



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL MEETING**

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

**CM489**

## MISSION

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

## VALUES

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

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*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 22 August 2016 be confirmed.**

**6. ACKNOWLEDGEMENTS**

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

**7. PUBLIC QUESTION TIME**

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

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

Council Meeting Date	Item	Resolution	Status Update
<b>City Development</b>			
27 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Not make a funding application to the National Stronger Regions Fund Round 2 for the Latrobe Performing Arts Centre.</li> <li>2. Implement all of the resolutions of Council in relation to the Latrobe Performing Arts Centre such as full business case and functional concept design to support future State and Federal funding applications.</li> <li>3. Receives a report outlining State Government funding opportunities and recommendations on applying for funding through National Stronger Regions Fund Round 3.</li> </ol>	<p><b>15 July 2016</b> Following the return of the Coalition Government, Council is awaiting formal confirmation of Federal Government funding and conditions of grant.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>26 October 2015</p> <p>City Development</p>	<p>2015/20 - Traralgon Court House Status Update</p>	<p>That a report be brought back to Council on the status of the plans for the Traralgon Court House.</p> <p>That the report includes:</p> <p>(a) the options on how Council proposes to fund the plans; and</p> <p>(b) the actions for 2015/16 and any actions proposed for 2016/17</p>	<p>Officers will prepare a report for Council meeting in May</p> <p><b>05 February 2016</b> Preparation of report is on schedule.</p> <p><b>28 Apr 2016</b> A report will be presented to the Briefing Meeting on 9 May 2016.</p> <p><b>11 May 2016</b> Accurate costings will now be obtained from a Quantity Surveyor regarding the construction of a new toilet block, deck and doorway to the existing building. When final costings are known, a report will be brought back to a Councillor Briefing.</p> <p><b>15 July 2016</b> A report will be prepared for the Councillor Briefing (1) on 8 August 2016.</p> <p><b>09 August 2016</b> The report has been rescheduled to the Councillor Briefing (2) on 15 August 2016</p> <p><b>31 August 2016</b> A report is being presented to the Council Meeting on 12 September 2016 to advance this project.</p>



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

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

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

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued)</b>	As above	<b>08 June 2016</b> The delegation occurred from 18 to 22 April 2016, which focused on finalising collaborative partnership initiatives, showcasing Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families. It is anticipated that a delegation of high level education representatives will visit Latrobe City late in the 2016 calendar year and Federation University are planning for students in 2017.

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Planning Scheme Amendment C85 - Crinigan Road, Morwell  <b>(continued below)</b>	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.  <b>05 February 2016</b> The landowner (Hancock Victorian Plantations) has been contacted recently and has advised they are yet to make a decision pending a future HVP Board meeting. Further advice from the landowner is expected by the end of March.  <b>30 March 2016</b> The landowner (Hancock Victorian Plantations) have advised that they require more time to consider their options. The HVP Board have requested further information be sought prior to a decision being made. Further advice from HVP is expected in the coming months.  <b>08 April 2016</b> Submitters to Amendment C85 were notified of Council's resolution on 11 December 2015.

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07 December 2015  City Development	Planning Scheme Amendment C85 - Crinigan Road, Morwell  <b>(continued)</b>	As above	<b>08 and 29 June 2016</b> No further update to provide. Advice from HVP is still pending.  <b>04 August 2016</b> Advice from HVP is still pending. A letter to HVP Plantations requesting a formal response be provided by 12 August 2016 was sent on 2 August 2016. A report providing an update on the progress of Amendment C85 will be tabled at the 12 September 2016 Ordinary Council Meeting.
02 May 2016  City Development	Proposed Livestock Selling Facility	That Council: 1. Complete a pre-feasibility study into the establishment of a Livestock Sales Facility within the municipality. 2. That a further report outlining the results of the pre-feasibility study be presented to Council.	<b>11 May 2016</b> Officers are currently in the process of drafting a brief in order to go to market for a pre-feasibility study.  <b>10 August 2016</b> A report will be presented to the 22 August 2016 Ordinary Council Meeting.

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
23 May 2016  City Development	2016/10 - Impact Of Proposed Great Forest National Park	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Requests that the Chief Executive Officer prepares a report on the Assessment of the Economic and Social Impacts of the Proposed Great Forest National Park to the Latrobe City Municipality;</li> <li>2. Requests that the Mayor writes to the Premier and the Minister for Energy, Environment and Climate Change and to express our disappointment that there is no local government voice on the taskforce looking at the Great Forest National Park. That the Mayor request that either MAV or Timber Towns Victoria are given a position on this taskforce.</li> </ol>	<p><b>08 June 2016</b> A report is being prepared that includes the economic value of the timber industry in Gippsland and Latrobe City LGA. The report will be included in a Council report providing the information and the option to undertake detailed economic and social research at additional cost and timeframe.</p> <p>Letter will be drafted at conclusion of report preparation.</p> <p><b>30 June 2016</b> Report being drafted for a future Council Meeting.</p> <p><b>10 August 2016</b> A report is being presented to the 22 August 2016 Council Meeting.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
23 May 2016  City Development	Consideration of the Recommendations of the Panel Report for Amendment C87	That Council defers Amendment C87 Part B (Urban Amenity Buffer), in accordance with Section 29 of the Planning & Environment Act, 1987 until a report on further options relating to C87 Part B (Urban Amenity Buffer) be presented to Council and if necessary, seeks an extension of time from the Minister of Planning.	<p><b>20 July 2016</b> Council adopted C87 Part A and C on 23 May 2016. Council deferred C87 Part B until a report on further options can be presented to Council.</p> <p><b>21 July 2016</b> Letters to relevant Ministers regarding coal issues are pending current discussions with DEDJTR as these discussions may inform the drafting of these letters.</p> <p><b>11 August 2016</b> Council, EPA, AP workshop held on 8 August 2016 to discuss UAB options. Workshop outcomes are to inform a future Council Report.</p> <p><b>29 August 2016</b> Council Report being drafted. Councillor Briefing scheduled for 29 August 2016. Meetings scheduled to be held with Morwell North, Traralgon West, and Tyers South community groups during week of 29 August 2016.</p>



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

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20 June 2016  City Development	2016/12 - Future Economic Development of Latrobe City <b>(continued)</b>	5. Requests a Positioning Paper be produced incorporating the direction and issues identified, and that this paper to be used as the basis of further meetings to coordinate and accelerate economic development in Latrobe City; and  6. Requests a report be presented to Council to consider adoption of the Positioning Paper as soon as practicable.	As above

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

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>20 June 2016</p> <p>City Development</p>	<p>Proposed - Community Amenity Local Law No.2 2016</p> <p><b>(continued below)</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Gives notice of its intention to make the Community Amenity Local Law No.2 2016, replacing Community Amenity Local Law No. 2 2009, as outlined in the Local Law Community Impact Statement.</li> <li>2. Gives notice in the Victorian Government Gazette and by public notice in the local newspapers of its intention to make Local Law No. 2 2016, stating the purpose and general support of the draft Community Amenity Local Law No. 2 2016 and advising that any person affected by the proposed Local Law may make a submission relating to the proposed Local Law under Section 223 of the <i>Local Government Act 1989</i>;</li> </ol>	<p><b>Complete</b></p> <p><b>19 July 2016</b> A report to consider submissions from the community during the consultation process at the Ordinary Council Meeting 22 August 2016. To date, one submission has been received seeking clarification and one submission has been received suggesting a minor change to one clause.</p> <p><b>23 August 2016</b> Adopted at Ordinary Council Meeting 22 August 2016</p>

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<p>20 June 2016</p> <p>City Development</p>	<p>Proposed - Community Amenity Local Law No.2 2016 <b>(continued)</b></p>	<p>3. In accordance with Section 223 of the <i>Local Government Act 1989</i>, considers and hears submissions received regarding the proposed Community Amenity Local Law No. 2 2016, at an Ordinary Meeting of Council to be held on 22 August 2016, at 6.00 pm, in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell; and</p> <p>4. That a copy of the proposed draft Community Amenity Local Law No. 2 2016 be made available at Latrobe City's Customer Service Centres and Libraries, during their respective hours of operation, and on Council's website from 23 June 2016.</p>	<p>As above</p>

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11 July 2016  City Development	Installation Of CCTV Head Street Traralgon - Dumped Rubbish	That Council: 1. Make a resolution approving the installation of CCTV at 135 Argyle Street Traralgon to allow Latrobe City Local Laws Officers to conduct an investigation in accordance with the Environment Protection Act 1970. 2. A sign be installed in the area informing the community of the installation of the CCTV units. 3. A further report be presented to Council at the conclusion of the trial period to report on the effectiveness of this action and any subsequent prosecution in progress.	<b>19 July 2016</b> Arrangements are currently being discussed with staff from the depot to install the CCTV hardware. Signage has been ordered to clearly advise the community about the cameras.  <b>10 August 2016</b> CCTV cameras to be installed and signage erected by Friday 19 August.
01 August 2016  City Development	Considering Planning Panel Report for Planning Scheme Amendment C93 - Ashworth Drive	That Council: 1. Defers consideration of the Planning Panel report for Planning Scheme Amendment C93 – Ashworth Drive until the next Council meeting to be held on 22 August 2016; and 2. Organises a meeting with the residents of Ashworth Drive, Councillors and Council Officers in the next week.	<b>Complete</b> <b>03 August 2016</b> Report to be presented to Council on 22 August 2016  <b>11 August 2016</b> Meeting was held with Ashworth Drive residents, councillors and council officers on 9 August 2016. The deferred report will be tabled at the 22 August 2016 Ordinary Meeting of Council.

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22 August 2016  City Development	Urgent Matter: Regional Victorian Cities Delegation to China 19-23 September 2016	That Council: 1. Participates in the delegation to China of Regional Victorian Cities from 19-23 September 2016; 2. Requests that the Chief Executive Officer, or nominated senior officer, participates on behalf of the Council; 3. Notifies the Minister for Regional Development of this decision; and 4. Requests that a report is presented to Council on the delegation and outcomes achieved.	<b>26 August 2016</b> CEO has accepted to attend State Government Delegation. Arrangements are currently underway to ensure all is in order for trip.  Regional Development Victoria have been advised of this decision.  A report will be presented to Council at the conclusion of the delegation.

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



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

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
25 May 2015  Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities  <b>(continued below)</b>	That Council:  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;	<b>2015</b> Quotes are currently being requested for investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities.  Quotes are currently being requested for the provision of temporary air handling units for the BVC Event in 2016.  A report is planned to be presented to the April Council Meeting.  <b>30 March 2016</b> A report is planned to be presented to the June Council Meeting.  <b>08 June 2016</b> The report to Council has been rescheduled to 01 August 2016.  <b>18 July 2016</b> A report is to be presented to the 8 August 2016 Councillor Briefing.  <b>10 August 2016</b> A report was presented to the Councillor Briefing on 08 August 2016. Officers are working on a further report.

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities  <b>(continued)</b>	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.	As above

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
27 July 2015  Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing  <b>(continued below)</b>	That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including;  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.	<p><b>2015</b> 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.</p> <p>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.</p> <p>We are currently negotiating with the Contractor who undertook the works for them to accept responsibility for the resurfacing. Once we have clarified the contractors position the review will commence.</p> <p><b>08 April 2016</b> The company have acknowledged that the repairs are their responsibility and the work is underway.</p> <p>An independent review will be arranged by end of financial year.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
27 July 2015  Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing  <b>(continued)</b>	As above	<p><b>04 May 2016</b> The remedial works were completed however minor defects have arisen that are being attended to.</p> <p><b>21 May 2016</b> The tender brief is prepared and will be sent 24 May 2016.</p> <p><b>08 June 2016</b> Tenders closing mid-June, with a report to Officers by 14 July, and a report prepared for the next available meeting in August</p> <p><b>20 July 2016</b> Tender process recommenced due to the prices received. A new tenderer has provided a quote to undertake the works and this will be awarded by the end of July.</p> <p><b>10 August 2016</b> The tenders received were very expensive and a third tender sought (approx \$2500) and their report is due the week of 15 August. A report will be presented to Council as soon as possible thereafter.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016  Infrastructure & Recreation	Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs  <b>(continued below)</b>	That Council:  1. Takes immediate action to inspect, stabilise and prepare a work plan to ensure the surface of the netball courts at Agnes Brereton Park Traralgon are safe and appropriately repaired; and  2. Advises the Traralgon Netball Club of the timeframe for this work; and  3. Requests a report to be provided to the next Ordinary Council meeting regarding the outcomes.	<b>10 May 2016</b> An on-site meeting was held on 6 May 2016 with the following actions outlined, that will be carried out by Council over the coming weeks, addressing the concerns raised at the meeting by the Traralgon Netball Association.  1. Weekly Inspections An inspection will be undertaken of the courts on a weekly basis to determine if any additional repair works are required. Should any additional works be required these will be organised by Council as soon as practically possible.  2. Independent Consultant We will appoint an independent consultant to undertake an assessment of the Courts. The consultant will provide advice to Council in relation to any additional works that may be required, over both the short and long term, to ensure the courts are in the best condition possible for use by the community.

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02 May 2016 Infrastructure & Recreation	Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs  <b>(continued)</b>	As above	<p>3. Car Park Repairs</p> <p>I will arrange for my staff to assess the condition of the car park. While on site today I identified a number of areas that will require immediate attention and some that may be undertaken at a later date. I will provide you with further detail in relation to when these works will be undertaken after the car park has been assessed by my staff.</p> <p>4. Additional Concreting Works</p> <p>Additional concreting works will be undertaken to provide pathway connections from the concrete roadway to the back courts.</p>
02 May 2016 Infrastructure & Recreation	Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs  <b>(continued)</b>	As above	<p>Our contractor has advised that there may be a sand like material on the surface during the first few weeks while the surface dries completely. It would be appropriate for the association to monitor the condition of the courts during play to ensure that the surface continues to be safe for play. Should the surface be determined to be unsafe play may need to be suspended for a short period in order for the courts to be swept clean.</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
20 June 2016	Draft Drainage Asset Management Plan 2016	That Council: 1. Endorses the draft Drainage Asset Management Plan 2016 for public consultation for 7 weeks from 10 October 2016 to 28 November 2016. 2. Requests that a further report be brought to Council following the public consultation with a draft Drainage Asset Management Plan 2016 that considers the feedback from the community consultation.	<b>05 July 2016</b> Following adoption Officers are reviewing the improvement plan and will discuss Consultation with Communication Department to prepare a plan to consult immediately following the caretaker period. <b>25 August 2016</b> Consultation underway.
11 July 2016 Infrastructure and Recreation	Petition - Old Sale Road Newborough	That Council: 1. Agrees to lay the petition, regarding Old Sale Road Newborough, on the table until the next practical opportunity for Council Officers to present a report at an Ordinary Council Meeting. 2. Advises the head petitioner of Council's decision in relation to the petition.	<b>10 August 2016</b> A report will be presented to the 12 September 2016 Ordinary Council Meeting



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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
11 July 2016 Infrastructure and Recreation	Latrobe Leisure Moe Newborough Hydrotherapy Program	That Council: 1. Continue the hydrotherapy program at LLMN on Sundays until a report is presented to Council in early 2017, which will provide time to assess the impact of the opening of the newly redeveloped Warragul Leisure Centre. 2. Advise key stakeholders (Pre-schools, schools, LCC childcare centres, aged care facilities, and medical centres) of Councils decision to continue the hydrotherapy program at LLMN until a report is presented to Council in early 2017.	<b>20 July 2016</b> A report will be presented to Council in 2017.
01 August 2016 Infrastructure and Recreation	Petition requesting the installation of traffic calming devices along Manning Drive, Churchill	That Council: 1. Agrees to lay the petition requesting traffic calming devices be installed along Manning Drive, Churchill, on the table until the Ordinary Council Meeting to be held on 12 September 2016. 2. Advises the head petitioner of Council's decision in relation to the petition requesting traffic calming devices be installed along Manning Drive, Churchill	<b>03 August 2016</b> A report will be presented to Council on 12 September 2016

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

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

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
18 February 2013  Community Services	Affordable Housing Project – Our Future Our Place  <b>(continued)</b>	As above	<b>26 August 2016</b> Research to inform a briefing report that examines the viability of establishing a Community Garden at the Hinkler Street Reserve site is currently underway. The briefing report will be scheduled when sufficient information has been collated.

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>01 August 2016</p> <p>Community Services</p>	<p>Tarwin Street Pop Up Park</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Extends the duration of the Tarwin Street Pop Up Park until 31 March 2017.</li> <li>2. Publish a Public Notice in the Latrobe Valley Express on 4 August 2016, advising the community that Council intends to exercise its powers under clause 10(1)(c) of Schedule 11 of the Local Government Act 1989 to maintain the closure of the northbound lane of Tarwin Street, Morwell, from Commercial Road for a distance of approximately 30 metres south of Commercial Road and of their rights to make a submission under section 223 of the Local Government Act 1989;</li> <li>3. Consider any submissions received in relation to the proposed closure of Tarwin Street until 31 March 2017 as part of a final decision on the closure of Tarwin Street at the Ordinary Council Meeting to be held on Monday 12 September 2016.</li> </ol>	<p><b>03 August 2016</b></p> <p>Report to be presented to Council on 12 September 2016</p>

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
22 August 2016  Community Services	2016/21 - Hinkler Street Reserve Site	That Council requests a report to establish if the Hinkler Street Reserve site could be utilised as a Community Garden site.	<b>26 August 2016</b> Research to inform a briefing report that examines the viability of establishing a Community Garden at the Hinkler Street Reserve site is currently underway. The briefing report will be scheduled when sufficient information has been collated.
22 August 2016  Community Services	Petition Requesting Latrobe City Councillors to Endorse the Future Morwell Revitalisation Plan Incorporating the Morwell Circuit and to have the Plan adopted by 22 September 2016.	That Council:  1 Agrees to lay the petition requesting endorsement and adoption of the Future Morwell Urban Design Revitalisation Plan incorporating the Morwell Circuit, on the table until the Ordinary Council Meeting to be held on 12 September 2016.  2 Advises the head petitioner of Council's decision in relation to the petition requesting endorsement and adoption of the Future Morwell Urban Design Revitalisation Plan incorporating the Morwell Circuit by 22 September 2016.	<b>31 August 2016</b> A report will be presented to Council on 12 September 2016

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<b>Corporate Services</b>			
02 May 2016  Corporate Services	Traralgon Greyhound Racing Club - Long Term Lease  <b>(continued below)</b>	That Council: 1. Endorses the in principle draft terms and special conditions prepared for the long term lease with the Traralgon Greyhound Racing Club for part of Glenview Park, Traralgon, and 2. Forwards a copy of the draft lease document to the Traralgon Greyhound Racing Club for consideration. 3. Requests the Chief Executive to revise and amend the draft terms and special conditions following comments from the Traralgon Greyhound Racing Club and subject to further advice from Council Officers that the outstanding issues have been resolved provide a report prior to the signing of the revised Lease with the Traralgon Greyhound Racing Club and sublease with Telstra for Glenview Park, McNairn Road, Traralgon.	<b>12 May 2016</b> Follow up report will be provided advising Council of the status of the outstanding issues.  <b>08 June 2016</b> A further report is planned to be presented to Council at the 01 August 2016 meeting, subject to receiving information from the Traralgon Greyhound Racing Club.  <b>15 July 2016</b> Council officers met with the President and Manager of the Traralgon Greyhound Racing Club on 7 July 2016 to discuss the terms and conditions of the draft lease. The Greyhound Racing Club has provided its comments in response to the draft lease and requested to speak to Councillors which has been tentatively arranged for the Public Presentation session to be held on 15 August 2016.

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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016  Corporate Services	Traralgon Greyhound Racing Club - Long Term Lease  <b>(continued)</b>	As above	<p><b>04 August 2016</b> The Traralgon Greyhound Racing Club has advised:</p> <p>1/ road works from the horse crossing around to the end of the slipping runs has been completed.</p> <p>2/ Further remedial and improvement works to the area below the landscaping area will be undertaken over the next few months, and as the weather improves.</p> <p>3/ Agree to the terms and conditions of the draft lease.</p> <p>A further report to be submitted to 12 September 2016 Council meeting.</p>



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<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>23 May 2016</p> <p>Corporate Services</p>	<p>Report Into Grant Acquittal Practices</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receives and notes this interim report into grant acquittal practices;</li> <li>2. Notes the management actions contained within the Community Grants and Sponsorships internal audit report; and</li> <li>3. Requests a further report to be presented by September 2016 detailing the progress of designing a new Grants and Sponsorship Framework.</li> </ol>	<p><b>Complete</b></p> <p><b>08 June 2016</b> A report is planned to be presented to Council at the 12 September 2016 meeting.</p> <p><b>05 August 2016</b> A report for Council Briefing 8th Aug has been prepared as a reply to the request for progress on the Grants and Sponsorship Project.</p> <p><b>26 August 2016</b> A report was presented to Council on 22 August 2016 outlining progress on this project. The report presented included having a final / implemented project report by December 2016. This recommendation was agreed by council.</p> <p>Further updates will be provided against the 22 August 2016 resolution.</p>

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

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

Comments provided 29 August 2016. Any further updates after this time will be provided in the next Council Meeting Agenda.

# NOTICES OF MOTION

**9. NOTICES OF MOTION**

**9.1 2016/20 - FUNDING FOR NON-COUNCIL LAND AND  
ORGANISATIONS BEING BROUGHT BEFORE COUNCIL**

**This matter was deferred from the Ordinary Council Meeting held on 22 August 2016.**

I, Cr Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 22 August 2016:

**That Council requires any funding that is to be spent on non-Council owned land or organisations not based or branded within Latrobe City must be brought before Council for approval no matter the value.**

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

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

**10.1 PETITION - OLD SALE ROAD, NEWBOROUGH**

General Manager

Infrastructure and Recreation

For Decision

**PURPOSE**

This report presents Council with the results of the investigation into a range of road maintenance and safety issues raised in a petition relating to Old Sale Road, Newborough.

**EXECUTIVE SUMMARY**

A petition containing 52 signatures was received on 22 June 2016, stating: *'We the undersigned are concerned citizens of Old Sale Road Newborough, between Southwell Avenue and Northern Avenue, who urge our Council to act now and to consider the following:*

- *Resealing of the road to reduce road noise;*
- *Widening of the road to safely accommodate the bike lane;*
- *The enforcement of trucks to use the preferred truck route instead of using Old Sale Road, i.e. Thompsons Road;*
- *The lowering of the speed limit from 60 km/h to 50 km/h; and*
- *A revision of speed limits approaching and exiting the Haigh Street round-about on Old Sale Road in both directions to reduce the occurrence of speeding traffic.'*

At the Ordinary Council Meeting held on 11 July 2016, it was resolved

*That Council:*

1. *Agrees to lay the petition, regarding Old Sale Road Newborough, on the table until the next practical opportunity for Council Officers to present a report at an Ordinary Council Meeting.*
2. *Advises the head petitioner of Council's decision in relation to the petition.*

Following this decision, Council Officers arranged for traffic counts to be undertaken along Old Sale Road, which were completed between 9 July and 23 July, 2016, with further counts also completed in August due to a break in one of the tube counters. In addition, Council Officers investigated the existing conditions and speed limits along the road, including a *VLimits 3.0* assessment and a review of the crash history using the *Road Crash Information System*, as well as the upcoming maintenance schedule of the road.

The investigation has found that the existing speed limit of 60 km/h is appropriate given its level of development, road function and crash history, but that a revision of the speed limit north of the site could be warranted given the presence of the new roundabout at the Haigh Street intersection.

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In addition, Old Sale Road is scheduled to be resealed in the 2016/17 reseal program, which will address the road noise issue, and a full bicycle lane will be incorporated into the road when Old Sale Road eventually requires full reconstruction. Lastly, the traffic counts showed the limited use of the road by B-double trucks. As this road is not a gazetted B-double route, enforcement action is required.

It is therefore recommended that Council apply for a change in speed limit to 60 km/h on Old Sale Road north of Northern Avenue through the Haigh Street roundabout, and request VicRoads' heavy vehicle enforcement department to request enforcement of the illegal B-double truck movements.

### RECOMMENDATION

**That Council:**

- 1. Applies for a change in speed limit from the current 80 km/h to 60 km/h on Old Sale Road between Northern Avenue and south of Montane Boulevard;**
- 2. Writes to VicRoads' heavy vehicle enforcement department to request enforcement of the illegal B-double truck movements; and**
- 3. Advises the head petitioner of Council's decision in relation to this petition and also provide an update in relation to the timing of the road reseal in the current financial year.**

### DECLARATION OF INTEREST

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

### STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 5: Planning for the future*

*To provide a well-planned, connected and liveable community*

*Policy – Local Area Traffic Management Policy 13-Pol-1*



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### **BACKGROUND**

A petition containing 52 signatures was received on 22 June 2016, stating: *'We the undersigned are concerned citizens of Old Sale Road Newborough, between Southwell Avenue and Northern Avenue, who urge our Council to act now and to consider the following:*

- *Resealing of the road to reduce road noise;*
- *Widening of the road to safely accommodate the bike lane;*
- *The enforcement of trucks to use the preferred truck route instead of using Old Sale Road, i.e. Thompsons Road;*
- *The lowering of the speed limit from 60 km/h to 50 km/h; and*
- *A revision of speed limits approaching and exiting the Haigh Street round-about on Old Sale Road in both directions to reduce the occurrence of speeding traffic.'*

At the Ordinary Council Meeting held on 11 July 2016, it was resolved

*That Council:*

1. *Agrees to lay the petition, regarding Old Sale Road Newborough, on the table until the next practical opportunity for Council Officers to present a report at an Ordinary Council Meeting*
2. *Advises the head petitioner of Council's decision in relation to the petition.'*

Following this decision, traffic counts were arranged and completed at the following sites during July and August, 2016:

- Old Sale Road, 90 metres south of Northern Avenue (northbound)
- Old Sale Road, 120 metres south of Northern Avenue (southbound)
- Old Sale Road, 140 metres east of Newark Avenue (eastbound)
- Old Sale Road, 140 metres east of Newark Avenue (westbound)

The counts give detailed information about the volume and class of vehicles that use Old Sale Road.

In addition to site inspections, Council Officers completed a *VLimits 3.0* assessment to determine the appropriate speed limit for Old Sale Road, which is included in Attachment 1. Council Officers also investigated the five-year crash history of Old Sale Road using the *Road Crash Information System*, to determine if there was a significant crash history to warrant any infrastructure works or speed limit reduction. There have been no casualty crashes in the last five years along this section of Old Sale Road.

Lastly the upcoming maintenance schedule was assessed, which shows that Old Sale Road is due to be resealed in the 2016/17 reseal program.

### **KEY POINTS/ISSUES**

The section of Old Sale Road in question is a dual carriageway road with one lane of traffic in each direction, separated by a grassed median approximately 20 metres wide, running from Northern Avenue to Southwell Avenue, Newborough. Classified as a 'Link Road' under Latrobe City Council's road hierarchy, it is designed to carry up to 10,000 vehicles per

day, and serves as an important link through Newborough. It currently has a speed limit of 60 km/h.

The traffic counts completed between 9 July and 23 July, 2016, show that Old Sale Road carries approximately 5,200 vehicles per day, which is well within the design capacity for this road.

The petition has raised a number of points for Council to consider, each of which are detailed below:

#### **Resealing of the road to reduce traffic noise**

This section of Old Sale Road is scheduled to be resealed in the 2016/17 reseal program. Current reseal practices alternate 10 and 14 millimetre rock between each reseal of a road, which reduces maintenance costs and gives the seal its longest lifespan. Old Sale Road is currently sealed with 14 millimetre rock, meaning that the upcoming reseal will see 10 millimetre rock applied, resulting in reduced traffic noise.

#### **Widening the road to safely accommodate the bicycle lane**

Old Sale Road is identified as an on-street cycling route, with a bicycle lane currently incorporated into the parking lane. While it is not ideal to have the parking lane serve this dual purpose, and it would be preferable to accommodate the bicycle lane in its own space on the road, the current width of the road does not allow this. It should be noted that the safety implications of the current arrangement are not significant, and that there have been no casualty crashes at this location over the last five years, including cyclists.

Given its identification as an on-street cycling route, it is likely that any reconstruction of Old Sale Road in the future will adequately incorporate full bicycle lanes. Owing to its current condition, full reconstruction of Old Sale Road is not likely to be required in the short to medium term.

#### **The enforcement of trucks to use the preferred truck route (Thomson's Road)**

This section of Old Sale Road is not a gazetted B-double route, meaning it cannot be legally accessed by B-doubles or other trucks above general mass limits without a permit. The preferred route for these vehicles is via Thompsons Road, which connects the VicRoads' managed section of Old Sale Road (Moe North Road) to Moe-Glengarry Road, allowing them to bypass the centre of Newborough. The intersection of Old Sale Road and Thompsons Road is signposted as such.

The traffic counts taken in July indicate that a total of 22 northbound and 18 southbound B-doubles illegally travelled along Old Sale Road over the 14-day timeframe, at an average of just under 1.6 northbound and 1.3 southbound movements per day. This represents approximately 0.7 percent of all vehicle movements per day. Currently, VicRoads is the only agency able to enforce the illegal road access of heavy vehicles, and their assistance will be required in addressing this access.

It should be noted that, as with the vast majority of all public roads, all other general mass limited trucks are able to legally access this section of Old Sale Road, as is required to allow for garbage collection, public

transport, delivery and all other services that trucks are required to provide. Restrictions of these types of trucks from a road can only be applied if the road is unable to handle the truck. As a 'Link Road' serving an important connection between Moe and Newborough, this traffic should be expected on Old Sale Road, and restrictions on general mass limited vehicles are not appropriate.

#### **The lowering of the speed limit from 60 km/h to 50 km/h**

A *VLimits 3.0* assessment of Old Sale Road, which has been included in Attachment 2, suggests that the current speed limit of 60 km/h is appropriate given the existing conditions and as per the *Victorian Speed Zoning Guidelines*. 'Link Roads' and 'Collector Roads' in built-up areas are generally signposted at 60 km/h to encourage through vehicles to use these roads, which are designed for greater traffic, as opposed to other local roads with a 50 km/h speed limit.

#### **Revision of the 80 km/h speed limit north of Northern Avenue**

Currently, the 60 km/h speed limit on Old Sale Road changes to 80 km/h just north of Northern Avenue at the end of the built-up area. While this is consistent with the *Victorian Speed Zoning Guidelines*, the presence of the roundabout at the Haigh Street intersection further north means it is unlikely that this speed is being obtained by the majority of motorists. As such, it would make sense to reassess the speed limit from this location to the new 80 km/h zone on the VicRoads' managed part of Old Sale Road further north, with a view of reducing the speed limit to 60 km/h.

As speed limits are Major Traffic Control Items, Council Officers will apply for this speed limit reduction to be assessed by VicRoads.

#### **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 not considered to be any risks associated with this report.

#### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implications associated with this report.

#### **INTERNAL/EXTERNAL CONSULTATION**

There has been no consultation completed as part of the preparation of this report. External consultation with VicRoads will be required to request the reduction in speed limit at the northern end of Old Sale Road, and to request enforcement action over the illegal truck movements.

#### **OPTIONS**

Council has the following options:

1. Take no further action in relation to the issues raised along Old Sale Road, Newborough.
2. Take actions to address some or all of the issues raised in relation to Old Sale Road, Newborough

**CONCLUSION**

Council Officers have assessed the conditions along Old Sale Road, Newborough, including traffic volumes, the speed limit, crash history, and maintenance schedule, in relation to the concerns detailed in the petition.

The concern regarding the resealing of the road to reduce traffic noise will be addressed through Council's road reseal program this year, and the request to widen the road to incorporate the bicycle lane will be addressed in the road rehabilitation program in the future. In addition, the issue of trucks illegally using Old Sale Road can be addressed through enforcement. Lastly, the concerns relating to speed limits have also been addressed. While the current speed limit in the built-up area of Old Sale Road is appropriate, a reduction in the speed limit north of this section may be appropriate given the road environment and the presence of a roundabout.

It is recommended that Council Officers apply to VicRoads for this speed limit reduction, and request enforcement assistance from VicRoads' heavy vehicle enforcement department to address the illegal truck movements.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Old Sale Rd VLimits Report

# **10.1**

## **Petition - Old Sale Road, Newborough**

<b>1</b>	<b>Old Sale Rd VLimits Report .....</b>	<b>53</b>
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IndividualReport  
 VLimits 3.0  
 Project Report



**Suggested Speed Limit:**



**Old Sale Road**

**Location:**Between Southwell & Northern Av

**Suburb / place:**Newborough

**Local government:**LATROBE

**VicRoads Region:**VicRoads - Kew

**Analysed by:**Gerard Engel

**User reference:.** Rev.1

**Review date:**27/07/2016

**Development type**

Fully built-up

85<sup>th</sup> %ile speed

The 85<sup>th</sup> %ile speed is **63 km/h.**

**Road characteristics**

Length of the section of road is **0.8 km.**

The AADT on this road is **6000 vpd.**

The existing posted speed limit on the section of road is **60 km/h.**

**Frequency of roadside accesses**

	Type of access	Number

A	Residences, small commercial establishments, small public buildings and other units which generate light and/or occasional activity. (The weighting for this type of access is 1).	70
B	Average commercial establishment, schools, caravan parks, light industries, public buildings and units generating activity which is either:  1. continuous light 2. moderate at certain times, such as commuting hours 3. substantial at infrequent intervals (The weighting for this type of access is 2).	0
C	Heavy industry, schools, small shopping centres, petrol stations and other units generating continuous moderate activity or substantial activity at certain regular times. (The weighting for this type of access is 3).	0
D	Large shopping centres and other units generating substantial and continuous activity. Some large industries which are tourist attractions or for some other reason generate substantial traffic volumes would be included in this activity. (The weighting for this type of access is 4).	0
E	Unsignalised intersecting roads (including service road connections) of substantially lesser importance than the road being assessed, or intersecting roads where side traffic and turning movements have little effect on the traffic flow pattern of the road being considered. (The weighting for this type of access is 1).	0

F	Unsignalised intersecting roads (including service road connections) of lesser importance than the road being assessed but where the side road traffic and turning movements are such that the intersection has an appreciable effect on the traffic flow pattern of the road being considered. (The weighting for this type of access is 2).	0
G	Unsignalised intersecting roads (including service road connections) of comparable or greater significance than the road being assessed. Intersections which have a pronounced effect on the traffic flow pattern of the road being considered. (The weighting for this type of access is 3).	0
H	Roundabouts, signalised intersecting roads and any at-grade rail crossings. (The weighting for this type of access is 3).	1
	<b>Average number of accesses per 100 m</b>	9.13

Divided/undivided

The road is **divided**.

Road function

The road's function is **arterial/ major road**.

Restrictions of access

There are **no restrictions**.

Median width

The width of the median is **4.5 m or more**.

Adjacent speed zones

**Approach 1:** 80 km/h - Northern approach

**Approach 2:** 60 km/h - Southern approach

Crash rate

The crash rate is:0.00 Cr/100M VKT



**10.2 PETITION REQUESTING THE INSTALLATION OF TRAFFIC CALMING DEVICES ALONG MANNING DRIVE, CHURCHILL****General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

This report presents Council with the findings of the traffic investigation carried out as a result of a petition requesting traffic calming devices be installed along Manning Drive, Churchill

**EXECUTIVE SUMMARY**

A petition containing 23 signatures was received on 16 June 2016, stating:

*'We, the undersigned, request the installation of Speed Humps to reduce vehicular speeds along MANNING DRIVE to CANTERBURY WAY in Churchill 3842'*

At the Ordinary Council Meeting held on 1 August 2016, it was resolved *That Council:*

- 1. Agrees to lay the petition requesting traffic calming devices be installed along Manning Drive, Churchill, on the table until the Ordinary Council Meeting to be held on 12 September 2016.*
- 2. Advises the head petitioner of Council's decision in relation to the petition requesting traffic calming devices be installed along Manning Drive, Churchill.*

Following this decision, Council Officers arranged for traffic counts to be undertaken along Manning Drive, which were completed between 18 July and 1 August, 2016. In addition, Council Officers investigated the existing conditions and speed limits along the road, including a *VLimits 3.0* assessment and a review of the crash history using the *Road Crash Information System*.

The investigation has found that the existing speed limit of 60 km/h along Manning Drive is appropriate given its level of development, road function and crash history. It has also found that, while there are some existing speeding issues along Manning Drive, the level of speeding is not enough to trigger any speed hump treatments under Council's *Local Area Traffic Management Policy*, nor does the road function allow such a treatment under this policy.

It is therefore recommended that the results of the traffic counts be forwarded to Victoria Police and they be requested to patrol this area and enforce the speed limit where resources permit.

### **RECOMMENDATION**

1. **That Council:**
  1. **Writes to Victoria Police, providing the most recent traffic counts along Manning Drive to them, and request increased patrols and enforcement of the speed limit as resources permit.**
  2. **Advises the head petitioner of Council's decision in relation to the petition requesting traffic calming devices be installed along Manning Drive, Churchill.**

### **DECLARATION OF INTEREST**

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

### **STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 5: Planning for the future*

*To provide a well-planned, connected and liveable community*

*Policy – Local Area Traffic Management Policy 13-Pol-1*

### **BACKGROUND**

A petition containing 23 signatures was received on 16 June 2016, stating:

*'We, the undersigned, request the installation of Speed Humps to reduce vehicular speeds along MANNING DRIVE to CANTERBURY WAY in Churchill 3842'*

At the Ordinary Council Meeting held on 1 August 2016, it was resolved *That Council:*

3. *Agrees to lay the petition requesting traffic calming devices be installed along Manning Drive, Churchill, on the table until the Ordinary Council Meeting to be held on 12 September 2016.*

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4. *Advises the head petitioner of Council's decision in relation to the petition requesting traffic calming devices be installed along Manning Drive, Churchill.*

Following this decision, traffic counts were arranged and completed at the following sites during July and August, 2016:

- Manning Drive, 200 metres south of Switchback Road
- Manning Drive, 120 metres south of McDonald Way
- Manning Drive, 1000 metres south of Switchback Road

The counts give detailed information about the volume and speed of vehicles that use Manning Drive. A summary of these counts has been included in Attachment 1.

In addition to site inspections, Council Officers completed a *VLimits 3.0* assessment to determine the appropriate speed limit for Manning Drive, which is included in Attachment 2.

Lastly, Council Officers investigated the five-year crash history of Manning Drive using the *Road Crash Information System*, to determine if there was a significant crash history to warrant any infrastructure works or speed limit reduction. There have been no casualty crashes in the last five years along this section of Manning Drive.

### **KEY POINTS/ISSUES**

Manning Drive, Churchill, is a single carriageway road with one lane of traffic in each direction, running in a north-south direction from Switchback Road at the northern end, to Canterbury Way at the southern end. Classified as a 'Collector Road' under Latrobe City Council's road hierarchy, it is designed to carry up to 6,000 vehicles per day, and serves as an important north-south connection in Churchill. It currently has a speed limit of 60 km/h along its whole length.

The *VLimits 3.0* assessment of Manning Drive, which has been included in Attachment 2, suggests that the current speed limit of 60 km/h is appropriate given the existing conditions and as per the *Victorian Speed Zoning Guidelines*.

The traffic counts completed between 18 July and 1 August 2016, show that Manning Drive carries approximately 885 vehicles per day at the northern end, dropping to about 330 vehicles at the southern end, at an 85<sup>th</sup> percentile speed of approximately 64 km/h. The 85<sup>th</sup> percentile speed is described as being the speed that reasonable people tend to adopt, or feel comfortable with, according to the road environment, and is the accepted major parameter used in assessing vehicle speeds in streets.

Council's *Local Area Traffic Management Policy Council* will only consider traffic calming on municipal roads where the following Minimum Eligibility Criteria is met:

- The road is classed as an Access Lane, Access Place, Minor Access Road or Major Access Road;

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12 SEPTEMBER 2016 (CM489)**

- The speed limit applied to the road is 50 km/h or less;
- The road is a minimum of 150 metres in length;
- The 85<sup>th</sup> percentile speed of vehicles is more than 10% over the speed limit of the road OR the traffic volume is greater than the design volume of the road; and
- The road elevation / incline / grade is not deemed excessive by Latrobe City Council.

Under this policy, Manning Drive does not meet the Minimum Eligibility Criteria for traffic calming to be considered as it is a 'Collector Road', has a speed limit of 60 km/h, and neither the 85<sup>th</sup> percentile speed or traffic volume is more than 10% over the speed limit or design volume respectively. As Manning Drive is a 'Collector Road' designed to carry higher volumes of traffic at higher speeds, and traffic calming such as speed humps act as a deterrent to through vehicles, they would act against the intention of the road.

However, the traffic counts do show a slight speeding issue in this street. Owing to the above, enforcement is considered to be the most appropriate means of addressing this issue at present, and long-term cultural change in attitudes towards speeding is required into the future. As such, it is recommended that Council write to Victoria Police to request enforcement of the speed limit where resources permit.

**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 not considered to be any risks associated with this report

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implications associated with this report.

**INTERNAL/EXTERNAL CONSULTATION**

There has been no consultation completed as part of the preparation of this report. External consultation with Victoria Police will be required to request additional enforcement of speed along Manning Drive.

**OPTIONS**

Council has the following options:

1. Take no further action in relation to speeding issues along Manning Drive, Churchill.
2. Write to Victoria Police and request that they undertake additional enforcement of speeding motorists along Manning Drive, Churchill.

**CONCLUSION**

Council Officers have investigated the speeds and volumes of traffic, the appropriate speed limit, and crash history along Manning Drive, Churchill, in relation to the concerns detailed in the petition.

While it is evident that there is some degree of speeding in Manning Drive, unfortunately the existing conditions of the street do not allow traffic calming to be implemented along it.

It is recommended that to address this issue in the short-term, Council write to Victoria Police and request additional enforcement, while in the long-term, Council continue to advocate for a cultural change towards speed and road safety through existing and upcoming initiatives such as Council's Road Safety Strategy.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Manning Drive Traffic Counts Summary
2. Manning Drive VLimits 3.0 Assessment

## **10.2**

### **Petition Requesting the Installation of Traffic Calming Devices along Manning Drive, Churchill**

- 1 Manning Drive Traffic Counts Summary ..... 63**
- 2 Manning Drive VLimits 3.0 Assessment ..... 65**



IndividualReport  
 VLimits 3.0  
 Project Report



**Suggested Speed Limit:**



**Manning Drive**

**Location:**Between Switchback Rd and Canterbury Way  
**Suburb / place:**Churchill  
**Local government:**LATROBE  
**VicRoads Region:**VicRoads - Kew  
**Analysed by:**Gerard Engel  
**User reference:**., Rev.1  
**Review date:**9/08/2016

**Development type**

Partially built-up

**85<sup>th</sup> %ile speed**

The 85<sup>th</sup> %ile speed is **64 km/h.**

**Road characteristics**

Length of the section of road is **1.4 km.**

The AADT on this road is **885 vpd.**

The existing posted speed limit on the section of road is **60 km/h.**

**Frequency of roadside accesses**

	Type of access	Number



A	Residences, small commercial establishments, small public buildings and other units which generate light and/or occasional activity. (The weighting for this type of access is 1).	58
B	Average commercial establishment, schools, caravan parks, light industries, public buildings and units generating activity which is either:  1. continuous light 2. moderate at certain times, such as commuting hours 3. substantial at infrequent intervals (The weighting for this type of access is 2).	2
C	Heavy industry, schools, small shopping centres, petrol stations and other units generating continuous moderate activity or substantial activity at certain regular times. (The weighting for this type of access is 3).	0
D	Large shopping centres and other units generating substantial and continuous activity. Some large industries which are tourist attractions or for some other reason generate substantial traffic volumes would be included in this activity. (The weighting for this type of access is 4).	0
E	Unsignalised intersecting roads (including service road connections) of substantially lesser importance than the road being assessed, or intersecting roads where side traffic and turning movements have little effect on the traffic flow pattern of the road being considered. (The weighting for this type of access is 1).	0

F	Unsignalised intersecting roads (including service road connections) of lesser importance than the road being assessed but where the side road traffic and turning movements are such that the intersection has an appreciable effect on the traffic flow pattern of the road being considered. (The weighting for this type of access is 2).	5
G	Unsignalised intersecting roads (including service road connections) of comparable or greater significance than the road being assessed. Intersections which have a pronounced effect on the traffic flow pattern of the road being considered. (The weighting for this type of access is 3).	1
H	Roundabouts, signalised intersecting roads and any at-grade rail crossings. (The weighting for this type of access is 3).	0
	<b>Average number of accesses per 100 m</b>	5.36

Divided/undivided

The road is **undivided**.

Road function

The road's function is **arterial/ major road**.

Restrictions of access

There are **no restrictions**.

Adjacent speed zones

**Approach 1:** 0 km/h - Northern end

**Approach 2:** 0 km/h - Southern end

Crash rate

The crash rate is:0.00 Cr/100M VKT

**10.3 RESPONSE TO PETITION REQUESTING ENDORSEMENT OF  
THE FUTURE MORWELL REVITALISATION PLAN PRIOR TO  
22 SEPTEMBER 2016****General Manager****Community Services****For Decision****PURPOSE**

The purpose of this report is to present Council with a petition received 10 August 2015, requesting Council endorsement and adoption of the Future Morwell Urban Design Revitalisation Plan incorporating the Morwell Circuit by 22 September 2016.

**EXECUTIVE SUMMARY**

Future Morwell is an initiative designed to stimulate the economic vitality of Morwell whilst enhancing opportunities for improved community health and wellbeing.

Project 1 of Future Morwell is the development of an Urban Design Revitalisation Plan. This Plan has been prepared by RMIT under contract with Latrobe City Council and supported by the Future Morwell Steering Committee.

The Draft Future Morwell Urban Design Revitalisation Plan has been created through a collaborative approach with Council, RMIT and members of the Future Morwell Steering Committee. The Steering Committee is made up of community members from established business and community groups in Morwell who have worked tirelessly, with passion and commitment in the pursuit of this Project.

The Future Morwell Steering Committee has been working on the Draft Plan for some 18 months. Councillors received the first draft of the Plan in June 2016.

A petition containing 273 signatories was received on 10 August 2016, stating:

*"We the undersigned call on Latrobe City councillors to endorse the Future Morwell Revitalisation Plan incorporating the Morwell Circuit. We seek to have this plan adopted by the 22 September 2016".*

The petition was presented by Ray Burgess, Steering Committee member and is included as an attachment.

According to correspondence from Ray Burgess, an on-line petition has also been established and has attracted a further 124 followers. The total support for the petition over the two platforms is 397 as of 2.00 pm on 10 August 2016.

At the Council Meeting on 22 August 2016, the petition was tabled.

The following resolution:

*That Council:*

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

1. *Agrees to lay the petition on the table requesting endorsement and adoption of the Future Morwell Urban Design Revitalisation Plan incorporating the Morwell Circuit, on the table until the Ordinary Council Meeting to be held on 12 September 2016.*
2. *Advises the head petitioner of Council's decision in relation to the petition requesting endorsement and adoption of the Future Morwell Urban Design Revitalisation Plan incorporating the Morwell Circuit by 22 September 2016.*

At a meeting of the Future Morwell Steering Committee held on Thursday 1 September 2016, the Committee moved:

*That the Future Morwell Project Steering Committee call on council to note the Draft Morwell Urban Revitalisation Plan including the Morwell Circuit Plan Part 1 Stage A and release it for public consultation.*

*That, subject to Council approval of the consultation outcomes, requests Council to adopt the final Draft Morwell Urban Revitalisation Plan and construct the Morwell Circuit Part 1 Stage A using the funds allocated by the State government as a priority.*

The community desire to proceed with the development and subsequent delivery of the Future Morwell Urban Design Revitalisation Plan is a positive sign. In considering the petition, it will be important to balance this enthusiasm to proceed with good governance practice.

The following issues should be considered when giving due regard to the request of the petition.

- The contract governing the development of the Future Morwell Revitalisation Plan requires the document to be provided for community consultation prior to being considered for adoption by Council.
- Council's Community Engagement Policy has a strong focus on seeking the views and inputs of the community as a critical part of good governance and robust decision making processes. Adopting the Draft Plan and then seeking to undertake community engagement is a departure from Council's standard practice.
- Community consultation will provide an opportunity for the community to provide input on the key elements and priorities of the Plan. Engagement activities need to be authentic in their approach to the community and earnestly seek input to enhance the content of the Plan.
- Council is yet to complete its obligations under *Section 126 (B)* of the *Local Government Act 1989* which requires that:

*A Council that proposes to adopt a plan to provide services or take initiatives must ensure that the resources required for the plan are consistent with the Strategic Resources Plan.*

Work to cost the recommendations is still underway and Council Officers are unable to assess the financial sustainability of the Plan at this point in time.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- For Council to adopt an un-costed plan without following normal practice, or adhering to the provisions of the Local Government Act, may be viewed as subverting the caretaker period and attempting to bind a future Council. Accordingly officers recommend strongly against adopting the Draft Plan at this time, and until such time as proper costings are developed and community consultation has been undertaken.

The desire of the Steering Committee to progress their work is admirable; however Council needs to balance this desire with the legal obligations of the contract, the requirements of the Local Government Act and the importance that the Latrobe community places on transparent and accessible community engagement.

Adoption of the Draft Plan prior to undertaking community consultation is not recommended. A Paper recommending that the Future Morwell Urban Design Revitalisation Plan is released to the community for a period of community engagement forms part of these agenda papers.

### RECOMMENDATION

**That Council notes the petition and thanks the head petitioner and signatories for their work and commitment to the Future Morwell Urban Design Revitalisation Plan.**

### 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 – Community*

In 2026, Latrobe valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

##### *Strategic Objectives – Advocacy and Partnerships*

In 2026, Latrobe valley is supported by diversity of Government, agency, industry and community leaders, committed to working together to advocate for and deliver sustainable local outcomes.

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

##### *Theme and Objectives*

##### *Theme 2: Affordable and sustainable facilities, services and recreation*

To promote and support a healthy, active and connected community.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

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

### **BACKGROUND**

In April 2014, a number of groups, both those established during the fires and pre-existing groups identified a range of projects that could be undertaken as part of the recovery effort.

It was clear at this time that prioritisation of the range of projects requested by the various groups was required to ensure that a coordinated bid for funding was submitted to government. A recovery project by the name of Future Morwell was developed.

At this point the Minister for Energy and Resources and Small Business appointed Latrobe City Councillor Graeme Middlemiss to work with the groups to produce a coordinated funding submission. Two meetings were held with representatives from the following groups attending:

- Advance Morwell
- Morwell Traders
- Morwell and Districts Community Recovery Committee
- Latrobe Business Recovery Committee
- RMIT Office of Urban Transformation Research
- Regional Development Victoria

The group produced the Morwell Recovery Plan Proposal which sought funding for the following projects:

1. Draft Future Morwell Urban Design Revitalisation Plan
2. Morwell Circuit
3. Morwell City Entrances
4. Branding, Signage and Marketing initiatives
5. Events

In April 2015, RMIT was contracted to deliver Project 1 and the design component of Project 2.

Development of Project 1 has involved heavy engagement with the Future Morwell Steering Committee. The Future Morwell Steering Committee was formed via a Memorandum of Understanding in 2015.

The Steering Committee consists of:

- One Latrobe City Councillor
- Latrobe City Council Project Manager for the project (ex officio)
- Morwell Traders
- Advance Morwell
- Morwell and District Community Recovery Committee
- Morwell Business Recovery Committee
- Reactivate Latrobe – RMIT University/OUTR
- Regional Development Victoria (ex officio)
- Latrobe City Business Tourism Association

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

The role of the Steering Committee has been to provide specialist advice to RMIT in delivery of Project 1. The Steering Committee is required to endorse key stages of the project prior to presentation to Council for formal approval.

### **KEY POINTS/ISSUES**

The Draft Future Morwell Urban Design Revitalisation Plan is a large document which seeks to craft a range of significant transformations in the Morwell landscape. It will be important to detail these proposed changes to the community and to provide ample opportunity for the community to provide input and feedback on these recommendations.

While consultation has been undertaken by RMIT in the development of the Draft Future Morwell Urban Design Revitalisation Plan, this will be the first time that the community and residents of Morwell and Latrobe more broadly, have had the opportunity to view and consider the consolidated document and each of the proposed changes in a meaningful and sequential way.

### **RISK IMPLICATIONS**

The following risks exist in considering adoption of the Future Morwell Revitalisation Plan prior to undertaking community consultation:

- The action would be in direct conflict with the requirements of the contract governing this piece of work. The contractual obligation is to undertake community consultation prior to consideration for adoption.
- Council has been unable to assess the full financial implications of the Draft Plan and as such is currently unable to determine the financial sustainability of the Draft Plan.
- Council risks diminishing the value of the community engagement activity by adopting the Draft Plan. Adopting the Draft Plan could send a signal to the community that Council has already determined an outcome and not authentic in any subsequent engagement activities.
- Adopting the Draft Plan prior to undertaking community engagement could be seen to be a diminished governance outcome and not aligned to Council's adopted Community Engagement Policy.

Council's Community Engagement Policy notes:

"Failure to undertaken community engagement as part of Council's processes poses a risk to Council's reputation may cause a level of mistrust amongst members of the community and may result in unsuccessful project outcomes."

### **FINANCIAL AND RESOURCES IMPLICATIONS**

Council Officers are currently unable to determine the financial impact of the Future Morwell Revitalisation Plan. Further work needs to be undertaken in this space. To date the cost of the Future Morwell Revitalisation Plan over the next five years could be between \$150,000 and \$6.4 million.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Due to the broad span of this assessment, work is continuing to refine the Draft Plan's impact on the budget.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Engagement activity has been undertaken by the Consultants in the development of the Draft Future Morwell Revitalisation Plan, however there has been no community consultation undertaken on the consolidated Draft Plan.

### **OPTIONS**

Councillors may choose to:

- Adopt the Draft Future Morwell Urban Design Revitalisation Plan.
- Not adopt the Draft Future Morwell Urban Design Revitalisation Plan.
- Seek further information.
- Note the petition and thank the petitioners for their support for the Draft Future Morwell Urban Design Revitalisation Plan.

### **CONCLUSION**

The Draft Future Morwell Urban Design Revitalisation Plan is being delivered by RMIT under contract with Latrobe City Council. It has been created through a collaborative approach with Council, RMIT and members of the Future Morwell Steering Committee.

A member of the Future Morwell Steering Committee, Mr Ray Burgess has presented to Council a petition which calls on Councillors to:

"We the undersigned call on Latrobe City councillors to endorse the Future Morwell Revitalisation Plan incorporating the Morwell Circuit. We seek to have this plan adopted by the 22 September 2016".

The Members of the Steering Committee at a meeting on the 1 September 2016 moved the following motion:

*That the Future Morwell Project Steering Committee call on council to note the Draft Morwell Urban Revitalisation Plan including the Morwell Circuit Plan Part 1 Stage A and release it for public consultation.*

*That, subject to Council approval of the consultation outcomes, requests Council to adopt the final Draft Morwell Urban Revitalisation Plan and construct the Morwell Circuit Part 1 Stage A using the funds allocated by the State government as a priority.*

The request to adopt prior to undertaking community consultation is not support as undertaking a period of accessible and transparent community engagement on the main elements of the Draft Plan prior to adoption is considered to be a fundamental component of good governance and informed decision making processes.



**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****10.4 CONSIDERATION OF THE RECOMMENDATIONS OF THE PANEL  
REPORT FOR C87 PART B (URBAN AMENITY BUFFER) AND  
URBAN AMENITY BUFFER OPTIONS****General Manager****City Development****For Decision****PURPOSE**

This report is provided for Council to consider the Planning Panel report received for Amendment C87 Part B, the actions taken since the deferral of Amendment C87 Part B at the 14 September 2015 and 23 May 2016 Ordinary Council Meetings and to seek approval to progress the amendment to the next stage.

**EXECUTIVE SUMMARY**

Amendment C87 Part B implements key elements of the Traralgon Growth Areas Review (TGAR) by modifying relevant clauses of the Municipal Strategic Statement (MSS) of the Latrobe Planning Scheme.

Amendment C87 Part B updates the structure plans for the towns of Morwell, Traralgon, and Tyers and the Traralgon West Growth Corridor by mapping the extent of the Australian Paper Urban Amenity Buffer (UAB) on the said structure plans.

Following public exhibition of Amendment C87 (including C87 Part B), a total of 42 written submissions were received and a Planning Panel was appointed to consider all submissions and hear presentations.

At the Ordinary Council Meeting of 23 May 2016 Council decided to split Amendment C87 in three parts, being Parts A, B and C. Council adopted Parts A and C but deferred making a decision on Part B UAB and resolved to request that a Council Report on further options for Part B be presented to Council and that an extension of time to decide C87 Part B be sought from the Minister for Planning.

The Panel recommends C87 Part B be adopted with changes from what Council originally exhibited. The Panel recommends changing proposed Clause 21.05 by realigning the adjusted UAB boundary on the Structure Plans along the 10 odour unit contour line modelled by Australian Paper (see Recommendation 2b in Attachment 1 and Buffer 1 in Attachment 3).

The Panel's comments and recommendations are not binding on any party, and therefore Amendment C87 Part B is recommended to be changed to reflect recent discussions with the Environment Protection Authority (EPA) and Australian Paper. Therefore it is proposed that Panel recommendation 2b should not be supported (see Attachment 2).

The EPA and Australian Paper were consulted regarding the Panel's recommendation to extend the UAB from the agreed adjusted UAB to Australian Paper's modelled 10 odour unit contour. EPA in its advisory

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capacity and Australian Paper both support the exhibited C87 adjusted UAB and the revised UAB if Council was to adopt this position.

The EPA and Australian Paper's position has now been refined after the 23 May 2016 Ordinary Council Meeting where they discussed options around alternate planning scheme policy responses to the UAB with Council. These UAB options and policy responses form the main discussion points of this Council Report.

In-order for Amendment C87 Part B to proceed, Council must now consider the recommendations of the Planning Panel that relate to Part B and decide whether to adopt Amendment C87 Part B as exhibited, adopt Amendment C87 Part B with changes or abandon the Amendment.

### RECOMMENDATION

1. **Having considered the Planning Panel report recommendations for Amendment C87 Part B, adopts Amendment C87 Part B with changes identified in Attachment 2 - 'Consideration of Panel's Recommendation for Latrobe Planning Scheme Amendment C87 Part B', in accordance with Section 29 of the *Planning & Environment Act 1987*.**
2. **Advises those persons who made written submissions to Amendment C87 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 – Built Environment*

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

##### *Strategic Objectives – Economy*

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

##### *Strategic Objectives – Governance*

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

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

Theme and Objectives

*Theme 5: Planning for the future*

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

*Strategic Direction – Planning for the future*

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

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

Legislation:

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

Policy:

- *Traralgon West Infrastructure Development Policy 11 POL-2*  
This policy sets out Latrobe City Council's procedure for the assessment of subdivision proposals and the equitable provision and management of stormwater and road infrastructure within the Traralgon West Low Density Residential Precinct.

**BACKGROUND**

*The Traralgon Growth Areas Review (TGAR)*

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

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

Latrobe City Council to accommodate Traralgon's urban growth into the future.

The draft TGAR Background Report, draft TGAR Framework Plan report and draft Traralgon West Structure Plan report were presented to Council for consideration at its Ordinary Council Meeting of 28 April 2014. At the Meeting Council resolved to adopt the TGAR reports and request authorisation from the Minister for Planning to prepare and exhibit a future amendment to the Latrobe Planning Scheme, which (*inter alia*) proposed to update the structure plans for the towns of Morwell, Traralgon, and Tyers and introduce a structure plan for the Traralgon West Growth Corridor by mapping the extent of the Australian Paper Urban Amenity Buffer (UAB) on the said structure plans.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### **Planning Scheme Amendment C87 TGAR**

Authorisation to publicly exhibit planning scheme amendment C87 (including C87 Part B) was granted by the Minister for Planning and Council officers gave notice of C87 to all relevant stakeholders commencing 4 September 2014.

At the Ordinary Council Meeting on 9 February 2015, Council considered all written submissions to Amendment C87 and resolved to request the Minister for Planning to establish a Planning Panel to consider submissions and prepare a report.

The Minister for Planning appointed a three person Planning Panel which was conducted over four days during 20 -23 April 2015. Council officers made a written submission and presentation to the Panel and other submitters were also given the opportunity to present their submission to the Panel. The Panel considered all submissions received to C87 even if the submitters chose not to present at the Panel.

The Panel Report made 10 recommendations (including one recommendation for C87 Part B) for changes to C87 which was received by Council on 22 June 2015 (see Attachment 1). The Panel's recommendations are not binding on any party.

Councillors were briefed on the recommendations of the Panel Report at Councillor Briefings on 13 July 2015; 31 August 2015; 1 February 2016; 7 March 2016; 16 May 2016 and 29 August 2016.

Council was required to determine C87 (including C87 Part B) in August 2015 under Ministerial Direction 15. However, Council received an extension of time from the Minister for Planning to allow Council to determine C87 until 4 September 2016.

At the 14 September 2015 Ordinary Council Meeting, Council resolved the following:

*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 the Urban Amenity Buffer solutions.*
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.*

At the 23 May 2016 Ordinary Council Meeting, Council resolved the following:

*That Council:*

1. *Having considered the Planning Panel report recommendations for Amendment C87, in accordance with Section 29 of the Planning & Environment Act, 1987, splits Amendment C87 into three parts being:*

**ORDINARY COUNCIL MEETING AGENDA  
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- i) *C87 Part A (Urban Coal Buffer) – those elements of C87 relating to Panel recommendations 2a and 4a with respect to the Urban Coal Buffer.*
  - ii) *C87 Part B (Urban Amenity Buffer) – those elements of C87 relating to Panel recommendation 2b with respect to the Urban Amenity Buffer.*
  - iii) *C87 Part C – all other elements of C87 not considered as being contained in Part A and Part B; and [.....]*
2. *That Council defers Amendment C87 Part B (Urban Amenity Buffer), in accordance with Section 29 of the Planning & Environment Act, 1987 until a report on further options relating to C87 Part B (Urban Amenity Buffer) be presented to Council and if necessary, seeks an extension of time from the Minister of Planning.*

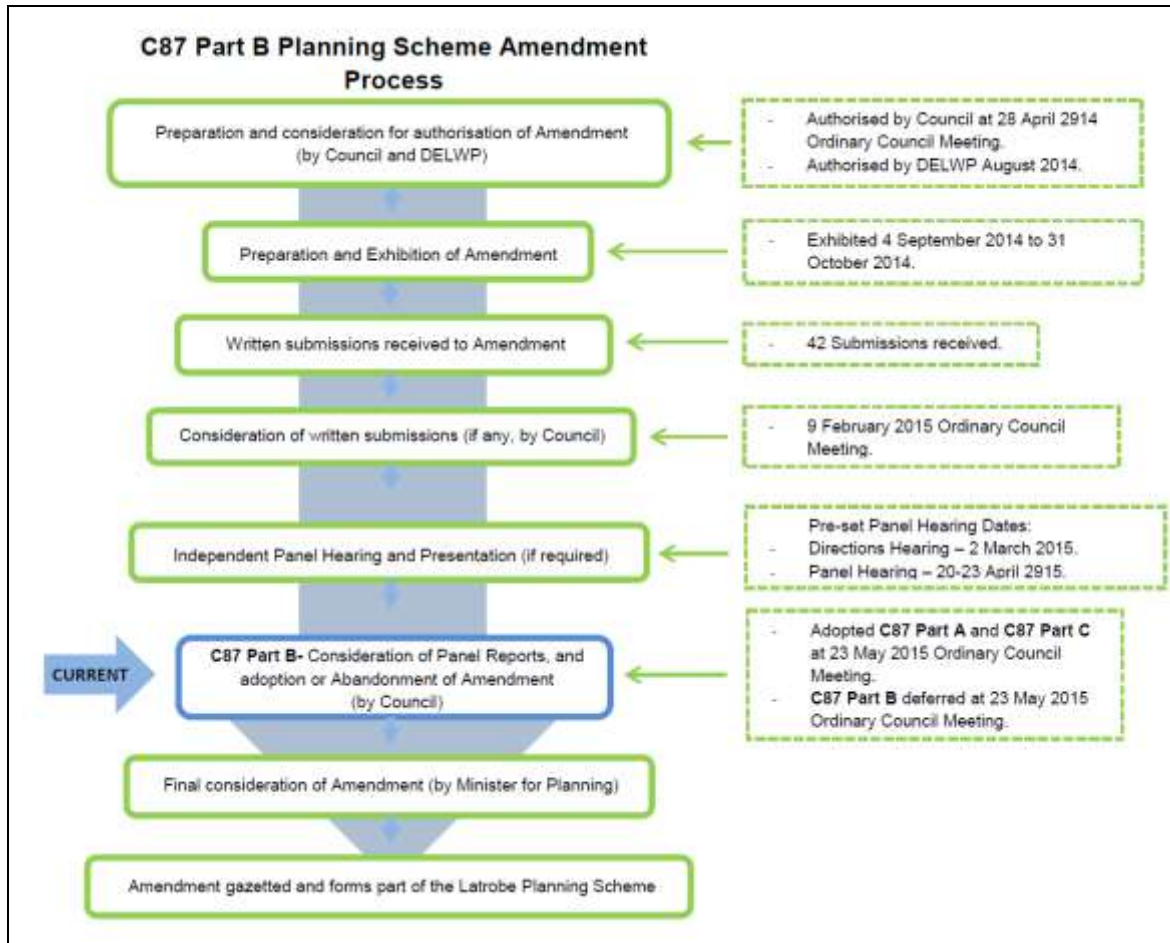
Council was required to determine C87 Part B on 4 September 2016 under the *Planning and Environment Act 1987*. However, Council received an extension of time from the Minister for Planning to allow Council to determine C87 Part B until 30 June 2017.

Significant work has been undertaken to action Council's resolutions, including undertaking additional consultation work with the EPA, AP, Councillors and Council officers to discuss proposed UAB options in Morwell North, Tyers South and Traralgon West which has allowed this matter to come back to Council for consideration.

**Statutory Requirements**

The C87 planning scheme amendment process is shown in the figure below and provides an indication of the current stage of C87 Part B.

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In accordance with the Act, the municipal council, as a planning authority, has a number of duties and powers. These duties and powers are listed at Section 12 of the Act. Under Section 12 a planning authority must have regard to (*inter alia*):

- The objectives of planning in Victoria;
- The Minister's directions;
- The Victoria Planning Provisions;
- The Latrobe Planning Scheme;
- Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged by the amendment.

Amendment C87 Part B has had regard to Section 12 of the Act and is consistent with the requirements of Section 12. In addition each amendment must address the Department of Environment, Land, Water and Planning (DELWP) publication *Strategic Assessment Guidelines for Planning Scheme Amendments*.

The proposal is consistent with the State Planning Policy Framework and the Municipal Strategic Statement (MSS) of the Latrobe Planning Scheme which is further explained in the attached Explanatory Report. The

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Explanatory Report will need to be updated if council decide to make any changes to the exhibited C87 Part B proposal.

While the Panel's recommendations are not binding on any party, section 27(1) of the Act requires Council to consider the Panel's Report before deciding whether or not to adopt the amendment. Section 29(1) of the Act enables Council after complying with the relevant sections of the Act, to adopt the amendment or that part with or without changes.

### **INTERNAL/EXTERNAL CONSULTATION**

#### Engagement Method Used

In addition to the extensive TGAR project consultation during 2012 - 2014, C87 (including C87 Part B) was placed on public exhibition for a period of 9 weeks from 4 September 2014 until 31 October 2014.

As part of the community consultation process council officers posted approximately 148 letters and C87 documentation to the following groups:

- All 73 parties who originally made a submission to TGAR.
- All 75 landowners who are directly affected by the proposed UAB.
- Statutory agencies, referral authorities and Council officers.

To further promote the community consultation process, five public notices were published in the Latrobe Valley Express during September and October 2014. A C87 newspaper article appeared in the Business Connect on 23 October 2014 and a television news piece appeared on WinNews on the 4 September 2014. Notice of C87 was published in the government gazette on 4 September 2014.

#### Public Submissions

Forty two written submissions were received by Latrobe City Council to Amendment C87 during the public exhibition period. A C87 public Panel Directions Hearing was held on 2 March 2015 in the Latrobe City Council service centre in Traralgon and the public Panel Hearing was held from 20 April to 24 April 2015 at the same location. All of the 42 written submissions (including submissions to the UAB) were considered by the Panel at the Hearing and 19 submitters made oral presentations to the Panel in support of their submissions.

#### Independent Panel Report

Council wrote to all of the submitters advising them of the availability of the Panel Report on 17 July 2015 and also made the C87 Panel Report available to the broader public on 20 July 2015. A Latrobe City Council media release that outlined the recommendations of the Panel Report was distributed to the media on 23 July 2015 with a television segment on WIN News on 23 July 2015 and the LV Express newspaper running a front page article on 27 July 2015 and three other articles on 20 August 2015 and 24 August 2015. The Latrobe City Council website homepage currently advertises the opportunity to view the Panel Report and the Panel Report was uploaded to the website on 20 July 2015.



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### Post Council Resolution Engagement

Following the 14 September 2015 Ordinary Council Meeting resolution, Council officers held three separate meetings with representatives from community groups in Tyers South, Morwell North and Traralgon West. The purpose of the meetings were to further discuss the impacts and effects of the proposed UAB with EPA, Australian Paper, Council officers, interested Councillors and the relevant community groups. These meetings occurred on the 3 and 23 March 2016.

Following the 23 May 2016 Ordinary Council Meeting resolution, Council officers and Councillors engaged with the EPA and Australian Paper where options were discussed around alternate planning scheme policy responses to the UAB (see the discussion around Buffer 3 proposal below). Council officers also held discussions with representatives from community groups in Tyers South, Morwell North and Traralgon West to explain possible UAB options and the Buffer 3 proposal on 30 and 31 August 2016.

The Traralgon West Community Group is satisfied with the Buffer 3 proposal. The Morwell North Community Group have raised concerns with the Buffer 3 proposal and have requested further reductions in the extent of the Morwell North *Amenity Lifestyle Precinct*. At the time of writing this Report, the Tyers South residents are scheduled to be consulted on 31 August 2016 where their views of the Buffer 3 proposal will be known and this will be communicated to Councillors prior to consideration of this Council Report.

### **KEY POINTS/ISSUES**

One of the key issues considered within the Panel Report was the proposed Australian Paper Mill UAB which is the subject of C87 Part B.

Following the 23 May 2016 Ordinary Council Meeting resolution, Council officers and Councillors engaged with the EPA and Australian Paper in June and August 2016 where options were discussed around alternate planning scheme policy responses to the UAB and the cost and resourcing of further odour monitoring and modelling.

#### Cost and Resourcing of Further Odour Monitoring and Modelling.

EPA has advised the following:

*Following consideration of these [odour monitoring and modelling] options [i.e. olfactometer monitoring; odour monitoring machines; odour surveys; and further modelling], EPA advises that it is not considering undertaking any of these options...*

*EPA remains of the view that the assessment process and modelling conducted thus far by Australian Paper is thorough*

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

*and comprehensive and has provided sufficient information for EPA to make its recommendations.*

Australian Paper has advised the following:

*It is important to understand that the purpose of the buffer is to reduce community impact related to process upsets, malfunction or adverse weather conditions. This buffer is not designed for average normal day to day running conditions. Australian Paper expects that additional ground level monitoring of day to day events will not change the outcome of the buffer. Australian Paper does not support further monitoring or modelling.*

*Australian Paper does not expect community odour monitoring to impact on the final buffer outcome, and hence will not contribute financially to this measurement exercise.*

Based on the EPA and Australian Paper advice above, it is not recommended that further odour monitoring and modelling is required to be completed to help determine the suitability of C87 Part B into the Latrobe Planning Scheme.

### Alternate Planning Scheme Policy Responses to the UAB

For the purpose of this Council Report the different buffer options are described below.

Buffer 1 – the UAB be implemented as the 10 odour unit line. This option was recommended by the Planning Panel (see Attachment 1 and 3).

Buffer 2 - the adjusted UAB which was exhibited as part of the consultation process (see Attachment 3). This UAB follows the 10 odour unit line in part but also excluded areas with existing further subdivision rights under the current zone. This option was recommended by officers in the Council report of 23 May 2016 as the preferred option.

Buffer 3 – a new option that applies a revised planning response to the issue. This option is further explained later in this report and is shown in Attachment 4.

The Panel recommends C87 Part B be adopted with changes from what Council originally exhibited. Specifically with regard to the UAB, the Panel recommend adopting Buffer 1 that uses the 10 odour unit as the UAB line.

At the Ordinary Council meeting of 23 May, 2016, Council considered the Panel recommendation which was to implement Buffer 1. Council also considered officer's recommendations to implement an adjusted UAB (i.e. Buffer 2).

EPA and AP agreed to the implementation of either of these scenarios (i.e. Buffer 1 or Buffer 2), however there are still members of the community who continue to express concerns with both of these buffers. Council

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

resolved to defer a decision on the UAB and required a Council Report on further UAB options be presented back to Council.

### Buffer 3 – Options for Moving Forward With C87 Part B

Recent discussions with the EPA and Australian Paper have resulted in the opportunity to consider a revised version of the exhibited mapped UAB as part of C87 Part B (see Buffer 3 in Attachment 4). The revised version of the UAB (i.e. Buffer 3) will not affect any additional properties compared to the exhibited adjusted UAB (i.e. Buffer 2).

The revision via Buffer 3 would replace the UAB with an *Amenity Rural Buffer* (ARB) and show the Traralgon West, Morwell North, and Tyers South as an area not covered by the UAB/ARB. The Traralgon West, Morwell North areas could be designated as *Amenity Lifestyle Precincts* but any further increase in dwelling density in the Traralgon West and Morwell North area through rezoning of land or subdivisions would be discouraged.

Further investigations in the Tyers South area would need to be undertaken prior to any future rezoning from Farming to Rural Living Zone due to this area already being identified on the existing Tyers Structure Plan prior to the Australian Paper odour modelling work, and on the C87 Part C Tyers Structure Plan as having potential for future housing subdivision. Noting the above, the Tyers South area could be designated as an *Amenity Lifestyle Investigation Precinct* on the Buffer 3 map and depicted by different hatching.

Any existing subdivision opportunities under the current zoning regime in all of these areas would still be honoured.

If the Buffer 3 option was supported by Council, the adopted C87 Part C MSS structure plans for Morwell, Traralgon, Traralgon West Growth Corridor, Tyers and the Traralgon-Morwell Growth Framework Plan would need to be updated to reflect the revised UAB with Amenity Lifestyle and Investigation Precincts. Wording in the MSS would also need to be amended to reflect the policy intent for the ARB and the Amenity Lifestyle and Investigation Precincts described above.

The EPA and Australian Paper have considered the revised version of the exhibited mapped UAB (see Attachment 5).

EPA offers the following comments:

*EPA agrees with the revised map and approach that council is taking in this matter. This appears to be consistent with the broader context of controlling intensification in this area, and ultimately protecting the amenity of future residents and the viability of Australian Paper. EPA has no objection to council pursuing this revision.*

Australian Paper has advised that the revised version of the exhibited mapped UAB (i.e. Buffer 3) is acceptable and they look forward to future discussions with Latrobe City Council. At the time of writing this Report, Australian Paper are to confirm their view in writing and this will be communicated to Councillors prior to consideration of this Council Report.

Council has a responsibility to ensure that any significant changes to C87 Part B post Panel Report do not impinge on *natural justice* rights of the community or result in C87 Part B being *transformed* into a different proposal and new issues included which were not considered by the Panel. The community may not have had an opportunity to consider the changes because the changes may not have been discussed in the Panel Report. If a member of the community was aware of the change then they may have wished to make a presentation at the Planning Panel. If C87 Part B is significantly transformed from what was exhibited and/or from what the panel recommend, there is a risk that the Minister for Planning may not support or refuse to approve C87 Part B and require a new planning scheme amendment to be prepared and re-exhibited.

That being said, it is not considered that the changes proposed to C87 Part B that are outlined in this report transform C87 Part B but rather respond to the Panel's recommendation by putting forward an alternate planning scheme policy response to the UAB issue that is known to interested parties.

In-order for Amendment C87 Part B to proceed, Council must now consider the recommendations of the Planning Panel that relate to Part B and decide whether to adopt Amendment C87 Part B as exhibited, adopt Amendment C87 Part B with changes or abandon the Amendment.

### **RISK IMPLICATIONS**

Risk has been considered as part of this report and the recommendations of this report are considered to be consistent with the Risk Management Framework. However, there are risks in not adopting C87 Part B with changes and other risks that are outside of the C87 Part B process. These risks are outlined below.

#### Australian Paper (AP) employment and economic impact risk

AP's Maryvale Mill is the largest private sector employer in the Latrobe Valley with approximately 845 direct employees and a further 2550 indirect employees across Victoria. C87 Part B proposes an UAB around the mill to secure the long term viability and future operation of the mill and to ensure that the amenity of nearby sensitive uses (e.g. dwellings) is protected. AP advised that delay or abandonment of C87 Part B places the Maryvale Mill operations at risk and this may have a detrimental social and economic impact on the Gippsland region.

The AP submission states:

*If the amenity buffer is removed from Amendment C87, Australian Paper will be required to immediately revert to the default 5 kilometre buffer as set out in Clause 52.10 of the Planning Scheme and the EPA Guidelines (EPA publication 1518 March 2013 Recommended separation distances for industrial residual air emissions), and will ask Latrobe City Council to require all applications to be referred to Australian Paper as a protected industry under the requirements of the EPA Guidelines. In the absence of any other buffer*

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*arrangements, Australian Paper will then adopt this 5 kilometre radius as the necessary Amenity Buffer.*

AP have also advised that they may request the Minister for Planning to step-in and prepare a separate UAB planning scheme amendment if Council decides to abandon the exhibited C87 Part B UAB. In the absence of an agreed position between Council, AP and the EPA, there is a risk that the Minister for Planning may decide to approve the Planning Panel's recommendation to extend the UAB out to Australian Paper's modelled 10 odour unit contour. This would result in a large extension to the application of the exhibited adjusted UAB or the revised UAB described above and will affect an additional 901 dwellings and have a significant impact on the Morwell, Traralgon, and Tyers communities.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2012*. The costs associated with this late stage of the planning scheme amendment include the fee for the Minister's approval of an amendment if the amendment is adopted by Council.

Funds have been allocated in the current 2016/2017 budget year to enable the planning scheme amendment to proceed.

Implications to the 2016/2017 budget should be considered when considering the options for progressing with Amendment C87 Part B, especially if further research and resources may be required to be allocated to undertake further odour monitoring and modelling work.

### **OPTIONS**

The options available to Council are as follows:

1. That Council, after considering the Planning Panel report recommendations for Amendment C87 Part B, resolves to adopt and submit for approval to the Minister for Planning, Amendment C87 Part B without changes.
2. That Council, after considering the Planning Panel report recommendations for Amendment C87 Part B, resolves to adopt and submit for approval to the Minister for Planning, Amendment C87 Part B with changes.
3. That Council, after considering the Planning Panel report recommendations received for Amendment C87 Part B, resolves to defer making a decision on the exhibited planning scheme amendment C87 Part B and undertake and resource further odour monitoring and modelling work prior to C87 Part B lapsing on 30 June 2017.
4. That Council, after considering the Planning Panel report recommendations received for Amendment C87 Part B, resolves to Abandon the exhibited planning scheme amendment C87 Part B and inform the Minister for Planning.

**ORDINARY COUNCIL MEETING AGENDA  
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The recommendation to Council is to support option 2 which gives effect to proposed Buffer 3. It should be noted that if Council wish to make substantial changes to C87 Part B or abandon parts of C87 Part B, there is a risk that the Minister for Planning may refuse to approve C87 Part B and require a new planning scheme amendment to be prepared and re-exhibited.

**CONCLUSION**

Amendment C87 Part B implements key elements of the TGAR by modifying relevant clauses of the MSS of the Latrobe Planning Scheme. Amendment C87 Part B updates the structure plans for the towns of Morwell, Traralgon, and Tyers and the Traralgon West Growth Corridor by mapping the extent of the UAB on the said structure plans.

Extensive community consultation has taken place during the TGAR project from 2012-2014 and during 2014-2016 as part of the C87 public exhibition and Planning Panel Hearing and Council processes with a broad range of mediums used to engage with various stakeholders.

The Panel recommends C87 Part B be adopted with changes from what Council originally exhibited. The Panel recommends changing the proposed MSS by realigning the agreed adjusted UAB boundary in the Traralgon West Growth Corridor Structure Plan along the 10 odour unit contour line modelled by Australian Paper.

The Panel's comments and recommendations are not binding on any party, and therefore Amendment C87 Part B is recommended to be changed in a different way to the Panel recommendation to reflect recent discussions with the EPA and Australian Paper. Therefore it is proposed that Panel recommendation 2b should not be supported.

Recent discussions with the EPA and Australian Paper have resulted in the opportunity to consider a revised version of the exhibited mapped UAB as part of C87 Part B. The revision would show the Traralgon West, Morwell North, and Tyers South as an area not covered by the UAB. These areas could be designated as Amenity Lifestyle and Investigation Precincts with particular land use objectives.

Council was required to determine C87 Part B on 4 September 2016 under the *Planning and Environment Act 1987*. However, Council received an extension of time from the Minister for Planning to allow Council to determine C87 Part B until 30 June 2017.

Significant work has been undertaken to action Council's previous resolutions, including undertaking additional consultation work with the EPA, AP, Councillors and Council officers to discuss the proposed UAB in Morwell North, Tyers South and Traralgon West which has allowed this matter to come back to Council for consideration.

In-order for Amendment C87 Part B to proceed, Council must now consider the recommendations of the Planning Panel that relate to Part B and decide whether to adopt Amendment C87 Part B as exhibited, adopt Amendment C87 Part B with changes or abandon the Amendment.

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**SUPPORTING DOCUMENTS**

1. TGAR Framework August 2013
2. TGAR Traralgon West Structure Plan August 2013
3. TGAR Background Report August 2013

**Attachments**

1. C87 TGAR Panel Report 22 June 2015
2. Consideration of Panel's Recommendation for Latrobe Planning Scheme C87 Part B
  3. C87 Part B - UAB Buffers Considered by the Planning Panel
  4. C87 Part B - Post Panel Changes to the UAB
  5. EPA Correspondence 23 August 16

## **10.4**

### **Consideration of the Recommendations of the Panel Report for C87 Part B (Urban Amenity Buffer) and Urban Amenity Buffer Options**

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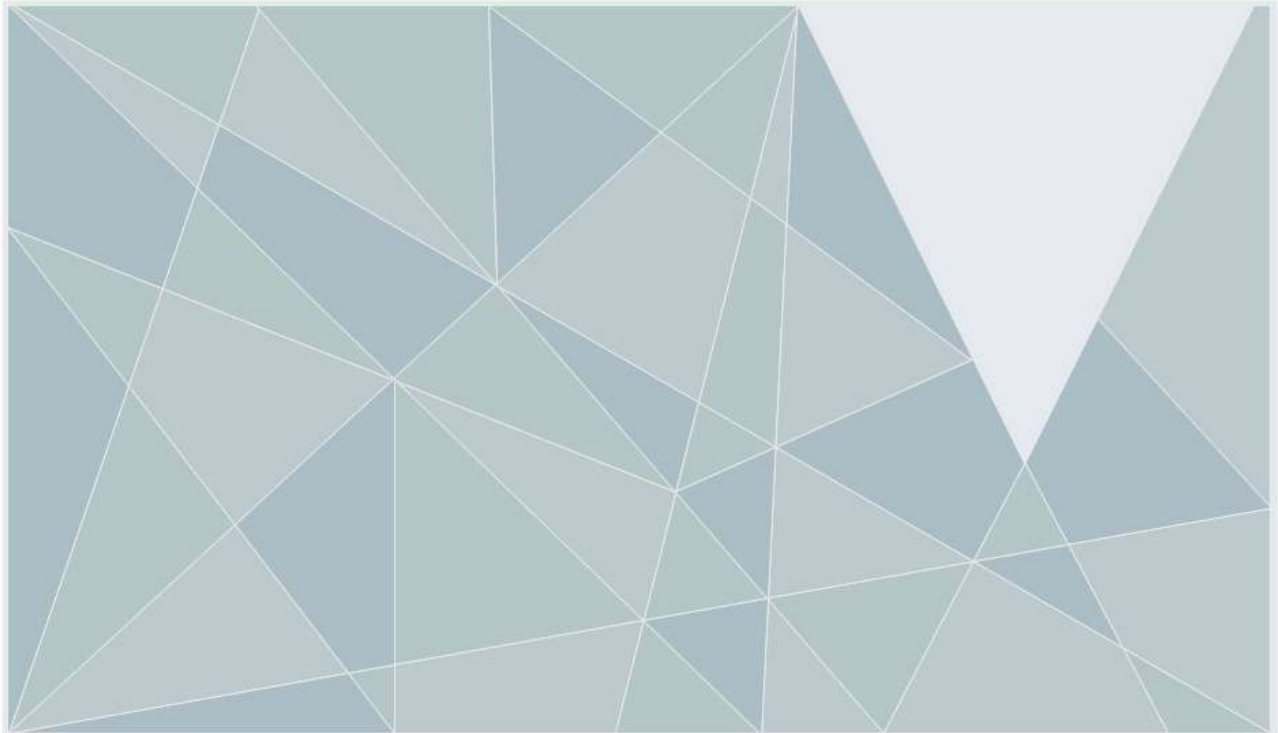


*Planning and Environment Act 1987*

**Panel Report**

**Latrobe Planning Scheme Amendment C87**

**Traralgon Growth Areas Review**



**22 June 2015**

*Planning and Environment Act 1987*  
Panel Report pursuant to Section 25 of the Act  
Latrobe Planning Scheme Amendment C87  
Traralgon Growth Areas Review

22 June 2015



Con Tsotsoros, Chair



Catherine Wilson, Member



Stephen Hancock, Member

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## List of Abbreviations

AP	Australian Paper
DEDJTR	Department of Economic Development, Jobs, Transport and Resources
EPA	Environment Protection Authority
H <sub>2</sub> S	Hydrogen Sulphide
the Framework	Traralgon Growth Areas Framework
LIDAR	Light Detection and Ranging
OU	Odour Units
ppb	Parts per billion
TRS	Total Reduced Sulphides
VPP	Victoria Planning Provisions

## Overview

Amendment Summary	
<b>The Amendment</b>	Latrobe Planning Scheme Amendment C87
<b>Common Name</b>	Traralgon Growth Areas Review
<b>Subject Area</b>	Land in Morwell, Traralgon, the Traralgon West Growth Corridor, and the small towns of Glengarry and Tyers shown in Figure 1
<b>Planning Authority</b>	Latrobe City Council
<b>Authorisation</b>	14 August 2014 without conditions
<b>Exhibition</b>	Between 4 September and 31 October 2014
<b>Submissions</b>	42 submissions as shown in Appendix A

Panel Process	
<b>The Panel</b>	Con Tsotsoros (Chair), Catherine Wilson and Stephen Hancock
<b>Directions Hearing</b>	Latrobe City Traralgon Service Centre, 2 March 2015
<b>Panel Hearing</b>	Latrobe City Traralgon Service Centre, 20-23 April 2015
<b>Site Inspections</b>	Unaccompanied, 2 March 2015 and 22 April 2015
<b>Date of this Report</b>	22 June 2015

## Executive Summary

### (i) Summary

The Traralgon growth area is strategically located in what is considered to be Gippsland's economic and population centre. Two of Traralgon's major industries are the Loy Yang power station and associated coal mine that has operated since the 1980s and the Australian Paper Mill and associated plantations that has operated since 1937.

The Traralgon growth area has been experiencing steady growth and investment in recent years. However, this area has been described as being 'land locked' by a number of physical and land use constraints including the power station, coal mine, paper mill, plantations, major gas pipelines, regional airport, flood plains and the proposed Princes Highway realignment.

Council has had the complex task of weighing up these constraints while seeking to prepare a cohesive strategy for the region to 2041. The Panel considers the Traralgon Growth Areas Plan to be thorough and logical based on best available information at the time.

The Traralgon Growth Areas Plan and other supporting documents form the basis for Planning Scheme Amendment C87 to the Latrobe Planning Scheme that was exhibited in September and October 2014. The 42 Submissions received had diverging views on issues including the future Urban Amenity Buffer, land uses in certain locations and potential impacts to development near the coal mine.

In relation to the coal mine, geotechnical evidence indicates significant ground instability associated with the coal mine beyond the one kilometre coal buffer area and that existing monitoring is inadequate to determine the extent of this activity. The Panel concludes that the precautionary principle should be applied by excluding land within two kilometres of the coal mine from future urban expansion on an interim basis until better defined geotechnical evidence is available. When taking into account the timeframe for implementing the Traralgon Growth Areas Plan, Council could review the affected areas and determine their future once better quality information is known.

In relation to the paper mill, the Panel understands the concerns of both residents who supported the urban amenity buffer and those who opposed it. The reality is, a large proportion of Traralgon is located within the 5 Odour Unit contour. This contour would normally be applied as a buffer to restrict sensitive uses. However these circumstances do not exist because a significant level of sensitive land uses have encroached into the paper mill's buffer since it commenced operation in 1937. Taking into account this reality, the Panel recommends that urban amenity buffer be identified at the 10 Odour Unit contour in all strategic documentation and the Latrobe Planning Scheme. This buffer should not be open to any further negotiation because it reflects proven science and is already compromised. However, Council may seek to have different land use responses within the buffer, depended on location. This will be considered by Council as part of a future process to implement the Traralgon Growth Areas Plan.

The Panel is satisfied that existing provisions adequately respond to major gas pipelines and encourages relevant parties to continue communication on this matter. It agrees with the

principle of protecting wastewater infrastructure and considers that further work is needed to determine how best to respond to this matter.

Land rezoning was not in the scope of the Amendment therefore the Panel makes no recommendations in relation to land rezoning requests. It does however support Council's change to designate a property in Tyers for future rural living.

The Panel finds the Amendment's strategic direction on future land uses to be well supported by considerations found in the Traralgon Growth Areas Plan and associated supporting documents. The relevant authority is encouraged to implement better quality geotechnical monitoring without delay so that Council is provided with certainty about the future of areas south of the Princes Highway. This can form part of Council's future review of the Traralgon Growth Areas Plan.

This report includes:

- **Conclusions:** The Panel's response to an issue that does not recommend changing the exhibited Amendment.
- **Recommendation:** The Panel's response to an issue that recommends changes to the exhibited Amendment.

#### (ii) Recommendation

Based on the reasons set out in this Report, the Panel recommends:

**Latrobe Planning Scheme Amendment C87 should be adopted as exhibited, subject to the following modifications:**

1. **Change Clause 21.04 to:**
  - a) **Include the following new strategy in Objective-1-Infrastructure of 21.04-6:**  
*Implement Masterplans for the Latrobe Regional Airport, Latrobe Regional Hospital and the open space corridor within the Traralgon West Growth Corridor that maximises the use of existing infrastructure.*
2. **Change Clause 21.05 to:**
  - a) **Remove any future land use and staging that supports land use intensification in areas 5, 12b, 19, 21 or within the existing Environmental Significance Overlay Schedule 1 in the Traralgon Structure Plan.**
  - b) **Realign the urban amenity buffer boundary along the 10 odour unit buffer modelled by GHD.**
  - c) **Replace the final strategy in Commercial of 21.05-7 with the following strategy:**  
*Encourage proposals for employment intensive businesses compatible with the nearby Latrobe Regional Hospital and Latrobe Regional Airport associated with health and aeronautics in Area 4.*
  - d) **Add a new strategy in Commercial of 21.05-7:**  
*Consider proposals for other employment intensive businesses compatible with the nearby Latrobe Regional Hospital and Latrobe Regional Airport in Area 4.*
  - e) **Better define the location of the regional outfall sewer in the Traralgon Structure Plan and acknowledge its importance in 21.05-6.**



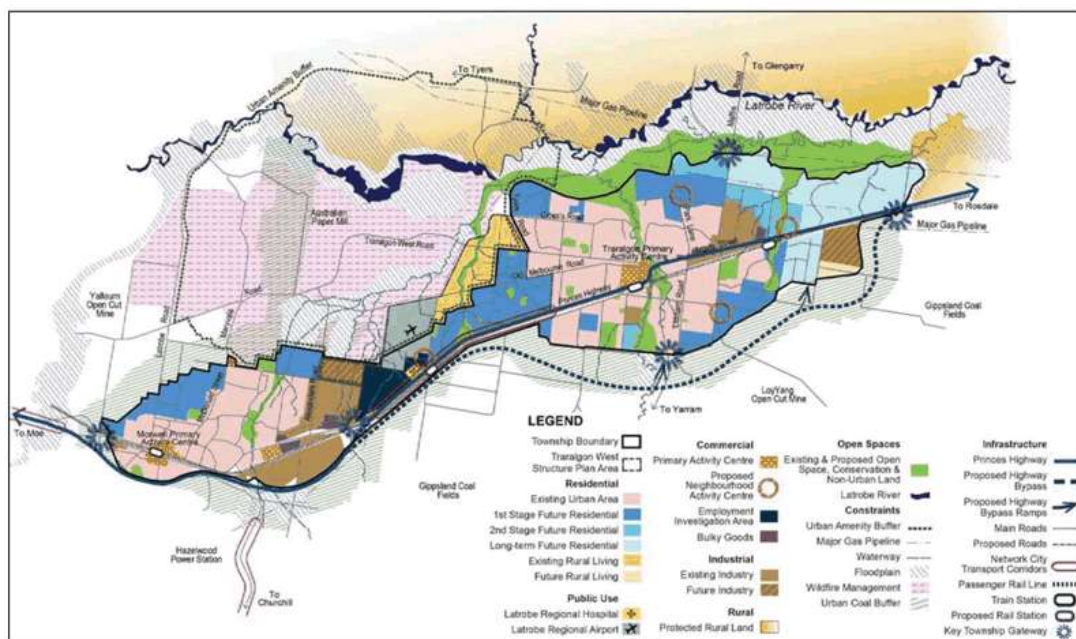
- f) Better acknowledge the potential impact of new residential growth within close proximity of major gas pipelines in 21.05-6 and 21.05-7.
3. Change Clause 21.06 to:
- a) Designate 106 Walhalla Road, Tyers for future rural living in the Tyers Structure Plan.
4. Change Clause 21.07 to:
- a) Include a strategy to increase the width of Environmental Significance Overlay Schedule 1 to 2,000 metres east and south of the Traralgon township from the boundary of the Loy Yang mine open cut until a more specifically defined risk mitigation width is defined.
  - b) Include in Objective 4 - Industry the following new strategy:  
*Implement Masterplans for the employment investigations area, Latrobe Regional Airport and Latrobe Regional Hospital within the Traralgon West Growth Corridor that accommodates industry clusters linked to health aeronautics or agriculture research and development.*

# 1 Introduction

## 1.1 The subject area and surrounds

The Amendment applies to land in Traralgon, the Traralgon West Growth Corridor, Morwell, and the small towns of Glengarry and Tyers shown in Figure 1.

Figure 1 Subject land



Source: Traralgon Growth Areas Framework

The Panel adopts Council's planning expert, Mr Barnes', description of Traralgon's context:

*In the longer term Traralgon is effectively land locked. The long term future (ultimate) growth of Traralgon is constrained:*

- *The Latrobe River and its extensive flood plain to the north.*
- *The proposed Traralgon Bypass and coal reserves to the south.*
- *Buffers to the Australian Paper Mill and Latrobe Regional Airport to the west.*
- *Sheepwash creek, flood plains associated with the Latrobe River and coal resources to the east.*

## 1.2 Background to the proposal

According to the Traralgon Growth Area Framework (the Framework), Traralgon had a population of 31,105 in 2011 which is expected to grow to between 44,345 to 51,913 people in 2051. To accommodate this population, an additional 8,088 to 11,574 dwellings and between 904 to 1,294 hectares will be needed. It is anticipated that the Framework can facilitate 1,756 hectares of land available for residential purposes.

The Traralgon area has features that have attracted solid growth and investment. These include a regional airport, regional hospital, regional train station, major employers including the paper mill, forestry, power stations and open cut mines, associated commercial and industrial uses and its location on the Princes Highway.

Although Traralgon is expected to accommodate considerable growth, expanding the urban areas has its challenges. The Framework has taken into account an existing power station, open cut mines, an existing mine buffer, the paper mill and plantations, major gas pipelines, floodplains and existing water infrastructure.

The proposed Princes Highway Bypass adds a further complication by dissecting the eastern part of Traralgon, south of the existing Princes Highway, from the existing urban area.

### **1.3 The Amendment**

The Amendment sets the strategic vision found in the Traralgon Growth Area Review Framework by changing Clauses:

- 21.02 (Municipal Vision)
- 21.04 (Built Environment Sustainability)
- 21.05 (Main Towns)
- 21.06 (Small Towns)
- 21.07 (Economic Sustainability)
- 21.08 (Liveability).

The following documents are proposed to be referenced in the clauses above:

- Traralgon Background Report (August 2013)
- Traralgon Growth Area Review Framework (August 2013)
- Traralgon West Structure Plan (August 2013)
- Australian Paper: Maryvale Pulp Mill Buffer Requirements (July 2011).

The Amendments changes and introduces strategies that implement:

- Recommendations of the Traralgon Background Report (August 2013), Traralgon Growth Area Review Framework (August 2013), Traralgon West Structure Plan (August 2013) and Australian Paper: Maryvale Pulp Mill Buffer Requirements (July 2011)
- The Growth Corridor Structure Plan
- Growth Framework Plan
- Preparation of Precinct Structure Plans and Development Contribution Plans.

The Amendment makes other drafting related changes to these clauses and does not rezone any land.

### **1.4 Procedural matters**

The Panel originally comprised of Con Tsotsoros and Catherine Wilson. As part of its request to be heard, AGL Loy Yang confirmed that it would be seeking evidence from a geotechnical expert and asked if a third member with relevant specialist expertise could be appointed. In response, the Panel was reconstituted to include Stephen Hancock as its third member.

Expert witness statements on planning and geotechnical matters for AGL Loy Yang were not circulated to all parties by the required deadline. AGL Loy Yang agreed to a Panel direction for its experts not to be provided with copies of other expert reports that were circulated by the deadline directed by the Panel.

### **1.5 Issues dealt with in this report**

The Panel considered all written submissions, as well as submissions presented to it during the Hearing. In addressing the issues raised in those submissions, the Panel has been assisted by the information provided to it as well as its observations from inspections of specific sites.

This report deals with the issues under the following headings:

- Planning Context
- AGL Loy Yang – power station and coal mine
- Australian Paper mill
- Sibelco site
- Employment investigation area
- Other issues.

## 2 Planning Context

Council provided a response to the Strategic Assessment Guidelines as part of the Explanatory Report, as identified in Table 1. The Panel has reviewed the policy context of the Amendment including relevant overlays and planning strategies.

Table 1 Policy Framework - relevant objectives and vision

<b>State Planning Policy Framework</b>	
<b>Clauses</b>	
<b>11</b>	<b>Settlement</b>
	<p><b>11.01 Activity centres</b></p> <p>To build up activity centres as a focus for high-quality development, activity and living for the whole community by developing a network of activity centres.</p> <p>To encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres which provide a variety of land uses and are highly accessible to the community.</p>
	<p><b>11.02 Urban growth</b></p> <p>To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.</p> <p>To locate urban growth close to transport corridors and services and provide efficient and effective infrastructure to create benefits for sustainability while protecting primary production, major sources of raw materials and valued environmental areas.</p> <p>To facilitate the orderly development of urban areas.</p> <p>To manage the sequence of development in growth areas so that services are available from early in the life of new communities.</p>
	<p><b>11.03 Open space</b></p> <p>To assist creation of a diverse and integrated network of public open space commensurate with the needs of the community.</p> <p>To provide for the long term management of public open space.</p>
	<p><b>11.05 Regional development</b></p> <p>To promote the sustainable growth and development of regional Victoria through a network of settlements identified in the Regional Victoria Settlement Framework plan.</p> <p>To develop regions and settlements which have a strong identity, are prosperous and are environmentally sustainable.</p>
<b>12</b>	<b>Environmental and Landscape Values</b>
	<p><b>12.01 Biodiversity</b></p> <p>To assist the protection and conservation of Victoria's biodiversity, including important habitat for Victoria's flora and fauna and other strategically valuable biodiversity sites.</p>
<b>16</b>	<b>Housing</b>
	<p><b>16.01 Residential development</b></p> <p>To promote a housing market that meets community needs.</p> <p>To locate new housing in or close to activity centres and employment corridors and at other strategic redevelopment sites that offer good access to services and transport.</p> <p>To provide for a range of housing types to meet increasingly diverse needs.</p> <p>To deliver more affordable housing closer to jobs, transport and services.</p>
<b>17</b>	<b>Economic development</b>
	<p><b>17.01 Commercial</b></p> <p>To encourage development which meet the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.</p>

**17.02 Industry**

To ensure availability of land for industry.  
 To facilitate the sustainable development and operation of industry and research and development activity.  
 To protect industrial land of State significance.  
 To create opportunities for innovation and the knowledge economy within existing and emerging industries, research and education.

**18 Transport****18.01 Land use and transport planning**

To create a safe and sustainable transport system by integrating land-use and transport.  
 To coordinate development of all transport modes to provide a comprehensive transport system.

**18.02 Movement networks**

To promote the use of sustainable personal transport.  
 To integrate planning for cycling with land use and development planning and encourage as alternative modes of travel.  
 To upgrade and develop the Principal Public Transport Network and local public transport services in Metropolitan Melbourne to connect activity centres, link activities in employment corridors and link Melbourne to the regional cities.  
 To manage the road system to achieve integration, choice and balance by developing an efficient and safe network and making the most of existing infrastructure.

**19 Infrastructure****19.02 Community infrastructure**

To assist the integration of health and education facilities with local and regional communities.  
 To develop a strong cultural environment and increase access to arts, recreation and other cultural facilities.  
 To provide fairer distribution of and access to of social and cultural infrastructure.

**19.03 Development infrastructure**

To facilitate the timely provision of planned infrastructure to communities through the preparation and implementation of development contributions plans.  
 To plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment.  
 To facilitate the orderly development, extension and maintenance of telecommunication infrastructure.  
 To avoid, minimise and generate less waste to reduce damage to the environment caused by waste, pollution, land degradation and unsustainable waste practices.  
 To plan for the development of pipeline infrastructure subject to the Pipelines Act 2005 to ensure that gas, oil and other substances are safely delivered to users and to and from port terminals at minimal risk to people, other critical infrastructure and the environment.  
 To protect geodetic sites (survey marks) that support infrastructure projects, land development, survey, mapping and geographical information systems

**Local Planning Policy Framework****Clauses****21 Municipal Strategic Statement****21.02 Municipal vision**

The adopted vision in *Latrobe 2021- The Vision for Latrobe Valley* is: a vibrant region; a caring and enterprising community; a harmonious community; and a sustainable, safe, secure region.

**21.03 Natural Environment Sustainability**

To promote the responsible and sustainable care of our natural environment for the use and enjoyment of the people who make up the vibrant community of Latrobe Valley.  
 To responsibly manage the natural environment, to ensure its sustainability and diversity for the community.

**21.04 Built Environment Sustainability**

Same vision as Clause 21.03

**21.05 Main towns**

To promote the responsible and sustainable care of our built environment for the use and enjoyment of the people

who make up the vibrant community of Latrobe Valley.

To develop clear directions and strategies through consultation with the community ensuring sustainable and balanced development.

#### **21.06 Small towns**

To promote the responsible and sustainable care of our built environment for the use and enjoyment of the people who make up the vibrant community of Latrobe Valley.

To develop clear directions and strategies through consultation with the community ensuring sustainable and balanced development.

#### **21.07 Economic sustainability**

To provide leadership and to facilitate a well connected, inter-active economic environment in which to do business.  
To facilitate a vibrant and dynamic economic environment.

##### **21.07-3 Coal resources overview**

To facilitate orderly coal development so that the resource is utilised in a way which is integrated with state and local strategic planning.

To provide a clear understanding within the regional community of the implications of designating land for future coal resource development or for buffer areas on the future use of land.

To ensure that new development is not undertaken in such a way as to compromise the effective and efficient use of existing or future infrastructure or resources such as the airport, coal resources, timber production, and high quality agricultural land.

To ensure that the use and development of land overlying the coal resources recognises the need to conserve and utilise the coal resource in the context of overall resources, having regard to social, environmental, physical and economic considerations in order to ensure a high quality of life for residents.

To maximise the protection of the coal resource to ensure resource security in the future. To ensure that the use, development and management of land in the coal resource areas mutually protect urban amenity and coal resource development as well as the continued social and economic productive use of land.

##### **21.07-4 Coal buffers overview**

To minimise the land use conflict between the coal resource development and other development and use in the municipality.

To ensure that adequate spatial separation is provided between existing and proposed urban and industrial uses and existing or proposed coal development so as to reduce the likely effects of earth subsidence, the emission of noise, dust, fire hazard and visual intrusion.

To provide for uses and developments which are compatible to coal development and ancillary services within the buffer area.

#### **21.08 Liveability**

To promote and support social, recreational, cultural and community life by providing both essential and innovative amenities, services and facilities within the municipality.

To enrich the vibrancy and diversity of community life through promoting and supporting recreational services and facilities.

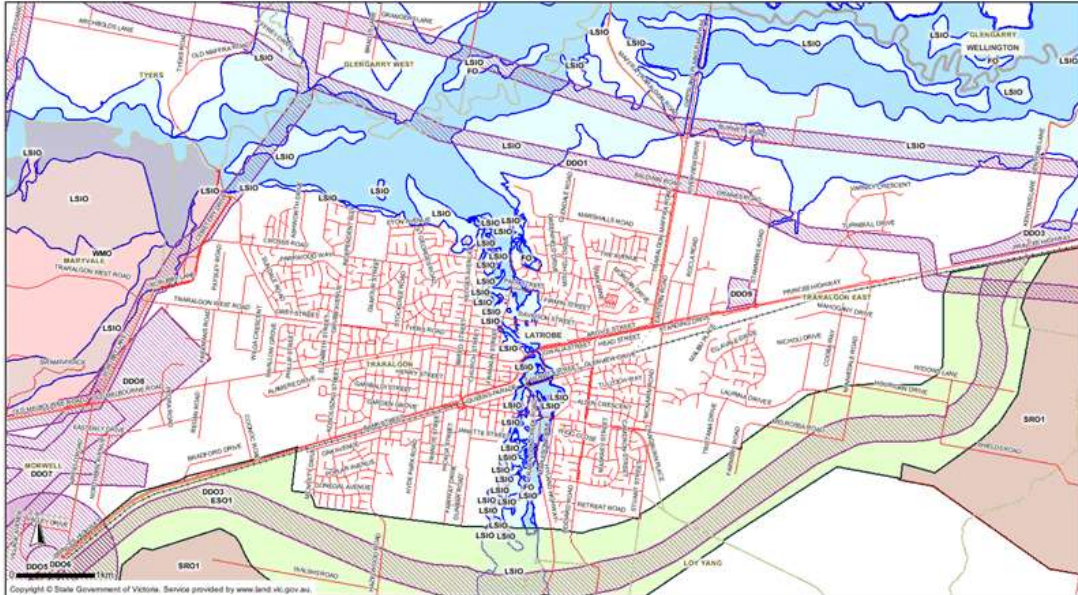
To enhance the quality of residents' lives by encouraging positive interrelated elements including safety, health, education, quality of life, mobility and accessibility, and sense of place.

To support arts and cultural opportunities that contribute to the vibrancy and diversity of community life.

## **2.1 Planning scheme provisions**

There are several existing planning scheme overlays relevant to the Amendment, as shown in Figure 2.

Figure 2 Existing planning scheme overlays



Two notable overlays are:

- Environmentally Significant Overlay Schedule 1 that applies 1 kilometre from the Loy Yang open cut mine.
- Design and Development Overlay Schedule 1 that applies for development within close proximity to major pipeline infrastructure.

#### **Environmentally Significant Overlay Schedule 1 (ESO1)**

ESO1 seeks to:

- *Ensure that development in the Gippsland Coalfields Policy Area provides mutual protection of urban amenity and coal resource development and the continued social and economic productive use of land.*
- *Provide for development which is compatible within a buffer area including reservations and for services ancillary to a Brown Coal Open Cut outside the buffer area.*

ESO1 includes provisions that seek to address the relationship between the mine and surrounding land uses. A permit application for certain developments and subdivision are required to be referred to the Secretary to the Department administering the *Minerals Resources (Sustainable Development) Act 1990*. Currently, this is the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

#### **Design and Development Overlay Schedule 1 (DDO1)**

DDO1 seeks to:

- *Ensure that all buildings and works and in particular buildings designed to accommodate people are sufficiently separated from high pressure pipelines to avoid a safety hazard.*



One of the decision guidelines requires the responsible authority (Council) to consider the views of the Secretary of the Department administering the *Pipelines Act 1967*.

## 2.2 Gippsland Regional Growth Plan

The Gippsland Regional Growth Plan states that Latrobe City, consisting of Moe, Morwell, Traralgon and Churchill, is Gippsland's economic and population centre. It adds that the region will be one of the state's fastest growing with high quality urban and rural environments within easy access of Melbourne's east over the next 20 to 30 years.

The region's population is forecast to increase by 116,000 people in 2041, taking the population to 386,000. Significant new investment in clean and renewable energy and research and advanced manufacturing sectors may result in a higher population of 465,000 people. The growth plan adds:

*This upper range figure envisages that Latrobe City, as the regional city, comprising Moe, Morwell, Traralgon and Churchill, has the capacity to accommodate this level of population and economic growth.*

One of the future land use strategies is the preparation of a strategic energy plan that identifies and protects the region's established and emerging energy resources in order to maintain Gippsland as Victoria's energy hub.

Future transport projects to improve the capacity and efficiency of the region's transport system include the Princes Highway duplication between Traralgon and Sale and the potential Princes Highway Traralgon Bypass that been reserved in the Latrobe Planning Scheme through a Public Acquisition Overlay.

## 2.3 Local planning documents

The Amendment introduces the following four new reference documents that justify the proposed updates to the Municipal Strategic Statement:

- Traralgon Growth Areas Review Background Report, August 2013
- Traralgon Growth Areas Review Framework August, 2013
- Traralgon Growth Areas Review Traralgon West Structure Plan, August 2013
- Australian Paper: Maryvale Pulp Mill Buffer Requirements, July 2011.

### **Traralgon Growth Areas Review Background Report: Traralgon Growth Areas Review, August 2013**

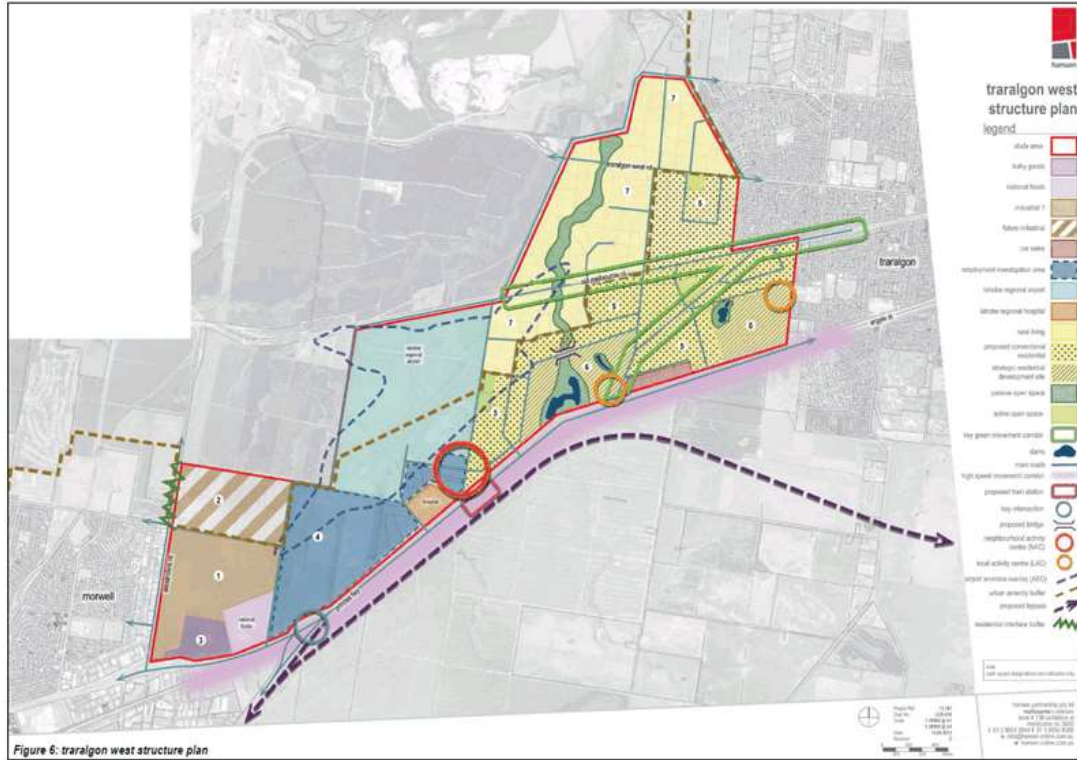
The Traralgon Growth Areas Review Background Report, prepared by Hansen Partnership and Parsons Brinkerhoff, reviews the existing conditions which many influence future growth. The report investigates existing conditions, considers community feedback, and includes policy context, demographic trends, constraints, implications and opportunities.

Identified physical constraints include the Traralgon bypass, coal resources, flooding, gas pipeline, biodiversity values and cultural heritage.

Identified land use constraints include existing residential, industrial and retail zoned land, Latrobe Regional Airport, Latrobe Regional Hospital and land fragmentation.



Figure 4 Traralgon West Structure Plan



**Australian Paper: Maryvale Pulp Mill Buffer Requirements, July 2011**

The Australian Paper: Maryvale Pulp Mill Buffer Requirements document was prepared by GHD and recommends that:

*In undertaking and implementing findings of the current Growth Areas Review, Latrobe City Council could reinforce the need to protect the Maryvale Mill from encroachment of sensitive uses by depicting a buffer area on the revised Traralgon Structure Plan, and associated local policy regarding urban growth and development.*

Figure 11 of the report shows an urban amenity buffer that applies a 10 Odour Unit contour and an adjusted (reduced) buffer that takes into account land that has already been identified for residential development.

**2.4 Conclusion and recommendation**

The Panel finds the strategic direction proposed by the Amendment to be supported by a thorough and well considered framework plan (the Traralgon Growth Area Framework) based on best available information.

The Panel concludes that the Amendment is supported by, and implements, the relevant sections of the State and Local Planning Policy Framework.

**The Panel recommends that Latrobe Planning Scheme Amendment C87 be adopted as exhibited subject to changes recommended in this report.**

### 3 AGL Loy Yang - power station and coal mine

Amendment C87 proposes that:

- Area 5 be encouraged as a short-term residential area
- Area 12b be encouraged to move from its present rural living zoning to longer-term residential
- Area 21, which is currently a farming zone, undergo an intensification of land use to rural living zone
- Area 19 be considered for future industrial usage options
- Delete the following strategies in Clause 21.05-6 that seek to:
  - Resolve Environmental Significance Overlay Buffer conflicts along the southern boundary of Traralgon and assess its impact.
  - Investigate opportunities for long term urban growth to the south east of Traralgon once the Loy Yang mining license has ceased (approximately 2040 - 2050).

Traralgon has expanded over many decades to support the coal mines and associated power stations using Victoria's enormous brown coal deposits.

Managing the urban, industrial and infrastructure development interfaces with the operational realities of these very large, important and dynamic mining operations has applied since the mine commenced. AGL Loy Yang, the power station and associated mine operator, is concerned the proposal to expand and intensify land uses within close proximity to the interface and buffer area south and south-east of Traralgon. AGL Loy Yang is concerned with the impact the mine operation will have on these future land uses and vice-versa and the intention to delete sections of Clause 21.05-6.

#### 3.1 The issues

The issues are:

- Whether Urban land uses abutting the ESO1 should be expand and intensified
- Whether the two strategies in Clause 21.05-6 should be deleted

#### 3.2 Evidence

Mr Peter O'Farrell, representing AGL Loy Yang, called evidence from Mr Sullivan of Pells Sullivan Meynink (PSM Consult Pty Ltd) on geotechnical issues and Mr McGurn of Environmental Resources Management Australia (ERM) on planning.

##### (i) Geotechnical

Mr Sullivan's report and his evidence were thorough in covering the geotechnical issues and data relating to the Latrobe Valley coal mining and in particular to the issues and risks he perceives in respect to the incursion into the buffer zone (ESO1) and incursion into the urban and industrial areas abutting the buffer zone.

He outlined the history of brown coal mining in the Latrobe Valley and the gradual recognition of the geotechnical issue arising as the mines developed and increased in area, location and depth. He described the geotechnical and hydrological technology applied to

mitigate the stability issues as they arose. He noted that an SECV report in 1977 addressed the ongoing nature of the geotechnical issues. It recognised that with mining after 1960 that *'long-term continuing community and urban planning is based upon a background knowledge of regional earth movements likely to accompany open cut developments in the future'*. It is important that planning recognises the experiences of the last 55 years.

Mr Sullivan noted that the Amendment looks out 30 to 40 years and this requires future geotechnical stability factors and their implication to be taken into account in planning. The degree of confidence which applies to any prediction made in respect to the 30 to 40 year period also needs to be taken into account.

Mr Sullivan listed 10 unforeseen stability issues which have arisen around various Latrobe Valley mines, including recent and historic incidents. One of these, the Lewis Anomaly 1966, has affected areas beyond what is now the ESO1 coal buffer. Mr Sullivan presented a plot of the distances of the 10 earth stability failures recorded, as measured from the Batter Toe towards the adjacent town boundary. The closest of these extended to only 270 metres from the town boundary of the buffer zone. This was the Princes Highway failure adjacent to the Hazelwood open cut north boundary in 2011.

He explained that the brown coal is a low density, low plasticity index material which occupies the majority of the batter faces due to there being comparatively little overburden or inner-burden material to use. Long term dewatering of the coal and depressurisation of associated aquifers to depth around all the mines had given rise to widespread settlement (subsidence) and movement. This movement is continuing.

Mr Sullivan presented many figures evidencing settlement (vertical movement) and horizontal movements. Notably, the former showed the settlement to extend both beneath and well beyond the coal mine buffer zones into the township areas. It is presently in excess of 0.4 metres beneath Traralgon and even more beneath Morwell. The magnitude of vertical settlement increases toward the mine batters.

Mr Sullivan states, in his written evidence, that *'The Latrobe Valley and the mines it contains is now a system with a large number of mutually interacting parts'* and that the area is prone to *'sudden transition from quiescent state to an unstable incident or collapse'*. He states that all the Latrobe Valley mines are subject to the following four types of movement:

- *Valley wide groundwater induced settlement (subsidence).*
- *A zone of in-situ horizontal stress relief extending outside the mine crest.*
- *Ongoing creep movements still occurring decades after mining was completed in the area.*
- *Movement related to slope instability type mechanisms, which can also be reinitiated a long time after mining is completed.*

He stated:

*...even though some of the past and ongoing movement by themselves constitute a hazard, these movements may make the area sensitive to external water loading events, for example rainfall runoff and earthquakes.*

Mr Sullivan described the significant mass earth movements that have occurred and, where these failures occur, at least two common elements contribute to the sudden and unforeseen incidents:

- The presence of differential stress which relieve along previously unknown geological weaknesses ( failure planes)
- An initiating event relating commonly to water ingress into sub-surface 'sink holes' created by the stress relief.

While other elements, including local infrastructure design, acted to aggravate some failures, Mr Sullivan clarified that the above two factors were not predictable from present monitoring. Indeed, the need for monitoring was foreseen in 1970s reports and has been continued. He commented that the significance of the geotechnical issues which could arise appeared to have been 'forgotten' over time as mine operators struggled to deal with low frequency but high impact incidents. This problem is exacerbated where incidents arise in areas not subject to mining company management. These issues may have become more frequent since 1990 when the mines, power station facilities ownership and their geotechnical service providers transferred from the single authority (the SECV) to private enterprise.

Mr Sullivan stated that the coal mines in the Latrobe Valley now represent a complex geotechnical system which has many elements. These can be expected to, or are already interacting, to create complex stresses in both vertical and horizontal axes. These may give rise to future failures at locations which cannot be predicted. He particularly noted that the batters of the Yallourn Eastfield open cut had been closely monitored, however, the failures along Latrobe Road (2014) and adjacent to the Latrobe River flood plain (2007) were unforeseen even though they involved very large mass earth movements. With the eastern batter, the movement was experienced across a 1,000 metre parallel to the batters. In both cases, the impact extended well outside the mining licence boundary. These failures foreshadow what could occur if urban development is allowed to get too close to the margins of the mining operations.

Mr Sullivan noted that present subsidence and horizontal movement monitoring was indicating some anomalous areas to the north of the Loy Yang mine within the buffers. These were similar to anomalies to the north of the Hazelwood open cut mine south of the Morwell town boundary where failures have occurred in the past. Notably, Mr Sullivan stated that the data density and frequency here is still insufficient to define the basis for these anomalies.

Mr Sullivan analysed monitoring data using the rates of horizontal movement coupled with distance from the toe of the adjacent mine batter. His analyses led to the concept of a three zone Area of Influence around the mine perimeter where risks of ground instability events might take place. The three zones are described generically as:

- Zone 1 - nearest to the toe of the batter where the majority of the vertical and horizontal movement has occurred and the majority of the in-situ stress has been completely relieved.
- Zone 2 - some distance from the toe of the batter (but probably encompassing the buffer zone width) where in-situ stresses are interpreted to be partially relieved.

- Zone 3 - beyond Zone 2 and extending away from the batter where high in-situ stresses remain but where limited movement has occurred yet.

The Area of Influence concept was further illustrated by study of the data which applied at the Lewis Anomaly failure in 1966, 1975 and 1988 and at the more recent failure Latrobe Road Failure in 2013. Monitoring data was used to define ground movement vectors to identify developing stress plane locations following subsidence on horizontal movement from residual hydraulic pressures and adjacent mine voids.

Mr Sullivan presented subsidence data around the Loy Yang open cut mine (1982 to 2010 with some point predictions beyond 2020) along with horizontal movement data and vectors for three ground movement monitoring lines (N3, N5 and N7A). These extend across the northern batters into and beyond the buffer zone. The three lines include data collected variously from 1982 up until 2014. The frequency of monitoring varies from line to line and from point to point from six monthly to once every three years.

Mr Sullivan used data from these lines to define the present boundaries between Area of Influence Zones 1 and 2 and between 2 and 3 across the western end of the Loy Yang pit northern batters, across the buffer zone ESO1 and over the south eastern area of the Traralgon township. The defined zonal boundaries do not extend to line N7A as the data along this line and to the east is inadequate to be definitive as to the Area of Influence. Notably, the area to the east, currently unmapped as an Area of Influence, is close to where the subsidence mapping zone suggests there may be a geotechnically anomalous area. An anomaly is evident in the horizontal movement data, although Mr Sullivan stated that it is insufficient to be interpreted in terms of stress generation or where the focus of any mass or sudden ground movement might initiate.

In response to Panel questions, Mr Sullivan advised that as the mine expanded to the east and south and to greater depths, ground movement must be expected to continue as it had around the Hazelwood and Yallourn pits. Some rehabilitation may be possible around the western end of the mine however, in his opinion, this is unlikely to mitigate existing stresses in the northern batters for some time. Some elements of the rehabilitation may, for a time, exacerbate the stresses.

Mr Sullivan was concerned that the monitoring data is too diffuse and infrequent to reveal the development of a failure foci. He was especially concerned that the various stresses between the mines in the Latrobe Valley may start to interact and create new patterns that may not be detected due to insufficient data. Future rehabilitation of the mines in the Latrobe Valley could impose new sources of stress, the patterns and interactions of which cannot be modelled or predicted at this time.

He noted that Zone 3 already covered much of the south eastern area of Traralgon. It appeared to him that while differential ground movement had yet to occur sufficiently to cause damage to buildings and infrastructure, he could see evidence of ground movement, albeit he believed this was only due to subsidence.

The Panel questioned whether engineering design codes could protect infrastructure and buildings from damage consequent upon ground movement. He agreed that this is possible but at a cost. Mr Sullivan added that there needs to be sufficient data to provide a basis for

damage risk mitigation designs. He expressed concern about potential problems which could arise with existing and future infrastructure efficiency. For example, pipes and channels may lose their gradation and result in cracks and decreased delivery capacity. These could lead to local ground seepage and act in the same manner as the low flow drain adjacent to the Princes Freeway which was considered to have created the sinkhole and destabilised the structure. Similarly, he noted that subsidence could exacerbate the area and frequency of flood inundation around flood plains and drained areas.

The Panel questioned Mr Sullivan about guidelines being prepared titled *Managing Ground Control Risks Associated with Open Cut Mining* (the Mining Guidelines). He stated the Mining Guidelines were intended to address the consequences resulting from the presence and form of the mine openings in relation to the sequence of material being excavated and related activities. Activities, including groundwater pressure and pressured management, are among the issues relating to coal excavation and transport from the mines.

Mr Sullivan added that the Mining Guidelines had been prepared by a committee including all Latrobe Valley mine operators and the State government and it was due to be finalised shortly.

The Mining Guidelines will seek to mitigate risks by getting better data so that mining operations can be optimised to avoid the exceedance of societal norms related to land stability outside the areas of mining operations. Mr Sullivan stated that with better mining engineering many significant ground failure incidents could have been avoided. He did not agree that guidelines could be developed at this time to sufficiently mitigate all the impacts currently occurring in Zone 3 of the Area of Influence. This was because the area that needs to be monitored and the frequency of monitoring necessary to be cost effective and sufficient to provide design guidance and management is so great.

The Panel questioned Mr Sullivan as to alternative monitoring approaches. He considered that LIDAR<sup>1</sup> surveys could be a valuable step forward in covering the area in terms of subsidence, but it could not represent horizontal mass creep movements. He stated that monitoring data needs to be integrated into land management planning.

In relation to intensifying the land use around the south-east of Traralgon, Mr Sullivan stated that he did not have enough data to understand the risks and hence discouraged any change that could increase the magnitude and severity of loss which might be encountered should there be a significant ground failure. He was concerned about the proposed Traralgon Bypass Freeway scheduled for construction within the buffer ESO1 but he accepted that good engineering design could mitigate the potential for failure provided adequate geotechnical data for design was collected in advance.

Mr Sullivan considered that the existing 1 kilometre buffer is too narrow and should be increased to provide at least a 50% safety factor. Further, he considered that increasing urban development and residential density as is proposed represents risks that are unacceptable and probably in excess of societal norms. When questioned by Council, Mr Sullivan stated that the Traralgon Bypass Freeway design considered the impact of subsidence around the nearby mine but not in any detail.

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<sup>1</sup> LIDAR is remote sensing technology that measures distance.



He based this opinion on:

- his knowledge of geotechnical risks of ground stability and movements in the Latrobe Valley
- his knowledge of the potential consequences of geotechnical failures
- considering that mining was going to continue for at least 30 to 40 years
- the fact that the Area of Influence already extends well into the Traralgon township.

When questioned by Council, Mr Sullivan advised that Guidelines have not been peer reviewed, do not have government endorsement and will not have statutory authority.

He added that the monitored survey markers occur in the Traralgon Growth Areas Review (TGAR) area and include subsidence monitoring points which are well outside this area. He added that the subsidence extends over an area of 20 kilometres north to south by 45 kilometres east to west around the Latrobe valley coal mines. Data from the monitoring can be relied upon, but data trends observed may not be understood, at least initially.

Mr Sullivan stated that the Area of Influence as mapped for the Loy Yang mine overlaps with some of the TGAR area. Area 5 does not fall within Zones 1 or 2 of the Area of Influence. The Area of Influence is not mapped beyond stability line N5 because the data is too uncertain or has not been collected. The extent of the Area of Influence may expand in the future as the mining gets deeper to the east. This could see areas 5, 12b, 19 and 21 encompassed albeit 12b, 19 and 21 are not covered at present because delineation of the Area of Influence cannot be extended on the data available at this time. The extent of the Area of Influence distinguishes between what is known and what is not known. The best data exists close to the north west corner of the Loy Yang mine and reflects the geology as exposed in the batters in that area. To the north east, the geology of the coal becomes more complex and fold crenulations are observed. These are, from experience, likely to represent areas of higher stress and potentially areas greater concern in respect the ground stability.

In relation to the mine, Mr Sullivan considered that if the mine operator altered the batter angles it is unlikely to modify the mass creep behaviour since these derive from some different factors of which the batter angle is but one. However, if the operator modified the direction of mine development away from an easterly and southerly direction this might influence ground stability in regard to mass creep.

#### **(ii) Planning**

Mr Barnes, a planning expert on behalf of Council, stated:

*Given the statutory nature of ESO1 (i.e. it is an overlay control not a policy), in my opinion the boundaries of that overlay should be definitive in terms of determining how close urban development may extend towards the coal resource and vice versa.*

Mr McGurn stated that the Amendment proposes to reference the Traralgon Growth Area Review Framework in the Latrobe Planning Scheme which means that *'while the amendment will not have the effect of rezoning the land for residential purposes it would , in effect, reinforce the future urban development of land for this Purpose'*.

Mr McGurn adopted Mr Sullivan's evidence in respect to his concerns in relation to the highly specialised impacts and effects that may apply to proposed amendment centres. He noted that the '*southern boundary of Traralgon township comprises largely conventional residential areas and some rural residential areas as well as farming land that is within the town boundary*'. The buffer to the south of the town boundary is primarily used for open farming and agriculture and some low density rural residential uses. The proposed Princes Highway Traralgon Bypass freeway will be located in an area currently identified by a Public Acquisition Overlay.

Mr McGurn noted the many risks and uncertainties in respect to ground stability and control within Mr Sullivan's evidence and commented:

*It is difficult to quantify the potential risks in terms of probability and severity but based upon Mr Sullivan's report and opinion there is evidence to suggest that such incidents will continue regardless of the future operations of the mine.*

He noted that the existing context of the town, which includes farming and low density residential uses, provides part of an extended buffer to the existing coal mine. Future rezoning, as could occur as a consequence of the Amendment, could allow for more conventional urban residential development or intensification of residential land development, in effect increasing the density of development (buildings, structures and infrastructure) and human occupation in these areas. In this context consequences deriving from ground instability, which Mr Sullivan considers are a possibility in the future, are elevated and a significant matter which needs to be taken into account before rezoning.

Mr McGurn's conclusions in summary are that:

- While there may be strategic support for residential expansion through future rezoning towards the Loy Yang mine, the particular geotechnical circumstances and the associated significant risk to life and property do not appear to support this outcome.
- The above concerns relate to Areas 5a, 12b, 19 and 21 which are nominated on the proposed Structure Plan (Clause 21.05-6) and in the TGAR.
- The above listed areas should not be rezoned without further investigation which could reduce or eliminate the geotechnical risks. In the interim the status quo of the existing statutory and strategic context should prevail.
- Reference to ESO1 should not be deleted and that the guidelines are necessary to direct the use and design of land use within the ESO1 land.

Mr McGurn determined that any document in the Amendment which identify these areas for future rezoning would be inconsistent with planning for the orderly use and development of the land and does not meet the objectives of planning in Victoria and the Strategic Assessment Guidelines for planning scheme amendments.

### 3.3 Submissions

Mr Pullman submitted the following summary of changes proposed around the coal mine buffer:

- Area 5 - no change from existing residential so it is status quo. Area 5 had been considered in Amendments C47, C56, C58 and C62, approved by the Minister for Planning in 2010-2012.
- Area 12b - proposes to change from present rural living zoning to longer-term residential. The small area of encroachment into ESO was a mapping error that has been corrected in the post exhibition changes.<sup>2</sup>
- Area 19 - proposed to change from FZ to Industrial Zone subject to an industrial strategy. It is outside the ESO.
- Area 21 - Amendment C87 recognises what is already there. It identifies an existing rural residential precinct in a Farming Zone as future rural living. The Amendment does not propose to encourage further subdivision.

Mr Pullman said the real focus is therefore Area 12b. He noted that no land monitoring data had been provided to confirm land subsidence is occurring or will occur.

Council submitted that it was not made aware of geotechnical issues when it proposed to delete references to the two coal mine related sections of Clause 21.05-6. Mr Pullman acknowledged that the geotechnical issues are challenging and confirmed that Council is working with the Coal Council of Victoria to consider issues related to coal mining in TGAR.

Council invited Loy Yang to participate in the TGAR process but did not receive a reply. The Panel was informed that this may be due to the change of ownership of Loy Yang around the time the invitation was sent. A further invitation was sent before the Hearing and again there was no response. Mr Pullman said that DEDJTR did not flag any issues associated with the coal mine or the buffer and it only became aware of the geotechnical issues after receiving Mr Sullivan's late evidence.

Mr John Mitas, who represented DEDJTR, stated that the Technical Review Board comprised a broad group of experts who sought to develop a complex geotechnical and physical model to guide how the purposes of the *Mineral Resources Sustainable Development Act 1990* could best be achieved and to plan for mine rehabilitation. He noted that there are gaps in the understanding of the geotechnical and hydrogeological systems operating in the Latrobe Valley which had to be resolved before the model could be completed.

Mr Mitas confirmed that Guidelines being prepared by the three mine operators, DEDJTR and Mr Sullivan are nearly completed. The report seeks to capture best practice technology in this field to guide industry and will not have statutory weight.

As the Guidelines have not been published or adopted by State Government, Council submitted that it had nothing before it that changes the Amendment in respect to areas 5, 12b, 19 and 21. Furthermore the guidance Council has is provided in Clause 14.03 *Resource exploration and extraction* which requires that the brown coal resources in Central

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<sup>2</sup> Latrobe City Council, *Changes to Amendment C87 – Post Exhibition for Panel consideration*, version 3, 10 April 2015, page 23.

Gippsland be protected and refers to a fairly old publication Land Over Coal and Buffer Area Study (Ministry for Planning and Environment, 1988). While Mr Pullman considered that important issues have been raised this information is embryonic and needs to be at State level.

At the Hearing, Mr Mitas said that the use of Lidar data as a supplement to other monitoring of ground stability would assist and had already been used in relation to the Princes Highway geotechnical failure. He added that Mr Sullivan, through Pells Sullivan Meynink, had been briefed to undertake geotechnical audits of the three active mining operations and had completed Loy Yang which revealed that the mines may be starting to interact geotechnically. DEDJTR had received similar advice on the geotechnical conditions around Loy Yang to that provided to the Panel by Mr Sullivan and found his evidence to be consistent. Mr Mitas said that DEDJTR is concerned about the potential for ground movement more than 1 kilometre from the mine crest especially as the crest is moving as the mines expand in depth and area. He added that DEDJTR can raise any concern about intensifying land uses adjacent to the present buffer zones when future amendments propose these changes.

In relation to the claimed inadequacy of the 1 kilometre coal buffer policy support is provided in Clause 21.07-4 and a 500 metre buffer between coal production and sensitive uses in Clause 52.10 *Uses with Adverse Amenity*.

### 3.4 Discussion

Mr Sullivan's evidence regarding geotechnical risks and uncertainties that apply across the interface buffers between the township of Traralgon and the Loy Yang mine are accepted by the Panel. It is not only comprehensive and encompassing of the issues which relate to the Amendment, but is also accepted and supported by the government department with responsibility for mining.

With the exception of the Lewis Anomaly failure in 1966 across the northern batters of the Hazelwood mine, the 1 kilometre buffers established between the coal mining operations in the Latrobe Valley and the townships of the Latrobe Valley have served the community well. Such geotechnical failures to date have all been within zone. Indeed, two of those failures related to infrastructure developed within the buffer zone (Princes Highway Freeway 2011 and Latrobe Road 2014) and may have acted to stimulate or expedite the initiation of mass ground creep already underway consequent upon the nature and management of the adjacent mines.

It is clear that the mine operators, including AGL Loy Yang, with the government have commenced significant reviews to improve their understanding of the ground movement issues resulting from mine operations but many areas of uncertainty remain. There is currently a lack of predictability which is likely to continue for a long time as the mines continue to expand in area and depth or move into mine rehabilitation.

In relation to vertical movement (subsidence), the evidence clearly demonstrates that dewatering and deep aquifer depressurisation impacts are cumulative from mine to mine. It is yet to be evidenced that other stresses which stimulate horizontal mass ground creep around the mines are interacting. Mr Sullivan considered that the interaction of horizontal

stresses will commence in the future if they haven't already. The outcomes of this interaction, combined with existing subsidence, cannot be predicted at this time.

Mr Sullivan has, where monitoring data allows, projected the Area of Influence of the Loy Yang Mine across the buffer zone ESO1 to the south and south east into the township of Traralgon. The consequences of this projection are that risks exist not only from ongoing albeit minor subsidence but of more serious ground instability such as have been experienced in the past around other mines in the Latrobe Valley.

While to date all of the ground failures around the Latrobe Valley coal mines, except one, have occurred within the width of the buffer zone, the complexity of the elements which have given rise to the failures indicate that the risk of serious consequences exist into the future as the Loy Yang mine expands. These ongoing risks need to be recognised in planning.

Two planning approaches that can be contemplated to mitigate the risks arising from ground instability are:

- Expand the ESO1 buffer width into the town area with building permits being required for urban, industrial or infrastructure works which meet engineering design standards that can confidently be predicted to mitigate the risks of serious failure deriving from ground instability issues, or
- Invoke the Precautionary Principal and preclude new development until such time as the ground instability risks can be sufficiently understood to allow responsible decisions to be taken on what forms of land use would be acceptable.

The issue with applying the requirements in the first option is that the type and probability of the ground instability risks being confronted are not clearly definable by existing data. It may be anything between slow and quiescent subsidence to extremely damaging mass earth movements involving the translation of severe differential movement on affected structures. The latter have already been experienced in the failures of linear infrastructure (roads, drains and pipelines) within the buffer.

Until there is adequate knowledge of the potential risk profile which applies across the three zones of the Area of Influence both from ongoing mining and from the period of mine rehabilitation, it would seem unwise to presume that an ESO can ensure that societal norms can be met in keeping the community safe from economic and personal risks associated with being in the Area of Influence of the existing mining operations. In the absence of quality monitoring data, the land uses east of Traralgon should remain at their existing density. Mr Sullivan's recommendation to expand the ESO1 buffer to about 2 kilometres is desirable as an interim measure. A more justifiable width may emerge once ongoing monitoring and data analysis can allow risks to various structures to be assessed.

The Panel agrees with Mr Sullivan and Mr McGurn that increasing land use intensity, urban development and residential density immediately adjacent to the buffer zone which abuts the Loy Yang mine represents an unacceptable risk. They considered it premature to expand the urban area when considering that mining will continue for 30 to 40 years not including the rehabilitation period. They believed that urban growth in this area should be considered after further investigations better define the risks associated around all the Latrobe Valley mines both in operation and as they may be rehabilitated. The Panel accepts the evidence

of Mr Sullivan that further trialling of Lidar topographic mapping could add value to the investigation work currently proceeding and should be considered if found to be cost effective.

While evidence was provided in relation to the Loy Yang mine and Traralgon, no similar evidence has been provided in relation to Morwell which is abutted by the Hazelwood mine to the south, the Yallourn Eastfield mine to the west and the now closed North Yallourn mine to the north-west. This is an area where the close proximity of the mines is most likely to see an interaction of horizontal stresses between the mines if such is to occur. It would seem that this area should be a priority for ground movement monitoring if it is not already and possible for the ESO1 buffer to be expanded without impacting on existing land uses.

The Panel is conscious of the evidence presented of past failures of infrastructure constructed within the coal mine buffer zones adjacent to Morwell township and is concerned that proposals for the Princes Freeway Traralgon Bypass and for various pipelines and drains to cross the buffer should be examined to ensure that the implications and risks arising from ground movement are recognised and allowed for.

The Panel notes that the Technical Review Board is the relevant organisation to consider whether the width of the buffer area to mitigate ground instability risks to land uses to the west and north-west of Morwell township is adequate.

### 3.5 Conclusions

The Panel concludes:

- Geotechnical monitoring of both subsidence and horizontal ground movement needs to be extended and improved using cost effective technologies to better define the consequences of open cut coal mining and related operations within the Traralgon growth area.
- Land uses in designated Areas 5, 12b, 19 and 21 should not be expanded or intensified until further geotechnical details is available and understood.
- The two strategies proposed to be deleted from Clause 21.05-6 are important and should remain.
- The Princes Highway Traralgon Bypass and associated structures should be designed after more detailed geotechnical data is available to mitigate risks which can arise from constructing in an area at risk from significant ground instability.

### 3.6 Recommendation

The Panel recommends:

**Change Clause 21.05 to:**

- a) **Remove any future land use and staging that supports land use intensification in areas 5, 12b, 19, 21 or within the existing Environmental Significance Overlay Schedule 1 in the Traralgon Structure Plan.**

**Change Clause 21.07 to:**

- a) **Include a strategy to increase the width of Environmental Significance Overlay Schedule 1 to 2,000 metres east and south of the Traralgon township from the boundary of the Loy Yang mine open cut until a more specifically defined risk mitigation width is defined.**

## 4 Australian Paper mill

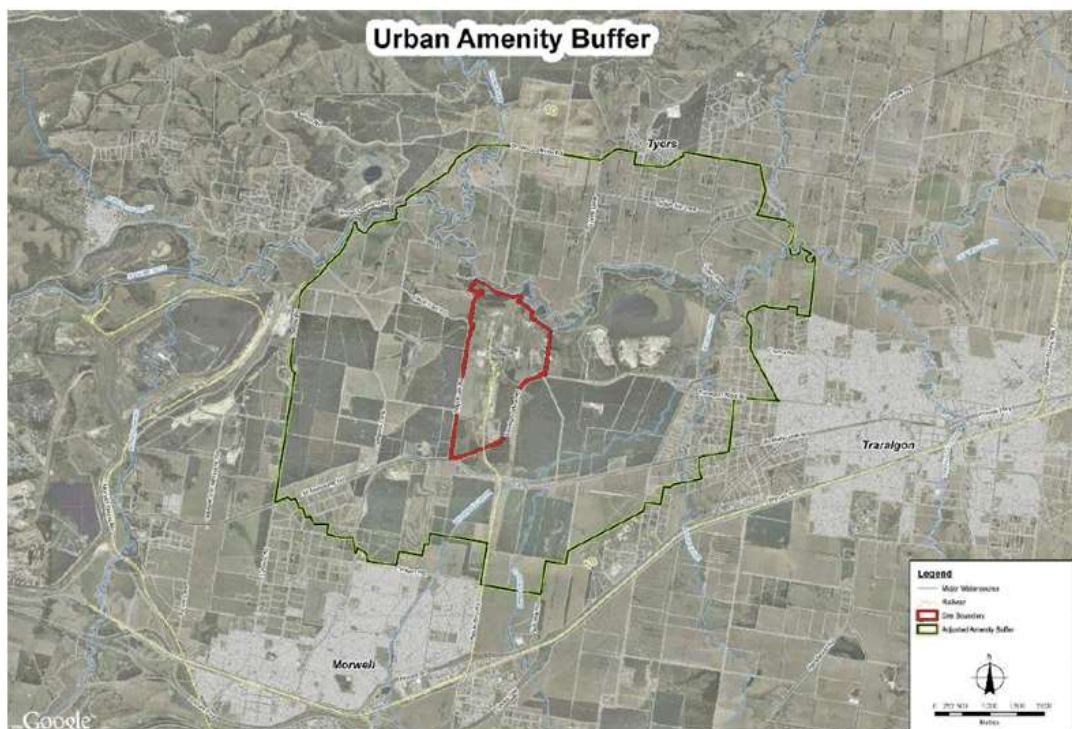
The Amendment proposes to introduce a buffer around the Australian Paper Mill to ultimately limit further intensification of sensitive uses in the buffer area as these could be subjected to odorous emissions from the mill.

It does this by including in the Municipal Strategic Statement:

- the buffer in the new and amended structure plans
- the Australian Paper Mill odour modelling report of July 2011 as a reference document
- reference to identified future strategic works to translate the buffer into appropriate land use and development provisions.

The extent of the proposed buffer, intended to be called the Urban Amenity Buffer is shown in Figure 5. The exhibited buffer is based on the Traralgon Growth Area Review Framework, August 2013, which is a proposed as a reference document to the Amendment.

Figure 5 Urban Amenity Buffer, as exhibited



Source: Traralgon Growth Area Review Framework Hansen Partners August 2013 Page 63

Additionally, as mentioned in Council minutes and elsewhere Council acknowledged *that an area in Morwell North around Paul Street and an area immediately south of Tyers township*



may require further odour modelling by Australian Paper that may result in future minor amendments to the boundary of the proposed urban amenity buffer map.<sup>3</sup>

#### **4.1 The subject site and surrounds**

A pulp and paper mill has operated from the 360 hectare site at Maryvale-Morwell Road, Maryvale since 1937. The mill has been owned by Nippon Paper Industries since 2009 which, in Australia, trades as Australian Paper.

The Maryvale mill is the largest private sector employer in the Latrobe Valley and is considered to be of state significance. It has approximately 845 direct employees and a further 2,550 indirect employees across Victoria.<sup>4</sup> It is the only Australian manufacturer of office printing and packaging papers and exports products to approximately 75 countries. It produces other paper based products such as bag and sack papers.<sup>5</sup> It is estimated that the Mill contributes \$360 million to the local economy and \$612 million to the Victorian economy.<sup>6</sup>

The mill site is zoned Industrial 2. In the immediate areas surrounding the site are plantation and farming activities. Approximately 3 kilometres to the north-west of the mill's boundary is the small town of Tyers with dwellings around 1.6 kilometres from the mill. About 2.5 kilometres from the site boundary, to the south west is the Maryvale hospital and there are dwellings of North Morwell approximately 2 to 2.5 kilometres from the mill. Also to south of the mill and north of Crinigan Road some land has recently been rezoned residential and is approximately 1.3 kilometres from the mill.

To the east of the mill is the Latrobe Regional Airport and further east the township of Traralgon. There is rural living on the outskirts of Traralgon approximately 2.5 kilometres from the mill in the vicinity of Scrubby Lane.

#### **4.2 Background to the proposal**

The Maryvale mill which operates continually uses the Kraft Process to produce wood pulp from chipped wood. Ms Blackburn, who represented Australian Paper, summarised in her written submission to the Hearing:

*The kraft process involves the digesting of the wood chips at elevated temperature and pressure in a water and chemical mixture known as white liquor, after which the pulp goes through a washing and, a bleaching process. A further 'recovery' process is designed to recover the cooking chemicals and heat by a concentrating the used white liquor and pulp wash into a concentrated 'black liquor'. This 'black liquor' is burned to produce heat which captured for use in the pulping process and to produce chemicals which can be converted back to 'white liquor'.*

<sup>3</sup> Council minutes 28/4/2014

<sup>4</sup> Council minutes, 9/2/2015

<sup>5</sup> Ms Blackburn, document 8,

<sup>6</sup> Submission 8 Mr Lovell

Australian Paper holds an EPA licence (licence no 46547) which allows it to discharge emissions to air, water and land. The licence covers the operations of two kraft pulp mills, a neutral sulphite chemical pulp mill (NSSC), five paper machines, a chemical recovery complex, a waste water treatment plant, an on-site landfill used for the disposal of pulp mill waste and an onsite composting facility for up to 60,000 tonnes of mill waste. Its EPA licenced discharge points are located around the pulping and recovery areas. Conditions on the licence requires that Australian Paper not to discharge odours which are offensive in a residential area or to emit noise which is unacceptable in a residential area.

As the mill is a very large complex operation, in addition to its stack emissions and emissions from area sources such as the water treatment plant and a trade waste site operated by Gippsland Water, there are thousands of small emission sources such as flanges.<sup>7</sup>

The Panel was informed by Ms Blackburn that the mill underwent a \$30 million upgrade which was completed in 2008. During this upgraded it installed the best available technology into its bleaching and pulping processes and this had made significant environmental improvements. The mill has also almost completed a \$90 million project to install a pulp deinking facility which will allow it to produce fine white paper from white waste paper. Additionally Australian Paper has plans to further expand its operations at the Maryvale mill.

Both the EPA's *Recommended Separation Distances for Industrial Residual Air Emissions*<sup>8</sup>, a reference document at Clause 13.04-2 of the State Planning Policy Framework, and Clause 52.10 (Uses with adverse amenity potential) specify a default buffer zone for up to 5 kilometres for paper or pulp processes involving combustion of sulphur or sulphur containing materials. These distances for pulp and paper are in recognition of the potential for highly odorous emissions caused by sulphurous material. Separation distances and buffer distances generally can be used interchangeably.

Both EPA's separation guideline and Clause 52.10 say that the default radial buffer can be varied depending on a range of factors. EPA's guidelines which relate to emissions during upset conditions such as equipment failure, provide more details as to the circumstances under which the default buffer may be varied, either reducing the buffer or increasing it. Factors that can provide justification for changing the default buffer include the technology used in the plant, equipment and processes and materials used, the size of the plant, site specific meteorology or topography, an environmental risk or assessment of the likelihood of upset conditions.

There was no evidence presented to the Panel to indicate that the 5 kilometre default buffer distance related to the mill's operations has been considered in planning decisions.

Australian Paper commissioned GHD to undertake odour emissions modelling and other related reviews of its Maryvale mill. The first of a series of odour modelling studies was completed in 2011 and each additional study build on the previous study. These reports provided the basis for altering the buffer distance from the default 5 kilometre radial buffer.

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<sup>7</sup> Mr T Pollock hearing

<sup>8</sup> EPA publication 1518 March 2013

Australian Paper submitted:

*Maintaining sufficient buffers to the site is therefore not only critical to securing the long term viability and operational future of the mill but also indirectly the social and economic viability of the region.*

It added that if the buffer is not included in the Amendment, Australian Paper 'will be required to revert to the default 5 km buffer' and it will ask Latrobe City Council to refer all applications to Australian Paper. This is a sentiment shared by EPA who advised the Hearing that 'Failure to adopt this buffer in guidance material when making land use decisions will require EPA to default to the 5 km buffer'.

Council contended in its submission that the proposed 'buffer is intended to better identify separation distances from AP Maryvale Mill and sensitive uses around the existing and future urban interface'. It added that the Amendment does not propose any zone or overlay changes and therefore does not alter the existing development potential of any land within the municipality.

#### **Summary of issues raised in submissions**

Twenty-two of the 42 submissions to the Amendment opposed the proposed urban amenity buffer. These were from resident submitters. Several submissions, including Mr and Mrs Bennett supported an urban amenity buffer. The key issues raised in the submissions are briefly summarised as follows:

- There isn't an odour problem.
- The modelling on which the Urban Amenity Buffer is based is flawed.
- The adjustment of the buffer is unfair.
- The buffer proposed by the community should be applied.

### **4.3 Is there an odour problem?**

#### **(i) Evidence and Submissions**

Some submitters said they can smell the mill while others said they did not notice the mill odour.

Mr Lorenz, who lives in the proposed buffer at Traralgon, submitted that since the mill upgrade he and his family had experienced a slight odour about twice a year when the wind is from the north/north-west. Mr and Mrs Dundek said that they can smell the mill but do not complain.

A number of submitters, including Mr and Mrs Albanese who have two properties one to east and the other to the west of the Tyers and Glengarry Road intersection, said they cannot smell the odour from the mill. Likewise Mr Kobiela, who lives in Hoven Drive, and the Reality Christian Fellowship at Larnach Road Traralgon indicated that odour wasn't a problem anymore.

There was much praise for the work that Australian paper had done in recent years that has reduced the odorous emissions. The Reality Christian Fellowship said that in the past the odour from the mill had been extreme 'to say the least' and the 5 kilometre buffer would have been vital but the odour has disappeared now. Mr Watson said workers from the mill

previously smelt the odour but this changed since the upgrade. Other submitters such as Ms Durward said that since the mill upgrade there is no problem to be addressed anymore. Similarly, Mr and Mrs White said odour has not been apparent for some years and Mr Mc Gown has not detected odour from the mill for about 20 years. Mr Mc Gown submitted:

*Their management has gone to extraordinary lengths, and cost to mitigate the obnoxious odours they once produced which at one time occasionally pervaded the whole municipality.*

Dr Panther, on behalf of the North Morwell Residents Group, submitted that the North Morwell area is not and has not been impacted by odour.

For general purposes, Mr Bryant representing EPA submitted that a concentration of 5 OU is recognisable in ambient air. At 5 OU the mill odour is likely to be offensive but consideration of duration and frequency also need to be taken into consideration.

At the Hearing, Mr Pollock, an expert witness for Australian Paper stated that people can become habituated to the odour but newcomers to the area won't be but 'they get use to it after a while'.

In his evidence, Mr Barnes stated:

*From a strategic planning perspective I fully support the need to clearly identify a buffer around the mill. This is due to:*

- *its importance to the local and regional economy;*
- *its large scale and potential for off-site amenity impacts;*
- *its proximity to Traralgon, Morwell, Tyres [sic] and intervening low density and rural living zoned land in Traralgon West; and*
- *the existence of pressures for urban development, low density subdivision and additional housing that exist within the Traralgon West area and surrounds.*

At the Hearing, EPA submitted that both EPA and Australian Paper receive odour complaints about the site's operations. In the last two years (March 2013 – March 2015) EPA has received 68 complaints about odour but this includes some duplication. From an examination of the odour reports EPA estimated there were 31 validated odour complaints. It said that there is no pattern to the complaints except that the number of complaints seem to be lower for the most recent year. Most complaints occur within a few kilometres of the mill but one complaint was received 25 kilometres away which may have been associated with the mill as odours can travel these types of distances under certain atmospheric conditions. There were two noise complaints in the same period.

## **(ii) Discussion**

There is no question that the upgrade works undertaken at the mill have significantly reduced odour emissions. However odour is subjective and as Mr Pollock indicated people become use to the smell and then generally don't notice it. This is evident from the variation in views between submitters.

EPA's complaints data over the last two years confirms that, in spite of the upgrade works that have reduced odour emissions, emissions from the mill cause odour.

#### 4.4 What is the appropriate buffer?

##### (i) Evidence and submissions

At the Hearing, EPA submitted that Schedule A of the State Environment Protection Policy (Air Quality Management) requires that generators of emissions to use best practice to minimise their emissions and the Schedule has a design criteria of 1 OU at or beyond the boundary for new or expanded operations. The submission added that the separation distances in EPA guidelines are for upset conditions such as equipment failure, accidents or extreme weather events; not for normal operations. Australian Paper's EPA Licence includes conditions that require it not to discharge offensive odours in a residential area.

Mr Buckingham submitted that a buffer (or separation distance) may only be varied from the default buffer distance in the guidelines as subsequent to detailed assessment of site specific conditions.

EPA's submission to Warrnambool Planning Scheme Amendment C90, referred to by Ms Blackburn, neatly encapsulated this:

*Separation distances do not provide a guarantee of no impact at any location. It is a tool to manage the potential risk and impact. These calculations are not exact and there are always uncertainties in the data and each particular scenario.*

At the Hearing, EPA listed a number the key environmental risks associated with the mill site which included noise from the wood chipping and site operations, land and water contamination however its main concern is odour. It said that the odour from the mill can be very noticeable and, to some, highly offensive. It can, under certain weather conditions, travel long distances.

EPA added that technological remedies or solutions may not be economically feasible or fully effective to address the odour issues and it encourages the Urban Amenity Buffer be incorporated into the Latrobe Planning Scheme. At the Hearing, Mr Bryant submitted that EPA's principal interest in the Amendment is to introduce the Maryvale Pulp Mill Buffer (July 2011) as a reference document in the Municipal Strategic Statement and did not object to the Amendment.

EPA identified the four main sources of odour as:

- The pulping area which includes the wood chip digestion and various washing and bleaching processes. This can generate odours from the stack and vents.
- The recovery area where chemicals are recycled or recovered for reuse – this has a large wood fired/ natural gas boiler and a lime kiln.
- The wastewater area in the northern part of the site and where wastewater from the mill's operations is processed. It has a primary treatment process and a secondary settling pond.
- The Gippsland water dam area which is owned and operated by Gippsland Water and provides extra wastewater capacity in the southern part of the site for Australian Paper prior to transfer to Gippsland Water's Water Factory. It is considered a minor odour source.

EPA explained that the odorous gases from the mill are mostly Total Reduced Sulphur (TRS) which is usually dominated by hydrogen sulphide (H<sub>2</sub>S) with its distinctive rotten egg gas like smell. TRS which is a mix of hydrogen sulphide, methyl mercaptan, dimethyl sulphide and other volatile sulphur compounds is highly odorous so that even at small concentrations it can be detected. The TRS odour is produced in the early stages of the process but continues right through to wastewater treatment. While H<sub>2</sub>S is produced by all wastewater treatment plants, the Kraft mills have their own TRS odour because of the different mix of compounds.

#### **Using modelling to determine the buffer**

Australian Paper commissioned GHD to assess the odour emissions from the mill particularly in relation to the default 5 kilometre buffer. GHD used emissions modelling of odours being released from its Maryvale plant to inform its assessment. This has resulted in a number of reports:

- Report for Pulp Mill Maryvale – assessment of odour dispersion modelling on Pulp Mill Default Buffer, June 2011
- Australian Paper: Maryvale Pulp Mill Buffer Requirements, July 2011
- Australian Paper Maryvale, Maryvale Mill Odour Buffer Review of Terrain Influence on Odour Dispersion, June 2014
- Australian Paper Maryvale, Maryvale Mill Odour Buffer, Review of North Morwell Odour Impact Frequency, August 2014
- Odour Amenity Buffer Assessment using AERMOD, July 2015.

This Amendment proposes to include the July 2011 report as a reference document at Clause 21.04-8, Clause 21.05-8 and 21.07-13.

A brief summary of these reports with commentary are provided below.

#### **Report for Pulp Mill Maryvale – assessment of odour dispersion modelling on Pulp Mill Default Buffer, June 2011**

This report provided the foundation for the later reports. Ausplume 6.0 which was until 1 January 2014 EPA's regulatory air dispersion model, was used to undertake an assessment of odour. Models such as Ausplume require a number of inputs which in this case included:

- meteorology data initially from EPA's Traralgon site for the year 2001,
- terrain and geographical data,
- hourly stack emissions of TRS over a 14 month period from continual stack monitoring.

Total Reduced Sulphides (TRS) were converted into odour units using three different conversion rates (which are discussed later) and mapped in a series of iterations for stack emissions only. Stack emissions were found not to be a factor in odour off site impacts even when they exceeded their EPA licence limit. Both EPA and Mr Pollock were surprised that the modelling indicated that the stacks are not the source of odours. Mr Testa gave the Panel a copy of the October 2013 edition of Maryvale Linx, a newsletter published by Australian Paper. The newsletter said that following the mill upgrade the stacks only contribute about 1% of the site odour sources whereas traditionally 90% of odour came from stacks.

In an effort to understand the mill's fugitive emissions, some direct measurements of H<sub>2</sub>S were taken along a crosswind transect downwind of the mill on 28 April 2011. The transect measurements coincided with an upset in the emergency storage lagoon. An assessment of these measurements identified three distinct peaks. These peaks were assessed to be from the wastewater aeration lagoons, the mill and trade waste holding dam.

Australian Paper supplied GHD with complaints data for two days when there were upset conditions at the mill. On one of these days, stacks emissions were 17 times above the Mill's EPA licence limit and on the other day there was a fugitive emission release. GHD compared these two days with the results from modelling. It was found that Ausplume did not adequately characterise the transport and dispersion of emissions over the terrain near the mill. The modelling was then repeated using the commonly used CALPUFF model. CALPUFF requires similar types of data input as Ausplume, although the formats are different. 2008 meteorological data from a range of local sites using CALMET, which is a meteorological model, was integrated into CALPUFF. The resulting odour level contour plots were shown to correspond with odour complaints data.

This report, while recognising that it is a compromise, recommended that the 10 OU contour be applied to constrain further residential development rather than the preferred 5 OU as residential expansion had already occurred between the 5 OU and 10 OU contours. At the 10 OU contour, GHD considered that there would be odour complaints when an upset occurred at the mill. The report concluded that a site specific directional buffer is needed to give equal protection from odour.

In his evidence, Mr Pollock said that the wind climate in the Latrobe Valley is well understood as a result of the Latrobe Valley Airshed study undertaken in the 1980s. The mill is at floor of the valley and when there are light stable winds downwind to the east of the mill, and to some degree up valley to the west, dispersion of odour emissions is poor.

He added that because Ausplume gave implausible odour contours, based on what was known about wind behaviour in the valley, EPA gave approval for GHD to use CALPUFF, a model based on puffs of wind, and CALMET. EPA worked with GHD to choose the model settings and agreed on the meteorological inputs.

#### **Maryvale Pulp Mill Buffer Requirements, July 2011**

As outlined in section 2.2 of this report, the Maryvale Pulp Mill Buffer Requirements report summarises the planning and policy context in relation to the mill and its surrounds. It also summarises the findings of the June 2011 report (above) and traffic movements near the mill. There were estimated to be 300 truck movements and possibly up to around 1,980 cars movements at the Australian Paper site over 24 hours.

The report suggests that the mill buffer could be implemented through an Environmental Significance Overlay, as has been used elsewhere, to protect industry from urban encroachment. Or another mechanism suggested is the use of local policies to identify areas for urban growth.

**Australian Paper Maryvale, Maryvale Mill Odour Buffer Review of Terrain Influence on Odour Dispersion, June 2014**

This report examined the local terrain and how it influences the dilution of odour emissions from the Australian Paper site particularly under calm wind conditions. Both the Ausplume and CALPUFF were used to separately model stack emissions and emissions from diffuse sources emanating from ponds and dams as well as buildings and structures. One particularly prominent feature included in the modelling was the commonly named Chook Hill which is located south-east of the Australian Paper site at 90 metres above ground level.

The terrain of the area indicates that Chook Hill shields the low density residential sites from high odour events: for the stack emissions by a factor of at least 10 and by halve for concentration of low level releases. The modelling showed that stack and low level releases have different trajectories: the low level releases are dispersed around Chook Hill whereas the stack releases have a more direct path.

**Maryvale Mill Odour Buffer, Review of North Morwell Odour Impact Frequency, August 2014**

This report gave results from CALPUFF modelling that was used to determine relative odour impacts at 42 receptor sites from stack and fugitive emissions. Once again the fugitive emissions were seen to cause the greatest odour impact. CALPUFF was used to assess the frequency of relative odour concentrations on the buffer boundary. It was determined that due to the predominant wind direction and the terrain inner North Morwell (that is at receptors near Old Melbourne Road) could be exposed to around three times more high intensity odour events than those that on the eastern Traralgon side of Australian Paper site. Using a scale of odour intensity where one equated to a low odour level and four a high odour level it was estimated that inner North Morwell experienced 77 hours at level three odour compared to 23 hours for the western side of Traralgon. However the Traralgon side is more likely to be exposed to a greater frequency of lower level odour intensity events, 1 on the 1-4 scale, than North Morwell (1485 hours compared to 736 at the urban amenity buffer boundary). Plots of two normalised relative odour intensities are presented in the report.

EPA submitted that it had reviewed the GHD reports and noted that North Morwell, based on the modelling, will be subjected to a greater frequency of high odour events than West Traralgon. It was concerned that this area has been excluded from the buffer and residents in the recently rezoned North Morwell areas are very likely to be subjected to adverse odours from the mill.

**Odour Amenity Buffer Assessment using AERMOD, April 2015**

On 1 January 2014 AERMOD became EPA's new regulatory air dispersion model. GHD used AERMOD to repeat previously modelling undertaken using CALPUFF, for fugitive emissions only, to compare the 10 OU result contour around the mill. In addition, 5 years of meteorology data supplied by EPA for years 2006 to 2009 was used, as well as GHD's original meteorology file for 2008.

AERMOD was found overall to give a much larger buffer area than CALPUFF. The buffer using AERMOD extended further along the east-west alignment. The north-south alignment



was similar for both models. Upon further examination into the assumptions underlying the two models the meteorological data used and the difference in stability were considered to have only minor effects on the modelled results. As AERMOD only uses straight line trajectories and does not therefore adequately consider the terrain AERMOD is limited in its ability to calculate concentrations during calm conditions. Based on its assessment GHD considered that CALPUFF provides a more accurate depiction of the dispersion of the mill's odour emissions than AERMOD.

In his evidence, Mr Pollock stated that recent work examining AERMOD results found that emissions travelled 12 km down valley and 10 km up valley in 60 minutes and this is not possible when there are light winds. This rendered AERMOD as an inappropriate model for examining the mill's emissions.

Submissions that queried the modelling were forwarded to GHD to which GHD respond to in *Australian Paper: Odour Amenity Buffer, Response to Submissions, April 2015*.

In response to submitters such as Mr and Mrs Albanese and Mr Testa who claim they cannot smell odours from the Mill, the GHD report commented that odour is subjective and be influenced by factors such as the frequency, intensity, offensiveness and location of the source of the odour. At the hearing, Mr Pollock stated that there are differences between city and country noses and what they smell. Mr Pollock said he used a rule of thumb that people notice odours of between 5 OU and 10 OU and may complain depending on the level of offensiveness. This is why he wasn't concerned about going from 5 OU to 10 OU for the buffer. However Mr Bryant said that 5 OU could be smelt by the community.

Some submitters such as the North Morwell Residents Group, queried the meteorology used in the modelling. The GHD report responded that primarily two data sets, 2001 and 2008, were used. In the initial modelling, the 2001 dataset was available for the format used in Ausplume modelling and supplied by EPA. The 2008 dataset which used data from a number of meteorology monitoring sites in the Latrobe Valley was available in the form for use in CALPUFF. EPA explicitly requested that wind data from the Bureau of Meteorology (BOM) not be used in the CALPUFF modelling. The GHD report responded that it did not know the exact reason for this request but said it thought it could be because the BOM data does not have the same sensitivity to measure light wind conditions as meteorological data measured at EPA monitoring stations. Other BOM data such as cloud cover, pressure and the like was, on EPA's instructions, incorporated into the modelling, along with data from Powerworks.

In regards to submitter criticisms about the Ausplume model not being able to handle wind speeds less than 0.5m/s. The GHD report responded that Ausplume had a set minimum wind speed of 0.5m/s but CALPUFF which uses puffs of released emissions in time and 3 dimensions can handle low wind speeds and calm conditions. Under these circumstances the puff doesn't move but its size will spread laterally due to turbulence and diffusion. It was the modelling done with CALPUFF, which EPA approved, that was used to define the shape of the non-radial buffer.

Several submitters including the North Morwell Residents Group claimed that the weather on 28 April 2011, when the physical measurements of H<sub>2</sub>S were taken was not representative of the weather conditions around the mill. The GHD report states that when measurements of atmospheric stability, wind speed and direction are taken at the same

time as the H<sub>2</sub>S levels along the monitoring transect. These results can be used to project back to the location of H<sub>2</sub>S sources and their emission rates estimated. These results then become independent of the weather conditions. The H<sub>2</sub>S odour sources were identified as the northern lagoons, the mill building and the Gippsland Water trade waste lagoons. The GHD report states that this method for identifying source is an approved method in Australia and the USA.

The North Morwell Residents Group submitted that the monitoring equipment used to measure H<sub>2</sub>S was inappropriate, not sufficiently accurate and as TRS was not measured so the link between TRS and H<sub>2</sub>S was not validated. The GHD report advises that the monitor used to measure H<sub>2</sub>S had a detection limit of one 1ppb, precision of 5% and accuracy of +/- 3ppb and it can measure other sulphide compounds as H<sub>2</sub>S equivalents. Referring to the Ontario study<sup>9</sup> of the Kraft mill, the GHD report observed the high degree of correlation between the measured TRS and the assessed odour levels in that study and this led to the determination of the TRS/H<sub>2</sub>S relationship. The GHD report considered the Ontario relationship was preferable to using odour complaint history or subjective odour levels.

The GHD report added that Gippsland Water commissioned direct source odour sampling at the trade waste lagoons in 2011 and indirect transect measurements. The outcome of the Gippsland Water work estimated that that 1 OU = 0.23 H<sub>2</sub>S (equivalent) ppb and was four times more odorous compared to the Ontario study where a relationship of 1 OU = 1.4 H<sub>2</sub>S (equivalent) ppb was estimated. At the time the Gippsland Water lagoon measurements were taken the lagoon was nearly empty. The GHD report considered the Gippsland Water lagoon was dried out and the material in it was highly concentrated. GHD considers that the Ontario relationship better represents all mill sources and commented that under normal operating conditions the trade waste lagoon is not filled with waste liquid and left to dry out.

At the Hearing, Mr Pollock said that different areas of the mill have different mixes of TRS but the use of 1 OU equalling 1.4 TRS is the best that could be done. EPA submitted that validation of the Ontario relationship between odour and TRS would be a complex task. From the mapping it was determined that the relationship between odour units and TRS derived from a 1977 study of a Kraft pulp in Ontario Canada provided the best fit based on the mapping.

The GHD report responded to the North Morwell Residents Group's concerns about the possibility that H<sub>2</sub>S and other reduced sulphides react in the atmosphere and the modelling did not take this into consideration. The GHD report discussed the reactivity of H<sub>2</sub>S in the atmosphere over a 5 km distance (the default buffer) and it said that under a wind speed of 0.5m/s it would take 2.8 hours to reach the buffer boundary and this time period is only, from a review of the literature, a fraction of the atmospheric lifetime of H<sub>2</sub>S. However after some further assessment, the GHD report determined only the more reactive methyl mercaptan is likely to oxidise to any great extent. The GHD report stated that it is possible under very light winds that H<sub>2</sub>S could oxidise to some degree and the odour levels would reduce.

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<sup>9</sup> *Development of a Continuous Odour Warning Device Based Upon Objective-Sensory Analysis Correlation Data*, Department of Environmental Chemistry, Ontario Research Foundation, 25 February 1977.

Submitters, including Mr Lorenz and Ms Durward, suggested that the modelling did not consider atmospheric removal of TRS through, for example, deposition in the plantation areas. The GHD report could not find useful information in the scientific literature on this however did comment that the complaints data did not support this proposition.

In considering the justification for varying from 5 kilometre default radial buffer to a non-radial buffer, Mr Pollock referred to table 4 of EPA's Separation distance guidelines which lists criteria on which a buffer can be varied. Mr Pollock considered topography the most important reason to vary from the default radial buffer to a non-radial buffer.

Ms Blackburn submitted that the evidence of Mr Pollock is sufficient for the Panel to recommend that the separation distance be varied in accordance with its findings.

## **(ii) Discussion**

The modelling reports apply three different commonly used air dispersion models that seek to understand the movement of odour emissions from Australian Paper. Applying these models to situations where there are many emission sources and complex terrain requires extensive expertise. The Panel acknowledges that Mr Pollock is a highly experience expert in his field and accepts that the modelling work is of a high standard.

Air dispersion modelling is only as good as the models and the input data used. This is evident when it became apparent that Victoria's former regulatory model Ausplume and its current regulatory model AERMOD did not generate supportable contours for reasons outlined in the GHD reports. Of the three models, CALPUFF provided the most credible odour contours because of its use of puff of emissions rather than trajectories of emissions.

The Panel is aware there are differences in the types of data collected by BOM and EPA at their respective monitoring sites and adopts the EPA meteorological data as the preferred data for use in air dispersion modelling. This applies generally and is not specific to the Valley. In fact it is fortunate that there was so much meteorological data available for the Latrobe Valley for use in applications such as modelling as this is not the case for most areas outside Greater Melbourne.

