program year. Based upon this scenario, it will take 8 - 9 years at current cost estimates to complete the project.

Scenario 2 - \$200,000 (All components except the lift & fire stairs)

Using the above scenario, if Council funded the \$163,000 required for the installation of the lift and fire stairs, it would take approximately 5 years for the user groups to complete the entire project.

External funding opportunities were also discussed, with a recommendation to investigate funding opportunities with Federal and State governments. However, the Traralgon West Sporting Complex has already been funded through both the federal department of Health & Ageing (\$240,000) and the Victorian governments, Department of Sport & Recreation (\$60,000). It is unlikely that any additional funding would be made to the project.

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

Any works undertaken by the user groups would need to comply with building permits, occupational health and safety and insurance requirements. All contractors whether paid or unpaid undertaking work to the complex would also have to comply with these requirements.

The user group representatives present at the meeting have agreed upon a number of actions to follow up. They include:

- Seeking up to date quotes for the elevator and fire escape (completed by Latrobe City Council);
- Updating the cost estimates for the project;
- Discussed as a 'standing item' at the bi-monthly Traralgon West Sports Complex User Group Committee

Since April 2011, approximately 12 Traralgon West Sporting Complex User group meetings have not proceeded due to the representatives not attending. The user group has experienced a high turnover in personnel since April 2011. The Traralgon Touch Association folded in 2013/14. The Traralgon & District Junior Football League has been administered through AFL Gippsland for the past three years.

There has been no consistent representation from any of the user groups since 2011. This had directly impacted on the ability and capacity of the user group to fund raise and organise for the delivery any of the component for the upstairs of the Traralgon West Sporting Complex.

The lift and external fire stairs are an essential component of the Traralgon West Sporting Complex. Both the lift and the fire stairs provide accessibility and safety to all users and participants.

The installation of the lift and fire stairs should be the responsibility of Council to fund and install, to ensure that it is completed to a high standard and statutory building requirements.

Once the lift and stairs are installed, the clubs will then be able to concentrate their fund raising efforts on the less technical components of the fit out, such as the kitchen/social spaces, the lining of the building and the toilets.

RISK IMPLICATIONS

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

Capacity of the User groups

As indicated in the issues section of this report, there has not been consistent representation from the eight formal members of the Traralgon West Sporting Complex User group. This has resulted in a lack of coordination, planning and commitment to the completion of the upstairs section of the building.

Allowing user groups to undertake works to Council assets

Allowing unqualified and unsupervised volunteers to undertake works to Council buildings has its risks. Any works undertaken by the user groups

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

would need to comply with building permits, occupational health and safety and insurance requirements. Any contractors whether paid or unpaid undertaking work would also have to comply with these requirements.

Funding opportunities

The Traralgon West Sporting Complex has already been funded through both the federal department of Health & Ageing (\$240,000) and the Victorian governments, Department of Sport & Recreation (\$60,000). It is unlikely that any additional funding would be made to the project. The only available external funds would be the Latrobe City Council Community Grants program.

Timeliness

If the user groups were to each apply for the Minor Capital Works component under the Latrobe City Council Community Grants program, they could obtain a maximum grant of \$5,000 each. There are eight current user groups, which could mean funding of \$40,000. Based upon this scenario, it will take 8 - 9 years at current cost estimates to complete the project.

Financial

The financial cost of completing the upstairs component of the Traralgon West Sporting Complex is significant. Based upon the total project, it will cost approximately \$350,000 to complete the fit out of the entire upstairs. The lift and external fire stairs would cost \$150,150 of this.

FINANCIAL AND RESOURCES IMPLICATIONS

The financial and resource implications for the completion of the upstairs component of this Traralgon West Sporting Complex are significant.

If Latrobe City Council fund and complete the project, it will cost \$163,000 for the lift and external stairs, and approximately a further \$200,000 to complete the other components such as kitchen, social space, toilets, lighting etc. The project will require management and supervision by the Major Projects team.

Consideration by Council is being sought for an allocation of \$163,000 from the 2016/17 Latrobe City Council budget.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

The head petitioner has been advised in writing that the petition has been received and will be presented to Council on 14 September 2015.

Details of Community Consultation / Results of Engagement:

A meeting was held with representatives of the Traralgon West Sporting Complex, Latrobe City Councillor and Latrobe City Council staff.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****OPTIONS**

1. Consider an allocation of funding of \$163,000 from the 2016/17 Latrobe City Council budget to the installation of the lift and external fire stairs at the Traralgon West Sporting Complex.
2. Not allocate funding of \$163,000 from the 2016/17 Latrobe City Council budget to the installation of the lift and external fire stairs at the Traralgon West Sporting Complex.

CONCLUSION

The construction of Traralgon West Sporting Complex project commenced in 2010. The downstairs section of the project was completed, and has been operational since April 2011.

The cost to complete the fit out of the upstairs section of the complex, including the lift and fire stairs is approximately \$350,000. A recent quote obtained by Latrobe City Council indicates that the lift and fire stairs component would cost \$163,000.

Since 2011, the Traralgon West Sporting Complex User Group has experienced a high turnover of personnel from the eight user groups. During this time, 11 user group meetings have not proceeded due to a lack of representation.

The lift and fire stairs are an essential component of the yet unfinished project. This report seeks Council's endorsement of \$163,000 funding from the 2016/17 Latrobe City Council budget.

The funding of the lift and fire stairs by Council will allow the Traralgon West Sporting Complex User Group to focus on fund raising for the less technical and costly components of the first floor fit out.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Traralgon West Sporting Complex - Petition (Published Separately) (Confidential)

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Nil reports

CITY DEVELOPMENT

14. CITY DEVELOPMENT**14.1 LATROBE REGIONAL AIRPORT ANNUAL REPORT****General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is to request Council to receive and note the Latrobe Regional Airport Annual Report 2014-2015 on the operations for the year ended 30 June 2015.

EXECUTIVE SUMMARY

The Annual Report provides an account of the Latrobe Regional Airport's operations and performance against plans and targets identified in the budget, the business plan and Master Plan, and any other significant matters. The 2014/2015 financial year finished with an amount of \$34,200 of unexpended Council contribution and \$64,301 transferred to reserve. This reserve will accommodate the cost of the Airport Marketing Strategy and Business Plan which will be developed by consultants during 2015/2016.

All statutory requirements have been met, and through the Board's maintenance and upgrade programs, the Latrobe Regional Airport continues to provide the Gippsland community with a strategic asset and industrial hub which is operated both safely and securely, and is positioned well for the future.

RECOMMENDATION

That Council receives and notes the Latrobe Regional Airport Annual Report 2014-2015.

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017, in that it provides information on the activities of the Latrobe Regional Airport which achieve the following objectives.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - 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.

Latrobe City Council Plan 2013 - 2017

Economic Sustainability Objectives

Actively pursue 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 creation of new employment opportunities in Latrobe City.

Strategic Direction 1– Provide incentives and work proactively to attract new business and industry to locate in Latrobe City.

Strategic Direction 2 – Assist existing small and medium enterprises to expand and sustain employment opportunities.

Strategic Direction 3 – Work in partnership with business, industry and government to create new jobs and investment in Latrobe City.

Service Provision – Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.

Major Initiatives - Implement the Latrobe Regional Airport Master Plan to effectively develop the airport and to facilitate investment and jobs growth.

Strategy – Latrobe Regional Airport Master Plan

Policy - Deed of Delegation

The Latrobe Regional Airport is wholly owned by the Latrobe City Council and operates under the management of the Latrobe Regional Airport Board. Under Section 4(b) of the Deed of Delegation from Latrobe City Council to the Latrobe Regional Airport Board, a progress report is to be provided to Council quarterly and annually.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****BACKGROUND**

The Latrobe Regional Airport Board operates as a special committee of Council under Section 86 of the *Local Government Act 1989*.

Under Section 4(b) of the Deed of Delegation from Latrobe City Council, under which the Latrobe Regional Airport Board operates, an Annual Report must be provided to Council.

The Annual Report provides an account of the Latrobe Regional Airport's operations and performance against plans and targets identified in the budget, the business plan and Master Plan, and any other significant matters.

On 9 November 2015 the Latrobe Regional Airport Board resolved the following:

That the Latrobe Regional Airport Annual Report for 2014/2015 as presented be adopted.

As a result the Latrobe Regional Airport Annual Report is now presented to Council for noting.

KEY POINTS/ISSUES

The significant activities undertaken during the year are outlined below.

This year the Latrobe Regional Airport Board members tenure expired and nominations were called for to fill the Board vacancies for the next four (4) years.

At a meeting held on 1 September 2014, Council appointed Mr Barry Richards, Mr Graham Talmage, Ms May Sennett, Mr Gerard Lappin, and Mr Kevin Reardon to the Latrobe Regional Airport Board. The Council also recommended that the Board appoint Mr Alan Jenkins as an advisor to the Board for the period ending 30 June 2018.

During the year the Latrobe Regional Airport finalised its \$6.24 million infrastructure upgrades in line with the Airport Master Plan.

This upgrade included:

- relocation and piping of main drains,
- earthworks in the Valley Drive land,
- security fencing,
- resealing the main runway,
- taxiway extensions and upgrade,
- relocation and upgrade of the NDB (navigation beacon),
- new runway lighting system with backup generator and Precision Approach Path Indicator (PAPI),
- resurfacing all apron areas,
- and other minor works.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Dialogue is continuing with Federation Training regarding the establishment of Aviation/Aerospace training hub on Latrobe Regional Airport Land. This proposed hub would be the principle focus of all Federation's aviation apprenticeship training.

On Wednesday 13 May 2015 Latrobe Regional Airport was graced with a visit by His Excellency The Governor of Victoria Alex Chernov and Mrs Chernov who showed great interest in the airport, the Helimed Base and the Mahindra Aerospace/GippsAero facilities.

The Latrobe Regional Airport Master Plan 2015 upgrade was completed during the year and approved by the Board on 1 June 2015. This was a scheduled update of the 2009 Master Plan and provides the direction of development of the Airport for the next 20 years.

Latrobe City Council continues to recognise the importance of the Latrobe Regional Airport as a community asset and emergency services base, as well as a significant employment generator for the Latrobe region.

The 2014/2015 financial year finished with an amount of \$34,200 of unexpended Council contribution and \$64,301 transferred to reserve. This reserve will accommodate the cost of the Airport Marketing Strategy and Business Plan which will be developed by consultants during 2015/2016.

All statutory requirements have been met, and through the Board's maintenance and upgrade programs, the Latrobe Regional Airport continues to provide the Gippsland community with a strategic asset and industrial hub which is operated both safely and securely, and is positioned well for the future.

RISK IMPLICATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

The Airport was operated in line with the 2014/15 adopted recurrent budget of \$552,000 as detailed in the finance report contained in the Annual Report attached. The 2014/2015 financial year finished with an amount of \$34,200 of unexpended Council contribution and \$64,301 transferred to reserve. This reserve will accommodate the cost of the Airport Marketing Strategy and Business Plan which will be developed by consultants during 2015/2016.

INTERNAL/EXTERNAL CONSULTATION*Engagement Method Used:*

There is no consultation required as this is an Annual Report on activities, as required by the Latrobe Regional Airport Deed of Delegation from Council.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****OPTIONS**

Council may choose to:

1. Receive and note the Latrobe Regional Airport Board 2014/2015 Annual Report; or
2. Seek further clarification in respect to the Latrobe Regional Airport Board annual report.

CONCLUSION

This year Latrobe Regional Airport has completed its infrastructure upgrades in line with the Airport Master Plan and with the assistance of grant funding of \$6.24 million.

Council continues to recognise the importance of the Latrobe Regional Airport as a community asset and emergency services base, as well as a significant employment generator for the Latrobe region.

All statutory requirements have been met, and through the Board's maintenance and upgrade programs, the Latrobe Regional Airport continues to provide the Gippsland community with a strategic asset and an industrial hub which is operated both safely and securely, and is positioned well for the future.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Latrobe Regional Airport Annual Report 2014-15

14.1

Latrobe Regional Airport Annual Report

- 1 Latrobe Regional Airport Annual Report 2014-15..... 97**

LATROBE REGIONAL AIRPORT ANNUAL REPORT 2014-2015





Contents

Chair's Message	3
The Latrobe Regional Airport Board	4&5
Making a Difference.....	6
Latrobe Regional Airport Infrastructure Upgrade	7
Emergency Services	8
Major Tenant – Mahindra/GippsAero	9
Financial Statement For Year Ended 30 June 2015	10
Key Statistics	11
The Year Ahead.....	12



Chair's Message

As Chair of the Latrobe Regional Airport Board, I am pleased to report that the Latrobe Regional Airport continues on a positive note both in terms of financial viability and continued growth.

The Airport infrastructure upgrade, funded in partnership between the Federal and State Governments, and Latrobe City Council (\$6.24 million), has now been completed. This upgrade included a complete new lighting system, runway resurfacing, taxiway and apron reconstruction, car parking, environmental works, navigation and landing systems and more.

The importance of Latrobe Regional Airport as a significant regional emergency centre has been reinforced by the doubling in size of the Department of Environment, Land, Water and Planning fire bomber base which will incorporate an additional three large helipads.