The CALPUFF model appears to align with the complaint patterns. The pattern of complaints is generally limited to areas where people live and there are large areas within the domain that are sparsely populated. As informed by submitters at the Hearing, many people don't complain and just put up with the odour. Many residents are likely to be habituated to the odour and therefore do not notice it. The Panel became aware late in the Hearing that there are a group of about ten trained community odour monitors, established about 20 years ago, who log odour events. The Panel is not aware if this data was supplied to GHD to assist with its model verification and, if so, to what extent it was used. Ms Blackburn indicated that the complaints lined up with the odour reports of the community odour monitors. While not necessarily discrediting the modelling on this basis, it does introduce a level of uncertainty around the east-west alignment of the odour contours which are the areas of greatest variation in the three air dispersion models used.

While Mr Pollock considered that the contours produced by the modelling are conservative, the modelling is highly reliant on the ratio of odour to TRS found in a 1977 study of a Kraft pulp mill in Ontario Canada. The GHD report considered three options for converting TRS

into odour units and predicted odour levels for each. In addition to the Ontario relationship, the threshold concentration for H<sub>2</sub>S being 0.1 ppb as given in Schedule A of the State Environment Protection Policy (Air Quality Management) and the Australian Water Technologies odour threshold for H<sub>2</sub>S at 0.5ppb were considered. The odour contours generated for both when using Ausplume are more expansive and extend beyond the default 5km buffer distance than the odour contours are plotted using the TRS/ odour link measured in Ontario. In the response to submissions document GHD also mentions some direct measurement work undertaken for Gippsland Water to assess odour emissions from the trade waste lagoon and it was estimated that 1 OU = 1 OU = 0.23 H<sub>2</sub>S (equivalent) ppb which is four times more odorous than the Ontario mill emissions. While GHD provided rational reasons for using the Ontario relationship, the most conservative of the four relationships, it does bring into question the true level of conservatism in producing the contour plots used to define the urban amenity buffer. It highlights that some further direct odour sampling would be beneficial in advancing the knowledge about source contributions and their composition. This would increase confidence in predictions about Australian Paper's odour impact in the area. This is particularly so given that the aeration lagoons are shown through the transect sampling to generation higher emissions of H<sub>2</sub>S than the trade waste lagoons.<sup>10</sup>

The Panel acknowledges the vary probing questions raised by the North Morwell Residents Group as they raised some interest concerns about the modelling.

The Panel considers that the odour contour plotting may not be perfect and more work could be done, however the modelling provides an insight into the behaviour of the odour emissions from a complex site over a challenging terrain. On this basis, the Panel accepts the modelling as presented subject to further investigation into the high levels of odour predicted in North Morwell.

### (iii) Conclusion

The Panel concludes that while it has some concerns about various aspects of the modelling as outlined above, the implementation of a non-radial of the shape depicted by the CALPUFF modelling is justified.

## 4.5 Which non-radial buffer should be applied?

A number of non-radial buffers were presented during the course of the Amendment:

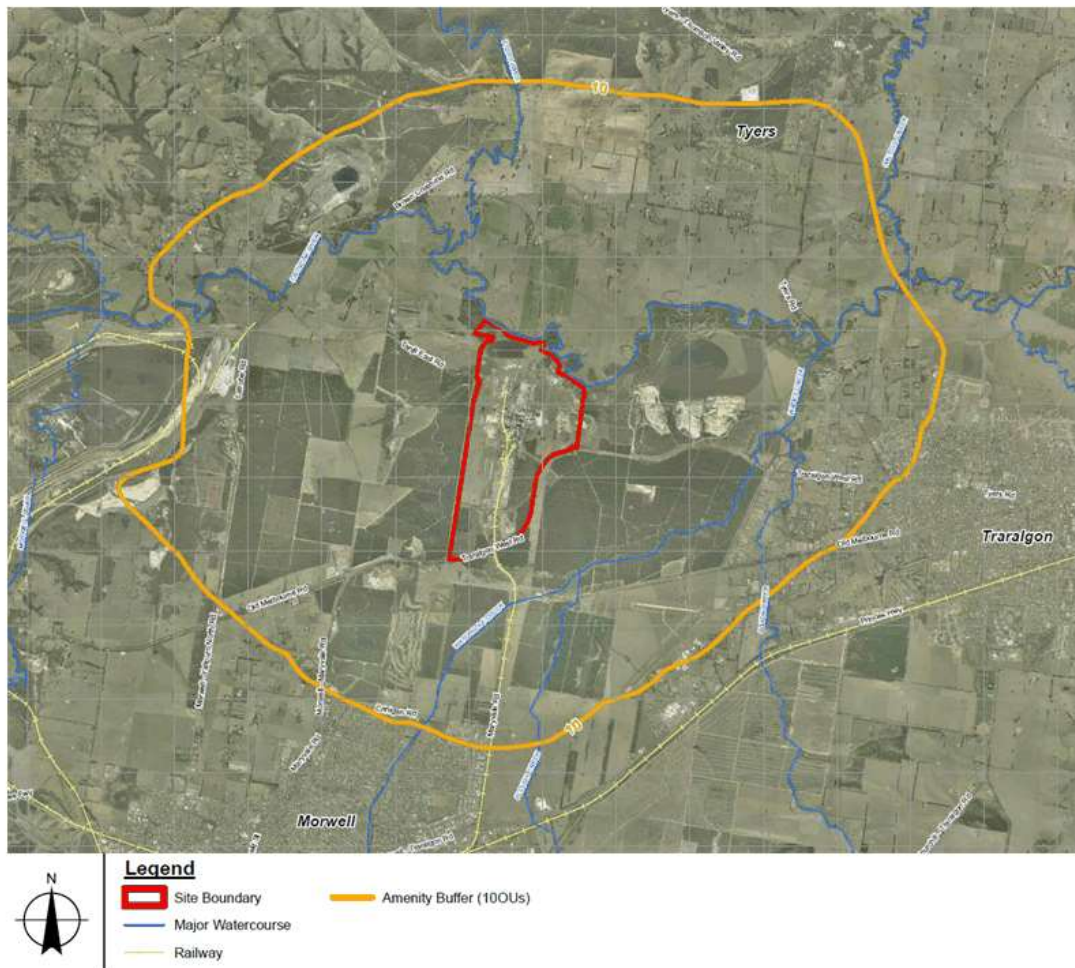
- A non-radial buffer based on modelled 5 OU
- A non-radial buffer based on modelled 10 OU
- An adjusted non-radial buffer based on modelled 10 OU which acknowledges existing areas with housing subdivision potential and reflects title boundaries and road reserve alignments, particularly in the south eastern section of the proposed urban amenity buffer as proposed by Council.
- The buffer proposed by the TGAR Workgroup Committee which further adjusts to the south, east and northern boundaries proposed by Council to instead follow the roads of Valley Drive (excluding the Village Lifestyle and Leisure Centre), Airfield

<sup>10</sup> See figures 14 and 15 in *Assessment of Odour Dispersion on Pulp Mill Buffer*, June 2011.

Road and Scrubby Lane, Cemetery Drive, Tyers Road and Archbold and Sawyers Lanes.

The non-radial 10 OU buffer is shown in Figure 6, the Council proposed adjusted non-radial buffer shown in Figure 7 and the TGAR Workgroup Committee is shown in Figure 8.

Figure 6 Non-radial 10 OU buffer



Source: Figure 10, July 2011 GHD report

Figure 7 Adjusted Urban Amenity Buffer



Figure 8 TGAR Workgroup Committee Suggested Buffer

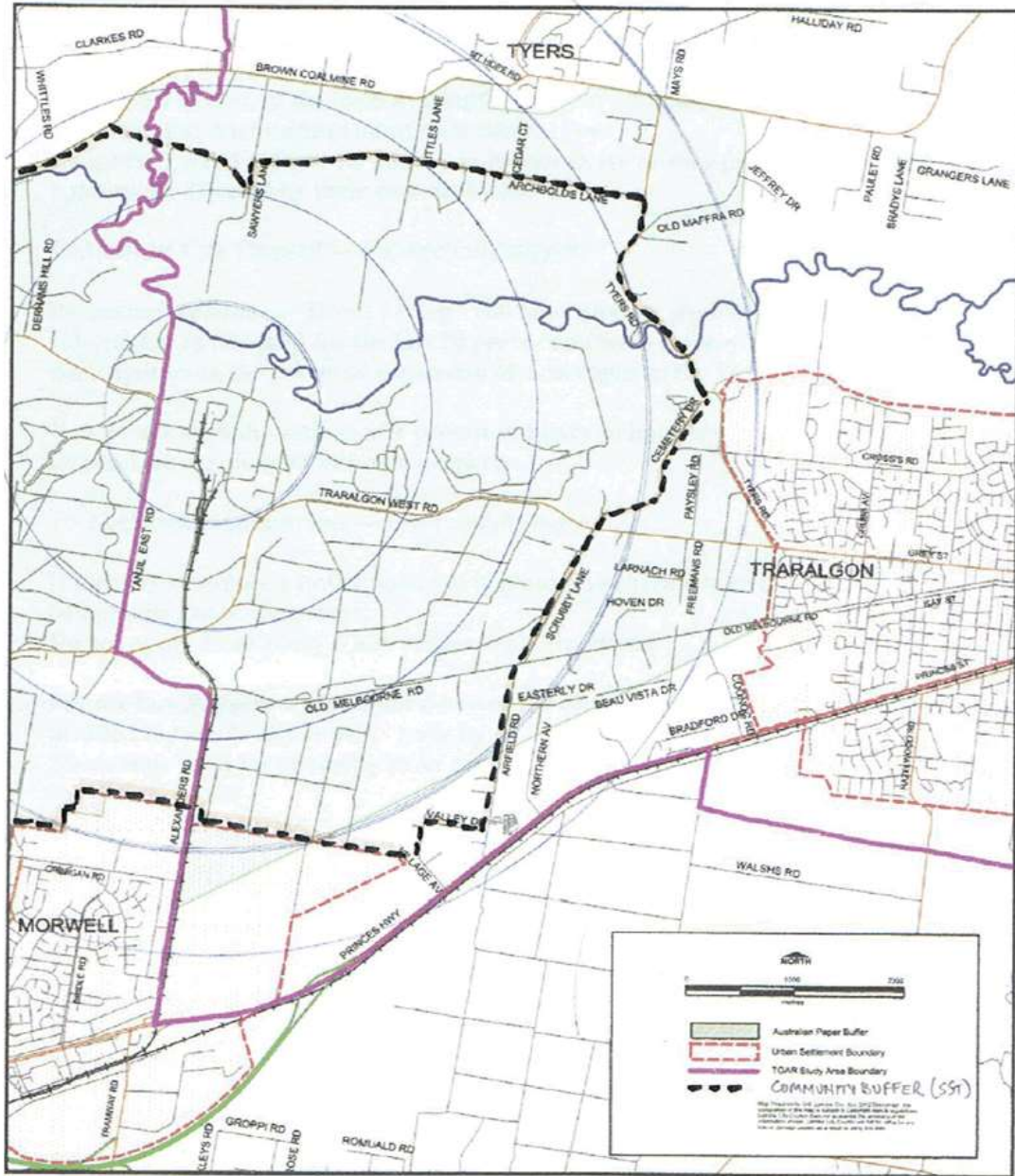


Table 2 compares the number of existing dwellings within the various iterations of the buffer which were considered during the identification of the most appropriate buffer to apply around the mill.

Table 2 Number of dwellings in Australian Paper Buffer

Buffer measure	No. of existing Dwellings
EPAs 5 km default radial buffer	4,071

Australian Paper 5 OU non-radial contour	11,109
Australian Paper 10 OU non-radial contour as shown in Figure 6	1,120
Australian Paper adjusted non-radial urban amenity buffer as shown in Figure 7	219*

\* Council submission (Part B) had 244 dwellings but at the Hearing it was adjusted to 219 dwellings as a result of an issue with the contours.

#### 4.5.1 Evidence and submissions

In its Part B submission, Council stated *'a balance has been struck between the various interested parties to reach a compromise that provides an appropriate land –use framework for future implementation'*. In closing comments, Mr Pullman acknowledged *'that the Urban Amenity buffer had been a tough issue but it does provide a way forward. He considered the proposed adjusted buffer is based on fairness, equity and scientific modelling'*.

In his evidence, Mr Barnes stated:

*In principle, from a strategic planning perspective, I support the approach of 'adjusting' the buffer to relate to existing zoned land, development and physical features such as roads and property boundaries. However, I defer to evidence to be presented by Australian Paper to justify the actual location of the buffer.*

Australian Paper submitted:

*a buffer consistent with the Australian Paper's modelled 10 odour unit contour would provide an acceptable level of protection for both industry and residential, however it should be modified to exclude existing developed or residentially zoned areas. The buffer could also be adjusted where the land is already zoned R1Z or is included within the urban growth boundary in the existing Traralgon Structure Plan and will be developed for residential purposes.*

At the Hearing, Ms Blackburn submitted that the area TGAR Community Working Group's recommends be excluded from the buffer could include approximately 125 houses. She added:

*If the area was then rezoned to allow a residential density of .04ha this could equate to a total of 600 houses and even more if it was zoned to general residential.*

Submitters such as Mr Testa on behalf of the TGAR Community Working Group and Pastor Walsingham of the Reality Christian Fellowship claimed the adjusted non-radial buffer has been manipulated to suit planning and existing development and adjusting the boundaries makes the scientific evidence worthless. Pastor Walsingham added that this was in response to commercial interests in Tyers Road and Crinigan Road. They are located well inside the 5 OU buffer and he considered this to be unfair and discriminatory.



EPA submitted that it did not endorse any adjustment based solely on residents wishing to move the buffer off their land.

Ms Blackburn said that Australian Paper did not agree with excluding areas suggested by submitters from the urban amenity buffer. She based her objection on the TGAR Community Working Group's preferred buffer being in an area subject to high levels of odour intensity when there is a plant upset. Ms Blackburn added that rezoning from a rural zone to a residential zone in the Traralgon west area would facilitate a significant amount of land being developed well within the 10 OU contour line outlined in expert evidence. She opposed the buffer being adjusted in the North Morwell area as it is in the 10 OU buffer. She also opposed adjustments being made to Tyers south of the existing township unless further modelling, required by the proposed amendment documentation, suggests that this will not have a significant impact on Australian Paper's operation.

In relation to the TGAR Community Working Group buffer, Mr Barnes stated:

*Most of the Rural Living Zone (RLZ) land affected by the exhibited draft TGAR proposed urban amenity buffer is already at the minimum subdivision allotment size and these allotments do not have potential development subdivision opportunities. There are only 8 additional allotments able to be applied for and assessed under the existing RLZ in the area. The exhibited draft TGAR proposed urban amenity buffer map has been retained in-principle but discussion within the TGAR reports now acknowledge that there may be potential (subject to planning permit application assessment) to honour the limited subdivision potential in the existing RLZ within the proposed urban amenity buffer that existed in the Latrobe Planning Scheme prior to the Australian Paper odour modelling being undertaken. Any RLZ land outside the proposed urban amenity buffer that was proposed for residential type subdivision density in the future would need to be justified as part of a separate planning scheme amendment process that would need to be approved by the Minister for Planning.*

Council responded to the TGAR Community Working Group's concerns. It said that properties that could currently be subdivided in west Traralgon will not be denied the opportunity once the urban amenity buffer is introduced into the planning scheme.

At the Hearing, many submitters informed the Panel that Council knowingly approved subdivisions within the planning scheme 5 kilometre default buffer including schools. Submitters were especially critical of the relatively recent subdivision that had occurred in the Crinigan and Cross Road areas saying that the 5 kilometre default buffer has been consistently ignored by Council, EPA and Australian Paper. Mr Lorenz said at the Hearing that Crinigan Road, which is excluded from the adjusted buffer, is closer to the mill than Scrubby Lane which is proposed to be included. At the Hearing, Pastor Walsingham claimed that Council has been negligent and that had Council and EPA been 'undertaking their duties the buffer would have been in place and residents advised'. He considered that the areas inside the urban amenity buffer will become a non development zone.

Other submitters said that when they were unaware of the mill and the potential to be impacted by odour when they purchased their property. They believed that their properties will be tainted because of the urban amenity buffer and subsequently lose value.

#### **4.5.2 Discussion and Conclusion**

Identifying an urban amenity buffer in the Municipal Strategic Statement will provide the strategic basis for future work that will determine the appropriate land use response to implement the buffer.

This can include planning scheme provisions such as the Environmental Significant Overlay to the identified buffer area.

An urban amenity buffer set at 10 OU is already a significant compromise to the usual establishment of a buffer between industry and sensitive uses and this means that those residents near, but outside a 10 OU buffer as modelled in the GHD report, would be expected to, on occasions, experience odours that could be offensive. Council is proposing further compromises to the modelled 10 OU buffer to recognise existing subdivisions through the adjusted urban amenity buffer. This does not represent sound planning and goes against some of the objectives found in the Latrobe Planning Scheme. These include seeking to achieve fair and orderly planning and to provide a pleasant environment.

Adjusting the urban amenity buffer may benefit some property owners, depending on their location and perspective, however, it doesn't change the reality that they are located within a 10 OU buffer area. While making this comment, the Panel is conscious that most of the dwellings within the proposed buffer were approved after the mill commenced its operation.

Importantly, the adjustments do not have a scientific basis and do not adequately reflect the considerable work that has gone into modelling the contours.

As outlined earlier, the Amendment seeks to establish the urban amenity buffer in the Municipal Strategic Statement. The land use response and appropriate provisions to implement the buffer will be introduced through further planning scheme amendments. The Panel therefore considers the appropriate buffer to be applied in the Municipal Strategic Statement is the non-radial 10 OU buffer as modelled. A future planning scheme amendment will determine the planning response for future development within this buffer and it may be appropriate and justified to apply different responses to different area. Areas where different planning responses could be applied include the 801 existing dwellings which would be in the 10 OU buffer but not in the adjusted 10 OU buffer as well as the areas that the TGAR Community Working Group Committee nominated to be excluded.

The Panel recognises that over time the buffer may require adjustment. This may be as a result of further modelling such as that proposed for the Tyers area (Clause 21.04-7 *Further Strategic Work*) and that recommended in the GHD report in the North Morwell area. It may also be as a result of further improvements at the Australian Paper site that reduce odour emissions.

Several submitters raised the impact of the urban amenity buffer on their property value, however, there was insufficient information provided to support these claims. It is often difficult to single out one matter as the reason for property values changing.

#### **4.6 Recommendation**

The Panel recommends:

**Change Clause 21.05 to:**

- a) Realign the urban amenity buffer boundary along the 10 odour unit buffer modelled by GHD.**

## 5 Sibelco site

### 5.1 The issue

What are the impacts of this Amendment on the future operations of Sibelco's operations at 28 Janette Street Traralgon?

### 5.2 Evidence and submissions

Sibelco operates at a site that is about 2 kilometres south of the main Traralgon commercial precinct and is designated as being in Traralgon Growth Area Review Area 8a.

The Panel was informed in various submissions made by Sibelco throughout the Amendment process that at this site Sibelco (previously known as Unimin):

- Operates from the Industrial 1 zoned 6.88 hectare site.
- Has been operating continuously since the 1950s.
- A small strip of the site is in the Public Conservation and Resource Zone (PCRZ) on the eastern boundary and there is a Land Subject to Inundation Overlay over part of the site.
- Has produced carbonate products including quick lime at the site since 1993.
- Purchased the Janette Street site in 2002 and currently operates 24 hour per day 7 day a week to produce about 200 tonnes of products per day.
- Raw materials for its Janette Street operations are transported by road from Sibelco's Buchan quarry 200 kilometres away. The Buchan limestone quarry has an estimated life span of around 100 years.
- Is in the process of rationalising its Victorian operations and this includes closing its Lilydale site and relocating those operations to Traralgon.
- Is currently undertaking a \$25 million upgrade to the Janette Street site. The upgrade received a planning permit in March 2012. The upgrade which is scheduled for completion in late 2018, includes a new dust collector system, new bag storage, improved stormwater drainage and treatment system, acoustic treatment of the building and associated infrastructure to house the upgraded second lime kiln. The upgrade once completed will, it is predicted, increase production from 49,510 tonnes of product in 2011 to 122,110 tonnes and increase truck movement from a current 22 movements per day to about 74 truck movements per day. When completed it will employ an extra 6 people with an additional extra 6 people employed in transport and services to support operations plus an estimated 4 additional people indirectly be employed for each person employed directly at the plant.
- Makes a significant contribution to the local economy through direct and indirect employment and by spending approx. \$6.4 million each year (2009) on products and services most of which are from Gippsland.
- Has decided to strategically centre its lime facility at Traralgon. Reasons include the site's proximity to Buchan and its customer base in LV and eastern part of the state.

- Claims to be the major supplier of high quality lime in Victoria. Customers of its products include the steel, construction, chemical and stockfeed industries, as well as the Maryvale pulp mill.
- Projecting to 2050 Sibelco anticipates growth in its sales to customers in for example the coal, paper and water treatment industries.
- Has an EPA licence for its discharges.
- Estimates that relocation from Janette Street would cost around \$110 million.

Mr Kraan of Focus CDS Consultants on behalf of Sibelco explained that the closest residential dwelling is approximately 80 metres north of the site and 200 metres from the production plant. He also said that there is a developing residential area to the south west. These sensitive uses are well within the 500 metre threshold distance designated in Clause 52.10 Uses with Adverse Amenity Potential.

Mr Kraan informed the Panel that Sibelco has no intention of relocating however Sibelco will, even with existing use rights, be severely constrained if the site and its surrounds are rezoned to residential and the onus will be on Sibelco to ensure there are no adverse off site impacts. Sibelco is opposed to the rezoning of the land and its surrounds to residential and wants the whole of the threshold distance of 500 metres protected.

In its written submission to the hearing EPA's Mr Bryant<sup>11</sup> advised that Sibelco has an EPA corporate licence which is inclusive of all Sibelco's Victorian sites. The licence permits discharge to air however there are conditions on the licence to protect off site amenity from air and noise emissions. The Panel was also informed that in the last two years EPA had received two noise complaints related to the Janette Street site. One noise complaint was from a residence just beyond the Sibelco boundary to the north and the other was from a residence just over 100 metres from the boundary. There have been no complaints in relation to air emissions. EPA<sup>12</sup> also in its initial written submission opposed the rezoning of the area south of Sibelco. This refers to the area designated Area 8b in the Amendment.

Mr Kraan also said that before the last two years there were more complaints but these have diminished with ongoing environmental improvements to the plant.

In his expert witness statement, Mr Barnes described Area 8a as an older style industrial area. Mr Barnes considered that from a strategic planning perspective if Sibelco was to move from Janette Street there is strong merit to transition area 8a to residential. However with Sibelco's commitment to the site he did not see this occurring in the foreseeable future.

Further, in Mr Barnes' opinion:

*This does bring into question the need to retain the strategy in the planning scheme. The issue still remains, however, of what is the role of other industrial zoned land in the precinct if Silbeco [sic] remains in the long term, and if it is to remain industrial, what can be done to better utilise that land. That, in my mind, is a question for the municipality wide industrial land use review identified as being required by this amendment.*

<sup>11</sup> Submission by Mr Leigh Bryant Acting Manager Gippsland, EPA, pages 16-17.

<sup>12</sup> Appendix 1, Traralgon Growth Area Framework, Hanson, August 2013 (updated December 2013).

*Whilst the option exists to delete the strategy from the scheme, my preference is to retain it until the industrial study is undertaken.*

Sibelco was alerted to the possibility of a rezoning of Area 8a in 2008 just prior to Amendment C62 going on exhibition.<sup>13</sup> Sibelco (then Unimin) made submissions to that Amendment.

In its Part B submission, Council submitted that the C62 Panel's recommendations have been carried through, adopted and approved. It submitted that it is outside the scope of Amendment C87 to make changes that relate to Area 8a. In response to EPA's opposition to residential development south of the Sibelco site<sup>14</sup>, Appendix 1 of the Traralgon Growth Area Framework states:

*Sites to the south of Sibelco in Traralgon have previously been flagged for future residential development, but any rezoning for these purposes will need to acknowledge the implication of the ongoing viability of activities at the Sibelco industrial site.*

*However, given the long term nature of this framework it is considered appropriate to identify the long term future use for the area south of Sibelco TGAR reports and plans also identify the need for a future industrial strategy that may inform the future use of the Sibelco site and surrounding sites.*

However the Panel notes that the Framework designates land to the south of Sibelco (then Area 3b, now Area 8b) as a second stage greenfields site to be zoned Urban Growth Zone<sup>15</sup>, and it is identified as priority 12 of 26 potential residential development areas<sup>16</sup>. The Amendment proposes to reference the Framework in Clauses 21.04 and 21.05. The northern boundary of Area 8b is shared with Sibelco and if residential development does occur to the boundary it is likely to further reduce the threshold distance to sensitive uses.

### 5.3 Discussion

The Panel inspected the Janette Street area and observed that the area generally seems to be run down with several uninhabited houses and, apart from Sibelco, has limited industrial activity.

Amendment C62 to the Latrobe Planning Scheme comprised a new Local Planning Policy Framework with a revised Municipal Strategic Statement. In the July 2009 the Panel Report<sup>17</sup> considered the Sibelco site in some detail, outlining (the then) recent upgrades and expert evidence provided on emission and other environmental conditions. The expert evidence provided by Mr Ramsay<sup>18</sup> as reported by the C62 Panel:

<sup>13</sup> In C62 Area 8a was referred to as Area 3 in that Amendment.

<sup>14</sup> Submission 5, Mr Gary Kay, EPA, summary in Appendix 1, Traralgon Growth Area Framework, Hanson, August 2013 (updated December 2013).

<sup>15</sup> Traralgon Growth Area Framework, Hanson, August 2013 (updated December 2013) page 59.

<sup>16</sup> Ibid, page 62.

<sup>17</sup> Latrobe C62 Panel Report pages 36 -38.

<sup>18</sup> Peter Ramsay of Peter J Ramsay and Associates Pty Ltd.

*concluded that despite the best manufacturing practices, buffers were an important control measure to separate sensitive uses from potential industrial impacts, and thus "... it would be inappropriate to allow any part of the existing industrial zoned land to be used for residential purposes, for so long as the Unimin plant is operational." He also noted the issues of potential land contamination, noise and traffic which are a consequence of a large processing site such as Unimin.*

Mr Kraan expressed Sibelco's desire for the whole of the site to be protected by the Clause 52.10 threshold distance<sup>19</sup> of 500 metres. However with residential development already well within the 500 metres this appears to the Panel to be unlikely. EPA's *Recommended separation distances for industrial residual air emissions*<sup>20</sup>, a reference document in the State Planning Policy Framework at Clause 13.04-2 also has a separation distance of 500 metres between sensitive uses and a plant of Sibelco's size. However a variation in the separation distances is allowed under site specific criteria such as for a site with exceptionally high standard of emissions control, risk assessment for justifies a variation or the likelihood of residual air emissions. Based on what the Panel has learned about Sibelco, a reduction in the separation distance based on air emissions could be justified but the case needs to be made.

In its assessment of the Janette Street area, the C62 Panel noted the absence of any strategic analysis such as an industrial strategy, an assessment of net community benefit for rezoning the area or estimated costs to bring a possibly contaminated area to market if rezoned to residential. While it considered the area requires a more detailed examination it did consider that based on sound planning the area has potential, in the long term, for residential development if remediation of any contamination, from present and past industries can feasibly be resolved.

The Panel was also critical of ad hoc rezoning of parcels of land within the area as being unsound planning that does not meet the state planning policy requirements to protect industry from encroachment by sensitive uses.

The C62 Panel recommended that the proposed rezoning of the land to residential to be replaced with:

*review the existing industrial area of Janette Street /Dunbar Road, with a view to confirming the role and viability of this area as service industrial development or conversion to residential development." Or words to this effect.*

The current wording in Clause 21.05-6 of the Planning Scheme (as relevant) reflects this:

#### **Clause 21.05-2 Main Towns Overview**

##### *Objective 3 - Main Towns*

<sup>19</sup> Threshold distances, buffers and separation distances are the same concepts and are often used interchangeably.

<sup>20</sup> Clause 13.04-2 references EPA's 1990 publication *Recommended Buffer Distances for Industrial Residual Air Emissions*. *Recommended separation distances for industrial residual air emissions* (EPA 2013 publication 1518) is an updated version of that reference document.

- *To reduce industrial-residential land use conflicts.*

#### *Strategies*

- *Review existing smaller pockets of industrial areas and isolated industrial areas.*
- *Confirm the role and viability of these small and isolated industrial areas for service industrial development, isolated larger industrial development, or conversion to residential development.*
- *Provide buffers between industrial and existing (and potential) sensitive use areas.*

#### *21.05-6 Specific Main Town Strategies – Traralgon*

##### *Residential*

- *Future land uses and zoning in Areas 3a and 3b should be investigated subsequent to a detailed assessment of industrial land requirements for Traralgon as part of an industrial strategy.*

##### *Industrial*

- *Encourage the early transition of industrial land uses in the southern parts of the Transit City Precinct to enable the conversion of land to residential uses.*
- *Review the existing industrial area of Janette Street/ Dunbar Road (Area 3a), with a view to confirming the role and viability of this area as service industrial development or conversion to residential development.*
- *This Panel confirms that in relation to Sibelco and its surrounding area to the only proposed changes to the relevant clauses in the current scheme update the numbering of the areas 3a and 3b to areas 8a and 8b to align with the numbering of areas used in the TGAR.*

It is apparent to this Panel from its site inspection and from reviewing the C62 Panel report, that little has changed in Area 8a over the intervening years and apart from the Sibelco site, the area may have deteriorated further. This may be due to the uncertainty over future zoning of the area or it may be for other reasons. What is clear is that until the area is given greater certainty about its future it is unlikely to improve. The proposed industrial land strategy would be one step to assist in bringing some clarity to in the right direction.

As noted above the Framework identifies the area 8b, directly south of the Sibelco site, as stage 2 greenfields site to be zoned Urban Growth Zone. In his expert witness statement, Mr Barnes stated that further work is needed in Area 8a before establishing the long term future of this area and whether a strategy for this area should remain in the planning scheme. The Panel agrees with Mr Barnes in relation to Area 8a and adds that the same should apply to Area 8b based on the potential for off-site amenity impacts.

The Framework and background work that has gone into generating it has taken hard work and persistence over a number of years. It is proposed that this Framework be referenced in Clauses 21-04 and Clause 21.05 of the Planning Scheme. With the issues and doubts about the future of Areas 8a and plans to rezone 8b to the Urban Growth Zone at stage 2 of implementation the Panel considers this to be premature. Development of the area would



be better placed as an area for further investigation and be based on a completed industrial land strategy. It could also benefit from air and noise emission modelling of the potential off site impacts based on the completed Sibelco plant upgrade.

#### **5.4 Conclusion**

Sibelco has been a long term contributor to the local economy and has strategically expanded, improved and centred its operations at its Traralgon site. The current multi-million dollar upgrade to its plant was sanctioned by Council when it granted Sibelco a planning permit for building and works in 2012 while considering the area for residential development in Areas 8a and 8b.

While this Panel has some sympathy with Sibelco's position regarding the encroachment of residential development within its buffers, any substantive changes to Clauses 21.04 and 21.05 to address Sibelco's concerns are outside the scope of the Amendment.

As noted above, through the Amendment, the Traralgon Growth Area Framework is proposed to be referenced in Clauses 21-04 and Clause 21.05.

The Panel concludes that rather than removing reference to the Framework at Clauses 21.04 and 21.05, an addendum should be added to the Framework to:

- Delete Area 8b from stage 2
- Include areas 8a and 8b after stage 4, as areas for further investigation.

## 6 Employment investigation area

### 6.1 The issue

The Amendment proposes an employment investigation area mostly south-west, and partly north, of the Latrobe Regional Hospital and south-west of the Latrobe Regional Airport.

### 6.2 Evidence and submissions

In support of the employment investigation area, Council submitted:

*Area 4 is ideally suited for employment uses associated with the Latrobe Regional Airport or the Latrobe Regional Hospital. The Amendment, Traralgon Growth Area Framework and Traralgon West Structure Plan continue to promote this given the importance of employment in promoting the growth of both Latrobe City and the wider Gippsland region.*

Council added that it consulted with the Latrobe Regional Airport Board which informed the *Latrobe Regional Airport Masterplan 2009 Review*. The review reinforced that development in Area 4 that is not associated with Latrobe Regional Airport or Latrobe Regional Hospital needs to be discouraged.

Council sought further changes to Clauses 21.04, 21.05 and 21.07 of the exhibited Amendment to better recognise the importance of a Latrobe Regional Airport Master Plan.

There were mixed submitter views on the employment investigation area. Mr Diaz submitted that his land be included in the employment investigation area and sought for this area to be investigated within the next 12 months. Kasam Suleman Pty Ltd submitted Area 2 should allow residential uses instead of industrial land because it believed that there was an oversupply of industrial land and future industrial land would impact on existing residential uses adjacent to this area.

Mr Barnes did not support changing the designation of this area to an 'Urban Investigation Area' because he considered that this would provide the potential for conventional residential uses. Mr Barnes stated:

*Whilst there may be potential for some 'integrated' residential accommodation associated with hospital or airport related uses, I do not support more conventional forms of residential development in this location.*

In response to submissions, Council revised the relevant provision to add the words shown in underline:

*Encourage proposals for employment intensive businesses compatible with the nearby Latrobe Regional Hospital and Latrobe Regional Airport associated with health and aeronautics in Area 4.*

### 6.3 Discussion and conclusion

The Panel commends Council for working with the Latrobe Regional Airport Board to ensure that development within its environs do not adversely impact on its operation. Ensuring that employment businesses that are compatible with the nearby Latrobe Regional Hospital

and Latrobe Regional Airport represents sound and orderly planning. The Panel likens the employment investigation area to employment clusters that are encouraged in *Plan Melbourne*. *Plan Melbourne* outlines the benefits of locating similar and complementary businesses within a defined location. Adopting a similar approach in Area 4 aligns with the strategy to implement masterplans for Latrobe Regional Airport and Latrobe Regional Hospital that maximise the use of existing infrastructure.

Airport master planning is an important process that should be recognised in the relevant strategic provisions. The Panel therefore supports Council's proposed changes to Clauses 21.04, 21.05 and 21.07, as shown in the recommendation below.

The Panel does not accept that low impact industrial uses cannot be located next to sensitive uses such as dwellings. There are numerous provisions in the Latrobe Planning Scheme that can address issues related to industry being located within close proximity of dwellings. For example, Clause 52.10 (Uses with adverse amenity potential) has separation distances to protect sensitive land uses from industrial uses.

The Panel concludes that locating employment businesses that are compatible with the Latrobe Regional Hospital and Latrobe Regional Airport within close proximity of each other can complement their operation and encourage further investment into the region. Council's revised wording for the relevant provisions can achieve this aspiration.

## 6.4 Recommendations

The Panel recommends:

### Change Clause 21.04 to:

- a) **Include the following new strategy in Objective-1-Infrastructure of 21.04-6:**  
*Implement Masterplans for the Latrobe Regional Airport, Latrobe Regional Hospital and the open space corridor within the Traralgon West Growth Corridor that maximises the use of existing infrastructure.*

### Change Clause 21.05 to:

- a) **Replace the final strategy in Commercial of 21.05-7 with the following strategy:**  
*Encourage proposals for employment intensive businesses compatible with the nearby Latrobe Regional Hospital and Latrobe Regional Airport associated with health and aeronautics in Area 4.*
- b) **Add a new strategy in Commercial of 21.05-7:**  
*Consider proposals for other employment intensive businesses compatible with the nearby Latrobe Regional Hospital and Latrobe Regional Airport in Area 4.*

### Change Clause 21.07-7 to:

- a) **Include in Objective 4 - Industry the following new strategy:**  
*Implement Masterplans for the employment investigations area, Latrobe Regional Airport and Latrobe Regional Hospital within the Traralgon West Growth Corridor that accommodates industry clusters linked to health aeronautics or agriculture research and development.*

## 7 Other issues

### 7.1 Flooding

The issue is whether the most recent flood extent mapping should be incorporated into the *Small Town Structure Plans – Boolarra, Glengarry and Tyers* (the Small Town Structure Plans). This document was prepared in 2009 and revised in 2010.

The exhibited Amendment included the following implementation strategy in Clause 21.05 for main towns:

*Apply the Land Subject to Inundation and the Floodway Overlay (with modified schedules) to flood prone areas as identified by the West Gippsland Catchment Management Authority.*

In its submission, West Gippsland Catchment Management Authority stated that the municipal flooding mapping was reviewed in 2010-11 and implemented through a Land Subject to Inundation Overlay by Amendment C9. Although it did not object to the Amendment, the West Gippsland Catchment Management Authority sought to incorporate the most recent flood extent mapping into the Small Town Structure Plans.

The Panel agrees with West Gippsland Catchment Management Authority that the most current mapping should be shown in the Small Town Structure Plans. This can be done next time Council reviews this document. It is noted that although there is an implementation strategy in Clause 21.05 to apply the Land Subject to Inundation and the Floodway Overlay to main towns, this strategy is absent in Clause 21.06 for small towns including Glengarry. The Panel considers that this strategy should be included in Clause 21.06 to help implement the Small Town Structure Plan.

### 7.2 Water and sewerage infrastructure

Gippsland Water submitted that it will comprehensively analyse and development infrastructure plans in consultation with Council. It added:

*Potentially large wastewater and water asset reserves will be required to allow the transfer of water and sewerage. Once Gippsland Water understands further the impacts of the additional land will have on existing critical assets and the best way to run the systems, additional information will be provided.*

Gippsland Water submitted that servicing Glengarry beyond the existing small town structure plan would require significant infrastructure upgrades to service a small number of properties.

#### (i) Gippsland Water assets

In order to protect its assets, Gippsland Water suggested that the regional outfall sewer, which traverses through land east of Traralgon where future urban expansion is proposed, be shown of the plans as part of the Amendment. It submitted that it is important that the easement is converted to its reserve during subdivision so that pipeline assets can be constructed.

In response to Gippsland Water's suggestion, Council proposed the following post-exhibition changes to the Amendment:

- *Better define the location of the Gippsland Water regional Outfall Sewer on the proposed Traralgon Structure Plan and its importance in Clause 21.05-6.*
- *Better define the location of the Gippsland Water Wastewater emergency Storage Facilities on the proposed Traralgon Structure Plan and the proposed Traralgon West Growth Corridor Structure Plan and acknowledge the potential for interface issues with sensitive uses.*

In his evidence, Mr Barnes stated further work is required to determine whether it is appropriate to apply a buffer and, if appropriate, what that buffer may be.

The Panel agrees that Gippsland Water's assets need to be better identified and considers that Council's changes to the Amendment can achieve this. Council's post-exhibition changes are therefore supported. The Panel agrees with Council and Mr Barnes that further work is needed to determine whether it is appropriate to apply a buffer and, if appropriate, what land use this buffer should apply.

**(ii) Wastewater emergency storage facilities buffers**

Gippsland Water submitted that it has two wastewater emergency storage facilities that require odour buffers. One facility is on Old Melbourne Road, north of the airport, and the other west of Marshall Road. It requested that the buffers, as modelled by GHD and shown in its submission, be included in the Amendment. It said it is working with Council and EPA to refine the buffer distances and ultimately wants the buffers recognised in the planning scheme with an ESO. Council submitted that it is too early for them to be recognised through the Amendment because it is still negotiating on these buffers. The Panel supports Council's position on these buffers.

**(iii) Recommendation**

**Change Clause 21.05 to:**

- a) **Better define the location of the regional outfall sewer in the Traralgon Structure Plan and acknowledge its importance in 21.05-6.**

**7.3 Major gas pipelines**

The Amendment proposes to include the following strategy in Clause 21.05-6 (Main Town Strategies):

*In the medium term facilitate the orderly planning of Areas 9 and 10 for residential development with an appropriate interface with the Major Gas Pipeline and buffer to industrial zoned land.*

**(i) Issue**

The issue is whether major gas pipelines have been adequately considered at this stage of the planning process.

**(ii) Evidence and submissions**

In its submission, APA Gasnet Australia (Operations) Pty Limited (APA Group) identified five gas pipelines that are located in the Traralgon Growth Area. Council submitted that an existing Design and Development Overlay applies to the major gas pipelines. Council added that the overlay schedule requires relevant parties to seek the views of the relevant State government department, now DEDJTR, who then forward the proposal to APA Group for comment.

Mr Barnes agreed with Council and stated that, from a planning perspective, the existing Design and Development Overlay Schedule 1 adequately identifies and protects the pipelines. He added:

*Such a designation also ensures that the location of the pipelines will be taken into account in the preparation of future development plans required to precede any future subdivision and urban development that might occur in the vicinity of the pipelines in the future.*

APA Group emphasised the importance of being notified during the design stage to ensure that appropriate engineering responses are implemented around the major gas pipelines. It added:

*It is APA's objective to protect human life and infrastructure whilst ensuring future land use, subdivision and development will not inhibit the potential of an existing high pressure transmission pipeline to be able to provide capacity required to meet the needs for natural gas in Victoria.*

APA Group suggested that Council have ongoing correspondence with APA Group to discuss the scope of issues to ensure that its assets are protected.

**(iii) Discussion and conclusion**

It is important that comment is sought from AGA Group before finalising development plans around major gas pipelines. The Panel is satisfied that the existing Design and Development Overlay Schedule 1 ensures that this communication will be achieved. The Panel supports Council's post-exhibition changes to better acknowledge the potential impact of new residential growth within close proximity to major gas pipelines in Clauses 21.05-6 and 21.05-7.

**(iv) Recommendation**

**Change Clause 21.05 to:**

- a) Better acknowledge the potential impact of new residential growth within close proximity of major gas pipelines in 21.05-6 and 21.05-7.**

## **7.4 Site specific requests**

### **(i) The issue**

The issue is whether requests to rezone specific sites are appropriate.

### **(ii) Submissions**

There were several submitters that sought to have their property rezoned. Mr Edwards submitted that it is important for owners that the proposed zoning is consistent across the entire property title. The property owner of 106 Walhalla Road in Tyers sought to have his property in Tyers designated for future rural living. Council agreed to amend the Tyers Structure Plan to designate 106 Walhalla Road accordingly and noted that this would form part of a separate amendment.

Mr Jones also sought to have his property in Tyers designated for a future rezoning to the Township Zone. Council submitted that this property was a small farming lot outside of the Tyers settlement boundary and that further strategic work was necessary before it could consider designating the land for future residential purposes. It added that this strategic work would be separate to Amendment C87.

Council submitted that the Amendment discourages bulky goods at a property on the Princes Highway referred to as 'Hollydale'. The property owner, Mr Buhagiar, informed the Panel that he has been seeking to have Hollydale designated for a large scale neighbourhood activity centre including a Masters store. Council added that it has previously appointed a consultant economist to peer review this proposal. The economist did not support bulky goods being located at Hollydale because:

- There is an existing oversupply of bulky goods land
- The planning scheme identifies two other precincts for bulky goods
- The new centre may cause shops in other locations to close
- The Framework seeks to avoid ad-hoc strip development
- Hollydale is a strategically located greenfield site that can accommodate significant residential development.

At the Hearing, Mr Buhagiar said that due to Council not agreeing to rezone his land for commercial purposes, Masters has lost interest in the project which has resulted in a loss of approximately \$60 million of development and 300 potential new jobs for the local community. Mr and Mrs Dundek and Mr and Mrs Vacca opposed the Hollydale site being rezoned and developed for medium density housing.

### **(iii) Discussion and conclusion**

The purpose of the Amendment is to introduce strategic direction into the Latrobe Planning Scheme to guide the implementation of the Framework. The appropriate zones, overlays and associated provisions will be considered in planning scheme amendments subsequent to Amendment C87. The Panel concludes that the Traralgon West Growth Corridor Structure Plan sets an appropriate strategic direction for the Hollydale site, especially when considering Traralgon's physical urban growth constraints.

The Panel supports Council's proposed change to the Tyers Structure Plan to identify Mr Fullerton's property as suitable for future rural living.

**(iv) Recommendation**

The Panel recommends:

**Change Clause 21.06 to:**

- a) Designate 106 Walhalla Road, Tyers for future rural living in the Tyers Structure Plan.**



## Appendix A List of Submitters

No.	Submitter	No.	Submitter
1	Environment Protection Authority	22	AGL Loy Yang
2	Gippsland Water	23	Barry and Leanne White
3	West Gippsland Catchment Management Authority	24	Sibelco Lime (Victoria) Pty Ltd
4	Department of Environment and Primary Industries	25	Kery and Lauris Watson
5	APA Gasnet Australia (Operations) Pty Ltd	26	Morwell North Residents Group
6	Department of State Development, Business and innovation	27a	Stefan and Meg Dundek
7	Mr Ruben Diaz	27b	Charlie and Nick Vacca
8	Australian Paper	28	Alex and Leanne Van Den Dolder
9	Leanne Sutton	29	Vito and Debra Albanese
10	Lloyd Edwards	30	Paul Kobiela
11	Robert Fullerton	31	Robert Lorenz
12	Neil Jones	32	Gerald, Sue and Adam Conway
13	Latrobe Community Health Service	33	Daryl and Lyndee Hodder
14	Judy Alexander	34	Astrid Eerens
15	Kasam Suleman Pty Ltd	35	John and Rosie Di Ciero
16	'Hollydale' property owner	36	Julie Durward
17	Craig Watts	37	Jim and Lauren Stevenson
18	Kevin and Minke Bennett	38	Aaron and Nicole Doupain
19	Neil Prestipino	39	Reality Christian Fellowship Inc
20	Salvatore Testa	40	Ken Bailey and Family
21a	Ian McGown	41	Ian Watson
21b	Ian McGown	42	TGAR Workgroup Committee

## Appendix B Parties to the Hearing

Submitter	Represented by
Latrobe City Council	Mr Jason Pullman and Ms Danielle Simpson and calling the following expert witness: - Mr David Barnes of Hansen Partnership on planning
AGL Loy Yang	Mr Peter O'Farrell of Counsel instructed by Ashurst Australia and calling the following expert witnesses: - Mr Stuart McGurn of ERM on planning - Mr Tim Sullivan on geotechnical engineering
Australian Paper	Ms Michelle Blackburn of Corrs Chambers Westgarth and calling the following expert witness: - Mr Tim Pollock of GHD on environmental engineering
Department of Economic Development, Jobs, Transport and Resources	Mr John Mitas
Environment Protection Authority	Mr Leigh Bryant, Acting Gippsland Regional Manager
Gippsland Water	Mr Paul Young
Mr Ian McGown	
Kasam Suleman Pty Ltd	Mr Nick Sissons of Hunt and Hunt Lawyers
Sibelco Lime (Victoria) Pty Ltd	Jack Kraan of Focus CDS Consultants
TGAR Workgroup Committee	Mr Salvatore Testa
Mr Salvatore Testa	
Reality Christian Fellowship	Mr Keith Walsingham, Senior Pastor
Mr Neil Jones	
Ms Leanne Sutton	Mr Dell
Mr Robert Lorenz	
Mr Kevin and Ms Minke Bennett	
Mr Ian Watson	
Ms Judy Alexander	
Mr Stefan Dundek	
Mr Vito and Mrs Debra Albanese	
Mr John Buhagiar	

## Appendix C Document List

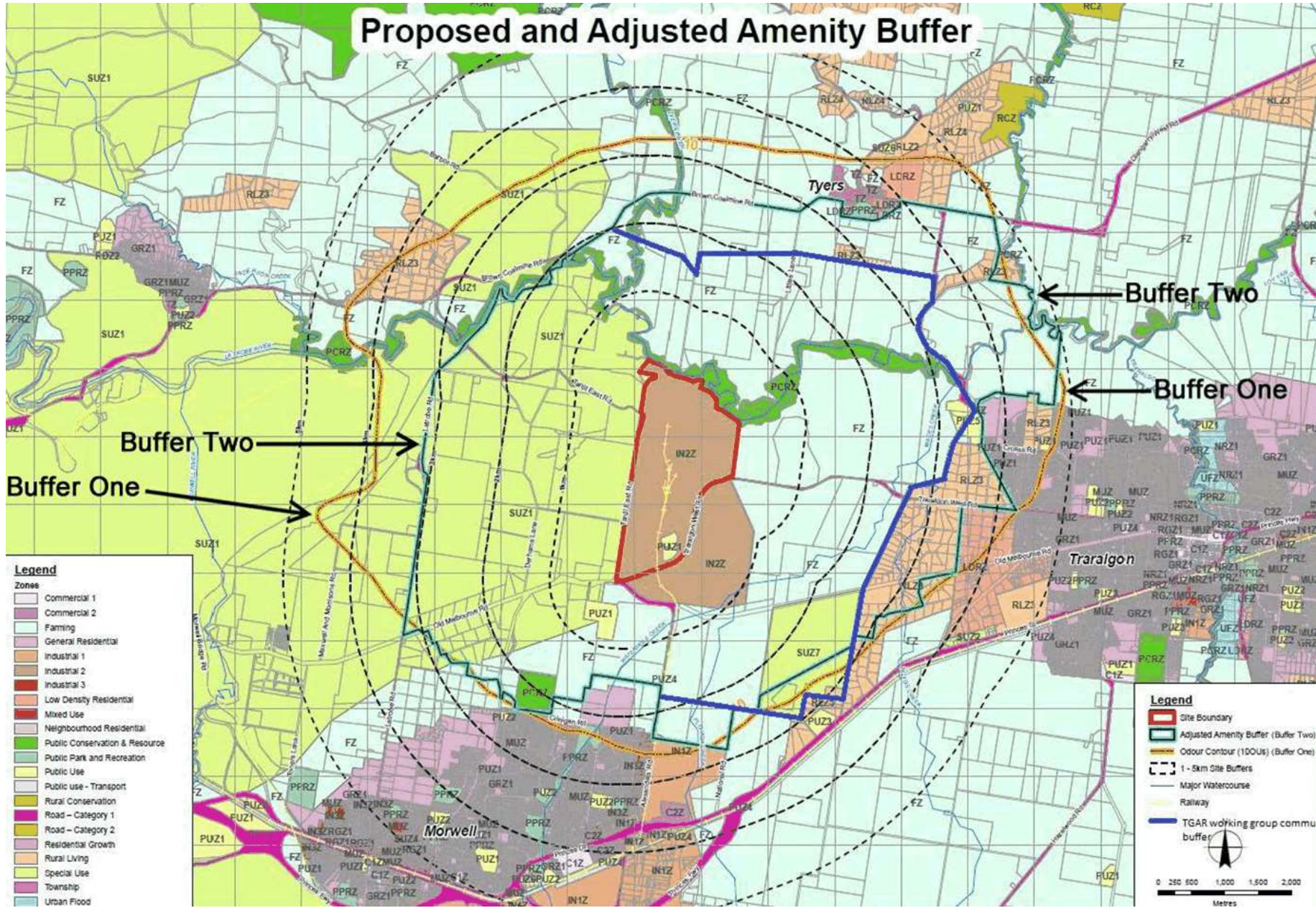
No	Date	Description	Presented by
1	20/4/2015	Panel Submission - Part A	Latrobe City Council
2	20/4/2015	Panel Submission – Part B	Latrobe City Council
3	20/4/2015	Submitter map	Latrobe City Council
4	20/4/2015	Environment Protection Authority submission	Environment Protection Authority
5	20/4/2015	Australian Paper EPA Licence	Environment Protection Authority
6	20/4/2015	Sibelco EPA Licence	Environment Protection Authority
7	21/4/2015	Map with correction	Latrobe City Council
8	21/4/2015	Submission – Australian Paper with 3 attachments	Ms M Blackburn
9	21/4/2015	Copy of memo to Mr T Pollock from Dr K L Nguyen Australia Pulp and Paper Institute with attached Ontario Study	Ms M Blackburn
10	21/4/2015	Submission	Mr I Mc Gown
11	21/4/2015	PowerPoint presentation, Gippsland Water	Mr P Young
12	22/4/2015	Maps 1-6	Mr P O'Farrell
13	22/4/2015	Extract 'Developing the Latrobe Valley, Resources Future: Coal Resources, Planning Provisions Overview' SKM 18 May 2009	Mr P O'Farrell
14	22/4/2015	'Land Over Coal', Ministry for Planning and Environment February 1988	Latrobe City Council
15	22/4/2015	Letter from Department of Primary Industries to Mr Lim LCC, 7 August 2012	Latrobe City Council
16	22/4/2015	Submission – AGL Loy Yang	Mr P O'Farrell
17	22/4/2015	Submission Depart of Economic Development, Jobs, Transport and Resources including maps	Mr Mitas
18	22/4/2015	Submission and series of maps (18a)	Mr Suleman
19	22/4/2015	Dust Complaints received by EPA related to Loy Yang	Environment Protection Authority
20	22/4/2015	Submission – Sibelco Lime (Victoria) Pty Ltd, Parts A & B	Mr J Kraan, Focus CDS Consultants
21	22/4/2015	Historic Photos (one copy only)	Ms Blackburn
22	22/4/2015	Lots breakdown near Loy Yang	Latrobe City Council
23	22/4/2015	Submission: TGAR Workgroup Committee	Mr S Testa
24	22/4/2015	Submission on behalf of Ms L Sutton	Mr Peter Dell

No	Date	Description	Presented by
25	22/4/2015	Submission – Reality Christian Fellowship	Pastor K Walsingham
26	22/4/2015	Submission	Mr N Jones
27	22/4/2015	Maryvale Linx October 2013	Mr Testa
28	22/4/2015	Photos	Mrs Bennett

## Consideration of Panel's Recommendation for Latrobe Planning Scheme Amendment C87 Part B

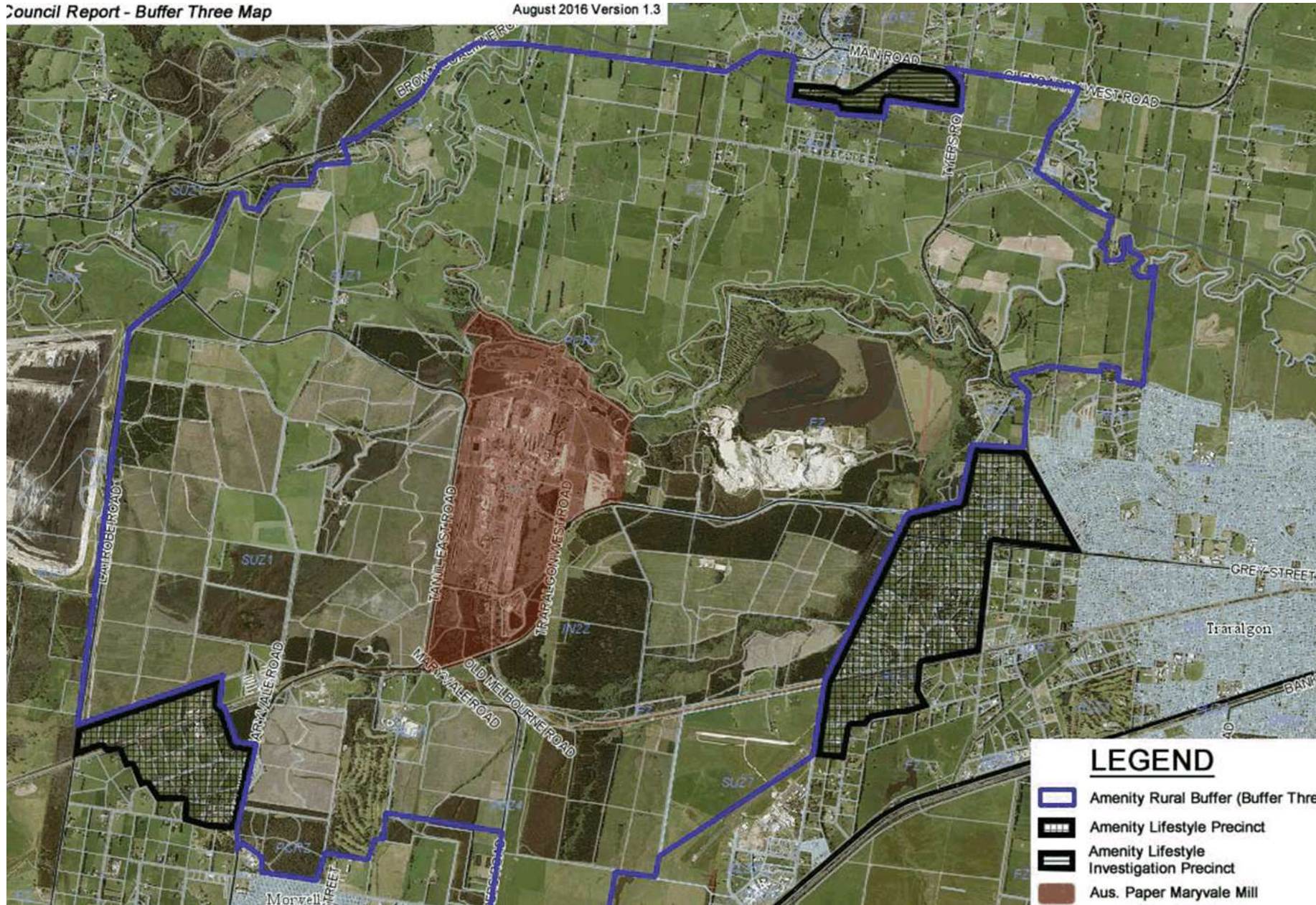
Panel Recommendation 2b		Planning Comment	Support Panel Recommendation
2b	Change Clause 21.05 to realign the urban amenity buffer boundary (UAB) along the 10 odour unit buffer modelled by GHD.	<p>The Planning Panel's recommendation will affect an additional 901 properties compared to the exhibited adjusted UAB.</p> <p>The Environment Protection Authority (EPA) and Australian Paper (AP) were consulted regarding extending the UAB from the adjusted UAB to AP/GHDs modelled 10 odour unit contour. EPA in their advisory capacity and AP both support the exhibited C87 adjusted UAB if council was to adopt this position.</p> <p>Further post panel discussions with EPA and AP have resulted in the opportunity to consider a revised version of the exhibited mapped UAB as part of C87 Part B (see Buffer 3 in Attachment 4). EPA in their advisory capacity and AP both support the revised version of the UAB if council was to adopt this position.</p> <p>The revised version of the UAB will not affect any additional properties compared to the exhibited adjusted UAB.</p> <p>The revision via Buffer 3 would replace the UAB with an <i>Amenity Rural Buffer</i> (ARB) and show the Traralgon West, Morwell North, and Tyers South as an area not covered by the UAB/ARB. The Traralgon West, Morwell North areas could be designated as <i>Amenity Lifestyle Precincts</i> but any further increase in dwelling density in the Traralgon West and Morwell North area through rezoning of land or subdivisions would be discouraged.</p> <p>Further investigations in the Tyers South area would need to be undertaken prior to any future rezoning from Farming to Rural Living Zone due to this area already being identified on the existing Tyers Structure Plan prior to the Australian Paper odour modelling work, and on the C87 Part C Tyers Structure Plan as having potential for future housing subdivision. Noting the above, the Tyers South area could be designated as an <i>Amenity Lifestyle Investigation Precinct</i> on the Buffer 3 map.</p> <p>Any existing subdivision opportunities under the current zoning regime in all of these areas would still be honoured.</p> <p>If the Buffer 3 option was supported by Council, the adopted C87 Part C MSS structure plans for Morwell, Traralgon, Traralgon West Growth Corridor, Tyers and the Traralgon-Morwell Growth Framework Plan would need to be updated to reflect the revised UAB with <i>Amenity Lifestyle</i> and <i>Investigation Precincts</i>. Wording in the MSS would also need to be amended to reflect the policy intent for the ARB and the <i>Amenity Lifestyle</i> and <i>Investigation Precincts</i> described above.</p>	No

Note: The remaining Panel Recommendations from the Panel Report do not relate to C87 Part B and have already been considered as part of C87 Part A and Part C at the 23 May 2016 Council Meeting.



Council Report - Buffer Three Map

August 2016 Version 1.3

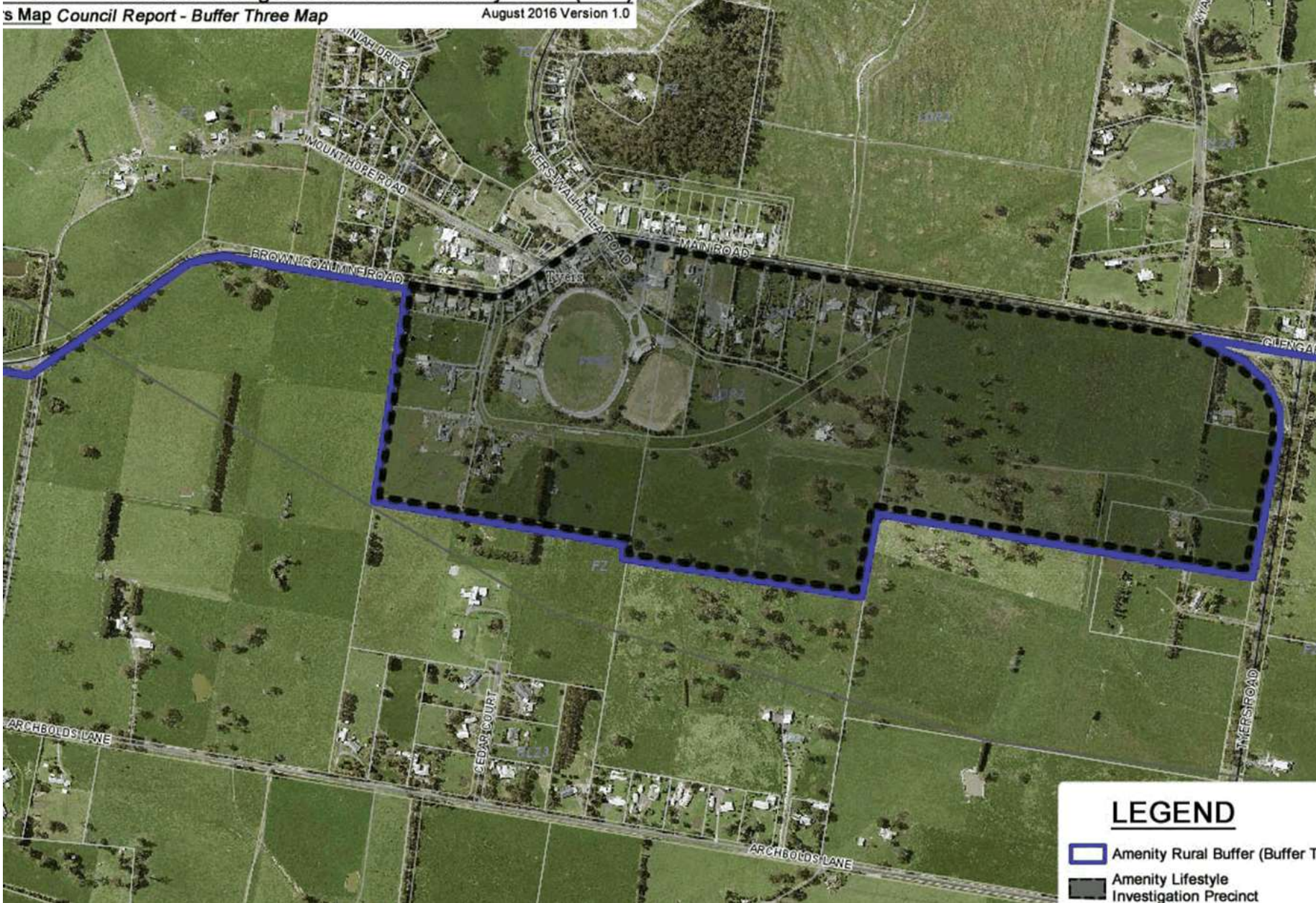


7 Part B - Post Panel Changes to the Urban Amenity Buffer (UAB)  
Well North Map Council Report - Buffer Three Map August 2016 Version 1.0









**From:** Karen Taylor [mailto:]  
**Sent:** Tuesday, 23 August 2016 4:25 PM  
**To:** Jason Pullman  
**Cc:** Mikaela Power; Stephen Lansdell  
**Subject:** RE: C87 Part B MSS modification 'without prejudice'

Hi Jason

Thank you for the information. EPA agrees with the revised map and approach that council is taking in this matter. This appears to be consistent with the broader context of controlling intensification in this area, and ultimately protecting the amenity of future residents and the viability of Australian Paper.


EPA has no objection to council pursuing this revision.

Regards

Karen.

**Karen Taylor**  
Planning Assessment Officer  
Gippsland Region

**Environment Protection Authority Victoria**  
8 - 12 Seymour Street, Traralgon VIC 3844 | GPO Box 4395 Melbourne Vic 3001 | DX  
219292 ☎1300 372 842 (1300 EPA VIC) | [www.epa.vic.gov.au](http://www.epa.vic.gov.au)

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*A healthy environment that supports a liveable and prosperous Victoria.*

**10.5 TRARALGON GREYHOUND RACING CLUB - LONG TERM  
LEASE GLENVIEW PARK TRARALGON**

**General Manager**

**Corporate Services**

**For Decision**

**PURPOSE**

This report provides Council with an update and seeks Council approval to sign the proposed long term lease with the Traralgon Greyhound Racing Club for part of Glenview Park, Traralgon.

**EXECUTIVE SUMMARY**

The Traralgon Greyhound Racing Club (TGRC) is requesting Council revoke their existing lease (expiry 30 June 2021) and grant a new 21 year lease for part of Glenview Park, Traralgon.

Glenview Park is Council owned freehold land that is jointly occupied by the TGRC and the Latrobe Valley Racing Club (LVRC) under separate lease agreements.

Council, at the 2 May 2016 Council Meeting, resolved to endorse the draft terms and conditions for the TGRC long term lease, forward a copy of the lease to TGRC for consideration, and authorised the Chief Executive Officer to amend the draft lease following comments received from the TGRC. Council also required a further report be provided updating Council on the status of the remaining outstanding issues.

Council can now determine to enter into a lease with TGRC and sublease with Telstra Corporation Limited (Telstra) if it is satisfied with the works undertaken by the TGRC and the assurances given by the club to complete the remaining issues.

## RECOMMENDATION

### That Council:

1. **Revokes the current lease agreement with the Traralgon Greyhound Racing Club that expires 30 June 2021 effective upon the execution of a new head lease.**
2. **Pursuant to Section 190 of the *Local Government Act 1989* 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.**
3. **Enters into a 21 year sublease agreement with the Traralgon Greyhound Racing Club and Telstra Corporation Limited for part of Glenview Park, 66-110 McNairn Road Traralgon.**
4. **Authorises the Chief Executive Officer to sign the head lease with the Traralgon Greyhound Racing Club and the sublease with Traralgon Greyhound Racing Club and Telstra Corporations Limited upon the satisfactory completion of remedial works and the satisfactory resolution of any other outstanding matters.**

## DECLARATION OF INTEREST

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

## STRATEGIC FRAMEWORK

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

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

#### *Strategic Objectives - Recreation*

*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.*

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

#### *Theme and Objectives*

*Theme 2: Affordable and sustainable facilities, services and recreation*

*Theme 3: Efficient, effective and accountable governance*

*Theme 4: Advocacy for and consultation with our community*

#### *Strategic Direction*

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

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- *Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.*
- *Protect and celebrate the cultural heritage and historical character of Latrobe City.*

### *Legislation*

#### *Local Government Act 1989*

Section 190 of the *Local Government Act 1989* provides Council with the power to lease land subject to the following restrictions;

- (1) A Council's power to lease any land to any person is limited to leases of a term of 50 years or less.
- (2) Subject to any other Act, if a Council leases any land to any person subject to any exceptions, reservations, covenants and conditions, it must comply with this section.
- (3) If the lease is to be-
  - (a) for 1 year or more and-
    - (i) the rent for any period of the lease is \$50,000 or more a year; or
    - (ii) the current market rental value of the land is \$50,000 or more a year; or
  - (b) for 10 years or more; or
  - (c) a building or improving lease-  
the Council must at least 4 weeks before the lease is made publish a public notice of the proposed lease.
- (4) A person has a right to make a submission under section 223 on the proposed lease.

### **BACKGROUND**

In July 2015 Council commenced the statutory process that would allow Council to enter into a 21 year lease with the TGRC and a sublease with the TGRC and Telstra Corporation Limited (Telstra).

The TGRC sought this long term lease to protect its investment as it had embarked on a multimillion dollar major redevelopment of its track and facilities at Glenview Park Traralgon.

Council has considered a number of reports concerning this matter, the most recent being at the Council Meeting held on the 2 May 2016. At this meeting Council resolved the following:

*"That Council:*

1. *Endorses the in principle draft terms and special conditions prepared for the long term lease with the Traralgon Greyhound Racing Club for part of Glenview Park, Traralgon, and*
2. *Forwards a copy of the draft lease document to the Traralgon Greyhound Racing Club for consideration.*

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

3. *Request the Chief Executive to revise and amend the draft terms and special conditions following comments from the Traralgon Greyhound Racing Club and subject to further advice from Council Officers that the outstanding issues have been resolved, provide a report prior to the signing of the revised Lease with the Traralgon Greyhound Racing Club and sublease with Telstra for Glenview Park, McNairn Road, Traralgon.”*

### **KEY POINTS/ISSUES**

Following the 2 May 2016 Council Meeting, a copy of the draft lease was forwarded to the TGRC for consideration. At the request of the TGRC a meeting was held with the President and Manager of the TGRC and Council Officers to discuss the lease document. The TGRC representatives advised that the Club accepted the terms and conditions and are willing to sign the lease subject to a minor addition to the maintenance conditions 2. This condition has been amended to include “(identified in common areas 1, 2 & 3)” and now reads *“The Tenant shall be responsible for maintaining the crossing over the grass, sand and ambulance tracks (identified in common areas 1, 2 & 3) and is to ensure that the surface remains to the approved standards of the Latrobe Valley Racing Club and racing stewards.”*

A draft copy of the revised Terms and Special Conditions Lease Schedule is provided as confidential [Attachment 1](#) for the information of Councillors

In relation to part three of the above Council resolution, Council was aware that the realignment of the greyhound track and redevelopment of facilities had created some unresolved issues that impacted on Glenview Park and concerned the LVRC. The TGRC has partially addressed the concerns of Council and the LVRC as detailed in the table below:

<b><i>Works identified</i></b>	<b><i>Comment / Current Status</i></b>
Removal of mounds of dumped soil near the intersection of the ambulance track and harness track.	<b>Completed.</b> Soil has been levelled.
Landscaping works	<b>Completed.</b> The landscaping works (shrub planting and mulching) directly abutting the rear of the greyhound track from the 595 metre start to the 525 metre start, visible from the Glenview Park grandstand.
Further remedial landscaping works beneath the already landscaped area where erosion has occurred.	<b>Outstanding.</b> TGRC has given a verbal and written assurance to complete the required works.  TGRC has confirmed in writing that the further works to the area are scheduled to be carried out on Thursday 15 September 2016.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

The TGRC donated to the LVRC a semaphore results board.	<b>Completed.</b> This electronic board is fully operational.
Severing of the triax cable (similar to coaxial cable) that links the elevated Steward Boxes with the Grandstand.	<b>Outstanding.</b> Greyhound Racing Victoria and Racing Victoria Limited, in consultation with the LVRC, have reached agreement concerning reinstatement of the triax cables or provision of an alternative system. All parties are aware of the necessity to complete these works.
An issue with a section of the former sand track (used by the ambulance attending race meetings) where the sand had been removed or covered with compacted soil and clay.	<b>Completed.</b> The shared ambulance track from the crossing/entrance of grass horse track to the greyhound facility to where the old harness track and ambulance track intersect, has been resurfaced. In addition, TGRC has also resurfaced an additional part of the old harness track on the outside the greyhound track to the end of the greyhound slipping runs. The resurfacing works are approximately 700 metres in length.

The statutory requirements of Section 190 of the *Local Government Act 1989* have been undertaken, (i.e. giving public notice, inviting written submissions and resolving to enter into a 21 year lease with TGRC and a sub-lease with Telstra), Council can, if satisfied with the works undertaken and the assurances given by TGRC authorise the Chief Executive Officer to sign the respective leases with the TGRC and Telstra.

### **RISK IMPLICATIONS**

A risk exists that the TGRC may not finalise the works that the club has given assurances to undertake. These works were first requested of the TGRC some 12 months ago, and have not been performed to date. Officers have held off recommending a new lease until such time as all works were completed. The reasons for not performing the works to this time are unclear.

By entering into a new lease before all the works are completed there is a higher risk the works will not be done, or will not be done to a standard that is satisfactory to Council. There is a greater prospect for the works to be completed satisfactorily before a new lease is entered into as the TGRC are seeking the new lease.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

In accordance with section 190 of the *Local Government Act 1989* Council has obtained an independent market valuation for the land only.

An independent valuer was engaged to determine the market rental charge and subject to Council consideration, it is proposed to undertake further market rental review every five years.



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The TGRC will be responsible for payment of all outgoings, including: rates, charges and levies, water and sewerage rates, land tax if applicable, electricity, gas and fuel, telephone and insurance premiums.

**INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

Council has previously undertaken the following external consultation:

- Public notices placed in the Latrobe Valley Express on Thursday, 30 July and Monday, 3 August 2015.
- Details placed on the Latrobe City Council website.

As mentioned above, Council Officers have met with the President and Manager of the TGRC.

*Details of Community Consultation / Results of Engagement:*

Following the period of public notice, no submissions were received in response to the public notices regarding the proposed Traralgon Greyhound Racing Club lease or the Telstra sub-lease.

The TGRC have advised that the Club accepts the terms and conditions and are willing to sign the lease subject to a minor alterations to the land description.

**OPTIONS**

Council has the following options:

1. Authorise the Chief Executive Officer to sign the head lease with TGRC and the sublease with the TGRC and Telstra upon the completion of works to the satisfaction of the Chief Executive Officer, or
2. Authorise the Chief Executive Officer to sign the head lease with TGRC and the sublease with the TGRC and Telstra, or
3. Decline to sign both leases until the TGRC has completed the works that remain outstanding.

**CONCLUSION**

Council has completed the statutory requirements relating to the leasing of part of Glenview Park to the TGRC and Telstra.

As the TGRC have undertaken or given assurances to complete required works, it is recommended that Council authorises the Chief Executive Officer to sign respective head lease with the TGRC and the sublease with Telstra, upon satisfactory completion of remedial works and the satisfactory resolution of any other outstanding matters.

**SUPPORTING DOCUMENTS**

Nil

**ORDINARY COUNCIL MEETING AGENDA  
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**Attachments**

1. Extract Draft Terms and Special Conditions Lease Schedule - Traralgon Greyhound Racing Club. (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 DEVELOPMENT OF 16 DWELLINGS ON A LOT WITHIN THE GENERAL RESIDENTIAL ZONE AND CREATION OF AN EASEMENT WITHIN THE PUBLIC PARK AND RECREATION ZONE AT 7-11 CAMPBELL STREET AND 2 PETERKIN STREET, TRARALGON**

**General Manager**

**City Development**

**For Decision**

**PURPOSE**

This report is provided for Council to determine Planning Permit Application 2015/11 for the development of 16 dwellings on a lot within the General Residential Zone and Creation of an Easement within the Public Park and Recreation Zone at 7-11 Campbell Street and 2 Peterkin Street, Traralgon (CA 6 Sect 8, CA 7 Sect 8, CA 8 Sect 8, Lot 1 TP 391147, Lot 2 TP 391147).

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

**EXECUTIVE SUMMARY**

The applicant seeks a permit to develop the land for 16 two storey dwellings at 7-11 Campbell Street and create a sewerage easement on the adjoining land at 2 Peterkin Street. Pursuant to Clause 32.08-4 a planning permit is required for the construction of two or more dwellings on a lot. Pursuant to Clause 52.02 a planning permit is required for the creation of an easement.

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

**RECOMMENDATION**

**That Council issues a Notice of Decision to grant a planning permit for the development of 16 dwellings and the creation of an easement at 7-11 Campbell Street and 2 Peterkin Street, Traralgon (CA 6 Sect 8, CA 7 Sect 8, CA 8 Sect 8, Lot 1 TP 391147, Lot 2 TP 391147) subject to the following conditions:**

- Amended plan condition:**
- 1. Prior to the commencement of any works hereby permitted, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies**

must be provided. The plans must be generally in accordance with the plans submitted but modified to show:

- a) The notes shown on the plans "ROAD MARKINGS FOR PEDESTRIANS" must be removed.
- b) The plans must show turning paths for vehicles parked in the parking spaces numbered C1 to C16 to show how and where vehicles parked in these spaces will turn around to exit the property in a forward direction.
- c) External lighting within the proposed development.

**Endorsed plan condition**

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

**Engineering conditions:**

3. Prior to the commencement of any works hereby permitted, the applicant shall provide a Waste Collection Management Plan to the satisfaction of the Responsible Authority addressing, but not limited to, the storage and collection of household and green wastes and recyclable materials, and access arrangements for the safe and efficient collection of waste and recyclable materials by collection vehicles.
4. Prior to the commencement of any works hereby permitted, the land to which this permit applies must be consolidated to ensure that the lots comprising the car parking and vehicle access ways and the lots containing the buildings allowed by this permit are contained within a single title.
5. Before the commencement of any works hereby permitted, a site drainage plan including levels or contours of the land and all hydraulic computations must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:
  - a) How the land including all buildings, open space and paved areas will be drained for a 1 in 5 year ARI storm event.
  - b) An underground pipe drainage system conveying stormwater to the legal point of discharge.
  - c) The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the proposed development of the land are restricted to

pre-development flow rates.

6. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
7. Before an Occupancy Permit is issued for the dwellings hereby permitted, the operator of this permit must complete the following works to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:
  - a) All drainage works must be constructed in accordance with the approved site drainage plan.
  - b) The construction of all on-site stormwater detention works in accordance with the site drainage plan approved by the Responsible Authority.
  - c) The areas shown on the endorsed plans for vehicle access within the property must be constructed in accordance with the endorsed plans and be surfaced with concrete, reinforced concrete, brick paving or hot mix asphalt and drained in accordance with the approved site drainage plan.
  - d) Installation of public lighting in accordance with Australian Standard AS1158, along all new vehicle accessways.
8. Prior to the commencement of any works hereby permitted, an easement for the provision of a sewerage service as shown on the endorsed plans, shall be created appurtenant to the title to the land upon which the propose dwellings are hereby permitted.
9. Before an Occupancy Permit is issued for the dwellings hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken.
  - a) All sewer works within Latrobe City Council's reserve must be constructed in accordance with plans submitted to and approved by Latrobe City Council before the works commence.

**WGCMA condition:**

10. The operator of this permit must meet the requirements of

**West Gippsland Catchment Management Authority (WGCMA) in that, prior to the issues of Certification/Statement of Compliance, they:**

a) All dwellings must have a minimum floor level no lower than the Nominal Flood Protection Level of 39.4 metres AHD.

**11. Environment condition:**

a) The removal of vegetation must only be to the minimum extent necessary to carry out the development to the satisfaction of the Responsible Authority.

b) Trees 11-19 aa described in the Arboricultural Evaluation Report (*Treemendous Consulting, March 2015*) must be retained in accordance with the Australian Standard AS 4970-2009 Protection of Trees on Development Site.

c) No strip footings are to be used for the construction of the concrete path along the southern boundary of the development site.

**Latrobe City Council Governance condition:**

**12. Prior to commencement of the works hereby permitted or before the registration of the easement approved under this permit, whichever is the sooner, the applicant must enter into a legally binding written agreement concerning the registration of a sewerage easement over Council land.**

**Standard conditions:**

**13. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**

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

**15. 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.**

**16. The exterior colour and cladding of the buildings must be of a non- reflective nature to the satisfaction of the Responsible Authority.**

**Landscaping conditions:**

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

**Responsible Authority.**

18. The landscaping as 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.

**Expiry of development permit**

19. This permit will expire if one of the following circumstances applies:
- a) The development is not started within two years of the date of this permit; or
  - b) The development is not completed 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.

**DECLARATION OF INTERESTS**

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

**STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

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

*Latrobe City Council Plan 2013 – 2017*

*Strategic Objectives – Built Environment*

- *Promote and support high quality urban design within the built environment; and*

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- *Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.*

### Theme and Objectives

*Theme 5: Planning for the future*

#### *Strategic Direction*

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

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

### Legislation

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Subdivision Act 1988*

### **SUMMARY**

Land:	7-11 Campbell Street and 2 Peterkin Street, Traralgon
Proponent:	C/- Archivision
Zoning:	General Residential Zone and Public Park and Recreation Zone
Overlay	Land Subject to Inundation Overlay

Pursuant to Clause 32.08-4 a permit is required for the development of two or more dwellings on a lot. In addition, pursuant to Clause 52.02 a planning permit is required for the creation of an easement.

### **SUBJECT SITE AND SURROUNDS**

The subject site is located within the urban area of Traralgon, to the south of the freeway. It comprises of three parcels of land in the General Residential Zone (CA 6 Sect 8, CA 7 Sect 8, CA 8 Sect 8), otherwise referred to as 7-11 Campbell Street. There are two existing buildings on the site located towards the street frontage, with a large vacant grassed area to the rear. These buildings are used as a boarding house. There are no overlays on this part of the site. The topography of the land is relatively flat towards the frontage, but slopes down towards the rear in the vacant portion of the site.

The remainder of the subject site is a Council reserve located within the Public Park and Recreation Zone, adjoining the western boundary of the Campbell Street section. The street address is 2 Peterkin Street. This part of the subject site comprises of two parcels of land (Lot 1 TP 391147 and Lot 2 TP 391147). There is a public footpath running diagonally through the site from north-west to south-east. The portion of the site to the south of the footpath is covered with a Floodway Overlay (FO) and Land Subject to Inundation Overlay (LSIO). The area of land where the

**ORDINARY COUNCIL MEETING AGENDA  
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easement is proposed to be located in partly covered by the LSIO, however the overlay is not a permit trigger. The area of land affected by the FO does not form part of the application site. The topography varies slightly, with shallow depressions in the north-east and south-west sections. It should be noted that this reserve extends further to the south and also abuts part of the southern boundary of the Campbell Street section. Traralgon Creek runs through a small section of the reserve as well.

Victory Park lies to the west on the other side of Peterkin Street and Ambulance Victoria directly abuts part of the southern section of the Campbell Street section. The railway line lies further to the south. A variety of residential accommodation lies to the north and on the opposite side of Campbell Street. This includes residential dwellings, serviced apartments and a retirement village.

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

**PROPOSAL**

The application is for the development of 16 two storey dwellings and the creation of an easement for sewerage purposes.

The proposed dwellings will all be two storey; dwellings 7, 10, 15 and 16 will be detached and the remaining 12 will be attached, via the garages, in pairs of two. They will be located to the rear of the lot at 7-11 Campbell Street, behind the existing buildings on the site, which are proposed to remain. The land where the dwellings will be located is in the General Residential Zone.

Dwellings 1-14 and 16 will have two bedrooms, the usual suite of habitable rooms and an attached single garage. These dwellings will have 114.77 sq m of floor area and between 29.4 square metres and 38.95 square metres of secluded private open space.

Dwelling 15 will have three bedrooms, the usual suite of habitable rooms and an attached double garage. There will also be a shower provided on the ground floor of this dwelling. This dwelling will be 154.07 sq m in area and will have 44.6 square metres of secluded private open space.

Materials for the dwellings will comprise of facing brick, render and timber cladding for the elevations and a colorbond roof at an 8 degree asymmetrical pitch.

Four visitor parking spaces are proposed within the site, in accordance with the parking requirements of Clause 52.06. An area close to the accessway is reserved for bin storage and collection. Vehicular access to the proposed development will utilise the existing crossover from Campbell Street, with a new crossover being provided for the existing boarding house close to the southern boundary.

The fencing on the boundaries with the reserve (western and part of the southern boundary) will be 1.5 metre high permeable fencing. A gate on the western boundary will allow pedestrian access to the public reserve to the west.



## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

The proposed development requires the removal of ten planted trees within the site. It should be noted that as these trees are planted, their removal is exempt from requiring a planning permit. The remaining trees on the site will remain and indicative areas for landscaping are shown within the proposed development area. Details of the type of landscaping can be secured by way of condition as can the retention of the trees proposed to remain.

The proposed sewerage easement will be located on the adjoining land within the Public Park and Recreation Zone. It will run from the shared boundary with 7-11 Campbell Street across the reserve and end at the frontage with Peterkin Street. The proposed easement will be three metres wide.

### **LATROBE PLANNING SCHEME**

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

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

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

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

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

#### **General Residential Zone**

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

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

#### **Other zones and overlays**

Public Park and Recreation Zone (PPRZ) - the proposed easement would be located on the Public Park and Recreation Zone, however this does not trigger a permit requirement under the zone.

**ORDINARY COUNCIL MEETING AGENDA  
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Land subject to Inundation Overlay (LSIO) - the proposed easement would only cover a small part of the land affected by the overlay, however this does not trigger a permit requirement.

Floodway Overlay (FO) - the proposed development and creation of an easement are located outside of the area covered by the Floodway Overlay.

The purpose and decision guidelines of the PPRZ, LSIO and FO will therefore not be considered in this report.

**Particular Provisions****Clause 52.02 Easements, Restrictions and Reserves:**

It is proposed to create a sewerage easement across the Council reserve, otherwise known as 2 Peterkin Street. This is to allow for the extension of an existing sewer to service the proposed development. The application was referred to Council's Engineering, Governance and Recreation Teams and Gippsland Water and WGCMA who all consented to the creation of the easement. The creation of the easement is therefore considered to be necessary to facilitate the proposed residential development.

**Clause 52.06 Car Parking:**

For dwellings with two bedrooms, one car parking space must be provided. For each dwelling with three bedrooms or more, two car parking spaces must be provided. Dwellings 1-14 and 16 would have two bedrooms and one parking space provided in a garage. Dwelling 15 would have three bedrooms and has been provided with a double garage in accordance with the clause.

One visitor car parking space should be provided for every five dwellings or more. In this instance sixteen dwellings are proposed and four visitor spaces would be provided. The proposal is in accordance with the requirements of the Clause.

**Clause 55 Two or more dwellings on a lot:**

The proposal has been assessed against the provisions of Clause 55 and found to comply. The proposed dwellings respond appropriately to the site and its context.

**Decision Guidelines (Clause 65):**

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

**INTERNAL / EXTERNAL CONSULTATION****Referrals:**

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

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### Notification:

Pursuant to Sections 52(1) (a) and (d) of the *Planning and Environment Act 1987* the application was notified for a minimum of 14 days. Adjoining landowners and occupiers were sent a letter and a sign was placed on the site. Two letters in the form of objections were received. Copies of all submissions are attached in Attachment 3 of this report (confidential). Concerns raised are discussed in the 'Response to submissions' section of this report.

Gippsland Water and West Gippsland Catchment Management Authority were also notified of the application under S. 52(1)(d) of the Act. No objection was raised by either Authority. WGCMA requested a condition be included on the permit relating to minimum floor levels.

VicPolice expressed an interest in the application, despite no formal referral or notification. Following discussions with officers and viewing the proposal, it was confirmed that no objection was raised.

Internally the application was referred to Council's Infrastructure, Environmental, Recreation and Governance teams for consideration. There was no objection to the granting of a planning permit subject to the inclusion of appropriate conditions.

### **KEY ISSUES**

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

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

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

The purpose of the General Residential Zone includes:

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

An assessment of the proposal against Clause 55 was completed and it was considered that the proposal is generally consistent with the objectives and standards of the Clause. The proposal will facilitate a higher density of development to meet the housing needs in Traralgon in a sustainable location. It will provide for smaller sized dwellings, thereby allowing for diversity in housing choice in an established residential area.

#### Decision Guidelines (Clause 65):

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

## RESPONSE TO SUBMISSIONS

### 1. Out of character with the surrounding area.

The site is located within an established urban area. There are unit developments to the north of the subject site and along Gwalia Street and a retirement village to the east of the site. These provide a higher density of development with a variety of both single and two storey dwellings within a one hundred metre vicinity of the site. This proposal will make best use of an under-utilised site and provide 16 new dwellings within a residential area.

The proposed dwellings will be set back over 40 metres from Campbell Street and will be sited behind the existing buildings. Whilst they are two storey, there will be an element of cut and fill across the site. This will result in the dwellings being less visible within the wider surrounding area. It should be noted that the two storey units at 8-12 Gwalia Street are built within 3 metres of the front boundary, making them much more prominent within the streetscene than the proposed development will be. The design of the development within the surrounding area is a mixture, with some more conventional hipped roof designs and others with shallower asymmetric roof designs. Typical materials tend to be brick or render with tiled or colorbond roofs. The proposed design and palette of materials (facing brick, render and timber cladding for the elevations and a shallow pitch colorbond roof) are therefore considered appropriate for the location, providing an element of visual interest.

The applicant has submitted plans which demonstrate the ability for each of the dwellings to accord with the requirements of Clause 55, with respect to street setback, site coverage, side and rear setbacks and private open space.

### 2. Increase in pedestrian and vehicular traffic that will have an adverse impact.

The proposal will provide for 16 new dwellings, all with sufficient parking. The two bedroom houses will each have a single garage and the three bedroom house will have a double garage. Pedestrian accessways are provided through the site and onto the adjoining reserve via a gate on the western boundary. Campbell Street is a no through road, with a court bowl located approximately 70 metres to the south of the subject site. It is designated as an access road on Council's Road Register, which allows for up to 500 vehicle movements per day. Council's Traffic Engineer has advised that the proposal development would be expected to generate an additional 160 vehicle movements per day, with 10 per cent of these being at peak times. This would result in an additional 16 vehicle movements at peak times which is considered to be an acceptable level of traffic generation. It is therefore considered that the proposal will not have any adverse impact in terms of either pedestrian or vehicle safety.

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****3. Increase in anti-social behaviour.**

The applicant has advised that the proposed dwellings would be sold privately. Whilst it is appreciated that there may be existing concerns in this area, VicPolice has raised no objection to the proposal and the proposal is not considered to promote anti-social behaviour.

**4. Increase in rubbish.**

The proposal provides for sufficient bin storage within the site with an area being set aside specifically for waste collection.

**5. Devaluation in property.**

This is not a material planning consideration and has been proven at VCAT.

**6. Loss of trees.**

It is proposed to remove ten trees to provide space for the new dwellings within the subject site. These are planted trees and do not require a permit to be removed. Council's Environmental Planner has advised that there is no objection to their proposal subject to conditions. These include ensuring that the removal of vegetation is kept to a minimum and that the nine trees recommended to be retained in the submitted arboricultural report are retained.

**7. Insufficient details on drainage.**

Council's Engineers and Gippsland Water were notified of the application and have raised no objection subject to the inclusion of appropriate conditions in relation to drainage. This is normal procedure, whereby if there is no in principle objection to the proposal, then drainage details are provided as a requirement of the permit. This delays the expense for the applicant of having detailed drainage plans being drawn up until a planning permit has been issued.

**RISK IMPLICATIONS**

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

**FINANCIAL RESOURCES IMPLICATIONS**

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

**OPTIONS**

Council has the following options in regard to this application:

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

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

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

**CONCLUSION**

In conclusion, it is recommended that Council issues a Notice of Decision to grant a planning permit for the development of 16 dwellings on a lot within the General Residential Zone and Creation of an Easement within the Public Park and Recreation Zone at 7-11 Campbell Street and 2 Peterkin Street, Traralgon (CA 6 Sect 8, CA 7 Sect 8, CA 8 Sect 8, Lot 1 TP 391147, Lot 2 TP 391147)

on the following grounds:

- The proposal is consistent with the State and Local Policy Frameworks and General Residential Zone of the Latrobe Planning Scheme as the development will contribute to the diversity and affordability of housing within the Traralgon area.
- The proposal is consistent with the objectives and standards of Clause 55.
- The proposal is consistent with Clause 65 (Decision Guidelines) of the Scheme.

**Attachments**

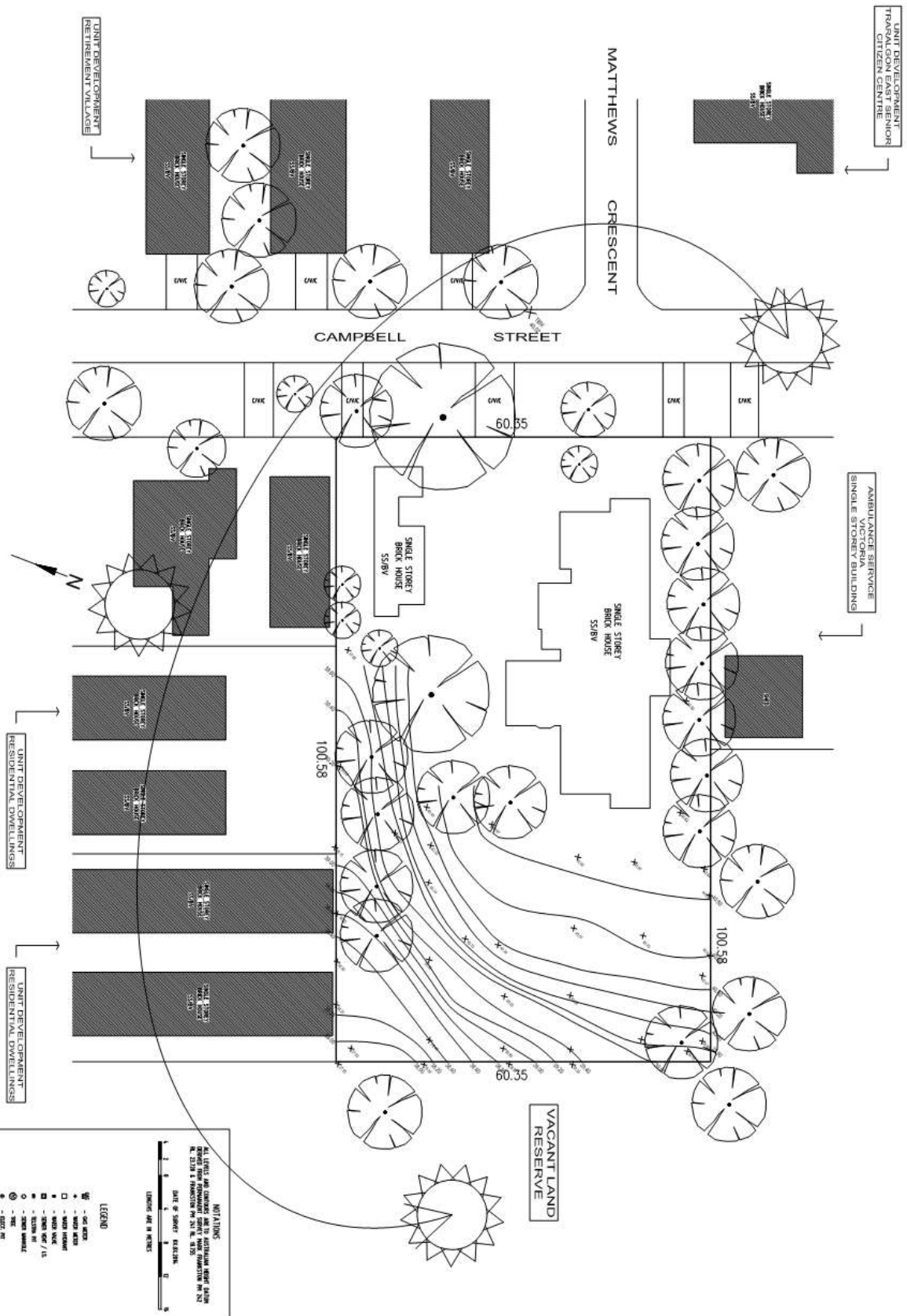
1. Site context plan and aerial photo
2. Development plans
3. Objectors submissions (Published Separately) (Confidential)

## **14.1**

### **Development of 16 dwellings on a lot within the General Residential Zone and Creation of an Easement within the Public Park and Recreation Zone at 7-11 Campbell Street and 2 Peterkin Street, Traralgon**

- 1 Site context plan and aerial photo ..... 197**
- 2 Development plans..... 199**

Neighbourhood & Site Description  
Scale 1:300



**NOTATIONS:**  
ALL LEVELS AND DIMENSIONS ARE TO ADJUSTED MEAN SEA LEVEL UNLESS OTHERWISE STATED. DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.

**LEGEND**

- ☐ - UNIT DEVELOPMENT FROM CITIZEN CENTRE
- ☐ - UNIT DEVELOPMENT RETIREMENT VILLAGES
- ☐ - UNIT DEVELOPMENT RESIDENTIAL DWELLINGS
- ☐ - SINGLE STOREY BRICK HOUSE SSBV
- ☐ - VACANT LAND RESERVE
- ☐ - AMBULANCE SERVICE SINGLE STOREY BUILDING
- ☐ - SINGLE STOREY BRICK HOUSE SSBV
- ☐ - UNIT DEVELOPMENT FROM CITIZEN CENTRE
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	TP 01 OF 10 A1	PROJECT Proposed Unit Development	CLIENT NAME Andrew Venn	ISSUE: SHEETS: DATE: DETAILS:
		ADDRESS 7-11 Campbell Street Traralgon VIC 3844	JOB REF T06/2014	JOB REF: T06/2014 SHEET: 1 DESIGN: L A SCALE: 1





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

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The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for **Dial Before You Dig**.

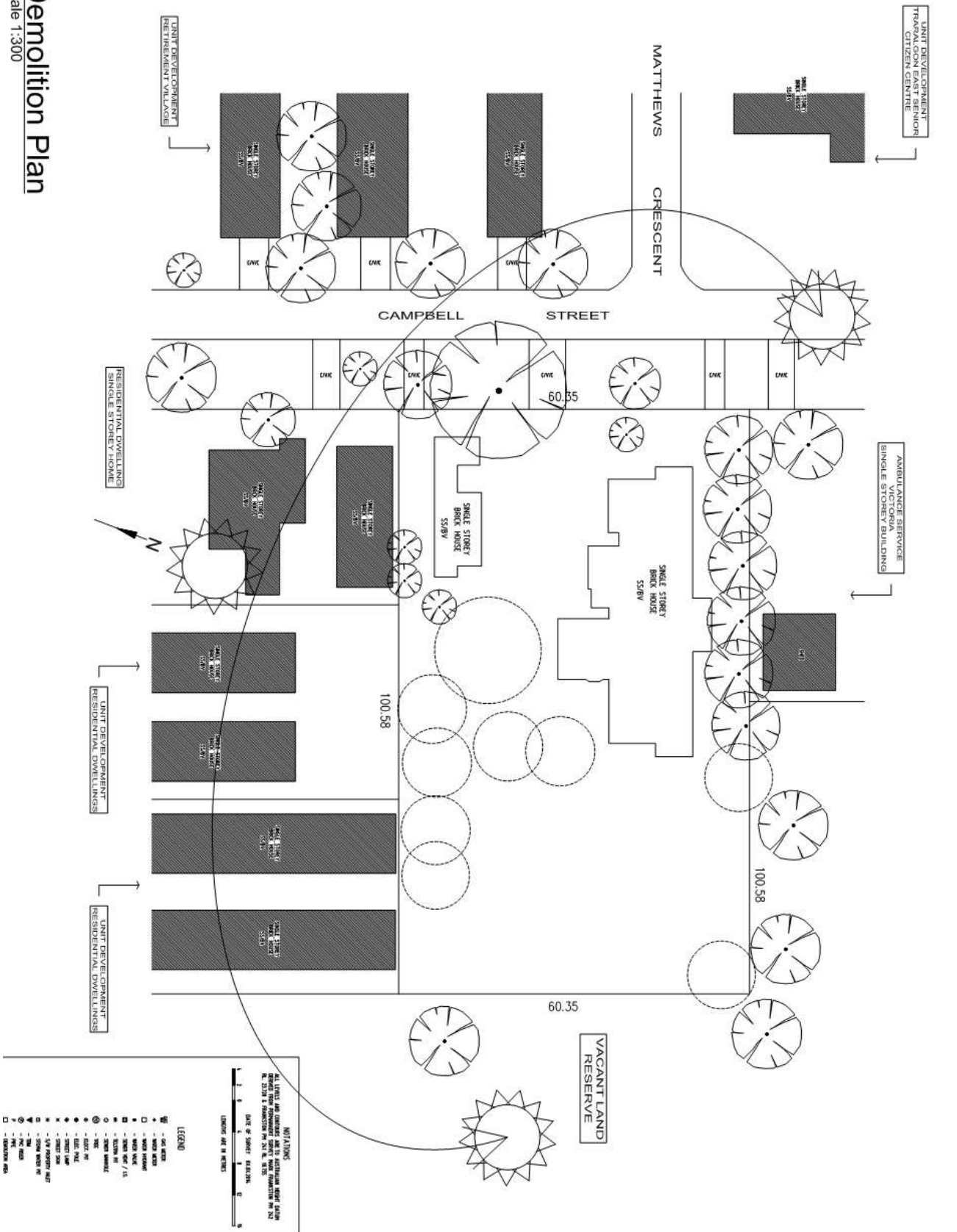
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25/08/2016

Scale 1:1867

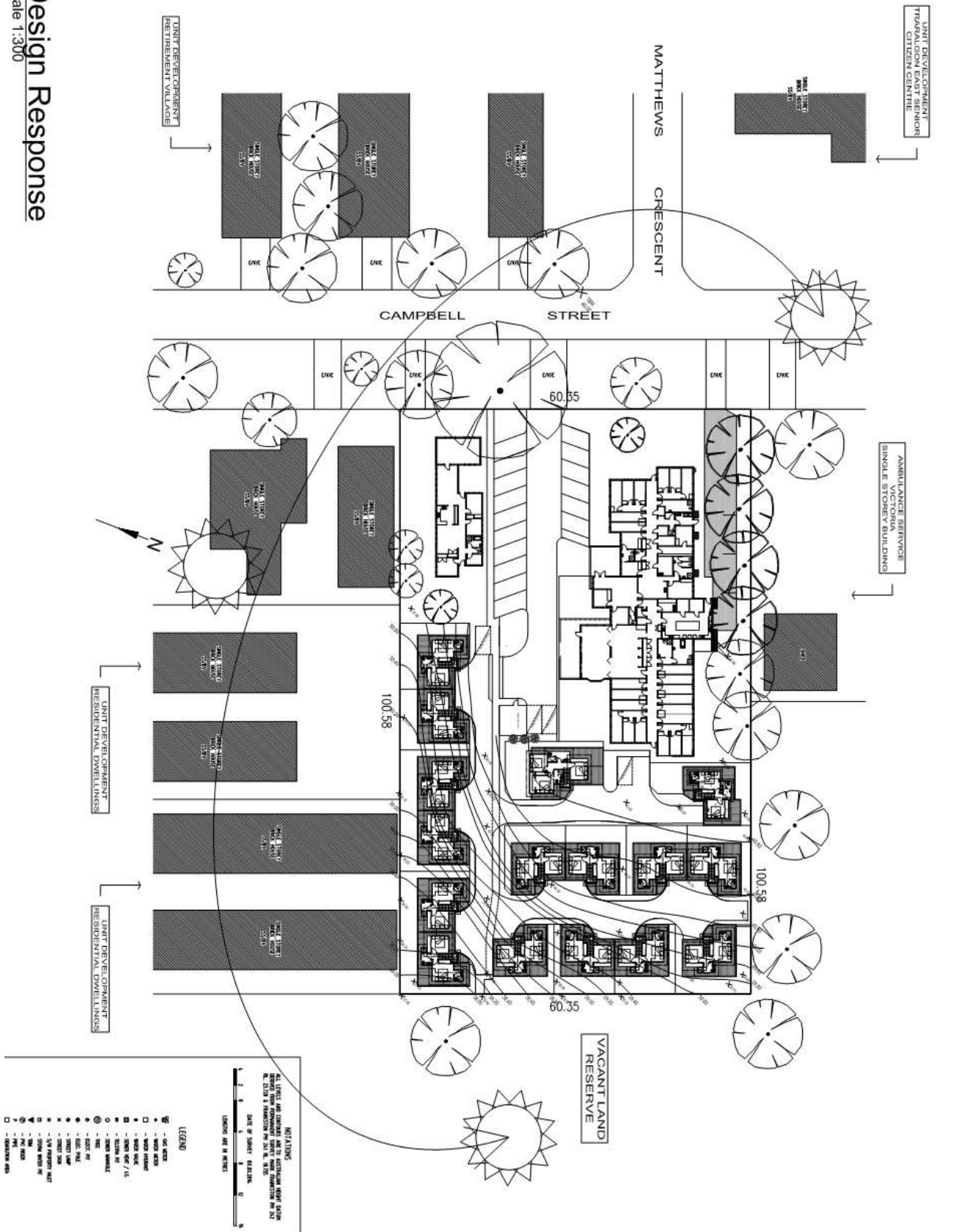


**Demolition Plan**  
Scale 1:300



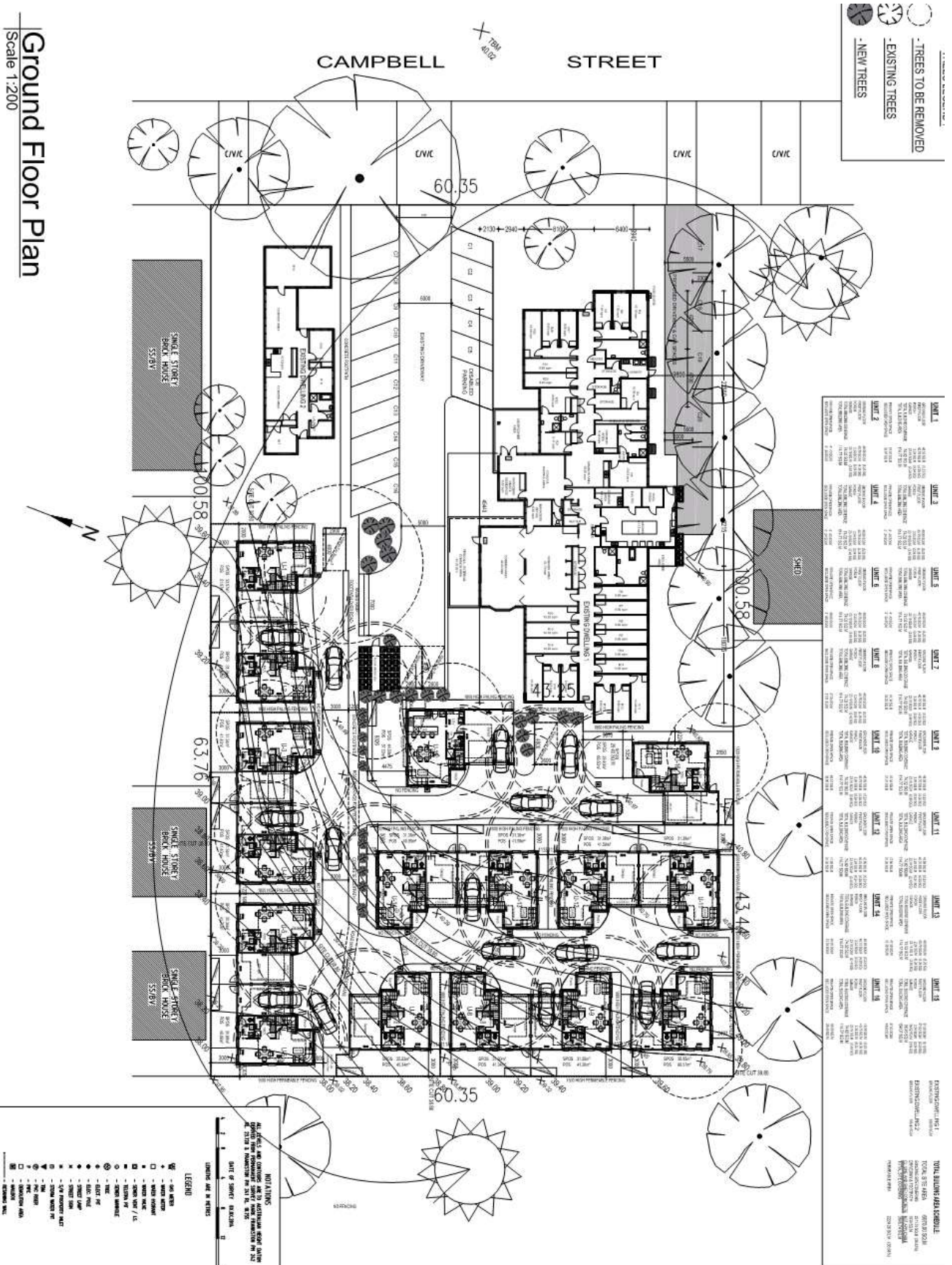
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**Design Response**  
Scale 1:300



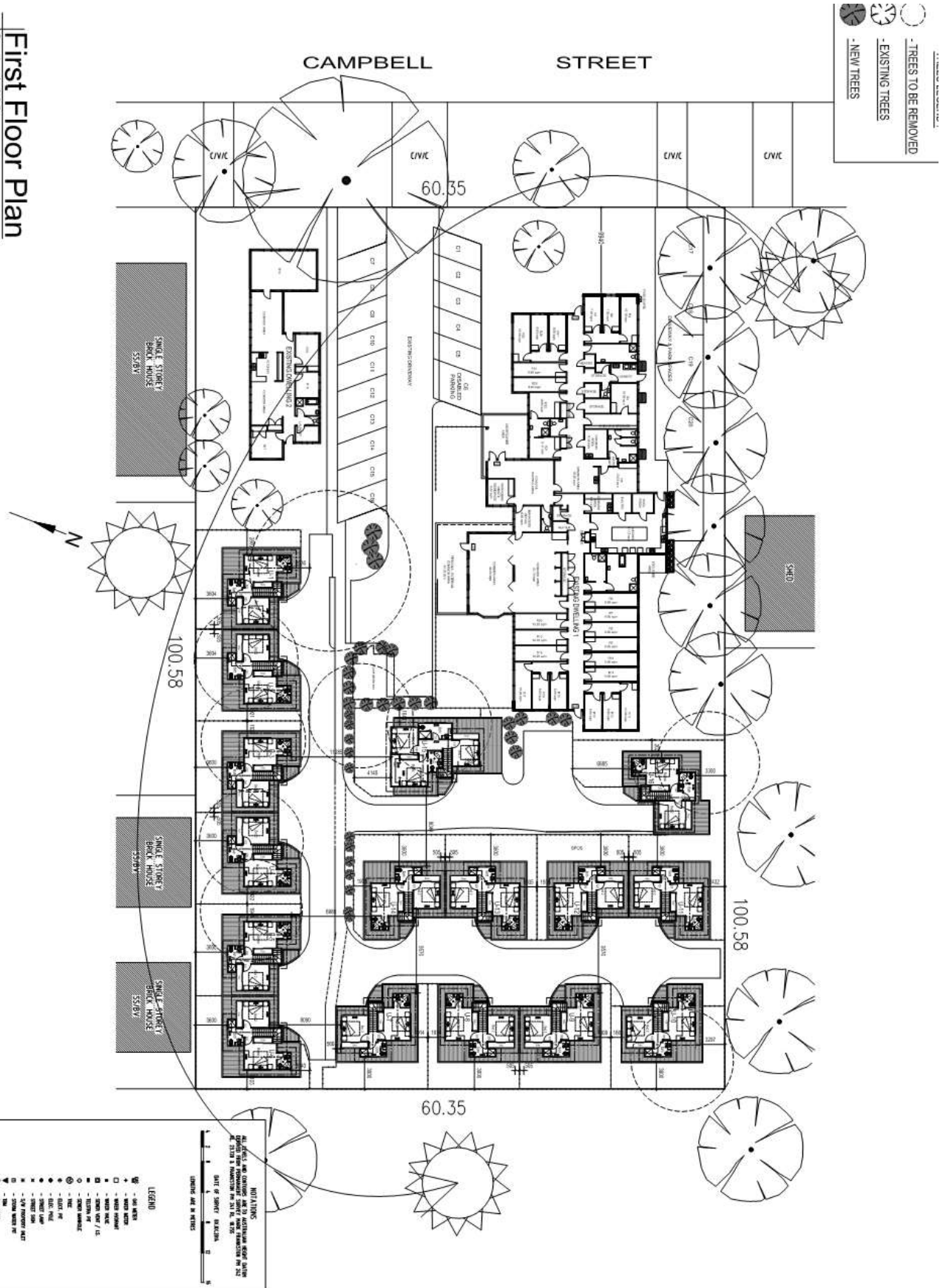
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		ADDRESS 7-11 Campbell Street Traralgon VIC 3844	JOB REF T06/2014	REVISION:

Ground Floor Plan  
Scale 1:200



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First Floor Plan  
Scale 1:200



LEGEND

- TREES TO BE REMOVED
- EXISTING TREES
- NEW TREES

NOTATIONS

ALL DETAILS AND CONSTRUCTION ARE TO BE IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS AND THE NATIONAL BUILDING CODE OF PRACTICE.

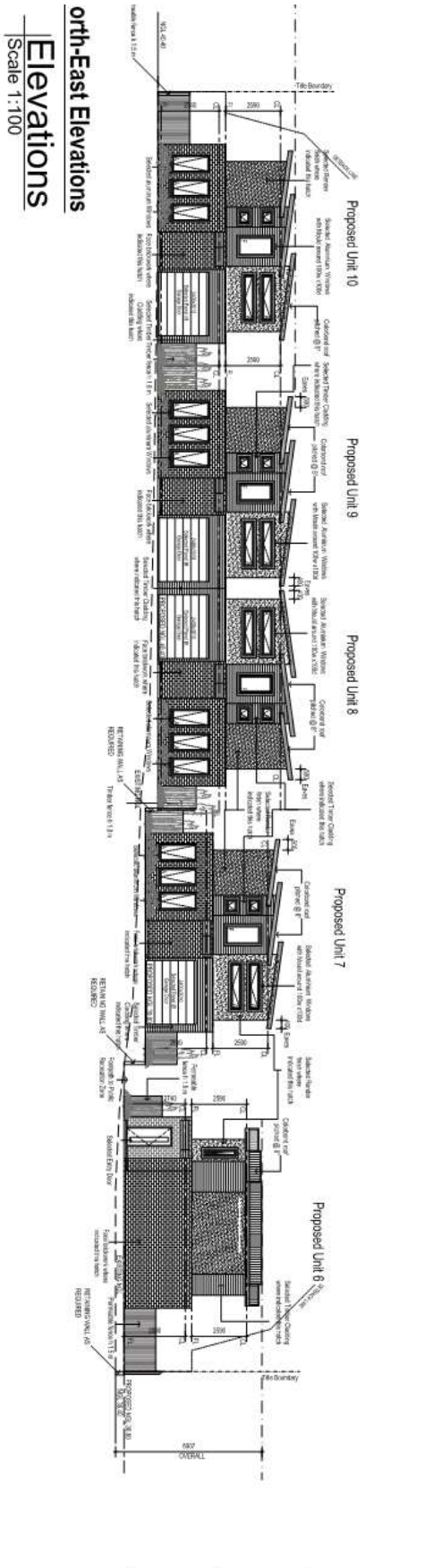
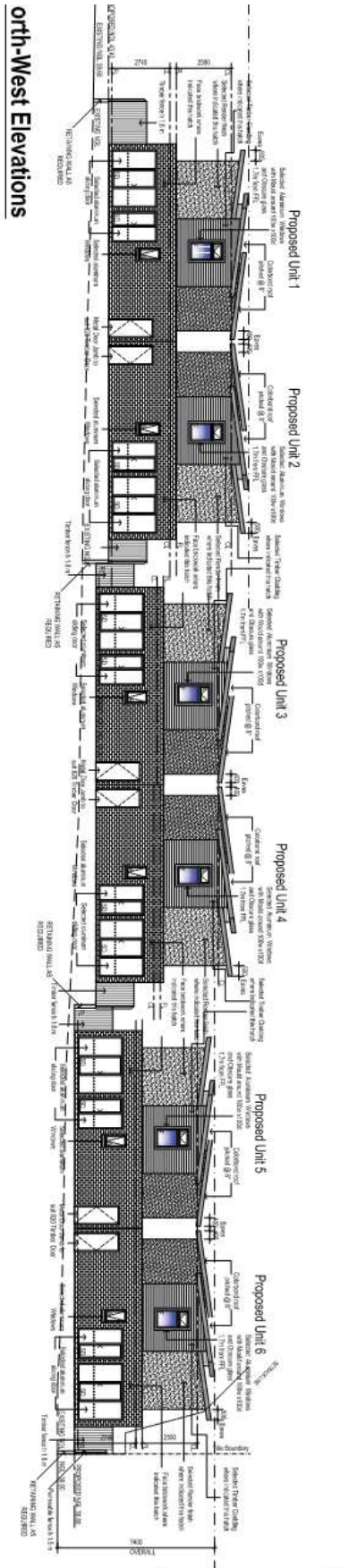
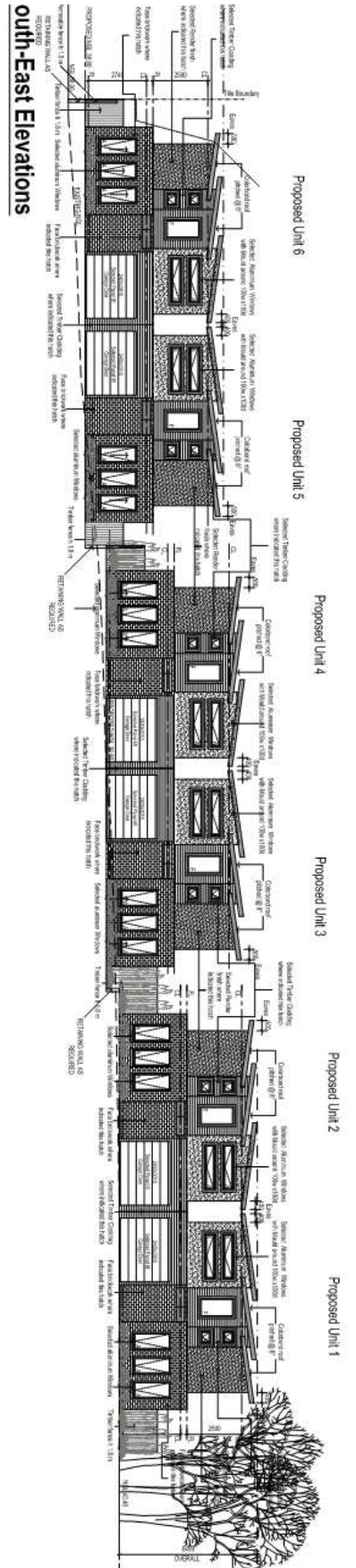
DATE OF SHEET: 10/10/2014

DRAWN AND IN CHARGE: [Signature]

LEGEND

- ▬ WALL
- ▬ DOOR
- ▬ WINDOW
- ▬ FURNITURE
- ▬ STAIR
- ▬ ELEVATOR
- ▬ PLUMBING
- ▬ ELECTRICAL
- ▬ MECHANICAL
- ▬ LANDSCAPE
- ▬ SITEWORK
- ▬ CONSTRUCTION

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**orth-East Elevations**  
Scale 1:100

**orth-West Elevations**

**outh-East Elevations**



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PROJECT  
Proposed Unit Development  
ADDRESS  
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Traralgon VIC 3844

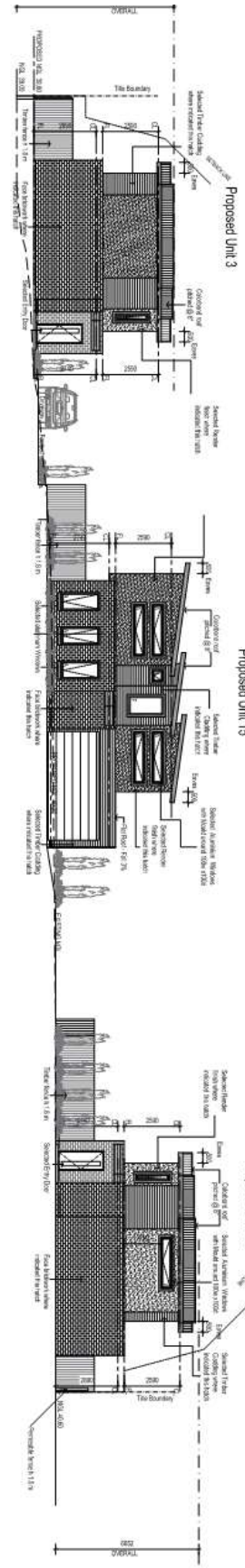
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JOB REF  
T06/2014

ISSUE	SHEETS	DATE	DETAILS

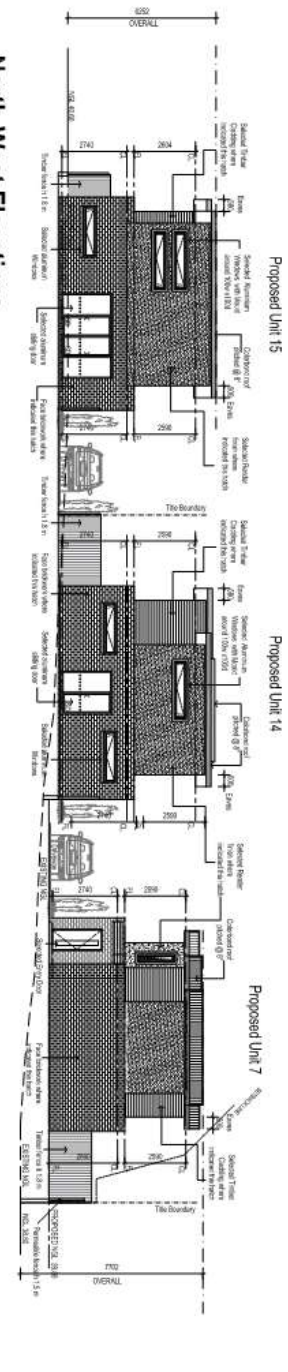
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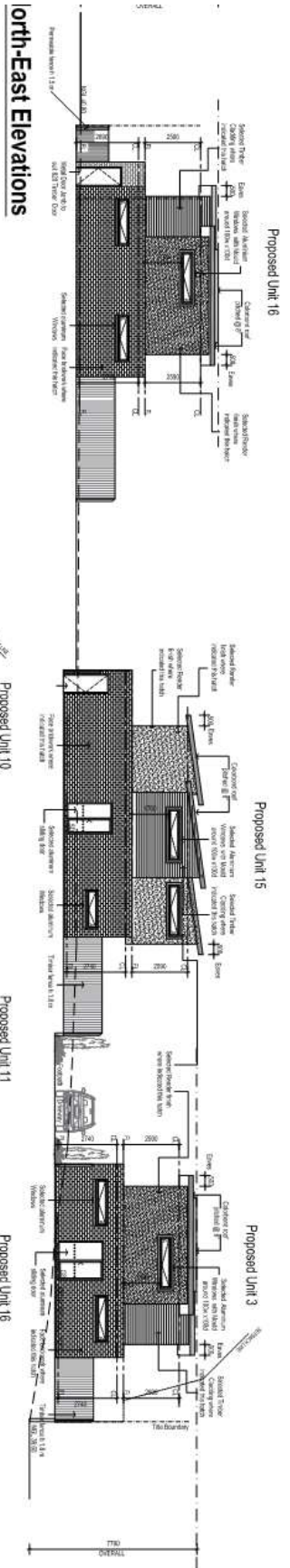
**ELEVATIONS**  
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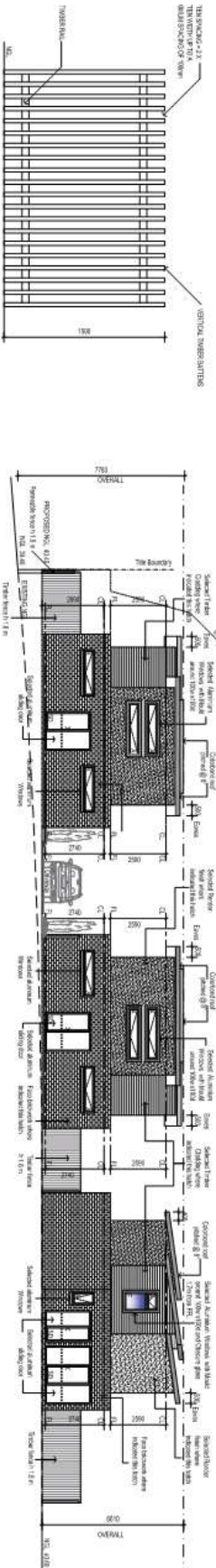
**North-West Elevations**



**North-West Elevations**

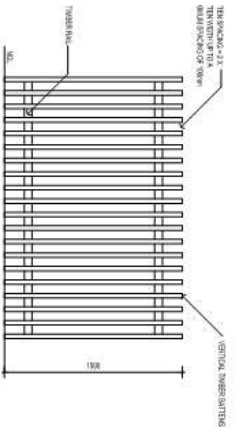


**North-East Elevations**



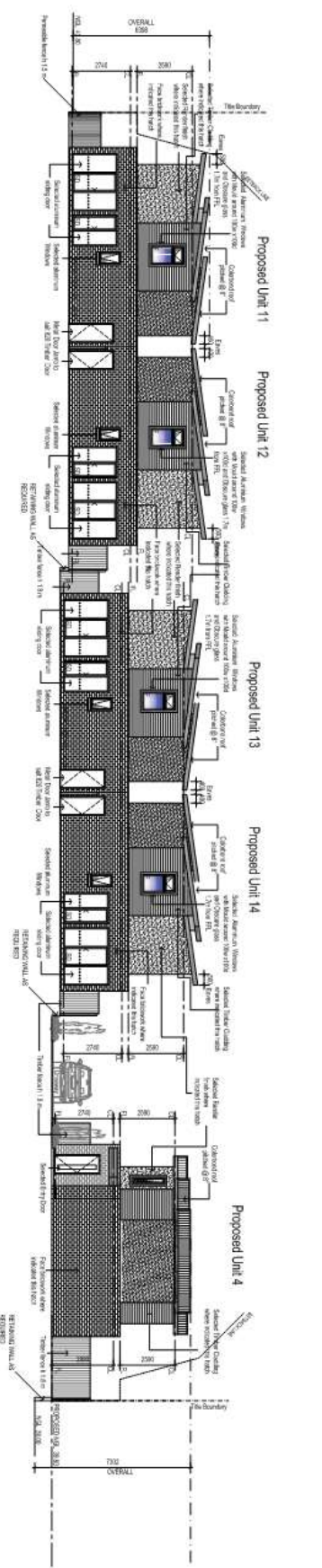
**South-East Elevations**

**Permeable Fence Elevation**

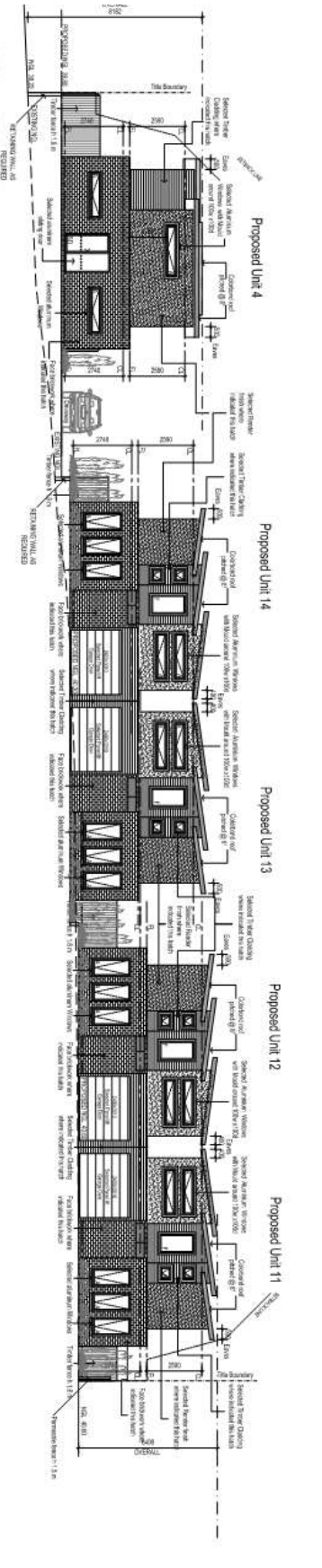


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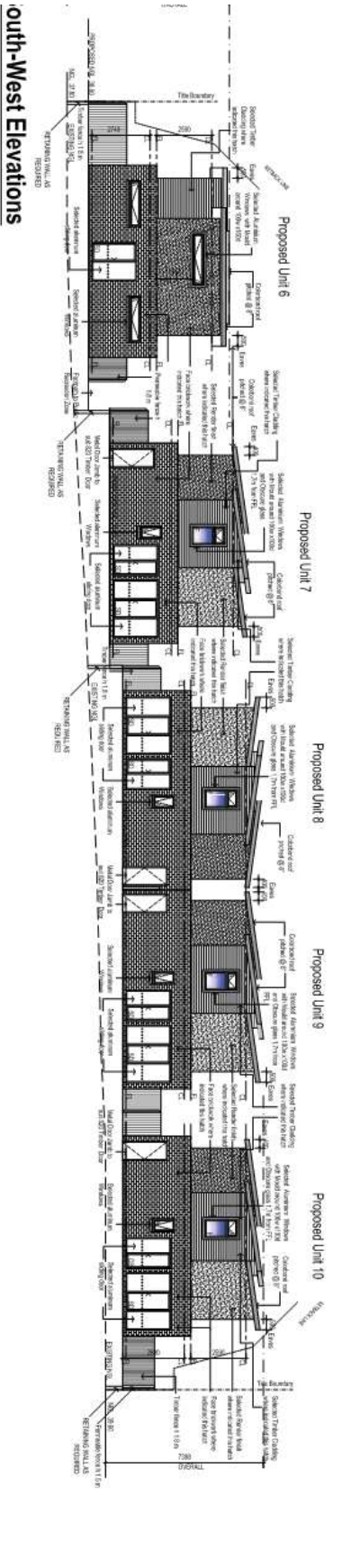
**Orth-East Elevations**  
Scale 1:100



**South-West Elevations**



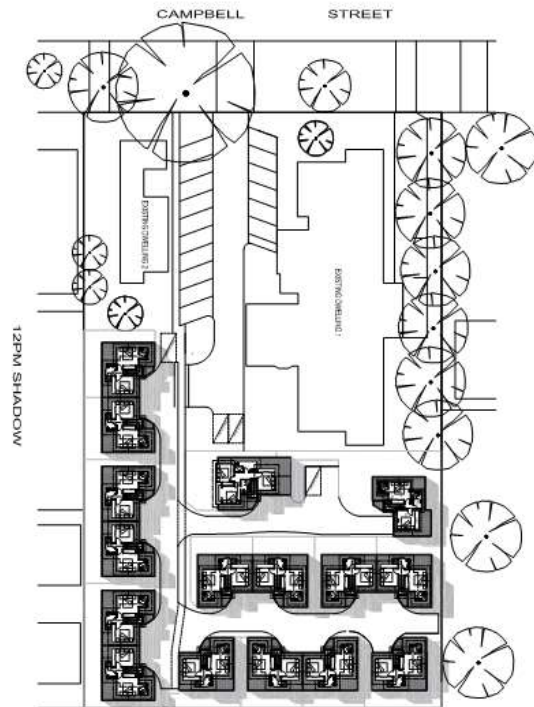
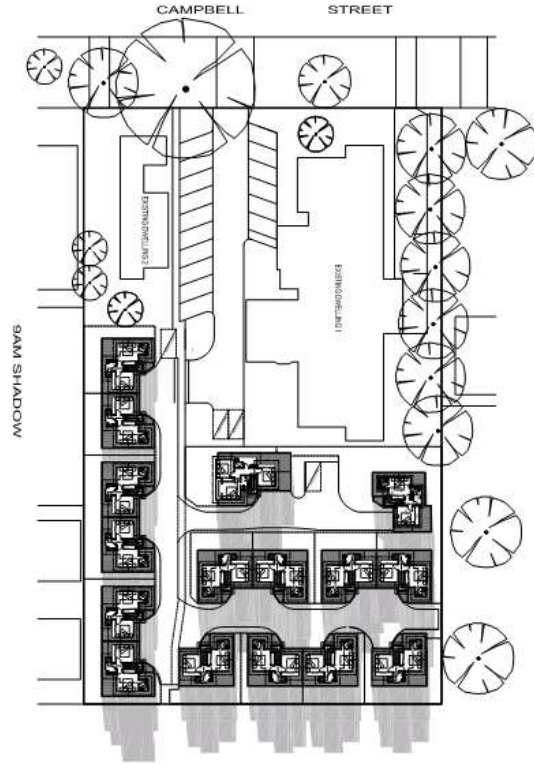
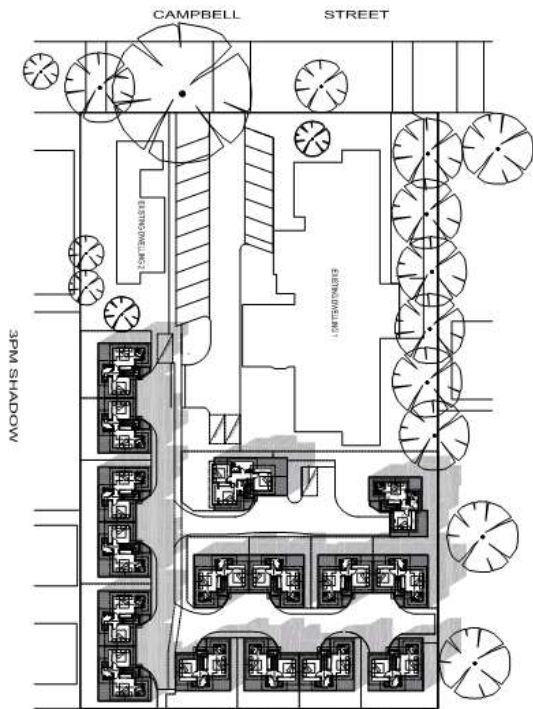
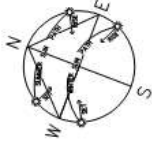
**North-West Elevations**



	PROJECT	Proposed Unit Development	CLIENT NAME	Andrew Venn	<table border="1"> <thead> <tr> <th>ISSUE</th> <th>SHEETS</th> <th>DATE</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	ISSUE	SHEETS	DATE	DETAILS				
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Shadow Diagrams  
Scale 1:400



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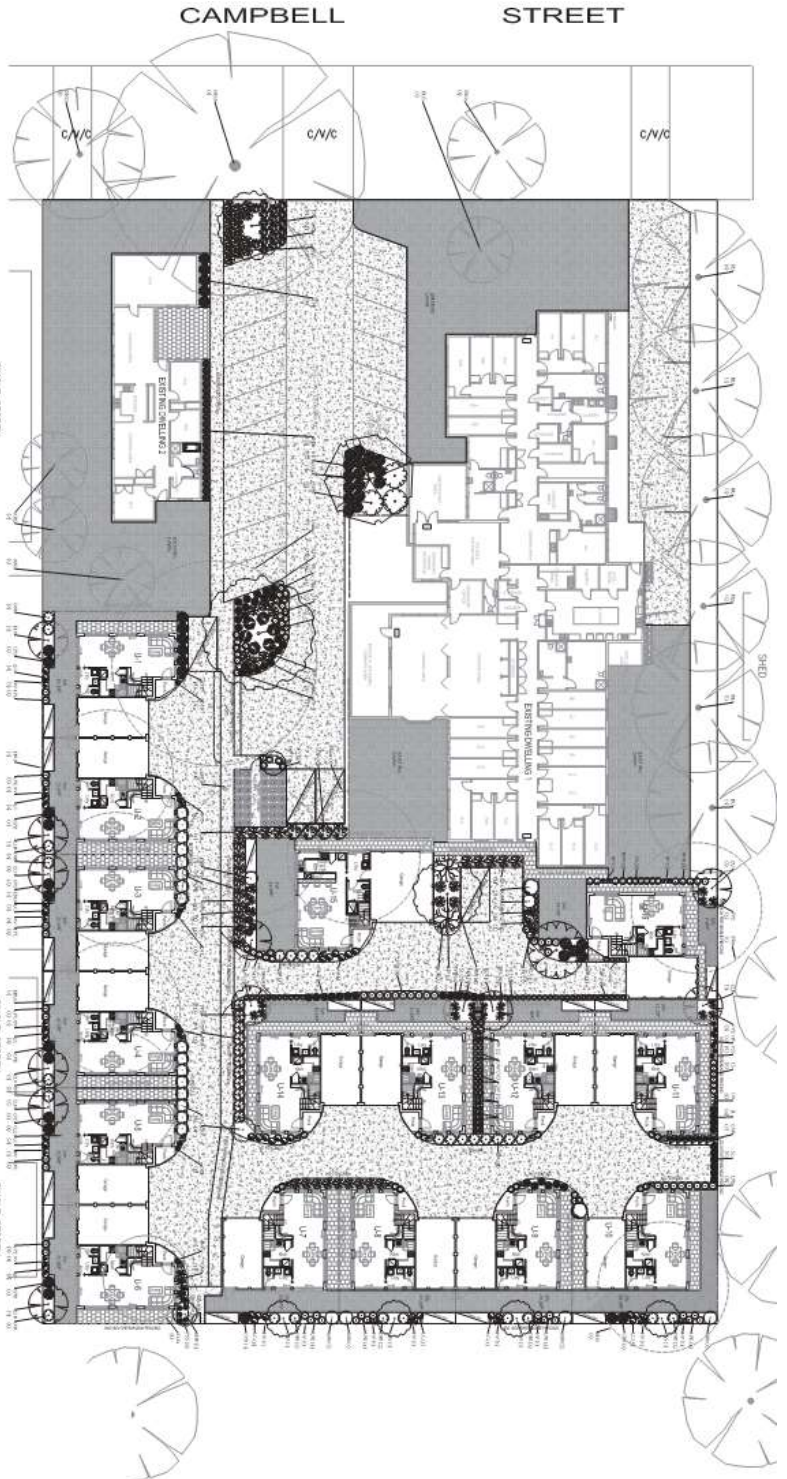
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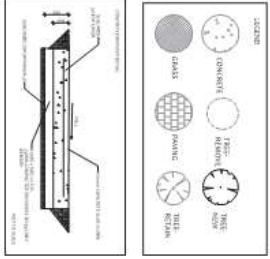
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 Technical Consultant  
 office: 445 Henty Street, Traralgon, VIC 3844



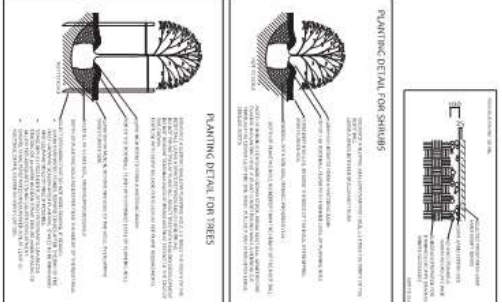
**NOTES**

1. THIS PLAN IS TO BE USED IN CONNECTION WITH THE DEVELOPMENT OF THE SITE AS SHOWN ON THE PLAN. ANY CHANGES TO THE PLAN MUST BE APPROVED BY THE CONSULTANT.
2. THE CONSULTANT HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS TAKEN INTO ACCOUNT THE SURROUNDING ENVIRONMENT AND ADJACENT PROPERTIES.
3. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE RELEVANT REGULATORY REQUIREMENTS AND STANDARDS.
4. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE CLIENT'S REQUIREMENTS AND WISHES.
5. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE SITE'S POTENTIAL AND CONSTRAINTS.
6. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE SITE'S ACCESSIBILITY AND CONNECTIVITY TO THE SURROUNDING AREA.
7. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE SITE'S ENVIRONMENTAL AND SOCIAL CONTEXT.
8. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE SITE'S HISTORICAL AND CULTURAL SIGNIFICANCE.
9. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE SITE'S FUTURE DEVELOPMENT POTENTIAL.
10. THE CONSULTANT HAS TAKEN INTO ACCOUNT THE SITE'S RESILIENCE TO CLIMATE CHANGE.

NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY DESIGN	10/04/15	IRPERCONSULTS
2	REVISED DESIGN	10/04/15	IRPERCONSULTS
3	FINAL DESIGN	10/04/15	IRPERCONSULTS

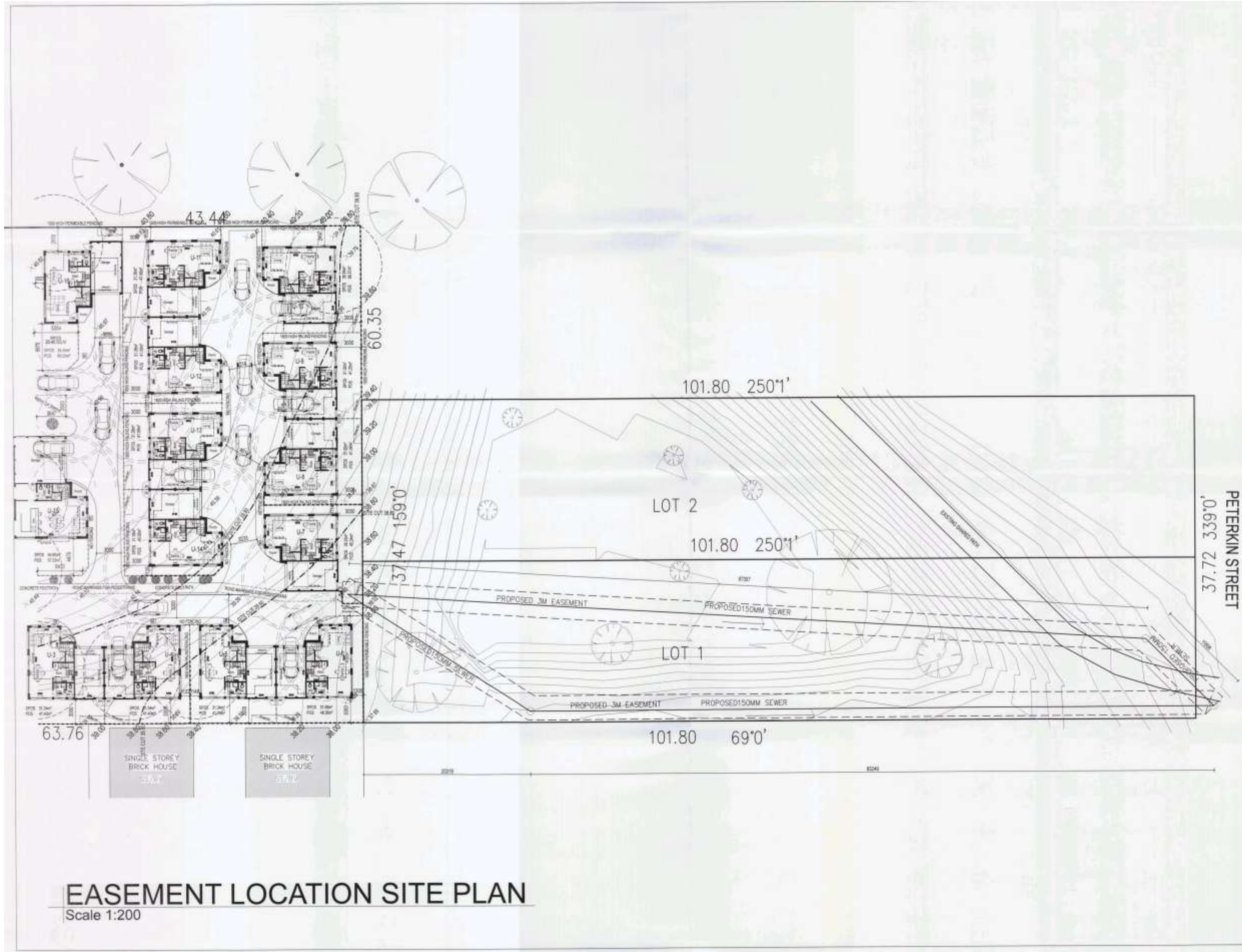


NO.	DESCRIPTION	DATE	BY
1	PLANTING DETAIL FOR SHUBARS	10/04/15	IRPERCONSULTS
2	PLANTING DETAIL FOR TREES	10/04/15	IRPERCONSULTS
3	ROOFING DETAIL	10/04/15	IRPERCONSULTS
4	CLADDING DETAIL	10/04/15	IRPERCONSULTS



Project: Proposed Development  
 7-11 CAMPBELL STREET, TRARALGON  
 A0 Landscape Plan  
 10/4/15





**EASEMENT LOCATION SITE PLAN**

Scale 1:200

	TP 10A OF 10 A1	PROJECT Proposed Unit Development	CLIENT NAME Andrew Venn	INITIALS: LA
	ADDRESS 7-11 Campbell Street Traralgon VIC 3844 <small>Suite 10A - 12 Yarra Street                  South Yarra VIC 3141                  Ph. 031 9826 9710                  Mob. 0402 769 649                  www.archivision.net.au                  ABN 75 126 763 273</small>	JOB REF T06/2014	JOB REF: T06/2014 DESIGN: LA DRAWN: A.A. DATE: 05.05.2016	SHEETS: TP10A DATE: 05/05/16 DETAILS: Proposed Easement Detail

6.1 Site map



**14.2 SPORTS EXCHANGE PROGRAM 2016 - TAKASAGO, JAPAN****General Manager****City Development****For Decision****PURPOSE**

This report presents to Council the proposed itinerary for the 2016 Sports Exchange program to Takasago Japan.

**EXECUTIVE SUMMARY**

Council is presented with the proposed itinerary for the 2016 Sports Exchange program to Takasago, Japan.

Latrobe City, in partnership with local community groups and sporting associations has seen over 530 people from Latrobe City experience Japanese and/or Chinese culture through exchanges with our Sister Cities.

At the Ordinary Council meeting held 13 April 2015 Council resolved the following:

*That Council:*

1. *Approves the following proposed Sports Exchange Program to both sister cities in 2015/16;*

*Taizhou, China – Tennis*

*Takasago City, Japan – Athletics (distance running)*

The completion of first leg of the 2015/2016 Sports Exchange Program to China was a resounding success, providing Latrobe City and our Sister City residents the opportunity to become directly involved in international relations in a unique and meaningful way.

In preparation for the Sports Exchange Program to Japan, extensive community engagement across Latrobe City was undertaken to ensure another rewarding delegation. Engagement with local education institutions, running groups and Traralgon Harriers Athletic Club has enabled the formation of a team of eleven athletes taking up the opportunity to represent Latrobe City in Japan during November and December 2016.

It is recommended that Council adopt the proposed itinerary (refer attachment) and officer attendance so that planning can continue for the 2016 Sports Exchange Program.

## RECOMMENDATION

That Council:

1. Approve the proposed itinerary for the 2016 Sports Exchange Program to Takasago, Japan;
2. Approve the Mayor or delegate to accompany the delegation as Head of Delegation, and;
3. Note that the Chief Executive Officer/General Manager City Development will officiate in Sister Cities meetings and business related meetings in Takasago, the Manager, Economic Development will provide business liaison facilitation and the International Relations Officer will attend as Tour Leader and Sister Cities Liaison Officer.

## 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 4: Advocacy for and consultation with our community*

*Strategic Direction – Establish a strong image and brand for Latrobe City as one of Victoria’s four major regional cities.*

*Establish opportunities for volunteers to assist in raising the profile of Latrobe City.*

*Strategy – Latrobe City International Relations Plan*

Key Objectives:

1. **COMMUNICATION ACTIVITIES** – To further enhance the Latrobe City’s community understanding of the value of our International Relations Program.
2. **INTERNATIONAL INVESTMENT** - To continue to promote Latrobe City as an international investment location.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

3. **ECONOMIC AND CULTURAL STRENGTHS** - To market the economic and cultural strengths of Latrobe City internationally.
4. **INTERNATIONAL STUDENTS** - To enthusiastically promote Latrobe City as a destination for international students.
5. **COMMUNITY INVOLVEMENT** – To expand and make accessible the range of existing cultural, sporting, educational and youth exchange opportunities for the residents of Latrobe City.
6. **FUNDING OPPORTUNITIES** - To pursue funding assistance opportunities that will facilitate meeting the objectives of the International Relations Plan.
7. **SISTER CITIES** – To develop, nurture and further enhance our relationship with sister cities.
8. **COMMUNITY ENGAGEMENT** - To positively engage with individual groups and organisations for the benefit of the Latrobe City community.

### **BACKGROUND**

Latrobe City's International Relations Program has been an integral component of Council operations since 2000 and has been very successful.

Latrobe City is committed to an International Relations Program for our community, for the purpose of international exchange and cooperation in the fields of economy, trade, science and technology, cultural exchange, education, sports, health and people.

The purpose of the program is to continue strengthening the links between Latrobe City Council and our Sister Cities and these exchange programs are considered an investment for life. The experience can be beneficial for participants in many different and valuable ways.

Latrobe City, in partnership with local community groups and sporting associations has seen over 530 Latrobe City community members experience Japanese and/or Chinese culture through exchanges with our Sister Cities.

At its ordinary Council meeting on 13 April 2015 Council resolved the following:

*That Council:*

*Approves the following proposed Sports Exchange Program to both sister cities in 2015/16:*

*Taizhou, China – Tennis*

*Takasago City, Japan – Athletics (distance running)*

In accordance with the resolution, following an extensive community engagement program the Latrobe City distance running team was formed for the purpose of participating in the 2016 Sports Exchange Program to Takasago, Japan.

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During June the exchange participants commenced their cultural awareness program and training sessions including participating in community Park Run across Latrobe City which will continue on a monthly basis until departure.

There is an expectation that at the conclusion of the exchange program all community participants will continue to be proactive ambassadors of Latrobe City's International Relations program.

The running team comprises the following members (a total of 11, aged from 17 to 48, 3 females and 8 males):

2016 Sports Exchange Program	Town	Gender
Benjamin Bailey	Hazelwood North	M
Bryan Cake	Moe	M
Dan Clancey	Traralgon	M
Kahla Dawson	Traralgon	F
Ke Diao	Traralgon	M
Christopher Evans	Traralgon	M
Karen Graham	Hazelwood North	F
Glenn Graham	Hazelwood North	M
Angela Northover	Traralgon	F
Peter Sanders	Hazelwood North	M
Michael Taplin	Traralgon	M

### **KEY POINTS/ISSUES**

This report has been prepared in order to seek Council approval of the 2016 Sports Exchange Program (distance running) itinerary to Japan. Each of the following subjects below is in accordance with the Sister City Visits Policy (Attachment 1).

#### *Proposed Dates and Itinerary*

The proposed date of travel is 25 November 2016 to 8 December 2016 as outlined in the draft Itinerary (Attachment 2).

The proposed itinerary encompasses homestays in Takasago, running training sessions, Takasago Running Festival, attending Sister Schools, cultural activities and Mt. Fuji Marathon.

#### *Mayor/Delegate*

The Mayor and/or delegate is requested to attend sister city visits to represent Latrobe City. The Deputy Mayor and/or Councillor/s who sit on the Latrobe City International Relations Committee would generally be selected as the Mayor's delegate if he/she is unable to attend.

#### *Council Officers*



## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Note that it is proposed that Council Officers accompany the delegation to Japan:

- Chief Executive Officer and/or General Manager City Development to officiate in all Sister Cities meetings and business related meetings in Takasago.
- Manager Economic Development to coordinate business facilitation.
- International Relations Officer to perform the role of Tour Leader and Sister Cities Liaison Officer.

### *Individual Participants*

Team members have been selected on criteria encompassing many aspects including their running ability and capacity to act as Latrobe City ambassadors. They are expected to represent Latrobe City appropriately and with cultural sensitivity. Members have a number of key responsibilities that are outlined in following sections of the report.

### *Community Representatives*

As has been past practice with sister cities visits, International Relations Committee representatives have accompanied delegations as community representatives. Council will not incur any expenses through the inclusion of such community representatives attending the sister cities visit.

### *Roles and Responsibilities*

#### **The Mayor and/or delegate will be required to:**

- Head the delegation
- Officiate at all Sister Cities formalities
- Officiate at all business meetings
- Deliver speeches
- Engage with the media pre and post exchange

#### **The CEO or General Manager City Development**

- Officiate at all Sister Cities formalities
- Officiate at all business meetings
- Engage with the media pre and post-exchange
- Promote the program to the broader community post the delegation

#### **The Latrobe City Tour Leader and Liaison Officer will be required to:**

- Liaise with Sister Cities counterparts
- Coordinate and deliver pre-departure cultural awareness program
- Coordinate fundraising initiatives
- Provide support to the Mayor and/or delegate
- Attend all meetings and activities
- Assist with travel arrangements and organisation of delegation

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- Prepare speeches
- Provide Council with regular updates during the delegation
- Promote the program to the broader community during the delegation
- Emergency contact throughout delegation

### Community representatives will be required to:

- Represent the Latrobe City in a culturally sensitive fashion
- Attend civic functions and activities
- Act as Latrobe City ambassadors

### *Economic Development Opportunities*

Although titled as a Sports Exchange Program the delegation to Takasago, Japan will provide further leveraging opportunities through a number of investment and relationship-focussed meetings.

The purpose will be to explore, build relationships and receive an update on a range of future investment opportunities.

Officers are working closely with the Australian and Victorian governments and business contacts in Japan to target a number of opportunities during the visit to Takasago.

### **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 not considered to be any risks associated with this report.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The 2016/17 Latrobe City Council budget has been adopted by Council with an allocation of \$12,500 for the Sports Exchange Program in relation to participant costs.

Council has committed \$800.00 in sponsorship to each team member. It is estimated that costs to participants will be approximately \$3,160.00. Any meals and cultural activities expenses is at the cost of participants.

However, it is expected that fundraising initiatives will significantly reduce this cost.

A fundraising program is underway. All proceeds from these activities will be held in trust by Latrobe City and subsequently shared equally amongst the participants to defray their costs.

Sports Team Member	Amount
Airfares	\$1,280.00
Accommodation	\$1,230.00
Japan Transport	\$500.00
Uniforms	\$150.00

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Council Subsidy	-\$800.00
<b>TOTAL (paid by member, less fundraising)</b>	<b>\$2,260.00</b>

Officer-associated costs for the delegation will be limited to travel, accommodation and incidentals (total of approximately \$4,800 per officer). It has been normal practice for the host city to provide meals and activities for visiting delegations. (Note that the costs below do not come out of the same budget as that used for participant contributions).

Council Officer	Amount
Airfares	\$1,300.00
Accommodation	\$2,500.00
Meals	\$500.00
Japan Transport	\$500.00
<b>TOTAL</b>	<b>\$4,800.00</b>

All costs associated with the visit can be accommodated from within existing divisional budgets.

In accordance with Council's Sister City Visits Policy, Councillors (other than the Mayor or their delegate) wishing to attend are invited to join the delegation. However they will be required to personally fund their airfares and accommodation expenses.

Members of the Latrobe City International Relations Committee (acting as community representatives) will be required to personally fund their expenses to accompany the delegation. Council will not incur any expenses through the inclusion of community representatives attending the sister cities visit.

It should be noted that Ian Outhred, Latrobe City International Relations Committee member and the major sponsor of the Sports Exchange Program, Dr Peter Kingsbury, from Gippsland Dental Group have expressed an interest to accompany this delegation.

During the Latrobe City International Relations Committee meeting held on 21 June 2016, all members voted in favour of their participation in the Sports Exchange Program 2016.

*Motion 1: The Latrobe City International Relations Committee endorses Ian Outhred's application and strongly recommends that Latrobe City supports Ian Outhred and Peter Kingsbury to participate in the Sports Exchange program to Takasago at their own expense.*

*Moved: Lorraine Bartling*

*Seconded: Val Friend*

**CARRIED**

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Participation in the Sports Exchange Program will adhere to Councils Sister City Visits Policy 12-POL-1.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Latrobe City undertook an extensive community engagement program over a three month period. Activities included:

- Four promotional features in the Latrobe City Facebook and Noticeboard
- Two Community Information Briefings
- Correspondence to schools within Latrobe City
- Correspondence to local running groups/associations within Latrobe City

The proposed visit and draft itinerary has been discussed both directly and via correspondence with Council's Sister Cities.

Council, Latrobe City International Relations Committee, and all participants have been kept fully informed of developments through regular meetings.

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

The engagement was successful and resulted in a total of 11 participants committing to the 2016 Sports Exchange Program (distance running) to Japan.

### **OPTIONS**

Council has the following options in respect to the proposed itinerary for the 2016 Sports Exchange program to Japan.

1. Approve the proposed itinerary for the 2016 Sports Exchange Program to Japan.
2. Not approve the proposed itinerary for the 2016 Sports Exchange Program to Japan.
3. Request further information in relation to the proposed itinerary for the 2016 Sports Exchange Program to Takasago Japan.

### **CONCLUSION**

Latrobe City is committed to an International Relations Program for our community, for the purpose of international exchange and cooperation in the fields of economy, trade, science and technology, cultural exchange, education, sports, health and people.

The purpose of the program is to continue strengthening the links between Latrobe City Council and our Sister Cities and these exchange programs are considered an investment for life. The experience can be beneficial for participants in many different and valuable ways.

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In April 2015, Council resolved to undertake a Sports Exchange Program (distance running) to Japan in 2016.

Engagement was undertaken with the community and local running groups/associations resulting in 11 people taking up the opportunity to represent Latrobe City on this trip during November and December 2016.

The adoption of the proposed itinerary and associated activities will allow Latrobe City Council to continue planning for the Sports Exchange delegation and enables the continued strengthening of the relationship between Latrobe City Council and our sister cities.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Latrobe City Sister City Visit Policy
2. 2016 Sports Exchange Program - Japan Itinerary

## **14.2**

### **Sports Exchange Program 2016 - Takasago, Japan**

- 1 Latrobe City Sister City Visit Policy ..... 221**
- 2 2016 Sports Exchange Program - Japan Itinerary ..... 225**

Document Name: **Sister City Visits Policy**

**12 POL-1**

Adopted by Council: **4 June 2012**

## Policy Goals

Latrobe City has established and managed formal sister city relationships on behalf of our community, to gain a deeper understanding of each other's culture, traditions, society and people. To this end, Latrobe City has two formal sister city relationships; with Takasago City, Japan and the City of Taizhou, China.

Latrobe City recognises that a key to achieving this deeper understanding is through young people and this is why a significant focus of Latrobe City's programs is with the youth of our community. A Sister City Program enables citizens to become directly involved in international relations in a unique and meaningful way, bringing long-term benefits to the local community and its partners abroad.

Sister city relationships allow communities to exchange experiences and ideas, gain an international perspective and increase their understanding of global issues.

In addition to encouraging international peace and goodwill, Latrobe City's sister city relationships go much further leading to economic growth, increased tourism, and reliable business contacts.

### Benefits of Sister Cities

Our Sister City Program helps promote Latrobe City as a city of global significance, through exchanges and initiatives that focus on five key areas – education, culture, trade, tourism and sport.

The program enables us to foster international peace and goodwill, enriching our community with a broader understanding of other nations, their traditions, customs and cultures. Crucially though, it also provides a multi-lateral framework for cultivating economic growth across a host of trade, industry and business sectors.

### The Economic and Business Benefits

Our active sister city relationships have an important role to play in developing international economic partnerships. Latrobe City enjoys investment in the billions from International



interests in local industry and there is a demonstrated and sustained interest in Latrobe City as a potential investment location from overseas firms.

Helping to establish reliable business contacts and thereby improve business opportunities, the program acts as a gateway to new markets and trade alliances. It acts as a springboard and catalyst for new investment and knowledge-sharing opportunities, while also promoting tourism, inbound education and providing a platform from which we can address global issues with our international partners.

### **The Social and Cultural Benefits**

Through cultural, educational and sporting exchanges, the program helps to break down intercultural barriers. It promotes diversity and encourages openness, tolerance and mutual understanding, all of which enrich our communities and those of our international partners.

This policy outlines the guidelines for sending Latrobe City Council led delegations from Latrobe City to our Sister Cities abroad.

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

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

#### **Culture:**

##### **Latrobe 2026:**

***In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.***

##### **Council Plan:**

***Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.***

***Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.***

***Foster greater awareness, understanding and respect for other cultures through the promotion of international relations.***

##### ***Service Provision – Culture***

***Deliver International Relations services in accordance with the Latrobe City International Relations Plan.***

##### ***Major Initiatives - Culture***

***Deliver the Latrobe City International Relations Plan 2011-2014 to enhance cultural and economic benefits.***



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## Policy Implementation

### Timelines:

- A draft itinerary and suggested attendees shall be presented to Council for endorsement within a minimum of 30 days of the proposed departure date.
- A report outlining the key outcomes from sister city visits shall be provided to Council within 60 days of a delegations return to Australia.

### Councillors:

- The Mayor and/or their delegate will generally be required to attend sister city visits to represent the City. The Deputy Mayor and/or Councillors who sit on the Latrobe City International Relations Committee would generally be selected as the Mayors delegate.
- Council must approve the Councillor representative prior to any expense being incurred.
- Additional Councillors may also be invited to attend, but this would normally be at the Councillors own expense.

### Council Officers

- The Chief Executive Officer will advise Council the officers who will attend sister city visits in order to achieve the objectives of the planned visit.

### Community Representatives

- Community representatives shall be selected / recommended by a selection panel made up of the Mayor and/or Councillors who sit on the Latrobe City International Relations Committee and appropriate council officers.
- If there is to be any expense incurred by Latrobe City Council by the inclusion of community representatives attending sister city trips, all names and the purpose of their attendance shall be provided to Council for approval.

### Budgets:

- The budget for any proposed outbound sister city visits must be approved by Council prior to any expense being incurred.
- A report outlining the expenses incurred in undertaking a sister city visit shall be provided to Council within 60 days of a delegations return to Australia.

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

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

Date : 06 /06 / 2012.



**SPORTS EXCHANGE PROGRAM**  
**25<sup>th</sup> November- 8<sup>th</sup> December 2016**  
**TAKASAGO, JAPAN ITINERARY**

Date	Activity & Comments	Location
25 November	Travel to Melbourne airport Depart Melbourne Airport/Arrive Tokyo International airport	Australia and Tokyo
26 November	Tokyo Cultural Activities Meiji Shrine Senso-ji temple Asakusa	Tokyo
27 November	Travel to Mt Fuji ( Latrobe City team participate in the Mt. Fuji marathon) Marathon Starts at 9.00 am	Tokyo
28 -30 November	Travel and Cultural Activities (travel down to the southern Japan)  Fushimi Inari Shrine / Chion Daigoji/ Kinkakuji Nara national park/ Todaiji (the Great Buddha World Heritage)	Kyoto and Nara
1 December	Travel to Takasago Takasago City Hall - Welcome Reception Meet Homestay Families	Takasago Homestay
2 December	Takasago Cultural activities School visits Training with local sport club	Takasago Homestay
3 December	Takasago Homestay activities	Takasago Homestay
4 December	Takasago Running Festival  Farewell Party at Takasago City Hall	Takasago Homestay
5 December	Travel to Osaka	Osaka
6 December	Last day in Japan Cultural activities including Osaka Castle	Osaka
7- 8 December	Travel back to Australia	Osaka and Australia

**14.3 FUTURE USE OF THE TRARALGON COURT HOUSE****General Manager****City Development****For Decision****PURPOSE**

To present Councillors with recommendations for the future use of the Traralgon Court House.

**EXECUTIVE SUMMARY**

Council was appointed as the Committee of Management for the Traralgon Court House in 1993. In this capacity it is fully responsible for the land and any required building maintenance.

The recent history of the Traralgon Court House was outlined extensively in Briefing reports presented to Council on 9 May and 15 August 2016. At those meetings, Council considered various options to facilitate the activation of both the heritage and non-heritage listed parts of the building.

**Commercial Activation**

A formal costing for works required to refurbish the non-heritage parts of the Court House was recently obtained from Quess Services Pty Ltd, Quantity Surveyors and Construction Cost Consultants. It amounts to \$185,470 GST included. Council's Coordinator Major Projects recommends a budgetary allocation of \$200,000 to allow for extraneous costs and contingencies.

This expenditure would see the non-heritage, commercial activation of the Court House realised. Of this sum, approximately \$112,000 in funds carried forward still remains, with the contractor selected following the 2014 EOI process willing to fund the Café fit-out and proceed, subject to agreement and negotiation of commercial lease costs and outgoings.

A further allocation of funds of \$88,000 is required to facilitate the activation of the non-heritage listed part of the building. Formal tenders should be called to confirm exact expenditures and to progress this work.

**Community Use**

In relation to the heritage-protected parts of the building, the recommended way forward is as follows:

- Continue to use the Court Room for casual community use as an exhibition, meeting or reception venue, pending a further EOI;
- Retain the office behind the Court Room for storage purposes;
- Retain the existing tea room behind the Court Room for storage and thoroughfare purposes;
- Retain the front right office space as a Council consultation room, event project office or casual 'hot desk' office, available for short-term commercial lease; and

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- Conduct another Expression of Interest process to ascertain the most appropriate community group or organisation to use the other remaining office space and ideally, help activate the Court Room and assist with some minor restoration works.

Subject to receipt of firm quotations, significant further expenditure, potentially up to \$220,000, is likely to be required to fully refurbish the heritage-listed parts of the Court House.

Council can advocate for State Government funding support in relation to this expenditure via the recently-announced 2016 Living Heritage Grants Program, highlighting in so doing its own contribution of \$200,000 towards the works in the non-heritage listed parts of the building.

### RECOMMENDATION

**That Council:**

1. **Proceeds with the works required to refurbish the non-heritage listed parts of the Court House, so as to provide a new amenities block and facilitate the installation of a commercial indoor/outdoor café in that part of the building;**
2. **Approves additional expenditure of \$88,000 from unallocated surplus funds to facilitate these works;**
3. **Negotiates the terms and executes a commercial lease for the fit-out and operation of a café in the non-heritage listed part of the Court House with the contractor selected following the 2014 EOI process, C & S Demetrios;**
4. **Directs the tenant's future commercial lease payments towards the amelioration of the expenditure on the non-heritage refurbishment works and towards the future upkeep of the building;**
5. **Calls Expressions of Interest from community groups or non-profit organisations for the activation and use of one office and adjacent storage space within the heritage-listed part of the Court House;**
6. **Receives and considers these EOI submissions at a future Council meeting;**
7. **Confirms its support for a grant application under the recently announced Living Heritage Grants Program towards the repair and conservation of the heritage-listed parts of the Court House, noting its own contribution of \$200,000 towards the non-heritage parts of the building; and**
8. **Authorises the release of the above information, excluding information that is commercial in confidence, or related to individual submissions, to the wider public via a news release.**

**ORDINARY COUNCIL MEETING AGENDA  
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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 - Sustainability*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme, Objectives and Strategic Directions*

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

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

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

*Legislation*

*Section 186 of the Local Government Act 1989.*

*Policy – Procurement Policy 14 POL-7*

**BACKGROUND**

The Traralgon Court House is a significant and iconic building in Traralgon's central precinct requiring sound management to conserve its relative cultural values for the benefit of future generations.

Building Ownership – Council as Land Manager

The former Traralgon City Council was appointed as the manager for the former Court House in 1993. The Conservation Management Plan prepared in 2009 notes that "The (Latrobe City) Council was named Committee of Management by the Department of Sustainability and Environment for the Court House under the Crown Land (Reserves) Act 1976. The Reserve (Court House and land) has been reserved by DSE for a 'Public Building'.

According to Council's Coordinator Property & Statutory Services, the import of the appointment of Council as the Committee of Management is that Council became the land manager and is thus fully responsible for the land and any required building maintenance.

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### Recent History

The recent history of The Traralgon Court House can be summarised as follows:

- September 2009: Submission to Council of Conservation Management Plan (CMP);
- November/December 2009: Expression of Interest conducted to identify prospective future users (one submission received);
- April 2010: Sole EOI submission rejected;
- December 2012: Council agreed to new EOI process for prospective future users (to comply with CMP);
- July 2013: Council rejected all four formal EOI submissions as they did not sufficiently address the project brief or the CMP;
- December 2013: Council resolved to conduct a new EOI for the commercial activation of the non-heritage part of the building;
- April 2014: Council accepted the submission by C & S Demetrious in relation to a proposed café.

Since mid-2014 Council officers investigated options for government funding assistance to conduct restoration/refurbishment works at the Old Court House, first under the Putting Locals First Regional Jobs and Infrastructure Fund (RJIF), and subsequently under the Regional Infrastructure Fund (RIF) - Productive and Liveable Cities and Centres program stream. Unfortunately, both avenues of funding proved to be unsuccessful.

On 8 August 2016, the State Government announced the establishment of the Living Heritage Grants Program to support the repair and conservation of 'at risk' heritage places and objects identified as being of State significance. The Traralgon Court House appears to be a suitable project for funding under this Program.

Note that this funding will only cover the heritage-listed parts of the building and that an amount of up to \$200,000 per project per annum is available, with no matching contribution required from the applicant.

### **KEY POINTS/ISSUES**

Over recent years, Council has supported a hybrid model of use for the Traralgon Court House – commercial activation of the non-heritage portion of the building; and broad community use of the older Courtroom and associated offices that carry heritage value.

### Commercial Activation

Discussions have recently been held with contractor selected following the 2014 EOI process, C & S Demetrios, who has confirmed that it is willing to proceed with the fit-out and operation of a café in the non-heritage part of the building, subject to agreement on commercial lease costs and outgoings.

**ORDINARY COUNCIL MEETING AGENDA  
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To make the café a reality, it is also necessary to refurbish the existing amenities block at the site (which would service the whole of the building), modify some doors and windows to the main building, install an external deck to facilitate the indoor/outdoor nature of the café; and address associated drainage, electrical, landscaping and plumbing works.

A formal costing for this work has recently been obtained from Quess Services Pty Ltd, Quantity Surveyors and Construction Cost Consultants. It amounts to \$185,470 GST included. Council's Coordinator Major Projects has confirmed that a budgetary allocation of \$200,000 to cover extraneous costs and contingencies should be provided.

Given that Council still holds the sum of approximately \$112,000 in its current budget for the Court House project, further expenditure of \$88,000 is required. Formal tenders now need to be called to progress these works.

#### Community Use

In relation to the heritage parts of the building, the Court Room is already being used for some community events and purposes. For example, it was used as a coordination point for the AUSTimber event in April 2016.

It is proposed to continue this activity for the time being, in line with advice received from the heritage consultant who prepared the 2009 Conservation Management Plan for the building, Mr Ivar Nelsen. The advice noted that the furniture and fittings of the Court Room were important historical elements. Whilst they can be put back against the walls, it is not feasible to remove them from the building or totally dismantle them in any way.

Thus intermittent community use of the space for exhibitions, meetings, displays and receptions would seem to be appropriate uses into the future; particularly given the fact that any refurbishment works associated with the activation of the commercial part of the building may cause an element of disruption in the short term.

Later on, when the commercial Café is operational, the space could be used for catered dinners and some associated entertainment, particularly for groups or Friday/Saturday night programmed events.

In relation to the use of the 4 other rooms, the office immediately behind the Court Room is to be used as a storage room. The adjoining tea room at the left rear of the building is required to be retained as a thoroughfare to the amenities block, particularly for events in the Court Room.

The other two offices on the Post Office side are currently in a relatively poor condition and will require attention to heating, floorings and paintwork.

It is recommended that the front-hand right office space be retained for Councillor or staff meetings with constituents, as a small group meeting room or training space; as a base for major event organisers who need an administration office during their event (e.g. it was used for this purpose during AUSTimber), or for casual lease as a commercial 'hot desk' office space.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Another Expression of Interest process should be conducted to ascertain the most appropriate community group or organisation to use the remaining office space, at the right-hand rear on the Post Office side, with storage space available in the room adjacent. Ideally, the successful group would also help activate the Court Room and assist with some minor restoration works.

Significant further expenditure, potentially up to \$220,000, is likely to be required to fully refurbish the heritage parts of the Court House. Council can advocate for State Government funding support in relation to this expenditure via the recently-announced 2016 Living Heritage Grants Program, highlighting in so doing its own contribution of \$200,000 towards the works in the non-heritage listed parts of the building.

### **RISK IMPLICATIONS**

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

### **FINANCIAL AND RESOURCES IMPLICATIONS**

As discussed, the cost of refurbishing the existing amenities block at the site (which would service the whole of the building), and other works to provide for the activation of an indoor/outdoor café on the non-heritage listed side of the Court House amount to \$200,000, subject only to the receipt of formal tenders.