Our major tenant Mahindra Aerospace/GippsAero has continued to grow during this year more than doubling the number of Airvan aircraft rolling off the production line. The continued growth of Mahindra/GippsAero has greatly contributed to the overall airport employment level reaching 230.

The review and update of the Airport Master Plan has been completed, and following further public consultation, will be presented to the Council for adoption. The 2015 Master Plan will not only provide a visionary direction for the future development of the Airport, but will incorporate appropriate provisions for safeguarding the airport and the communities around it for the future.

I thank my fellow Board members for your commitment and advice in planning the growth and development of our vital community asset for the future and to ensure that Latrobe Regional Airport remains at the top of regional airports in Victoria.

GARY VAN DRIEL

Chair

Latrobe Regional Airport Board





The Latrobe Regional Airport Board

The members of the Latrobe Regional Airport Board are:



Mr Gary Van Driel (Chair)



Cr Graeme Middlemiss



Mr Graham Talmage



Mrs May Sennett



Mr Gerard Lappin



Mr Barry Richards



Mr Kevin Reardon



Mr Alan Jenkins



The Latrobe Regional Airport Board

The Latrobe Regional Airport Board is comprised of seven members, two of whom represent Latrobe City Council and five who are appointed from community nominations. A community based non voting advisory member was also appointed this year. The community members are selected on the basis of qualification/experience relevant to business development and airport operations.

Members of the Board for 2014/2015 were Mr John Mitchell (Chair part year); Mr Gary Van Driel (Chair part year), Cr Graeme Middlemiss, Mrs May Sennett, Mr Graham Talmage, Mr Barry Richards, Mr Gerard Lappin and Mr Kevin Reardon. The non voting advisory member is Mr Alan Jenkins. The community based Board members are appointed for a four year term ending on 30 June 2018.

The Latrobe Regional Airport Board continues to be pro-active in developing its vision for the Latrobe Regional Airport in line with the Airport Master Plan and associated documents, and ensuring that this vital community asset and developing employment hub continues to develop and grow for future generations.



Promoting the Latrobe Regional Airport to the aviation/aerospace business sector at Avalon 2015



Emergency services are a vital part of the vision at Latrobe Regional Airport



Making a Difference

The Latrobe Regional Airport Board has once again been proactive in discussions with all levels of Government to enhance the profile of Latrobe Regional Airport to both the Governments and the aviation/aerospace industry sector.

Meetings have been held with Ministers and senior bureaucrats to ensure that Latrobe Regional Airport is “front of mind” when it comes to future business development opportunities.

Latrobe Regional Airport Master Plan 2015

Rehbein Airport Consultants have completed the review and update of the Latrobe Regional Airport Master Plan. Their brief was to meet Council objectives with respect to establishing the long term vision and strategic direction for the airport.

The final Master Plan document was adopted by the Latrobe Regional Airport Board on 1 June 2015 and, following further public consultation will be presented to Council for adoption and inclusion in the Latrobe Planning Scheme.

Federation Training

Negotiations are continuing with Federation Training for the establishment of an Aviation Education Hub at Latrobe Regional Airport. The proposed Education Hub at Latrobe Regional Airport would become the eastern centre of Federation’s Aviation Training business. Federation Training currently has 90 + aviation apprentices in training and this is increasing.

This will be a great asset to the Latrobe Regional Airport and to the Aviation sector in general. It will provide additional on airport employment, it will assist in developing further the relationship between Federation Training and Mahindra Aerospace/GippsAero, and it will provide much needed apprenticeship training to an industry with a desperate shortage of aviation technicians.

Avalon Airshow

Latrobe Regional Airport once again participated in promotion activities, in conjunction with the Victorian Government, at this years Australian International Airshow at Avalon.

Latrobe City Councillors, the Airport Board and management held constructive meetings with a number of business and government leaders during the Airshow. This is part of the marketing program required to bring aviation/aerospace business to Latrobe Regional Airport and build on the aviation business hub and employment zone currently in place.

Latrobe Regional Airport Infrastructure Upgrade

Works on the major upgrade of Latrobe Regional Airport's ageing infrastructure were finalised during the year. This completes over three years of construction and \$6.24 million facilities and infrastructure development and upgrade in line with the Airport Master Plan 2009. These works were made possible by grant funding from both the Federal and State Governments along with a contribution from Latrobe City Council.

Some of the works that have been undertaken during the year include:

- Resurfacing of the main 03/21 runway
- Reconstruction to Code C central taxiway
- Construction of the major taxiways in concrete to Code B standard
- Planting and relocation of native grasses and planting of 200 native trees
- Upgrade of main drainage system
- Construction of new car parking at Mahindra Aerospace/GippsAero
- Construction of a compass swing and engine run up bay.

These upgrades will see Latrobe Regional Airport well placed to attract aviation and aerospace industry and create jobs for future generations in the Latrobe Valley.

At the beginning of this project there were approximately 130 people employed at Latrobe Regional Airport and this has increased to approximately 230 either employed or jobs advertised to the end of the project. Included in these figures are 45 apprentices and trainees.

Employment by contractors working on various components of the project during the construction phase was approximately 107.



Resurfacing the Main Runway (see also front cover photo)

Emergency Services

Department of Environment, Land, Water and Planning (DELWP) Fire Base

The bush fire season of 2014/15 was relatively quiet compared to the past few seasons. However the Department of Environment, Land, Water and Planning (DELWP) has taken the opportunity to expand the fire base at Latrobe Regional by acquiring a further 4000 square metre block of land adjacent to the current base. This will further increase the effectiveness of this regional fire base into the future.

Ambulance Victoria Helimed 1

Helimed 1 (HEMS 2) continues to be the red and white angel in the Latrobe region, attending to approximately 500 rescues or patient transfers each year.

Recently it was announced that Australian Helicopters Pty Ltd has been awarded a 10 year contract with the Victorian Government and Ambulance Victoria commencing on 1 January 2016 to continue this service. The company will be operating Augusta Westland AW139 helicopters, a larger more powerful helicopter than the Bell 412 currently in use.



Augusta Westland AW139

The DELWP fire base and the Helimed ambulance and rescue helicopter operations are a vital part of the emergency services located at Latrobe Regional Airport, and are a reassuring fixture on the Latrobe Valley landscape.

Major Tenant – Mahindra Aerospace/GippsAero

Manufacturing the Airvan Family of aircraft

Mahindra Aerospace Australia continues to grow and develop as it expands into emerging markets in the USA (Alaska) and potentially Europe and China. A successful test flight of the Airvan 8 on floats has created much interest and enthusiasm in the niche market. Mahindra Aerospace remains committed to employing local people in their manufacturing facility. The company continues to support many of their production staff through trade qualifications and apprenticeships. Skills and expertise that are consistently required are mainly in the trades of Aerostructure's, Avionics, Mechanical and Aeronautical Drafting.

Certification in China Results in Fleet Sale.

In December 2014, the Airvan 8 received Type Certificate Validation by CAAC (Civil Aviation Administration of China). This led to a recent signing of an initial order of five aircraft by Shaanxi Jinggong General Aviation Co. Ltd, China.

Airvan 8 on Skis.

In response to customer request, Mahindra Aerospace and Airvan Alaska partnered with Airglas, Inc. for development of skis and larger nose fork. These two additions will expand utility of the Airvan 8 across Alaska, Canada and other countries with remote and unimproved airstrips.

Airvan 10.

Progress on the greatly anticipated Airvan 10 turbine aircraft continues here locally at the plant. The flight test team has a full program of testing culminating in a certification by CASA.



Airvan 8 on Floats



Financial Statement FOR YEAR ENDED 30 JUNE 2015

Comment of Full Year Forecast			
At year end \$64K was carried forward to 2015/16 year to enable ANEF and Marketing work which was not undertaken in 2014/15 to be completed in 2015/16.			
	Actual	Budget	Variance (Fav)/Unfav
Net Results by Cost Centre			
Latrobe Regional Airport Management	246,238	246,237	1
Latrobe Regional Airport - LANDSIDE	(336,107)	(301,241)	(34,866)
Latrobe Regional Airport - AIRSIDE	3,797	1,580	2,217
Latrobe Regional Airport - General Maintenance	101,873	103,424	(1,552)
Net Result	15,801	50,000	(34,200)
Net Results by Account Group			
Income:			
Other	(145,727)	(148,840)	3,113
Residence	(13,280)	(13,500)	220
Commercial	(386,000)	(386,003)	3
Trading / Light Commercial	(36,100)	(24,800)	(11,300)
Recreational / Non-Trading	(43,208)	(42,616)	(592)
Community Group/Service	(150)	(150)	0
Farm / Agistment	(21,950)	(21,950)	0
Latrobe City Contribution	.	.	.
Total Income	(646,415)	(637,859)	(8,556)
Expenditure:			
Salaries Wages & Oncosts	197,034	198,486	(1,452)
Other Employee Costs	12,626	14,208	(1,582)
Materials & Contracts	211,611	286,440	(74,829)
Internal Charge Costs	188,737	188,725	12
Bad & Doubtful Debts	-12,093	0	(12,093)
Transfer to Reserve	64,301	0	64,301
Total Expenditure	662,216	687,859	(25,643)
Net Result - Recurrent	15,801	50,000	(34,200)



Key Statistics

The Latrobe Regional Airport operates with an unconditional Civil Aviation Safety Authority Licence V007 and currently has approximately 26,000 aircraft movements a year excluding fire events.

Physical attributes of Latrobe Regional Airport include:

- Two all weather runways- 03/21:1430 metres sealed to 23 metres wide, and 09/27: gravel, 919 metres and 18 metres wide, and a grass strip 03/21 537 metres
- Pilot activated lighting (PAL) on 03/21
- Precision Approach Path Indicator (PAPI)
- Radio Navigation Aid, Non Directional Beacon (NDB)
- Fully sealed aprons
- Automatic Weather Information Service (AWIS)
- AFRU Beep Back
- Aviation Fuel, AVGAS and JET A1
- Modern air-conditioned terminal building
- Sealed public car-park
- On-site aircraft construction and maintenance facilities
- Emergency facilities including State Emergency Services, Country Fire Authority, Department of Environment, Land, Water and Planning fire bomber base and Ambulance Victoria's Helimed 1 helicopter ambulance and rescue service base
- Flying training and Charter flights available
- Serviced land available with direct access to runways for aviation-related business activities



One of our resident aircraft – F86 Avon Sabre



The Year Ahead

Latrobe Regional Airport is recognised by Latrobe City Council as one of its three main employment generating opportunities. It provides a vehicle for industry diversification which is a must for the continued growth of the City.

During the year ahead, further public consultation on the Latrobe Regional Airport Master Plan will be undertaken, and following this consultation the final Master Plan will be presented to Council for adoption and inclusion in the Latrobe Planning Scheme.

With the construction and upgrade of airport infrastructure now complete, and the Master Plan soon ready for adoption, our focus will turn to the marketing of this vital asset to the aviation/aerospace business community.

Already enquiries from potential new business tenants are being received and with the AIR 5428 pilot training program set to be announced at the East Sale RAAF base it is expected that more business opportunities will present themselves.

Latrobe Regional Airport is "Open for Business".



A friendly visitor – Army Chinook Helicopter

**14.2 FUNDING COMMITMENTS - LATROBE PERFORMING ARTS
CENTRE PROJECT**

General Manager

City Development

For Decision

PURPOSE

The purpose of this report is to seek Council's financial commitment towards the capital and ongoing operational costs associated with the construction and operation of the new Latrobe Performing Arts Centre (LPAC) and associated infrastructure; and to seek Council's endorsement that the site of the redeveloped Centre be known as the Latrobe Creative Precinct.

EXECUTIVE SUMMARY

Council has nominated LPAC as the number one priority capital works project. Funding is being sought from the State and Federal Government for the project on a matched funding basis. Council requires this matching contribution to be one third from the State Government, one third from the Federal Government and one third from Council.

Officers have confirmed through consultation with Regional Development Victoria (RDV) that an application to the State Government's State Regional Infrastructure Fund requires evidence of "confirmed funding sources". Additionally, attendance at a recent National Stronger Regions Fund (NSRF) workshop confirmed that the Federal Government's NSRF application requires "Evidence of Partner Funding".

As a result of the advice from State and Federal Government, there is a requirement that Council makes a firm commitment both to capital construction costs involved in the proposed development of LPAC, and also towards ongoing anticipated annual operational contributions.

In relation to capital funding, it is understood that Council's desire is to contribute an amount equal to that requested in both the State and Federal funding applications, that is, an equal three-way funding partnership. The quantum of the capital funding figure recommended in this report is \$8 million

In relation to ongoing operational contributions, in 2012 Council committed to funding an ongoing operational contribution of about \$1.1 million, albeit for a combined performing arts/convention facility. Available guidance from the appointed consultants at the time of this report's preparation indicates that Council should anticipate that an ongoing operational contribution for the redeveloped LPAC could be in the order of approximately \$1 million per annum.

Finally, given the wider range of creative industry functions envisaged to take place at the site of the redeveloped Centre, it is recommended that Council endorses a change of name so that the new LPAC and its associated facilities be known as the Latrobe Creative Precinct.

RECOMMENDATION

That Council:

- 1. Confirms that a commitment to capital funding of up to \$8 million for the construction of the new Latrobe Performing Arts Centre and associated infrastructure, on the condition that equal contributions are secured from State and Federal funding applications; and**
- 2. Confirms its commitment to providing the ongoing operational costs of the new Latrobe Performing Arts Centre, estimated to be in the order of \$1 million per annum.**
- 3. Resolves that the site of the redeveloped Latrobe Performing Arts Centre and surrounding facilities be known as the Latrobe Creative Precinct.**

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - 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 1: Job creation and economic sustainability

Theme 2: Affordable and sustainable facilities, services and recreation

Theme 5: Planning for the future

Strategic Directions

Work in partnership with business, industry and government to create new jobs and investment in Latrobe City.

Provide timely and targeted infrastructure to support economic growth and the marketability of Latrobe City to industry and investors.

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

Promote and support the development and economic return of the tourism and events sector.

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

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

BACKGROUND

On 6 July 2015, Council resolved to:

1. *Adopt the Review of the Latrobe Performing Arts and Convention Centre Feasibility Study and Business Case June 2015.*
2. *Consider the Latrobe Performing Arts and Convention Centre as two separate projects – Latrobe Performing Arts Centre and Latrobe City Convention Centre.*
3. *In relation to the Latrobe Performing Arts Centre:*
 - a. *confirm the site of the existing Latrobe Performing Arts Centre in Traralgon as the site for the new Latrobe Performing Arts Centre*
 - b. *Undertake a detailed business case for the Latrobe Performing Arts Centre including a strong evidence base for the new facility and confirmation of key design elements.*
 - c. *Engage a specialised theatre design consultant to confirm key design elements and complete a functional design brief to detail costs of the Latrobe Performing Arts Centre.*
 - d. *Establish a representative community working group to steer the business case and design for the Latrobe Performing Arts Centre.*
 - e. *Receive a report pending the outcome of the funding submission to the National Stronger Regions Fund – Round 2.*

Following the adopted resolution a tender process was conducted and in December 2015, Williams Boag Pty Ltd was appointed to undertake the detailed business case and functional design concept brief.

The consultants have now progressed their work to a point where applications to State and Federal Governments for funding assistance are being prepared.

Council Officers have confirmed through consultation with RDV that the State Government application requires evidence of “confirmed funding sources.” Additionally attendance at a National Stronger Regions Fund (NSRF) workshop confirmed that the Federal Government’s NSRF application requires “Evidence of Partner Funding”.

As a result of these advices there is a requirement that Council makes a firm commitment both to capital construction costs involved in the proposed new LPAC and also towards ongoing anticipated annual operational contributions.

Capital Costs

Council is required to confirm that it is prepared to commit capital funding towards the construction of the LPAC and associated infrastructure. It is understood that Council's desire is to contribute an amount equal to that requested in both the State and Federal funding applications - that is an equal three-way funding partnership.

The quantum of the capital funding figure recommended in this report is \$8 million. This is based on Officer's understanding of potential funding limits available and also upon guidance from the consultants as to what scale of building and quality of fitout might be obtained for different levels of funding commitment.

A larger capacity venue of approximately 800 seats will deliver more positive commercial outcomes and be more financially viable in ongoing operational terms than a smaller auditorium of 500 seats. In addition, a larger venue will reinforce the regional status of Latrobe City in terms of its place on the regional touring circuit and in turn attract productions of higher calibre and commensurate higher attendance levels.

Similarly, the extent and quality of equipment fitout required for a larger facility has also reinforced the need for a higher capital commitment than was envisaged some years prior.

A three-way capital commitment of \$8 million from each level of government will deliver a \$24 million facility of commercially-advantageous scale and with a quality level of fitout befitting a key regional city.

Ongoing Operational Costs

The 2012 Business Case prepared for Council in relation to a then proposed Performing Arts and Convention Centre made it clear that a projected annual operating subsidy of \$1.119 million would be required to operate the new LPAC.

Council's 2012/2013 Annual Report notes that "*The Business Case was completed and subsequently adopted by Council at the 3 September 2012 Ordinary Council Meeting*". It is implicit therefore that Council has previously committed to funding an ongoing operational contribution of more than \$1 million, albeit for a combined performing arts/convention facility.

Further and more recent guidance is available from a study conducted for Gosford's proposed new Arts & Convention Centre, which was funded to

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

an amount of \$10 million in Round 2 of NSRF grants. That application projected a first full year deficit of \$1,196,609, reducing to an anticipated Year 5 deficit of \$755,360.

At the time of preparation of this report the Business Case for the proposed new LPAC is still a work in progress, so a definitive financial projection is not yet available.

It would be prudent to anticipate that the ongoing operational deficit for the redeveloped Centre will be between \$800,000 and \$1 million per annum, depending on the level and nature of any commercial offsets ultimately incorporated into the design and the eventual operational success of the new venue.

It should be noted that the operation of the current facilities are approximately \$520,000 per annum. Therefore, an increase to \$1 million will result in a net increase to operational costs of approximately \$480,000 per annum.

Based on this rationale it is recommended that Council confirms its commitment to meeting ongoing operational costs of the new LPAC at a figure of approximately \$1 million per annum.

Latrobe Creative Precinct

The repurposed existing Latrobe Performing Arts Centre building, the new PAC and the surrounding facilities on the site, including the library, Maternal and Child Health Centre, Council Service Centre and Meeting Rooms will together provide a far greater range of creative industries services than was previously provided at this location.

To reflect the thrust of the new precinct, with its training, educational and vocational inclusions, performing arts activity, library and community meeting and other facilities, it is recommended that the site in future be known as the Latrobe Creative Precinct.

KEY POINTS/ISSUES

Funding applications currently being prepared for State and Federal Governments require evidence of Council's financial commitment to the LPAC project, both in terms of capital and ongoing operational funding.

Failure to provide such commitments may well jeopardise any potential positive funding application outcomes.

RISK IMPLICATIONS

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

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****FINANCIAL AND RESOURCES IMPLICATIONS**

It is anticipated that the capital funding commitment of \$8 million recommended in this report will be sourced through borrowings.

Ongoing operational costs will be met through annual budget allocations in the same manner as is currently provided to the existing facility. It is estimated this amount will increase by approximately \$480,000 to an amount of approximately \$1 million per annum.

INTERNAL/EXTERNAL CONSULTATION

Consultation has taken place with the appointed consultants and internally with relevant Council Officers.

Extensive community consultation in relation to this project has already occurred in the context of previous studies undertaken.

A project control group has been established with several community representatives.

OPTIONS

Council has the following options:

1. Not committing any capital funding towards the project, although this will likely jeopardise any chance of funding assistance being obtained from other levels of government.
2. Reducing the recommended level of capital funding, with commensurate restrictions upon the scale and fitout of the redeveloped LPAC.
3. Not committing to meeting the likely ongoing operational costs of the redeveloped LPAC, which will likely jeopardise any chance of funding assistance being obtained from other levels of government.

CONCLUSION

This report has sought Council's financial commitment towards the capital and ongoing operational costs associated with the construction and operation of the new LPAC as is required in terms of meeting the requirements of State and Federal Funding applications.

It recommends a capital funding commitment of up to \$8 million towards the construction of the new LPAC. This is conditional to equal contributions being secured from State and Federal funding applications. In addition to this, a commitment to meeting the ongoing operational costs of the LPAC, which are likely to be in the order of approximately \$1 million per annum.

SUPPORTING DOCUMENTS

Nil

Attachments
Nil

INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

15.1 COMMUNITY GRANT REQUEST FROM TRARALGON SOUTH & DISTRICT MEN'S SHED MCW15160020

General Manager

Infrastructure and Recreation

For Decision

PURPOSE

The purpose of this report is to table correspondence received from the Traralgon South & District Association, seeking Council's approval for the group change part of the original 2015/16 community grant project number MCW15160020, towards the purchase of more suitable equipment for the Traralgon South & District Association Men's Shed.

EXECUTIVE SUMMARY

In the 2015/16 Community Grants Program the Traralgon South & District Association applied for a grant to purchase a variety of equipment, intended be used for the purpose of setting up the Traralgon Men's Shed as a facility for other groups to utilise when holding meetings, events etc.

Traralgon South & District Association was successful in their application and \$5,000 was awarded to the group.

On 5 December 2015, the Traralgon South & District Association wrote to Council and requested a small change to their original project. The group now wishes to exclude the purchase of tables and chairs and instead request to purchase a surround sound system, DVD/blu ray player, speakers and set top box. This equipment will provide better use to other groups when using the facility for meetings and other events.

RECOMMENDATION

That Council grants permission to the Traralgon South & District Association to purchase a surround sound system, DVD/blu ray player, speakers and set top box, in lieu of purchasing tables and chairs from the \$5,000 awarded to the group for their 2015/16 Community Grants Project Number MCW15160020.

DECLARATION OF INTEREST

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

OFFICER COMMENTS

In the 2015/16 Community Grants Program, Council approved the following project for the Traralgon South & District Association:

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

- Project number MCW151600020, description as follows:
 - *Priority 1 – Purchase of equipment for room hire being: overhead projector, screen, electronic whiteboard, chairs & tables, laptop and printer*

The amount of \$5,000 was awarded to the Traralgon South & District Association for the above project.

On 5 December 2015 (Kerry Henry), Coordinator of the Traralgon South & District Association wrote to Latrobe City Council requesting permission to change several components of their original project to allow the group to provide state of the art equipment for users of the Traralgon South & District Men's Shed.

A copy of the correspondence, including a quote for the new proposed equipment is attached for Council's information. Refer to attachment 1 and 2.

Traralgon South & District Association have advised they will proceed with part of their original project and will purchase the following equipment: '*overhead projector, electronic whiteboard, laptop and a printer*'. However, instead of purchasing tables and chairs as originally proposed, Traralgon South & District Association are now requesting to purchase: '*surround sound system, DVD/blu ray player, speakers and set top box*'.

The proposed new project by the Traralgon South & District Association is considered to be consistent with Latrobe City Council's Community Grants Program Guidelines.

Attachments

1. Request to change 15/16 grant project MCW151600020
2. Quote for new proposed project

19.1

Community Grant Request from Traralgon South & District Men's Shed MCW151600020

- 1 Request to change 15/16 grant project MCW151600020 119**
- 2 Quote for new proposed project 121**



3 Keith Morgan Drive (PO Box 3132) Traralgon South 3844

Phone: 5195 5376

Email: tsda@netspace.net.au

Website: www.tsda.org.au

3 December 2015

Caroline Bolding
Latrobe City Council
E: Carol.Bolding@latrobe.vic.gov.au

Dear Caroline,

RE: CHANGES TO GRANT – PURCHASE EQUIPMENT TO PROMOTE ROOM HIRE - MCW151600020

Thank you for the approval for Traralgon South & District Association - Latrobe City - 2015/2016 Community Grant Program. We applied to purchase Equipment to promote Room Hire at the TSDA Community/Men's Shed; it is our aim to offer Community Groups, Businesses and Corporations another option when choosing a venue for the event/meeting. This grant will allow us to purchase the needed equipment to promote our venue.

We would like to request for some changes to the equipment being purchased, in the grant we included tables and chairs we would like to remove these items and instead purchase the following:

- Surround sound
- DVD/blu ray
- Speakers and set top box

These changes will allow us to have the state of the art equipment not only for the above mentioned groups but also our Youth Group who meet here at the shed on a fortnightly basis, and due to the lack of current equipment tend to go off campus for some activities that could be held on site.

We will still be purchasing overhead projector, Electronic Whiteboard, Laptop and Printer.

Thank you for your time and I am available for more information at your convenience. Attached is a copy of the quote for the changes.

Regards

Kerry Henry
Shed Coordinator

Good afternoon,

I have put a package together for you to look at, it is an all in one home theatre (bluray amp and speakers) with a set top box

Set top box \$55 and the home theatre ht-j7750w \$998 (very impressive for an all in one system)

Total \$1053

Please call or email me with any further question

Kind regards

Paul Kendall-Jones | Manager

T: 03 5175 6722

F: 03 5175 6799

E: paul.kendalljones@au.harveynorman.com

Harvey Norman

AV/IT Superstore Traralgon Pty Ltd ACN 144590661

Address: 123 Argyle Street, Traralgon Vic 3844

Switch: 03 5175 6700



www.harveynorman.com.au

Please consider the environment before printing this email

COMMUNITY SERVICES

16. COMMUNITY SERVICES

Nil reports

CORPORATE SERVICES

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

17. CORPORATE SERVICES

17.1 ASSEMBLIES OF COUNCILLORS

General Manager

Corporate Services

For Decision

PURPOSE

The purpose of this report is to present to Council, the Assembly of Councillor forms submitted since the Ordinary Council Meeting held 7 December 2015.