Council holds the sum of approximately \$112,000 in its current budget for the Court House project; further expenditure of \$88,000 is thus required.

In line with the proposal put forward by the selected commercial operator, future commercial lease payments can be directed towards the amelioration of the expenditure on the non-heritage refurbishment works and towards the future upkeep of the building.

### **INTERNAL/EXTERNAL CONSULTATION**

Print media by way of advertising locally and nationally will be utilised during the Invitation to Tender process, thus meeting the requirements of section 186 of the *Local Government Act 1989*.

In relation to the Expression of Interest for the use of the heritage office space, local advertising will be utilised and previous applicants will also be advised of the new process.

It is anticipated that the evaluation panel for tenders and the EOI will consist of the Manager Arts and Events, Coordinator Procurement and Coordinator Major Projects.

### **OPTIONS**

Council has the following options:

1. Progress lease negotiations with C & S Demetrios for the Traralgon Court House - Commercial Activation and call tenders for the works required to facilitate this use; and



**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

2. Call Expressions of Interest for the use of office space within the heritage-listed part of the building and apply for funding under the Living Heritage Grants program to facilitate the restoration and repair of the heritage-listed parts of the Court House; or
3. Take no action and give further consideration to the potential use of the Court House going forward.

**CONCLUSION**

The Traralgon Court House is a significant and iconic building in Traralgon's central precinct requiring sound management to conserve its relative cultural values for the benefit of future generations.

A formal costing to refurbish the amenities block and to facilitate the operation of a commercial café in the non-heritage listed part of the building has recently been obtained and a budgetary allocation of \$200,000 for this work is required. Given that Council still holds the sum of approximately \$112,000 in its current budget for the Old Court House project, a shortfall of \$88,000 exists. Council can call tenders to progress this work.

In relation to the community-use, heritage-protected parts of the building, it is considered best to continue to use the Court Room for casual community use as an exhibition, meeting or reception venue; with one of the four available office spaces retained as a storage room, one retained for the commercial caterer and one retained as a Council consultation/major event project office.

Another Expression of Interest process should be conducted to ascertain the most appropriate group or organisation to use the other remaining office space and, potentially, help to activate the Court Room.

The State Government has recently announced the establishment of the Living Heritage Grants Program to support the repair and conservation of 'at risk' heritage places and objects identified as being of State significance. This program would provide funds for the restoration of the heritage-listed parts of the Court House.

The Traralgon Court House appears to be a suitable project for funding under this Program and Council should lodge an application towards the repair and conservation of the Court House, highlighting its own contribution of \$200,000 towards the works in the non-heritage listed parts of the building.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Traralgon Court House Costing
2. Traralgon Court House Drawings

## **14.3**

### **Future Use of the Traralgon Court House**

- 1 Traralgon Court House Costing ..... 235**
- 2 Traralgon Court House Drawings..... 249**

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET  
TRARALGON**

**COST PLAN C - ISSUE 3/-**

**July 1, 2016**

**Quess Services Pty Ltd**

Quantity Surveyors & Construction Cost Consultants  
A.C.N 156 229 757



*Quess Services Pty Ltd*

*PO Box 5 | Highett | Vic 3190 | email: [quess@tpg.com.au](mailto:quess@tpg.com.au) | Mobile: 0409 568024*

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date: **1-Jul-16**

**ESTIMATE SUMMARY**

**Total**

**Amenities Refurbishment , New Build Toilets & Associated External Works**

**NOTE - NO Works allowed to the existing Courthouse Building**

Demolition and Preparation		\$7,000
Structure		\$3,750
Roof		\$1,500
External Walls, Doors and Windows		\$6,500
Internal Walls, Screens and Doors		\$5,000
Wall Finishes		\$7,750
Floor Finishes		\$1,250
Ceiling Finishes		\$3,500
Fittings and Special Equipment		\$3,250
Hydraulics		\$26,000
Mechanical Services		\$3,000
Electrical Services		\$5,250
External Services, Siteworks and Landscaping		\$36,750
Builder's Preliminaries and Margin		\$22,000
		<hr/>
	<b>NET CONSTRUCTION COST (Excluding GST)</b>	<b>\$132,500</b>
Allowance for Design Contingency	4.00%	\$5,000
Allowance for Construction Contingency	6.00%	\$8,000
Consultant's Fees - As advised	Item	\$21,108
Allowance for FF&E - As advised		Excluded
Escalation to Commencement		Excluded
Market Conditions		Excluded
		<hr/>
	<b>ANTICIPATED TOTAL PROJECT COST (Excluding GST)</b>	<b>\$166,608</b>
		<hr/>
	<b>SAY</b>	<b>\$165,000</b>

ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET

COST PLAN C - ISSUE 3/-

Base Date: 1-Jul-16

**Important Please Note:**

**This Cost Plan Stage C Estimate is an opinion of probable cost based on the information as listed below. Due to the nature of the works, being alterations and additions within an existing building, Allowances & Assumptions have been included for items that have not been fully designed and for items that maybe required and will need to be assessed on site as and when they are encountered. These assumptions and allowances included should be reviewed when more detailed information is available.**

**Basis:**

The Cost Plan C Estimate has been based on the Following information;

- 1 Architectural information prepared by Centrum Architects Pty Ltd;  
Drawings:- 200615/A.01, A.02, A.02A, A.03, A.03A, A.05, A.06, A.10, A.15, EX.10, EX.11 & EX.15 all dated March 2015  
Finishes Schedule - Draft dated 17/03/2015
- 2 Structural/Civil information;  
No Structural or Civil information available at this stage
- 3 Engineering Services;  
Drawings:- No drawings available at this stage  
No Mechanical, hydraulics information etc. available at this stage

**Exclusions:**

- 1 G.S.T. is excluded
- 2 Permits, Council fees etc. are excluded
- 3 Costs are based on competitive tender (Builder to employ supervisors & make reasonable profit)
- 4 Cost escalation to start of project is excluded
- 5 No staging within the project has been allowed for
- 6 Site allowance or out of hours working allowances have not been included
- 7 Items provided by the client are excluded
- 8 No Allowance for any decanting or temporary accommodation
- 9 Rock excavation, soft spots, contaminated soil etc. is excluded
- 10 No bored piers, piling etc. allowed for

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date: **1-Jul-16**

**Exclusions: (Cont'd)**

- 11 Assumed existing power supply adequate - No upgrade required
- 12 Existing utility meters to remain
- 13 Special equipment - Security, telephone systems
- 14 No work to future café
- 15 Assumed all site services readily available at close proximity
- 16 No specialised items allowed for
- 17 Refer to details section for specific exclusions

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL**

**Builder's Preliminaries and Margin**

A	Allow for Builders Preliminaries and margin	Item	\$22,000
<b>Builder's Preliminaries and Margin - Total</b>			<b>\$22,000</b>

**Demolition and Preparation**

A	Allow for minor site strip/preparation	Item	\$200
B	Underpinning to existing building	Note	Excluded
C	Re-stumping and the like	Note	Excluded
	<u>Externally</u>		
D	Remove tree, remove existing water meter, redirect existing services	Item	\$1,400
	<u>Internally</u>		
E	Asbestos removal to existing amenities	Item	\$1,500
F	Strip out existing amenities and separate WC including capping off existing services, removing internal walls, windows etc.	Item	\$2,500
G	Main building - remove doors/windows, grilles, remove floor finishes throughout, take out all fixed furniture (seats to courtroom to be given to client), wall gas heaters and cap off existing services etc. and prepare building for works	Note	Not Required
H	Allow for additional bin, electrician's and plumber's extra work in connection with demolition works	Item	\$900
I	Sundry enabling works/protection etc.	Item	\$500
<b>Demolition and Preparation - Total</b>			<b>\$7,000</b>

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

**Structure**

A	Allow for concrete ground slabs including thickenings, pad footings etc.		Item						\$2,500
	Concrete ground slabs, thickenings, footings, reinforcement etc.	Item			\$2,500				
	Existing concrete slabs, footings etc. to remain - No works allowed	Note				Existing			
B	Termite Treatment		Note						Excluded
	Allowance for anti-termite treatment	Note				Excluded			
C	Timber framing		Item						\$656
	All existing timber floor, wall, roof framing/beams etc. to remain - No works allowed	Note				Existing			
	Timber roof framing to new DDA toilet	m2	8	\$82		\$656			
D	Existing Structure - all to remain no remedial works required		Note						Existing to Remain
E	Sundries, additional labour etc.		Item						\$594
<b>Structure - Total</b>									<b>\$3,750</b>

**Roof**

A	Metal roof decking, including sarking, insulation, flashings, etc.		Item						\$1,151
	Metal deck roofing above store 3	Note				Not Required			
	Sarking & insulation	Note				Not Required			
	Roof plumbing	Note				Not Required			
	Metal deck roofing to new DDA toilet	m2	8	\$72		\$576			
	Soffits	m2	1	\$95		\$95			
	Sarking & insulation	m2	8	\$25		\$200			
	Roof plumbing	m2	8	\$35		\$280			



**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

B	Existing roofs - Allowances		Item		\$0
	Clean existing slate roof - No repairs, refixing or replacement allowed for - Assumed roof plumbing to remain	Note		Not Required	
	Make good damaged urn	Note		Not Required	
	Replace existing box gutter	Note		Not Required	
	Repair timber eaves linings	Note		Not Required	
	Clean out existing gutter & downpipes	Note		Not Required	
	Replace existing gutter & downpipe	Note		Not Required	
	Wrought iron lace work to roof ridge	Note		Not Required	
	Make good louvres/replace to roof vents (timber)	Note		Not Required	
	New terracotta chimney pot	Note		Not Required	
	Amenities building roof to remain	Note		Existing to Remain	
C	Sundries		Item		\$349
			<b>Roof - Total</b>		<b>\$1,500</b>

**External Walls, Doors and Windows**

A	External wall finishes		Item		\$3,200
	Block walling	m2	16	\$125	\$2,000
	Allow for cement render finish	m	16	\$75	\$1,200
	Re-pointing to existing brickwork	Note		Not Required	
	Allow to make good cracks etc.	Note		Not Required	
	Allow to clean existing brickwork	Note		Not Required	
B	Timber framed windows, doors & louvres		Item		\$2,865
	Windows & glazed doors	Item		\$750	
	Trims	m2	1	\$35	\$35
	Allow for insect screens	Note		Excluded	
	Allow for replacement glass	Note		Not Required	
	Allow to make good existing windows	Note		Not Required	
	Window blinds	Note		Not Required as advised	
	Single door, frame & hardware	No.	1	\$1,100	\$1,100
	Work to existing door leaves including removing hardware and re-positioning, minor repairs, re-paint etc.	No.	2	\$490	\$980
C	Sundries		Item		\$435
			<b>External Walls, Doors and Windows - Total</b>		<b>\$6,500</b>

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

**Internal Walls, Screens and Doors**

A	Block wall			Item			\$1,015
	Internal block wall	m2	7	\$125	\$875		
	Linings to existing walls	Note			Not Required		
	Insulation	m2	7	\$20	\$140		
B	Toilet cubicle including door and hardware			No.	4	\$900	\$3,600
C	Work to existing doors including removing hardware and re-positioning, minor repairs, re-paint etc.			Note			Not Required
D	Sundries			Item			\$385
<b>Internal Walls, Screens and Doors - Total</b>							<b>\$5,000</b>

**Wall Finishes**

A	Ceramic wall tiles			Item			\$1,024
	Wall tiles - PC Supply	m2	9	\$25	\$225		
	Allow for wastage	m2	1	\$25	\$34		
	Allow to install	m2	9	\$85	\$765		
B	Painted plasterboard on stud wall			Item			\$4,300
	Stud frame/plasterboard to nib/bulkhead walls	m2	6	\$150	\$900		
	Allowance for making good all existing hard plaster - patching cracks, replacing "drummy" areas etc.	Note			Not Required		
	Paint finish to new and existing walls	Item			\$1,800		
	Render to block walls internally	Item			\$1,600		
C	Architraves/Picture rails			Item			\$300
	Allow for replacement/making good	Item			\$300		
D	External Painting			Item			\$1,400
	Allow to repaint existing painted surfaces including minor making good	Item			\$1,400		
E	Sundries			Item			\$726
<b>Wall Finishes - Total</b>							<b>\$7,750</b>

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

**Floor Finishes**

A	Existing floor substrate - to remain no remedial works or replacement - new finishes to be fixed directly to it			Note		Existing to Remain
B	Carpet and underlay Office, Corridor, Stores, Tea & Court Allowance for trims etc.	Note Note		Item Not Required Not Required		\$0
C	Sheet vinyl flooring to Disabled WC and Tea room Vinyl Substrate preparation of new & existing floors	Note Note		Item Not Required Not Required		\$0
D	Existing concrete floors to amenities Allow for clean/sealer	m2	33	\$25	\$825	\$825
E	Existing floor tiles to store 4 Work to existing tiles	Note		Note	Excluded	Excluded
F	Skirting Allow for skirtings/replacement/making good	Item			\$250	\$250
G	Sundries			Item		\$175
<b>Floor Finishes - Total</b>						<b>\$1,250</b>

**Ceiling Finishes**

A	Plasterboard New plasterboard ceilings to amenities & DDA toilet Allow for square set Paint	m2 m2 m2	35 35 35	\$55 \$18 \$22	\$1,925 \$630 \$770	\$3,325
B	Allowance for repairs/making good to existing plasterboard and timber ceiling boards in courthouse			Note		Not Required
C	Allow to paint all existing ceilings			Note		Not Required
D	Ceiling/roof access hatch			Note		None Shown
E	Sundries/Additional insulation etc.			Item		\$175
<b>Ceiling Finishes - Total</b>						<b>\$3,500</b>

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

**Fittings and Special Equipment**

A	Office desk/shelves	Note			Not Required
B	Store cupboards - lockable	Note			Not Required
C	Tea room bench, cupboards and top hung bifolding doors	Note			Not Required
D	Allow for mirrors	Item			\$650
E	Electric hand dryers	No.	3	\$800	\$2,400
F	Fire protection - fire extinguishers & fire blankets	Note			Not Required
G	Allow for work remedial work to existing fireplace surrounds & mantles	Note			Not Required
H	Additional labour/sundries	Item			\$200
<b>Fittings and Special Equipment - Total</b>					<b>\$3,250</b>

**Hydraulics**

A	Allow for the supply of fixtures and fittings;	Item			\$11,880
	<u>Male &amp; Female Toilets</u>				
	WC	No.	4	\$800	\$3,200
	Vanity basin and tap set	No.	4	\$420	\$1,680
	Existing urinal to be reglazed/repaired	Item			\$1,500
	Hose cocks	No.	2	\$350	\$700
	Toilet roll holder, soap dispenser, DDA compliant grab rails etc.	Item			\$1,400
	<u>Tea Room</u>				
	Sink and mixer	Note			Not Required
	<u>DDA Toilet</u>				
	WC	No.	1	\$1,000	\$1,000
	Wall basin and tap set	No.	1	\$1,400	\$1,400
	Hose cocks	No.	1	\$350	\$350
	Toilet roll holder, soap dispenser, grab rails etc.	Item			\$650

The following include for hot & cold water and sewer drainage within the building;

B	Plumbing points - New	No.	2	\$1,550	\$3,100
C	Plumbing points - Existing	No.	9	\$850	\$7,650
D	Hot water unit	No.	1	\$2,500	\$2,500

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

E	External taps	Note	Not Required
F	Builder's works in connection with fixtures & fitting - additional noggins, bearers, labour etc.	Item	\$870
<b>Hydraulics - Total</b>			<b>\$26,000</b>

**Mechanical Services**

A	Air Conditioning	Note	Excluded
B	Fire places (Fireplace No. 1, 2, 3 4 & 5) PC Supply - Jetmaster 130 series - Supreme-130AU balanced flue gas fireplace including extended flue kit, made to measure trim	Item	\$0
	Allow for installation/gas extension & connection	Note	Not Required
	Work to mantles/surrounds refer to Fittings	Note	Not Required
C	Mechanical ventilation to amenities	Item	\$2,750
D	Builder's works in connection - additional fixings, labour etc.	Item	\$250
<b>Mechanical Services - Total</b>			<b>\$3,000</b>

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

**Electrical Services**

A	Allowance for Electrical Services Includes the following; Lighting to amenities only Lighting externally - Excluded Switchboard to remain - No work GPO's Hand dryer wiring	Item	\$5,000
B	Allow for re-wiring throughout existing building	Note	Excluded
C	Allow for special equipment - security etc.	Note	Excluded
D	Allow for ceiling fans to court room, including wiring, switch, installation - PC Supply allowance \$150 each	Note	Not Required
E	Electric underfloor heating mat to Court, Office, Store 1 & 2 and Tea room (Note assumed placed directing onto existing substrate - No protective screeds etc. allowed for)	Note	Not Required
F	Builder's works in connection with fixtures & fittings - additional noggins, bearers, labour etc.	Item	\$250
<b>Electrical Services - Total</b>			<b>\$5,250</b>

**ALTERATIONS AND ADDITIONS  
TRARALGON COURTHOUSE  
161-169 FRANKLIN STREET**

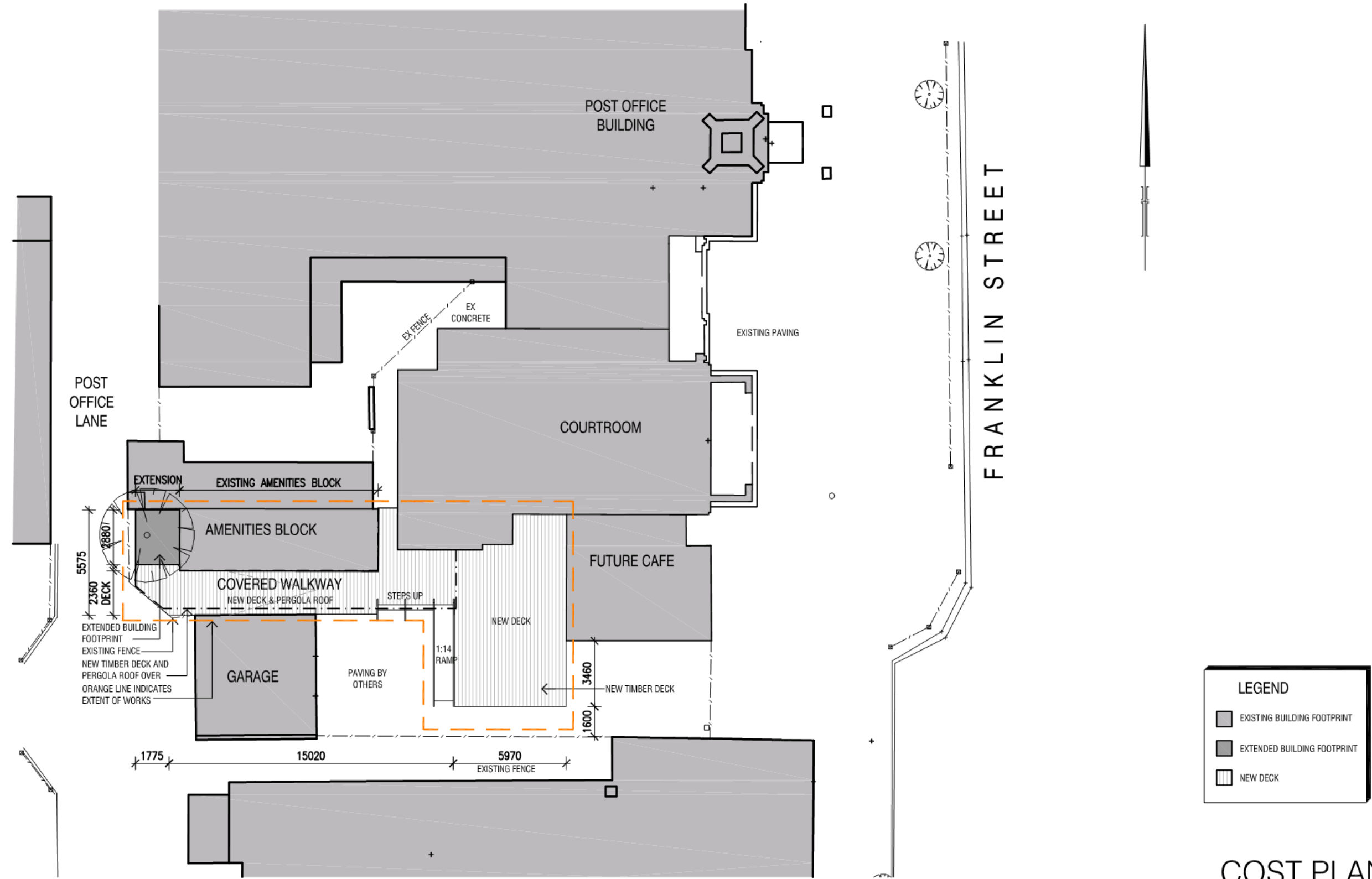
**COST PLAN C - ISSUE 3/-**

Base Date : **1-Jul-16**

**COST PLAN C - DETAIL (Continued)**

**External Services, Siteworks and Landscaping**

A	Pavements and footpaths		Item		\$0
	Allowance for new coloured concrete paving/landing/ramps	Note		Not Required	
	Allow for making good of existing surfaces	Note		Not Required	
	Sundries	Item		\$0	
B	Fencing & Walls		Note		Existing
	External fencing	Note		Existing	
	Gates	Note		Existing	
C	Decking/Roofing/Plumbing - Covered walkway		Item		\$31,350
	Stumps, bearers, joists - framing, including forming steps	m2	97	\$70	\$6,790
	Supply of 70x19 Jarrah boards	m2	97	\$60	\$5,820
	Allow for waste	m2	10	\$60	\$582
	Allow to install	m2	97	\$58	\$5,626
	Allow for finishing/oil	m2	97	\$30	\$2,910
	Allow for ramp	m2	5	\$250	\$1,250
	Roof structure/posts etc.	Item			\$4,984
	Roofing - polycarbonate sheeting	m2	37	\$38	\$1,406
	Plumbing allowance	m2	37	\$30	\$1,110
	Sundries	Item			\$872
D	Stormwater drainage allowance		Item		\$1,600
	Allow for new pipes, pits & connection	Note		Existing	
	Allow for cleaning out of pits/drains etc.	Item		\$600	
	Allow for video examination of existing stormwater pipes	Item		\$1,000	
	Water tanks, pumps etc.	Note		Excluded	
E	External Services - Allowances		Item		\$900
	External sewer drainage - existing available to connect into	Item		\$900	
	External water supply	Note		Existing	
	External gas supply	Note		Existing	
F	External Items - Furniture, handrails etc.		Item		\$2,900
	Existing seats/benches	Note		Existing to Remain	
	Stainless steel handrails to ramps	Item		\$2,900	
G	Allowance for landscaping areas		Note		Excluded
	Any planting, trees, shrubs etc.	Note		Excluded	
<b>External Services, Siteworks and Landscaping - Total</b>					<b>\$36,750</b>



COST PLAN C

DO NOT SCALE DRAWING  
 BUILDER TO INSPECT SITE AND VERIFY ALL DIMENSIONS AND LEVELS  
 ON SITE BEFORE COMMENCING ANY WORK  
 ALL WORK FROM ALL TRADES TO BE OF HIGHEST QUALITY AT ALL  
 TIMES  
 ALL WORK SHALL COMPLY WITH RELEVANT AUTHORITY  
 REQUIREMENTS AND S.A.A. CODES FOR THAT TRADE  
 ALL MATERIALS TO BE FIXED IN STRICT ACCORDANCE WITH  
 MANUFACTURERS RECOMMENDATIONS

PROJECT TITLE  
**EXISTING CONDITIONS DRAWINGS  
 TRARALGON COURTHOUSE  
 161-169 FRANKLIN STREET  
 TRARALGON**

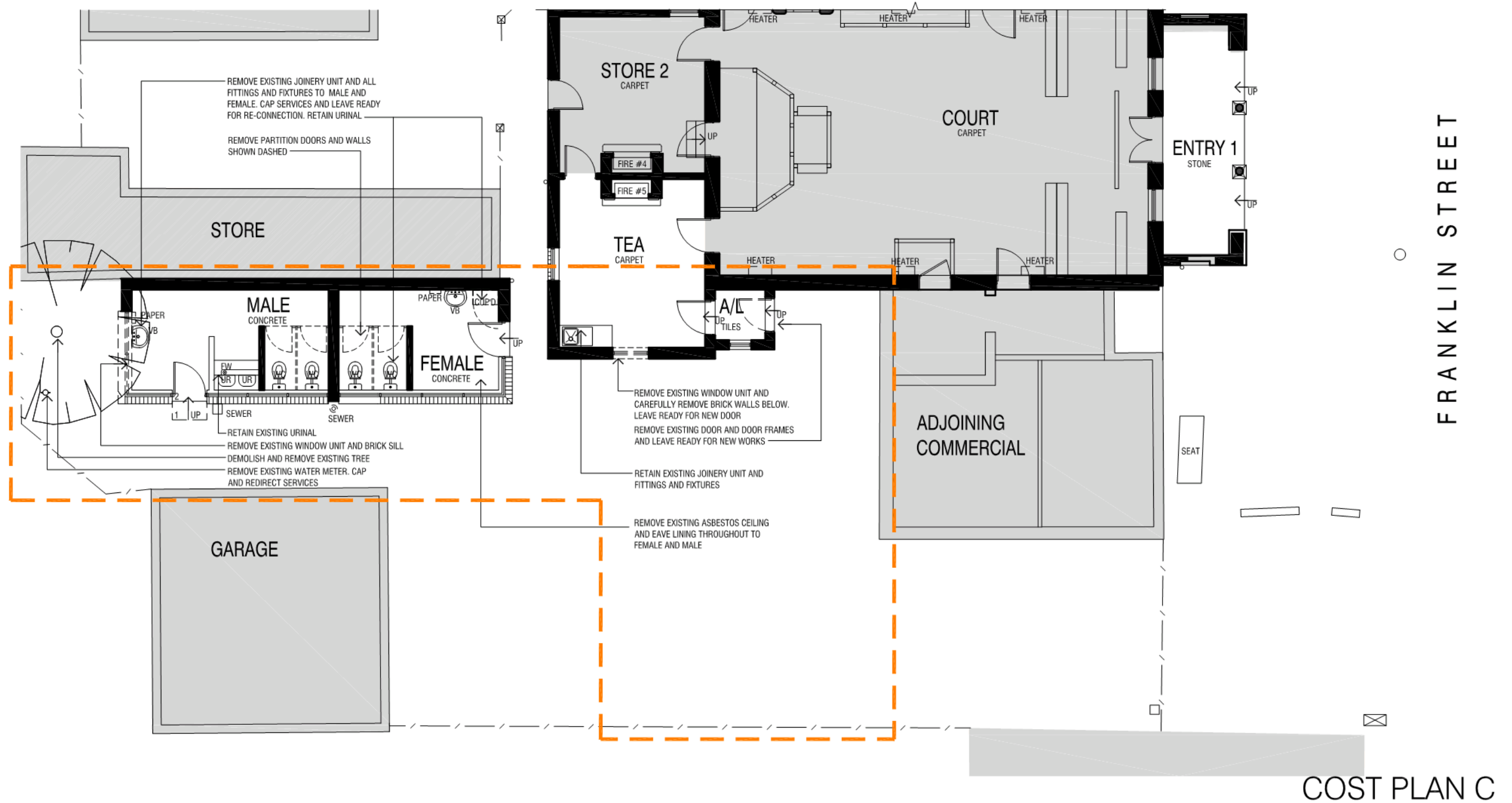


DRAWING TITLE  
**SITE PLAN**

**CENTRUM  
 ARCHITECTS**  
 376B Punt Road South Yarra 3141  
 Phone 03 9821 4644 Fax 03 9867 5144  
 www.centrumarchitects.com.au  
 ACN. 065 422 835

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JOB NUMBER	200615	DRAWING NUMBER	<b>A.01</b>
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DO NOT SCALE DRAWING  
 BUILDER TO INSPECT SITE AND VERIFY ALL DIMENSIONS AND LEVELS  
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 ALL MATERIALS TO BE FIXED IN STRICT ACCORDANCE WITH  
 MANUFACTURERS RECOMMENDATIONS

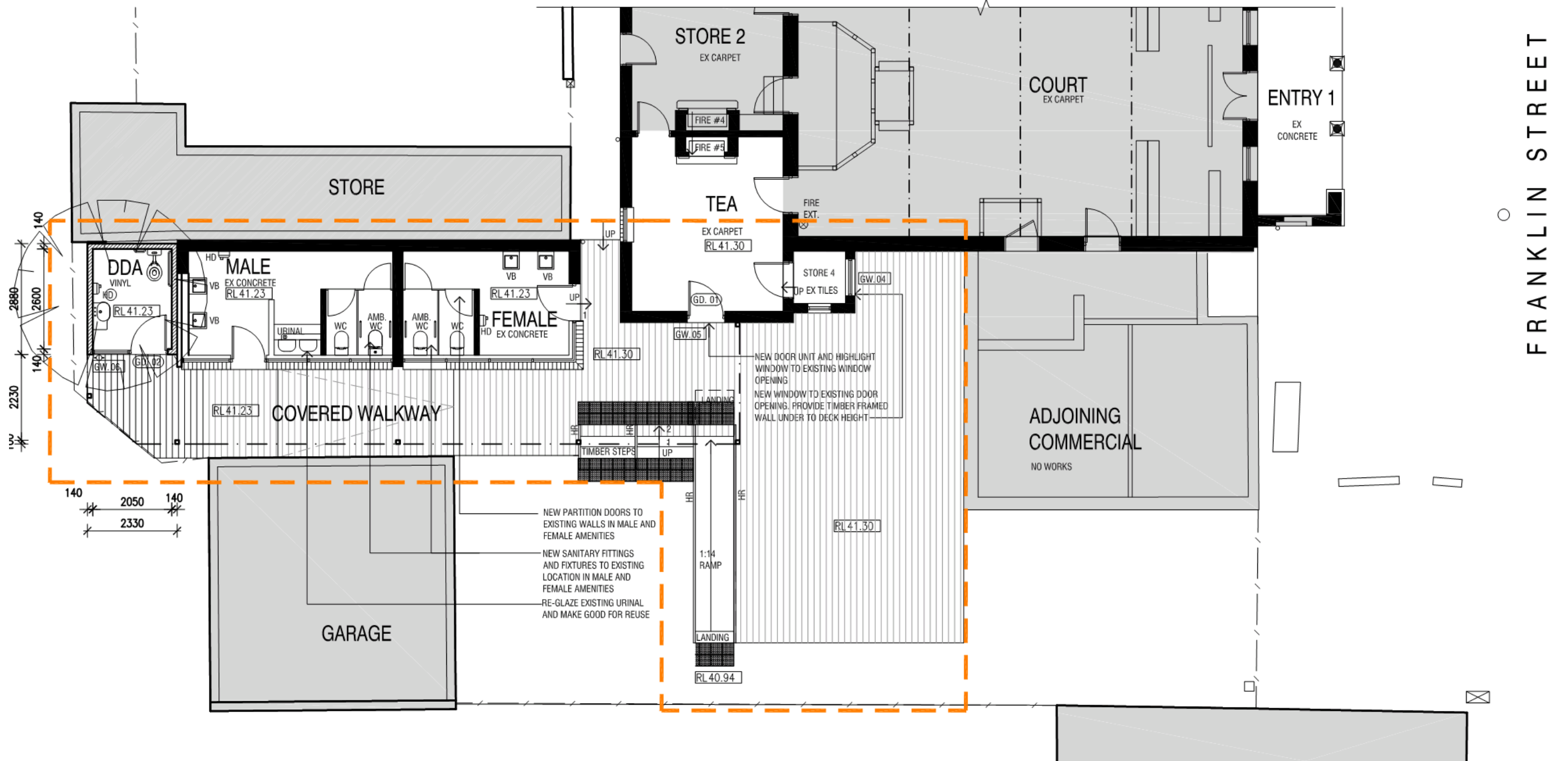
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 TRARALGON COURTHOUSE  
 161-169 FRANKLIN STREET  
 TRARALGON**



DRAWING TITLE  
**DEMOLITION  
 PLAN**

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PROJECT TITLE  
**EXISTING CONDITIONS DRAWINGS  
 TRARALGON COURTHOUSE  
 161-169 FRANKLIN STREET  
 TRARALGON**



DRAWING TITLE  
**PROPOSED  
 FLOOR  
 PLAN**



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# INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

**15.1 OUTDOOR POOL OPERATING HOURS 2016/17**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**PURPOSE**

This report presents Council with the proposed 2016/17 Latrobe Leisure outdoor pool season operational hours for the upcoming season.

**EXECUTIVE SUMMARY**

Information relating to the 2015/16 Latrobe Leisure outdoor pool season and potential operational options for the upcoming 2016/17 season is was provided to Councillors at the Councillors Briefing on 30 May 2016, 15 July 2016 and 15 August 2016 for discussion.

*Latrobe City's outdoor pools provide the community with outdoor swimming options in Traralgon, Moe and Yallourn North during the summer period (November – March).*

*Latrobe City's current outdoor pool operating hours have been in place since 2010 and reflect off peak times, peak times and also the expected weather forecast. Variables such as weather affect all aspects of the outdoor pool season including total patronage, income and expenditure.*

During the 2015/16 season, there were some days of extreme heat and as a result of the community demand, Council officers implemented a change to the opening times for outdoor pools. On days that were forecast 35 degrees or above the pools were opened at 10.00 am instead of 12.00 pm.

An opportunity now exists to consider potential operating hours for Latrobe City's outdoor pools for the 2016/17 season and beyond to meet the needs of the community.

Several options and the estimated budget impacts are discussed in this report based upon both weather trigger points and set hours. These option estimates are in addition to the 2016/17 net operating budget.

The outdoor pool season commences in late November 2016, so it is important to provide the community with operating hours for the season as soon as possible.

Council is being asked to consider modification to the outdoor pools operations for the 2016/17 season and beyond.

Council Officers have reviewed the current operations and are recommending operational hours that provide a balance between more flexible hours for the community whilst minimising the additional cost to the community.

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This is proposed to be achieved by increasing hours when it is warmer (above a forecast of 32 degrees) whilst increasing the trigger point for additional hours from 23 degrees to 26 degrees.

### RECOMMENDATION

**That Council:**

- 1. Introduces an upper level trigger point at 32 degrees or above, that increase operating hours from 11.00 am to 8.00 pm (peak season).**
- 2. Increases the lower trigger point for additional opening hours from 23 degrees to 26 degrees (all season).**
- 3. Increases the peak season to start one week earlier.**
- 4. Undertakes a media campaign in regards to the new operating hours.**

### DECLARATION OF INTEREST

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

### STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Recreation*

*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

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

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

*Objective - To enhance the visual attractiveness and liveability of Latrobe City.*

*Strategic Directions:*

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

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

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

### **BACKGROUND**

*Latrobe City's outdoor pools provide the community with outdoor swimming options in Traralgon, Moe and Yallourn North during the summer period (November – March).*

*Latrobe City's current outdoor pool operating hours have been in place since 2010 and reflect off peak times, peak times and also the expected weather forecast.*

*Variables such as weather affect all aspects of the outdoor pool season including total patronage, income and expenditure.*

Below is the advertised opening hours for Latrobe City's outdoor pools for the 2015/16 season:

+	<b>28 November 2015 - 20 December 2015</b>	<b>Guaranteed Hours</b>	<b>Forecasted Temperature 23°C or above</b>
	Monday - Friday	3.00pm - 5.00pm	3.00pm - 7.00pm
	Weekends	3.00pm - 5.00pm	12noon - 7.00pm
	<b>21 December 2015 - 31 January 2016</b>	<b>Guaranteed Hours</b>	<b>Forecasted Temperature 23°C or above</b>
	Monday - Friday	3.00pm - 5.00pm	12noon - 7.00pm
	Weekends	3.00pm - 5.00pm	12noon - 7.00pm
			<b>Forecasted Temperature 35°C or above</b>
	Monday - Friday	3.00pm - 5.00pm	10.00am - 7.00pm
	Weekends	3.00pm - 5.00pm	10.00am - 7.00pm
	<b>1 February 2016 - 14 March 2016</b>	<b>Guaranteed Hours</b>	<b>Forecasted Temperature 23°C or above</b>
	Monday - Friday	3.00pm - 5.00pm	3.00pm - 7.00pm
	Weekends	3.00pm - 5.00pm	12noon - 7.00pm

During the 2015/16 season, there were some days of extreme heat and as a result of the community demand; Council officers implemented a change to the opening times for outdoor pools. On days that were forecast 35 degrees or above the pools were opened at 10.00 am instead of 12.00 pm.

### **DISCUSSION**

The decision to increase hours and access at the outdoor pools, is in line with the 2013-17 Council Plan, that is:

1. To promote and support healthy, active and connected community.

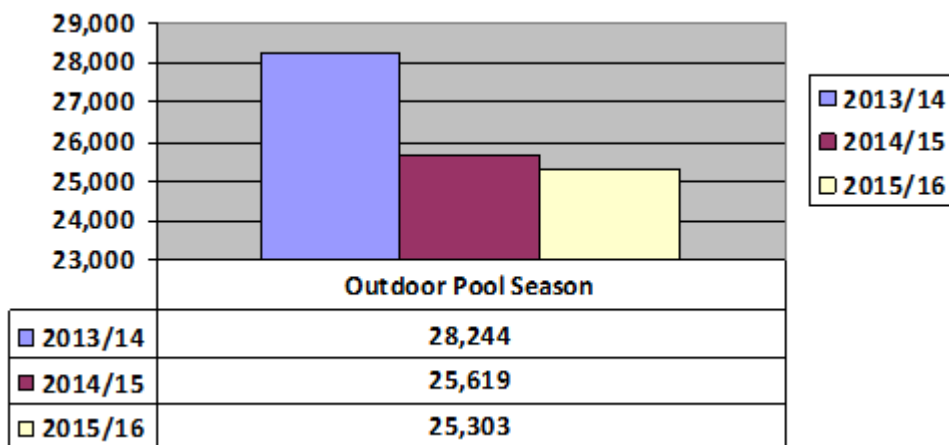
**ORDINARY COUNCIL MEETING AGENDA  
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- To provide facilities and services that are accessible and meet the needs of our diverse community.

As such, it is now important to consider the potential operating options for the 2016/17 and beyond and for this to occur, the following information is provided.

**Attendance**

The overall attendance figures for the 2015/16 outdoor pool season was 25,303 which comprise adults, children, families and school visits. The following graph outlines the attendance figures of the outdoor pools over the last three seasons:



The attendance figures show a gradual decline in attendances at our outdoor pool facilities over the last three years. The overall decrease in attendances over the last three seasons has been 2,941.

2015/16 Increased Hours over 35 Degrees

In respect to greater opening hours when forecast temperature were 35 degrees or above, there were a total of seven days in which this occurred between 24th December 2015 and 31st January 2016. The attendance figures for these days are illustrated below:

Total Outdoor Pool Attendances 35°C or above						
Date	Traralgon		Moe		Yallourn North	
	10.00 am	11.00 am	10.00 am	11.00 am	10.00 am	11.00 am
Wednesday 30/12/2015	0	3	0	0	0	0
Thursday 31/12/2015	20	30	12	25	3	10
Friday 1/01/2016	4	8	1	6	0	0
Monday 11/01/2016	0	40	0	6	0	7
Wednesday 13/01/2016	0	42	0	15	0	3
Monday 18/01/2016	0	22	0	3	0	10
Tuesday 19/01/2016	0	22	0	17	0	0

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<b>Total</b>	<b>24</b>	<b>167</b>	<b>13</b>	<b>72</b>	<b>3</b>	<b>30</b>
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The attendance figures above show that the additional opening hours were not well utilised from 10.00 am in the morning. Having said this, the 11.00 am attendances were better utilised as it got closer to the normal opening time of 12.00 pm. The additional hours saw a total of 309 attendances during the outdoor pool season.

The additional staffing costs associated with the new operating hours for the seven days was \$6,419.60. This equates to \$20.77 per person that entered the facilities during these two additional hours. This cost does not take into consideration the additional operating costs during the revised opening times.

School Attendances

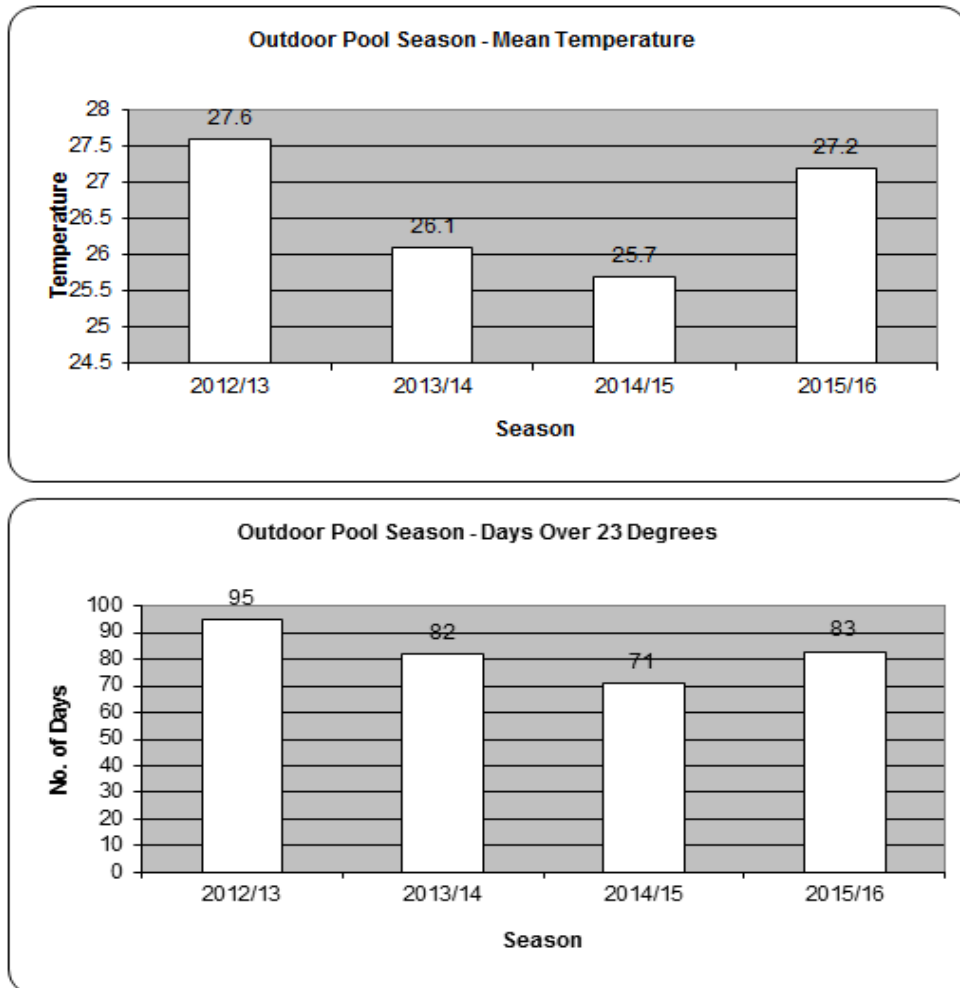
The overall attendances from school bookings and attendances were down during the 2015/16 season by approximately 2000 on the 2014/15 season. Some schools moved their bookings to Latrobe Leisure's indoor facilities due to the unpredictable weather during the season, while other schools only bring students that were involved in the swim carnival rather than bring all students. This change in bookings and attendances has impacted the overall attendance numbers for the season.



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### Season Comparisons – Weather

The below graph illustrates the average temperatures and total number of days above 23°C over the last four outdoor pool seasons:



The mean temperature for the 2015/16 season increased from the 2014/15 season but was comparable to the two seasons before that. In addition, the total number of days over 23 degrees in 2015/16 increased from 2014/15, was comparable to 2013/14 and was less than 2012/13.

Irrespective of the rise in temperature and the additional opening hours, it is apparent that the overall attendances to the outdoor pools were at a similar level as the 2014/15 season.

### Temperature Trigger Points

The current set trigger point for additional opening hours at Latrobe City's outdoor pools is 23 degrees or above (based on the forecast at 6pm the night prior).

The table below breaks down the total number of attendances (excluding school bookings) across all outdoor pool facilities based on a variety of forecasted temperature at 6.00 pm the night prior:

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Forecast Temperature & Attendance Breakdown (Excluding School Bookings)			
Forecast Temperature	Attendances	Total Days	Average Attendances (Per Site)
>22 Degrees	215	18	3.98
23 to 25 Degrees	543	18	10.10
26 to 28 Degrees	1483	22	22.47
29 to 31 Degrees	4372	26	56.10
32 Degrees and above	8482	22	130.50

The above figures highlight a poor attendance rate when the forecast temperature is 25 degrees or below, however, as the temperature increases above 25 degrees there is a large increase in the attendance at the outdoor pools.

During the 2015/16 season, there was strong community support for greater access to the outdoor pools when the temperature was forecast in the mid to high 30 degrees, rather than at the trigger point of 23 degrees. The above statistics support the notion that the trigger point of 23 degrees may be too low and that increased hours of access above 32 degrees may improve the attendance at the outdoor pools throughout the season.

### 2015/16 Operating Costs

#### All Outdoor Pools

Net operating loss 15/16    \$254,781

Attendances 15/16            25,303

**Operating subsidy per visit 15/16            \$10.06**

#### Moe Outdoor Pool

Net operating loss 15/16    \$108,391

Attendances 15/16            10,243

**Operating subsidy per visit 15/16            \$10.58**

#### Traralgon Outdoor Pool

Net operating loss 15/16    \$68,963

Attendances 15/16            11,764

**Operating subsidy per visit                    \$5.86**

#### Yallourn North Outdoor Pool

Net operating loss 15/16    \$77,427

Attendances 15/16            3,296

**Operating subsidy per visit                    \$23.49**

Council Officers are unable to accurately identify indoor pool attendance data for comparison due to membership entries. For example, a patron holding a silver or gold membership will scan upon entry but this does not

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record which aspect of the facility they are using i.e. swim, gym etc. Therefore, only aquatic membership and swim pass visits can be accurately recorded with confidence.

**2016/17 and Future Operating Hours**

There are a myriad of potential outdoor pool operating hours that can be adopted for 2016/17 and beyond. A number of variables can contribute to potential operations including standard opening hours, opening hours based on weather trigger points, community demand and costs.

2016/17 Approximate Hourly Operational Costs

The below table indicates the staffing costs associated per one hour of outdoor pool operation and is based on 100 customers or less. The above hourly costs do not include any utility or maintenance costs.

Outdoor Pool Staffing Costs			
	Moe Outdoor Pool	Traralgon Outdoor Pool	Yallourn North Outdoor Pool
Staffing Costs Per Hour:	\$132.50	\$101.00	\$69.50

Please note the following:

- The above costs are based on the operating ratio of 1 Council Officer to 100 patrons. As more people attend the outdoor pools, the costs increase based on the Guidelines for Safe Pool Operations.
- The utility costs could not be ascertained on a per hour basis due to the nature of the billing periods.

Operating Options

Council officers have prepared a number of potential options which are in addition to the 2016/17 net operating budget , for Councillors consideration based on the above information:

The first table below provides some potential options based on weather trigger points:

	OPTION	IMPACT	FINANCIAL IMPACT (Estimate)
Option 1	Retain the 2015/16 Operating hours	Retaining the 2015/16 operating hours, the outdoor pools will open from 10.00 am on days that are forecast 35 degrees or above during peak season. This occurred on 7 days during the 2015/16 season.	Additional minimum budget cost: \$6,419.60
Option 2	Introduce an upper level trigger point at 32 degrees or above (peak season)	Introducing a new upper level trigger point at 32 degrees, the outdoor pools will open at 11.00 and stay open until 8.00 pm during peak season. Based on the attendance figures provided, 32 degrees is the level where we see a large demand	Additional minimum budget cost: \$11,748.00

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		and increase in patronage at our outdoor pools.	
Option 3	Increase the lower trigger point for additional opening hours from 23 degrees to 26 degrees (all season)	Increasing the additional opening hours trigger point to 26 degrees or above will save the budget money. Based on the attendance figures provided, community demand for the outdoor pools is low at temperatures 25 degrees and below.	Budget <u>Savings</u> : \$16,956.00

The second table below provides some potential options based on set operating hours:

	OPTION	IMPACT	FINANCIAL IMPACT (Estimate)
Option 4	Increase guaranteed operating hours to 11am to 7pm daily for the entire season (no peak/off peak season)	By increasing the guaranteed operating hours of our outdoor pools and removing the temperature trigger points and peak/off peak seasons, Latrobe City will provide extensive access to the Outdoor Pools for the community. It is highly likely however, based on the information above that the pools would not be well utilised in low temperature conditions. The additional required budget does not include the cost of additional staff during high patronage times.	Additional minimum budget cost: \$100,791.00
Option 5	Increase guaranteed operating hours to 10am to 8pm* daily for the entire season (no peak/off peak season)	By increasing the guaranteed operating hours of our outdoor pools and removing the temperature trigger points and peak/off peak seasons, Latrobe City will provide extensive access to the Outdoor Pools for the community. It is highly likely however, based on the information above that the pools would not be well utilised in low temperature conditions. The additional required budget does not include the cost of additional staff during high patronage times.  *Late in the season the pool may be closed earlier than 8pm due to poor light	Additional minimum budget cost: \$170,481.00
Option 6	Off Peak Season: Increase guaranteed operating hours to 12pm to 6pm daily  Peak Season: Increase guaranteed operating hours to	By retaining the peak and off peak seasons but removing the temperature trigger points Latrobe City is increasing access to the outdoor pools to the community for the duration of the season. The additional required budget does not include the cost of additional staff during high patronage times.	Additional minimum budget cost: \$58,209.00

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	11am to 7pm daily		
Option 7	Traralgon Outdoor Pool only - Increase guaranteed operating hours to 10am to 8pm* daily for the entire season (no peak/off peak season)	<p>By increasing the guaranteed operating hours of our outdoor pools and removing the temperature trigger points and peak/off peak seasons, Latrobe City will provide extensive access to the Outdoor Pools for the community. It is highly likely however, based on the information above that the pools would not be well utilised in low temperature conditions. The additional required budget does not include the cost of additional staff during high patronage times.</p> <p>*Late in the season the pool may be closed earlier than 8pm due to poor light</p>	Additional minimum budget cost: \$63,200.00
Option 8	Increase the peak season to start one week earlier	By increasing the access to the outdoor pools during peak season, it creates more opportunity for the community to attend the facilities early in the season.	Additional minimum budget cost: \$5,500.00

Please Note: Should any of options four through to six be adopted, this will require Latrobe City to recruit a further 6 to 10 staff to meet the staffing expectations of the outdoor pools.

There is no guarantee that Latrobe City will be able to recruit the amount of staff required to meet this expectation as it has been difficult to employ suitable staff in previous years.

### **RISK IMPLICATIONS**

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

The primary risks associated with a change to operating hours are financial and the impact on Council's image and reputation of providing unsatisfactory hours to the community.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The financial implications for all options have been detailed in the discussion section of this report.

Based on the current service mode, our cost will increase at a far greater rate than our revenue due to rate capping. The only mechanism to raise revenue is to raise the entry fees.

To ensure a thorough review can be undertaken at the conclusion of the 2016/17 season, officers will collect all of the metrics as provided in this report. A further report will then be provided to Council with these results.

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### **INTERNAL/EXTERNAL CONSULTATION**

The Latrobe Leisure Outdoor Pool Season Operational Hours have been presented to Councillors at the Councillor Briefing session on 30 May 2016, 25 July 2016 & 15 August 2016.

It is important to note that the outdoor pool season commences in late November 2016.

Due to the Council elections and the caretaker period, there are only two council meetings available for Council to make decisions in regards to the 2016/17 Outdoor Pool operating hours;

- 12 September 2016
- 14 November 2016

It is preferable that Council decide the operating hours at this meeting as the November Council meeting will not leave much time to properly advise the community of the outdoor pool season operating hours.

### **OPTIONS**

Council have the following options for consideration;

1. Introduce an upper level trigger point at 32 degrees or above, that increase operating hours to 11.00am to 8.00pm (peak season).

Increase the lower trigger point for additional opening hours from 23 degrees to 26 degrees (all season). Increase the peak season to start one week earlier. (options 1, 2 & 3).

This is the recommended option as it provides the community with additional hours of use on the warmer days and has minimal financial impact to the 2016/17 budget.

2. Choose another option as detailed in the discussion section of this report
3. Maintain the 2015/16 operation hours

### **CONCLUSION**

*Latrobe City's outdoor pools provide the community with outdoor swimming options in Traralgon, Moe and Yallourn North during the summer period (November – March).*

*Latrobe City's current outdoor pool operating hours have been in place since 2010 and reflect off peak times, peak times and also the expected weather forecast. Variables such as weather affect all aspects of the outdoor pool season including total patronage, income and expenditure.*

During the 2015/16 season, there were some days of extreme heat and as a result of the community demand; Council officers implemented a change to the opening times for outdoor pools. On days that were forecast 35 degrees or above the pools were opened at 10.00 am instead of 12.00 pm.

Consideration is now required in relation to the potential options at Latrobe City's outdoor pools for the 2016/17 season and beyond. The recommended

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operational hours in this report provide a balance between more flexible hours for the community whilst minimising the additional cost to Council.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

Nil

**15.2 COUNTRY FOOTBALL NETBALL PROGRAM****General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

This report seeks Council's endorsement of a recreation project that can be nominated for submission to the 2016-2020 Country Football and Netball Program.

**EXECUTIVE SUMMARY**

This report presents Council with information about the 2016-2020 Country Football and Netball Program and football and netball related recreation projects that may be eligible to submit for this funding opportunity.

This funding program was announced by the Victorian government on the 1 August 2016.

Councils can apply for up to \$100,000 per financial year. This can comprise of one large project seeking \$100,000 or up to three smaller projects across different sites.

Projects previously identified in a range of adopted Council plans and strategies as well as Expressions of Interest forms previously submitted by clubs/organisations have been used in the presentation of this report.

Only projects that have been sufficient planned, scoped, designed and costed can be considered for submission to this funding program.

Due to the timing of Council elections, Councillors are being asked to consider projects for consideration prior to the Council caretaker period commencing on the 23 September 2016, so that officers have sufficient time to prepare funding applications and engagement can be undertaken with stakeholders regarding the proposed funding submission.

Funding applications must be submitted to Sport & Recreation Victoria by 11.59 pm on Wednesday 7 December 2016.

Following a detailed analysis of each project presented in this report, it is recommended that the Morwell Recreation Reserve Netball Courts be submitted to the 2016-2020 Country Football and Netball Program

This project aligns strategically with the aims and objectives of the Country Football and Netball Program. The Morwell Recreation Reserve is the regional facility for AFL in Gippsland. The project will increase participation at a significant multi-use facility, and provide substantial benefit for reserve users for their participation in Netball as well as investing in a regionally significant venue.



## **RECOMMENDATION**

**That Council:**

- 1. Endorses the submission of the Morwell Recreation Reserve construction of netball courts and parking project to the 2016-2020 Country Football and Netball Program.**
- 2. Refers Council's matching funding contribution of \$300,000 for the Morwell Recreation Reserve construction of netball courts and parking project to the 2017/18 Latrobe City Council budget.**

## **DECLARATION OF INTEREST**

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

## **STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Recreation*

*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

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

## **BACKGROUND**

The Country Football and Netball Program provides funding to assist grassroots country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations.

Only rural, regional and outer metropolitan Councils can apply directly to Sport and Recreation Victoria.

Council must submit a full application to Sport and Recreation Victoria for consideration by Wednesday 7 December 2016.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the project will improve participation outcomes. Examples of potential projects include:

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

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- Multi-purpose meeting space
- Development or upgrading football and netball playing surfaces.
- Development or upgrading of football or netball lighting.

Councils must discuss their project proposal(s) with the AFL, Netball Victoria and their Sport and Recreation Victoria representative before submitting applications.

Councils should incorporate universal design principles and environmentally sustainable design into their projects. Projects must meet the relevant standards (i.e. lighting projects should comply with Australian standards for their respective sport).

Councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project. Facilities planned in functional, self-contained stages are eligible.

Councils may be successful in receiving up to \$100,000 per financial year. This can comprise of one large project seeking \$100,000 or up to three smaller projects across different site. At the discretion of the Country Football and Netball Program Steering Committee, only councils invited to resubmit applications can reapply to the following assessment period of the program.

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

**Table 1**

Funding Available	Local government authority	Funding ratios
Up to \$100,000** Councils may be successful in receiving the total maximum funding of \$100,000 consisting of up to three applications per financial year.	Greater Dandenong, Kingston, Frankston*	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Rural (including Latrobe City Council)	SRV \$2:\$1 local

\*Clubs competing in leagues affiliated with AFL Victoria Country are eligible to apply

\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost. Councils must approve and underwrite any in-kind contribution.

### **KEY POINTS/ISSUES**

The Country Football and Netball Program is a significant funding opportunity for Council to assist with the funding of football and netball related projects.

The Country Football and Netball Program 2016-2020 has been announced earlier than in previous years.

To ensure that projects nominated by Council can be adequately prepared within the designated timeframes, a decision from Council will be required

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prior to the Victorian Local Government caretaker period to ensure that officers have sufficient time to engage with stakeholders and submit the required information.

A report presented to Council on 23 May 2016 regarding the 2017/18 Community Sports Infrastructure Fund identified a number of football/netball related projects that were more suitable for submission to the Country Football and Netball Program.

A number of factors and issues require consideration when nominating projects for funding, in addition to the requirements set out by the State Government. These include:

1. Expressions of Interest forms completed by community or sporting clubs/organisations.
2. Strategic alignment with applicable Council adopted recreation strategies and plans.
3. A resolution of Council.

In order to access projects for potential funding, an eligible project must have been subject to adequate scoping and planning. This includes:

- Community engagement,
- Detailed design (i.e. Building plans, lighting plans etc.)
- Building and/or planning approval,
- Site tenure and:
- Comprehensive financial cost assessment.

Sport and Recreation Victoria advises that projects that increase participation in netball or football will be viewed favourably.

In the context of assessing all eligible projects under the 2016-2020 Country Football and Netball Program, officers have prepared a list of potential projects from Council's adopted recreation plans, recently designed projects and recently prepared Council reports. The following projects have been identified:

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Table 2

Reserve	Project description	Nomination method	Design / Costings Yes/No	Total Cost	Club contribution	Council Cost	Strategy / Plan
Morwell Recreation Reserve	Lighting upgrade to the oval	Council identified project	Yes	\$570,000	\$0	\$470,000	Morwell Recreation Reserve Precinct master plan
Yinnar Recreation Reserve Refer note 1	Female change facilities	Council identified project	Yes	\$328,000	\$28,000	\$200,000	
Tyers Recreation Reserve	Lighting upgrade to oval	Expression of Interest	A lighting design is complete but costings still need to be finalised	\$250,000	\$5,000 Refer note 2	\$145,000	Northern Towns Outdoor Recreation Plan
Morwell Recreation Reserve	Construction of netball courts & parking	Council identified project	Yes	\$400,000		\$300,000	Morwell Recreation Reserve Precinct master plan

Notes:

1. The need for female change facilities was not identified as an issue during the development of the Southern Towns Outdoor Recreation Plan (2009).
2. The Traralgon Tyers United Football Netball Club provided their own funding for the design and soil testing for the lighting proposal. However, this funding expenditure cannot be used as matching funding towards an application to the Country Football and Netball Program as per the funding guidelines.

All four (4) projects identified in the table above are sufficiently scoped, planned, designed and financially assessed for submission to the 2016-2020 Country Football and Netball Program.

Whilst all four projects detailed in this report have the potential to increase participation for AFL or Netball, based upon a hierarchical approach, the projects identified for the Morwell Recreation Reserve have been identified as having the greatest potential for an increase in player, spectator and support participation.

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Sport and Recreation Victoria has indicated its support for all four (4) projects due to their alignment with the funding guidelines for the Country Football and Netball Program 2016-2020 and the significant planning that underpins all projects.

#### Morwell Recreation Reserve Netball Courts

The Morwell Recreation Reserve is the regional facility for AFL and Netball in Gippsland. The facility hosts the final series for the Gippsland Football League for both AFL games and the netball fixture. The facility also hosts the AFL's under 18 TAC Cup fixtures.

The need for upgraded netball courts at the Morwell Recreation Reserve was identified in the Morwell Recreation Reserve Precinct master plan (2014).

The current court is in very poor condition, with the court enclosure not meeting current Netball Victoria run off standards. The detailed design for construction of two new netball courts and associated car parking was completed in 2015. The construction of two (2) courts will provide the Netball Club with the opportunity to host two games at a time or a single game with warm up area.

#### Morwell Recreation Reserve Oval lighting project

The Morwell Recreation Reserve is the regional facility for AFL in Gippsland. It is home to the Gippsland Power under 18 AFL Club, the Morwell Football Netball Club and the Morwell Cricket Club.

The reserve has one of the highest participation rates both in terms of player participation, but also spectators and supporters.

The inadequate lighting on the main oval was highlighted during development of the Morwell Recreation Reserve Precinct master plan (2014).

The current lighting for the main oval does not meet AFL training standards, falling below 50 lux. A design has been recently completed to upgrade the lighting to 200 lux, with a discretionary design for 250 lux, using energy efficient LED lighting.

Based on a 10 year/5,000 hour time period, the lighting system proposed for Morwell Recreation Reserve provides the following savings in comparison to conventional 2kW metal halide sports lighting systems. The 10 year life cycle cost saving of \$133,440 comprises of:

1. Energy savings of \$60,240
2. Savings in group re-lamps of \$43,200
3. Annual maintenance of \$30,000

This represented significant savings for both Council and the user groups at Morwell Recreation Reserve.

The provision of a minimum of 200 lux LED lighting at the facility will provide both football clubs with the opportunity to host night events and provide for both a better player and spectator experience.

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### Yinnar Recreation Reserve Change Facility project

The Yinnar Recreation Reserve is a district level facility. The facility caters for participation in AFL, Netball, Cricket, Tennis and Judo.

The Yinnar Recreation Reserve Committee of Management have developed a design for the construction of two (2) unisex change rooms, with the associated amenities, two (2) public toilets and all abilities public toilet. A deck to link the change facilities to the existing change rooms and social areas will also be constructed. The Committee of Management engaged a professional architect to complete the design for the project.

Current provision for those participating in Netball in particular is inadequate, with nine (9) teams each round required to change in a single change room, originally designed a social space in the existing building.

The project is not identified in the Southern Towns Outdoor Recreation Plan as the demand and need for facilities for female players and umpires was not a prevalent issue when the plan was developed in 2008/09.

The Yinnar Recreation Reserve Committee of Management have funded the design of the facility upgrade and have indicated that they will also contribute a total of \$25,524 towards the construction of the facility.

### Tyers Recreation Reserve Lighting Project

The Tyers Recreation Reserve is a district level facility. The Traralgon Tyers United Football Netball Club is the only user of the oval, and participates in the North Gippsland Football League.

This project has been identified in the Northern Towns Outdoor Recreation Plan. The project will upgrade lighting at the Tyers Recreation Reserve oval to 100 lux, suitable for playing local level competitions under lights.

A lighting design and soil testing have been completed for this proposal and were funded by the Traralgon Tyers United Football Netball Club. Funds previously expended during the development of a proposal are not able to be used as a matching contribution for the purpose of applying for Country Football and Netball Program funding. The club has committed an additional contribution of \$5,000 towards the cost of construction of the lighting. The club has also offered to assist with the project management for the installation of the lighting. The value of the project management is estimated at approximately \$7,500.

For a project to be considered for submission the following processes and documentation need to have been undertaken to support a successful application:

- Schematic/detailed design/plans developed with stakeholder input
- Professional lighting plans (for lighting projects)
- Detailed building plans (for building projects)
- Soil testing for lighting projects
- Building permits (including permits for light poles etc.)
- Planning permit (where required)

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- Quotes, internal cost estimates
- Quantity survey, tender price or independent qualified expert reports for projects only over \$500,000
- Evidence of confirmation of funding sources, including in-kind support
- Letters of support (including support from peak sporting bodies, etc.)
- Consistent with and supported by Council adopted plans and strategies.

### **RISK IMPLICATIONS**

The risks in relation to this matter include the following.

The impact on Council's image and reputation associated with the disappointment from those organisations whose projects are not supported by Council.

The financial risk associated with Council being successful and not being able to fund the project in the 2017/2018 financial year.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The level of funding provided by Council in the 2016/17 budget to fund new and upgraded building infrastructure projects is approximately \$5 million.

Matching funding of \$1.065 million from Council is required in the 2017/18 financial year to support funding applications already submitted to the 2017/18 Community Sports Infrastructure Fund.

An additional commitment of \$300,000 for the Morwell Recreation Reserve Court project is within Council's current ability to fund in the 2017/18 Latrobe City Council budget.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

The project identified for submission to the State Government forms part of an existing Council Strategy/Plan/Policy/program or resolution with additional nominated projects by community sporting clubs.

Significant community consultation and engagement was undertaken in the formation of each of the plans details in the report to Council for endorsement.

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

Significant community consultation and engagement was undertaken as part of the development of the Morwell Recreation Reserve Precinct master plan (2014).

### **OPTIONS**

Options available to Council include:

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1. Endorse the Morwell Recreation Reserve Court Project for preparation and submission of funding applications to the 2016-2020 Country Football Netball Program.
2. Not endorse the Morwell Recreation Reserve Court Project for preparation and submission to the 2016-2020 Country Football and Netball Program.
3. Nominate an alternative project identified in this report preparation and submission of a funding application to the 2016-2020 Country Football and Netball Program, giving consideration to the project delivery factors identified in Background section of this report.

**CONCLUSION**

The recreation projects identified in this report that may be eligible for submission to the Victorian Government's 2016-2020 County Football and Netball Program provide an opportunity to deliver significant benefit to the Latrobe City community and improve the quality of the City's recreation facilities and contribute to the sustainability of local recreation venues.

This report takes a strategic approach to the selection of eligible projects within the guidelines of 2016-2020 County Football and Netball Program, in which key objective is to increase participation in AFL or Netball and create healthy and active communities. These key objectives are in support of the overall directions of our community as identified in Latrobe 2026.

All projects identified in this report are suitable for submission to the 2016-2020 County Football and Netball Program based upon each projects readiness (designs, costings etc.), the projects suitability and alignment to the program guidelines, the projects strategic justification and Councils ability to provide matching funding for all the identified projects.

Following a comprehensive analysis it is recommended that the Morwell Recreation Reserve Construction of netball courts and parking Project be submitted to the 2016-2020 County Football and Netball Program.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil



**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****15.3 2016-17 BETTER INDOOR STADIUMS FUND****General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

This report seeks Council endorsement to submit a funding application for of the installation of air conditioning at Latrobe City Council stadiums to the State Government's 2016-17 Better Indoor Stadiums funding program.

**EXECUTIVE SUMMARY**

The Victorian government has recently announced a new funding program; the 2016-17 Better Indoor Stadiums Fund. The program provides funding for the construction of or upgrades of indoor sports stadiums.

Council can only submit one (1) application to this funding program. The project must be sufficiently scoped, designed and costed to be successful.

The maximum amount of funding that can be sought from this program is \$3 million. Funding is provided of the basis of a funding ratio of \$1:\$1.

A number of potential projects have been identified in this report for consideration by Council.

A full application must be submitted to Sport and Recreation Victoria by the 20 September 2016.

Following an analysis of each project against the program guidelines for the 2016-2017 Better Indoor Stadiums Fund, it is recommended that the project to install air conditioning at Latrobe City Council indoor stadiums be submitted for funding.

**RECOMMENDATION**

**That Council authorises Council Officers to submit an application for the installation of air conditioning at Latrobe City Council's indoor sport stadiums to the 2016-17 Better Indoor Stadiums Fund.**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Recreation*

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*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

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

### **BACKGROUND**

On 1 July 2016, the Victorian government announced the 2016-17 Better Indoor Stadiums Fund. This program is a new funding program from Sport & Recreation Victoria.

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

Only local government authorities can apply directly to Sport and Recreation Victoria for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting a full application.

Priority will be given to projects that can demonstrate collaboration with schools, multiple sporting organisations and are of regional significance.

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

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

Specifically, proposals should demonstrate how the project:

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

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- Applies Healthy Choices Guidelines

Projects will not be funded that do not strongly meet the assessment criteria, do not align with the objectives of the program or are deemed by Sport and Recreation Victoria as not ready to proceed.

Councils may submit one application for funding to the Better Indoor Stadiums Fund and may be successful in receiving up to \$3 million.

The table below provides details on what ratio of funding is required for local government. For a Rural Council (which Latrobe City Council is classed as) the contribution ratio is \$1:\$1. For example if Council is requesting \$1 million in funding, then matching funding of \$1 million will be required from Council.

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

Maximum grant	Local government authority	Funding ratios
One application Up to \$3 million* No Maximum Total Project Cost	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural (Latrobe City Council)	SRV \$1:\$1 local

### **KEY POINTS/ISSUES**

The *Better Indoor Stadiums Fund* is a significant funding opportunity for Council to assist with the funding of the construction or upgrade of indoor sporting stadiums.

The *Better Indoor Stadiums Fund* was announced on 1 July 2016. To ensure that projects that could be potentially nominated by Council can be adequately prepared within the designated timeframes, a decision from Council will be required prior to the Victorian Local Government caretaker period to ensure that officers have sufficient time to engage with stakeholders and submit the required information.

A number of factors and issues require consideration when nominating projects for funding, in addition to the requirements set out by the State Government. These include:

- Expressions of Interest forms completed by community or sporting clubs/organisations.
- Strategic alignment with applicable Council adopted recreation strategies and plans.

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- A resolution of Council.

In order to access projects for potential funding, an eligible project must have been subject to adequate scoping and planning. This includes:

- Community engagement,
- Detailed design (i.e. Building plans, lighting plans etc.)
- Building and/or planning approval,
- Site tenure and:
- Comprehensive financial cost assessment.

Projects must also align with the 2016-2017 Better Indoor Stadium Fund's assessment criteria. The assessment criteria includes:

- Project Development – 30%
- Strategic Justification – 20%
- Stakeholder Engagement – 10%
- Participation Outcomes – 40%

In the context of assessing all eligible projects eligible for submissions to the 2016-17 Better Indoor Stadiums Fund, officers have prepared a list of priority projects from Council's adopted recreation plans and Expression of Interest forms received from community clubs/organisations.

Officers recently met with a Sport and Recreation Victoria representative regarding the projects identified in the programs to be considered for funding.

Officers have identified a number of stadium projects that could be considered for submission to the 2016-17 Better Indoor Stadiums Fund. These projects are presented in the table below:

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Reserve	Project description	Design / Costings Yes/No	Total Cost	Other funding contributions	Council Cost	Strategy / Plan
Latrobe City Council Stadiums (Morwell, Moe, Churchill & Traralgon)	Installation of Air Conditioning	Yes	\$1.3 million		\$650,000	Council resolution
Catterick Crescent Reserve	Redevelopment of Traralgon Sports Stadium	No	\$10 million		\$7 million	Catterick Crescent Reserve master plan
Boolarra Memorial Park	Construction of multi-use stadium and facilities	Yes	\$3.5 million		\$1.75 million	Not identified in a Council strategy or master plan

**Only one project can be submitted by Council to the 2016-17 Better Indoor Stadiums Fund.**

Latrobe City Council Stadiums Air-conditioning project

In June 2014, The Traralgon Basketball Association (TABA) in conjunction with Latrobe Leisure and the Latrobe City events team, secured the tender for the 2015 and 2016 U16 & U18 Division 1 Basketball Victoria Country (BVC) Tournament.

The championships were held primarily at Latrobe Leisure Traralgon, however BVC also utilised Latrobe Leisure Morwell and Churchill due to the required court space for the event.

During the 2015 championships, high temperatures were experienced, with the maximum temperature recorded by the Bureau of Meteorology being 32.4 degrees and 36.6 degrees over that weekend in February (21<sup>st</sup> and 22<sup>nd</sup>).

On 30 March 2015, a letter was sent from BVC to TABA and Latrobe City Council outlining their concerns with the lack of air conditioning within the Latrobe Leisure Stadium facilities.

Council officers held a discussion with BVC on 13<sup>th</sup> April 2015 where BVC explained that the only issue in regards to this event was the overall heat and lack of air handling/conditioning within our facilities. They indicated

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that should Latrobe City not address the heat issues permanently, they may not consider Latrobe City's facilities for future Championships or tournaments.

At the ordinary Council Meeting held 25 May 2016, a report was presented to Council with information pertaining to the installation and operation of air conditioning in Latrobe Leisure stadium facilities.

At this meeting, Council resolved:

*That Council:*

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;*
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.*

### **Temporary Air Cooling Measures**

In relation to resolution 5 & 6, temporary cooling measures were put in place for the 2016 BVC Championships. These measures satisfied BVC and temperatures were not nearly as high as 2015 so there were no extreme heat issues experienced. Had temperatures been high, it would have been questionable if the temporary units would have been effective due to restrictions on the size of the units, encroachment into the court run-offs and access to power supply.

### **2016/17 Capital Funding**

In reference to resolution 1, an allocation of \$682,000 was made to the capital works budget for the 2016/17 financial year to install air cooling at the Council's Leisure facilities:

The allocated amount of \$682,000 originated from a contractor's report for all stadiums prior to any other investigations.

### **Further Investigations**

A preliminary investigation was undertaken for the budget process. The second investigation as per resolution 2 was carried out after the budget

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was adopted. Officers engaged A.G. Coombs to undertake a detailed review of cooling options for the Traralgon Sports Stadium.

The investigation commenced with Traralgon Sports Stadium to ascertain the quality of the report before committing to having them done for the other Leisure stadiums. Officers were satisfied with the quality of work.

The consultant’s report identified a likely short fall in funding and once this was identified it was considered appropriate to report this information to Council rather than wait until all the reports were completed.

Officers have now engaged a consultant to complete the other stadium reviews.

**Traralgon Basketball Findings**

Below are the 3 options provided in the A.G. Coombs report detailing the types of systems available to the Traralgon Sports Stadium and some of the key features:

<b>Relative Advantages and Disadvantages of the 3 cooling options</b>			
	<b>Refrigerated Air Conditioning</b>	<b>Indirect Evaporative Air Conditioning</b>	<b>Direct Evaporative Cooling</b>
<b>Thermal Comfort</b>	Can control to a nominated space temperature	Space temperature dependent on ambient air conditions. Indirect cooling avoids higher space humidity levels from evaporated water	Space temperature dependent on ambient air conditions. Higher space humidity levels due to evaporated water
<b>Capital Cost</b>	High capital cost	Highest capital cost	Lowest capital cost
<b>Energy Cost</b>	Highest energy use cost	Medium energy use cost	Lowest energy use cost
<b>Maintenance Costs</b>	Higher maintenance cost	Higher maintenance cost	Lowest maintenance cost
<b>Existing Infrastructure</b>	Electrical infrastructure upgrade due to the additional power consumption	Electrical infrastructure upgrade due to the additional power consumption	Electrical infrastructure upgrade due to the additional power consumption
<b>Impact on Structure</b>	Roof platforms and access required	Roof access required	Roof access required

Below are the estimated costs for the 3 system options for the Traralgon Basketball Stadium:

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<b>Estimated Costs of Systems</b>			
	<b>Refrigerated Air Conditioning</b>	<b>Indirect Evaporative Air Conditioning</b>	<b>Direct Evaporative Cooling</b>
<b>Anticipated Capital Cost:</b>	\$850,000.00	\$890,000.00	\$315,000.00
<b>Suggested allowance for electrical infrastructure upgrade + structural platforms &amp; safe access:</b>	\$225,000.00	\$90,000.00	\$70,000.00
<b>Total Initial Capital costs:</b>	\$1,075,000.00	\$980,000.00	\$385,000.00
<b>Estimated Running costs:</b>	\$30-\$47 Per Hour \$40,890 Per Year	\$16 Per Hour \$13,920 Per Year	\$5 Per Hour \$4,350 Per Year
<b>Estimated Annual Maintenance</b>	\$7,000.00	\$8,900.00	\$3,800.00

The report also details measures to reduce heat load for example the current skylights in the centre contribute 36% to 58% of the total cooling load.

The benefit to change the skylights to a multi panel material would be a reduction in the order of 8% to 13% of total heat gain.

Further investigation is required in order to determine the cost of replacing the skylights with an alternative treatment and then comparing this cost against a revised cooling system cost.

**Financial Implications**

Based on a previous estimate of costs for the provision of air cooling systems within all Latrobe leisure stadiums, an allocation of \$682,000 was made to Council's 2016/17 capital budget.

A more detailed investigation into the Traralgon Basketball Stadium alone has indicated a cost for that stadium alone to be in the vicinity of \$385,000 as a minimum. As such, it would appear that the current allocation of \$682,000 will not be enough to provide all Latrobe Leisure stadiums with air cooling systems.

Redevelopment of the Traralgon Sports Stadium

The redevelopment of the existing Traralgon Sports Stadium was identified as a priority during development of the Traralgon Outdoor Recreation Plan (2014) and the subsequent Catterick Crescent Reserve master plan (2016).

Whilst the project has been identified in the Catterick Crescent Reserve master plan and has been provisionally costed at approximately \$10 million; however there has been no detailed design or detailed costings undertaken for this project.



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Funding of at least \$1 million will be required to undertake a detailed design for this project. Funding for design is not available through the program and would need to be funded by Council.

The project involves the demolition of the two existing older show courts and construction of five (5) new courts that comply with multi-use court dimensions for basketball, netball, and badminton. The project will also include new change facilities, upgrade of the canteen and administration space for facility staff and user groups and stakeholders.

This project is not shovel ready and does not meet the necessary guidelines for submission to this funding opportunity.

### Boolarra Memorial Park Multi-purpose stadium

This project has been developed by the Boolarra Memorial Park Committee of Management. Council Officers were not involved in the engagement or development of this site specific master plan.

This project is not identified in an endorsed Latrobe City Council strategy or master plan.

The master plans primary objective is the construction of a new multipurpose sporting stadium to facilitate basketball, netball, badminton and volleyball activities, which will also double as a function room for community events, whilst providing new amenities for the football club. The master plan has been developed through consultation with Boolarra Memorial Park committee members and local residents.

The master plan presents a concept plan and a cost plan with indicative costs for the project. The project is costed indicatively at \$3.5 million. This project has no supporting or matching funding. If Council were to support this project, a commitment of matching fund of \$1.75 million is required by Council for the funding submission.

The master plan has not been formally endorsed by Council and there is no participation data to support the master plan recommendations.

The project is not supported by any strategic recreation planning, however it will be subject to review by the Latrobe City Council Recreation Needs Assessment, which will review the proposal based upon participation data, current and future demographics along with future recreation trends.

The project has not been subject to detailed design, therefore is not considered to be shovel ready. *The funding guidelines for this funding program states "that priority will be given to projects that can demonstrate collaboration with schools, multiple sporting organisations and are of regional significance."*

This proposal is not of regional significance. The proposal is a local level facility.

### **RISK IMPLICATIONS**

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

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### **FINANCIAL AND RESOURCES IMPLICATIONS**

The 2016/17 Latrobe City Council budget allocated \$650,000 towards the installation of air conditioning at Latrobe City Council indoor sports stadiums. These stadiums include:

- Traralgon Sports Stadium
- Latrobe Leisure Morwell Stadium
- Latrobe Leisure Moe Newborough
- Latrobe Leisure Churchill

Following further investigations detailed in the Issues section of this report, it is apparent that the \$650,000 will be insufficient to fund air conditioning at all four (4) stadiums.

This funding program presents an opportunity for Council to request additional funding of \$650,000.

### **INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

Significant community consultation and engagement was undertaken in the formation of Catterick Crescent Reserve master plan (2016) and the Traralgon Outdoor Recreation Plan (2014).

*Details of Community Consultation / Results of Engagement:*

The following master plans were developed following extensive engagement activities:

- Traralgon Outdoor Recreation Plan 2014
- Catterick Crescent Reserve master plan 2016

### **OPTIONS**

Options available to Council include:

1. Endorse the project to install air conditioning at Latrobe City Council indoor stadiums for preparation and submission to the 2016-17 Better Indoor Stadiums Fund.
2. Not endorse the project to install air conditioning at Latrobe City Council indoor stadiums for preparation and submission to the 2016-17 Better Indoor Stadiums Fund.

### **CONCLUSION**

The project to install air conditioning at Latrobe City Council indoor sports stadiums nominated for submission to the Victorian Government's Community 2016-17 Better Indoor Stadiums Fund provides an opportunity to deliver significant benefit to the Latrobe City community and improve the quality of the City's indoor stadiums and contribute to the sustainability of local recreation venues.

This report takes a strategic approach to the selection of eligible projects within the guidelines of 2016-17 Better Indoor Stadiums Fund, whose key

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objective is to increase participation and create healthy and active communities. These key objectives are in support of the overall directions of our community as identified in Latrobe 2026.

All projects identified in this report have been attributed a priority, based upon the projects readiness (designs, costings etc.), the projects suitability and alignment to the program guidelines, the projects strategic justification and Councils ability to provide matching funding for all the identified projects.

Following an analysis of each project presented in this report, it is recommended that the installation of air condition in Latrobe City Council indoor stadiums be submitted to the 2016-17 Better Indoor Stadiums Fund.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. 2016-17 Better Indoor Stadiums Fund guidelines

## **15.3**

### **2016-17 Better Indoor Stadiums Fund**

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# 2016-17 Better Indoor Stadiums Fund

## Application Guidelines



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(1606014)

## Message from the Minister for Sport, John Eren

Indoor multi-sport stadiums are at the heart of our suburbs and towns, and a hive of activity for more than 450,000 Victorians that play indoor sports like volleyball, basketball, netball and badminton.

With a number of the state's regional centres and metropolitan suburbs experiencing unprecedented population growth, demand for indoor stadiums has outstripped supply.

Through the Victorian Government's new \$22 million Better Indoor Stadiums Fund we're getting on with the job of changing that.

I am pleased to say sporting organisations and clubs, working through their local councils, can now apply for grants of up to \$3 million to develop additional courts at existing indoor multi-sport stadiums or to develop new multi-sport stadiums.

This funding is in addition to our \$100m *Community Sports Infrastructure Fund* which is upgrading grassroots facilities including tired sports grounds, ageing clubrooms and other community sports facilities like indoor and outdoor courts across the state for all Victorians.

The program reflects our major commitment to health, wellbeing, and community sport as well as boosting the capacity of communities to attract and host local and regional competitions and events.

I'm confident that by working together we can make sport more inclusive, increase local participation and the accessibility of highball sports, stimulate local economies and create new jobs and volunteer opportunities.

I look forward to seeing new and exciting projects benefitting even more Victorians as part of the *Better Indoor Stadiums Fund*.



*John Eren*

**Hon John Eren MP**  
Minister for Sport

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# Program description and objectives

## 1. What is the Better Indoor Stadiums Fund?

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

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

### 1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed facilities for sport and recreation activities. Developing new stadiums or increasing the size of existing stadiums to increase participation and wellbeing is a priority for the Victorian Government.

Construction of new or improved facilities also stimulates the local economy and creates a range of employment and volunteer opportunities, from construction and facility management, through to coaching and officiating.

## 2. Who can apply?

Only local government authorities can apply directly to Sport and Recreation Victoria for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting a Full Application.

Community organisations are advised to contact their local council to further discuss project proposals. Councils may auspice projects on behalf of community organisations.

## 3. What types of activities might be funded?

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

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

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

Specifically, proposals should demonstrate how the project:

- will increase or maintain participation
- encourages participation by females, juniors, people living in growth areas and communities experiencing disadvantage
- improves health and wellbeing of the community



- encourages development of multi-use, shared and co-located facilities
- collaborates with schools and community groups
- collaborates with state sporting associations or relevant peak bodies
- improves or implements environmental sustainable design
- applies or demonstrates principles of Universal Design
- applies Healthy Choices Guidelines.

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

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

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

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

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

Councils wanting to undertake detailed design and construct projects are eligible. However councils will need to demonstrate appropriate levels of planning and are still required to submit schematic designs and costings with the Full Application.

### 3.1. What will not be funded?

The *Better Indoor Stadiums Fund* will not fund:

- projects where contributions from funding partners are not confirmed in writing or underwritten by council
- tenant clubs that have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
- projects that do not strongly meet the assessment criteria
- projects that do not align with the objectives of the program
- projects that do not meet relevant Australian standards (e.g. court dimensions)
- projects that are deemed by Sport and Recreation Victoria as not ready to proceed
- applications submitted after the closing date, unless written approval from Sport and Recreation Victoria has been obtained before the closing date which will only be granted under exceptional circumstances (e.g. significant technology disruptions)
- requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to, site clearing, earthworks and building works)
- the purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees)
- facilities where little or no public access is available
- applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority

- facilities designated for electronic gaming machine operations
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. The Department of Health and Human Services may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as child care or access by young people
- routine or cyclical maintenance works
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- costs associated with the purchase of transport or any other type of vehicle
- upgrading or redeveloping kitchen or toilet facilities, except as part of a larger project that meets the objectives of the funding program
- purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out)
- projects previously funded by Sport and Recreation Victoria, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes
- the replacement of like-for-like surfaces (e.g. old floorboards replaced with new floorboards) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through a letter of support. Exceptional circumstances may be considered where a safety and/or standard/compliance issue is evident
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design principles have been incorporated
- costs for the design of sport and recreation facilities only.

### 3.2. Past performance

Sport and Recreation Victoria will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by Sport and Recreation Victoria (within appropriate timeframes)
- organisations have overdue incomplete projects funded by Sport and Recreation Victoria and whether they have requested a variation
- organisations have completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation.

## 4. Partnership approach

To strengthen the potential outcomes from the *Better Indoor Stadiums Fund* for communities, councils are required to engage Sport and Recreation Victoria and other appropriate major stakeholders as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria in the development of a project, rather than just in the development of an application. Sport and Recreation Victoria will provide guidance on how project ideas or proposals align with the fund prior to developing an application.

Once funded, projects are required to fulfil specific obligations to maintain funding commitments to projects. These obligations are outlined in the Funding Agreements. Project Managers are required to be familiar with these obligations.



## 5. What are the funding details?

Councils may submit one application for funding to the *Better Indoor Stadiums Fund* and may be successful in receiving up to \$3 million.

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

Maximum grant	Local government authority	Funding ratios
One application Up to \$3 million*	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
No maximum Total Project Cost	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

\*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost. Councils must approve and underwrite any in-kind contribution.

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

25 per cent of the requested grant amount must be allocated to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.

Projects may utilise other state government funding sources as their local contribution. However, a minimum of 25 per cent of the total project cost must be made up of non-state government funding sources.

## 6. What is the application process?

There are some important steps to consider before submitting an application to the *Better Indoor Stadiums Fund*.

### Step 1: Check your eligibility

Only councils can apply directly to Sport and Recreation Victoria for funding.

Clubs and organisations can seek to access funding by speaking directly with their local council.

**Step 2: Councils should discuss their project proposal with a Sport and Recreation Victoria representative.**

### Step 3: Apply using Grants Online

To apply, go to [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

Make sure you have the information you need to apply on hand, including required documents, and click on **'Apply online'** to submit your application through Grants Online. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.

Submitting your application online through Grants Online ensures it is received by Sport and Recreation Victoria immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on **1300 366 356** or email [grantsinfo@sport.vic.gov.au](mailto:grantsinfo@sport.vic.gov.au) between 8.30am – 5pm weekdays.

All supporting documentation can be emailed to [bisf@sport.vic.gov.au](mailto:bisf@sport.vic.gov.au) copying in your Sport and Recreation Victoria representative.

When you submit your application online using the grants online system you will receive an Application Number. Please quote your Application Number in the subject line of your email. Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your Application Number, to:

**Community Infrastructure Programs and Regional Support**  
Sport and Recreation Victoria  
Department of Health and Human Services  
GPO Box 4057  
Melbourne, Victoria 3001

## 7. Timelines

Program opens	1 July 2016
Full Applications closing date	20 September 2016
Funding Announcements and Notification of Outcomes	November 2016 onwards



## 8. How will applications be assessed?

There are a number of common features in successful applications. Good applications are well planned, involve relevant stakeholder consultation, are clear about what they are aiming to achieve and are ready to proceed. Addressing each of the Assessment Criteria will help applicants develop a more thorough project proposal.

Grant applications will be assessed against the *Better Indoor Stadiums Fund Assessment Criteria* and the required documents set out in this section.

Applications must also provide all the relevant supporting documentation to secure grant funding. The application form asks for a description of the project, response to the Assessment Criteria and an explanation of the outcomes.

Questions about Project Development, Strategic Justification, Stakeholder Engagement and Participation Outcomes are incorporated under the Assessment Criteria section. The percentage weightings allocated to each criterion represents the importance of the different weighting Sport and Recreation Victoria will use to assess project applications.



## 8.1 Assessment Criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing and confirmation of funding sources.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria), and describe how safety, risk management, Universal Design Principles and Environmentally Sustainable Design* have been incorporated into the proposed project.
	How does the project demonstrate economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local and regional major facility planning and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
	Will the project be managed by an appropriately qualified team? Provide a Governance Framework outlining the involvement and expertise of team members.
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase participation.
	Describe how the project encourages the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/district and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.
	Demonstrate gender equality through usage policies and facility management plans.
Demonstrate how Healthy Choices Guidelines will be implemented in the project.	

*\*25% of the requested grant amount must be allocated to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.*





## 8.2 Information you will need to provide as part of your application

Please submit the following mandatory documentation with your application

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Feasibility Studies or Business Case
- Quantity Survey, tender price or independent qualified expert report
- Project Governance Framework
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO, club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Joint Use Agreement*, or a completed *Community Joint Use Proposal* to enter into a Community Joint Use Agreement, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level

Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at

[www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 9. Resources and additional information

Sport and Recreation Victoria has consolidated a number of helpful tools and resources to assist with application development that can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

### Planning guides

Sport and Recreation Victoria and other industry stakeholders, have developed a series of planning guides for sport and recreation facility development which include:

- Design for Everyone Guide
- Female Friendly Sports Infrastructure Guidelines
- Netball Australia National Facilities Policy
- Indoor Aquatic and Recreation Facility Development Guidelines
- Healthy Choices: Policy Guidelines For Sport and Recreation Centres

### Universal Design Principles fact sheet

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost.

### Environmentally Sustainable Design

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.

### Capital Replacement Planning

A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

### Project Management Framework

A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework Template, can be obtained from [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

### Project Governance Framework

A Project Governance Framework must be completed and submitted with the Full Application. This identifies key stakeholders and their involvement, e.g. PM, PCG and the expertise they bring to the project.

### Schedule of Use

A Schedule of Use is a list of all the sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

### Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum 25 per cent of the Total Project Cost.

### Environmentally Sustainable Design

Proposals are encouraged to incorporate Environmentally Sustainable Design initiatives in project designs.

## Capital Replacement Planning

A Capital Replacement Plan is a tool that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

## Schedule of Use

A Schedule of Use is a list of all the sport and recreation activities, highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and/or provide their own.

## Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum 25 per cent of the Total Project Cost.

## Victorian Code of Conduct for Community Sport

The facility tenant club(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport* or related *State Sporting Association Code of Conduct*. More information can be obtained from [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

## Healthy Choices: policy guidelines for sport and recreation centres

Guidelines to help sport and recreation centres establish policies that promote health and wellbeing.

## Competitive Neutrality Policy

Under the Council of Australian Governments' Competition Principles Agreement, Victoria is a signatory to the Council of Australian Governments' Competitive Neutrality Policy.

## Crime Prevention through Environmental Design Principles

Proposals are encouraged to incorporate Crime Prevention Through Environmental Design Principles in planning and designing projects. The Safer Design Guidelines provide guidance for designing safer environments that minimise the opportunity for crime to occur and promote safe, accessible and liveable places that encourage community participation. For more information [www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic](http://www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic)

## 10. Conditions that apply to applications and funding

### 10.1. Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Health and Human Services. Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applications review the Department of Health and Human Services standard terms and conditions before applying.

- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding. It is recommended that you view the terms and conditions available at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)
- A Schedule is required to be executed (signed) by both parties. The Schedule sets out the:
  - activity details
  - funding amounts
  - agreed actions and payments
  - reporting requirements
  - acknowledgement and publicity requirements
  - other activity specific requirements
  - notices.
- Funds must be spent on the project as described in the application and outlined in the Schedule, unless changes are agreed to in writing.
- Successful applicants will have 24 months to complete the project.
- The facility tenant club(s) or association(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. The *Victorian Code of Conduct for Community Sport – Forms for Tenants* must be completed and signed by each facility tenant club and submitted with the Full Application to Sport and Recreation Victoria. Applications without this form will not be considered for funding. More information about the *Victorian Code of Conduct for Community Sport* can be obtained from [www.sport.vic.gov.au](http://www.sport.vic.gov.au)
- A request to vary the timing or scope of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing new works. Variation approval is at Sport and Recreation Victoria's discretion and may lead to a reduction or cancellation of the grant depending on the change in scope.
- Councils must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the Schedule.
- Councils are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects as outlined in the Schedule.
- Projects on private land will be subject to the establishment of a legally binding agreement between the organisation and council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in their application.
- Projects on school land are eligible subject to a completed Community Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, and a letter from the Department of Education and Training's regional and central offices endorsing the project.
- The principles of the Victorian Industry Participation Policy should be observed throughout relevant projects. For further information go to: <http://dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy>
- A local government officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
  - a Project Governance Framework must be completed and submitted with the Full Application



- a Project Management Framework must be completed and submitted with the Full Application
- through a process of appropriate engagement in the governance of a project, councils must secure Sport and Recreation Victoria's endorsement of key documents such as schematic plans and architectural/planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner
- councils must provide project acquittal documentation as required
- councils are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Health and Human Services publications, 12 months after project acquittal.

## 10.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the *Better Indoor Stadiums Fund*. Acknowledgement and publicity guidelines form part of the Activity Schedule and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material, and placement of a permanent Victorian Government endorsed sign/plaque at the site of completed infrastructure activities.

The Minister for Sport is to be given the opportunity to participate in any formal activity associated with the progress or completion of a facility or to officially open or launch the project. Openings and launches of *Better Indoor Stadiums Fund* projects are to be coordinated through the Office of the Minister for Sport. Councils considering staging an opening or launch must give adequate notice.

Acknowledgement and Publicity Guidelines can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

## 10.3. Payments

Upfront payments for funded projects may be made if/when:

- a Funding Agreement has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.





## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### 15.4 AGNES BRERETON RESERVE DEVELOPMENT - TENDER AND CONTRACT ADMINISTRATION REVIEW

**General Manager**

**Infrastructure and Recreation**

**For Information**

#### PURPOSE

This report responds to resolutions of Council with respect to the tendering process and contract administration of the resurfacing of the Agnes Brereton Reserve Netball Courts, 2013/14.

#### EXECUTIVE SUMMARY

The Netball Courts within the Agnes Brereton Park were recently reconstructed. The initial project was to:

- widen the playing surface pavement to increase the runoff distance,
- overlay the court in hotmixed asphalt, and
- to apply an acrylic playing surface.

Following the asphalt application the surface had brown stains on the acrylic pavement layer caused by iron pyrite contaminants in rock used in the hotmixed asphalt surfacing reacting with rain water.

Remediation works comprising grinding the applied surface, preparing the asphalt, applying waterproof layers, and applying a new acrylic surface were undertaken at the contractor's cost. The new surface delaminated in "spots" following reopening the courts to use. The number of spots has increased over time.

This report is in response to Council resolutions for investigations into the contract.

Officers engaged a reputable consultant experienced in specifying and managing construction of various acrylic surfaced courts to respond to the resolutions.

In summary the consultant reviewer noted as follows. Officers comments in italics.:

- The tender was comprehensive generally however the specification could have been more targeted to netball surfacing rather than relying on a standard section of specifications.
  - *Agreed, though the specific section (796) is detailed. Consideration will be given to outsourcing this component on future works.*
- The materials used including the acrylic surfacing and the "stain block" resin material are industry standard and appropriate for the works. The only sure method to eliminate the staining is to remove the contaminated asphalt surface and reapply the surfacing, or to use a "cushioned" acrylic surface.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- *Agreed. The option was chosen by officers with this knowledge.*
- The lack of adhesion (delamination) of the latest acrylic surface to the stain block is likely caused by applying the material during cool and damp weather.
  - *Agreed – and likely would have benefitted from more time between the application and opening to play.*
  - *Officers had been pressuring the contractor to ensure the courts were available to the netball association and this likely led to the decision to risk undertaking the works during cooler weather.*
- There is a risk that the delamination will continue.
  - *Noted.*
- There is little evidence of hold points being specifically approved, nor good records on inspections.
  - *Noted. And improvements have already been implemented as part of existing continuous improvement within the section using a mobile technology to record inspections and visitations.*

### *Actions proposed and undertaken*

#### *Pyrites*

With the current experience Officers will now be specifically ensuring that the civil contractors are confirming the quarried material used is free of the pyrite contaminants for all asphalt concrete works of this nature.

#### *Site visit recording*

This issue predates improvements to site visit recording since 2013/14. Although not related to this project, Officers have implemented an electronic site inspection recording system that simplifies recording of site visits, approvals, and instructions to contractors.

In addition Officers are working with the Records Section to better employ the “Projects” Index within ECM, Councils official Records Management System.

The consultant has provided a sample of what they consider good project management. This will be an ultimate goal for Officers and will use it (and other sources) as a guide.

#### *Proposed remedial action*

The site will be monitored over the remainder of the netball season. The contractor has agreed to undertake whatever works are necessary to ensure a good final product for Council. It may also be prudent to wait beyond the end of the netball season as the scooter and skateboarders are at times damaging the court surface as well.



## **RECOMMENDATION**

### **That Council:**

- 1. Notes the findings of the consultant reviewing the project, the tender, and the contract administration,**
- 2. Officers implement the recommendations detailed in the consultant's report as appropriate.**
- 3. Officers monitor the performance of the acrylic surface for the duration of the defects liability period and appropriate action be taken as required to ensure a high quality result.**

## **DECLARATION OF INTEREST**

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

Officers involved in the contract management were not directly involved in managing the consultant reviewer, or in the preparation of this report other than to provide information.

## **STRATEGIC FRAMEWORK**

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

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

#### *Strategic Objectives – Built Environment*

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

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

#### *Theme and Objectives*

*Theme 2: Affordable and sustainable facilities, services and recreation*

*Theme 3: Efficient, effective and accountable governance*

## **BACKGROUND**

The Netball Courts within the Agnes Brereton Park were recently reconstructed.

The initial project was to:

- widen the playing surface pavement to increase the runoff distance,
- overlay the court in hotmixed asphalt, and
- to apply an acrylic playing surface.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Following the asphalt application the surface had brown stains on the acrylic pavement layer caused by iron pyrite contaminants in rock used in the hotmixed asphalt surfacing reacting with rain water.



Figure 1 - Agnes Brereton Park - 96 Breed Street Traralgon

Council resolved 1 January 2016 as follows:

*That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including;*

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.*

This report responds to that resolution.

Council Officers investigated the cause and worked with the contractor to develop a remediation plan. The contractor agreed to undertake the remedial work at their cost that started with a 3 month trial period of waterproofing layers topped again with an acrylic running surface on a section of the courts.

The trial was a success and the courts were remediated following the trial, consisting of:

- Grinding of the courts to remove the acrylic surface and the top of the applied asphalt surface.
- Pressure cleaning of the asphalt surface to remove imperfections.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- Applying 4 coats being: 1 x Acrylic Resurfacer, 1 x Stain Blocker, 2 x acrylic top coat.
- Re-linemarking.

The remedial work was undertaken by the original contractors, with the front 4 courts commenced March 15th and completed April 11th, and the back 6 courts remediated between 7 April and Thursday 27 April.

Netball games resumed on 29 April 2016, the Saturday following the application to the back 6 courts damage occurred to the newly applied acrylic surface.

The main damage appeared primarily on the back 6 courts with the surface slipping/delaminating and exposing the underlying resin surface, ranging from 1 cm<sup>2</sup> to 10cm<sup>2</sup>, mostly in the grey court surrounds. The waterproof undercoating where the surface sheared or delaminated is undamaged.

In addition to the above noted damage there was concern regarding sand incorporated into the surface being released.

At the 2 May 2016 Ordinary Council Meeting Council resolved the following:

*That Council:*

1. *Takes immediate action to inspect, stabilise & prepare a work plan to ensure the surface of the netball courts at Agnes Brereton Park Traralgon are safe & appropriately repaired; and*
2. *Advises the Traralgon Netball Club of the timeframe for this work; and*
3. *Requests a report to be provided to the next Ordinary Council meeting regarding the outcomes.*

This was executed immediately and a briefing report presented 30 May 2016.

The contractor was on site the Monday following the delamination and developed a plan of action to address the issue. This included patching failed areas noted immediately and following up with further inspections.

Officers met with representatives of the Netball Association the week following the damage and some weeks later undertook additional slip resistance measurements that were well within the specifications.

Also resolved on 2 May 2016 under urgent business was:

*That Council:*

1. *Requests that the tender and contract weighting and awarding for the Agnes Brereton Park Traralgon resurfacing of the netball courts, with emphasis on the weightings awarded to the winning contractor in relation to past history and ability to do the work, be sent to the Audit and Risk Committee for review and a report be brought back to Council on the findings of this review; and*
2. *Review the current national design standards for netball/tennis court constructions in comparison to those implemented by Council and a report be brought back to a Council meeting in June 2016; and*

3. *An urgent meeting be arranged between senior council officers, Councillors and representatives of the Traralgon Netball Association.*

Council Officers did not task the investigator to address Item 1 for this report. This task will now be referred to the December 2016 meeting of the audit committee for their feedback.

This report responds to Item 2 of this resolution.

Item 3 was undertaken immediately and included in the briefing report presented 30 May 2016.

The Consultant reviewer engaged is extremely experienced in this field. Their pertinent details are attached as Attachment 1.

### **KEY POINTS/ISSUES**

The consultant's reports are included as Attachments 3 and 4, and Attachment 5 is their proposed method of recording construction inspections. The following discussion will follow the general topics in the resolutions.

#### *The material used*

The consultant noted that there are no specific standards for construction of the court in terms of the pavement depth, type and materials. This is stock civil engineering construction, and site specific. As this was an existing court, the choice of materials etc. was in some ways predetermined to be asphalt on pavement. The court structure is not failing nor a concern to Officers.

The choice of asphalt as a surfacing is supported by the consultant.

With respect to the acrylic surface, they note:

*"Both the Laykold Poly Primer 'Qualipur 152' stain blocker and the Laykold acrylic sports surface are reputable products on the market and are reported to be successfully installed at other netball facilities across the country. The Laykold acrylic system is available in a number of different qualities however, it is unknown which of the Laykold acrylic systems was used for this project. In saying this, the issues surrounding the shear/delaminated areas appear to be a product installation timing issue not necessarily a failure of the stain block or acrylic systems used."*

#### *The tender brief and specification*

##### **General**

With respect to the brief in general, they noted that it is a comprehensive document, suggesting the sheer size of it may make it hard for contractors to use effectively.

With respect to the netball specific aspects of the specifications, generally the consultant reviewer believes the specifications need to be improved and suggest that a specialist prepare at least components of future specifications that relate to the court specific aspects.

Comments include:

*“The wording used is broad and in some parts relates more to tennis than netball.”*

*“The specification should clearly stipulate the expected industry quality standards regarding the installation of an acrylic sports surface and the outcomes expected by Council for the actual project being undertaken.”*

There are choices with respect to the acrylic surfacing. The consultant reviewer discussed this at some length and considers that the specification could be improved in this area in terms of better defining the quality of the final product.

#### Pyrite damage

The initial issue of concern on the court was caused by the presence of a mineral contaminating the asphalt surface. Water penetrating the acrylic layer reacted with the contaminant, which leached a brown rust like liquid onto the court.

The specification within the contract already identified certain contaminants must not be present in the quarried materials for the asphalt concrete used. It did not specifically reference pyrites and Officers have updated that section to be used for future works. It is a bit moot however as in this instance the contractor has acknowledged that the material was not fit for purpose and has undertaken remedial works.

This contaminant can at times expand and cause the asphalt to fail in the immediate area of the contamination. No significant evidence of this has been found and the remedial work has reduced the chance of this to very low. The brown stains have also reduced considerably and are at an acceptable level currently.

The report indicates that it may take up to two years to have confidence that the issue is totally addressed.

There is support for the treatment selected to address this issue both consultant reviewer and their provided literature, though as mentioned above, they note that it is not always 100% effective.

The contractor and Council Officers investigated and note that the quarry from which the contaminants came has previously been used without a similar problem, however it appears they have shifted to a portion of the quarry that has pyrites.

#### Rectification works

The rectification work choice is supported by the consultant reviewer with caveats. They note that the choice of a stain blocker is appropriate but not a “sure fix”. They comment:

*“The plan to carry out remedial works to reduce the visual effect of the pyrite stains appears to be sound and the decision to install a darker grey to the run-off areas is appropriate. However, this treatment does come with risk as there is no known guaranteed stain block product on the market. As noted in an email from our office to*

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*Latrobe City Council in April 2015 (see Appendix 7), the only way to completely cover the pyrite stains to prevent its reoccurrence is to overlay the courts with a cushioned acrylic. This is an expensive undertaking and therefore unlikely to gain traction within Council due to budget constraints. An alternative cheaper option may have been to overlay bare asphalt straight over the pavement area and line mark.”*

It has been trialled at this location with success for 4 months, and has Officer support. The full application has been in place for over a month and while there are some small stains, it is satisfactory from an appearance perspective.

Officers note that the cushioned acrylic option is expensive as noted, and more appropriate to “show courts”, and that a full hotmix asphalt overlay is also a potential solution, however Officers note that even a 30mm hotmix asphalt layer is porous ; the water would still penetrate to the contaminants over time and be a potential risk.

Under normal contract conditions in order for the contractor to retain the liability, Council cannot dictate to the contractor to use any particular option. The contract obliges the contractor to fix the issue with an appropriate solution.

With respect to the delamination, this has been monitored and still presents a concern. However the contractor has been cooperative and has offered to undertake considerable rework to address the issue.

The consultant notes that the contractor that has applied the acrylic surface is a competent and professional outfit experienced and skilled in this work. They commented on the good quality of the finish and linework. While they noted a section that was in their opinion faded, it is likely based on the description in their report, a section that the contractor had reapplied a coating due to the slipping concerns, and the tinting was lighter than the previous coat.

#### *National Standards*

The consultant reviewer notes:

*“There is no particular National design standard for the construction of netball courts. Instead there are specific standards for certain aspects of a court build that contractors should refer to when undergoing a netball construction project.”*

The project was not intended to reconstruct the courts in full but to extend along one side of one set of courts and resurface all of the courts. The areas of the courts that the consultant notes have a substandard slope were not the extended sections. The extended sections matched the existing gradient of the court. As noted this was a resurfacing project, not a court reconstruction project.

The ‘national specifications’ for the acrylic surface product and application is discussed above. They determined based on the unit rate quoted that this is not a premium product, rather on the lower end of the quality scale. It still meets the national standards however.

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In future officers can be more specific in the definition of which product should be applied. This will come at a cost.

### *Superintendence of the contract (Overseeing process)*

Superintendence of the contract was through Council staff. The team have delivered similar projects successfully.

The record of site visits is minimal however an officer visited several times during construction to confirm quality and conformance to the contract. There are records during the initial construction including photographs of site visits on:

February 2014:	3, 5, 10, 13, 19
March 2014:	No record.
April 2014:	8, 14, 15, 24, 29
May 2014:	1, 11, 20

The visit on 8 April 2014 was likely at the start of the application of the acrylic surface. The following is a quote from an internal email.

*"I have been informed by WM Louds the Plexipave will commence on the 8th April and if all goes to plan it should take 2 weeks to apply. The contractors are well aware about our deadlines (May 3rd) and have assured me if weather permits this is achievable. Having said that if the weather is not hot enough it will make it hard for them to apply the coatings, so we pretty much have a 3 and half week window for this to happen, I expect some wet days during this period. Worst case scenario is the temp lines can be marked on the asphalt ready for season commencement, fingers crossed the weather is kind to us."*

Hold points for the application of the netball surface is included as Attachment 2 (from the contract specification Section 796 "Application of a Non-Cushioned Acrylic Surface for Netball Courts"). No specific hold point approvals are recorded. That is not to say that the contractor and the Officer(s) did not communicate and approval was given, just that it is not recorded.

However, it is fair to say as the consultant notes in their second report (Attachment 3) that the recording of inspections is poor.

Council would be aware of the changes in the department over the last few years. The section that delivered this project has been particularly short staffed in recent times.

They have continued to improve however and one area of improvement is to introduce a mobile application called iAuditor. This allows officers to easily document their site visit for later upload to the records system. It is user customisable and Officers have set up several versions for typical site visits.

*Further action*

The consultant reviewer notes:

*“It is recommended that Council continue to monitor the courts and document any further deterioration over the coming months before determining the course of remedial works to be undertaken. If the surface does not continue to deteriorate, the issue may remain isolated to the existing areas identified within this report.*

*The small areas can be ‘touched up’, however, the larger areas will require hydro-blasting, or similar, to remove the acrylic within a nominated resurfacing envelope to the perimeter of each group of delaminated sections, prior to preparing the Qualipur Poly Primer surface for recoating.*

*If the court surface continues to deteriorate with the current areas expanding or further areas being affected, then a further site inspection and deliberation over the appropriate remedial works will be required between all parties prior to undertaking any works.”*

Officers agree with this assessment and proposed course of action and will compel the contractor to honour what they have already committed to.

**RISK IMPLICATIONS**

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

Officers have made an operational decision to use the sealer product to reduce significantly the water entering the underlying asphalt surface. This has worked as expected, however the risk remains that there will be unacceptable leaching at a later date.

The leaching is a cosmetic issue and does not affect the play of the courts.

The delamination however is serious enough to warrant action in respect of an extended warranty period or an agreement to “hydro-blast” affected areas and resurface.

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implications other than those inherent in the proposed improvement to the tender documentation, that will be absorbed in normal operational budgets.

**INTERNAL/EXTERNAL CONSULTATION***Engagement Method Used:*

Consultation was not undertaken for this report, however significant communication occurred with the netball association after evidence of the defects and implementing the remedial works.



**OPTIONS**

Council's options related to construction of the court would be to undertake remedial works as noted in the consultant reviewer's communications. As the contractor has undertaken an industry acceptable option, this would be at Council's cost.

**CONCLUSION**

There were two significant defects that arose during the works. The presence of pyrites in the quarried material causing staining and some asphalt concrete pitting, and delamination of the acrylic playing surface likely caused by excess moisture in the air or cooler temperatures that resulted in a poor bond to the sealer layer. Opening the courts to play soon after application brought this to light in a dramatic fashion.

Officers have modified the specification to address the pyrite contaminant from the quarry used to source asphalt concrete aggregate specifically, although the contractor had already acknowledged the product was not fit for purpose despite the contract specification wording.

The delamination is attributed to laying the material in weather that was at the margin of being acceptable and exacerbated by a short curing time before play resumed.

The contract administration was not at fault in either of these situations.

The report from the consultant reviewer did note some improvements that in their opinion should be made to the specification to be more precise in the netball surface related aspects. This is accepted by the Infrastructure Development Department and a more rigid specification developed for future projects.

The report also highlighted poor recording of site visits etc. although there is evidence of several visits in the files.

They also support the existing "monitor, address minor defects, and review for further remedial works" approach already underway.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. 2MH Consultant's profile extract
2. Section 796 of Contract
3. Initial investigation Consultant's report
4. Second investigation Consultant's report
5. Consultant's Sample Project Management methodology

## **15.4**

### **Agnes Brereton Reserve Development - Tender and Contract Administration review**

<b>1</b>	<b>2MH Consultant's profile extract.....</b>	<b>317</b>
<b>2</b>	<b>Section 796 of Contract.....</b>	<b>321</b>
<b>3</b>	<b>Initial investigation Consultant's report .....</b>	<b>331</b>
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## **2MH Consulting Company Profile.**

### **About 2MH Consulting**

2MH Consulting has been in business since October 1999, and from day one we have worked hand in glove with Local and State Government. Both of the original Directors of the company were local government employees, with Mick Hassett working in Councils middle management before electing to start up 2MH Consulting. As such, we are extremely comfortable working alongside Council and developing a partnership that enables all parties to reach successful outcomes with every project.

2MH Consulting has had the privilege of enjoying positive working relationships with a number of Councils and private clients for the past 16 years. We believe that one of our greatest strengths is our ability to relate to and understand the needs of our key clients (at all levels – from the contractors on site to the Directors, Chief Executive Officers and Councillors of the organisations we are employed by) throughout every project.



2MH Consulting is arguably Victoria's leading Sports facility Design and Project Management Companies specialising in the field of **Recreation Services and Capital Works**. We have been providing technical advice exclusively to Netball Victoria for the last 3 years. We have also been Tennis Victoria's preferred Technical Advisors since 2009, and we are currently into our third contractual agreement to provide this exclusive service. This has enabled us to lead the charge on raising the design standards for both Netball and Tennis across the state of Victoria.

### **2MH Consulting is the only business in Victoria that has the endorsement of both Netball Victoria and Tennis Victoria to carry out such works within Victoria and Australia wide.**

No other business has ever had these two contracted agreements in place simultaneously.

We offer sporting clubs and local government guidance and advice on planning their facility upgrade projects including; site investigation, reporting, planning and recommendations. We also provide facility development services including; detailed design, specifications and tender documentation, tender assessment and full Project Management of the construction phase through to practical completion. We consider Council's ongoing maintenance of the facility and the associated costs and, wherever possible, we aim to minimise this burden in our designs. Our consultants are heavily involved with local sporting clubs in a volunteering role. This community involvement,

design and on-site project supervision experience, combined with our partnerships with Tennis Victoria & Netball Victoria has provided 2MH Consulting with invaluable experience and knowledge. This has proven to be essential when conducting site inspections and making recommendations to sporting clubs and local governments.

Our works are by no means limited to hard pavement sporting facilities such as tennis and netball. We also specialise in both natural turf and synthetic turf sporting surfaces. 2MH Consulting has delivered a wide number of single use and multi-purpose synthetic grass facilities that have included natural turf AFL, Football (soccer) and cricket grounds. Details of our project delivery can be found at our website – [www.2mhconsulting.com.au](http://www.2mhconsulting.com.au) Some quick examples of our high profile (natural and synthetic) grass surface sporting facilities are as follows –

- Williams Landing Reserve- Wyndham City Council, currently working on full design package for 2 x AFL & Cricket Ovals, 2 x Soccer Pitches, Cricket Nets and Tennis Courts on greenfield site.
- Smythesdale Oval AFL/ cricket sportsfield - Golden Plains Shire Council full design package.
- Rokewood Oval AFL/ cricket sportsfield - Golden Plains Shire Council full design package.
- Springside soccer pitches – City of Melton, approx. \$1.4 million sports precinct, full design package.
- Pedrina Park soccer pitches and cricket ground – Southern Grampians Shire Council, full design package.
- Taylors Hill multi-purpose natural turf AFL and cricket grounds – City of Melton, full design package.
- Flowerdale post bushfire recovery works, redeveloped cricket ground - Victorian Bushfire Reconstruction and Recovery Authority (Victorian State Government), full design package.
- Kinglake post bushfire recovery works, redeveloped AFL and cricket ground, cricket practice nets, netball courts and tennis courts and clubrooms, and associated car parking, retaining walls and Drainage. \$2 million construction value - Victorian Bushfire Reconstruction and Recovery Authority (Victorian State Government), full design package.
- Bannockburn football (soccer) pitch (x2) design with lighting - Golden Plains Shire Council, full design package.
- Romsey new AFL, cricket and little athletics sportsfield - Macedon Ranges Shire Council, full design package.

Our extensive experience is statewide and extends nationally and internationally. Our team has the capacity to provide advice & design and delivery services in regards to project management, turf management, landscape design and construction, civil construction, sports courts & surfaces, recreation, youth and the environment, in both greenfield developments and reconstructed facilities.

We pride ourselves on offering clubs and councils our knowledge of best design and construction principles in all sporting fields & sports pavements. In addition, we act as an effective conduit between sporting clubs, local government and sporting bodies to ensure the best possible long term outcomes for everyone involved in each and every project we deliver.

We are capable of managing the entire process through our own internal systems and procedures and ensuring that communication is considered paramount throughout the entire job. We do not shy away from the responsibility of keeping all parties informed and up to date with all processes and decisions pending or made. Utilising the latest technology available to us we are confident that all items will be documented, reviewed and approved and distributed as required, regularly and in a timely fashion.



*Rokewood Oval Masterplan*

## **SECTION 796**

### **APPLICATION OF A NON-CUSHIONED ACRYLIC SURFACE FOR NETBALL COURTS**

#### **796.01 GENERAL**

This section covers the requirements the surfacing of existing asphalt wearing surfaces on netball courts with a non-cushioned acrylic surface. The requirements relate to the quality of materials and the supply and application of the non-cushioned acrylic surface.

#### **796.02 REFERENCE DOCUMENTS**

Australian Standards are referenced in an abbreviated form ie AS 1141.21.

AS 1379: 2007 Specification and supply of concrete

AS 4663: 2004 Slip resistance measurement of existing pedestrian surfaces

HB 197: 1999 An introductory guide to the slip resistance of pedestrian surface materials

#### **796.03 DEFINITIONS**

##### **Acrylic Surface**

Textured, pigmented, resin-bound coating that normally forms the uppermost few millimetres of netball courts.

##### **NATA**

The National Association of Testing Authorities.

#### **796.04 ACCREDITATION**

The non-cushioned acrylic surface must be a surface specifically developed for netball courts in an outdoor environ and provide a slip resistant surface in wet conditions.

Existing installations of the manufacturers non-cushioned acrylic surface product must achieve a Temperature Correction Value (TCV) for a mean British Pendulum Number (BPN) greater than 75 for wet slip resistance testing conducted in accordance with the requirements of AS 4663: 2004 and HB 197: 1999 using a the portable skid resistance tester (pendulum) with a slider 55 rubber.

The wet slip resistant testing must be carried out by a laboratory accredited by the National Association of Testing Authorities (NATA) for that test method.

**HP The Contractor must provide the following details about wet slip resistant testing conducted on existing installations of the manufacturer's non-**

**cushioned acrylic surface product for the Superintendent to review within seven days of the date of acceptance of the tender:**

- **the name and address of the manufacturer of the surface product;**
- **the name and specification for the surface product;**
- **the name and address of the laboratory undertaking the wet slip resistant testing; and**
- **the wet slip resistant test results for the surface product.**

#### **796.05 MATERIALS**

##### **(a) Pigmented Acrylic Slurry Seal**

The pigmented acrylic slurry seal must consist of a pigmented acrylic latex binder mixed with silica sand and water. The pigmented acrylic latex binder used in the mix for the pigmented acrylic slurry seal must be Acrylic Resurfacer or equivalent proprietary product.

\*\*\* The pigmented acrylic slurry seal must be coloured **black**.

**HP The Contractor must provide the following information regarding the pigmented acrylic slurry seal for the Superintendent to review within seven days of the date of acceptance of tender:**

- **the name of the manufacturer for the pigmented acrylic latex binder and the location of the manufacturer's factory;**
- **the specification for the pigmented acrylic latex binder; and**
- **the Material Safety Data Sheets for the pigmented acrylic latex binder.**

##### **(b) Top Coat**

The top coat must consist of an acrylic emulsion mixed with a pigmented acrylic emulsion and water. The acrylic emulsion used in the mix for the top coat must be Acrylotex or equivalent proprietary product. In addition, the pigmented acrylic emulsion used in the mix for the top coat must be Allsports Chrome or equivalent proprietary product.

\*\*\* The top coat must be coloured as follows:

- Courts: **Maroon**
- Court surrounds: **Grey**

**HP The Contractor must provide the following information regarding the top coat for the Superintendent to review within seven days of the date of acceptance of tender:**

- **the name of the manufacturer for the acrylic emulsion and pigmented acrylic emulsion and the location of the manufacturer's factory;**

- **the specification for the acrylic emulsion and pigmented acrylic emulsion; and**
- **the Material Safety Data Sheets for the acrylic emulsion and pigmented acrylic emulsion.**

(c) Silica Sand

The silica sand used in the mix for the pigmented acrylic slurry seal must consist of kiln dry, washed and graded silica sand of consistent colour with a sub angular to round particle.

The silica sand must have a grading and be supplied from a source approved by the Superintendent.

**HP The Contractor must provide the following information regarding the silica sand for the Superintendent to review within seven days of the date of acceptance of tender:**

- **the name of the supplier of the silica sand and the location of the suppliers' quarry; and**
- **the grading for the silica sand.**

(d) Water

The quality of the water used in the mix for the pigmented acrylic slurry seal and top coat must be clear, potable and comply with the requirements of Clause 2.4 of AS 1379: 2007.

(e) Court Line Paint

The court line paint must consist of an acrylic paint. The acrylic court line paint must be Hi Hide Plexicolor Line Paint or equivalent proprietary product.

\*\*\* The line paint must be coloured **white**.

**HP The Contractor must provide the following information regarding the court line paint for the Superintendent to review within seven days of the date of acceptance of tender:**

- **the name of the manufacturer for the court line paint and the location of the manufacturer's factory;**
- **the specification for the court line paint; and**
- **the Material Safety Data Sheets for the court line paint.**

(f) Outliner for Court Lines

The outliner for the court lines must consist of an acrylic emulsion. The outliner must be California Line Rite or equivalent proprietary product.



**HP The Contractor must provide the following information regarding the outliner for the Superintendent to review within seven days of the date of acceptance of tender:**

- **the name of the manufacturer for the outliner and the location of the manufacturer's factory;**
- **the specification for the outliner; and**
- **the Material Safety Data Sheets for the outliner.**

#### **796.06 STORAGE OF MATERIALS**

The materials used in the application of the non-cushioned acrylic surface and court markings must be stored in accordance with the manufacturer's guidelines.

#### **796.07 AMBIENT CONDITIONS FOR SURFACE PREPARATION WORKS**

The surface on which the pigmented acrylic slurry seal, top coats and court markings is to be placed must be clean, dry and free of dust, oil or other matter that will interfere with the adhesion of the pigmented acrylic slurry seal, top coats and court markings to the surface.

The pigmented acrylic slurry seal, top coats and court markings must not be placed until at least twenty eight days after the hot mix asphalt wearing surface has been placed or until sufficient volatiles have been released from the hot mix asphalt wearing surface.

The pigmented acrylic slurry seal, top coats and court markings must not be placed when rain is imminent or during periods of high humidity. Also, the pigmented acrylic slurry seal, top coats and court markings must be placed when the surface temperature is below 5°C or above 40°C.

#### **796.08 SPECIALIST SKILLS**

The Contractor must use experienced and skilled operators with a demonstrated track record for applying non-cushioned acrylic surfaces.

**The Contractor must provide the curriculum vitae of operators responsible for the application of the non-cushioned acrylic surface to the Superintendent to review at least seven days prior the commencement of resurfacing works. The same employees must be used throughout the duration of the resurfacing works.**

#### **796.09 APPLICATION OF PIGMENTED ACRYLIC SLURRY SEAL**

(a) Use of Pigmented Acrylic Slurry Seal

The pigmented acrylic slurry seal should be used as a filler coating for asphalt wearing surfaces to reduce the surface porosity and to obtain a uniform textured surface for the top coats to bond to.

(b) Mixing of Pigmented Acrylic Slurry Seal

The pigmented acrylic slurry seal must consist of a mixture of pigmented acrylic latex binder, silica sand and water.

**HP The Contractor must provide the following information regarding the mix design for the pigmented acrylic slurry seal for the Superintendent to review within seven days of the date of acceptance of tender:**

- **the proportions by volume or mass of pigmented acrylic latex binder, silica sand and water used in the mix design for the pigmented acrylic slurry seal;**
- **the production tolerances on the mix design i.e.  $\pm$  %; and**
- **the application rate for the acrylic slurry seal.**

The pigmented acrylic slurry seal must be mixed in a clean mortar box or mortar mixer to a workable consistency. The production tolerances for the pigmented acrylic slurry seal mix design must conform with the manufacturer's guidelines.

(c) Application of Pigmented Acrylic Slurry Seal

The pigmented acrylic slurry seal must be applied with a flexible rubber bladed squeegee. The pigmented acrylic slurry seal must be poured in a windrow on the surface in a sufficient quantity to cover the area to be treated as the squeegee is pulled over the surface. The pigmented acrylic slurry seal must be applied at the application rate recommended by the manufacturer for the insitu surface porosity and texture.

Allow the pigmented acrylic slurry seal to thoroughly dry, then scrape off all ridges and rough spots.

The pigmented acrylic slurry seal must be permitted to thoroughly cure before being covered by a subsequent coat.

#### **796.10 APPLICATION OF TOP COAT**

(a) Use of Top Coat

The top coat should be used to provide a colourful, medium texture, non skid surface.

(b) Mixing of Top Coat

The top coat must consist of a mixture of acrylic emulsion, pigmented acrylic emulsion and water.

**HP The Contractor must provide the following information regarding the mix design for the top coat for the Superintendent to review within seven days of the date of acceptance of tender:**

- **the proportions by volume of acrylic emulsion, pigmented acrylic emulsion and water used in the mix design for the top coat;**
- **the production tolerances on the mix design i.e.  $\pm$  %; and**
- **application rate for the top coat.**

The top coat must be mixed in a mechanical mixer to a homogenous consistency and must not be permitted to segregate before and during application. The production tolerances for the top coat mix design must conform with the manufacturer's guidelines.

(c) Application of Top Coat

The top coat must be applied with a flexible rubber bladed squeegee. The top coat must be poured in a windrow on the surface in a sufficient quantity to cover the area to be treated as the squeegee is pulled over the surface. The top coat must be applied at the application rate recommended by the manufacturer for insitu surface texture and porosity.

The finished surface must have a uniform appearance free of ridges and rough spots.

The top coat must be permitted to thoroughly cure before being covered by a subsequent coat.

#### **796.11 APPLICATION OF THE NON-CUSHIONED ACRYLIC SURFACE**

**HP Following the completion of the asphalt surfacing works, the Superintendent and the Contractor shall undertake a joint inspection of the bituminous wearing surface. The application of the non-cushioned acrylic surface must not proceed until the Superintendent and the Contractor have agreed that existing surface is ready for resurfacing.**

The Contractor must carry out the following work to apply a non cushioned acrylic surface to the existing bituminous wearing surface:

- (i) Apply the pigmented acrylic slurry seal to the bituminous wearing surface in accordance with the provisions of Clause 796.09.
- (ii) Then, apply the first layer of the top coat in conformance with the provisions of Clause 796.10. The Contractor must set out the sidelines and backlines prior to applying the top coat.
- (iii) Finally, apply the second layer of the top coat in accordance with the requirements of Clause 796.10. The Contractor must set out the sidelines and backlines prior to applying the top coat.

#### **796.12 APPLICATION OF COURT MARKINGS**

(a) Court Markings

All netball court markings must conform with the dimensions specified in Rule 1 "Equipment" of the Official Rules of The International Federation of Netball Associations October 2009.

(b) Outliner

An outliner must be applied to the acrylic surface prior to the application of the court line paint so as to ensure that the edge of the court markings are sharp and well defined.

(c) Painting of Court Markings

Following the application of the acrylic surface, the Contractor must carry out the following work to apply the court markings:

- (i) Set out the court markings in accordance with the requirements of Clause 796.12(a).
- (ii) Then, outline the court markings with masking tape.
- (iii) Then, apply Line Rite or an equivalent proprietary product with a paint brush to the acrylic surface where the court line paint is to be applied.
- (iv) Then, apply the acrylic paint for the court lines with a paint brush or roller at the application rate recommended by the manufacturer.
- (v) Then, removed the masking tape when the acrylic line paint has cured.

**796.13 ACCEPTANCE OF WORK**

Following the completion of the resurfacing works detailed in Clauses 796.11 and 796.12, the work must be tested and accepted for the following requirements. Any section of surface of the courts and court surrounds that fails to comply with these requirements must be rectified at the Contractors expense:

(a) Court Surface

The court surface and surrounds must have a uniform appearance that is free of ridges, rough spots and depressions that hold water.

(b) Evenness of Court Surface

The court surface should be free from any imperfections that cause inconsistent ball bounce or skid resistance.

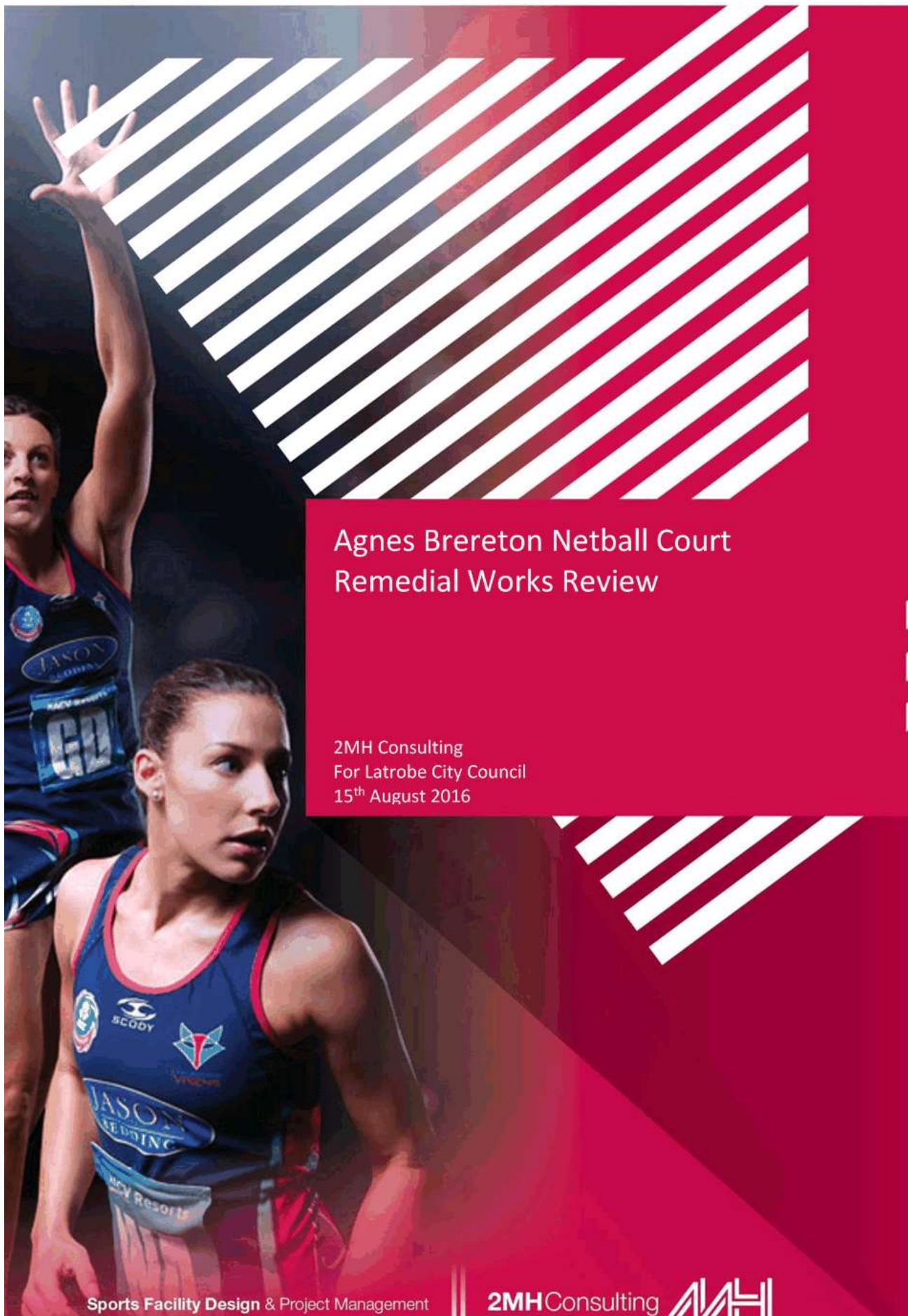
(c) Court Markings

The dimensions of netball court markings must comply with the requirements specified in Rule 1 "Equipment" of the Official Rules of The International Federation of Netball Associations October 2009.

In addition, the width of the markings must have a tolerance of  $\pm 1.5$  mm.

Furthermore, the texture of the netball court markings must be such that a netball landing on the netball court markings has the same consistent bounce as the adjacent non-cushioned acrylic surface.





# Agnes Brereton Netball Court Remedial Works Review

2MH Consulting  
For Latrobe City Council  
15<sup>th</sup> August 2016

Sports Facility Design & Project Management

2MH Consulting 

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15<sup>th</sup> August 2016

Kevan Delaney  
Manager Infrastructure Development  
Latrobe City Council

Via Email: [Kevan.Delaney@latrobe.vic.gov.au](mailto:Kevan.Delaney@latrobe.vic.gov.au)

RE: Agnes Brereton Netball Court Remedial Works Review

On the 23<sup>rd</sup> June 2016 the Latrobe City Council engaged 2MH Consulting to provide our professional opinion in regards to the works undertaken as part of the Agnes Brereton Reserve Netball Court renewal project.

Our brief includes the following works;

Review of specification and project package, site visit and inspection and report on finding and document on 'shear damage', sand issue, specification recommendation and future works advice as per items c,d,e & f in the invitation to quote scope of works. Our professional opinion is provided, as follows;

**a) Report on the key task being inherent in the Council resolution being “Review the current national design standards for netball/tennis court constructions in comparison to those implemented by Council”.**

There is no particular National design standard for the construction of netball courts. Instead there are specific standards for certain aspects of a court build that contractors should refer to when undergoing a netball construction project. The Official Rules of Netball articulate the expected court dimension and run-off standards, however, there is no design standard as such. The netball construction industry basically operates off a best practice approach in which an engineer will design a court according to the ground conditions and client expectations. There are a number of industry recommended 'standards' that guide contractors to achieve a playable court. These are outlined in the Netball Australia National Facilities Policy, Technical Manual (see attached document). This outlines a number of recommendations in relation to creating a successful netball court construction &/or resurfacing project, such as court dimensions, run-off dimensions, goal post heights, surface planarity & fall and surface type and condition. Our office recommends a number of considerations when undertaking a netball court construction or resurfacing project, these include but are not limited to;

- Engage an industry expert to develop a concept plan to ensure compliance and access issues are remedied.
- Ensure appropriate investigations are undertaken for the pavement and drainage design, such as; soil testing, feature survey, title survey & engineering advice. There is no 'one pavement suits all', the engineer must advise on the appropriate pavement design (including subgrade preparation and the sub-base crushed rock layers) for the individual site.
- Ensure early approvals are sought for any required vegetation removal to avoid complications in the detailed design and construction stages – unlikely to be required at this site.
- Ensure court works are independently detailed designed to ensure all facets of the facility upgrade are considered, including compliance to minimum court dimension and run-off standards for netball. Soil type and existing drainage and pavement failures at this site should be considered in any redesign work.
- Ensure a thorough technical specification accompanies the detailed design drawings when going out for quote/tender. This will ensure the contractor is clear on the project specifics and the quality expected.
- Ensure adequate 1% fall (1:100) either in both directions or diagonally across the entire pavement within the court and run-off areas. A single plane is recommended. This should fall to a formed drainage system, complete with large spoon drains and pits, to allow storm water to outfall away from the pavement efficiently. Ensure the surrounding ground falls away from the pavement and agi-drains are installed to help protect the pavements subgrade and sub-base material.
- Tree root barriers should be installed to all boundaries where existing and future planting may occur within 15m of the pavement to ensure tree root damage is not an issue in the future. Avoid planting near pavements as moisture variations and tree root invasion in the subgrade both around and under the pavement can cause significant damage to the pavement.



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- When line marking, ensure all dimensions and run-offs are compliant with the current Standards for competition (see attached Netball Victoria Compliance Fact Sheet for compliant court dimensions & run-offs). All line marking paint should be textured, 50mm wide, be clean and sharp and applied in thin layers to ensure they are predictable underfoot and not a slip hazard.
- Install compliant 3050mm high goal posts into sleeves with lockable covers. These must finish flat with the surrounding pavement so as to not cause a trip hazard when not in use. They should have a locking pin so that they do not move around in the sleeve when in use. Alternatively, the goal posts can be direct installed into a concrete footing – note: the concrete footing must be finished with the same surface material as the courts and run-off areas to ensure a compliant playing surface.
- Install a low 1.2m high black powder coated chainmesh fence with top and bottom rails to AS1725.5-2010 Part 2 'Sports Ground Chain Link Fabric' Heavy Duty commercial grade fencing to improve spectator participation. If wind break material installation is planned for the new courts, then the AS1725.5-2010 Part 2 commercial grade fencing specification will need to be upgraded to cope with the additional forces generated by the prevailing wind. Wind break type and size, soil type and site wind ratings will need to be considered by an Engineer to determine what works may be required to strengthen the fence further (ie: back stays).
- Engage a Lighting & Electrical Engineer to assess the pavement design and determine the appropriate lighting design to achieve compliance to current standards for sports lighting standard AS2560.2.4-1986 for netball. Ensure standards are adhered to, as both lux and uniformity requirements are important for netball.
- Ensure accessibility is addressed throughout the site, including path connections between the proposed new courts, car parking, public access toilets and clubrooms. This should comply with the Disability Discrimination Act (DDA).
- Shelters, seating and a drinking bubbler should be considered in close proximity to the courts. Shelters should be positioned to the outer sidelines of the courts for optimal spectator and game official viewing. These should ideally be located centrally along the Western sideline outside of the run-off and circulation area.
- Once construction starts, regular hold point inspections should be carried out by a technical expert to ensure the design and specification is being strictly adhered to.
- Compaction tests (and strength testing of concrete where relevant) of each pavement layer should be carried out by a licensed testing company. All test reports should be provided and kept on file.
- Ensure construction and product warranties are provided.
- Liaise with Netball Victoria from the project scoping stage through to the construction stages and project completion.
- The courts should be routinely maintained following the contractor's maintenance manual, once works are completed, including the consistent removal of algae, dirt and leaf litter as it collects.
- It is recommended that the council/club refer to the current Official Rules of the International Federation of Netball Associations (2001) and the Netball Australia National Facilities Policy and Netball Victoria Compliance Fact Sheet and liaise with Netball Victoria for all future planning of this facility.
- Netball courts are required to have a minimum 3050mm run-off clear space to the outside of each sideline and baseline and have a minimum 3650mm between courts. These must be of the same level and surface type as the court. This is an International Netball Federation rule introduced to ensure safety of players and umpires. It is imperative that court dimensions, run-off zones and goal post heights are compliant.

The original project specification document provided by Council is very comprehensive, however, it is a massive document in which the contractor may not necessarily sift through to find relevant information. In our opinion it does not include sufficient netball project specific detailed information or an acrylic surfacing installation specification within the tender and contract documentation. The wording used is broad and in some parts inaccurate and relates more to tennis than netball. It is also understood that a new brief/specification was not issued for the remedial works undertaken in April 2016. The specification should clearly stipulate the expected industry quality standards regarding the installation of an acrylic sports surface and the outcomes expected by Council for the actual project being undertaken. This should include clear drying and curing information, slip resistance testing requirements and advice regarding additional timeframe tolerances required where the air and surface conditions are marginal. Engaging the services of an independent technical expert to write the projects technical specification is recommended to ensure

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the latest industry standards, recommendations and testing techniques are considered within the specifications.

Even the most reputable court builders and surfacing companies require strict guidelines. This will provide council and the contractor with a rule book in which to refer to when necessary.

**b) Comment on the appropriateness of the rectification action undertaken for the shear damage, considering practical and cost effective options that could have also been considered**

To comment on this aspect, it is important to understand the projects history in its entirety.

After researching this project, it is understood that the following process was undertaken;

Late 2013 – The ‘Resurfacing of the Agnes Brereton Park Netball Courts project’ (Principal contractor - Cranes Asphaltting & Bitumen Sealing and Sub-Contractor - WM Louds) commenced. The scope of works included;

- Widen the playing surface pavement to increase the run-off distance.
- Overlay the court in hotmix asphalt and
- Apply an acrylic playing surface.

March 6<sup>th</sup>, 2014 – The asphalt pavement install was completed.

April 2014 – The acrylic sports surface was installed.

June 2014 – Following completion of the project brown stains started to appear on the court surface. The netball association (Jenni) wanted to know what was causing the rust stains. They thought this might be rusting reo in the pavement, however, Council advised them that this was an asphalt pavement and therefore no reo existed.



Mar 2015 - The brown rust stains were significant, Council investigated. Council confirmed that the rust stains were caused by iron pyrites within the asphalt mix.

April/May 2015 – WM Loud installed a small test patch using the California Sports Surfaces ‘California Stain Block 52500’ product to test the effectiveness of the stain block product in masking the rust stains (pyrites) over the coming months. This was not successful.

June 2015 – Cranes accepted Councils request for an extension of the defects liability period for a further 12 months to May 9<sup>th</sup> 2016 to ensure rectification works could be resolved.

August 2015 – Cranes accept responsibility for rectification works as the principal contractor & proposed the following course of action;

1. Grind the entire area to expose any ‘stain’ areas that may be sitting at or near the surface.
2. High pressure wash the entire area attempting to ‘Blast out’ any pockets that are exposed on the top of the surface.
3. Apply 2 coats of the stain block material in opposite directions to ensure full coverage of the surface.
4. Apply 1 coat of Acrylic Resurfacer to fill any porosity in the surface.
5. Apply 2 coats of colour.
6. Mark lines.

Cranes stated that “there is no indication that the structural integrity of the asphalt matrix has been compromised and that the defects were more cosmetic in nature as consistent with Pyrite contamination.”

October 2015 - Test Patches installed using Laykold’s Poly Primer ‘Qualipur 152’ to block the rust and stain migration from the asphalt substrate. This was coated with the Laykold acrylic sports surface (new sample colour 01 which is a darker grey than the one originally installed) and the results observed for 4 months. This proved to be successful.

Mar 2016 - The remedial works commenced with the front 4 courts being undertaken between the 15<sup>th</sup> March 2016 and 11<sup>th</sup> April 2016. The back 6 courts were completed between the 7<sup>th</sup> April and 27<sup>th</sup> April 2016. Works included:

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1. Grinding of the courts to remove the existing acrylic surface and the top of the applied asphalt surface.
2. Pressure cleaning of the asphalt courts to remove any imperfections and pitting of stones.
3. Application of 4 coats being: 1 x Acrylic Resurfacer, 1 x Stain Blocker, 2 x Acrylic top coats.
4. Application of linemarking

29<sup>th</sup> April 2016 – netball games resumed on all 10 courts.

Current issue - Council note that the netball association reported 'shear damage' had occurred. Council state that "40 small locations ranging from 1cm<sup>2</sup> to 10cm<sup>2</sup> appeared, mostly in the grey court surrounds. Very few appeared in the brown court surface itself. The waterproof undercoating was undamaged where the surface sheared off."

The plan to carry out remedial works to reduce the visual effect of the pyrite stains appears to be sound and the decision to install a darker grey to the run-off areas is appropriate. However, this treatment does come with risk as there is no known guaranteed stain block product on the market. As noted in an email from our office to Latrobe City Council in April 2015 (see Appendix 7), the only way to completely cover the pyrite stains to prevent its reoccurrence is to overlay the courts with a cushioned acrylic. This is an expensive undertaking and therefore unlikely to gain traction within Council due to budget constraints. An alternative cheaper option may have been to overlay bare asphalt straight over the pavement area and line mark. In this instance Council chose to carry out sealing (with the Qualipur 152 Poly Primer) and resurfacing works (with Laykold) with the aim of masking the pyrite stains as much as possible and after trialling the product for a number of months on a small section of the courts, this was preferred as the adopted remedial option moving forward.

There are a number of stains and pitting areas reappearing on the court surface, however, the darker court run-off colour is helping to reduce the visual impact. Early signs indicate that the Qualipur product has significantly reduced the appearance of the rust stains on the court surface, however, it is important to note that it is only 4 months since the resurfacing works were completed and pyrites can take 12-18 months to appear and could even reappear years down the track.

It is important to note that the company engaged to undertake the surfacing works are well regarded in the industry and the overall acrylic installation works have generally been completed to a high standard with a uniform appearance free of ridges and rough areas. The court line edges are sharp and clean.

Both the Laykold Poly Primer 'Qualipur 152' stain blocker and the Laykold acrylic sports surface are reputable products on the market and are reported to be successfully installed at other netball facilities across the country. The Laykold acrylic system is available in a number of different qualities however, it is unknown which of the Laykold acrylic systems was used for this project. In saying this, the issues surrounding the shear/delaminated areas appear to be a product installation timing issue not necessarily a failure of the stain block or acrylic systems used. See **Item C** below for further information regarding this.

- c) **Speculate on potential causes of the lack of adhesion resulting in the shear damage and what may be the effect on the useful life. It is acknowledged that without testing and perhaps even then a definite response is not possible.**

The reference to 'shear damage' is not entirely accurate. This is more commonly known in the industry as delamination, where isolated areas lift and peel away from the underlying surface. This can typically occur as a result of some well-known common causes;

1. Moisture - when moisture is present between the pavement base and the acrylic surface. This can be due to excessive moisture below the court pavement that is drawn up through the pavement base, standing water over the court surface or poor surface and/or subsurface drainage outside the court. This can occur at any time after the acrylic surface has been installed. This is a common issue where a moisture barrier/plastic membrane has not been installed under a concrete slab.

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2. Excessive product – where there has been a build-up of excessive acrylic surfacing layers' overtime. This can cause the surface to become impermeable in which water and/or moisture vapour cannot permeate the coating and therefore bubbles and subsequent delaminating is inevitable.
3. Lack of Adhesion – when the acrylic surface has not bonded/adhered to the underlying surface adequately. Coating failure can occur and create delamination/peeling of the acrylic from the base. This can occur if;
  - the pavement is not prepared properly,
  - the acrylic product was not allowed to fully dry between successive coats and/or
  - weather conditions were not adequate; the acrylic cannot bond sufficiently (See **Item d** below for further information on drying & curing).

This may occur when the pavement, or surface being coated, is;

- improperly prepared prior to the application of the coating material,
  - when the air or surface temperature is marginal or outside of the recommended temperature tolerances (See **Item d** below for further information on drying & curing).
- or
- due to moisture being present on the pavement surface prior to or during the acrylic's drying/curing period (due to dew or precipitation).



All ten courts (the front 4 and the back 6) have been inspected by the consultants and the visible delamination areas were documented (see Appendix 2). The vast majority of the delaminated areas were within the grey run-off areas. There were several small isolated areas within Courts 1-4 pavement (front courts), with Court 1 being affected in the mid court area of the Eastern and Western sideline areas.

In contrast, the Court 5-10 pavement area was heavily affected with the grey run-off areas experiencing a significant amount of delamination. There were also many areas within both the maroon Principle Playing Areas and grey Run-off areas also noted as being 'touched up'. These were numerous and not documented at the time of inspection. It is unknown if these areas have been repaired due to further delamination or the pitting/staining issue.

In our opinion, the type of delamination is in line with Type 3 – lack of adhesion, as the delamination is solely affecting the acrylic top coats. The Poly Primer coating has not been affected whatsoever (as seen in the attached Appendix 4), where the shiny primer coating is clearly visible and unaffected. The acrylic coatings have lifted cleanly from the Poly Primer coating.

There is no water holding on or around the pavement area, nor is there any bubbling of the surface noted prior to delamination. Therefore, it is unlikely that ground or surface water is sitting on or being drawn up through the pavement.

The delaminated areas appear to be randomly occurring across the court run-off areas. They are not the result of player's shoes.

As noted in Appendix 3 the night and daytime temperatures were in a state of decline in the Latrobe Valley at the time the acrylic Laykold sports surface was installed over the Qualipur Poly Primer by April 2016 with

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overnight temperatures getting down to as low as 4.2 and 2.8 degrees. As stated above the air temperature is important to monitor, however, the temperature of the pavement itself and the presence of moisture during the drying and curing periods is also a very important consideration heading into the cooler months of the year. Therefore, it is believed that the installation of the acrylic may have been undertaken when the air and surface conditions were marginal. This may have had an effect on the integrity of the acrylic surface bond with the Qualipur Poly Primer. As noted and documented within this report, the delaminated areas identified are significant on the back 6 courts in comparison to the front 4 courts. It is known that these back 6 courts were surfaced two weeks after the front 4 courts. The overnight air temperatures decreased over this time and there was an increase in moisture/rain around this time. This would account for the increase in delamination on the back 6 courts when compared to the minor delamination issues on the front 4 courts.

It is likely that the drying and curing times have been affected by the late installation of the acrylic sports surface and a strong surface bond has not been achieved. This appears to have resulted in isolated delamination.

The lifespan of the acrylic surface is difficult to determine accurately, however, the degree of premature damage within 4 months of the acrylic's installation would indicate that the lifespan of the surface has been significantly affected and may continue to worsen over time.

In saying this, it is difficult to determine whether the delamination process has ceased as the consultants have not observed or seen any documentation stating the rate of deterioration since installation.

It is recommended that Council continue to monitor the courts and document any further deterioration over the coming months before determining the course of remedial works to be undertaken. If the surface does not continue to deteriorate, the issue may remain isolated to the existing areas identified within this report. The small areas can be 'touched up', however, the larger areas will require hydro-blasting, or similar, to remove the acrylic within a nominated resurfacing envelope to the perimeter of each group of delaminated sections, prior to preparing the Qualipur Poly Primer surface for recoating. If the court surface continues to deteriorate with the current areas expanding or further areas being affected, then a further site inspection and deliberation over the appropriate remedial works will be required between all parties prior to undertaking any works.

**d) Comment on the likely cause of the sand coming free of the acrylic surface, whether this is common, and whether this is likely to affect the long term performance of the surface.**

During the consultants site inspection, it was noted that sand/grit is being released from the acrylic surface. This was evident with sand particles visible on top of the surface and sand releasing when rubbed gently with the consultant's hand. It is also noted that the pigment was fading in the high wear areas (in the goal ring). This seemed a little unusual for an acrylic surface being installed only 4 months prior to the inspection.

Sand/grit particles form part of the acrylic mix and are what gives the acrylic its slip resistance characteristics ie: the larger the grit particle and/or the more grit particles present in the acrylic compound, the higher the slip resistance qualities of the court surface. These can wear and/or release from the court surface over time. If the acrylic resin is not strong this can increase the likelihood of the sand releasing or wearing prematurely.

Acrylic sport coatings are water-based, and latex is the binder or "glue" that adheres to the pavement or in this case the Qualipur surface. The binder also locks in all of the components of the coating system, like pigments, sand, and other proprietary ingredients. Water is the vehicle that thins the coating solids so that application by squeegee can be achieved. Once the coating is applied, the water evaporates leaving the solids of the coating in a consistent film. This evaporation is "drying".

At this point, the film solids are dry. They can even be walked on without a problem. However, all of the components of the coating are not entirely connected and bonded in a strong film. In order for the coating components to properly coalesce, or "melt" together, it is important that the film remain mostly dry and in temperatures above 12° C. This is especially important within the first 24 hours. This is "curing".

If the coating is not allowed to achieve this initial cure, the components, like sand and pigment, can wash or roll out, the film can fall apart to varying degrees. The level of damage or failure depends on how marginal the cure.

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Many coating and paint specifications include the statement “product shall be applied when temperatures are 12°C and rising”. This means start coating in the morning when the temperatures are at least 12°C and getting warmer, not late afternoon or evening when temps are dropping.

Note, the coating must dry before it can begin to cure. Starting application late in the day puts the film at risk of dew and cooler night time temperatures. A good rule of thumb is to avoid acrylic paint and coating application on days when the night time lows are forecasted to drop below 12°C. If the daytime highs are not very warm and it is cloudy, or the courts are heavily shaded, you also need to take that into consideration. The shade will increase the drying time and affect the temperature of the court surface. These factors affect drying and curing.

If forced to push the application on marginal days, an infrared thermometer to check the surface temperature is a good tool. Pavement absorbs and holds cold for longer than most people think. In Spring and Autumn, the sun is further away and not as intense. The pavement surface isn't able to warm up as quickly as it does in the summer.

As noted in Appendix 3 the night and daytime temperatures were marginal in the Latrobe Valley at the time the acrylic Laykold sports surface was installed over the Qualipur Poly Primer in April 2016. As stated above, the air temperature is important to monitor, however, the temperature of the pavement itself and the presence of moisture is also a very important consideration heading into the cooler months of the year. Therefore, it is believed that the installation of the acrylic may have been undertaken when the air and surface conditions were marginal. This may have had an effect on the integrity of the acrylic surface bond with the Qualipur Poly Primer and may have also affected the integrity or bond of the pigments, sand, and other proprietary components within the acrylic.

As noted and documented within this report, the delaminated areas identified are significant on the back 6 courts. It is known that these courts were surfaced two weeks after the front 4 courts. There was an increase in moisture/rain around this time and it is likely that the drying and curing times have been affected by the later installation of the acrylic sports surface and a strong surface bond has not been achieved in some areas. This appears to have resulted in both the delamination and premature sand and pigment deterioration.

This may result in a premature deterioration of the courts surface and a loss of slip resistance as the sand/grit is lost from the court surface. A slip resistance test as recommended in Netball Victoria's Compliance Fact Sheet (see attached Appendix 5) may determine whether or not this is deteriorating substantially during the defects liability period. The delaminated areas have left areas of the Poly Primer exposed. These will have very little, if any, slip resistance. Therefore, the affected areas should be 'touched up' / coated with an acrylic surface before they become a noticeable slip hazard. The loss of pigment is unsightly, however, this is predominantly an aesthetic issue.

- e) **Comment on how this can be avoided in the future. Council has already modified its specification to specifically include that aggregate will be free of iron pyrites and similar materials. It is also considered that there must be greater “curing time” between the application of the acrylic surface at least in cooler winter weather.**

It is recommended that Council include a more project specific detailed asphalt and acrylic surfacing installation specification within their tender and contract documentation. This should clearly stipulate the expected industry standards regarding the installation of an acrylic sports surface and the outcomes expected by Council. This should include clear drying and curing information and advice regarding additional timeframe tolerances required where the air and surface conditions are marginal. Engaging the services of an independent technical expert to write the projects technical specification is recommended to ensure the latest industry standards, recommendations and testing techniques are considered in the specifications. The wording regarding Pyrites recommended in Appendix 1 should be included as a minimum.

The onus should be squarely on the principle contractor to ensure that they install an acrylic sports surface that is a quality long lasting product and fit for purpose. It is the contractor's responsibility to ensure that the products installation recommendations are observed and followed. This includes the surface and air temperature requirements and subsequent drying and curing times.

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In the circumstance where the weather has deteriorated into a marginal state according to the acrylic surface installation recommendations, then it may be necessary to defer the installation of the acrylic until the weather conditions improve and favourable quality outcomes are more likely. An asphalt court has good slip resistance properties and therefore is a suitable surface to play competition netball on. Lines can be marked on the bare asphalt to enable play over the winter period or until favourable weather returns for the acrylic surface to be installed.

Rushing or trying to deliver a completed surfacing project can sometimes deliver poor end results and although deferring timelines can create some short term disappointment, the long term outcomes are usually much better. It is recommended that Council choose to defer surfacing projects when the weather conditions are marginal. It may be reasonable to include a clause in the contract documentation for this possibility.

**f) Provide expert advice on to any additional works that may be required, over both the short and long term, to ensure the courts are in the best condition possible for use by the community.**

The netball courts are noted by Council as being compliant to Netball Australia standards and recommendations, in regards to court dimensions and run-off zones. However, it is noted that Courts 5-10 have a steep camber on the Western and Northern run-off boundaries. Although levels were not taken at the time of inspection it did appear that these areas far exceeded the 1% fall standard for a sports pavement. This may result in a decrease in slip resistance especially when the courts are wet and as the surface ages and becomes dirty overtime. Maintenance will be extremely important in minimising the effects of the steep gradient change in the short term, however, when Council undertake redevelopment works in the future, the 1% fall should be observed.

An acrylic sports surface can become very slippery especially in wet conditions if the maintenance is poor. The courts should be kept clean of sand, dirt and debris regularly. The courts should be swept or have a mechanical blower remove any free moving particles from the surface prior to competition play. The courts should also be professionally cleaned to remove all in ground dirt and treated for algae once every 2-3 years, depending on climate and reports of slipperiness. A maintenance program is important and it should be observed in order to keep the courts playing at their safest. A comprehensive outline of maintenance recommendations is outlined in the Netball Australia National Facilities Policy 'Technical Manual' that was written by our netball consultant (the author of this report) at 2MH Consulting.

The Courts should be resurfaced with 1-2 coats of acrylic every 7-10 years depending on the degree of use and maintenance program. The lack of maintenance and heavy usage of the courts will decrease the surface lifespan dramatically. The asset manager should budget to surface the courts as recommended to maintain an optimal playing surface with good slip resistance and protection of the asphalt pavement. The asset manager should ensure that a thorough acrylic surface specification is provided to the surfacing contractor to ensure both parties have a thorough understanding of the level and quality of works required as part of the contract.

These courts are public access and therefore they are exposed to excessive wear and tear. This should be considered when budgeting for maintenance and resurfacing requirements. Skateboards, bikes and scooters can damage a courts surface and cause blunt indentation marks. These can create a weakness in the pavement and should be repaired quickly to prevent further deterioration.

The courts at this facility should be under continued review to monitor the behaviour of the acrylic surface. Attention to identify further delamination should be a priority during the defects liability period. The courts slip resistance is important to enable safe playing conditions for competition netball. The association should follow the recommended maintenance regime and report any issues regarding slip hazards, especially within the areas where the courts gradient exceeds 1% fall.

In conclusion, it is recommended that Council engage with the principle contractor, acrylic installer and an independent industry specific expert to discuss the existing damage and arrive at an agreed position in order to achieve a good outcome in regards to the intended course of action.

Yours sincerely,

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**Appendix 1**

**13 COURT CONSTRUCTION – COURT BASE**

**13.4.7 BARE ASPHALT** *Continued*

The asphalt is laid in strips and when they lay the adjoining run, the temperature often differs between the freshly laid asphalt and the previously laid asphalt. This is called a "Cold joint" and this may split or crack along the join over time. This is also known as a Construction failure.

Random cracking throughout the courts can be due to a variety of reasons such as sub-base movement, moisture and/or poor compaction. When you have random 'bird baths' in addition to the cracks, this indicates poor base preparation and subsequent pavement collapse. 'Bird baths' are easily located on a court by the collection of dirt and/or silt left behind once all the moisture has evaporated.



**13.4.8 RUST STAINS/PYRITES**

A secondary mineral such as ferrous particles (Pyrites) can be present in the asphalt mix of an asphalt base netball court. Asphalt containing these ferrous particles should be avoided especially when the court is to be surfaced with an acrylic sports surface.

This is naturally occurring in aggregates from certain geographical locations and can cause unsightly brown stains, blisters and pitting to appear on new acrylic surfaces.

This is seen too often in many areas of Australia. Caused by Pyrite (iron particle) in aggregates used in the manufacture

of the asphalt mix. As rain falls on the courts the moisture permeates through the acrylic colour surface system which moistens the aggregate in the asphalt layer. If pyrites are present, the oxidation (rust) process is initiated and with time the particles migrate to the court surface and become evident by a rust colour observed above these aggregate particles. These rust spots and streaks can create merely an aesthetic issue or they can be capable of causing localised surface & pavement failures when they swell and blister as it oxidises and subsequently pops through the surface. It can take approx. six (6) to twelve (12) months after the courts are completed for the rust stains to appear and ultimately rust streaks form in the direction of the slope of the netball court. They can continue to increase in number over the following twelve (12) months or more.



**Treatment**

Some courts can be severely affected and unfortunately once Pyrites are in the asphalt base, not much can be done to prevent their effect on an acrylic surface.

Raised and/or blistered spots and pitting of differing severity can expose the asphalt to water ingress and increased pavement deterioration if left untreated. The remedial works required will depend upon the severity and quantity of the rust spots and pavement damage. Blisters may be ground down, patched or sealed and then resurfaced or in minor cases dug out and patched/sealed and then resurfaced. In saying this, it is very important to note that this is not guaranteed to stop the problem from recurring.

Some acrylic surface manufacturers have special sealers such as an Epoxy Moisture Seal available which may minimise the recurrence of the rust stains however this adds cost and is not guaranteed to stop the reappearance of the stains. When resurfacing affected areas it is a good idea to pick acrylic colours that closely match and don't contrast the rust colour (i.e.: Brown, Maroon, and Red) to minimise the appearance of any new stains.



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## 14 COURT CONSTRUCTION – COURT SURFACE

### 13.4.8 RUST STAINS/PYRITES *Continued*

#### Prevention

Due to the lack of a known guaranteed permanent solution for courts affected by the appearance of rust, blisters and pitting on an acrylic surfaced asphalt pavement that already contains Pyrites, it is clear that prevention is the best mitigation strategy. Perhaps highlighting the potential issue to the proposed contractor/asphalt company may in turn result in assurances from the proposed asphalt plant or at least promote a discussion regarding the type and source of the asphalt proposed. It may be of great benefit to ensure the project brief, request for quote or project specification clearly articulates the need for a Pyrite free asphalt to the contractor. Something to the effect of *"The aggregates used in the mix shall be free from mineral pyrites, marcasite, wood particles, clay or other deleterious materials which may cause staining/ discoloration or interfere with the planarity, structural stability or aesthetics of an acrylic sports playing surface."*

Properly informed contractors/asphalt producers who, through the course of time, have been shown to supply aggregate in their asphalt that fails to meet this specification should be held accountable and avoided for future netball court construction projects where an acrylic surface is required.

Some asphalt producers may not otherwise be attuned to such issues because they provide asphalt pavement primarily for roadways and carparks where the presence of Pyrites is not as obvious. In contrast, if the asphalt contains Pyrites and is used in an asphalt base surfaced with an acrylic sports surface, it will be noticed by many due to the acrylics coloured surface.

Given that Pyrites occur in natural geologic deposits in the earth. Pyrites are most commonly found in crushed stone and are not discernible in an aggregate pile by observation. Although there are tests for determining the presence of pyrites in aggregates, the difficulty is finding a representative sample of the crushed aggregate that contains pyrite. The ferrous bearing particle could be one-in-one thousand or more particles – making it extremely difficult to detect by random testing of aggregate samples. Fortunately, ferrous bearing aggregate is well-known by geographical source and each asphalt producer should be aware of the presence of aggregate contaminants based upon each source as well as documented by local historical evidence.

#### Summary of Tips:

- Avoid the use of recycled asphalt.
- Avoid any asphalt source that is known to contain Pyrites or other Ferrous bearing aggregate.
- Research the type and source of the asphalt and aggregate proposed for your project.
- Talk to an experienced court builder, nearby acrylic surfaced netball facility owners & local councils.
- If in doubt use dark acrylic colours or colours similar to the colour of rust when surfacing your courts.'

### 13.4.9 CONCLUSION

It is essential to have a good understanding of a netball court pavements design & construction elements. It is very important to adopt industry best design and construction principles to not only avoid the above common failures but to successfully address them if they do occur. Soil tests, sufficient excavation depth, preparation and compaction of the subgrade and sub-base, root barrier and drainage works are very important components of a netball court construction. Unfortunately these important components are ignored too often, downgraded, or simply left out due to insufficient budgets. Cutting costs during the construction and remedial repair stages are likely to add many more dollars to the pavements lifecycle costs and/or reduce the predicted pavements lifespan.

### 14.1 ACRYLIC SURFACE APPLICATION

#### 14.1.1 APPLICATION ON ASPHALT – NON-CUSHIONED ACRYLIC

A new asphalt surface should be left to cure for at least 2 weeks, and preferably four weeks before applying an acrylic surface. UV light from the sun as well as rain or other water will assist in the curing period. If surfacing is attempted while the asphalt is still volatile, splitting may occur through the acrylic coatings.

Before commencing surfacing, the asphalt should be water blasted clean and flooded or inspected shortly after rain to identify any ponding areas. Allow the court to drain for a period of half an hour at a temperature of around 21°C or for a shorter period if the weather is hotter. Any low areas or 'bird baths' holding water greater in depth than 2-3mm [this can be measured using a 20 cent coin] should be clearly marked to be patched out with filling compounds prior to surfacing.

Additionally, carefully check the asphalt for small blisters while the court is wet. Blisters could indicate some foreign materials are present in the asphalt. Small blisters containing these materials can be remedied by water blasting. Larger blisters or bumps may have to be dug out and repaired with fillers. Asphalt containing ferrous particles (iron) such as Pyrites can cause damage to an asphalt base netball court surfaced with an acrylic sports surface. It is best to avoid asphalt mixes that contain these particles. See Section 13.4.8 'Rust Stains / Pyrites' in this manual for further information.

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**Appendix 2**

## Agnes Brereton Netball Courts 1-4 Identified Issue Sketch

-  Coated Delamination
-  Delamination
-  Worn Area

\*Reoccurring pyrite damage more evident in run-off areas than the Principle Playign Areas



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## Agnes Brereton Netball Courts 5-10 Identified Issue Sketch

- Coated Delamination
- ★ Delamination
- Patched Delamination
- Coated Pyrite
- Surface Fail



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**APPENDIX 3**

Latrobe Valley Ap daily temperature and rain summaries

Page 1 of 2

Home > Victoria > W & S Gippsland > Latrobe Valley Ap Daily Summaries

**Latrobe Valley Ap Daily Summaries**

April 2016 Apr 2016 Go Latest

Date	Min to 9am °C	Anomaly °C	Max from 9am °C	Anomaly °C	Rain to 9am mm
Fri 01/04/2016	7.6	-1.1	26.2	+5.7	0.0
Sat 02/04/2016	11.2	+2.5	20.2	-0.3	0.0
Sun 03/04/2016	5.2	-3.5	20.5	+0.0	0.0
Mon 04/04/2016	4.3	-4.4	21.7	+1.2	0.2
Tue 05/04/2016	6.8	-1.9	29.7	+9.2	0.0
Wed 06/04/2016	13.4	+4.7	14.8	-5.7	1.6
Thu 07/04/2016	8.0	-0.7	17.7	-2.8	15.6
Fri 08/04/2016	9.3	+0.6	20.3	-0.2	0.0
Sat 09/04/2016	4.3	-4.4	20.3	-0.2	0.0
Sun 10/04/2016	10.3	+1.6	21.8	+1.3	0.0
Mon 11/04/2016	13.8	+5.1	20.3	-0.2	0.0
Tue 12/04/2016	12.8	+4.1	20.2	-0.3	0.6
Wed 13/04/2016	10.1	+1.4	19.8	-0.7	0.0
Thu 14/04/2016	11.5	+2.8	25.4	+4.9	0.0
Fri 15/04/2016	11.0	+2.3	26.6	+6.1	0.0
Sat 16/04/2016	10.7	+2.0	21.1	+0.6	0.0
Sun 17/04/2016	10.0	+1.3	18.7	-1.8	0.0
Mon 18/04/2016	9.1	+0.4	24.1	+3.6	0.0
Tue 19/04/2016	6.9	-1.8	27.2	+6.7	0.0
Wed 20/04/2016	7.2	-1.5	27.6	+7.1	0.0
Thu 21/04/2016	7.9	-0.8	24.6	+4.1	0.0
Fri 22/04/2016	12.3	+3.6	18.4	-2.1	9.2
Sat 23/04/2016	9.6	+0.9	19.0	-1.5	0.2
Sun 24/04/2016	5.3	-3.4	21.8	+1.3	0.2
Mon 25/04/2016	6.7	-2.0	24.2	+3.7	0.2
Tue 26/04/2016	4.2	-4.5	25.1	+4.6	0.0
Wed 27/04/2016	2.8	-5.9	26.9	+6.4	0.0
Thu 28/04/2016	10.5	+1.8	22.9	+2.4	0.0
Fri 29/04/2016	11.2	+2.5	18.2	-2.3	0.0
Sat 30/04/2016	10.9	+2.2	25.7	+5.2	3.6
April 2016 Average	8.8	+0.1	22.4	+1.9	
Apr 1984-2014 Average	8.7		20.5		
Apr 1984-2014 Highest	17.4	29th 1988	35.0	14th 2004	
Apr 1984-2014 Lowest	-0.5	23rd 1992	11.2	28th 2008	
April 2016 Total					31.4 9 day(s)
Apr 1984-2014 Average Total					59.1 14.5 day(s)
Apr 1984-2014 Wettest Total					132.6 2001

[http://www.weatherzone.com.au/station.jsp?lt=site&lc=85280&list=ds&of=of\\_a&ot...](http://www.weatherzone.com.au/station.jsp?lt=site&lc=85280&list=ds&of=of_a&ot...) 13/08/2016



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**APPENDIX 4**

Photos of existing surface issues



Recurring pyrite staining throughout the Court 1-4 pavement area – affecting both the courts principle playing area and run-off zones.

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Delaminated acrylic area between Courts 6&7 with a piece of delaminated acrylic sitting freely on the court surface.



Piece of delaminated acrylic sitting on the court surface. The sample confirms that the delamination has not affected the Qualipur.



Close up of delaminated acrylic area between Courts 6&7 shows the glossy Qualipur Primer underneath.



Large delaminated area to the South of Court 9.

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Delamination area between Courts 7&10. The Qualipur Stain Block product is visible and intact.



Delamination area on the Court 5-10 pavement. The Qualipur Stain Block product is visible and intact.



The gradient along the Court 5-10 Northern boundary appears steeper than the 1% fall recommended.



Smaller sections of delamination along the Eastern boundary of Courts 5-10.

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Previously repaired areas along the Southern boundary of Courts 5-10.



Faded acrylic surface in the goal ring areas.



Delamination area between Courts 3&4. The Qualipur Stain Block product is visible and intact.



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View of the Courts 1-4 pavement area, looking North.



Faded acrylic colour inside goal rings.



Patched area between Courts 9&10.

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Example of faded acrylic colour where light scuffing has occurred. Sand is sitting freely on the surface.



Delaminated areas along the Court 5 Western sideline.



Patched areas in the North West corner of Court 5. View along the Northern pavement boundary shows increased gradient fall.



Excess Qualipur Poly Primer on concrete spoon drains.

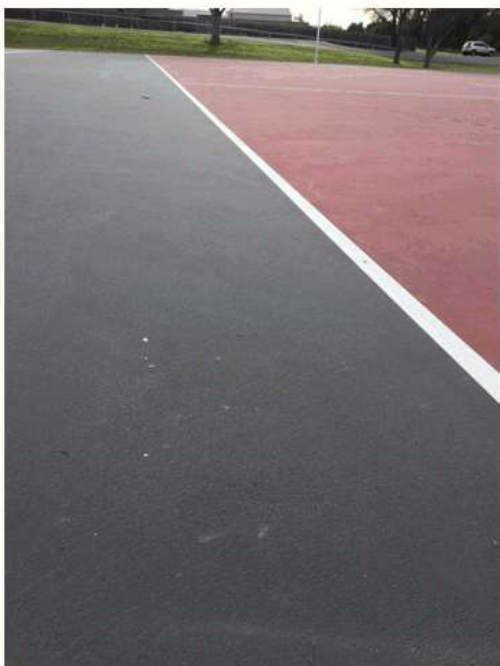
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The area between Courts 6&7 – showing a mixture of patched and new delamination.



Small delaminated areas to the sidelines of Court 1

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Isolated surface failure. Faded acrylic with very small areas of delamination within it.



Delaminated areas along the Eastern sideline boundary of Courts 7&10.



Single coated delaminated areas between courts 7&10



Delaminated areas along the Eastern sideline boundary of Courts 7&10.

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**APPENDIX 5**  
**Netball Victoria Compliance Fact Sheet**

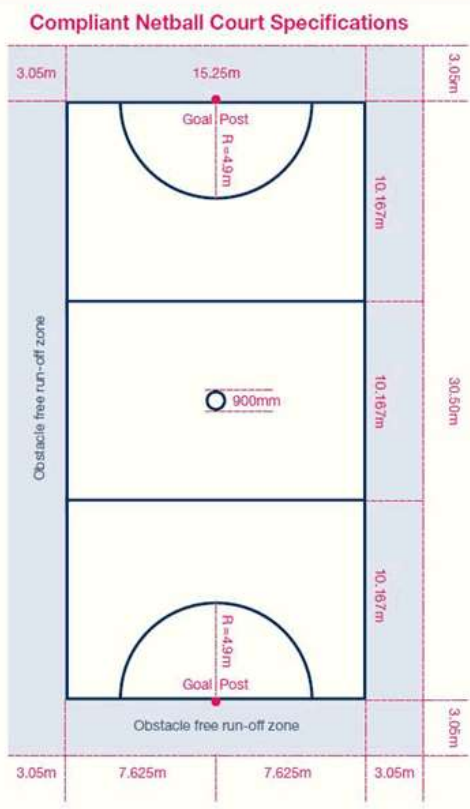
# Compliance Fact Sheet

Netball Victoria (NV) has developed this fact sheet to provide Clubs, Associations, Leagues, Councils & Contractors with the most up to date standards required by NV when redeveloping or constructing new netball court facilities.

Netball courts are a major investment & an important community asset.

Netball courts should be built following the best industry construction standards for a long term outcome. NV offers a technical advisory service & encourages all stakeholders (Clubs, Associations, Leagues & Councils) to liaise & consult directly with NV in the first instance and throughout the planning & construction of netball courts & facilities.

**!** All specifications, on page 1 & 2, form part of this fact sheet
SEPT 2015 – V2



- Court Dimensions**
- Length: 30.50m
  - Width: 15.25m
  - Court Thirds: 10.167m
  - Goal Circle Radius: 4.9m
  - Centre Circle: 900mm
  - All Line Widths: 50mm
  - Gradient:
    - Outdoor Courts – 1% cross fall in both directions or 1% fall diagonally on one single constant plane.
    - Indoor Courts – Flat
  - Ceiling Height (court & run-off areas): Minimum 8.3m. This includes indoor & outdoor facilities.
  - All lines must be a textured water based acrylic, straight & have clean, crisp edges.
  - Important: All above measurements are to the outside edge of lines.**
- Court Condition**
- The court must:**
- have a firm consistent surface on a constant plane without gradient change. This includes court and run-off zones.
  - not pose a trip or slip hazard in either the court or run-off zones.
  - comply with the current Slip Resistance Classification (see over).
  - be fit for purpose.

- Run-off Dimensions**
- Minimum obstacle free space required:**
- On all sidelines and baselines: 3.05m
  - Between multiple courts: 3.65m (see reverse)
- Run-off zones must be free of all obstacles & be of the same surface type & consistent level as the court.**
- Note: This is an International Netball Federation (INF) rule introduced to ensure the safety of players & umpires.*
- Compliance**
- NV requires compliance to the expected court, run-off & goal post dimensions, design standards & court conditions noted in this Fact Sheet. This is to ensure a safe & playable netball facility for players, umpires & spectators.
- NV encourages all facility owners/managers to bring their courts in to line with the compliance standards as soon as practicable. All new netball court facilities must be designed & constructed to these standards.

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### Goal Posts

**Vertical Height:** 3.05m (Full Size). Can be adjusted to 2.4m for modified netball (NetSetGO). Post must not extend past ring height.

**Post Diameter:** 60mm min. to 100mm max. (min. diameter deliberately reduced). Round post preferred.

**Post colour:** Painted white preferred

**Ring:**

- 380mm (internal diameter)
- 15mm ring thickness
- 150mm length connection to post
- No arms from ring to post to allow full post height padding (strengthen ring connection in public setting)
- Steel loops/eyelets arc welded to the underside of the ring to allow net attachment preferred

**Net:** White Cotton mesh or Chain mesh – to be open at both ends.

**Padding:**

- 3m high to full length and diameter of post
- 2.4m high allowed for modified netball (NetSetGO)
- Maximum 50mm thick high density foam core

**The face of post must be positioned on the inside of the baseline so as not to impede on the court playing area inside the baseline. Preference is for any excess post width to impede on the run-off zone instead.**

36mm wide x 9mm min. thick flat steel plate

Ring 15mm thick

White Cotton mesh or Chain mesh

380mm

150mm

Arc Welded

Post must not extend past ring height

Vertical height from ground to top of ring 3.05m

Post diameter 60-100mm

Face of post to be flush with inside of baseline

### Lighting

**Outdoor netball courts:**  
200 avg. lux: Regional/Club/Local Comp  
100 avg. lux: Low level/Training

**Indoor netball courts:**  
750 avg. lux: International/National  
500 avg. lux: Regional/Club/Local Comp  
300 avg. lux: Low level/Training

**Note:** Facilities catering for Colour Television (CTV) broadcast will require higher lux averages than those stated above. Therefore, specialist lighting advice should be sought on a case by case basis.

**All outdoor lighting systems should be professionally designed to ensure compliance to standards – AS2560.2.4 including illuminance & uniformity requirements.**

**Note:** A side lighting system is generally used for outdoor courts. Side lighting gives better control of spill light outside the playing area & is more economical for one or two courts. Baseline lighting is not recommended because of glare when shooting for goal. Lighting impacts the environment. Design to AS4282 to minimise spill & obtrusive light.

### Slip Resistance

Every netball court must have a surface that is fit for purpose. For outdoor netball courts, this is 'All Weather' netball. To ensure a safe surface for netball play, each new outdoor playing surface (hard courts) should ideally achieve a mean British Pendulum Number (BPN) of at least 75. Testing by a company accredited by the National Association of Testing Authorities (NATA) is recommended.

In the absence of a netball specific standard, testing should be in line with the most relevant Australian Standard (ie: AS 4663:2013 Slip Resistance measurement of existing pedestrian surfaces, for existing surfaces). A minimum of five (5) individual locations should be tested on each playing court using both slider 55 & slider 96 & shall ideally achieve a mean BPN of at least 75 for both sliders. It is important to request product warranties and stipulate the desired slip resistance standard in the project brief/specification.

### Example

**Two court 200 lux lighting to competition standard (outdoor)**

Level of play: competition

Average lux: 200

Number of lamps: 8

Number of poles: 4

Pole height: 12m

Floodlight: 1kw Metal Halide

### Diagram

3.05m obstacle free run-off zone

minimum 3.05m required between courts

Spectator Shelter Area

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## APPENDIX 6

### Netball Australia National Facilities Policy – Technical Manual, maintenance snippet

## 14 COURT CONSTRUCTION – COURT SURFACE

### 14.5 COURT SURFACE MAINTENANCE

#### 14.5.1 MAINTENANCE OVERVIEW

Every court surface requires regular maintenance.

- The courts should be routinely maintained following the contractors maintenance manual provided once works are completed including the consistent removal of algae, dirt, silt and leaf litter as it collects.
- Ensure all water ponding and silt/slippery areas are removed regularly, this is especially important prior to play commencing.
- Ensure periodic cleaning of the court surface.
- Ensure any spills or contaminants, such as drinks & bat droppings are removed immediately.
- Do not permit portable chairs or tables to be placed directly on the court surface.
- Protect the pavement perimeter by maintaining drainage systems and clearing vegetation to minimise encroachment on to or over the court surface.

**NOTE:** Not maintaining courts properly leads to costly repairs & premature reconstruction. The lifespan of the surface and pavement will be dramatically reduced if the courts are not maintained as per the contractor's maintenance manual recommendations.

#### 14.5.2 MAINTENANCE EQUIPMENT

**Outdoor courts maintenance equipment:**

- A leaf blower to remove all loose and foreign materials before play
- A pressure washer to clean the surfaces every 1–5 years depending on your location. Alternatively Clubs can hire this equipment or employ a qualified contractor
- A squeegee to remove trapped rain water in ponding areas is recommended to prolong the life of the acrylic surface. This is a must prior to competition play commencing
- A metal or plastic spatula, or similar type of scraper to safely remove all bird and animal droppings as they occur.

**Indoor courts maintenance equipment:**

- Floor sander & Floor polisher. Alternatively Clubs can hire this equipment or employ a qualified contractor
- Scissor mop to keep the surface free of dust, dirt and debris.

#### 14.5.3 MAINTENANCE RECOMMENDATIONS

All courts require maintenance. This can be minimal for hardcourts, however, the local environment and type of surface installed will influence the amount of maintenance required. I.e.: if the court is placed in a damp environment

with large trees positioned close to the court it will require more frequent maintenance due to the likelihood of increased algae removal, tree limb lopping, leaf removal and additional crack repairs.

#### Dirt and debris

Courts subject to moist environment, heavy airborne pollution such as dust, tree leaf litter and traffic fumes are classified as high maintenance areas.

- Minimise the dirt and dust on the court surface by landscaping the surrounding grounds and keeping them green and well kept
- Lop any tree branches or trim all vegetation away from the pavement area to minimise the shade and amount of debris on the pavement
- Wipe shoes before entering the court to prevent stones, twigs or other sharp objects being ground onto the surface
- Erect signs at the court entry points, listing the most important dos and don'ts
- Sweep courts with a broom or air blower approximately once per week depending on the severity of surface contamination. Where practical, foreign deposits should be spot cleaned or hosed-off with clean water
- Indoor surfaces should be cleaned regularly with a commercial scissor mop to remove any dust/dirt. Heavy contamination or staining should be removed using a wet scrubber/vacuum machine with soft brush attachment
- If these contaminants are not regularly removed, they will be ground into the topcoat and, with prolonged use, will cause staining and unnecessarily premature surface wear
- A proprietary non-residual liquid organic cleaner, can be utilised. The percentage of cleaner to percentage of water will largely depend on the degree of surface contamination, and should be used in accordance with the manufacturer's specifications for the particular surface type and stain. After light scrubbing, hose-off with fresh water to remove any residual cleaning agent in an outdoor environment, or wet scrub/vacuum with clean fresh water in indoor environments.

**Note:** Contact your local authority prior to the commencement of cleaning to ensure the intended works conform to the environmental requirements in your area.

#### Drainage infrastructure

Ensure all court and surrounding drainage infrastructure, including spoon drains and pits are kept clear of dirt and debris to maintain efficient water flows away from the pavement area. This will minimise the ingress of water into the subgrade & sub-base material beneath the pavement and through any pavement damage areas. The base and subgrade material must be protected from water ingress or it is likely to create severe pavement damage as the subgrade swells and contracts.

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## 14 COURT CONSTRUCTION – COURT SURFACE

### 14.53 MAINTENANCE RECOMMENDATIONS *Continued*

#### Food/drink, mould growth & tree/plant contamination

It is recommended that overhanging trees/plants are controlled to prevent excessive maintenance issues. Some trees/plants in particular will cause staining and drop significant debris onto the courts surface.

Food and/or drink spills should be cleaned immediately. Mould contamination may also build up on areas of the surface where plant/leaf contamination occurs or where pooling of water occurs after rain. These areas should be cleaned on a regular basis, using the following method:

- Hose-off foreign deposits with the aid of a stiff bristle broom
- Saturate the surface with clean tap water
- Use a diluted solution of sodium hypochlorite (liquid pool chlorine) dilution rate is dependent on the severity of mould growth
- Broom solution over the mould area and soak for 10-15 minutes. Do not allow to dry
- Hose-off the surface thoroughly with clean tap water to remove all of the residue solution. Keep away from plants/animals/children and wear protective clothing, as the solution is a strong bleach (it is a stronger solution than domestic bleach products eg. Snow White)
- More heavily contaminated surfaces may require additional treatments or in severe cases, high-pressure water blasting and sodium hypochlorite treatment. Other algacides are commercially available.

**Test First:** Testing of all cleaning methods in a discreet portion of the facility to inspect their effect on surfaces is recommended before any general use.

**Note:** Do not use powdered Calcium Hypochlorite solution as this will leave a white deposit on the surface after drying. Contact your local authority prior to commencement of cleaning to conform to the environmental requirements in your area.

#### Specific contaminations: Wildlife droppings, shoe marks, chewing gum, oil and grease

- **Fruit Bat 'Droppings'** – A known threat to acrylic surfaces is flying fox faeces. This sets hard on the surface and bonds tightly to it. As the faeces dries, it hardens and curls up, stripping the acrylic surface from the base. This is easy to identify as it ranges from the size of a 10 cent coin to a 50 cent coin in size. In severe cases they will cause blistering and peeling, not only of the surface, but also the asphalt underneath to a depth of 3-6mm. In short, bat

droppings are the most natural efficient paint strippers on the market. In areas with flying foxes, it is recommended that regular inspections be carried out to immediately remove the faeces by mechanically scraping them off or by water 'jet' washing. The surface should be patched with the recommended Acrylic surface materials. This will require specific instructions to be followed. The use of an approved Acrylic installer is recommended.

- **Bird/Wildlife Contamination** – This can usually be removed by a non-residual organic cleaner with a stiff bristle brush/broom and hose-off with plenty of clean tap water.
- **Shoe 'Sole' Staining/Rub Marks** – Only white soled or non-staining/marketing shoe types should be used when playing on an acrylic surface. Some 'black' rub marks are put on the surface by the type of soles on the footwear. These marks can usually be removed with a non-residual organic cleaner and stiff bristle brush. Some rubber types are quite difficult to remove when they are fresh, weathering will usually allow their removal some time later – prevention is obviously the better method. Shoe sole marking will be more noticeable and more prevalent with new surfaces.
- **Chewing Gum Contamination** – It is very difficult to remove gum from the court surface. Mechanical scraping of the gum is all that is recommended.
- **Grease/Oil Stains from Bikes/Toys** – Non-residual organic cleaner is recommended. It may require several applications to remove grease/oil contamination. Thoroughly hose-off the surface with clean tap water after the application of the detergent solution.

**Note:** Contact your local authority prior to commencement of cleaning to conform to the environmental requirements in your area.

#### Repairs

Deep cuts into the base layer of cushioned acrylic surfaces may be caused by sharp implements such as metal chair legs, heavy steel wheeled trolleys, stiletto heels, vandalism. Chairs and umpire stands should have wooden bases on the legs to minimise damage to the surface. Contact your court builder or a reputable acrylic installer immediately after any damage occurs to prevent further damage from the ingress of water.

#### Drying the court surface after rain

Good Asphalt and Acrylic surfaces should be slip resistant even in wet conditions. If there is ponding identified simply remove any excess water with a wide sponge roller or squeegee and play should be able to recommence immediately.





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### Appendix 7

Excerpt from email to Karen at Latrobe City Council in April 2015.

**From:** Kellie Duff

**Sent:** Friday, 24 April 2015 1:36 PM

**To:** [Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)

**Cc:** Katie Tyquin; Mick Hassett

**Subject:** Traralgon Netball Court Advice & Audit Fee Proposal

Hi Karen, brown rust stains and pimples on the acrylic surface indicate that there is a secondary mineral particle such as an Ironstone/Iron Ore aggregate (also known as Pyrites) present in the asphalt mix. Once it reacts and migrates to the top, moisture causes the ironstone to form brown rust. Unfortunately, there is no way of identifying that this aggregate is present during the installation of the asphalt. Unfortunately, we are seeing more and more courts with pyrite damage in recent years and some courts such as Traralgon's, can be severely affected.

Once Pyrites are in the base, not much can be done to prevent their effect on the surface. Raised and/or blistered spots may be ground down or in minor cases dug out and removed. The degree of works will depend on the severity of the damage caused to the pavement. Some acrylic surface manufacturers have special sealers available which can prevent the recurrence of the rust stains once they have become apparent, such as an Epoxy Moisture Seal. You would then apply a minimum of two acrylic coats over the sealer.

Treating the total surface area will certainly reduce the appearance of the rust stains, however, there is still a risk that the staining will reoccur.

As you can see in the photos you sent through, some colours mask the stains better than others, so it is important to choose acrylic colours that minimise the appearance of potential future staining (darker colours).

Applying a cushioned acrylic system straight over the top is the only way to permanently hide the rust spots but this comes at a significant cost for the number of courts you have at Traralgon.

We can certainly come down to Traralgon and assess the courts and provide you with an independent audit of your facility – see the attached fee proposal for this. Netball Victoria may be interested in contributing financially to this audit so it's definitely worth the question.

We are the exclusive technical advisors for Netball Victoria and Tennis Victoria and carry out all of their auditing and technical queries work across the state.

We recommend a full facility audit that will assess the overall condition of the courts (base and surface) and their surrounds, the supporting infrastructure including goals and drainage infrastructure. We will also check and document the court dimensions and run-off compliance and notate any possible future risk issues. We will also provide clear works recommendations.

The cost of resurfacing may be substantial depending on the degree of works you do and it would be a shame to miss an opportunity to address other issues. In particular, it is important to be aware of the current standards and address any non-compliance issues (especially minor issues) at the time of resurfacing. In many cases the additional works required are minor and add little cost to the project but offer much greater outcomes overall or at the very least form part of future planning by Council.

Perhaps if we do come down your way we can also discuss Moe with Luke and/or take a look at other netball/tennis facilities in your area to make the trip a little more cost effective for you?

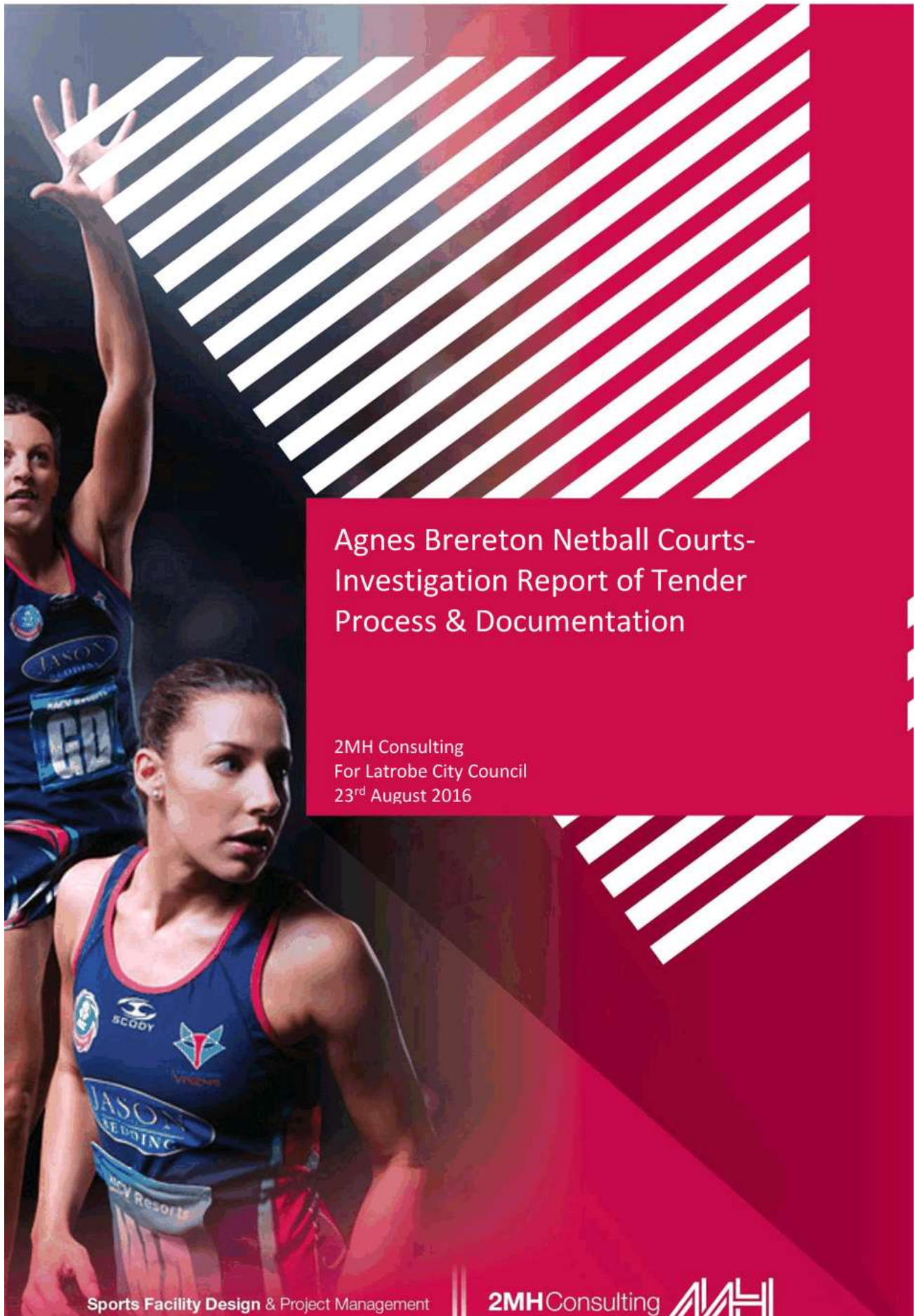
I have had a look at our calendar and we can shift a few things around next week and get down there on Friday the 1/5/2015 at 11.45am. I would then allow a week for us to wrap up our report.

I hope I have been able to assist you with your query in part and look forward to hearing from you in regards to auditing your netball facility at Traralgon.

Kind regards Kellie



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# Agnes Brereton Netball Courts- Investigation Report of Tender Process & Documentation

2MH Consulting  
For Latrobe City Council  
23<sup>rd</sup> August 2016

Sports Facility Design & Project Management



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23<sup>rd</sup> August 2016

Kevan Delaney  
Manager Infrastructure Development  
Latrobe City Council

Via Email: [Kevan.Delaney@latrobe.vic.gov.au](mailto:Kevan.Delaney@latrobe.vic.gov.au)

RE: Agnes Brereton Netball Court Resurfacing Specification, Tender & Overseeing Process Review

On the 23<sup>rd</sup> June 2016 the Latrobe City Council engaged 2MH Consulting to provide our professional opinion in regards to the works undertaken as part of the Agnes Brereton Reserve Netball Court resurfacing project. Our brief includes the following works;  
Investigate the materials used, the written brief and the overseeing process utilised and reporting details. Our professional opinion is provided, as follows;

**a) Investigate & Report on the materials used.**

Cranes Asphaltting & Bitumen Sealing was the principle contractor engaged by the Latrobe City Council and they engaged WM Louds to install the acrylic surface.

It is our consultants understanding that Council preferred the Laykold product and had therefore directed WM Louds to install the Laykold product on the Agnes Brereton netball courts (WM Loud more widely use Plexipave product).

The Laykold product comes in a variety of different quality standards ranging from the suppliers more expensive high quality product to their lower quality less expensive product. It is unknown to our consultants which one was used on this project, however, the per square metre rate will usually indicate which has been priced for the project. Generally, a square metre rate of around \$8/m<sup>2</sup> will indicate the lower quality product in comparison to a rate of up to approx. \$14-\$16/m<sup>2</sup>. In saying this, larger projects will attract a lower rate per m<sup>2</sup> at tender time.

It is recommended that Council engage an independent industry specialist consultant to review the quotations/tender responses for future projects to ensure appropriate materials and methodologies are being utilised by the contractor. This would normally mean their attendance on the tender assessment panel. The product and methodology can be confirmed as being a high quality with good confidence of achieving a positive project delivery outcomes or the issues can be tabled, reviewed and rectified during this stage of the process when a specialist consultant is engaged early.

It is important to note that the company engaged to undertake the surfacing works for the Agnes Brereton Netball Resurfacing project (WM Loud) are well regarded in the industry and the overall acrylic installation works have generally been completed to a high standard with a uniform appearance free of ridges and rough areas. The court line edges are sharp and clean.

The Laykold acrylic sports surface is one of three very popular acrylic products on the market. They all have differences in their playability, slip resistance and reputation and so it is important that the stakeholder ensures they research and specify the product and quality standard that is right for their intended use, playing conditions and climate. It appears that Council had great confidence in the Laykold product in order to request WM Loud install it.

**b) Report on the written brief**

It is our consultants understanding that the specification package called for an acrylic surface. A specific brand or product was not called for within the specification, instead an outline of specific requirements was provided in Section 796 pages 318-325. This included, but was not limited to;

1. The materials used, being a layer of acrylic resurfacer (or similar) and two top coat layers.
2. The colours chosen – Courts: Maroon and the Courts Surrounds: Grey.
3. Testing requirements for the acrylic surface slip resistance.

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4. Silica sand and water content requirements.
5. Line Paint requirements.
6. Surface preparation.
7. Application details.
8. Acceptance of work – Court surface uniformity and evenness.

Upon review of the detail within these sections, it would appear that the information provided is at times very broad and not in line with the current, factory mixed acrylic production information. Most acrylics, including the Laykold product that was installed on these courts are batch mixed to ensure the components such as colours, water and silica sands are blended evenly in each and every drum of product delivered to site. This results in superior quality control and constant surface performance regardless of location or applicator.

The wording surrounding much of the information provided in items 1,2 and 4 relate to the ratio or mix requirements instead of the actual performance requirements of the product itself. The submission of a product sheet with the contractor's tender documentation should be all that is required in this regard.

It is recommended that Council include a more project specific detailed asphalt and acrylic surfacing installation specification within their tender and contract documentation. This should clearly stipulate the expected industry standards regarding the installation of an acrylic sports surface and the outcomes expected by Council. This should include clear drying and curing information and advice regarding additional timeframe tolerances required where the air and surface conditions are marginal. Engaging the services of an independent technical expert to write the projects technical specification is recommended to ensure the latest industry standards, recommendations and testing techniques are considered in the specifications. The wording regarding Pyrites recommended in Appendix 1 should be included as a minimum. The following is an example of wording previously used in our project specifications regarding Pyrites;

"Asphalt Base – Total Court Area

*Supply, lay and compact size 7mm, Type L, 30mm (compacted depth) hot mix asphalt to the entire court area.*

*The aggregates used in the asphalt mix shall be free from mineral pyrites, marcasite, wood particles, clay or other deleterious materials which may cause staining/discoloration or interfere with the planarity, structural stability or aesthetics of an acrylic sports playing surface.*

*A secondary mineral such as ferrous particles (Pyrites) can be present in the asphalt mix of an asphalt base netball court. Asphalt containing these ferrous particles should be avoided especially when the court is to be surfaced with an acrylic sports surface.*

*This is naturally occurring in aggregates from certain geographical locations and can cause unsightly brown stains, blisters and pitting to appear on new acrylic surfaces. This is seen too often in many areas of Australia. Caused by Pyrite (iron particle) in aggregates used in the manufacture of the asphalt mix. As rain falls on the courts the moisture permeates through the acrylic colour surface system which moistens the aggregate in the asphalt layer. If pyrites are present, the oxidation (rust) process is initiated and with time the particles migrate to the court*



*surface and become evident by a rust colour observed above these aggregate particles. These rust spots and streaks can create merely an aesthetic issue or they can be capable of causing localised surface & pavement failures when they swell and blister as it oxidises and subsequently pops through the surface. It can take approx. six (6) to twelve (12) months after the courts are completed for the rust stains to appear and*

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*ultimately rust streaks form in the direction of the slope of the netball court. They can continue to increase in number over the following twelve (12) months or more.*

*It will be the successful contractor's responsibility to ensure they source an asphalt mix which does not contain these rust staining ferrous particles (Pyrites). If they do, then they shall be responsible for all associated remedial works and the costs of carrying out the works that guarantee a successful rust free court surface to the satisfaction of the Councils project manager/representative. In severe cases this may require the complete replacement of the asphalt layer and the reinstallation of the acrylic sports surface.'*

Slip resistance testing timing and requirements as recommended in the attached Compliance Fact Sheet (appendix 2) should also be included in the specification. The testing requirements noted in the fact sheet appear to be more informative when compared to the relevant clause found in the Agnes Brereton specification.

The onus should be squarely on the principle contractor to ensure that they install an acrylic sports surface that is a quality long lasting product and fit for purpose. It is the contractor's responsibility to ensure that the products installation recommendations are observed and followed and clearly communicated to council should they detect that the surfacing product installation requirements are not able to be met. This includes the surface and air temperature requirements and subsequent drying and curing times. These should be accurate. The specification provided by Council is not accurate in regards to this – refer to page 321 Section 796.07 where the wording in the last sentence contradicts the requirements that would normally be expected.

In addition, it is advisable to include a clause within the contract document regarding circumstances where the weather may deteriorate into a marginal state outside the stipulated acrylic surface installation recommendations. There should be clear guidelines in regards to documenting the temperatures and communication to Council where the conditions are less than favourable. The reporting process should be clear, where conditions and predicted outcomes should be relayed in writing to the Council immediately in order for them to make an informed decision in regards to the installation of the acrylic sports surface. The decisions regarding the installation or deferring of the project install should also be communicated in writing to ensure both parties are protected in the case of future surface failure.

In the event of marginal to poor conditions it may be necessary to defer the installation of the acrylic until the weather conditions improve and favourable quality outcomes are more likely. An asphalt court has good slip resistance properties and therefore is a suitable surface to play competition netball on. Lines can be marked on the bare asphalt to enable play over the winter period or until favourable weather returns for the acrylic surface to be installed. This possibility should be factored in to the provisional items within the project specification pricing schedule.

**c) Comment the overseeing process utilised and reporting details**

It is our consultants understanding that Council managed the resurfacing works contract.

The documentation provided by Council throughout the investigation process has revealed that Councils internal project management reporting documentation for projects may be lacking.

The projects history was pieced together by our consultant sifting through a myriad of emails to ascertain the projects journey. There appears to be no evidence of an actual project management document or reporting process. In addition, there are very few emails to reference in regards to the projects progress or decisions made on site.

It is recommended that Council document each and every projects journey with photos and site notations, decisions made and testing results inserted and clearly documented to ensure there is an ongoing project reference document to refer to. This not only provides a sound project diary, it also helps to protect all parties in the case of a disagreement on site or in the case of a project defect after construction/surfacing is completed. Please refer to appendix 3 for an example of the project management reporting that we are recommending.

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Many councils oversee the design and construction stages of their minor or capital works projects with varying degrees of success. Some councils are fortunate enough to have a project manager with very strong netball court construction/surfacing knowledge and skills to manage this task. Whilst many of these people are familiar with the basic requirements of a netball court and associated ancillary structures, many have very little comprehension of the specialist engineering knowledge that is required in the design of such structures.

There are many horror stories of courts that have been built or refurbished without taking into account the prevailing soil conditions, insufficient provisions for site drainage, using the wrong materials, poor construction/preparation/installation practices or even misunderstanding the compliance requirements, standards and sporting body regulations. A failure to take some or all of these sorts of issues into account can lead to substantial or even catastrophic failures of the courts themselves, all in a relatively short space of time.

Significant ongoing maintenance costs or rectification works could end up being as expensive as the original installation costs or more, especially if it means demolition and starting again. In many instances, Council would have been far better off engaging an industry specialist Project Manager to oversee their project or at least conduct several select hold point inspections to ensure the most up to date techniques and information is being considered and carried out.

For the sake of a small proportion of the overall development costs, the engagement of a well-qualified Project Manager should considerably minimise their client's risk exposure. Not only could a good project manager save Council from costly mistakes during the design, specification and construction stages, they should also be able to provide advice regarding ongoing maintenance issues in regards to decisions made on site during the projects delivery.

The nominated project manager should have the ability to inspect the contractor's work at various key points during construction. These intended key points or 'hold points' should be identified in the project specification so that the contractor is aware of the process and can plan the inspections. They should clearly outline the expected quality of works & outcomes. The contractor should not proceed with any further works on the project until their works at each hold point have been inspected, approved and documented. Random or spot inspections should also be carried out to ensure the contractor is being kept on their toes at all times.

An example of a typical netball court resurfacing project hold point would be the provision of asphalt compaction test results, inspection of product spec for surfacing product and installation methodology, approval for acrylic works timing, preparation of asphalt pavement for surfacing, inspections of each acrylic surface layer, line marking setout and final compliance audit and report.

If for any reason, the works up to each Hold Point stage are not of an acceptable standard, the contractor should be instructed to rectify this situation in accordance with the project specification requirements before proceeding to the next construction phase. The best-placed person to make these inspections will be the person who wrote the specification documents relating to that aspect of the works, or a competent project manager with a professional background relevant to the works they are inspecting.

Documenting regular hold point and spot inspections should minimise the risk of poor workmanship or building practices that may arise during construction. It is far better and more cost effective for all parties if potential issues are corrected throughout the construction stage rather than post construction. This is particularly important for any "in ground" problems that subsequently get "built over" in the natural course of events.

The defects liability period should be included in the specification and regular inspections of the completed works should be carried out during this time.

Yours sincerely,

Kellie Duff  
Senior Project Manager  
2MH Consulting P/L

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**Appendix 1**

**13 COURT CONSTRUCTION – COURT BASE**

**13.4.7 BARE ASPHALT** *Continued*

The asphalt is laid in strips and when they lay the adjoining run, the temperature often differs between the freshly laid asphalt and the previously laid asphalt. This is called a "Cold joint" and this may split or crack along the join over time. This is also known as a Construction failure.

Random cracking throughout the courts can be due to a variety of reasons such as sub-base movement, moisture and/or poor compaction. When you have random 'bird baths' in addition to the cracks, this indicates poor base preparation and subsequent pavement collapse. 'Bird baths' are easily located on a court by the collection of dirt and/or silt left behind once all the moisture has evaporated.



**13.4.8 RUST STAINS/PYRITES**

A secondary mineral such as ferrous particles (Pyrites) can be present in the asphalt mix of an asphalt base netball court. Asphalt containing these ferrous particles should be avoided especially when the court is to be surfaced with an acrylic sports surface.

This is naturally occurring in aggregates from certain geographical locations and can cause unsightly brown stains, blisters and pitting to appear on new acrylic surfaces.

This is seen too often in many areas of Australia. Caused by Pyrite (iron particle) in aggregates used in the manufacture

of the asphalt mix. As rain falls on the courts the moisture permeates through the acrylic colour surface system which moistens the aggregate in the asphalt layer. If pyrites are present, the oxidation (rust) process is initiated and with time the particles migrate to the court surface and become evident by a rust colour observed above these aggregate particles. These rust spots and streaks can create merely an aesthetic issue or they can be capable of causing localised surface & pavement failures when they swell and blister as it oxidises and subsequently pops through the surface. It can take approx. six (6) to twelve (12) months after the courts are completed for the rust stains to appear and ultimately rust streaks form in the direction of the slope of the netball court. They can continue to increase in number over the following twelve (12) months or more.



**Treatment**

Some courts can be severely affected and unfortunately once Pyrites are in the asphalt base, not much can be done to prevent their effect on an acrylic surface.

Raised and/or blistered spots and pitting of differing severity can expose the asphalt to water ingress and increased pavement deterioration if left untreated. The remedial works required will depend upon the severity and quantity of the rust spots and pavement damage. Blisters may be ground down, patched or sealed and then resurfaced or in minor cases dug out and patched/sealed and then resurfaced. In saying this, it is very important to note that this is not guaranteed to stop the problem from recurring.

Some acrylic surface manufacturers have special sealers such as an Epoxy Moisture Seal available which may minimise the recurrence of the rust stains however this adds cost and is not guaranteed to stop the reappearance of the stains. When resurfacing affected areas it is a good idea to pick acrylic colours that closely match and don't contrast the rust colour (i.e.: Brown, Maroon, and Red) to minimise the appearance of any new stains.

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## 14 COURT CONSTRUCTION – COURT SURFACE

### 13.4.8 RUST STAINS/PYRITES *Continued*

#### Prevention

Due to the lack of a known guaranteed permanent solution for courts affected by the appearance of rust, blisters and pitting on an acrylic surfaced asphalt pavement that already contains Pyrites, it is clear that prevention is the best mitigation strategy. Perhaps highlighting the potential issue to the proposed contractor/asphalt company may in turn result in assurances from the proposed asphalt plant or at least promote a discussion regarding the type and source of the asphalt proposed. It may be of great benefit to ensure the project brief, request for quote or project specification clearly articulates the need for a Pyrite free asphalt to the contractor. Something to the effect of *“The aggregates used in the mix shall be free from mineral pyrites, marcasite, wood particles, clay or other deleterious materials which may cause staining/ discoloration or interfere with the planarity, structural stability or aesthetics of an acrylic sports playing surface.”*

Properly informed contractors/asphalt producers who, through the course of time, have been shown to supply aggregate in their asphalt that fails to meet this specification should be held accountable and avoided for future netball court construction projects where an acrylic surface is required.

Some asphalt producers may not otherwise be attuned to such issues because they provide asphalt pavement primarily for roadways and carparks where the presence of Pyrites is not as obvious. In contrast, if the asphalt contains Pyrites and is used in an asphalt base surfaced with an acrylic sports surface, it will be noticed by many due to the acrylics coloured surface.

Given that Pyrites occur in natural geologic deposits in the earth. Pyrites are most commonly found in crushed stone and are not discernible in an aggregate pile by observation. Although there are tests for determining the presence of pyrites in aggregates, the difficulty is finding a representative sample of the crushed aggregate that contains pyrite. The ferrous bearing particle could be one-in-one thousand or more particles – making it extremely difficult to detect by random testing of aggregate samples. Fortunately, ferrous bearing aggregate is well-known by geographical source and each asphalt producer should be aware of the presence of aggregate contaminants based upon each source as well as documented by local historical evidence.

#### Summary of Tips:

- Avoid the use of recycled asphalt.
- Avoid any asphalt source that is known to contain Pyrites or other Ferrous bearing aggregate.
- Research the type and source of the asphalt and aggregate proposed for your project.
- Talk to an experienced court builder, nearby acrylic surfaced netball facility owners & local councils.
- If in doubt use dark acrylic colours or colours similar to the colour of rust when surfacing your courts.'

### 13.4.9 CONCLUSION

It is essential to have a good understanding of a netball court pavements design & construction elements. It is very important to adopt industry best design and construction principles to not only avoid the above common failures but to successfully address them if they do occur. Soil tests, sufficient excavation depth, preparation and compaction of the subgrade and sub-base, root barrier and drainage works are very important components of a netball court construction. Unfortunately these important components are ignored too often, downgraded, or simply left out due to insufficient budgets. Cutting costs during the construction and remedial repair stages are likely to add many more dollars to the pavements lifecycle costs and/or reduce the predicted pavements lifespan.

### 14.1 ACRYLIC SURFACE APPLICATION

#### 14.1.1 APPLICATION ON ASPHALT – NON-CUSHIONED ACRYLIC

A new asphalt surface should be left to cure for at least 2 weeks, and preferably four weeks before applying an acrylic surface. UV light from the sun as well as rain or other water will assist in the curing period. If surfacing is attempted while the asphalt is still volatile, splitting may occur through the acrylic coatings.

Before commencing surfacing, the asphalt should be water blasted clean and flooded or inspected shortly after rain to identify any ponding areas. Allow the court to drain for a period of half an hour at a temperature of around 21°C or for a shorter period if the weather is hotter. Any low areas or 'bird baths' holding water greater in depth than 2-3mm [this can be measured using a 20 cent coin] should be clearly marked to be patched out with filling compounds prior to surfacing.

Additionally, carefully check the asphalt for small blisters while the court is wet. Blisters could indicate some foreign materials are present in the asphalt. Small blisters containing these materials can be remedied by water blasting. Larger blisters or bumps may have to be dug out and repaired with fillers. Asphalt containing ferrous particles (iron) such as Pyrites can cause damage to an asphalt base netball court surfaced with an acrylic sports surface. It is best to avoid asphalt mixes that contain these particles. See Section 13.4.8 'Rust Stains / Pyrites' in this manual for further information.





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**APPENDIX 2**  
**Netball Victoria Compliance Fact Sheet**

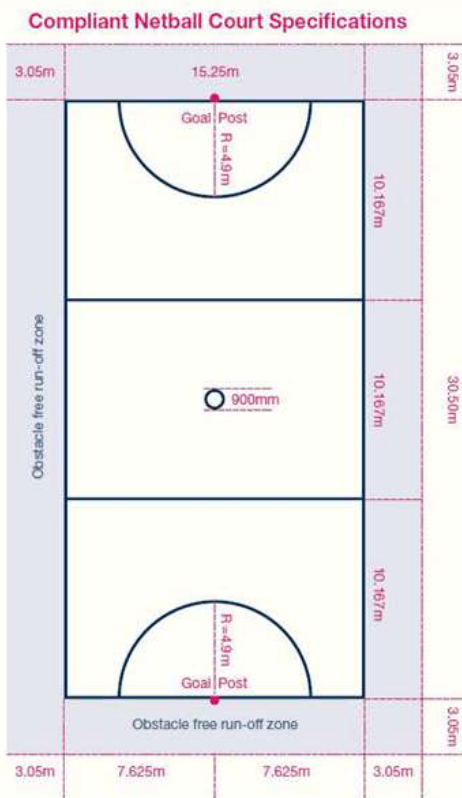
# Compliance Fact Sheet

Netball courts should be built following the best industry construction standards for a long term outcome. NV offers a technical advisory service & encourages all stakeholders (Clubs, Associations, Leagues & Councils) to liaise & consult directly with NV in the first instance and throughout the planning & construction of netball courts & facilities.

Netball Victoria (NV) has developed this fact sheet to provide Clubs, Associations, Leagues, Councils & Contractors with the most up to date standards required by NV when redeveloping or constructing new netball court facilities.

Netball courts are a major investment & an important community asset.

**!** All specifications, on page 1 & 2, form part of this fact sheet
SEPT 2015 - V2



**Court Dimensions**

Length: 30.50m  
Width: 15.25m  
Court Thirds: 10.167m  
Goal Circle Radius: 4.9m  
Centre Circle: 900mm  
All Line Widths: 50mm  
Gradient:  
Outdoor Courts - 1% cross fall in both directions or 1% fall diagonally on one single constant plane.  
Indoor Courts - Flat

**Ceiling Height (court & run-off areas):** Minimum 8.3m. This includes indoor & outdoor facilities.

**All lines must be a textured water based acrylic, straight & have clean, crisp edges.**  
**Important: All above measurements are to the outside edge of lines.**

**Court Condition**

**The court must:**

- have a firm consistent surface on a constant plane without gradient change. This includes court and run-off zones.
- not pose a trip or slip hazard in either the court or run-off zones.
- comply with the current Slip Resistance Classification (see over).
- be fit for purpose.

**Run-off Dimensions**

**Minimum obstacle free space required:**  
On all sidelines and baselines: 3.05m  
Between multiple courts: 3.65m (see reverse)

**Run-off zones must be free of all obstacles & be of the same surface type & consistent level as the court.**

*Note: This is an International Netball Federation (INF) rule introduced to ensure the safety of players & umpires.*

**Compliance**

NV requires compliance to the expected court, run-off & goal post dimensions, design standards & court conditions noted in this Fact Sheet. This is to ensure a safe & playable netball facility for players, umpires & spectators.

NV encourages all facility owners/managers to bring their courts in to line with the compliance standards as soon as practicable. All new netball court facilities must be designed & constructed to these standards.

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### Goal Posts

**Vertical Height:** 3.05m (Full Size). Can be adjusted to 2.4m for modified netball (NetSetGO). Post must not extend past ring height.

**Post Diameter:** 60mm min. to 100mm max. (min. diameter deliberately reduced). Round post preferred.

**Post colour:** Painted white preferred

**Ring:**

- 380mm (internal diameter)
- 15mm ring thickness
- 150mm length connection to post
- No arms from ring to post to allow full post height padding (strengthen ring connection in public setting)
- Steel loops/eyelets arc welded to the underside of the ring to allow net attachment preferred

**Net:** White Cotton mesh or Chain mesh – to be open at both ends.

**Padding:**

- 3m high to full length and diameter of post
- 2.4m high allowed for modified netball (NetSetGO)
- Maximum 50mm thick high density foam core

**The face of post must be positioned on the inside of the baseline so as not to impede on the court playing area inside the baseline. Preference is for any excess post width to impede on the run-off zone instead.**

### Lighting

**Outdoor netball courts:**  
200 avg. lux: Regional/Club/Local Comp  
100 avg. lux: Low level/Training

**Indoor netball courts:**  
750 avg. lux: International/National  
500 avg. lux: Regional/Club/Local Comp  
300 avg. lux: Low level/Training

**Note:** Facilities catering for Colour Television (CTV) broadcast will require higher lux averages than those stated above. Therefore, specialist lighting advice should be sought on a case by case basis.

**All outdoor lighting systems should be professionally designed to ensure compliance to standards – AS2560.2.4 including illuminance & uniformity requirements.**

**Note:** A side lighting system is generally used for outdoor courts. Side lighting gives better control of spill light outside the playing area & is more economical for one or two courts. Baseline lighting is not recommended because of glare when shooting for goal. Lighting impacts the environment. Design to AS4282 to minimise spill & obtrusive light.

### Slip Resistance

Every netball court must have a surface that is fit for purpose. For outdoor netball courts, this is 'All Weather' netball. To ensure a safe surface for netball play, each new outdoor playing surface (hard courts) should ideally achieve a mean British Pendulum Number (BPN) of at least 75. Testing by a company accredited by the National Association of Testing Authorities (NATA) is recommended.

In the absence of a netball specific standard, testing should be in line with the most relevant Australian Standard (ie: AS 4663:2013 Slip Resistance measurement of existing pedestrian surfaces, for existing surfaces). A minimum of five (5) individual locations should be tested on each playing court using both slider 55 & slider 96 & shall ideally achieve a mean BPN of at least 75 for both sliders. It is important to request product warranties and stipulate the desired slip resistance standard in the project brief/specification.

### Example

**Two court 200 lux lighting to competition standard (outdoor)**

- Level of play: competition
- Average lux: 200
- Number of lamps: 8
- Number of poles: 4
- Pole height: 12m
- Floodlight: 1kw Metal Halide

### Diagram

**For more information and advice, contact:**  
**Netball Victoria**  
 Telephone 03 9321 2222  
[info@netballvic.com.au](mailto:info@netballvic.com.au)  
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**APPENDIX 3- Refer to attached Mossfiel Netball Project Management Report.**



2MH CONSULTING ARE THE OFFICIAL FACILITY ADVISORY  
SERVICE FOR TENNIS VICTORIA & NETBALL VICTORIA



## Mossfiel Netball - 8 court new netball court construction.

**Document No.**

WYN01

**Completed on**

15/02/2016, 9:31 PM

### **Disclaimer**

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Information on the latest workers compensation and OHS / WHS laws can be found at the relevant State WorkCover / WorkSafe Authority.

### **Confidentiality Statement**

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

WYN01  
Mossfiel Netball - 8 court new netball court  
construction.

- 2 -

## MOSSFIEL

Question	Response	Details
<b>MOSSFIEL NETBALL COURTS</b>		
<b>Specification Notes</b>		
Notations	Drawings / Designs and specifications prepared by W.M Loud as part of a Design and Construct project.	
Contractors Information	W.M Loud	
Alterations to spec		
<b>ADDITIONAL INFORMATION</b>		
VARIATIONS REQUESTED	A series of soft spot dig out and replacements were identified by Council prior to 2MH Consulting attending site. See photograph provided, and some areas were turned over and reworked in an attempt to improve their stability and compaction.	
VARIATIONS APPROVED	Soft spot replacements and some reworking was apparently approved by Council.	
RAIN DELAY PERIODS		
<b>HOLD POINT 1</b>		
HOLD POINT ITEM	<p>Site Inspection attended by-                      Mick Hassett- 2MH Consulting                      Eliel Jireh Sotero - Wyndham City Council                      Peter Grogan - Wyndham City Council                      Alan- (WM Loud Foreman)                      Other- (WM Loud Staff)</p> <p>A proof roll was conducted on October 15, the select areas to the north/west of the site are still quite soft from where rehabilitation had taken place almost 1 week ago. The decision was made to not dig out all of the identified soft spots throughout the north west section of the site - for budgetary reasons. A turn over and recompact approach was adopted which appears to have been mostly successful. However, approximately 3 very soft areas still remain. These range in size from 2 x 3 metres square up to a large area around 4 x 10 metres square.</p> <p>There is one section of the pavement that is soft on the south end of the pavement which is reported to be caused by an old conduit that has held moisture below ground. The contractors have reported that this section can be remedied through turning over, drying out and being rehabilitated. This is worth trying in the first instance. Stabilisation of the problematic soft spot may be needed if it doesn't come up to an acceptable standard - evidenced through proof rolling.</p> <p>The rest of the pavement has passed the proof roll and is ready for the next layer of crushed rock to be transported in, trimmed, compacted and proof rolled / compaction tested.</p> <p>The soft spots on the north west end of the pavement need to be addressed, and Council is awaiting advice from William Loud in regards to this matter. A range of methodologies need to be considered and costs looked at, to decide</p>	







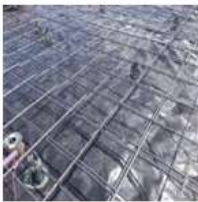





	<p>upon the best way forward. Some form of stabilisation or complete dig out and replacement will be required. Contractor engineers to advise and Council to approve.</p>
<p>Photos</p>	
<p>The photos are arranged in a grid as follows:</p> <ul style="list-style-type: none"> <li>Row 1: Photos 1 (site plan), 2 (excavator), 3 (worker), 4 (worker), 5 (worker), 6 (ground).</li> <li>Row 2: Photos 7, 8, 9, 10, 11, 12 (wide shots of the site).</li> <li>Row 3: Photos 13, 14, 15, 16 (longitudinal view of the site), 17, 18 (dump truck).</li> <li>Row 4: Photos 19, 20 (close-up of truck), 21 (close-up of truck), 22, 23, 24 (different angles of the site).</li> <li>Row 5: Photos 25, 26, 27, 28 (close-up of the ground surface).</li> </ul>	
<p>Items To Action/Follow up</p>	<p>A range of methodologies need to be considered and costs looked at for the stabilisation of the soft spots to the north west of the pavement, to decide upon the best way forward. Some form of stabilisation or complete dig out and replacement will be required. Contractor engineers to advise and Council to approve, stabilisation works to be completed prior to the next layer of 150mm deep compacted crushed rock, 20mm class 3 being imported and prepared.</p>











Question	Response	Details
Additional Notes for Hold Point		
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required	Yes	
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett	
Site Inspection Date	26/10/2015, 9:27 AM	
Site Notes for Site Inspection	<p>Crushed rock base preparations completed, compaction testing has been done (reported to me by Eliel from Council and Alan from Louds) all testing passed the stipulated levels achieving 101% as the lowest recorded test (as reported to 2MH). Proof rolling undertaken today during the site inspection. The crushed rock layer, and the cement treated crushed rock laid in the north west corner (to remedy the soft areas) has performed extremely well during the proof roll.</p> <p>This layer has been well prepared and is suitable for preparing for concrete works this week.</p> <p>Fence posts are in and spot measurements have been taken to confirm that the overall footprint will fit in compliant courts.</p> <p>The overall footprint is pretty much exactly as per the drawings with 5-10mm to spare in a couple of locations. Concern was expressed by the 2MH consultant that once fencing rails and mesh is fitted compliance will most likely be compromised.</p> <p>The large timber power pole in the middle of the pavement still needs to be removed and compaction of the area that it is to be removed from must be sound after its removal. A proof roll or compaction test is advisable.</p> <p>The need for dowels to pin the primary slab and the spoon drains will be required and Council has advised that this forms part of the current updated design.</p> <p>Generally, works are progressing well and the quality of the works appears to be good. The works undertaken to address the soft spots has been very good, delivering sound results.</p> <p>The small isolated section to the south of the pavement where water had entered an old below ground conduit had been addressed and it showed no signs of deflection during proof rolling.</p>	
Photos		



					
29	30	31	32	33	34
					
35	36	37	38	39	40
					
41	42	43	44	45	46
					
47	48	49	50	51	52
Items To Action/Follow up	Site inspection required this coming Wednesday to check and sign off on the steel work and plastic membrane beneath the slab. Council to confirm an exact time for 2MH to attend site for this inspection.				
Additional Notes for Additional Site Visit	Inspect the pre-pour for concrete on Wednesday, ready for pouring Thursday.				
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>					
Is an additional Site Visit Required					
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>					
Is an additional Site Visit Required					
<b>HOLD POINT 2</b>					
HOLD POINT ITEM	As per above inspection, which was a combination of an inspection of the remedial works conducted on the sub-grade / 1st and final crushed rock layer, and the overall crushed rock layer (150mm compacted depth) for the base course.				

	Since the last inspection compaction testing results have been forwarded to the offices of 2MH Consulting for our project records. These results have been included within the media section of the Hold Point 2 notations.
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett
Hold Point Inspection Date	28/10/2015, 1:27 PM
Site Notes for Hold Point	
Continue Site Notes for Hold Point	
Photos	
Items To Action/Follow up	
Additional Notes for Hold Point	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>HOLD POINT 3</b>	
HOLD POINT ITEM	Checking plastic membrane, mesh and boxing for pouring of concrete.
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett
Hold Point Inspection Date	28/10/2015, 1:49 PM

Question	Response	Details			
Site Notes for Hold Point		<p>Laser measurer was used to confirm 514mm from inside of boxing board on south end to inside of fence post south end - confirming set out for a 450mm wide spoon drain.</p> <p>Total length of slab to accommodate North South court length measured up at 36640mm with 40mm excess from minimum design allowances. The Contractor was uncomfortable with the tightness of the footprint for the 4 courts in the north / south direction. As such, fence posts on the north end of the job were removed and reset back approx 50mm to provide some extra buffer for compliant courts to fit within. A move that was warmly welcomed by Councils Project Manager and the consultant assisting with the Project Management.</p> <p>Steel mesh was measured, and confirmed as SL82 - 200mm square 8mm dia steel.</p> <p>Bar chairs set up correctly.</p> <p>Boxing boards straight and correct height at approx 210mm high.</p> <p>No goal post footings installed as yet.</p> <p>Overlap of mesh set up appropriately.</p> <p>Connolly joins well set up.</p> <p>Preparation for pouring concrete approved, subject to sealing of plastic membrane around fence posts - council to confirm and arrange to be done by contractors.</p> <p>Council happy with no able flex installed around fence posts within the slab.</p> <p>Saw cuts at each fence post through the spoon drain sufficient.</p> <p>Contractors asked to remove all reo and mesh from out of the prepared slab area. See pre-pour checklist in media section.</p> <p>Timber power pole has been removed from the mid pavement area. Re-compaction of this zone is required by the contractors.</p>			
Continue Site Notes for Hold Point					
Photos					
					
					
55	56	57	58	59	60
61	62	63	64	65	66












     	
   	
Items To Action/Follow up	<p>Council to ensure that the plastic membrane around each fence post in court 4 is taped to be water tight before the concrete pour.</p> <p>Contractor to ensure that steel off cuts are picked up and removed from the prepared steel work prior to the pouring of court 4.</p> <p>Council to inspect court 3 to ensure that overall set up imitates court 4 preparations.</p> <p>Steel was laid in readiness for court 3 and it was measured to confirm that it was SL82 mesh.</p> <p>Overlaps of mesh, bar chair set ups, concrete cover over mesh, Connolly join set up, straightness of boxing boards and plastic membrane sealing will require checking by a Council representative. Currently court 3 is not prepared ready for pouring.</p>
Signature	mi
Additional Notes for Hold Point	<p>2MH Consulting was advised that the next inspection could be next week for proof rolling the pavement preparations for the northern bank of courts. In around 2 weeks time another inspection will be required on the mesh and pre-pour set up of courts 1 and 2.</p> <p>2MH to await confirmation from Council of when to book in these inspections.</p>
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>HOLD POINT 4</b>	

Question	Response	Details
HOLD POINT ITEM	Attended site to inspect the subgrade of the back courts - courts 5-8. While on site, brief reviews were undertaken of the concrete slabs poured for courts 1-4.	
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett	
Hold Point Inspection Date	25/11/2015, 1:30 PM	
Site Notes for Hold Point	<p>The proof roll exposed several major soft spots and several extreme areas that need inspection by the designing engineer. It is possible that select locations - such as 3 isolated areas about 30-40 square metres in area will each need sub-grade stabilisation prior to the first rock layer being imported. I'm expecting that the base layer of rock will potentially have to be stabilised also over the detected soft areas.</p> <p>A run along the southern end of the courts about 10-15 metres deep from the southern most end of the court complex for the whole east to west run will need stabilising. This section failed the proof roll.</p> <p>The majority of the central area and the western section of the exposed subgrade passed the proof roll with only a suspect vein running south to north about 3-4 metres wide needing additional checking by the designing engineer, and similar to the very west of the sub-grade where a north south running soft section is evident in sporadic sections. This should be checked to make sure the appropriate action is taken prior to or during the importation of the base rock layer.</p> <p>A 6 metre wide run of the entire pavement on the eastern end running north south (starting from just inside the agi drain) is very spongy and will need further assessment to determine if stabilising of the first rock layer will take up the movement or if the sub-grade itself needs work.</p> <p>The designing engineer will need to have a detailed look at the site, check the performance of the sub-grade under load, and quantify the sub-grade areas needing work (perhaps lime and cement stabilisation) prior to a stabilised first layer of rock being imported.</p> <p>It is the consultants view that this sub-grade is not fit to build up from, and remedial action is required.</p> <p>The entire rear court complex has been shifted west by around 1 metre to achieve clearance from the timber retaining wall. This is a good solution and only a narrow in-fill footpath will be needed to address this area.</p> <p>It is proposed to shift the entire rear court complex north by around 300-400mm to enable comfortable room to get clearance above the subsurface drainage system for the correct depth of rock for the base layer, and to allow room for the concrete slab thickening edge beam. This is a good solution, if there is adequate room to the north of the site, however the existing timber retaining wall in the south east corner will most likely need modifying to provide a neat and practical finish in this section of the job.</p> <p>The concrete slabs for courts 1-4 have been well prepared and appear to be appropriate for use as sports courts.</p>	
Continue Site Notes for Hold Point		
Photos		



<p>Items To Action/Follow up</p>	<p>Council and the site foreman to follow up with Louds designing engineer to conduct a further examination of this sub-grade for the rear court complex as a result of it failing to pass today's proof roll. The purpose of this examination is to ascertain the most cost effective remedial options available. It will be the designing engineers responsibility to nominate remedial action suggested, with Council and Louds representatives to jointly agree upon the quantities to be addressed - for both the sub-grade and the base rock layer</p>
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	<p>stabilisation. Formalisation of the change of design to move the total court footprint north needs to be finalised with all parties satisfied that no unforeseen implications will possibly pop up later as a result of this decision and action.</p> <p>Checks of the total footprint size will be required to ensure that compliant sized courts can fit into this pavement, as was done on courts 1-4.</p>
Additional Notes for Hold Point	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>HOLD POINT 5</b>	
HOLD POINT ITEM	Proof roll of stabilised crushed rock layer.
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett
Hold Point Inspection Date	7/12/2015, 2:00 PM
Site Notes for Hold Point	<p>The entire crushed rock layer has been stabilised for courts 5-8. extreme soft spots were dug out and replaced with a class 4 crushed rock material. The entire pavement area was extended 100mm in all directions to ensure that compliance is met.</p> <p>The stabilised crushed rock layer was proof rolled using a dual rear axel truck loaded with an excavator. Approximately 6-7 passes were made over the entire base to check for deflection. None was detected.</p> <p>The stabilised rock layer has compacted very well and combined with the geogrid stabilising fabric beneath, an excellent bridging of the poor sub-grade has been achieved.</p> <p>The stabilised crushed rock layer has passed the proof roll.</p> <p>Preparations for the concrete pouring will commence this week, with a scheduled inspection by a 2MH Consulting representative due later this week (December 8 onwards).</p>
Continue Site Notes for Hold Point	
Photos	

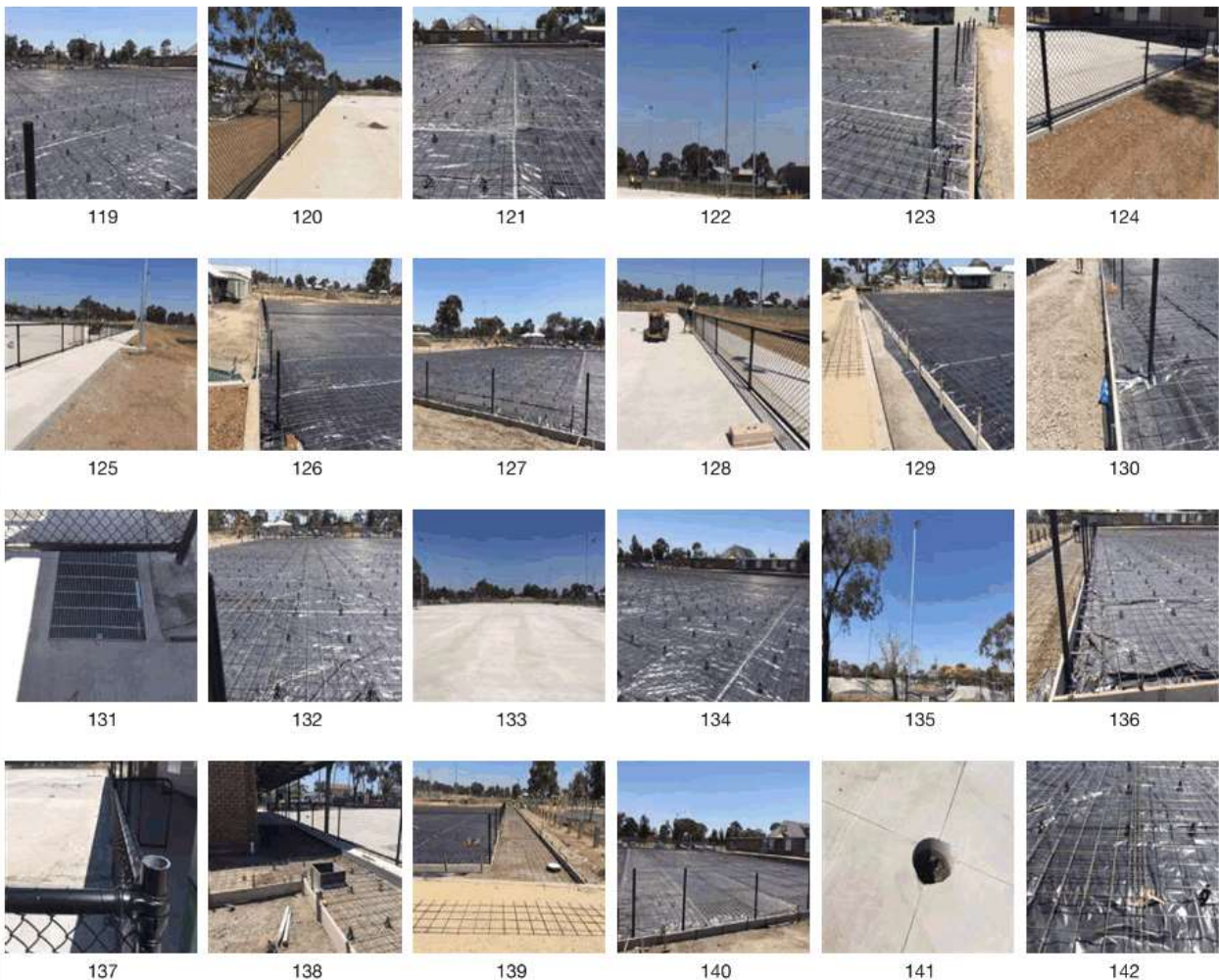
					
108	109	110	111	112	113
					
114	115	116	117	118	
Items To Action/Follow up	Inspection of steel work, boxing and plastic membrane pre-concrete pour. A quick measure up and check of the boxed up pavement dimensions should also be undertaken to confirm that compliant courts can fit on this pavement.				
Additional Notes for Hold Point					
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>					
Is an additional Site Visit Required					
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>					
Is an additional Site Visit Required					
<b>HOLD POINT 6</b>					
HOLD POINT ITEM	Inspection conducted to primarily check boxing, mesh and all pre-pour checking. While on site an update of the court building for netball courts 1-4 was undertaken.				
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett				
Hold Point Inspection Date	16/12/2015, 11:44 AM				
Site Notes for Hold Point	<p>The 2MH Consulting pre-pour checklist was used to tick off each of the prepour checks on site. All items were approved for progressing to concrete pouring, with the only exception being the removal of debris, steel mesh off cuts and spare bar chairs laying within the prepared slab area - this rubbish should be removed.</p> <p>It was noted that set up for goal post footings wasn't applicable, as the chosen methodology for this work is to return to site after the concrete has cured and core drill holes for footings.</p> <p>A tear in the plastic was identified in the eastern most court area. Any tears</p>				

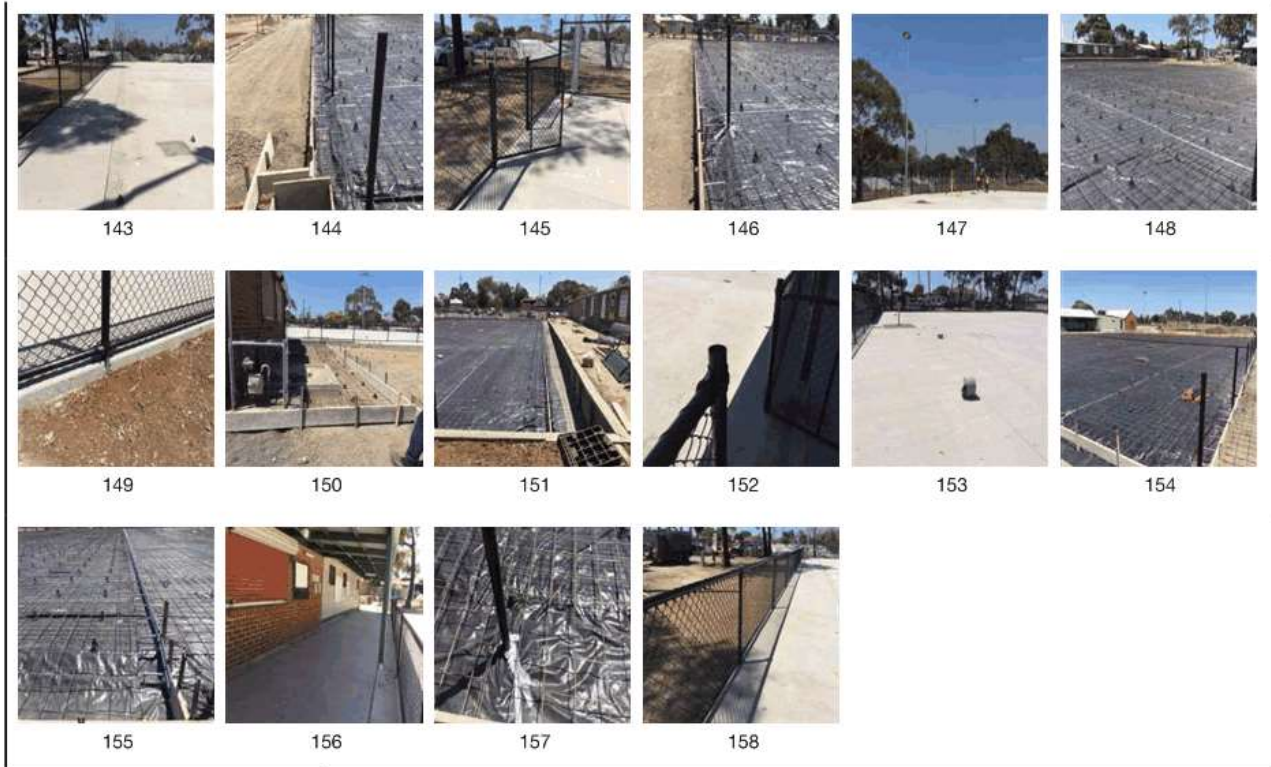


should be taped prior to pouring concrete. This was discussed on site with Eliel from Council.  
 Spot dimension checks on the court prepared for pouring tomorrow had 1 north/south measurement of 37.282m a second north/south check of 37.281m and an east/west check from western edge inside boxing to construction joint mid-courts of 20.679m.  
 This is comfortably in excess of what is required in both directions. Using 36.600m as the absolute minimum distance required north/south plus the 450mm spoonrain width = 37.050m. This gives an excess of 231mm north/south. Half width of 40.250m for 1 court out of 2 east/west is 20.125m. The spoonrain to the east is shown as additional to this dimension, therefore the reading of 20.679m is 554mm greater than the minimum half width needed for 2 compliant netball courts.  
 However a deduction of about 60mm is required for the fence post width, leaving 20.169m, 44mm over the absolute minimum needed for half of 2 courts width.

Continue Site Notes for Hold Point

Photos








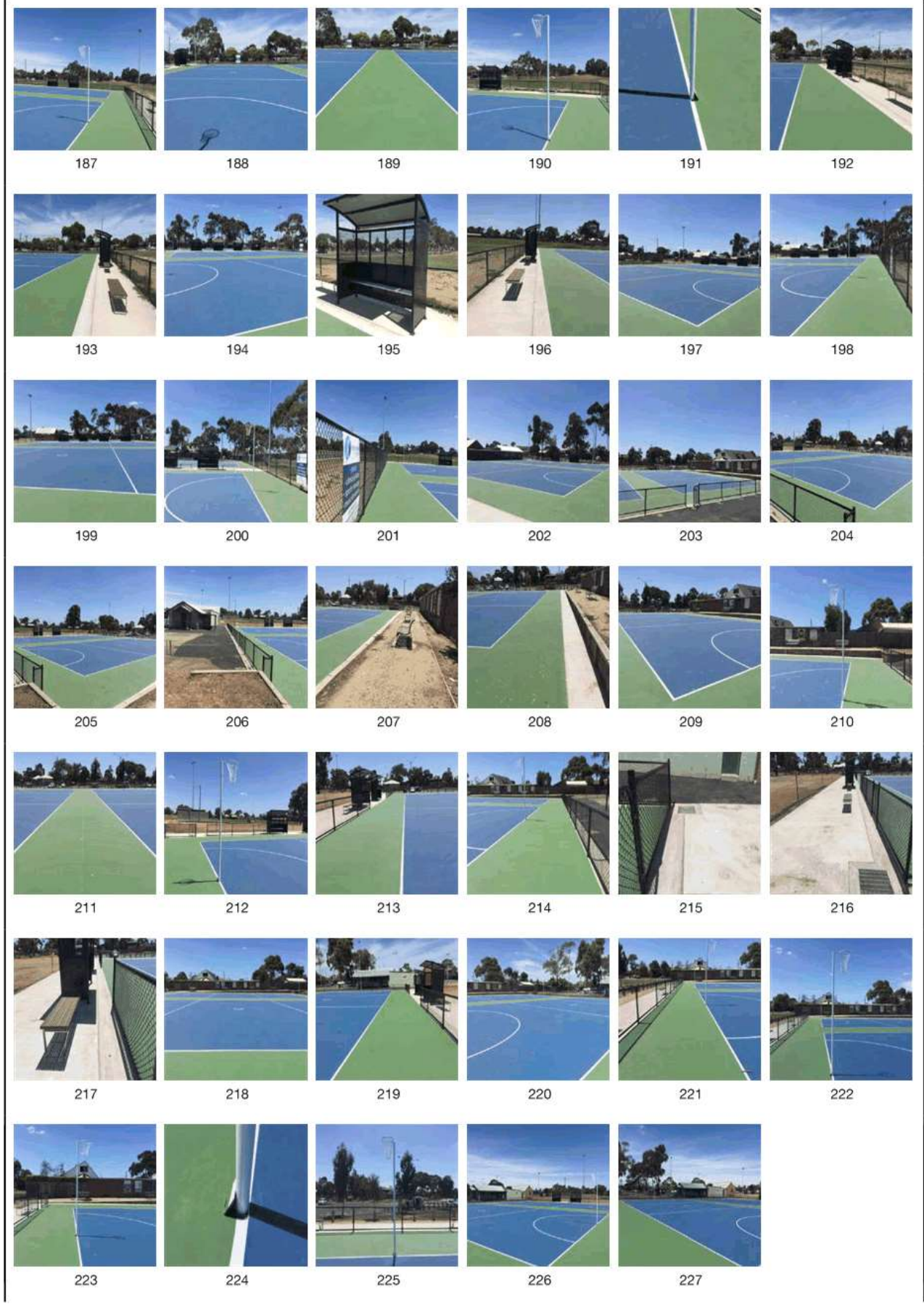
Items To Action/Follow up	
Additional Notes for Hold Point	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>HOLD POINT 7</b>	
HOLD POINT ITEM	Final site visit, quality check and complete measure up of the 6 netball courts. Upon initial inspection, the complex looks to be of very high quality and extremely well built. The design and overall layout is sound and functional.
2MH Consulting personnel conducting Hold Point inspection	2MH - Mick Hassett
Hold Point Inspection Date	15/02/2016, 10:13 AM

Question	Response	Details
<p>Site Notes for Hold Point</p>	<p>All courts were inspected, all run-off zones were measured using a laser measuring device with plus or minus 1mm in accuracy. Laser measurements were shot from the outside of all court linemarking to the nearest obstacle - such as a fence. Where no upright obstacle exists, such as the internal edge of a spoonrain, a target plate was utilised to take the measurements. The target plate was also used for the purpose of checking court lengths and widths against compliant court dimensions. At the completion of checking all run-off and court dimensions, it was concluded that all 6 courts are generally compliant. See the provided site sketches that show all dimensions recorded from site. All run-offs are compliant, achieving dimensions in excess of the recommended minimum widths/lengths. See the below text box for a summary of the court compliance issues. The Council Project Manager highlighted some items for our consideration and comment. There were-</p> <ol style="list-style-type: none"> <li>1) some very minor pitting of the acrylic surface was observed in the surface of court 1. This should be monitored to ensure that it doesn't become a greater issue. It is likely that this minor issue has arisen from a tiny piece or section of aggregate from within the concrete mix breaking out and taking the acrylic surface with it. It is also possible that very minor damage is occurring to the acrylic surface from particles of granitic sand getting onto this court from the surrounding areas outside of the fenced compound. This will need to be monitored and managed. Regular sweeping and/or blowing of the courts surface will be required.</li> <li>2) Court 5 was reported to have experienced some considerable cracking in the concrete surface prior to the application of the acrylic surfacing. The principle contractor inspected this and they were satisfied that the issue was limited to surface cracking and not structural cracking. As such, the application of the acrylic surface commenced and has been completed. There was no evidence of the reported cracking observed in the court during today's inspection.</li> <li>3) untidy construction joints were highlighted to the consultant by Councils representative. It was discussed that this is normal and a neat finish is difficult to achieve in these sections of concrete slabs, due to the movement experienced. The construction joints should be regularly inspected and checked for damage. Occasionally, small sections of concrete can break out in these areas, and this should be repaired.</li> </ol> <p>There were 2 items requiring prompt attention from the contractor, that should be addressed this week.</p> <ol style="list-style-type: none"> <li>1) the northern net post on court 6 is not secured and it spins within its sleeve. It was almost at 90 degrees to the position it sound be in, facing into the court. Instead it was almost running along the base line.</li> <li>2) the southern goal post on court 1 is well outside of tolerance for the finished height of the goal ring. A compliant goal ring sits 3050mm above the finished court surface. This ring was almost 3200mm above the court surface, around 150mm too high.</li> </ol> <p>A lux level test has been conducted on the front enclosures courts, courts 1-4. This work was undertaken by the principal contractor. The lighting system has obviously been designed for a training level system only. There is no way that this lighting configuration will reach the required 200 lux for competition level netball. Training level is 100 lux. The averages calculated for the 4 courts are as follows -</p> <ul style="list-style-type: none"> <li>Court 1 - 130 average lux</li> <li>Court 2 - 153 average lux</li> <li>Court 3 - 146 average lux</li> <li>Court 4 - 126 average lux</li> </ul> <p>While the readings recorded meet the required averages, there is some</p>	

	<p>uncertainty around the uniformity of the readings taken. It is recommended that an independent lighting and electrical consultant be employed to check the readings recorded and the uniformity of the lighting system achieved, so as to confirm that this lighting system fully complies with the relevant Australian Standards for netball court lighting.</p> <p>The overall quality of the build is of a very high standard, and as a result a top level facility has been delivered. During the inspection conducted it was noted that shrinkage cracks and some surface cracks have appeared within footpaths and spoon drains. This is frustrating (particularly when the concrete decides to crack about 200mm away from a control joint!) but this is just the very nature of concrete and it is unfortunately typical behaviour. All of the spoon drains have been well built and well formed, the pits are set straight and level and to appropriate heights (not confirmed through taking levels), it is anticipated that the drainage system will function well. All of the furniture and structures supplied and fitted are of good quality and they have been installed well. These courts are a high quality asset of the Council and the netball clubs that use it.</p>
<p>Continue Site Notes for Hold Point</p>	<p>Compliance Notations :</p> <p>Court 1 - The northern run-off only just makes compliance at 3053mm, requiring 3050mm. The southern run-off also only just makes compliance at 3056mm. The space between courts 1 and 2 is 20mm beyond the required 3650mm. This court is only 7mm longer than the required 30500mm, measuring up at 30507mm. The width of the court is significantly below the required 15250mm measuring up at 15232mm - 18mm under. The goal ring heights are a long way apart from each other with the southern end being 3190mm - 140mm higher than the specified 3050mm, while the northern end is 3060mm.</p> <p>Court 2 - The northern run-off is 3065mm wide, 15mm wider than required. The western run-off just exceeds compliance by 5mm. The court is only 6mm longer than the required 30500mm and the court is only 8mm under the stipulated 15250mm, being 15242mm.</p> <p>Court 3 - All run-offs are well spaced and exceed the minimum recommended distances. The goal ring heights are exactly to the specified height of 3050mm. The court is only 3mm below the specified court length of 30500mm and it is 9mm below the specified 15250mm, being 15241mm.</p> <p>Court 4 - The southern run-off is just 7mm beyond the minimum requirement of 3050mm. The court is 7mm longer than the specified court length of 30500mm. The court width is 15230mm which is 20mm below the specified 15250mm. Ring heights are within 10mm of compliance for both ends.</p> <p>Court 5 - The space between the courts 5 and 6 is 3667mm, which is 17mm beyond the specified width of 3650mm. Court 5 is only 4mm longer than the specified length of 30500mm, and it is 8mm shorter in width than the specified 15250mm. The northern ring height is just 10mm below the required 3050mm.</p> <p>Court 6 - All run-offs around the court are generously spaced and they well exceed the minimum distances. The court is exactly right in the specified length being 30500mm and the court width is 12mm below the specified 15250mm, measuring at 15238mm.</p>
<p>Photos</p>	

					
159	160	161	162	163	164
					
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Items To Action/Follow up					
Signature			15/02/2016 9:29 PM		
Additional Notes for Hold Point					
Photos					
					
181	182	183	184	185	186

WYN01  
Mossfiel Netball - 8 court new netball court construction.



WYN01  
Mossfiel Netball - 8 court new netball court construction.

<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>HOLD POINT 8</b>	
HOLD POINT ITEM	
2MH Consulting personnel conducting Hold Point inspection	
Hold Point Inspection Date	
Site Notes for Hold Point	
Continue Site Notes for Hold Point	
Items To Action/Follow up	
Additional Notes for Hold Point	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>	
Is an additional Site Visit Required	
<b>HOLD POINT 9</b>	
HOLD POINT ITEM	

Question	Response	Details
2MH Consulting personnel conducting Hold Point inspection		
Hold Point Inspection Date		
Site Notes for Hold Point		
Continue Site Notes for Hold Point		
Items To Action/Follow up		
Additional Notes for Hold Point		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>HOLD POINT 10</b>		
HOLD POINT ITEM		
2MH Consulting personnel conducting Hold Point inspection		
Hold Point Inspection Date		
Site Notes for Hold Point		
Continue Site Notes for Hold Point		
Items To Action/Follow up		
Additional Notes for Hold Point		



Question	Response	Details
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>Hold Point 11</b>		
HOLD POINT ITEM		
2MH Consulting personnel conducting Hold Point inspection		
Hold Point Inspection Date		
Site Notes for Hold Point		
Continue Site Notes for Hold Point		
Items To Action/Follow up		
Additional Notes for Hold Point		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		

Question	Response	Details
<b>HOLD POINT 12</b>		
HOLD POINT ITEM		
2MH Consulting personnel conducting Hold Point inspection		
Hold Point Inspection Date		
Site Notes for Hold Point		
Continue Site Notes for Hold Point		
Items To Action/Follow up		
Additional Notes for Hold Point		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>HOLD POINT 13</b>		
HOLD POINT ITEM		
2MH Consulting personnel conducting Hold Point inspection		
Hold Point Inspection Date		
Site Notes for Hold Point		
Continue Site Notes for Hold Point		

Question	Response	Details
Items To Action/Follow up		
Additional Notes for Hold Point		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>HOLD POINT 14</b>		
HOLD POINT ITEM		
2MH Consulting personnel conducting Hold Point inspection		
Hold Point Inspection Date		
Site Notes for Hold Point		
Continue Site Notes for Hold Point		
Items To Action/Follow up		
Additional Notes for Hold Point		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		
Is an additional Site Visit Required		
<b>ADDITIONAL SITE VISIT(s) - If Applicable</b>		

Question	Response	Details
Is an additional Site Visit Required		
<b>PROJECT COMPLETION NOTES</b>		
Photos of completed project		
 <p>228 229 230 231 232 233</p> <p>234 235 236 237 238 239</p> <p>240 241 242</p>		
ADDITIONAL INFORMATION / NOTATIONS		

**15.5 TEMPORARY ROAD CLOSURE EXTENSION - TARWIN STREET,  
MORWELL****General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

This report presents Council with feedback received under Section 223 of the *Local Government Act 1989* regarding Council's intended declaration to extend the timeline of the temporary partial closure of Tarwin Street, Morwell to support the evaluation of the appropriateness of a permanent closure so that Council can make a final determination on this matter.

**EXECUTIVE SUMMARY**

This report presents the submissions to the public consultation process following the 1 August 2016 Council resolution to extend the term of the temporary partial road closure of Tarwin Street, Morwell at Commercial Road and seeks Council's resolution to exercise its power under Schedule 11 of the *Local Government Act 1989* to effect said closure.

The responses to the proposed temporary closure in summary are as follows:

- *Support:* Nine submissions were in favour of the park remaining
- *Neutral:* Three submissions had minor comments or supported it if the businesses did.
- *Objected:* Four submissions objected due to loss of on-street parking, the impact on traffic flow, or perceived lack of use of the park

The Infrastructure Development Department are confident that the impact of losing 4 spaces is acceptable due to the combination of the amount of parking generally and because walking to a destination in a central business area is to be expected. With respect to the impact on traffic flow, as this is a downtown centre and there are options to reach every destination.

While Officers note the submitters' concerns about the impact of the loss of parking, research supports this concept and the trial will further explore the suitability in the long term.

Therefore Officers recommend that the temporary closure be extended as proposed in the 1 August 2016 resolution.

### **RECOMMENDATION**

That Council, having considered submissions received in accordance with section 223 of the *Local Government Act*:

1. Exercises 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, until 31 March 2017.
2. Advises those persons who have made a submission 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 – Built Environment*

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

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

##### *Theme and Objectives*

*Theme 5: Planning for the future*

*To provide a well-planned, connected and liveable community*

### **BACKGROUND**

At the Ordinary Council Meeting on 1 August 2016, it was resolved that Council:

- 1 *Extends the duration of the Tarwin Street Pop Up Park until 31 March 2017.*
- 2 *Publish a Public Notice in the Latrobe Valley Express on 4 August 2016, advising the community that Council intends to exercise its powers under clause 10(1)(c) of Schedule 11 of the Local Government Act 1989 to maintain the closure of the northbound lane of Tarwin Street, Morwell, from Commercial Road for a distance of approximately 30 metres south of Commercial Road and of their rights to make a submission under section 223 of the Local Government Act 1989;*

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- 3 *Consider any submissions received in relation to the proposed closure of Tarwin Street until 31 March 2017 as part of a final decision on the closure of Tarwin Street at the Ordinary Council Meeting to be held on Monday 12 September 2016.*

The community was advised of Council's intention via Public Notice published on 4 August 2016. During the four-week submission period, Council received 16 submissions in relation to the proposal (see Attachment 1).

The barriers and signage are already in place from the previous temporary closure with most of the costs covered under the VicHealth funding for the Tarwin Street Project.

Attachment 2 is a copy of "Good for Business" that notes that developing public spaces as pedestrian friendly and interesting places will more than offset the loss of some parking spaces, within reason.

### **KEY POINTS/ISSUES**

Section 207 of the *Local Government Act 1989* states:

*"Subject to the **Road Safety Act 1986** and any regulations made under that Act, but without limiting any other powers of a Council as a road authority, the powers include the specific traffic management powers set out in Schedule 11."*

Clause 10 of Schedule 11 of the *Local Government Act 1989* that specifically relates to the intended treatment for Tarwin Street states the following:

**"10. Power to place obstructions or barriers on a road temporarily**

(1) A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any temporary barrier or other obstruction on the road—

(c) for a genuine traffic diversion experiment.

(2) A Council must not exercise this power given to it under subclause (1)(c) unless it has considered a report from the Roads Corporation concerning the exercise of the power"

Section 207A of the *Local Government Act 1989* enables people to make submissions under section 223 (right to make submission), stating:

*"A person may make a submission under section 223 on the proposed exercise of any power under—*

*(b) clauses 9, 10(1)(c), 11 and 12 of Schedule 11"*

VicRoads have previously provided comments on the original closure and had no concerns. As such, all of the requirements detailed above have now been satisfied, meaning that Council can now exercise its power under Clause 10 of Schedule 11 of the *Local Government Act 1989* to place obstructions or barriers on a road (Tarwin Street) temporarily.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

The 16 submissions received during the consultation period were as follows.

### *Objecting (4)*

- An adjacent business objecting because their staff have a need to visit the office frequently and miss the removed 4 parking spaces.
- A resident objected due to the need to use other roads when looking for parking and, as with the above noted local business, concerned about the loss of the 4 car spaces.
- Generally did not consider the park worthwhile and noted a need for a disabled parking bay.
- Considered the park a waste of time and money and parking.

### *Neutral (3)*

- If the businesses support it (1)
- If there was better signage and a disabled parking space (1)
- Only suggested another activity (1)

### *Supporting: (9)*

- Because the park was a success (6 of)
- Because the park was a success and the traffic impact was minimal (1)
- Support for the park but suggested some improvements (1)
- Provided access to positive activities (1)

This is a trial to determine the effect of the creation of more public open space that can be used for activities that invigorate and activate the Morwell activity centre and is part of a larger project with the same intent.

While Officers note the objectors concerns, research supports the concept of active open spaces invigorating downtown areas and providing greater benefits overall.

Therefore Officers recommend that the temporary closure be extended as proposed until 31 March 2017.

### **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 not considered to be any risks associated with this report. All traffic closures etc. will be undertaken in accordance with applicable standards and codes.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The closure is in place. No additional funding is required to establish the closure. It will be maintained with normal operating funds assigned to the project.



**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****INTERNAL/EXTERNAL CONSULTATION**

The notice of Council's intent to partially close the road as noted was advertised in the Latrobe Valley Express from 4 August 2016 and placed on Council's web page and in the Morwell Service Centre foyer noticeboard.

*Details of Community Consultation / Results of Engagement:*

Consultation is the purpose of this report and an analysis and discussion is included in the Key Points section.

**OPTIONS**

Council has the following options available to it in relation to its intention to implement a partial road closure of Tarwin Street:

1. Extend the time period of the partial road closure of Tarwin Street, or
2. Do not implement the partial road closure of Tarwin Street

**CONCLUSION**

Council has followed all of the statutory requirements needed to allow it to exercise its power to implement a partial road closure of Tarwin Street.

Council received 16 submissions from the community during the 28 day submission period and an assessment of the submissions is included in this report.

There was general support for the park (and hence for the closure). The objections were related to parking and traffic impact.

The Officers believe that there is sufficient car parking in the general central activity area, and while convenient access to the business is understood as being important, generally there is sufficient parking available.

It is recommended that the partial road closure of Tarwin Street be extended until 31 March 2017.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Consultation Results (Published Separately) (Confidential)
2. Good for Business report on activating streets

## **15.5**

### **Temporary Road Closure extension - Tarwin Street, Morwell**

- 2 Good for Business report on activating streets..... 401**



# Good for Busine\$\$

The benefits of making streets more walking and cycling friendly

Discussion paper



# Introduction

The Heart Foundation has commissioned a discussion paper that explores the economic benefits of making streets more walking and cycling friendly.

## Background

Physical inactivity is a significant risk factor for cardiovascular disease and other chronic diseases, such as type 2 diabetes and some cancers.

The growing prevalence of physical inactivity in Australia, along with the alarming rise in the number of South Australians who are overweight or obese, is putting an enormous strain on the health system.

Walking is an activity that will not just benefit the health system. Increasing walking will also provide gains in relation to economic vitality, climate change, traffic congestion, social cohesion and community safety.

The Heart Foundation works towards creating an environment that encourages people to walk more often. The Heart Foundation SA is asking all state and local government departments to consider walking first when developing policies, strategies, guidelines, projects, programs, planning and events.

We are working to raise the profile of walking, to initiate discussions and debate, and to put walking onto the agenda of a broad range of departments.

A potential barrier identified in 2010 was around retailer perceptions that creating pedestrian and cycle friendly streets would negatively impact on the retail sales of the traders located on those streets. Retailers and trading associations had opposed reducing traffic speeds in high pedestrian areas and had called for more car parking near local shops.

As a result of identifying this barrier to creating walking and cycling friendly environments the Heart Foundation commissioned Dr Rodney Tolley, the Director of Walk21, to develop an independent discussion paper that explored the benefits to retailers, residents and councils. In particular it looked at case studies from around the world that show the increased business and vitality that catering for pedestrians provides. The discussion paper concludes that there needs to be collaborative support from government, private and business sectors for walking and cycling friendly environments.

The *Good for Business* discussion paper was released on **22nd November 2011**.

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Acknowledgements: This report was prepared by Dr Rodney Tolley. Thank you to Tuesday Udell (Heart Foundation), Jenni Carr (Heart Foundation), Alisha Marks (Heart Foundation) and Wendy Keech (Heart Foundation) for their contributions and feedback.

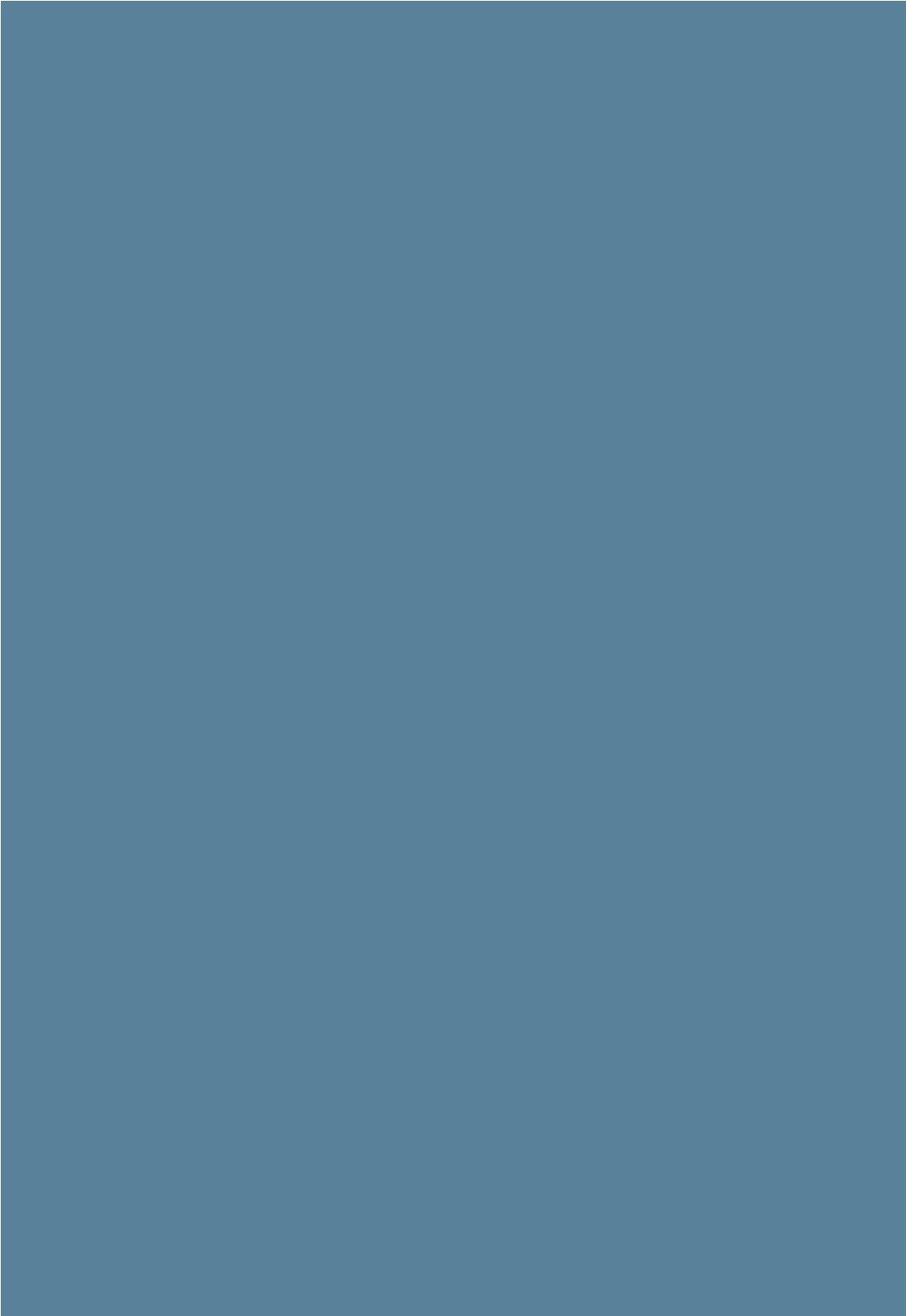
## Discussion paper

# Good for Busine\$\$

The benefits of making streets more walking and cycling friendly

Written by Dr Rodney Tolley

Commissioned by Heart Foundation South Australia





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# Executive summary

*Good for Business* is a discussion paper for built environment professionals and business people to show the positive financial benefits of making streets more walking and cycling friendly.

This report asserts that a well-designed, quality street environment that promotes walking, cycling and public transport is good for business.

*“... it would be advantageous to local businesses to support measures aimed at attracting more pedestrians and bus passengers to the local shopping centre rather than car users ... wider pavements (sidewalks) and traffic restraint measures should result in attracting more regular, dedicated custom to the area and have a positive impact on retailers and customers alike.”<sup>1</sup>*

The Heart Foundation (SA) commissioned this discussion paper to bring together the evidence around the financial benefits to retailers and residents in making commercial streets more walking and cycling friendly.

Walking and cycling to local shops is good for business and good for the local economy and is essential to the success of revitalisation strategies.

Streetscape enhancements add value to an area and are associated with higher rents and the attraction of new businesses. In addition there is good evidence to show that improving walking and cycling environments raises private property values by significant amounts.

## **This report has shown that:**

- A high proportion of all retail expenditure comes from local residents and workers.
- Space allocated to bicycle parking can produce much higher levels of retail spend than the same space devoted to car parking.
- Many car-borne shoppers are “drive-through” shoppers, stopping to pick up one item on the way to their eventual destination, rather than people for whom shopping is their main purpose for visiting the area.
- It is difficult to estimate the value of non-drive-in spend for main streets. However, it is always bigger than we think.
- Retail vitality would be best served by traffic restraint, public transport improvements, and a range of measures to improve the walking and cycling environment.

**The Heart Foundation is calling on Local Governments, built environment professionals, planners, private developers, retailers and businesses to support better environments for walking and cycling. This will require:**

- Measures to reduce speed.
- Reallocation of road spaces.
- Widening footpaths and providing cycle and bus lanes.
- Using local knowledge to determine what the problems are and devise solutions.
- Improving public transport.
- Greening the street and making it more attractive with landscaping and street furniture.
- Investing in maps, street signs and wayfinding.

**As this report and the case studies have shown, making streets more walking and cycling friendly will:**

- Increase retail rental values.
- Increase sale prices of nearby homes.
- Significantly increase pedestrian and cyclist activity.
- Generate more business and stimulate the local economy.
- Revitalise 'drive-through' districts into lively places that people want to visit.
- Encourage people to spend time outside of their homes.
- Reduce noise levels.
- Create attractive and popular places for Adelaide and South Australia.

High quality walking and cycling environments around shops, neighbourhood activity centres and mainstreets are vital for the economic health of South Australia.

# Introduction

Improvements in the walking and cycling environment have the potential to increase the value of residential and retail properties.

The Heart Foundation supports built environments that promote active living. People who are not physically active are more likely to have risk factors for cardiovascular disease and other chronic diseases. Encouraging all South Australians to incorporate physical activity such as walking and cycling into their daily lives is associated with a wide range of health, social, economic and environmental benefits. The Heart Foundation works to increase opportunities for all South Australians to walk and cycle for recreation, transport or health.



The *30-Year Plan for Greater Adelaide*<sup>2</sup> encourages new development on existing urban land and the establishment of development around existing transport hubs that are walkable, connected and mixed use (residential and commercial together). These types of developments require that built environment professionals and developers consider the role of streetscapes as not solely the domain of cars but also spaces for pedestrians and cyclists. Additionally our streets will increasingly become important as public spaces for social and commercial interaction.

The Heart Foundation has investigated the barriers to walking and cycling and found they are numerous, including actual and perceived safety. In Australia we are highly dependent on the motor vehicle, have segregated land use, disconnected streets, low residential density and limited public transport and local employment.<sup>3</sup> Our investigations have concluded that walking can be increased through a mixture of interventions and planning that focus on mixed use developments, street connectivity, neighbourhood aesthetics, as well as micro-level changes such as street lighting, shade trees, footpaths and street crossings.<sup>4</sup>

Creating a more walking and cycling friendly environment in established neighbourhoods and streets presents additional challenges. Retrofitting and rejuvenating are terms that relate to the redesign or upgrade of existing neighbourhoods to enhance their capacity for active living. One of the barriers to this type of development is the formidable public and private sector costs.<sup>4</sup>

But there are additional benefits of well-designed, quality streets beyond the increased levels of physical activity. Benefits range from long term health benefits to direct, measurable financial benefits. Evidence shows that replacing short distance car trips with walking and cycling can have a significant impact on the environment; considering that 40% of all private car trips made in Australia are less than 3km.<sup>5</sup> Improvements in the walking and cycling environment have the potential to increase the economic value and activity in the local area, as reflected in the sale price of residential properties and the rental price of retail properties.



The Heart Foundation commissioned Dr Rodney Tolley to research this discussion paper. The aim was to review case studies and ascertain the financial benefits for shop owners and residents of improving the street environment - with a specific focus on the Healthy by Design<sup>6</sup> considerations. Shop owners and residents have an interest in the changes that local government make to the transport infrastructure and streetscape in the vicinity of their shops as such changes can make a significant positive or negative impact.<sup>7</sup> 'Streets' in this report refer to the typical shopping strip and town centres of Australia or the high street of the UK. These streets may include shops and cafes, as well as non-commercial community facilities such as libraries, community centres and churches, and private residences.

**This report seeks to:**

- Summarise the current national and international literature relating to retail and economic value and activity of improvements to streets. This includes peer reviewed papers, existing literature reviews and grey literature.
- Compile relevant case studies from Australia and overseas.

# Better streets

Shopping streets that hinder pedestrians and cyclists along with poor public transport risk losing business, productivity and employees.

In many cities and towns around the world an urban renaissance is under way, creating pedestrian-friendly urban areas by enhancing their quality and environment and, in turn, improving their amenity, viability and vitality. The creation of safe and attractive walking and cycling environments in towns and cities is a necessary condition for success and is central to improving them for shoppers, visitors, workers and residents alike. In other words, quite apart from pro-walking and pro-cycling arguments based on sustainability, the environment, health, community cohesion or social inclusion, there is a strong business case for improving walking and cycling conditions.

**As the UK report *Making the Case for investment in the walking and cycling environment*<sup>8</sup> shows, interventions to improve the walking and cycling environment are successful in:**

- Significantly increasing pedestrian activity (footfall).
- Improving safety: leading to fewer road casualties, injuries to pedestrians and traffic collisions.
- Reducing vehicle speeds.
- Delivering social benefits: these interventions increase opportunities for social interaction which can facilitate the development of social capital. They can also lead to higher numbers of people taking part in outdoor activities and spending time outside their homes.
- Delivering economic value: the schemes have increased the sale prices of nearby homes and increased retail rents.
- Encouraging more physical activity: this is particularly noticeable in, for example, increases in the proportion of children walking to school.
- Reducing noise levels.
- Reducing the number and distance of car trips, implying a modal shift away from the car to walking.
- Providing attractive and popular places: the public are positive about investments in the walking environment, and the schemes usually have the support of visitors and residents. People tend to report that investments in the walking environment lead to more attractive and safe places.

**Interventions to improve the walking and cycling environment currently being implemented internationally include:**

- Safe routes to schools
- Speed reduction
- Public realm improvements
- Mixed priority routes
- Shared use paths
- Reallocation of space
- Shared space
- Mixed measures

**Transport 2000<sup>9</sup> has argued that we can turn mainstreets into places for people by:**

- Reducing traffic speeds and traffic danger. Slower speeds are essential if road casualties are to be reduced and pedestrians and cyclists are to feel safe. Encouraging drivers to slow down requires traffic calming measures such as narrowed carriageways or raised tables.
- Widening footpaths and providing cycle lanes. Wider footpaths create a safer pedestrian environment and allow people to shop comfortably and to socialise. They also open up space for seating and tree planting. Cycle lanes can help give cyclists equal priority as cars and make cycling safer.
- Using local knowledge to find out what the problems are and what the solutions might be. Local communities and businesses need to be fully involved in street improvements. An approach is needed that ensures solutions are community-led and are not imposed on local people by well-intentioned professionals.



- Improving public transport so people are encouraged to use buses instead of cars. More frequent services, improved bus stops with lowered kerbs for those with impaired mobility, and well designed shelters with seating would make public transport more accessible.
- Greening the street and making it more attractive. Trees, grass verges, street furniture and art help to create streets that are sociable places where people enjoy spending their time. Trees and street furniture help create space in which the car is no longer dominant and drivers get the message that they are driving through a place for people, not just vehicles.
- Reducing the amount of traffic. Travel plans with schools and commuter plans with employers can help reduce the actual volume of traffic and reduce pollution and noise at the same time.

## Complete Streets

The 'main street into people place' approach has been championed in North America recently under the banner of 'Complete Streets':

*"Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across a Complete Street. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations."*

### What do Complete Streets policies do?

*"Creating Complete Streets means transportation agencies must change their approach to community roads. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right of way to enable safe access for all users, regardless of age, ability, or mode of transportation."*

Source: <http://www.completestreets.org>

### Case study 1

#### Valencia Street, Mission District, San Francisco

Traffic lanes in this street were slimmed to slow down cars and accommodate other users. Merchants reported that street changes enhanced the area. Nearly 40 per cent of merchants reported increased sales, and 60 per cent reported more area residents shopping locally due to reduced travel time and convenience. Overall, two-thirds of respondents described how the increased levels of pedestrian and cycling activity and other street changes improved business and sales. A network of complete streets appears to be more safe and appealing to residents and visitors, which is also good for retail and commercial development.

Source: <http://www.completestreets.org>

## Case study 2

### Barracks Row, Washington DC<sup>10</sup>

Street design that is inclusive of all modes of transportation, where appropriate, not only improves conditions for existing businesses, but also is a proven method for revitalising an area and attracting new development. Washington DC's Barracks Row was experiencing a steady decline of commercial activity due to uninviting sidewalks, lack of streetlights, and speeding traffic. After many design improvements, which included new patterned sidewalks, more efficient public parking, and new traffic signals, Barrack's Row attracted 44 new businesses and 200 new jobs.

Economic activity on this three-quarter mile strip (measured by sales, employees, and number of pedestrians) has more than tripled since the inception of the project.



Before



After

Photo Credit: <http://www.completestreets.org>

## Case study 3

### Hillsborough Street, Raleigh, NC, USA<sup>11</sup>

In 1999, a group of more than 500 citizens and other stakeholders mobilised in Raleigh, North Carolina, around Hillsborough Street, the N.C. State University "town/gown" connector, which was then listed as the state's most dangerous street for pedestrians. At that time, the street was run down and home to a few businesses that appeared to be hanging on by a thread. Through a design-driven consultation, the community learned how street making is integral to their development. By the time the first major phase of the street remake was finished in October 2010, four roundabouts had been installed, a road diet (reduced space for motorised traffic) was in place, and streetscape improvements included new medians, more parking, wider sidewalks, and ample crosswalks.

Today, the street is complete and alive. More than \$200 million in new mixed-use development investments are coming to the street, traffic is flowing well, and students and motorists are safer and more comfortable. A hearty business environment is in place and growing. Even Raleigh's own city councillors have been amazed at how the complete streets movement has affected the entire social and political process. These leaders consider themselves well versed in how transportation investments can be leveraged to build a sustainable future and more enjoyable present for the community.

In the same paper, Burden and Litman<sup>11</sup> comment:

*"The community can benefit from investments that improve walking, cycling, and public transit. Such projects, when combined with new land use patterns, support local economies by leveraging public investments and often include a revival in retail activity, private investment, social capital, and tourism. Investments typically increase retail sales by an average of 30 percent and land value from 70 to 300 percent."*



Photo Credit: <http://www.hillsboroughstreet.org>

## Case study 4

### Pavements to parks, San Francisco

#### Background

San Francisco's streets and public rights-of-way make up fully 25% of the city's land area, more space than is found in all of the city's parks. Many of the streets are excessively wide and contain large zones of wasted space, especially at intersections. San Francisco's "Pavement to Parks" projects seek to temporarily reclaim these unused swathes and quickly and inexpensively turn them into new public plazas and parks. During the temporary closure, the success of these plazas is evaluated to understand what adjustments need to be made in the short term, and ultimately, whether the temporary closure should be a long term community investment.



#### Precedent

San Francisco's Pavement to Parks projects are inspired by the recent success of similar projects in New York City - where plazas and seating areas have been created in excess roadway simply by painting or treating the asphalt, placing protective barriers along the periphery, and installing moveable tables and chairs. Streets such as Broadway have been transformed into much more inviting and pedestrian-friendly spaces through New York's efforts.

#### Design

Each Pavement to Parks project is intended to be a public laboratory where the City can work with the community to test the potential of the selected location to be permanently reclaimed as public open space. Materials and design interventions are meant to be temporary and easily moveable should design changes be desired during the trial-run. Seating, landscaping, and treatment of the asphalt will be common features of all projects.

#### Location Selection

Locations for Pavement to Parks projects are selected based on the following criteria:

- Sizeable area of under-utilized roadway.
- Lack of public space in the surrounding neighbourhood.
- Pre-existing community support for public space at the location.
- Potential to improve pedestrian and bicyclist safety via redesign.
- Surrounding uses that can attract people to the space.
- Identified community or business steward.

Source: <http://sfpavementtoparks.sfplanning.org/>

Photo Credit: San Francisco Planning Department

# The economic benefits of walking and cycling

People that walk and cycle spend money. A number of case studies have been selected to illustrate the positive financial benefits that are clearly gained from investing in walking and cycling.

In the past there has been very little data about walking and cycling and its linkages to the economy. However, evidence is emerging of the general economic significance of cycling and walking to towns and cities. At the level of the city as a whole, there is clear evidence that walkability and quality-of-life go hand in hand, so the city is more attractive to inward investment. For example, when cities are ranked according to quality of life, those with much walking (and cycling) are high on the list because they are healthy and have good air quality. It is no coincidence that the top three 'Livable Cities' in the world – Melbourne, Vienna and Vancouver – are regarded as amongst the most walkable cities anywhere.<sup>12</sup>

At the level of the individual street there is now increasing amounts of research on walking and cycling and economic activity. Both walking and cycling are sufficiently slow and flexible to allow their adherents to stop and spend en route more easily than can a car driver or bus passenger. Indeed, given their heightened awareness of the environment around them - of shops, window displays, stalls etc - walkers are more likely to notice the opportunities to spend. The key issue though is the improvement in the quality of the urban environment that results from a rise in the volume of walkers and a fall in the dominance of cars. It is that quality which results in higher visitation levels and frequencies, longer dwell times, and higher levels of expenditure per head. In other words, 'a good physical environment is a good economic environment.'<sup>13</sup>

**The Sustrans document *Traffic restraint and retail vitality*<sup>14</sup> argues that retail vitality depends in large measure on an attractive environment. Heavy and/or fast-moving traffic drives people away. It argues that traffic restraint should always be combined with measures to improve the street environment, such as:**

- Footpath widening
- Seats
- Planting
- Decorative surfaces
- Raised footpath crossings
- Improved cleaning and maintenance regime.

## Increasing retail turnover

**The London study *Quality streets: why good walking environments matter for London's economy*<sup>15</sup> examined economic impacts of walking and public realm improvements, through a series of interviews across a range of business sectors: landowners and developers, retailers, developers and entertainment service providers. It emerged that:**

- All businesses rely on attracting customers whether they are passing retail trade, or tenants for an office block.
- 85 per cent of respondents identified the quality of the streetscape as "important" in the ability to attract customers or tenants.
- 89 per cent of respondents felt that "their front door is the street" and critical to self-image.

**Various studies indicate that well-planned non-motorised transportation improvements can increase customer visits and local business activity.<sup>16</sup> In a 2009 study in Toronto, people who biked and walked to the area reported they spent more money in the area per month than those who drove there (see case study 16).<sup>17</sup> A German study<sup>18</sup> showed that:**

- Motorists are not better customers than cyclists, pedestrians, or public transport users.
- Because they buy smaller quantities, cyclists shop more frequently (11 times a month on average, as opposed to seven times a month for motorists).
- Approximately 75 per cent of motorists purchase two or less bags of goods, and so could carry their goods by foot or bicycle.
- Most shopping trips involve distances that could be walked or cycled.

Moreover, in walkable cities there is good customer retention for local shops: in the Netherlands, the town of Houten, with its high levels of cycling (and walking) has retail turnover 2.5 times higher per square metre than elsewhere in the country.

Furthermore, a dollar spent at an independent business generates about 3 times as much benefit to the local economy as spending a dollar at a chain retailer. Locally-owned businesses thrive in densely-built, walkable communities, and





are more likely to stock local products, supporting other local businesses.<sup>19</sup>

### Increasing retail property values

*“A high quality streetscape and a pro-active improvement programme add to the value of a property, protecting and enhancing the value of your asset.”<sup>15</sup>*

The importance of a high quality streetscape can be seen by comparing it to the impact where the streetscape is poor. Oxford Street offices command a lower rent than the surrounding areas due to the concentration of traffic<sup>15</sup> and in other London shopping streets, tenants on the asphalted side of a road compare their situation unfavourably with the tenants on the other side of the road, which is paved with York stone. One of the interviewees stated that the company has ‘considered disinvesting’ from areas where the streetscape was felt to be very poor.

A London study found that improvements in the street design quality can add an average of 4.9 per cent to retail rents of all shops and premises located on the high street.<sup>20</sup> The most important street elements for users were: lighting, footpath quality and maintenance, vehicles not parked on the footpath, provision of crossings, local area maps, information boards and signed routes.<sup>8</sup>

#### The *Quality Streets* report<sup>15</sup> finds a number of key lessons:

- Landowners, developers and businesses clearly perceive the importance of streetscape in maintaining and enhancing the value of their assets.
- Streetscape enhancement adds value to an area: this is associated with higher rents or the attraction of new tenants/businesses.
- The reputation of certain areas and the businesses that are resident in them is based on the quality of the public realm.
- Streetscape improvements create the impression of a prosperous area, and businesses in the same vicinity that have not benefited from this perception are keen to buy into it.
- High levels of maintenance and revenue funding are as important as the quality of the initial design.

### Increasing private property values

Improved walking and cycling conditions and shifts from motorised to non-motorised modes can increase property values. In 2009 Cortright<sup>21</sup> evaluated the effects of walkability on housing prices using the WalkScore (see [www.walkscore.com](http://www.walkscore.com)) and 95,000 real estate transactions, controlling for house and neighbourhood characteristics. He found that walkability had a statistically significant, positive impact on housing values. In a typical metropolitan area in the USA, each WalkScore point increase was associated with a \$700 to \$3000 increase in home values. Shifting from average to above-average WalkScores typically increased a home’s value by \$4,000 to \$34,000, depending on the metro area. For example, in Charlotte, NC, houses in the Ashley Park neighbourhood, with WalkScore values averaging 54 have median prices of \$280,000, while an otherwise similar home in the Wilmore neighbourhood, which has WalkScores averaging 71, would be valued at \$314,000. Controlling for all other factors, shifting a house from Ashley Park to more walkable Wilmore would increase its value by \$34,000 or 12%.

This reflects the value consumers attach to walkable neighbourhoods, which tend to be denser, mixed use neighbourhoods with good accessibility, including high quality public transport.

**These outcomes are corroborated by Pivo and Fisher<sup>22</sup> who studied apartments, retail, office, and industrial properties and concluded that “on a 100 point scale, a 10 point increase in walkability increases property values by 5 to 8 percent, depending on property type.” Carol Coletta, President and CEO of CEOs for Cities in the US commented:<sup>23</sup>**

*“These findings are significant for policy makers. They tell us that if urban leaders are intentional about developing and redeveloping their cities to make them more walkable, it will not only enhance the local tax base but will also contribute to individual wealth by increasing the value of what is, for most people, their biggest asset.”*

Lower speeds are important too: evidence shows that a 5 to 10 mph reduction in traffic speeds increases property values for adjacent residences by 18% to 20%.<sup>24</sup>

### Case study 5

**Achieving high quality streetscapes through innovative design and by questioning standard approaches: Kensington High Street, London<sup>6</sup>**

Kensington High Street is not only a major east-west radial route to the centre of London, but also an important commercial/retail street flanked by highly desirable residential areas. In recognition of this the Borough Council initiated a programme of streetscape improvements in the mid-1990s to improve the quality of the public realm as an attractive place to live and work, and to sustain the vitality and viability of the High Street as a major shopping destination in the face of other competing retail developments.

Despite agreement that the new street should accommodate existing traffic flows, the design objectives started to shift away from standard traffic engineering solutions to a more radical streetscape design. This redressed the balance from vehicles to pedestrians and created a coherent, legible and easily accessible street.

The south footway was widened and a new 3m central reserve was achieved by reorganising traffic lanes to provide cycle parking and tree planting in the centre.

Rearrangement and simplification of pedestrian crossings and the extension of the central reserve allows the road to be crossed easily and safely. The removal of barriers to movement, especially guardrails at staggered crossings, provides a sense of liberation to the pedestrian, trusting both pedestrians and drivers to use the street responsibly. The removal of guard railing has been controversial, with traditional views holding that railing is essential to pedestrian safety. However, the first three years of the scheme saw a 47 per cent reduction in accidents in High Street compared with a 35 per cent fall elsewhere in the Borough. Pedestrian casualties fell by 59 per cent and latest figures indicate that this reduction has been maintained.

Completed in 2003 the revamped street has removed all unnecessary visual and physical clutter, coordinated the design and location of new street furniture, and coherently defined the footway/carriageway boundary. There has been a 12.9 per cent growth in sale prices of flats within 200m of the scheme.

The improvements have proved a tremendous success and have reinforced the image of the High Street as a premier shopping destination and show what can be achieved with the vision and will to push the boundaries of accepted practice.



Before



After

### Case study 6

London<sup>25</sup>

London has many examples of revitalisation based around walkability. It is the Mayor's vision "to make London one of the world's most walking friendly cities by 2015." Currently the city is investing £17m per year on wayfinding and signage schemes and streetscape improvements. There have been some spectacular results. For example in Great Queen Street, the removal of guard rails and widening of footways has created room for window shopping. The economic benefits are estimated to be between £6.3m and £28.4 m for an outlay of £2.4m.

A second example is the rebuilding of the North Terrace of Trafalgar square, a £25m investment under the World Squares for All Project. Since completion, there has been an increase in visitors of over 300 per cent, to the point where this is now the third most popular attraction in London.

## Case study 7

### Newlands Avenue, Hull, UK<sup>8</sup>

The recent refurbishment on Newlands Avenue has been commended, particularly due to its attention to detail and use of pioneering features. The Newlands project was aimed at improving road safety on a busy shopping street and making it more pleasant for all road users. The initial performance of the scheme is very encouraging, with road casualties dropping by 67 per cent (within the 4 months for which data is available)

- Overall pedestrian crossing movements increased by 18 per cent
- Crossing movements by people with reduced mobility increased by 15 per cent
- Cycle flows on Newland Avenue increased by 17 per cent
- Average property values within the Newland Avenue postcodes increased by 65 per cent between July 2003 and December 2005.

## Increasing retail vitality

Michael Loveday's work on many European city centres has shown the direct economic benefits of improvement of retail environments.<sup>26</sup> These benefits can be classified as immediate or strategic.

### Immediate

- Increased footfall (defined as the number of people who go into a shop or business in a particular period of time)
- Longer stays (hours/days)
- More expenditure
- More intensive commercial exploitation of the area
- More uses and spend on the street
- Increased property values
- Higher rents
- More repair/regeneration of sites, therefore spin off construction investment
- New business formations
- New traders and therefore increased 'pulling power'
- More and varied jobs.



Photo Credit: Rodney Tolley

### Strategic

- Improvement in the town's retail rankings
- New strategic roles for public space, stimulating tourism spend
- Confidence booster, prompting wider urban regeneration
- Ability to integrate latent economic assets
- Creation of new economic quarters
- Improvement in quality of life, assisting workforce recruitment and retention
- Creation of new image – cafe society, festival city, seasonal city, evening economy hub – to stimulate profile and investment.

Walkable retail areas with unique visual, cultural, social and environmental qualities provide competitive advantages. Their "place-making dividend" attracts people to visit often, stay longer and spend more money.<sup>27</sup>

## Case study 8

### Times Square and Broadway, New York City<sup>6</sup>

Mid-town Manhattan in the past was deficient in public space. Times Square is a world famous square, but it was filled with traffic, with nowhere for people to sit or linger.

There was a need to reduce traffic congestion and improve journey times whilst also improving safety, particularly of pedestrians who were often forced to walk on the road because there was not enough space for them. There was also the desire to make the key destinations of Times and Herald Squares into more pleasant walking environments and spaces for people to congregate.

A demonstration project created a pedestrian plaza almost overnight in late 2009, using cheap materials, moveable seating and paint. Many sceptics predicted that traffic gridlock would result. After an eight month trial, Mayor Bloomberg confirmed that the plaza would be made permanent and that Broadway from 47th to 42nd Streets and 33rd to 35th Streets would remain closed to traffic.

This closure yielded some startling results:

- 84 per cent more people are staying (e.g. reading, eating, taking photographs) in Times Square than before the projects.
- 42 per cent of NYC residents surveyed in Times Square say they shop in the neighbourhood more often since the changes.
- 26 per cent of Times Square employees report leaving their offices for lunch more frequently.
- 74 per cent of New Yorkers surveyed by the Times Square Alliance agree that Times Square has improved dramatically as a result of this project.
- The expansion of pedestrian space and the resulting reduction of overspill footfall in to the road (for example, by 80 per cent in Times Square) has reduced injuries to pedestrians by 35 per cent.

In the words of Janette Sadik-Khan, the NYC Transportation Commissioner, "It has shifted the paradigm for what a street and sidewalk experience is supposed to be like in New York City." She went on to say:<sup>29</sup>

*"Once you realise that you can use your streets to improve the quality of life, the economics and the environmental health of your city, I think that's a transformative moment"*



Before



After

Photo Credit: NYC Department of Transportation

## Case study 9

City of Melbourne, Australia<sup>8,30</sup>

Melbourne city has been undertaking a whole city renaissance to revitalise city life, transforming the city centre from an empty place where only workers go, to a vibrant centre with a resident population and 24 hour destinations. Substantial changes to the city centre from 1994 to 2004 included wider footways, more greenery, street art and usable 'laneways' (10 times more active and accessible lanes, alleys and arcades).

Overall there has been a 39 per cent increase in pedestrian traffic on weekdays and a 98 per cent increase on weekday evenings. The central area has seen an 830 per cent increase in residents and a 275 per cent increase in cafés.

What was described formerly as an 'empty, useless city centre' has been transformed. As the report on the progress says<sup>30</sup> "The results clearly illustrate that places designed to be people-friendly attract people, and public life will follow."



Before



After

Photo Credit: Rodney Tolley

## Case study 10

Wanstead High Street, London<sup>6</sup>

This street runs between two underground train stations approximately a mile apart. The High Street and its surrounding areas underwent significant improvements to the walking environment, including new footpath surfacing, accessible crossings, new street lighting on the main road and two crossing routes to the park, de-cluttering, improvements to street furniture and the installation of CCTV. Transport for London have supported this as part of a 'Key Walking Routes' initiative, linking important local destinations by improving the walking environment.

The objective was to increase walking for short trips by taking a holistic approach to the whole area around the high street and enhancing walking routes to the two stations, bus terminus, school, library and High Street.

The main outcome recorded is that Wanstead High Street has achieved an average 98 per cent increase in pedestrian numbers. The impact of this on retail activity has not been measured but is likely to be substantial.



Photo Credit: Transport for London

## Case study 11

### Changing car parking to bicycle parking in Lygon Street, Melbourne, Australia<sup>31</sup>

Lygon Street, Carlton, is a popular cycling route near Melbourne University. It is a mixed use mainstreet – groceries, cinema, comparison goods, cafes, etc. It has few bicycle parking spaces.

Surveys have shown that the average cyclist's expenditure is 73 per cent of a car user's, but space required to park a bike is only 12 per cent of the space required to park a car. Cyclists spend more on comparison goods, such as clothing and eating out, and less on groceries/cinema per visit.

In Lygon Street:

- Each m<sup>2</sup> of space allocated to cars generates \$6 per hour.
- Each m<sup>2</sup> of space allocated to bicycles generates \$31 per hour.

Put another way, the researcher estimated that:

- 1 car space produced \$27/hr retail spend, but
- 6 bike spaces replacing the car space would produce \$97/hr in retail spend.

The report concludes that incrementally replacing car parking with bike parking would therefore make economic sense.

## Shopping and modal choice

**The relationships between mode used, shopping frequency and amount spent have been the subject of a number of studies. Sustrans<sup>1</sup> studied shoppers and how they travel in the UK and noted that:**

*"It is very instructive to analyse how many businesses a shopper will visit according to their mode of travel. Cyclists and car users make four times as many single-shop visits as pedestrians – on foot, it is so much easier to call in to another shop on the same trip.....The figures suggest that many car-borne shoppers are "drive-through" shoppers, stopping to pick up one item on the way to their eventual destination, rather than people for whom shopping is their main purpose for visiting the area. This will have a negative impact on a busy retail street, which is likely to be disproportionate to the extra business that it generates."*

In the Australian suburb of Yarra (inner suburb of Melbourne) 82 per cent of local residents, 48 per cent of local workers and 41 per cent of visitors travel by foot, bicycle or public transport to get to the five local main shopping streets.<sup>32</sup> Most local residents and workers visit a main street very frequently (many daily and 80-90 per cent more than once a week). Even though they spend less per visit (about half) than the "visitors", local residents/workers provide 75 per cent of local retail and services turnover. The amount of "non-drive-in spend" (\$/visit x frequency x active transport mode share) is estimated to be 50 per cent on average for Yarra's shopping streets.

**Grant and Herbes have commented:<sup>32</sup>**

*"It's difficult to estimate the value of non-drive-in spend for main streets. It's 80 per cent in London, 50-75 per cent in inner-area main streets with tourists and reasonable public transport, and possibly 30 per cent at suburban centres like Ringwood in Melbourne. However, it is always bigger than we think. In any case, people who drive in still have to walk to spend, so in the end everyone benefits from a better walking environment."*

## Comparing retailers' and shoppers' interests and concerns

Retailers in the Austrian city of Graz were asked how they thought their customers travelled to the shop, and shoppers were then interviewed to determine the reality. The results were fascinating: retailers hugely overestimated the importance of the car, and underestimated how many of their customers walked, cycled and used public transport (see Figure 1).<sup>1</sup>

Since then, this study has been replicated on two neighbourhood shopping streets in Bristol, UK and again retailers overestimated the importance of the car. It was also found that they overestimate how far their customers travel and underestimate how many shops each customer visits.

A third study in Edinburgh supports these results. Local shoppers, visitors and retailers in Edinburgh city centre were asked what positive and negative factors affected them most. The shoppers' main concern was a good range of shops in an attractive comfortable environment. Parking was not identified as important (see Figure 2). The retailers' views were completely out of line with their customers. Parking was the only issue mentioned by more than 10% of retailers.

A New Zealand survey found that retailers and shoppers have different priorities.<sup>7</sup> When asked about transportation and urban design of local shopping areas, it was found that shoppers placed a high importance on crossings, wide footpaths and frequent bus services, but not a lot of importance on on-road parking. Retailers considered parking as the primary concern. High quality urban design and provision for sustainable transport were identified as important by both shopper and retailers.

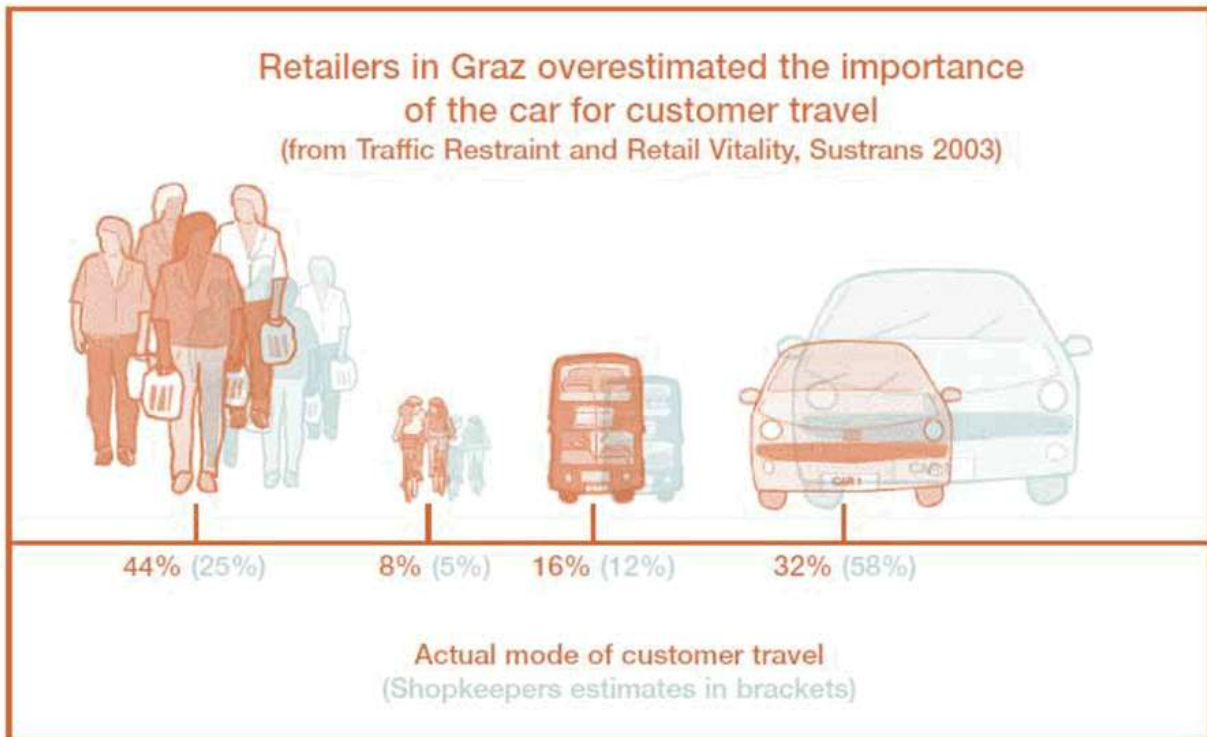


Figure 1 Estimates of shoppers’ modal split by retailers and shoppers<sup>1</sup>



Figure 2 Comparison of shoppers’ and retailers’ concerns<sup>1</sup>

**Sustrans comments:**

“These findings have real significance for business planning – as well as land use and transport. It is traditional for retailers to pursue more car access and parking, and to resist measures to promote walking, cycling and public transport use – although pedestrian shopping areas tend to be commercially most successful. Our findings suggest that retail vitality would be best served by traffic restraint, public transport improvements, and a range of measures to improve the walking environment.”

## Case study 12

### Columbus Avenue, San Francisco<sup>36</sup>

The Columbus Avenue Neighborhood Transportation survey was conducted during two weeks in March 2008. The purpose of the survey was to understand the travel patterns, area preferences and preferred transportation improvements of Columbus Avenue corridor visitors and residents. Findings included:

- Transit users and walkers spend less on average per visit than auto users, but come to the area at twice the frequency for recreational purposes.
- Because of the higher frequency of visits, transit riders and pedestrians spend more than drivers on recreational activities on a monthly basis.
- The majority of respondents indicated that what they liked the most about the area is the pleasant atmosphere and the restaurants. This indicates that enhancing Columbus Avenue's sidewalk culture is key to attracting visitors as well as San Franciscans to the area.

## Case study 13

### Acland Street, City of Port Phillip, Victoria<sup>33,34</sup>

Observations of pedestrian movements in 2003 showed that the main section of Acland Street was subject to chronic congestion, preventing the safe and comfortable passage of pedestrians. This was brought about by the narrow footpath, high level of footpath trading and heavy 'window shopping' (cake shops). As a consequence, the Council proposed effectively widening the clear footpath area by relocating existing footpath trading to the parking bay area for 85 metres and removing nine parking spaces.

This proposal was opposed by the Acland Street Traders Association. In response it commissioned its own market research study in June 2003. It found that:

- *'Walking to the precinct is important and popular'* – Of locals interviewed, over 50 per cent walked to the centre. All walk within the centre.
- Local residents comprise over 50 per cent of all visitors and local residents account for over 85 per cent of the total expenditure.
- 57.2 per cent of expenditure is 'walked' to the centre, and a further 16 per cent comes from cycling / public transport. Only 26 per cent of total expenditure share emanates from those driving to the centre.

The traders realised that removing car spaces would only affect around a quarter of their customers (and at least some of those would return on other forms of transport, anyway). But more importantly, they recognised that their largest and most loyal customer group was actually local. Improving the walking environment for them was likely to actually increase their loyalty and might help attract them back to the area more often – which would translate into a bonus for local business.

As a consequence, the Association withdrew its opposition to the Council proposals, which have since been carried out. Indeed, it actually transformed the traders association into one of the strongest supporters of the change. Acland Street is undoubtedly more walking-friendly than it ever was, and everyone has benefited.

This case study reaffirms research carried out in many other cities which shows that car parking is of less significance to local retail activity than is often thought, and that space for people on foot is a more significant attribute.





## Case study 14

Northcote, City of Darebin, Victoria<sup>35</sup>

In 2008, Darebin City Council was considering installing accessible tram stops at several locations on High Street. The aim of the survey was to gain an understanding of travel and shopping behaviours of visitors to the Northcote shopping precinct to assist in assessing the potential impact of a reduction in on-street parking resulting from the introduction of the tram stops.

The key findings of this research are that:

- High street visitors tend to walk or catch public transport, while visitors to Northcote Central and Plaza tend to drive to those centres.
- High Street visitors are more willing to lose car parking spaces to accommodate streetscape improvements than visitors to Northcote Central or Plaza.
- Visitors to Northcote Shopping precinct place a higher level of importance on cleanliness and maintenance, pedestrian access and safety than business respondents who thought car parking was most important.
- Business respondents tended to overestimate car-based travel and underestimate walking and public transport use amongst visitors to Northcote Shopping precinct.

This study reaffirms in an Australian context the overemphasis placed on car travel and parking by business respondents compared to shoppers.

## Case study 15

New Road, Brighton, UK<sup>8</sup>

New Road is a busy commercial street with bars, restaurants, shops, a library and two theatres. It has been redesigned to create a shared space with high quality granite paving across the whole area. The area has been de-cluttered with road markings and signs all but removed. This has resulted in a pedestrian friendly environment without the need to apply formal restrictions to motor traffic. Seating and lighting have been used to ensure the space is attractive to travel through and spend time.

The objective was to enable the street to fulfil its potential as a place. The result is an environment which is vibrant and welcoming. It has won numerous awards for urban design and has received overwhelming public support from both users and local businesses. Local restaurants and bars have invested in tables and chairs for outside their premises, enhancing the lively and social atmosphere. Local businesses feel that the shared space has improved the sense of community in the area, improving the perception of the road and the businesses on it by providing a better environment for customers.

The outcomes in figures are:

- 162 per cent increase in pedestrian activity.
- 93 per cent reduction in traffic volume.
- Reduction in traffic collisions from 3 in 2004 to 2006 to zero since completion in 2007.
- Research participants from the business community unanimously agreed that the scheme had benefited their business.



Before



After

Photo Credit: Cehi Architects

# Costs and benefits of investing in the walking and cycling environment

## Cost benefit analysis

The *Making the case* report<sup>8</sup> argues that:

*“Investments in the walking environment are good value for money – even accounting for the fact that most evaluations only consider a small number of potential benefits. Cost-benefit analyses tend to underestimate the value of the walking environment, because very few studies have accounted for the impacts of increased walking on road casualties, congestion, fuel costs and other motorised travel costs, noise and air pollution, carbon dioxide and reduced public costs of providing for motorised transport. There are likely to be substantial benefits arising in these areas where investment in walking leads to modal shift.”*

**Hard evidence for the value of active travel investments is provided by Davis:<sup>37</sup>**

*“This review assesses the evidence base from both peer reviewed and grey literature both in the UK and beyond. Almost all of the studies identified (UK and beyond) report economic benefits of walking and cycling interventions which are highly significant, and these average 13:1. For UK interventions only the average figure is higher, at 19:1.”*

**Davis summarises:**

*“Investment in infrastructure and to facilitate increased activity levels amongst local communities through cycling and walking is likely to be a ‘best buy’ for our health, the National Health Service at large in terms of cost savings, as well as for the road transport sector.”*



Photo Credit: complete streets coalition

## Car parking cost savings

There are also savings to be had from car parking management. Litman<sup>24</sup> observed that a typical car parking space requires 13–19 square metres of land. There is usually an opportunity cost associated with devoting land to kerbside parking, as the land could be used as a bus lane, bike lane or additional footpath width. Brisbane has parking costs which are among the highest internationally, indicating the potential financial savings presented by walking and cycling as a replacement for driving to Brisbane's CBD.<sup>38</sup>



### Case study 16

#### Bike lanes, on-street parking and business, Bloor Street, Toronto<sup>17</sup>

Proposals to install bike lanes on major streets are often met with opposition from merchants who fear that the reallocation of road space from on-street parking to on-street bike lanes would hurt business. The purpose of this study is to understand and estimate the importance of on-street parking to business on Bloor Street, a medium-to-high-density, traditional commercial street in downtown Toronto.

The study surveyed the opinions and preferences of 61 merchants and 538 patrons on Bloor Street and analysed parking usage data in the area. It incorporated a series of surveys to:

- Determine the relative importance of on-street parking to business activity on Bloor Street West.
- Project the impacts on business activity of reallocating space from on-street parking to bike lanes or widened sidewalks.

Among the study's findings:

- Only 10 per cent of patrons drive to the Bloor Annex neighbourhood.
- Patrons arriving by foot and bicycle visit the most often and spend the most money per month.
- There are more merchants who believe that a bike lane or widened sidewalk would increase business than merchants who think those changes would reduce business.
- The reduction in on-street parking supply from a bike lane or widened sidewalk could be accommodated in the area's off-street municipal parking lots.

# Conclusions

High quality pedestrian and cycling environments are integral to retail and business success.

## Sustrans<sup>1</sup> summarise:

“Evidence indicates that it would be advantageous to local businesses to support measures aimed at attracting more pedestrians and bus passengers to the local shopping centre rather than car users. Major investment in the walking environment, such as wider pavements (sidewalks) and traffic restraint measures, should result in attracting more regular, dedicated custom to the area and have a positive impact on retailers and customers alike.”

There have often been misperceptions – underestimates – in the retailing community of the value of walking and cycling to main streets and neighbourhoods centres. This misperception creates the risk of mistakes in transport and planning policy. It is important that transport arrangements in main streets are not managed on the basis of myth and misunderstanding. Of course the views of retailers are important, but that does not mean that they should become the de facto transport planners in the city.

Walking and cycling are essential to the success of revitalisation strategies. Streets, laneways and squares that are dirty, dangerous and unattractive discourage walking and reduce the quality of urban life. This is not just about walking and cycling as a means of getting from A to B. It is also about sitting, talking, meeting neighbours, helping strangers and allowing children to play. If centres are not connected to surrounding residential areas and public transport, pedestrian volumes will fall. Poor urban design will have the same effect. People feel safest in places that are busy with others going about their ordinary business, so falling numbers of pedestrians becomes a vicious circle. Reduced footfall inevitably means reduced turnover for retail and other businesses, a reduction in the quality of the retail offer and further retrenchment of the area. It is no exaggeration to say that high quality pedestrian and cycling conditions are absolutely integral to retail and business success in Activity Centres.

## There is a strong business case for improving walking and cycling conditions:

- There are direct economic benefits of improvement of retail environments, which can be both immediate and strategic.
- Streetscape enhancement adds value to an area: this is associated with higher rents or the attraction of new tenants/businesses.
- The reputation of certain areas and the businesses that are resident in them is based on the quality of the public realm.
- There is evidence that improving walking and cycling environments raises property values by statistically significant amounts.

## This report has shown that

- It is difficult to estimate the value of non-drive-in spend for main streets. However, it is always bigger than we think.
- A high proportion of all retail expenditure comes from local residents and workers.
- Complete Streets have led to more retail sales, more people shopping locally, revitalisation of areas, new businesses and higher land value.
- Space allocated to bicycle parking can produce much higher levels of retail spend than the same space devoted to car parking.
- Car parking is of less significance to local retail activity than is often thought. Space for people on foot is a more significant attribute.
- In some cases, patrons arriving by foot and bicycle visit Main Streets the most often and spend the most money per month.
- Many car-borne shoppers are “drive-through” shoppers, stopping to pick up one item on the way to their eventual destination, rather than people for whom shopping is their main purpose for visiting the area. This has a negative impact on a busy retail street, which is likely to be disproportionate to the extra business that it generates.
- Retail vitality would be best served by traffic restraint, public transport improvements, and a range of measures to improve the walking and cycling environment.

**The Heart Foundation is calling on Local Governments, planners, development agencies, private developers and businesses to invest in and support better environments for walking and cycling. This will require:**

- Reducing traffic speeds and road danger.
- Widening footpaths and providing cycle lanes.
- Using local knowledge to determine what the problems are and devise solutions.
- Improving public transport.
- Greening the street and making it more attractive.

**As this report and the case studies have shown, making streets more walking and cycling friendly will:**

- Increase retail rents in the area.
- Increase sale prices of nearby homes.
- Significantly increase pedestrian and cyclist activity (footfall).
- Generate more business and stimulate the local economy.
- Revitalise 'drive-through' districts, into lively places that people want to visit.
- Encourage people to spend time outside of their homes.
- Reduce noise speed.
- Create attractive and popular places for Adelaide and South Australia: the public are positive about investments in the walking environment, and schemes usually have the support of visitors and residents.

High quality walking and cycling environments around shops, activity centres and main streets are vital for the economic health of South Australian cities.



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**15.6 DRAFT GIPPSLAND WASTE AND RESOURCE RECOVERY  
GROUP IMPLEMENTATION PLAN 2017-2021**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**PURPOSE**

The purpose of this report is to provide Councillors with the opportunity to provide feedback and comment on the draft Gippsland Waste and Resource Recovery Groups Implementation Plan 2017-2021.

**EXECUTIVE SUMMARY**

The Gippsland Waste and Resource Recovery Group “is required by legislation to develop a Regional Waste and Resource Recovery Implementation Plan which will integrate with other Implementation Plans across the state to better manage Gippsland’s and Victoria’s waste and resource recovery activity. The core objective of this strategic work is to increase recovery and reuse of materials, which will reduce dependence on landfills.”

The plan also identifies in the executive summary that:

“The Latrobe Valley in particular is well placed, through its proximity to Melbourne, access to transport and defined industrial zonings, to grasp the opportunities associated with highly engineered and environmentally responsible resource recovery innovations. These activities could also assist the Latrobe Valley as it transitions away from its carbon emission - based economy.

The Gippsland Waste and Resource Recovery Group have developed the Draft Gippsland Implementation Plan following consultation with business, community and relevant Local and State Government agencies.

The plan identifies six key priority areas for Gippsland as follows:

1. *Achieving greater material recovery through development of appropriate, well sited infrastructure.*
2. *Driving innovative services and infrastructure provision*
3. *Building greater responsibility and accountability*
4. *Facilitate continuous improvement and enhanced performance*
5. *Planning to reduce undesirable impacts*
6. *Improving the value of available information to support industry development and protect public health*

In order to deliver on the six key priority areas the plan identifies eleven priority actions that are planned to be delivered over the next ten years.

A review of the document has identified the following key risk and opportunities for Latrobe City.

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- The lack of key targets in relation to reduced waste to landfill and increased resource recovery and processing.
- The expectation that local government will fund or provide resources to deliver on the priority actions identified within the plan.
- The opportunity for expansion or introduction of new industries within Latrobe City related to resource diversion from landfill, recovery and processing.
- The opportunity to work with other Waste Groups to improve commercial viability of resource recovery.
- The opportunity for State and Federal Government involvement to reduce packaging and life of product stewardship.
- The lack of State and Federal government support through resources/funding to implement actions identified in the plan.
- Council's support to investigate the potential expansion of the Hyland Highway landfill.

The group have provided Council with the opportunity to comment on the draft plan as part of the process of adopting a plan for their activities over the next ten years. Submissions on the draft Gippsland Waste and resource Recovery Implementation Plan close on the 21 September, 2016.



## RECOMMENDATION

That Council:

1. Advise the Gippsland Waste and Resource Recovery Group of the following concerns and opportunities regarding the Implementation Plan:
  - The lack of key targets in relation to reduced waste to landfill and increased resource recovery and processing.
  - The expectation that local government will fund or provide resources to deliver on the priority actions identified within the plan.
  - The opportunity for expansion or introduction of new industries within Latrobe City related to resource diversion from landfill, recovery and processing.
  - The opportunity to work with other Waste Groups to improve the commercial viability of resource recovery.
  - The opportunity for State and Federal Government involvement to reduce packaging and life of product stewardship.
  - The lack of State and Federal government support through resources/funding to implement actions identified in the plan.
  - Council's support to investigate the potential expansion of the Hyland Highway landfill within the current landfill site.
2. Provide a copy of the response, as detailed in the attached document titled Proposed Priority Actions for Gippsland, for the Groups consideration.

## 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 – Natural Environment*

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

*Latrobe City Council Plan 2013 - 2017*

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### 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 – Natural Environment*

*Provide and promote environmentally sustainable waste management practices to attain best practice 'final storage quality'.*

### **BACKGROUND**

The Gippsland Waste and Resource Recovery Group have recently forwarded a copy of their draft implementation plan to Council seeking feedback. The plan is attached for Councillors information (attachment 1).

The Gippsland Waste and Resource Recovery Groups recently presented at a Councillor briefing session in relation to the key directions of the draft implementation plan. At that presentation the Gippsland Waste and Resource Recovery Groups advised that the release of the draft plan was imminent and that Council would have a limited timeframe to comment on the plan.

Council now has until 20 September to provide comment on the plan.

### **DISCUSSION**

As required under Victoria's Environment Protection Act, the Gippsland Waste and Resource Recovery Group is required to develop a Regional Waste and Resource Recovery Implementation Plan to support a viable resource recovery system and reduce reliance on landfill

The objective of the Implementation Plan is to identify Gippsland's waste and resource recovery infrastructure needs and priorities over the next ten years in order to deliver an efficient and effective, high quality service that minimises environmental and public health impacts.

The Strategic Actions proposed in the Implementation Plan are intended to improve the way Gippsland manages its waste and resource recovery activity in the next ten year period. These actions are designed to deliver the objectives of the Gippsland Implementation Plan and realise the identified priorities and opportunities in waste and resource recovery for the region.

Each Strategic Action relates to one of the four Goals identified in the state wide Waste and Resource Recovery Infrastructure Plan. These goals are:

*Goal 1: Landfills will only be used for receiving and treating waste streams from which all materials that can be viably recovered have been extracted.*

*Goal 2: Materials are made available to the resource recovery market through aggregation and consolidation of volumes to create viability in recovering valuable resources from waste.*

*Goal 3: Waste and resource recovery facilities including landfills are established and managed over their lifetime to provide best economic, community, environment and public health outcomes for local communities and the state and ensure their impacts are not disproportionately felt across communities.*

*Goal 4: Targeted information provides the evidence base to inform integrated state wide waste and resource recovery infrastructure planning and investment at the state, regional and local levels by industry, local government, waste and resource recovery groups, government agencies and the broader community.*

While each of these Strategic Actions are recognised as a priority, it is important to note that adequate resourcing and support of key stakeholders will be required for each to be addressed.

The Gippsland Waste and Resource Recovery Group have developed the Draft Gippsland Implementation Plan following consultation with business, community and relevant Local and State Government agencies.

The plan identifies six key priority areas for Gippsland as follows:

*7. Achieving greater material recovery through development of appropriate, well sited infrastructure.*

Continue to reduce reliance on landfill by actively planning and promoting the transition to greater resource recovery by developing infrastructure to maximise the value of materials collected.

*8. Driving innovative services and infrastructure provision*

Stimulate the introduction of innovative waste and resource recovery services and infrastructure, by driving collaboration between local government, the waste industry and community to meet the diverse needs of Gippsland.

*9. Building greater responsibility and accountability*

Drive greater responsibility and accountability for resource recovery within Gippsland communities and business sector, by increasing the understanding and knowledge of the waste and resource recovery system.

*10. Facilitate continuous improvement and enhanced performance*

Assist the waste industry and local government to continuously improve the performance of Gippsland's waste and resource recovery infrastructure and systems through improved compliance and efficiency.

*11. Planning to reduce undesirable impacts*

Coordinate proactive planning to reduce impacts of events or failure of infrastructure that have the potential to impact on public health, cause environmental damage, or disrupt the delivery of waste and resource recovery infrastructure and services.

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*12. Improving the value of available information to support industry development and protect public health*

Enhance the quantity, accuracy, consistency and transparency of information available for decision makers involved in Gippsland’s waste and resource recovery systems.

In order to deliver on the six key priority areas the plan identifies the following eleven priority actions that are planned to be delivered over the next ten years.

**Table 1: Schedule of Priority Actions**

Activity (in priority order)	Year				
	2017	2018	2019	2020	2021
1 Work with each local government authority to develop a future infrastructure development strategy for Gippsland.	●	●			
2 Develop a Gippsland Waste and Resource Recovery Assessment Map.	●	●	●		
3 Lead improvements in the management of waste facilities through waste and resource recovery infrastructure continuous improvement plan.	●	●	●	●	●
4 Develop and implement a Regional Waste and Resource Recovery Data Collection and Reporting Plan.	●	●	●	●	●
5 Develop an understanding of the material composition from C&D and C&I sectors.		●	●	●	
6 Assess Gippsland’s waste and resource recovery transport efficiency.	●	●	●		
7 Attract greater private sector investment and social enterprise involvement in resource recovery activity in Gippsland by identifying, progressing and supporting viable initiatives.	●	●	●	●	●
8 Improve local resource recovery through leading the investigation of innovative and viable recycling initiatives to improve the convenience, scope and consistency of recycling.		●	●		
9 Drive activities to engender behavioural change through knowledge sharing and education.	●	●	●	●	●
10 Support Gippsland councils and the EPA to identify and prioritise the region’s closed landfills.	●	●			
11 Undertake risk and contingency planning for unexpected events, natural disasters and emergencies.	●	●	●	●	●

● Period of planning/plan development  
● Implementation

**KEY POINTS/ISSUES**

The above listed Priority Areas and Priority Actions demonstrate the level of importance to continue to improve the methods, infrastructure and operations to achieve these goals. That said, it does not provide the detail or costs that will ultimately maybe incurred by local government authorities to instigate and implement the new, upgrading, or reconfiguration of infrastructure required. In some cases this will need to be supported by variations to contractual arrangements.

Latrobe City Council is well placed both in both location and infrastructure to comply immediately with the Priority Actions as long as there is a community necessity to do so by understanding the underlying goals. Education will be the biggest hurdle and will require a significant campaign to take them on the journey. This should be priority number one, funded by the landfill levy and should be placed firmly at the feet of Sustainability Victoria to implement and measure.

Latrobe City Council has been at the forefront in upgrading infrastructure that maximises resource recovery of materials that have a revenue stream. Currently, there are no markets to drive source separation of plastic toys or vehicle plastics such as bumper bars, door skins, engine parts, inner fender parts or other plastic such as storage tanks and even the mobile garbage bins. Most of these items are landfilled. There are two streams of thought; government legislation to be enacted if there is to be industry/commercial solutions similar to the landfill ban on e-waste or the provision of significant incentives to drive investment by private/waste industry companies to invent economical/environmental solutions.

**Latrobe Planning Scheme Policy**

The Victorian State Planning Policy Framework (clause 19.03-5 Waste and Resource Recovery) requires under Policy Guidelines that “planning must consider any relevant regional waste management plans.” The Strategies note the need to “ensure buffers for waste and resource recovery facilities are defined, protected and maintained.” Clause 52.10 Uses With Adverse Amenity Potential does not provide certainty or direction regarding the requirements for buffers for waste facilities, with most waste facilities having a note that states “the threshold distance is variable, dependent on the process to be used and materials to be processed or stored.”

Clause 21.03-6 Waste Management of the Current Latrobe Planning Scheme Municipal Strategic Statement (MSS) aligns with the sentiments of the Consultation Draft regarding resource recovery, and avocation for waste avoidance and/or minimisation. The MSS also documents the need to “adopt a regional approach to waste management.” Objectives include enhancing the desirability of economic development opportunities around waste management, and the development of facilities to manage waste that enhance the desirability for economic development within Latrobe.

Clause 21.04-3 Waste Management of the C97 draft MSS references the LCC adopted Latrobe City Council Waste Management Strategy 2010-2017. The need for a regional approach to waste management is

referenced again, with the intention of locating “new waste management facilities in locations that do not detrimentally affect the amenity of the area.” Please note that the C97 draft MSS restructures all of the existing MSS and not just the Waste Management section. C97 is scheduled to be considered by a Planning Panel within the next few months and then forwarded to Council for a decision.

The Latrobe Planning Scheme Policy provides strong guidance where Council has discretion in issuing planning permits and deciding planning scheme amendments. In the absence of these two triggers, the planning policy is more of a guide where other relevant matters will be used to determine the location and operation of waste management facilities. Noting this, one of the factors to consider regarding the location of future sites for waste management facilities will be largely affected by the limited direction within the planning scheme regarding appropriate buffer distances for said facilities. The potential for the use of land within existing large industrial buffers may provide Latrobe with an opportunity to explore the suitability of waste management facilities to be co-located within these buffers.

### **Other Issues**

Stage 2 of the Live Work Latrobe Strategy includes the preparation of an Industrial Land Use and Employment Strategy that will ensure that the future supply, and location, of industrial land is best positioned to support new and existing industry and employment opportunities. This Strategy (although not its express purpose) will provide an opportunity to identify sites for potential future industrial use where waste management facilities may be able to be broadly located.

Another important consideration regarding potential site availability is the availability of existing and new infrastructure and access to existing and new sites. Funding grants may assist with overcoming some of these challenges.

This implementation Plan and the imbedded data is the baseline all future performance and measured to provide assistance to those involved in the management of waste and resource recovery including planning, environmental, financial and technical assistance.

As previously mentioned council officers have provided comments on the Priority Actions. These comments are listed in attachment 2.

### **RISK IMPLICATIONS**

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

A review of the document has identified a range of risks and opportunities that are detailed in the conclusion to this report and the attachment.

Should Council not make a submission the key risk is that the views of Council are not taken into consideration prior to finalisation of the plan.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There is concern with the draft Gippsland Waste and Resource Recovery Implementation Plan that there is an expectation that local government will fund or provide resources for delivery of this plan.

Currently the State Government is collecting Landfill levies which should be used to fund actions and help with the growth of commercial viability of resource recovery product.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

All consultation has been conducted externally by Gippsland Waste Resource and Recovery Group.

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

This draft Implementation Plan is the result of significant participation in January and February 2016 by face to face sessions in 12 locations across the Gippsland region by the following sectors:

- Business and industry
- Community
- Local Government, and
- Government agency

The draft Gippsland Waste and Resource Recovery Implementation Plan is currently out for public consultation, which commenced on the 19 August 2016 and will conclude on 21 September 2016. In this period there will be a number of workshops for the interested public to attend.

### **OPTIONS**

The options available to Council are to:

- To not make a submission to the draft Gippsland Waste and Resource Recovery Implementation Plan,
- Make a submission to the draft Gippsland Waste and Resource Recovery Implementation Plan, highlighting concerns that Council has with the Implementation Plan.

### **CONCLUSION**

It is disappointing that there is only a short opportunity for Council to provide comment and feedback in relation to the draft plan.

As detailed earlier in the report Council Officers have undertaken a review of the plan and highlights to Council the key impacts and opportunities contained in the draft plan for Latrobe City Council's operations and the community.

Council Officers have raised concerns with the draft Gippsland Waste and Resource Recovery Implementation Plan in the following areas:

**ORDINARY COUNCIL MEETING AGENDA  
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- The lack of key targets in relation to reduced waste to landfill and increased resource recovery and processing.
- The expectation that local government will fund or provide resources to deliver on the priority actions identified within the plan.
- The opportunity for expansion or introduction of new industries within Latrobe City related to resource diversion from landfill, recovery and processing.
- The opportunity to work with other Waste Groups to improve the commercial viability of resource recovery.
- The opportunity for State and Federal Government involvement to reduce packaging and life of product stewardship.
- The lack of State and Federal government support through resources/funding to implement actions identified in the plan.
- Council's support to investigate the potential expansion of the Hyland Highway landfill within the current landfill site.

Additional Comments are also provided in relation to Council Officers concerns with the draft. These are detailed in the table of Priority Actions that is attached to this report (attachment 2).

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Draft Gippsland Waste And Resource Recovery Group Implementation Plan
2. GWRRG Proposed priority actions including comments



## **15.6**

### **Draft Gippsland Waste and Resource Recovery Group Implementation Plan 2017-2021**

- 1 Draft Gippsland Waste And Resource Recovery Group  
Implementation Plan..... 441**
- 2 GWRRG Proposed priority actions including comments..... 661**

# Gippsland Regional Waste & Resource Recovery Implementation Plan

Consultation Draft  
August 2016



### **Conflicts of Interest**

Potential conflicts of interest of the Gippsland Waste and Resource Recovery Group Board of management have been considered and managed throughout the development and adoption of this publication.

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# RIGHTCYCLE

## HOW CAN I GET INVOLVED?

Many stakeholders and communities are involved in planning, building, operating and using Gippsland's waste and resource recovery network. This involvement will continue following the release of this consultation draft and throughout the development of the final Gippsland Implementation Plan.

A range of opportunities to be involved in the development and delivery of the Gippsland Implementation Plan will be provided throughout 2016. These will include forums with local government, industry and community. A number of public events also will be run in key waste and resource recovery hub areas to provide an opportunity for feedback and questions.

To find out more about the Gippsland Waste and Resource Recovery Group, go to [www.gwrrg.vic.gov.au](http://www.gwrrg.vic.gov.au)

To find out about upcoming engagement and submission opportunities, go the Gippsland Regional Waste and Resource Recovery Implementation Plan website:

[www.rightcycle.com.au](http://www.rightcycle.com.au)



## Chair's Foreword

The Gippsland Waste and Resource Recovery Group (GWRRG) is pleased to release this consultation draft of the Gippsland Waste and Resource Recovery Implementation Plan (Gippsland Implementation Plan). This consultation draft has been prepared to assist the Gippsland Waste and Resource Recovery Group Board of Management to engage with key stakeholders, including each of Gippsland's six councils and their communities, industry and the broad community.

The Group is seeking feedback on the proposed direction of the Gippsland Regional Waste and Resource Recovery Implementation Plan prior to its finalisation which is scheduled towards the end of 2016. The Plan is proposing to better manage waste and resource recovery for Gippsland over the next 10 years and beyond.

It is well recognised that reliance on landfill as a primary solution to our waste is short sighted. As a community we cannot afford, from an environmental, economic and social perspective, to continue to dispose of material that has residual value. We cannot continue to set aside valuable land, for an indeterminable time, to facilitate disposal of material that could, and should, be reused.

The Group sees great opportunities for development of resource recovery infrastructure within the region, particularly in areas such as the Latrobe Valley where heavy industry is well supported with land, infrastructure, logistics and services.

In concert with the State Infrastructure Plan and the other Regional Implementation Plans, the Gippsland Plan aims to maximise the diversion of recoverable material from landfill, increase resource recovery through diversion and improve the viability of commercial enterprise by improved consolidation and aggregation of materials for reprocessing.

As a consequence of Gippsland's topography and settlement characteristics, achieving these goals is not simple. Gippsland is defined by mountains to the north, Bass Strait to the south, Melbourne to the west and is linear in nature. It is made up of many small communities, with over 40% of its residents living in towns of less than 1000 people. Rather than an obvious principal population centre, its main towns could be described as "a string of pearls" located along the Princes Highway, its primary transport corridor. While much of the region is very sparsely populated, Gippsland's western portion is subject to some of Victoria's highest population growth and its tourist centres attract substantial temporary population increases at peak times. These attributes require tailored solutions.

The Gippsland Implementation Plan proposes Priority Actions around the following key themes.

- Achieving greater material recovery with maximum value return;
- Driving innovative services and infrastructure provision;
- Building greater responsibility and accountability;
- Supporting continuous improvement and enhanced performance;
- Planning to reduce undesirable impacts; and
- Improving the value of available information.

The Gippsland Waste and Resource Recovery Group Board of Management thanks the organisations and individuals that have contributed to the development of the Gippsland Implementation Plan to date and looks forward to further feedback as we progress towards completion.



**Chair - Richard A. Ellis**

## Executive Summary

Gippsland extends from Melbourne's south-eastern boundary to the most easterly point of Victoria and is 41,600 square kilometres in area. The current population of 271,000 is expected to grow to more than 333,000 people over the next 15 years. The 70-84 years age group is predicted to expand by more than 25,000 over this period impacting the way we provide waste and resource recovery services.

Gippsland currently manages 591,000 tonnes of waste per year. Of this material, around 136,000 tonnes goes to landfill and 455,000 tonnes is recovered, a 77% material recovery rate. Apart from garden organics, paper and cardboard and aggregates, (including concrete and masonry) much of the recovered material (including glass, plastic, rubber, metals and e-waste) is transported to Melbourne for reprocessing.

The Gippsland Waste and Resource Recovery Group is one of seven groups across Victoria established under the State's Environment Protection Act to undertake regional waste planning for all solid waste streams.

The Group is required by legislation to develop a Regional Waste and Resource Recovery Implementation Plan which will integrate with other Implementation Plans across the state to better manage Gippsland's and Victoria's waste and resource recovery activity. The core objective of this strategic work is to increase recovery and reuse of materials, which will reduce dependence on landfills.

Gippsland's location adjacent to one of the key growth areas of Melbourne, as well as the region's projected growth, means there are opportunities for economic development and job creation through increased resource recovery activities.

The Latrobe Valley in particular is well placed, through its proximity to Melbourne, access to transport and defined industrial zonings, to grasp the opportunities associated with highly engineered and environmentally responsible resource recovery innovations. These activities could also assist the Latrobe Valley as it transitions away from its carbon emission -based economy.

The Gippsland Implementation Plan has been developed in collaboration with the region's six municipal councils, Sustainability Victoria, the Department of Environment, Land, Water and Planning, the Environment Protection Authority Victoria and members of the community, industry and business. It is one of seven such Plans being developed across Victoria. Each of these Implementation Plans will integrate with the Victorian Government's Statewide Waste and Resource Recovery Infrastructure Plan (State Infrastructure Plan) to present a comprehensive and synergistic approach to managing Victoria's waste.

This Plan provides information and proposes actions aimed at improving the waste and resource recovery systems in Gippsland and reducing dependence on landfills. These activities will be further refined and priorities developed, based on feedback received during the current consultation and engagement process, and the capacity of the government, councils and stakeholders to implement them.

The Implementation Plan has identified six Priority Action areas. Each Priority Action has been developed to help achieve the four Goals identified in the State Waste and Resource Recovery Infrastructure Plan (State Infrastructure Plan).

The six Priority Action areas for Gippsland are:

**1. Achieving greater material recovery through development of appropriate, well sited infrastructure.**

Continue to reduce reliance on landfill by actively planning and promoting the transition to greater resource recovery by developing infrastructure to maximise the value of materials collected.

**2. Driving innovative services and infrastructure provision**

Stimulate the introduction of innovative waste and resource recovery services and infrastructure, by driving collaboration between local government, the waste industry and community to meet the diverse needs of Gippsland.

**3. Building greater responsibility and accountability**

Drive greater responsibility and accountability for resource recovery within Gippsland communities and business sector, by increasing the understanding and knowledge of the waste and resource recovery system.

**4. Facilitate continuous improvement and enhanced performance**

Assist the waste industry and local government to continuously improve the performance of Gippsland's waste and resource recovery infrastructure and systems through improved compliance and efficiency.

**5. Planning to reduce undesirable impacts**

Coordinate proactive planning to reduce impacts of events or failure of infrastructure that have the potential to impact on public health, cause environmental damage, or disrupt the delivery of waste and resource recovery infrastructure and services.

**6. Improving the value of available information to support industry development and protect public health**

Enhance the quantity, accuracy, consistency and transparency of information available for decision makers involved in Gippsland's waste and resource recovery system.

The Gippsland region faces a number of challenges in the next decade and beyond to enhance its waste and resource recovery activities. The region already performs well in a number of areas, including high levels of recycling, good municipal-run waste and resource recovery services and wide-ranging private sector businesses.

However, in a large and diverse area, there is capacity to improve facilities and performance. This will drive better outcomes for resource recovery, while protecting public health and the region's environment.

There is also a need to consider the ramifications of significant change in the demographics, both within the region and in the adjoining growth areas.

Table 1 Schedule of Priority Actions outlines the priority order and schedule of the implementation of the Priority Actions

**Table 1: Schedule of Priority Actions**

Activity (in priority order)	Year				
	2017	2018	2019	2020	2021
1 Work with each local government authority to develop a future infrastructure development strategy for Gippsland.	●	●			
2 Develop a Gippsland Waste and Resource Recovery Assessment Map.	●	●	●		
3 Lead improvements in the management of waste facilities through waste and resource recovery infrastructure continuous improvement plan.	●	●	●	●	●
4 Develop and implement a Regional Waste and Resource Recovery Data Collection and Reporting Plan.	●	●	●	●	●
5 Develop an understanding of the material composition from C&D and C&I sectors.		●	●	●	
6 Assess Gippsland's waste and resource recovery transport efficiency.	●	●	●		
7 Attract greater private sector investment and social enterprise involvement in resource recovery activity in Gippsland by identifying, progressing and supporting viable initiatives.	●	●	●	●	●
8 Improve local resource recovery through leading the investigation of innovative and viable recycling initiatives to improve the convenience, scope and consistency of recycling.		●	●		
9 Drive activities to engender behavioural change through knowledge sharing and education.	●	●	●	●	●
10 Support Gippsland councils and the EPA to identify and prioritise the region's closed landfills.	●	●			
11 Undertake risk and contingency planning for unexpected events, natural disasters and emergencies.	●	●	●	●	●

● Period of planning/plan development

● Implementation

## Proposed Priority Actions for Gippsland

The Priority Actions proposed in this Plan are intended to improve the way Gippsland manages its waste and resource recovery activity in the next ten years. These actions are designed to deliver the objectives of the Gippsland Implementation Plan, and realise the identified priorities and especially the opportunities in waste and resource recovery for the region.

Each Priority Action has been developed to help achieve one of the four Goals identified in the Statewide Waste and Resource Recovery Infrastructure Plan (State Infrastructure Plan). These actions are also informed by other strategies developed by Sustainability Victoria to support the implementation of the State Infrastructure Plan.

These include the Victorian Organics Resource Recovery Strategy, Victorian Market Development Strategy for Recovered Resources and the Draft Victorian Community and Business Waste Education Strategy. There are also other relevant initiatives that have been considered such as the Investment Facilitation Framework, the Collaborative Procurement Framework, and the Waste Data Governance Framework.

While each of these priority actions is recognised as important, success will require state government agencies, local governments, industry and the community to work together.



Table 2: Priority Actions

Areas of Focus Priority Action	Activity (What will we do)	Relates to State Goal	Timeframe	Participating Organisations
<p><b>Achieving greater material recovery through development of appropriate, well sited infrastructure.</b></p> <p>1. Continue to reduce reliance on landfill by actively planning and promoting the transition to greater resource recovery by developing infrastructure to maximise the value of materials collected.</p>	<p><b>Work with each local government authority to develop a future Infrastructure Development Strategy for Gippsland.</b></p> <ul style="list-style-type: none"> <li>Decide, in association with the five Gippsland municipalities currently managing landfills, agreed future options for landfill operations and other infrastructure needs to investigate and implement agreed future options.</li> <li>Develop an Infrastructure Development Strategy in partnership with local government, government authorities and the waste industry, that defines ways to more efficiently use the existing waste and resource recovery system.</li> </ul>	1, 2, 3	2017-18	<ul style="list-style-type: none"> <li>GWRRG</li> <li>Local Government,</li> <li>Neighbouring WRRGs</li> <li>Private operators</li> <li>DELWP</li> <li>EPA</li> </ul>
	<p><b>Develop a Gippsland Waste and Resource Recovery Assessment Map.</b></p> <ul style="list-style-type: none"> <li>Develop a spatial Geographic Information System (GIS) based map to assess the current waste and resource recovery system in Gippsland. This will identify opportunities and the most appropriate locations for new waste and resource recovery infrastructure and systems.</li> </ul>	1, 2, 3	2017-18	Same as previous
	<p><b>Assess Gippsland's waste and resource recovery transport efficiency</b></p> <ul style="list-style-type: none"> <li>Identify major transport tasks and related material flows within and to and from Gippsland, with a view to supporting opportunities in the waste and resource recovery sector. (For example, optimal load and back loading opportunities)</li> <li>Lead the development of new waste and resource recovery infrastructure that improves transport efficiency.</li> </ul>	1, 2, 3	2017-19	Same as previous

<p><b>Driving Innovative Services and Infrastructure Provision</b></p> <p>2. Stimulate the introduction of innovative waste and resource recovery services and infrastructure, by driving collaboration between local government, the waste industry and community to meet the diverse needs of Gippsland.</p>	<p><b>Attract greater private sector investment and social enterprise involvement in the development and operation of resource recovery activity in Gippsland by identifying, progressing and supporting viable initiatives.</b></p> <ul style="list-style-type: none"> <li>In line with Sustainability Victoria's Collaborative Procurement Framework, scope key areas where a shared approach could benefit provision of Local Government services to their respective communities. These areas will be managed through a Gippsland Collaborative Procurement Plan.</li> <li>Lead the second stage of the Gippsland Collaborative Waste Investment Initiative in partnership with Gippsland councils and facilitate collaboration with other identified regional and cross regional partner organisations.</li> <li>Facilitate partnerships between local government authorities, and local government and the waste industry to support the upgrades of waste and resource infrastructure, or asset renewal, including consolidation or relocation where appropriate.</li> </ul>	<p>1, 2</p>	<ul style="list-style-type: none"> <li>GWRRG</li> <li>Gippsland Local Government</li> <li>Sustainability Victoria</li> <li>Water and other government authorities</li> <li>Neighbouring Waste and Resource Recovery Groups</li> <li>Private operators</li> <li>Private equity</li> <li>Universities</li> <li>Social enterprise</li> </ul>
<p><b>Improve local resource recovery by identifying innovative and viable recycling initiatives to improve the convenience, scope and consistency of recycling.</b></p> <ul style="list-style-type: none"> <li>Participate in and support the state-wide research on innovation in resource recovery and identify where new infrastructure can be developed or existing infrastructure and/or underutilised workforce can be leveraged.</li> <li>Utilise the Waste and Resource Recovery Assessment Map to analyse high priority activity clusters (geographical/material or sector based) with common waste and resource recovery challenges and assist them in finding solutions.</li> </ul>	<p><b>Improve local resource recovery by identifying innovative and viable recycling initiatives to improve the convenience, scope and consistency of recycling.</b></p>	<p>1, 2</p>	<p>2017-21</p> <p>2018-19</p> <p>Same as previous</p>

Table 2: Priority Actions (cont.)

Areas of Focus Priority Action	Activity (What will we do)	Relates to State Goal	Timeframe	Participating Organisations
	<ul style="list-style-type: none"> <li>Assess market stability and benchmark key technology options suitable in the Gippsland context, invite private sector responses and develop business plans to implement high priority initiatives.</li> <li>Identify and support co-funding or other opportunities to implement improvements and innovation with identified partners.</li> </ul>	1, 2	2018-19	Same as previous
<b>Building Greater Responsibility and Accountability</b>  3. Drive greater responsibility and accountability for resource recovery within Gippsland communities and business sector by increasing the understanding and knowledge of the waste and resource recovery system.	<p><b>In alignment with the Draft Victorian Community and Business Waste Education Strategy, develop and implement best practice approaches to engender behavioural change as it relates to waste and resource recovery.</b></p> <ul style="list-style-type: none"> <li>Develop, in collaboration with identified partner organisations, a Waste Education Action Plan for Gippsland.</li> <li>Undertake a situation assessment of the litter and illegal dumping across the region in line with the Victorian Litter Report Card<sup>1</sup> and Local Litter Measurement Toolkit (LLMT)<sup>2</sup> to understand the magnitude of the issue, and related impact and costs to land managers, local government and other affected stakeholders.</li> <li>In collaboration with identified partner organisations, develop a Regional Litter Plan for Gippsland to deal with litter and illegal dumping issues.<sup>3</sup></li> </ul>	1, 2	2017  (to develop the Action Plan); on-going implementation	<ul style="list-style-type: none"> <li>GWRRG</li> <li>Local Government</li> <li>Waste Industry</li> <li>Education for Sustainability partner organisations</li> <li>Business</li> <li>Gippsland schools</li> <li>Community</li> <li>Sustainability Victoria</li> <li>DEWLP</li> </ul>

<sup>1</sup> Sustainability Victoria in its Draft Victorian Community and Business Waste Education Strategy proposes to develop an evidence-based Litter Report Card outlining Victoria's current key litter issues, priorities and management approaches, p. 19.

<sup>2</sup> The Local Litter Measurement Toolkit (LLMT) has been designed for local government and land managers to:

- Increase access to best practice techniques, data and analysis to inform management of litter and illegal dumping.
- More efficiently evaluate litter and illegal dumping program and interventions at a local scale.
- Conduct cost benefit analyses to improve local litter prevention projects.
- Prepare business cases to bid for funding for initiatives to reduce litter and illegal dumping, maximise recycling, improve or introduce infrastructure and enforcement. <http://www.litter.vic.gov.au/litter-prevention-toolkits/local-litter-measurement-toolkit>

<sup>3</sup> The Draft Victorian Community and Business Waste Education Strategy includes a reference to the development of the Regional Litter Plans as one of the actions related to local planning for litter prevention, p. 19.