EXECUTIVE SUMMARY

The following Assemblies of Councillors have taken place:

Date:	Assembly Details / Matters Discussed:	In Attendance:	Conflicts of Interest Declared:
25 November 2015	Latrobe City International Relations Committee Meeting	Councillors: Cr Christine Sindt, Cr Peter Gibbons, Cr Darrell White. Officers: Jason Membrey, Aki Sakaki	Nil
03 December 2015	Budget Priorities Workshop	Councillors: Cr Christine Sindt, Cr Dale Harriman, Cr Darrell White, Cr Graeme Middlemiss, Cr Michael Rossiter, Cr Peter Gibbons, Cr Sandy Kam Officers: Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Jamey Mullen, Matthew Rogers, Angelo Saridis, Courtney Aquilina	Cr Kam
08 December 2015	Churchill & District Community Hub Advisory Committee	Councillors: Cr Darrell White Officers: Kate Kerslake, Carole Ayres	Nil
09 December 2015	Morwell Town Common Development Plan Project Control Group	Councillors: Cr Christine Sindt, Cr Graeme Middlemiss Officers: Simon Clark	Nil

ORDINARY COUNCIL MEETING AGENDA 08 FEBRUARY 2016 (CM477)

22 December 2015	Latrobe Performing Arts Centre Project Reference Group	<p>Councillors: Cr Christine Sindt, Cr Dale Harriman, Cr Peter Gibbons</p> <p>Officers: Phil Stone, Michael Bloyce, Emma Lewis, Libby Langford</p>	Nil
12 January 2016	Latrobe City International Relations Committee Meeting	<p>Councillors: Cr Christine Sindt, Cr Darrell White, Cr Peter Gibbons</p> <p>Officers: Jason Membrey, Aki Sakaki</p>	Nil

RECOMMENDATION

That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 25 November 2015 to 12 January 2016.

DECLARATION OF INTEREST

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

Attachments

1. Latrobe City International Relations Committee - 25 November 2015
2. Budget Priorities Workshop - 3 December 2015
3. Churchill & District Community Hub Advisory Committee - 9 December 2015
4. Morwell Town Common Development Plan Project Control Group - 9 December 2015
5. Latrobe Performing Arts Centre Project Reference Group - 22 December 2015
6. Latrobe City International Relations Committee - 12 January 2016

17.1

Assemblies of Councillors

1	Latrobe City International Relations Committee - 25 November 2015	129
2	Budget Priorities Workshop - 3 December 2015	133
3	Churchill & District Community Hub Advisory Committee - 9 December 2015	135
4	Morwell Town Common Development Plan Project Control Group - 9 December 2015.....	137
5	Latrobe Performing Arts Centre Project Reference Group - 22 December 2015	141
6	Latrobe City International Relations Committee - 12 January 2016.....	143



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for Explanation/Guide Notes}.

Assembly details:	Latrobe City International Relations Committee Meeting
Date:	Wednesday 25 November 2015
Time:	5.00 pm to 7.15 pm
Assembly Location:	Latrobe City Council, Traralgon Service Centre, Macfarlane Burnet Meeting Room

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Jason Membrey, Coordinator Events and International Relations Aki Sakaki, Acting International Relations Officer		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Schedule Latrobe City International Relations Committee Meeting. Agenda items include: <ul style="list-style-type: none"> • 2015 Sports Exchange Program to China presentation by participants • 2016 IRC Meeting Dates Scheduling • Debrief Takasago Official Meeting with Latrobe City • 2016 Sister Cities Festival • Federation University Australia Gippsland workshop • Draft Latrobe City International Relations Advisory Committee Terms of Reference in accordance with Council's Terms of Reference template. 		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	N/A		



Times that Officers / Councillors left/returned to the room:	N/A
--	-----

Completed by: (Jason Membrey, Coordinator Events and International Relations 26/11/2015)
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 Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- 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.

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- 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.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Budget Priorities Workshop
Date:	3 December 2015
Time:	5.00PM – 9.00PM
Assembly Location:	(Latrobe City Council Offices) Morwell HQ

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Sarah Cumming, Sara Rhodes-Ward, Phil Stone, Jamey Mullen, Matthew Rogers, Angelo Saridis, Courtney Aquilina		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Budget parameters for 2016/17 Priorities for 2016/17 and beyond		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:	Multiple occasions between 8.00pm and 9.00pm Cr Kam attended via phone link and was muted at times when Cr Kam identified a conflict.		

Completed by: Angelo Saridis, Manager Performance and Innovation 8 December 2015



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 Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- 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;

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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.

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- 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:

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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;
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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Churchill & District Community Hub Advisory Committee
Date:	Tuesday 8 December 2015
Time:	5.00pm to 5.48pm
Assembly Location:	Churchill & District Community Hub meeting room.

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Kate Kerslake – a/g Mgr Family Services Carole Ayres – Executive Assistant Community Services (secretariat support)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Churchill Town Hall Usage Data Retaining wall for rear yard Library Hours Transfer of lease from Monash Uni to Federation Uni – Pooh Corner Latrobe City Council/Churchill Neighbourhood Centre Draft MOU Park Run Proposal request to start and finish at HUB		
Confidential/ Not confidential	Not confidential.		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: *Kate Kerslake, a/g Manager Family Services. Wednesday 9 December 2015*

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 Councillors, the Chief Executive Officer must ensure that a written record is kept of:

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- 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;

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Brief Explanation:

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*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.*

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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:

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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;
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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Morwell Town Common Development Plan Project Control Group
Date:	9 December 2015
Time:	5:03pm
Assembly Location:	BRATAUALOONG ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark – Coordinator Recreation Liaison		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ol style="list-style-type: none"> 1. Simon informed the meeting that he had been unable to find reliable statistics regarding the usage patterns of Liberty Swings throughout Victoria however he had obtained a locations list for the units. Simon expressed that it appeared common practice that the swings were regularly used by resident families in each location. Simon also noted that the locations of the units in Victoria were strategically placed and no two units appeared to be located too close to each other. The Committee requested that the Rotary Club give a clear indication of their position on the swing project before the Committee conducts any further discussions on the matter. Cr Sindt asked if there were any other unique AAA play items that could be installed. 2. The Committee discussed the historical sign project with Cr Middlemiss recommending that if further information remains difficult to find especially old photos, that the Graphic Designer be engaged to work with what the Committee have and also provide drawn graphics of items such as Circuses, March Girls, cattle yards etc. The Committee agreed. 3. Simon presented an email from Latrobe City Council's Recreation and Open Space Planning Officer Kat Marshall, recommending that a gate was not required on the White Street carpark entrance. The Committee discussed the recommendation and resolved to accept it. 		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
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	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
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):

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Section 80A(3)

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Latrobe Performing Arts Centre Project Reference Group
Date:	22.11.2015
Time:	4:30pm – 6:00pm
Assembly Location:	Latrobe Performing Arts Centre

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Phil Stone, Michael Bloyce, Emma Lewis and Libby Langford.		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Latrobe Performing Arts Centre - Business Case - Functional Concept Design		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			

Completed by: Michael Bloyce, Manager Arts and Events, 22.12.2015



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):

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Latrobe City International Relations Committee Meeting
Date:	Tuesday 12 January 2016
Time:	4.30 pm to 6.15 pm
Assembly Location:	Latrobe City Council, Nambur Wariga Meeting Room Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Jason Membrey, Coordinator Events and International Relations Aki Sakaki, Acting International Relations Officer		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Schedule Latrobe City International Relations Committee Meeting. Agenda items include: <ul style="list-style-type: none"> • 2016 Assistant Language Teacher Program in Takasago Japan • 2016 Sister Cities Festival • Opportunity of Japanese Assistant Language Teacher Program being reciprocated in Latrobe City • Study in Latrobe City • Draft Latrobe City International Relations Advisory Committee Terms of Reference in accordance with Council's Terms of Reference template. • 2016 Sports Exchange Program 		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	N/A		



Times that Officers / Councillors left/returned to the room:	N/A
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Completed by: (*Jason Membrey, Coordinator Events and International Relations 14/01/2016*)
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*):

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- 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.

17.2 QUARTERLY FINANCE REPORT - DECEMBER 2015

General Manager

Corporate Services

For Information

PURPOSE

The purpose of this report is to present the December 2015 Quarterly Finance Report.

EXECUTIVE SUMMARY

This report meets the requirements of the *Local Government Act 1989* to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.

The report is provided for Council's information.

RECOMMENDATION

That Council receives and notes the December 2015 Quarterly Finance Report for the six months ended 31 December 2015, in accordance with the requirements of the *Local Government Act 1989*.

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

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

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Governance

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

Strategic Direction – Regularly report Council decisions and performance to the community

Legislation –

Local Government Act 1989

BACKGROUND

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 31 December 2015 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results for the first three months of the financial year.

KEY POINTS/ISSUES

The attached report provides the overall outcomes of the first half of the 2015/2016 financial year together with forecasted year end results compared to budget. They key issues of note are:

- The “Income Statement” report forecasts a surplus result for the full financial year of \$4.6M which is an unfavourable variance of \$7.3M to the original budget. This is mainly due to expenditure relating to income which was received in the 2014/15 financial year where projects are ongoing or grants received relating to 2015/16 were advanced to Council earlier.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with a \$101.9M in current assets compared to \$23.6M current liabilities.
- The “Statement of Cash Flows” shows that Council has \$48.5M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The “Statement of Capital Works Statement” shows a forecast expenditure of \$47.2M compared to the budget of \$35.2M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. Roads to Recovery and Blackspot programs.
- The “Financial Performance Ratios’ indicate that Council remains within the industry expected ranges.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works expenditure to date and full year forecasts, together with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

RISK IMPLICATIONS

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

This report assists in ensuring legislative requirements are met.

FINANCIAL AND RESOURCES IMPLICATIONS

The attached report provides details of budget variances for the six months to 31 December 2015 and the forecasted full financial year.

INTERNAL/EXTERNAL CONSULTATION

No consultation was required in the preparation of this report.

OPTIONS

The requirement to report on financial and key strategic actions quarterly is a statutory requirement, therefore the options that exist are:

1. Council receives and notes the December 2015 Quarterly Finance Report for the six months ended 31 December 2015, in accordance with the requirements of the *Local Government Act 1989*; or
2. Council seeks additional information.

CONCLUSION

The attached report provides financial details, as required by the Local Government Act 1989. The report indicates that Council is operating within the parameters of its 2015/2016 adopted budget. Variances arising from the timing of the receipt of Victoria Grants Commission funding and other higher than expected carry forward funds which led to a higher than expected surplus in 2014/2015 have resulted in a forecasted decreased operating surplus for the current financial year.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Quarterly Finance Report - December 2015

17.2

Quarterly Finance Report - December 2015

- 1 Quarterly Finance Report - December 2015 151**



Quarterly Finance Report

December 2015

LATROBE 2026

In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.

DECEMBER 2015 Quarterly Report Summary**KEY ISSUES**

The attached report provides the overall outcomes of the first quarter of the 2015/2016 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$4.6M which is an unfavourable variance of \$7.3M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with a \$101.9M in current assets compared to \$23.6M current liabilities.
- The "Statement of Cash Flows" shows that Council has \$48.5M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Statement of Capital Works Statement" shows a forecast expenditure of \$47.2M compared to the budget of \$35.2M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

BACKGROUND

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. In addition the quarterly budget review process provides a key form of financial control and planning within the organisation.

INCOME STATEMENT ANALYSIS**Overview**

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand our existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. In 2014/2015 Council achieved a surplus of \$24.9M which was \$13M favourable to budget largely due to 2015/2016 Federal Assistance Grants advanced early by the Victoria Grants Commission \$5.7M together with income generated that had not yet been spent for ongoing projects and commitments. This larger than expected surplus in 2014/2015 is currently expected to result in a \$7.3M reduced surplus in the current year due to the subsequent reduction in grants income and an increase in materials and services expenditure as Council completes the projects and meets the commitments that the prior year funding was generated for.

Year to date

The year to date result shows an operating position of \$42.3M surplus which is \$1.1M favourable to budget. The key items that make up this variance are as follows;

- Rates and charges (\$0.6M favourable) due to higher than expected growth in supplementary rates valuations.
- User Fees (\$0.7M favourable) mainly due to higher than anticipated Landfill and subdivision supervision fees to date.
- Grants - Capital (\$0.4M favourable) mainly a result of grants budgeted to be received in the previous financial year that were not received until the first quarter of the current financial year the most significant being Landslip remediation (\$0.2M) and the Moe Rail Precinct Revitalisation Project (\$0.1M).
- Grants - Operating (\$3.0M unfavourable) mainly a result of Victoria Grants Commission and Healthy Communities funding that was budgeted for in the current financial year but advanced earlier to Council in the 2014/15 year.