<p><b>Facilitate Continuous Improvement and Enhanced Performance</b></p> <p>4. Assist the waste industry and local government to continuously improve the performance of Gippsland's waste and resource recovery infrastructure and systems through compliance and efficiency to deliver better public health outcomes.</p>	<p><b>Lead improvements in the management of waste facilities through a waste and resource recovery infrastructure continuous improvement plan.</b></p> <ul style="list-style-type: none"> <li>Develop a Waste and Resource Recovery Infrastructure Continuous Improvement Plan, in collaboration with local government, the waste industry, Environment Protection Authority Victoria (EPA) and other relevant regulatory agencies.</li> <li>Through that Plan, benchmark activities to monitor and evaluate performance and encourage improvements.</li> <li>Publish a Biennial 'State of Waste' Report for Gippsland to communicate successes and challenges in meeting key performance measures set for the region, and promote the positive activities of the waste sector that support the community.</li> </ul>	<p>1, 2</p> <p>2017-2021</p>	<ul style="list-style-type: none"> <li>GWRRG</li> <li>Local Government</li> <li>EPA</li> <li>Sustainability Victoria</li> </ul>
<p><b>Planning to Reduce Undesirable Impacts</b></p> <p>5. Coordinate proactive planning to reduce impacts of events or failure of infrastructure that have the potential to impact on public health, cause environmental damage or disrupt the delivery of waste and resource recovery infrastructure and services.</p>	<p><b>Identify the key risks to landfill waste management assets arising from unexpected events, natural disasters and emergencies and ensure appropriate contingency measures are in place.</b></p> <ul style="list-style-type: none"> <li>Coordinate the documentation of risks to waste and resource recovery infrastructure, including:                             <ul style="list-style-type: none"> <li>Emergency Events/Natural Disasters.</li> <li>Unplanned Events such as market failure.</li> </ul> </li> <li>Work with local government, relevant government authorities and Emergency Management Victoria to identify appropriate mitigation responses or plans.</li> </ul> <p><b>Support Gippsland councils and the EPA to identify and prioritise the region's closed landfills, build on past risk assessments and prioritise actions at a regional scale.</b></p> <ul style="list-style-type: none"> <li>Develop a consistent methodology to assess the risk of closed landfill sites in Gippsland.</li> </ul>	<p>3</p> <p>2017 for planning; on-going use</p>	<ul style="list-style-type: none"> <li>GWRRG</li> <li>Local Government</li> <li>Sustainability Victoria</li> <li>Water and relevant Other Government Authorities including environmental and public health</li> <li>Emergency Management Victoria</li> </ul> <p>Same as previous</p>

Table 2: Priority Actions (cont.)

		3	2017-2018	Same as previous
<p><b>Improving Value of Available Information to support industry development</b></p> <p>6. Enhance the quantity, accuracy, consistency and transparency of information available for decision makers involved in Gippsland's waste and resource recovery system.</p>	<ul style="list-style-type: none"> <li>Develop an agreed management approach for closed landfills, as part of a Gippsland Regional Priority Plan for closed landfills.</li> </ul> <p><b>Develop and implement a Regional Waste and Resource Recovery Data Collection and Reporting Plan.</b></p> <ul style="list-style-type: none"> <li>Implement agreed waste and resource recovery data sets and collection and reporting methodology, consistent with the State's Waste Data Governance Framework, in conjunction with the waste industry, local government, and State Government agencies.</li> <li>Ensure regular input to the data collection system.</li> <li>Undertake detailed data analysis and modelling, based on accurate and contemporary data, to identify opportunities for improvement and provide a foundation for the priority actions in this plan.</li> <li>Develop routine data reporting protocols for public availability.</li> </ul> <p><b>Develop an understanding of the material composition of waste generated by the construction (C&amp;D) and business (C&amp;I) sectors.</b></p> <ul style="list-style-type: none"> <li>Seek funding to conduct a variety of waste audits to better understand the composition of materials discarded to landfill, thus supporting improvements in waste management and resource recovery.</li> </ul>	<p>3</p> <p>4</p> <p>4</p>	<p>2017-2018</p> <p>2017-21</p> <p>2018-20</p>	<ul style="list-style-type: none"> <li>GWRRG</li> <li>Waste industry</li> <li>Local Government</li> <li>State Government</li> <li>Sustainability Victoria</li> </ul>



**Notes:**

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# Section 1:

## About the Gippsland Regional Waste & Resource Recovery Implementation Plan







# 1. About the Gippsland Regional Waste & Resource Recovery Implementation Plan

As a requirement of Victoria's Environment Protection Act 1970 (the Act), the Gippsland Waste and Resource Recovery Group (GWRRG) is developing a Regional Waste and Resource Recovery Implementation Plan (Implementation Plan) to help facilitate a more viable resource recovery system within the region and reduce reliance on landfill. The Gippsland Implementation Plan will describe how the long term directions of the Statewide Waste and Resource Recovery Infrastructure Plan (State Infrastructure Plan) will be achieved in Gippsland.

The objective of the Implementation Plan is to identify Gippsland's waste and resource recovery infrastructure needs and priorities over the next ten years in order to deliver an efficient, effective and high quality service that minimises environmental and public health impacts.

## 1.1. Purpose of the Plan

The Gippsland Implementation Plan is being developed to complement and integrate with the State Infrastructure Plan forming a key component of the Victorian Waste and Resource Recovery Planning Framework (the Framework).

This consultation paper provides an overview of the intended strategic direction and identified needs and priorities for Gippsland's waste and resource recovery system. It has been prepared to facilitate and encourage informed comment and feedback from a range of stakeholders including local government, industry and the community, with the intention of achieving a final Implementation Plan by 12 December 2016. The final Implementation Plan will address issues specific to Gippsland while aligning with other regional plans and the State Infrastructure Plan to establish an efficient state wide system.

## 1.2. What will the Plan deliver?

The Gippsland Implementation Plan will provide the direction required to improve waste and resource recovery within Gippsland by proposing Priority Actions to achieve Goals as outlined in the State Infrastructure Plan. The Gippsland Implementation Plan will form a component of the State's overall waste and resource recovery system through integration with the State Infrastructure Plan.

### 1.2.1. State Goals

The State Infrastructure Plan provides Victoria with a 30 year vision and roadmap to guide future planning for waste and resource recovery infrastructure, and forms the basis for an integrated system that:

- effectively manages the expected mix and volumes of waste
- reflects the principles of environmental justice to ensure that the impacts on the community, environment and public health are not disproportionately felt across communities
- supports a viable resource recovery industry, and
- reduces the amount of valuable materials going to landfill.

The State Infrastructure Plan has four goals as outlined below.

**Goal 1:**

Landfills will only be used for receiving and treating waste streams from which all materials that can be viably recovered have been extracted.

**Goal 2:**

Materials are made available to the resource recovery market through aggregation and consolidation of volumes to create viability in recovering valuable resources from waste.

**Goal 3:**

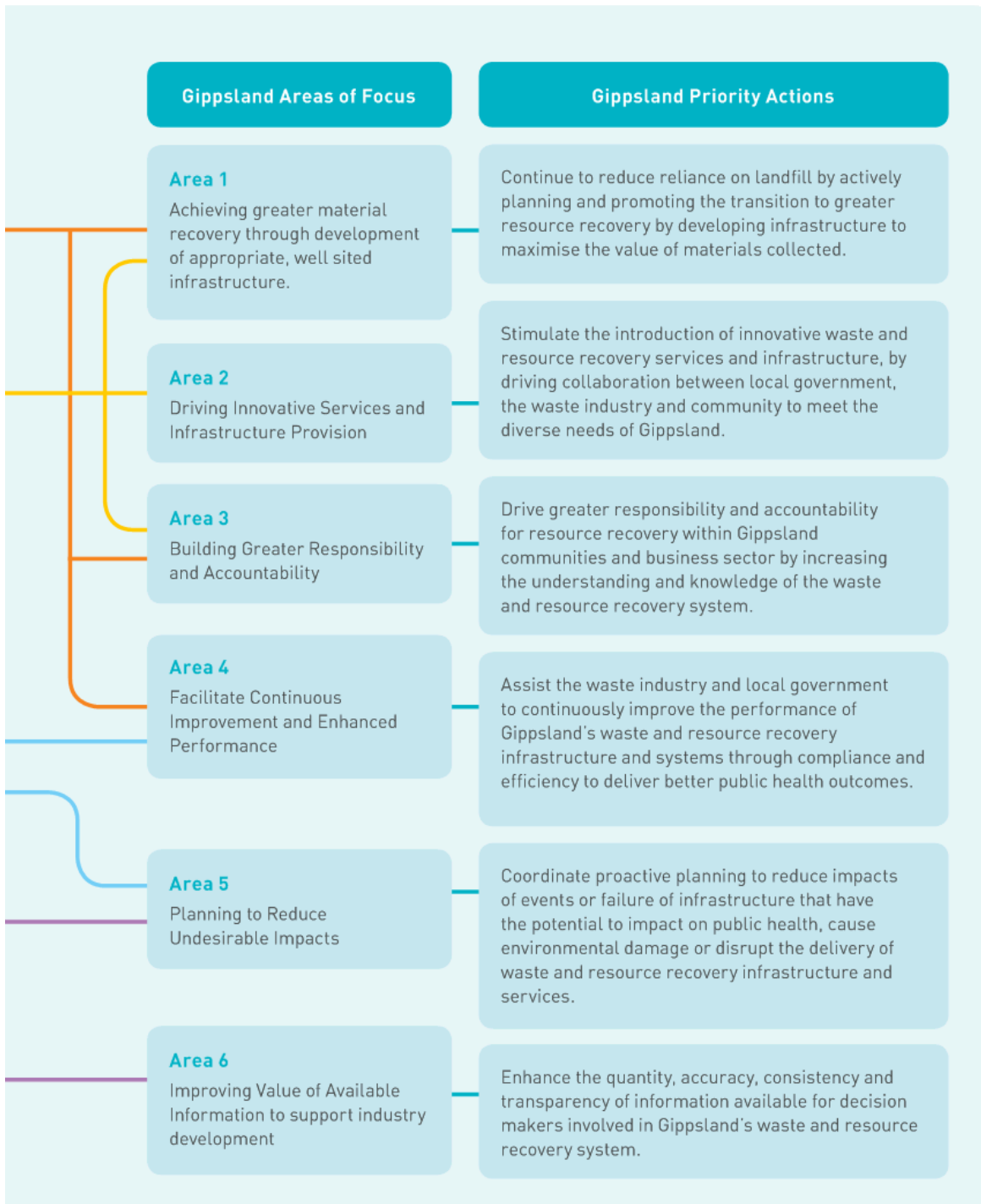
Waste and resource recovery facilities including landfills are established and managed over their lifetime to provide best economic, community, environment and public health outcomes for local communities and the state and ensure their impacts are not disproportionately felt across communities.

**Goal 4:**

Targeted information provides the evidence base to inform integrated state waste and resource recovery infrastructure planning and investment at the state, regional and local levels by industry, local government, waste and resource recovery groups, government agencies and the broader community.

**Figure 1: Strategic Direction for waste and Resource Recovery in Gippsland shows the relationship between these State Goals and the Priority Actions of the Gippsland Implementation Plan.**





## 1.2.2. Strategic Objectives

Gippsland Waste and Resource Recovery Group has adopted the Statewide Strategic Directions for the Gippsland Implementation Plan which are as follows.

- to maximise the diversion of recoverable materials from landfills
- to support increased resource recovery
- to achieve quantities for reprocessing
- to manage waste and material streams
- to maximise economic outcomes, provide cost effective service delivery and reduce community, environment and public health impacts, and
- to facilitate a cost effective state network of waste and resource recovery infrastructure.

## 1.3. Legislative & Policy Context

### 1.3.1. Relevant Acts of Parliament (Legislation)

In 2014 the Environment Protection Act 1970 (the Act) was amended to establish the Victorian Waste and Resource Recovery Infrastructure Planning Framework (the Framework).

As amended, the Act provides the legislative underpinning for the Regional Waste and Resource Recovery Implementation Plans (Regional Implementation Plans).

The Framework and the Regional Implementation Plans are primarily governed by the Act, however regard also should be given to other relevant legislation as appropriate, including the Planning and Environment Act 1987 (Vic) and the Transport Integration Act 2009 (Vic).

### 1.3.2. Victorian Infrastructure Framework

The Framework provides the structure for strategic planning for waste and resource recovery that integrates state, regional and local planning.

The objectives of the Framework are to:

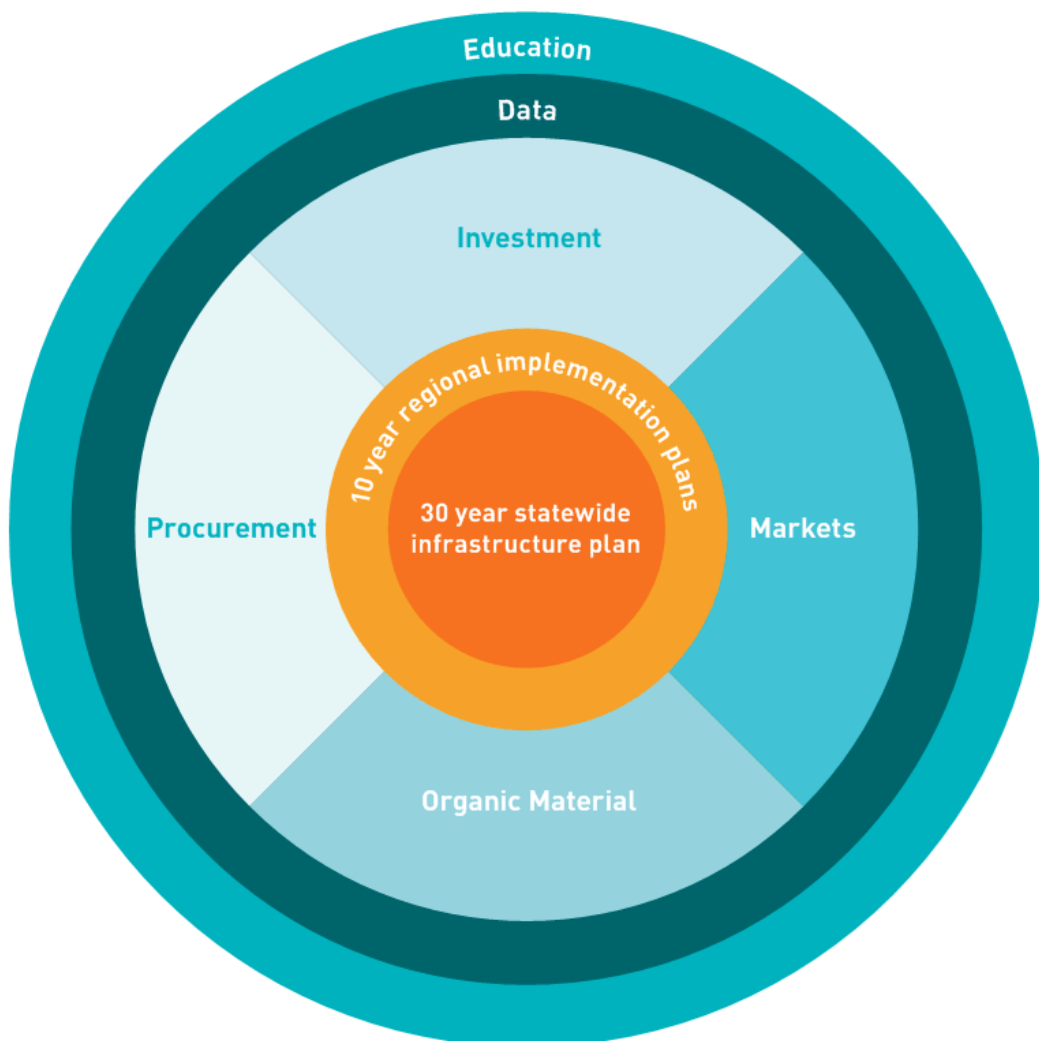
- ensure long-term strategic planning for waste and resource recovery infrastructure at state and regional level
- facilitate the integration of state directions for the management of waste and resource recovery infrastructure and regional infrastructure needs
- enable waste and resource recovery planning to be:
  - effectively integrated with land use and development planning and policy
  - effectively integrated with transport planning and policy
- ensure Sustainability Victoria (SV) and the Waste and Resource Recovery Groups (WRRGs) work together to integrate the Statewide Waste and Resource Recovery Infrastructure Plan and Regional Implementation Plans
- enable waste and resource recovery infrastructure planning decisions at the appropriate level of the Framework.

The Framework, shown in Figure 2 below, provides for the preparation, integration and implementation of the State Infrastructure Plan by Sustainability Victoria based on the seven Regional Implementation Plans.

Strategic documents to drive the Framework include:

- Victorian Waste and Resource Recovery Infrastructure Prospectus
- Victorian Organics Resource Recovery Strategy, September 2015
- Collaborative Procurement Guidelines for Waste and Resource Recovery Groups, 2015
- Waste Data Governance Framework
- Draft Victorian Community and Business Waste Education Strategy, and
- Victorian Market Development Strategy for Recovered Resources.

**Figure 2: The Victorian Waste and Resource Recovery Infrastructure Planning Framework**



### 1.3.2. Victorian Infrastructure Framework (cont.)

In addition, Plan Melbourne, the metropolitan region's planning strategy, has been considered in the development of this Implementation Plan where relevant. Specifically, the Gippsland Waste and Resource Recovery Group supports Direction 5.8 - Plan for better waste management and resource recovery<sup>4</sup>.

The Gippsland Implementation Plan is also aligned with the Victorian Government's efforts to position our communities as world leaders in the way they manage their waste resources and demonstrate resilience to climate change through applying the solutions presented in Plan Melbourne in the Gippsland context. These include initiatives to:

- Establish our city's long-term needs for waste management sites, work in consultation with local governments and key stakeholders to identify areas where these sites may be located and, through planning, secure adequate sites for these purposes by rezoning land in planning schemes.
- Protect waste management and resource recovery facilities from urban encroachment and assess opportunities for new waste facilities to meet the logistical challenges of medium- and higher-density developments.<sup>5</sup>

### 1.3.3. The Role of the Gippsland Waste & Resource Recovery Group (Governance Arrangements)

In April 2014, the Victorian Government undertook a review of waste management arrangements in the state which resulted in seven Waste and Resource Recovery Groups being established under new legislation. These Groups were strengthened through clearer statutory powers to undertake regional waste planning for all solid waste streams (Municipal Solid Waste / Commercial & Industrial / Construction & Demolition) and to facilitate joint procurement in partnership with local government.

The Gippsland Waste and Resource Recovery Group is one of seven Waste and Resource Recovery Groups within Victoria established as Statutory Bodies under the Act, amended in 2014 (Section 49C). The objectives of a Waste and Resource Recovery Group as specified in Section 49G of the Environment Protection Act.

Section 50BA of the Act outlines the Objective of a Regional Implementation Plan "is to set out how the waste and resource recovery infrastructure needs of a waste and resource recovery region will be met over at least a 10 year period."

The Gippsland Governance structure is outlined in Figure 3.

<sup>4</sup> Plan Melbourne, 2014

<sup>5</sup> Plan Melbourne, 2014

Figure 3: Governance Structure

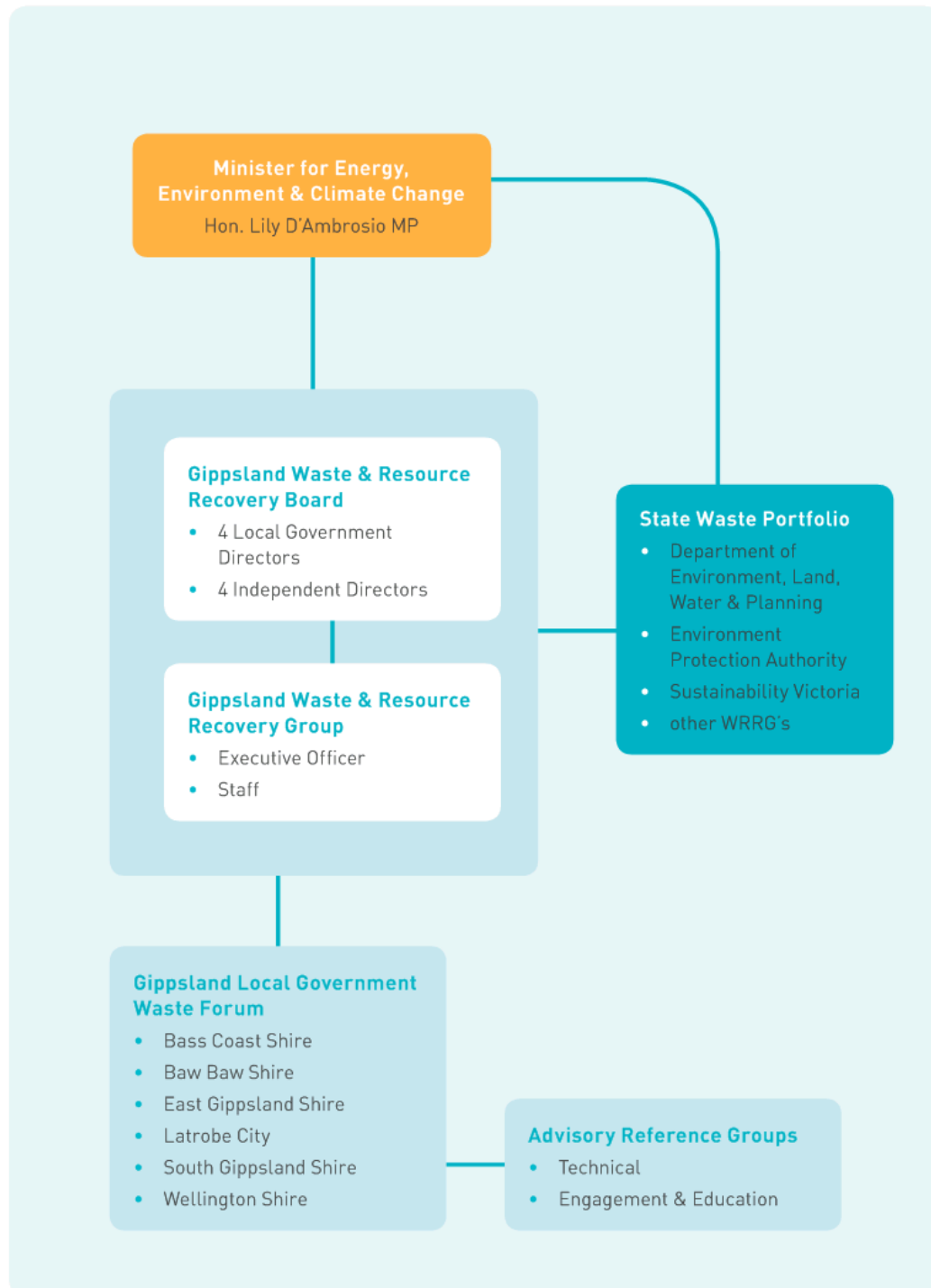
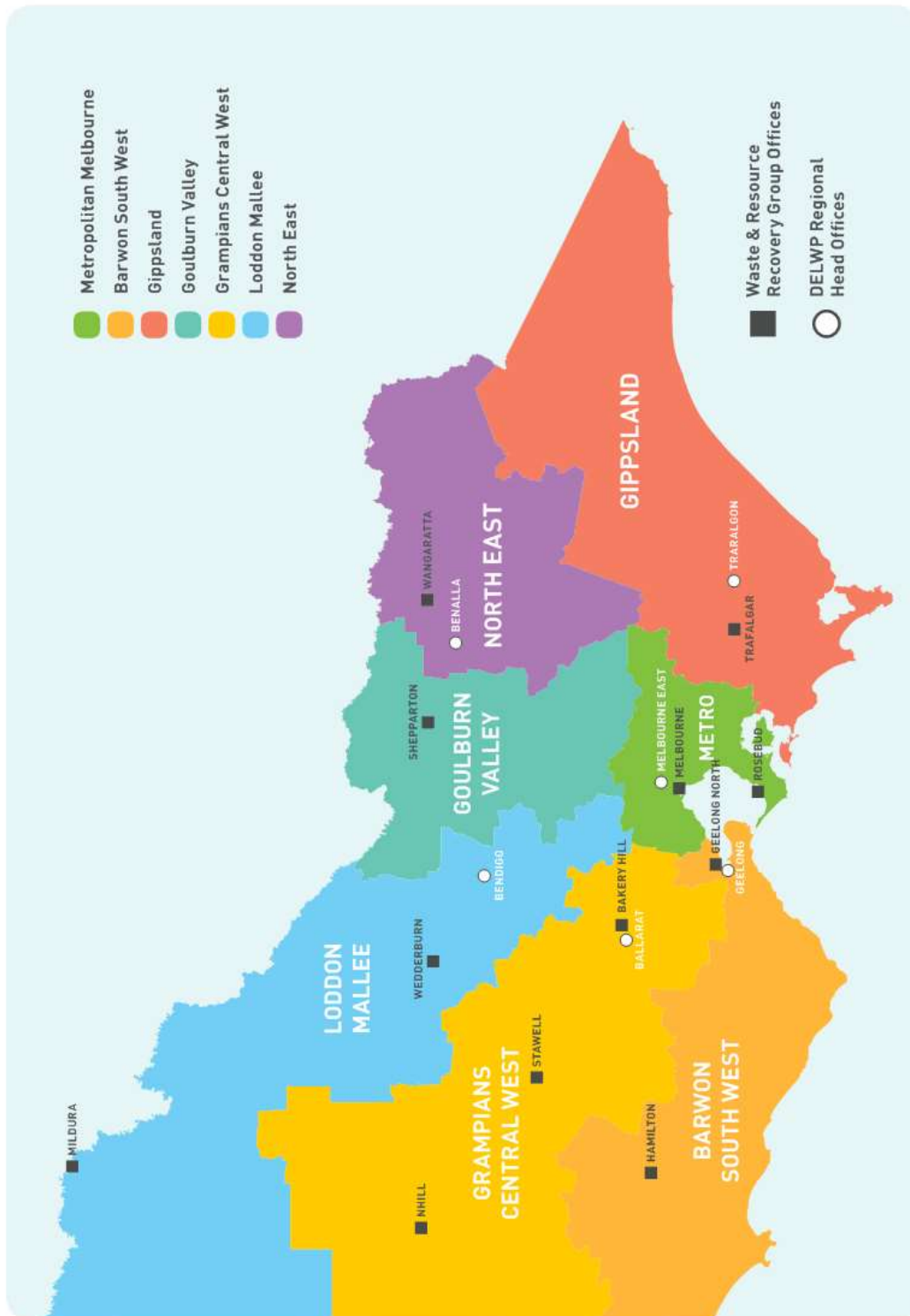




Figure 4: Waste and Resource Recovery Regions in Victoria



### 1.3.4. Who will approve the Plan?

The Minister for Energy, Environment and Climate Change is to consider approval of the Gippsland Implementation Plan, following consultation on this draft and integration with the State Infrastructure Plan and all other Regional Implementation Plans. This integration process will involve close collaboration and consultation between Sustainability Victoria, EPA Victoria and other regional waste and resource recovery groups.

### 1.3.5. Who will use the Plan?

The final Gippsland Implementation Plan will be used to inform decision making by Gippsland councils, industry, individuals and the community to continue to improve resource recovery and waste management.

## 1.4. How the Plan is being developed (methodology)

The Gippsland Implementation Plan is being developed in three main stages.

The first stage consists of developing an improved understanding of Gippsland's waste and resource recovery system, and the challenges and opportunities to improve the way facilities and services are currently provided.

These considerations are driven by Gippsland's population and settlement framework, and the contrast between significant population growth in the western part of the region and a matrix of sometimes dispersed and isolated communities with low population density in much of the remainder of the region.

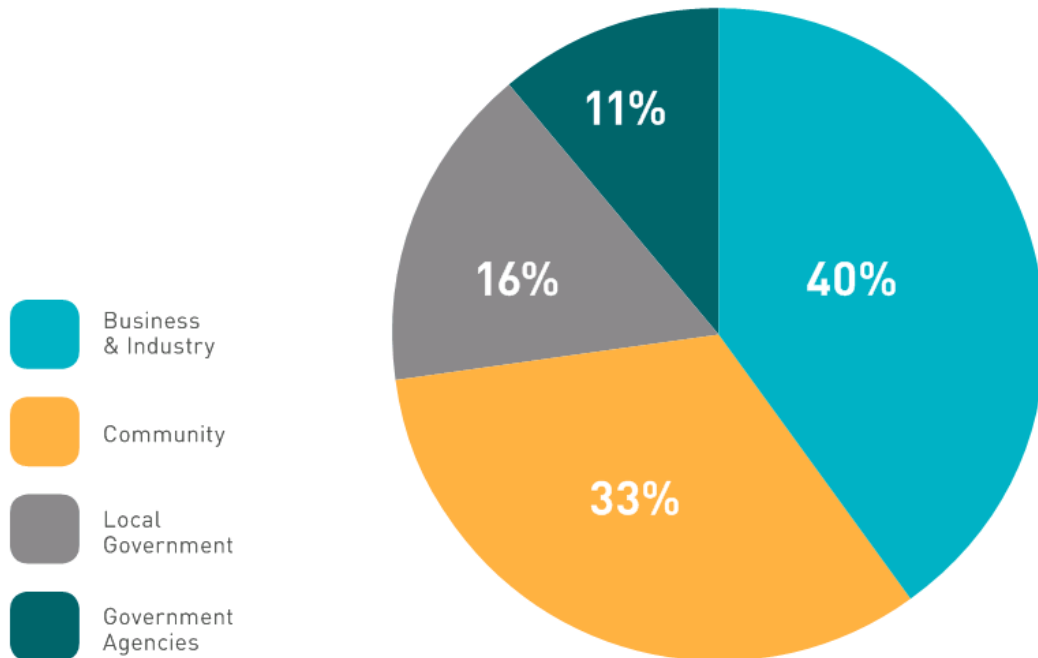
This first stage has been supported by a process of initial engagement that commenced in 2014, with the aim to collect early feedback for the Gippsland Implementation Plan development and establish stakeholder connections following the Group's restructure that resulted from the changes to the EPA Act. Targeted meetings were convened with relevant areas of each of Gippsland's six councils, including Planning, Economic Development, Waste, Environment and Procurement, as well as with government authorities.

A 'discovery phase' followed, with a round of community and industry consultations in January and February 2016. More than 230 people took part in face-to-face sessions in 12 locations across the Gippsland region. In addition, there were 18 written responses and two email responses.

A breakdown of attendee numbers showed the following participation by sector:

- Business and industry
- Community
- Local government
- Government agency

Figure 5: 2016 Community Engagement Participation by Sector



To reflect the topics raised, the trends identified through the feedback from participants have been collated under five themes:

- Education leading to behaviour change
- Enforcement / legislation supported by policy
- Infrastructure that is accessible and convenient
- Maximising opportunities from the material we discard; and
- Understanding the cost of waste.

The second stage has been underpinned by a suite of projects and collaboration undertaken over the past few years by the Gippsland Waste and Resource Recovery Group and its predecessor organisation, the Gippsland Regional Waste Management Group. Key components of this work include:

- development of a full cost calculator for the region's licenced landfills with detailed recommendations to improve future budgeting and operational performance
- risk assessments of each licenced landfill including the development of auditor verified monitoring plans
- risk assessments of 23 of the region's closed landfills
- financial modelling and performance measuring of Gippsland's transfer stations to better understand costs and functionality
- support and facilitation of the Gippsland Collaborative Waste Investment Initiative seeking proposals from the private sector to improve municipal solid waste recovery and reprocessing.
- a trial program to recover food and garden organics from 2,400 households in two Gippsland townships undertaken over six months, and
- the ResourceSmart Schools pilot program, which typifies the challenges of engaging with a diverse group of stakeholders and the limitations of taking a 'one size fits all' approach in Gippsland.

Additional work has been undertaken by the Gippsland Waste and Resource Recovery Group and councils to assess how well the Gippsland waste and resource recovery system is operating, what are the limiting factors inhibiting improved performance and what priority actions will deliver a better result. A key component of this work has been the Infrastructure Schedule to identify current facilities and what infrastructure will be required in the future.

This Consultation Draft is the key outcome of this work and will be utilised to undertake the public consultation.

As the third stage and following this public consultation, this Plan will be integrated into the State Infrastructure Plan and other regional implementation plans. The Plan will then be submitted to the Minister Energy, Environment and Climate Change for consideration and adoption.

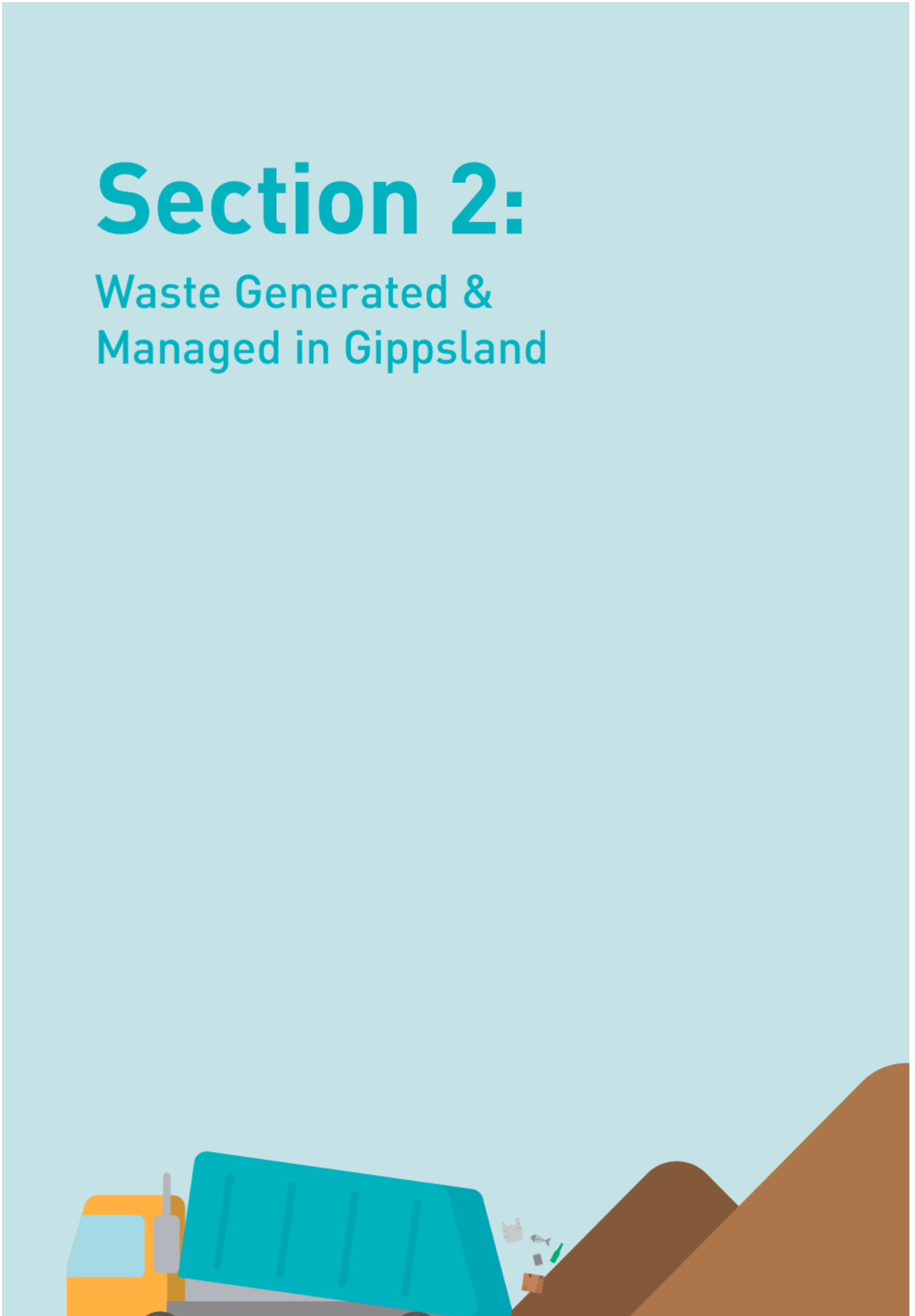
This methodology is graphically depicted in Figure 6 below.

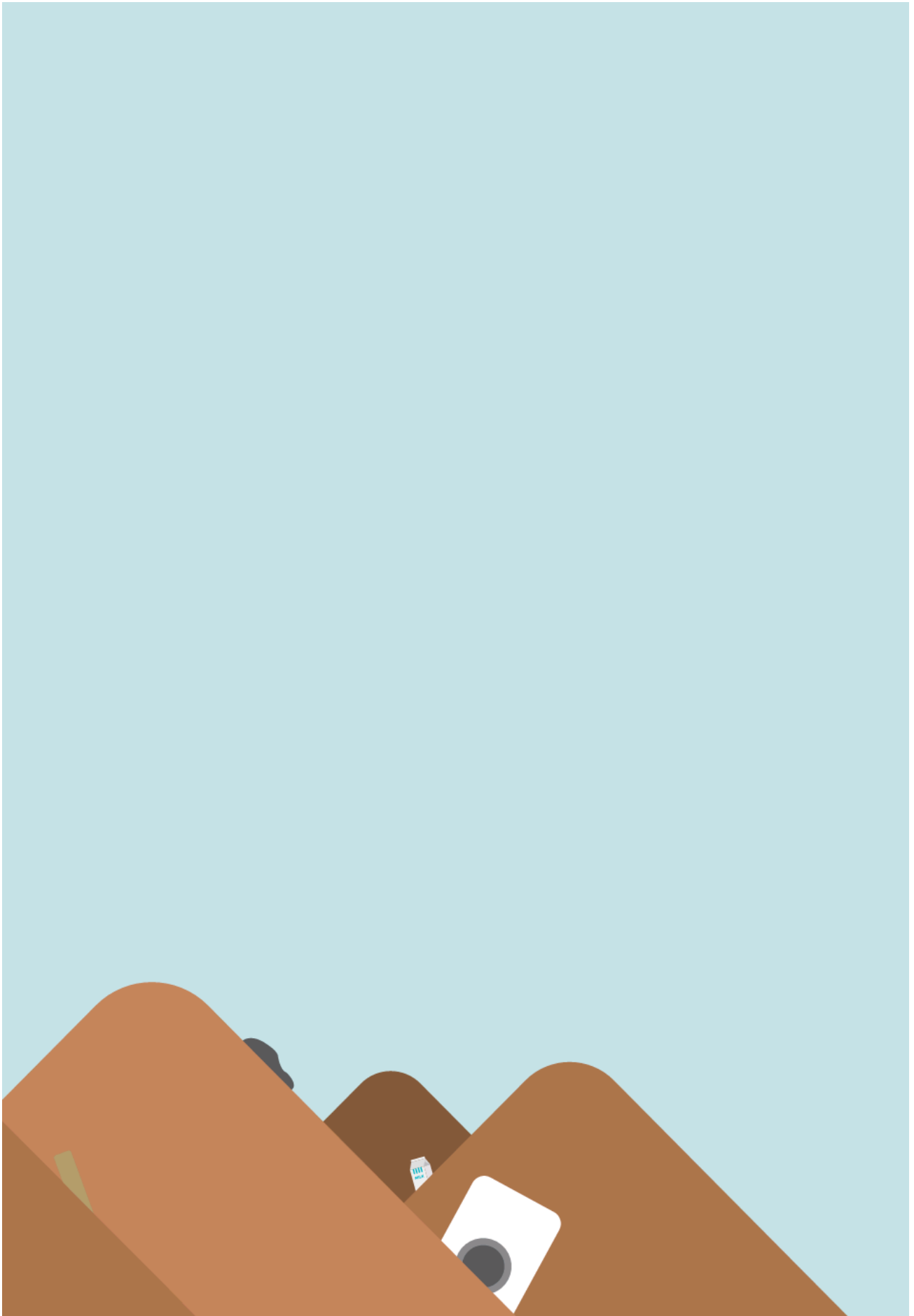
**Figure 6: Process for Preparing the Gippsland Implementation Plan**



# Section 2:

## Waste Generated & Managed in Gippsland





## 2. Waste generated & managed in Gippsland

### 2.1. A Snapshot of our Region

Gippsland in Victoria's south-east is 41,600 square kilometres in area. While the region contains the second and fourth fastest growing regional municipalities in the state, Baw Baw and Bass Coast Shires respectively, much of Gippsland is sparsely populated.<sup>6</sup> For example the population density of East Gippsland Shire is only 2.1 persons per hectare.<sup>7</sup> The current (2016) population of Gippsland is 271,182 and by 2031, it is expected that 333,327 people will call Gippsland home.<sup>8</sup>

Gippsland's settlement characteristics are such that "around 40% of the region's population lives in towns and settlements of less than 1,000 people. These towns are dispersed throughout the region including the high plains, historic gold mining areas and in agricultural areas, giving the region a strong series of towns with local amenity, community character and tourist destinations. The dispersal of these small towns also presents a range of challenges with respect to the delivery of, and/or access to services...."<sup>9</sup>

The region provides 90% of Victoria's electricity supply, 97% of its natural gas, 60% of the state's water supply and 42% of its fishing catch. Major employment sectors include energy production, tourism, manufacturing, hospitality, health and human services, forestry and food production. Australian Paper's Maryvale Mill, situated in the region, is the largest paper manufacturing facility in the southern hemisphere and the only manufacturer of fine office paper in Australia. A recently constructed paper de-inking plant on the site provides significant capacity for reprocessing of paper products into new high quality product.

Overall population growth is considerable, particularly in the western peri-urban areas of Gippsland, driven by proximity to Melbourne's south-eastern growth corridor. This growth is generating sustained pressure on infrastructure and the provision of services.

The pressure on waste and resource recovery infrastructure and services is further accentuated by tourism activity in parts of Gippsland, which swells population numbers over peak periods. Tourism Victoria indicates that in 2014, there were 1,583,000 overnight visitors to the Greater Gippsland Region (which excludes Phillip Island) resulting in 4.7 million visitor nights. In addition, there were 845,000 visitors to Phillip Island resulting in more than 2.5 million visitor nights. During this period there were 3.53 million day trips to Gippsland.<sup>10</sup>

National parks, publicly-owned forests and native freehold forests make up 67% of Gippsland's landmass.<sup>11</sup> With Victoria recognised "as one of the most fire-prone areas in the world"<sup>12</sup>, this substantive forest coverage results in the Gippsland community being consistently exposed to fire events. At the other extreme, a combination of the region's geography and generous rainfall results in flood events being reasonably common. Anticipated climate change impacts can be expected to increase the frequency and possibly the severity of these events into the future.

Gippsland consists of six municipalities.

<sup>6</sup> Victoria in Future, 2015

<sup>7</sup> ABS Website

<sup>8</sup> Victoria in Future, 2015

<sup>9</sup> Gippsland Regional Plan, 2015-2020, p19

<sup>10</sup> Tourism Victoria, Corporate Website, [www.tourism.vic.gov.au](http://www.tourism.vic.gov.au)

<sup>11</sup> Gippsland Regional Plan, Summary, 2014

<sup>12</sup> State Bushfire Plan, Emergency Management Victoria, 2014

**Table 3: Gippsland's Local Government Areas**

Local Government Area	Key Centres
Baw Baw Shire	Warragul, Drouin, Trafalgar
Bass Coast	Wonthaggi, Inverloch, Cowes
East Gippsland Shire	Bairnsdale, Lakes Entrance, Orbost
Latrobe City	Traralgon, Moe, Morwell, Churchill
South Gippsland Shire	Leongatha, Foster, Mirboo North, Korumburra
Wellington Shire	Sale, Maffra, Rosedale, Yarram

Population growth is expected to be significant over the next 15 years, particularly in the western part of the Region. This is shown in Figure 7 below.

**Figure 7: Gippsland Population Growth Predictions<sup>13</sup>**



<sup>13</sup> Information derived from the Gippsland Regional Plan, 2015-2020



## 2.2. Types of waste generated & managed

Sustainability Victoria modelling indicates that there were 12,182,000 tonnes of waste generated in Victoria in 2013-14 with 73% generated by metropolitan Melbourne and 27% across regional Victoria. Gippsland generates 3%, and manages 3.74% of the waste generated in Victoria.

Waste is defined as material that is discarded or unwanted. In Gippsland more than three quarters of generated waste is recovered for reuse, with the remainder going to landfill. More detail is in this chapter.

In line with reforms undertaken in 2014, the Gippsland Waste and Resource Recovery Group has responsibility for ensuring a greater integration of waste and resource recovery services and infrastructure in the Gippsland region. This requires a more comprehensive understanding of characteristics of the materials our community discards and the systems supporting management of waste materials generated by business, building and households.

### 2.2.1. Where does our waste come from?

The generation point of waste is important when seeking to understand the most appropriate and effective time and ways to intervene.

For example, some waste material may be generated due to a specific choice made by a manufacturer. Intervention at this point may prevent the waste issue occurring. Some waste materials are generated as packaging and the consumer may be required to manage that material once purchased.

Understanding the processes by which goods are produced, consumed and discarded provides an opportunity for engagement with industry decision makers 'up-stream'. This 'whole of life' or 'lifecycle assessment' of goods can lead to innovative ways to either avoid the waste or ensure the components can be re-used rather than recycled or disposed of.

More information and engagement with business and the community is required to understand where waste is generated in Gippsland. A traditional 'end of pipe' approach to dealing with waste is to evaluate where it comes from as it enters the waste and resource recovery system. Waste practitioners separate this into three broad source sectors.

The three main sources of waste are:

- Building waste (known as Construction and Demolition or C & D) generated from residential and commercial construction and demolition;
- Business waste (known as Commercial and Industrial or C & I) generated from trade, commercial and industrial activity; and
- Household and council waste (known as Municipal Solid Waste or MSW), generated by residential and municipal activity including kerbside collection<sup>14</sup>,

The following Table 4 provides a breakdown of amounts disposed to landfill by each source sector in Gippsland over a year.

<sup>14</sup> Complete definitions for each are provided in the Glossary

**Table 4: Waste to Landfill by Sector through Facility Type (tonnes)**

Source	Transfer Trailer (TT)	Transfer Station (TS)	Collections	Direct to Landfill (Excl. TT, TS & Collections)	TOTAL Landfilled	%
Municipal (MSW)	270	17,180	50,450	5,020	72,920	53.5%
Construction & Demolition (C&D)	0	40	0	3,500	3,540	2.6%
Commercial & Industrial (C&I)	0	510	0	59,230	59,740	43.9%
<b>TOTAL</b>	<b>270</b>	<b>17,730</b>	<b>50,450</b>	<b>67,750</b>	<b>136,200</b>	<b>100.0%</b>

Analysis of data from various business sectors will help focus efforts to minimise the total waste generated and identify opportunities to better reuse or recycle particular material streams.

The source of waste materials generated within the Gippsland region are listed below in Table 5.

It should be noted that C&D generated materials are frequently collected by companies in the C&I sector. That material is recorded at transfer stations and landfills as coming from the C&I sector. This explains in part the large disparity in the amounts sent to landfill by these different sectors.

**Table 5: Waste generated in Gippsland**

Source	Waste Generated in Gippsland				State wide
	Recovered (t)	Landfilled <sup>15</sup> (t)	Generated (t)	Recovery Rate	Recovery Rate
Municipal (MSW)	124,700	73,000	197,700	63.1%	41.4%
Commercial & Industrial (C&I)	165,400	59,700	225,100	73.5%	67.3%
Construction & Demolition (C&D)	25,000	3,500	28,500	87.7%	81.1%
<b>TOTAL</b>	<b>315,100</b>	<b>136,200</b>	<b>451,300</b>	<b>69.8%</b>	<b>66.0%</b>

<sup>15</sup> Tonnes landfilled are derived from landfill levy data supplied by EPA and do not include prescribed industrial waste (PIW). There has been no allowance for daily cover which must be considered when comparing figures with those in earlier drafts of the Statewide Infrastructure Plan. Previously landfill figures were adjusted to remove a 15% allowance for daily cover.

**2.2.1. Where does our waste come from? (cont.)**

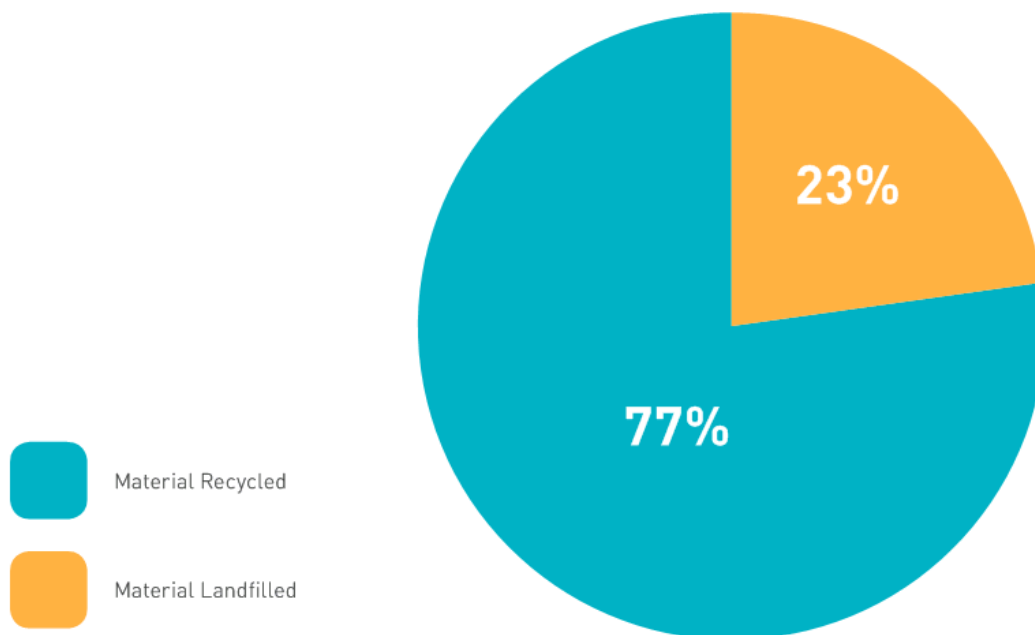
In addition to locally generated materials, Gippsland also receives and manages materials from other regions in the state as listed below in Table 6.

**Table 6: Waste managed in Gippsland**

Waste Managed in Gippsland					State wide
Source	Recovered (t)	Landfilled <sup>16</sup> (t)	Generated (t)	Recovery Rate	Recovery Rate
Municipal (MSW)	196,300	73,000	269,300	72.9%	41.4%
Commercial & Industrial (C&I)	234,100	59,700	293,800	79.7%	67.3%
Construction & Demolition (C&D)	25,000	3,500	28,500	87.7%	81.1%
<b>TOTAL</b>	<b>455,400</b>	<b>136,200</b>	<b>591,600</b>	<b>77.0%</b>	<b>66.0%</b>

Gippsland Waste and Resource Recovery Group figures indicate that the level of resource recovery is in Gippsland is greater than the state average. In 2013/14, 579,000 tonnes were managed with 446,000 tonnes being recovered. This is a 77% recovery rate as illustrated in Figure 8.

**Figure 8: Recovery Rate of Gippsland's Waste**



<sup>16</sup> Tonnes landfilled are derived from landfill levy data supplied by EPA and do not include prescribed industrial waste (PIW). There has been no allowance for daily cover which must be considered when comparing figures with those in earlier drafts of the Statewide Infrastructure Plan. Previously landfill figures were adjusted to remove a 15% allowance for daily cover.

Gippsland Waste and Resource Recovery Group data indicates that, of the total waste managed in Gippsland each year, approximately 60% is organics. This is collected and re-processed through the combined operations of Pinegro, Australian Paper and the Gippsland Water Soil and Organics Recycling Facility (SORF).<sup>17</sup> It is important to recognise that this material is included in the above recovery rate, however material flows from Gippsland that are reprocessed in other regions are not included. Table 7 presents an indication of what is recovered and recycled/reprocessed and what is sent to landfill.

**Table 7: Material Categories**

Material category		Recovered (tonnes)
<b>Resource Recovery</b>		
Organics	Food	10,400
	Garden Waste	153,900
	Wood/ Timber	53,300
	Combined	92,900
	<b>Total Organics</b>	<b>310,500</b>
<b>Aggregates, Masonry &amp; Soil</b>		<b>23,800</b>
<b>Glass</b>		<b>50</b>
Specialised	E-waste	400
	(excluding. E-waste)	100
<b>Metals</b>		<b>2,400</b>
<b>Paper/ Cardboard</b>		<b>71,200</b>
<b>Plastic</b>		<b>50</b>
<b>Rubber (incl. tyres)</b>		<b>500</b>
<b>Textiles</b>		<b>0</b>
<b>Other (Mixed materials)</b>		<b>46,400</b>
<b>Total Resource Recovery</b>		<b>455,400</b>
<b>Residual Waste to Landfill</b>		<b>136,200</b>
<b>Waste Generated Rate (tonnes)</b>		<b>591,600</b>
<b>Recovery Rate (%)</b>		<b>77%</b>

Data from 2013/2014 SRU "Survey & analysis of regional reprocessors & material recovery facilities operators GWRRG regional report" & GWRRG council landfilled & transfer station quantities.

Landfill tonnes excludes Prescribed Industrial Waste

\*\*Data from 2013/2014 RWRD database based on state averages and GWRRG landfilled quantities.  
Recovered (tonnes) are factored accordingly. This data needs to be confirmed with 2014/2015 data in RWRD

<sup>17</sup> GWRRG data

## 2.2.2. What does our waste consist of & where does it go?

The State Infrastructure Plan has a key focus on improving the recovery and management of organics resources. Similarly, the Victorian Organics Resource Recovery Strategy provides a strategic statewide approach to the better management of organics materials. These strategies are driven by the large volumes of organic waste currently landfilled, representing environmental, economic and public health issues and opportunities to increase organics recovery for beneficial use.

The following provides details on the material in Gippsland's waste stream.

### 2.2.2.1. Organics

Organic materials can be broken up into a number of subcategories, as follows:

- Food
- Garden organics
- Wood and timber
- Bio-solids and manures, and
- Combination of the above.

#### Food

Food organics make up a high proportion of waste generated in households and from hospitality and food manufacturing sectors.<sup>18</sup>

The volume of household food organics currently sent to Gippsland landfills is of particular interest due to its apparent increase in volume and the impacts it has on landfill amenity and the environment. Studies conducted estimate that each Gippsland household discards around 172 kg of food to landfill per annum.<sup>19</sup>

Generally, within Australia the recovery and reprocessing of post-consumer food waste from the household is low and the State Infrastructure Plan supports this, indicating a recovery rate of approximately 11%.

In Gippsland the proportion of discarded food collected in the kerbside garbage bin and sent to landfill is approximately 17,000 tonnes per annum. It is believed that considerable quantities are also being generated in commercial kitchens and restaurants across the region, although data on this is not currently available. In the absence of other methods of dealing with this material, it must be assumed that most of this also goes to landfill.

Some food organics are accepted at the Gippsland Water Soil and Organics Recycling Facility (SORF) at Dutson Downs which is blended with garden organics to make compost. At Mallacoota food organics are turned to compost as the result of a domestic food organics project. East Gippsland Water's Sewerage Treatment Facility at Bairnsdale has been trialling the recovery of energy from food waste using anaerobic digestion.

Pre-consumer waste (material managed by food manufacturers, wholesalers and whole food retailers) is also relatively unknown in quantity. There is little evidence that large quantities of this material goes to landfill, apart from periodic disposal of 'off-spec' and out of date packaged material. Hence it is assumed that much of this material would, where suitable, be provided as fodder for livestock or ploughed back into the soil as 'green manure' or otherwise recycled.

<sup>18</sup> Waste flows in the Victorian commercial and industrial sector Final report for SV, 2013

<sup>19</sup> GWRRG data – Household Waste Audits 2009 - 2011

Options to divert or segregate the high proportion of food organics currently deposited in the household residual bin are currently being considered by local government across the state as well as in Gippsland and includes implementation of food organics and green organics (FOGO) collection systems. The FOGO is then processed as compost and soil conditioner. An increase in the capacity for infrastructure to process food waste will be required to support greater recovery.

In addition, excess food suitable for human consumption can be potentially re-distributed to those in need. This is being undertaken by a number of charity organisations and may also be happening on an informal basis, however greater knowledge is required as to how these services operate in Gippsland.

### **Garden Organics**

This material consists of branches, pruning offcuts and grass clippings. Councils and commercial businesses in the Gippsland region provide services to collect and manage garden organics. Garden organics are delivered to drop off facilities dedicated to processing garden organics or to transfer stations where the garden organics are segregated and processed. There are also significant volumes of garden organics collected through commercial gardening services.

Four of the six Gippsland councils currently (2016) offer kerbside collection of garden organics. These services collect garden organics on a fortnightly basis. The capture of this material has driven a change to the way in which garden organics are valued and utilised. In Gippsland composting and mulching of this material is the predominant management technique. Often this material is mixed with other organic materials such as manures, bio-solids and unwanted food to manufacture composts and soil conditioners.

Approximately 153,900 tonnes of garden organics from inside and outside the region are processed in Gippsland.<sup>20</sup>

To build market confidence, expand clientele and ensure ongoing demand, it is fundamentally important that these products are fit for purpose and meet strict quality control requirements.

### **Wood & Timber**

Wood and timber can be segregated into raw timber, glued or laminated timber products and coated/ treated timber products. It is largely generated by the building and business sector with smaller proportions from households. Often raw timber is included with garden organics and composted or mulched, however some material will be used in domestic fire places or in industrial furnaces. Despite this, raw timber is still observed entering landfills.

Managing timber products that are mixed with other materials such as glues in particle board, penetrating chemical treatments (such as preservatives like chromium, copper and arsenic (CCA) used in treated pine) or coatings such as paint or plastic laminates is considerably more difficult. Options for de-constructing and processing these materials for re-use or recovery are not well developed. However more research into this area could provide an opportunity for reuse rather than landfill disposal.

### **Bio-Solids & Manures**

Neither bio-solids nor manures (of any great degree) are disposed to landfill. Bio-solids are managed by water authorities while manures and effluent from farms are generally managed on site by the agricultural industry. In some cases, both manures and bio-solids are used as feedstock for composting operations. If collected in appropriate quantities, these materials streams could support alternate energy production through anaerobic digestion.

<sup>20</sup> GWRRG Data.

### Combined Organics

There are many instances where the organics materials listed above are combined as a feedstock to produce marketable end products. Compost, potting mixes and mulches are all produced and sold within the Gippsland region.

Some of the feedstock for Gippsland companies is generated in the urban areas of Melbourne, primarily the South Eastern suburbs, however there has also been interest in sourcing material from the North East of Melbourne.

Gippsland reprocessing businesses produce more than 200,000 tonnes of compost and soil conditioners for local and national markets.

### 2.2.2.2. Aggregates, Masonry & Soil

Aggregates, masonry and soil are largely generated in the building sector, usually accumulated during demolition and construction works.

Materials such as concrete, bricks and tiles are heavy and because landfill charges and landfill levy payments are based on weight, much of this material is segregated and recycled to reduce disposal costs. This has driven development of local businesses specifically for processing of building debris, while some existing quarry operators have expanded operations to crush this material. It is re-used as a road base.

The quality of the product establishes its value, therefore blending with virgin material or grading to established standards for aggregates is important to produce a marketable product.

Generally, natural clean soils are utilised as 'clean fill' and, to keep transport costs to a minimum, are usually deposited close to the construction area.

To ensure clean soils are utilised effectively, it may be possible to establish 'soil banks', where soils of varying qualities can be stockpiled for future use.

Some soils are used in landfills as daily cover making up 15% to 30% of the airspace used in landfill operations. The use of daily cover helps suppress the odour of putrescible waste and accessibility to vermin, minimise litter and can reduce or delay leachate production.

Clay soils are sought after for construction of low permeability landfill basal liners and capping of landfills, which restricts water flowing into the deposited waste.

### 2.2.2.3. Glass

Glass products actively removed from the waste stream are predominantly bottles and jars. Material Recovery Facilities (MRF) operating in Gippsland separate glass into brown (amber), clear and green. All glass from Gippsland is sent to the metropolitan region for reprocessing.

In theory glass can be recycled indefinitely, however, there are a number of issues including weight, fragment size when broken and contamination issues derived from collection methods.

In addition, the dispersed settlement pattern in Gippsland results in glass being collected and transported large distances from collection point to reprocessor. For instance, glass collected in Mallacoota travels more than 500km to be reprocessed.

Glass fragments can be difficult to reprocess as glass products, and solutions for its re-use need to be developed and marketed.

Furthermore, glass can be both contaminated and a contaminant. Pyrex, windscreen (laminated) glass and ceramic material can contaminate glass during the reprocessing stages. When comingled with other materials during collection, glass can contaminate other materials such as paper, reducing the value of both materials and increasing the difficulty of reprocessing into a high value product.

Other uses for glass are as an additive to construction material such as road base and concrete products (i.e. a blend with aggregates and masonry) or as a sand replacement for water filtration.

Opportunities exist to specify glass as a sand replacement in civil works projects currently undertaken by state and local governments. If sufficient volumes could be generated, stimulation of the markets could lead to increased use in private projects. Local water authorities could also look to utilising glass as filter media where appropriate.

Glass collected in Gippsland is predominantly through the kerbside collection system in the comingled recyclables bin. This is either segregated in Gippsland or delivered combined with other recyclables to metropolitan based Material Recovery Facilities.

#### 2.2.2.4. Specialised

Some waste material is hazardous to human health and if not managed appropriately, to the environment. The waste industry will describe this material as prescribed industrial waste (PIW). Prescribed industrial waste is not within the scope of this plan and is subject to regulations set by EPA Victoria.

Some waste materials that require specialist handling and treatment can, however, also be generated in small amounts by households and need to be managed at a domestic level. Therefore, systems and infrastructure for proper management are important. Listed below are some of these materials.

##### Asbestos

Asbestos is a natural product used extensively in industry and building products since the 1940s, however, usage was more extensive in the 1960s, 70s and early 80s. The use of crocidolite (blue) asbestos was banned in 1967, while the use of amosite (brown) asbestos continued in the construction industry until the mid-1980s. It was finally banned from building products in 1989, though it remained in gaskets and brake linings until 31 December 2003. It cannot be imported, used or recycled.

It was generally categorised as friable (loose fibres) or non-friable (bound in the products). Friable asbestos was commonly used as pipe lagging in industrial facilities including power generation. Non-friable asbestos is more commonly found in the domestic setting and was widely used for building products such as cement sheet used for roofing sheeting and wall cladding, as backing for linoleum floor covering, gaskets and automotive brake linings in parts.

Asbestos has well known adverse health effects for human lung function and should be managed by professional services and disposed of at an appropriate disposal location. Gippsland has a number of specific facilities for asbestos product disposal, however, it must meet certain requirements to be accepted.

Currently asbestos removed by the householder can be disposed of at the Hyland Highway Landfill in Latrobe City, the Kilmany Landfill in the Wellington Shire, the Koonwarra Landfill in the South Gippsland Shire, the Grantville Landfill in the Bass Coast Shire and the Bairnsdale Landfill in East Gippsland Shire. The public is advised that disposal must be arranged with the respective council.



### Asbestos (cont.)

Asbestos removed by licensed commercial asbestos removalists can be disposed of at the Gippsland Water facility at Dutson Downs by appointment.

Extensive use of asbestos in much of Gippsland's heavy industrial infrastructure will require appropriate disposal sites as these facilities are decommissioned and demolished. On-site licensed landfills have been established by a number of companies to manage this material within the confines of power generation operations.

Synthetic Mineral Fibre (SMF), including materials such as glass fibre, mineral wool and ceramic fibre, is the collective term for man-made mineral fibre (MMMF). These materials are used due to their excellent insulation properties in, for example, manufacture of insulation batts. This material should be handled the same way as asbestos.

### E-waste

E-waste is the collective term for the growing stock of electronic or electrical waste created by industry, business and the community.

A wide definition of e-waste is any device or appliance with an electrical cord or battery. A fridge or freezer, televisions, mobile phones and computer equipment, toasters, hairdryers and battery powered tools are just a few examples of e-waste.

These materials are generally stable under normal conditions, however, when sent to landfill they will break down and some of the elements can leach into the water within the landfill. Often due to acidic conditions, heavy metals are absorbed into the water, making it very difficult to treat. This material is toxic to the environment if allowed to escape.

Dismantling of certain types of e-waste also poses a health risk to people and the environment. However, there are many valuable materials contained within e-waste that are finite resources and should be recovered. Therefore, it is important to store and manage e-waste so that this can be done safely and resources can be recovered efficiently.

E-waste is collected at all transfer stations in Gippsland. Some infrastructure, such as shipping containers, is established to support the National Television and Computer Recycling Scheme at some sites. This scheme is regulated by the Commonwealth Government and compels companies importing computers and televisions to make provision for their disposal at the end of their useful life. A national network of collection points has been established in order for these companies to meet legislated targets and for the communities across Australia to have access to the service. In Gippsland approximately 400 tonnes of discarded computers and televisions are collected annually through the National Television and Computer Recycling Scheme.

However, many appliances and white goods are stockpiled in the open on hardstand areas awaiting recycling as scrap metal. Due to comingling with other scrap steel it is difficult to ascertain the current extent of e-waste capture.

Mobile phone recycling in Gippsland is well developed and strongly led by industry. However, the quantity of discarded mobile phones managed by this system is unknown.

### Paint, Oils, Batteries, Fluorescent Lights, Gas Bottles & Household Chemicals

Paint, motor oils, automotive (wet-cell) and household (dry-cell) batteries, fluorescent lamps (tubes and compact fittings) and household chemicals all require special handling and disposal.

Generally, these materials are catered for at the network of transfer stations throughout Gippsland or through scheduled collection events located around the region. However, it can be expected that disposal in the garbage bin is not uncommon.

Disposing of industrial and commercial quantities can also be catered for, however these services are generally less accessible in more remote areas of the region.

Disposal of gas bottles, oil and automotive batteries is well supported at most transfer stations. There are three permanent facilities, located in Morwell, Wonthaggi and Bairnsdale, which accept paint, fluorescent lamps and dry cell batteries. Some retailers are offering take-back options that can be more accessible than transfer stations.

### 2.2.2.5. Metals

Metals have long been extracted from the waste stream and recycled into new products.

As a commodity traded on the world market, the value of metals fluctuates extensively which affects the level of recycling activity. Scrap metal is a term used to describe the metals recovered from all sectors (households, building and business) and can be further categorised into ferrous and non-ferrous metals.

Private sector steel recyclers endeavour to separate the various metals to maximise economic return. For example, scrap steel is currently trading at a very low value and it is likely that any aluminium and particularly copper is extracted from scrap metal due to its relatively high value per tonne.

A downturn in the value of metals is impacting the steel recyclers, generally small businesses, trading scrap in Gippsland. Where possible material is being stockpiled until the value increases.

In some cases, businesses may cease operating and possibly recommence trading when the commodity price can once again generate a commercial return.

Low commodity prices, such as experienced currently, may result in increased dumping of, for example, car bodies as motor vehicle owners have fewer disposal options.

### 2.2.2.6. Paper & Cardboard

Paper and cardboard (particularly white office paper and cardboard boxes) are needed extensively in our communities. A renewable and recyclable product, paper and cardboard has been manufactured in Gippsland since the late 1930s.

Paper recycling is undertaken post process (i.e. recirculating suitable waste material back into the process on-site) or post-consumer through the collection of the material from households and businesses to be recycled and transformed into a suitable product.

Contamination in the paper and cardboard stream limits the amount of material suitable for recycling. The most common contaminants are plastic, food and glass. Many of these contaminants can be avoided with correct use of the collection services offered.

Australian Paper (Nippon Paper) based in Maryvale in the Latrobe Valley has recently commissioned a paper de-inking plant capable of processing 80,000<sup>21</sup> tonnes of recovered paper per annum.

<sup>21</sup> <http://www.australianpaper.com.au/> - Australian Paper website.

#### 2.2.2.6. Paper & Cardboard (cont.)

Paper waste that is not of a high enough quality for re-manufacturing may also be processed through composting, vermiculture (worm farming) or other thermal based technologies.

Paper and cardboard is collected in Gippsland through household kerbside and commercial collections. This material is either segregated and processed in Gippsland or delivered combined with other recyclables to Melbourne based Material Recovery Facilities.

#### 2.2.2.7. Plastic

Plastic products are extensively used in our daily lives. Plastic uses include product wrapping for the storage, preservation and transport of goods, manufacture of toys and other products that require rigid casing or structure, surface treatments in household, automotive and industrial products and furniture and textiles in clothing.

The comparatively limited capture of these plastic goods offers a strong case for increased recycling or reuse efforts.

Recovery of many plastics that spend a relatively short time in our households, for example plastic packaging, is well catered for. For many years, plastics with codes from 1 to 7 (the industry code often shown on the product in a raised triangular arrow) have been accepted in the kerbside collection services and segregated at Material Recovery Facilities within Victoria.

The exception is expanded polystyrene and plastic film, known collectively as flexible plastics.

With varying degrees of success, recovery of used silage wrap plastics generated in the agricultural sector has been undertaken in Gippsland over the past 15 years. It is estimated that more than 4,000 tonnes of silage wrap plastics are used by the agricultural industry in Gippsland each year. A variety of programs to collect silage wrap have been undertaken in the Gippsland region with fluctuating effectiveness.

There is limited plastic manufacturing in Gippsland, with no post-consumer plastics reprocessing in the region.

#### 2.2.2.8. Rubber including tyres

Tyres are currently banned from landfill unless shredded to a fraction of their original size (2.5cm x 2.5cm). While some tyres are disposed of at transfer stations within the region, a great majority is managed reasonably efficiently through extensive retail chain arrangements with tyre recyclers, where old tyres are collected as new tyres are fitted. A disposal charge is passed on to the purchaser of the new tyres to facilitate this service.

There is little data available regarding disposal historically, particularly in farming communities. Often tyres have been reused to shore up dam or irrigation channel walls or used to fill holes in farm paddocks. The impact of these practices is still to be evaluated.

Rubber conveyor belts are used extensively in power generation to transport coal from the mine to storage hoppers and furnaces. These belts wear and require replacement over time, however the quantity and disposal methods are unknown.

### 2.2.2.9. Textiles

Textiles can be synthetic (man-made such as nylon, polyester or lycra) or natural (such as wool, leather, silk or cotton) and are often a blend of both synthetic and natural materials.

In general, textiles enter the waste stream as used clothes, bedding and upholstery. Used clothes are largely collected through donation to charity organisations where they are graded, and either re-sold locally or sent overseas to other markets. Some textiles are sold for rags.

It is difficult to ascertain the volumes of textiles entering landfill as they are often integrated into the discarded product (e.g. a mattress or a sofa).

### 2.2.2.10. Other

The 'Other' category is used to group discarded goods that consist of multiple material types. Many goods are complex in the way they have been manufactured and the variety of materials used adds to the difficulty and expense of reclaiming material into a useful reusable form.

There are examples of recovery or 'disassembly' in Gippsland. For example, mattresses and furniture often contain textiles, wood, plastic and metal, motor vehicles are made from a variety of metals, and plastic and textiles and appliances such as microwaves, ovens and washing machines are made of metals, glass and plastic. A variety of techniques are used to remove the material of greatest value with metal recovery usually driving recycling processes.

The title, "Other" is also used to characterise comingled recyclables (plastic, glass, steel, aluminium, paper and cardboard). The increased efficiency of collection and transport of materials to another location for further segregation has enabled better recycling of comingled materials by households and businesses.

### 2.2.3. What are we recycling?

The recycling of material in Gippsland is substantial and takes place across the region. However, in some areas the costs are comparatively higher and accessibility limited.

Despite these challenges, the waste industry, and particularly local government in Gippsland, have made significant efforts to cater for recycling of discarded or unwanted materials.

Gippsland also receives recyclable material from outside the region. Having a large composting facility and a paper manufacturer in Gippsland has enabled a flow of garden organics and discarded paper and cardboard into the region.

Gippsland has the following material streams.

Table 8: Material Streams

Material Category	Source	Product
<b>Organics</b>		
Food	Business and households from post production and post-consumer	Compost, fodder for livestock
Garden Organics	Business and households through collection and drop-off services	Compost, mulch and soil conditioners
Wood & Timber	Business and households through collection and drop-off services	Mulches, potting mixes and soil conditioners
Bio-Solids & Manures	Businesses (water authorities) through collection	Compost and soil conditioners as well as small scale energy production
<b>Aggregates, Masonry &amp; Soil</b>		
Concrete	Building sector and households through drop-off facilities and collection	Crushed concrete as a crushed rock substitute
Bricks and tiles	Building sector and households through drop-off facilities and collection	Crushed concrete as a crushed rock substitute
Asphalt	Building sector through drop-off facilities and collection	Crushed concrete as a crushed rock substitute
Soil	Building sector manage this on an 'as needs' basis	Clean-fill, daily cover at landfill, some construction
<b>Glass</b>		
Bottles & Jars	Households through collection and drop-off facilities	Glass products
Automotive Windscreens	Businesses	Glass products
<b>Specialised</b>		
E-waste	Households and businesses through collection and drop-off	Reclaimed materials such as metals, plastics and glass
Paint	Households and businesses through collection and drop-off	Reclaimed chemicals and solvents
Oil	Households and businesses through collection and drop-off	Reclaimed oil

Material Category	Source	Product
Batteries (automotive & dry cell)	Households and businesses through collection and drop-off	Reclaimed elements, metals and chemicals.
Fluorescent Lamps	Households and businesses through collection and drop-off	Reclaimed chemicals, metals and glass
Gas Bottles	Households and businesses through collection and drop-off	Metals
Household & Agricultural Chemicals	Households and businesses through collection and drop-off	Chemicals and plastics/metal containers
<b>Metals</b>		
Scrap Steel, Iron, Steel, Copper, Aluminium, Lead etc	Households and businesses through collection and drop-off	Metal products
<b>Paper &amp; Cardboard</b>		
Paper, Cardboard, Liquid Paper Board	Households and businesses through collection and drop-off	Paper and cardboard products, some composting
<b>Plastic</b>		
Plastics ranging in rigidity used for packaging (Codes 1-7)	Households and businesses through collection and drop-off	Plastic products including new packaging and goods such as furniture and clothing
<b>Rubber</b>		
Tyres	Households and businesses through collection and drop-off	Rubber crumb for playground soft fall matting
<b>Textiles</b>		
Clothing, Linen & Upholstery	Households and businesses through collection and drop-off	Clothes & rags
<b>Other</b>		
Mattresses	Households and businesses through collection and drop-off	Textiles, timber & steel
Comingled recyclables	Households and businesses through collection and drop-off	Plastic, glass, steel, aluminium, paper and cardboard

### 2.2.3. What are we recycling? (cont.)

Recovering material for a useful purpose, either in its current form (re-use) or when reprocessed (recycling), is recognised as critically important to the effective management of waste in Gippsland and, as such, is a core focus of this Implementation Plan.

The recycling process has many benefits including:

- protecting natural habitats by reducing the amount of raw materials being extracted from the environment
- reducing the air and water pollution that is generated through the extraction, refinement and processing of raw materials
- saving energy used in the extraction, refining, transportation and processing of raw materials into products and reducing greenhouse gas emissions
- decreasing the amount of rubbish sent to landfill and reducing the need for new waste disposal facilities
- helping communities and the economy by encouraging innovation and creating jobs in the recycling industry.<sup>22</sup>

A range of factors influence what materials are recovered and recycled including;

- bulk collection contracts and the population density of the communities they operate in
- composition of waste and its density
- contamination with unwanted materials
- regulations
- the comparative costs of disposal (including landfill levy) as opposed to recycling
- the availability and location of resource recovery technology and infrastructure
- community behaviour and
- the viability of markets for recovered materials.

The contamination of recyclable material is a constant issue for those wishing to provide a high quality clean material into the market. Along with collecting enough volume, this is the major drawback for recycled product competing with a virgin product. It also supports a perception that the recycled material is inferior in quality.

All of this impacts the effectiveness of recycling efforts, leading to a larger proportion of product disposed to landfill as the cost and effort to recover the resource is not economically viable.

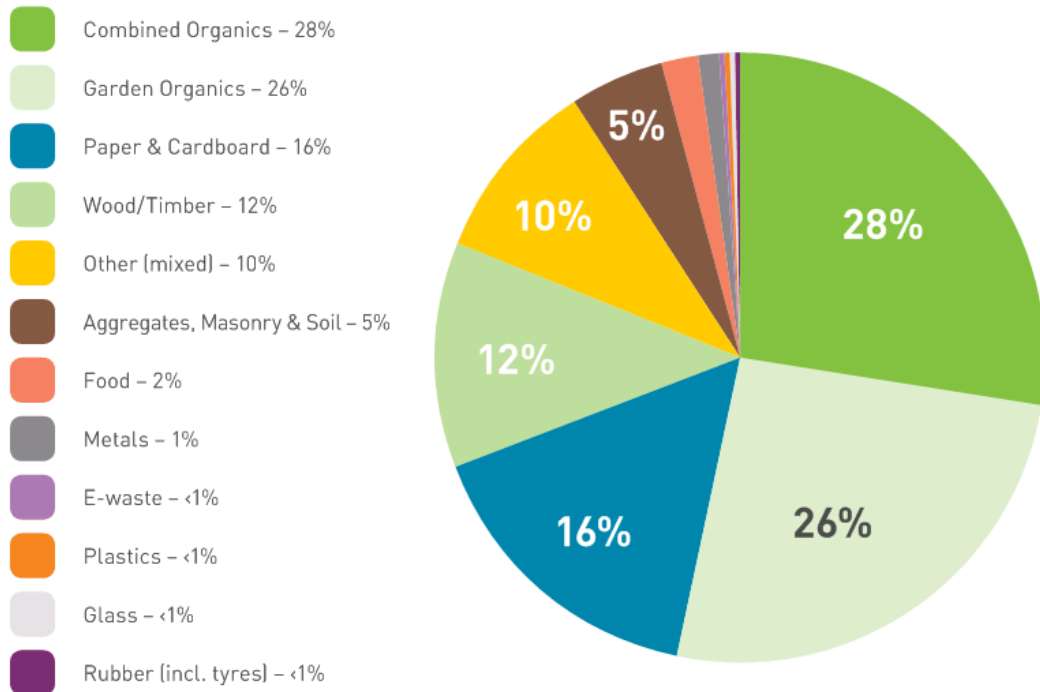
To improve the proportion of material recovered, greater understanding and knowledge sharing by communities and industry is needed so they can present the material in a way that supports a higher proportion converted into new products.

This could enable the recycling and reprocessing industry to compete with suppliers of raw materials from a new or virgin source, leading to a reduction in impact on the environment as well as mitigating the effects of climate change.

Figure 9 provides detail on what material is successfully recovered within Gippsland. It is important to note that the significant flows of paper and cardboard, and garden organics into Gippsland substantially influence the results.

<sup>22</sup> Sustainability Victoria website, Get it Right on Bin Night

**Figure 9: Material Recovered by Category in Gippsland**



'Other' consists of mixed material items including comingled recyclables and mattresses. (Material percentages based on state averaged data from SV 2009 landfill audit)

### 2.2.4. What is going to Landfill?

It is estimated that across Victoria "around 450,000 wheelie bins" of recyclable material end up in landfill rather than being recovered.<sup>23</sup>

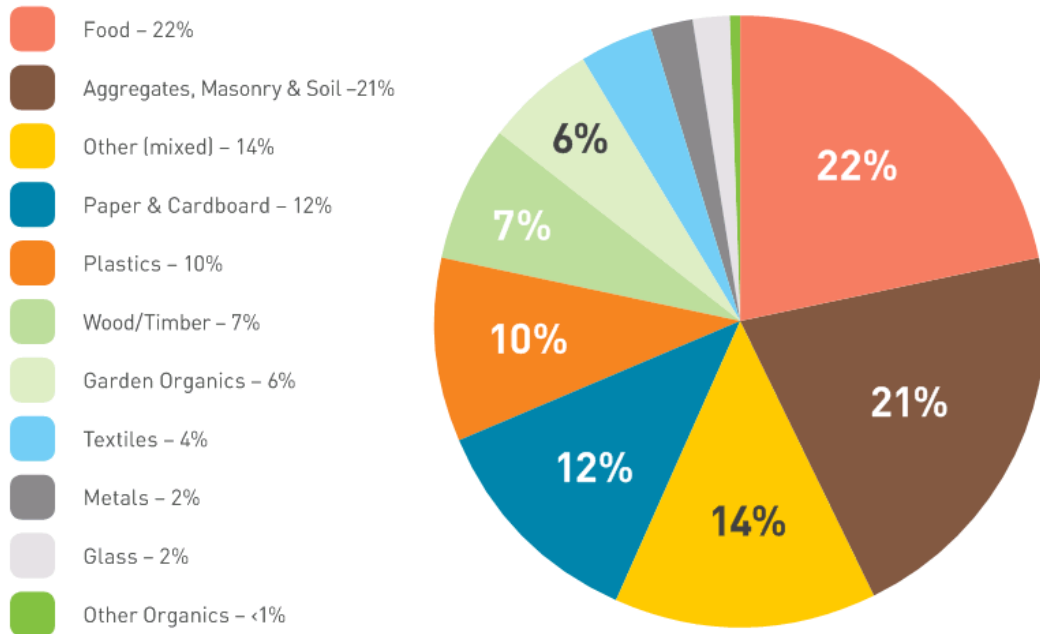
As indicated in Table 4- Waste to Landfill by Sector through Facility Type (tonnes), it is estimated that Gippsland currently landfills approximately 136,000 tonnes of material. There are opportunities to improve recovery of material sent to landfill, including energy from waste (EfW) solutions and manufacturing compost from food and garden organics.

Figure 10 shows the percentage of each waste category that end up in Gippsland's landfills. Other consists of mixed material items including comingled recyclables and mattresses.

<sup>23</sup> Sustainability Victoria website, Get it Right on Bin Night



**Figure 10: Material Landfilled by Category**



Material percentages based on state averaged data from SV 2009 landfill audit

**2.2.5. What material moves out of and into Gippsland?**

There is a significant interdependence between Gippsland and the Metropolitan Waste and Resource Recovery region, with material generated in Gippsland being transported to Melbourne for reprocessing and some material generated in Melbourne being transported to Gippsland for reprocessing.

It is recognised that much Gippsland-generated material is collected and transported by the private sector and, as a result, specific data on quantities is commonly not accessible to the Gippsland Waste and Resource Recovery Group. These materials include glass, plastic, rubber, metals and e-waste.

Gippsland has significant capacity for reprocessing of garden organic material and paper /cardboard.

In summary, garden organics and paper and cardboard from Melbourne flows into Gippsland and a range of material including glass, plastic, rubber, metals and e-waste flows to Melbourne from Gippsland.

These flows are shown in Table 9.

Table 9: Material Flows

Material Category	Material Flows within & into Gippsland	Material Flows out of the region
Resource Recovery	Tonne	Tonne
<b>Organics</b>		
Food	10,400	0
Garden Waste	117,900	0
Wood/Timber	53,600	0
Combined	128,600	0
<b>Specialised</b>		
E-waste	400	400
Excluding E-waste	100	100
<b>All Waste Categories</b>		
Aggregates, Masonry & Soil	23,800	0
Glass	50	50
Specialised Total	500	500
Metals	2,400	2,400
Organics Total	310,500	0
Paper/Cardboard	71,200	700
Plastic	50	50
Rubber incl. Tyres	500	500
Textiles	0	0
Other	46,400	34,400
<b>Total Recovered</b>	<b>455,400</b>	<b>38,600</b>
<b>Disposal</b>		
<b>Landfilled*<sup>24</sup></b>	<b>136,200</b>	
Waste Generated Rate	591,600	38,600
Recycling Rate (%)	77.0%	100.0%

Data from 2013/2014 SRU "Survey and analysis of regional reprocessors and material recovery facilities operators GWRRG regional report" and GWRRG council landfilled and transfer station quantities.

\*Residual waste data from reprocessors is not available. However, these waste quantities are included in the landfill totals. Landfill tonnes excludes Prescribed Industrial Waste (PIW).

<sup>24</sup> Tonnes landfilled are derived from landfill levy data supplied by EPA and do not include prescribed industrial waste (PIW). There has been no allowance for daily cover which must be considered when comparing figures with those in earlier drafts of the Statewide Resource Recovery Infrastructure Plan (State Infrastructure Plan). Previously landfill figures were adjusted to remove a 15% allowance for daily cover.

### 2.3. How was this information obtained? (Data sources & limitations)

Limitations exist with current sources of data and work is being undertaken to achieve more precise calculations of the volume and characteristics of waste and material streams managed within Gippsland. Data sources are provided in Table 24- Main sources of Data, located in the Appendix.

Much of the information and data contained within this Plan relies on survey information provided to the Gippsland Waste and Resource Recovery Group, Sustainability Victoria or their agents by Gippsland councils, and recyclers and reprocessors within and outside the region. Information regarding waste deposited into landfill in Gippsland has been provided by the EPA. This information has been scrutinised and determined suitable for the development of this Plan.

Assumptions are required when analysing and interpreting this information, hence there will be instances where further work is required to gain a better understanding of the material type, volume and source.

In addition, application of the Privacy and Data Protection Act, 2014 will mean that some information may not be able to be published within this Plan due to its commercial sensitivity. Therefore, where possible, data and information that is not currently publicly available has been aggregated in this Plan.

Sustainability Victoria's Waste Data Governance Framework provides a consistent and coordinated approach to a standardised collection, storage and sharing of waste and resource recovery data across Victoria. This will drive a more systematic evidence-based approach to waste and resource recovery programs into the future, including the Implementation Plans. Future efforts to improve data capture, monitoring and reporting in Gippsland will be aligned with this broader framework.

### 2.4. What are the predictions for Gippsland resource recovery & waste management? (Future Trends)

It is estimated that the population of Gippsland will grow by more than 60,000 people in the next 15 years<sup>25</sup>, an increase of more than 20%. Under a business as usual approach, it can be assumed that waste generation in Gippsland would also increase by 20%.

As discarded materials become more valued and the way materials are managed is enhanced through technological advances and innovation, the waste and resource recovery industry will be required to transition to more effective and efficient systems.

While the use of landfills will be required into the foreseeable future as a management tool for materials that cannot be viably recovered, the significance of landfills should be substantially reduced in the coming 15 years. This is in line with the work undertaken to date in reducing the reliance on landfill, and community expectations that these facilities will continue to have a diminished role in waste management.

This is likely to be through:

- Reduced volumes of organics sent to landfill by diverting to composting or anaerobic digestion. This will be supported by improved collection systems or mechanical segregation;
- Reduced volumes of e-waste being landfilled through improved collection infrastructure and new opportunities to dismantle and segregate high value components (perhaps through social ventures);
- Greater segregation of plastics and local processing (currently no plastics reprocessing in Gippsland);
- Centralised domestic asbestos disposal (likely to be too difficult in smaller landfills due to health and safety concerns);

<sup>25</sup> Gippsland Regional Plan, 2015-2020, p18

- Increased use of glass in civil construction and possible use in water industry;
- Possible transition to small scale, co-located waste to energy facilities for power production; and
- More recycled paper and cardboard products.

It is important that the development of new facilities that reduce the need for landfills gain acceptance from the communities in which they operate, referred to as 'social license to operate'. A social license to operate is an essential part of operating within our democratic controls, as without sufficient support it is unlikely that decision makers will readily grant operational approvals.

It requires significant effort on the part of the operator in ensuring the community fully understands the issues and management imperatives for these facilities through education and knowledge sharing.

Furthermore, appropriate land-use planning and the ability to establish appropriate buffers from sensitive receptors is required. This will require a comprehensive understanding of where to best place facilities when they are needed.

New technologies being employed successfully in other countries, such as anaerobic digestion and gasification as well as the various composting techniques, need to be explained to communities to develop trust and confidence in the systems employed. Proponents wishing to establish these types of facilities in Gippsland will be required to address the approvals process administered by the EPA and the local planning authority, usually the municipal council.

In addition, however, it is important that the community is openly engaged at the appropriate time to ensure they have an opportunity to raise concerns and shape the development of such facilities to reflect local knowledge and nuances.

Operators have an obligation to be good neighbours. A social licence to operate will only be granted when industry addresses the impacts that detract from their local neighbourhood amenity such as noise, dust, odour and traffic issues. Inclusive and thorough engagement should also work towards meeting the environmental justice requirements listed in the State Infrastructure Plan, as follows:

"The principles of environmental justice are based on the concepts of equity and participation. The principles require that environmental benefits and impacts should be distributed proportionately and affected communities should be able to participate in decision making.

"For waste and resource recovery planning in Victoria, this means the community must be involved in determining the waste and resource recovery priorities and have opportunities to participate in the decisions and long term planning to establish a safe, integrated waste and resource recovery system<sup>26</sup>."

A focus on continuous improvement by the industry will give communities confidence in operations and provide the transparency communities are demanding.

It is anticipated that sustained population growth in Melbourne's east will place increasing pressure on Gippsland as a location for new waste and resource recovery infrastructure. It is critically important that any proposals of this type recognise and address the needs of the Gippsland community and work hard to gain the social licence to operate.

While population growth is a key factor in the western part of Gippsland, much of Gippsland consists of small and often isolated communities with an ageing population. Developing waste and resource recovery solutions that take into account a low critical mass and substantial transport challenges is an increasingly important issue that needs to be addressed.

<sup>26</sup> Statewide Waste and Resource Recovery Infrastructure Plan, p14

#### 2.4. What are the predictions for Gippsland resource recovery & waste management? (Future Trends)(cont.)

Placing a stronger emphasis on good waste and resource recovery management will bring about more accountability from communities. This will require work in the following areas;

1. Developing intimate knowledge of the transport required to mobilise materials within and beyond the Gippsland region to effectively and efficiently recovering greater quantities of the materials for recycling and recovery.
2. Expanding our thinking to develop locally based solutions that interact more readily within townships and districts, driving innovation and knowledge sharing to foster a social conscience connected to the waste that is generated by local communities.
3. Identifying the opportunities to encourage economic development and create jobs linked to resource recovery.

The challenges to infrastructure and services as a result of fluctuating tourist activity are also likely to grow. This means that improvements to the performance of the current waste industry and the introduction of new services and infrastructure in more accessible locations will be required to protect the local environment and enhance the experience for residents and tourists alike.

Littering and illegal dumping continue to be significant issues. Land managers will need to form a cohesive and collaborative approach to managing this highly visible issue through education, appropriate infrastructure and measured enforcement.

Impacts from climate change will continue to affect Gippsland, which is already one of the most fire prone regions in Australia. Effective relationships and proactive planning with state agencies, local government and private industry will work towards achieving a greater understanding of the risks and the impact of emergencies on the operation of waste and resource recovery facilities. Improved understanding will assist the waste and resource recovery industry to be better prepared for adverse threats.

A reliable evidence-base will give the state government and private industry the confidence to invest in Gippsland. A comprehensive suite of data collection initiatives will be undertaken on a cyclic basis to provide the foundation for improved knowledge of the changing nature of the materials generated and managed. Modelling by the Gippsland Waste and Resource Recovery Group will assist the private sector in identifying areas to invest and innovate.



**Notes:**

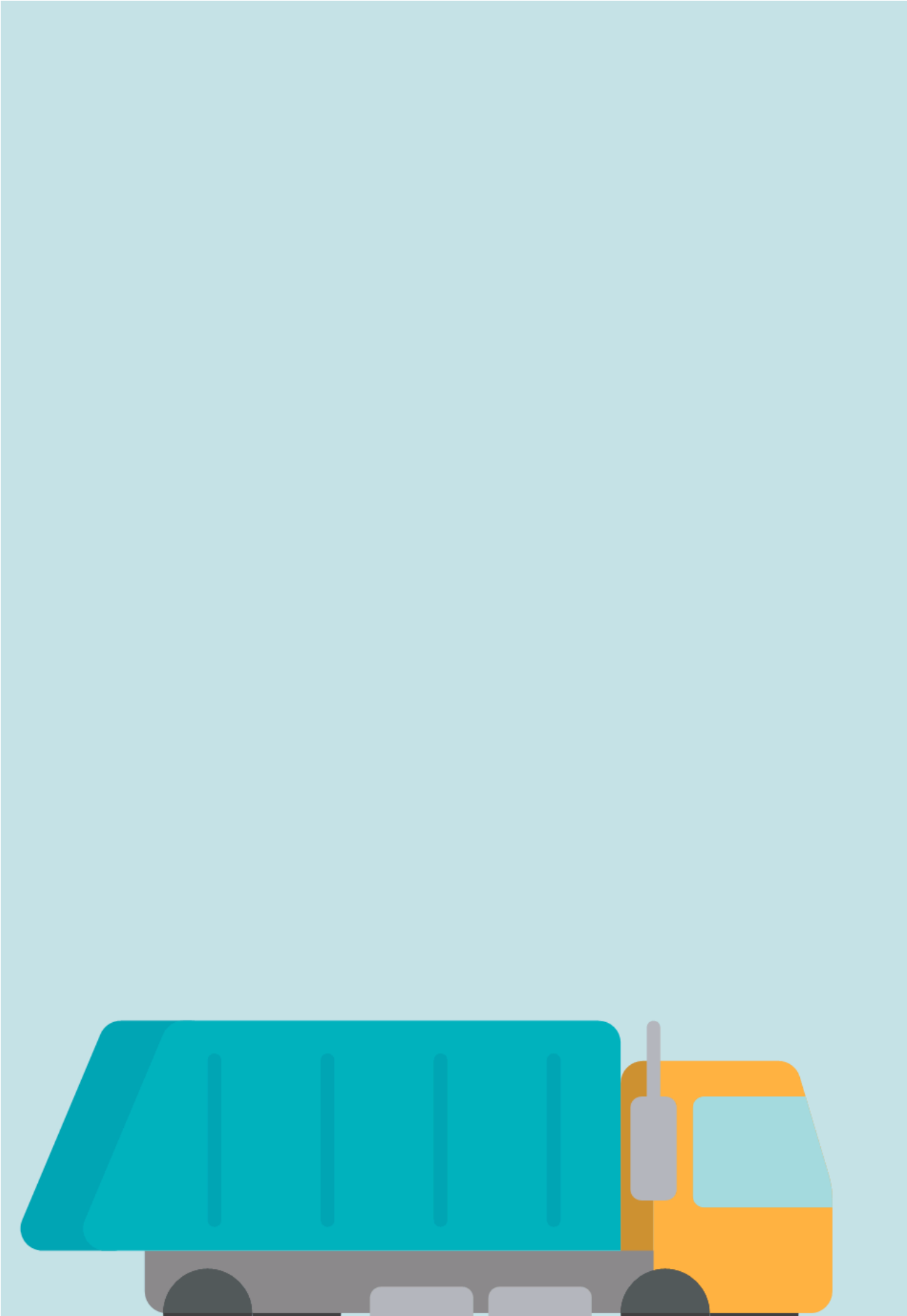
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# Section 3:

## Gippsland's Waste & Resource Recovery System







## 3. Gippsland's Waste & Resource Recovery System

### 3.1. Waste & resource recovery infrastructure & services

Gippsland's waste and resource recovery system is enabled by a range of infrastructure and services as outlined below.

**Table 10: Types of Infrastructure Supporting the Waste and Resource Recovery System**

Type	Characteristics
<b>Collection infrastructure: Infrastructure to collect and transfer waste materials</b>	
Kerbside bins and collection	<ul style="list-style-type: none"> <li>• Collections from households of residual waste, garden organics and co-mingled recyclables; hard waste collections; and kerbside collection from businesses and other commercial premises</li> <li>• Includes services provided by local government and commercial providers.</li> </ul>
Industrial skip or hook bin	<ul style="list-style-type: none"> <li>• Large bin provided by a commercial provider to collect and remove bulk waste from households, businesses, schools, commercial premises and hospitals.</li> </ul>
Collection vehicle	<ul style="list-style-type: none"> <li>• Truck used to collect and transport waste from waste generation locations.</li> </ul>
<b>Resource recovery infrastructure: Infrastructure to facilitate recovery of materials</b>	
Drop-off centres and collection centres	<ul style="list-style-type: none"> <li>• Recovers selected materials and goods mainly dropped off by householders for recycling and reuse. (For example, charity bins, drumMUSTER and Planet Ark facilities)</li> <li>• Could include aggregation for transport to a trailer, resource recovery centre or transfer station.</li> </ul>
Resource recovery centres/transfer stations (RRC/TS)	<ul style="list-style-type: none"> <li>• Receives, sorts and / or consolidates a range of material streams (depending on the facility) including hard, organic and residual waste and commingled recyclables for transport for materials recovery, processing or disposal to landfill.</li> <li>• Accepts materials from all sectors and can be publically or privately owned and operated.</li> <li>• Could incorporate a resale centre to intercept and therefore reduce volumes to landfill.</li> </ul>
Materials recovery facility (MRF)	<ul style="list-style-type: none"> <li>• Sorting, consolidation and transfer.</li> <li>• Receives and sorts household and business commingled recyclables.</li> <li>• Compacts and bales, or consolidates materials and sends to reprocessing facilities.</li> <li>• Could include warehouse style sorting facilities such as those run by charitable organisations.</li> <li>• Could include a resale centre to intercept and therefore reduce volumes to landfill.</li> </ul>

Reprocessing infrastructure: Infrastructure to recover materials and resources	
Organic reprocessing facility	<ul style="list-style-type: none"> <li>A facility that biologically reprocesses organic matter, yielding a variety of products including heat, renewable energy and stabilised organic residues for use as a soil additive.</li> <li>Includes both windrow and in-vessel technologies.</li> </ul>
Other reprocessors	<ul style="list-style-type: none"> <li>A facility that changes the physical structure and properties of a waste material that would otherwise be sent to landfill, adding financial value to the processed material. Without reprocessing, the beneficial use of the material would be lost. For example, plastic film, silage wrap, metals and concrete.</li> </ul>
Waste to Energy Facility	<ul style="list-style-type: none"> <li>A facility that uses waste or refuse derived fuels (RDF) or process engineered fuel (PEF) as a feedstock to produce a useful end product with market value such as heat and electricity.</li> <li>Technologies can include anaerobic digestion and heat processing such as pyrolysis and gasification or high temperature incineration.</li> </ul>
Disposal infrastructure: Infrastructure established as the final repository of waste materials	
Landfill	<ul style="list-style-type: none"> <li>Infrastructure to receive and dispose of waste that is unable to be recycled or reprocessed viably.</li> <li>Requires significant investment and ongoing environmental management, not only during its active life but also its rehabilitation. Limits the subsequent use of the land.</li> <li>Could include a resource recovery centre, transfer station or resale shop on site as complementary facilities.</li> </ul>

### 3.1.1. Drop-off Centres

There are 20 identified drop-off centres servicing Gippsland. These have a particular role in East Gippsland Shire due to the remoteness of some communities. They are generally in the form of a collection bin or multiple bins that cater for either one material stream (such as mobile phones or used clothing) or alternatively a transfer trailer used to segregate larger quantities of household garbage and comingled recyclables.

In the future the network of permanent drop-off facilities could be expanded to facilitate more convenient collection of materials in larger urban communities while regular mobile collections operating on a schedule or by demand could be better suited to service more remote areas. The establishment of permanent drop off facilities in the urban setting close to other facilities could potentially result in greater capture and recovery of materials such as e-waste or paint.

### 3.1.2. Resource Recovery Centres/Transfer Stations

Gippsland has 45 resource recovery centres (RRC), also commonly known as transfer stations, that identify and secure re-usable and recyclable materials that would otherwise go to landfill. The facilities provide a service to residents and business that may not have access to collection service from their property or who need to dispose of large bulky materials not serviced by other means.

### 3.1.2. Resource Recovery Centres/Transfer Stations (cont.)

In Gippsland, resource recovery centres / transfer stations have been established to replace many of the activities once undertaken by a local landfill (still commonly referred to as the tip). The emphasis is on a facility that segregates as much of the materials as possible to minimise disposal to the nearest landfill. The current average recovery by council owned resource recovery centres / transfer stations is 67%.

In Gippsland, probably because of the historic method of establishing resource recovery centre/transfer stations on former 'tip' sites, the facilities are not always situated in the most convenient locations. Future planning and review of Resource Recovery Centres should attempt to optimise the locations of these facilities.

### 3.1.3. Material Recovery Facilities

The region is well serviced by 33 Material Recovery Facilities (MRF) which receive, sort, recover and transfer material for reprocessing. Material Recovery Facilities range in the complexity of their operations from highly mechanised to labour-intensive manual sorting. Some facilities are material specific, receiving only one or two material categories. A scrap metal merchant is an example of a material specific facility.

#### 3.1.3.1. MRFs (MSW)

Municipal MRFs have been established to process the material obtained from households by kerbside collection services, from resource recovery centres and by commercial waste contractors. A substantial amount of material such as steel and paper is collected from commercial and industrial and construction and demolition activities.

As cited in Section 2.2, facilities use mechanical and hand sorting techniques to segregate plastic (codes 1 – 7), glass (brown, clear and green), steel, aluminium, paper and cardboard into separate streams. To facilitate efficient transport a Material Recovery Facility will bale materials such as steel, paper and cardboard, aluminium and plastics. Glass is usually sorted into separate colours via transfer bin (30m<sup>3</sup>) and is broken to maximise the density of the load.

In comparison to Metropolitan-based Material Recovery Facilities, the facilities in Gippsland process relatively small volumes. This makes it difficult to compete. Possible joint procurement opportunities may be available to improve the cost effectiveness of processing recyclables.

#### 3.1.3.2. MRFs (Construction & Demolition)

There are a substantial number of private MRFs that focus on collecting and sorting specific materials from the Construction & Demolition sector such as scrap steel and non-ferrous metals. Gippsland Waste and Resource Recovery Group has identified 21 steel scrap yards operating in Gippsland as at 2016. There are also facilities that segregate a wider range of materials generated by building and demolition activities.

#### 3.1.3.3. MRFs (Commercial & Industrial)

There are a number of private MRFs that focus on collecting and sorting specific materials from the Commercial & Industrial sector such as paper and cardboard. Gippsland Waste and Resource Recovery Group has identified four paper collection facilities operating in Gippsland. In addition, the not for profit sector operate a number of facilities recovering textiles.

### 3.1.4. Reprocessors

Reprocessing is defined as changing the physical structure and properties of a waste material that would otherwise be sent to landfill. There are 21 reprocessors located in Gippsland as at 2016 that value add to a material, creating a new product. These reprocessors are separated according to specific types of materials that they transform into new products and are discussed below.

### 3.1.4.1. Organics reprocessors

The reprocessing of organics in Gippsland has been highly successful for many years. A demand for a high quality, market driven product has resulted in the success of organics processors such as Pinegro and Gippsland Water at Dutson Downs through its partnership with Gibson Groundspread being established. Gippsland has established itself as a net importer of organic materials and enjoys growing market demand. There are seven identified organics re-processors in Gippsland as at 2016.

There is some small scale activity in capturing wood and timber for re-use as a building product.

### 3.1.4.2. Paper & cardboard reprocessors

Another significant reprocessing facility in Gippsland is the Australian Paper Mill (Nippon Paper) which has produced paper since the late 1930s. The facility sources virgin organic material from surrounding forests and plantations, managed predominantly by Hancock Victoria Plantations (HVP). Substantial amounts of post-consumer paper are also received by Australian Paper enabling production of high quality recycled products.

### 3.1.4.3. Aggregates, masonry & soil reprocessors

Higher gate fees at local landfills have triggered a decrease in the amount of concrete, bricks and rubble being sent to landfill, resulting in an increase in operations that receive and process this material into a crushed rock substitute.

While demand for this material exists, there are limitations in securing feedstock and meeting the demand for product. The weight of the material means transport costs are uneconomic beyond a certain distance and availability of the recycled product is not always consistent. Utilising alternative disposal methods, including illegal dumping on private land, means that the material often fails to enter the re-use market.

As a consequence, accessing feedstock volumes sufficient to generate economies of scale and compete with comparable quarry products is proving difficult.

### 3.1.4.4. Waste to energy

Waste to Energy in Gippsland is not extensive and is generally part of a closed system approach to managing the waste stream of a particular process. For instance, East Gippsland Water has re-commissioned an anaerobic digestion unit processing biosolids and some food organics at its Bairnsdale Waste Water Treatment Facility that is planned to offset some of that plant's energy needs in the very near future.

At Australian Paper's Maryvale Mill plant, black liquor, a waste product from the paper manufacturing process, generates renewable energy used to offset the gas and electricity required to make pulp, paper and packaging grades. An on-site power plant generates a maximum of 55 MW of power using a combination of black liquor and other re-use materials, meeting half of Maryvale's total energy needs. Australian Paper Maryvale is Victoria's largest generator of base load renewable energy.

There are a number of facilities in Gippsland in the planning or commissioning stage that are seeking to use unwanted resources as fuels for energy or heat production. The State Government is supportive of Waste to Energy and will investigate ways to support development of initiatives. This is part of a broader move towards diversifying energy generation models that will support new jobs and reinforce Victoria's climate change pledge initiative to reach net zero emissions by 2050.

### 3.1.5. Landfills

The region is serviced by 14 landfills. Seven of these are council-owned facilities licensed under EPA legislation, while two smaller council-owned facilities are exempt from licencing. Landfills exempt from licencing relate to an historical arrangement where the EPA provided approval for facilities that met a range of criteria and, in particular, serviced a population of less than 5,000 people.

Each of these landfills is able to receive putrescible waste (organic material such as food that decays).

A further five private landfills operate in the region. Three power generation companies operate landfills to manage the waste produced through producing electricity, principally ash from the combustion of brown coal. These are located within the mine works area of the Loy Yang, Hazelwood and Yallourn operations.

Australian Paper operates a privately owned licenced landfill facility for waste generated on-site. Australian Paper has been actively decreasing reliance on its landfill with the waste deposited in the facility being significantly reduced over the past 10 years. Further research is underway with a view to removing the need for landfill on-site within the next seven years.

Gippsland Water operates a landfill at its facility located at Dutson Downs. This facility is of regional significance because it provides a disposal option for commercially collected asbestos and synthetic mineral fibre (SMF), which is deposited in a mono-cell, a cell dedicated to one type of material. There is also infrastructure to accept Naturally Occurring Radioactive Material (NORMS) which are a result of oil drilling and exploration.

Putrescible waste generates a number of issues for landfill sites; the characteristic odours, attraction of vermin and the production of landfill gases such as methane and carbon dioxide. Methane gas is a particularly potent greenhouse gas contributing to climate change.

Management of methane emissions from modern landfills is mandated though active and passive treatments. Two landfills in Gippsland currently utilise active landfill gas extraction equipment and destroy the methane captured through flaring (burning the gas). In some cases, with increased landfill gas production, methane can be used to produce electricity through stationery engines. The relatively small size of Gippsland landfills has prevented this from occurring.

Of the Gippsland facilities, Hyland Highway near Traralgon and Bairnsdale Landfills are recognised as regionally significant, as they service regional catchments.



## 3.2. Resource Recovery Infrastructure Strategic Assessment

### 3.2.1. Collections Systems

Gippsland's waste and resource recovery collection system is made up of a range of components managed by local government, government authorities and private enterprise. Unlike other essential services, such as handling of sewerage, management of solid waste is reliant on a road based collection system using haulage vehicles of varying size. This means solid waste collection is energy and labour intensive with impacts on the region's carbon footprint. The key elements of the Gippsland's collection system are outlined below.




#### 3.2.1.1. Municipal kerbside collection

In Gippsland, of material collected by councils at kerbside, the average diversion from landfill is 49%. Each of Gippsland's municipalities offer a kerbside collection of waste materials, either a three bin or two bin system. Baw Baw Shire, East Gippsland Shire, South Gippsland Shire and Latrobe City all provide a three bin service, one for general garbage, one for comingled recyclables and one for garden organics.

Wellington and Bass Coast currently do not provide a garden organics bin. Wellington Shire proposes to consider options, including the merits of a three bin service, for its next service contract renewal scheduled for 2019. Bass Coast Shire is in the process of tendering for a new kerbside collection service with preference for a three bin service including food and garden organics collection.

As at 2016, the three bin kerbside system consists of:

**Table 11: Three Bin System Details**

Council	Lid	Bin Capacity	Material Stream	Collection Frequency
Baw Baw Shire		120 litre Garbage Bin Service	Residual waste	Weekly
East Gippsland Shire		240 litre Recycling Service	Comingled recyclable containers, paper and cardboard, plastics, glass	Fortnightly
South Gippsland Shire				
Latrobe City		240 litre Garden Organics Service	Grass clippings and pruning	Fortnightly

As at 2016, a two bin kerbside system consists of:

**Table 12: Two Bin System Details**



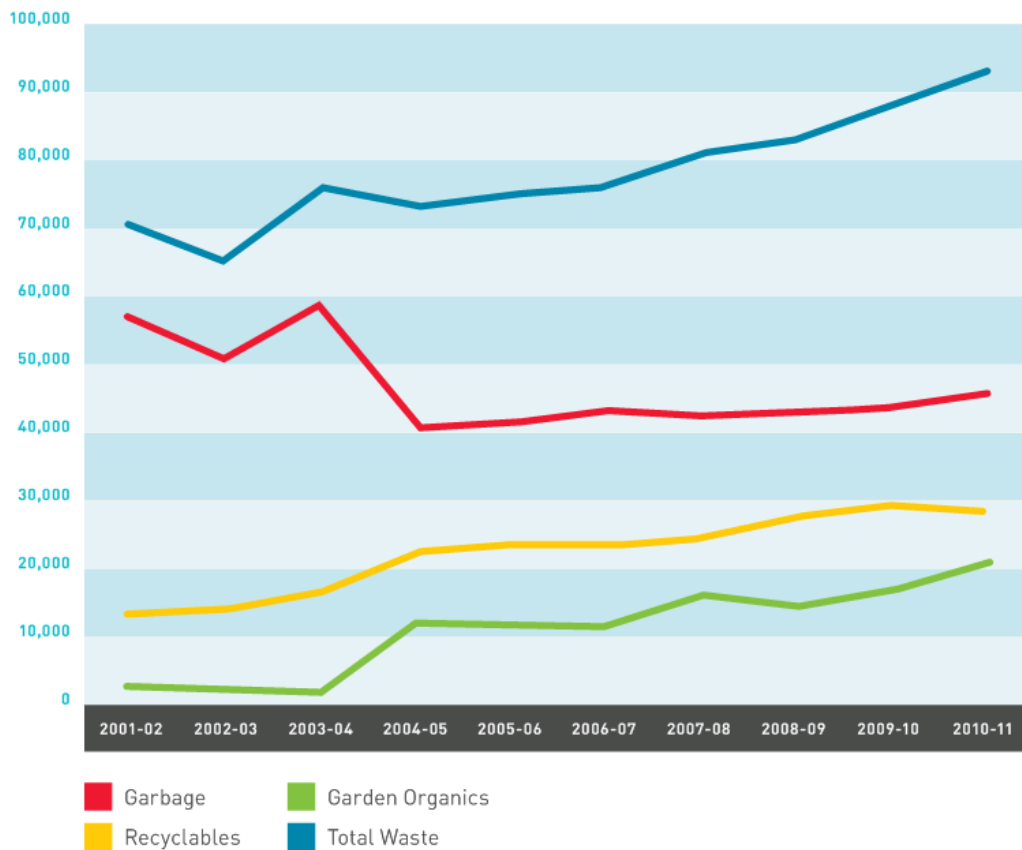
Council	Lid	Bin Capacity	Material Stream	Collection Frequency
Wellington Shire		120 litre Garbage Bin Service	Residual waste	Weekly
Bass Coast Shire		240 litre Recycling Service	Comingled recyclable containers, paper and cardboard, plastics, glass	Fortnightly

Figure 12 below indicates that in Gippsland waste generation increased since 2001 but an improvement in material recovery rates, particularly for garden organics, means a greater portion of the materials collected at kerbside is recycled.

**Figure 12: Kerbside Collection Streams, Gippsland**





### 3.2.1.2. Commercial collections

Collection services for Construction & Demolition (C&D) and Commercial & Industrial (C&I) waste generators are privately arranged and subject to market forces. As a result of increases in disposal costs, many commercial waste businesses are choosing to limit the type of materials collected or are segregating recoverable material prior to taking residual waste to landfill.

Commercial collections utilise industrial bins or other types of specialised collection infrastructure to collect and remove bulk waste from households, businesses, schools and commercial premises.

Gippsland is well serviced with more than 25 waste collection businesses operating in the region, providing regular and one-off waste collection services.

Many of these businesses provide broad category waste collection with the remainder being category specific such as organics, paper and cardboard, concrete and aggregates, vehicle tyres, e-waste and metals.

### 3.2.1.3. Municipal hard waste services

Hard waste collections are focussed on collecting bulky waste items unable to be accommodated by normal kerbside collection, for example permitted building wastes, white goods, furniture and appliances etc. that meet defined criteria.

Services in Gippsland have been modified significantly since 2003 as a result of changes to Occupational Health and Safety (OH&S), which has required increased mechanical lifting and reduced riding on vehicles.

The Gippsland councils, excluding East Gippsland, provide their community with a bulk hard waste kerbside collection service option. Generally, this service is targeted at householders unable to transport material without assistance due to age, lack of suitable transport or otherwise limited capacity. Some councils offer an incentive to self-haul material through the provision of vouchers or no-charge drop off events at their transfer station facilities.

All councils offering a hard waste service, with the exception of Wellington Shire, currently implement an at-call /user pays service model for kerbside hard waste collection.

Latrobe City and Baw Baw Shire also provide self-haul options in addition to a kerbside service as listed below in Table 13.

**Table 13: Hard waste Collection Details, Gippsland**

Municipality	Drop Off at Facility	Kerbside Pick-up
Baw Baw Shire	Each householder provided 2 Vouchers	At call, scheduled bi-annually, with charge
Bass Coast Shire		At call, scheduled annually, with charge
Latrobe City	Bi-annual no charge weekend	At call, scheduled bi-annually, with charge
South Gippsland Shire		At call, on demand, with charge
Wellington Shire		Scheduled annually, no charge

With an aging population and in some areas higher density living, the need for services that collect bulky unwanted materials is likely to increase. In the case of usable furniture and serviceable whitegoods, the private and not for profit (charity) sector is providing some services, however the extent to which it is happening is currently unknown. There also appears to be a growing number of appliance retailers who are removing old appliances upon delivery of new ones.

There is an opportunity for the private and not for profit sectors to play a greater role in providing a more responsive and tailored service to the Gippsland community.

### 3.2.2. Resource Recovery Centres & Transfer Stations

A network of 37 Resource Recovery Centres / Transfer Stations operate across Gippsland that facilitates the drop-off and consolidation of waste and the recovery of recyclable material.

In addition, East Gippsland has 16 drop off facilities, consisting of 14 recyclables and residual waste collection trailers and two skips, which are provided as an accessible option for the use of residents in some of the region's more remote locations.

The average performance of transfer stations operating in Gippsland is comparable to like services in the state. More than 67% of the material entering a transfer station is re-directed for further recycling or re-use. The average cost per tonne to operate transfer stations is \$126.55<sup>27</sup>. This is lower than the average cost to operate a landfill in Gippsland.

In general, the operations at these facilities have improved dramatically over recent times. The sites are orderly, safe and address the issues of traffic management, dust, noise and odour.

Therefore, broadly speaking, the network provides adequate service, indicating little need for intervention other than increased investment to improve the recovery rate whilst limiting cost increases.

However, as cited previously in this plan, the current network has been established and positioned based on historic use as landfills once these facilities were decommissioned or reached their capacity. Consequently, the distribution of Gippsland transfer facilities is not optimal in terms of access and proximity to the region's distributed centres of population. While the location and level of convenience may be appropriate for the operation of a landfill, it does not necessarily translate as most suitable for transfer station operation in terms of receiving material from residents and dispatching sorted and consolidated waste and recycling to the next stages in the recovery or disposal chain.

The result is very few transfer stations in Gippsland are located in areas that are specifically designated for this type of development. In fact almost all sites, other than those co-located with operational landfills, are isolated from other activities that would be considered similar in nature.

Initial consultation with the Gippsland community highlighted the importance of convenience. There are two aspects to convenience that can work together to improve use:

1. The facility is in a location that is easily accessible to the public (i.e. integrated into the areas where similar or related activities are undertaken), and;
2. The facility is easy to use with the expected process clear and intuitive to the customer.

Ideally, transfer stations should be located on industrial zoned land (IN-1). However, only three of Gippsland's existing transfer stations are sited within this planning zone. Two of these are privately operated and been subject to the requisite planning provisions.

<sup>27</sup> Transfer Station Cost Report Regional Summary, 2015, Sustainability Victoria

### 3.2.2. Resource Recovery Centres & Transfer Stations (Cont.)

The transition from landfill to transfer station has required greater effort on the part of the customer. In most cases the customer is required to separate waste materials and in all cases there has been an increase in fees charged at these facilities to accommodate the rising costs of labour, transport and disposal of residual material.

Some recyclable materials accepted by a facility for no charge actually incur a cost to the operators and, as a consequence, drives up operating costs for that facility. The absence of a fee on recyclable materials has historically been established in an effort to drive behaviour change by customers so that they sort their material.

Ultimately, the aim should be to create more accessible and convenient facilities, bringing about a greater level of patronage by enhancing the experience which in-turn drives increased use and referral to others in the neighbourhood or community. Familiarity will assist in consistency of use and utilising these facilities to their optimum.

Significant public investment has been injected into establishing the network of transfer stations in Gippsland and it would be difficult to argue that there has been adequate return on investment to instigate a whole-scale shift of the infrastructure into new and improved locations.

However, encroachment by conflicting land uses or end of lease could provide opportunities to consolidate or in some cases decommission existing sites and establish them in more appropriate locations.

In some townships there is also a commercial and potentially competing transfer station business in operation. Local government should consider if it is necessary to provide services in these cases where public facilities require significant investment or are not ideally located.

A strategic assessment of facilities in terms of their accessibility and convenience in the context of local planning schemes will give more insight into the changes that may be possible.

### 3.2.3. Material Recovery Facilities

Material recovery facilities (MRFs) are facilities that receive, sort and transfer material that has been recovered from waste streams to reprocessors. Materials are sorted by type and treatment, which may include cleaning and compression.

Aside from the large number of facilities that sort and transfer metals and paper and cardboard, there are two MRFs that process comingled recyclables operating in Gippsland. They are Dasma (Morwell) and Tambo Waste (Bairnsdale). Until very recently Wonthaggi Recyclers (Wonthaggi) also processed recyclables collected in Bass Coast<sup>26</sup>. These facilities receive kerbside comingled recycling and separate the material through a mixture of mechanical and manual sorting of waste streams. The range of material types recovered include glass (brown, green, clear), aluminium, steel, plastic (seven types) and paper and cardboard.

The current industry is extremely competitive with commodity prices influenced by a world market. The economies of scale enjoyed by competing metropolitan based facilities has, through a number of competitive tenders, seen large portions of kerbside collected recyclable materials sent directly to metropolitan based material recovery facilities in Dandenong and Springvale. Currently, Bass Coast, Baw Baw, South Gippsland and Wellington Shires send comingled recyclables into the metropolitan region. This is either in the vehicle used to collect the material from kerbside or transferred to larger transport vehicles designed to bulk haul larger distances.

This will put competitive pressure on the comparatively smaller MRFs located in Gippsland unless other factors are at play.

<sup>26</sup> Regional Survey of Reprocessors and MRFs, Gippsland WRRG, June 2015

The facility operated by Tambo Waste in Bairnsdale is responsible for processing material collected from a large and dispersed area on behalf of the East Gippsland Shire. The distance to Melbourne is likely to prevent change to this current situation, and as such the Tambo Waste facility is well located and has the ability to expand its capacity.

The facility operated in Morwell by Dasma Pty Ltd accepts material from Latrobe City and smaller amounts from some transfer stations in the region.

Increasingly material recovery is being recognised by the private sector as a potentially rewarding business opportunity, with tangible flow-on prospects to generate jobs and new investment for a community. Good infrastructure in the Gippsland region could provide further economic development for the area.

There are no 'Dirty' Material Recovery Facilities (Dirty MRFs) in operation in Gippsland<sup>29</sup>. The ability for further recoverable material to be extracted from residual waste is likely to be a step towards reduced waste to landfill. Often a Dirty MRF will be established as a front-end component to alternative waste treatment facilities to remove valuable or incompatible materials prior to a particular treatment technique.

### 3.2.4. Reprocessing facilities

Gippsland reprocessors handle around 430,000 tonnes of material annually. They accept two thirds of their feedstock from within the region and a third from Melbourne<sup>30</sup>. However, many of the types of material are consolidated and transported to metropolitan-based reprocessors or exported to overseas markets.

The region is home to 21 reprocessing facilities, targeting a range of material including aggregates, paper and cardboard (Australian Paper) and organics (for example Gippsland Water's facility at Dutson Downs). Because of the large volumes of these three materials, data indicate that 92% of the materials managed in Gippsland are reprocessed within the region with the remaining 8% transported to external reprocessors.

#### 3.2.4.1. Organics

Organics reprocessing in Gippsland is relatively mature, however, with the rapid residential development in Melbourne's South East, some metropolitan processors are looking to establish new facilities within Gippsland where the required buffers are achievable and land prices more affordable than in metropolitan areas.

The organics sector in Gippsland has improved its performance in a couple of significant areas:

1. Adequate management to prevent operational issues such as odour, polluted stormwater run-off and fires.,
2. Close monitoring of quality control aspects to ensure marketability of the product.

This has created some confidence in the market and allowed increased investment by these reprocessors. Two of the larger reprocessors of organics in the region are detailed below.

#### Gippsland Water Soil & Organic Recycling Facility

Located on an 8,500 ha site at Dutson Downs near Longford, the Soil and Organic Recycling Facility (SORF) is an EPA licenced waste treatment and recycling facility, owned and managed by Gippsland Water. The SORF accepts and treats EPA prescribed and non-prescribed waste, most of which is used in compost production. Waste accepted and reprocessed includes tannery waste, commercial grease trap content, milk and food wastes, poultry mortalities and manure and garden organics. The compost that is produced is distributed by the Gippsland based company, Gibsons Groundspread under the brand REVIVE Recycled Compost. The process employs a mixture of in-vessel composting and open windrow composting techniques.<sup>31</sup>

<sup>29</sup> A 'Dirty' Material Recovery Facility receives unsorted materials for segregation into materials streams, often this can be from Commercial & Industrial, Construction & Demolition or Municipal sources.

<sup>30</sup> Regional Survey of Reprocessors and MRFs, Gippsland WRRG, June 2015

<sup>31</sup> Gippsland Water website

### Gippsland Water Soil & Organic Recycling Facility (cont.)

Markets for the product are in ready proximity to the SORF, such as intensive farming within the Macalister Irrigation District (MID). There is also the ability to back load product into the western agricultural areas of Gippsland.

There is significant space at Dutson Downs for maturation of compost material should there be a need to stockpile the material for any length of time. The SORF is licensed to take food not suitable for consumption, which means it would be able to respond to customers requiring management of this material.

### Pinegro

Located on Monash Way Morwell, Pinegro receives and reprocesses a variety of organic material into potting mixes, soil conditioners, soil blends and mulches for domestic and commercial markets<sup>32</sup>. Pinegro also manages material at the Australian Paper Maryvale Mill site.

Pinegro has traditionally used an open windrow composting process but has in recent years introduced a Mobile Aerated Floor™ (MAF) technique to more closely manage the aeration of the material.

Pinegro has had a long association with Australian Paper and receives a number of waste streams from this plant for composting. Its Morwell facility accepts garden organics collected from Baw Baw Shire, Latrobe City and South Gippsland Shire.

Buffers to the licensed facility in Morwell are adequate, with heavy industrial neighbours surrounding the site. The facility is also close to the potting mix bagging operation within Morwell and has good access to major transport infrastructure. Pinegro has well established markets for its products.

There is interest by Pinegro to expand the site's capacity to accept discarded food collected through kerbside services (FOGO). This is likely to require a more advanced composting process such as in-vessel composting.

### 3.2.4.2. Aggregates, masonry & soils

The processing of aggregates and masonry occurs in Gippsland in a number of localised facilities of varying size. In addition, there are also mobile crushing plant services provided by the demolition industry that can be brought in to locations as the need arises.

The quality of the resulting product is variable and this affects its saleability. Operations in Gippsland are taking two approaches to reprocessing and providing material to the market;

1. A product made entirely from recycled material to substitute a crushed rock quarry product, or
2. A product blended from virgin quarry product and a crushed concrete and masonry material.

Both products have demand; the issue that limits more material from being sold is the availability of concrete, brick and tile rubble for reprocessing. The inert nature of the material and costs required for legitimate reprocessing often result in this material being stockpiled, or deposited and covered on private property. Effective control of this activity in Gippsland is challenging due to the dispersed nature of settlement and limited resources available for enforcement.

Stockpiling and illegal dumping reduce the availability of aggregates, masonry and soil for processing. There is little evidence to suggest that large amounts of this material is being sent to landfill.

<sup>32</sup> Pinegro website

### Gippsland Concrete Recycling

Gippsland Concrete Recycling is located on Rocla Road, Traralgon and receives and reprocesses concrete, bricks and aggregate, producing a variety of pavement material and aggregates<sup>33</sup>. The company currently produces a product comparable with a VicRoads Class 3 crushed rock.

The recently expanded facility is located in industrial zoned land adjoining complementary industry and excellent transport infrastructure. There is ample capacity to further expand the operation.

### 3.2.4.3. Paper & Cardboard

#### Australian Paper Recycled Paper Plant

Australian Paper operates a wastepaper recycling plant at its Maryvale Mill, north of Morwell. It is the only paper and cardboard reprocessor in Gippsland. The recycling facility commenced operation in 2015 and has capacity to reprocess approximately 80,000 tonnes of externally sourced waste paper each year. The plant produces high quality office, printing and packaging papers and is aiming to triple the use of recycled pulp in its office, printing, publishing and stationery product range, significantly growing the Australian recycled paper market. Australian Paper also exports its paper products to more than 70 countries around the world.

This activity is integrated into the largest integrated pulp and paper operation in Australia established on a 344 hectare site. Zoned Industrial 2, the facility has significant buffers from conflicting land uses and is able to expand if the need arises within the site. A dedicated rail line and good road transport infrastructure is in place. Large scale electricity and natural gas is provided to the site with on-site waste water treatment and connections to the Gippsland Water Factory.

In addition to being one of Gippsland's largest private employers, Australian Paper underpins a substantial number of indirect jobs in the regional economy, particularly in the forestry, transport and maintenance sectors.

The company is a major source of material for Pinegro's re-processing activities and provides a key input in the form of lime, for incorporation into soil conditioners produced by Gibsons Groundspread.

### 3.2.5. Energy from Waste Facilities

As mentioned earlier in this Implementation Plan, Gippsland has a number of facilities such as Australian Paper's pulp and paper mill or East Gippsland Waster's waste water treatment facility in Bairnsdale that utilise waste materials to generate energy. There are also a number of initiatives that are in the early or advanced stages of planning to manage particular material types such as used tyres, and wood and timber waste.

The outcomes from the market sounding process, issued to industry as the Gippsland Collaborative Waste Investment Initiative, indicated a high level of interest by industry to establish energy from waste (EfW) infrastructure within Gippsland when underpinned by an offer of residual municipal solid waste (65,000 tonnes per annum) by the collective Gippsland councils.

There are two main categories of energy from waste (EfW) technology:

- Biological processing of biodegradable waste such as anaerobic digestion; and
- Thermal treatment of residual waste, including direct combustion, gasification and pyrolysis<sup>34</sup>.

<sup>33</sup> Gippsland Concrete Recycling website

<sup>34</sup> Energy from Waste, EPA Victoria, Publication 1559.

### 3.2.5. Energy from Waste Facilities (cont.)

Technologies assessed by the Gippsland Waste and Resource Recovery Group in the market sounding process included incineration, pyrolysis, gasification, and anaerobic digestion. These are supported through front end processes of varying sophistication that actively remove materials that may be detrimental to the process.

The main processes utilised in EfW are:

- Combustion to produce heat
- Gasification to produce syngas
- Pyrolysis to produce syngas, oil or char and
- Biological processes including anaerobic digestion or fermentation to produce biogas or alcohol<sup>35</sup>.

Gippsland is well placed to support this type of development. In particular, the heavy industry located in the heart of the Latrobe Valley lends itself to industry of this nature.

One issue with EfW infrastructure is that it has traditionally been reliant on reasonably high volumes of the feedstock such as waste materials. The required volumes have been higher than those available from within the Gippsland region.

As observed through the market sounding process, technological developments in recent years have resulted in lower thresholds to viably establish more modular equipment. In addition, the cost is comparable with landfill disposal fees experienced in Gippsland.

That said, significant mobilisation of residual waste is still required to support these ventures and additional analysis in collaboration with Gippsland councils is necessary to determine likely transportation costs. From a land use perspective it is critical to ensure that these facilities are located appropriately and are accessible to end markets.

### 3.2.6. Service providers external to Gippsland

Approximately 38,600 tonnes of Gippsland's recovered materials are processed out of the region, primarily through facilities located in the metropolitan region.

Metals, glass, plastics (rigid and flexible), rubber (tyres) and large portion of the comingled recyclables (including paper and cardboard, steel, aluminium, plastics and glass) rely on reprocessing occurring in the metropolitan region due to an absence or lack of capacity within Gippsland.

Of the material that has been identified in this plan, 8% by volume of recovered material in Gippsland is sent to metropolitan based reprocessors. The residual waste from these processes is disposed of in metropolitan based landfills.

There are other small amounts of residual waste generated in Gippsland making their way into metropolitan based landfills in the South East and Western parts of the Metropolitan region. This is estimated to be less than 10% of the total waste Gippsland currently sends to landfill.

Table 28 in the Appendix provides details on Gippsland's waste and resource recovery service providers that are located outside the region.

<sup>35</sup> Energy from Waste, EPA Victoria, Publication 1559.

### 3.3. Landfill infrastructure

From a heritage of simply being holes in the ground that are filled and covered once full, landfills have progressively transformed into highly engineered facilities with sophisticated management as required by EPA legislation.

While landfills are clearly identified as the least desirable option for managing waste, they are still an important part of the waste and resource recovery network. In fact, all of the aforementioned facilities require the services of a landfill as it is not economically viable to recover and recycle all the waste produced.

A landfill lifecycle includes the following six phases;

1. Siting: once a need is established, siting is the primary environmental control that ensures appropriate protection of public health and the environment.
2. Design: it follows that the design provides the highest protection to the environment and amenity to the neighbourhood
3. Construction: in strict accordance with the approved design
4. Operation: in strict accordance with regulation and intended operable necessities in line with approvals
5. Rehabilitation: decommissioning of the site and providing the necessary infrastructure to minimise future impacts, and
6. Aftercare: monitoring the site to ensure impacts are in line with community expectations including the ability to measure changes as the facility ages.

All of these elements are critically important to the overall performance of the facility and all involve close regulation by EPA Victoria. Each phase requires investment by the operator, yet only the operational stage generates funds to meet the total costs of landfill management.

Over the past 20 years waste management policy has progressively strengthened requirements on operators of landfills. The introduction in 2001 of Best Practice Environmental Management (BPEM) requirements and life-cycle Financials Assurances (bank guarantee) requirements in 2002 marked a change to the way landfills were operated and made provision for future monitoring and management.

In 2004, the Waste Management Policy (Siting, Design and Management of Landfills) was legislated seeking to protect people and the environment, including local amenity, from the inherent risks posed by the disposal of waste to landfill. The policy provides a framework to drive more efficient use of resources throughout the whole life cycle of goods and services. The policy also recognised that landfills will be required for the foreseeable future to manage wastes that cannot currently be recycled or reused. Future landfill development should therefore be minimised, taking into account the policy principles.

In 2010, landfill licencing was fundamentally revised with a focus on long term outcomes and a correspondingly greater role for environmental auditors. This significantly strengthened the role and power of the EPA with quality assurance mechanisms, independent auditing and third party verification being required of landfill developers.

While it is recognised that there have been significant improvements made, the Victorian Auditor-General Office (VAGO) Report, Managing Landfills (2014) recommended more comprehensive regulation and increased environmental management standards<sup>36</sup>.

The initiatives put in place since 2001 have been instrumental in reducing the impacts of landfill on the Gippsland environment and the general amenity issues potentially caused by these facilities.

<sup>36</sup> Victorian Auditor-General's Report, Managing Landfills, 2014



### 3.3.1. Operating Landfills

Over the past 30 years, more than 60 landfills have closed in Gippsland. This has been attributed to four factors:

1. Reaching capacity
2. Undergoing consolidation due to the amalgamation of local municipalities in the mid-1990s
3. Not being economically viable due to the low operational throughput, hence a consolidation of waste to a larger facility, and
4. Not being able to meet the regulatory requirements, either economically or due to the environmental setting.

The improved standards and management of landfills have been largely unnoticed by the general public due to the advent of transfer stations. Landfills in Gippsland are now predominantly utilised by commercial waste transporters and municipal waste collection personnel.

The level of engineering and construction quality assurance is significant as is the operational controls and reporting. All putrescible landfills currently operating in Gippsland are owned and operated by the relevant local government authority.

In contrast to other waste and resource recovery businesses, landfills are not able to be scheduled until there is a demonstrated community need. This Implementation Plan is required to ensure there is adequate capacity within the Gippsland region to accommodate the projected waste generated in Gippsland over a minimum of 10 years. The Gippsland Waste and Resource Recovery Group is also required to work with adjoining regions that may require capacity within Gippsland. To date, there have been no requests from other Victorian waste and resource recovery groups seeking new landfill capacity to service their regions.

In terms of the regional need for Gippsland, it has been assessed that the current landfills, operated in line with planned extensions, will provide adequate capacity for at least the coming 10 years. This assumes a 'business as usual' approach and that the applications for works approval are successful. Three occurrences will require the Gippsland Waste and Resource Recovery Group to re-evaluate this scenario:

1. Any of the Gippsland councils currently operating landfills in the region decide to cease operations for commercial, planning, community or emergency reasons, or
2. Any of the requests for extensions are denied by EPA Victoria, or
3. Modifications to the collection services, or introduction of new recycling infrastructure reduce the demand on landfill airspace.

Initially, there is a need to determine the commitment of all councils to operate landfills in the short to medium term. Indications thus far are that this is the case; however, the cost of operating small landfills is higher in relative terms to the costs of the larger landfill facilities. Councils may welcome larger facilities if it reduces disposal costs, without limiting their ability to increase or reduce their reliance as needed.

There are three landfills currently servicing Gippsland that will require Works Approval applications should they wish to extend their current operations to utilise the planned capacity of the sites. They are:

- Hyland Highway landfill, Loy Yang (Latrobe City Council),
- Kilmany Landfill, Kilmany (Wellington Shire Council), and;
- Bairnsdale Landfill, Forge Creek (East Gippsland Shire Council).

It may be that landfill operators, for reasons such as those outlined above, could decide not to extend current facilities to meet the needs of the next decade. Should that be the case, Gippsland Waste and Resource Recovery Group is required to undertake a process that will identify suitable sites and enable an Expression of Interest process for the development of alternative landfill airspace.

In parallel, the initiatives submitted in the Gippsland Collaborative Waste Investment Initiative (market sounding) have provided opportunities for the Gippsland Waste and Resource Recovery Group to pursue a more targeted second phase of this program to develop infrastructure to increase resource recovery. This process and the background work to support an initiative needs to be undertaken concurrently with securing future landfill airspace beyond the current capacity.

As new initiatives come on-line, the Gippsland Waste and Resource Recovery Group will re-evaluate the need for future landfill airspace. In the event of significant changes to the waste and resource recovery infrastructure or services before the end of 2017, a re-evaluation and amendment of the landfill schedule will be necessary.

It is envisaged that the Gippsland region will work collaboratively with the Metropolitan Waste and Resource Recovery Group during this time to ensure that opportunities for each region are maximised.

### 3.3.2. Potential future landfills

It is important to note that landfills are likely to remain necessary for the disposal of materials that cannot be recovered, however resource recovery takes precedence where it can be done viably. At this stage Gippsland Waste and Resource Recovery Group will look to operators extending existing facilities within the already approved licenced area rather than developing new landfill sites.

Landfills are likely to be required for the foreseeable future and in the Gippsland region a number of landfills are calculated to reach current approved capacity within 15 years. While efforts to encourage greater diversion through viable recycling initiatives will be given priority, the ability to transition to these types of initiatives may not be possible to fully achieve in the coming 10 years.

It has been acknowledged in the Metropolitan Implementation Plan that there is a short to medium term challenge to accommodate waste in the landfills operating in the south eastern suburbs. While there is ample capacity in other landfills in the metropolitan region, this would impact on the transport network. Media reports indicate the communities in the western part of the metropolitan region have expressed concerned about extending these landfills to accommodate waste generated in the south east.

There has already been private sector interest in the establishment of landfills in the Gippsland region, largely to receive material generated in the south eastern suburbs of Melbourne. These initiatives have strong opposition from local communities demonstrated by petitions to parliament, public meetings and local media commentary.

As Melbourne's eastern growth corridor expands, there are opportunities for Gippsland councils to work with metropolitan councils to support cross regional resource recovery solutions that provide positive outcomes for Gippsland and Melbourne.

For this reason, it will be important for the Gippsland Waste and Resource Recovery Group to work closely with the Metropolitan Waste and Resource Recovery Group over the coming three years. This will occur in-line with the metropolitan group's review of its plan in 2019.

A particular focus on environmental justice is critical during this stage. The need for landfill airspace in Gippsland is relatively modest and in some instances future needs could be met by access to metropolitan based landfills, which may have capacity to accept more material. Both Bass Coast and Baw Baw could look at options to consolidate their residual waste for bulk transport into larger Melbourne landfills with substantially lower gate fees.

Should a process be developed to establish a new landfill in the Gippsland region to meet internal or external needs, it will be vital to ensure local communities are involved in the decision making process with suitable mechanisms to voice their opinion where they are potentially impacted.

### 3.3.3. Closed Landfills

Landfills have the potential to impact the environment and communities long after they have stopped receiving waste. Managing any issues that may impact on public health is paramount and for this reason, it is important that those responsible for the operation of landfills rehabilitate and manage them to minimise issues and undertake monitoring to ensure a rapid and appropriate response if an issue arises.

In Gippsland there are 112 closed landfills that have passed the operational phase and are in a state of rehabilitation or aftercare.

Ten of these have Post-Closure Pollution Abatement Notices (PC PAN) and 23 still require PC PANs<sup>37</sup>. There are a number of very small landfills that are in the aftercare phase, with some in a state of transition between closure and rehabilitation.

The EPA has recently increased compliance standards for the PC PANs which require each closed landfill "...to be managed so there are no unacceptable risks to the environment"<sup>38</sup>.

The State Infrastructure Plan advises that "Landfill sites continue to pose environmental risks for a significant period of time after waste acceptance has ceased. Possible risks include:

- Contamination of groundwater, stormwater or surface waters with leachate, a liquid formed by rainwater and decomposing waste
- Migration of landfill gas, formed during the decomposition of waste, into the surrounding ground and atmosphere, causing odours
- Inappropriate or incomplete capping, leading to infiltration of rainwater that generates large volumes of leachate
- Insufficient assessment of risk due to a lack of appropriate ongoing aftercare management, maintenance, monitoring and reporting.

"To reduce these risks, EPA requires the occupier of a site to undertake ongoing aftercare until the site no longer poses a risk to human health or the environment. The period of time for aftercare management [from when a site is closed] is a minimum of:

- 10 years for sites exempt from licensing
- 30 years for licensed sites."

The Gippsland Waste and Resource Recovery Group recognises there is a need to facilitate an agreed approach to managing the risk of closed landfills so as to protect the environment and public health at a financial cost that is no greater than necessary.

In mitigating possible environmental and public health risks to meet the principle of intergenerational equity<sup>39</sup>, both financial costs and environmental impact should not be passed on to future generations. In collaboration with EPA Victoria and Gippsland councils, the Gippsland Waste and Resource Recovery Group is committed to facilitating the management of closed sites through to the aftercare phase using a risk based approach.

<sup>37</sup> Statewide Waste and Resource Recovery Infrastructure Plan, 2015

<sup>38</sup> EPA website

<sup>39</sup> Inter-generational equity principles aims to ensure that health and diversity of the environment is maintained and enhanced for the benefit of current and future generations

Table 23 in the Appendix provides information on the rehabilitation status of Gippsland's identified closed landfills.

### 3.4. Environmental & Financial Performance of Infrastructure

There are a wide range of factors that impact the performance of waste and resource recovery infrastructure. Financial performance can be significantly influenced by market economics, policy settings, economies of scale, and the community's willingness and ability to pay. Environmental factors include management of emissions, maintaining public amenity, ability to resource post closure landfill rehabilitation and obtaining a social licence to operate<sup>40</sup>.

The following is an extract from Impacts of Economic and Environmental Factors on the Performance of Waste and Resource Recovery Infrastructure in Victoria<sup>41</sup>, which outline identified financial/economic factors and environmental factors across Victoria.

#### Market Economics

"The functioning of the WRR (Waste and Resource Recovery) market has considerable impact on the performance of WRR infrastructure. Traditional high volume, low value commodity streams typify the industry and have led to marginal business models that are exposed to changes in market conditions."

#### Policy Settings

"Current and future policy and regulatory settings impact performance of WRR infrastructure. In Victoria, the policy and regulatory framework has many elements and covers the activities of local government and private industry. The landfill levy remains the key instrument aimed at driving resource recovery. The current levy supports reprocessing infrastructure for heavy materials (such as concrete, brick and masonry) mainly around urban areas but is not yet high enough to drive processing of residual waste."

#### Industry Trends

"Performance of WRR infrastructure such as material recovery facilities for comingled waste benefits from strong community support for recycling at household level. In addition, global trends in technology ranging from truck bodies and compaction rates to complex infrastructure for sorting material streams improves efficiency, benefits recovery rates and saleability of end products."

#### Management of emissions & amenity issues

"The key environmental factor impacting the performance of WRR infrastructure in Victoria is the management of discharges and the associated amenity impacts on the local community."

#### Compliance & monitoring

"In light of the ongoing issues with emissions and amenity impacts outlined above, a key factor improving the performance of WRR infrastructure is the current compliance and monitoring framework. High risk infrastructure such as landfills and organics processing facilities must now be managed in accordance with key guidelines such as the Landfill BPEM (Best Practice Environmental Management) and the Composting Guidelines."

#### Legacy issues / Post closure rehabilitation of landfill sites

"A key factor/risk that is impacting the current and future financial and environmental performance of landfill facilities relates to legacy issues from closed or capped landfill cells and the overall rehabilitation of landfill sites."

<sup>40</sup> Draft Metropolitan Waste and Resource Recovery Implementation Plan, 2015

<sup>41</sup> Impacts of Economic and Environmental Factors on the Performance of Waste and Resource Recovery Infrastructure in Victoria – June 2015, p1.

Table 14 provides a summary of the environmental and financial performance of Gippsland infrastructure.

**Table 14: Infrastructure Environmental and Financial Performance**

Infrastructure Category/Material	Environmental and Financial Performance in the region	Opportunities
<p>Resource Recovery Centre (RRC) / Waste Transfer Station (TS)</p>	<p>In Gippsland, councils' RRC operation is not driven by financial profitability, but with a community service focus.</p> <p>RRCs classified as regional hub sites (7) are able to operate on a marginally profitable or cost neutral basis due to their scale. However, RRCs classified as local hubs (38) are unable to recover the cost of operation.</p> <p>RRCs/TS are often not conveniently located and require sometimes substantial effort to access. This means people may take the 'easy option' of disposing recyclable items in kerbside collection bins or dumping.</p> <p>Outcomes are often driven by the timing and conditions of contracts, especially those of a long-term nature, which may preclude alternatives, such as the introduction of a new technology.</p> <p>RRCs/TS are often not conveniently located and require sometimes substantial effort to access. This means people may take the 'easy option' of disposing recyclable items in kerbside collection bins or dumping.</p>	<p>Rationalisation of infrastructure by councils where:</p> <ul style="list-style-type: none"> <li>• economies of scale are low,</li> <li>• operations are not well located, and:</li> <li>• the cost per tonne of waste managed is rising or high.</li> </ul> <p>Improve viability and marketability of recyclable materials through reduced contamination.</p> <p>Implementation of advances in materials handling and transport efficiencies.</p> <p>Research and development (R&amp;D), and introduction of new technologies that will make better use of material streams.</p> <p>Improved marketing of recycled materials and products (e.g. plastic furniture, compost etc.).</p> <p>Improved use of existing transport. (i.e. trains, back loading) and consolidation of materials to provide more efficient transport.</p>

Infrastructure Category/Material	Environmental and Financial Performance in the region	Opportunities
Materials Recovery Facility (MRF)	<p>Gippsland MRFs are privately owned and can be divided into two types:</p> <ul style="list-style-type: none"> <li>• Comingled recyclables (sorting and separating): The MRFs with long term contracts generally have relatively mature markets, stable demand and steady pricing for commodities.</li> <li>• Single materials (collection and sorting): These MRFs process materials such as paper/cardboard and metals which are more exposed to commodity price and supply fluctuations.</li> </ul> <p>There is a bulk haulage of materials to reprocessors located in Melbourne.</p>	<p>Collaborative procurement option for processing of kerbside comingled recyclables to achieve greater economies of scale.</p> <p>Research and development on technology options to improve efficiency in processing and transport.</p> <p>Exploring alternative markets within and outside the state.</p>
In Vessel Processing of Organics	<p>Higher levels of process control afford many advantages for batch traceability and monitoring leading to enhanced compliance and reputational advantages.</p> <p>Currently only SORF facility utilising in-vessel processing.</p> <p>Contamination of feedstock can increase the processing costs.</p>	<p>Collaborative procurement option for processing of kerbside food organics and garden organics collection to achieve greater economies of scale.</p> <p>Increased feedstock through kerbside food organics collection.</p> <p>Increases feedstock through improved commercial collections.</p> <p>Improved marketability of end product through improved quality standards tailored to different potential markets.</p> <p>Improved viability and marketability of recyclable materials through reduced contamination.</p>

Infrastructure Category/Material	Environmental and Financial Performance in the region	Opportunities
<p>Open Windrow Processing of Organics</p>	<p>Pinegro, which has a plant in Morwell, produces some 3.5 million bags of retail landscape products each year.</p> <p>Access to feedstock is becoming increasingly competitive, especially with a reliance by some of the smaller operators on garden organics material from Melbourne.</p> <p>On farm composting on a smaller scale occurs, many without regulation and with varying management techniques.</p> <p>Windrow composting is more likely to suffer from odour and runoff problems.</p> <p>Limitations on the amounts of food and other wet organics that can be processed impact the business model. However, this process remains popular given lower cost of establishment and technology.</p> <p>Varying quality of end product means that market opportunities can be limited.</p>	<p>Potential location for composting operations seeking to move from areas where encroachment is occurring and larger buffers required.</p> <p>Collaborative procurement option for processing of kerbside food organics and garden organics collection to achieve greater economies of scale.</p> <p>Increased feedstock through kerbside food organics collection.</p> <p>Increased feedstock through improved commercial collections.</p> <p>Improved marketability of end product through improved quality standards tailored to different potential markets.</p> <p>Improved viability and marketability of recyclable materials through reduced contamination.</p>
<p>Wood / Timber Processing</p>	<p>Low margin material markets, competing with cheap virgin materials or product imports (sometimes leading to material stockpiling).</p> <p>In Gippsland, material is often stockpiled at reasonably remote locations as timber products are processed close to source. This often leaves stockpiles of bark and timber by-products some distance from potential markets.</p>	<p>Increased capture within residual stream from all waste sectors.</p> <p>Potential for alternate end uses e.g. refuse derived fuels, soil conditioners or animal bedding.</p> <p>Possible aggregation of material in sub-regional areas to achieve more efficient transport.</p>

Infrastructure Category/Material	Environmental and Financial Performance in the region	Opportunities
Paper/Cardboard	<p>Whilst relatively stable in comparison to other commodities, market price fluctuations can result in material stockpiling and/or export.</p> <p>Well-developed collection systems for commercial and kerbside sources.</p> <p>Disposal of paper and cardboard to landfill is lost opportunity to reprocess this material into new products.</p>	<p>Increased capture within residual stream from all waste sectors.</p> <p>Possible aggregation of material in sub-regional areas to achieve more efficient transport.</p>
Glass	<p>It is currently believed that glass collected in Gippsland is transported out of the region for processing.</p>	<p>Potential for sand replacement in some products within the region.</p> <p>Research and development on product options to improve marketability and target applications with greater return.</p>
Plastics	<p>High costs of processing infrastructure and transport high for often low value materials.</p> <p>It is believed that all recovered plastics are transported to Melbourne for processing.</p>	<p>Increased capture in domestic and C&amp;I residual stream going to landfill.</p> <p>Collaborative procurement option for collection of agricultural plastics to achieve greater economies of scale.</p> <p>Establishment of reprocessing capacity within the region.</p>
Rubber (inc Tyres)	<p>Quantity of tyres used / stored on farm is unknown but believed to be significant.</p> <p>Large scale use of tyres has historically occurred in irrigation canals servicing the Macalister Irrigation District. These are being uncovered as an upgrade of the system takes place.</p> <p>Cost of disposal at transfer stations is perceived as expensive, and varies across the region.</p>	<p>Possible aggregation of tyres to enable reprocessing or recycling options or energy from waste options.</p>



Infrastructure Category/Material	Environmental and Financial Performance in the region	Opportunities
Metals	<p>Market price fluctuations resulting in material stockpiling.</p> <p>Numerous small collection centres across the region to service the diverse population, i.e. many scrap metal operators.</p>	<p>Collaborative procurement option for collection of metals to achieve greater economies of scale in areas further from processing locations (e.g. far east Gippsland).</p>
Aggregate, masonry and soils	<p>Low margin material markets, competing with plentiful virgin materials.</p> <p>Cost of processing concrete is high.</p> <p>Market acceptance is unpredictable.</p>	<p>Greater use of recycled material in construction projects.</p> <p>Research and development on product options to improve marketability and target applications with greater return.</p>
Textiles (including Mattresses)	<p>The majority of councils process on site.</p> <p>Clothing and furnishing widely re-used through charity organisations.</p>	<p>Collaborative procurement option for collection of mattresses to achieve greater economies of scale.</p> <p>Possible collaboration with not for profit sector to enhance transport and processing options.</p>
Alternative Waste Technologies (AWTs) such as Mechanical Biological Treatment	<p>Limited instances in the region to evaluate. Australian Paper has successfully produce up to 55kW from paper and pulping process.</p> <p>Likely to be greater interest if feedstock can be secured to enable return on investment (i.e. &gt;20 years), however costs only just comparable with landfill gate fees in Gippsland. Desired annual throughput is in excess of that generated in the region.</p>	<p>Supplementary energy for manufacturing businesses.</p> <p>Possible co-location in heavy industrial zones.</p> <p>Collaborative procurement option for councils and private industry to stimulate economic development and investment.</p>
Energy from Waste (including pyrolysis, gasification and anaerobic digestion)	<p>Regulatory gaps prolong approval times and costs.</p> <p>Sourcing of large capital necessary for investment in infrastructure and equipment.</p> <p>The ability to attract sufficient material volumes to reach viable economies of scale will determine the financial success of these ventures.</p>	<p>Supplementary energy for manufacturing businesses.</p> <p>Possible co-location in heavy industrial zones.</p> <p>Collaborative procurement option for councils and private industry to stimulate economic development and investment.</p>

Infrastructure Category/Material	Environmental and Financial Performance in the region	Opportunities
Existing landfills	<p>Smaller facilities have ceased operation, making way for more centralised facilities that have been fully engineered to meet regulatory requirements.</p> <p>Larger, specific plant as well as improved infrastructure such as sealed roadways, weighbridges and leachate treatment has led to improved performance and monitoring of active sites.</p> <p>Greater economies of scale have been achieved which has gone some way to reduce impact of increased compliance costs due to increasingly complex landfill design requirements and regulatory environment.</p>	<p>Possible sharing of landfill infrastructure between councils where economic benefit can be achieved for all parties.</p> <p>More frequent assessment of airspace consumption to monitor operational performance.</p> <p>Expansion of select sites to facilitate regional centralisation at a greater scale.</p> <p>Collaborative procurement option for councils to consolidate design, construction, operation, auditing, environmental monitoring and reporting, rehabilitation and aftercare of landfills on a regional scale.</p>
Closed landfills	<p>These sites can pose potential risks that are a legacy of being sited and built to the standards that were accepted as good practice at that time, however fall short of the stringent standards that have applied since 2001.</p> <p>Many in Gippsland have been rehabilitated upon closure to minimise any environmental, amenity and health risks and any future financial cost.</p> <p>Some existing facilities in Gippsland will require further remediation work to meet regulatory standards.</p> <p>There will be further investment required to achieve fully compliant closed landfill facilities over the coming years.</p>	<p>Collaborative procurement option for duty holders to assess closed facilities on a regional scale to prioritise action.</p> <p>Collaborative procurement option for councils to undertake design, auditing and rehabilitation, monitoring and reporting on a regional scale.</p>

### 3.5. Waste & Resource Recovery Hubs

Victoria's waste management and resource recovery activities are located across the state in a network of what the State Infrastructure Plan defines as 'hubs and spokes'. This plan defines a hub as "a facility or group of facilities that manage or recover waste or material streams"<sup>42</sup> and divides hubs into three levels according to criteria indicated below<sup>43</sup>. The plan defines a 'spoke' as "the sequence of activities that move materials from waste generators to (and from) hubs"<sup>44</sup>.

Together they form a system that supports the aggregation of materials within a network for efficient resource recovery and management of waste materials. The initial identification of a hub is intended to inform a discussion of its future; over the implementation phase the future of hubs in the region will be explored, including alignment with local planning schemes as appropriate.

There is significant potential for economic development opportunities associated with development of resource recovery hubs in Gippsland, as the need for aggregation and consolidation of recyclable materials grows. Locations in the western end of the region which are relatively close to the expanding metropolitan area are in a good position to take advantage of these opportunities. A hierarchy of hubs is outlined in Table 15.

**Table 15: Waste and Resource Recovery Hub Criteria**

Local Hubs	The first point of consolidation and local recovery for the community. They are likely to include transfer stations, resource recovery centres and resale shops. Due to the increasing cost of operating, managing and rehabilitating best practice landfills, over time local hubs are unlikely to include landfills. They will probably include the ability to pre-sort and consolidate local residual waste streams prior to transport for recovery or landfill.
Regional Hubs	Service both their local area and their region. They receive material streams from surrounding local hubs and their local area. They most likely include a higher order of infrastructure and include one or more facilities undertaking sorting and/or recovery and possibly reprocessing. Regional landfill hubs undertake pre-sorting and some recovery before best practice residual waste management.
State Hubs	Provide a service to the local area, region and state. They receive consolidated material streams from both local and regional hubs and undertake higher order recovery, reprocessing or management. They can be one facility or a number of facilities that support each other.

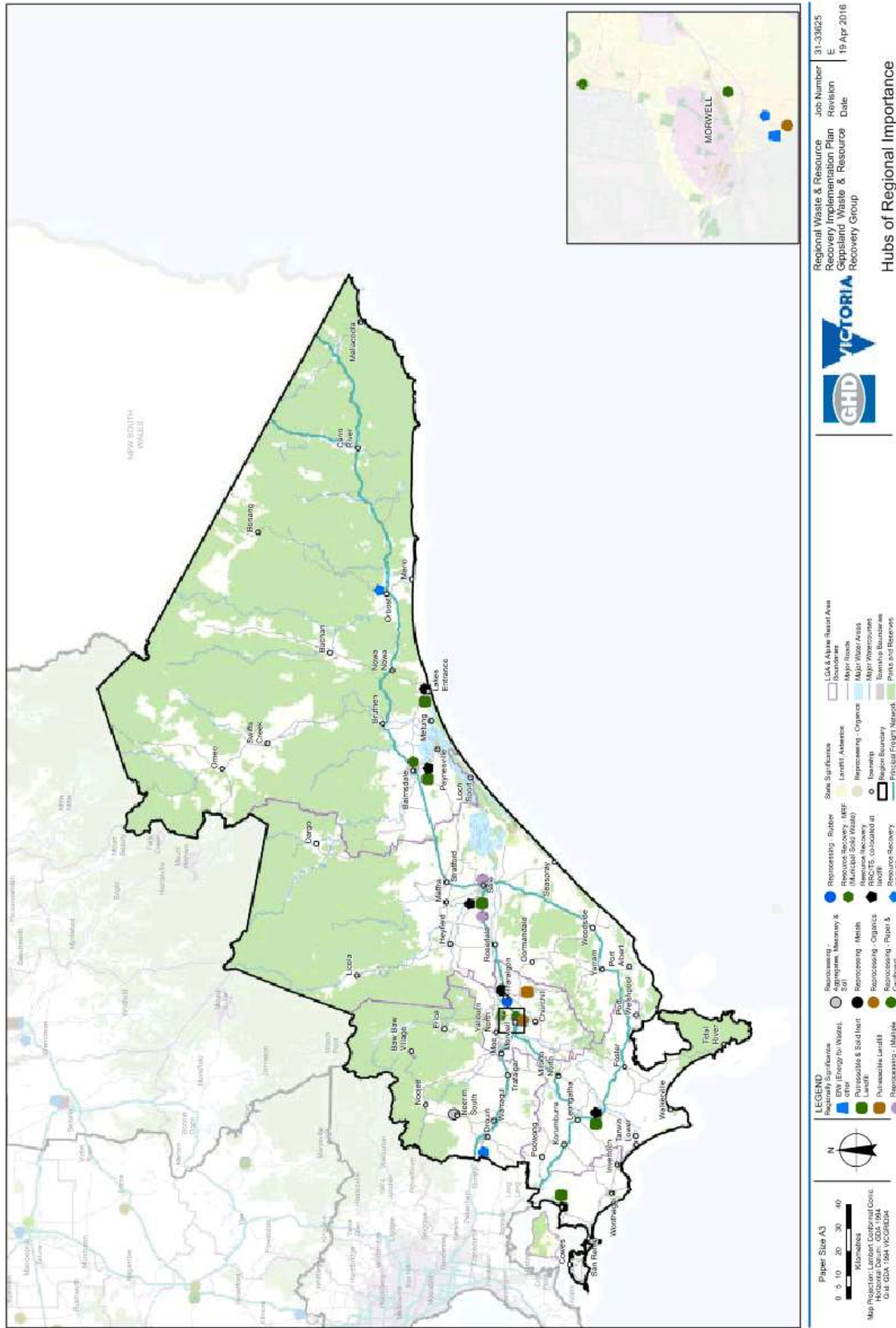
The locations of Hubs of State and Regional significance is shown in Figure 14 with further detail provided in the Appendix, Table 27- Waste and Resource Recovery Hubs in Gippsland.

<sup>42</sup> State Waste and Resource Recovery Infrastructure Plan, 2015

<sup>43</sup> Draft Metropolitan Waste and Resource Recovery Implementation Plan, 2015

<sup>44</sup> State Waste and Resource Recovery Infrastructure Plan, 2015

Figure 13: Locations of State & Regionally Significant Hubs in Gippsland



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## 3.6. Land Use Planning & the Transport Network

### 3.6.1. Land Use Planning

Land-use planning is fundamentally about balancing competing needs, a function that becomes increasingly challenging as the population increases. Providing for well sited and appropriately buffered waste and resource recovery infrastructure is, and must continue to be, an important role for Gippsland's land-use planners.

The State Infrastructure Plan summarises the land use planning challenge as: "making suitably zoned land available for waste and resource recovery activities for the lifetime of industry investment. This requires planning to ensure there is well located land available with appropriate buffers and other mechanisms in place to protect sites from encroachment by incompatible land uses and preserve the amenity of the surrounding community<sup>45</sup>".

As indicated earlier in this plan, the establishment of many of the transfer stations has been at former landfill sites. They are not always appropriately zoned; only three out of 37 are established on industrial land.

However, private infrastructure, due to it being subject to planning scrutiny, is more consistent with the intent of local planning schemes and subsequently has support for activities for many years to come. Siting of future infrastructure in Gippsland needs to be more consistent with the provisions of the planning schemes. In an effort to support better outcomes in this regard, the Gippsland Waste and Resource Recovery Group proposes to develop a GIS-based referral tool that will assist prospective developers and existing operators to identify the most appropriate location for waste and resource recovery infrastructure.

#### 3.6.1.1. Planning Scheme Requirements

All land-use planning schemes in the State of Victoria include reference to waste and resource recovery infrastructure in clause 19.03-5 of the State Planning Policy Framework. This requires planning to consider, amongst other things, any relevant regional waste management plan. Planning decision-makers are required to have regard to clause 19.03-5 when preparing planning scheme amendments and determining planning permit applications.

Clause 19.03-5 provides a link between this Plan and Local Planning Schemes from a policy perspective. However, achieving the objectives of this Plan and aligning it with individual planning schemes will require further steps including engagement between Victoria's seven Waste and Resource Recovery Groups and the constituent local government<sup>46</sup>.

### 3.6.2. Gippsland's Transport Network

While the Princes Highway and Melbourne to Bairnsdale railway provide Gippsland with a strong east-west transport spine, the region's topography and diverse settlement characteristics often create challenging transport issues away from this spine.

The Gippsland Freight Strategy, 2013 identifies that, "within Gippsland, the Principal Freight Network has four major elements:

- Princes Freeway/Highway (Melbourne to NSW border).
- South Gippsland Freeway/Highway (Melbourne to Leongatha).
- Melbourne to Bairnsdale rail line.
- Intermodal terminals at Morwell and Bairnsdale."

<sup>45</sup> State Waste and Resource Recovery Infrastructure Plan, 2015

<sup>46</sup> Development Workbook- Regional Implementation Plans, 2015

The Gippsland Logistics Precinct, located in Morwell, is a 75 hectare site of greenfield, industrial zoned land with direct rail connection to the Melbourne-Bairnsdale rail line. Within two hours of Melbourne and with ready access to rail, the Princes Highway and surrounding industrial activity, the Precinct offers significant potential for major resource recovery and reprocessing operations.

In close proximity is the Morwell Heavy Industry Park, 26.3 Ha of vacant, Industrial 2 Zoned land, catering for industry activity requiring large buffers from sensitive uses.

**Figure 14: Gippsland's Freight Transport Network<sup>47</sup>**



The Gippsland Freight Strategy also identifies access to and from Melbourne as a growing challenge due to single points of access and growing congestion. "Having a single point of access into Melbourne is likely to become even more critical in the coming years. The growing population of Melbourne's south eastern suburbs will stretch the capacity of the existing road and rail network, and increase travel time for freight movements originating from Gippsland<sup>48</sup>." The majority of waste and resource recovery facilities located in Gippsland are accessible through an efficient road network.

Major road infrastructure projects such as duplication of sections of the Princes Highway will improve the flow of collected materials and reprocessed product to market. These efficiencies are critical to improving the viability of resource recovery endeavours where the cost to transport and process currently exceeds the value of the end product.

The movement of recovered resources or residual waste may be further improved through utilising systems such as baling and/or shredding to increase payload density or walking floor trailers to haul greater volumes more efficiently. These initiatives could be realised through collaborative procurement or regional partnerships.

<sup>47</sup> Gippsland Freight Strategy, 2013

<sup>48</sup> Gippsland Freight Strategy, 2013

### 3.6.2.1. Transport Integration Act 2010

The Transport Integration Act 2010 is recognised as a key piece of relevant legislation for waste and resource recovery infrastructure as it requires certain agencies, including municipal councils, to have regard to its objectives and principles in relevant decision making<sup>49</sup>.

"The Transport Integration Act 2010 brings together, for the first time, all elements of the transport system under one statute to ensure a focus on delivering a clear set of economic, social and environmental objectives. Under the legislation, the following decision-making objectives must be applied when decisions related to the planning, provision, management and use of the transport system:

- Integrated decision-making;
- Triple bottom line assessment;
- Equity between people;
- Transport system user perspective;
- Precautionary principle;
- Stakeholder engagement and community participation; and Transparency<sup>50</sup>."

<sup>49</sup> Development Workbook - Regional Implementation Plans, 2015

<sup>50</sup> Gippsland Freight Strategy, 2013



**Notes:**

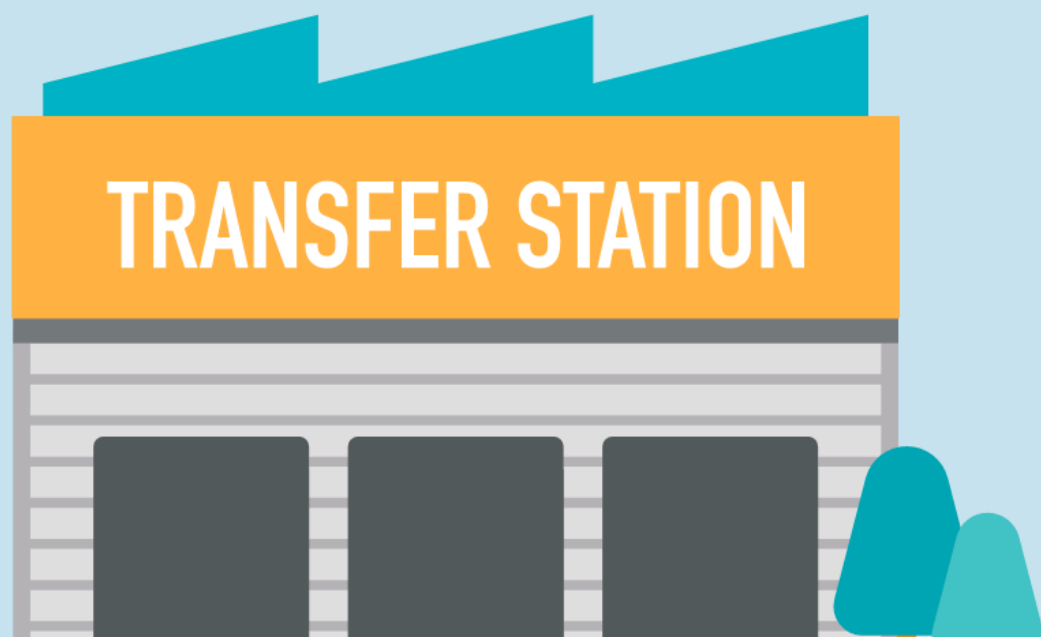
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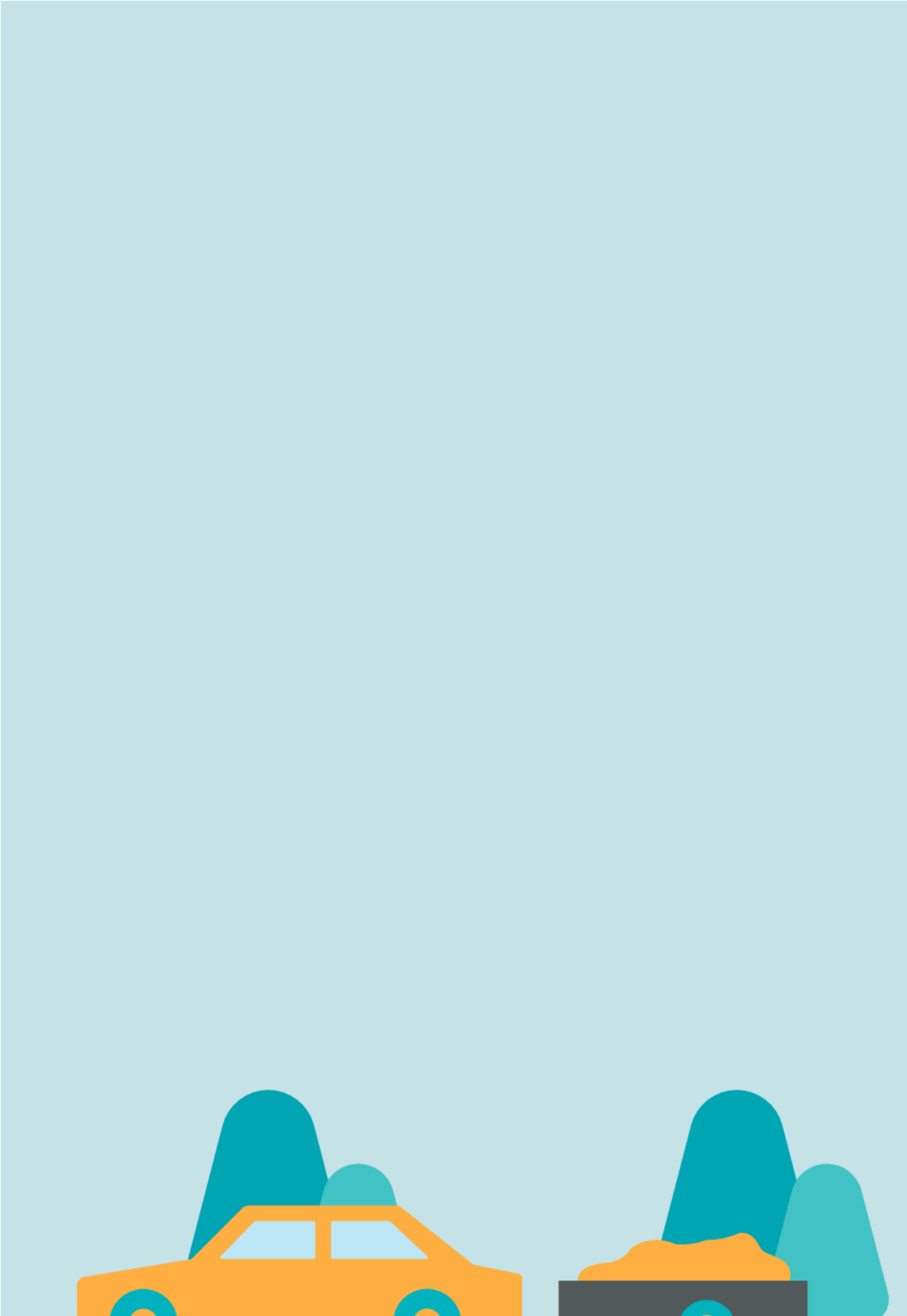




# Section 4:

## Gippsland's Infrastructure Needs, Gaps & Opportunities





## 4. Gippsland's Infrastructure Needs, Gaps & Opportunities

### 4.1. Market Sounding Outcomes

The Gippsland Councils collaborated in a process to investigate the potential for private sector investment in medium to large scale economic infrastructure that could deal with the region's consolidated residual waste. Known as the Gippsland Collaborative Waste Investment Initiative, this process was supported by the Gippsland Waste and Resource Recovery Group in its legislative role to encourage efficient procurement of waste and resource recovery infrastructure and services. This process forms the 'market sounding' for this plan.

The need identified in the region is for infrastructure that can recover and divert residual waste from landfill, whether collected directly from households and transfer stations/resource recovery centres or separated at source. The objectives of the market sounding were to test the market for investment in infrastructure that can utilise waste managed by councils in an economically productive manner and complement the existing waste and resource recovery systems for Gippsland.

The potential market for private sector investment opportunities could be stimulated by the aggregation of 65,000 to 70,000 tonnes of council controlled residual waste that can be committed through a long term contract (e.g. 10 years+) to this process.

The market sounding process has identified there is a broad range of infrastructure options available that could meet the specific investment and waste management outcomes. While these are mainly focused on technologies to process the residual waste stream including organics, a few respondents proposed technologies to process source separated organics which would arise with the introduction of a combined food organics – garden organics (FOGO) kerbside collection service.

Residual treatment facilities are classified as resource recovery infrastructure due to their role in sorting waste for recovery or converting waste into fuel or energy. There are three main categories of residual treatment infrastructure. These are:

1. Mechanical biological treatment (MBT);
2. Mechanical heat treatment/ autoclaving (MHT); and
3. Energy from waste (EfW).

Within these categories there are several technology types. Most will require pre-sorting to recover the recyclables and for the MBT technologies to separate out the non-degradable organics at the front-end. This pre-sorting occurs in a 'dirty' material recovery facility (dirty MRF), so called because it deals with all sorts of residual materials.

Some MBT technologies, MHT, and infrastructure categories and MRF yield a post-process fuel referred to as refuse derived fuel (RDF) or process engineered fuel (PEF) at the back-end.

Both MRF and RDF facilities are considered to be supporting technologies.

The residual treatment infrastructure technologies together with the supporting processes are briefly described in Table 16.

Table 16: Residual treatment infrastructure technologies

Facility Category	Type	Functional Description
Mechanical biological treatment (MBT)	Overview	A mechanical biological treatment (MBT) facility involves a biological treatment process for the biodegradable waste stream. The biodegradable waste is separated by a mechanical sorting process.
	Aerobic	<p><b>Process:</b> Aerobic MBT facilities involves the decomposition of the biodegradable waste stream in an aerobic environment to produce stabilised organic matter. This is typically known as composting.</p> <p>Enclosed (or in-vessel) composting of residual waste typically involves an intensive enclosed phase followed by open air maturation of 8 to 12 weeks.</p> <p><b>Products:</b> The reduced volume stabilised product can be landfilled, used as a low value soil amendment product or sold as RDF (provided that the moisture content is sufficiently low through bio-drying).</p>
	Anaerobic	<p><b>Process:</b> Anaerobic MBT facilities involve the decomposition of the biodegradable waste fraction in an anaerobic environment to produce stabilised organic matter and biogas. The decomposition occurs in an anaerobic digester.</p> <p><b>Dry &amp; Wet States:</b> The biodegradable waste stream can be processed in a dry or wet state. For the wet state, water or a wet organic waste is added prior to processing.</p> <p><b>Products:</b> The products of anaerobic digesters are biogas (mainly methane and CO<sub>2</sub>) which can be used as a fuel for energy generation and digestate that can be used as landfill cover, for agricultural applications, or as a soil conditioner after refinement.</p>
Mechanical heat treatment/ autoclaving (MHT)	Not Applicable	<p><b>Process:</b> Autoclaving of residual waste is a form of 'mechanical heat treatment' (MHT) that uses thermal treatment in conjunction with mechanical processing. Waste may initially be screened for the removal of any large items, and possibly shredded. The unsorted waste is sealed in an autoclave, which is a large, enclosed vessel. Steam is injected at pressure to sterilise the waste, to reduce the volume of waste by about 60 per cent, and to reduce the moisture content. The biodegradable waste including food and garden waste, paper and card is broken down into a floc.</p>

Facility Category	Type	Functional Description
Mechanical heat treatment/ autoclaving (MHT)	Not Applicable	<p><b>Products:</b> Metals and possibly plastics are extracted for recycling. There is a residue or 'reject fraction' that needs to be landfilled. The floc may be further processed on site anaerobically and/or aerobically to recover energy and/or produce a soil improver. Alternatively the floc may be incorporated into a RDF.</p> <p>Unrecovered waste is sent to landfill or for energy recovery.</p>
Energy-from-waste facilities (EfW)	General	<p>A facility that converts waste into heat and/or electricity for which there is an economically viable end use. Technologies can include, but are not limited to, incineration, pyrolysis, gasification, and plasma gasification.</p> <p>A combination of these processes is sometimes used.</p>
	Incineration	<p><b>Process:</b> Incineration, or mass burn combustion, occurs where the oxygen concentration exceeds the combustion requirements. The waste requires little or no preparation before combustion. During combustion the organic component is oxidised into CO<sub>2</sub> and water.</p> <p><b>Products:</b> The ash (or slag) is either landfilled or sorted by grain size for recovery as aggregate. The ferrous metals are recovered magnetically and recycled.</p>
	Pyrolysis	<p><b>Process:</b> Pyrolysis involves the thermal decomposition of organic materials in the absence of oxygen. Pre-treatment typically involves sorting of recyclables and must include screening to ensure a consistent feedstock.</p> <p>The process produces gas, liquid, and char.</p> <p><b>Products:</b> The gas can be processed into heat and/or electricity. The liquid fraction can be converted to a gaseous fuel or a synthetic oil fuel (pyrolysis oil). The char can be processed into inert building materials.</p>

Facility Category	Type	Functional Description
Energy-from-waste facilities (EfW)	Gasification	<p><b>Process</b> Gasification involves the thermal decomposition of organic materials into combustible gases by partial oxidation under the application of heat. As with pyrolysis, pre-treatment typically involves sorting of recyclables and must include screening to ensure a consistent feedstock. The process produces a combustible synthesis gas (syngas) an inert residue.</p> <p><b>Products - Syngas:</b> Syngas can be used as an industrial feedstock to produce biofuels, synthetic fuels or to produce hydrogen, or simply as a fuel (replacing fossil fuels) to generate steam or electricity.</p> <p><b>Products - Inert residue:</b> The inert residue can be processed into inert building materials.</p>
	Plasma Gasification	<p><b>Process:</b> Plasma gasification is a form of gasification whereby ionized gases are used to produce a high temperature heat.</p> <p><b>Products:</b> As per gasification.</p>
<b>Supporting Technologies</b>		
Dirty MRF	Not Applicable	<p>A facility that accepts a residual waste stream and separate out the non-degradable materials from the degradable materials via a manual/mechanical process. The non-degradable materials can be further sorted into recyclables and a refuse derived fuel (RDF) which consists of the dry calorific fractions.</p> <p><b>Products - RDF:</b> RDF materials usually include plastics, timber, paper and cardboard, rubber and textiles.</p> <p><b>Products - Recyclables:</b> The sorted recyclable materials may undergo further processing required to meet technical specifications established by end markets.</p> <p><b>Unrecovered Waste:</b> The unrecovered waste is sent to a disposal facility such as a landfill.</p>
Refuse-derived fuel production facility (RDF)	Not Applicable	<p>A facility whose primary purpose is to process residual waste (MSW, C&amp;I, C&amp;D, PIW) to separate recyclables and manufacture or refuse derived fuel (RDF). Fuel products may be solid, liquid or gaseous, and are then sold to other facilities. Unrecovered materials are sent to landfill.</p>

#### 4.1. Market Sounding Outcomes (cont.)

The responses to the market sounding have indicated that there are private sector infrastructure investment opportunities in Gippsland that can utilise waste in an economically productive manner and complement the existing waste and resource recovery systems.

Such investment could:

- increase employment and economic development opportunities;
- reduce carbon emissions;
- improve diversion of materials currently deposited in landfill; and
- integrate into existing local waste management and resource recovery systems.

The responses have also demonstrated that collaboration with the private sector, through a range of public/private partnership models, is potentially viable and could be pursued to secure the Gippsland region's infrastructure needs for the next 20 years and beyond. The Gippsland Waste and Resource Recovery Group intends to support this initiative in collaboration with Gippsland Councils into its next stage.

#### 4.2. Landfill Capacity

Based on a projected need for landfill airspace in line with population increases and the current and expected future capacity of the landfills operating within the region, there is sufficient capacity to meet the disposal needs of Gippsland for at least the next ten years. This is, however, dependent on expansion of existing landfill facilities.

Should current landfills not be extended for any reason, the Gippsland Waste and Resource Recovery Group will be required to re-evaluate the situation taking into consideration;

- the ability to re-direct the material to another landfill capable of receiving the waste in the short term (contingency planning),
- the impact of any new or enhanced recovery processes that reduce residual waste quantities and have come online since the release of this plan, and
- opportunities that may come from collaborating with the Metropolitan Waste and Resource Recovery Group.

Revision of the landfill schedule will occur only after taking into account viable resource recovery options and other alternative arrangements which may include transporting residual waste outside the region.

The Group will take a two-pronged approach:

- Work to maximise the opportunities for diversion of materials from landfill through viable recovery, including working with Metropolitan Waste and Resource Recovery Group
- Work with councils on strategies for the management of their residual MSW including:

- determining the position of individual councils on continued landfill development and ownership
- completion of the Gippsland Regional Waste and Resource Recovery Assessment Map, and
- identification of options presented through the Gippsland Collaborative Waste Investment Initiative and undertaking recommendations from this work.

The Gippsland Waste and Resource Recovery Group will review landfill capacity within the next three years (before December 2019) and if a need is identified, an Expression of Interest process in line with the state scheduling process will be undertaken.

These activities will be brought forward if another region requests Gippsland to address a specific need for landfill airspace. Currently the metropolitan group has not made this request, however, this may change following a review of the capacity in future years.

#### 4.2.1. Viability of Smaller Landfills

Although more than 30 Gippsland landfills have been closed over the past 15 years, there remain some smaller landfills in Gippsland receiving approximately 2,000 tonnes of waste per annum or less. These landfills include those servicing the townships of Rosedale and Maffra in the Wellington Shire and Cann River in the East Gippsland Shire. Options for the future operations of these facilities are being investigated by the relevant municipalities.

It is important to recognise that a smaller landfill imposes a proportionally higher cost to the community it serves relative to larger landfills. This is generally due to fixed operational costs being spread across fewer people and an inability to generate sufficient critical mass to be efficient in terms of construction and rehabilitation.

The Gippsland Waste and Resource Recovery Group will support these councils in determining the longer term viability of these landfills and any changes to existing infrastructure that may be required.

#### 4.2.2. Rehabilitation of Closed Landfills

As mentioned earlier, rehabilitation of landfills is a key step in mitigating potential environmental and public health risks of closed landfill. Many landfills in Gippsland have already been rehabilitated, however a significant number are still in a state of flux between a closed and rehabilitated status.

The rehabilitation of closed landfills has increased in complexity and cost in line with other changes to the construction and quality assurance of landfills. In the case of the publically owned facilities, there has been limited or no provision for this rehabilitation by former municipalities prior to amalgamation of councils in the mid-1990s.

The Gippsland Waste and Resource Recovery Group will work with Gippsland councils and the EPA to facilitate a prioritised approach to rehabilitating closed former landfills in the region using a risk based approach.

#### 4.2.3. Transfer Station & Resource Recovery Centre locations & accessibility

A historically common decision to replace landfill with transfer stations, utilising the same landfill site, has resulted in the current network of transfer stations in Gippsland often being developed opportunistically, rather than based on convenience, accessibility and appropriate land use planning. As a result, there are repeated instances where one transfer station is competing with another within the same catchment area,



thereby reducing the viability of each.

#### 4.2.3. Transfer Station & Resource Recovery Centre Locations & Accessibility (cont.)

In the effort to contain operating costs, a subsequent decision is often reached to share labour across multiple sites which results in confusion about operating hours and poor accessibility for customers.

This is recognised as a possible trigger for illegal dumping, a significant littering issue, especially in the more isolated parts of Gippsland.

Table 17 provides information on the current amount of waste being managed in Gippsland and the expected amounts that will be required to be managed in the future. The information is broken down into infrastructure types.

**Table 17: Current & Planned Infrastructure Volumes**

	Projected tonnes (business as usual recovery rates)			
	2013/14 <sup>51</sup>	2020	2025	2045
		6%	12%	20%
Resource Recovery	112,000	118,300	125,300	134,500
Reprocessing	381,790	403,200	427,100	458,500
Disposal Landfill, Licenced	134,900	142,500	150,900	162,000
Disposal Landfill, Exempt from Licencing	1,300	1,400	1,500	1,600
<b>Total</b>	<b>629,990</b>	<b>665,400</b>	<b>704,800</b>	<b>756,600</b>

% increases based on individual Councils predicted population growth figures in Australian Bureau of Statistics, Australian Demographic Statistics, December Quarter 2013

### 4.3. Risks & Contingency Planning

The Act requires each of the Waste and Resource Recovery Groups to identify current and future risks and appropriate contingencies when assessing landfill and waste recovery needs. Planning for and allocating resources to address emergency or unexpected situations are important to effectively manage risks.

Identified situations include:

- an adverse environmental event, within or outside of the Gippsland region, such as a flood or bushfire, that may produce large quantities of waste requiring immediate disposal (or recovery) at short notice
- an adverse event that closes a landfill in the short term requiring short term alternative disposal options. Examples include police operations, on-site fires, equipment failure, extreme wind events and on-site accidents
- failure to progressively plan the development of existing sites and landfill cells to ensure an ongoing cycle of planning, construction and approval of airspace to meet contractual and industry demands
- an existing/proposed facility not receiving required regulatory approvals for operation within expected timeframes

<sup>51</sup> GWRRG data

- the closure of significant resource recovery infrastructure (e.g. through emergency event/industry failure)
- failure of industry to operate as planned and/or contracted, which can inadvertently result in potential stockpiling of source materials or end products that may ultimately mean the products will need to be deposited in landfill, and
- any event, such as fire, flood, landslip, earthquake or sea level rise that closes transport infrastructure such as the Princes Highway or another major Gippsland arterial links, including rail, or key access roads<sup>52</sup>.

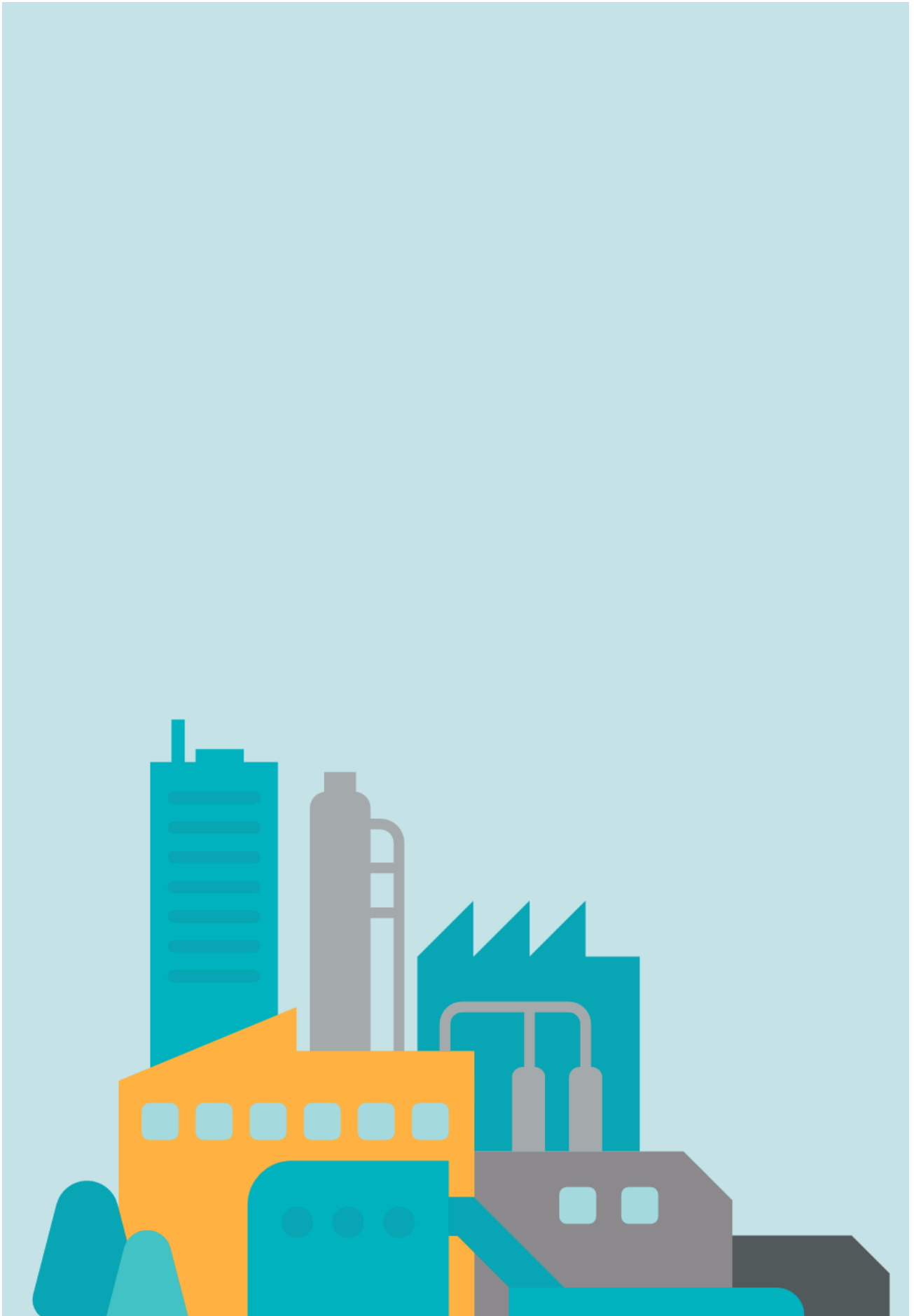
Table 28 - Risks and Contingencies in the Appendix provides further details on Gippsland's identified risks, how these risks might be caused, and expected consequences of each. The table also outlines what contingencies are in place to manage each identified risk with an estimation of the potential significance of the risk.

<sup>52</sup> Draft Metropolitan Waste and Resource Recovery Implementation Plan, 2015

# Section 5:

Initiatives to Meet Future Needs (Achieving Regional & State Needs)





## 5. Initiatives to meet future needs (achieving regional & state needs)

The following have been identified as areas of focus for Gippsland.

### 5.1. Achieving Greater Material Recovery with Maximum Value Return

It is critical that the Gippsland Implementation Plan ensures the right infrastructure, in the right place at the right time.

Acknowledging that landfills will be required to manage the waste that is currently not able to be viably recovered, the supply of available airspace should not unduly affect the current economics that have enabled a successful resource recovery sector in Gippsland and Victoria.

Utilising existing landfill airspace and implementing planned extensions to landfills operating in Gippsland, the region has enough landfill airspace available to accommodate the projected waste for at least the coming 10 year period.

Currently the landfills accommodating the majority of household and business waste generated in Gippsland are owned and managed by Gippsland councils. In comparison to the large landfills servicing the metropolitan area, these landfills are relatively small. The economic viability of small landfills combined with increasing development, operation and rehabilitation costs is likely to result in decreasing viability of this infrastructure over time. As a consequence, the financial impact to Gippsland based householders and businesses will be relatively higher.

While it is recognised that some of these higher costs are unavoidable due to Gippsland's inherent demographic characteristics, there needs to be a planned transition to more effective and affordable methods of managing waste. The Gippsland Waste and Resource Recovery Group will work in close collaboration with Gippsland councils and the waste industry to develop a Future Infrastructure Development Strategy to support this transition.

Deliverable: Gippsland Future Infrastructure Development Strategy		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>The GWRRG will work with the five Gippsland municipalities currently managing landfills to investigate and implement agreed future options.</li> <li>GWRRG will in partnership with local government, government authorities and the waste industry develop an Infrastructure Development Strategy to transition to more efficient use of the existing waste and resource recovery system.</li> </ul>	To transition to more efficient use of existing landfills and greater resource recovery.	2017-18

To support new or extended waste and resource recovery infrastructure the Gippsland Waste and Resource Recovery Group will develop an assessment tool to inform the integration of waste resource recovery infrastructure within Gippsland. This assessment tool will underpin evidence-based decision making.

Using a Geographic Information System (GIS) a Gippsland Waste and Resource Recovery Assessment Map will provide the means to:

- identify suitable locations for potential new waste and resource recovery infrastructure;
- Identify key supporting infrastructure that improves the efficiency of waste and resource recovery activities;
- Provide the evidence to increase investment certainty; and
- Map the generation of waste material types and business activities spatially to identify opportunities to co-locate complementary services or industry.

The Gippsland Waste and Resource Recovery Assessment Map will be utilised to inform the aforementioned Future Infrastructure Development Strategy and establish the most appropriate locations for landfill development should the need arise.

Deliverable: Gippsland Waste and Resource Recovery Assessment Map		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>• Develop a spatial Geographic Information System (GIS) based map to assess the current waste and resource recovery system in Gippsland, identify opportunities for improved integration of activity, and support the development of new waste and resource recovery infrastructure and systems.</li> </ul>	To identify and support the most appropriate development of new waste and resource recovery infrastructure	2017-18

The reliance on Melbourne's reprocessing industry is expected to grow. Efficient and reliable transport solutions are critical to maximise the value of the material. Efficiency gains, such as back loading opportunities, can provide other economic opportunities for the Gippsland community. The Gippsland Waste and Resource Recovery Assessment Map will improve understanding of the movement of waste in to and out of Gippsland and inform key transport industry stakeholders of opportunities and challenges in line with the objectives of the Transport Integration Act 2010. An assessment of the waste and resource recovery transport efficiency in Gippsland will:

- Identify the major transport tasks and related material flows in Gippsland
- Assess efficiency (i.e. optimal load and back loading opportunities)
- Identify supporting infrastructure needs and upgrades.

### 5.1. Achieving Greater Material Recovery with Maximum Value Return (cont.)

Deliverable: Transport Efficiency Assessment		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Identify major transport tasks and related material flows within and to and from Gippsland</li> <li>Assess efficiency (i.e. optimal load and back loading opportunities)</li> <li>Lead the development of new waste and resource recovery infrastructure that improves transport efficiency.</li> </ul>	To identify opportunities to more efficiently integrate the movement of waste or recovered resources within and beyond Gippsland and support new initiatives that rely on effective transport infrastructure	2017-19

### 5.2. Driving innovative services & infrastructure provision

There is increasing interest by the private sector in waste and resource recovery proposals based on innovation and technological development as demonstrated through the Gippsland Collaborative Waste Investment Initiative, utilised as the Market Sounding approach for this plan. This is the first step towards identifying viable initiatives that promise to deliver reduced reliance on landfills and reduce environmental, public health and amenity impacts. However, private sector investment requires stability and transparency and will require agreements and partnerships that allow a return on that investment.

In many cases, securing a minimum amount of material is critical to support the introduction of new technology. In Gippsland the quantity of waste material may not be available. Opportunities may exist however, to work with regional and cross regional partners to secure the required volume to support such ventures, which may provide added benefit to the region through increased economic development and job creation.

Waste and resource recovery infrastructure is expensive and often specialised. Hence, it is recognised as advantageous that waste and resource recovery planning takes into account the potential for increased collaboration, including investigating joint procurement opportunities, with the objective of gaining efficiencies and/or economies of scale while maintaining or improving service delivery.

Sustainability Victoria is leading the Collaborative Procurement Framework and the associated Collaborative Procurement Service that are designed to encourage best practice collaborative procurement for waste and resource recovery services and infrastructure. In Gippsland, there are expected to be many opportunities to utilise this framework for the benefit of councils and their communities.

This is further supported by the Investment Facilitation Framework that is aimed at attracting and facilitating investment in Victoria's waste and resource recovery infrastructure, as identified in the State Infrastructure Plan.

Deliverable: Gippsland Collaborative Procurement Plan		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>In line with Sustainability Victoria's Collaborative Procurement Framework, scope key areas where a shared approach could benefit Gippsland councils in providing services to their respective communities.</li> <li>Facilitate partnerships between local government authorities, and local government and the waste industry to support the upgrades of waste and resource infrastructure, or asset renewal, including consolidation or relocation where appropriate.</li> </ul>	To target the most appropriate way the Gippsland Waste and Resource Recovery Group can bring benefit to Gippsland councils and community through joint procurement role.	2017
<ul style="list-style-type: none"> <li>Lead the second stage of the Gippsland Collaborative Waste Investment Initiative in partnership with Gippsland councils and facilitate collaboration with other identified regional and cross regional partner organisations.</li> </ul>	To attract greater private sector investment and social enterprise in the development and operation of resource recovery activity in Gippsland by identifying, progressing and supporting viable initiatives.	2017

Potential opportunities also exist to reprocess material locally.

While large facilities might be appropriate in more urbanised cities and towns, a one size fits all approach is not appropriate for all situations in Gippsland. Identification and encouragement of local solutions for Gippsland's isolated communities is recognised as just as important in achieving improved waste and resource recovery in these locations. Exploring common issues and investigating opportunities to engage Gippsland's social enterprise sector and community groups in delivering cost efficient solutions is recognised as having potential for better outcomes in some communities.

Offering convenient solutions, providing a consistent approach and presenting accessible recycling opportunities are recognised as ways to significantly reduce the barriers that prevent increased recycling in public places and at home. Similarly, working with the business community to improve the convenience and viability of recycling promises substantive increases in material recovery.

Gippsland Waste and Resource Recovery Group will work to stimulate the introduction of innovative waste and resource recovery solutions that are focussed on the diverse needs of Gippsland communities. This will be through a number of initiatives that identify how to best assist in facilitating collaborative procurement involving Gippsland councils. Gippsland Waste and Resource Recovery Group will also lead the second stage of the Gippsland Collaborative Investment Initiative and investigate initiatives that advance the convenience, scope and consistency of recycling.



## 5.2. Driving innovative services & infrastructure provision (cont.)

Deliverable: Investigation of Innovative and Viable Recycling Initiatives		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Participate in and support the state-wide research on innovation in resource recovery and apply suitable approaches to the Gippsland context where the existing infrastructure and/or underutilised workforce can be leveraged.</li> <li>Utilise the Waste and Resource Recovery Assessment Map to analyse high priority activity clusters (geographical/material or sector based) with common waste and resource recovery challenges.</li> <li>Assess market stability and benchmark key technology options suitable in the Gippsland context, invite private sector responses and develop business plans to implement high priority initiatives.</li> <li>Identify and support co-funding or other opportunities to implement improvements and innovation with identified partners.</li> </ul>	To identify opportunities to more efficiently integrate the movement of waste or recovered resources within and beyond Gippsland and support new initiatives that rely on effective transport infrastructure	2018 - 19

## 5.3. Building greater responsibility & accountability

Knowledge sharing through education and engagement, which leads to behavioural change in the community, is recognised as critical in relation to Gippsland's resource recovery efforts.

To achieve this, members of the community need to understand what can be recycled and, just as importantly, what happens to a recycled product.

An understanding of the waste management system, through targeted education and social marketing strategies, will encourage a more responsive community reaction at household and business levels. It will also go some way to legitimise the waste industry's activities and initiate a social licence to operate. Gippsland Waste and Resource Recovery Group will develop, in partnership with identified partner organisations, a Waste Education Action Plan for Gippsland and prepare a variety of educative material and tools to assist in sharing information regarding the waste and resource recovery system in Gippsland.

Engaging school age children, the future leaders of the community, is recognised as critical to delivering substantive long-term behaviour change. Gippsland has had considerable success with its school programs and continuing to work in this area is a high priority for Gippsland Waste and Resource Recovery Group.

Deliverable: Gippsland Waste Education Action Plan		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Develop, in collaboration with identified partner organisations, a Waste Education Action Plan for Gippsland.</li> <li>Undertake a situation assessment of the litter and illegal dumping across the region in line with the Victorian Litter Report Card and Local Litter Measurement Toolkit (LLMT) to understand the magnitude of the issue, and related impact and costs to land managers, local government and other affected stakeholders.</li> <li>In collaboration with identified partner organisations, develop a Regional Litter Plan for Gippsland to deal with litter and illegal dumping issues</li> </ul>	To engender behavioural change through targeted and intensive knowledge sharing and education.	2017 (to develop the Action Plan); on-going implementation

Litter and illegal dumping of waste is often confronting. Anecdotally the instances of littering in Gippsland are more frequent in comparison to other regions.

The drivers for littering are not always clear. Often much of the material is recyclable and could be taken to a nearby local transfer station at no charge. In other cases, fees associated with disposal or a perceived lack of convenience could lead to individuals deciding it is easier to dump the material.

Whatever the reason, there is a lack of consistent data to assess the magnitude of this issue. Furthermore, a lack of understanding regarding what techniques are most effective in reducing the instance of littering is limiting a coordinated and more appropriate approach to dealing with this issue.

Gippsland Waste and Resource Recovery Group will work with identified partner organisations to undertake a situation assessment of the litter and illegal dumping across the region to understand the magnitude of this issue, including related impact and costs to land managers, local government and other affected stakeholders.

Based on this assessment the Gippsland Waste and Resource Recovery Group will develop in collaboration with identified partner organisations a strategy for dealing with litter and illegal dumping implemented through a Regional Litter Plan for Gippsland.

### 5.3. Building greater responsibility & accountability (cont.)

Deliverable: Regional Litter Plan for Gippsland		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Undertake a situation assessment of the litter and illegal dumping across the region to understand the magnitude of the issue, and related impact and costs to land managers, local government and other affected stakeholders.</li> <li>Develop in collaboration with identified partner organisations a Regional Litter Plan for Gippsland by working with land managers, enforcement agencies and community organisation to develop a strategy for dealing with litter and illegal dumping.</li> </ul>	To better understand the magnitude of the litter issue in Gippsland and work with key stakeholders and the community to deliver a coordinated response.	2017-18 Ongoing

### 5.4. Supporting continuous improvement & enhanced performance

As the complexity of the goods we produce and consume increases, the waste industry responds with increasingly sophisticated solutions. The activities of the waste sector are often scrutinised when it affects the amenity of communities living near waste and resource recovery facilities. As an industry it is important to recognise that a focus on continual improvement builds community confidence in the sector to manage facilities well within regulatory parameters and in line with reasonable community expectations.

A high level of transparency and a genuine desire to be a 'good neighbour' will increase the credibility of the sector.

Gippsland Waste and Resource Recovery Group recognises that working in collaboration with the sector to promote achievements and to share the challenges faced provides the industry with an opportunity to develop a trusting relationship with the community and business.

Benchmarking and developing agreed targets to enable monitoring and evaluation are key in assessing performance. The Gippsland Waste and Resource Recovery Group proposes a biennial 'State of Waste Report' publishing information on progress to drive improvement in Gippsland waste and resource recovery system.

Deliverable: Gippsland Waste and Resource Recovery Infrastructure Continuous Improvement Plan		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Benchmark activities to monitor and evaluate performance and encourage improvements</li> </ul>	To lead a culture of continuous improvement in the waste sector in Gippsland	2017-18 Ongoing

Deliverable: Biennial Gippsland 'State of Waste' Report		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Release a 'State of Waste Report' to communicate successes and challenges in meeting key targets set for the region, and promote the activity of the waste sector in the community</li> </ul>	To be accountable for the work undertaken in improving the management of waste in Gippsland	2018

### 5.5. Planning to reduce undesirable impacts

The integrated waste and resource recovery system is adequate in the management of the usual mix of waste materials generated in the region. However, emergency or unexpected events, together with events that are expected but not fully planned for have been identified as particular risks to the Gippsland community.

Often infrastructure is required to accommodate waste resulting from emergency events that impacts on the available space and short-term capacity of facilities or reduces access to facilities for extended periods of time. Any of these outcomes can lead to undesirable public health or environmental issues. In some cases the nature of the waste material requires particular management techniques and this may disrupt the day to day operations due to occupational health and safety concerns.

Other impacts to the waste system may be:

- temporary closure due to plant failure;
- regulatory enforcement; or
- failure of the market for particular products or commodities that facilities rely upon to enable economic viability.

The potential implications of these events need to be fully understood and formally recognised by Gippsland's community and agency leaders if negative impacts are to be effectively mitigated.

In terms of emergency events, it has been identified that respective Municipal Emergency Management Plans should identify key waste and resource recovery infrastructure as assets available early in the recovery phase. It was observed during the aftermath of the Black Saturday fires in 2009 that clean-up efforts were amongst the first activities to be undertaken once the emergency had ceased. Waste service providers perform an important role in facilitating this process in an orderly manner. Given that more frequent events of this type can be expected due to the changing climate, a more comprehensive understanding of the measures in place to proactively plan for these events in Gippsland is required. Contingencies for other unplanned events must also be put in place.

### 5.5. Planning to Reduce Undesirable Impacts (cont.)

Again, proactively planning for such events is required to ensure the severity or duration of the disruption is minimised, if it cannot be avoided altogether.

In many cases it is impossible for local industry to influence these changes. For example, due to the influence of international commodity markets, the value of resources extracted from the waste stream can experience substantial volatility. However, it is possible to work with industry to strive for leading practice in its processes, which is likely to reduce the chances of plant failures or regulatory enforcement.

The Gippsland Waste and Resource Recovery Group will work with the waste industry, local government and Emergency Management Victoria to develop and maintain a Waste and Resource Recovery Contingency Plan.

Deliverable: Waste and Resource Recovery Contingency Plan		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Coordinate the documentation of risks to waste and resource recovery infrastructure</li> <li>Work with local government, relevant government authorities and Emergency Management Victoria to identify appropriate mitigation response or plan.</li> <li>Utilise the Gippsland Waste and Resource Recovery Infrastructure Continuous Improvement Plan to proactively mitigate facility failure or operational disruption.</li> </ul>	<p>To acknowledge the role and importance of waste infrastructure during emergencies and ensure these risks and appropriate contingency measures are formally recognised within the existing Emergency Management Framework</p> <p>To assist all facilities to strive for leading practice thus mitigating operational issues and building contingency planning in to business decisions</p>	<p>2017-18 Ongoing</p> <p>2017-18 Ongoing</p>

Gippsland has closed more than 30 landfills in the past 15 years. There are also many more landfills that closed prior to this time. In some cases appropriate rehabilitation works or monitoring is still to be undertaken. Many of these old landfills serviced very small communities and as such are likely to represent a low risk. However, it is important to assess these sites to ensure the risk to the environment and public health is as low as reasonably practicable.

In 2014 the Victorian Auditor General's Office recommended improved management of closed landfills in Victoria. In mitigating possible environmental and public health risks and in meeting the principle of intergenerational equity, these costs should not be passed on to future generations that have received no benefit from their operation.

The Gippsland Waste and Resource Recovery Group believes a collaborative and coordinated approach to addressing Gippsland's closed landfills will provide consistency and cost effectiveness. Gippsland Waste and Resource Recovery Group proposes to work with local government and EPA to develop a consistent methodology to assess the risk of closed landfill sites in Gippsland.

Deliverable: Closed Landfills Priority Plan		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Work with local government and EPA to develop a consistent methodology to assess the risk of closed landfill sites in Gippsland</li> <li>Update and extend risk assessments of identified closed landfills and develop an agreed priority plan</li> </ul>	To ensure the impact of closed landfills to our environment and public health is as low as reasonably practicable.	2018-19

## 5.6. Improving value of available information

Quality data and information is the foundation for evidence-based decision making and essential to delivery of a better waste and resource recovery network for Gippsland.

The current characteristics of Municipal Solid Waste generated in Gippsland are well known through successive waste audits over a number of years.

In comparison the composition of materials generated in the business and building sectors (C&D and C&I) is not well understood. These gaps include knowledge of material flows from private companies, flows into and out of the region to adjoining regions and Melbourne, and quantity and types of materials being transported.

Further information about material flows is necessary to improve the ability to identify opportunities and remove barriers. It could also enable better connections across the state so that combined volumes can be identified to meet market demand, to increase viability of innovative technologies or to improve material recovery.

Gippsland Waste and Resource Recovery Group recognises a need to build trusted relationships so that information can be shared for planning purposes.

The aim of such work will be to better inform all elements of the waste and resource recovery sector in Gippsland with a view to making existing industry players more viable, encourage new investment and develop technological solutions. It is also expected to improve waste and resource recovery.

Deliverable: Gippsland Waste and Resource Recovery Data Collection and Reporting Plan.		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Collaborate with local government, waste industry and Sustainability Victoria to agree on key waste and resource recovery data sets and collection and reporting methodology consistent with the State's Waste Data Governance Framework.</li> <li>Work with Gippsland local government and waste industry to ensure regular input to the data collection system.</li> <li>Undertake detailed data analysis and modelling, based on accurate and contemporary data, to better understand and identify opportunities for improvement and provide a foundation for the Priority Actions in this plan.</li> <li>Develop routine data reporting protocols for public availability.</li> </ul>	To better understand and identify opportunities for improvement and provide a foundation for the strategic planning and investment in Gippsland	2017 Ongoing
Deliverable: Waste Audits		
Activity (What we will do)	Objective (Why)	Timeframe (When)
<ul style="list-style-type: none"> <li>Identify funding sources to conduct a variety of waste audits to better understand the composition of materials discarded to landfill, thus supporting improvements in waste management and resource recovery.</li> </ul>	To enable development of strategies for improved waste and resource recovery based on measured material composition (or characteristics) of waste streams.	2018



**Notes:**

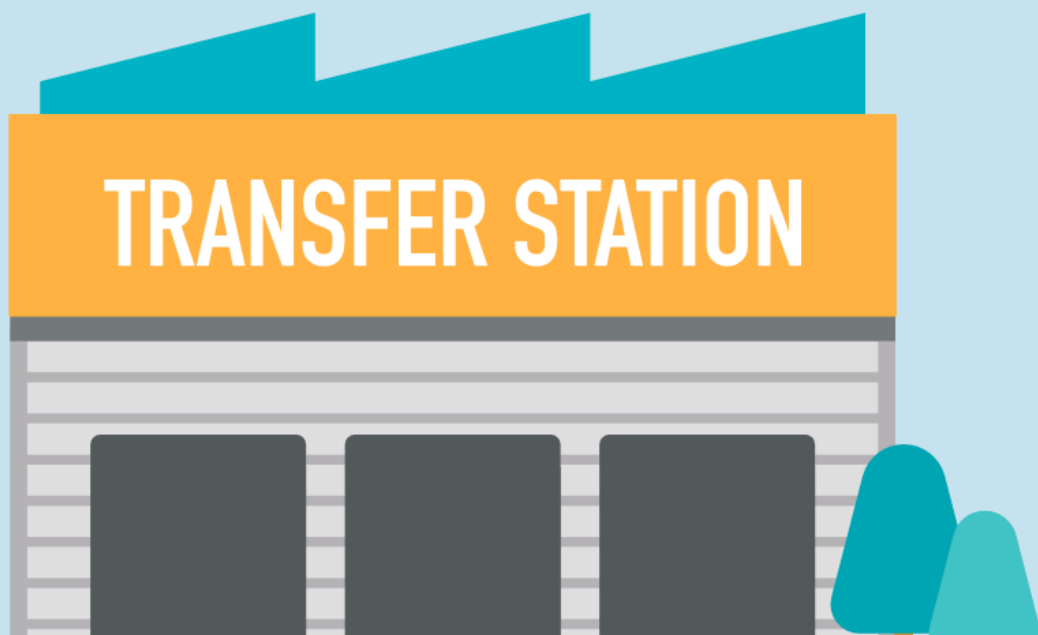
A series of 20 horizontal light blue lines provided for taking notes.

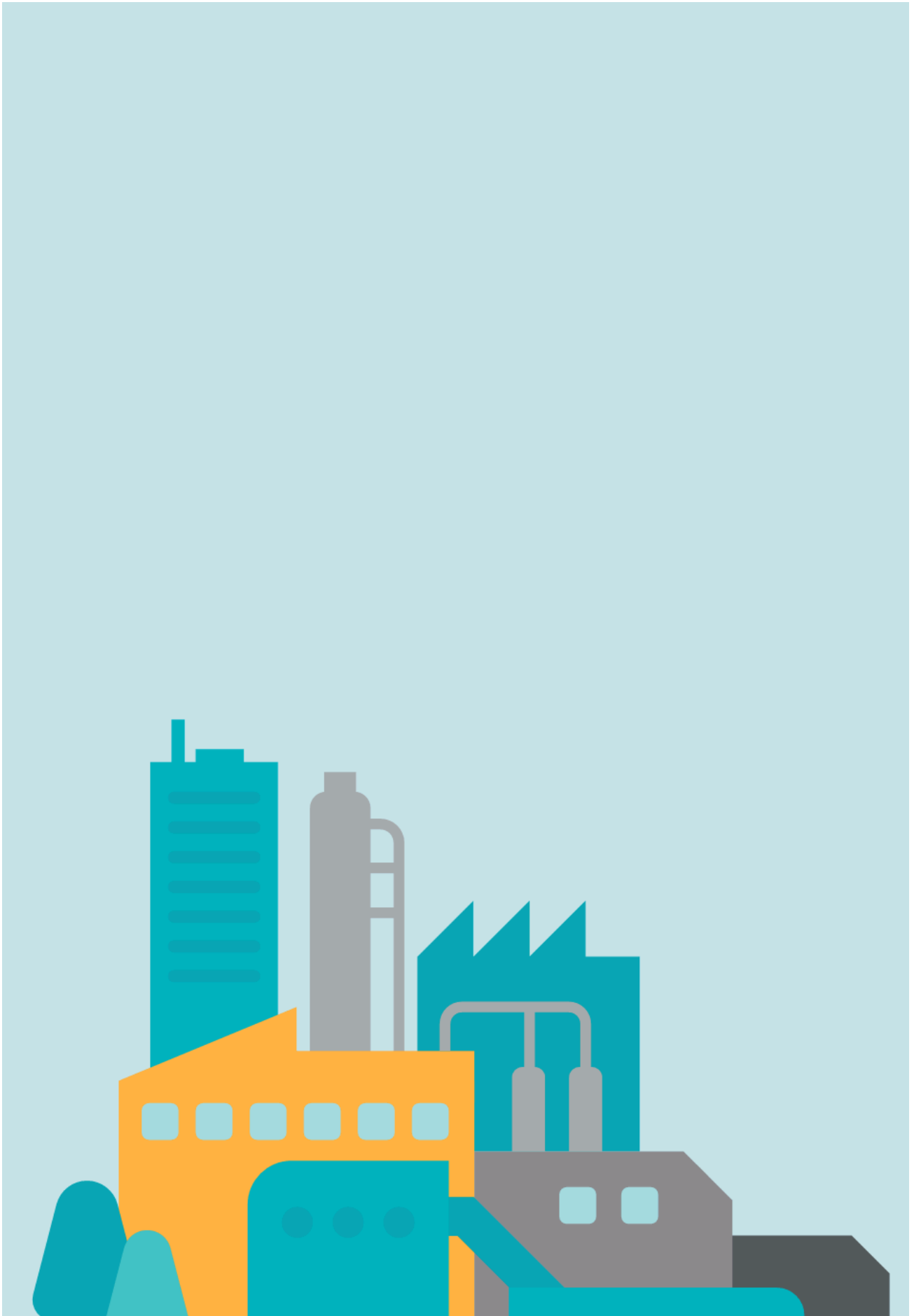




# Section 6:

## Infrastructure Schedule





## 6. Infrastructure Schedule

As a requirement of the Act, the Gippsland Implementation Plan must include an Infrastructure Schedule which outlines existing waste and resource infrastructure within the region and provides detail on what will be required to effectively manage Gippsland's future waste needs. The purpose of the schedule is to facilitate planning to identify and address gaps in infrastructure based on current status, future needs and constraints and opportunities. In developing this schedule the Gippsland region has worked with the other waste and resource recovery groups to ensure consistency and alignment with the infrastructure schedules across the state.

A key requirement of the Infrastructure Schedule is to facilitate decision making that puts a priority on resource recovery over landfilling.

To the knowledge of Gippsland Waste and Resource Recovery Group, all relevant facilities currently in existence have been included in the schedule. It is important to note that inclusion of a facility should not in any way be construed as a warranty or representation as to its quality, compliance, effectiveness or suitability.

While Gippsland Waste and Resource Recovery Group has made every effort to ensure the information contained in the Infrastructure Schedule is accurate and complete, the list of facilities included and information and comments in the 'other considerations' section should not be taken as exhaustive and are provided to fulfil the objectives of the Act. Further information about individual facilities should be sought from the EPA or (where appropriate) owners or operators of facilities.

Future reviews of this plan may identify that the need and/or location of future resource recovery and landfill infrastructure listed in the schedule is no longer the preferred option for the region. If this is the case, then the schedule will be amended.

The schedule consists of two parts:

### Part A:

Resource recovery and consolidation infrastructure identifies where existing resource recovery infrastructure in the region is currently located and the timeframe, general location and other requirements of any further resource recovery infrastructure needed.

The information contained in Part A of the Infrastructure Schedule is aimed at informing future planning, including land use planning to designate where land should be made available for expansion of current resource recovery activities and establishment of new facilities. This is to ensure appropriate land use planning to minimise the impact of these activities on the environment, public health and amenity of the surrounding community.

### Part B:

Landfill infrastructure schedule has the primary purpose of ensuring that there is adequate landfill capacity planned to ensure the safe and sanitary disposal of non-recoverable residual wastes for at least the next 10 years. Whilst Part B of this schedule only includes landfill capacity in Gippsland it has been developed in consideration of waste flows that may enter the region from other areas of the state. The landfill component of the Infrastructure Schedule is also designed to enable appropriate buffers to be defined, allowing for sound planning decisions on land development in the vicinity of any new landfills that are listed in the schedule.

It should be noted that listing a site or general location in this schedule does not guarantee that the location or site will be developed. Relevant planning and regulatory approvals need to be granted before the infrastructure can be developed.

Future reviews of this plan may identify that the need and/or location of future resource recovery and landfill infrastructure listed in the schedule no longer presents the preferred option for the region. If this is the case, the schedule will be amended.

## **6.1. Aligning the infrastructure schedule with planning schemes**

Aligning this Plan with relevant local planning schemes is important to achieve the objectives of the Framework. The following steps will facilitate this alignment:

### **1. Inform local governments**

Advise local governments in Gippsland that this Plan (and its Infrastructure Schedule) is the Plan referred to in clause 19.03-5 and that local government should give it due consideration when exercising its planning functions.

### **2. Facilitate planning approvals**

Work with relevant local government and proponents to facilitate planning approvals, where required, to implement new or expanded infrastructure.

### **3. Facilitate effective buffers**

Work with local government to resolve encroachment of sensitive uses into buffers for existing infrastructure.

## **Part A: Resource recovery & Consolidation infrastructure**

### **6.2. Existing resource recovery infrastructure**

Details regarding Gippsland's existing resource recovery infrastructure is provided in Table 18- Existing Resource Recovery Infrastructure. Resource recovery refers to a process that results in either matter or energy being obtained from waste. Reprocessing describes the process of changing the physical structure and properties of a waste material resulting in a new product of value being created. If not reprocessed, these materials would be sent to landfill.

Table 18: Existing Resource Recovery Infrastructure (read over both pages)

Site Name	Facility Owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Resource Recovery drop off</b>				
Baw Baw Depot	Baw Baw Shire	-38.154492	145.941705	
Anglers Rest TRAILER	East Gippsland Shire	-36.993161	147.474107	
Brodribb River TRAILER	East Gippsland Shire	-37.707933	148.563474	
Buldah TRAILER	East Gippsland Shire	-37.335037	149.206256	
Chandlers Creek RR TRAILER	East Gippsland Shire	-37.336772	149.206801	
Club Terrace TRAILER	East Gippsland Shire	-37.551624	148.935370	
Combienbar TRAILER	East Gippsland Shire	-37.438168	148.988117	
Deddick TRAILER	East Gippsland Shire	-37.073342	148.465597	
Dellicknora TRAILER	East Gippsland Shire	-37.120873	148.660764	
Ensay TRAILER	East Gippsland Shire	-37.367449	147.793477	
Gipsy Point TRAILER	East Gippsland Shire	-37.484124	149.680790	
Glen Wills TRAILER	East Gippsland Shire	-36.887033	147.461333	
Goongerah TRAILER	East Gippsland Shire	-37.357928	148.684166	
Tamboon/Furnell TRAILER	East Gippsland Shire	-37.692039	149.160208	
Tubbut TRAILER	East Gippsland Shire	-37.073956	148.596658	
Benambra Skip	East Gippsland Shire	-36.965257	147.687049	
Bendoc Skip	East Gippsland Shire	-37.168929	148.881945	
Towards Zero	Towards Zero	-38.099337	147.096218	
Pinegro	Pinegro -	-38.160177	146.260376	
Pinegro	Pinegro -	-38.182567	146.567244	

	Address	Local Government Area	Major material streams managed on the site
	<b>Resource Recovery drop off</b>		
	188 Normanby Street, Warragul	Baw Baw	Chem Collect
	Callaghan-McNamara Road, Anglers Rest	East Gippsland	MSW, C&I, C&D
	Sandy Flat Road, Brodribb	East Gippsland	MSW, C&I, C&D
	Buldah Road, Buldah	East Gippsland	MSW, C&I, C&D
	Chandlers Creek	East Gippsland	Comingled recyclables, MSW, C&I, C&D
	School Road, Club Terrace	East Gippsland	MSW, C&I, C&D
	Combienbar Road, Combienbar	East Gippsland	MSW, C&I, C&D
	McKillops Road, Deddick	East Gippsland	MSW, C&I, C&D
	McKillops Road, Dellicknora	East Gippsland	MSW, C&I, C&D
	Doctors Flat Road, Ensay	East Gippsland	MSW, C&I, C&D
	Gipsy Point	East Gippsland	MSW, C&I, C&D
	Omeo Highway, Glen Wills	East Gippsland	MSW, C&I, C&D
	Bonang Highway, Goongerah	East Gippsland	MSW, C&I, C&D
	Tamboon Road, Tamboon	East Gippsland	MSW, C&I, C&D
	McKillops Road, Tubbut	East Gippsland	MSW, C&I, C&D
	97 Tip Road, Benambra	East Gippsland	MSW, C&I, C&D
	Clarkeville Road, Bendoc	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
	1 Wellington Park Way, Sale	Wellington	Comingled recyclables`
	31 Wahalla Road Moe	Latrobe City	Garden/Wood/Timber
	29-35 Rocla Road Traralgon	Latrobe City	Garden/Wood/Timber

Table 18: Existing Resource Recovery Infrastructure (cont.) (read over both pages)

Site Name	Facility Owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
Resource Recovery RRC/TS, stand alone				
Cowes Recycling Facility	Bass Coast Shire	-38.45705	145.24819	
Inverloch	Wonthaggi Recyclers	-38.63122	145.751292	
Wonthaggi	Wonthaggi Recyclers	-38.621983	145.58244	
Drouin Waste Recyclers	Drouin Waste Recyclers	-38.122448	145.83346	
Erica	Baw Baw Shire	-37.971961	146.371268	
Lardner	Baw Baw Shire	-38.220544	145.864021	
Mt Baw Baw	Baw Baw Shire	-37.847104	146.245269	
Neerim South	Baw Baw Shire	-38.00739	145.963851	
Trafalgar	Baw Baw Shire	-38.228236	146.143388	
Bemm River	East Gippsland Shire	-37.751764	148.969301	
Bonang	East Gippsland Shire	-37.201878	148.726927	
Bruthen	East Gippsland Shire	-37.697864	147.836478	
Buchan	East Gippsland Shire	-37.544522	148.148001	
Genoa	East Gippsland Shire	-37.478899	149.583393	
Lindenow	East Gippsland Shire	-37.814954	147.425117	
Mallacoota	East Gippsland Shire	-37.572423	149.745938	

	Address	Local Government Area	Major material streams managed on the site
	Resource RecoveryRRC/TS, stand alone		
	Dunsmore Road, Cowes	Bass Coast	E-waste, Motor oil, Automotive batteries, Dry cell batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard
	Old Ford Road, Inverloch	Bass Coast	E-waste, Fluoro tubes, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
	180 Cameron Street, Wonthaggi	Bass Coast	E-waste, Fluoro tubes, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
	81 Weerong Road, Drouin	Baw Baw	Concrete, brick & tiles, E-waste, Automotive batteries, Metals, Organics, MSW, C&I, C&D, Paper & cardboard, Silage wrap
	Mathesons Road, Erica	Baw Baw	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
	Simpson Road, Lardner	Baw Baw	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster, Tyres
	Mt Baw Baw Tourist Road	Baw Baw	Comingled recyclables, MSW, C&I, C&D
	Neerim East Road, Neerim South	Baw Baw	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster Tyres
	Giles Road, Trafalgar	Baw Baw	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster Tyres
	2044 Sydenham Parade, Bemm River	East Gippsland	E-waste, Automotive batteries, Metals, Organics, Comingled recyclables, Comingled recyclables, MSW, C&I, C&D, Mattresses
	16 Maling Road, Bonang	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
	107 - 117 Great Alpine Road, Bruthen	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
	2337 Bruthen - Buchan Road, Buchan	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
	Princes Highway, Genoa	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
	Snobbs Road, Lindenow	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, drumMuster
	Betka Road, Mallacoota	East Gippsland	Concrete, brick & tiles, Clean fill, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres



Table 18: Existing Resource Recovery Infrastructure (cont.) (read over both pages)

Site Name	Facility Owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
Resource Recovery RRC/TS, stand alone				
Marlo	East Gippsland Shire	-37.790137	148.561590	
Metung	East Gippsland Shire	-37.852133	147.861536	
Newmerella	East Gippsland Shire	-37.754817	148.423226	
Omeo	East Gippsland Shire	-37.100543	147.603573	
Orbost	East Gippsland Shire	-37.672272	148.472983	
Swifts Creek	East Gippsland Shire	-37.269118	147.696939	
Wairewa	East Gippsland Shire	-37.690504	148.172573	
Moe	Latrobe Waste & Recycling	-38.201088	146.309603	
Morwell	Latrobe Waste & Recycling	-38.254212	146.426395	
Traralgon	Latrobe Waste & Recycling	-38.222746	146.554063	
Yinnar	Latrobe Waste & Recycling	-38.377715	146.343027	
Foster	Dasma Environmental Solutions	-38.6521	146.219392	
Korumburra	Dasma Environmental Solutions	-38.447625	145.833978	
Mirboo North	Dasma Environmental Solutions	-38.402207	146.171474	

	Address	Local Government Area	Major material streams managed on the site
	<b>Resource RecoveryRRC/TS, stand alone</b>		
	99 Marlo Tip Road, Marlo	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
	130 Rosherville Road, Metung	East Gippsland	E-waste, Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard
	215 Corringale Road, Newmerella	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
	18 Margetts Street, Omeo	East Gippsland	E-waste, Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, drumMuster
	Bonang Road, Orbost	East Gippsland	E-waste, Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster, Tyres
	237 Cassilis Road, Swifts Creek	East Gippsland	E-waste, Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard
	Boundary Road, Wairewa	East Gippsland	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, C&I, C&D, Mattresses
	Haunted Hill Road, Hernes Oak	Latrobe City	Clean fill, Plasterboard, Glass, E-waste, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
	Porters Road, Hazelwood North	Latrobe City	Chem Collect, Clean fill, Plasterboard, Glass, E-waste, Fluoro tubes, Motor oil, Automotive batteries, Dry cell batteries, Paint, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster, Silage wrap, Tyres
	Liddiard Road, Traralgon	Latrobe City	Clean fill, Plasterboard, Glass, E-waste, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
	Whitelaws Track, Yinnar South	Latrobe City	Clean fill, Glass, E-waste, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
	South Gippsland Highway, Foster	South Gippsland	Clean fill, Glass, E-waste, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
	Silkstone Road, Korumburra	South Gippsland	Concrete, brick & tiles, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, drumMuster, Silage wrap, Tyres
	Railway Road, Mirboo North	South Gippsland	Concrete, brick & tiles, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, drumMuster, Silage wrap, Tyres

Table 18: Existing Resource Recovery Infrastructure (cont.) (read over both pages)

Site Name	Facility Owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Resource Recovery RRC/TS, stand alone</b>				
Venus Bay	Dasma Environmental Solutions	-38.696967	145.808548	
Walkerville	Dasma Environmental Solutions	-38.818034	146.001743	
Dargo	Towards Zero	-37.456218	147.241525	
Heyfield	Towards Zero	-37.961417	146.741264	
Loch Sport	Towards Zero	-38.064742	147.552742	
Seaspray	Towards Zero	-38.365518	147.191445	
Stratford	Towards Zero	-37.959918	147.090904	
Yarram	Towards Zero	-38.54132	146.702445	
<b>Resource Recovery RRC/TS, collocated at landfill</b>				
Grantville	Ace Contractors	-38.420809	145.51953	
Bairnsdale	East Gippsland Shire	-37.87967	147.626012	
Lakes Entrance	East Gippsland Shire	-37.858294	148.006782	
Koonwarra	Dasma Environmental Solutions	-38.558186	145.922177	

	Address	Local Government Area	Major material streams managed on the site
<b>Resource Recovery RRC/TS, stand alone</b>			
	Corner Canterbury Road & 3 Beach Road, Venus Bay	South Gippsland	Concrete, brick & tiles, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, drumMuster, Silage wrap, Tyres
	Fish Creek Road -Walkerville Road, Walkerville	South Gippsland	Concrete, brick & tiles, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, drumMuster, Silage wrap, Tyres
	Kings Road, Dargo	Wellington	Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
	Rifle Range Road, Heyfield	Wellington	E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
	Progress Road, Loch Sport	Wellington	E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
	Tip Road, Seaspray	Wellington	E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
	Wyndham Street, Stratford	Wellington	E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
	Hyland Highway, Yarram	Wellington	E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, drumMuster, Tyres
<b>Resource Recovery RRC/TS, collocated at landfill</b>			
	1685 Bass Highway, Grantville	Bass Coast	E-waste, Fluoro tubes, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, Mattresses, Paper & cardboard, drumMuster, Tyres
	200 Johnstons Road, Forge Creek	East Gippsland	Concrete, brick & tiles, Clean fill, E-waste, Fluoro tubes, Motor oil, Automotive batteries, Dry cell batteries, Paint, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, Tyres
	Thorpes Lane, Lakes Entrance	East Gippsland	Concrete, brick & tiles, Clean fill, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster, Tyres
	Koonwarra-Inverloch Road, Koonwarra	South Gippsland	Concrete, brick & tiles, Clean fill, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, drumMuster, Silage wrap, Tyres, Clothing

Table 18: Existing Resource Recovery Infrastructure (cont.) (read over both pages)

Site Name	Facility Owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Resource Recovery RRC/TS, collocated at landfill</b>				
Kilmany	Towards Zero	-38.103092	146.920064	
Maffra	Towards Zero	-37.912559	146.986143	
Rosedale	Towards Zero	-38.185982	146.813461	
<b>Resource Recovery MRF Municipal Solid Waste</b>				
Dasma Environmental Solutions	Dasma - Morwell	-38.239204	146.438518	
Tambo Waste	Tambo Waste - Bairnsdale	-37.823865	147.655721	
Wonthaggi Recyclers	Wonthaggi Recyclers	-38.6078361	145.603561	
<b>Resource Recovery MRF Construction &amp; Demolition</b>				
B & H Scrap Removals	B & H Scrap Removals	-38.164814	145.941123	
B&H Scrap Metal Removals	B&H Scrap Metal Removals			
Bairnsdale Scrap Metal	Bairnsdale Scrap Metal	-37.843572	147.611273	
Bass Coast Metal Recyclers	Bass Coast Metal Recyclers			
Don Thornley Metal Merchant	Don Thornley Metal Merchant			
Drouin Waste Recyclers	Drouin Waste Recyclers	-38.116549	145.831578	
East Gippsland Scrap Metal Recyclers & Bargain Centre	East Gippsland Scrap Metal Recyclers & Bargain Centre	-37.841714	147.587345	
Fast Scrap Metals	Fast Scrap Metals			
Gippsland Metal Recyclers	Gippsland Metal Recyclers	-38.162708	145.940597	
Heyfield Scrap Metal Merchants	Heyfield Scrap Metal Merchants	-37.976796	146.780465	
Industrial metal Recyclers	Industrial metal Recyclers	-38.247854	146.410624	
Jackson Maria C	Jackson Maria C	-38.63992	146.222733	
K.B. Auto Salvage & Recycling	K.B. Auto Salvage & Recycling	-38.118986	145.831721	
Latrobe Valley Recyclers	Transpacific Industries	-38.2308	146.388554	

	Address	Local Government Area	Major material streams managed on the site
	<b>Resource Recovery RRC/TS, collocated at landfill</b>		
	Velore Road, Kilmany	Wellington	Concrete, brick & tiles, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, drumMuster, Tyres, Clothing
	Sellings Road, Maffra	Wellington	Concrete, brick & tiles, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, drumMuster, Tyres
	Merton Vale Road, Rosedale	Wellington	Concrete, brick & tiles, E-waste, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
	<b>Resource Recovery MRF Municipal Solid Waste</b>		
	Tramway Road, Morwell	Latrobe City	Comingled recyclables
	66 McMillan Street, Bairnsdale	East Gippsland	Comingled recyclables
	16-18 Loughran Drive, Wonthaggi	Bass Coast	Comingled recyclables
	<b>Resource Recovery MRF Construction &amp; Demolition</b>		
	Warragul	Baw Baw	Metal
	Leongatha	South Gippsland	Metal
	14 Kyle Street, Bairnsdale	East Gippsland	Metal
	Wonthaggi	Bass Coast	Metal
		Latrobe City	Metal
	8 Weerong Road, Drouin	Baw Baw	Metal
	29 Lawless Street, Bairnsdale	East Gippsland	Metal
	Poowong	South Gippsland	Metal
	7 Cadby Court, Warragul 3820	Baw Baw	Metal
	Firebrace Road, Heyfield	Wellington	Metal
	Lot 4J Southern Court (Off Hazelwood Drive), Morwell	Latrobe City	Metal
	Ameys Track, Foster	South Gippsland	Metal
	30 Weerong Road Drouin 3818	Baw Baw	Metal
	55 Madden Street, Morwell	Latrobe City	Metal

Table 18: Existing Resource Recovery Infrastructure (cont.) (read over both pages)

Site Name	Facility Owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Resource Recovery MRF Construction &amp; Demolition</b>				
Loch Scrap Metal Pty Ltd	Loch Scrap Metal Pty Ltd	-38.427264	145.809139	
Madden Street Scrap & Recycling	Madden Street Scrap & Recycling	-38.2308	146.388554	
Maffra Waste Disposal	Maffra Waste Disposal	-37.971153	146.979569	
Maple Ridge Scrap	Maple Ridge Scrap	-38.164814	145.941123	
Moe Recyclers	Moe Recyclers	-38.16457	146.262997	
Sims Metal Management	Sims Metal Management	-38.180395	146.5655	
Sledge Hammer Scrap Metal	Sledge Hammer Scrap Metal	-38.23376	146.382577	
<b>Resource Recovery MRF Commercial and Industrial</b>				
Doc Shop	Doc Shop	-38.181396	146.56528	
Lifeline Gippsland	Lifeline Gippsland	-38.234243	146.399671	
LVE	LVE	-38.231432	146.440407	
Maffra Waste Disposal	Maffra Waste Disposal	-37.971153	146.979569	
Bass Coast Rubbish Removal & Bin Hire	Bass Coast Rubbish Removal & Bin Hire	-38.621855	145.586237	
Bin Skips Waste & Recycling				
Maffra Waste Disposal	Maffra Waste Disposal	-37.971153	146.979569	
Sort Worx	Sort Worx	-38.204605	146.158754	
Wheel-A-Waste Pty Ltd	Wheel-A-Waste Pty Ltd	-38.587388	145.590823	
<b>Reprocessor Aggregates, Masonry &amp; Soils</b>				
A1 Concrete Recycling	A1 Concrete Recycling	-38.120513	145.830814	
Donmix Concrete	Donmix Concrete	-38.501623	145.182121	
Drouin Concrete Recyclers	Drouin Concrete Recyclers	-38.120201	145.83098	
EcoProjects Australia	EcoProjects Australia			
G & J Crosby Contractors Pty Ltd	G & J Crosby Contractors Pty Ltd	-38.183964	146.562656	
Gippsland Concrete Recyclers	Gippsland Concrete Recyclers (Matthews Quarries/Latrobe Valley Concrete)	-38.182158	146.56747	

	Address	Local Government Area	Major material streams managed on the site
<b>Resource Recovery MRF Construction &amp; Demolition</b>			
	3 Adkins Street, Korumburra	South Gippsland	Metal
	55 Madden St, Morwell	Latrobe City	Metal
	6 McMahon Drive Maffra3860	Wellington	Metal
	2B Olympic Street, Warragul	Baw Baw	Metal
	116 Moore Street, Moe	Latrobe City	Metal
	70 - 74 Eastern Road, Traralgon	Latrobe City	Metal
	48-50 Commercial Road, Morwell	Latrobe City	Metal
<b>Resource Recovery MRF Commercial and Industrial</b>			
	66 Eastern Rd Traralgon	Latrobe City	Paper/Cardboard
	Cnr Church & Fleming Streets, Morwell	Latrobe City	Paper/Cardboard
	547 Princes St Morwell	Latrobe City	Paper/Cardboard
	6 McMahon Drive, Maffra	Wellington	Paper/Cardboard
	11 Pine Grove Wonthaggi	Bass Coast	Mixed Building waste
	Bairnsdale	East Gippsland	Mixed Materials
	6 McMahon Drive Maffra	Wellington	Mixed Materials
	Contour Road, Trafalgar	Baw Baw	Mixed Materials
	38 Fuller Road North Wonthaggi	Bass Coast	Mixed Building waste
<b>Reprocessor Aggregates, Masonry &amp; Soils</b>			
	50 Parinda Road, Drouin	Baw Baw	Concrete
	793 Back Beach Road, Ventnor	Bass Coast	Concrete, Bricks and Tiles
	Parinda Road, Drouin	Baw Baw	Concrete
	PO Box 215 Korumburra	South Gippsland	Aggregates, Masonry & Soil
	Yard 2 Dodd Cout, Traralgon	Latrobe City	Concrete, Bricks and Tiles
	24-44 Rocla Road, Traralgon	Latrobe City	Aggregates, Masonry & Soil



Table 18: Existing Resource Recovery Infrastructure (cont.) (read over both pages)

Site Name	Facility Owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Reprocessor Aggregates, masonry &amp; soils</b>				
Kennedy Quarry	Kennedy Haulage	-38.128839	146.386388	
KilmanyTS	Wellington Shire Council	-38.103092	146.920064	
Neerim South Quarry	Neerim South Quarry & Concrete Recycling	-38.005801	145.963551	
Paul Volk Contracting	Paul Volk Contracting	-37.823383	147.65864	
Rob Hicks	Rob Hicks			
Traralgon Concrete products	Traralgon Concrete products	-38.182158	146.56747	
Whelans Quarry Sandpit	Whelans Quarry Sandpit	-37.874684	147.630147	
<b>Reprocessor Organics, Wood/Timber</b>				
Building Bitz	Building Bitz	-38.609776	145.604647	
Gippsland Renewable Energy	Gippsland Renewable Energy	-38.1846047	146.5637669	
G & J Crosby Contractors Pty Ltd	G & J Crosby Contractors Pty Ltd	-38.183964	146.562656	
<b>Reprocessor Organics, Combined</b>				
Aussie Compost Company	Aussie Compost Company	-38.6053608	145.8120627	
Gary Ryan	Gary Ryan	-38.181151	146.567549	
Gippsland Water - Soil and Organic Recycling Facility	Gippsland Water (Soil and Organic Recycling Facility)	-38.209116	147.2931423	
Mallacoota Water Treatment Plant	John Andersen	-37.5681285	149.7371293	
Pinegro	Pinegro - Morwell	-38.2442225	146.4096645	
<b>Reprocessor Paper Cardboard</b>				
Australian Paper	Australian Paper	-38.179826	146.441327	
<b>EfW (Energy from Waste), Anaerobic Digester</b>				
East Gippsland Water	East Gippsland Water	-37.843311	147.616376	
<b>EfW (Energy from Waste), Other</b>				
Australian Paper	Australian Paper	-38.179826	146.441327	

	Address	Local Government Area	Major material streams managed on the site
<b>Reprocessor Aggregates, masonry &amp; soils</b>			
	Boola Boola Road, Yallourn North	Latrobe City	Concrete, Bricks and Tiles
	Velore Road, Kilmany	Wellington	Aggregates, Masonry & Soil
	11 Sheffield Road, Neerim South.	Baw Baw	Concrete, Bricks and Tiles
	McMillan Street, Bairnsdale	East Gippsland	Concrete
	Sale	Wellington	Concrete
	14- 28 Dunbar Road, Traralgon	Latrobe City	Aggregates, Masonry & Soil
	Johnston's Road, Forge Creek	East Gippsland	Concrete
<b>Reprocessor Organics, Wood/Timber</b>			
	5 Loughran Drive, Wonthaggi	Bass Coast	Wood/Timber
	Morwell (next door to Pinegro)	Latrobe City	Timber and wood waste pelletisation
	Yard 2 Dodd Court, Traralgon	Latrobe City	Wood/Timber
<b>Reprocessor Organics, Combined</b>			
	307 Koonwarra-Pound Creek Road, Pound Creek	South Gippsland	Garden Organics and manures
	57-79 Rocla Rd Traralgon	Latrobe City	Bark/Sawdust/Wood/Timber
	1954 Longford-Loch Sport Road, Dutson Downs	Wellington	Garden/Wood/Timber
	Watertrust Road, Mallacoota	East Gippsland	Food, and Garden, Timber
	Monash Way, Morwell	Latrobe City	Garden/Wood/Timber
<b>Reprocessor Paper Cardboard</b>			
	Morwell-Maryvale Road, Maryvale	Latrobe City	Paper/Cardboard
<b>EfW (Energy from Waste), Anaerobic Digester</b>			
	Holloway St Bairnsdale	East Gippsland	Biosolids/Garden/Wood/Timber
<b>EfW (Energy from Waste), Other</b>			
	Morwell-Maryvale Road, Maryvale	Latrobe City	Processing plant waste (Black Liquor) into fuel

### 6.3. Future Resource Recovery Infrastructure Requirements & Options

In preparing this Draft Implementation Plan, the Gippsland Waste and Resource Recovery Group has identified infrastructure needs to support future requirements.

**Table 19: Future Resource Recovery Infrastructure Requirements & Options** (read over both pages)

Infrastructure type	Category	General location	Material streams to be managed	
Resource Recovery drop off	MSW	Anglers Rest	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Brodribb River	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Club Terrace	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Combienbar	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Deddick	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Dellicknora	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Ensay	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Gipsy Point	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Glen Wills	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Goongerah	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Goongerah	MSW, C&I, C&D	
Resource Recovery drop off	MSW	Tubbut	MSW, C&I, C&D	
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Wonthaggi	E-waste, Fluoro tubes, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres	
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Phillip Island	E-waste, Fluoro tubes, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres	
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Erica	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres	
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Lardner	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster, Tyres	
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Neerim South	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster Tyres	

	Timeframe (likely commencement date)	Reason for need	Other requirements (e.g. Planning approvals required)
	2016	Separation of recyclables improved through trailer upgrades.	
	2017	Distributed rural roadside drop-off points established in lieu of existing trailer	
	2016	Separation of recyclables improved through trailer upgrades.	
	2016	Separation of recyclables improved through trailer upgrades.	
	2016	Separation of recyclables improved through trailer upgrades.	
	2017	Separation of recyclables improved through trailer upgrades.	
	2017	Distributed rural roadside drop-off points established in lieu of existing trailer	
	2016	Distributed rural roadside drop-off points established in lieu of existing trailer	
	2016	Separation of recyclables improved through trailer upgrades.	
	2016	Separation of recyclables improved through trailer upgrades.	
	2016	Separation of recyclables improved through trailer upgrades.	
	2016	Separation of recyclables improved through trailer upgrades.	
	To be confirmed	Existing facility requires upgrade to best practice.	Upgrades are tied to the Contract.
	To be confirmed	Resource recovery centre established to replace limited capacity of the Cowes Recycling Ban	Site selection and associated planning permits
	2017-2022	Upgrade to facilities as identified in future strategy to improve material separation for recovery.	Future Baw Baw Shire Transfer Station Strategy
	2017-2022	Upgrade to facilities as identified in future strategy to improve material separation for recovery.	Future Baw Baw Shire Transfer Station Strategy
	2017-2022	Upgrade to facilities as identified in future strategy to improve material separation for recovery.	Future Baw Baw Shire Transfer Station Strategy

**Table 19: Future Resource Recovery Infrastructure Requirements & Options (cont.)**  
(read over both pages)

Infrastructure type	Category	General location	Material streams to be managed
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Trafalgar	E-waste, Fluoro tubes, Motor oil, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, drumMuster Tyres
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Bemm River	E-waste, Automotive batteries, Metals, Organics, Comingled recyclables, Comingled recyclables, MSW, C&I, C&D, Mattresses
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Bruthen	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Buchan	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Tyres
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Genoa	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Lindenow	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, drumMuster
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Metung	E-waste, Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Omeo	E-waste, Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, drumMuster
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Swifts Creek	E-waste, Motor oil, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Wairewa	E-waste, Automotive batteries, Metals, Comingled recyclables, MSW, C&I, C&D, Mattresses
Resource Recovery/TS, stand alone	MSW, C&I, C&D	Yinnar	Clean fill, Glass, E-waste, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Mattresses, Paper & cardboard, Tyres
Resource Recovery/TS, collocated at landfill	MSW, C&I, C&D	Grantville	E-waste, Fluoro tubes, Motor oil, Automotive batteries, Metals, Organics, Comingled recyclables, Mattresses, Paper & cardboard, drumMuster, Tyres
Resource Recovery/TS, collocated at landfill	MSW, C&I, C&D	Bairnsdale	Concrete, brick & tiles, Clean fill, E-waste, Fluoro tubes, Motor oil, Automotive batteries, Dry cell batteries, Paint, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, Tyres
Resource Recovery/TS, collocated at landfill	MSW, C&I, C&D	Lakes Entrance	Concrete, brick & tiles, Clean fill, E-waste, Fluoro tubes, Motor oil, Automotive batteries, Dry cell batteries, Paint, Metals, Organics, Comingled recyclables, MSW, C&I, C&D, Paper & cardboard, Tyres
Reprocessor Organics, other	Organics and Timber	Gippsland Renewable Energy	Organics and Timber



	Timeframe (likely commencement date)	Reason for need	Other requirements (e.g. Planning approvals required)
	2017-2022	Upgrade to facilities as identified in future strategy to improve material separation for recovery.	Future Baw Baw Shire Transfer Station Strategy
	2017	Site upgrades to improve resource recovery.	
	2017	Site upgrades to improve resource recovery.	
	2018	Site upgrades to improve resource recovery.	
	2016	Site upgrades to improve resource recovery.	
	2017	Site upgrades to improve resource recovery.	
	2018	Site upgrades to improve resource recovery.	
	2016	Site upgrades to improve resource recovery.	
	2018	Site upgrades to improve resource recovery.	
	2016	Site upgrades to improve resource recovery.	
	2017	Existing facility requires upgrade to best practice.	
	2017-2022	Upgrade facilities to improve resource recovery. Possible covered resale area	
	2016	Upgrade facilities to improve resource recovery. Possible covered resale area	
	2017	Design new resource recovery centre in preparation for closure of the Landfill	
		Yet to move into full production - timber and wood waste pelletisation	



## Part B: Landfill infrastructure schedule

### 6.4. Existing landfills

Table 20: Gippsland's Existing Landfills (read over both pages)

Site name	Location, LGA	GIS coordinates		
		Latitude	Longitude	
Grantville	Bass Coast	-38.420809	145.51953	
Bairnsdale	East Gippsland	-37.87967	147.626012	
Cann River	East Gippsland	-37.569549	149.123579	
Lakes Entrance	East Gippsland	-37.859532	148.016224	
Hyland Highway	Latrobe City	-38.278483	146.559248	
Koonwarra	South Gippsland	-38.447625	145.833978	
Kilmany	Wellington	-38.103092	146.920064	
Maffra	Wellington	-37.912559	146.986143	
Rosedale	Wellington	-38.185982	146.813461	
Dutson Downs	Wellington	-38.209116	147.2931423	

\* Estimated date when currently approved landfill airspace will be fully depleted.

	Owner (operator) (if different)	EPA Licence Number	Waste types accepted			Approved airspace remaining (Tonne)	*Approved Airspace consumed (Date)
			MSW	C&I	C&D		
	Bass Coast SC (Ace Contractors)	CL12129	✓	✓	✓	360,000	2027
	East Gippsland Shire	CL74237	✓	✓	✓	222,000	2025
	East Gippsland Shire	Unlicensed	✓	✓	✓	23,125	2020
	East Gippsland Shire	CL74237	✓	✓	✓	16,000	2018
	Latrobe City	CL25565	✓	✓	✓	432,000	2023
	South Gippsland SC	CL24873	✓	✓	✓	255,000	2029
	Wellington SC (Towards Zero)	CL74211	✓	✓	✓	218,000	2024
	Wellington SC (Towards Zero)	CL74211	✓	✓	✓	104,000	>2046
	Wellington SC (Towards Zero)	Unlicensed	✓	✓	✓	1,000	2027
	Gippsland Water			✓		4800	2020



## 6.5. Potential new or expanded landfills

A number of Gippsland landfills are predicted to reach capacity in the short (up to 10 years) to medium term (10 to 15 years). Based on a projected need for landfill airspace in line with population increases and the current and expected future capacity of the landfills operating within the region, there is sufficient capacity to meet the disposal needs of Gippsland.

However, this will require the application for works approval by some landfill operators. It is recommended that this process should begin at least five to six years before a new section of the landfill is required for use.

Therefore, based on information in Table 21 below, a number of councils should start the process of applying for a Works Approval application no later than June 30, 2017. These are:

- Hyland Highway landfill, Loy Yang (Latrobe City Council),
- Kilmany Landfill, Kilmany (Wellington Shire Council), and;
- Bairnsdale Landfill, Forge Creek (East Gippsland Shire Council).

**Table 21: Potential New or Expanded Landfills** (read over both pages)

Site name	Proponent	GIS coordinates		Region/s serviced	
		Latitude	Longitude		
Bairnsdale	East Gippsland	-37.87967	147.626012	East Gippsland Shire	
Hyland Highway	Latrobe City	-38.278483	146.559248	Latrobe City/Baw Baw	
Koonwarra	South Gippsland	-38.447625	145.833978	South Gippsland SC	
Kilmany	Wellington	-38.103092	146.920064	Wellington SC	
Dutson Downs	Gippsland Water	-38.209116	147.2931423	Gippsland	

Should any of these applications be unsuccessful the Gippsland Waste and Resource Recovery Group is required to undertake a process to identify suitable sites to enable an Expression of Interest process for the development of replacement landfill airspace.

The following Table 22- Planned Life of Gippsland's Landfills contains the proposed sequence for the filling of available landfill sites for a 30 year period. It includes both existing and potential future landfill sites. Subject to limited exceptions, under section 50C(2) of the Environment Protection Act, the EPA Victoria must refuse to consider an application for a works approval in relation to a new landfill if the landfill is not provided for in this table.



	Wastes proposed to be accepted	Likely commencement date	Anticipated life of the Landfill (Tonne)	Status (e.g. planning approvals required)	Additional considerations (e.g. buffers required)
	East Gippsland Shire	2023	690,000	Works Approval Required	Expansion of existing Landfill
	Latrobe City/ Baw Baw	2023	315,000	Works Approval Required	Expansion of existing Landfill
	South Gippsland SC	2029	510,000	Works Approval Required	Expansion of existing Landfill
	Wellington SC	2024	500,000	Works Approval Required	Expansion of existing Landfill
	Asbestos	2020	12,000-18,000	Works Approval Required	Expansion of existing Landfill







**Notes:**

A series of 20 horizontal teal lines provided for taking notes, starting below the 'Notes:' header and extending down the page.



## 6.6. Closed landfills

### 6.6.1. Rehabilitation of closed landfills in Gippsland

Table 23: Rehabilitation Status of Closed Landfills (read over both pages)

Landfill name	GIS location Latitude	GIS location Longitude	Local government area	Duty holder	
Grantville (Tenby Point)	-38.421083	145.522521	Bass Coast SC	Bass Coast SC	
Inverloch	-38.63122	145.751292	Bass Coast SC	Bass Coast SC	
Lang Lang	-38.337125	145.613168	Bass Coast SC	Bass Coast SC	
Rhyll	-38.464681	145.274368	Bass Coast SC	Bass Coast SC	
Wonthaggi	-38.621983	145.58244	Bass Coast SC	Bass Coast SC	
Darnum	-38.185881	146.009792	Baw Baw SC	Baw Baw SC	
Drouin	-38.11988	145.829969	Baw Baw SC	Baw Baw SC	
Glen Cromie Tip	-38.072656	145.903971	Baw Baw SC	Baw Baw SC	
Jindivick	-38.040326	145.912068	Baw Baw SC	Baw Baw SC	
Lardner	-38.222875	145.863837	Baw Baw SC	Baw Baw SC	
Mt Baw Baw	-37.846141	146.245715	Baw Baw SC	Baw Baw SC	
Neerim North	-37.914612	145.990555	Baw Baw SC	Baw Baw SC	
Rawson	No Detail	No Detail	Baw Baw SC	Baw Baw SC	
Thorpdale	No Detail	No Detail	Baw Baw SC	Baw Baw SC	
Trafalgar	-38.228269	146.143527	Baw Baw SC	Baw Baw SC	
Warragul	-38.1542	145.919938	Baw Baw SC	Baw Baw SC	
Willow Grove	No Detail	No Detail	Baw Baw SC	Baw Baw SC	
Anglers Rest	-36.993161	147.474107	East Gippsland SC	East Gippsland SC	
Bairnsdale	-37.839767	147.618002	East Gippsland SC	East Gippsland SC	

	Wastes previously received at landfill	Date landfilling ceased	Rehabilitation status	Current infrastructure on site
	MSW, C&I, C&D	Nov 1998	Completed	RRC
	MSW, C&I, C&D	Unknown	Unknown*	RRC
	MSW, C&I, C&D	Unknown	Incomplete	Bush Reserve
	MSW, C&I, C&D	1998	Completed	Reserve
	MSW, C&I, C&D	1998	Incomplete PC PAN	RRC
	MSW, C&I, C&D	1991	Completed	Vacant
	MSW, C&I, C&D	mid 1980's	Completed	Concrete Reprocessor
	MSW, C&I, C&D	mid 1980's	Completed	Farm land
	MSW, C&I, C&D	Unknown	Completed	Farm land
	MSW, C&I, C&D	2001	Completed	Farm land
	MSW, C&I, C&D	1990's	Unknown*	RRC
	MSW, C&I, C&D	mid 1980's	Completed	Park
	MSW, C&I, C&D	Unknown	Completed	Unknown
	MSW, C&I, C&D	Unknown	Completed	Unknown
	MSW, C&I, C&D	2011	Incomplete PC PAN	Uralla Nature Reserve
	MSW, C&I, C&D	Unknown	Completed	Recreation Reserve
	MSW, C&I, C&D	Unknown	Completed	Unknown
	MSW, C&I, C&D	Unknown	Incomplete	Drop Off Trailer
	MSW, C&I, C&D	2003	Incomplete PC PAN	

**Table 23: Rehabilitation Status of Closed Landfills (cont.)** (read over both pages)

Landfill name	GIS location Latitude	GIS location Longitude	Local government area	Duty holder	
Bemm River	-37.751764	148.969301	East Gippsland SC	East Gippsland SC	
Benambra	-36.965366	147.686901	East Gippsland SC	East Gippsland SC	
Bendoc	-37.165868	148.884051	East Gippsland SC	East Gippsland SC	
Bennett's Brook	-37.824400	147.888733	East Gippsland SC	East Gippsland SC	
Bete Belong	-37.680118	148.353045	East Gippsland SC	East Gippsland SC	
Bonang	-37.201261	148.728099	East Gippsland SC	East Gippsland SC	
Broddribb River	-37.707933	148.563474	East Gippsland SC	East Gippsland SC	
Bruthen	-37.696286	147.836435	East Gippsland SC	East Gippsland SC	
Buchan	-37.544522	148.148001	East Gippsland SC	East Gippsland SC	
Cabbage Tree	No Detail	No Detail	East Gippsland SC	East Gippsland SC	
Calulu	-37.776238	147.511895	East Gippsland SC	East Gippsland SC	
Cape Conran	-37.798884	148.733015	East Gippsland SC	East Gippsland SC	
Club Terrace	No Detail	No Detail	East Gippsland SC	East Gippsland SC	
Club Terrace	-37.551624	148.935370	East Gippsland SC	East Gippsland SC	
Combienbar	-37.438168	148.988117	East Gippsland SC	East Gippsland SC	
Deddick	-37.073342	148.465597	East Gippsland SC	East Gippsland SC	
Dellicknora	-37.120873	148.660764	East Gippsland SC	East Gippsland SC	
Eagle Point	-37.903405	147.650006	East Gippsland SC	East Gippsland SC	
Ensay	-37.367449	147.793477	East Gippsland SC	East Gippsland SC	
Forge Creek	No Detail	No Detail	East Gippsland SC	East Gippsland SC	
Gelantipy	-37.148967	148.241480	East Gippsland SC	East Gippsland SC	
Genoa	-37.478899	149.583393	East Gippsland SC	East Gippsland SC	
Glen Wills	-36.887033	147.461333	East Gippsland SC	East Gippsland SC	
Goongerah	-37.357928	148.684166	East Gippsland SC	East Gippsland SC	

	Wastes previously received at landfill	Date landfilling ceased	Rehabilitation status	Current infrastructure on site
	MSW, C&I, C&D	1999	Incomplete	RRC
	MSW, C&I, C&D	2014	Completed	Drop Off Skip
	MSW, C&I, C&D	2014	Completed	Drop Off Skip
	MSW, C&I, C&D	Unknown	Completed	Unknown
	MSW, C&I, C&D	2003	Incomplete	Unknown
	MSW, C&I, C&D	2015	Completed	RRC
	MSW, C&I, C&D	1990	Completed	Drop Off Trailer
	MSW, C&I, C&D	Circa 1993	Completed	RRC
	MSW, C&I, C&D	Circa 2004	Completed	RRC
	MSW, C&I, C&D	1992	Completed	Unknown
	MSW, C&I, C&D	1996	Completed	Bush Reserve
	MSW, C&I, C&D	Unknown	Completed	Bush Reserve
	MSW, C&I, C&D	Unknown	Completed	Unknown
	MSW, C&I, C&D	Circa 1997	Completed	Drop Off Trailer
	MSW, C&I, C&D	Circa 1992	Completed	Drop Off Trailer
	MSW, C&I, C&D	1999	Completed	Drop Off Trailer
	MSW, C&I, C&D	2003	Completed	Drop Off Trailer
	MSW, C&I, C&D	2001	Completed PAN	Incorporated into waste water facility
	MSW, C&I, C&D	2004	Completed	Drop Off Trailer
	MSW, C&I, C&D	Unknown	Completed	Unknown
	MSW, C&I, C&D	2014	Completed	Bush Reserve
	MSW, C&I, C&D	Circa 1998	Completed	RRC
	MSW, C&I, C&D	Unknown	Completed	Drop Off Trailer
	MSW, C&I, C&D	Unknown	Completed	Drop Off Trailer



**Table 23: Rehabilitation Status of Closed Landfills (cont.)** (read over both pages)

Landfill name	GIS location Latitude	GIS location Longitude	Local government area	Duty holder	
Lindenow South	-37.815085	147.424724	East Gippsland SC	East Gippsland SC	
Mallacoota	-37.574493	149.747235	East Gippsland SC	East Gippsland SC	
Marlo	-37.790137	148.561590	East Gippsland SC	East Gippsland SC	
Marlo	-37.788511	148.592561	East Gippsland SC	East Gippsland SC	
Marlo	No Detail	No Detail	East Gippsland SC	Unknown	
Metung	-37.852133	147.861536	East Gippsland SC	East Gippsland SC	
Newmerella	-37.75546	148.425718	East Gippsland SC	East Gippsland SC	
Noorinbee	-37.528107	149.173717	East Gippsland SC	East Gippsland SC	
Nowa Nowa	-37.742994	148.069235	East Gippsland SC	East Gippsland SC	
Omeo	-37.100543	147.603573	East Gippsland SC	East Gippsland SC	
Orbost	-37.672349	148.473359	East Gippsland SC	East Gippsland SC	
Raymond Island	-37.920549	147.738385	East Gippsland SC	East Gippsland SC	
Seldom Seen	No Detail	No Detail	East Gippsland SC	Unknown	
Suggan Buggan	-36.971146	148.322333	East Gippsland SC	East Gippsland SC	
Suggan Buggan	-36.934824	148.3526	East Gippsland SC	East Gippsland SC	
Swifts Creek	-37.269118	147.696939	East Gippsland SC	East Gippsland SC	
Tamboon	-37.740747	149.149809	East Gippsland SC	East Gippsland SC	
Tubbut	-37.073956	148.596658	East Gippsland SC	East Gippsland SC	
Wairewa	-37.690504	148.172573	East Gippsland SC	East Gippsland SC	
Woodglen	-37.774332	147.386656	East Gippsland SC	East Gippsland SC	
Wulgulmerang	-37.025388	148.162	East Gippsland SC	East Gippsland SC	
Boolarra	-38.387	146.273507	Latrobe CC	Latrobe CC	
Maryvale	-38.201088	146.309603	Latrobe CC	Latrobe CC	

	Wastes previously received at landfill	Date landfilling ceased	Rehabilitation status	Current infrastructure on site
	MSW, C&I, C&D	Circa 1994	Completed	RRC
	MSW, C&I, C&D	2014	Incomplete PC PAN	RRC
	MSW, C&I, C&D	Circa 2002	Completed	RRC
	MSW, C&I, C&D	1998	Completed	Bush Reserve
	MSW, C&I, C&D	Unknown	Unknown*	Unknown
	MSW, C&I, C&D	2003	Completed PAN	RRC
	MSW, C&I, C&D	1994	Completed	RRC
	MSW, C&I, C&D	1977	Completed	Bush Reserve
	MSW, C&I, C&D	2001	Completed	Bush Reserve
	MSW, C&I, C&D	2004	Completed	RRC
	MSW, C&I, C&D	2015	Incomplete	RRC
	MSW, C&I, C&D	1997	Completed	Bush Reserve
	MSW, C&I, C&D	Unknown	Unknown*	Unknown
	MSW, C&I, C&D	Unknown	Completed	Bush Reserve
	MSW, C&I, C&D	Unknown	Completed	Bush Reserve
	MSW, C&I, C&D	2006	Completed	RRC
	MSW, C&I, C&D	Circa 1980	Completed	Bush Reserve
	MSW, C&I, C&D	2007	Completed	Drop Off Trailer
	MSW, C&I, C&D	2009	Completed	RRC
	MSW, C&I, C&D	1989	Completed	Private Property
	MSW, C&I, C&D	2012	Completed	Bush Reserve
	MSW, C&I, C&D	1970	Incomplete	Leachate pond & irrigation equipment
	MSW, C&I, C&D	Unknown	Completed	

**Table 23: Rehabilitation Status of Closed Landfills (cont.)** (read over both pages)

Landfill name	GIS location Latitude	GIS location Longitude	Local government area	Duty holder	
Moe	-38.202705	146.309705	Latrobe CC	Latrobe CC	
Morwell	-38.200502	146.426141	Latrobe CC	Latrobe CC	
Traralgon	-38.222746	146.554063	Latrobe CC	Latrobe CC	
Yallourn North	-38.164643	146.361017	Latrobe CC	Latrobe CC	
Yallourn North	-38.15294	146.34921	Latrobe CC	Unknown	
Yallourn North	No Detail	No Detail	Latrobe CC	Unknown	
Yinnar	-38.377715	146.343027	Latrobe CC	Latrobe CC	
Foster	-38.6521	146.219392	South Gippsland SC	South Gippsland SC	
Korumburra	-38.447625	145.833978	South Gippsland SC	South Gippsland SC	
Mirboo North	-38.402207	146.171474	South Gippsland SC	South Gippsland SC	
Old Koonwarra	-38.557361	145.922256	South Gippsland SC	South Gippsland SC	
Sandy Point	-38.82626	146.134145	South Gippsland SC	South Gippsland SC	
Venus Bay	-38.696967	145.808548	South Gippsland SC	South Gippsland SC	
Walkerville	-38.818034	146.001743	South Gippsland SC	South Gippsland SC	
Welshpool	No Detail	No Detail	South Gippsland SC	Unknown	
Yanakie	No Detail	No Detail	South Gippsland SC	Unknown	
Alberton West	-38.593522	146.577569	Wellington SC	Wellington SC	
Boisdale	-37.886808	146.988650	Wellington SC	Wellington SC	
Boisdale	No Detail	No Detail	Wellington SC	Wellington SC	

	Wastes previously received at landfill	Date landfilling ceased	Rehabilitation status	Current infrastructure on site
	MSW, C&I, C&D	2006	Completed PAN	RRC
	MSW, C&I, C&D	2008	Incomplete PC PAN	Leachate pond
	MSW, C&I, C&D	1997	Completed	RRC
	MSW, C&I, C&D	Unknown	Completed	Leachate pond
	MSW, C&I, C&D	1998	Completed	
	MSW, C&I, C&D	Unknown	Unknown* (EPA to verify)	
	MSW, C&I, C&D	1991	Incomplete	RRC
	MSW, C&I, C&D	2002	Completed	RRC
	MSW, C&I, C&D	1980's	Completed	RRC
	MSW, C&I, C&D	Unknown	Completed	RRC
	MSW, C&I, C&D	2007	Completed PAN	Reserve
	MSW, C&I, C&D	Unknown	Completed	Reserve
	MSW, C&I, C&D	Unknown	Completed	RRC
	MSW, C&I, C&D	Unknown	Completed	RRC
	MSW, C&I, C&D	Unknown	Unknown*	Unknown
	MSW, C&I, C&D	Unknown	Unknown*	Unknown
	MSW, C&I, C&D	1999	Completed	
	MSW, C&I, C&D	1994	Completed	
	MSW, C&I, C&D	Unknown	Unknown	

**Table 23: Rehabilitation Status of Closed Landfills (cont.)** (read over both pages)

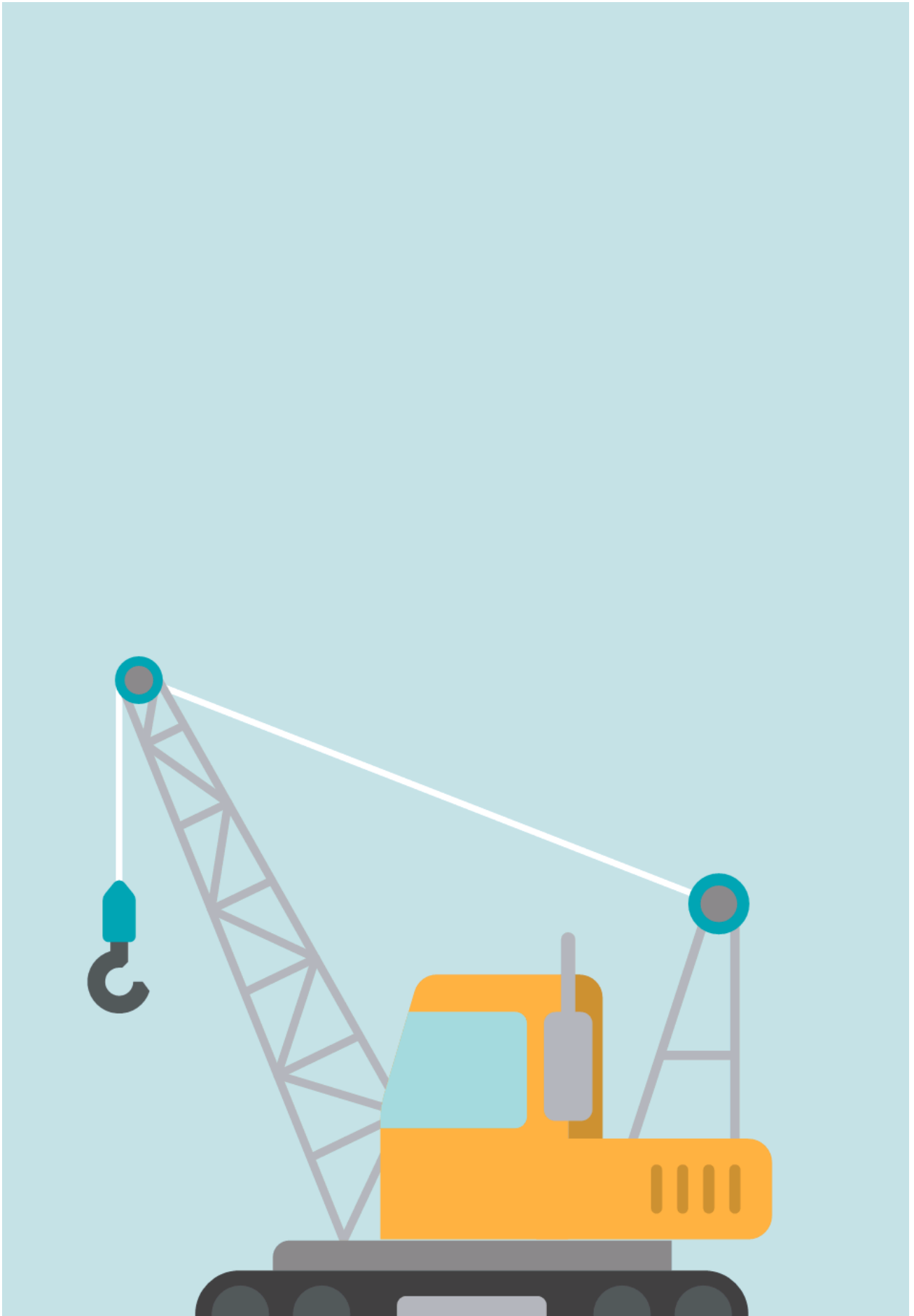
Landfill name	GIS location Latitude	GIS location Longitude	Local government area	Duty holder	
Cowwarr	-38.026662	146.692157	Wellington SC	Wellington SC	
Dargo	-37.456218	147.241525	Wellington SC	Wellington SC	
Gormandale	No Detail	No Detail	Wellington SC	Wellington SC	
Heyfield	-37.96278	146.741005	Wellington SC	Wellington SC	
Licola	No Detail	No Detail	Wellington SC	Wellington SC	
Loch Sport	-38.064742	147.552742	Wellington SC	Wellington SC	
Longford (Esso Site)	-38.186252	147.272973	Wellington SC	Unknown	
Longford (Gippsland Water)	-38.163074	147.102234	Wellington SC	Unknown	
Longford (Private)	-38.228286	147.168126	Wellington SC	Unknown	
Longford	-38.180115	147.163445	Wellington SC	Wellington SC	
Maffra	-37.962638	146.977872	Wellington SC	Wellington SC	
Maffra	-37.967367	146.974115	Wellington SC	Wellington SC	
Maffra	No Detail	No Detail	Wellington SC	Wellington SC	
Mann's Beach	No Detail	No Detail	Wellington SC	Wellington SC	
Port Albert	-38.650267	146.668673	Wellington SC	Wellington SC	
Rosedale (Private)	-38.155706	146.79515	Wellington SC	Unknown	
Seaspray	-38.365518	147.191445	Wellington SC	Wellington SC	
Stratford	-37.959918	147.090904	Wellington SC	Wellington SC	
Tinamba	-37.938592	146.821774	Wellington SC	Wellington SC	
Woodside	-38.516776	146.872186	Wellington SC	Wellington SC	
Yarram	-38.54132	146.702445	Wellington SC	Wellington SC	

	Wastes previously received at landfill	Date landfilling ceased	Rehabilitation status	Current infrastructure on site
	MSW, C&I, C&D	2002	Completed PAN	
	MSW, C&I, C&D	1999	Completed	RRC
	MSW, C&I, C&D	Unknown	Unknown*	Unknown
	MSW, C&I, C&D	2000	Incomplete PC PAN	RRC
	MSW, C&I, C&D	2000	Completed	Unknown
	MSW, C&I, C&D	2003	Completed PAN	RRC
	MSW, C&I, C&D	Unknown	Unknown*	
	MSW, C&I, C&D	Unknown	Unknown*	Unknown
	MSW, C&I, C&D	Unknown	Unknown*	
	MSW, C&I, C&D	Unknown	Incomplete PC PAN	
	MSW, C&I, C&D	Unknown	Completed	Primary School
	MSW, C&I, C&D	1980	Completed	Skate Park
	MSW, C&I, C&D	Unknown	Unknown*	Road Reserve
	MSW, C&I, C&D	1999	Completed	
	MSW, C&I, C&D	1999	Completed	
	C&I	Unknown	Unknown* (EPA to Verify)	
	MSW, C&I, C&D	Early 1990's	Unknown*	RRC
	MSW, C&I, C&D	2005	Completed	RRC
	MSW, C&I, C&D	1994	Completed	
	MSW, C&I, C&D	1999	Completed	
	MSW, C&I, C&D	2006	Completed PAN	RRC

# Appendix 1:

## Tables







## Appendix 1–Tables

### Main Sources of Data

Table 24: Main sources of Data

Data source	Description
Victorian Local Government Annual Survey (VLGAS)	<p>Annual data on materials collected through local government kerbside collection systems and published by Sustainability Victoria. All local governments in Victoria participate. The survey provides trending data on recyclables, organics, residual waste, hard waste and litter.</p> <p>The State Infrastructure Plan uses survey data from the financial year 2011-12, available at <a href="http://www.sustainability.vic.gov.au">www.sustainability.vic.gov.au</a></p>
Victorian Recycling Industries Annual Survey (VRIAS)	<p>Annual data collection measuring tonnages of materials diverted from landfill by major reprocessors in Victoria. This is used to measure progress against Victorian waste reduction targets, and trends in the recovery of waste materials.</p> <p>The survey is voluntary and although the return rate is relatively constant, contributors can vary from year to year. VRIAS is available on the website at <a href="http://www.sustainability.vic.gov.au">www.sustainability.vic.gov.au</a></p>
Australian Bureau of Statistics (ABS) population data	ABS Catalogue Number 3101.0 - Australian Demographic Statistics, Sep 2014
Victorian landfill audits	<p>Sustainability Victoria's disposal-based waste survey, 2009.</p> <p>A visual waste audit of eight metropolitan landfills, one regional landfill and one transfer station, covering 2003 separate inbound loads.</p>
Regional Waste and Resource Recovery Database	Sustainability Victoria's purpose-built database for data storage, analysis and projection to assist development of Regional Implementation Plans and alignment with the State Infrastructure Plan. This information is built on the data provided from state surveys and updated by Groups – ie it is not a separate source of data, but does provide for a basic level of analysis for projections.
Survey of Reprocessors in Gippsland by Sustainable Resource Use (SRU)	A survey undertaken by Sustainability Victoria in 2015 on behalf of all regional Waste and Resource Recovery Groups to obtain accurate data on the activities of reprocessors and material recovery facilities across regional Victoria.

Data source	Description
VicWaste Data Collection Software	In 2013, the former Gippsland Regional Waste Management Group led a project on behalf of the Association of Regional Waste Management Groups to develop a guideline for Collection and Reporting of Waste Data. To support the guide the GRWMG developed a database for facility managers to use to capture and report their data in accordance with the guideline.
Gippsland Kerbside bin audits	Successive audits of kerbside bins (garbage, green and recyclables) carried out by the former Gippsland Regional Waste Management Group in 2008, 2009 and 2010.
Whole-of-life assessments for Gippsland landfill and transfer stations	Work undertaken by the former Gippsland Regional Waste Management Group to model the full lifecycle costings of licensed landfills operating in Gippsland.
Risk assessments for operational landfills and closed landfills	Undertaken as a regional project, the former Gippsland Regional Waste Management Group (GRWMG) worked with all Gippsland councils to facilitate risk assessments and development of subsequent monitoring plans across each of the licensed landfills in Gippsland. The GRWMG then worked with three of the six Gippsland councils to conduct risk assessments of closed or soon to be closed landfills (including unlicensed sites).

### List of Regional Waste and Resource Recovery Facilities

Table 25: List of Regional Waste and Resource Recovery Facilities (read over both pages)

Facility Type	Facility Function	Facility Description	
Resource Recovery	Drop off	Drop Off Facility	
		Community Recycling Centre	
		Community Skip Bin	
		Transfer Trailer	
		240L Bin Community Drop-off Point	
		240L Bin Locked Compound	
	RCC/TS, Stand alone	Resource Recovery Centre	
		Transfer Station	
	RCC/TS, Co-located at	Resource Recovery Centre	
		Transfer Station	
	Materials Recovery Centre	Municipal	
		Commercial and Industrial	
Construction and Demolition			
Reprocessing	Aggregates, masonry, soil		
	Glass		
	Specialised	E-waste	
		Other	
	Metals		
Reprocessing	Organics	Food	
		Garden Waste	
		Wood / Timber	
		Combined	



	Infrastructure Type		
	Local Infrastructure	Regional Infrastructure	State Important Infrastructure
	4		
	2		
	14		
	36	2	
	2	5	
	1	2	
	9		
	20	1	
	10	3	
	2		
	4		1



Table 25: List of Regional Waste and Resource Recovery Facilities (cont.) (read over both pages)

Facility Type	Facility Function	Facility Description	
Reprocessing	Organics	Other	
	Other	Household Mixed Recyclables	
		Other	
	Paper / Cardboard		
	Plastic		
	Rubber (incl. Tyres)		
Textiles			
Energy from Waste	Energy from Waste	Anaerobic Digester	
		Pyrolysis / Gasification	
		Other	
Disposal	Disposal- Licenced	Putrescible	
		Putrescible and Solid Inert	
		Solid Inert	
		PIW/Asbestos	
	Disposal- exempt from Licence	- unlicensed	
		Closed	
TOTAL			

## Services that Gippsland Provides to other Regions

Table 26: Services that Gippsland Provides to Other Regions

Infrastructure type	Facility	Location	
Reprocessing Organics	Gippsland Water Soil and Organic Recycling Facility	1954 Longford-Lochsport Road, Dutson Downs	
Reprocessing Paper/ Cardboard	Nippon Paper (Australian Paper)	Morwell-Maryvale Rd, Maryvale	

	Infrastructure Type		
	Local Infrastructure	Regional Infrastructure	State Important Infrastructure
			1
	1		
	1	1	
	1	6	
	4 (private landfills)		1
	2		
	Refer to Section 3.3.3		
	113	20	3

Material streams managed	Status	Regions using
Organics Food, Garden, Wood/Timber, Other	State Important hub	Metro
Paper/Cardboard, Woodchip	State Important hub	Metro

## Waste and Resource Recovery Hubs in Gippsland

Table 27: Waste and Resource Recovery Hubs in Gippsland (read over both pages)

Hub			Significance		
Site	Category	Type	State	Regional	Local
Grantville	Disposal	Landfill (Licenced)		•	
Grantville	Resource Recovery	RRC/TS, Co-located at landfill		•	
Wonthaggi	Resource Recovery	RRC/TS standalone		•	
Inverloch	Resource Recovery	RRC/TS standalone			•
Cowes Recycling Facility	Resource Recovery	RRC/TS standalone			•
Wonthaggi Recyclers	Resource Recovery	MRF			•
Bass Coast Metal Recyclers	Reprocessor	Metal			
Wheel-A-Waste Pty Ltd	Reprocessor	Other Mixed Building waste			•
Bass Coast Rubbish Removal & Bin Hire	Reprocessor	Other Mixed Building waste			•
Donmix Concrete	Reprocessor	Aggregates, Masonry & Soil			•
Lardner	Resource Recovery	RRC/TS standalone		•	



	Constraints	Needs & Opportunities
		Facility upgrade including waste sorting area. Resale shed
	Location Upgrade tied to Operational Contract	Facility upgrade to Best Practice. An alternate location in the industrial zone. Centralising the facility to better service the shire population location and density.
	Limited size of site.	No planned upgrades
	Insufficient capacity to operate as a transfer station	No planned upgrades. Replace with a new Transfer Station on Phillip Island.
	Insufficient capacity and old MRF plant	
	The location of the site is 10-15 minutes from the population base of the shire The size of the site is restrictive for introduction of improved infrastructure for recover	Review the location of the facility and potential for relocation into the industrial area to the east of Warragul.





**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Trafalgar	Resource Recovery	RRC/TS standalone		•	
Neerim South	Resource Recovery	RRC/TS standalone			•
Erica	Resource Recovery	RRC/TS standalone			•
Drouin Waste Recyclers	Resource Recovery	RRC/TS standalone		•	
Neerim South Quarry	Reprocessor	Aggregates, Masonry & Soil			•
Sort Worx	Reprocessor	Other, Mixed Building waste			•



	Constraints	Needs & Opportunities
	<p>The location of the site is small and narrow. No capacity for expansion or stockpiling.</p> <p>Facility is zoned FZ (Farming). Surrounding land use is FZ.</p> <p>The roads leading into this site are VicRoads controlled roads and council controlled local sealed roads.</p> <p>The site is in the Uralla Nature reserve and has rehabilitation vegetation conditions.</p>	<p>Review the location of the facility and potential for relocation into the industrial area to the east of Trafalgar.</p> <p>Facility upgrade to Best Practice.</p> <p>Transfer Station Infrastructure Strategy to be developed.</p> <p>Future vision is for source separation infrastructure and mechanical compaction of bins</p>
	<p>The current location of the site is small and narrow. No capacity for expansion or stockpiling.</p> <p>Facility is located in, and surrounding by, farming zones FZ. It is within 480m of the General Residential Zone.GRZ1</p> <p>Future development will be subject to land availability and planning amendment conditions.</p>	<p>Facility upgrade to Best Practice.</p> <p>Transfer Station Infrastructure Strategy to be developed.</p> <p>Future vision is for source separation infrastructure and mechanical compaction of bins.</p>
	<p>The facility is zoned Public Use and the surrounding land is zoned housing and agriculture.</p> <p>The Roads leading into Erica are VicRoads controlled roads.</p>	<p>Facility upgrade to Best Practice.</p> <p>Transfer station Infrastructure Strategy to be developed.</p> <p>Future vision is for source separation infrastructure and mechanical compaction of bins.</p>
	<p>The facility is zoned Industrial IN1Z and surrounding land is Public Use - Cemetery/Crematorium PUZ5, Industrial IN1Z and Low Density Residential zone LDRZ). The roads leading into this site are VicRoads controlled roads and council controlled local sealed roads.</p>	
	<p>Facility located in, and surrounded by, Farm zoning FZ. Future planning may be subject to planning conditions and amendments. The roads leading into this site are VicRoads controlled roads and council controlled local sealed roads.</p>	<p>Adjacent to the Transfer Station</p>
	<p>The facility is zoned Industrial IN1Z and surrounded by Industrial IN1Z and General Residential GRZ1.</p>	<p>Potential replacement of Trafalgar TS</p>



**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Baw Baw Shire Depot	Reprocessor	Specialised			•
Drouin Waste Recyclers	Reprocessor	Aggregates, Masonry & Soil			•
Gippsland Metal Recyclers	Reprocessor Metal	Metal			•
K.B. Auto Salvage & Recycling	Reprocessor Metal	Metal			•
Drouin Concrete Recyclers	Reprocessor Aggregates, Masonry & Soil	Aggregates, Masonry & Soil			•
A1 Concrete Recycling	Reprocessor Aggregates, Masonry & Soil	Aggregates, Masonry & Soil			•
B & H Scrap Removals	Reprocessor Metal	Metal			•
Maple Ridge Scrap	Reprocessor Metal	Metal			•
Saferoads	Reprocessor Aggregate, masonry & soils	Aggregates, Masonry & Soil			•
Bemm River	Resource Recovery	RRC/TS standalone			•
Genoa	Resource Recovery	RRC/TS standalone			•
Mallacoota	Resource Recovery	RRC/TS standalone			•



	Constraints	Needs & Opportunities
	<p>Located in a mixed use zone MUZ and surrounded by general residential GRZ1 and urban growth zones UGZ, the Depot is predominately in a residential area of Warragul.</p> <p>The mixed use zone allows the operation of the facility, however transition into heavier uses is prohibited. Future development will be subject to planning conditions.</p> <p>The roads leading into this site are controlled by VicRoads and council controlled local sealed roads.</p>	<p>Current need is for an undercover facility.</p>
	<p>The facility is zoned Industrial IN1Z and surrounding land is Public Use - Cemetery/Crematorium PUZ5, Industrial IN1Z and Low Density Residential zone LDRZ). The roads leading into this site are VicRoads controlled roads and council controlled local sealed roads.</p>	
	<p>This facility is zoned Public Conservation &amp; Resource and is surrounded by farming and Public Park and Recreation zones. The facility is located outside the buffer but in close proximity to the urban settlement.</p>	<p>Site upgrades</p>
		<p>Site upgrades</p>
		<p>No planned upgrades</p>



**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Orbost	Resource Recovery	RRC/TS standalone			•
Bonang	Resource Recovery	RRC/TS standalone			•
Wairewa	Resource Recovery	RRC/TS standalone			•
Newmerella	Resource Recovery	RRC/TS standalone			•
Marlo	Resource Recovery	RRC/TS standalone			•
Buchan	Resource Recovery	RRC/TS standalone			•
Metung	Resource Recovery	RRC/TS standalone			•
Bruthen	Resource Recovery	RRC/TS standalone			•
Swifts Creek	Resource Recovery	RRC/TS standalone			•
Omeo	Resource Recovery	RRC/TS standalone			•
Lindenow	Resource Recovery	RRC/TS standalone			•
Bairnsdale	Resource Recovery	RRC/TS, Co-located at landfill		•	

	Constraints	Needs & Opportunities
	Within farming zone, this site is surrounded by farming and Public Conservation & Resource zones. Future planning will be subject to planning conditions.	No planned upgrades
		No planned upgrades
	This facility is zoned Public Conservation & Resource. It is surrounded by Public Conservation & Resource and farming zones.	Site upgrades
	Site closure	
	This facility is zoned Public Park and Recreation. Surrounding land is zoned Low Density Residential, Farming and Public Conservation Resource land.  The transfer station is adjacent to the urban boundary. Future development could be constrained by low density residential encroachment.  Identified for closure under strategy.	No planned upgrades
	This facility is zoned Public Use - Local Government and is surrounded by Public Park & Recreation and farming zones. There are dwellings within 500m buffer. The zoning allows for dwellings to be located within this distance.	Site upgrades
	Surrounded by farming zone but future development could be constrained by rural residential encroachment.	Site upgrades
	Within rural residential area and surrounded by Rural Living, Low Density Residential and Public Use - Cemetery zones. Future planning will be subject to planning conditions.	Site upgrades
	Within farming zone, this site is surrounded by farming and Public Conservation & Resource zones. Future planning will be subject to planning conditions.	Site upgrades
	Within industrial zone. Future planning will be subject to planning conditions.	Site upgrades
	Facility is located within, and surrounded by, farming zones and adjacent to land subject to an Environmental Significance Overlay.	Site upgrades
	The zoning is farming. There may be a possible introduction of an Environmental Significance Overlay. Permits are required for buildings and works.	No planned upgrades

**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Lakes Entrance	Resource Recovery	RRC/TS, Co-located at landfill		•	
Anglers Rest	Resource Recovery	Drop Off Transfer Trailers			•
Brodribb River	Resource Recovery	Drop Off Transfer Trailers			•
Buldah	Resource Recovery	Drop Off Transfer Trailers			•
Chandlers Creek	Resource Recovery	Drop Off Transfer Trailers			•
Club Terrace	Resource Recovery	Drop Off Transfer Trailers			•
Combienbar	Resource Recovery	Drop Off Transfer Trailers			•
Deddick	Resource Recovery	Drop Off Transfer Trailers			•
Dellicknora	Resource Recovery	Drop Off Transfer Trailers			•
Ensay	Resource Recovery	Drop Off 240L Bin Community Drop Off Points			•
Gipsy Point	Resource Recovery	Drop Off Transfer Trailers			•
Glen Wills	Resource Recovery	Drop Off Transfer Trailers			•
Goongerah	Resource Recovery	Drop Off Transfer Trailers			•
Tamboon / Furnell	Resource Recovery	Drop Off Transfer Trailers			•

	Constraints	Needs & Opportunities
	<p>This facility is zoned farming and is surrounded by farming, Rural Living and General Residential zones.</p> <p>The area is covered by Environmental Significance, Vegetation Protection and Erosion Management Overlays.</p> <p>Residential development has been permitted within the 500m buffer. Future planning will be subject to planning conditions.</p>	Upgrade and design new transfer station to best practice
	This facility is surrounded by farming zoned land.	Upgrade trailer to include recyclables
	This facility is surrounded by farming zoned land.	Change of service provision - rural kerbside collection
	Service identified to be removed – same location as Chandlers Creek	
		No planned upgrades
		Upgrade trailer to include recyclables
		Upgrade trailer to include recyclables
	The facility is surrounded by Public Conservation & Resource and Public Use - Other zones.	Upgrade trailer to include recyclables
	This facility is surrounded by farming zoned land.	Upgrade trailer to include recyclables
	This facility is surrounded by farming zoned land.	No planned upgrades
	The facility is surrounded by Public Conservation & Resource, Rural Living and Township zones.	New rural kerbside to be introduced by July 2016
	Within a farming zone, this site is surrounded by farming Public Conservation & Resource zones.	Upgrade trailer to include recyclables
	Within a farming zone, this site is surrounded by farming and Public Conservation & Resource zones.	Upgrade trailer to include recyclables
	Service identified to be removed	



**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Tubbut	Resource Recovery	Drop Off Transfer Trailers			•
Tambo Waste	Resource Recovery	MRF		•	
Mallacoota Water Treatment Plant	Reprocessor	Organics			•
Whelans Quarry Sandpit	Reprocessor	Aggregates, Masonry & Soil			•
Paul Volk Contracting	Reprocessor	Aggregates, Masonry & Soil			•
Bairnsdale Scrap Metal	Reprocessor	Metal			•
East Gippsland Scrap Metal Recyclers & Bargain Centre	Reprocessor	Metal			•
Bin Skips Waste & Recycling	Reprocessor	Other Mixed Building waste			•
East Gippsland Water	Reprocessor	Combined Organics			•
Hyland Highway	Disposal	Landfill (Licenced)		•	
Morwell	Resource Recovery	RRC/TS standalone		•	



	Constraints	Needs & Opportunities
	This facility is surrounded by Public Conservation & Resource and Farming zones.	Upgrade trailer to include recyclables
	Within industrial zone and surrounded by Industrial, General Residential and Public Park and Recreation zoned land.	Upgrade facilities to provide for paper and cardboard recycling and sort separation of C&I, C&D wastes
	This facility is surrounded by Public Conservation & Resource and Public Use - Service and Utility zones.	
	Within a farming zone and surrounded by farming zoned land.	
		Increase throughput capacity
	This facility is within Special Use Zone (coal) and adjacent to farming zones. Future planning will be subject to planning conditions. There are no identified freight routes at this stage, but should the facility be expanded, the strength of the immediate access road may be suspect. There are no transport alternatives.	No planned upgrades
	This facility is within an industrial zone and adjacent to farming, road and industrial zones. The land is subject to Land Subject to Inundation, Floodway, State Resource and a Design and Development Schedule 1 Overlays. The land is adjacent to the Lurgi site where the Lurgi Master Plan 2006 is applied.	Access roads are all in good condition  It may be feasible to establish a rail spur to the site.  No planned upgrades.



**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Moe	Resource Recovery	RRC/TS standalone			•
Traralgon	Resource Recovery	RRC/TS standalone			•
Yinnar	Resource Recovery	RRC/TS standalone			•
Dasma Environmental Solutions	Resource Recovery	MRF		•	
Gippsland Concrete Recyclers	Reprocessor	Aggregates, Masonry & Soil			•



	Constraints	Needs & Opportunities
	<p>This facility is within Special Use Zone (coal) and adjacent to farming zone, the land is subject to the Environmental Significance Overlay, Schedule 1 (urban buffer).</p> <p>Future development will be subject to planning conditions.</p> <p>The Moe Structure Plan identifies future residential encroachment towards the site to within approximately 600m.</p> <p>The road accessing this site from the west is in good condition but in a higher density residential area.</p> <p>Part of access from Princes Freeway is not suitable for heavy vehicles.</p>	<p>The site is adjacent the train line.</p> <p>No planned upgrades</p>
	<p>This facility is within Special Use Zone (coal) and adjacent to farming and residential land zones. The site has a Public Acquisition Overlay for the future Traralgon Bypass and an Environmental Significance Overlay, Schedule 1 (urban coal buffer).</p> <p>The potential Traralgon Freeway Bypass may impact access.</p> <p>The road, is not adequate for significant heavy vehicle traffic</p>	<p>No planned upgrades.</p>
	<p>This facility is within Public Use - Service &amp; Utility) and surrounded by Public Conservation and Resource Zone. Site has a State Resource Overlay. The closest dwelling is approximately 500m away.</p> <p>There are no transport alternatives.</p> <p>The road, is not adequate for significant heavy vehicle traffic</p>	<p>Need for an additional 30M3 skip bin location, upgrade road surfaces, Office/amenities.</p>
	<p>This facility is located in, and surrounded by Industrial zoning. Current planning encourages protection of this area from residential encroachment.</p>	<p>This facility is located beside a major road and is close to Princes Freeway and rail line</p> <p>Potential future access the site by a rail spur requires a road crossing of Tramway Road.</p> <p>No planned upgrades</p>
	<p>Located in, and surrounded by Industrial zoning.</p> <p>Future planning will be subject to planning conditions. Amendment C87 proposes to introduce a new Structure Plan that will identify adjacent land for long term residential.</p>	<p>Railway is nearby, but a spur to the site is not practical. Access roads are all in good condition for industrial use</p>



**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Pinegro	Reprocessor	Organics		•	
Nippon Paper (Australian Paper)	Reprocessor	Paper/Cardboard		•	
TRP Morwell Pty Ltd	Reprocessor	Rubber		•	
Gippsland Renewable Energy	Energy from Waste	Energy from Waste		•	
Depot - Latrobe 1					•
Sims Metal Management	Reprocessor	Metal		•	

	Constraints	Needs & Opportunities
	<p>This facility is within an Industrial zone and adjacent to the Special Use Zone Schedule 1, road and industrial zones.</p> <p>The land is within the Floodway and Land Subject to Inundation Overlays.</p>	<p>Access roads are all in good condition for industrial use</p> <p>There appears to be a decommissioned rail spur to this site.</p>
	<p>This facility is within an industrial zone. The land is surrounded by Special Use, Public Conservation &amp; Resource, farming, Rural Living and industrial zones. The property is affected by multiple significant overlays.</p> <p>As part of Amendment C87, an odour buffer is proposed around the facility. Formal controls will be put in place as part of a future amendment. The Australian Paper Mill is required under this provision to provide a 5km default buffer. This is to prevent further encroachment towards the Australian Paper Mill. There are a significant number of sensitive uses within the default 5km buffer including approximately 4000 dwellings and a number of schools. The adjusted buffer, while significantly smaller and is the proposed extent, still includes 219 dwellings within the buffer.</p> <p>Access from the Princes Freeway is partially through existing and future residential areas.</p>	<p>There is alternate arterial road access to the site, as well as a rail spur.</p>
	<p>The facility has yet to be established.</p> <p>All roads are residential however in good condition considering their purpose. Not suitable for heavy vehicles or an increase in traffic volumes.</p>	
	<p>This facility is within an Industrial zone and adjacent to the Special Use Zone Schedule 1, road and industrial zones.</p> <p>The land is within the Floodway and Land Subject to Inundation Overlays.</p>	<p>Access roads are all in good condition for industrial use.</p> <p>There appears to be a decommissioned rail spur to this site.</p>
	<p>This facility is within an Industrial zone and adjacent to a farming and General Residential zones. Land is subject to an Environmental Significance Overlay (Urban buffer). Future planning will be subject to planning conditions.</p> <p>The access road, is not adequate for significant heavy vehicle traffic.</p>	
	<p>This facility is located in, and surrounded by, industrial zoning. The site is in close proximity to residential and farming zones and identified in the proposed structure plan as part of Amendment for protected from residential encroachment.</p>	<p>Access roads are all in good condition for industrial use.</p>

**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Koonwarra	Disposal	Landfill (Licenced)		•	
Koonwarra	Resource Recovery	RRC/TS, Co-located at landfill		•	
Foster	Resource Recovery	RRC/TS standalone			•
Korumburra	Resource Recovery	RRC/TS standalone			•
Mirboo North	Resource Recovery	RRC/TS standalone			•
Venus Bay	Resource Recovery	RRC/TS standalone			•
Walkerville	Resource Recovery	RRC/TS standalone			•
Aussie Compost Company	Reprocessor	Organics	•		
Dargo	Resource Recovery	RRC/TS standalone			•

	Constraints	Needs & Opportunities
	This facility is within farming and surrounded by farming and Public Use – Service & Utility zones.	Future Black Spur upgrade / Koonwarra South Gippsland Highway. On Leongatha heavy vehicle route and existing VicRoads B-Double routes.
	This facility is within farming and surrounded by farming and Public Use – Service & Utility zones.	Future Black Spur upgrade / Koonwarra South Gippsland Highway. On Leongatha heavy vehicle route and existing VicRoads B-Double routes.
	This facility is within Public Use - Service & Utility and surrounded by Farming and Public Park & Recreation zones.	Good access to the South Gippsland Highway and existing VicRoads B-Double routes.
	This facility is within Public Use - Service & Utility and surrounded by Public Park & Recreation and Public Conservation & Resource zones.  Houses are situated within the buffer limits.	Good access to the South Gippsland Highway.
	This facility is within Public Use - Service & Utility and surrounded by Public Park & Recreation and Public Conservation & Resource zones.  The access road to the site is unsealed and runs through residential area.  Strzelecki Highway requires overtaking lanes.	Main roads are Strzelecki Highway and South Gippsland Highway and on existing VicRoads B-double routes.
	This facility is within Public Use - Service & Utility and surrounded by Township, Low Residential development and Public Conservation & Resource zones.  There are houses situated within the buffer limits. Future planning may be subject to planning conditions.	The main road is Inverloch - Venus Bay Road and existing VicRoads B-Double routes.
	This facility is within Public Use - Service & Utility and surrounded by farming and Public Conservation & Resource zones.	The main road Fish Creek - Walkerville Road and existing VicRoads B-Double routes.
	This facility is zoned farming and surrounded by the same zoned land and should probably be in the Public Use zone.	Land owned by Wellington Shire  No planned upgrades.



**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Heyfield	Resource Recovery	RRC/TS standalone			•
Kilmany	Disposal	Landfill (Licenced)		•	
Kilmany	Resource Recovery	RRC/TS, Co-located at landfill		•	
Loch Sport	Resource Recovery	RRC/TS standalone			•
Maffra	Disposal	Landfill (Licenced)			•
Maffra	Resource Recovery	RRC/TS, Co-located at landfill			•
Rosedale	Disposal	Landfill (Unlicenced)			•
Rosedale	Resource Recovery	RRC/TS, Co-located at landfill			•



	Constraints	Needs & Opportunities
	<p>This facility is zoned Public Use - Local Government and is surrounded by Public Conservation &amp; Resource, Road and Farming zones. An Environment Significance Overlay and landfill buffer applies to the site. Amendment C72 to the Planning Scheme was implemented in 2014. As part of this amendment land was rezoned to Residential use and Low Density Residential. There are houses situated within the landfill buffer.</p>	<p>No planned upgrades.</p>
	<p>This facility is zoned Public Use - Local Government and is surrounded by Farming. An Environmental Significance Overlay applies.</p>	<p>No planned upgrades.</p>
	<p>This facility is zoned Public Use - Local Government and is surrounded by Farming. An Environmental Significance Overlay applies, which is a buffer for land fill.</p>	<p>No planned upgrades.</p>
	<p>This facility is zoned Public Use - Local Government and surrounded by Public Park &amp; Recreation, Industrial and Road zones. The facility is subject to an Environment Significance Overlay - Coastal and Gippsland Lakes Environs. There are houses situated within the landfill buffer. The Primary School is closest at ~585m.</p>	<p>No planned upgrades.</p>
	<p>This facility is zoned Public Use - Local Government and surrounded by farming. There are houses within the landfill buffer.</p>	<p>No planned upgrades.</p>
	<p>This facility is zoned Public Use - Local Government and surrounded by farming. There are houses within the landfill buffer.</p>	<p>No planned upgrades.</p>
	<p>This facility is zoned Public Use - Local Government and is surrounded by farming and Public Conservation &amp; Resource zone). It is subject to the Environment Significance Overlay and landfill buffer. Amendment C86 - implementation Rosedale Structure Plan, October 2015, has rezoned land to the Rural Living zone.</p> <p>There are houses within the landfill buffer.</p>	<p>No planned upgrades.</p>
	<p>This facility is zoned Public Use - Local Government and is surrounded by farming and Public Conservation &amp; Resource zone). It is subject to the Environment Significance Overlay and landfill buffer. Amendment C86 - implementation Rosedale Structure Plan, October 2015, has rezoned land to the Rural Living zone.</p> <p>There are houses within the landfill buffer.</p>	<p>No planned upgrades.</p>



**Table 27: Waste and Resource Recovery Hubs in Gippsland (cont).** (read over both pages)

Site	Hub		Significance		
	Category	Type	State	Regional	Local
Seaspray	Resource Recovery	RRC/TS standalone			•
Stratford	Resource Recovery	RRC/TS standalone			•
Yarram	Resource Recovery	RRC/TS standalone			•
Gippsland Water - Dutson Downs Soil and Organic Recycling Facility	Reprocessor	Organics	•		
Towards Zero depot	Reprocessor	Recycling skips, Steel, P&C. Comingled Recyclables		•	

\*Estimated date when currently approved landfill airspace will be fully depleted.

	Constraints	Needs & Opportunities
	<p>The facility is zoned Public Use - Local Government and is surrounded by Public Park and Recreation and farming zones. The land is subject to an Inundation Overlay and Flood Overlay. The adjacent property is subject to the Environment Significance Overlay, Coastal and Gippsland Lakes Environs.</p> <p>There are houses situated within the landfill buffer.</p>	No planned upgrades.
	<p>This facility is zoned Public Use - Local Government. It is surrounded by Farming, Rural Living and General Residential, Public Use - Transport zones.</p> <p>On the other side of the railway are Public Park &amp; Recreation and Industrial zones.</p>	No planned upgrades.
	<p>This facility is zoned Public Conversation &amp; Resource and surrounded by a farming zone (Yarram Golf Course), Public Use, Public Park &amp; Recreation and Public Use zones. Rural Living Zone 2 is ~290m from the facility. The land is zoned Public Conversation and Resource which is not appropriate for a transfer station.</p> <p>A planning scheme amendment needs to be undertaken to correct this.</p>	No planned upgrades.
	<p>This facility is zoned Public Use - Service and Utility and is surrounded by Farming, Public Conservation &amp; Resources and Commonwealth Land zones.</p>	No planned upgrades.
	<p>The facility is zoned Industrial IN1Z and surrounding land is Industrial IN1Z</p>	No planned upgrades.

## Risks and Contingencies

Table 28: Risks and Contingencies (read over both pages)

Event (risk)	Impact to receiving Gippsland facility operation	Impact to other infrastructure within region	
Failure / unforeseen closure of metro landfill, causing redirection of significant volumes of waste into Gippsland.	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Council – interruption to forecast airspace by accepting additional source of waste(s) from outside region.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Possible need to divert metro waste streams to (multiple) Gippsland infrastructure facilities</li> </ul>	
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to undertake regular review available airspace with stakeholders and revise infrastructure schedule where required.</li> <li>GWRRG to undertake regular contact with Victorian WRRGs to clarify available airspace within state.</li> <li>GWRRG to support regional council stakeholders (if required) with redirection of metro waste flows to approved facilities.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRGs to coordinate with respective regional facility operators to ascertain potential impact to projected airspace.</li> <li>Council stakeholders to assess capacity to accept additional waste streams.</li> </ul>	
Significant natural disaster (i.e. state of emergency – fire / flood / biohazard)	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Council’s routine business interrupted due to isolation of contaminated / biohazardous waste.</li> <li>Council may need to create emergency cell or re-direct facility users to alternative disposal facility and utilise existing open landfill cells. Council and EPA liaison required.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Disruption/divergence of municipal and/or commercial waste flows away from site receiving contaminated wastes.</li> <li>Apply to EPA for emergency disposal approval of ‘emergency disaster generated waste’.</li> </ul>	



	Impact to regional infrastructure schedule planning timeframes (impact to GWRRG)	Impact to state
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG’s forecast of projected waste volumes becomes outdated as soon as metro waste streams are diverted to Gippsland Implementation Plan</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Potentially Gippsland region’s all facilities are unable to accommodate metro volumes and (due to lack of available airspace), therefore refuse accept of waste / redirect metro waste(s) to alternative region.</li> </ul>
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to prepare revised Infrastructure Schedule and apply to EPA/Minister for amendment</li> <li>GWRRG to review entire available airspace within region to ensure ongoing services can be maintained with potential unforeseen need to accept metro waste.</li> <li>GWRRG to determine impact to forecast available airspace for region.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to undertake regular contact with other WRRGs in relation to available airspace.</li> <li>GWRRG to communicate with DELWP and EPA review/advise Minister of potential multiple WRRG Infrastructure Schedule amendment(s).</li> <li>GWRRG to communicate with Sustainability Victoria to ensure SWRRIP Infrastructure information is amended where appropriate.</li> </ul>
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to prepare revised Infrastructure Schedule and apply to EPA/Minister for amendment</li> <li>GWRRG to review entire available airspace within region to ensure ongoing services can be maintained with potential unforeseen need to accommodate waste managed within Gippsland.</li> <li>GWRRG to determine impact to forecast available airspace for region.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Require ‘specialised disposal options’ due to impact to receival facility unable to receive emergency event wastes:                             <ul style="list-style-type: none"> <li>Insufficient space to create quarantined disposal option;</li> <li>Disruption to regular local services;</li> <li>Inappropriate infrastructure to isolate/ quarantine emergency event wastes such as asbestos, quarantined flora/fauna.</li> </ul> </li> </ul>



**Table 28: Risks and Contingencies (cont.)** (read over both pages)

Event (risk)	Impact to receiving Gippsland facility operation	Impact to other infrastructure within region	
Significant natural disaster (i.e. state of emergency – fire / flood / biohazard)	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• Council to be prepared to fast track planning, design, construction actions for new / alternative landfill cell in an emergency.</li> <li>• Council to apply to EPA for emergency disposal approval of 'emergency disaster generated waste'. Identify potential other facilities in and outside of the regional where waste can be re-directed.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• Council to assess capacity to accept additional waste streams.</li> <li>• GWRRG to support emergency services during event as requested.</li> </ul>	
Gippsland infrastructure failure / closure due to emergency event, OHS incident	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Council's routine infrastructure business interrupted, as well as planning cycle (design, construction, rehabilitation actions for new / alternative landfill cell).</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Council redirection of existing waste streams to alternative facility within municipality if possible.</li> </ul>	
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• Council to respond to facility failure.</li> <li>• Council to communicate with EPA of facility failure and potential enforcement action via statutory processes.</li> <li>• GWRRG to undertake regular review available airspace with stakeholders and revise Infrastructure Schedule where required.</li> <li>• GWRRG to work with affected Gippsland councils and other stakeholders to seek options for diverting waste to approved metropolitan landfills.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to network with other WRRGs to ascertain potential impact to projected redirected airspace.</li> <li>• Council to assess capacity to accept additional waste streams if required.</li> <li>• GWRRG to participate in regular updates with Victorian WRRGs to clarify available airspace within state.</li> </ul>	



	Impact to regional infrastructure schedule planning timeframes (impact to GWRRG)	Impact to state
	<p><b>Action(s):</b></p> <p>GWRRG to strategically assist with Municipal Emergency Management Plans and later review Infrastructure Schedule if airspace at receiving facility is impacted OR alternative receiving facility airspace is compromised.</p> <ul style="list-style-type: none"> <li>GWRRG to support local stakeholders with high level risk and contingency planning processes post emergency incident.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to participate within cross border WRRG / portfolio emergency planning processes.</li> <li>GWRRG to align to processes to existing DISPLAN emergency review / planning / participation / processes to ensure municipalities are adequately supported during potential emergency event.</li> <li>GWRRG to participate with other portfolio agencies in risk and contingency planning at state level.</li> </ul>
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG Infrastructure Schedule review and amend if EPA enforcement causes early closure of singular facility.</li> <li>GWRRG reassess Infrastructure List to ensure airspace at alternative site.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>State-wide impact if facility is of state significance.</li> </ul>
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to review entire available airspace within region to ensure ongoing services can be maintained.</li> <li>GWRRG to review and amend Infrastructure Schedule through regular liaison with councils with respect to available airspace.</li> <li>EPA / GWRRG to undertake statutory assessment process for Infrastructure Schedule revision.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to communicate with MWRRG to ensure contingency measures are in place for failure to accept metro waste in Gippsland</li> <li>GWRRG to undertake regular communication between WRRGs in relation to available airspace.</li> <li>GWRRG to communicate with Sustainability Victoria to ensure Statewide Infrastructure Plan infrastructure information is amended.</li> </ul>





**Table 28: Risks and Contingencies (cont.)** (read over both pages)

Event (risk)	Impact to receiving Gippsland facility operation	Impact to other infrastructure within region	
<p>Inability to complete statutory approval processes to meet need caused by emergency or infrastructure failure</p>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Council unable to conduct routine business with facility incident. Council to resolve facility incident issue(s). Facility users redirect waste to alternative disposal facility within municipal boundary.</li> <li>• Active council landfill cell fills without prescribed rehabilitation / new cell design ready (and EPA approved) which interrupts landfill operational cycle.</li> <li>• Encroachment from newly developed residential sub divisions.</li> </ul> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• Council to be prepared to fast track planning, design, construction actions for new / alternative landfill cell in an emergency.</li> <li>• Council to apply to EPA for assessment of landfill stage (design, operation, rehabilitation) in timely manner via statutory processes.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Alternative municipalities unable accept waste redirected from 'incident' facility site.</li> </ul> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRGs communicate with respective local facility operators to ascertain potential impact to projected airspace.</li> <li>• Council to assess capacity to accept additional waste streams.</li> </ul>	
<p>Contractor failure – e.g. onsite operations, kerbside collection</p>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Operations onsite at facility cease / significantly altered. Service delivery compromised for site.</li> <li>• Council contract extends across municipality, and service delivery compromised, requiring immediate council response (planning and budget).</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Council may need to temporarily divert waste to alternative facility within region and review contract obligations.</li> </ul>	

	Impact to regional infrastructure schedule planning timeframes (impact to GWRRG)	Impact to state
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Refer above to Infrastructure Failure</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Statutory processes impact state-wide waste flows.</li> </ul>
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to conduct Infrastructure Schedule review and amend -in case of a closure of a singular facility.</li> <li>GWRRG to reassess Infrastructure Schedule to ensure airspace at alternative site</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to undertake ongoing liaison between councils and portfolio agencies to improve BPEM landfill planning processes.</li> <li>GWRRG to participate with portfolio agencies in risk and contingency planning at state level.</li> </ul>
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Possible impact on Infrastructure Schedule if contractor provides multiple services at various sites across region, multiple sites could be impacted with respect to routine daily management practices.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Possible if contractor provides services across region.</li> </ul>

**Table 28: Risks and Contingencies (cont.)**

Event (risk)	Impact to receiving Gippsland facility operation	Impact to other infrastructure within region	
Contractor failure – e.g. onsite operations, kerbside collection	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to support councils where required including contractor selection panels.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to network with councils and waste industry stakeholders to assess capacity to accept additional waste streams at other local waste and resource recovery facilities.</li> </ul>	
Under estimation of projected waste volumes	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Active landfill cells fill ahead of planning schedule / budget. Council potentially forced to temporarily closure site or seek EPA emergency discharge approval application.</li> <li>• EPA to be advised of facility capacity reached and potential enforcement action via statutory processes.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Potential to divert waste to alternative site and impact projected cell lifespan.</li> </ul>	
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to regularly collect accurate data from stakeholders within region to ascertain accurate airspace projections.</li> <li>• GWRRG to conduct rigorous data analysis to ensure accurate airspace calculations support Infrastructure Scheduling.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to prompt other local council based local facilities assess capacity to accept additional waste streams.</li> </ul>	
Failure of waste and resource recovery system/s	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Municipalities experience financial impost/ onsite stockpiling until solution identified throughout entire waste network in region. Impact on resilience of waste stream’s network.</li> <li>• Impact on municipal reputation amongst local communities.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Potentially all sites stockpiling individual or multiple waste streams. Resilience to entire waste network within region compromised.</li> <li>• Potential for stockpiling of waste stream at facilities, generating environmental hazard.</li> <li>• Potential impact to commercial / industrial operators unable to dispose of waste streams.</li> </ul>	



	Impact to regional infrastructure schedule planning timeframes (impact to GWRRG)	Impact to state
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to communicate with all local government stakeholders via GWRRG Technical Reference Group.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRGs to network with other WRRGs to ensure contract(s) are not impacted across regional borders and develop contingency plans as required.</li> </ul>
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Possible early review of landfill schedule to ensure alternative nominated sites have suitable airspace to accept diverted waste</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Infrastructure schedule requires review and amendment ahead of schedule to allow alternative site(s) to accept waste therefore impacting state-wide plan.</li> </ul>
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to regularly collect accurate data from stakeholders within region to align projected forecast with actual data.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to attend regular portfolio meetings to discuss / plan for available airspace and future planning needs.</li> </ul>
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Waste type disposal option removed, potential stockpiling or landfill only solution.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Impact on waste management networks across the state, impacting resilience of systems, reputation and commercial confidence in state government initiatives.</li> </ul>



**Table 28: Risks and Contingencies (cont.)**

Event (risk)	Impact to receiving Gippsland facility operation	Impact to other infrastructure within region	
Failure of waste and resource recovery system/s	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to work with councils to identify and assess possible solutions.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to deliberate with portfolio agencies to quantify local issues with a view to identifying state-wide solutions.</li> <li>• GWRRG to provide support to councils and problem solve with portfolio agencies.</li> </ul>	
Legacy landfill management – establishment of practical and cost effective rehabilitation requirements for legacy sites.	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Councils challenged by present day BPEM compliance requirements for multiple facilities.</li> <li>• Facility operators of legacy landfills face financial impacts for sites potentially causing environmental harm.</li> <li>• Councils incurring present day costs to undertake monitoring and risk assessment processes.</li> </ul> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• Councils to communicate with EPA on case by case basis to achieve practical and cost effective outcomes.</li> <li>• GWRRG will facilitate work between councils and the EPA to develop appropriate risk-based approaches for rehabilitation of unlicensed closed landfills</li> <li>• GWRRG will facilitate work between councils and EPA in developing and implementing management strategies for unlicensed closed landfills</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>• Any WRRG with legacy landfills face similar costs and environmental challenges.</li> </ul> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• GWRRG to provide ongoing support via GWRRG Technical Reference Group and group initiated projects.</li> <li>• GWRRG to facilitate discussions between EPA and councils to seek agreement of 'contingency management arrangements' via statutory processes.</li> </ul>	

	Impact to regional infrastructure schedule planning timeframes (impact to GWRRG)	Impact to state
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to communicate with WRRGs and portfolio to align proposed solutions.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to communicate with other portfolio agencies to identify strategies to support councils in line with Victorian Market Development Strategy.</li> </ul>
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Impact to GWRRG reputation (and council relationships) providing information to EPA in relation to legacy sites.</li> <li>GWRRG need to include legacy sites rehabilitation status within Infrastructure Schedule.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to communicate with EPA and seek agreement of 'contingency management arrangements' via statutory processes.</li> </ul>
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to communicate with state government waste portfolio agencies regarding issue of legacy landfills, and work with EPA towards problem solving solutions.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to request guidance from EPA to clarify rehabilitation requirements for legacy landfill sites in Victoria.</li> <li>GWRRG to communicate with state government waste portfolio agencies in relation to potential short, medium and long-term financial and non-financial impacts of legacy landfills in Gippsland.</li> </ul>

**Table 28: Risks and Contingencies (cont.)** (read over both pages)

Event (risk)	Impact to receiving Gippsland facility operation	Impact to other infrastructure within region	
<p>Occupier / owner of site declares bankruptcy and vacates a major infrastructure facility. Large volume of materials to be disposed of.</p>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Potential severe implications on council if operator of a landfill site vacates; need to operate in-house and seek alternative operator within short timeframes; possible closure of site.</li> </ul> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to provide support to impacted council where possible</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Other sites may be impacted through increased volumes of re-directed waste causing capacity issues.</li> </ul> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to assess opportunities for alternative solutions.</li> </ul>	

	Impact to regional infrastructure schedule planning timeframes (impact to GWRRG)	Impact to state
	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG's Infrastructure Schedule becomes outdated with large influx of non-forecast waste materials entering waste disposal facilities.</li> </ul>	<p><b>Impact(s):</b></p> <ul style="list-style-type: none"> <li>Possible financial implications on state government for site clean-up.</li> </ul>
	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to prepare revised Infrastructure Schedule and apply to EPA/Minister for amendment to Gippsland Implementation Plan.</li> <li>Where possible, GWRRG to include estimated waste volumes from rehabilitation within WRRIP airspace / waste forecast.</li> </ul>	<p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>GWRRG to commence discussions with state government waste portfolio agencies to identify major infrastructure sites with significant rehabilitation requirements and associated potential decommissioning issues.</li> </ul>



## Services Provided to Gippsland from other Regions

Table 29: Services Provided to Gippsland from Other Regions (read over both pages)

Site Name	Facility owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Resource Recovery MRF</b>				
Visy Recycling	Visy Recycling	-37.757052	145.045016	
Visy Recycling	Visy Recycling	-37.943995	145.171659	
SKM Recycling Pty Ltd	SKM Recycling Pty Ltd	-37.658086	144.939995	
Polytrade Pty Ltd	Polytrade Pty Ltd	-37.647503	144.952464	
Reprocessor Plastics				
Visy Recycling	Visy Recycling	-37.974482	145.105476	
Visy Recycling	Visy Recycling	-37.926267	145.133201	
VIP Packaging	VIP Packaging	-37.939299	145.073726	
Victorian Polystyrene Recycling	Victorian Polystyrene Recycling	-37.809529	144.902434	
Plastic Technologies	Plastic Technologies	-37.791239	144.777566	
drumMUSTER	drumMUSTER			
<b>Reprocessor Paper cardboard</b>				
Visy Recycling	Visy Recycling	-37.943995	145.171659	
Visy Recycling	Visy Recycling	-37.646008	144.937796	
Visy Recycling	Visy Recycling	-37.828401	144.806287	

	Address	Local Government Area	Major material streams managed on the site	Other Consideration
	<b>Resource Recovery MRF</b>			
	Cnr Banksia & Waterdale Rd, Heidelberg, VIC, 3081	Banyule	Household Mixed Recycling	
	708 Princes Highway, Springvale, VIC, 3172	Greater Dandenong	Household Mixed Recycling	
	94 Maffra St, Coolaroo VIC 3048	Hume	Household Mixed Recycling	
	202- 204 Northbourne Rd, Campbellfield VIC 306	Hume	Household Mixed Recycling	
	5 Chifley Drive, Moorabbin Airport, VIC, 3194	Kingston	PET Bottles	
	42-44 Buckland Street, Clayton, VIC, 3168	Monash	Food Plastics	
	4 Kingsway, Moorabbin VIC 3189	Kingston	Motor oil containers	
	Factory 9 / 107- 109 Whitehall St, Footscray VIC 3011	Maribyrnong	Polystyrene	
	47 Castro Way, Derrimut, Victoria 3030, Phone: +61 3 9361 8100	Brimbank	Silage wrap, Pit covers, Baling twine	
			drumMUSTER Drums	
	<b>Reprocessor Paper cardboard</b>			
	708 Princes Highway, Springvale, VIC, 3172	Greater Dandenong	Wastepaper	
	Building E, 13 Reo Crescent, Coolaroo, VIC, 3061	Hume	Wastepaper	
	46-48 Dohertys Road, Laverton, VIC, 3025	Wyndham	Cardboard	

Table 29: Services Provided to Gippsland from Other Regions (cont.) (read over both pages)

Site Name	Facility owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Reprocessor Paper cardboard</b>				
Secure Document Destruction	Secure Document Destruction	-37.73332	144.856393	
Australian Cardboard Recyclers	Australian Cardboard Recyclers	-37.819276	144.813881	
Allshred Pty Ltd	Allshred Pty Ltd			
<b>Reprocessor Metals</b>				
Visy Recycling	Visy Recycling	-37.93899	145.118883	
Visy Recycling	Visy Recycling	-37.730356	144.954052	
Victorian Copper Recycling	Victorian Copper Recycling	-37.991034	145.100842	
Steve's Recycling	Steve's Recycling	-38.078767	145.281174	
Sims Metal Management	Sims Metal Management	-37.820947	144.820872	
ReSteel	ReSteel	-38.098545	145.49895	
Pacific Metal Group	Pacific Metal Group	-37.818875	144.812028	
Norstar Steel Recyclers	Norstar Steel Recyclers	-37.830158	144.77825	
Norstar	Norstar	-38.023887	145.195453	
Metal Men Recycling	Metal Men Recycling	-38.098751	145.498457	
Melbourne Metal Recycling	Melbourne Metal Recycling	-38.008165	145.11125	
Hume Metal Recyclers	Hume Metal Recyclers	-37.683917	144.957871	
Comalco Aluminium Supply	Comalco Aluminium Supply	-37.910551	145.157289	
Andrew's Car Removals	Andrew's Car Removals	-38.206569	145.370834	

	Address	Local Government Area	Major material streams managed on the site	Other Consideration
<b>Reprocessor Paper cardboard</b>				
	52 Webber Pde, Keilor East VIC 3033	Brimbank	Paper shredding	
	32 Plummer Rd, Laverton North VIC 3026	Wyndham	Paper / Cardboard	
	Clayton VIC 3168	Monash	Paper shredding	
<b>Reprocessor Metals</b>				
	26 Whiteside Road, Clayton, VIC, 3168	Monash	Aluminium - Cans - Beverage Can	
	53 Charles Street, Coburg, VIC, 3058	Moreland	Steel- Cans - Food Can	
	56 De Havilland Rd, Mordialloc VIC 3195	Kingston	Metal	
	50 Courtenay Ave, Cranbourne VIC 3977	Casey	Metal	
	Little Boundary Rd, Laverton North VIC 3026	Wyndham	Aluminium	
	20 Drovers Place Pakenham VIC 3810	Cardinia	Metal	
	22- 28 Plummer Rd, Laverton North VIC 3026	Wyndham	Metal	
	191-205 Dohertys Rd, Laverton VIC 3028	Wyndham	Metal	
	37 Redgum Dr, Dandenong South VIC 3175	Greater Dandenong	Metal	
	18 Drovers Place Pakenham VIC 3810	Cardinia	Metal	
	245 Governor Rd, Braeside VIC 3195	Kingston	Metal	
	132- 134 Bolinda Rd, Campbellfield VIC 3061	Hume	Metal	
	48 Dunlop Rd, Mulgrave VIC 3170	Monash	Aluminium	
	Tooradin 3980	Casey	Metal	

**Table 29: Services Provided to Gippsland from Other Regions (cont.)** (read over both pages)

Site Name	Facility owner/ Lessee	"GIS Location Latitude"	"GIS Location Longitude"	
<b>Reprocessor Metals</b>				
A1 Metal Recyclers Group	A1 Metal Recyclers Group	-37.671281	144.969149	
<b>Reprocessor Organics, Garden Organics</b>				
Waste Converters Recycling Pty Ltd	Waste Converters Recycling Pty Ltd	-38.048434	145.244934	
<b>Reprocessor Organics, wood/timber</b>				
Waste Converters Recycling Pty Ltd	Waste Converters Recycling Pty Ltd	-38.048434	145.244934	
<b>Reprocessor Tyres/rubber</b>				
Tyre - Away	Tyre - Away	-38.032252	145.21867	
<b>Reprocessor textiles</b>				
Visy Recycling	Visy Recycling	-38.010155	145.204928	
<b>Reprocessor Glass</b>				
Glass Recovery Services	Glass Recovery Services	-37.659123	144.940627	
ACI Glass Packaging	ACI Glass Packaging	-37.831567	144.892652	
<b>Reprocessor Other</b>				
Waste Converters Recycling Pty Ltd	Waste Converters Recycling Pty Ltd	-38.048434	145.244934	
Visy Recycling	Visy Recycling	-37.828401	144.806287	
TIC Mattress Recycler	TIC Mattress Recycler	-37.836721	145.282547	
Mattress Gator	TIC Mattress Recycler	-37.836721	145.282547	
KS Environmental	KS Environmental	-37.961425	145.113093	

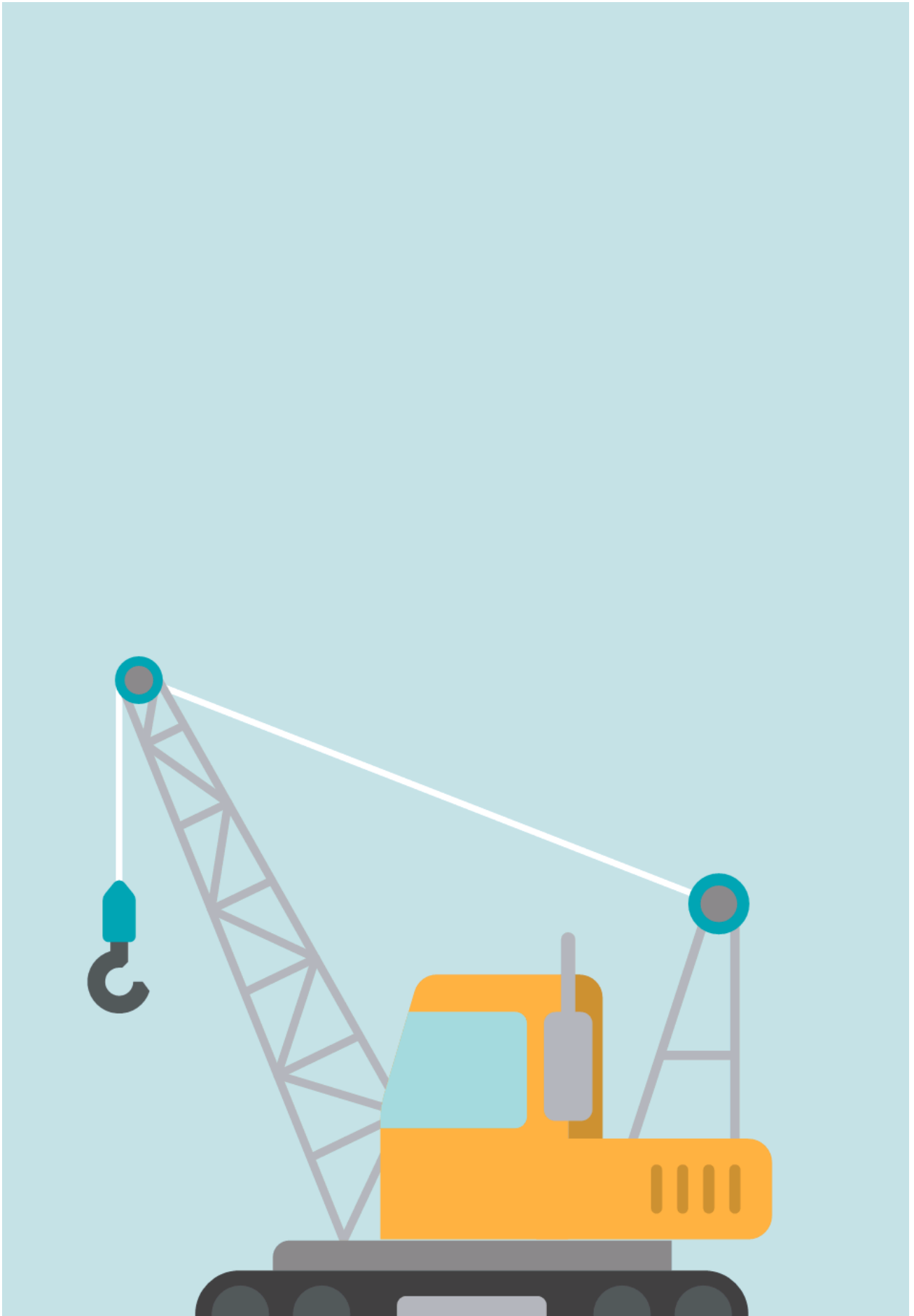
Note: Reprocessors include product collectors and material forwarding operators

	Address	Local Government Area	Major material streams managed on the site	Other Consideration
	<b>Reprocessor Metals</b>			
	41 Sarah Court, Campbellfield	Hume	Metal	
	<b>Reprocessor Organics, Garden Organics</b>			
	185 Westernport Hwy, Dandenong South VIC 3175	Greater Dandenong	Garden Organics, Wood/Timber	
	<b>Reprocessor Organics, wood/timber</b>			
	185 Westernport Hwy, Dandenong South VIC 3175	Greater Dandenong	Garden Organics, Wood/Timber	
	<b>Reprocessor Tyres/rubber</b>			
	Factory 2, 2 England St, Dandenong South, Victoria 3175	Greater Dandenong	Tyres	
	<b>Reprocessor textiles</b>			
	118 Hammond Rd, Dandenong, VIC, 3175	Greater Dandenong	Fibre	
	<b>Reprocessor Glass</b>			
	82-88 Maffra St, Coolaroo VIC 3048	Hume	Glass	
	2 Booker St Spotswood, VIC, 3015	Hobsons Bay	Glass	
	<b>Reprocessor Other</b>			
	185 Westernport Hwy, Dandenong South VIC 3175	Greater Dandenong	Soil, Aggregate, Wood/Timber	
	46-48 Dohertys Road, Laverton, VIC, 3025	Wyndham	Household Mixed Recycling	
	3/899 Mountain Highway   Bayswater, Victoria 3153   Australia	Knox	Mattresses	
	899 Mountain Hwy Bayswater, Victoria 3153	Knox	Mattresses	
	544 Boundary Rd, Dingley VIC 3172	Kingston		

# Appendix 2:

## Collaboration Process & Outcomes







## Appendix 2: Collaboration Process & Outcomes

The preparation of the Gippsland Implementation Plan and its integration with the State Infrastructure Plan and other regional plans have been supported by a variety of collaboration methods. The below table outlines the collaboration processes undertaken, the frequency of activities, the stakeholders involved and the outcomes achieved.

1. Collaboration during development			
Collaboration Method	Timing	Stakeholders	Outcome
SV RWRRIP working group meetings	Monthly	SV, EPA, DEWLP, RWRRG and MWRRG representatives	RWRRIP Workbook, and supporting templates and guidelines; on-going support to regions in filling knowledge gaps and providing information to assist with RWRRGs to develop consistent assumptions, methodologies and approaches; cross-regional flows and opportunities identified
SV data workshop	One-off; 30 June 2015	SV, EPA, DEWLP, RWRRG and MWRRG representatives	Consensus achieved on some baseline data methodologies and assumptions to assist with alignment and consistent presentation of regions' data sets
SV landfill workshop	One-off; 4 August 2015	SV and EPA, RWRRG and MWRRG representatives	Market sounding and Infrastructure scheduling EOI process
SV risk and contingency workshop	One-off; 28 August 2015	SV, EPA, DEWLP, RWRRG and MWRRG representatives	Common understanding of the scope of the risk and contingency planning; identified state-wide, cross-regional and regional risks to infrastructure; commence discussion on contingency planning for those risks; identified support needs and next steps
RWRRG Executive Officer meetings	Monthly	SV, EPA, DEWLP, RWRRG Executive officers	Resolved high level resourcing, funding, data consistency issues; knowledge sharing

1. Collaboration during development			
Collaboration Method	Timing	Stakeholders	Outcome
RWRRG Skype calls	Monthly and bi-weekly	RWRRG and MWRRG representatives	Joint approaches to RWRRIP development; exchange of information and experience
Portfolio reviews	During the final stages of the GWRRIP development; April 2016	EPA, DEWLP and SV	Review feedback to assist with legislative/ regulatory compliance of GWRRIP, integration with SWRRIP, and in preparation for the GWRRIP submission to the Minister's Office
Ad hoc discussions with EPA	Ad hoc; when required	EPA and GWRRG	Assist with legislative/ regulatory compliance of GWRRIP; resolve regulatory/ technical issues
Ad hoc discussions with DEWLP	Ad hoc; when required	DEWLP and GWRRG	Resolving resourcing and compliance issues
Ad hoc discussions with SV	Ad hoc; when required	SV and GWRRG	Resolving issues to assist with GWRRIP integration with SWRRIP
Market sounding portfolio meetings	Initially bi-monthly; approx. 12 meetings over a 3 year period	LGV, RDV, SV, GWRRG	Release of market sounding documentation and evaluation
Ad hoc meetings in relation to the Metropolitan Waste and Resource Recovery Implementation Plan	Ad hoc meetings	MWRRG, GWRRG, SV, EPA and DEWLP	Ensure GWRRIP is aligned with MWRRIP strategic actions

## Glossary

Term	Explanation
Airspace	The remaining capacity of a landfill.
Anaerobic Digestion (AD)	Biological breakdown by microorganisms of organic matter, in the absence of oxygen, into biogas (a mixture of carbon dioxide and methane) and digestate (a nutrient-rich residue).
Asbestos	<p>A term for a group of six naturally occurring mineral fibres belonging to two groups:</p> <ul style="list-style-type: none"> <li>• Serpentine Group – comprised of only chrysotile (white asbestos)</li> <li>• Amphibole Group – comprised of anthophyllite, amosite (brown asbestos or grey asbestos), crocidolite (blue asbestos), tremolite, and actinolite.</li> </ul> <p>Asbestos containing materials (ACMs) can be categorised as friable and non-friable. Non-friable asbestos, where it is mixed with other materials like cement, is the type most commonly found in our built environment. Friable asbestos is more likely to become airborne.</p> <p>Both friable and non-friable asbestos pose a significant health risk to all workers and others if the materials are not properly maintained or removed carefully.</p> <p>The risk of exposure from the built environment is broad, with the potential to impact the entire Australian community.</p>
Beneficiation	An optical sorting process used to separate different colours of container glass to produce cullet for reprocessing and mixed fines.
Landfill BPEM (Best practice environmental management)	Facility management in line with EPA publication in Best Practice Environmental Management – siting, design, operation and rehabilitation of landfills.
Biogas	A gas generated by breaking down organic matter in the absence of oxygen, such as occurs in landfills. Biogas is typically comprised of 60% methane and 40% carbon dioxide, and can be used as an energy source.
Biomass	Biological material that is not fossilised, including forest and mill residues, agricultural crops and waste, wood and wood waste, animal waste, livestock operation residues, aquatic plants, fast growing trees and plants.
Biosolids	Biosolids are considered to be organic solids derived from sewage treatment processes that are in a state that they can be managed to sustainably utilise their nutrient, soil conditioning, energy, or other value (achieve minimum EPA standards for classification as T3 and C2 biosolids). The solids that do not meet these criteria are defined as sewage sludge.

Term	Explanation
Buffer zone	<p>Buffer zones, or separation distances, aim to minimise the off-site impacts of sensitive land uses arising from unintended, industry generated odour and dust emissions.</p> <p>A buffer zone is an area of land outside the operating area of a facility that is set aside to maintain an adequate distance between the facility and sensitive land uses (such as residential development) so those uses are not adversely affected by noise, odour or dust. The land may or may not be owned by the facility owner.</p>
Category C contaminated soil	Refer to Prescribed Waste and Prescribed Industrial Waste (PIW)
Collection system	System for collecting materials from the kerbside, including bin type and collection frequency.
Commingled recyclables	Materials combined generally for the purposes of collection, mainly through municipal collection services. Includes plastic bottles, other plastics, paper, glass and metal containers. Commingled recyclable materials require sorting after collection before they can be recycled. Can also be called commingled materials.
Commercial and industrial (C&I) waste	Solid inert waste generated from trade, commercial and industrial activities including the government sector. It includes waste from offices, manufacturing, factories, schools, universities, state and local government operations and small to medium enterprises e.g. food waste.
Composting	The process whereby organic materials are microbiologically transformed under controlled aerobic conditions to create a pasteurised and stabilised organic product for application to land.
Construction & Demolition (C&D) waste	Solid inert waste generated from residential and commercial construction and demolition activities e.g. bricks and concrete.
Clean fill	Material that has no harmful effects on the environment. This material is a natural soil material and does not contain any chemicals or other materials such as concrete rubble. Also called fill material.
Cullet	Sorted glass feedstock resulting from the beneficiation process of mixed container glass. Generally consists of sorted streams of amber, flint and green glass of particle size greater than 5-10 mm depending on the capacity of the beneficiation plant.
Daily cover	The layer of compressed soil or earth, which is laid on top of a day's deposition of waste on an operational landfill site. The cover helps prevent interaction between waste and air, reducing odours and creating a firm base for vehicles to work on.

Term	Explanation
Delamination	The process of splitting a composite material into its component parts e.g. laminated glass.
Department of Environment, Land, Water and Planning (DELWP)	A Victorian government department providing policy planning, preparation of legislative amendments, leadership coordination and oversight of the environment portfolio.
Digestate	A nutrient-rich residue remaining after the anaerobic digestion of a biodegradable feedstock.
Drop-off centre/ site	A facility where households can drop-off selected materials and household items for recycling and reuse. Also called drop-off facilities.
E-waste	E-waste comprises electronic equipment with a plug or battery that requires a current to operate and that has reached end of life. It includes televisions, computers, monitors and whitegoods such as fridges and washing machines.
Energy from waste	The terms 'energy recovery from waste', 'waste to energy' or 'energy from waste' can be used interchangeably to describe a number of treatment processes and technologies used to generate a usable form of energy from waste materials. Examples of usable forms of energy include electricity, heat and transport fuels.
Environment Protection Authority Victoria (EPA)	Established under the auspices of the Environment Protection Act 1970, EPA's role is to be an effective environmental regulator and an influential authority on environmental impacts.
Feedstock	Raw material used to manufacture products. Material varies depending on what is being produced.
Fill material	See clean fill.
Fines (glass)	Unsorted sub 5-10 mm glass material left over from the glass beneficiation process. It can contain contamination including plastics and small pieces of metals. These fines can be further processed to produce a glass sand product, which has a number of potential uses.
Food waste	Food waste from households and/or industry, including food processing waste, out-of-date or off-specification food, meat, fruit and vegetable scraps. Excludes liquid wastes.
Garden organics	Organics derived from garden sources e.g. grass clippings, tree prunings. Also known as green waste.
Gasification	Thermal technology that converts material into combustible gases by partial oxidation under the application of heat, leaving an inert residue.

Term	Explanation
Green waste	See garden organics.
Greenhouse gases	Gases, including carbon dioxide and methane that trap heat in the earth's atmosphere, affecting weather and climate patterns.
Hard waste	The term applied to household garbage that is not usually accepted into kerbside garbage bins by local councils e.g. old fridges and mattresses.
Incinerator	For the purpose of this document, a site that facilitates the disposal of waste streams through incineration without producing another useful end product or capturing value from the waste material.
Hub	The concentration of reprocessing facilities where there is sufficient waste derived feedstock to support viable reprocessing options. The location of hubs will vary for individual material streams.
Illegal dumping	Illegal dumping is the deliberate and unauthorised dumping, tipping or burying of waste on land that is not licensed or fit to accept that waste.
In-vessel composting	Composting technology involving the use of a fully enclosed chamber or vessel in which the composting process is controlled by regulating the rate of mechanical aeration. Aeration assists in heat removal, temperature control and oxygenation of the mass. Aeration is provided to the chamber by a blower fan, which can work in a positive (blowing) and/or negative (sucking) mode. Rate of aeration can be controlled with temperature, oxygen or carbon dioxide feedback signals.
Kerbside waste/ collection	Waste collected by local councils from residential properties, including garbage, commingled recyclables and garden organics, but excluding hard waste.
Landfill	Discharge or deposit of solid wastes onto land that cannot be practically or economically removed from the waste stream.
Landfill levy	A levy applied at differential rates to municipal, C&I and prescribed wastes disposed of at licensed landfills in Victoria. Landfill levies are used solely for the purposes of environment protection and fostering environmentally sustainable use of resources and best practice in waste management. They fund the activities of WRRGs, Sustainability Victoria and EPA, helping to establish waste management infrastructure, industry waste reduction programs, education programs, regulatory controls and enforcement regimes. Levies also provide an incentive to minimise the generation of waste, sending a signal to industry that the government supports efforts to develop alternatives to disposal to landfill.
Leachate	Contaminated water that has percolated through or drained from a landfill.

Term	Explanation
Local Litter Measurement Toolkit	<p>The Local Litter Measurement Toolkit (LLMT) has been designed for local government and land managers to:</p> <ul style="list-style-type: none"> <li>• Increase access to best practice techniques, data and analysis to inform management of litter and illegal dumping.</li> <li>• More efficiently evaluate litter and illegal dumping program and interventions at a local scale.</li> <li>• Conduct cost benefit analyses to improve local litter prevention projects.</li> <li>• Prepare business cases to bid for funding for initiatives to reduce litter and illegal dumping, maximise recycling, improve or introduce infrastructure and enforcement.</li> </ul>
Litter	Any small, medium or large item left inappropriately in a public or open space.
Man made mineral fibre	A general name for fibre materials that are formed by spinning or drawing molten minerals (or "synthetic minerals" such as slag and ceramics).
Materials recovery facility (MRF)	A centre for the receipt, sorting and transfer of materials recovered from the waste stream. At a MRF, materials are also sorted by type and treatment, which may include cleaning and compression.
Mechanical biological treatment (MBT) plant	MBT plants combine mechanical sorting (such as in a MRF) with biological treatment of garden organics to process residual garden organics. This could include technology such as anaerobic digestion to stabilise the material and generate heat and power. Material remaining after further treatment (often referred to as 'digestate') can be added to compost or used as fuel in a thermal waste-to-energy facility.
Mono-Cell	A landfill cell dedicated to receive one type of material
Municipal solid waste (MSW)	Solid waste generated from municipal and residential activities, and including waste collected by, or on behalf of, a municipal council. In this document, MSW does not refer to waste delivered to municipal disposal sites by commercial operators or waste from municipal demolition projects.
Open windrow composting operation	A type of outdoor composting process where organic materials are piled in to windrows and turned during processing.
Optical sorting	Technologies used to sort glass by colour type, and plastics by polymer type.
Organic material	Plant or animal matter originating from domestic or industrial sources e.g. grass clippings, tree prunings and food waste.
Prescribed waste and prescribed industrial waste (PIW)	These wastes are defined in the Environment Protection (Industrial Waste Resource) Regulations 2009. EPA closely regulates these wastes because of their potential adverse impacts on human health and the environment. Prescribed wastes carry special handling, storage, transport and often licensing requirements, and attract substantially higher disposal levies than non-prescribed solid wastes.

Term	Explanation
Process derived fuels	Also called process engineered fuel (PEF) or refuse derived fuel (RDF) is a fuel produced after basic processing in a MRF or MBT to increase the calorific value and remove recyclable materials and contaminants of municipal solid waste, commercial and industrial waste, and construction and demolition waste.
Processing facilities	Facilities that either receive materials directly from collection systems or from recovery facilities for further sorting and/ or processing to provide material for use in the generation of new products.
Product stewardship	A concept of shared responsibility by all sectors involved in the manufacture, distribution, use and disposal of products, which seeks to ensure value is recovered from products at the end of life.
Public place recycling	Recycling facilities found in public areas, such as parks, reserves, transport hubs, shopping centres and sport and entertainment venues that allow the community to recycle when away from home.
Putrescible waste	Waste that readily decomposes, including food waste and garden organics from gardens.
Pyrolysis	Thermal breakdown of waste in the absence of air, to produce char, pyrolysis oil and syngas e.g. the conversion of wood into charcoal.
Recyclables	While this term strictly applies to all materials that may be recycled, in this document the term is generally used to refer to the recyclable containers and paper/ cardboard component of kerbside waste e.g. it excludes garden organics.
Recycling	A term that may be used to cover a wide range of activities, including collection, sorting, reprocessing and manufacture into new products.
Refuse derived fuels	Refer to Process derived fuels.
Reprocessing	Changing the physical structure and properties of a waste material that would otherwise have been sent to landfill to add financial value to the processed material. Without reprocessing, the beneficial use of waste materials would be lost.
Reprocessor	Facility that changes the physical structure and properties of a waste material that would otherwise be sent to landfill to add financial value to the processed material. Without reprocessing the beneficial use of the material would be lost.
Resale centre/ shop	A centre/ shop that enables the sale and subsequent re-use of good quality, saleable products and materials that were disposed of by their previous owner.