DECEMBER 2015 Quarterly Report Summary**Full year forecast**

The full year forecasted result shows an operating surplus of \$4.6M which is an \$7.3M unfavourable variance to the adopted budget. The key items that make up this variance are as follows;

- Materials and Services (\$7.2M unfavourable) mainly associated with additional expenditure associated with the surplus that was generated in the 2014/15 financial year. The funds have been carried over to complete projects and meet new requirements that have arisen since the budget was compiled e.g. Morwell Main Drain issues (\$0.5M), Mine Fire Enquiry (\$0.2M), Performing Arts Centre design (\$0.7M), Dunbar Rd depot site rehabilitation(\$0.3M), Lighting Latrobe project, (\$0.2M) Health Conservation Zone (\$0.3M), Future Project Designs (\$0.4M), Streetscape beautification (\$0.25M) and Home Maintenance program (\$0.3M).
- Grants – Operating (\$6.2M unfavourable) mainly a result of Victoria Grants Commission (\$5.7M) and Healthy Communities (\$1.0M) funding that was budgeted for in the current financial year but advanced to Council in the 2014/15 year.
- Grants – Capital (\$5.2M favourable) mainly due to funding for the Moe Rail Precinct Revitalisation (\$2.8M), Hazelwood Pondage Caravan Park Waste water upgrade (\$1.0M) and Landslip Remediation (\$0.5M) projects that had been budgeted to be received in the 2014/15 financial year but was not received until the first half of the current year. In addition extra funding has been approved for the Roads to Recovery (\$1.0M) and National Blackspot (\$0.5M) Programs.
- Employee costs (\$0.9M favourable) mainly due to savings from vacant staffing positions and lower than expected workcover costs (\$0.09M) due to lower than anticipated wages and fringe benefits tax expenses (\$0.05M) mainly as result of fleet reductions.

These comprise the major variances identified at this time some further explanations can be found in the attached statements. The current forecast only projects a minimal carry forward of funds at the end of the current financial year and does not assume that the Grants Commission funding will be advance in June again therefore as the year progresses there is a high probability that the forecasted surplus will be higher than the current forecast.

BALANCE SHEET

The significant movements in the balance sheet over the first six months were as follows;

- Cash and Cash Equivalents (\$10.0M decrease) together with Other Financial Assets (i.e investments) (\$4.0M decrease). The overall reduction is mainly due to Council spending more than it receives in the first few half of the financial year as most of the rates income is received later in the financial year together with the Victoria Grants Commission funding advance in June meant a smaller than normal first two instalments.
- Trade and Other receivables (\$44.1M increase) this is primarily due to the annual rates notices being raised in July and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the year, with February being the main month as annual payments and third instalments due.
- Other Assets (\$1.3M decrease) is primarily due to amounts that were treated as prepayments at 30 June 2015. These amounts have now been reversed into the current financial year.
- Payables (\$12.6M decrease) is primarily due to amounts that were outstanding to suppliers at 30 June 2015. These amounts have now been paid in the current financial year.
- Interest –bearing liabilities (\$1.2M decrease) reflects loan principal repayments made during the first six months.
- Trust Funds and Deposits (\$2.6M increase) mainly reflects Fire Services Property Levy amounts received that must be remitted to the State Revenue Office by the next due date in February 2016.

DECEMBER 2015 Quarterly Report Summary**STATEMENT OF CASH FLOWS**

The budgeted cash & financial assets at the beginning of the year of was \$40.8M however the actual opening balance was \$62.5M. This additional \$21.7M was mainly a result of additional carry forward capital works projects and recurrent funding including \$5.7M of Victoria Grants Commission 2015/16 funding that was advanced to Council late in the 2014/15 financial year.

STATEMENT OF CAPITAL WORKS

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure e.g. Community Minor Capital Grants Program.

As at the 31 December 2015 Council had spent \$14.3M on capital works mostly on Roads projects \$5.7M and Property (land & buildings) \$5.7M. Whilst the full year forecast shows an additional \$12.0M expenditure this is primarily associated with funds carried forward for projects commenced or that were budgeted to commence in the 2014/15 financial year. The most significant other variances relate to additional government grants funding to be received for Roads to Recovery \$1.0M and Federal Blackspot Funding \$0.5M.

FINANCIAL PERFORMANCE RATIOS

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the first half of the financial year show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

STANDARD INCOME STATEMENT
For The Quarter Ended 31 December 2015

	NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
INCOME							
Rates and charges	1	72,460	71,873	587	72,482	71,900	582
Statutory fees and fines	2	867	814	53	1,871	1,835	36
User fees	3	7,289	6,625	664	14,158	14,229	(71)
Grants - operating	4	9,118	12,078	(2,960)	17,673	23,884	(6,211)
Grants - capital	5	3,352	2,948	404	15,763	10,522	5,241
Contributions - monetary	6	279	40	238	298	140	159
Contributions - non monetary	7	0	0	0	2,000	2,000	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	341	0	341	322	0	322
Other income	9	1,896	1,710	187	3,473	3,382	92
TOTAL INCOME		95,602	96,089	(487)	128,040	127,892	148
EXPENSES							
Employee costs	10	24,560	25,169	610	52,522	53,373	851
Materials and services	11	15,079	16,175	1,096	42,461	35,305	(7,157)
Bad and doubtful debts	12	5	8	3	14	16	2
Depreciation and amortisation	13	11,445	11,473	28	23,562	22,946	(616)
Borrowing costs	14	571	562	(10)	1,019	1,076	57
Other expenses	15	1,601	1,451	(150)	3,830	3,214	(616)
TOTAL EXPENSES		53,261	54,837	1,576	123,410	115,930	(7,480)
SURPLUS (DEFICIT) FOR THE YEAR		42,341	41,252	1,090	4,630	11,962	(7,331)

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**1. Rates and charges**

Year to Date - \$0.587M Favourable

The favourable variance is primarily a result of higher than anticipated supplementary rates growth.

Full Year - \$0.582M Favourable

The favourable variance is primarily a result of higher than anticipated supplementary rates growth.

2. Statutory fees and fines

Year to Date - \$0.053M Favourable

The minor favourable variance largely due to higher than expected planning permit income.

Full Year - \$0.036M Favourable

The minor favourable variance largely due to higher than expected planning permit income.

3. User fees

Year to Date - \$0.664M Favourable

The favourable variance is primarily a result of higher than anticipated landfill gate fees and subdivision supervision fees.

Full Year - (\$0.071M) Unfavourable

The unfavourable variance is mainly due to reduced child & home care fees expected which is offsetting additional income to be received in landfill gate and subdivision supervision fees.

4. Grants - operating

Year to Date - (\$2.960M) Unfavourable

The unfavourable variance is mainly due to Victoria Grants Commission (VGC) (\$2.9M) funding being advanced to Council in June 2015 and therefore was included as income in the 2014/15 financial year together with Healthy Communities program funding reductions (\$1.0M). These variances have been partially offset by additional unbudgeted grants received for Future Morwell Urban Design Revitalisation Plan \$150K, Preschools \$220K and Natural Disaster funding \$115K, together with other favourable timing variances.

Full Year - (\$6.211M) Unfavourable

The unfavourable variance is mainly due to Victoria Grants Commission (VGC) (\$5.7M) and Healthy Communities program (\$1.0M) funding being advanced to Council in June 2015 and therefore was included as income in the 2014/15 financial year. These variances have been partially offset by additional unbudgeted grants identified in the year to date comments.

5. Grants - capital

Year to Date - \$0.404M Favourable

The favourable variance is mainly due to funding for Landslip remediation (\$0.2M), Moe Rail Precinct Revitalisation (\$0.1M) and Boolarra Railway Park Upgrade (\$0.07M) projects that had been budgeted to be received in the 2014/15 financial year but was not received until the first quarter of the current year.

Full Year - \$5.241M Favourable

The additional funding forecasted is mainly funding for the Moe Rail Precinct Revitalisation (\$2.8M), Hazelwood Pondage Caravan Park Waste water upgrade (\$1.0M), and Landslip Remediation (\$0.5M) projects that had been budgeted to be received in the 2014/15 financial year but was not received until the first half of the current year. In addition extra funding has been approved for the Roads to Recovery (\$1.021M) and National Blackspot (\$0.506M) Programs. Partially offsetting these variances is an unfavourable variance of \$0.75M relating to grants budgeted in 2015/16 for the Heavy Industrial Park Infrastructure project that were recognised in the 2014/15 financial year due to expenditure being incurred earlier than anticipated in the budget.

6. Contributions - monetary

Year to Date - \$0.238M Favourable

The favourable variance is mainly due to drainage infrastructure and public open space contributions received from developers that were not anticipated in the adopted budget. All funds received from developers are transferred to a reserve to meet future capital works requirements relating to each development.

Full Year - \$0.159M Favourable

The favourable variance is mainly due to drainage infrastructure and public open space contributions received from developers that were not anticipated in the adopted budget. All funds received from developers are transferred to a reserve to meet future capital works requirements relating to each development.

7. Contributions - non monetary

Year to Date - \$0.000M Nil Variance

No variance.

Full Year - \$0.000M Nil Variance

No variance is forecasted at this stage.

8. Net gain (loss) on disposal of property, infrastructure, plant and equipment

Year to Date - \$0.341M Favourable

The favourable variance associated with plant and fleet trade-ins to date together with a surplus received over book value for the ex Traralgon Early Learning Centre.

Full Year - \$0.322M Favourable

It is expected that the year to date favourable variance will be largely maintained through to the end of financial year.

9. Other income**Year to Date - \$0.187M Favourable**

The favourable variance is mainly due to the earlier than expected raising rental income for the financial year, together with higher than anticipated penalty interest raised on outstanding rates accounts and interest on investments.

Full Year - \$0.092M Favourable

The additional income forecasted to be received is mainly a result of higher than anticipated penalty interest raised on outstanding rates accounts and interest on investments.

10. Employee costs**Year to Date - \$0.610M Favourable**

The favourable variance is mainly due to savings from vacant staffing positions and a lower than anticipated workcover levy for 2015/16.

Full Year - \$0.851M Favourable

Full year savings are forecasted as a result of staff vacancies, the organisation realignment and lower than expected workcover costs (\$0.09M) due to lower than anticipated wages and fringe benefits tax expenses (\$0.05M) mainly as result of fleet reductions.

11. Materials and services**Year to Date - \$1.096M Favourable**

The favourable variance is mainly associated with reductions in the Healthy Communities program expenditure as a result of government ceasing funding for this program (\$0.5M). The remaining variance is largely due to expenditure which will be incurred later than anticipated.

Full Year - (\$7.157M) Unfavourable

The unfavourable variance is mainly associated with additional expenditure associated with the surplus that was generated in the 2014/15 financial year. The funds have been carried over to complete projects and meet new requirements that have arisen since the budget was compiled e.g. Morwell Main Drain issues (\$0.5M), Mine Fire Enquiry (\$0.2M), Performing Arts Centre design(\$0.7M), Dunbar Rd depot site rehabilitation (\$0.26M), Lighting Latrobe project (\$0.2M), Health Conservation Zone (\$0.25M), Future Project Designs (\$0.4M), Streetscape beautification (\$0.25M) and Home Maintenance program (\$0.3M).

12. Bad and doubtful debts**Year to Date - \$0.003M Favourable**

Minor variance.

Full Year - \$0.002M Favourable

Minor variance.

13. Depreciation and amortisation

Year to Date - \$0.028M Favourable

The favourable variance is mainly due to the current Landfill cell being fully depreciated/amortised and the new cell not being opened as early as was anticipated (\$1.6M). This has been largely offset by unfavourable variances in infrastructure depreciation as a result of a revaluation that was applied at 30 June 2015.

Full Year - (\$0.616M) Unfavourable

The unfavourable variance is a result of higher than expected depreciation expenses for Infrastructure that was revalued at the end of June 2015. The increase in values and better than expected condition ratings have caused an expected increase of \$2.86M over budget. This has been largely offset by reductions in depreciation and amortisation of landfill cells. Changes to the accounting treatment of landfills made at the end of June 2015 in consultation with Council's auditors resulted in the balances of all closed cells being written off earlier than anticipated. In addition the current cell at Hyland Way has been fully depreciated and the new cell is not expected to commence accepting waste (and depreciating) until February 2016.

14. Borrowing costs**Year to Date - (\$0.010M) Unfavourable**

Minor variance.

Full Year - \$0.057M Favourable

Lower than expected interest rates for the borrowings drawn down in the 2014/15 financial year will result in a favourable full year variance.

15. Other expenses**Year to Date - (\$0.150M) Unfavourable**

The unfavourable variance is mainly due to additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received (\$0.2M), together with additional expenditure to be funded from funds carried forward from the 2014/15 financial year and additional government grants e.g. funds carried forward for Future Morwell project (\$0.57M). This has been partially offset by reductions in some projects e.g. Healthy Communities due to the reduction in government grants received (\$0.08M).

Full Year - (\$0.616M) Unfavourable

The unfavourable variance is mainly due to additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received (\$0.2m), increase internal audit allocations (\$0.1M), together with additional expenditure to be funded from funds carried forward from the 2014/15 financial year and additional government grants e.g. funds carried forward for Future Morwell project (\$0.15M) and Community Minor Capital Grants program (\$0.07M).

RECONCILIATION OF STANDARD INCOME STATEMENT TO CASH BUDGET
For The Quarter Ended 31 December 2015

NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
Operating Surplus (Deficit)	42,341	41,252	1,090	4,630	11,962	(7,331)
Reconciliation to Cash Budget						
Plus Depreciation	11,445	11,473	(28)	23,562	22,946	616
Plus Written Down Value of Assets Disposed	1,139	250	889	2,500	719	1,781
Less Developer Contributed assets	0	0	0	(2,000)	(2,000)	0
Less Capital Expenditure	(14,346)	(13,489)	(856)	(47,203)	(35,226)	(11,977)
Less Loan Principal Repayments	(1,157)	(1,158)	0	(2,360)	(2,360)	0
Less Landfill Rehabilitation Expenditure	(64)	(200)	136	(4,317)	(3,240)	(1,077)
Plus Internal Transfers	24,299	7,776	16,522	25,870	7,199	18,671
Net Total Non-Operating items	(21,316)	(4,652)	(16,664)	3,948	11,962	(8,014)
Cash Budget Surplus (Deficit)	63,657	45,904	17,753	683	0	683

STANDARD INCOME STATEMENT
For The Quarter Ended 31 December 2015 Compared To Previous Financial Year

	2015/16			2014/15		
	YTD Actuals	YTD Budgets	Variance YTD Act/Bud	YTD Actuals	YTD Budgets	Variance YTD Act/Bud
INCOME						
Rates and charges	72,460	71,873	587	69,472	69,162	310
Statutory fees and fines	867	814	53	807	609	198
User fees	7,289	6,625	664	7,254	6,317	
Grants - operating	9,118	12,078	(2,960)	16,725	18,085	(1,361)
Grants - capital	3,352	2,948	404	0	0	
Contributions - monetary	279	40	238	543	25	518
Contributions - non monetary	0	0	0	0	0	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	341	0	341	73	(0)	73
Other income	1,896	1,710	187	1,886	1,807	79
TOTAL INCOME	95,602	96,089	(487)	96,761	96,006	(182)
EXPENSES						
Employee costs	24,560	25,169	610	23,820	24,872	1,051
Materials and services	15,079	16,175	1,096	15,198	16,997	1,799
Bad and doubtful debts	5	8	3	11	7	(4)
Depreciation and amortisation	11,445	11,473	28	9,826	11,650	1,824
Borrowing costs	571	562	(10)	493	594	101
Other expenses	1,601	1,451	(150)	1,468	1,473	6
TOTAL EXPENSES	53,261	54,837	1,576	50,816	55,592	4,776
SURPLUS (DEFICIT) FOR THE YEAR	42,341	41,252	1,090	45,945	40,413	4,594

STANDARD BALANCE SHEET
As at 31 December 2015

	Current Balance \$'000s	Balance as at 30/06/2014 \$'000s	Movement for Year to Date \$'000s	Balance as at 31/12/2014 \$'000s
CURRENT ASSETS				
Cash and Cash Equivalents	8,258	18,242	(9,984)	12,177
Trade and Other Receivables	52,310	8,196	44,114	53,111
Other Financial Assets	40,260	44,298	(4,038)	26,500
Non-Current Assets Held for Sale	0	926	(926)	0
Other Assets	1,025	2,352	(1,327)	328
Total Current Assets	101,853	74,015	27,839	92,115
NON CURRENT ASSETS				
Property, Plant and Equipment	1,156,888	1,154,114	2,774	1,030,716
Intangible Assets	262	348	(86)	727
Trade and Other Receivables	7	7	0	17
Financial Assets	2	2	0	2
Total Non-Current Assets	1,157,159	1,154,472	2,687	1,031,463
TOTAL ASSETS	1,259,012	1,228,486	30,526	1,123,578
CURRENT LIABILITIES				
Payables	740	13,338	(12,599)	617
Interest-bearing Liabilities	4,552	5,710	(1,157)	9,515
Provisions - Employee Benefits	10,805	11,448	(644)	10,066
Provisions - Landfill	2,261	2,325	(64)	1,963
Trust Funds and Deposits	5,258	2,610	2,648	4,871
Total Current Liabilities	23,616	35,431	(11,815)	27,033
NON CURRENT LIABILITIES				
Interest-bearing Liabilities	14,684	14,684	0	8,828
Provisions - Employee Benefits	1,553	1,553	0	1,370
Provisions - Landfill	17,224	17,224	0	12,012
Total Non-Current Liabilities	33,460	33,460	0	22,211
TOTAL LIABILITIES	57,076	68,891	(11,815)	49,244
NET ASSETS	1,201,936	1,159,595	42,341	1,074,334
EQUITY				
Current Year Surplus/(Deficit)	42,341	24,855	17,486	45,945
Accumulated Surplus	650,252	625,647	24,606	625,803
Reserves	509,343	509,093	249	402,587
TOTAL EQUITY	1,201,936	1,159,595	42,341	1,074,334

STANDARD CASH FLOW STATEMENT

For the Quarter ended 31 December 2015

	NOTE	YTD Cash Flow	Adopted Budget Annual Cashflow	Cash Flow 2014/15
		\$'000s	\$'000s	\$'000s
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES				
Rates and charges		27,924	71,892	68,800
Statutory Fees & Fines		2,782	1,835	1,764
User fees		5,373	14,228	15,912
Grants - operating		9,579	23,652	32,412
Grants - capital		3,352	10,619	10,709
Contributions - monetary		279	41	818
Interest received		1,046	1,382	1,789
Trust Funds and deposits taken/ (repaid)		2,648	55	88
Other receipts		1,172	2,229	2,466
Net GST refund/(payment)		635	0	1,859
Employee costs		(27,355)	(54,854)	(49,425)
Materials & services		(25,270)	(34,917)	(40,529)
Other Payments		(1,640)	(7,809)	(3,933)
Net cash from operating activities		526	28,353	42,730
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from Property, Plant & Equipment		1,480	719	794
Proceeds from/(payments for) Investments		4,038	(690)	(40,988)
Payments for Property, Plant & Equipment		(14,346)	(35,226)	(26,659)
Net Cash Flows used in investing activities		(8,827)	(35,197)	(66,853)
CASH FLOWS FROM FINANCING ACTIVITIES				
Finance costs		(525)	(1,076)	(1,009)
Proceeds from borrowings		0	0	11,566
Repayment of borrowings		(1,157)	(2,360)	(10,823)
Net Cash Flows from Financing Activities		(1,683)	(3,436)	(267)
Net Increase/(Decrease) in cash held		(9,984)	(10,280)	(24,390)
Cash & cash equivalents at beginning of year	1	18,242	37,515	42,632
Cash & cash equivalents at end of period		8,258	27,235	18,242
Financial assets		40,260	4,000	44,298
Total Cash and financial assets		48,518	31,235	62,540

NOTES

1. The budgeted cash & financial assets at the beginning of the year of was \$40.8M however the actual opening balance was \$62.5M . This additional \$21.7M was mainly a result of additional carry forward capital works projects and recurrent funding including \$5.7M of Victoria Grants Commission 2015/16 funding that was advanced to Council late in the 2014/15 financial year.

STANDARD CAPITAL WORKS STATEMENT
For The Quarter Ended 31 December 2015

		YTD Actuals	Full Year Forecast	Annual Budget	Variance Annual Budget /Forecast
	NOTE	\$'000	\$'000	\$'000	\$'000
Property					
Land	1	538	550	0	(550)
Buildings	2	5,153	11,415	10,766	(649)
Heritage buildings	3	0	292	270	(22)
Total Property		5,692	12,257	11,036	(1,221)
Plant and Equipment					
Plant, machinery & equipment	4	807	3,741	2,869	(872)
Fixtures, fittings & furniture	5	5	120	120	0
Computers & telecommunications	6	95	674	645	(29)
Artwork collection	7	0	27	15	(12)
Total Plant and Equipment		907	4,562	3,649	(913)
Infrastructure					
Roads	8	5,662	20,798	14,841	(5,957)
Bridges & culverts	9	126	602	450	(152)
Footpaths & cycleways	10	669	1,815	1,200	(615)
Drainage	11	488	2,356	1,621	(735)
Waste management	12	561	1,692	800	(892)
Parks, open space and streetscapes	13	175	338	136	(202)
Recreational, leisure & community facilities	14	13	1,300	1,300	0
Aerodromes	15	1	1	0	(1)
Offstreet carparks	16	40	241	193	(48)
Other infrastructure	17	12	1,241	0	(1,241)
Total Infrastructure		7,747	30,384	20,541	(9,843)
Total Capital Works expenditure		14,346	47,203	35,226	(11,977)
REPRESENTED BY:					
New asset expenditure	18	5,905	14,256	11,771	(2,485)
Asset renewal expenditure	19	7,335	25,265	19,224	(6,041)
Asset expansion expenditure	20	503	2,305	2,121	(184)
Asset upgrade expenditure	21	602	5,376	2,110	(3,267)
Total Capital Works expenditure		14,346	47,203	35,226	(11,977)

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

1. Land (\$0.550M) Unfavourable

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for landslip remediation.

2. Buildings (\$0.649M) Unfavourable

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly relating to the Moe Rail Precinct Revitalisation project (MRPRP) and Leisure facilities upgrade program.

3. Heritage buildings (\$0.022M) Unfavourable

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Traralgon Courthouse upgrade project.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

- 4. Plant, machinery & equipment** **(\$0.872M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the fleet and plant replacement programs.
- 5. Fixtures, fittings & furniture** **\$0.000M Nil Variance**
No variance.
- 6. Computers & telecommunications** **(\$0.029M) Unfavourable**
Minor additional expenditure for items funded out operating budgets.
- 7. Artwork Collection** **(\$0.012M) Unfavourable**
Minor additional expenditure funded by external donations.
- 8. Roads** **(\$5.957M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly relating to the Heavy Industrial Park Infrastructure project (\$1.0M), road rehabilitation projects (\$2.3M). In addition Council has been approved to receive an additional \$1.0M of Roads to Recovery and \$0.5M National Blackspot funding to what was expected in the budget.
- 9. Bridges & culverts** **(\$0.152M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Bridges & Major Culverts major maintenance and renewal program.
- 10. Footpaths & cycleways** **(\$0.615M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly for completion of the footpath replacement and new footpath links programs (\$0.4M) and the Tramway Road Bicycle Plan project (\$0.14M)
- 11. Drainage** **(\$0.735M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year, mainly for completion of the Moe North West (\$0.4M) and Erin Park Traralgon projects (\$0.2M).
- 12. Waste management** **(\$0.892M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for completion of Cell 4 at the Highland Highway landfill.
- 13. Parks, open space and streetscapes** **(\$0.202M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Boolarra Railway Park upgrade project.
- 14. Recreational, leisure & community facilities** **\$0.000M Nil Variance**
No variance.
- 15. Aerodromes** **(\$0.001M) Unfavourable**
Minor variance
- 16. Offstreet carparks** **(\$0.048M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Hazelwood Pondage sealing project.
- 17. Other infrastructure** **(\$1.241M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year for the Hazelwood Pondage Caravan Park wastewater upgrade project.
- 18. New asset expenditure** **(\$2.485M) Unfavourable**
The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly for completion of Cell 4 at the Highland Highway landfill, the MRPRP, land purchases and drainage projects.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**19. Asset renewal expenditure (\$6.041M) Unfavourable**

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly relating to the Heavy Industrial Park Infrastructure project and road rehabilitation projects. In addition Council has been approved another \$1.021M of Roads to Recovery funding which will increase the road renewal expenditure.

20. Asset expansion expenditure (\$0.184M) Unfavourable

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly for the Jumbuk Road (Timber Haulage), new footpath links and Hazelwood Pondage sealing projects.

21. Asset upgrade expenditure (\$3.267M) Unfavourable

The forecast additional expenditure relates to unexpended funds carried over from the 2014/15 financial year mainly for the Hazelwood Pondage Caravan Park wastewater upgrade project, National Blackspot funding projects and drainage upgrades.

FINANCIAL PERFORMANCE RATIOS

As at 30 December 2015

	Year to Date Ratios			Forecast at 30/06/16	Budget at 30/06/16	Expected Range
	\$'000s	Ratio at 31/12/15	Ratio at 31/12/14			
OPERATING POSITION						
Adjusted Underlying Result Indicator						
(Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)						
Adjusted underlying surplus (or deficit)						
	<u>Adjusted net Surplus/(Deficit)</u>	38,989				
	Adjusted underlying revenue	92,250	42.3%	44.7%	(8.6%)	1.4%
-20% - +20%						
The ratio takes out the effect of once off capital grants & developer contributions.						
Note: The forecasted negative ratio of 8.6% reflects the reduced operating surplus that is now projected in the 'Income Statement' and is mainly a result of the early receipt of 2015/2016 grant revenue and unspent 2014/2015 recurrent project and program expenditure which led to a greater than expected accumulated surplus result at the end of the 2014/2015 financial year.						
LIQUIDITY						
Working Capital Indicator						
(Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)						
Current assets compared to current liabilities						
	<u>Current Assets</u>	101,853				
	Current Liabilities	23,616	431.3%	290.7%	156.8%	156.8%
100% - 300%						
Unrestricted Cash Indicator						
(Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity)						
	<u>Unrestricted Cash</u>	35,387				
	Current Liabilities	23,616	149.8%	84.7%	87.5%	87.5%
0.0% - 200%						
Note: This ratio is expected to decrease as Council spends the funding that has been carried forward from the 2014/15 financial year.						