Term	Explanation
Residual waste	Residual material that remains after any source separation or reprocessing activities of recyclable materials or garden organics. Waste that is left over after suitable materials have been recovered for reuse and recycling. This generally means the environmental or economic costs of further separating and cleaning the waste are greater than any potential benefit of doing so.
Resource recovery	The process of obtaining matter or energy from discarded materials.
Resource recovery centre	Facilities established to receive and/ or recover re-usable and recyclable materials that would otherwise be destined for disposal. Can be combined with a transfer station and may include resale centres.
Re-use	Recovering value from a discarded resource without processing or remanufacture e.g. garments sold through opportunity shops are, strictly speaking, a form of re-use, rather than recycling.
Sectors, industry sectors	Groupings of industries used to generalise patterns in waste generation and disposal e.g. construction and demolition, food services including food retail and food manufacturing, small to medium enterprises.
Shredder floc	Residue directly arising from large scale shredding operations to recover metals. Shredded material includes, but is not limited to, end of life vehicles, white goods, machineries, drums and corrugated material.
Social licence to operate	The concept of a 'social licence to operate' has evolved from broader concepts of 'corporate social responsibility' and is based on the idea that a business not only needs appropriate government or regulatory approval but also a 'social licence'. The social licence is the acceptance that is continually granted to industry and facility operators by the local community or other stakeholders to operate.
Solid industrial waste (SIW)	Solid waste generated from commercial, industrial or trade activities, including waste from factories, offices, schools, universities, state and federal government operations and commercial construction and demolition work. Excludes MSW, wastes that are prescribed under the Environment Protection Act 1970 and quarantine wastes.
Solid waste	Non-hazardous, non-prescribed, solid waste materials, ranging from municipal garbage to industrial waste.
Source separation	The practice of segregating materials into discrete material streams prior to collection by, or delivery to, processing facilities.
Specialised waste	See Prescribed Waste and Prescribed Industrial Waste (PIW).
Spokes	The sequence of activities that move materials from waste generators to (and from) hubs e.g. collection, transport and sorting. The length of the spoke and hence the location of the hub for a particular material stream is influenced by the impact of transport on the margin of return for that particular material stream.

Term	Explanation
Stockpiling	Storage of materials.
Sustainability Victoria	Statutory authority established in October 2005 under the Sustainability Victoria Act 2005 with the key objective of 'facilitating and promoting environmental sustainability in the use of resources'. SV works across the areas of energy, waste and water with communities, industries and government applying the best ideas and encouraging action to enable change in environmental practices.
Synthetic Material Fibre	Materials such glass fibre, mineral wool and ceramic fibre
Transfer station	A facility allowing the drop-off and consolidation of garbage and a wide range of recyclable materials. Can be combined with a resource recovery centre and may include resale centres. Do not undertake processing activities.
Vermiculture	Worm farming, to manage and reprocess food and garden organics into liquid fertiliser.
Waste	Any discarded, rejected, unwanted, surplus or abandoned matter, including where intended for recycling, reprocessing, recovery, purification or sale.  Anything that is no longer valued by its owner for use or sale and is, or will be, discarded. In this document, the term 'solid waste' refers to non-hazardous, non-prescribed, solid waste materials ranging from municipal garbage to industrial waste.
Waste and resource recovery group (WRRG)	Statutory authorities established under the Environment Protection Act 1970 responsible for preparing the Regional Waste and Resource Recovery Implementation Plan for their region.
Waste and Resource Recovery Planning Framework	The planning framework as defined in the amendments to the Environment Protection Act 1970 and including: <ul style="list-style-type: none"> <li>• The State Waste and Resource Recovery Infrastructure Plan (SWRRIP)</li> <li>• The seven Regional Waste and Resource Recovery Implementation Plans (RWRRIPs)</li> <li>• Relevant Ministerial Guidelines made under section 50CA of the Act</li> <li>• The process for integration of the SWRRIP and RWRRIPs.</li> </ul>
Waste management industry	Applies to those involved in managing waste e.g. collectors, sorters, processors and landfill operators.
Waste minimisation	The concept of, and strategies for, waste generation to be kept to a minimum level in order to reduce the requirement for waste collection, handling and disposal to landfill. Also referred to as waste avoidance.
Waste to energy	Refer to energy from waste.

## Acronyms

Term	Definition
ABS	Australian Bureau of Statistics
BPEM	Best Practice Environmental Management
C&D	Construction and Demolition
C&I	Commercial and Industrial
DELWP	Department of Environment, Land, Water and Planning
EPA	Environment Protection Authority (Victoria)
E-waste	Electronic Waste
FOGO	Food Organics and Garden Organics
GLGN	Gippsland Local Government Network
GWRRG	Gippsland Waste and Resource Recovery Group
LGA	Local Government Area
LGV	Local Government Victoria
LLMT	Local Litter Measurement Toolkit
MRF	Materials Recovery Facility
MSW	Municipal Solid Waste
NORM	Naturally Occurring Radioactive Material
PAN	Pollution Abatement Notice
PC PAN	Post Closure, Pollution Abatement Notice
PIW	Prescribed Industrial Waste
RDV	Regional Development Victoria
RRC/TS	Resource Recovery Centre / Transfer Station
RWRRG	Regional Waste and Resource Recovery Group
SIW	Solid Industrial Waste
SME	Small to Medium Enterprise
SV	Sustainability Victoria
SWRRIP	Statewide Waste and Resource Recovery Infrastructure Plan
VORRS	Victorian Organics Resource Recovery Strategy
WRRG	Waste and Resource Recovery Group
WRRIP	Waste and Resource Recovery Implementation Plan

# RIGHTCYCLE

## HOW CAN I GET INVOLVED?

Many stakeholders and communities are involved in planning, building, operating and using Gippsland's waste and resource recovery network. This involvement will continue following the release of this consultation draft and throughout the development of the final Gippsland Implementation Plan.

A range of opportunities to be involved in the development and delivery of the Gippsland Implementation Plan will be provided throughout 2016. These will include forums with local government, industry and community. A number of public events also will be run in key waste and resource recovery hub areas to provide an opportunity for feedback and questions.

To find out more about the Gippsland Waste and Resource Recovery Group, go to [www.gwrrg.vic.gov.au](http://www.gwrrg.vic.gov.au)

To find out about upcoming engagement and submission opportunities, go the Gippsland Regional Waste and Resource Recovery Implementation Plan website:

[www.rightcycle.com.au](http://www.rightcycle.com.au)



**Gippsland Waste and Resource Recovery Group**

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Gippsland  
Waste and Resource Recovery Group



Table 2: Priority Actions

**PROPOSED PRIORITY ACTIONS FOR GIPPSLAND**

Areas of focus Priority Action	Activity (what we will do)	Relates to State Goal	Timeframe	Participating Organisations	Officers Comments
<p><b>Achieving greater material recovery through development of appropriate well sited infrastructure.</b></p> <p>1. Continue to reduce reliance of landfill by actively planning and promoting the transition to greater resource recovery by developing infrastructure to maximise the value of materials collected.</p>	<p><b>Work with each local government authority to develop a future Infrastructure Development Strategy for Gippsland.</b> Decide, in association with the five Gippsland municipalities currently managing landfills, agreed future options for landfill operations and other infrastructure needs to investigate and implement agreed future options.</p> <p>Develop an Infrastructure Development Strategy in partnership with local government, government authorities and the waste industry, that defines ways to more efficiently use the existing waste and resource recovery system.</p>	<p>1, 2, 3</p>	<p>2017-18</p>	<p>GWRRG Local Government Neighbouring WRRGs Private operators DELWP EPA</p>	<p>Consideration should be given to advocating for legislative change for disposal of recyclable materials in landfill including timber, green waste, plastics (in any form), concrete and bricks (similar to the ban on e-waste). This will place greater responsibility on commercial and industrial businesses to employ source separation. Latrobe City has adopted this approach with the landfill clients.</p> <p>Municipal waste has significant controls in place to recover recyclable materials. Depending on market requirements/demand, more materials can be recovered to ensure the infrastructure/labour resource is fully utilised.</p> <p>The Implementation Plans needs to consider working with the other Waste Groups especially MWRRG (Metro) to look at having Commercial Operators undertaking processing etc. of recyclables, this may possibly give the required tonnages to make the commercial operations viable. There also needs to be some discussion on setting up regional contracts through GWRRG again to have tonnages for commercial viability.</p> <p>Future siting of facilities including Landfill, will require significant resources to work through Planning and EPA to establish appropriate buffer zones etc.</p> <p>This information is already available and documented.</p>
	<p><b>Develop a Gippsland Waste and Resource Recovery Assessment Map.</b></p>				

Table 2: Priority Actions

## PROPOSED PRIORITY ACTIONS FOR GIPPSLAND

Areas of focus Priority Action	Activity (what we will do)	Relates to State Goal	Timeframe	Participating Organisations	Officers Comments
	Develop a spatial Geographic Information System (GIS) based map to assess the current waste and resource recovery system in Gippsland. This will identify opportunities and the most appropriate locations for new waste and resource recovery infrastructure and systems.	1, 2, 3	2017-18	Same as previous	<p>Identifying the opportunities is to be led by GWRRG however Officers are concerned that this will raise expectations for infrastructure delivery and there is no certainty in relation to how this will be funded.</p> <p>This process should consider population growth and trends. Also should consider the impact of resource recovery option in South East Metro</p>
	<p><b>Assess Gippsland's waste and resource recovery transport efficiency.</b></p> <p>Identify major transport tasks and related material flows within and to and from Gippsland, with a view to supporting opportunities in the waste and resource recovery sector. (For example, optimal load and back loading opportunities)</p> <p>Lead the development of new waste and resource recovery infrastructure that improves transport efficiency.</p>	1, 2, 3	2017-18	Same as previous	<p>Latrobe City has explored these opportunities in the past and the primary difficulty is the type of transport vehicles used do not suit our current operating requirements.</p> <p>Centralised rail hub should be considered.</p> <p>Need to be working with MWRRG and commercial providers, which may require transfer stations and transport back to South East Melbourne.</p>

Table 2: Priority Actions

**PROPOSED PRIORITY ACTIONS FOR GIPPSLAND**

Areas of focus Priority Action	Activity (what we will do)	Relates to State Goal	Timeframe	Participating Organisations	Officers Comments
<p><b>Driving Innovative Services and Infrastructure Provision</b></p> <p>2. Stimulate the introduction of innovative waste and resource recovery services and infrastructure, by driving collaboration between local government, the waste industry and community to meet the diverse needs of Gippsland.</p>	<p><b>Attract greater private sector investment and social enterprise involvement in the development and operation of resource recovery activity in Gippsland by identifying, progressing and supporting viable initiatives.</b></p> <p>In line with Sustainability Victoria's Collaborative Procurement Framework, scope key areas where a shared approach could benefit provision of Local Government services to their respective communities. These areas will be managed through a Gippsland Collaborative Procurement Plan.</p> <p>Lead the second stage of the Gippsland Collaborative Waste Investment initiative in partnership with Gippsland councils and facilitate collaboration with other identified regional and cross regional partner organisations.</p> <p>Facilitate partnerships between local government authorities, and local government and the waste industry to support the upgrades of waste and resource infrastructure, or asset renewal, including consolidation or relocation where appropriate.</p>	<p>1, 2</p>	<p>2017-21</p>	<p>GWRRG Gippsland Local Government Sustainability Victoria Water and other government authorities Neighbouring Waste and Resource Recovery Groups Private Operators Private Equity Universities Social enterprise</p>	<p>An assessment of the sustainable funding models to support this initiative.</p> <p>Consideration should be given to Regional Contracts established through the GWRRG and working with the MWRRG.</p>
	<p><b>Improve local resource recovery by identifying innovative and viable recycling initiatives to improve the convenience, scope and consistency of recycling.</b></p> <p>Participate in and support the state-wide research on innovation in resource recovery and identify where new infrastructure can be developed or existing infrastructure and/or underutilised workforce can be leveraged.</p> <p>Utilise the Waste and Resource Recovery Assessment Map to analyse high priority activity clusters (geographical/material or sector based) with common waste and resource recovery challenges and assist them in finding solutions.</p>	<p>1, 2</p>	<p>1018-19</p>	<p>Same as previous</p>	<p>Municipal waste has significant controls in place to recover recyclable materials. Depending on market requirements/demand, more materials can be recovered to ensure the infrastructure/labour resource is fully utilised.</p> <p>LCC has invested in state of the art infrastructure at its transfer stations over the past 5 years.</p> <p>Finding a sustainable funding model is foremost so the cost is not shifted to LGA's.</p>



Table 2: Priority Actions

**PROPOSED PRIORITY ACTIONS FOR GIPPSLAND**

Areas of focus Priority Action	Activity (what we will do)	Relates to State Goal	Timeframe	Participating Organisations	Officers Comments
	<p>Assess market stability and benchmark key technology options suitable in the Gippsland context, invite private sector responses and develop business plans to implement high priority initiatives.</p> <p>Identify and support co-funding or other opportunities to implement improvements and innovation with identified parameters.</p>	1, 2	1018-19	Same as previous	<p>The Gippsland Collaborative Tender has commenced this process and this needs to be finalised with an outcome that is cost effective identified.</p>
<p><b>Building Greater Responsibility and Accountability.</b></p> <p>3. Drive greater responsibility and accountability for resource recovery within Gippsland communities and business sector by increasing the understanding and knowledge of the waste and resource recovery system.</p>	<p><b>In alignment with the Draft Victorian Community and Business Waste Education Strategy, develop and implement best proactive approaches to engender behavioural change as it relates to waste and resource recovery. Develop, in collaboration with identified partner organisations, a Waste Education Action Plan for Gippsland.</b></p> <p><b>Undertake a situation assessment of the litter and illegal dumping across the region in line with the Victorian Litter Report Card and Local Litter Measurement Toolkit (LLMT) to understand the magnitude of the issue, and related impact and costs to land managers, local government and other affected stakeholders. In collaboration with identified partner organisations, develop a Regional Litter Plan for Gippsland to deal with litter and illegal dumping issues.</b></p>	1, 2	2017 (to develop the Action Plan): on-going implementation	<p>GWRRG Local Government Waste Industry Education for Sustainability partner organisations Business Gippsland schools Community Sustainability Victoria DEWLP</p>	<p>Legislation and education are the key drivers for change and this should be driven from the state level rather than each group or Council doing it on their own.</p> <p>Council's Local Laws staff require greater support, as evidence is required to justify criminal charges and this is difficult for Council's to obtain.</p> <p>Need to consider the reduction of materials at the purchasing end, ie State and Federal Government involvement to reduce packaging and life of product stewardship.</p>

Table 2: Priority Actions

**PROPOSED PRIORITY ACTIONS FOR GIPPSLAND**

Areas of focus Priority Action	Activity (what we will do)	Relates to State Goal	Timeframe	Participating Organisations	Officers Comments
<p><b>Facilitate Continuous Improvement and Enhanced Performance.</b> 4. Assist the waste industry and local government to continuously improve the performance of Gippsland's waste and resource recovery infrastructure and systems through compliance and efficiency to deliver better public health outcomes.</p>	<p><b>Lead Improvements in the management of waste facilities through a waste and resource recovery infrastructure continuous improvement plan.</b> Develop a Waste and Resource Recovery Infrastructure Continuous Improvement Plan, in collaboration with local government, the waste industry, Environment Protection Authority Victoria (EPA) and other relevant regulatory agencies Through that Plan, benchmark activities to monitor and evaluate performance and encourage improvements.  Publish a Biennial "State of Waste" Report for Gippsland to communicate successes and challenges in meeting key performance measures set for the region, and promote the positive activities of the waste sector that support the community.</p>	<p>1, 2</p>	<p>2017-2021</p>		<p>It is critical to establish a baseline so that performance can be measured.</p>
<p><b>Planning to reduce Undesirable Impacts</b>  i. Coordinate proactive planning to reduce impacts of events or failure of infrastructure that have the potential to impact on public health, cause environmental damage or disrupt the delivery of waste and resource recovery infrastructure and services.</p>	<p><b>Identify the key risks to landfill waste management assets arising from unexpected events, natural disasters and emergencies and ensure appropriate contingency measures are in place.</b>  Coordinate the documentation of risks to waste and resource recovery infrastructure, including: Emergency Events/Natural Disasters. Unplanned Events such as market failure. Work with local government, relevant government authorities and Emergency Management Victoria to identify appropriate mitigation responses or plans</p>	<p>3  3</p>	<p>2017 for planning on-going use</p>	<p>GWRRG, Local Government, Sustainability Victoria, Water and relevant Other Government Authorities including environmental and public health, Emergency Management Victoria</p>	

Table 2: Priority Actions

## PROPOSED PRIORITY ACTIONS FOR GIPPSLAND

Areas of focus Priority Action	Activity (what we will do)	Relates to State Goal	Timeframe	Participating Organisations	Officers Comments
	<p><b>Support Gippsland Councils and the EPA to identify and prioritise the region's closed landfills, build on past risk assessments and prioritise actions at a regional level.</b> Develop a consistent methodology to assess the risk of closed landfill sites in Gippsland.</p> <p>Develop an agreed management approach for closed landfills, as part of a Gippsland Regional Priority Plan for closed landfills.</p>	3	2017-2018	Same as previous	<p>GWRRG already have all the data that is required. What is missing is the extent and cost to remediate these landfills to the standard now required by the EPA. The fees adopted at the time of operating did not foresee the need to cover the cost of these new standards.</p> <p>The State Government should provide funding to Council's to assist with any actions identified in the management plan.</p>
<p><b>Improve Value of Available Information to support industry development.</b></p> <p>6. Enhance the quantity, accuracy, consistency and transparency of information available for decision makers involved in Gippsland's waste and resource recovery system.</p>	<p><b>Develop and implement a Regional Waste and Resource Recovery Data Collection and Reporting Plan.</b></p> <p>Implement agreed waste and resource recovery data sets and collection and reporting methodology, consistent with the State's Data Governance Framework, in Conjunction with the waste industry, local government, and State Government agencies. Ensure regular input to the data collection system.</p> <p>Undertake detailed data analysis and modelling, based on accurate and contemporary data, to identify opportunities for improvement and provide a foundation for the priority actions in this plan. Develop routine data reporting protocols for public availability.</p>	4	2017-21	<p>GWRRG Waste Industry Local Government State Government Sustainability Victoria</p>	<p>Reporting standards are already in place as witnessed by the LG reporting conducted by Sustainability Victoria. The issue is not with the data, it is with the agency timelines in reporting to the public. The data is currently 2 years behind, and out of date prior to actual release.</p>
	<p><b>Develop an understanding of the material composition of waste generated by the construction (C &amp; D) and business (C &amp; I) sectors.</b></p> <p>Seek funding to conduct a variety of waste audits to better understand the composition of materials in waste management and resource recovery.</p>	4	2018-20		<p>Commercial operators managing C &amp; D and C &amp; I waste streams are not under the same constraints as public entities and it will be difficult to obtain such data without some type of regulation. This information is often seen as commercially sensitive.</p>

**15.7 CONTRACT ADMINISTRATION INVESTIGATION - TED  
SUMMERTON RESERVE, MOE**

**General Manager**

**Infrastructure and Recreation**

**For Information**

**PURPOSE**

This report presents and summarises the investigative report from the independent investigator into the contract administration of the delivery of the various projects within the Ted Summerton Reserve in 2010.

**EXECUTIVE SUMMARY**

Council resolved on 11 June 2015 to undertake further investigation into the contract administration of the works at the Ted Summerton Reserve (TSR) undertaken from 2010 to 2012 following the investigation into the contract administration of the oval refurbishment sub-project at that site.

The work comprises several buildings, oval refurbishment including irrigation and drainage, internal roads, playing courts, car parking, several buildings, tiered seating, lighting, fencing, and numerous other smaller projects associated with the overall site.

The funding was from six different state and Federal government agencies. The initial budget of \$10,540,000 was extended to \$11,480,000 to complete the works to a high standard.

The consultant engaged to investigate has over 45 years in engineering, contract administration, procurement, and forensic review of contract administration. With respect to the procurement and payment processes, the investigator found:

- No significant non-compliances with the tendering or procurement guidelines.
- All variations were approved.
- No evidence of corruption was found.
- The superintendence was robust with clear evidence of regular inspections and appropriate responses to contractor non-conformances.
- Good value for money was obtained from the contracts supervised and works sourced.

They further found that the overall project suffered from a lack of time to adequately design and project plan. This was evidenced in two particular areas the Civil works sub-project and to a lesser degree, the Oval Refurbishment sub-project.

- The Civil Works sub-project:
  - Did not have sufficient design time to include all of the works to be undertaken – the netball courts, the CFA track, and the slabs

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for some sundry buildings were excluded from the initial contract scope, to be negotiated with the contractor or sourced in another manner.

- Had a gross error in the Bill of Quantities that should have been caught before issuing for tender.

The result of this was to make the total cost of this sub-project inflate dramatically taking a ~\$730,000 project to be a ~\$1.3 million project (including approximately \$340,000 works additional to the original contract at the Council Officer's request, and \$190,000 arising from latent conditions).

The civil works sub-project also suffered from a contractor who was not as experienced in at least some areas of the contract and eventually abandoned the work. The remainder of the work was undertaken with another contractor.

- The Oval Refurbishment sub-project:

The only aspect of the overall project to cause concern after construction from a performance perspective, was the oval refurbishment sub-project.

This was reported to Council on 11 June 2015 and the findings were that several hold points and testing of materials were missed.

The oval has since been reconstructed to a higher standard and it was found during the reconstruction that a drainage line to the south was not connected. This would have been found if that particular hold point was followed. Generally though, there is evidence the superintendence was thorough – notes to contractors, instructions, defect identification, etc.

### *Lessons learned*

- Although difficult to avoid due to the nature of Local Government project identification and funding, and exacerbated in this case by the need to meet grant funding obligations for commencing the works, some of the TSR works (especially the civil works and likely the oval refurbishment) suffered from:
  - Insufficiently developed plans resulting in incomplete costing and a rushed and cost reduction focused atmosphere of construction management
  - Inexperienced contractors who were difficult to manage due to their low tenders

This should be addressed with better forward planning including such aspects as Quantity Surveyor analysis of fully developed plans with allowance for additional costs based on the relevant risk of demand.

- Large complex projects require more dedicated contract supervision
- More care should be taken in assessing a tenderers capability, and the lowest priced tender should be carefully scrutinised if it deviates significantly from the 'average' tender.
- All Invitations to Tender (ITT) documents should be independently double checked before issuing.

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- The ITT document created in-house should be reviewed and amended to ensure consistency with current standards, plus confirming internal consistency.
- The conflict between the purchase order terms and conditions (default in the PO itself) and the contract should be addressed, possibly with a disclaimer if associated with a contract, or with a special version for contracts with no terms and conditions.

### RECOMMENDATION

**That Council note the Contract Project Services (Risk Integrity Management P/L) special investigation report into the contract administration of the 2010 to 2012 construction works at Ted Summerton Reserve, Moe.**

### 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 – In 2016, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active Recreational opportunities and facilities that connect people with their community.*

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

##### *Theme and Objectives*

*Theme 2: Affordable and sustainable facilities, services and recreation*

*Theme 3: Efficient, effective and accountable governance*

### BACKGROUND

In 2010 significant capital works occurred at the Ted Summerton Reserve in Moe that included several major projects.

During the 2014 football season, the Moe Football Club contacted Council officers and expressed their concern with the condition of the playing surface, specifically that water was pooling on the surface and sections of the ground were quite boggy.

At the Ordinary Council meeting held 10 June 2014 Council resolved:

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*In light of concerns raised with drainage issues and other problems at the Ted Summerton Reserve by the user group, Council bring back a report carried out by an independent body specialising in purchasing, supply and contracts to be tabled in Open Council within 2 months detailing the following;*

- *The works and their costs including all variations, carried out at the Ted Summerton Reserve*
- *What quality control inspections were carried out, by whom and a copy of the report*
- *Tender specifications for the drainage works*
- *If the material used was up to specification*
- *The tender brief for all works*
- *A solution to any issues raised at the site*

In July 2014, Council officers engaged Sportsturf Consultants to undertake a full assessment of the grounds surface which included the following key areas of focus:

- Grass type and cover;
- Soil profile description, depth and assessment;
- Testing of existing topsoil for drainage capacity and nutrient levels;
- Surface levels;
- Other obvious factors affecting turf growth and playability.

A decision was made in 2010 to save around \$300,000 by departing from the recommended removal of 300mm and install new 'loam', to instead rotary hoe 50mm of sand into the top 100mm.

Sportsturf recommended to Council in 2015 to reconstruct the oval in accordance with the original recommendation. Council budgeted to reconstruct the oval (as per the findings of the review in 2015) in the 2016/17 budget. This work has been completed resulting in a very high quality oval surface.

Officers also engaged Pitcher Partners who are Latrobe City Councils Auditors, to carry out an investigation into the contract administration and procurement of the work, which included the following:

- Analysis of the tender process undertaken to engage the contractor for the drainage works;
- The process of obtaining of quotes within delegation of authority and/or contract terms;
- If services described on invoices are aligned to quoted prices and/or schedule of rates from contract;
- If prices quoted for work appears reasonably consistent with other similar projects undertaken by council if applicable;

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- The process to ensure all works and/or stages of the project had been appropriately signed off as completed;
- That invoices were for the services described on the quote/purchase order/contract;
- That final project sign off occurred and all necessary rectification processes occurred before final payment; and
- The balancing, reconciliation and authorisation procedures undertaken for payments.

The focus of this investigation and report by Pitcher Partners was on the oval refurbishment project as this was the area that had failed. This was presented to the Council meeting of 11 June 2015, however Council then resolved as follows:

*That*

1. *Council note the Special Investigation Report undertaken by Pitcher Partners in relation to the reconstruction of the sports oval at Ted Summerton Reserve Moe.*
2. *Council Officers develop an action plan to address the key findings identified in the special investigation report.*
3. *Council Officers arrange for a further independent investigation in relation to the all of works undertaken between 2009 and 2011 as part of the implementation of the Ted Summerton Reserve Master Plan.*
4. *The further investigation identified in point 3 is to detail the following*
  - a) *The budgeted and actual final expenditure for all works undertaken.*
  - b) *The original value of all awarded contracts.*
  - c) *The total value and scope of works for all variations approved for each contract.*
  - d) *The level of compliance with the original tender specifications for each contract.*
  - e) *The level of compliance with Council's tendering process and best practice contract management procedures including what quality control inspections were carried out, by whom and a copy of any inspection reports.*

*The investigation identified in point 3 is to be undertaken by an independent body, funded from the current operating surplus and presented to Council no later than 30 September 2015*

Fundamentally the difference between the 2014 resolution (the review by Pitcher Partners) and the 2015 resolution (this review) is the focus on including works other than the oval refurbishment.

In summary the Pitcher Partner report found (quote from 11 June 2015 report):



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*“The report identifies a number of areas for improvement in relation to process that will need to be considered by Council in relation to future projects.*

*The report outlines that a significant contributing factor to the outcome of the oval reconstruction project was the intent behind the decision making processes. The report highlights that it appears, the focus throughout was to deliver the project to a pre-determined budget, with disregard for the outcome. Hence, whether this project was delivered to specifications or not, insufficient budget allocation from the outset resulted in underlying issues with the performance of the sporting oval.”*

Council budgeted to reconstruct the oval (as per the findings of the review) in 2016/17. This work has been completed, resulting in a very high quality oval surface.

### *Contract components*

To assist understanding some of the comments of the investigator, it is important to know that a tender consists of 3 main components depending on how the contract is structured.

- 1 *Conditions of Tender* being instructions to the tenderer on how to tender on the works and schedules for submitting their prices etc.
- 2 *General Conditions, the Annexure thereto, and Special Conditions* being the basic information on how the contract will function. For major works it is common to use the Australian Standard General Conditions of Contract AS4000 and their related Annexures
- 3 *Documents specific to the work*, including: specifications, drawings setting out the scope and technical description of works, and any additional requirements such as site conditions, working hours, safety and other matters that relate to administering the contract, being the actual description of the works to be performed

A typical contract will have schedules (either unit rates or lump sums) against which work will be measured and paid.

Every construction contract using the Australian Standards (e.g. AS4000) will have a Superintendent. That role is to interpret and apply the contract, and has ultimate authority on approving contractor variations. The day to day contact with the contractor is generally a nominated representative, the “Superintendent’s Representative”, with a specific subset of the Superintendent’s powers and responsibilities.

In all of the AS4000 based contracts used in these works, while the Superintendent was identified, the officer “in the field” was not formally identified as the Superintendent’s Representative despite substantially performing that role.

The document set (normally in the letter of award or the memorandum of agreement) should contain a clause that nominates the order of precedence of the various documents, as a guide to resolving ambiguities

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or contradictions. No such clause was noted in the document set for the major contracts reviewed.

### *Variations*

Variations to the calculated contract price based on these schedules fall into two broad categories:

- Variations arising at the client's request (for example, extra works above the contract scope and where there is a client error), and
- Variations where it would be unreasonable to expect the contractor to have predicted a situation (latent conditions such as finding unknown services, asbestos in the ground, etc.).

### *The scope of works*

The Ted Summerton Reserve (TSR) works consisted of several sub-projects. The larger discrete sub-projects were as follows.

- Moe Early Learning Centre building
- Football Pavilion refurbishment
- Civil works loosely being the car park and circulating road and associated works
- "Sundry buildings" construction, (being the Netball Pavilion, the Cricket building and nets, and a small shed), plus and associated works such as netball construction and the CFA running track
- Entrance (ticket) building construction
- Tiered seating
- Fencing of the site
- Scoreboard enhancements
- Lighting installations (School oval, car park and surrounds, netball)
- Oval refurbishment

There were numerous minor works not specifically assigned to the major works such as tree removal and stump grinding, asbestos removal, general site drainage works, fencing, general landscaping, publicity works (photos, signage, meeting accommodation) service locations, some design works, repair of rain damage to the sites, sewer pit alterations, and demolition of minor surplus buildings.

### **KEY POINTS/ISSUES**

This review will not revisit the oval reconstruction contract as this was covered in considerable depth by two other consultants and a report presented to Council. A summary of those findings are presented within this report and a copy of the full consultant's report is included as Attachment 1.

### *Budget.*

Council developed the budget by a combination of grant and Latrobe City Council (LCC) funds. During the course of the project, to ensure a

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satisfactory outcome, these budgets (Ted Summerton Reserve (TSR) and Moe Early Learning Centre (MELC)) were reviewed and adjusted several times throughout the life of the works.

Table 1 – Budget summary

<b>C0285 - Ted Summerton</b>	<b>Total Budget</b>	<b>Comments</b>
Govt Subsidy	3,702,140	
Local Contribution	1,827	
Loan Proceeds	500,000	
Council Contribution	50,000	
Additional Council Contribution	807,231	\$600,000 in 09/10, \$190,000 in 10/11, \$ 17,000 in 11/12
	<b>5,061,198</b>	
<b>C0377-MELC Construction</b>		
Govt Subsidy	4,204,000	
Loan Proceeds	1,500,000	
Reimbursements	22,741	
Council Contribution	0	
Additional Council Contribution	281,170	\$157,000 in 09/10, \$124,000 in 10/11
	<b>6,007,911</b>	
<b>C0432 - MELC Design</b>		
Loan Proceeds	300,000	
Council Contribution	43,000	
Additional Council Contribution	68,324	
	<b>411,323</b>	
Total budget	<b>11,480,432</b>	

Expenditure for the many projects excluding the furniture for the MELC is summarised in Table 2.

Table 2 – Actual expenditure

Ted Summerton Reserve projects	\$5,061,198
Moe Early Learning Centre – Construction	\$6,007,911
Moe Early Learning Centre – Design	\$411,323
Total	\$11,480,432

The original budget breakdown for the project included contributions as shown in Table 3.

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Table 3 – Original Funding apportionment

Federal Grants	\$ 6,750,000
State Grants	\$ 1,150,000
Latrobe City Funding	\$ 2,640,000
Total	\$10,540,000

Table 4 – Final Funding Apportionment

Federal and State	\$ 7,906,140
Latrobe City Funding	\$ 3,549,725
Other minor funding (reimbursements by others)	\$ 24,568
Total	\$11,480,433

The difference between the initially projected Council funding and the eventual Council Funding was \$909,725 or 8.6% of the total budget. These additional funds will have been approved in the normal manner throughout the project and have been approved incrementally as noted in the comments section in Table 1.

The total difference though was spread over several of the contracts. The primary variations were associated with the Civil Works, discussed at length elsewhere in this report.

A summary of the investigation findings for major contracted and quoted works follows.

### ***Civil Works Contract – J&S Civil Constructions (and JBI Engineering)***

In the investigator's opinion, J&S Civil Constructions at the time of contract award was a small civil contractor with a relatively narrow range of experience and little experience of complex contracts. The size and complexity of this sub-project was probably well outside its abilities.

- Tender preparation:
  - The tendering process followed the requirements of the Procurement Procedures.
  - The ITT was inconsistently crafted with respect of the standards referenced, compared to the clarity in other sub-projects.
  - There was a significant error in the Bill of Quantities. There was ambiguity as to the required date for completion, stating a very short time to complete.
  - The Invitation to Tender (ITT) was correctly structured for this type of work (as a Bill of Quantities). Note: Changes in quantities required by the drawings automatically become deemed variations.

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- There is a lack of evidence of the Invitation to Tender (ITT) document itself being checked by someone than the author before advertising for tenders, as is required in the procurement guidelines.
- It is asserted, and there is evidence to support, that this sub-project was fast-tracked to meet the grant funding requirement to start work quickly and to spend the grant funding quickly.

The Master Plan identified the elements of the overall project and considerable design work had been undertaken for the buildings. However, there was limited design work to establish the overall construction requirements and how they would be tied together and delivered. The initial scope for the civil works did not include a number of the elements at the time necessary to “take the works to market”.

This situation is normally dealt with by including provisional sums for such items. In this instance however the works included as additional items after award and were negotiated as variations to the original contract.

- The tender/contract had inconsistencies that did not affect the performance of the contract or contractor, however these should be reviewed to ensure that this is not an endemic problem. A revised contract template should be considered.
- Tender Evaluation
  - The evaluation process followed procurement guidelines.
  - In the investigator’s opinion however, the evaluation panel should not have awarded the works to that contractor because their tendered price was very low in comparison to the other tenders and the tenderer was not highly experienced in the broad types of work in the contract.
  - The investigator analysed the tender prices and evaluation and notes that the average tender was almost double the low (awarded) tender.
  - They do note however that this does not necessarily mean that one should not award to a company with a very low tender. They cite an example where, with good contractor superintendence and monitoring of claims for variations, these low tenders can realise good value.
  - It is noted also that the final cost of the contract with variations was still approximately the average tendered price (excluding the works not included at time of award).

Considering the other tenders also calculated their price with the erroneous areas, their ultimate price would have been correspondingly higher. In short, reasonable value was still

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- obtained despite considerable difficulties and the large number of variations.
- The PO has terms and conditions built into the template that are at odds with the contract's larger and more involved terms and conditions (General Conditions and Special Conditions for example).
  - Variations
    - The process of approvals within delegations was clearly followed, although there are a large number of variations.
    - The large number of variations is considered to be in part because this complex sub-project was fast-tracked, leading to a number of errors in the resulting tender (Bill of Quantities as noted and also some of the drawings).
    - The most significant value variations result from the error in the tender/contract Bill of Quantities – primarily the road and car parking pavement area. The pavement area in the bill of Quantities was 3250m<sup>2</sup> and the actual area was over 9000m<sup>2</sup>. This resulted in variations to the pavement, primer seal, and asphalt quantities, and approximately \$342,000 in cost not identified at the time of award.
    - The above noted omission of projects in the Bill of Quantities included the civil works for the sundry buildings (cricket nets, netball courts, shed) and the light pole foundations, which added approximately a further \$191,000. These are not errors, rather components of the masterplan that were not sufficiently designed to include in the tender due to the need to start the works quickly.
    - There are also numerous smaller variations typical of a contract of this nature.
    - There is significant evidence that each variation was scrutinised for accuracy and authenticity and compared against the contract. Where the contractor could have been reasonably expected to know of the site conditions for example the variation was rejected.
  - Contract Administration
    - Generally, the investigator found that despite considerable complications arising from the rushed design, the superintendence was very competent.
    - The Site Superintendent was undertaking several other jobs not only on that site but within the City generally. The comment from the investigator is that a project of the size of the TSR works should have a full time Site Superintendent with accommodation (and office) at the site.
  - General Contracting issues

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- The contractor undertaking the civil works was experienced enough in common road construction works, however due to the more complicated nature of this site (retaining walls, tiered seating for example), not experienced enough to manage without significant assistance from the Site Superintendent.
- The contractor was, in the investigator's opinion based on the evidence of the correspondence, the variations, and an apparent lack of knowledge of the General Conditions, not sufficiently experienced in this type of contracting to have been awarded the works.
- This, coupled with the very low tendered price, resulted in the contractor getting into financial difficulties and abandoning their work. The normal legal processes in such circumstances were followed, and after the predictable difficulties and delays the remainder of the work was carried out by a second contractor, JBI Engineering
- Completion by JBI Engineering.
  - In the investigator's opinion, JBI Engineering at the time of contract award was a well-established contractor with a good range of experience. The size and complexity of few remaining works of this sub-project was well within its range.
  - The tendering process for the balance of J&S scope followed the formal requirements of the Procurement Procedures. The scale of the remaining work allowed the formation of the new contract by Quote.
  - A number of potential tenderers were approached but in the event, only two submitted a price. While the strict requirement was for 3 prices to be received, in view of the urgency for completion of the work and the lack of interest in the market, permission was received to award to the lowest of the two bids received.
  - The work was carried out in accordance with the requirements without any significant variations.

### ***Football Pavilion Contract- Kirway Constructions***

In the investigator's opinion, Kirway at the time of Contract award was a successful moderate sized building contractor with a good reputation and a growing business. The size and complexity of the sub-project was well within its range.

The attached report in summary finds:

- Tender preparation
  - The tendering process followed the formal requirements of the Procurement Procedures.
  - This tender was prepared by an external consultant and was well crafted.

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- The above noted inconsistencies between the Purchase Order form and the Contract General Conditions were again noted.
- Variations
  - The process of approvals within delegations was clearly followed.
  - The number and type of variations were appropriate to the complexity of the work and were well scrutinised for accuracy and authenticity.
- Contract Administration
  - The contract administration went smoothly. Records indicate regular inspections by Council officers and the specific professional consultants engaged for the various disciplines.
  - The appropriate and necessary approvals were obtained from the regulatory inspectors
- General Contracting issues
  - The contractor undertaking the building works was professional and competent in these works and no specific issues were noted.
  - As it happened, this contractor went under administration well after Practical Completion was achieved and ultimately became insolvent. The investigator saw no evidence that this was in any way connected with its involvement on this contract.

### ***Moe Early Learning Centre - Kirway Constructions***

The work on this project was typical building construction works but much longer in duration than that on the Football Pavilion.

The attached report in summary finds:

- Tender preparation
  - The tendering process for the building works followed the formal requirements of the Procurement Procedures.
  - This ITT was prepared by an external consultant and was well crafted.
- Variations
  - The process of approvals within delegations was clearly followed.
  - The number and type of variations were appropriate to the complexity of the work and were well scrutinised for accuracy and authenticity.
- Contract Administration
  - The contract administration went smoothly until the contractor's financial difficulties towards the end of their project started to affect the quality of its work and its sub-contractors. The result



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was that there were a considerable number of minor defects still present in the work at the time of Practical Completion on 28 October 2011.

- Records indicate there were regular inspections by Council officers and the specific professional consultants engaged for the various disciplines. All appropriate and necessary approvals were obtained from the regulatory inspectors before Practical Completion. Details on inspections are included in the Investigator's Report.
- A process to liquidate the company was started during the Defects Liability period and Officers called on the Bank Guarantee to address the remaining defects.
- General Contracting issues
  - The contractor undertaking the building works was professional and competent in these works and no specific issues were noted other than the usual defects for a project of this size.

### ***Sundry Buildings A, B, and C – Kingbuilt, Kirway, and EJ Steel***

These works comprised the building component of these elements of the masterplan. The civil construction included concrete pads, netball courts, and the running track for example, constructed by J&S Civil Construction (or JBI Engineering under another contracts).

The attached report in summary finds:

- Quote preparation
  - The tendering process followed the formal requirements of the Procurement Procedures for Buildings A, B and C, each being less than \$200,000.
  - The tenders were simplistic, but comprised good drawings and specifications, coupled with AS4000 General Conditions.
- Variations
  - The process of approvals within delegations was clearly followed.
  - The number and type of variations were appropriate to the complexity of the work and were well scrutinised for accuracy and authenticity.
- Contract Administration
  - The contract administration went smoothly. Records indicate regular inspections by Council officers and the specific professional consultants engaged for the various disciplines.
  - The appropriate and necessary approvals were obtained from the regulatory inspectors

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- General Contracting issues
  - The contractor undertaking the building works was professional and competent in these works and no specific issues were noted.
  - As previously noted, Kirway Constructions went into financial difficulty however there is no evidence that this was in any way connected with its involvement with this contract.

### ***Lighting – School Oval - Luddeni Electrical, Reserve Lighting – Grouts Electrical.***

All lighting work was designed, tenders sought, and project managed by an external consultant. The attached report notes that:

- School Oval Lighting
  - Quote preparation
    - The tendering process was undertaken through the services of VEMTEC and three quotes sought via the consultant for Council Officers consideration. One contractor (the same as on the School Oval Lighting process) did not tender at all.
    - It is noted that there is neither evidence of how the designer sought the quotes nor a statement that it complied with Council's procurement procedure. In addition there was no evidence of an exemption sought for the reduced number of quotes.
  - Contract Administration and Procurement
    - There is evidence of contract administration inspections etc. including on-site instructions, engineer's approval for new foundations, and the electrical certifications.
- TSR Reserve Lighting including the carpark
  - Quote preparation
    - The tendering process was again undertaken through the services of VEMTEC and three quotes sought via the consultant for Council Officers consideration. Three quotes were received for option 1 however one contractor did not tender on Options 2 and 3. Option 3 was the low quote and was recommended by VEMTEC.
    - It is noted that there is no evidence of how the designer sought the quotes nor any statement that it complied with Council's procurement procedure.
  - Contract Administration and Procurement
    - There were no variations.

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- There is evidence of contract administration inspections etc. including on-site instructions, engineer's approval for new foundations, and the electrical certifications.

### ***Tiered seats construction – JBI construction***

The attached report notes that:

- Quote preparation
  - The tendering process followed the formal requirements of the Procurement Procedures with three quotes received.
  - There were no variations.
  - There is evidence of some contract administration inspections etc. appropriate to a well-run job.

### ***Oval Refurbishment – Lasergrade***

The only aspect of the overall project to cause concern after construction from a performance perspective has been the oval refurbishment sub-project.

This was independently investigated in 2014/2015 by Pitcher Partners and reported to Council 11 June 2015. A full review has therefore not been duplicated here however the original report is provided as Attachment 2 and the findings summarised here.

The specification within the contract consisted of key elements, including:

- Installation of the drainage system,
- supply and spreading of growing medium, sprigging and consolidation of the playing field (agronomic specification); and
- Supply and installation of an Automatic Irrigation System.

As the issues associated with the oval reconstruction are in relation to poor drainage and the subsequent deterioration of the playing surface, the focus of the Pitcher Partners' investigation work was directed toward the specification for the sub-soil and turf of the oval, and not the irrigation specifications.

The Pitcher Partners Report found that the tender evaluation was lacking in that there was no member independent of the department on the evaluation panel. Although not a procurement procedure requirement, it also noted that there were no panel members confidentiality agreements recorded.

Pitcher Partners noted that there was evidence of regular inspections of the site, however there were no test results on the various components of the oval surface, and no evidence of the contract hold points being formally approved to proceed.

In order to meet the allocation within the budget (and to meet the funding available generally) a decision was made in 2010 when tendering for the works to not follow the recommendation to remove 300mm of the existing surface and replace with 300mm of new free draining sandy loam, but to

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mix into the top 100mm of existing grassy loam an additional 50mm of sand. This technique has been used successfully to refurbish other reserves in LCC and resulted in a tender of approximately half of the consultant's estimate.

The oval surface and irrigation has since been reconstructed to a higher standard and it was found during the reconstruction that the drainage pipes to the south in particular were poorly installed and would have contributed to the poor drainage of the oval. This would likely have been found if that particular hold point was observed.

**RISK IMPLICATIONS**

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

A range of risks have been identified in this report and strategies to address these are identified in the conclusion section of the report.

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implications arising from the recommendation. The cost of this review is in the order of \$39,000.

Officer will be pursuing operational changes arising from the findings of the report such as:

- A review of the Invitation to Tender documents,
- A review of project management processes and record keeping
- Specific contract preparation training.

The costs of these however, would be absorbed in existing operational and training budgets or sought through the normal budget processes.

**INTERNAL/EXTERNAL CONSULTATION**

No engagement was undertaken in relation to this investigation other than with officers still with LCC who were involved in the original works.

**OPTIONS**

As this represents a complete review of the projects involved in those works there are no practical options for further investigation unless more detail is desired.

**CONCLUSION**

The work undertaken at the Ted Summerton Reserve (TSR) was very complicated, comprising several buildings, an oval refurbishment including irrigation and drainage, tracks, courts, car parking, tiered seating, lighting, fencing, and numerous other smaller projects.

The funding was from 6 different state and Federal government agencies. The initial budget of \$10,540,000 was extended to \$11,480,000 to complete the works to a high standard.

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The data provided to the investigator for review included over 13,000 project files comprising 8.9 GB of data. The consultant has over 50 years in engineering, contract administration, procurement, and forensic review of contract administration. With respect to the procurement and payment processes, the investigator found:

- No significant non-compliances with the tendering or procurement guidelines were noted.
- All variations were approved.
- No evidence of corruption was found.
- The superintendence was robust with clear evidence of regular inspections and appropriate responses to contractor non-conformances.
- Good value for money was obtained from the contracts supervised with the exception of the oval refurbishment where the decision to use the previously successful technique, perhaps combined with compromised drainage installation, has required extensive re-work.

The overall project suffered from a lack of time to adequately design and project plan. This was evidenced in two particular areas the civil works sub-project and to a lesser degree, the oval refurbishment sub-project.

- The civil works sub-project:
  - Did not have sufficient design time to specify and itemise all of the works to be undertaken – the netball courts, the CFA track, and the slabs for some sundry buildings for example were excluded from the initial contract scope, to be negotiated with the contractor or sourced in another manner.
  - Had a gross error in the Bill of Quantities that should have been identified before issuing for tender.

The result of this was to make the total cost of this sub-project inflate dramatically taking a ~\$730,000 project to a ~\$1.4 million project. This would normally benefit the contractor as they would have access to additional works than originally tendered; however this was not the case.

The civil works sub-project also suffered from a contractor who was not as experienced in at least some areas of the contract and eventually abandoned the work. The remainder of the work was undertaken with another contractor with little consequence.

- The Oval Refurbishment sub-project:

The only aspect of the overall project to cause concern after construction from a performance perspective was the oval refurbishment sub-project.

This was reported to Council 11 June 2015 and the findings were that several hold points and testing of materials were missed.

This has since been reconstructed to a higher standard and it was found during the reconstruction that a drainage line to the south was not connected. This would have been found if that particular hold point was followed.

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This error in contract administration is at odds with the remainder of the project where there is clear evidence of robust contractor supervision.

### *Lessons learned*

- Although difficult to avoid due to the nature of Local Government project identification and funding, and exacerbated by the need to meet grant funding obligations for starting the works, some of the TSR works (especially the civil works and likely the oval refurbishment) suffered from:
  - Insufficiently developed plans resulting in incomplete costing and a rushed and cost reduction atmosphere of construction management
  - Inexperienced contractors who became difficult to manage due to their low tenders pressing them to look for cost savings and shortcuts

This should be addressed with better forward planning including such aspects as Quantity Surveyor analysis of fully developed plans with allowance for additional costs based on the relevant risks.

- Large complex projects require more dedicated contract supervision.
- More care should be taken in assessing a tenderers capability, and the lowest priced tender should be carefully scrutinised if it deviates significantly from the “average” tender.
- All Invitations to Tender (ITT) documents should be independently double checked before issuing.
- ITT documents created in-house should be reviewed and amended to ensure consistency with current standards, plus confirming internal consistency.
- The conflict between the purchase order terms and conditions (default in the PO itself) and the contract should be addressed, possibly with a disclaimer if associated with a contract, or with a special version for contracts with no terms and conditions.

Officers have continuously improved tendering and contract administration for years. Several of the issues found by the investigator have been either addressed (improvements to some evaluation techniques for example) or improvements are being developed and implemented (site visit recording for example, and increased resources dedicated to design and project supervision).

Further enhancements are planned including some identified in this report or highlighted in the attached report. Not all will be listed here however highlights include:

- Additional training for officers preparing documentation, including specification writing
- Improvements to the Invitation to Tender documents to ensure internal consistency, readability, and usability

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- Modification to the wording of the purchase order terms and conditions to remove the conflict with contract terms and conditions
- Introducing better quality assurance processes in respect of review of tender specifications, and the overall tender documents
- Including additional project management resourcing for contractor supervision

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Contract Project Services special investigation report (Published Separately) (Confidential)
2. Pitcher Partners 2015 Special Investigation reconstruction of sports oval at Ted Summerton Reserve Moe (Published Separately) (Confidential)

# COMMUNITY SERVICES



**16. COMMUNITY SERVICES**

**16.1 YINNAR COMMUNITY CENTRE COMMUNITY ENGAGEMENT  
PROJECT FINAL REPORT**

**General Manager**

**Community Services**

**For Decision**

**PURPOSE**

This report presents the Yinnar Community Centre Community Engagement Project Final Report and requests Council note the report and the community's preferred option.

**EXECUTIVE SUMMARY**

The Yinnar and District community identified a lack of suitable community facilities and the ageing state of both the Memorial Hall and Preschool. New housing developments within Yinnar township will soon increase the population and demand for facilities and services. The Yinnar Community Centre Community Engagement Project undertook community engagement to analyse the future facility and program needs of the community.

The project was jointly funded by Council and Regional Development Victoria. Council received a \$7,500 Putting Locals First grant through Regional Development Victoria and contributed a further \$7,500 to the project. SGL Consulting was engaged to undertake the project in consultation with a project steering committee. The community consultation consisted of key stakeholder interviews and forums, a youth café, 'Drop In' sessions and a survey.

The project identified that the current facilities do not meet the community's requirements due to their age and inflexibility. It also exhibited the community's desire for a more flexible community facility that would enable a wider range of activities to take place within Yinnar and District.

Two options and accompanying concept designs have been produced based on the needs identified by the community. Option one is a redevelopment of the existing Hall and Preschool into the Yinnar and District Community Centre. This option has an indicative costing of \$1.7 to \$1.9 million. Option two is an extension and redevelopment of the Hall and new Preschool facilities. The second option has an indicative costing of \$1.9 to \$2.1 million.

The draft report was released to the community for public comment. The draft report public comment period received 42 written responses (Attachment 1) with 39 in support of the project and three not supporting the project.

## RECOMMENDATION

That Council notes:

1. the Yinnar Community Centre Community Engagement Project Report and its findings; and
2. based on the feedback received from the community 'Option Two: New Preschool and Redeveloped Hall' from the project report as their preferred option for a potential redevelopment of the Yinnar and District Memorial Hall and Yinnar and District Preschool.

## DECLARATION OF INTEREST

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

## STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

*In 2026, Latrobe Valley benefits from a well planned built environment*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

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

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

## BACKGROUND

A community planning exercise conducted by the Yinnar and District Community Association (YDCA) in partnership with the Mirboo North and District Community Bank in 2014 identified an upgrade of the Yinnar and District Memorial Hall as a priority project. With the new housing developments occurring within the Yinnar township there will be an increase in population and a resulting demand for facilities and services.

SGL Consulting (SGL) was engaged to deliver the community engagement project in consultation with a project steering committee chaired by Councillor White. Key community stakeholders identified by the Yinnar Memorial Hall Committee (Hall Committee), YDCA and Council officers were invited to join the project steering committee.

The project consisted of three stages.

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- Stage one: Community engagement
- Stage two: Site assessment
- Stage three: Concept design creation

SGL developed the Yinnar Community Centre Community Engagement Report. Volume one of the report contains:

- project background;
- summary of the project key findings;
- future Yinnar Community Centre Concept Development (including concept plans and indicative costings); and
- recommendations.

Volume two of the report contains the findings of all research and consultations conducted by SGL.

The report outlines two options for the development of a community centre in Yinnar. Option one is a redevelopment of the existing Hall and Preschool into the Yinnar and District Community Centre. This would involve works at the front of the existing Hall and Preschool to extend and connect the two buildings. This option has an indicative costing of \$1.7 to \$1.9 million. Option two is an extension and redevelopment of the Hall and new Preschool facilities. This would require the current Preschool to be demolished. New Preschool facilities would be developed connecting with an extension and redevelopment of the existing Hall. The second option has an indicative costing of \$1.9 to \$2.1 million.

Council resolved at the Ordinary Council Meeting of 23 May 2016, *That Council notes and releases the Yinnar Community Centre Community Engagement Report for public comment for a period of 6 weeks from Tuesday 24 May 2016 until Friday 8 July 2016.*

The draft report public comment period received 42 written responses (Attachment 1) with 39 in support of the project and three not supporting the project.

### **KEY POINTS/ISSUES**

The Yinnar Community Centre Community Engagement Project has undertaken a successful process of community engagement delivered by SGL Consulting in consultation with the project steering committee.

During the consultation with the community and key stakeholder groups participants were informed of the need for the project report to be adopted by Council. Participants were also cautioned that adoption of the project report did not commit Council to funding the project. Discussions at the Steering Committee highlighted the long time frames required for the development of capital works projects of this size. It was also noted that Council was unlikely to be able to fund a project of this size without grants from other levels of Government.

The report identifies a lack of well-defined future funding opportunities for a small town project such as this. It identifies that the project would require

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a combination of some Council funding and Government grants with the potential for a contribution to be made via community fundraising. The project Steering Committee has noted the lack of future funding opportunities at this point in time and has resolved to utilise the completed project report to advocate for the Project to potential State, Federal and philanthropic funding sources. The Steering Committee has also identified the need to commence community fundraising activities to demonstrate community support for the Project.

### **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 not considered to be any risks associated with this report.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications from adopting the project report.

If a future redevelopment of the Yinnar and District Memorial Hall and the Yinnar Preschool into the Yinnar and District Community Centre is endorsed by Council then the financial and resource implications will be considered in line with existing processes for capital works projects. The ongoing operational and maintenance costs of the facility would also need to be considered within that process.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

The consultation undertaken for the project and the outcome of the consultation is outlined in detail within the project report.

The project was undertaken to meet the 'Decision Making' objective of the Community Engagement Plan 2015 – 2019, to:

*Embrace a collective and cooperative decision-making approach where community input and feedback is recognised as enhancing the quality of Council's decision making processes. Provide decision makers with the best quality information available to support effective, responsive and sustainable decisions to be made. These decisions should consider the perspectives of those who are impacted by or interested in the decision.*

The project was conducted in consultation with a project steering committee, chaired by Councillor White. The level of engagement, according to the IAP2 Spectrum for the project steering committee was 'collaborate'. The level of engagement for other community stakeholders was 'involve'.

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

During the public comment period a range of community consultation activities were undertaken.

The opportunity for public comment on the project was advertised on Council's 'Have Your Say' website and in the Latrobe Valley Express. A letter was sent to 35 community and sporting groups in Yinnar and District

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inviting groups to provide feedback. Council Officers also organised a Facilities Tour event for community members to view the Memorial Hall and Preschool as well as the concept plans and draft project report. Due to inclement weather only seven community members were in attendance.

Members of the Steering Committee undertook a number of activities to elicit feedback from the community. A project feedback pack, including background on the project, the concept designs and a feedback sheet, was developed. Over 370 packs were circulated through both Post Office boxes in Yinnar and Yinnar South and hand delivery to community members. The Yinnar Preschool and Primary School both included information about the project public comment period in their newsletters.

Council Officers and Steering Committee members also presented to the following community groups:

- Yinnar CFA
- Yinnar and District Community Association
- Yinnar Friendship Group
- Yinnar Lions Club
- Yinnar and District Memorial Hall Committee
- Yinnar Scout Group

42 written responses were received from community members:

- 39 respondents support the project.
- Eight respondents prefer option one (Redevelopment of Hall and Preschool).
- 26 respondents prefer option two (New Preschool and Redeveloped Hall).
- Five respondents support the project but did not express a preference for either option.
- Three respondents do not support the project.

The collated results of these responses are attached to this report (Attachment 1).

At its meeting on 14 July 2016 the Project Steering Committee was presented with the results of the consultation on the draft project report.

The Committee resolved that:

*The Yinnar and District Community Centre Community Engagement Project Steering Committee acknowledges the detailed community feedback and as a result endorses the Yinnar and District Community Centre Community Engagement Report and its findings.*

The Committee further resolved that:

*The Yinnar and District Community Centre Community Engagement Project Steering Committee endorses 'Option Two: New Preschool and Redeveloped Hall' from the project report as the preferred option for a potential redevelopment of the Yinnar and District Memorial Hall and*

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*Yinnar and District Preschool based on the feedback received from the community.*

Both motions were carried unanimously.

**OPTIONS**

**Option One:** That Council note the Yinnar Community Centre Community Engagement Report and notes 'Option Two: New Preschool and Redeveloped Hall' as the preferred option for a potential redevelopment of the Yinnar and District Memorial Hall and Yinnar and District Preschool.

**Option Two:** That Council note the Yinnar Community Centre Community Engagement Report but does not endorse a preferred option.

**Option Three:** Council does not note the Project Report.

**CONCLUSION**

The findings of the community engagement project support the linking of the Hall with the adjoining Preschool, developing the Yinnar and Districts Memorial Hall and the Yinnar Preschool into a Yinnar and District Community Centre.

The opportunity to develop community facilities as part of a Yinnar and District Community Centre will result in increased benefits such as networking and social benefits, cost savings and viability of multi-use facilities that are well located on the Main Street of Yinnar. A Yinnar and District Community Centre would be an asset to the community of Yinnar and District providing a modern community facility, and a safe place to meet, socialise and connect as a community in an area where population is expected to increase as a result of the new housing developments.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Public Comment Period Collated Feedback
2. Yinnar Community Centre Community Engagement Report - Volume One
3. Yinnar Community Centre Community Engagement Report - Volume Two

## **16.1**

### **Yinnar Community Centre Community Engagement Project Final Report**

- 1 Public Comment Period Collated Feedback..... 695**
- 2 Yinnar Community Centre Community Engagement  
Report - Volume One ..... 705**
- 3 Yinnar Community Centre Community Engagement  
Report - Volume Two..... 753**



## Yinnar Community Centre Community Engagement Project Collated results of Public Comment Period

Prefer option 1	Prefer option 2	Supports the project (no preference noted)	Does not support the project
8	26	5	3

It appears from the responses that there was confusion regarding the wording of the first two questions. Some respondents appear to understand the questions to be referring to the current Hall and Preschool while others understand the questions to be referring to the concept plans for the redeveloped centre.

### The spaces provided in the centre meet/do not meet the needs of the community:

Prefer option 1		Prefer option 2		Supports		Does not support	
Meet	Do not meet	Meet	Do not meet	Meet	Do not meet	Meet	Do not meet
4	2	9	11		2	3	

#### Meets:

We need a hall with a commercial kitchen.  
 Will meet needs in the future ?? – growing community  
 New preschool is required to cater for increased no of children.  
 In relation to the old hall – no. In relation to option 2 of the new design – yes.  
 With adjustments.  
 With adjustment to concept plans.  
 Needs are already met  
 But not reducing hall & supper room size.

#### Does not meet:

Present condition hall has no meeting rooms, no office & no commercial kitchen.  
 Not up to standard in present condition.

#### Not stated:

Why isn't the stage accessible? Steps + no ramp to back stage. What is the office for @ #6? Can it move so the ramp is useful?

### The facility does/does not provide for a variety of community groups and users:

Prefer option 1		Prefer option 2		Supports		Does not support	
Does	Does not	Does	Does not	Does	Does not	Does	Does not
4	1	9	12		2	2	



**Does:**

Goes some way to providing for different groups.

Option 2 would help if plan can be readjusted.

In relation to the old hall – no. In relation to option 2 of the new design – yes.

Very much improved.

Bringing the community together.

Playgroup, exercise group, ANZAC Day, Funerals and meetings if the community choose to use this venue.

**Does not:**

No catering. No weddings. Parties, disaster recovery etc. etc.

Group meeting presently held in local hotel or school.

Outdated & has no presentation at in present condition.

The ARC provides a social centre for groups & users.

To selected few.

**Not stated:**

Is there any natural light? What will the fees/accessibility costs be?

**The inclusion of a social/drop in space is needed/not needed for the town:**

Prefer option 1		Prefer option 2		Supports		Does not support	
Needed	Not Needed	Needed	Not Needed	Needed	Not Needed	Needed	Not Needed
5	1	21	2	2			3

**Needed:**

Great for all ages. We could have a youth council, music groups, dance, senior meeting groups – very important for growth & inclusion in the community.

For community to come together.

As population has increased greatly meeting rooms etc. are now required.

To encourage community to connect.

**Not needed:**

Would be nice but not necessary.

[The social/drop in space is not needed] because there are facilities/businesses in town – support them.

If this is to happen constant supervision would be a priority for individual safety and deterrent against vandalism.

No won't make any difference. Town people do not mix with new people.

**Not stated:**

Who will we/they be dropping in on or with?



**The inclusion of professional service suites is important/not important for the town:**

Prefer option 1		Prefer option 2		Supports		Does not support	
Important	Not important	Important	Not important	Important	Not important	Important	Not important
6		23	1	2		1	2

**Important:**

Yes but room size to suit (on plan too small)

With a growing community & our younger and older citizens it would be great to have modern professional service suites. Yinnar is a reasonably isolated community and these services are important.

For Drs & healthcare.

Eg. Doctors & healthcare, business consulting rooms etc.

Drs in Yinnar & save on travelling to other towns.

Very important now with increased population.

Yes for this. Doctors and Mental Health to help change minds of these people.

**Not important:**

But if we have 2 meeting rooms well equipped why can't they be used?

There are already meeting places available in the town.

**Not stated:**

May not be compatible with other activities, esp. noisy ones.

**The redeveloped Community Centre will/will not be an important asset for the community:**

Prefer option 1		Prefer option 2		Supports		Does not support	
Important	Not important	Important	Not important	Important	Not important	Important	Not important
6		22	1	2		1	2

**Important:**

As the town's population is exploding it may come in handy

Somewhere for people to gather. A recognised place to go to in an emergency. A place people can identify with, hold functions at, something the community can be proud of.

Bring more events to town.

To have facilities that you can use etc.

Will expose community to services they have not experienced before.

Yes very important.

**Not important:**

Because of the reduction in size of the main hall & supper room and the kitchen.

Only asset to the privilege few



I do not believe this centre would be used enough to warrant such an expense to Council and ratepayers.

**Not stated:**

Much will depend on how it is intended to be managed.

**The Community Centre will/will not give increased ability for the community to organise and host community events:**

Prefer option 1		Prefer option 2		Supports		Does not support	
Will	Will not	Will	Will not	Will	Will not	Will	Will not
6		21	2	3			2

**Will:**

An upgraded facility will be an asset to the town.

A modern, warm & inviting building will give more incentive for local groups & community members to hold functions & gather. Larger groups such as the local school would find it more user friendly & be encouraged to hold more concerts/events for their school community.

With upgraded safety requirements.

If hall set up with above inclusions the hall will attract more people to hire hall.

Meetings, cooking, neighbourhood house.

If it's affordable + accessible + pleasant to be in it'll be great.

**Will not:**

Hall is filled to capacity during ANZAC Day and funeral services.

As it is the wider community are more than happy to use the facilities at the recreation reserve which is already set up to cater for the community.

If you go you are not made to feel welcome by these people.

**Redeveloping the Community Centre will/will not encourage me to use the facility:**

Prefer option 1		Prefer option 2		Supports		Does not support	
Will	Will not	Will	Will not	Will	Will not	Will	Will not
4	1	21	1	3			2

**Will:**

Depends on what is offering. Different people. Different uses.

Yes more than at present.

I find the old building tired, cold, uninviting, a very large space to fill. It really is quite dreary & past its use-by date. It is very outdated. A new modern facility which is bright & inviting would encourage me to use the facility more.

Yes – Yes – Yes

To assist us all as a community to come together sociably & business wise.

Yes, no more meeting at the Pub.



More than at present.

I will be very happy to use it if it meets the needs of the groups that I'm in or my own needs.

**Will not:**

Can't dress up a pig. Minds have to be changed 1<sup>st</sup>.

**Making the facility more accessible is/is not an important consideration for future community use:**

Prefer option 1		Prefer option 2		Supports		Does not support	
Important	Not important	Important	Not important	Important	Not important	Important	Not important
6		22		1		1	

**Important:**

At the moment the hall is underused. A new facility who knows?

Definitely an important issue for all user groups. It should be available to everyone regardless of age, race, ability.

As today's population has increased greatly.

33 lots & 55 to come. Growing population settling in Yinnar and District.

Yes, more accessible more use.

I think it is critically important.

**Not important:**

What occurs in this community does not warrant such a huge expense to community & Council, it may be attractive when new but interest would wane quickly.

Won't make any difference if you aren't a born & bred local that's been here for 20 years or more.

**The retention of the existing Preschool building is an important consideration for me:**

Prefer option 1		Prefer option 2		Supports		Does not support	
2		1				1	

**Yes:**

Most definitely.

No. Use by date has expired.

The old preschool is outdated & dreary. While parents & staff do their best to make the space inviting with limited funds & resources – it is still an old building.

**No:**

No I would prefer option two for safety reasons.



**A larger and more modern Preschool building is an important consideration for me:**

Prefer option 1	Prefer option 2	Supports	Does not support
2	22		2

**Yes:**

Yes as the town is growing.

Yes as it should cater for expanding population.

Definitely. Children need a vibrant, colourful, warm & inviting space in which to learn.

Safety is also an important factor both inside & outside the building.

Yes. A growing population.

Yes as the present preschool cannot cope with present population.

Planning for future growth in Yinnar.

Yes at present preschool cannot cater with present numbers.

Would create large shaded and cold area in area 14.

Yes it is very out dated.

Yes, maybe kids can change minds of these people.

**No:**

A more modern preschool is not the point. After all the community work, money and time has been put into this facility which is what makes it a pleasurable place to send children.

Not personally, but it could be good.

**The retention of an outdoor play area at the front of the Preschool is important to me:**

Prefer option 1	Prefer option 2	Supports	Does not support
2	1		2

**Yes:**

Children have sunshine throughout the day.

Most definitely. Natural shade from the two trees and once again all the community fundraising and workforce has made this preschool what it is.

**No:**

No – Dangerous

With busy main street running past the front of the kinder I would prefer to see the play area moved to the back. Also important for the security of the kinder visitors can be more easily monitored if they have to go to the building first rather than just walking through the playground.

No. This has safety issues.

No. As it front on Main Road and is a safety issue.

Safer to have away from front road.



**A more secure outdoor play area at the rear of the Preschool is important to me:**

Prefer option 1	Prefer option 2	Supports	Does not support
2	23		

**Yes:**

Definitely. Children's safety is the most important aspect. Knowing where children are at all times. A less secure environment puts a great deal of stress & worry on teachers & staff who are responsible for children.

Yes makes sense. Safe.

Yes as it will be safer & over looks farm land.

Safety for children not out to road.

**No:**

Makes it too cold at times of the year for children to be out because would be shaded most of the day.

If the front outdoor play area is not secure, how come it has been allowed to be used for such a long time? By all means make the back area secure but what a crime to do away with the front area.

No – but could it be interesting as well as secure – a garden?



**I prefer option one because:**

Access to the Hall and Preschool better. Toilets M&F better placed. Foyer entry better positioned.

It's nicer to look at the front and see a playground area.

The yard and trees at the front provide an attractive setting, shade, watching children playing is also good advertising.

Incorporates 2 play areas. Better design & internal courtyard.

The play area at the back doesn't work. It's very cold & damp there. It gets early sun shaded rest of day.

Because of new families.

I don't prefer option one at all. It is merely a patchup job & does not address many of the safety issues discussed in the last couple of questions above.

No No No.

**I prefer option two because:**

I think the Kindergarten should be separate. It definitely needs updating as very old. Needs improvements.

Better integration of the facilities and increased security for the pre-school

This is for our future & makes more sense for all activities to be in one complex.

The population has increased greatly & hall requires modifications & pre-school built to suit today's & future populations increase, etc.

New preschool etc.

New facilities & safe playground for the children at the kinder.

Better amenities for everyone. Thinking of the future.

The toilets are a little more private.

It will become a centre for everyone.

Yinnar's population is growing – more facilities will be needed.

It is larger, and will cater for more children, which is important with new housing estates being built.

Yes encourage more bookings for hall etc with commercial kitchen, consulting rooms, separate office, extension & redevelopment of hall combining new pre-school to suit the growing population of Yinnar.

The entrance appears to be more attractive. The outdoor play area for the kinder is larger.

With growing enrolments & younger families moving into town, the kinder is a very important consideration in this project. The use of more office & meeting space is attractive as well as a smaller more inviting function area which can be expanded to accommodate larger groups when the need arises.

Because 7D & 7E storage areas are more convenient to hall. 12 & 13 more accessible for public. Better entry for preschool children & parents.

Outdoor play area is at the back. Safer for the children.

One play area is easier to maintain than the two areas. It makes use of the unused strip between the halls.

Safety, health, growing population make more sense.

Present old preschool does not meet today's requirements, safety & health class size etc.



This gives preschool access to east sun in mornings and protection from hot west in pm.  
Allows for whole new design of preschool with new buildings for future. Desperate need for disability access & toilets. Better storage space. I like drop in space, hopefully become purposeful.

More secure area for the kids to play.

New preschool – better amenities. Hall – improvement over all – commercial kitchen.

This is for our future & makes more sense for all activities to be in one complex.

Yes. The population has increased greatly & hall requires modifications & preschool built to suit today's & future populations increase, etc.

New facilities & safe playground for the children at the kinder.

The toilets are a little more private.

Preschool requirements will increase greatly in coming years. Covers other aspects needed.

Direct access to main hall foyer.

**Other comments:**

As a mature age resident I do not know of the requirements of the preschool.

The Hall needs a big commercial kitchen, 2 comfortable meeting rooms, heating, comfortable chairs etc. Enough toilets to cater for a crowd. Storage for tables & chairs with easy access. Storage for playgroup.

Yinnar is a growing township and requires a central facility to encourage community inclusion and meet the needs of future families.

It would be lovely to see a more modern building in the town that accommodates the whole town.

I feel multipurpose rooms #10 & #11 (option 1) could be used for the drop in social space. Service suites #1 & #2 could be moved to the front (#8) as they would then be out of the way of preschool pick up drop off area.

The current acoustics in the hall are terrible. It is often a cold & uninviting place. I am sure that with a new modern facility you would attract more user groups. At the moment most groups meet in the small function room at the local hotel or at the school staffroom. It would be nice for these groups to have a place to meet, somewhere they could identify with, some where they could put up displays showcasing what they do. Groups could also meet on the same nights because of the various new spaces within the hall rather than relying on and working in with the calendars of other groups. I hope Council can give this project & the Yinnar community the consideration it deserves.

Equipment shed at Preschool should be more convenient to staff rather than in very back corner. Consideration to prevailing weather for entry. Consider replacing of kitchen area – carrying of perhaps hot food etc across walkway safety issues. And would prefer 'supper room' be left at present size with 'operable' walls.

We will need larger facilities now & looking towards the future, expand now & be ready.

Large towns take it for granted they have proper facilities, this is a growing town we have to meet in a Pub. We have no wifi connection in the hall, safety issues, we need to connect with our community & this is one way we can.

As the present preschool cannot meet class requirement's as parents have to take their children to preschools in other areas.





It is time for Yinnar & District to have facilities that other Latrobe City [towns] have. How can a community grow without these facilities, as volunteers work on kitchen tables, go to meetings at the pub & are asked to leave early. Latrobe City needs volunteers - we have needs also - Community Centre.

The re-development offers more facilities for the public.

I think the office being tucked away in the rear of the building is a negative. That space would be better utilised as kitchen storage.

Option 1 provides no direct access to hall. No security in hall when preschool is in use.

Drop in Centre – too much public access via 8 to all other facilities. Unnecessary rooms for storage and waiting/meeting rooms.

Bringing together many areas of help would benefit many.

We have no preschool children but bringing together many things would certainly help others.

I consider either option a waste of taxpayers money, of which I am one and don't really feel it is absolute necessary.

I think the buildings are ok. Improvement in heating, lighting the big complaint is very poor parking. Better wheel chair accessible to the hall via the front.

I have no small children but Yinnar is a growing town – housing going up. Surely it must cater for young families with children. With security at mind a play area would be better at rear. Any safety assist is better for children.

Not clear from the plans what either will feel like. The current hall is cold and reasonably unpleasant. If the new one improves this, that's great.

#### **Summary of responses received as letters and online responses:**

"I think the development of a Yinnar Community Centre is great for Yinnar."

A new preschool (option 2) would be more energy efficient and have a greater public profile. Option 1 would require duplication of some infrastructure and extra maintenance. Reverse cycle air conditioning would be the most effective and efficient heating option.

The creation of the Community Centre with a high profile will assist to promote and attract community events. The existing meeting room in the Yinnar Fire station is too small, until a new station is built the Community Centre would be utilised for meetings and indoor training sessions. It may also be suitable for CFA catering in the event of a major fire in the area.

Yinnar has been a very self motivated and progressive community with an abundance of voluntary workers. Option 2 would help the next generation grow to enjoy the better facilities in coming years.

I think this project is fantastic and it has my full support to go ahead. I think the project will provide a huge benefit to the township of Yinnar and its surroundings.



# Yinnar Community Centre Community Engagement Report

Volume One Future Directions

January 2016



Prepared by SGL Consulting Group Australia Pty Ltd in association with etch Architectural Solutions Pty Ltd



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The Yinnar Community Centre Community Engagement Project has been developed with the support of the Victorian Government.



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APPENDIX TWO:	INDICATIVE COST EXCLUSIONS



## 1.1 Introduction

The community of Yinnar and district have identified that there is a lack of suitable facilities to undertake a range of activities and to provide opportunities for groups to meet, develop and share resources. Latrobe City Council was successful in obtaining a State Government Putting Locals First Grant to undertake the *Yinnar Community Centre – Community Engagement* project.

The *Yinnar Community Centre – Community Engagement* project will inform the potential establishment of a community centre as part of a re-development of the Yinnar and District Memorial Hall and neighbouring Yinnar Pre-school facility.

SGL Consulting Group Australia Pty Ltd was engaged by Latrobe City Council to undertake the community engagement project.

### 1.1.1 Yinnar Community Centre Community Engagement Project Documents

The Yinnar Community Centre Community Engagement comprises two volumes being:

- Yinnar Community Centre Community Engagement Volume One – Future Directions which includes:
  - Section One: Background and Project Area
  - Section Two: Summary of Project Key Findings
  - Section Three: Future Yinnar Community Centre Concept Development
  - Section Four: Recommendations.
- Yinnar Community Centre Community Engagement Volume Two – Summary Report of all research and consultations comprising four sections:
  - Section One: Background and Project Area
  - Section Two: Overview of Facilities and Programs
  - Section Three: Key Stakeholder Consultations
  - Section Four: Resident Facilities and Services Survey.
  - Section Five: Site Investigation

## 1.2 Background

A community planning exercise conducted by the Yinnar and District Community Association in partnership with Mirboo North and District Bendigo Community Bank identified the redevelopment of the Yinnar and District Memorial Hall and the Yinnar Pre-school into a community centre as the priority project.

The community has determined that there is a need for an upgrade of the hall and that links with the adjoining pre-school are considered. There is already a view that the current infrastructure is tired and does not meet current needs. There are few opportunities for groups to gather and recreate in their own community due to outdated facilities with the only publicly accessible meeting spaces in the town being in the local hotel, at the ARC and also at the Yinnar Football / Netball Club facilities.

Feedback from existing users of the hall reveals difficulties in using the facility due to existing design and functional deficiencies that need to be rectified so that the local Yinnar and district community can be adequately serviced. Other groups also report that the facility does not provide the types of spaces, storage and levels of comfort to meet their needs. The facility design also makes it difficult for more than one group to use the hall at any given time.

The Yinnar and District Memorial Hall Committee and Yinnar and District Community Association believe that a redeveloped hall will provide opportunities for additional services to be offered locally as well as support new activities by existing community members and groups.

### 1.3 Project Purpose

The purpose of the *Yinnar Community Centre – Community Engagement Project* was to engage with the community of Yinnar and district (including Driffield, Hazelwood, Yinnar South, Jeeralang and Jumbuk) to inform the potential establishment of a community centre as part of the redevelopment of the Yinnar and District Memorial Hall, 14 Main Street Yinnar, and the neighbouring Yinnar Pre-school facility.

The aim of the project was to engage with an extensive range of community members of varying ages and backgrounds as well as community organisations in Yinnar and district, using creative engagement processes. The *Yinnar Community Centre – Community Engagement Project* aimed to assist in building a stronger sense of community and facilitate future leadership, establishing a longer term vision for facility requirements for the community of Yinnar and district.

### 1.4 Project Scope

The *Yinnar Community Centre – Community Engagement Project* included extensive engagement with the Yinnar and district community, including residents, local organisations, businesses and services as well as consultation with government to identify and explore potential funding options.

SGL worked closely with the Project Steering Committee and Project Co-ordinator, to provide a report and concept drawings on the recommended design features and uses of a community centre.

The Final Report and Concept Plans are to form the basis of an application for further funding to construct a Community Centre in Yinnar.

In accordance with the Project Brief the *Yinnar Community Centre – Community Engagement Project* comprised three stages as follows:

- Stage One: Community Engagement.
- Stage Two: Site Assessment (undertaken by Latrobe City Council and supplied to the Consultant).
- Stage Three: Concept Design Creation.



## 1.5 Review of Yinnar & District Memorial Hall and Yinnar Pre-school Precinct

### 1.5.1 Facility Components

Yinnar and District Memorial Hall comprises the following main facilities:

- Main Hall with stage.
- Supper room.
- Kitchen
- Amenities - male and female toilets, disabled toilet (non-compliant) and dressing rooms (two with toilet in each, both currently used for storage).
- Storage
- Foyer
- Concreted, fenced outdoor area.

Yinnar Pre-school facilities include:

- Main classroom / activity space.
- Outdoor play space.
- Kitchen
- Amenities including toilets and verandah area.
- Storage
- Office
- Maternal and Child Health room.
- Outdoor storage shed.

The following aerial photograph shows the Yinnar & District Memorial Hall (red line) with the Yinnar Pre-school immediately adjacent.



*Figure 1.1 Aerial Site Plan*

This shows the site constraints with limited land available for extensions or new facility components. The main area of available land is immediately to the rear of the Yinnar Pre-school.

## 1.6 Yinnar & District Memorial Hall User Groups

Yinnar and District Memorial Hall is the main home facility for the following groups and organisations:

- Yinnar Possums Playgroup – weekly on Tuesday mornings, 9.00am – 11.00am.
- Exercise Group – weekly on Friday at 10.00am - 11.00am.
- Taekwondo – weekly on Thursday evenings at 6.00pm.
- Victorian Farmers Federation Yinnar Branch – every two months in Foyer.

In addition the Project Steering Committee identified the following other activities that occur in the Yinnar and District Memorial Hall:

- Public meetings.
- Social functions.
- ANZAC Day.
- Funerals.

- Christmas in Yinnar and Australia Day inclement weather option.
- Lions Bike Ride for Sight used for lunch catering.

## 1.7 Community Facilities in the District

The Project Steering Committee identified the following community facilities in Yinnar and district:

- Yinnar:
  - Yinnar Recreation Reserve – comprises two cricket / football ovals, two asphalt tennis courts and two multi-use tennis / netball courts, cricket nets, playground and picnic facilities and sporting pavilions and social facilities (includes kitchen and bar).
  - Yinnar Community Hotel – provides a publically accessible meeting room.
  - Yinnar Primary School and Stadium – some community meetings are conducted in the Staff Room.
  - ARC Yinnar – the ARC Resource Collective is located on Main Street in the old Yinnar Butter Factory. It includes a gallery, artists studio spaces, small performance space, retail outlet, public access areas for printmaking, ceramics, metalwork, photography, painting and drawing as well as associated amenities including a kitchen and office.
  - Yinnar RSL (not currently operating) however is used by Legacy Women’s Group.
  - Yinnar Bowling Club (not generally available to the public) – licensed venue with kitchen facilities.
  - Yinnar Scout Hall.
  - Yinnar / Driffield CFA.
  - Community Garden.
- District:
  - Yinnar South Primary School and Yinnar South Hall.
  - Budgerie Hall.
  - Yacht Club and Hall at Hazelwood Pondage.
  - Boolarra facilities (Boolarra Multipurpose Building, Boolarra Memorial Hall, Boolarra Recreation Reserve and Boolarra Bowling Club).

Other facilities in Yinnar and district of relevance to the project include:

- Yinnar Railway Goods Shed Museum – contains historical items from Yinnar and district; open on request.
- A number of public parks and gardens in Yinnar including:
  - Centenary Gardens (Railway Goods Shed, play equipment, picnic tables, BBQs, public toilets and information).
  - Charles Bond Park.
  - CWA Park and Yinnar Skate Park.
- Churchill & District Community Hub.
- Churchill Public Hall.

The figure on the following page shows the locations of the key Yinnar facilities.

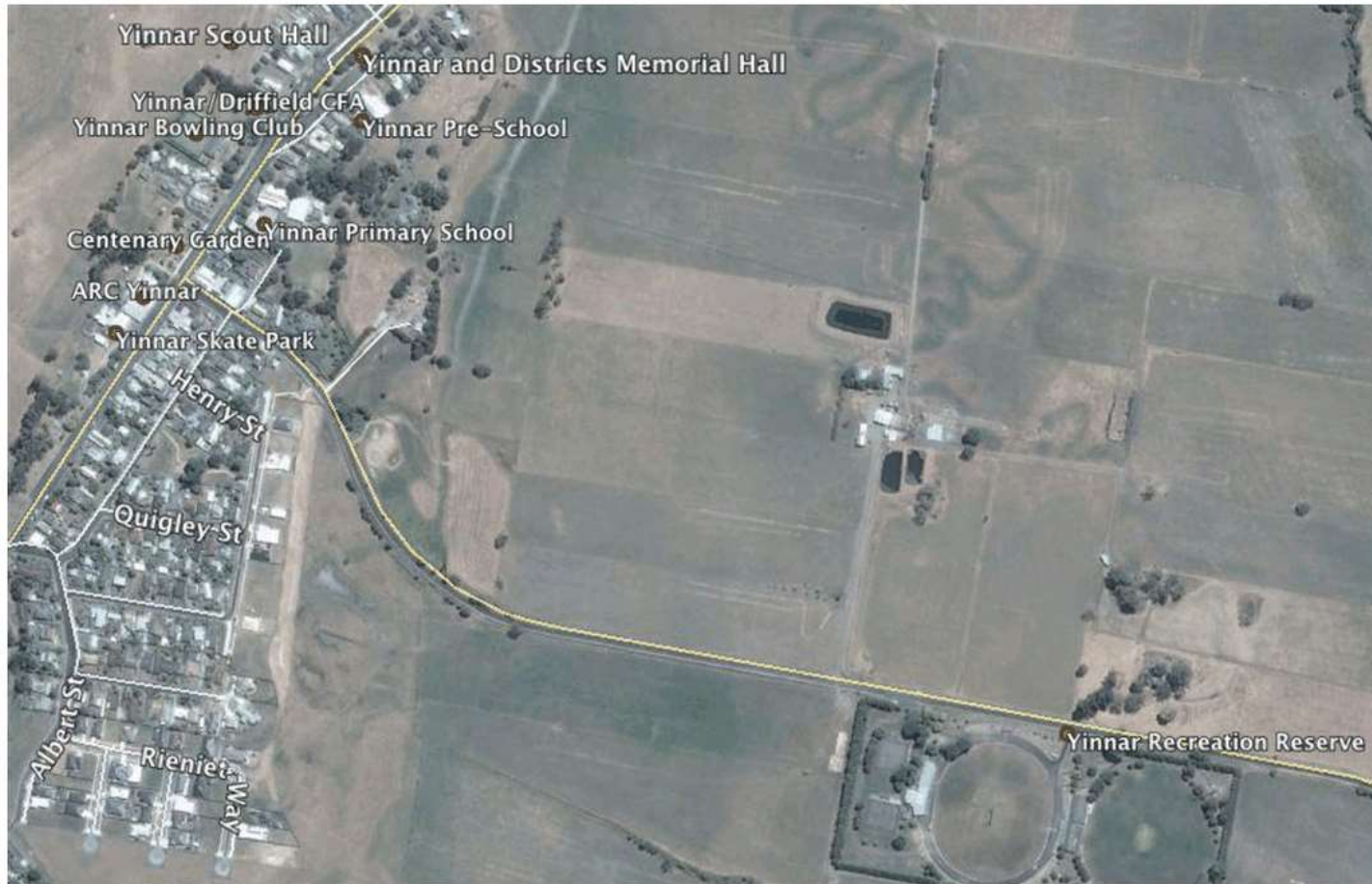


Figure 1.2 Yinnar Community Facilities



## 2 Summary of Project Key Findings

### 2.1 Introduction

This section of the report summarises the information from the consultations for the Yinnar Community Centre - Community Engagement project. The information should be read in association with the detailed information listed in Volume Two.

### 2.2 Project Area Population Trends

The key findings in regards to the project area's demographic review indicates that:

- The Latrobe City Council area had a total population in 2011 of 72,402 people of which 2,638 are from Yinnar and district.
- Analysis of the five year age groups of Yinnar and district in 2011 compared to Latrobe City shows that there was a higher proportion of people in the 10 – 19 year, 40 – 49 year and 50 – 59 year age groups and a lower proportion of people in the 30 – 39 year and the 80 and over age groups.
- Overall, 27.4% of the population was aged between 0 and 19, and 19.8% were aged 60 years and over, compared with 26.7% and 21.5% respectively for the Latrobe City Council area region.
- A review of cultural diversity indicates a very low level of diversity with a relatively small percentage of the population born overseas. Of those born overseas, the majority were born in the United Kingdom (3.3%). In Yinnar and district 93.9% of residents speak English only in comparison to 88.5% in the Latrobe City Council area and 90.4% in Regional Victoria.
- A review of income levels for Yinnar and district residents indicates that there is a lower percentage of residents (39.7% compared with Latrobe City 41.5%) earning a low income (less than \$400/week). The SEIFA Index of Disadvantage indicates Yinnar has a higher level of disadvantage than other small areas in the district, however is less disadvantaged than Latrobe City Council area.
- The majority (95.1%) of residents own one or more vehicles indicating that most people have the ability to independently access facilities, services and programs.
- In terms of future population trends, it is expected that the population within the towns in the Latrobe City region will increase by 26.17% from 73,594 in 2011 to 92,855 in 2036. The Rural South West area, which includes Yinnar, is predicted to increase by 13.3% by 2036.
- Age groups with the highest predicted increase in population in Latrobe City are the 85+ increasing by 52.6% and the 70 – 84 years increasing by 45.5%. The largest decreases are predicted in the 50 - 59 year age groups decreasing 10.7% with the 15 – 24 year age group also decreasing (5.6%).

- In terms of population growth in Yinnar, the opening of new residential subdivisions over the next 10 years, the potential growth in occupancy rates of vacant dwellings and the construction of new dwellings on vacant land that has already been subdivided will be key areas of growth.<sup>1</sup>

## 2.3 Review of Relevant Documents

To establish the context for the development of the Yinnar Community Centre relevant documents, reports and policies have been reviewed. This is to ensure that all opportunities and any issues provided by Latrobe City Council existing policies and documents and other identified research are understood.

Establishing and understanding the role of Yinnar and District Memorial Hall and Yinnar Pre-school in relation to Council's other key strategies and plans across the organisation, will ensure that any re-development into the Yinnar Community Centre, and the programs and services able to be provided are consistent with these adopted policies and plans of Council.

The documents that have been reviewed (Refer Volume Two Section 1.8 for summaries) include:

- Latrobe City Council Plan 2013 – 2017.
- Latrobe 2026 The Community Vision for Latrobe Valley.
- Latrobe City Council Community Engagement Plan 2010 – 2014.<sup>2</sup>
- Municipal Early Years Plan 2011 – 2015.
- Best Start Action Plan 2013 – 2017.
- Recreation and Leisure Strategy 2006.
- Latrobe City Council 10 Year Financial Plan (2012) and Strategic Resource Plan 2015 – 2019.
- Environmentally sustainable Design.
- Universal Design Principles.
- Healthy Urban Design Good Practice Guideline (2012).

### 2.3.1 Strategic Document and Policy Review

Council has a number of service planning and strategic documents that are relevant to the planning and delivery of community facilities, programs and services in Latrobe City area, and specifically Yinnar and district.

The Council Plan 2013 – 2017, the municipal strategic statement and the Municipal Health and Wellbeing Plan 2013 – 2017 articulate Council's vision and the overarching framework used to make key decisions and deliver service priorities.

Council works strategically at multiple levels and across different sectors, addressing 'big picture' policy issues, management planning and strategy development and community-level service issues.

<sup>1</sup> Source: Yinnar Community Centre Community Engagement Project Brief.

<sup>2</sup> In September 2015 Latrobe City Council adopted the Community Engagement Strategy 2015-2019 and the Community Engagement Action Plan 2015 – 2019. As the main aspects of the community engagement (Stage One) were completed in August 2015 the Community Engagement Plan 2010 – 2014 was utilised for the project.

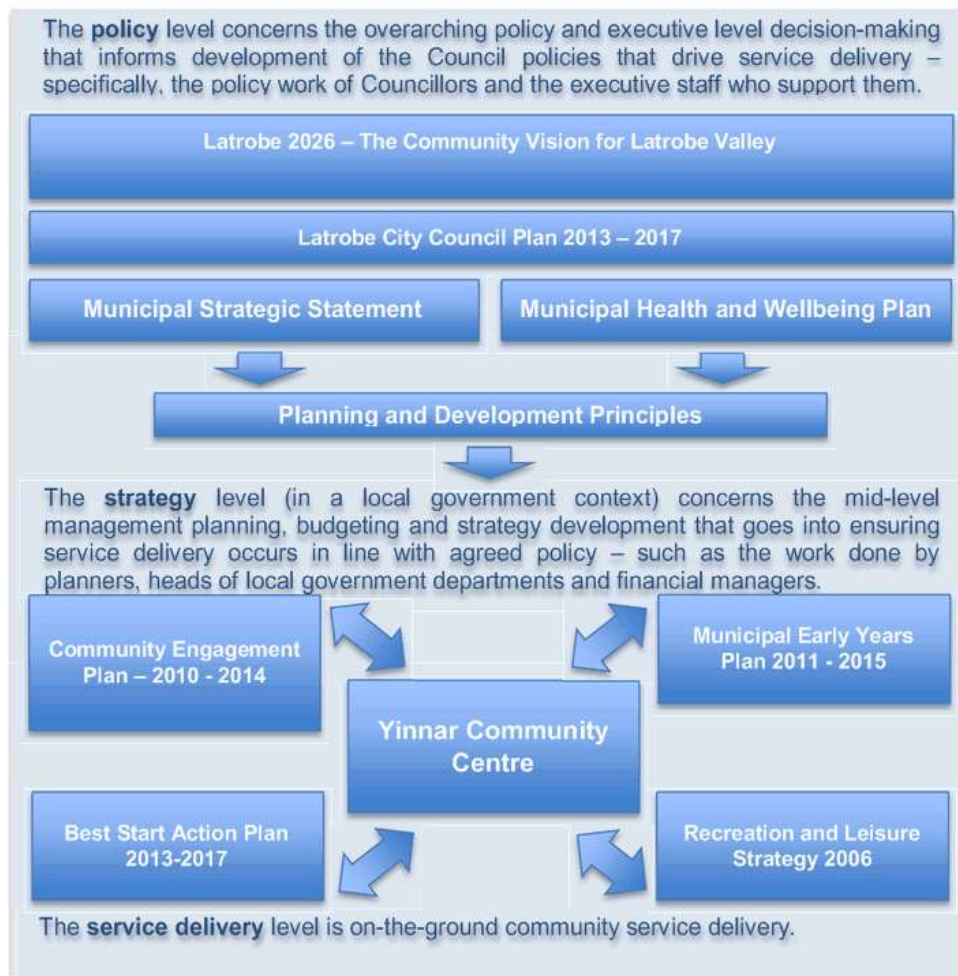


Figure 2.1 Latrobe City Council Policy and Strategic Context

A summary of the key points identified within these strategic documents that will impact on the re-development of the Yinnar and District Memorial Hall and Yinnar Pre-school into the Yinnar Community Centre are provided in Volume Two.

## 2.4 Key Stakeholder Consultations

Consultations were conducted with a range of key stakeholders and key informants to discuss the project, current issues at the Yinnar and District Memorial Hall and Yinnar Pre-school and potential future opportunities and directions for the Yinnar Community Centre. Full details of the results of the consultations are provided in Volume Two.

The consultations included in-person and telephone interviews, focus groups, drop-in events, cafés and meetings with a total of 101 participants<sup>3</sup> in the various key stakeholder and key informant consultation opportunities.

<sup>3</sup> This is the total number that attended sessions – some people attended more than one session and have been counted at each session attended.

Information collected during the key stakeholder and key informant consultations is summarised in the sections below.

### 2.4.1 Key Issues and Future Improvements

The key issues and future improvements identified during the consultations and interviews are summarised below.

#### 1. Current Issues

The key issues identified during the consultations are:

- **Facilities:**
  - **Old and dated infrastructure:** all facilities need upgrading; not modern; are dowdy.
  - **Design:** poor layout for some facilities, toilets and amenities; land locked with limited room for development; specific building designs; no smaller meeting / services spaces; not flexible; hall too big for some activities (unable to have multiple users); not welcoming (cold feeling - bricks).
  - **Functionality:** unable to hire part of hall; uncomfortable to use.
  - **Accessibility:** majority of facilities and site are not accessible; only one non-compliant accessible toilet in the hall; stage not accessible; Pre-school is not accessible (eg steps); access to hall from sealed car parking and no disabled car park.
  - **Social:** kitchen equipment is old and needs upgrade to continue to meet ongoing regulation changes; much of the kitchen equipment does not work.
  - **Amenities:** condition of toilets; no compliant accessible toilet.
  - **Temperature control:** heating (cost and does not work) and cooling.
  - **Storage:** is an issue in both the hall (insufficient, using dressing rooms and access issues, OH&S) and pre-school (not enough and OH&S).
  - **Maintenance:** of hall; floorboards, stage curtain.
  - **Car parking:** parking is not formalised at side and parts of front.
  - **Pre-school:** small, dark cold, old and needs upgrading; issue with entrance and verandah area (no door – rubbish and cat poo); functionality of design (building in middle of site); costly to manage; bathrooms need upgrading; area at back is wasted.
  - **Meeting rooms and services spaces:** inadequate / limited in community; need smaller spaces.
  - **Outdoor area/s and car parking:** no shade / protection; no infrastructure (table, chairs, BBQs); limited formalised car parks; no disabled parking.
  - **Acoustics and Lighting:** poor acoustics (sound bounces); no lights for lighting bar.
- **Services and Programs:**
  - **Population growth:** services and programs not available to cater for growth.
  - **Community connection:** lacking; hard to break in for new residents; social isolation (especially if not involved in sport and / or new to community); young people go out of town for secondary education.
  - **Affordability:** pay minimal fees for other facilities (eg Yinnar Football & Netball Club pavilion).
  - **Support services:** access to local provision (long way to get to services); need more Maternal and Child Health sessions and support for young mums/families; support for older adults (living longer; nothing at Greenside Villas).
  - **Stage:** not used much; unable to access dressing rooms for performance (used for storage).



- **Programs:** very few operating in community (eg no holiday programs, youth or older adults' social programs; activities for young families; programs interested in not offered locally so go out of town).
- **Usage and hire:** outdoor area is underutilised; unsuitable for meetings and some functions (cold, size); no social spaces (eg coffee with friends).

## 2. Future Needs, Improvements and Opportunities

The future needs, improvements and opportunities for facilities identified in the consultations are summarised in the following table.

*Table 2.1 Facilities - Key Consultation Findings*

Design	Toilets, Amenities and Kitchen
<ul style="list-style-type: none"> <li>• <b>Modernise</b> as old and dated – design to maintain character and "village feel"; welcoming entry and access; connection into community centre/hub.</li> <li>• <b>Multi-use facility:</b> <ul style="list-style-type: none"> <li>- Larger spaces that are able to be divided into smaller spaces.</li> <li>- Supper room identified as potential area for meeting and service rooms.</li> <li>- Removal of cupboards in supper room and replace with windows (floor to ceiling to capture north facing benefits).</li> <li>- All meeting / service rooms to be flexible spaces with capacity for service delivery, business services, courses, meetings and group activities, etc.</li> </ul> </li> <li>• <b>Natural light</b> improved in both hall and Pre-school.</li> <li>• <b>Social spaces / café:</b> <ul style="list-style-type: none"> <li>- Suitable for all ages (multi-age not separate areas) including for young mums.</li> <li>- Connected / access to outdoor area/s.</li> </ul> </li> <li>• <b>Meeting rooms:</b> <ul style="list-style-type: none"> <li>- One large room to cater for classes and workshops between 25 – 30 participants.</li> <li>- Able to be divided into two smaller rooms catering for meetings for 10 – 15.</li> <li>- Each area with access for tea/coffee, etc.</li> </ul> </li> <li>• <b>Service rooms:</b> <ul style="list-style-type: none"> <li>- Soundproof and secure.</li> <li>- Multi-use potentially one with capacity for Maternal &amp; Child Health and allied health services.</li> </ul> </li> <li>• <b>Performance:</b> <ul style="list-style-type: none"> <li>- Access to dressing rooms.</li> <li>- Improved acoustics (heavy curtains on windows).</li> </ul> </li> <li>• <b>Environmentally Sustainable Design</b> – solar and passive heating; energy efficient.</li> <li>• <b>Child and family</b> friendly design of all spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Modernise</b> toilets and amenities; compliant accessible toilet.</li> <li>• <b>Kitchen</b> and associated amenities: <ul style="list-style-type: none"> <li>- Upgraded with capacity for cooking classes (more cooking facilities and benchtops).</li> <li>- Kitchenettes in meeting / service rooms.</li> <li>- Coffee machine in social space.</li> </ul> </li> <li>• <b>Storage</b> – more needed for both hall and Pre-school; must be accessible (address OH&amp;S issues).</li> <li>• <b>Temperature Control</b> – heating and cooling.</li> </ul>
	Outdoor, Traffic, Parking and Access
	<ul style="list-style-type: none"> <li>• <b>Parking:</b> <ul style="list-style-type: none"> <li>- More formalised parking (mix sealed and gravel).</li> <li>- Disabled parking.</li> <li>- Access for deliveries – loading and pick-up.</li> </ul> </li> <li>• <b>Outdoor spaces:</b> <ul style="list-style-type: none"> <li>- Weather protection (shade / half-covered, heating); BBQ; play area.</li> <li>- Pre-school – potential for increased grass area.</li> <li>- Gardening and landscaping (eg could deck and landscape area between hall and Pre-school).</li> <li>- Capture and use area at rear of Pre-school.</li> </ul> </li> <li>• <b>Safety and security</b> – lighting.</li> <li>• <b>Signage</b> – directional and internal.</li> </ul>
	Fit out
	<ul style="list-style-type: none"> <li>• <b>More colour</b> / feature walls – paint or plaster bricks.</li> <li>• <b>Floorboards</b> – fixed.</li> <li>• <b>Technical equipment</b> in hall – projector, screen, audio, sound, stage lighting and replace stage curtains.</li> <li>• <b>Social space / café</b> – fit out with couches, Wi-Fi, computers, television, coffee, books, etc.</li> </ul>
	Accessibility
	<ul style="list-style-type: none"> <li>• <b>Accessible and inclusive</b> facilities needed for people with a disability, ageing population and young families.</li> <li>• Consider toilets, amenities, access (footpaths).</li> </ul>

The key findings in regards to future needs, improvements and opportunities for services and programs from the key stakeholder and key informant consultations are summarised in the following table.

Table 2.2 Services and Programs – Key Consultation Findings

Service Provision	Program Provision
<ul style="list-style-type: none"> <li>• <b>Professional consultation services</b> – bookable spaces for business and services (such as allied health [eg Physiotherapy], accountancy, Centrelink [eg once month], visiting specialists, early intervention services, mental health services, etc).</li> <li>• <b>On-line access</b> essential for services.</li> <li>• <b>Community roadshow</b> – potentially 1 to 2 per year.</li> <li>• <b>Services</b> to meet the needs of a growing community.</li> <li>• <b>Maternal and Child Health</b> in a service room – need to connect with young mums (links with Playgroup).</li> <li>• <b>Support services</b> for people from low socio-economic backgrounds; new families.</li> <li>• <b>New resident support</b> – community connection.</li> <li>• <b>Older adults services</b> to meet identified needs (eg business, health, etc).</li> <li>• <b>Technology</b> - computer, IT and Wi-Fi access.</li> <li>• <b>Library services</b> (potential technology solution); book exchange.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Social Activities</b> – eg movie nights (family friendly), dinners, concerts, performances, etc.</li> <li>• <b>Neighbourhood House</b> activities – potential satellite from Churchill NH.</li> <li>• <b>Health and Wellbeing</b> – eg exercise classes and healthy eating (cooking classes).</li> <li>• <b>Youth club / drop-in</b> (social spaces) providing safe place to meet and socialise. Clubs for children and youth; study spaces / program.</li> <li>• <b>Volunteering</b> and mentoring opportunities.</li> <li>• <b>Performance:</b> <ul style="list-style-type: none"> <li>– Rehearsal spaces (Strzelecki Stringbusters, choirs, theatre groups).</li> <li>– Dance, theatre, music classes / tuition.</li> <li>– Performances (Strzelecki Stringbusters, productions, shows, dances, etc).</li> </ul> </li> <li>• <b>Short courses</b> in range of areas that are of interest to local community (based on identified demand).</li> <li>• <b>Older adults:</b> <ul style="list-style-type: none"> <li>– Work with groups to develop programs and activities of interest (eg U3A).</li> <li>– Ageing population – connecting to community by volunteering.</li> <li>– Determine viability and interest in Men's Shed.</li> </ul> </li> </ul>
Community Development	Management and Operations
<ul style="list-style-type: none"> <li>• <b>Community connection</b> across all ages.</li> <li>• <b>Social / drop-in activities</b> (eg coffee mornings) for all ages to facilitate community connection opportunities.</li> <li>• <b>Co-location benefits</b> - links between Pre-school and other community spaces and activities. Increased activity around the Pre-school – at the centre of the community.</li> <li>• <b>Home for community groups</b> – meetings and activities.</li> <li>• <b>Links</b> with other community facilities – ARC, Recreation Reserve, Bowling Club, etc.</li> <li>• Ensure <b>inviting for all</b> – consider cultural values.</li> <li>• <b>Activate all spaces</b> including outdoor area – active programming opportunities.</li> <li>• <b>Community development programs</b> important to improving community connection and ensuring success of re-developed facilities.</li> <li>• <i>Spaces need people to make them work.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fees and charges:</b> <ul style="list-style-type: none"> <li>– Structure that is affordable whilst covering overheads.</li> <li>– Low cost / affordable programs and services.</li> <li>– Hire of facilities – affordable with discounts for local groups / organisations.</li> </ul> </li> <li>• <b>Information display area</b> – promoting services, programs and community groups / organisations; suggestion box.</li> <li>• <b>Flexibility</b> in access to re-developed community centre and operating hours.</li> <li>• <b>Technology</b> solution for flexible community access to social spaces.</li> <li>• <b>Scheduling</b> - programs and services at times that suit people.</li> <li>• <b>Active programming</b> of re-developed facilities needed for community centre to be successful.</li> <li>• <b>Management:</b> <ul style="list-style-type: none"> <li>– Inclusive and local management.</li> <li>– Consider management structure to ensure able to deliver successful facility, services and programs.</li> <li>– May need resources for manager / co-ordinator.</li> </ul> </li> <li>• <b>Develop strategies</b> to regain community connection.</li> </ul>

### 2.4.2 Café Consultations

Two youth cafés and one community café were conducted. The Yinnar Primary School Youth Café consultation participants were asked to identify priorities, voting on the top three with results as follows:

1. Movie Night – Projector.
2. Paint
3. Fundraisers.

Participants in the cafes also described what the hall and Pre-school would be in five or ten years' time with a sample of the comments below.

Youth Cafes	Community Cafe
<ul style="list-style-type: none"> <li>• Fun space.</li> <li>• Couches</li> <li>• Crowded</li> <li>• Having fun.</li> <li>• More modern.</li> <li>• Enjoyable for all ages.</li> <li>• Colourful</li> <li>• Movie nights.</li> <li>• Amazing</li> <li>• Floorboards</li> <li>• Enjoyable for all ages.</li> <li>• Heaters</li> <li>• Cool landscaped gardens.</li> <li>• Cosy</li> <li>• Appealing</li> <li>• Lights / disco lights.</li> <li>• Sound system.</li> <li>• Useable outdoor area.</li> </ul>	<ul style="list-style-type: none"> <li>• Well used, heated, lit, painted and maintained.</li> <li>• Bright and cheerful.</li> <li>• Inviting</li> <li>• Busy, active place, full car park and bike racks.</li> <li>• Stands out.</li> <li>• Children playing.</li> <li>• Colour</li> <li>• Hot real coffee!</li> <li>• Natural light.</li> <li>• Warm and friendly.</li> <li>• Aesthetically pleasing.</li> <li>• Modern, colour.</li> <li>• Well landscaped; nice gardens.</li> <li>• Easy to book / easy to access.</li> <li>• Signage</li> <li>• Flexible spaces.</li> <li>• Cost effective.</li> <li>• Families connected.</li> <li>• A "meeting place" to catch up.</li> <li>• Mixture of ages and users.</li> <li>• Open</li> </ul>

Other café consultation results are incorporated into the previous sections above.

## 2.5 Resident Facilities and Services Survey

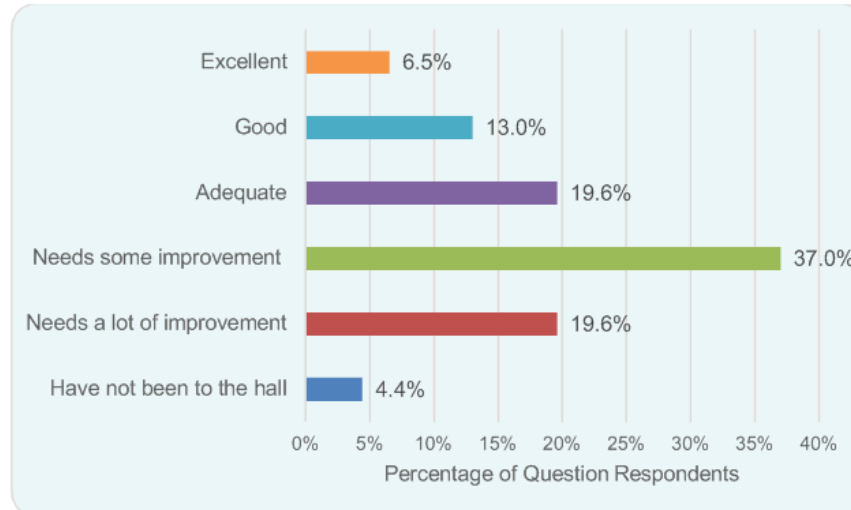
During July and August a survey was distributed amongst the Yinnar and District community. A total of 48 surveys were completed with respondents providing information on:

- Respondent profile.
- Current use of the Yinnar and District Memorial Hall.
- Potential future use of the Yinnar and District Memorial Hall.

The key findings of the Resident Facilities and Services Survey are:

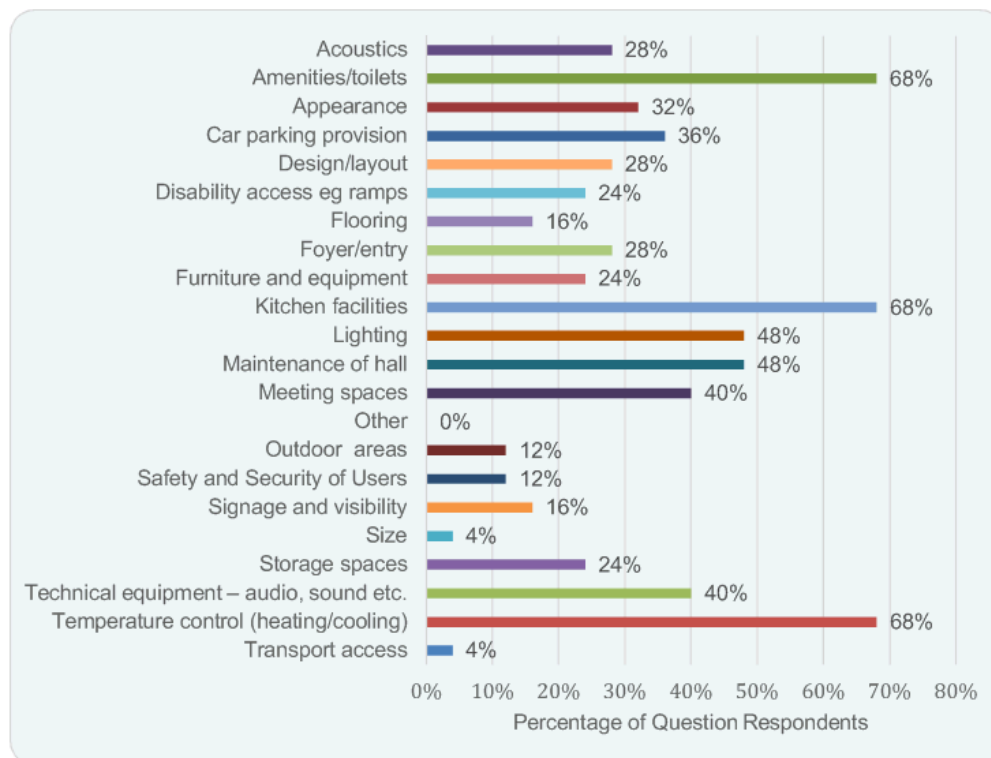
- **Respondent Profile:** a total of 48 surveys were completed; 78.6% of respondents were female; 70.5% were from Yinnar; the age groups with the highest percentage of respondents were 55 – 64 and 75+ both with 20.5% (9) each.
- **Use of Hall:** two-thirds of the respondents had used the hall in the previous 12 months; of the 37.5% who had not used the hall the main reasons were hall not used for activities that I participate in with 27.8% (5) followed by other commitments with 22% (4). The reason for using / visiting the hall with the highest percentage of respondents was meetings of groups / organisation with 50.0% (15), followed by community events / functions with 43.3% (13) and regular class / activity with 30% (9).
- **Frequency of use:** the responses with the highest percentage of respondents were weekly, less than once a month and once only all with 28% (8) each.

- **Rating of Hall Facilities:** Survey respondents were asked to rate the overall standard of the hall in terms of providing for the needs of the activities that they partake in, with results provided in the following figure.



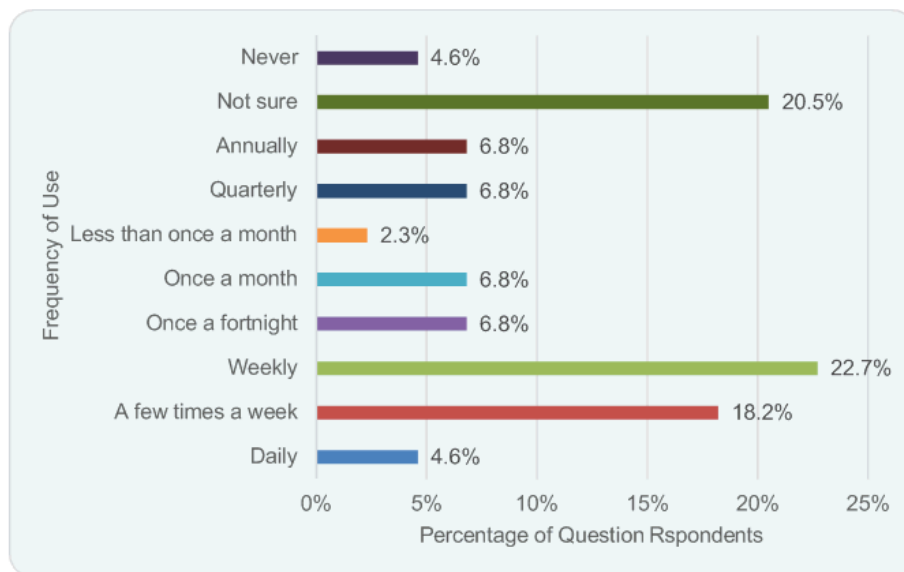
*Figure 2.2 Rating of Current Hall Facilities*

- Less than adequate ratings (needs some improvement or needs a lot of improvement) were provided by more than half of the survey respondents (56.6%, 26). Of these more than one-third (37%, 17) responded that the hall needs some improvement.
- Areas identified for improvement with the highest percentage of question respondents were temperature control heating / cooling), amenities / toilets and kitchen facilities all with 68.0% (17). The next highest were maintenance of hall and lighting both with 48% (12), followed by car parking provision with 36% (9).
- **Other Halls Used:** almost half (43.5%, 20) had not used any other community halls / centres in the past 12 months. Of those that had used other community halls / centres 43.5% (20) had used Churchill and District Community Hub followed by Boolarra Memorial Hall with almost one-third (30.4%, 14). The main reasons for using the other facilities were to attend a service / program, or to attend a social activity or event, both with 52.0% (13) of question respondents. The quality of the facilities was also a key reason why respondents chose to use another facility, 40.0% (10) respondents.
- **Future Use of the Hall:** Overall almost two-thirds (58.7%, 27) of respondents would be likely to use a redeveloped Yinnar and District Memorial Hall in the future whilst only 6.5% (3) indicated that they would not use the facility. Those that currently use the hall are significantly more likely to use the re-developed facility (72.4% compared to 35.3%). Of importance is that over one-third (34.8%, 16) of hall non-users would use a redeveloped Yinnar and District Memorial Hall. The majority of people (84.8%, 39) deemed it very important or important that the redevelopment occur, with 43.5% (20) rating it as very important and 41.3% (19) as important.
- **Facilities that would Encourage Future Use:** Those respondents that indicated that the hall required improvement were asked to identify areas for possible improvement with results provided in the figure below.



*Figure 2.3 Areas for Possible Improvements to Yinnar and District Memorial Hall*

- The main requests by respondents to assist them in making greater use of the hall in the future was to have control over the temperature (heating and cooling) with over two-thirds (67.4%, 31) of respondents, followed by kitchen facilities (65.2%, 30). This is consistent with the results of the question about areas / issues with the current hall.
- Just under half of respondents identified affordable / low cost to use / hire, meeting / multipurpose rooms and updated modernised facilities as features that would encourage use of the hall.
- Only 6.5% (3) responded nothing / would not use.
- **Services and Programs that would Encourage Future Use:** Almost three quarters of the question respondents would participate in health and wellness classes and social activities (72.7%, 32). Almost half (47.7%, 21) would utilise older adults – programs / services and community education classes (eg computer classes) would be utilised by 43.2% (19). Only six (13.5%) responded none – would not use any. The majority of respondents (79.6%, 35) deemed it very important or important that the provision of these services occur. Of these half responded that the provision was very important and almost one third (29.6%, 13) that it was important.
- **Frequency of Future Use:** If the Yinnar and District Memorial Hall were to be redeveloped in the future, respondents were asked how often they would use the facilities, services and programs with results provided in the following figure.



*Figure 2.4 Frequency of Use of Facilities, Services and Programs at a Potential Yinnar Community Centre*

- Almost half (45.5%, 20) of the question respondents indicated that they would use the facilities, services and programs at the potential Yinnar Community Centre weekly or more.
- Of these nearly 1 in 4 respondents (22.7%, 10) stated that they would use the facilities weekly in the future. A further 18.2% (8) stating that they would use them a few times a week. Of the question respondents 20.5% (9) were uncertain how often they would make use.
- Only 4.6% (2) of the question respondents would never use the facilities, services and programs.
- A review against the current usage shows that only 27.6% (8) currently used the facility weekly compared with the 45.5% (20) who would use the facilities, services and programs weekly or more if redeveloped in the future.

Detailed results for the Resident Facilities and Services Survey are provided in Volume Two.



## 3 Future Yinnar Community Centre Concept Development

### 3.1 Introduction

This section brings together the project's findings under a Yinnar Community Centre – Concept Development Plan. This project has been guided by the:

- Project purpose
- Results from the extensive community engagement.

The facility component brief (refer Appendix One), concept plans for two development options, indicative costings and future facility funding development options are provided. The detailed information that informs these sections are provided in Volume Two.

### 3.2 Facility Component Design Brief

Based on the project's key findings a facility component design brief for future development of the Yinnar and District Memorial Hall and Yinnar Pre-school into the Yinnar Community Centre has been developed. Two options have been developed being:

- Option One: Redevelopment of the Hall and Pre-School into the Yinnar Community Centre.
- Option Two: Yinnar Community Centre - Extension and Redevelopment of the Hall with New Pre-School Facilities.

The results of the community engagement (Key Stakeholder Consultations and Resident Facilities and Services Survey) along with the relevant regulations and standards (where applicable) have been utilised in the development of the brief.

The Facility Component Design Brief for the two development options is provided in Appendix One. The key components of each option are provided in the following sections.

Assessments of structural suitability of existing buildings for redevelopment have not been included in the project. SGL notes prior to any further consideration these will need to be undertaken to determine suitability and capacity for potential redevelopment/s.

### 3.2.1 Option One: Redevelopment of Hall & Pre-school - Yinnar Community Centre

Option One for the Redevelopment of Yinnar and District Memorial Hall and Yinnar Pre-school into the Yinnar Community Centre includes the following key components:

- **Community**
  - Meeting / multi-purpose rooms - conversion of the supper room into two meeting / multi-purpose rooms with operable walls.
  - Office / small meeting room – conversion of the current chair and table storage at rear of kitchen into an office and separate storage; removal of access to backstage; office provides a secure area for facility management (currently Yinnar & District Memorial Hall Committee).
  - New social / drop in / reception area for all ages to meet, socialise and connect as a community.
  - New service suites (two) with waiting area – suites are suitable for community health and professional consulting services (such as financial counselling, accountancy, etc). LCC's Maternal and Child Health service provision to be re-located to a Service Suite.
  - Kitchen – safety and operational improvements.
  - Accessibility improvements - platform lift to stage; ramp access to external door near kitchen.
  - New storage for tables and chairs; playgroup equipment and regular community group users.
  - Dressing rooms - upgrade of dressing rooms areas and amenities.
  - Refurbishment and upgrade of existing infrastructure.
- **Pre-school**
  - Entry area upgrade providing new sign in and children's bag storage.
  - Additional storage – conversion of section of existing Maternal and Child Health service area into storage (remaining area to be demolished). New external storage at rear of Pre-school.
  - Refurbishment and improvements to existing facility provision including pre-school room, office and kitchen.
  - Outdoor play area - new outdoor play at rear of current Pre-school; reduction in outdoor play at front of Pre-school to accommodate additional facilities and connection to community spaces.
  - Upgrade existing amenities and accessibility improvements.
- **Public Services**
  - New male, female and accessible toilets.
  - New cleaner's area.
  - Entry and Circulation (new and existing) including ramps due to different floor levels of existing hall and pre-school. Foyer with information / display area.
  - Accessibility improvements.
- **Support Infrastructure and Outdoor Amenities (not included in concept plans)**
  - Car parking area – adequate car parking to cater for users and meet planning requirements; mix of sealed and unsealed (overflow); disabled car parking.
  - Outdoor Facilities: outdoor social spaces such as BBQ and picnic facilities, seating, shade structures / shelters and secure bike storage.



- Rubbish enclosure.
- Fencing, signage, pedestrian access, lighting and landscaping.

### 3.2.2 Option Two: New Pre-school & Redeveloped Hall - Yinnar Community Centre

In Option Two *Yinnar Community Centre Extension and Redevelopment of the Yinnar & District Memorial Hall with New Pre-School Facilities* the following key components are included:

- **Community**

These areas are the same in Option Two as in Option One.

- **New Pre-school**

The new pre-school has been designed to cater for an increased number of children and as such most of the areas are larger than those provided in Option One. The following key components are provided:

- Larger pre-school room catering for an increased number of children.
- Larger entry area for secure sign in with clothing and bag storage.
- Office / administration area increased in size to provide facilities suitable for consulting, one-on-one meetings with parents and guardians; access from pre-school room and adjacent to entry area.
- Outdoor play area – one new large outdoor play at rear of pre-school building providing safety and security improvements.
- Additional storage, provision of adult and children's amenities and kitchen.
- Accessibility improvements.

- **Public Services**

- New male, female and accessible toilets.
- New cleaners' area.
- Entry and Circulation (new and existing) including ramps due to different floor levels of existing hall and pre-school. Foyer with information / display area.
- Potential access between hall and outdoor play areas – this would facilitate access to the outdoor play for the Playgroup.
- Accessibility improvements.

- **Support Infrastructure and Outdoor Amenities (not included in concept plans)**

These components are essentially the same in Option Two as in Option One, however with different overall layout of the Yinnar Community Centre some locations, etc may vary at development.

## 3.3 Facility Concept Design

The project architects, etch Architectural Solutions Pty Ltd have developed a concept plan for each of the two options based on the Facility Component Design Brief. The concept design plans for the two options are provided on the following pages.



Figure 3.1 Option One: Redevelopment of Yinnar & District Memorial Hall and Pre-school into the Yinnar Community Centre

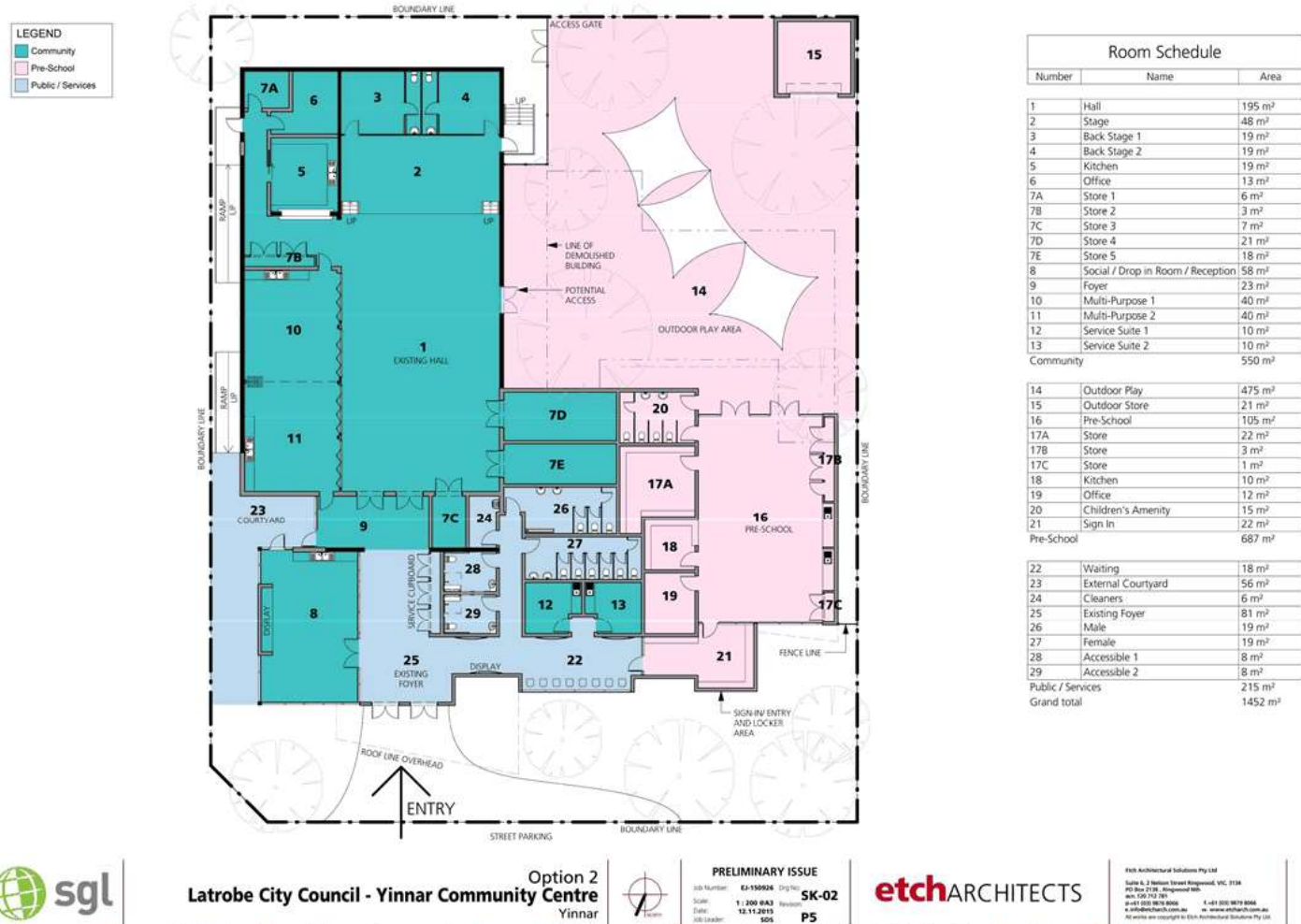


Figure 3.2 Option Two: Yinnar Community Centre - Extension and Redevelopment of the Hall with New Pre-School Facilities

### 3.4 Indicative Cost Estimates

Existing construction cost data for similar facilities has been utilised to complete an indicative concept cost plan for each of the concepts. It should be noted that the capital cost estimates should be regarded as a guide only as detailed plans would be required to be completed with the site features which will enable more accurate cost schedules.

Final project development timelines also need to be considered as construction cost escalation is at 2% to 3% annually so the timing of when the facility is developed will impact on the capital cost estimate.

The capital cost estimates are based on rates as at December 2015 and no cost escalation has been allowed for.

The following have been excluded from the cost estimate:

- Cost escalation.
- GST
- Land, legal, marketing, finance costs and provision/upgrade of any services.
- Council internal costs.
- Adverse soil conditions including excavation of rock, replacement of soft spots, testing, removal and replacement of contaminated soil.
- Upgrading existing authority services infrastructure and diversion or re-location of any existing in-ground services.
- FFE including IT and AV equipment.
- Latent conditions.
- Site specific access works.
- Other exclusions as listed in Appendix Two.

The indicative cost estimate for the two options for the Yinnar Community Centre is:

- Option One: Redevelopment of Hall and Pre-school into the Yinnar Community Centre – allow between \$1.7 to \$1.9 million (Exc GST).
- Option Two: Yinnar Community Centre - Extension and Redevelopment of the Hall with New Pre-School Facilities - allow between \$1.9 million to \$2.1 million (Exc GST).

### 3.5 Future Funding Development Opportunities

Community facility industry history shows there are limited alternative funding opportunities for Council to attract funding to assist with developing community facilities. Traditionally facility funding sources usually involve:

- Council Funding
- State and/or Federal Government Grants
- Commercial Investment
- Commercial Fundraising
- Community Fundraising and User Group / Contributions
- Developer Contribution Schemes.

Traditionally, a combination of Council funding with Government Grants and some limited community fundraising has occurred for the majority of community facilities in Australia.

A review of potential key facility funding opportunities is provided in the Table 3.1 below.

*Table 3.1 Summary Potential Key Funding Opportunities*

Funding Program	Grant Amount	Details
Children's Facilities Capital Program	<p>Integrated Children's Centre Grants – grants up to 40% of total cost capped at \$1.6 million.</p> <p>New Early Learning Facility Grants - grants up to 75% of total cost capped at \$650,000.</p> <p>Early Learning Facility Upgrades Grants - grants up to 75% of total cost capped at \$350,000</p>	<p>The 2016-17 grant rounds will be announced early 2016 however in 2015-2016 major grants were available for new and upgraded facilities as follows:</p> <ul style="list-style-type: none"> <li>• Integrated Children's Centre Grants – must provide two rooms for funded kindergarten in year before school, Maternal &amp; Child Health services, long day care (or evidence that no unmet demand); early childhood intervention services and family services. May also include multi-purpose spaces and other services that meet local community needs.</li> <li>• New Early Learning Facility Grants - must provide two rooms for funded kindergarten in year before school and at least one of Maternal &amp; Child Health services, long day care, three year old kindergarten or playgroups and must be on a site not currently used for a licensed children's service.</li> <li>• Early Learning Facility Upgrades Grants – renovated or refurbished facilities must provide a funded kindergarten program in year before school upon project completion and other early childhood services are encouraged.</li> </ul> <p>Priority was given to applications that:</p> <ul style="list-style-type: none"> <li>• Increase capacity to meet local demand for kindergarten programs in the year before school.</li> <li>• Provide quality early childhood infrastructure to meet needs of local communities.</li> <li>• Support services that are accessible for all in the community, and engage and support vulnerable families.</li> <li>• Involve the location of early year's services on or near school sites.</li> </ul> <p>Major grants consisted of an Expression of Interest process to ensure projects meet grant requirements before proceeding to a full application. LCC will need to review the relevant guidelines at the time of proceeding to determine eligible grant areas. Minor Infrastructure Expansion grants, Minor Infrastructure Refurbishment grants and Information Technology grants were also available in 2015/16.</p>

Funding Program	Grant Amount	Details
Foundation for Rural and Regional Renewal - Small Grants for Rural Communities Program	Grants up to \$5,000	Projects contributing to social and community welfare, economic, environmental, health, education or cultural development of communities in small rural, regional and remote locations.
National Stronger Regions Fund	Between \$20,000 and \$10 million to meet up to half the project cost.	<p>Funding for priority infrastructure projects that deliver an economic benefit beyond the period of construction. Projects should support disadvantaged regions or areas of disadvantage within a region. Can include construction of new infrastructure, or the upgrade or an extension of existing infrastructure. Examples of infrastructure listed include community centres or construction, expansion or upgrade of multi-purpose or local sporting facilities.</p> <p>The Frequently Asked Questions state that:</p> <p><i>In general, it is unlikely that a refurbishment of a building would be considered as construction of capital infrastructure. NSRF funding will be provided for capital projects which involve the construction of new infrastructure, or the upgrade of an extension of existing infrastructure. Repair or replacement of existing infrastructure will need to deliver a significant increase in productivity, and the application will need to demonstrate the additional value that the refurbishment will deliver.</i></p>

The above are a selection of current grant programs that may assist in funding the development of the Yinnar Community Centre. As existing grant programs are subject to funding cycles and regular review and as new opportunities are released, Latrobe City Council and the Yinnar and district community will need to review grant options at the time of considering the funding of Yinnar Community Centre.

The interview with Regional Development Victoria (refer Volume Two) indicated that depending on facility components, a Yinnar Community Centre may attract Department of Education and Early Childhood Development funding. An integrated funding approach will be required. There is currently no well-defined funding source available for small town projects such as this in Latrobe City.



## 4 Recommendations

The findings of the project research and community engagement support the linking of the hall with the adjoining pre-school, developing the Yinnar and Districts Memorial Hall and the Yinnar Pre-school into the Yinnar Community Centre. The opportunity to develop other community facilities as part of the Yinnar Community Centre will result in increased benefits such as networking and social benefits, cost savings and viability of multi-use facilities that are well located on the Main Street of Yinnar.

The Yinnar Community Centre would be an asset to the community of Yinnar and district providing a modern community facility, and a safe place to meet, socialise and connect as a community in an area where population is expected to increase as a result of the new housing developments.

The current infrastructure is tired and does not meet current or future community needs within Yinnar and district. There are few opportunities for groups to gather and recreate in their own community due to outdated facilities, with the only publicly accessible meeting spaces in the town being in the local hotel, at the ARC and also at the Yinnar Football / Netball Club facilities.

The development of the Yinnar Community Centre:

- Will enable more than one group to use the hall at any given time, with a variety of multi-use spaces to be provided.
- Provides a local place to meet, socialise and connect as a community through the provision of the social / drop in space suitable for all ages, provision of multi-purpose / meeting rooms and the updated hall.
- Provides opportunities for both new and existing residents to connect with each other, reducing social isolation.
- Provides opportunities for additional services to be offered locally through the provision of two services suites.
- Addresses the lack of publicly available meeting spaces within Yinnar township area.
- Will enable provision of new activities by existing community members and groups.
- Addresses the current access issues at both the hall and pre-school with the development of an accessible and inclusive facility providing access for all including older adults, people with disabilities and young families.
- Potential for attraction of performances and events with the associated economic, tourism and social benefits.
- Provides access to the essential support amenities including modern and safe kitchen and storage areas.
- Provides the types of spaces and levels of comfort to meet the needs of the community.

- Be well utilised by local community with almost two-thirds of survey respondents likely to use a redeveloped Yinnar and District Memorial Hall in the future. Only 6.5% (3) indicated that they would not use the facility, and over one-third of hall non-users would use a redeveloped Yinnar and District Memorial Hall. The majority of survey respondents (84.8%, 39) deemed it very important or important that the redevelopment occur.

Based on the project findings the project recommendations are provided in the table below.

*Table 4.1 Yinnar Community Centre Community Engagement Project - Project Recommendations*

<b>Recommendation</b>	<b>Detail</b>
<b>Recommendation One Research and Community Engagement Findings</b>	Council confirm that the project findings support the need for Latrobe City Council to develop the Yinnar Community Centre to service the current and future needs of Yinnar and district organisations and residents.
<b>Recommendation Two Facility Components</b>	Council consider the proposed facility component design brief as listed in Appendix One of the report and the facility concept designs in Section 3 as the starting point for guiding the future development of the Yinnar Community Centre.
<b>Recommendation Three Future Facility Funding</b>	Council establish a project funding committee that will review funding, grants and investment options and development opportunities and develop a final project funding strategy and development timeline.
<b>Recommendation Four Project Planning</b>	<p>a. That Council work in consultation with the local community Project Steering Committee, the Yinnar and District Memorial Hall Committee, Yinnar Pre-school Committee, Yinnar and District Community Association and other identified key stakeholders to further plan the development of the Yinnar Community Centre, and to seek their feedback at specific design phases of the project.</p> <p>b. That following funding support / strategy being confirmed, that Council develop a final facility component design brief, capital budget, funding strategy and development timeline and appoint an experienced facility design team to complete final facility concepts, business and cost plans for final review and consideration.</p>
<b>Recommendation Five Project Delivery</b>	Council consider continuing the Yinnar Community Centre Project Steering Group that includes representation from Council, funding partners, relevant community groups and key stakeholders to assist with project delivery.
<b>Recommendation Six Management</b>	If project funding is approved that the Yinnar Community Centre Management Plan is developed to ensure that the use, operation and management of the centre is guided by a well-defined management framework that ensures cost effective and efficient management, maintenance and usage of the centre into the future.
<b>Recommendation Seven Social / Drop In Space</b>	In order to ensure that the social / drop in space is available to the local community (within defined usage times) without the need for ongoing volunteer / staff presence, that as part of the design of the Yinnar Community Centre an electronic access system is incorporated (eg swipe card / smart phone technology access).
<b>Recommendation Eight Usage Agreement</b>	That a usage agreement be developed that ensures the Yinnar Community Centre is available on a regular basis to existing and new users and for casual hire seven days per week.
<b>Recommendation Nine Programs and Services</b>	That the results of the Community Engagement (Refer Section 2) be used to inform the development of the programs and services to be provided at the Yinnar Community Centre (if developed in the future).



Recommendation	Detail
<b>Recommendation Ten Fees and Charges</b>	<ul style="list-style-type: none"> <li>a. That fees and charges for Yinnar Community Centre are consistent with relevant Latrobe City Council policies and with like facilities.</li> <li>b. That hire and usage rates are developed that provide for a scale of charges:               <ul style="list-style-type: none"> <li>i. Commercial rates (individuals, businesses, government and profit making organisations).</li> <li>ii. Community / Not-for-profit rate.</li> <li>iii. Local rate for community / not-for-profit groups and organisations based in or servicing Latrobe City that through their activities provide contributions to the community.</li> </ul> </li> <li>c. That fees and charges are developed for:               <ul style="list-style-type: none"> <li>i. Regular Bookings (quarterly or more frequent bookings).</li> <li>ii. One off / casual hire.</li> </ul> </li> </ul>

## Appendix One Facility Component Design Brief

### OPTION ONE: REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE - COMPONENT BRIEF AND AREA SCHEDULES

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
<b>Main Hall / Community Room</b>	<ul style="list-style-type: none"> <li>Multi-purpose hall / community room.</li> </ul>	<ul style="list-style-type: none"> <li>Local community.</li> <li>Community clubs and groups.</li> <li>Regular users.</li> <li>Health and wellbeing groups / activities.</li> <li>Performance groups and activities.</li> </ul>	<ul style="list-style-type: none"> <li>Provide home base for local community groups and organisations for activities, events and meetings / seminars.</li> <li>Provide multipurpose space to enable local community use for a diverse range of activities.</li> </ul>	<ul style="list-style-type: none"> <li>Access to kitchen.</li> <li>Accessible to amenities.</li> <li>Access to stage and associated amenities.</li> <li>Access to storage (OH&amp;S compliant) for equipment such as tables and chairs.</li> </ul>	<ul style="list-style-type: none"> <li>Consider potential for operable wall to separate facility into two smaller spaces to diversify and enhance usage.</li> <li>Acoustic improvements – curtains on windows and acoustic ceiling panels.</li> <li>Projector and screen (movies and presentations).</li> <li>Repair / replace floorboards where required.</li> <li>Maintain / increase natural light.</li> <li>Improve views through southern windows.</li> </ul>	<ul style="list-style-type: none"> <li>Hall / community room – existing area (excluding supper room).</li> <li>May be reduction of total area depending on location of the connection to Pre-school to create Community Centre.</li> </ul>	195 m <sup>2</sup>
<b>Stage</b>	<ul style="list-style-type: none"> <li>Stage that is accessible.</li> <li>Accessibility and OH&amp;S improvements – lift and stairs.</li> </ul>	<ul style="list-style-type: none"> <li>Facility users of main hall / community room.</li> <li>Performances, rehearsals and presentations.</li> <li>Community events.</li> </ul>	<ul style="list-style-type: none"> <li>Provide accessible stage for large indoor community events, performances and presentations.</li> </ul>	<ul style="list-style-type: none"> <li>Direct access to Dressing Rooms.</li> <li>Access to storage.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance – lift and stair access including handrail.</li> <li>New stage curtains.</li> <li>Lights for lighting bar.</li> <li>Must be accessible and meet OH&amp;S and compliance requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Existing footprint.</li> <li>Option – at detailed design consider option to lower height of stage and associated amenities. May enable ramp access. Likely to increase overall cost.</li> </ul>	48 m <sup>2</sup>

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Dressing rooms - upgrade	<ul style="list-style-type: none"> <li>Upgrade dressing rooms and toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Performances and rehearsals.</li> <li>Community events.</li> </ul>	<ul style="list-style-type: none"> <li>Provide modern easy to maintain dressing rooms for facility users.</li> <li>Depending on fitout may also be able to be used for meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain direct access to stage.</li> </ul>	<ul style="list-style-type: none"> <li>If two rooms have connecting door if possible.</li> <li>In each - full length mirror, permanent benches with power access (or portable facilities), storage (secure), clothing hooks / hanging space, space for comfortable seating.</li> <li>Option - could combine existing two areas and have one large unisex facility with one accessible toilet.</li> </ul>	<ul style="list-style-type: none"> <li>Est 19 m<sup>2</sup> each</li> </ul>	38 m <sup>2</sup>
Meeting / Multipurpose Room	<ul style="list-style-type: none"> <li>One meeting / multipurpose room with operable wall to enable conversion into two smaller rooms.</li> <li>Each room area to have kitchenette facilities for providing refreshments independent of the main kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>Local community groups, organisations and businesses.</li> <li>Local community.</li> <li>Education providers (short courses).</li> <li>Facility users.</li> </ul>	<ul style="list-style-type: none"> <li>To provide area for local community groups, organisations and businesses for meetings and activities.</li> <li>To provide an area for education and training programs, workshops, seminars, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Access to kitchen and amenities without going through main hall / community room.</li> </ul>	<ul style="list-style-type: none"> <li>Fitout with IT, presentation and audio visual equipment.</li> <li>Small kitchenette in each room area for provision of basic refreshments.</li> <li>Carpet.</li> </ul>	<ul style="list-style-type: none"> <li>Est 80 m<sup>2</sup></li> </ul>	80 m <sup>2</sup>

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Service Suites	<ul style="list-style-type: none"> <li>Two multipurpose service suites.</li> <li>Facilities suitable for Maternal and Child Health and community health services.</li> <li>Suitable for professional consulting services such as financial counselling, accountancy, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Maternal and Child Health (MCH) Service.</li> <li>Community health.</li> <li>Community services (eg Centrelink)</li> <li>Business services.</li> </ul>	<ul style="list-style-type: none"> <li>To provide access to a range of services locally.</li> <li>To provide Maternal and Child Health Service for the local community.</li> <li>To provide community health and business services for the community locally.</li> <li>To provide affordable casual hire spaces for local businesses.</li> </ul>	<ul style="list-style-type: none"> <li>Maternal and Child Health / community health service suite to include hand basin.</li> <li>Proximity to Pre-school (safety).</li> <li>Access / proximity to waiting area.</li> <li>Internet, computer and telephone.</li> </ul>	<ul style="list-style-type: none"> <li>Meet regulations for provision of Maternal and Child Health Service.</li> <li>Must be soundproof and secure.</li> <li>Internet, computer and telephone.</li> <li>Secure storage cupboards for regular users.</li> </ul>	<ul style="list-style-type: none"> <li>One flexible service suite suitable for MCH and community health – est 10 m<sup>2</sup>.</li> <li>One multi-purpose service suite = 8m<sup>2</sup>.</li> </ul>	18 m <sup>2</sup>
Service suites waiting area	<ul style="list-style-type: none"> <li>Waiting area.</li> </ul>	<ul style="list-style-type: none"> <li>Service users</li> </ul>	<ul style="list-style-type: none"> <li>To provide a comfortable waiting area for clients including for Maternal and Child Health Service.</li> </ul>	<ul style="list-style-type: none"> <li>Proximity to Service Suites.</li> <li>Ease of access to toilets.</li> <li>Depending on location of service suites waiting area could be provided in Foyer.</li> <li>Consider option for separate waiting area to service MCH / community health.</li> </ul>	<ul style="list-style-type: none"> <li>Chairs.</li> <li>Small area for toys for young children.</li> <li>Television.</li> <li>Area suitable for prams.</li> <li>Carpeted.</li> </ul>	<ul style="list-style-type: none"> <li>Area for 8 – 10 people.</li> <li>Space suitable for prams.</li> </ul>	15 - 20 m <sup>2</sup>

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Entry / Foyer	<ul style="list-style-type: none"> <li>New entry / foyer.</li> <li>Information / display area.</li> </ul>	<ul style="list-style-type: none"> <li>All facility users.</li> <li>Local community.</li> <li>Visitors.</li> </ul>	<ul style="list-style-type: none"> <li>To provide a welcoming entry / foyer that connects with all key Community Centre facilities.</li> <li>To provide space for display of information on programs and services.</li> </ul>	<ul style="list-style-type: none"> <li>Location that enables all relationships and connectivity of spaces in the Community Centre.</li> <li>Access to main hall / community room, social space, outdoor area and pre-school.</li> <li>Access to meeting / multipurpose rooms and two service suites.</li> </ul>	<ul style="list-style-type: none"> <li>Entry visible and accessible from Main Street.</li> <li>Designed consistent with neighbourhood character.</li> <li>Main access from front of site (not side facing toilets as currently occurs).</li> <li>May also provide waiting area for service suites.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>	TBD depending on design
Social / Drop-in Room	<ul style="list-style-type: none"> <li>A "community" social space / drop-in room for all ages.</li> </ul>	<ul style="list-style-type: none"> <li>Local community of all ages.</li> <li>Particularly youth, young mums, families and older adults.</li> </ul>	<ul style="list-style-type: none"> <li>To provide a "drop in" social area for the local community to meet, socialise and connect as a community.</li> </ul>	<ul style="list-style-type: none"> <li>Direct access off the foyer and to amenities.</li> <li>Access / connectivity to outdoor area.</li> </ul>	<ul style="list-style-type: none"> <li>Option for "swipe card" access for community to minimise need for volunteer/staff presence.</li> <li>Library "lockers" for collection and return of books (could be in foyer depending on final design).</li> <li>Fitout with couches, lounge chairs, television, computer / IT access, small kitchenette for refreshments with coffee machine.</li> <li>Connected to outdoor space.</li> </ul>	<ul style="list-style-type: none"> <li>45 – 55 m<sup>2</sup></li> </ul>	45 – 55 m <sup>2</sup>

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
<b>Amenities</b>	<ul style="list-style-type: none"> <li>Male / Female Toilets</li> <li>Accessible toilet, with shower and change table.</li> </ul>	<ul style="list-style-type: none"> <li>Community Centre users.</li> </ul>	<ul style="list-style-type: none"> <li>Provide modern, easy to maintain amenities for facility users.</li> </ul>	<ul style="list-style-type: none"> <li>Location to service users of hall / community room, meeting room, service suites and social space.</li> </ul>	<ul style="list-style-type: none"> <li>Meet Building Code requirements and standards.</li> </ul>	<ul style="list-style-type: none"> <li>Female amenities: est 6 WCs (inc one ambulatory) = 20m<sup>2</sup></li> <li>Male amenities: 2 - 3 WCs (inc one ambulatory) and allocation for 2 - 3 urinals = 20 m<sup>2</sup></li> <li>Two accessible toilet with shower and change table est. 8 - 10 m<sup>2</sup>.</li> </ul>	Est 56 - 60 m <sup>2</sup>
<b>Office / Small Meeting Room</b>	<ul style="list-style-type: none"> <li>Administration area.</li> <li>Secure area for facility management.</li> </ul>	<ul style="list-style-type: none"> <li>Facility management / administration.</li> </ul>	<ul style="list-style-type: none"> <li>To provide area for management to administer facility hire and group activities.</li> </ul>	<ul style="list-style-type: none"> <li>Proximity to entry / foyer if possible.</li> </ul>	<ul style="list-style-type: none"> <li>Broadband, telephone and computer access.</li> </ul>	<ul style="list-style-type: none"> <li>10 - 12m<sup>2</sup></li> </ul>	10 - 12m <sup>2</sup>
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>Kitchen with equipment to cater for functions and events.</li> <li>Suitable for cooking classes and demonstrations.</li> </ul>	<ul style="list-style-type: none"> <li>Community</li> <li>Facility users</li> <li>Education providers.</li> <li>Community garden.</li> </ul>	<ul style="list-style-type: none"> <li>To facilitate usage for functions and community events.</li> <li>To service catering and refreshment needs of facility users.</li> </ul>	<ul style="list-style-type: none"> <li>Connectivity to main hall / community room.</li> </ul>	<ul style="list-style-type: none"> <li>Cooking facilities (two large ovens plus cooktops).</li> <li>Dishwasher (commercial)</li> <li>Refrigeration.</li> <li>Preparation areas.</li> <li>Storage for equipment.</li> <li>Waste disposal.</li> </ul>	<ul style="list-style-type: none"> <li>Refit existing kitchen area.</li> <li>Likely to be reduced area to enable safe access to rear room area (separate passage).</li> </ul>	Est 20m <sup>2</sup>
<b>Storage</b>	<ul style="list-style-type: none"> <li>New internal accessible storage for tables and chairs and other equipment.</li> <li>Storage for use by regular users including playgroup.</li> </ul>	<ul style="list-style-type: none"> <li>Regular Users.</li> <li>Facility management.</li> <li>Community hirers.</li> </ul>	<ul style="list-style-type: none"> <li>To provide suitable secure storage for regular community group users and facility equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Lockable areas for secure storage.</li> </ul>	<ul style="list-style-type: none"> <li>OH&amp;S</li> <li>Proximity to main hall / community room and meeting / multipurpose room.</li> <li>Consider vertical storage where applicable to minimise footprint required.</li> </ul>	<ul style="list-style-type: none"> <li>Permanent Equipment – tables and chairs, etc. – 20 m<sup>2</sup>.</li> <li>Regular Community Groups – 10 m<sup>2</sup>.</li> <li>Playgroup storage – 15m<sup>2</sup>.</li> </ul>	Est 45 m <sup>2</sup>
<b>Circulation</b>	<ul style="list-style-type: none"> <li>General circulation.</li> </ul>					<ul style="list-style-type: none"> <li>Allowance</li> </ul>	TBD depending on design

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Utility / Cleaners Room	<ul style="list-style-type: none"> <li>Cleaners sink with hot and cold water.</li> </ul>	<ul style="list-style-type: none"> <li>Users / cleaner</li> </ul>	<ul style="list-style-type: none"> <li>Provision of safe, secure storage of cleaning products and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Proximity and access to main hall / community room, amenities and entry.</li> </ul>	<ul style="list-style-type: none"> <li>Shelving and hooks.</li> </ul>	<ul style="list-style-type: none"> <li>Est 5 m<sup>2</sup></li> </ul>	Est 5 m <sup>2</sup>
<b>PRE-SCHOOL FACILITIES</b>							
Pre-school Room	<ul style="list-style-type: none"> <li>Provision of existing pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school children.</li> <li>Pre-school staff and volunteers.</li> <li>Parents / guardians and families.</li> <li>Local community.</li> </ul>	<ul style="list-style-type: none"> <li>To provide a safe, compliant and modern facility for early childhood education.</li> </ul>	<ul style="list-style-type: none"> <li>Direct access to children's toilets, kitchen, office, storage and outdoor area.</li> </ul>	<ul style="list-style-type: none"> <li>Provision of wet and dry areas.</li> <li>Artwork display spaces.</li> <li>Quiet area.</li> <li>Drying area for artwork.</li> <li>Phone point.</li> <li>Hand basin.</li> <li>Natural light.</li> </ul>	<ul style="list-style-type: none"> <li>Meet Regulations.</li> <li>Based on 3.25 m<sup>2</sup> per child, 33 children maximum = 107.25 m<sup>2</sup>.</li> <li>Existing provision currently 27 children with est 88.25 m<sup>2</sup> = 3.25 m<sup>2</sup> per child.</li> </ul>	Existing provision = Est 85 m <sup>2</sup>
Pre-school entry area upgrade	<ul style="list-style-type: none"> <li>Area for 15 – 20 people.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school children.</li> <li>Pre-school staff.</li> <li>Parents / guardians and families.</li> <li>Local community.</li> </ul>	<ul style="list-style-type: none"> <li>To provide safe, welcoming, compliant and modern access.</li> <li>Safe sign in/out area.</li> </ul>	<ul style="list-style-type: none"> <li>Access to Pre-school room and office.</li> </ul>	<ul style="list-style-type: none"> <li>Safety / security for dropping off and collecting children.</li> <li>Reception point for parents/guardians.</li> <li>Provide door / enclose area to address issues with rubbish, etc.</li> <li>Hooks for bags and coats – if possible separate this from sign-in / out area.</li> <li>Display boards above hooks.</li> <li>Large notice board.</li> <li>Message board.</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade / new (verandah area) TBD.</li> </ul>	Est 15 m <sup>2</sup>

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
<b>Pre-school Office / Administration Room</b>	<ul style="list-style-type: none"> <li>Pre-school office / administration room.</li> <li>Secure area.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school staff and volunteers.</li> <li>Parents and guardians.</li> </ul>	<ul style="list-style-type: none"> <li>To provide area for Pre-school Co-ordinator, staff and volunteers for administration, program planning and respite.</li> <li>Provide facilities for consulting and one-on-one meetings with parents and guardians.</li> </ul>	<ul style="list-style-type: none"> <li>Access from Pre-school room.</li> <li>Access from entry area if possible.</li> <li>Line of sight into Pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone, internet and computer facilities.</li> <li>Secure storage for records.</li> </ul>	<ul style="list-style-type: none"> <li>Existing provision est 9 m<sup>2</sup></li> </ul>	9 m <sup>2</sup>
<b>Pre-school Storage</b>	<ul style="list-style-type: none"> <li>Additional internal storage to be provided.</li> <li>Outdoor storage for play equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school staff.</li> </ul>	<ul style="list-style-type: none"> <li>To provide safe storage for equipment, resources and program materials.</li> </ul>	<ul style="list-style-type: none"> <li>Internal storage to have direct access to Pre-school room.</li> <li>Consider vertical storage to minimise footprint.</li> <li>Outdoor storage for play equipment with ease of access to outdoor area.</li> </ul>	<ul style="list-style-type: none"> <li>Security.</li> <li>OH&amp;S.</li> <li>Option to convert Maternal &amp; Child Health to storage.</li> <li>Fitout that maximises available storage area.</li> </ul>	<ul style="list-style-type: none"> <li>Indoor est 25 – 30 m<sup>2</sup>.</li> <li>Outdoor est 20 m<sup>2</sup>.</li> </ul>	Est 45 – 50 m <sup>2</sup>
<b>Pre-school Adult / Accessible toilet</b>	<ul style="list-style-type: none"> <li>One accessible toilet.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school staff and volunteers.</li> <li>Facility users.</li> <li>Parents / guardians.</li> </ul>	<ul style="list-style-type: none"> <li>Provide modern, easy to maintain amenities for facility users.</li> </ul>	<ul style="list-style-type: none"> <li>Location to service staff, volunteers and facility users.</li> </ul>	<ul style="list-style-type: none"> <li>Meet Building Code requirements and standards.</li> </ul>	<ul style="list-style-type: none"> <li>One at 5.6 m<sup>2</sup></li> </ul>	Inc in Children's amenities area (see below)
<b>Children's toilets and washing facilities</b>	<ul style="list-style-type: none"> <li>Adequate age appropriate toilet and hand washing facilities in accordance with the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Children</li> </ul>	<ul style="list-style-type: none"> <li>To provide safe age appropriate toilet and washing facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Direct access off Pre-school room.</li> <li>Location that enables safe use by the children.</li> </ul>	<ul style="list-style-type: none"> <li>Must have sight lines from Pre-school room.</li> <li>Nappy changing facilities.</li> <li>Meet Building Code requirements and standards.</li> </ul>	<ul style="list-style-type: none"> <li>3-4 age appropriate toilets.</li> </ul>	Est 18 m <sup>2</sup>
<b>Maternal &amp; Child Health</b>	<ul style="list-style-type: none"> <li>Re-locate provision to Services Suite.</li> <li>Area to be re-allocated.</li> </ul>						



REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
<b>Pre-school Outdoor Area with Play Equipment</b>	<ul style="list-style-type: none"> <li>Outdoor play area for children that meets regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school children.</li> <li>Parents / guardians and families.</li> <li>Playgroup (depending on scheduling).</li> </ul>	<ul style="list-style-type: none"> <li>To cater for outdoor play experiences for pre-school children.</li> <li>To provide opportunities for children to explore and experience the natural environment.</li> <li>To provide adequate shade to protect children from the harmful exposure to the sun.</li> </ul>	<ul style="list-style-type: none"> <li>Access from Pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Covered area with hard surface for outdoor play.</li> <li>Grass areas.</li> <li>Play equipment – between 10 – 15 activities.</li> <li>Bike track (wider if possible).</li> <li>Picnic table / seats.</li> <li>Natural / adventure play elements.</li> <li>Enclosed by fence at least 1.5m high from ground level.</li> <li>Meet Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>7 m<sup>2</sup> per child is minimum in Regulations however LCC have requested 15 m<sup>2</sup> per child = 405 m<sup>2</sup> for current 27 children. If 33 children requires 495 m<sup>2</sup>.</li> <li>Existing provision TBD.</li> <li>Site constraints may not enable full 15m<sup>2</sup> per child.</li> </ul>	Future provision est 495 m <sup>2</sup>  Revised existing and new provision est 494 m <sup>2</sup>
<b>Pre-school kitchen</b>	<ul style="list-style-type: none"> <li>Kitchen with facilities to cook or heat food.</li> </ul>	<ul style="list-style-type: none"> <li>Children</li> <li>Families for special Pre-school events.</li> </ul>	<ul style="list-style-type: none"> <li>To provide facilities to cook or heat food.</li> </ul>	<ul style="list-style-type: none"> <li>Adjacent to Pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Dishwasher</li> <li>Stove / oven.</li> <li>Storage</li> <li>Sink (washing up facilities).</li> <li>Refrigerated storage facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Existing provision est 10 m<sup>2</sup></li> </ul>	Existing 10 m <sup>2</sup>
<b>SUPPORT INFRASTRUCTURE AND OUTDOOR AMENITIES</b>							
<b>Lighting</b>	<ul style="list-style-type: none"> <li>Street, pedestrian and security lighting.</li> </ul>	<ul style="list-style-type: none"> <li>All users.</li> </ul>	<ul style="list-style-type: none"> <li>To improve overall amenity and safety of facility at night.</li> </ul>	<ul style="list-style-type: none"> <li>Lighting of main pedestrian access paths, car parking access and entrances to Community Centre.</li> </ul>	<ul style="list-style-type: none"> <li>ESD</li> <li>Healthy by Design.</li> </ul>		

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Car Parking Area	<ul style="list-style-type: none"> <li>Adequate car parking to cater for users and meet planning requirements.</li> <li>Mix of sealed and unsealed (overflow).</li> <li>Disabled car parking.</li> </ul>	<ul style="list-style-type: none"> <li>Community Centre users.</li> <li>Events.</li> </ul>	<ul style="list-style-type: none"> <li>Provide required and essential support infrastructure for users.</li> </ul>	<ul style="list-style-type: none"> <li>Area to north of hall unlikely to be available for car parking spaces.</li> <li>Street parking.</li> </ul>	<ul style="list-style-type: none"> <li>Delivery drop off / pickup zone with access to kitchen for functions and events.</li> <li>Designated disabled car spaces.</li> <li>Mix of sealed and unsealed (gravel) on street car parking.</li> <li>Additional areas identified suitable to cater for special events (overflow).</li> <li>Maintain visibility of facility from Main Street (clear view).</li> </ul>	<ul style="list-style-type: none"> <li>Planning Requirements.</li> <li>Applicable Australian standards.</li> </ul>	TBD
Pedestrian Access	<ul style="list-style-type: none"> <li>Pedestrian access to facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Facility users.</li> </ul>	<ul style="list-style-type: none"> <li>Provide required and essential pedestrian access for users.</li> </ul>	<ul style="list-style-type: none"> <li>Designated pedestrian areas connecting footpath on Main Street to facilities and from disabled car parking to facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Accessibility improvements (compliance).</li> </ul>		
Outdoor facilities for local community, facility users and visitors.	<ul style="list-style-type: none"> <li>Outdoor social spaces for community (open access) and facility users.</li> <li>BBQ and picnic facilities.</li> <li>Seating.</li> <li>Shade structures / shelters.</li> <li>Bike storage with pump – secure.</li> </ul>	<ul style="list-style-type: none"> <li>Local community.</li> <li>Facility users.</li> <li>Visitors.</li> <li>Families and children.</li> <li>Youth.</li> </ul>	<ul style="list-style-type: none"> <li>To cater for local community and facility users.</li> <li>To enhance facility amenity, diversify and maximise usage.</li> <li>To cater for local children, families, older adults, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Direct connection to social room; external access (child safe fencing and gate).</li> </ul>	<ul style="list-style-type: none"> <li>Protection / shelter from weather (rain, wind, sun).</li> <li>BBQs / pizza oven.</li> <li>Tables and seating.</li> <li>Accessible by people with a disability.</li> <li>Wheelchair and pram spaces.</li> <li>Water Fountain.</li> <li>Healthy by Design.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> <li>Final components to be determined at time of construction.</li> </ul>	TBD
Rubbish Enclosures	<ul style="list-style-type: none"> <li>Secure cages for rubbish bin storage.</li> </ul>	<ul style="list-style-type: none"> <li>Users</li> </ul>	<ul style="list-style-type: none"> <li>To provide secure and safe rubbish storage.</li> </ul>	<ul style="list-style-type: none"> <li>Free standing away from any building / structures.</li> </ul>	<ul style="list-style-type: none"> <li>Security, visual amenity and access for collection.</li> </ul>	<ul style="list-style-type: none"> <li>5 m<sup>2</sup></li> </ul>	5m <sup>2</sup>

REDEVELOPMENT OF THE HALL AND PRE-SCHOOL INTO YINNAR COMMUNITY CENTRE							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Landscaping	<ul style="list-style-type: none"> <li>Integration of facilities and landscape.</li> </ul>	<ul style="list-style-type: none"> <li>Users</li> <li>Community</li> </ul>	<ul style="list-style-type: none"> <li>To maintain the existing vegetation where possible.</li> <li>New plantings to utilise plants indigenous to Yinnar area.</li> </ul>	<ul style="list-style-type: none"> <li>Integration of facilities and landscape – create a well vegetated and attractive community facility.</li> </ul>	<ul style="list-style-type: none"> <li>Landscaping of buildings.</li> <li>Landscaping for shade and shelter.</li> <li>Must be easy to maintain.</li> <li>Local indigenous species.</li> <li>Healthy by Design.</li> </ul>		
Signage	<ul style="list-style-type: none"> <li>Entry signage</li> <li>Internal signage – facility information.</li> <li>Directional signage.</li> </ul>	<ul style="list-style-type: none"> <li>Visitors and users.</li> </ul>	<ul style="list-style-type: none"> <li>To improve amenity with provision of internal signage.</li> <li>To improve visitor experience.</li> <li>Increase awareness of facility.</li> </ul>	<ul style="list-style-type: none"> <li>Internal signage of facilities including signage of key facilities and information signage.</li> <li>Information signage (eg heritage and history of site to improve appreciation and knowledge).</li> </ul>	<ul style="list-style-type: none"> <li>Include maps, emergency protocols, regulatory signage, interpretative signage (heritage / cultural / environmental).</li> <li>Consistent with Latrobe City Council corporate image and potentially local theme.</li> <li>Youth design project option.</li> </ul>		
Fencing	<ul style="list-style-type: none"> <li>External fencing.</li> <li>Internal fencing.</li> </ul>	<ul style="list-style-type: none"> <li>Users.</li> <li>Community.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure site is accessed through approved and / supervised entries.</li> <li>Fencing for safety of users.</li> </ul>		<ul style="list-style-type: none"> <li>Developing standard style/s of fencing for Community Centre.</li> </ul>		

**OPTION TWO: YINNAR COMMUNITY CENTRE - EXTENSION AND REDEVELOPMENT OF THE HALL WITH NEW PRE-SCHOOL FACILITIES - COMPONENT BRIEF AND AREA SCHEDULES**

YINNAR COMMUNITY CENTRE - EXTENSION AND REDEVELOPMENT OF HALL WITH NEW PRE-SCHOOL FACILITIES							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Main Hall / Community Room	<ul style="list-style-type: none"> <li>Multi-purpose hall / community room.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	195 m <sup>2</sup>
Stage	<ul style="list-style-type: none"> <li>Stage that is accessible.</li> <li>Accessibility and OH&amp;S improvements – lift and stairs.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	48 m <sup>2</sup>
Dressing rooms - upgrade	<ul style="list-style-type: none"> <li>Upgrade dressing rooms and toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	38 m <sup>2</sup>
Meeting / Multipurpose Room	<ul style="list-style-type: none"> <li>One meeting / multipurpose room with operable wall to enable conversion into two smaller rooms.</li> <li>Each room area to have kitchenette facilities for providing refreshments independent of the main kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	80 m <sup>2</sup>
Service Suites	<ul style="list-style-type: none"> <li>Two multipurpose service suites.</li> <li>Facilities suitable for Maternal and Child Health and other allied health services.</li> <li>Suitable for professional consulting services such as financial counselling, accountancy etc.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	18 m <sup>2</sup>
Service suites waiting area	<ul style="list-style-type: none"> <li>Waiting area.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	15 - 20 m <sup>2</sup>

YINNAR COMMUNITY CENTRE - EXTENSION AND REDEVELOPMENT OF HALL WITH NEW PRE-SCHOOL FACILITIES							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Entry / Foyer	<ul style="list-style-type: none"> <li>New entry / foyer.</li> <li>Information / display area.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>	TBD depending on design
Social / Drop-in Room	<ul style="list-style-type: none"> <li>A "community" social space / drop-in room for all ages.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	45 – 55 m <sup>2</sup>
Amenities	<ul style="list-style-type: none"> <li>Toilets</li> <li>Accessible toilet, with shower and change table.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	Est 56 - 60 m <sup>2</sup>
Office / Small Meeting Room	<ul style="list-style-type: none"> <li>Administration.</li> <li>Secure area for facility management.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	10 – 12 m <sup>2</sup>
Kitchen	<ul style="list-style-type: none"> <li>Kitchen with equipment to cater for functions and events.</li> <li>Suitable for cooking classes and demonstrations.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	Est 20m <sup>2</sup>
Storage	<ul style="list-style-type: none"> <li>New internal accessible storage for tables and chairs and other equipment.</li> <li>Storage for use by regular users including playgroup.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	Est 45 m <sup>2</sup>
Circulation	<ul style="list-style-type: none"> <li>General circulation.</li> </ul>					<ul style="list-style-type: none"> <li>Allowance</li> </ul>	TBD depending on design
Utility / Cleaners Room	<ul style="list-style-type: none"> <li>Cleaners sink with hot and cold water.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	Est 5 m <sup>2</sup>
<b>PRE-SCHOOL FACILITIES</b>							
Pre-school Room	<ul style="list-style-type: none"> <li>Provision of new pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Meet Regulations.</li> <li>Based on 3.25 m<sup>2</sup> per child, 33 children maximum = 107.25 m<sup>2</sup>.</li> </ul>	105 m <sup>2</sup>

YINNAR COMMUNITY CENTRE - EXTENSION AND REDEVELOPMENT OF HALL WITH NEW PRE-SCHOOL FACILITIES							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
<b>Pre-school entry area</b>	<ul style="list-style-type: none"> <li>Area for 15 – 20 people</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school children.</li> <li>Pre-school staff.</li> <li>Parents / guardians and families.</li> <li>Local community.</li> </ul>	<ul style="list-style-type: none"> <li>To provide a safe, welcoming, compliant and modern access.</li> <li>Safe sign in/out area.</li> </ul>	<ul style="list-style-type: none"> <li>Access to Pre-school room and office.</li> </ul>	<ul style="list-style-type: none"> <li>Safety/security for dropping off and collecting children.</li> <li>Reception point for parents/guardians.</li> <li>Provide door / enclose area.</li> <li>Large notice board.</li> <li>Message board.</li> </ul>	<ul style="list-style-type: none"> <li>Est 15 - 20 m<sup>2</sup>.</li> </ul>	Est 20 m <sup>2</sup>
<b>Children's Bag and Clothing Storage</b>	<ul style="list-style-type: none"> <li>Hooks for bags and coats for 33 children.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school children.</li> <li>Pre-school staff.</li> </ul>	<ul style="list-style-type: none"> <li>To provide storage for children's bags and clothing (eg coats).</li> </ul>	<ul style="list-style-type: none"> <li>Access to Pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Hooks for bags and coats / cloths.</li> <li>Display boards above hooks.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>	Included in entry area above
<b>Pre-school Office / Administration Room</b>	<ul style="list-style-type: none"> <li>Pre-school office / administration room.</li> <li>Secure area.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school staff and volunteers.</li> <li>Parents and guardians.</li> </ul>	<ul style="list-style-type: none"> <li>To provide area for Pre-school Co-ordinator, staff and volunteers for administration, program planning and respite.</li> <li>Provide facilities for consulting and one-on-one meetings with parents and guardians.</li> </ul>	<ul style="list-style-type: none"> <li>Access from Pre-school room.</li> <li>Access from entry area if possible.</li> <li>Line of sight into Pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone, internet and computer facilities.</li> <li>Secure storage for records.</li> </ul>	<ul style="list-style-type: none"> <li>10 - 12 m<sup>2</sup></li> </ul>	10 - 12 m <sup>2</sup>
<b>Pre-school Storage</b>	<ul style="list-style-type: none"> <li>Additional internal storage to be provided.</li> <li>Outdoor storage for play equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school staff.</li> </ul>	<ul style="list-style-type: none"> <li>To provide safe storage for equipment, resources and program materials.</li> </ul>	<ul style="list-style-type: none"> <li>Internal storage to have direct access to Pre-school room.</li> <li>Consider vertical storage to minimise footprint.</li> <li>Outdoor storage for play equipment with ease of access to outdoor area.</li> </ul>	<ul style="list-style-type: none"> <li>Security.</li> <li>OH&amp;S.</li> <li>Fitout that maximises available storage area.</li> </ul>	<ul style="list-style-type: none"> <li>Indoor est 25 – 30 m<sup>2</sup>.</li> <li>Outdoor est 20 m<sup>2</sup>.</li> </ul>	Est 45 – 50 m <sup>2</sup>
<b>Pre-school Adult / Accessible toilet</b>	<ul style="list-style-type: none"> <li>One accessible toilet.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school staff and volunteers.</li> <li>Facility users.</li> <li>Parents / guardians.</li> </ul>	<ul style="list-style-type: none"> <li>Provide modern, easy to maintain amenities for facility users.</li> </ul>	<ul style="list-style-type: none"> <li>Location to service staff, volunteers and facility users.</li> </ul>	<ul style="list-style-type: none"> <li>Meet Building Code requirements and standards.</li> </ul>	<ul style="list-style-type: none"> <li>One at 5.6 m<sup>2</sup></li> </ul>	Inc in Children's amenities below

YINNAR COMMUNITY CENTRE - EXTENSION AND REDEVELOPMENT OF HALL WITH NEW PRE-SCHOOL FACILITIES							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Children's toilets and washing facilities	<ul style="list-style-type: none"> <li>Adequate age appropriate toilet and hand washing facilities in accordance with the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Children</li> </ul>	<ul style="list-style-type: none"> <li>To provide safe age appropriate toilet and washing facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Direct access off Pre-school room.</li> <li>Location that enables safe use by the children.</li> </ul>	<ul style="list-style-type: none"> <li>Must have sight lines from Pre-school room.</li> <li>Nappy changing facilities.</li> <li>Meet Building Code requirements and standards.</li> </ul>	<ul style="list-style-type: none"> <li>3-4 age appropriate toilets.</li> </ul>	Est 12 - 15 m <sup>2</sup>
Pre-school Outdoor Area with Play Equipment	<ul style="list-style-type: none"> <li>Outdoor play area for children that meets regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school children.</li> <li>Parents / guardians and families.</li> <li>Playgroup (depending on scheduling).</li> </ul>	<ul style="list-style-type: none"> <li>To cater for outdoor play experiences for pre-school children.</li> <li>To provide opportunities for children to explore and experience the natural environment.</li> <li>To provide adequate shade to protect children from the harmful exposure to the sun.</li> </ul>	<ul style="list-style-type: none"> <li>Direct access from Pre-school room.</li> <li>Potential to locate adjacent to other outdoor area/s to enable broader community usage of Pre-school play area outside Pre-school usage.</li> <li>Location that captures rural views to farmland.</li> </ul>	<ul style="list-style-type: none"> <li>Covered area with hard surface for outdoor play.</li> <li>Grass areas.</li> <li>Play equipment – between 10 – 15 activities.</li> <li>Bike track (wider than current track)</li> <li>Picnic tables / seats.</li> <li>Natural / adventure play elements.</li> <li>Enclosed by fence at least 1.5m high from ground level.</li> <li>Met Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>15 m<sup>2</sup> per child = 495 m<sup>2</sup> for 33 children.</li> <li>Site constraints may not enable full 15m<sup>2</sup> per child.</li> </ul>	Est 495 m <sup>2</sup>
Pre-school kitchen	<ul style="list-style-type: none"> <li>Kitchen with facilities to cook or heat food.</li> </ul>	<ul style="list-style-type: none"> <li>Children</li> <li>Families for special Pre-school events.</li> </ul>	<ul style="list-style-type: none"> <li>To provide facilities to cook or heat food.</li> </ul>	<ul style="list-style-type: none"> <li>Adjacent to pre-school room.</li> </ul>	<ul style="list-style-type: none"> <li>Dishwasher</li> <li>Stove/oven.</li> <li>Storage</li> <li>Sink (washing up facilities).</li> <li>Refrigerated storage facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Est 10 m<sup>2</sup></li> </ul>	Est 10 m <sup>2</sup>
<b>SUPPORT INFRASTRUCTURE AND OUTDOOR AMENITIES</b>							
Lighting	<ul style="list-style-type: none"> <li>Street, pedestrian and security lighting.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>		

YINNAR COMMUNITY CENTRE - EXTENSION AND REDEVELOPMENT OF HALL WITH NEW PRE-SCHOOL FACILITIES							
ACTIVITY AREA	FACILITY COMPONENTS	TARGET MARKETS	FACILITY OBJECTIVES	FUNCTIONAL RELATIONSHIPS	OTHER FEATURES TO CONSIDER	AREA SCHEDULES	TOTAL AREA (m <sup>2</sup> )
Car Parking Area	<ul style="list-style-type: none"> <li>Adequate car parking to cater for users and meet planning requirements.</li> <li>Mix of sealed and unsealed (overflow).</li> <li>Disabled car parking.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	TBD
Pedestrian Access	<ul style="list-style-type: none"> <li>Pedestrian access to facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>		
Outdoor facilities for local community, facility users and visitors.	<ul style="list-style-type: none"> <li>Outdoor social spaces for community (open access) and facility users.</li> <li>BBQ and picnic facilities.</li> <li>Seating.</li> <li>Shade structures / shelters.</li> <li>Bike storage with pump - secure</li> </ul>	<ul style="list-style-type: none"> <li>Local community.</li> <li>Facility users.</li> <li>Visitors</li> <li>Families and children.</li> <li>Youth.</li> </ul>	<ul style="list-style-type: none"> <li>To cater for local community and facility users.</li> <li>To enhance facility amenity, diversify and maximise usage.</li> <li>To cater for local children, families, older adults, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Direct connection to social space; external access (child safe fencing and gate).</li> <li>Potential to locate adjacent to Pre-school outdoor area to enable broader community usage of Pre-school area outside Pre-school usage.</li> </ul>	<ul style="list-style-type: none"> <li>Protection / shelter from weather (rain, wind, sun).</li> <li>BBQs / pizza oven.</li> <li>Tables and Seating.</li> <li>Accessible by people with a disability.</li> <li>Wheelchair and pram spaces.</li> <li>Water Fountain.</li> <li>Healthy by Design.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> <li>Final components to be determined at time of construction.</li> </ul>	TBD
Rubbish Enclosures	<ul style="list-style-type: none"> <li>Secure cages for rubbish bin storage.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>5 m<sup>2</sup></li> </ul>	5m <sup>2</sup>
Landscaping	<ul style="list-style-type: none"> <li>Integration of facilities and landscape.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>		
Signage	<ul style="list-style-type: none"> <li>Entry signage</li> <li>Internal signage – facility information.</li> <li>Directional signage.</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>		
Fencing	<ul style="list-style-type: none"> <li>External fencing</li> <li>Internal fencing</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>	<ul style="list-style-type: none"> <li>Refer Option One</li> </ul>		



## Appendix Two – Indicative Cost Exclusions

- Goods and Services Tax (GST)
- Cost escalation.
- Land, legal, marketing, finance costs and provision/upgrade of any services.
- Council internal costs.
- Adverse soil conditions including excavation of rock, replacement of soft spots, testing, removal and replacement of contaminated soil.
- Upgrading existing authority services infrastructure and diversion or re-location of any existing in-ground services.
- FFE including IT and AV equipment.
- Latent conditions.
- Site specific access works.
- Works outside the site boundary
- Removal of asbestos and other hazardous materials
- Pile or bored pier foundations.
- Authority fees and charges
- Cost escalation.
- Upgrade, new or replacement of authority services infrastructure to the site.
- Diversion or re-location of any existing in-ground services.
- Loose furniture, fittings and equipment (FFE).
- Office equipment including IT, PABX and telephones.
- Display / exhibition cases.
- Staging costs.
- Relocation / Decanting costs.
- Fire sprinklers.
- Blinds, curtains and drapes.
- Public artwork.
- Stormwater detention / retention on site.
- ESD initiatives beyond Section J of the Building Code compliance.
- Site specific access works.
- Playground and outdoor amenities including equipment.