	Year to Date Ratios			Forecast at 30/06/16	Budget at 30/06/16	Expected Range
	\$'000s	Ratio at 31/12/15	Ratio at 31/12/14			
OPERATING POSITION						
OBLIGATIONS						
Loans and borrowings Indicator						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
Loans and borrowings compared to rates						
<u>Interest Bearing loans and borrowings</u>	19,236	26.5%	26.4%	24.9%	25.1%	0% - 50%
Rate Revenue	72,460					
Note: This ratio is expected to be slightly lower than budgeted due to the favourable increase in rates income from supplementary growth.						
Loans and borrowings repayments compared to rates						
<u>Interest & principal repayments</u>	1,729	2.4%	14.4%	4.7%	4.8%	0% - 10%
Rate Revenue	72,460					
Note: This ratio is expected to be in line with the budgeted result.						
Indebtedness Indicator						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
Non-current liabilities compared to own source revenue						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	33,460	40.4%	30.0%	28.0%	28.3%	0% - 50%
Own Source Revenue	82,853					
Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)						
Asset Renewal Indicator						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal Expenditure</u>	7,335	64.1%	52.1%	107.2%	83.8%	50%-100%
Depreciation	11,445					
Note: The improved forecast ratio is mainly a result of funds carried forward from the previous financial year together with additional Roads to Recovery funding announced by the Federal Government.						

	Year to Date Ratios			Forecast at 30/06/16	Budget at 30/06/16	Expected Range
	\$'000s	Ratio at 31/12/15	Ratio at 31/12/14			
OPERATING POSITION						
STABILITY						
Rates Concentration Indicator (Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)						
Rates compared to adjusted underlying revenue						
	<u>Rate Revenue</u>					
	Adjusted underlying revenue	72,460	78.5%	74.2%	63.8%	61.1%
		92,250				40% - 80%
Rates Effort Indicator (Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)						
Rates compared to property values						
	<u>Rate Revenue</u>					
	property values (CIV)	72,460	0.7%	0.7%	0.7%	0.7%
		10,260,258				0.2% to 0.7%
EFFICIENCY						
Expenditure Level Indicator (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)						
Expenses per property assessment						
	<u>Total expenses</u>					
	Number of property assessments	53,261	\$ 1,405	\$ 1,380	\$ 3,256	\$ 3,088
		38				\$2000 - \$4000
Note: The forecasted increase in expenses per assessment is mainly related to materials and services expenditure funded from additional government funding and carry forward funds.						
Revenue Level Indicator (Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)						
Average residential rate per residential property assessment						
	<u>Residential Rate Revenue</u>					
	Number of residential property assessments	51,739	\$ 1,535	\$ 1,495	\$ 1,535	\$ 1,535
		34				\$800 - \$1,800

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)****17.3 DOCUMENT FOR SIGNING AND SEALING - TRANSFER OF
VARIOUS ROADS AND RESERVES BEING PART OF THE
HERITAGE MANOR ESTATE MORWELL****General Manager****Corporate Services****For Decision****PURPOSE**

For Council to authorise the Chief Executive Officer to sign and seal the Transfer of Land document for various Roads and Reserves on Plan of Subdivision LP218993C being part of the Heritage Manor Estate Morwell.

EXECUTIVE SUMMARY

Council is requested to sign and seal the Transfer of Land document pursuant to section 189 of the *Local Government Act 1989*.

The Roads and Reserves to be transferred to Council are currently in the name of C.F.M. Payne Pty Ltd.

These Roads and Reserves were created when Plan of Subdivision LP218993C was approved 06 June 1990. The subsequent certificates of title should have been transferred to Council shortly after the approval however this did not occur.

As the Heritage Manor Estate Morwell Roads and Reserves have been maintained by Council, the registered proprietor now wishes to transfer them for the consideration of \$1.00.

RECOMMENDATION

That Council authorise the Chief Executive Officer to sign and seal the Transfer of Land document in respect to Reserves and Roads on Plan of Subdivision LP218993C being part of the Heritage Manor Estate Morwell for:

- Reserve 1 - Certificate of Title Volume 9955 Folio 108 being a tree reserve located at Heritage Boulevard / Skeldale Wynd Morwell;
- Reserve 2 – Certificate of Title Volume 9955 Folio 109 being a tree reserve located at Heritage Boulevard / Maryvale Road Morwell;
- Reserve 3 – Certificate of Title Volume 9955 Folio 110 being an electrical substation reserve located at Skeldale Wynd Morwell;
- Roads – Certificate of Title Volume 9955 Folio 111 Road located at part Heritage Boulevard, Skeldale Wynd, Manor Rise and Allerdale Rise Morwell
- Reserve 1 – Certificate of Title Volume 9955 Folio 141 being a tree reserve located at Heritage Manor Morwell;
- Reserve 2 – Certificate of Title Volume 9955 Folio 142 being a reserve for municipal purposes located at Heritage Manor Morwell
- Roads - Certificate of Tile Volume 9955 Folio 143 located at Heritage Manor Morwell.

DECLARATION OF INTEREST

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

CONCLUSION

As the Roads and Reserves being transferred to Council are part of the Heritage Manor Estate in Morwell, Latrobe City Council is the responsible road management authority and care and management of the reserves are currently vested in Council.

It is recommended that Council authorises the Chief Executive Officer to sign and seal the Transfer of Land document for various Reserves and Roads on Plan of Subdivision LP218993C being part of the Heritage Manor Estate Morwell.

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

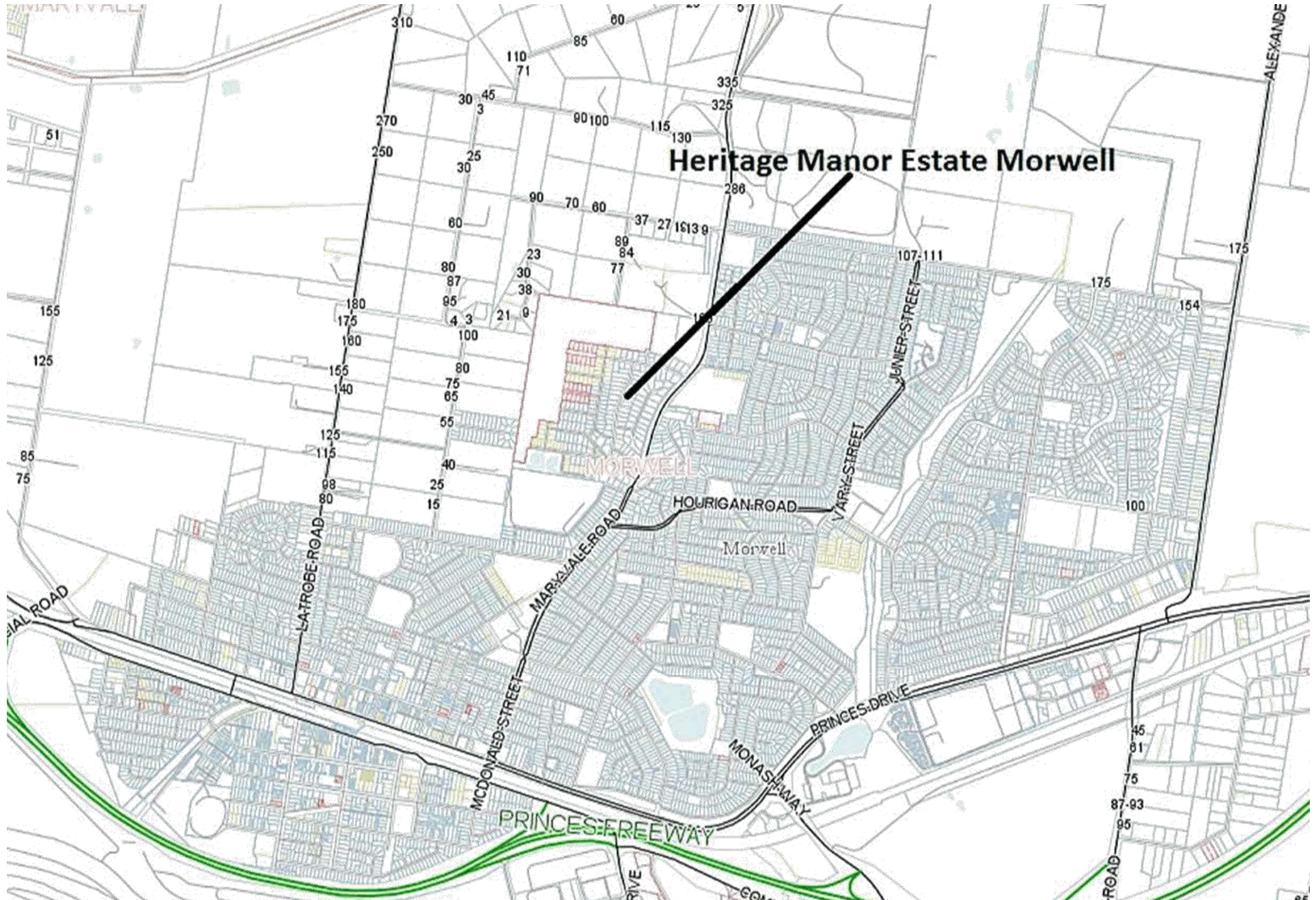
Attachments

1. Locality map of Heritage Manor Estate Morwell
2. Plan of Subdivision 218993C
3. Certificate of Title Volume 9955 Folio 108
4. Certificate of Title Volume 9955 Folio 109
5. Certificate of Title Volume 9955 Folio 110
6. Certificate of Title Volume 9955 Folio 111
7. Certificate of Title Volume 9955 Folio 141
8. Certificate of Title Volume 9955 Folio 142
9. Certificate of Title Volume 9955 Folio 143
10. Transfer between C.F.M. Payne Pty Ltd and Latrobe City Council

17.3

Document for signing and sealing - Transfer of various Roads and Reserves being part of the Heritage Manor Estate Morwell

1	Locality map of Heritage Manor Estate Morwell	175
2	Plan of Subdivision 218993C	177
3	Certificate of Title Volume 9955 Folio 108	179
4	Certificate of Title Volume 9955 Folio 109	181
5	Certificate of Title Volume 9955 Folio 110	183
6	Certificate of Title Volume 9955 Folio 111	185
7	Certificate of Title Volume 9955 Folio 141	187
8	Certificate of Title Volume 9955 Folio 142	189
9	Certificate of Title Volume 9955 Folio 143	191
10	Transfer between C.F.M. Payne Pty Ltd and Latrobe City Council	193



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LP218993C
EDITION 2

NOTATIONS

LAND SUBJECT TO EASEMENT

- E-1 EASEMENT TO THE LATROBE VALLEY WATER AND SEWERAGE BOARD VIDE. MEET A 102440.
- E-2 DRAINAGE & SEWERAGE VIDE. S.P. 2 LG 412.8

LAND APPROPRIATED OR SET APART

- ROADS WITHIN THE HEAVY LINES FOR WAY, DRAINAGE, SEWERAGE AND SUPPLY OF GAS & ELECTRICITY.
- E-3 DRAINAGE & SEWERAGE.
- E-4 DRAINAGE & WATER SUPPLY.

OTHER NOTATIONS

- LOT NOS. 1 TO 22 (BOTH INCLUSIVE) AND LOT A HAVE BEEN OBTAINED FROM THIS PLAN.

TO BE COMPLETED WHERE APPLICABLE

THIS SURVEY HAS BEEN CONNECTED TO PERMANENT MARKS IN PROCLAIMED SURVEY AREA NO.

THE LAND TO BE SUBDIVIDED IS SHOWN ENCLOSED BY THICK LINES

TITLE REF. VOL. 8143 FOL. 179

LAST PLAN REF. L.P. 218992.C (COPY A)

PLAN OF SUBDIVISION

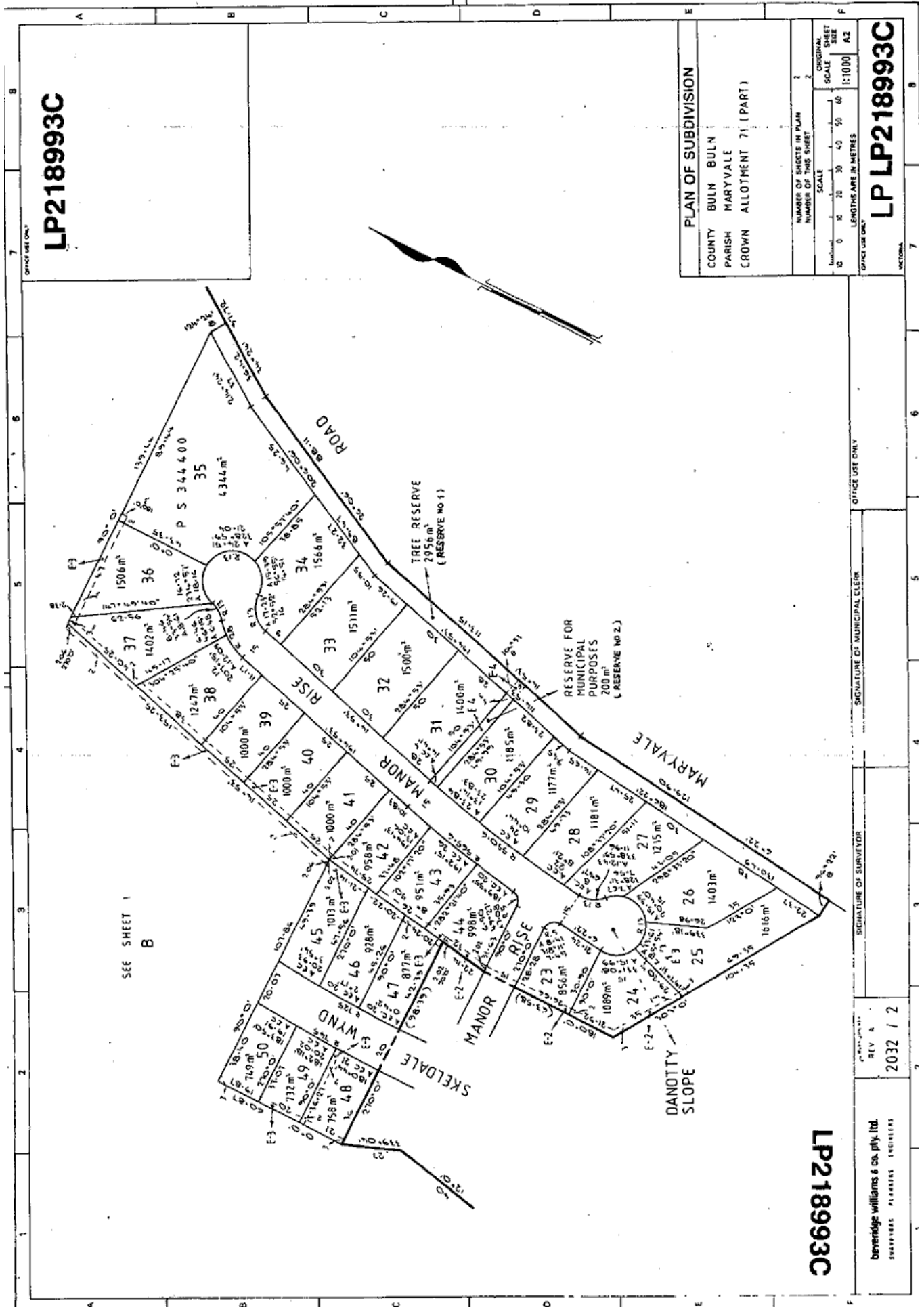
COUNTY BULN BULN
PARISH MARYVALE
CROWN ALLOTMENT 71 (PART)

SCALE
LENGTHS ARE IN METRES
1:4000
ORIGINAL SCALE SHEET SIZE A2

PLAN APPROVED AT 6-6-90
ASSISTANT REGISTRAR OF TITLES

MUNICIPALITY: MORWELL		COUNCIL REF. 387/0045
LIST OF MODIFICATIONS		APPROVAL DATE / /
LAND	MODIFICATION	DATE
LOT 35 <td>SUBDIVISION</td> <td>P S 344400</td>	SUBDIVISION	P S 344400
		EDN. NO.
		2
CERTIFICATION BY SURVEYOR		
I, Beveridge Williams & Co. Pty. Ltd. SURVEYORS & CIVIL ENGINEERS Licensee Surveyor Surveyors Act 1974		
I hereby certify that this plan has been prepared from a survey made under my immediate supervision and that it complies with the Surveyors Act 1974 and regulations made thereunder and that this plan is accurate and correctly represents the adopted boundaries and the distribution of the survey at the date hereof. Date: 2032/12		

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LP218993C

PLAN OF SUBDIVISION

COUNTY BULN BULN
PARISH MARYVALE
CROWN ALLOTMENT 71 (PART)

NUMBER OF SHEETS IN PLAN	2
NUMBER OF THIS SHEET	2
SCALE	1:1000
ORIGINAL SCALE	AS SHOWN
SHEET SIZE	A2
LENGTHS ARE IN METRES	

LP218993C

SEE SHEET 1
B

OFFICE USE ONLY

SIGNATURE OF MUNICIPAL CLERK

SIGNATURE OF SURVEYOR

REV A
2012 / 12

brenridge williams & co. pty. ltd.
SURVEYORS PLANNING ENGINEERS

LP218993C



VICTORIA

Certificate of Title

REGISTER BOOK

VOL. 9955 FOL. 108

UNDER THE "TRANSFER OF LAND ACT"

C.F.M. PAYNE PTY. LTD. of 126 George Street Morwell is the proprietor of an estate in fee simple subject to the encumbrances notified hereunder in all that land in the Parish of Maryvale being Reserve No. 1 (Tree Reserve) on Plan of Subdivision No. 218992E -

Issued pursuant to Section 32 -

Derived From
Vol. 8248 Fol. 495

6/6/90



P L Matthews

Assistant Registrar of Titles

ENCUMBRANCES REFERRED TO

Any Easements created by Section 98 of the Transfer of Land Act 1958-

Any other encumbrances shown or entered on the said Plan-

MORTGAGE N483966C - Westpac Banking Corporation -
Registered 30/5/88-

THE ABOVE MORTGAGE IS DISCHARGED

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VICTORIA

Certificate of Title

REGISTER BOOK

VOL. 9955 FOL. 109

UNDER THE "TRANSFER OF LAND ACT"

C.F.M. PAYNE PTY. LTD. of 126 George Street Morwell is the proprietor of an estate in fee simple subject to the encumbrances notified hereunder in all that land in the Parish of Maryvale being Reserve No. 2 (Tree Reserve) on Plan of Subdivision No. 218992E -

Issued pursuant to Section 32 -
Derived From
Vol. 8248 Fol. 495
6/6/90



P L Matthews
Assistant Registrar of Titles

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Any other encumbrances shown or entered on the said Plan-

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VICTORIA

VOL. 9955 FOL. 110

Certificate of Title

UNDER THE "TRANSFER OF LAND ACT"
C.F.M. PAYNE PTY. LTD. of 126 George Street Morwell is the proprietor of an estate in fee simple subject to the encumbrances notified hereunder in all that land in the Parish of Maryvale being Reserve No. 3 (For Electrical Substation purposes) on Plan of Subdivision No. 218992E -

Issued pursuant to Section 32 -

Derived From
Vol. 8248 Fol. 495

6/6/90



P. L. Matthews
Assistant Registrar of Titles

ENCUMBRANCES REFERRED TO

Any Easements created by Section 98 of the Transfer of Land Act 1958-

Any other encumbrances shown or entered on the said Plan-

MORTGAGE N483966C - Westpac Banking Corporation -
Registered 30/5/88-

THE ABOVE MORTGAGE IS DISCHARGED



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VICTORIA

VOL. 9955 FOL. 111

Certificate of Title

UNDER THE "TRANSFER OF LAND ACT"

C.F.M. PAYNE PTY. LTD. of 126 George Street Morwell is the proprietor of an estate in fee simple subject to the encumbrances notified hereunder in all that land in the Parish of Maryvale being the Roads within the thick lines on Plan of Subdivision No. 218992E -

Issued pursuant to Section 32 -

Derived From
Vol. 8248 Fol. 495
6/6/90



P L Matthews
Assistant Registrar of Titles

ENCUMBRANCES REFERRED TO

Any Easement created by Section 98 of the Transfer of Land Act 1958-

Any other encumbrances shown or entered on the said Plan-

MORTGAGE N483966C - Westpac Banking Corporation -
Registered 30/5/88-

THE ABOVE MORTGAGE IS DISCHARGED



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05 NOV 1999

REGISTER BOOK

VOL. 9955 FOL. 141



VICTORIA

Certificate of Title

UNDER THE "TRANSFER OF LAND ACT"

C.F.M. PAYNE PTY. LTD. of 126 George Street Morwell is the proprietor of an estate in fee simple subject to the encumbrances notified hereunder in all that land in the Parish of Maryvale being Reserve No. 1 (Tree Reserve) on Plan of Subdivision No. 218993C -

Issued pursuant to Section 32 -

Derived From
Vol. 8248 Fol. 495
6/6/90



P L Matthews

Assistant Registrar of Titles

ENCUMBRANCES REFERRED TO

Any Easements created by Section 98 of the Transfer of Land Act 1958 -

Any other encumbrances shown or entered on the said Plan -

MORTGAGE N483966C - Westpac Banking Corporation -
Registered 30/5/88 -

THE ABOVE MORTGAGE IS DISCHARGED



W389076 D
05 NOV 1999



VICTORIA

Certificate of Title

VOL. 9955 FOL. 142

UNDER THE "TRANSFER OF LAND ACT"

C.F.M. PAYNE PTY. LTD. of 126 George Street Morwell is the proprietor of an estate in fee simple subject to the encumbrances notified hereunder in all that land in the Parish of Maryvale being Reserve No. 2 (For Municipal purposes) on Plan of Subdivision No. 218993C -

Issued pursuant to Section 32 -

Derived From
Vol. 8248 Fol. 495
6/6/90



P L Matthews
Assistant Registrar of Titles

ENCUMBRANCES REFERRED TO

Any Easements created by Section 98 of the Transfer of Land Act 1958 -

Any other encumbrances shown or entered on the said Plan -

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W389076D
05 NOV 1999



VICTORIA

Certificate of Title

REGISTER BOOK

VOL. 9955 FOL. 143

UNDER THE "TRANSFER OF LAND ACT"

C.F.M. PAYNE PTY. LTD. of 126 George Street Morwell is the proprietor of an estate in fee simple subject to the encumbrances notified hereunder in all that land in the Parish of Maryvale being the Roads within the thick lines on Plan of Subdivision No. 218993C -

Issued pursuant to Section 32 -

Derived From
Vol. 8248 Fol. 495
6/6/90



P L Matthews
Assistant Registrar of Titles

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Any Easement created by Section 98 of the Transfer of Land Act 1958

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Registered 30/5/88 -

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W389076 D
05 NOV 1999

Transfer of Land

Section 45 Transfer of Land Act 1958

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

1. Land/s

Land Title 1

Volume 9955 Folio 108

Land Title 2

Volume 9955 Folio 109

Land Title 3

Volume 9955 Folio 110

Land Title 4

Volume 9955 Folio 111

Land Title 5

Volume 9955 Folio 141

Land Title 6

Volume 9955 Folio 142

Land Title 7

Volume 9955 Folio 143

2. Estate and Interest

FEE SIMPLE

3. Transferor/s

Transferor

Name C.F.M. PAYNE PTY. LTD.

ACN 0 0 4 3 7 1 6 8 0

4. Transferee/s

Transferee

Name LATROBE CITY COUNCIL

ABN 9 2 4 7 2 3 1 4 1 3 3

Australian
Credit Licence

5. Manner of Holding

SOLE PROPRIETOR

6. Address/es of Transferee/s

Address of Transferee

Unit Street No 141

Street Name COMMERCIAL

Street Type ROAD

Locality MORWELL

State VIC Postcode 3840

7. Directing Party

None

8. Consideration

\$ 1

9. Signing

The transferor at the direction of the directing party (if any) transfers to the transferee the estate and interest specified in the land described for the consideration expressed and subject to the encumbrances affecting the land including any created by dealings lodged for registration before the lodging of this transfer.

Transferor

Sole Person Company

Executed for C.F.M. PAYNE PTY. LTD. by being signed by the person(s) authorised to sign for the company

Director/Secretary

Full Name ROGER DAVID MIDGLEY SMITH

Usual Address LSH ACCOUNTING 235 PRINCES DRIVE, MORWELL VIC 3840



Signature of Director/Secretary

Transfer of Land

Section 45 Transfer of Land Act 1958

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Transferee

The Seal of Latrobe City Council was affixed hereto on the _____ 2015 in the presence of:

.....
Chief Executive Officer

10. Date

Date: (DD/MM/YYYY)

11. Lodging Party

Customer Code

Reference 159481 V

Duty Use Only

URGENT BUSINESS

18. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

MEETING CLOSED TO THE PUBLIC

19. MEETING CLOSED TO THE PUBLIC

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

RECOMMENDATION

That the Ordinary Meeting of Council closes this meeting to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:

19.1 CONFIDENTIAL ITEMS HELD OVER

Agenda item 19.1 *Confidential Items Held Over* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

19.2 ADOPTION OF MINUTES

Agenda item 19.2 *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)

19.3 CONFIDENTIAL ITEMS

Agenda item 19.3 *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)

19.4 ASSEMBLIES OF COUNCILLORS

Agenda item 19.4 *Assemblies 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)

**ORDINARY COUNCIL MEETING AGENDA
08 FEBRUARY 2016 (CM477)**

19.5 PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES
Agenda item 19.5 *Presentation of the Audit and Risk Committee 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)

19.6 BAD DEBTS REPORT - NOVEMBER 2015
Agenda item 19.6 *Bad Debts Report - November 2015* is designated as confidential as it relates to personal hardship of any resident or ratepayer (s89 2b)