# Yinnar Community Centre Community Engagement

## Volume Two Summary Report

### January 2016



Prepared by SGL Consulting Group Australia Pty Ltd in association with etch Architectural Solutions Pty Ltd



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The Yinnar Community Centre Community Engagement Project has been developed with the support of the Victorian Government.



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## 1.1 Introduction

The community of Yinnar and district have identified that there is a lack of suitable facilities to undertake a range of activities and to provide opportunities for groups to meet, develop and share resources. Latrobe City Council was successful in obtaining a State Government Putting Locals First Grant to undertake the *Yinnar Community Centre – Community Engagement* project.

The *Yinnar Community Centre – Community Engagement* project will inform the potential establishment of a community centre as part of a re-development of the Yinnar and District Memorial Hall and neighbouring Yinnar Pre-school facility.

SGL Consulting Group Australia Pty Ltd was engaged by Latrobe City Council to undertake the community engagement project.

## 1.2 Background

A community planning exercise conducted by the Yinnar and District Community Association (YDCA) in partnership with Mirboo North and District Bendigo Community Bank identified the redevelopment of the Yinnar and District Memorial Hall (YDMH) and the Yinnar Pre-school into a community centre as the priority project.

The community has determined that there is a need for an upgrade of the hall and that links with the adjoining pre-school are considered. There is already a view that the current infrastructure is tired and does not meet current needs. There are few opportunities for groups to gather and recreate in their own community due to outdated facilities with the only publicly accessible meeting spaces in the town being in the local hotel, at the ARC and also at the Yinnar Football / Netball Club facilities.

Feedback from existing users of the hall reveals difficulties in using the facility due to existing design and functional deficiencies that need to be rectified so that the local Yinnar and district community can be adequately serviced. Other groups also report that the facility does not provide the types of spaces, storage and levels of comfort to meet their needs. The facility design also makes it difficult for more than one group to use the hall at any given time.

The Yinnar and District Memorial Hall Committee (YDMHC) and YDCA believe that a redeveloped hall will provide opportunities for additional services to be offered locally as well as support new activities by existing community members and groups.

## 1.3 Project Purpose

The purpose of the *Yinnar Community Centre – Community Engagement Project* was to engage with the community of Yinnar and district (including Driffield, Hazelwood, Yinnar South, Jeeralang and Jumbuk) to inform the potential establishment of a community centre as part of the redevelopment of the YDMH, 14 Main Street Yinnar, and the neighbouring Yinnar Pre-school facility.



The aim of the project was to engage with an extensive range of community members of varying ages and backgrounds as well as community organisations in the Yinnar and district, using creative engagement processes. The *Yinnar Community Centre – Community Engagement Project* aimed to assist in building a stronger sense of community and facilitate future leadership, establishing a longer term vision for facility requirements for the community of Yinnar and district.

## 1.4 Project Scope and Deliverables

The *Yinnar Community Centre – Community Engagement Project* included extensive engagement with the Yinnar and district community, including residents, local organisations, businesses and services as well as consultation with government to identify and explore potential funding options.

SGL worked closely with the Project Steering Committee and Project Co-ordinator, to provide a report and concept drawings on the recommended design features and uses of a community centre.

The Final Report and Concept Plans are to form the basis of an application for further funding to construct a Community Centre in Yinnar.

The key project deliverables included:

- The development and delivery of a creative and inclusive community engagement plan.
- A consolidated findings report and recommendations for the development of a Community Centre with concept plans, data from stakeholder/community engagement and any other relevant information to support the proposal.
- The conduct of community engagement to:
  - Support and facilitate greater interaction between groups and individuals in the Yinnar and district communities.
  - Help build a stronger sense of community in a growth area and identify and facilitate future leadership.

## 1.5 Project Methodology

In accordance with the Project Brief the *Yinnar Community Centre – Community Engagement Project* comprised three stages as follows:

- Stage One: Community Engagement.
- Stage Two: Site Assessment (undertaken by Latrobe City Council and supplied to the Consultant).
- Stage Three: Concept Design Creation.

The project methodology was developed to meet the project purpose as well as the specific requirements as detailed in the Project Brief. The project methodology including the associated tasks, are listed in the table on the following page.

Table 1.1 Project Methodology

TASK	DETAIL
<b>STAGE ONE: COMMUNITY ENGAGEMENT</b>	
1. Project Clarification Meeting, Site Inspection & Community Engagement Program	SGL co-ordinated a project clarification meeting with the Project Steering Committee to review the project methodology, collect all relevant reports and documents. An inspection of the YDMH was undertaken. (Note: access to inspect the neighbouring Yinnar Pre-school was not available at the time due to a session being in progress).  The meeting also considered the most appropriate options to consult with local stakeholders and to finalise a local community engagement strategy and program.
2. Review of Relevant Documents	To establish the context for the <i>Yinnar Community Centre – Community Engagement Project</i> , documents were reviewed and an audit of relevant information undertaken to ensure that all opportunities, gaps and issues provided by these existing policies, plans, strategies and documents are understood.
3. Key Stakeholder Interviews and Forums	SGL in association with the Project Co-ordinator and Project Steering Committee set up key stakeholder interviews. Discussions were held about the current strengths and constraints of the facility and future options and opportunities for the re-development of the hall and pre-school. Potential partnerships with groups and services that may be a part of the precinct were investigated as well as program and service needs and opportunities.
4. Youth Café	Two <i>Youth Cafés</i> were conducted to engage with the young people to ensure that the redeveloped facility will meet the current and future needs of this important sector of the Yinnar and district community.
5. Drop in Events	Two <i>Drop in Events</i> in Yinnar to engage with the local residents and current users and non-users of the YDMH and Yinnar Pre-school were conducted.
6. Resident Facilities and Services Survey	Residents were invited to complete a survey (on-line or hard copy) to identify the issues, current and future needs and opportunities for the YDMH and the proposed Yinnar Community Centre facilities, programs and services.
7. Vision and Concept Development	SGL conducted the <i>Yinnar Community Centre Café</i> to develop a shared long term vision for facility requirements for the community.  The aim of the <i>Yinnar Community Centre Café</i> was to develop a shared vision that responds to identified community needs and issues and that is strategically supported by local and regional plans as well as to identify future needs and inform the planning and future development of the Yinnar Community Centre. This included exploring facility development options and components for the redevelopment of the memorial hall and neighbouring pre-school facility.
8. Summary of Key Findings, Issues and Opportunities	SGL highlighted all findings from Tasks Two to Seven in a key findings, issues and opportunities report to inform and guide the development of the <i>Yinnar Community Centre - Community Engagement Project</i> options and needs.
<b>STAGE TWO: SITE ASSESSMENT – LATROBE CITY COUNCIL</b>	
Site Assessment	Latrobe City Council provided SGL with property titles, building plans and condition reports for the two sites.
<b>STAGE THREE: CONCEPT DESIGN CREATION</b>	
9. Facility Options and Components	This task involved analysis of the spacial capacity of the precinct, location and functionality of the facilities.  Based on the study's consultation findings to date and the options review SGL developed a priority list that will be used to test facility precinct development options and opportunities.
10. Yinnar Community Centre Schematic Concept	The project design support company, etch Architectural Solutions developed up two schematic site and facility concept plans highlighting alternative facility layouts and developments.

TASK	DETAIL
11. Indicative Cost Plans	Existing construction cost data was utilised to complete an indicative concept cost plan.
12. Draft Report	Utilising all the project findings including Task 8 Key Findings, Issues and Opportunities Report, SGL prepared a draft report for consideration of the Project Steering Committee.
13. Review Forum on Draft Report	SGL co-ordinated a forum with the Project Steering Committee to review and discuss the Draft <i>Yinnar Community Centre – Community Engagement</i> report and to present design options.
14. Finalise Draft Report	Updated the Draft <i>Yinnar Community Centre – Community Engagement</i> report to incorporate feedback and agreed changes - report finalised.
15. Public Exhibition	<i>Yinnar Community Centre – Community Engagement</i> report placed on public exhibition by Latrobe City Council for community comment and feedback.
16. Final Report and Concept Plans	<i>Yinnar Community Centre – Community Engagement</i> Final Report presented for consideration and adoption by Council.

## 1.6 Report Scope

This report has been presented in five interrelated sections being:

- Section One: Background and Project Area.
- Section Two: Overview of Facilities and Programs
- Section Three: Key Stakeholder Consultation
- Section Four: Resident Facilities and Services Survey
- Section Five: Site Investigation.

## 1.6 Yinnar and District Demographic Profile and Population Trends

The following section of the report reviews the demographic profile of the Yinnar and district area based on information where available from the ABS Census data and sourced from REMPLAN, an online company that analyses ABS data and is available through the Latrobe City Council website.

Latrobe City is a regional municipality located 150km east of Melbourne. The population trends indicate that between 2006 and 2011 the population of the Latrobe City Council area increased from 69,329 people to 72,402 people. This equates to an approximate growth of 4.4%. Latrobe is predicted to grow by 19,261 residents, reaching 92,855 people by 2036.

The main towns are Traralgon (population 23,837), Moe Newborough (population 15,686), Morwell (population 14,006) and Churchill (population 4,944).

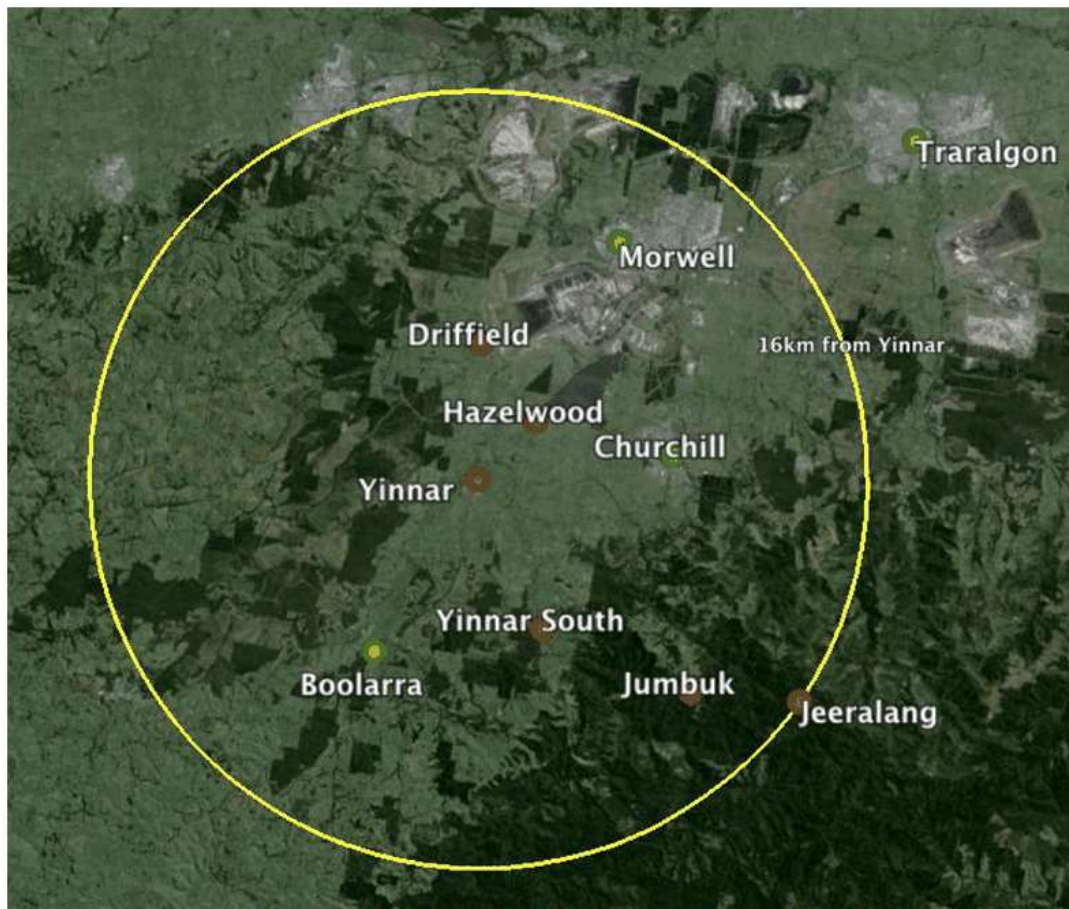


Figure 1.1 Map of Latrobe City – Yinnar and District Area

### 1.7.1 Age Group Population Trends

The age profile of Yinnar and district residents in 2011 (ABS) compared to the Latrobe City Council and Regional Victoria is provided in the table below.

Table 1.2 Population Age Profile of Yinnar and District

Age Groups	Yinnar and District		2011	
	Number	%	Latrobe	Regional Victoria
0 to 4	152	5.8	6.6	6.3
5 to 9	151	5.7	6.3	6.2
10 to 19	419	15.9	13.8	13.5
20 to 29	228	8.6	12.9	10.7
30 to 39	259	9.8	11.6	11.3
40 to 49	419	15.9	13.5	13.7
50 to 59	488	18.5	13.7	14
60 to 69	322	12.2	10.7	11.8
70 to 79	160	6.1	6.6	7.3
80 and over	40	1.5	4.2	4.9
<b>Total</b>	<b>2638</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Source: Australia Bureau of Statistics, Census of Population and Housing 2011

Analysis of the age groups of Yinnar and district in 2011 compared to Latrobe City Council area shows that there was a higher proportion of people in the 10 – 19 year, 40 – 49 year and 50 – 59 year age groups and a lower proportion of people in the 30 – 39 year and the 80 and over age groups.

Overall, 27.4% of the population was aged between 0 and 19, and 19.8% were aged 60 years and over, compared with 26.7% and 21.5% respectively for the Latrobe City Council area region.

The major differences between the age structure of Yinnar and district and Latrobe City Council were:

- A *larger* percentage of people aged 50 to 59 (18.5% compared to 13.7%).
- A *larger* percentage of people aged 40 to 49 (15.9% compared to 13.5%).
- A *larger* percentage of people aged 10 to 19 (15.9% compared to 13.8%).
- A smaller percentage aged 80 and over (1.5% compared to 4.2%).
- A *smaller* percentage of people aged 20 to 29 (8.6% compared to 12.9%).
- A smaller percentage of people aged 30 to 39 (9.8% compared to 11.6%).

A comparison between Yinnar and district with Regional Victoria indicates similar results to the comparison above with Latrobe City. One area of difference is in the 20 to 29 year age group where whilst Yinnar and district is lower than Regional Victoria (8.6% vs 10.7%), Latrobe City is higher percentage (12.9%) than Regional Victoria.

### 1.7.2 Gender Population Trends

The following table details the gender comparison statistics of Yinnar and district, Latrobe City Council residents and Regional Victoria.

Table 1.3 Resident Gender Comparison

Category	2011			
	Yinnar and District		Latrobe	Regional Victoria
	Number	%	%	%
Population	2638	100	100	100
Male	1317	49.9	48.8	49.1
Female	1321	50.1	51.2	50.9

Source: Australia Bureau of Statistics, Census of Population and Housing 2011

The results indicate that there are only slightly more females than males within the Yinnar and district area (50.1% compared to 49.9%). In comparison the Latrobe City Council population has a lower percentage of males with 48.8% males. Regional Victoria has 50.9% females compared to Yinnar and district with 50.1% and Latrobe City Council with 51.2% females.

### 1.7.3 Country of Birth

The proportion of the Yinnar and district population that was born overseas and the diversity in their country of origin can provide an indication of how diverse the population is within the community.

The table below provides a summary of the main countries of birth for residents in Yinnar and district, Latrobe City Council and Regional Victoria.

Table 1.4 Most Common Countries of Birth

Country	2011			
	Yinnar and District		Latrobe	Regional Victoria
	Number	%	%	%
Australia	2,275	86.3	80.6	84.3
United Kingdom	88	3.3	4.3	3.5
Netherlands	41	1.6	1.1	0.6
New Zealand	26	1.0	0.9	1.0
Germany	21	0.8	0.8	0.5
Italy	14	0.5	1.0	0.6
Born Elsewhere	74	2.7	5.6	4.3
Not Stated	97	3.7	5.7	5.0

Source: Australia Bureau of Statistics, Census of Population and Housing 2011

An analysis of the country of birth data for Yinnar and district shows that there is a relatively low level of diversity with 86.3% born in Australia. In comparison 80.6% in Latrobe City and 84.3% from Regional Victoria are born in Australia.

The percentage of the population that was born overseas in Yinnar and district was found to be smaller than that of Latrobe City Council area (9.9% compared to 13.7%) and slightly less than Regional Victoria (10.5%). Of the residents in Yinnar and district that were born overseas the majority were born in the United Kingdom (88, 3.3% of the total population) with the next highest being Netherlands 1.6% (41).

#### 1.7.4 Languages Spoken at Home

The table below provides information on the languages spoken at home for Yinnar and district compared with Latrobe City area and Regional Victoria.

Table 1.5 Languages Spoken at Home

Language	2011			
	Yinnar and District		Latrobe	Regional Victoria
	Number	%	%	%
Speaks English Only	2480	93.9	88.5	90.4
Non-English	87	3.3	6.9	5.3
Not Stated	73	2.8	4.6	4.3

Source: Australia Bureau of Statistics, Census of Population and Housing 2011

Overall Yinnar and district had 93.9% of residents speaking English only in comparison to 88.5% in the Latrobe City Council area and 90.4% in Regional Victoria. This means there is a lower demand for information in alternative languages.

#### 1.7.5 Residents Income Levels

The table on the following page details the individual weekly income levels in 2011 for Yinnar and district, Latrobe City Council and Regional Victoria residents.

Table 1.6 Weekly Individual Income Levels

Weekly Income	2011			
	Yinnar and District		Latrobe	Regional Victoria
	Number	%	%	%
Negative Income/Nil Income	197	9.2	7.4	6.6
\$1 - \$199	190	8.9	8.2	8.0
\$200 - \$299	244	11.4	13.1	12.5
\$300 - \$399	218	10.2	12.8	12.5
\$400 - \$599	262	12.3	12.9	14.1
\$600 - \$799	194	9.1	9.7	11.5
\$800 - \$999	151	7.1	6.9	8.1
\$1000 - \$1249	139	6.5	6.6	7.1
\$1250 - \$1499	115	5.4	4.3	4.3
\$1500 - \$1999	161	7.5	5.2	4.4
\$2000 or more	152	7.1	4.7	3.1
Not stated	115	5.4	8.2	7.7

Source: Australia Bureau of Statistics, Census of Population and Housing 2011

A review of the individual income levels in Yinnar and district compared to Latrobe City Council indicates that there is a lower percentage of residents earning a low weekly income (those residents earning less than \$400 per week) and a higher percentage of residents earning a high income (those earning \$1,500 or more).

In Yinnar and district there was 39.7% of the population earning a low income and 14.6% earning a high income, compared to 41.5% and 9.9% respectively in the Latrobe City area.

The major differences between Yinnar and District individual incomes and Regional Victoria's incomes were:

- A larger percentage of people who earned \$2,000 or more (7.1% compared to 3.1%).
- A larger percentage of people who earned \$1,500 - \$1,999 (7.5% compared to 4.4%).
- A larger percentage of people who earned a negative income or no income (9.2% compared to 6.6%).
- A smaller percentage of people who earned \$600 - \$799 (9.1% compared to 11.5%).

### 1.7.6 Vehicle Ownership

The number of vehicles owned per household can provide an indication of a person's ability to independently access local facilities without the need to rely on public transport or the proximity of facilities to their place of residence.

Table 1.7 Resident Vehicle Ownership

Vehicle Ownership	2011			
	Yinnar and District		Latrobe	Regional Victoria
	Number	%	%	%
No motor vehicles	22	2.3	8.8	6.4
1 motor vehicle	213	22.4	35.7	33.0
2 motor vehicles	387	40.7	35.0	36.1
3 or more motor vehicles	305	32.0	16.7	18.4
Not stated	25	2.6	3.9	6.1

Source: Australia Bureau of Statistics, Census of Population and Housing 2011

Analysis of car ownership in Yinnar and district in 2011 compared to Latrobe City Council and Regional Victoria shows that 95.1% of households owned at least one car compared to 87.4% in Latrobe City area and 87.5% in Regional Victoria.

A review of vehicle ownership indicates that the majority of residents have the ability to independently access community facilities, programs and services.

### 1.7.7 SEIFA Index of Disadvantage

The Index of Relative Socio-Economic Disadvantage (SEIFA) is derived from attributes such as low income, low educational attainment, high unemployment, jobs in relatively unskilled occupations and variables that reflect disadvantage rather than measure specific aspects of disadvantage.

High scores on the Index of Socio-Economic Disadvantage occur when the area has few families of low income and few people with little training and in unskilled occupations. Low scores on the index occur when the area has many low income families and people with little training and in unskilled occupations. A higher score on the index means a lower level of disadvantage whilst a lower score on the index indicates a higher level of disadvantage.

The table below provides the SEIFA Index of Disadvantage for Latrobe City Council small areas including a comparison to selected benchmark areas.

*Table 1.8 SEIFA Index of Disadvantage Yinnar & District - Latrobe City and Selected Benchmarks*

Yinnar & District, Latrobe City and Benchmark Areas Ranked from least to greatest levels of disadvantage	2011 SEIFA Index of Disadvantage
Jeeralang Junction	1,047
Yinnar South	1,035
Hazelwood	1,016
Budgerree	1,010
Victoria	1,009.6
Australia	1,002.0
South Gippsland (S)	999.5
Baw Baw (S)	998.1
<b>Yinnar</b>	<b>979</b>
Regional VIC	977.7
Bass Coast (S)	977.5
Wellington (S)	974.1
East Gippsland (S)	958.2
<b>Latrobe (C)</b>	<b>939.7</b>

In comparison to the neighbouring municipalities of Baw Baw, South Gippsland and Wellington, the Latrobe City Council is considered more disadvantaged. Latrobe City is more disadvantaged compared to the other municipalities in the region as well as Regional Victoria.

Yinnar, in comparison to the other small areas in the district is more disadvantaged. Yinnar is less disadvantaged than Latrobe City (979 compared to 939.7) and similar to Regional Victoria (979 compared to 977.7).

### 1.7.8 Future Population Predictions

The table below gives an indication of the future projected increase in population numbers in the major townships in the Latrobe City area between 2011 and 2036.<sup>1</sup>

<sup>1</sup> The figures for the projected populations are slightly higher than the data collected during the Census as it takes into account the population that may have been missed by the Census and the population that were overseas at the time of the Census.



Table 1.9 Projected Population in 2036 in the Latrobe City Council Area

Latrobe City Council Area's	Forecast Year						Change between 2011 and 2036	
	2011	2016	2021	2026	2031	2036	Number	Avg. annual % change
Latrobe City	73,594	77,243	81,246	85,104	88,979	92,855	19,261	1.05
Churchill	5,008	5,044	5,144	5,293	5,459	5,643	635	0.51
Moe - Moe South	9,448	9,903	10,419	10,958	11,550	12,157	2,709	1.15
Morwell	14,205	14,559	15,076	15,418	15,796	16,123	1,918	0.54
Newborough	6,956	7,327	7,613	7,932	8,190	8,436	1,480	0.85
Rural North	3,105	3,128	3,206	3,295	3,362	3,429	324	0.42
Rural North East	2,147	2,200	2,357	2,519	2,683	2,836	689	1.28
Rural South East	3,500	3,655	3,674	3,772	3,891	4,008	508	0.58
Rural South West	3,187	3,232	3,342	3,476	3,577	3,678	491	0.62
Traralgon - Traralgon East	26,038	28,195	30,415	32,441	34,471	36,545	10,507	1.61

Source: forecast.id, from the Estimated Resident Population from ABS

It is expected that the population within the towns in the Latrobe City region will increase 26.17% from 73,594 in 2011 to 92,855 in 2036. The towns that are likely to experience the greatest change in population numbers between 2011 and 2036 are Traralgon (40.35% increase) and Moe (28.67% increase). The Rural South West area which includes Yinnar is predicted to increase by 13.3% by 2036.

In terms of Yinnar, the opening of new residential subdivisions will impact over the next 10 years. Other growth could occur through an increase in occupancy rates of vacant dwellings and the construction of new dwellings on vacant land that has already been subdivided. The total number of undeveloped vacant land is approximately 40 allotments within the township area. In addition a permit has been issued for a 137 lot development to the south of the town centre (Source: Yinnar Community Centre Community Engagement Project Brief).

The following table highlights the likely change in the population age profiles in Latrobe City area between 2011 and 2031.

Table 1.10 Latrobe City Council Future Population Age Profile

Age Group	2011		2016		2021		2026		2031		Change 2011 - 2031
	No.	%	No.	%	No.	%	No.	%	No.	%	
0-4	4,831	6.5	4,753	6.4	4,674	6.1	4,668	5.9	4,638	5.6	-4.2
5-14	9,371	12.7	9,333	12.6	9,671	12.7	9,759	12.3	9,872	12.0	5.1
15-24	10,522	14.3	9,487	12.8	9,192	12.0	9,481	12.0	9,963	12.1	-5.6
25-34	9,009	12.2	9,326	12.6	9,497	12.4	9,414	11.9	9,385	11.4	4.0
35-49	14,206	19.3	13,235	17.9	13,396	17.6	14,148	17.9	15,227	18.5	6.7
50-59	10,079	13.7	10,104	13.7	9,588	12.6	9,005	11.4	8,806	10.7	-14.5
60-69	7,865	10.7	8,875	12.0	9,618	12.6	9,921	12.5	9,676	11.7	18.7
70-84	6,522	8.8	7,200	9.7	8,748	11.5	10,433	13.2	11,971	14.5	45.5
85+	1,382	1.9	1,589	2.2	1,934	2.5	2,334	2.9	2,918	3.5	52.6
<b>Total</b>	<b>73,788</b>	<b>100.0</b>	<b>73,903</b>	<b>100.0</b>	<b>76,319</b>	<b>100.0</b>	<b>79,162</b>	<b>100.0</b>	<b>82,455</b>	<b>100.0</b>	

Source: Victoria in Future 2015

It is predicted that there will be a number of changes to the distribution of the population in Latrobe City across the age groups between 2011 and 2031. The age group that is expected to increase the most is the 85 plus which is expected to change from 1.9% to 3.5% of the total population from 2011 to 2031, increasing by 52.6%. Also the 70 to 84 year age group is expected to change from 8.8% to 14.5% of the total population from 2011 to 2031 a change of 45.5%.

The age group that is expected to experience the largest decline in percentage is the 50 to 59 year age group which is expected to decrease by 14.5%, from 13.7% of the total population to 10.7%. The 15 – 24 year age group is also expected to decrease from 14.3% to 12.1 %, decreasing 5.6%.

## 1.8 Review of Relevant Documents

To establish the context for the development of the Yinnar Community Centre relevant documents, reports and policies have been reviewed. This is to ensure that all opportunities and any issues provided by Latrobe City Council existing policies and documents and other identified research are understood.

Establishing and understanding the role of YDMH and Yinnar Pre-school in relation to Council's other key strategies and plans across the organisation, will ensure that any re-development into the Yinnar Community Centre, and the programs and services able to be provided are consistent with these adopted policies and plans of Council.

The documents that have been reviewed include:

- Latrobe City Council Plan 2013 – 2017
- Latrobe 2026 The Community Vision for Latrobe Valley
- Latrobe City Council Community Engagement Plan 2010 – 2014 <sup>2</sup>
- Municipal Early Years Plan 2011 – 2015
- Best Start Action Plan 2013 - 2017
- Recreation and Leisure Strategy 2006
- Latrobe City Council 10 Year Financial Plan (2012) and Strategic Resource Plan 2015 – 2019.
- Environmentally Sustainable Design
- Universal Design Principles
- Healthy Urban Design Good Practice Guideline (2012).

### 1.8.1 Strategic Document and Policy Review

Council has a number of service planning and strategic documents that are relevant to the planning and delivery of community facilities, programs and services in Latrobe City area, and specifically Yinnar and district.

The Council Plan 2013 – 2017, the municipal strategic statement and the Municipal Health and Wellbeing Plan 2013 – 2017 articulate Council's vision and the overarching framework used to make key decisions and deliver service priorities.

Council works strategically at multiple levels and across different sectors, addressing 'big picture' policy issues, management planning and strategy development, and community-level service issues.

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<sup>2</sup> In September 2015 Latrobe City Council adopted the Community Engagement Strategy 2015-2019 and the Community Engagement Action Plan 2015 – 2019. As the main aspects of the community engagement (Stage One) were completed in August 2015 the Community Engagement Plan 2010 – 2014 was utilised for the project.

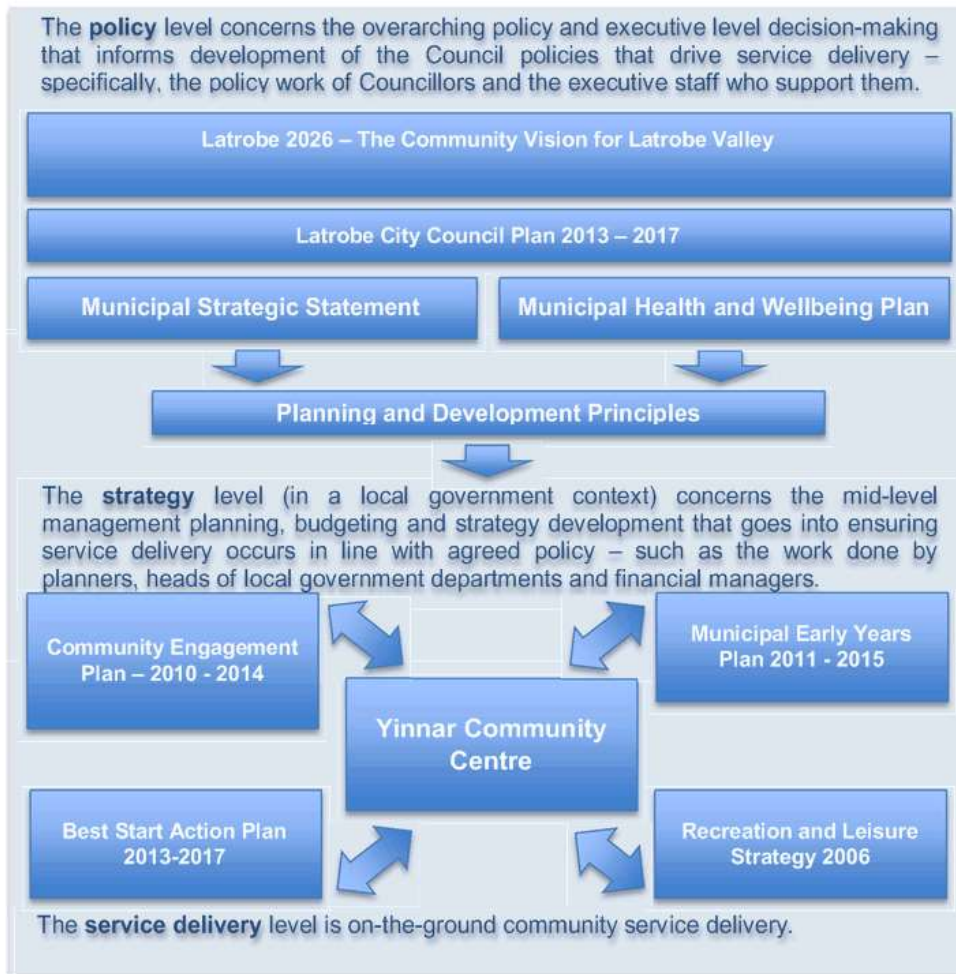


Figure 1.2 Latrobe City Council Policy and Strategic Context

The table on the following page provides a summary of the key points identified within these strategic documents that will impact on the re-development of the YDMH and Yinnar Pre-school into the Yinnar Community Centre.

Table 1.11 Summary of Relevant Latrobe City Council Documents

Reviewed Document	Summary of Key Points
<p data-bbox="268 344 464 387">Council Plan 2013 – 2017</p> <p data-bbox="268 412 515 560"><i>To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.</i></p>	<p data-bbox="539 344 1337 409">The Council Plan identifies five themes and supporting objectives, which provide the framework for strategic directions, and supporting strategies and plans which define what Council will achieve.</p> <p data-bbox="539 434 1337 510">Theme 2 of the Council Plan is particularly relevant to this project, which relates to <i>appropriate, affordable and sustainable facilities, services and recreation</i>. The strategic directions of this theme are:</p> <ul data-bbox="580 535 1318 636" style="list-style-type: none"> <li>• <i>To promote and support a healthy, active and connected community.</i></li> <li>• <i>To provide facilities and services that are accessible and meet the needs of our diverse community.</i></li> <li>• <i>To enhance the visual attractiveness and liveability of Latrobe City.</i></li> </ul> <p data-bbox="539 638 1337 680">In addition, Theme 5 Planning for the Future, to provide a well planned, connected and liveable community is also relevant.</p> <p data-bbox="539 705 1337 748">The development of a Yinnar Community Centre will assist Council to deliver on the strategic directions outlined in the Council Plan. These include:</p> <ul data-bbox="580 772 1337 1182" style="list-style-type: none"> <li>• <i>Develop and maintain community infrastructure that meets the needs of our community.</i></li> <li>• <i>Promote and support opportunities for people to enhance their health and wellbeing.</i></li> <li>• <i>Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities.</i></li> <li>• <i>Enhance and develop the physical amenity and visual appearance of Latrobe City.</i></li> <li>• <i>Work collaboratively with our partners to engage and support volunteers in providing services to the community.</i></li> <li>• <i>Work in partnership with all stakeholders to ensure the provision of quality education ... to the community.</i></li> <li>• <i>To ensure effective two-way communication and consultation processes with the community in all that we do.</i></li> <li>• <i>Plan and co-ordinate the provision of key services and essential infrastructure to support new growth and developments.</i></li> </ul>
<p data-bbox="268 1189 475 1254">Latrobe 2026 – The Community Vision for Latrobe Valley</p> <p data-bbox="268 1279 507 1426"><i>In 2026 Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.</i></p>	<p data-bbox="539 1189 1337 1276">The aim of this document is to identify current strengths and issues that can be built upon or improved to achieve the Community Vision by 2026. Three broad concepts were identified by the Latrobe community – Sustainability, Liveability and Leadership. Nine objectives were identified including:</p> <ul data-bbox="539 1301 1337 1608" style="list-style-type: none"> <li>• <i>Built environment - a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community; it is important that accessibility of community services and facilities are preserved and enhanced as communities evolve.</i></li> <li>• <i>Our community - known for its high quality health, education and community services, supporting communities that are safe, connected and proud. ... Creating opportunity for participation in community life is important to reduce individual disadvantage and welfare dependency, and thus strengthen the Latrobe Valley community as a whole.</i></li> <li>• <i>Recreation - high satisfaction levels with recreation and sporting options and facilities were identified.</i></li> </ul> <p data-bbox="539 1632 1337 1675">Latrobe Valley is positioned as the principal service centre for Gippsland offering high quality health, education and community services.</p> <p data-bbox="539 1700 1337 1776">A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.</p> <p data-bbox="539 1800 1337 1865">The implementation of 'Access for All Abilities' facilities is becoming more widespread allowing the inclusion of residents from a range of cultures, ages and abilities.</p>

Reviewed Document	Summary of Key Points
<p>Latrobe City Council Community Engagement Plan – 2010 – 2014<sup>3</sup></p>	<p>The recommendations of the Latrobe City Council Community Engagement Plan have been incorporated into the development of the <i>Yinnar Community Centre - Community Engagement</i> project to ensure better outcomes focused on the needs and aspirations of the community.</p> <p>In accordance with the engagement plan, all policies, strategies, plans and projects that will impact on the community must be made available for public viewing and comment for a minimum of four weeks. This will be adhered to and the report provided to Council will include advice as to how community consultation has informed the recommendations.</p> <p>The process undertaken provided face-to-face opportunities for the community to engage with project. Opportunities for engagement were achieved via focus groups, café consultations, face-to-face meetings and interviews, drop-in sessions, telephone interviews, and community survey.</p>
<p>Municipal Early Years Plan 2011 – 2015</p> <p><i>All children aged 0-8 years and their families living in Latrobe City are part of a safe and inclusive, child friendly community. Children have an equal opportunity to participate in accessible, high quality, family friendly services that support their health and development.</i></p>	<p>The plan focuses on five key areas with key points to note for this project being:</p> <ul style="list-style-type: none"> <li>• Service delivery – as an experienced service provider LCC <i>will continue to work with staff and communities to ensure high quality services that meet community needs</i> and to providing a more integrated approach.</li> <li>• Infrastructure provision - Council has <i>a key role in providing high quality infrastructure to deliver early years services. The community has indicated that they value safe environments that encourage their children to participate in physical activities and enjoy community life.</i></li> <li>• Planning - in partnership with the community, plan to improve the health and wellbeing, learning and development outcomes for children living in the municipality.</li> <li>• Strengthening community capacity - <i>Council engages with parents, community organisations and agencies to facilitate connections and participation in decision making.</i></li> <li>• Advocacy - lobby and advocate on behalf of early years programs, young children and their families.</li> </ul>
<p>Best Start Action Plan 2013 - 2017</p> <p><i>All babies and children in the Latrobe Valley are happy, healthy and safe and continue to learn and grow</i></p>	<p>There are two Best Start Impact Indicators with each objective of the plan aligned with addressing one of the two indicators. Of particular relevance to this project is Objective D which aims to address the Best Start Impact Indicator <i>Increase the proportion of children whose parents report high levels of social support.</i> The objective is:</p> <p style="padding-left: 40px;"><i>Increase the number of parents/carers who regularly engage with community members and / or services.</i></p> <p>Strategies to achieve the objective are based on supporting families to participate in communities with two performance indicators identified being:</p> <ul style="list-style-type: none"> <li>• <i>Number of parents/carers who regularly engage with the community members and/or services</i></li> <li>• <i>Number of parents/carers which have attended a local community event in the past 6 months eg fete, school concert, craft or art exhibition, public holiday activities, etc.</i></li> </ul> <p>Success for this objective is:</p> <p style="padding-left: 40px;"><i>Parents/carers have confidence and opportunities to regularly engage with community members and service providers in ways that support their child's health, wellbeing and education.</i></p>

<sup>3</sup> In September 2015 Latrobe City Council adopted the Community Engagement Strategy 2015-2019 and the Community Engagement Action Plan 2015 – 2019. As the main aspects of the community engagement (Stage One) were completed in August 2015 the Community Engagement Plan 2010 – 2014 was utilised for the project.

Reviewed Document	Summary of Key Points
Recreation and Leisure Strategy 2006	<p>The Recreation and Leisure Strategy was completed in 2006 with six strategic objectives. Of relevance to the Yinnar Community Centre – Community Engagement project is <i>Strategic Objective # 2</i>:</p> <p><i>Provide and promote well used and relevant recreation facilities and settings.</i></p> <p>This is supported by a number of strategic actions including:</p> <ul style="list-style-type: none"> <li>• Establish accessible, safe and appealing recreation and leisure facilities and spaces for people with a disability.</li> <li>• Ensure affordable options for participating in recreation activities are available.</li> <li>• Facilitate increased opportunities for older adults to access sport and recreation facilities and programs by: <ul style="list-style-type: none"> <li>– Establishing new, low impact health and wellbeing recreational activities (such as Tai Chi) in townships where they do not exist.</li> <li>– Ensuring that key recreation facilities are safe and secure for older adults (security lighting, car park provision, access into and around facilities).</li> <li>– Assessing the capacity of ...halls to accommodate older adults groups for informal recreation activities at affordable cost.</li> </ul> </li> </ul>
Latrobe City Council 10 Year Financial Plan (2012) and Strategic Resource Plan 2015 - 2019	<p>The 10 Year Financial Plan is a high level planning document to provide guidance to future financial decision making, providing a context for funding both operational and capital budgets, and documents objectives and strategies in the areas including of rating, grants, fees and charges, operations and services, human resources, asset management, liquidity, borrowings and reserves.</p> <p>The Strategic Resource Plan identifies the resources that are required by Council over the next four years to deliver the Council Plan.</p>

### 1.8.2 Environmentally Sustainable Design and Universal Design Principles

In accordance with the project brief environmentally sustainable design and universal design principles are to be incorporated. These are also requirements of some Government grants. Sport and Recreation Victoria website for the Community Sports Infrastructure Fund provides the Environmental Sustainable Design Fact Sheet which states that:

*“Including Environmental Sustainable Design principles and initiatives in the design and development of infrastructure can reduce operation costs and environmental impacts while increasing building resilience. ...*

***The main objective of the sustainable design principle is to avoid resource depletion of energy, water and raw materials, prevent environmental degradation caused by infrastructure facilities throughout their lifecycle and create built environments that are liveable, comfortable, safe and productive”.***

The ESD principles are optimise size / existing structure potential, optimise energy use, protect and conserve water, use environmentally preferable products, enhance indoor environmental quality and optimise operational and maintenance practices. These need to be incorporated into the design and development of infrastructure for the Yinnar Community Centre.

Universal Design<sup>4</sup> is a concept that aims to “simplify life for everyone by making the programs, service and the built environment more usable by more people.” The framework for creating solutions is:

1. Equitable use (Be Fair)
2. Flexibility in use (Be Included)
3. Simple and intuitive use (Be Smart)
4. Perceptible Information (Be Independent)
5. Tolerance for error (Be Safe)
6. Low Physical effort (Be Active)
7. Size and Space for Approach and use (Be Comfortable).

<sup>4</sup> Source: Michael Walker, Universal Design, PLA Conference, Geelong, May 2014.

The concept targets all people of all ages, sizes and abilities, however there are no specific goals to reach.

### 1.8.3 Healthy Urban Design Good Practice Guidelines (2012)

The Healthy Urban Design Good Practice Guidelines (2012) applies to residential developments, however, the principles can be applied to Council when designing community facilities and spaces.

The Healthy Urban Design Good Practice Guidelines encourages:

- Community spaces or buildings that incorporate a variety of uses; entrances.
- Open space to incorporate a range of shade, shelter, seating and signage opportunities.
- Providing bicycle parking facilities for people riding to community facilities and spaces.
- Community buildings located to contribute to a "sense of place and provide a community heart."
- Safe pedestrian access.
- Shade over play equipment, BBQs and seats.
- Outdoor seating aligned to facilitate social interaction, views and points of special interest. Seats with back and arm rests and include spaces for wheelchairs and prams.
- Durable signage that is clear, concise and consistent; signage that is illuminated after dark.
- Lighting in areas for night use and/or areas accessed by pedestrians after dark; avoid low level or in-ground lights along paths (limit vision of users).
- Avoiding opportunities for concealment and entrapment along paths and in community spaces. Use low level or transparent fencing along front and with open space, whilst side fencing should achieve a balance between visual connection and privacy.
- Engage community members early in the planning process; include young people and children in planning.
- Utilise vandal and graffiti resistant materials.
- Design for diversity of users.



## 2 Overview of Facilities and Programs

### 2.1 Introduction

This section of the report provides an overview of the current facilities and programs at the YDMH and Yinnar Pre-school. It also identifies other community facilities in Yinnar and district of relevance to this project.

### 2.1 History of Yinnar & District Memorial Hall and Yinnar Pre-school

The Yinnar and District Memorial Hall was opened on Wednesday 9 July 1958:

*... erected by the citizens of Yinnar & District to commemorate the service and sacrifice of local men and women who served in the defence of their country in the war of 1939 – 1945. The hall was opened by Lt-Colonel G.J. Bowden M.C. M.H.R.<sup>5</sup>*

The hall was first suggested in 1946 at the Annual General Meeting of the Yinnar Mechanics Institute and a committee was elected. Funds were raised over a period of 12 years, a government grant and a loan from the Morwell Shire Council were secured. The land was acquired from Miss E Firmin.

In 1964 additional facilities were identified as being needed:

*It was then decided to extend the main hall floor space, expand the supper room and kitchen facilities, and include stage dressing rooms and a separate meeting room.<sup>6</sup>*

The hall extension was opened on 4 May 1964. In 2002 the foyer was re-furbished and a disabled toilet included.

A loan from the Morwell Shire Council in 1967 enabled the purchase of equipment and establishment of a kindergarten service in the Yinnar Scout Hall in February 1968. The Yinnar & District Pre-school was officially opened on 27 March 1973 on the land adjacent to the hall.<sup>7</sup> This was the original site of the Yinnar Mechanics Institute hall which was destroyed by fire in 1963. Extensions to the Yinnar Pre-school were completed around 1975 and 1992.

<sup>5</sup> Source: Monument Australia Website, [www.monumnetaustralia.org.au/themes/conflict/ww2/display/34120-yinnar-and-disrict-memorial-hall/](http://www.monumnetaustralia.org.au/themes/conflict/ww2/display/34120-yinnar-and-disrict-memorial-hall/) Last accessed 23 September 2015.

<sup>6</sup> Source: The Yinnar Centenary Book 1874 – 1974, pg 48.

<sup>7</sup> Source: The Yinnar Centenary Book 1874 – 1974, pgs 64-65.



## 2.2 Facility Components

YDMH comprises the following main facilities:

- Main Hall with stage.
- Supper room.
- Kitchen
- Amenities - male and female toilets, disabled toilet (non-compliant) and dressing rooms (two with toilet in each, both currently used for storage).
- Storage
- Foyer
- Concreted, fenced outdoor area.

Yinnar Pre-school facilities include:

- Main classroom / activity space.
- Outdoor play space.
- Kitchen
- Amenities including toilets and verandah area.
- Storage
- Office
- Maternal and Child Health room.
- Outdoor storage shed.

The following aerial photograph shows the YDMH (red line) with the Yinnar Pre-school immediately adjacent.



*Figure 2.1 Aerial Site Plan*

This shows the site constraints with limited land available for extensions or new facility components. The available land is immediately to the rear of the Yinnar Pre-school.

## 2.3 YDMH User Groups

YDMH is the main home facility for the following groups and organisations:

- Yinnar Possums Playgroup – weekly on Tuesday mornings, 9.00am – 11.00am.
- Exercise Group – weekly on Friday at 10.00 - 11.00am.
- Taekwondo – weekly on Thursday evenings at 6.00pm.
- Victorian Farmers Federation Yinnar Branch – every two months in Foyer.

In addition the Project Steering Committee identified the following other activities that occur in the YDMH:

- Public meetings.
- Social functions.
- ANZAC Day.
- Funerals.

- Christmas in Yinnar and Australia Day inclement weather option.
- Lions Bike Ride for Sight used for lunch catering.

## 2.4 Community Facilities in the District

The Project Steering Committee identified the following community facilities in Yinnar and district:

- Yinnar:
  - Yinnar Recreation Reserve – comprises two cricket / football ovals, two asphalt tennis courts and two multi-use tennis / netball courts, cricket nets, playground and picnic facilities and sporting pavilions and social facilities (includes kitchen and bar).
  - Yinnar Community Hotel – provides a publically accessible meeting room.
  - Yinnar Primary School and Stadium – some community meetings are conducted in the Staff Room.
  - ARC Yinnar – the ARC Resource Collective is located on Main Street in the old Yinnar Butter Factory. It includes a gallery, artists studio spaces, small performance space, retail outlet, public access areas for printmaking, ceramics, metalwork, photography, painting and drawing as well as associated amenities including a kitchen and office.
  - Yinnar RSL (not currently operating) however is used by Legacy Women’s Group
  - Yinnar Bowling Club (not generally available to the public) – licensed venue with kitchen facilities.
  - Yinnar Scout Hall.
  - Yinnar / Driffield CFA.
  - Community Garden.
- District:
  - Yinnar South Primary School and Yinnar South Hall.
  - Budgerie Hall.
  - Yacht Club and Hall at Hazelwood Pondage.
  - Boolarra facilities (Boolarra Multipurpose Building, Boolarra Memorial Hall, Boolarra Recreation Reserve and Boolarra Bowling Club).

Other facilities in Yinnar and district of relevance to the project include:

- Yinnar Railway Goods Shed Museum – contains historical items from Yinnar and district; open on request.
- A number of public parks and gardens in Yinnar including:
  - Centenary Gardens (Railway Goods Shed, play equipment, picnic tables, BBQs, public toilets and information.
  - Charles Bond Park.
  - CWA Park and Yinnar Skate Park.
- Churchill & District Community Hub.
- Churchill Public Hall.

The figure on the following page shows the locations of the key Yinnar facilities.



Figure 2.2 Yinnar Community Facilities



### 3.1 Introduction

This section of the report summarises the information from the consultations for the Yinnar Community Centre - Community Engagement project.

Consultations were conducted with a range of key stakeholders and key informants to discuss the project, current issues at the Yinnar and District Memorial Hall (YDMH) and Yinnar Pre-school and potential future opportunities and directions for the Yinnar Community Centre.

Specifically information was sought from the broad range of participants regarding:

- The current situation – identification of what is good/works well, current issues and gaps in facilities programs and services
- Current and future need / demand for facilities services and programs including improvements needed and ideas for the future, opportunities to capture.
- Resources and Partnerships - partnership opportunities, linkages and alignments to capture in the future, grant or partnership funding opportunities and any relevant policy / strategy directions.

The consultations included in-person and telephone interviews, focus groups, drop-in events, cafés and meetings with a total of 101 participants<sup>8</sup> in the various key stakeholder and key informant consultation opportunities.

The consultations included two Youth Cafes as follows:

- Yinnar Primary School student leaders.
- Yinnar Youth Café targeting young people aged 12 – 25 years.

A survey was also conducted with results provided in Section 4.

Information collected during the key stakeholder and key informant consultations is summarised in the sections below.

### 3.2 Key Stakeholder Interview Feedback

Interviews were held with a range of key stakeholders regarding the facilities, programs and services at the YDMH and Yinnar Pre-school in terms of what is good/works well, current issues and gaps and future improvements and opportunities and any relevant policy / strategy directions.

<sup>8</sup> This is the total number that attended sessions – some people attended more than one session and have been counted at each session attended.

The key stakeholders participating in the interviews are listed in the following table with details of representatives included in Appendix One.

*Table 3.1 Key Stakeholder Organisations / Participants in Consultations*

Category	Details
Yinnar Community Centre Community Engagement Project Steering Committee	<ul style="list-style-type: none"> <li>Two sessions were conducted as follows:               <ul style="list-style-type: none"> <li>Session 1 Brainstorming session<sup>9</sup>.</li> <li>Session 2 Vision and Concept Development Café.</li> </ul> </li> </ul>
Yinnar & District Community Groups	<ul style="list-style-type: none"> <li>Yinnar and District Memorial Hall Committee</li> <li>Yinnar and District Community Association</li> </ul>
Education Providers	<ul style="list-style-type: none"> <li>Yinnar Primary School</li> <li>Yinnar South Primary School</li> <li>Federation University</li> <li>Federation Training</li> </ul>
Health, Community Sector and Government	<ul style="list-style-type: none"> <li>Department of Human Services (Australian Government)</li> <li>Latrobe Regional Hospital</li> <li>Latrobe Community Health Service</li> <li>Churchill Neighbourhood House</li> <li>Regional Development Victoria</li> <li>Department of Health and Human Services</li> </ul>
Latrobe City Council	<p>Councillor Darrell White</p> <p>Council Officers Forum:</p> <ul style="list-style-type: none"> <li>Aged &amp; Disability Services Rural Access</li> <li>Community Development</li> <li>Healthy Communities</li> <li>Latrobe City Libraries</li> <li>Children and Family Services</li> <li>Yinnar Pre-school Teachers</li> </ul>

Responses from the key stakeholder consultations and interviews have been summarised under common themes in the following sections.

### 3.2.1 Yinnar Community Centre Community Engagement Project Steering Committee Consultations

Two consultation sessions were conducted with the Yinnar Community Centre Community Engagement Project Steering Committee. The first session was a Brainstorming activity facilitated by Latrobe City Council officers with results provided below. The second session, café consultation was conducted to consider the vision and concept development and was open to other interested members of the Yinnar and district community as well as the Project Steering Committee with results provided in Section 3.4.2.

#### Session One – Brainstorming Activity <sup>7</sup>

The results of the session are provided under key discussion topics below.

##### 1. Current Situation

- What works well with the current hall and preschool facilities, services and programs?
  - Preschool has rural atmosphere.
  - Having the Maternal and Child Health facility in with the preschool works well.
  - Holds a lot of people.
  - Sentimental value (weddings, funerals etc).
  - Plenty of space for parking.
  - Secure outdoor area with fence.
  - Preschool has adequate space.

<sup>9</sup> Note: facilitated by Latrobe City Council officers with results provided to SGL for inclusion

There was discussion about needing to learn from the Churchill Hub which some members felt has some features which do not function well. These include badly designed room shapes and sizes, outside areas and kitchen including a toilet door in the kitchen area.

Participants also identified the following facilities/features that are used in the existing YDMH:

Kitchen.	Main Hall.	Storage.
Toilets.	Foyer (warm in winter).	Outdoor fenced area.
Stage.	Heating.	

- What is lacking from the existing building for current activities?

Conference/Meeting rooms.	Ability to adjust the space.	Large windows for passive heating.
Adequate heating and cooling.	Lighting.	Proper parking.
Internet connection.	Sound system.	Workable kitchen.
Enough toilets for large numbers.	Disabled access to all areas.	Not able to 'pop in' and visit - have to book and be sole occupant.
No ability for multiple users.	Safety and exits.	Improved outdoors area.
No small social area for drop in for all ages.	Not open during the day.	Opportunity for specialist visiting services for young and old.
Lacking bookable spaces for revenue generation.	Office space for community groups.	Display / notice boards.
Bus stop.	External Signage.	Soundproofing.

- What activities or services are not available in the district?

Neighbourhood House.	Men's/Community Shed.	Celebratory space.
Library.	Council Service Centre.	Consulting rooms.
Before and After School Child Care.	Exercise space for all ages (e.g. parents and kids exercise to older adults).	Centrelink and financial counselling.
Limited performing arts space.	Social space for all ages.	Music lessons.
Gym.		

## 2. Future Needs and Opportunities

The key things to achieve through a potential infrastructure upgrade were:

A centre that is recognised by the community as its hub. A centre that is busy and is used across the full spectrum of the community, all ages and stages.	Looks into the future needs of the growing community.
Visually pleasing, nice garden and landscaping.	Cleverly designed e.g. solar and passive heating.
Sustainable/energy efficient, comfortable and accessible by all.	Meeting rooms. New commercial kitchen. Multipurpose spaces and adaptable. Need a big space for large events but needs to be able to be partitioned.
Stage and lighting need upgrade for usability. Sound and Audio Visual equipment.	Drop In space for young people.
Small library and part-time Council service centre.	Bookable spaces for professional consultations (eg. General Practice).

Better use of the whole space such as the outdoor area.	Better parking in whole precinct (across road). Parking gets muddy so potential for sealed car park.
Upgraded toilets.	Storage.
Complimenting existing facilities.	Community refuge / Emergency Centre.
Before and After School Care.	Childcare.
Welcoming entry point.	

The requirements to attract/hold identified activities and services within the district are provided in the following table.

*Table 3.2 Requirements to Attract / Hold Activities and Services – Project Steering Committee*

<b>Neighbourhood House</b>	<b>Community Shed</b>
<ul style="list-style-type: none"> <li>• Meeting space.</li> <li>• Kitchen.</li> <li>• Internet access.</li> <li>• Relationship with a provider to conduct course.</li> </ul>	<ul style="list-style-type: none"> <li>• Shed type space.</li> <li>• Storage.</li> <li>• Tools.</li> </ul>
<b>Celebratory Space</b>	<b>Library</b>
<ul style="list-style-type: none"> <li>• Commercial kitchen and refrigeration.</li> <li>• Toilets.</li> <li>• Adaptable space.</li> <li>• Heating and lighting.</li> <li>• Furniture.</li> <li>• Servery area.</li> <li>• Loading areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access.</li> <li>• Computers.</li> <li>• Staffing.</li> <li>• Spaces to sit and read.</li> <li>• Book swap.</li> </ul>
<b>Service Centre</b>	<b>Gymnasium and Exercise Space</b>
<ul style="list-style-type: none"> <li>• Staff.</li> <li>• Telephone.</li> <li>• Communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate floor surfacing.</li> <li>• Equipment.</li> <li>• Shower.</li> </ul>
<b>Music Lessons</b>	<b>Performing Arts</b>
<ul style="list-style-type: none"> <li>• Instrument storage.</li> <li>• Sound proofing.</li> <li>• Sound equipment.</li> <li>• Lighting.</li> <li>• Good acoustics.</li> </ul>	<ul style="list-style-type: none"> <li>• Stage.</li> <li>• Seating.</li> </ul> <p>Note: there was discussion around the stage area and the need to review its relevance and whether a portable stage would be more appropriate.</p>
<b>Consulting Rooms</b>	<b>Social Space for All Ages</b>
<ul style="list-style-type: none"> <li>• Office space.</li> <li>• Office furniture.</li> </ul>	<ul style="list-style-type: none"> <li>• Furniture.</li> <li>• Appealing ambience.</li> </ul>

### 3.2.2 Yinnar & District Memorial Hall Committee Consultations

Discussions were conducted with Yinnar and District Memorial Hall Committee (YDMHC) with responses summarised below.

- Positive Feedback - Strengths:
  - Facilities:
    - ✓ “Gorgeous” hall, well lit, good windows.
    - ✓ Does up really well, eg for weddings.
  - Programs and Services
    - ✓ Fee structure – different rates depending on usage.

The current facilities, programs and services issues and gaps identified in the consultation with the YDMHC are summarised in the following table under key themes.



Table 3.3 Issues and Gaps in Current Facilities, Programs and Services – YDMHC

General Amenity, Fit Out, and Condition	Design and Accessibility
<ul style="list-style-type: none"> <li>Heating does not warm up. Groups meet in Foyer in winter as able to heat with portable heaters (impacts on electricity costs). Coin in slot for heating.</li> <li>Curains on stage are ordinary.</li> <li>Floor – issues in places which need fixing.</li> </ul>	<ul style="list-style-type: none"> <li>Not modern – kitchen needs updating (eg nothing there for users compared to Boolarra).</li> <li>No meeting rooms.</li> <li>Stage – not used much.</li> </ul>
Toilets, amenities and kitchen	Storage
<ul style="list-style-type: none"> <li>Men's urinals always smell.</li> <li>Kitchen – does it meet health requirements? At present all catering needs to be brought in making the hall less attractive / suitable for a range of functions.</li> </ul>	<ul style="list-style-type: none"> <li>Playgroup storage.</li> <li>Storage issues including using dressing rooms; storage up/down stairs (OH&amp;S issues). Size of areas used by the Playgroup for storage.</li> </ul>
Traffic, Car Parking and Access	Programs and Services
<ul style="list-style-type: none"> <li>Access for deliveries is an issue.</li> <li>Accessibility issues.</li> </ul>	<ul style="list-style-type: none"> <li>Hire costs for some (eg Playgroup).</li> <li>Numbers on committee – been a struggle; in past included representatives from regular user groups.</li> </ul>

The feedback in regards what is needed / improvements in the future and future opportunities to develop the Yinnar Community Centre are summarised in the following table under key themes.

Table 3.4 Future Needs / Improvements Facilities, Programs and Services – YDMHC

General Amenity, Fit Out, and Condition	Design and Accessibility
<ul style="list-style-type: none"> <li>Heating and cooling provided.</li> <li>Flooring – repair areas that need fixing.</li> <li>Painting of walls – aesthetics and warmth.</li> <li>Remove cupboards under windows in Supper Room.</li> </ul>	<ul style="list-style-type: none"> <li>Stage needed eg for Stringbusters and weddings.</li> <li>Acoustics improvements.</li> <li>Ceiling – could be lowered making it more comfortable.</li> <li>Office space.</li> <li>Meeting / conference room for 30 – 50 people or larger that can be made into two smaller rooms.</li> <li>Design for future – computers, Wi-Fi, clubs, etc.</li> </ul>
Toilets, amenities and kitchen	Storage
<ul style="list-style-type: none"> <li>Upgrade toilets.</li> <li>Kitchen – gut and start again so suitable for wedding catering and also as a teaching space. Commercial will increase type and number of functions.</li> </ul>	<ul style="list-style-type: none"> <li>Storage – more and safe.</li> </ul>
Traffic, Car Parking and Access	
<ul style="list-style-type: none"> <li>Parking – more along front and at side.</li> </ul>	

### 3.2.3 Yinnar Pre-school Consultations

Consultations were conducted with Yinnar Pre-school teachers and with the Manager and Team Leader, Children and Family Services with results provided in the table below under key themes.

Table 3.5 Yinnar Pre-school Consultations

Facilities	Programs and Services
<b>Strengths – what is good / works well</b> <ul style="list-style-type: none"> <li>Charm about building is age and lots of history. Lot of newer services lose this.</li> <li>Good that Maternal and Child Health (MCH) and pre-school are in one area, but appears daunting for some to come into Pre-school to get to MCH.</li> <li>Families like aesthetics of current building and feel that it fits in well with the community and they would be disappointed to see it change too much.</li> </ul>	<b>Strengths – what is good / works well</b> <ul style="list-style-type: none"> <li>Maternal and Child Health service once a week.</li> <li>Pre-school staff stated that the general vibe from the families was very positive.</li> </ul>
<b>Issues and Gaps</b>	<b>Issues and Gaps</b>
<b>Design and Accessibility</b> <ul style="list-style-type: none"> <li>Flow - buildings in middle of space.</li> <li>Bathrooms (towels and shelves) - change to be more functional. Hooks could go from this area as not used.</li> <li>Functionality issues.</li> </ul>	<b>Community Development</b> <ul style="list-style-type: none"> <li>Lack of community connection – where do you connect.</li> <li>Hard to break into the Yinnar community</li> <li>Demographics are changing and families may not be getting access to support needed (eg vulnerable families).</li> </ul>
<b>General Amenity, Fit out and Condition</b> <ul style="list-style-type: none"> <li>Verandah area – cat poo issue.</li> <li>Ageing facility that is costly to manage.</li> <li>Dark, cold and old.</li> <li>Room is ageing, small, cramped, dark and cold.</li> <li>Office is small and not much storage.</li> <li>Hall and Pre-school are not attractive.</li> </ul>	<b>Provision</b> <ul style="list-style-type: none"> <li>Why is playgroup operated from the hall? Could be utilising the Pre-school.</li> <li>May be barriers to providing an integrated facility.</li> </ul>
<b>Future Needs and Opportunities</b>	<b>Future Needs and Opportunities</b>
<b>Design and Accessibility</b> <ul style="list-style-type: none"> <li>Pre-school separate to playgroup – could share outdoor spaces. Happy to share space if at different times</li> <li>Could maintain “character” and village feel.</li> <li>Need to consider other opportunities – how could the Pre-school be better with change and vision.</li> <li>Opportunity for Best Practice – integrated facility utilised by the whole community. Benefits include community ownership and pride.</li> <li>Needs natural light, storage, consider paint colour (light and bright).</li> <li>Consider ways to divide the large space into smaller spaces to hold meetings, etc.</li> <li>Architects to consult with Pre-school staff on design.</li> <li>More storage would be good (eg MCH move and area to be used as storage).</li> </ul>	<b>Community Development</b> <ul style="list-style-type: none"> <li>Opportunity to be centre of community with more activity around the Pre-school.</li> <li>Links with community garden.</li> <li>Pre-school staff help to facilitate community connections.</li> <li>Links between the Pre-school and Primary schools (Yinnar and Yinnar South).</li> <li>New residential developments and potential development of the Community Centre provide an opportunity for change and establishment of community connection (community development programs).</li> <li>More community connection - need right people so that joint planning for community; knowing how and what people in community need.</li> <li>Buildings do not create integration people do – need people to drive/deliver.</li> <li>Pre-school needs to be used as a viable key to link into the other community spaces.</li> </ul>
<b>Outdoor facilities</b> <ul style="list-style-type: none"> <li>More outdoor space.</li> <li>Ability to use area at the back. What can we do out the back – eg vegetable garden.</li> <li>Larger outdoor area.</li> <li>Possibility to utilise the grassed area at the back of the Pre-school and possibly future upgrades to the yards.</li> </ul>	<b>Provision</b> <ul style="list-style-type: none"> <li>If MCH in re-developed hall, then MCH and playgroup together and still have a “progression” and connection for young mums.</li> <li>Wi-Fi available.</li> <li>After-school programs.</li> <li>Maternal and Child Health could be re-located to appropriate space in hall (community centre)</li> <li>Visiting specialists and early intervention programs.</li> <li>Volunteers – seniors to do reading programs.</li> </ul>

### 3.2.4 Yinnar and District Community Association Consultations

Discussions were conducted with Yinnar and District Community Association (YDCA\_ with responses summarised in the table below.

Table 3.6 YDCA Consultations

Facilities	Programs and Services
<b>Strengths – what is good / works well</b>	<b>Strengths – what is good / works well</b>
<ul style="list-style-type: none"> <li>Size of main hall.</li> </ul>	<ul style="list-style-type: none"> <li>Anzac Day Service.</li> <li>Exercise classes.</li> </ul>
<b>Issues and Gaps</b>	<b>Issues and Gaps</b>
<ul style="list-style-type: none"> <li>Amenity (toilet in rooms at back of stage) in dressing rooms. Both Dressing Rooms mainly used for storage.</li> <li>Stage not used much.</li> <li>Storage is up/down stairs posing OH&amp;S issue.</li> <li>Playgroup storage in Dressing Room.</li> <li>Kitchen – quality/standard.</li> </ul>	<ul style="list-style-type: none"> <li>Query about whether schools are still using – going elsewhere.</li> <li>Perception that ARC do not connect with local community; work within themselves.</li> <li>No dinner dances or weddings.</li> <li>Access to suitable public transport.</li> </ul>
<b>Future Needs and Opportunities</b>	<b>Future Needs and Opportunities</b>
<b>Design</b>	<b>Community Development</b>
<ul style="list-style-type: none"> <li>Provide facilities that are able to generate an income.</li> <li>Stage storage rooms (Dressing Rooms) could be offices.</li> <li>Meeting room/s for 12 – 20 people with kitchenette. One decent meeting room.</li> <li>Move kitchen to outdoor area.</li> <li>Supper Room could be divided into smaller spaces.</li> <li>Social spaces for all ages (eg games room for young people).</li> <li>Provide a hall that is an independent space for the community that people can use.</li> <li>Storage – more and accessible that meets OH&amp;S requirements; needed for chairs and tables as well as for regular user groups.</li> <li>Stage – portable.</li> <li>Capacity to divide; flexible spaces that are multi-use.</li> <li>Kitchen – need commercial kitchen to attract activities and improve viability for functions (weddings, funerals, social events, etc).</li> </ul>	<ul style="list-style-type: none"> <li>Once facility developed will be able to create more services.</li> <li>Opportunities for young people to connect – games room (pool table) and social spaces.</li> <li>A re-developed facility potentially will encourage more into hall and attract more classes (eg cooking, computer, arts/crafts, learning, etc) and enable funding to do more work.</li> </ul>
<b>General Amenity and Fitout</b>	<b>Provision</b>
<ul style="list-style-type: none"> <li>A better presented hall and amenities.</li> <li>Heating and cooling needed.</li> <li>Toilets updated.</li> <li>Bleacher seating.</li> <li>Remove cupboards in Supper Room.</li> </ul>	<ul style="list-style-type: none"> <li>Book exchange – honour system.</li> <li>Range of services – Doctor, Accountant, computer, consultation space (eg Bendigo Bank).</li> </ul>

### 3.2.5 Education Providers Consultations

The results of the consultations and interviews with education providers are summarised in the following table. (Note the consultations with the Yinnar Pre-school are included in Section 3.2.7).

Table 3.7 Education Provider Consultations

Facilities	
<b>Strengths – what is good / works well</b> <ul style="list-style-type: none"> <li>Hall has a stage.</li> <li>Yinnar South has own hall – great facility with kitchen (refurbished a few years ago).</li> <li>Pre-school well loved by users – appeal.</li> </ul>	<b>Issues and Gaps</b> <ul style="list-style-type: none"> <li>Access and flexibility of hall.</li> <li>Not using for school concert – issues include flat floor (Morwell Arts Centre has tiered seating).</li> <li>Spaces limit use.</li> <li>Pre-school – some people are attached to historical aspects of the facility; dated/old style.</li> <li>Inadequate meeting spaces.</li> </ul>
Future Needs and Opportunities	
<b>Design and Accessibility</b> <ul style="list-style-type: none"> <li>Multi-use facility spaces.</li> <li>Spaces suitable for all ages,</li> <li>How can we provide best outcome for community?</li> <li>Short courses – need kitchen, area for delivering training, visual presentation (data projection, etc) – classroom space for between 20 – 25, first aid usually up to 16 with spaces for manikins.</li> <li>Large kitchen needed for cooking classes (2 dishwashers, 3 ovens, preparation spaces, etc).</li> <li>Neighbourhood House Classes – larger classroom size spaces; 10 – 15 people, Wi-Fi access, data screen set-up; if computer programs laptops/computers.</li> <li>Need facilities that meet growth in community of Yinnar.</li> <li>Will be great location if re-developed.</li> </ul>	<b>General Amenity and Fitout</b> <ul style="list-style-type: none"> <li>Facilities that community can access and feel safe.</li> <li>Partitions that enable multi-use and multi-functional eg three areas with one carpeted; warm areas; multi-age.</li> <li>Warm areas (carpet)</li> </ul>
Programs and Services	
<b>Strengths – what is good / works well</b> <ul style="list-style-type: none"> <li>Have used in past for a number of successful programs such as Bush Dance and School Fete.</li> <li>Provides community identity.</li> <li>Playgroup in hall at both Yinnar and Yinnar South.</li> </ul>	
Issues and Gaps	
<b>Community Development</b> <ul style="list-style-type: none"> <li>Growth and new people moving into town.</li> <li>Not connected to town and community or the hall – unable to “break into” established groups.</li> <li>Trying to re-establish community in Yinnar South; want own identify not just as part of Yinnar (district).</li> <li>We can improve what we do and how we do it – how to provide the best outcome.</li> <li>Limited connection opportunities – groups want a “home”.</li> </ul>	<b>Provision</b> <ul style="list-style-type: none"> <li>Not well supported by community.</li> <li>Issue with public liability insurance for community access to Yinnar South Hall – hirers must have own Public Liability resulting in limitations on access by individual’s (eg social functions) to the hall.</li> <li>Yinnar Primary School hall is mainly for sport / physical education – not great for anything else.</li> <li>Affordability – would use more if minimal charge (eg cover electricity). Pay minimal fee for use of Yinnar Football &amp; Netball Clubrooms for disco and trivia night (facilities also better – carpet, dance floor, kitchen and eating area, low roof improves atmosphere).</li> <li>Long way to get to services.</li> <li>No Neighbourhood House growth funding.</li> <li>Outside sport and recreation not much else available for young people.</li> </ul>

Facilities	
Future Needs and Opportunities	
Provision	Community Development
<ul style="list-style-type: none"> <li>Clubs for children especially those not interested in sport (eg National Geographic Club – David Attenborough, history, model airplanes, Legos, science, etc).</li> <li>Courses can be provided in a range of areas if demand – some examples include Short Courses on First Aid, Responsible Serving of Alcohol / Gambling, Food Handling, Coffee Barista (need coffee machine), Chain Saw, Chemical Users Certificate. Also longer courses such as Event Management, Strategic Planning, etc.</li> <li>Services could include Maternal and Child Health, Pre-school, family and children services and child care.</li> <li>Neighbourhood House programs - look at gaps; all dependent on demand and facilities.</li> <li>Need to demonstrate need for Neighbourhood House type activities – could satellite from Churchill NH if demand.</li> <li>Neighbourhood House type activities locally.</li> <li>Need for youth programs; older adults – work with groups to develop programs and activities of interest.</li> <li>Programs and activities at times that suit people who are access / transport challenged.</li> <li>Services such as Centrelink would be beneficial.</li> <li>Book club.</li> <li>Yinnar PS visiting shows could be hosted in hall in future (currently use area in middle of school). Show examples are science, drama, opera, animals, magic, etc. These are usually free for students so cost to hire hall is an issue for usage.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school network – potential opportunity (school readiness, meeting local teachers).</li> <li>Spaces need people to make them work.</li> <li>Improved community linkages will be a positive.</li> <li>Yinnar Community Centre would be great for Yinnar however trying to develop Yinnar South community and so would not want hub to have a negative impact on Yinnar South activities (eg playgroup) – need to meet Yinnar South needs also.</li> <li>Listen to families.</li> <li>Connections – how do we connect people to the hall? Opportunities for community connection.</li> <li>Dance activities – currently need to go to major towns.</li> <li>Strategies to regain community connection to facilities.</li> <li>Hall needs to be more relevant – eg would be great if all children went there for drama.</li> <li>Management needs to be inclusive – if one community group user manages may not be as inclusive for others. Be good to have a paid person with understanding of inclusiveness and community development if possible to secure resources, a “Hub” manager (active programming).</li> <li>Fees structure that is affordable whilst covering costs.</li> </ul>

### 3.2.6 Health and Community Services Sector Consultations

Key points from the consultations and interviews with the health and community services sectors representatives are summarised under key themes

- Strengths:
  - General Practice service provided five half days per week in Yinnar.
  - Exercise classes in hall.
- Issues:
  - Not suitable space for consulting.
  - Lack of community spaces that are accessible to all.
  - Accessibility of facilities.
  - Current General Practice facilities do not meet standard – new doctor would not work in current space.
  - Poor heating - too cold for some types of exercise (eg Bowens).
- Future – what is needed / improvements in the future (facilities, programs and services) and future opportunities are summarised under key themes in the following table.

Table 3.8 Health Sector Consultations

Facilities	
Design and Accessibility	
<ul style="list-style-type: none"> <li>• Spaces suitable to conduct workshops, courses, forums – roadshow if not whole services.</li> <li>• Also social space (lounges, space to have a chat, cup of tea, etc).</li> <li>• Access to kitchenette.</li> <li>• Require "secure" and soundproof space (confidentiality) that can be booked in advance, with phone, internet / Wi-Fi access.</li> </ul>	<ul style="list-style-type: none"> <li>• Young families – ensure pram access and change table.</li> <li>• General Practice – need access to specialised space that meets standards of Royal College of General Practice (includes size; main consulting room, waiting area, separate waiting area if patient potentially infectious; adequate lighting).</li> </ul>
Programs and Services	
Community Development	
<ul style="list-style-type: none"> <li>• ARC small space could be better utilised and linked to the hall.</li> <li>• Potentially the Community Centre will not need to be supervised all the time.</li> <li>• Awareness raising opportunities – trying to engage once the family is there.</li> <li>• Would be required to demonstrate need for community hub and / or neighbourhood house.</li> </ul>	
Provision	
<ul style="list-style-type: none"> <li>• Could be public or private services offered.</li> <li>• Yinnar population increases and change with housing developments which may require new services.</li> <li>• Community hub and / or neighbourhood house - may be what are able to offer in terms of services / service delivery rather than neighbourhood house as such.</li> <li>• Centrelink – may be able to provide service point and be available as an example once a month (for young families, Medicare, childcare, etc). Encourage members to engage face to face. Need to identify service gaps. There is a mobile unit that goes to some areas.</li> <li>• On-line access very important for Centrelink and health services/providers.</li> <li>• If General Practice services then this can attract mental health service providers both public and private (eg psychologists, counselling, and intervention).</li> <li>• Could do "community road show", 1 – 2 per year in Yinnar.</li> <li>• Information area – provide information about all local and regional services.</li> <li>• Family and children services – wellbeing services including family violence.</li> <li>• Mental Health services – officers could run sessions; mental health week activities.</li> <li>• Support services for people from low socio-economic background; option for Yinnar to have financial support services (eg St Vincent de Paul).</li> <li>• Volunteers may be able to provide some expertise (eg Men's Shed).</li> <li>• Opportunity for classes, planned activity groups, youth club (televisions, videos, pool table which can all be cross-age).</li> <li>• Ageing population – volunteer program co-ordinated through the community centre such as transport to medical appointments.</li> <li>• Healthy living exercises for people, community garden at the Centre which could involve both the hall and the pre-school.</li> <li>• If commercial kitchen could utilise for programs with parents (healthy eating and cooking programs).</li> <li>• General Practice - interested in opportunities. Service level may need to increase with population increases.</li> <li>• Practice Nurse / Nurse Practitioner could be provided in multi-use space that could meet needs of a range of services including allied health (eg Physiotherapy).</li> </ul>	

### 3.2.7 Council Officer Forum and Councillor Interview

An interview was conducted with Cr Darrell White and a forum was held with key Council officers to identify the future improvements and opportunities to guide development of the Yinnar Community Centre with responses summarised in the following table.

Table 3.9 Council Officer Forum and Councillor Interview - Summary of Information

Facilities	Programs And Services
<b>Strengths – what is good / works well</b>	<b>Strengths – what is good / works well</b>
<ul style="list-style-type: none"> <li>Great community facility that has served a purpose eg weddings, etc.</li> <li>Preferred location eg ambience for weddings.</li> <li>Community generally like historic connection to hall – good at celebrating.</li> <li>Serves purpose – great location.</li> <li>Valued by community – want to keep.</li> <li>Location – main street.</li> <li>Sporting hub facilities at Recreation Reserve (pretty good).</li> </ul>	<ul style="list-style-type: none"> <li>Have strong sense of community; strong historical uses.</li> <li>Older adults – exercise class in hall.</li> </ul>
<b>Issues and Gaps</b>	<b>Issues and Gaps</b>
<ul style="list-style-type: none"> <li>Why doing – other facilities at the Recreation Reserve.</li> <li>Why not meeting in school?</li> <li>Needs some work – old, drafty, etc.</li> <li>Events issues – power, kitchen, heating and cooling – uncomfortable to use.</li> <li>Emergency management – no stoves so cannot use as a relief centre – more likely to use Churchill as staging centre.</li> <li>Old and tired.</li> <li>Kitchen is terrible – design, size, layout; query compliance; much of the equipment does not work properly (except fridges).</li> <li>Poor examples of upgraded new facilities also discussed.</li> <li>Meeting spaces are limited in Yinnar.</li> </ul>	<ul style="list-style-type: none"> <li>Can be socially isolated if not involved in sport.</li> <li>Young people bus out of town for secondary school – disconnect with attendance at number of different schools.</li> <li>Gap in services for young – don't interact / get together.</li> <li>No holiday programs.</li> <li>Not inviting to all (cultural values).</li> <li>Organised sport in decline – all sports in Yinnar are in decline.</li> <li>Residential development – need to ensure that Pre-school and Maternal and Child Health is able to cope with the growth and increased demand for services.</li> </ul>
<b>Future Needs and Opportunities</b>	<b>Future Needs and Opportunities</b>
<b>Design and Accessibility</b>	<b>Community Development</b>
<ul style="list-style-type: none"> <li>Need to ensure that concept plans are realistic - can be delivered, needs to link to both Four Year Strategic Resource Plan and 10 year Long Term Financial Plan.</li> <li>Accessibility improvements - opportunity to do an accessibility audit; accessible pathways, toilets, parking, number of toilets, etc</li> <li>Township needs to be accessible (not just community centre) – can you get around eg gradients.</li> <li>Need to be multi-use – not ownership of spaces.</li> <li>Exercise and outdoor gym equipment.</li> <li>Consider if need/demand for Men's Shed.</li> <li>Re-configuring of spaces.</li> <li>Improved accessibility and acoustics.</li> <li>Linked paths – access to and from hall to path network.</li> <li>Option for sharing of playground with Playgroup (also cost benefits eg one set of toys).</li> </ul>	<ul style="list-style-type: none"> <li>Co-location benefits with Preschool.</li> <li>Consider cultural values so inviting to all.</li> <li>Yinnar RSL is inactive – could this be an opportunity given proximity to hall and Pre-school.</li> <li>Men's Shed program could provide an opportunity for older men to engage in community connection and activity (health and wellbeing).</li> <li>Mentoring opportunities – older adults working in Yinnar Primary School supporting children and families in need (eg reading programs).</li> <li>Support programs for new families – community connection.</li> </ul>
<b>General Amenity and Fit out</b>	<b>Provision</b>
<ul style="list-style-type: none"> <li>Kitchen – amenities to suit – need evidence to support any requirement for commercial kitchen. What is standard needed for weddings? Culture change needed if have community kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>Focus on food security – community kitchen and community garden.</li> <li>Consultations around services in small towns found libraries, local laws and customer service not viable.</li> <li>Exercise, cycling, non-structured sports, Probus, U3A, Lifelong Learning, etc.</li> <li>Free Wi-Fi (has not worked at some other facilities).</li> <li>Library services utilising technology (eg self-service library vending machines, lockers for collection of requested books, etc.).</li> <li>Performance – rehearsal spaces (stage) for choirs and theatre companies.</li> </ul>
<b>Facility Examples</b>	
<ul style="list-style-type: none"> <li>Jeeralang North Hall - kitchen between commercial and standard; population smaller than Yinnar; well used.</li> <li>Boolarra Multipurpose Hall – really well done, same footprint and refurbished.</li> <li>All accessible, have kept charm but been modernised.</li> </ul>	

Facilities	Programs And Services
<b>Other</b> <ul style="list-style-type: none"> <li>Playground Strategy – Yinnar advocates for playgrounds; could Preschool playground also be public playground, not just available when pre-school operates. Maybe risk issues and Committee of Management tends to fundraise to replace and develop playground.</li> <li>Consider mud map of existing spaces and facilities.</li> </ul>	

### 3.2.8 Regional Development Victoria Interview

The key findings from the interview with Regional Development Victoria includes:

- Current State Government policy is for multi-use shared spaces – hub / community centre approach. Policy supports multi-purpose.
- Determine community needs. Once know what re-development includes can consider what State Government funding sources may be available.
- Depending on components in a Yinnar Community Centre may attract Department of Education and Early Childhood Development funding. An integrated funding approach will be required. No well-defined funding source available for small town projects such as this in Latrobe City.
- Local re-development example include Tyers Public Hall (heating, improved storage area, re-roofed, etc.) and Yarram (integrated community hub with Pre-school, library, Council offices / service centre, community meeting space, toy library).
- ARC – funded infrastructure upgrade (kitchen and toilets upgraded); has stage, small area that can accommodate approximately 60 and gallery (multi-use space).

## 3.3 Key Informant Consultations

Interviews were conducted with a range of key informants to discuss the project, current strengths and issues at the YDMH and Yinnar Pre-school and potential future opportunities and directions for the Yinnar Community Centre. Public forum sessions and sessions for neighbouring residents were also offered.

The following groups/clubs/organisations were represented at the consultations.

*Table 3.10 Key Informant Consultations - Organisations / Participants*

Category	Details
Yinnar and District Community and Sporting Groups	<ul style="list-style-type: none"> <li>Hazelwood Cemetery</li> <li>Possums of Yinnar Playgroup</li> <li>Strzelecki Stringbusters</li> <li>Yinnar &amp; District Community Garden</li> <li>Yinnar Historical Society</li> <li>Yinnar Farmers Federation</li> <li>Yinnar Football &amp; Netball Club</li> <li>Hall Exercise Group</li> </ul>
Public and Drop-in Sessions	<ul style="list-style-type: none"> <li>Yinnar Pre-school parents and carers.</li> <li>Yinnar Primary School parents and carers.</li> <li>Public and drop-in sessions</li> </ul>
CFA	<ul style="list-style-type: none"> <li>Yinnar CFA</li> <li>Yinnar South CFA</li> </ul>
Older Adults	<ul style="list-style-type: none"> <li>Greenside Villas</li> </ul>



### 3.3.1 Positive Feedback about Current Facilities, Programs and Services

Participants were asked to identify what currently works well, is good, that they like in terms of facilities, programs and services at the YDMH and Yinnar Pre-school with a summary provided in the following sections.

#### 1. Facilities

Participants were asked about the strengths, what is good / works well in regards to the current facilities with responses summarised under common themes in the following table.

*Table 3.11 Facilities Positive Feedback - Key Informant Consultations*

General Amenity, Fit Out and Condition	Design and Accessibility
<ul style="list-style-type: none"> <li>Hall foyer space is good for older style building; good entry space.</li> <li>Large hall - good for large participation activities.</li> </ul>	<ul style="list-style-type: none"> <li>Size – plenty of room for activities undertaken; good size.</li> <li>Facilities provided – stage and supper room.</li> <li>Potential to be a good mid-sized performance venue if improvements made (Meeniyan a good example).</li> <li>Accessible.</li> <li>Visible from main road.</li> </ul>
Toilets, amenities and kitchen	Storage
<ul style="list-style-type: none"> <li>Size and location of kitchen is good.</li> <li>Large kitchen area.</li> </ul>	<ul style="list-style-type: none"> <li>Storage provided for Playgroup equipment is great.</li> </ul>
Outdoor, Traffic, Car Parking and Access	Other
<ul style="list-style-type: none"> <li>Outdoor area in summer.</li> <li>Playground at front of Pre-school is great – parents and other children have somewhere to be; children can “hang out” and play whilst waiting.</li> <li>Outdoor gated space.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-school: <ul style="list-style-type: none"> <li>Like it as it is.</li> <li>Great location and set off main street so safe; central meeting place.</li> </ul> </li> <li>Location second to none – on main street, accessible to Yinnar Township and broader community (far enough away from Hotel).</li> <li>Good for kids, eg Playgroup.</li> </ul>

#### 2. Programs & Services

Participants identified the following strengths, what is good /works well in regards to the current programs and services:

- Playgroup at hall is great.
- Maternal and Child Health Service at pre-school is great.
- Exercise class on Fridays.
- Have used for courses and training.
- Used for debriefs, strike teams – kitchen and dining.
- Taekwondo provided in hall.
- Provision is positive for the town – don't have to travel.

### 3.3.2 Current Issues Regarding Facilities, Programs and Services

Participants were asked to identify what are the current issues and gaps in terms of facilities, programs and services at the YDMH and Yinnar Pre-school with results summarised below.

#### 1. Facilities

Participants were asked about the issues and gaps in the current facilities with responses summarised under common themes in the table below.

Table 3.12 Facilities Issues and Gaps - Key Informant Consultations

General Amenity, Fit Out and Condition	Design and Accessibility
<ul style="list-style-type: none"> <li>• Heating – inefficient (takes a long time to heat up); payment (20c in slot).</li> <li>• “Cold feeling” (bricks).</li> <li>• Groups are going out of town for functions because the hall “is not a nice space”.</li> <li>• Pre-school – facilities are old and tired; no door on verandah area results in issue with rubbish and cat poo; using same hooks as did over 30 years ago.</li> <li>• Hall needs a re-vamp; is too big for some activities.</li> <li>• Acoustics and lighting are poor. Heating and cooling poor. Heating cost – coin in slot.</li> <li>• Facilities are dowdy – feels like stepping back in time, so what do teenagers feel like? All ages will find it tired.</li> <li>• Atrocious acoustics (sound bounces around).</li> <li>• Atrocious heating; provide heating.</li> <li>• Pre-school is dark and confined compared to others.</li> <li>• Used to meet at hall however too cold and no meeting space as such.</li> <li>• Pre-school is old.</li> <li>• Hall is cold – making unsuitable for functions and meeting.</li> <li>• Hall is drafty and cold resulting in some clients not attending classes in winter</li> </ul>	<ul style="list-style-type: none"> <li>• Functionality - difficult to hire part of the hall due to needing access to kitchen, toilets and storage as well as activity space/s.</li> <li>• Hall – wasted too big.</li> <li>• Not welcoming or suitable for all ages.</li> <li>• Dressing room facilities not available for performances/concerts as being used for storage.</li> <li>• Need smaller spaces (eg meeting room).</li> <li>• Hall needs to be upgraded.</li> <li>• Improvements needed to: amenities / toilets, kitchen facilities, storage, heating and cooling were most important. Also car parking provision, disability access, flooring, furniture and equipment, lighting, maintenance of the hall, outdoor areas, signage and visibility, transport access needs improving.</li> <li>• Stage is dangerous (eg young children playing on it).</li> <li>• Hall is too big for some activities.</li> <li>• Pre-school has served its purpose over many decades.</li> <li>• Playgroup is hard because of equipment storage upstairs; also safety issue with children following parents upstairs.</li> </ul>
<b>Toilets, amenities and kitchen</b> <ul style="list-style-type: none"> <li>• Parking issue especially if activities at hall and Pre-school at same time/s.</li> <li>• Toilets need upgrading.</li> <li>• Kitchen needs fixing to meet health standards (eg flooring, fans, stove).</li> <li>• Kitchen stretched - catering difficult.</li> <li>• Kitchen – nothing works.</li> </ul>	<b>Storage</b> <ul style="list-style-type: none"> <li>• Safety issue due to needing to take equipment up and down stairs to storage areas; secure areas so participants not able to access (stage) during programs and activities.</li> <li>• Safety in storage area – shelving (tables) not secured.</li> <li>• No storage for club.</li> </ul>
<b>Outdoor, Traffic, Car Parking and Access</b> <ul style="list-style-type: none"> <li>• Outdoor area – no shade/protection for children; wasted space; not practical or useable.</li> <li>• Lot of wasted space at rear of Pre-school.</li> <li>• Outdoor area is underutilised.</li> <li>• Parking is always a problem – not sufficient spaces and some not formalised.</li> <li>• Area at rear of Pre-school is wasted.</li> </ul>	

## 2. Programs & Services

The consultation participants were asked about the issues and gaps in the current programs and services with responses summarised under common themes in the following table.

Table 3.13 Programs and Services Issues and Gaps - Key Informant Consultations

Community Development	Programs
<ul style="list-style-type: none"> <li>Some groups/facilities are “clicky” and hard to break in as a new resident.</li> <li>Nowhere to meet and socialise with friends (apart from outside Post Office when collecting mail).</li> <li>Need more things happening – such good spaces.</li> <li>Lack of community connection opportunities if not involved in sporting club/s; nothing for children not involved in sport.</li> <li>No social spaces at Greenside Villas so residents do not mix and know each other; many have existing social connections making it hard for new residents to connect, especially those not originally from Yinnar.</li> <li>Elderly are living longer and get isolated and do not have local facilities to cater for their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Yinnar Primary School no longer use hall for plays; query if use hall for anything anymore.</li> <li>Lack of integration of programs, groups and activities – spread across facilities such as ARC, Bowling Club, etc.</li> <li>Youth – nothing to cater for youth except sport or low level skate park (what do youth do if do not play sport); no creative activities for young people; was never enough to do as a teenager in Yinnar.</li> <li>Does not provide the activities interested in so go back to Boolarra (social interactions, quilting group, etc).</li> <li>Friendship Club meet at Hotel – some will not go due to location.</li> </ul>
Services	Management , Fees and Charges
<ul style="list-style-type: none"> <li>More child maternity nurse referral sessions.</li> <li>Only one day Maternal and Child Health service – isolation issues for young mums.</li> </ul>	<ul style="list-style-type: none"> <li>Affordability – cost to hire hall due to low number of participants; sometimes not sufficient weekly income to cover hire fee.</li> <li>Unable to afford all activities therefore must choose which ones able to participate in.</li> </ul>
Hire	
<ul style="list-style-type: none"> <li>Not used enough by community; not used for concerts any more.</li> <li>Meetings for some community groups in Hotel which is not appropriate and excludes some people from participation.</li> </ul>	

### 3.3.3 Future Improvements / Opportunities Facilities, Programs and Services

The participants were asked to identify the future improvements and opportunities in terms facilities, programs and services at the proposed Yinnar Community Centre. Responses were clustered around the following key themes:

#### 1. Facilities

Participants identified the improvements needed and ideas for the future for facilities to support the services and programs to be provided with responses summarised under common themes in the following table.

Table 3.14 Facilities Future Improvements / Opportunities - Key Informant Consultations

Facilities	
General Amenity, Fit Out, and Condition	Design and Accessibility
<ul style="list-style-type: none"> <li>Quieter space would be beneficial.</li> <li>Spaces for all ages in community; social spaces (meet friends); space to do activities and keep children busy. Social space for those from Greenside Villas; Youth “hang out” space.</li> <li>Study area.</li> <li>Display spaces for memorabilia.</li> <li>Improved acoustics.</li> <li>Computers like at Churchill. Internet café / Wi-Fi.</li> <li>Small permanent soundproof room for services such as financial counselling.</li> <li>Stage – how can it be better utilised; could get rid of it as not really used.</li> <li>Must fix heating and acoustics.</li> <li>Modernise (dowdy) – more light (natural); roof; supper room.</li> </ul>	<ul style="list-style-type: none"> <li>North facing side - increase windows so floor to ceiling providing natural light and vistas.</li> <li>Option to use area at back of Pre-school for hall extension (eg outdoor area or rooms).</li> <li>Activate area between hall and pre-school.</li> <li>Linking of the two buildings into one.</li> <li>Facelift – bigger windows, render brick walls; display spaces; “warmer” spaces.</li> <li>Accessibility improvements.</li> <li>North facing side – remove cupboards.</li> <li>Need a space that is suitable for “functions” so that local groups stay in Yinnar rather than going to Morwell or Traralgon – keeping local and supporting local businesses in Yinnar.</li> <li>Move Maternal and Child Health (only used one day /week) into re-developed hall and then use room for Pre-school (eg storage).</li> </ul>

Facilities	
General Amenity, Fit Out, and Condition	Design and Accessibility
<ul style="list-style-type: none"> <li>All ages places and spaces especially for youth (social space – nothing for those who do not play / interested in sport); examples - Boolarra youth drama group; Lego Club for 8 – 13 years.</li> <li>Spaces that are heated.</li> <li>Performance: <ul style="list-style-type: none"> <li>Decent dressing rooms – two same size as those being used for storage (re-establish dressing rooms and provide alternative storage).</li> <li>Acoustic improvements – heavy curtains on windows; acoustic panels may be great to go with curtains.</li> <li>Stage lighting – lights and control panel (has light bar).</li> <li>Dedicated PA system.</li> <li>Rehearsal space would be good for local and district area bands; Strzelecki Stringbusters use maximum of two per month; ideally 10m x 10m (similar size to foyer area).</li> <li>Improvements made would bring in performances - could be a range of groups interested for rehearsals and performances.</li> </ul> </li> <li>Aesthetically pleasant building and facilities needed.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting room would be good. Sizes suggested varied – up to 30 people to be accommodated eg guest speaker. Meeting room - to cater for 10 – 15 people with facilities for tea/coffee; room to cater for 12 – 30 people.</li> <li>More connections between hall and Pre-school.</li> <li>More multi-use facilities.</li> <li>Space suitable for Strzelecki Stringbusters to perform.</li> <li>Change supper room into meeting room/s.</li> <li>Good to connect the two facilities.</li> <li>Major gap is comfortable meeting room but do not need to duplicate existing facilities available in town. Yinnar Football &amp; Netball Club has great facilities (carpet, acoustics) but community may not be aware.</li> <li>Keep Pre-school as is.</li> <li>Pre-school needs upgrading.</li> <li>Knock down the hall and pre-school and re-build – cheaper than re-developing.</li> <li>Pre-school – re-build entry area, close off and secure; flooring improved so can be washed.</li> <li>Front of buildings changed (been like that for ever); make more appealing.</li> <li>Provision of a community hub with Pre-school.</li> <li>Upgrade needed to provide / expand services.</li> </ul>
Toilets, amenities and kitchen	Storage
<ul style="list-style-type: none"> <li>Kitchen upgraded; more cooking facilities (stoves and cooktops), bench space; important outcome.</li> <li>Cooling needed for summer use.</li> <li>More efficient and effective heating.</li> <li>Improved and upgraded amenities.</li> <li>Proper heating and insulation.</li> <li>Kitchen improvements – new stoves.</li> </ul>	<ul style="list-style-type: none"> <li>Need proper shelving in storage areas for equipment; storage on same level as hall and supper room; increased storage area/s; secure and safe storage so participants not able to access (safety issue if storage on/behind stage).</li> <li>Storage for seating and tables eg under stage.</li> </ul>
Outdoor, Traffic, Car Parking and Access	Other
<ul style="list-style-type: none"> <li>Improve outdoor area – shade; weather protection; flexible space.</li> <li>More parking (formalised).</li> <li>Permanent designated play area – indoor / outdoor space.</li> <li>Pre-school – bigger undercover area; more grass; larger play area; utilise area at back (eg vegetable garden, car parking for hall).</li> <li>Good play space at Pre-school.</li> <li>Outdoor space – improved with more shade sails.</li> <li>Parking – more and formalised.</li> <li>Parking improvements – more formalised and upgrade so firmer ground (eg gravel or bitumen). Seal / gravel for parking at side of hall.</li> </ul>	<ul style="list-style-type: none"> <li>Inverloch Hub is great.</li> <li>Community Hub may be better located elsewhere – eg old rail reserve because link with other facilities (ARC and garden) and main town area.</li> <li>Need to cater for growth in Yinnar.</li> <li>Pre-school – consider improving so less “dingy” – more windows.</li> <li>Facilities that would encourage usage include amenities/toilets, improved car parking, environmentally sustainable design, facilities suitable for older adults, kitchen facilities, improved / expanded outdoor area, social areas / lounge spaces, heating and cooling and updated modernised facilities.</li> </ul>

## 2. Programs & Services

The consultation participants identified the improvements needed and ideas for the future for programs and services with responses summarised under common themes in the table below.

Table 3.15 Programs and Services Issues and Gaps - Key Informant Consultations

Service Provision	Program Provision
<ul style="list-style-type: none"> <li>• Book exchange – swap book for a book or gold coin.</li> <li>• Men's Group (eg Men's Shed).</li> <li>• Maternal &amp; Child Health Service and support for young mums – need to connect with young mums (don't know anyone and very isolated if left alone); community connection opportunities and services.</li> <li>• Youth Centre activities would be good – a place to go without parents that is 'safe'.</li> <li>• Doctor's at hall.</li> <li>• Neighbourhood House type programs - short courses such as cooking and languages.</li> <li>• Café / social space for mums; what can provide for families to meet population growth.</li> <li>• Services for older population such as business, health (eg yoga) – meet identified needs.</li> <li>• Doctors (including night sessions), Centrelink for older people; book exchange.</li> <li>• Services that would utilise include display and exhibition spaces, health and wellness classes, IT / internet computer services/programs, Justice of the Peace, neighbourhood house programs, older adults programs / services and social activities.</li> <li>• Hall upgrade needed to expand the service provided (exercise classes) and to attract new clients and provide appropriate service to older clients</li> </ul>	<ul style="list-style-type: none"> <li>• "Pot luck" dinners once a month, guest speakers (travel stories, experiences), daytime or night-time in summer, classes, etc</li> <li>• Difficult to find out what is happening at ARC.</li> <li>• Mums and Bubs Exercise, story time, school holiday programs (especially for working parents).</li> <li>• Drop-in community friendly activities.</li> <li>• Supervised study program of young people (roster).</li> <li>• Activities for children – after and before school care; performing arts (dance, theatre, music).</li> <li>• Opportunities for connections between playgroup and Primary School (eg primary students reading to playgroup).</li> <li>• Activate outdoor area.</li> <li>• Activities for older adults eg U3A classes would be good.</li> <li>• Dance school – fun for children. Dances for children.</li> <li>• Playgroup at hall – keep it going.</li> <li>• More community activities, programs and classes – maybe satellite of Churchill Neighbourhood House.</li> <li>• More for youth (drama, drumming, music).</li> <li>• More exercise classes eg Zumba.</li> <li>• Performances including suitable for young people.</li> <li>• Coffee morning/s in hall as social and community meeting opportunity.</li> <li>• Market of some description (may be better in Railway Park).</li> <li>• Would attend if opportunities provided that interested in (currently go back to Boolarra as provides activities interested in.</li> <li>• Ideas could include productions, dances, Stringbusters and other groups, meal and show.</li> <li>• Classes and Workshops - could be interested in running programs/workshops if kitchen upgraded eg Preserving Day need preparation and cooking spaces (more than one cooktop).</li> <li>• Family friendly movie nights (few per year); more for young families.</li> </ul>
Community Development	Management , Hire, Fees and Charges
<ul style="list-style-type: none"> <li>• More integration in community.</li> <li>• Small town so do not expect a lot however it would be better to be able to connect more with others in the town.</li> <li>• With more people coming to Yinnar will be increased demands and need.</li> <li>• If hall warmer would get more use including stage.</li> </ul>	<ul style="list-style-type: none"> <li>• Affordability – keep hire fees low to encourage and facilitate usage by not-for-profit groups.</li> <li>• Operating hours that facilitate community group usage and after meeting socialising.</li> <li>• Affordable / low cost to use / hire and flexible operating hours.</li> <li>• Strzelecki Stringbusters would use rehearsal space maximum of two per month; ideally 10m x 10m (similar size to foyer area).</li> <li>• Improvements made would bring in performances - could be a range of groups interested for rehearsals and performances.</li> <li>• Strzelecki Stringbusters – organise three performances per year if improvements to hall (acoustics, dressing rooms); access touring artists.</li> <li>• Historical Society – annual Gippsland Meeting could be hosted if suitable facilities for catering (lunch).</li> </ul>

## 3.4 Vision and Concept Development Cafés

Two youth cafés and one vision and concept development community café were conducted with results provided in the following sections.

### 3.4.1 Youth Cafés

The two Youth Cafés consisted of one for representatives from Yinnar Primary School and one targeted to Yinnar and district young people aged 12 – 25 years with key information provided below.

#### 1 Best things about YDMH and Yinnar Pre-school

The best things about the YDMH and Yinnar Pre-school as identified at the Youth Cafés are summarised in the following table.

*Table 3.16 Best Things about YDMH & Yinnar Pre-school from Youth Cafés*

Great things about the Hall and Pre-school	
Has a lot of space.	Can be sectioned off.
Nice town and good area.	Good outdoor area.
Good stage.	Looks friendly.
Looked after.	The kitchen.
Big kitchen – good kitchen access.	Concerts.
Where it is.	It has toilets.
Has outdoor space.	It has a stage.
Lots of room.	Pre-school has a good playground.
Storage.	Disco.
Have concerts.	Lots of space.
Plenty of room to play.	Playground.
Toilets.	Has a stage.
We had concerts at the hall.	Has a kitchen.
Can be used to do lots of stuff.	Toilets.
Storage.	Has a stage.
Host functions.	Great staff.
Great playground.	Kitchen / lots of room.
Has a stage.	Has a lot of room.
Has a very nice kitchen.	Outdoor space.
Concerts.	Taekwondo.

#### 2 Issues – what is wrong or missing at the hall or Pre-school?

The key issues raised in the Youth Cafés are summarised in the following table.

*Table 3.17 Key Issues from Youth Café – what is wrong or missing at the hall or Pre-school*

Issues – what is wrong or missing at the hall or Pre-school	
General Amenity and Facilities	
Getting old.	Roof is cracked.
It needs more colour.	No stage lights.
Pretty closed in.	Kitchen.
Not colourful.	Cold (2).
Not much room for concerts.	More trees.
Dark.	Water.
Colour.	Bigger stage.
It needs new clean water.	New floorboards.
It is cold and dark.	No colour.
Floor boards – stick up, give splinters, squeaky	No heater but there's a fan.
Better lighting.	Needs new toilets.
What is the path at kinder for (good idea) – now not much grass space.	

Issues – what is wrong or missing at the hall or Pre-school	
Programs and Services	
Not enough activities.	Not much to do – not much activities there.
Hall is not clean – always dusty.	No movie nights.
No toys.	Dirty and dusty.
Dirty.	Have more community activities.
Doesn't get used.	

### 3 Future Improvements and Opportunities

The future improvements and opportunities (solutions to issues, making things better at the hall and Pre-school) for Yinnar Community Centre as raised at the Youth Cafés are summarised in the following table.

*Table 3.18 Future Improvements and Opportunities - Making Things Better from the Youth Cafés*

Future Improvements and Opportunities – Making things better at the hall and Pre-school	
General Amenity and Facilities	
Good commercial kitchen.	Better access to storage.
Lights for stage.	Improved lighting.
New curtains and cupboards.	More lights.
Good heating – indoor and outdoor. False ceiling to keep hall warm.	Connect the Pre-school to the hall.
Social space – books, TV, couches.	More appealing.
Remove cupboards and put bay windows along the whole north side. Provide new cupboards.	Kinder - Renovate to become bigger maybe knock down wall for a bigger space.
More colour / feature walls. Plaster / paint bricks.	Painting (5) – new and brighter.
Heaters (3).	New floorboards (2).
Outdoor Areas, Car Parking and Access	
Better parking.	Park.
Nicer outdoor garden / landscaping.	Play equipment.
Roof over half of outdoor area.	Concrete easement between hall and Pre-school and landscape with colours.
Programs and Services	
Chess club and tournaments.	Needs to be cleaner (3).
Computer clubs.	Get a projector (2).
Community disco.	Fundraisers (3).
Good social activities – like a pool table.	Movie nights (3) including more; once a week
Community meetings.	Community activity.
Fundraisers for anyone.	More activities.
Have a suggestion jar open all day every day for public ideas.	More toys for the Pre-school.

The participants at the Yinnar Primary School Youth Café were able to vote for the top three improvements with the results (in priority order) being:

1. Movie Night – Projector (7).
2. Paint (7).
3. Fundraisers (4).

### 4 Vision – When we walk into the hall and Pre-school in five years time ....

The Youth Café participants were asked to describe what the hall and Pre-school would be in five years' time with results provided in the table below.

Table 3.19 Youth Café Yinnar Community Centre Vision

What Yinnar Community Centre will be in five to ten years' time?		
Fun space.	Artwork.	Posters.
Colourful (2).	Memorabilia.	Lights.
Inside might be more child friendly.	Sound system.	Disco lights.
More modern.	Couches (2).	Vegie Patch.
Curtains.	Modern looking and warm.	Floor boards.
Cool landscaped gardens with rocks – really impressive.	Useable outdoor area with heating, tables and chairs.	Projector.
Car park.	Amazing.	Appealing.
Movie nights.	Joined.	Cosy.
Enjoyable for all ages.	Crowded.	Having fun.
Heaters.		

### 3.4.2 Vision and Concept Development Café

A café consultation to consider the vision and concept development for a potential Yinnar Community Centre was conducted for the Yinnar Community Centre Community Engagement Project Steering Project Steering Committee and other interested members of the Yinnar and district community.

Table 3.20 Concept Development Café Results

What facilities will and/or need to be there?	
<b>Design and Accessibility</b>	<b>General Amenity and Fit out</b>
<ul style="list-style-type: none"> <li>• More modern and flexible building for range of activities.</li> <li>• Replace north wall with floor to ceiling windows. Bay windows on northern side.</li> <li>• Redevelop rear stage area to enable stage to be pushed back.</li> <li>• Supper room redevelopment to more usable space.</li> <li>• Office.</li> <li>• Spaces to socialise; lounge area. Café – place to gather.</li> <li>• Extension at rear of building for storage.</li> <li>• Meeting rooms / consulting rooms (2). Divided meeting room.</li> <li>• One main entry – hall/pre-school.</li> <li>• Foyer – couch area, information.</li> <li>• Warm, inviting, lighting (stage).</li> <li>• Larger windows.</li> </ul>	<ul style="list-style-type: none"> <li>• Solar panels / solar heating.</li> <li>• Maintain ability of hall for large groups.</li> <li>• Wired for sound (surround sound), lighting (including disco) and amplification to facilitate different user groups. Upgraded acoustics/sound.</li> <li>• Toilet facilities upgraded (2).</li> <li>• Heating.</li> <li>• Internet connection.</li> <li>• Commercial kitchen.</li> <li>• Booking board in foyer.</li> <li>• Storage under stage (3).</li> <li>• Kitchen area – cooking facilities.</li> <li>• Paint lighter / brighter colours.</li> <li>• Movie projector (2), sound proofing.</li> </ul>
	<b>Outdoor Areas, Car Parking and Access</b>
	<ul style="list-style-type: none"> <li>• Separate play spaces for pre-school and playgroup.</li> <li>• Separate from hall and outdoor areas.</li> <li>• Decking over services.</li> <li>• Community garden (inc pre-school).</li> <li>• Shared outdoor play area (pre-school and playgroup).</li> <li>• Car parking – northern side and across from building.</li> <li>• Real excavators in sandpit.</li> <li>• Landscaped.</li> <li>• Outdoor BBQ area.</li> </ul>
What will be happening?	
<b>Programs and Activities</b>	
<ul style="list-style-type: none"> <li>• Social activities - concerts, movie nights, etc.</li> <li>• Community fun nights – BBQs, meals, pizza nights, local bands/choirs, Yinnar's Got Talent, trivia nights.</li> <li>• Playgroup activities – story time, themed activities and community events (eg Lego club, Easter, Halloween, Xmas, Fairies in the garden, etc).</li> <li>• Funerals / services.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer school classes.</li> <li>• Quilting group/classes (2).</li> <li>• Coffee mornings/afternoons.</li> <li>• Mothers groups.</li> <li>• Exercise groups, physical activities.</li> <li>• Playgroup.</li> <li>• Pre-school – existing "normal" traditional preschool model.</li> </ul>



What will be happening?	
<b>Programs and Activities (cont)</b>	
<ul style="list-style-type: none"> <li>Theatre and music performances.</li> <li>Kitchen - hired out to people to use for production of products to sell. Cooking classes (school groups, community groups) interacted with community garden.</li> <li>Micro businesses.</li> </ul>	<ul style="list-style-type: none"> <li>School concerts.</li> <li>Meeting place for amateur dramatic and choral groups.</li> <li>Fiddlehead Festival.</li> <li>Car club meetings.</li> <li>Community theatre nights.</li> </ul>
<b>Service Provision</b>	
<ul style="list-style-type: none"> <li>Professional services – allied health / doctors, banking, financial advice, Maternal and Child Health (3), Centrelink.</li> <li>Visiting specialists.</li> </ul>	<ul style="list-style-type: none"> <li>Book swap.</li> <li>After School care.</li> <li>Volunteer network.</li> </ul>
<b>What people will be saying</b>	
<ul style="list-style-type: none"> <li>Had a blast.</li> <li>Good place to meet new people.</li> <li>Didn't freeze my ass off!</li> <li>I'll be going back there.</li> <li>Enjoyed the pizza.</li> <li>Great music.</li> <li>Services were helpful and friendly.</li> <li>Useful office space.</li> <li>Great community events</li> <li>Welcoming community.</li> <li>Learnt new information.</li> </ul>	<ul style="list-style-type: none"> <li>New clubs.</li> <li>Great place to meet.</li> <li>Great services.</li> <li>Great place for entertainment.</li> <li>Joint projects for hall users.</li> <li>Great social connectedness amongst the community.</li> <li>Warm!</li> <li>Impressive entrance.</li> <li>Services in good working order.</li> <li>Excavator in sandpit is fun.</li> </ul>
<b>What does it look like</b>	
<ul style="list-style-type: none"> <li>Smaller stage.</li> <li>Better acoustics.</li> <li>More toilets for capacity for venue.</li> <li>User friendly for all.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting rooms.</li> <li>Office spaces for Doctor, specialists, etc</li> <li>Dances.</li> <li>Bright vibrant community hall.</li> </ul>

The Café participants were asked to describe what the hall and Pre-school would be in five to ten years' time with results provided in the table below.

Table 3.21 Yinnar Community Centre Café - Vision

What Yinnar Community Centre will be in ten years' time?		
Well used.	Well heated.	Modern.
Bright.	Well maintained.	Inviting (3).
Cheerful.	Encapsulating.	Well landscaped.
Open.	Busy.	Families connected.
Well lit / lit-up (3).	Full car park and bike racks.	Hot real coffee!
Shows well booked.	Warm and friendly.	Easy to book / easy to access.
Flexible work / usage space.	Cost effective for community groups.	Inviting and aesthetically pleasing.
"A meeting place" to catch up.	Children playing.	Nice gardens.
Mixture of age groups and user groups.	Well painted.	Aesthetically pleasing.
Very inviting.	People cooking.	Natural lighting.
Signage – services, facilities.	Active place.	Busy place.
Stands out.	Colour.	Classy.
Landscaping attractive.		



## 4 Resident Facilities and Services Survey

### 4.1 Introduction

During July and August a survey was distributed amongst the Yinnar and District community. A total of 48 surveys were completed with respondents providing information on:

- Respondent profile.
- Current use of the YDMH.
- Potential future use of the YDMH.

#### 4.1.1 Respondent Profile

The following table summarises the respondent sample in the Yinnar and District Resident Facilities and Services User Survey.

Table 4.1 Survey Respondent Sample

CATEGORY	SUB-GROUP	NUMBER	% of Question Respondents
Gender	Female	33	78.6
	Male	9	21.4
Age Range	Under 18 years	1	2.3
	18 – 24 years	0	0.0
	25 – 34 years	7	15.9
	35 – 44 years	3	6.8
	45 – 54 years	8	18.2
	55 – 64 years	9	20.5
	65 – 74 years	7	15.9
	75+ years	9	20.5
Area of Residents	Driffield	3	6.8
	Hazelwood	3	6.8
	Yinnar	31	70.5
	Yinnar South	4	9.1
	Other Latrobe City Council area	2	4.6
	Other Council Area	1	2.3

A review of the survey sample indicates that:

- Fewer males (21.4%, 9) responded to the survey than females (78.6%, 33).
- The age brackets that received the highest percentage of respondents were 55 to 64 years (20.5%, 9) and 75 years and over (20.5%, 9).
- Yinnar (70.5%, 31) accounted for the largest proportion of survey respondents which may reflect the areas of survey distribution and promotion.

### 4.1.2 Use of the Yinnar & District Memorial Hall

Respondents were asked to identify if they have attended any events, activities or programs at the YDMH in the preceding 12 months, with results summarised in the table below.

Table 4.2 Use of the YDMH

	Number	% of Respondents
Yes	30	62.5
No	18	37.5

The facility usage results indicate that almost two-thirds (62.5%, 30) people who completed the survey have made use of the YDMH in the last 12 months. Just under 4 out of 10 respondents (37.5%, 18) had not used the Hall in the preceding 12 months.

### 4.1.3 Reasons for Non Use

The survey respondents were asked to identify the reasons for not using the YDMH in the preceding 12 months with results provided in the figure below.

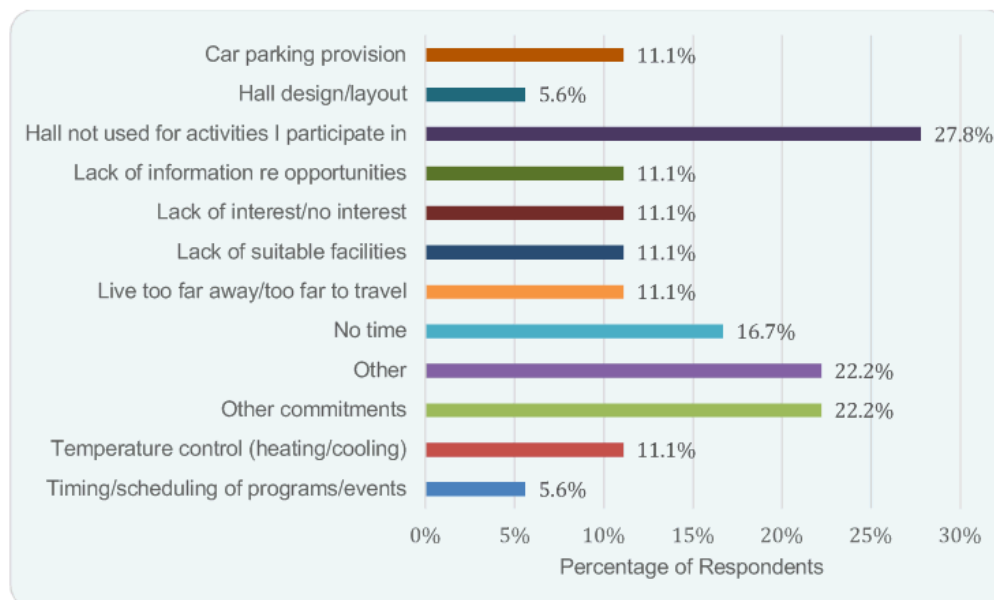


Figure 4.1 Reasons for Non-use of the Hall

A review of the results for reasons for non-use of the YDMH indicates that:

- The reason with the highest percentage of respondents was hall not used for the activities that I participate in with 27.8% (5) respondents.
- The next highest responses were other commitments and other both with 22% (4).
- The other responses were no need to (2), had no reason to attend and no functions to attend.

Given the low number of respondents the results are only a guide/trend and should be considered with research results from the consultations, with further research if reliable data is required.

**4.1.4 Details of Visitation**

Survey respondents that had identified that they had made use of the YDMH were asked to identify how often they had visited/attended an event, program or activity at the hall in the last 12 months with results provided in the figure below.

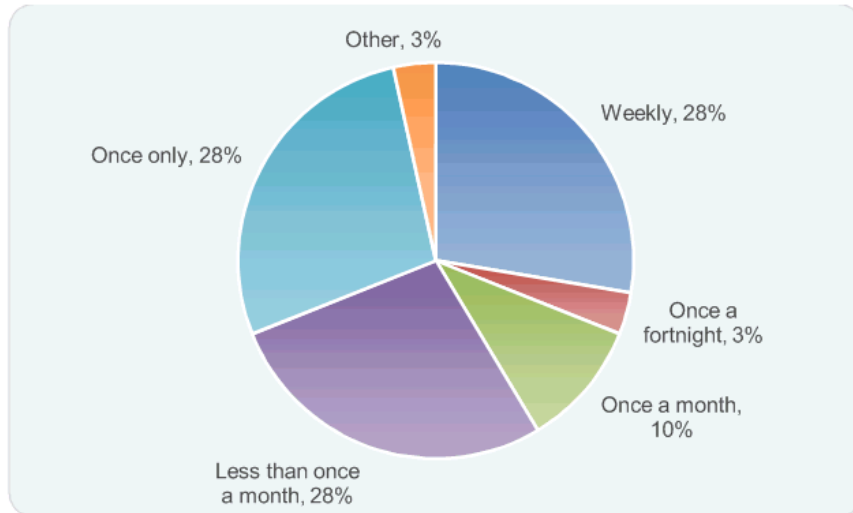


Figure 4.2 Frequency of use of the YDMH

A review of the results for frequency of use by users of the YDMH in the past 12 months indicates that the highest percentage responses were weekly, less than once a month and once only all with 28% (8) each.

**4.1.5 Reasons for Using the YDMH**

Respondents were asked to identify the purpose/reason for using / visiting the hall with multiple responses allowed. The results are proved in the following figure.

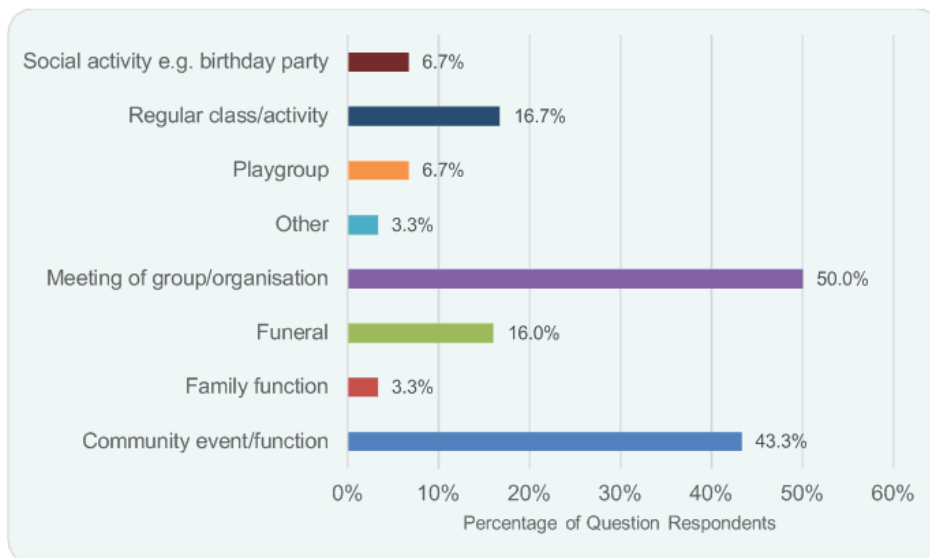


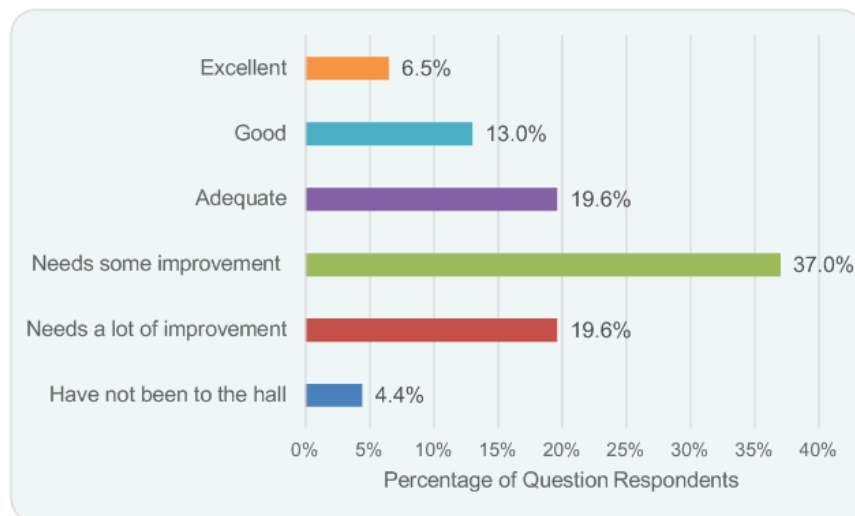
Figure 4.3 Reasons of Using / Visiting the YDMH

A review of the results for reasons for using / visiting the YDMH indicates that:

- The reason with the highest percentage of respondents was meetings of groups/organisation with 50.0% (15).
- The response with the next highest percentage of respondents was community events/functions with 43.3% (13).
- Almost one-third (30%, 9) used/visited the hall for a regular class/activity.

#### 4.1.6 Rating of Facilities

Survey respondents were asked to rate the overall standard of the hall in terms of providing for the needs of the activities that they partake in, with results provided in the following figure.

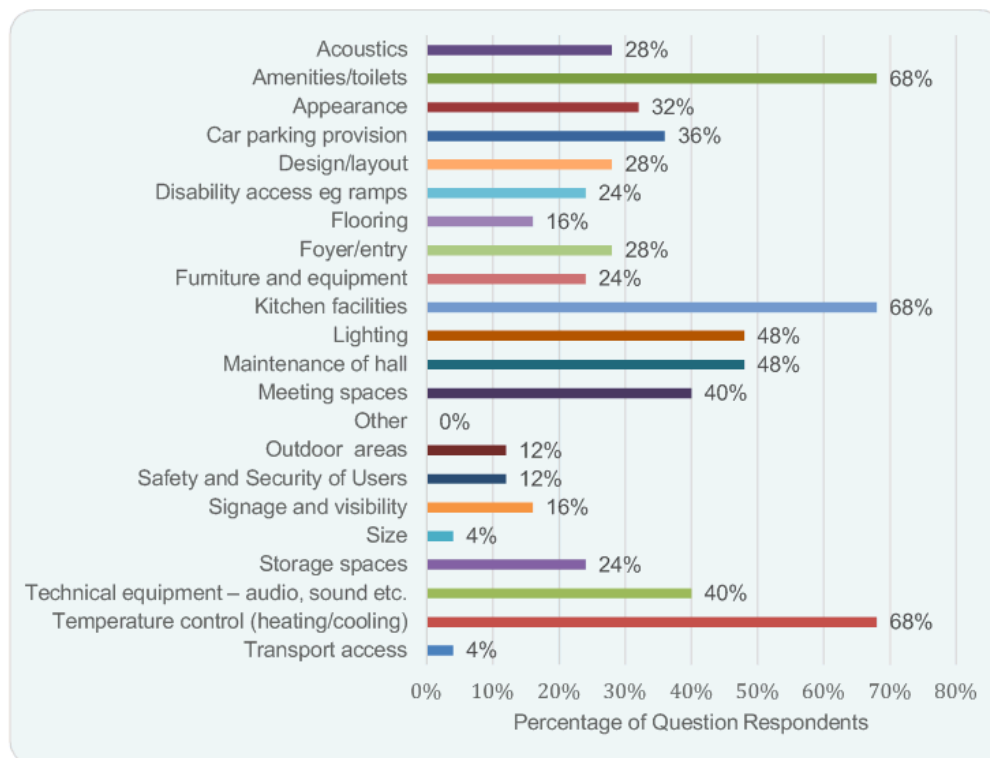


*Figure 4.4 Rating of Current Hall Facilities*

A review of the results for rating the overall standard of the YDMH indicates that:

- Less than adequate ratings, needs some improvement or needs a lot of improvement was provided by more than half of the survey respondents (56.6%, 26). Of these more than one-third (37%, 17) responded that the hall needs some improvement.
- A positive rating (being excellent, good and average) was provided by 39.1% (18), with the majority, 19.6% (9) rating the hall as adequate.

Those respondents that indicated that the hall required improvement were asked to identify areas for possible improvement with results provided in the figure below.



*Figure 4.5 Areas for Possible Improvements to YDMH*

A review of the results for the areas of the YDMH that requires improvement indicates that:

- The areas that the highest percentage of question respondents believed needed improvement were temperature control (heating / cooling), amenities/toilets and kitchen facilities all with 68% (17).
- Almost one-half of question respondents identified maintenance of hall and lighting both with 48% (12) as areas for improvement.
- Over one-third (36%, 9) responded that car parking provision needed improvement followed by appearance with 32% (8).
- Over one-quarter (28%, 7) identified acoustics, design/layout and foyer/entry as needing improvement.

#### 4.1.7 Other Community Halls / Centres Used

the total population to 10.7%. The 15 notify any other community halls/centres that they had used in the previous 12 months with results summarised in the following figure.

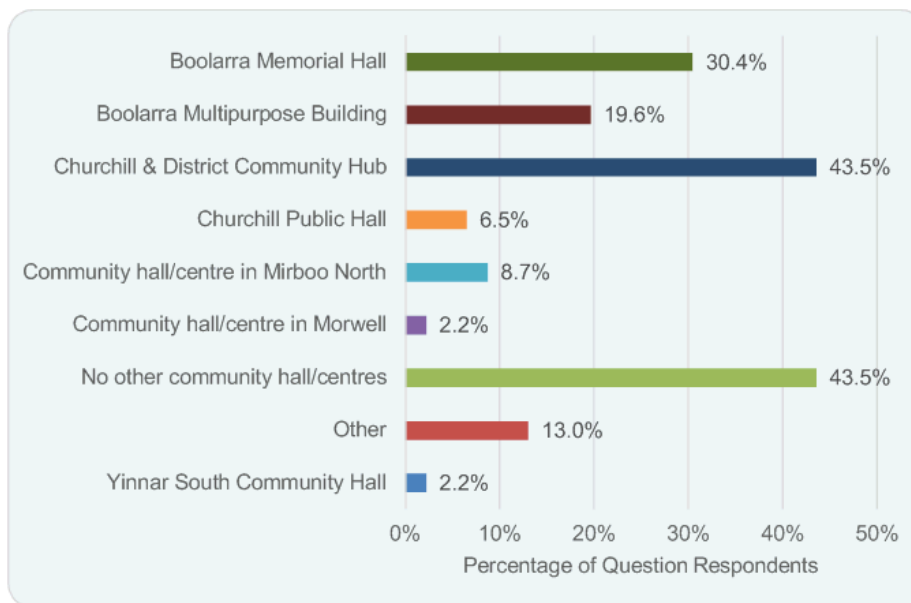


Figure 4.6 Other Halls / Centres Used in the Previous 12 Months

A review of the results for other half/centres used in the previous 12 months indicates that:

- Almost half (43.5%, 20) had not used any other community halls/centres.
- Of those respondents that had used another hall/centre, a significant proportion of people had made use of the Churchill & District Community Hub (43.5%, 20).
- Boolarra Memorial Hall was used by almost one-third (30.4%, 14) of question respondents whilst Boolarra Multipurpose Building was used by 19.6% (9).
- The only other hall included in the project area, Yinnar South Hall was only used by one survey respondent.

Individuals that had used other halls/centres were asked to identify the reasons for this use. The following figure provides the key reasons.

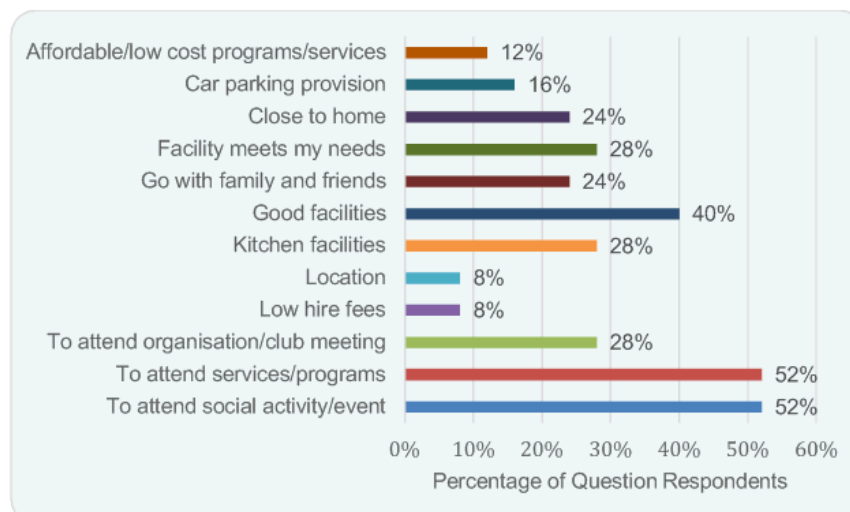


Figure 4.7 Reasons for Using Other Halls / Centres in the Previous 12 Months

The results for reasons for visiting other halls/centres in the previous 12 months indicates the following trends:

- The main reasons for utilising other halls/centres were to attend a service/program, or to attend a social activity or event, both with 52% (13) of question respondents.
- The quality of the facilities was also a key reason why respondents chose to use another facility, 40% (10) respondents.
- The next highest response were facility meets my needs, kitchen facilities and to attend organisation/club meeting all with 28% (7).

#### 4.1.8 Future Use of the Yinnar & District Memorial Hall

Respondents were asked if they would like to use/hire the hall in the future if a redevelopment was to occur. The results are shown in the figure below.

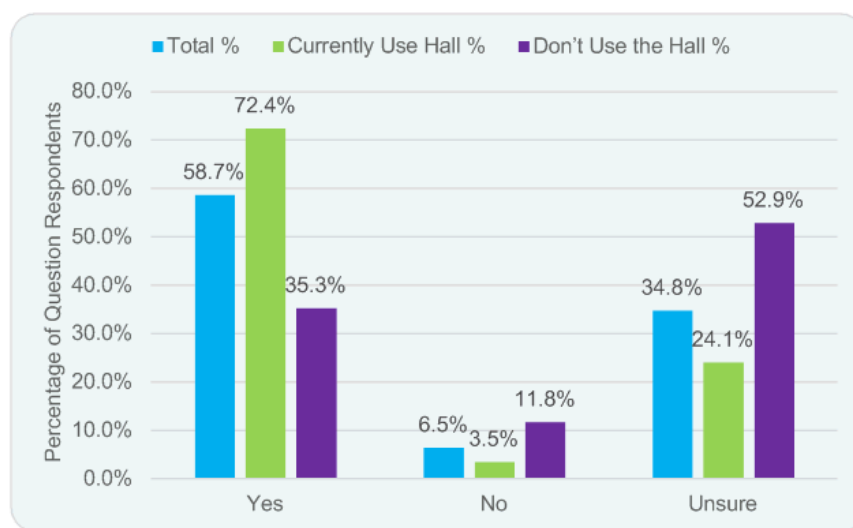


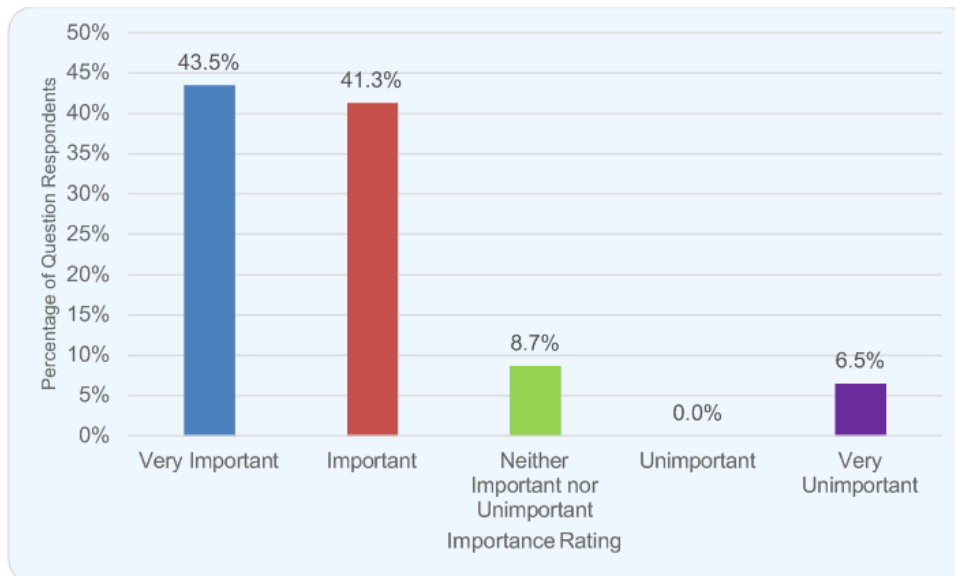
Figure 4.8 Future Use of a Redeveloped YDMH

A review of the results for reasons for visiting other halls/centres in the previous 12 months indicates the following trends:

- Overall almost two-thirds (58.7%, 27) of respondents would be likely to use a redeveloped YDMH in the future.
- Only 6.5% (3) indicated that they would be not use the facility.
- When divided into those respondents that currently use the hall and those that do not make use of the hall, it is clear that those that currently use the hall are significantly more likely to use the re-developed facility (72.4% compared to 35.3%).
- Those respondents that have not used the facility in the previous 12 months had a higher percentage that were unsure of their future use (52.9% compared to 24.1% for current users).
- Of importance is that over one-third (34.8%, 16) of hall non-users would use a redeveloped YDMH.



Respondents were asked to identify how important the redevelopment of the hall in the future was to them with results provided in the figure below.



*Figure 4.9 Importance of the Redevelopment of the YDMH*

A review of the results for the rating of the importance of the redevelopment of the YDMH indicates that:

- The majority of people (84.8%, 39) deemed it very important or important that the redevelopment occur, with 43.5% (20) rating it as very important and 41.3% (19) as important.
- In comparison only 6.5% (3) believed it was very unimportant.

#### **4.1.9 Facilities, Services & Programs that Would Encourage Future Use of the Hall**

All survey respondents were asked questions about what facilities, services and programs would encourage them to use the hall in future, with multiple responses allowed.

The results for features and facilities that would encourage use of the hall in the future are provided in the figure below.

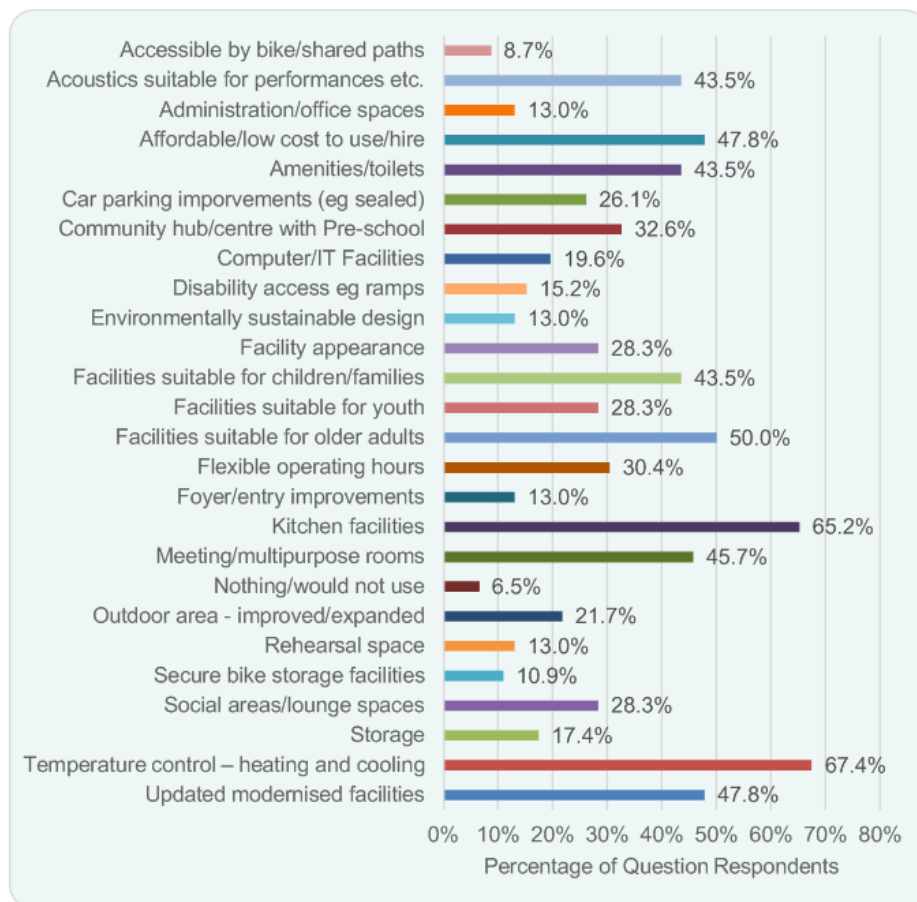


Figure 4.10 Facilities and Features that would Encourage Use of a Redeveloped Hall

A review of the results for facilities and features that would encourage use of the redeveloped YDMH indicates the following trends:

- The main requests by respondents to assist them in making greater use of the hall in the future was to have control over the temperature (heating and cooling) with over two-thirds (67.4%, 31) of respondents followed by kitchen facilities (65.2%, 30). This is consistent with the results of the question about areas for possible improvement of the current hall (Refer Figure 4.5).
- Half (23) of the question respondents identified need for facilities that are suitable for older adults.<sup>10</sup>
- Just under half of respondents identified affordable/low cost to use/hire, meeting/multipurpose rooms and updated modernised facilities as features that would encourage use of the hall.
- Other responses with more than a third or more of the question respondents were acoustics suitable for performance, amenities/toilets and facilities suitable for children/families each with 43.5% (20) and community hub/centre with Pre-school (32.6%, 15).
- Only 6.5% (3) responded nothing / would not use.

<sup>10</sup> Note that this result may be a reflection of the survey respondent profile with 36.4% 65 years plus.

Respondents were asked what services/programs they would utilise at a potential Yinnar Community Centre if developed and offered in the future. The results for the services/programs are provided in the figure below.

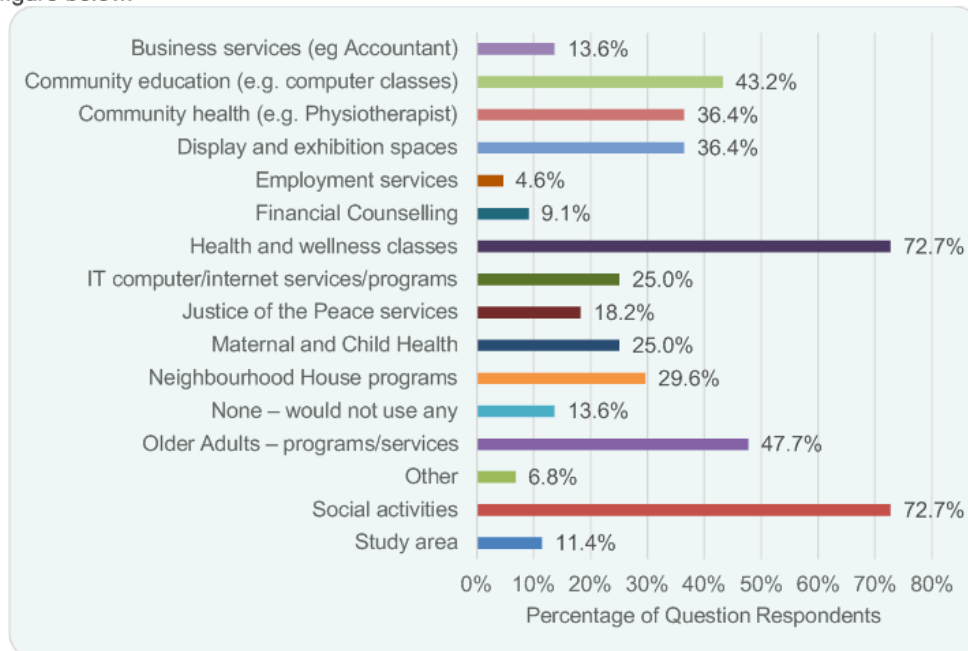


Figure 4.11 Services and Programs that Respondents would utilise at a Yinnar Community Centre

A review of the results for the services and programs that respondents would utilise at a potential Yinnar Community Centre indicates the following trends:

- Almost three quarters of the question respondents would participate in health and wellness classes and social activities (72.7%, 32).
- Almost half (47.7%, 21) would utilise older adults – programs / services whilst community education classes (eg computer classes) would be utilised by 43.2% (19).
- Over one-third (36.4%, 16) would utilise community health (eg Physiotherapist) services and display and exhibition spaces.
- Only six (13.5%) responded none – would not use any.

Respondents were asked to identify how important it is to them that these services are offered at a potential Yinnar Community Centre with responses provided in the figure below.

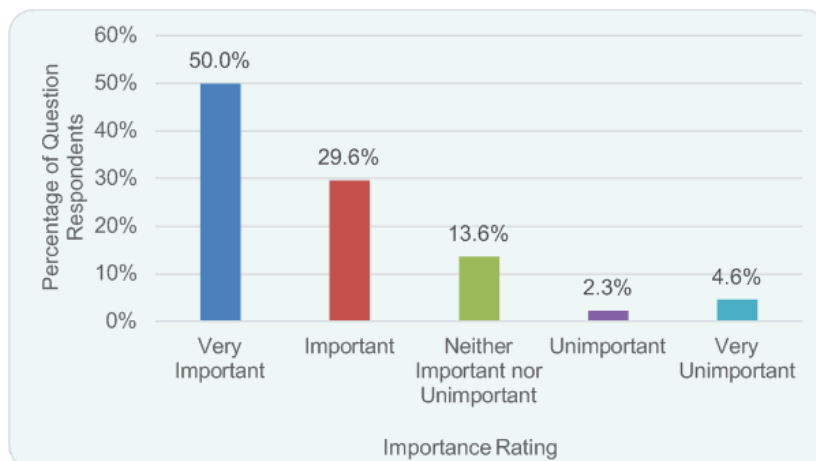


Figure 4.12 Importance of Offering Services at the Potential Yinnar Community Centre

The review of results for how important provision of the services are to question respondents indicates that:

- The majority of people (79.6%, 35) deemed it very important or important that the provision of these services occur. Of these half responded that the provision was very important and almost one third (29.6%, 13) that it was important.
- In comparison 6.9% (3) responded that provision was unimportant or very unimportant.

#### 4.1.10 Frequency of Future Usage of the Potential Yinnar Community Centre

If the YDMH were to be redeveloped in the future, respondents were asked how often they would use the facilities, services and programs with results provided in the following figure.

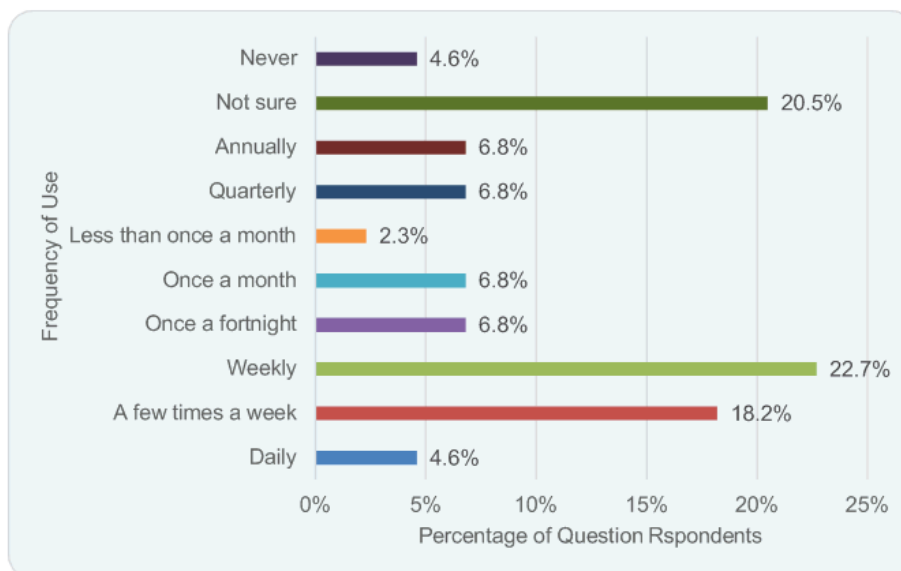


Figure 4.13 Frequency of Use of Facilities, Services and Programs at a Potential Yinnar Community Centre

A review of the results for the potential frequency of use of the facilities, services and programs at the possible Yinnar Community Centre indicates the following trends:

- Almost half (45.5%, 20) of the question respondents indicated that they would use the facilities, services and programs at the potential Yinnar Community Centre weekly or more.
- Of these nearly 1 in 4 respondents (22.7%, 10) stated that they would use the facilities weekly in the future. A further 18.2% (8) stating that they would use them a few times a week.
- Of the question respondents 20.5% (9) were uncertain how often they would make use of the facilities, services and programs.
- Only 4.6% (2) of the question respondents would never use the facilities, services and programs.
- A review against the current usage shows that only 27.6% (8) currently used the facility weekly compared with the 45.5% (20) who would use the facilities, services and programs weekly or more if redeveloped in the future.

#### 4.1.11 Further Comments

Survey respondents were able to provide further comments regarding community facilities, programs and services in Yinnar and district with eight responses received. A copy of the written comments is detailed in Appendix Two of this report.

Key points to note include the following:

- Facilities – showers useful especially in fire periods; definitely upgrade (kitchen, audio, lighting for performance, meeting rooms for classes, improved parking, heating and cooling); repair floorboards;
- Services / programs – not appropriate to be meeting in the hotel; against night time use for social functions, supportive of upgrade for daytime use only.
- Other – population growth (safer for youth and older adults if these are available in town; user friendly facility for people to use and stay in town to support).



The project architects, etch Architectural Solutions Pty Ltd completed a site investigation and provided a report which together with the results of the community engagement provided in the previous sections has been utilised to inform the development of the concept plans for the two facility development options provided in Volume One.

A copy of the report is provided in Appendix Three.

## Appendix One: List of Representative's - Consultations and Interviews

Organisation	Name	Position
<b>Yinnar and District Community Groups</b>		
Yinnar & District Memorial Hall Committee	Ian Blake Glenys Webster Lorraine Leviston Helen O'Hara Robyn Webster	President Vice President Assistant Secretary Committee Committee
Yinnar & District Community Association	John Harris Glenys Webster Lorraine Leviston Barrie Webster Win Morrison	
Yinnar & District Community Garden	Rosemary Abetz-Rouse	Treasurer
Yinnar Historical Society	Phillip Williams Win Morrison	President Secretary
Strzelecki Stringbusters	Ray Negro Gary White	
Possums of Yinnar Playgroup	Jane Visser and five members	
Yinnar Football & Netball Club	Peter Linton	President
Yinnar CFA	Herb Smith	
Yinnar South CFA	Eric Deppeler	
Hall Exercise Group	Details not provided	
Hazelwood Cemetery	Lorraine Leviston Glenys Webster	Committee
Older Adults	Three from Greenside Villas	
<b>Education Providers</b>		
Yinnar Primary School	George Telford	Principal
Yinnar South Primary School	Katy Grandin	Principal
Federation University	Alan Scarlett	Campus Manager
Federation Training	Paulette Ware	Business Partnership Consultant
Churchill Neighbourhood House	Julia Leonard	Co-ordinator
<b>Health, Community Sector and Government</b>		
Department of Health & Human Services	Tania Clarke	Community Participation Officer
Department of Human Services (Australian Government)	Noel Murray	
Latrobe Regional Hospital	Frank O'Dowd	Child & Youth Mental Health Manager
Latrobe Community Health Service	Claire Watts	Senior Health Promotion Officer
Regional Development Victoria	Katrina Cranwell	Development Officer
General Practice	Dr Margaret Ann Costello	
<b>Latrobe City Council</b>		
Councillor	Councillor Darrell White	Ward Councillor and Chair Project Steering Committee



Organisation	Name	Position
<b>Yinnar and District Community Groups</b>		
Council Officers	Kay Jellis	Aged & Disability Services
	Deb Brown	Rural Access
	Teresa Pugliese	Community Development
	Heather Farley	Community Strengthening
	Liam Bantock	Community Development
	Karen Tsebelis	Healthy Communities
	Deb Skinner	Latrobe City Libraries
	Kate Kerslake	Children and Family Services
	Teresa Forbes	Children and Family Services
	Kate Dalton	Children and Family Services
	Leanne Schmutter	Yinnar Pre-school
	Sarah Watson	Yinnar Pre-school
	Natasha Howlett	Yinnar Pre-school

## Appendix Two: Survey Further Comments

Survey Further Comments
I think showers like at the hub would be useful: especially like fire periods when extra firemen etc are located here.
I think Yinnar Hall needs to be definitely upgraded. Kitchen is not up to standard for catering and audio and lighting needs to be improved for performances. Meeting rooms needed and access to classes/neighbourhood classes would be good. Improved parking a must and heating and cooling upgrade.
I use the hall for our Taekwondo classes on a weekly basis on Thursdays. The hall is great in itself but we would like the floor boards repaired as some are unsafe.
Housing development is growing in Yinnar. It is safer for all young & old if these facilities keep them in their town.
Yinnar is getting bigger with all new homes being built we need a user friendly facility to encourage people to use them & stay in town to support it.
As a volunteer for 4 local committees I find it inappropriate that we met in the local pub as the hall does not have the proper facilities.
I ... am vehemently opposed to the hall being used in the evening for social functions. Over the 27 years I have lived in the town I have had to call the police regularly to parties that have been held at the hall. Vandalism, drunken hooligans, loud music and general anti-social behaviour are among the reasons for the police being called. These functions have included 16th, 18th, 21st birthday parties and after Deb parties. In many instances these out of control functions have resulted in damage to the hall and neighbouring properties including wanton damage to the Yinnar Pre School. I would suggest that those residents of Yinnar that are wanting such functions to be held in a revitalised hall, come and sit in my living room or bedroom and see what the noise is like. Perhaps the actual location of the hall needs to be visited. I am supportive of the hall being upgraded to facilitate day time usage ONLY. However I will do all that I can to ensure the hall is not used for unruly evening functions.
It needs a new kitchen and toilets as well as heating and cooling. We don't need a centre.

## Appendix Three: Site Investigation Report, etch Architectural Solutions



### Site Investigation Report

E-01

Site:	Yinnar and District Memorial Hall & Yinnar Pre-school	Date visited:	11 <sup>th</sup> September 2015
Project:	Yinnar Community Centre Feasibility	Project No:	EJ-150926
Client:	SGL Group for Latrobe City Council	Etch Representative:	Sean Stone
Investigation undertaken by:	Robyn Bowen – SGL Group	Email:	rbowen@sglgroup.net
	Liam Bantock – Latrobe City Council	Email:	Liam.bantock@latrobe.vic.gov.au
	Luke McGrath – Latrobe City Council	Email:	Luke.mcgrath@latrobe.vic.gov.au
	Heather Farley - Latrobe City Council	Email:	Heather.farley@latrobe.vic.gov.au
Copies to:	Kate Maddock – SGL Group	Email:	kmaddock@sglgroup.net
Weather Conditions:	Sunny – not overcast.	Issue:	P2
Pages	75 (including this page)		

*This Site Investigation Report is based on the Reference material provided from the Client (listed below), and a physical 'visual' inspection only of the nominated site. Any assumptions noted within this report are based on evidence of similar projects – in reference to the Age of the Facility, its condition, site conditions and nature of its construction. Etch Architectural Solutions Pty Ltd will not make any assumptions to any elements relating to the nominated site which can't been observed (i.e. underground) or relating to any building service which the company is not specialised to undertake (such as any electrical review).*

#### Reference documents that have been referred to excluding material supplied by the Client




*(Which can be read in conjunction to this report)*

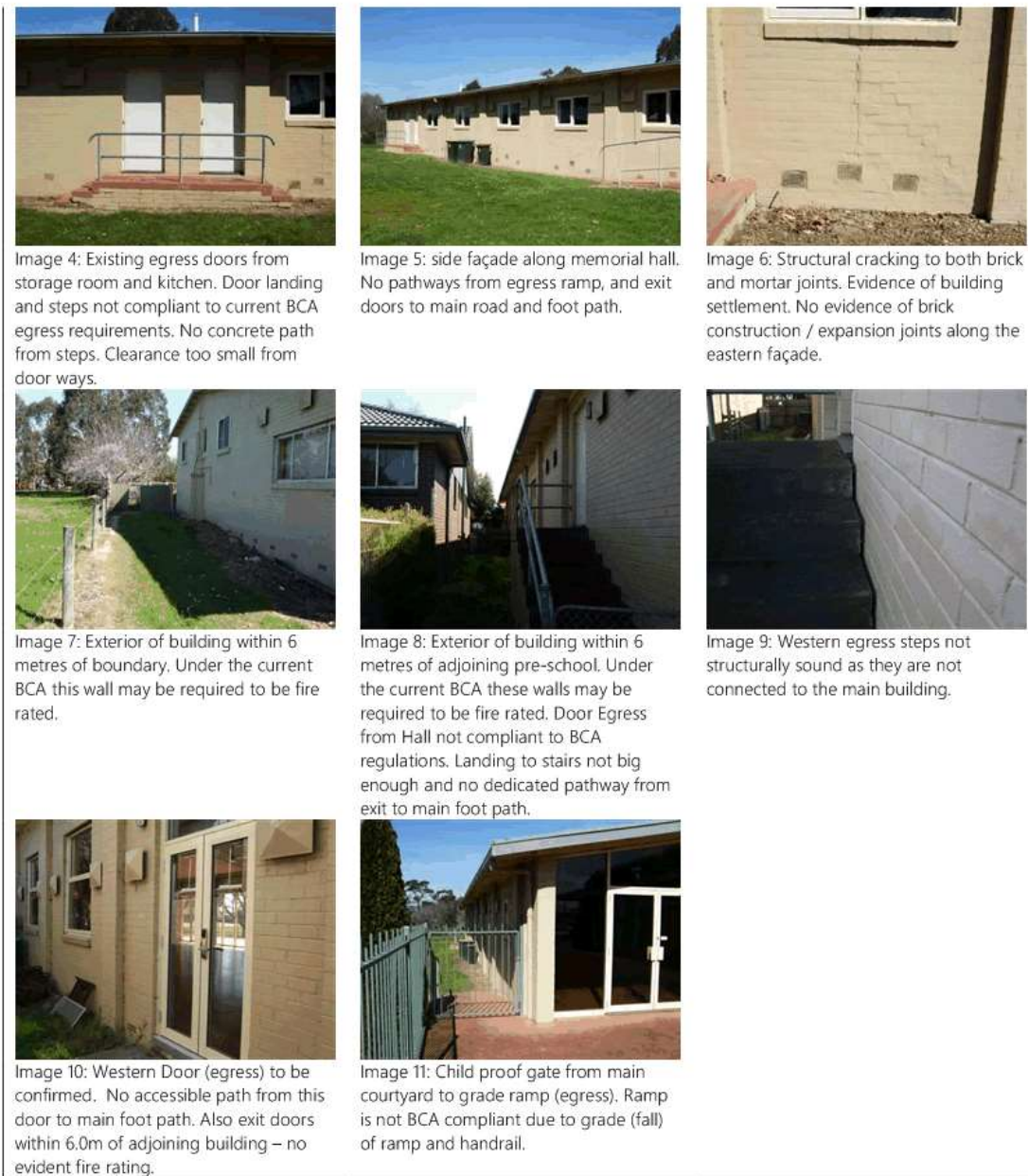
1. National Construction Code Series – Volume 1. Building Code of Australia 2014- Class 2 to Class 9 buildings
2. Australian Standard 1428.1-2009: Design for access and mobility - General requirements for access - New building work
3. Disability (Access to Premises – Buildings) Standards 2010;
4. Australian Standard AS1428.2 (1992) - 'Design for Access and mobility Part 2: Enhanced and additional requirements— Buildings and facilities

#### Definitions:

- Poor – Item which is damaged, beyond repair and requires replacing? Conditions due to rust, rot, settlement, cracking etc. (requires immediate replacing – approx 1 month to 1 year).  
Or is not compliant to current Building Code Regulations and / or current Australian standards (such as disability access requirements As1428)
- Fair – Item which is damaged, and possibly requires replacing / refurbishment within 2- 3 years (at a minimum)
- Reasonable – Item which can remain and possibly requires remedial 'spot' repairing / conditioning, over the next 2 to 5 years?
- Good – Item which is in a reasonable condition which does not require any remedial work, over the next 3 years?

Site Investigation:

Room Name: Yinnar & District Memorial Hall - External							
General visual condition <i>(see definitions below)</i>	Poor		Fair	X	Reasonable		Good
<p>Comments:</p> <ul style="list-style-type: none"> <li>• Main entry – visible from the main highway. No dedicated accessible car spaces to front of premises, including no off street parking (along the eastern side of the building).</li> <li>• Overall the main building is in a reasonable condition. The building does show evidence of wear and tear and structural settlement.</li> <li>• Graded entry to 'front door' from main footpath. Appears to be BCA compliant in fall. No tactile TGSi evident.</li> <li>• Existing egress doors from storage room and kitchen along the eastern façade are not compliant to current BCA egress requirements. Door landings, steps to be checked. No concrete path from steps to main foot path for accessible egress.</li> <li>• Structural cracking to both brick and mortar joints. Evidence of building settlement. No evidence of brick construction / expansion joints along the eastern façade.</li> <li>• Exterior of building within 6 metres of boundary. Under the current BCA this wall may be required to be fire rated.</li> <li>• Exterior of building along the western side is within 6 metres of adjoining pre-school. Under the current BCA these walls, doors and windows may be required to be fire rated.</li> <li>• Door egress from stage (externally) not compliant to BCA regulations. Landing to stairs not large enough and no dedicated pathway from exit to main foot path. Door width is less than 850mm.</li> <li>• Western egress steps not structurally sound as they do not connect to the main building.</li> <li>• Western double glazed door (egress) to be confirmed. No accessible path from this door to main foot path. Also exit doors within 6.0m of adjoining building – no evident fire rating.</li> <li>• Child proof gate from main courtyard to grade ramp (egress). Ramp is not BCA compliant due to grade (fall) of ramp and handrail.</li> <li>• The main items identified to the Hall relate to egress and accessible access, from both the building to the main entry / street.</li> </ul>							
Photos							
							
Image 1: Main entry – visible from the main highway. No dedicated accessible car spaces to front of premises,		Image 2: Graded entry to 'front door' from main footpath.		Image 3: Outdoor enclosed 'play area/ courtyard.			



Room Name: Yinnar & District Memorial Hall - Internal						
General visual condition <i>(see definitions below)</i>	Poor		Fair	Reasonable	x	Good
Comments:						
<ul style="list-style-type: none"> <li>• Overall the main building is in a reasonable condition. The building does show evidence of wear and tear and structural settlement.</li> <li>• The main items identified to the Hall both internally and externally relate to egress and accessible access. The building currently doesn't meet 2015 BCA and DDA requirements. If any modifications were constructed to this building, a building surveyor may trigger 100% building compliance which may relate to the entire building to be upgraded to suit current egress, fire and accessibility regulations.</li> <li>• Main accessible unisex amenity appears not compliant to current BCA/ DDA requirements.</li> </ul>						

- No back rest to the toilet suite.
- Grab rails – not enough around the pan.
- The room appears too small. Current requirements call for 1900x 2300mm clearance for pan only.
- Basin appears in the wrong position relating to pan and mirror.
- Door opening appears too small – under 850mm clearance.
- Door swings inwards and not outwards. Door appears to have standard door hinges and no 'lift away' hinges.
- Internal cracking to brick walls consistent / similar to exterior wall cracking.
- No ambulant facilities within building.
- Toilet partitions may contain asbestos. Due to age of facility it's most likely unless refurbished in the past 20 years.
- The main hall in reasonable condition with minor water damage to sections of the ceiling (near floor flues) and several areas existing timber flooring as raised / slumped. Several stumps may be failed.
- The main stage is only accessible via steps.
- Main kitchen in a reasonable condition with a mixture of laminated joinery, domestic exhaust hood and commercial oven. Hands free basin is located in close proximity to main sink and oven. Vinyl floor appears to be a slip resistive type with coved skirting.
- Kitchen exhaust hood is not sufficient for commercial grade oven and hot plates. No metal (fire resistant) splash back is located behind the oven. Items may not meet health regulations.
- Main egress door from kitchen not compliant to current BCA regulations.
  - Door hardware not compliant for an egress / escape including door handle and drop bolts.
  - No emergency exit signage.
- Step access via meeting / store room at rear of hall to back of house (stage). Again no accessible access to stage. Also door may be considered an exit from back of house.
- Back of house very restrictive and a portion of it is being used as a storeroom for the towns play group.
- Back of house amenities very poor. Require a general clean and refurbishment. Unisex room not complaint for ambulant users.
- Back of house exit blocked. Door hardware not compliant for an exit door.
- Several doorways within the building are not compliant to current BCA / DDA regulations as there clear opening width is under the now required 850mm.
- Playgroup storage at height; not safely secured / stored.

## Photos

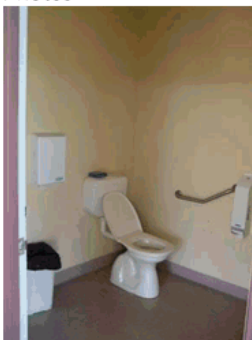


Image 1: Main accessible uni-sex amenity appears not compliant to current BCA/DDA requirements.



Image 2: Basin appears in the wrong position relating to pan and mirror.



Image 3: Toilet partition may contain asbestos. Due to age of facility it's most likely unless refurbished in the past 20 years.



Image 4: General cleaner's room with hot water unit needs to be cleaned and organised.



Image 5: Main foyer to Hall



Image 6: Main hall showing operable walls between main hall and supper room.



Image 7: Water damage to ceiling and internal cracking to masonry wall.



Image 8: Main stage in a reasonable condition. Only accessible via steps.



Image 9: Main ceiling in a reasonable condition.



Image 10: Main stage is only accessible via steps. Height of stage is over 600mm – it may require barricades while not being utilised.



Image 11: Kitchen exhaust hood is not sufficient for commercial grade oven and hot plates. No metal (fire resistant) splash back is located behind the oven. Items may not meet health regulations.



Image 12: Main egress door from kitchen not compliant to current BCA regulations.



Image 13: Step access via meeting / store room at rear of hall to back of house (stage). Again no accessible access to stage. Also door may be considered an exit from back of house.



Image 14: Back of house amenities very poor. Require a general clean or refurbishment. Unisex room not complaint for ambulant users.



Image 15: Back of house exit blocked. Door hardware not compliant for an exit door.

Room Name: Yinnar Pre-school & Maternal and Child Health – External						
General visual condition <i>(see definitions below)</i>	Poor		Fair	X	Reasonable	Good
<p>Comments:</p> <ul style="list-style-type: none"> <li>• Main gate entry into the playground from the main street and off street car park. Not recommended from a CPTED perspective and Early Childhood preferred design guidelines and compliance.</li> <li>• Main entry path way from main gate towards the main pre-school entry / portico is through the playground. Again not ideally recommended.</li> <li>• Overall the playground is in a reasonable condition with differing play spaces, heights, activities surfaces, etc.</li> <li>• Open under covered (portico) entry to main building appears sufficient in area however it's not secure from the main street.</li> <li>• Step entry towards the main doorways. Entry not accessible to pram and wheelchair. Including step entry into the pre-school children's amenity area – not accessible. Recommend to install a ramp threshold. Also Door hardware not compliant for exit / egress doors.</li> <li>• Access to southern exterior area / garden is via steps from staff kitchen. Doorway is too narrow to current BCA / DDA opening clearance – under 850mm. No landing to steps at door way. Handrail not compliant.</li> <li>• Southern exterior garden space not utilised by pre-school. Area is 'land-locked'due to the position of the building in the middle of the site. Area could be ideal as a play space; however access will need to be improved.</li> <li>• External entry to play equipment storeroom via roller door adjoining the portico area.</li> <li>• External play equipment store room – location of some equipment not readily accessible and issues with working at height to store equipment. Store room may require a better storage solution or more room.</li> </ul>						
Photos						
						
Image 1: Main entry to pre-school from the street.	Image 2: Main gate entry into the playground. Not recommended from a CPTED and Early Childhood preferred design guidelines and compliance.	Image 3: Main entry path way from main gate to main pre-school entry is through the playground. Not ideally recommended.				
						
Image 4: Overall the playground is in a reasonable condition with differing play spaces, activities etc.	Image 5: Open under covered entry to main building. Area not secure to main street.	Image 6: Step entry towards doorways. Entry not accessible to pram and wheelchair.				





Image 7: Step entry into the pre-school children's amenity area – not accessible. Recommend to install a ramp threshold. Door hardware not compliant for an exit/egress door.



Image 8: Access to southern exterior area/ garden is via steps in staff kitchen. Doorway too narrow to current BCA / DDA opening clearance – under 850mm. No step landing to steps at door way. Handrail not compliant.



Image 9: Southern exterior garden space not utilised by pre-school. Area is 'land-locked' due to the position of the building.



Image 10: Old metal clad store room located within southern garden space.



Image 11: metal play equipment not utilised and garden overgrown.



Image 12: External entry to storeroom via roller door to play equipment store room.



Image 13: External play equipment store room – location of some equipment not readily accessible and issues with working at height to store equipment. Store room may require a better storage solution or more room.



Image 14: External play equipment store room – location of some equipment not readily accessible and issues with working at height to store equipment. Store room may require a better storage solution or more room.




Room Name: Yinnar Pre-school & Maternal and Child Health - Internal						
General visual condition <i>(see definitions below)</i>	Poor		Fair	X	Reasonable	Good
<p>Comments:</p> <ul style="list-style-type: none"> <li>Overall the pre-school and maternal and child health facility is in a fair to reasonable condition. The main issues that have been identified include not enough suitable storage solutions (as space is at a premium) and direct access (accessibility) &amp; egress (exits) from the building.</li> <li>Main entry to pre-school is through the playspace. No apparent sign in area and restricted access zone (due to the main outdoor play space being to the front of the facility. Note – existing exit sign not compliant. Requires to be illuminated.</li> <li>Natural light is restricted to both north and south by high glazing.</li> <li>Staff kitchen area restricted. No evidence of hands free basin for food preparation. Only door accessing the southern garden area. This door shouldn't be considered an egress door as there is no emergency access from the garden to a nominated emergency point outside the property. Note – existing exit sign not compliant. Requires to be illuminated. Door hardware not compliant.</li> <li>Access door (egress doors) from maternal and child health rooms into the pre-school staff kitchen. Door shouldn't be considered as an egress door as this door will obstruct access from the pre-school side and the current door hardware is not compliant to BCA regulations as it can be lockable.</li> <li>Entry / exit door not compliant to BCA regulations. Note – existing exit sign not compliant. Requires to be illuminated. Door hardware not compliant. Dead bolt not acceptable.</li> <li>Main store room – location of some equipment not readily accessible and issues with working at height to store equipment. Store room may require a better storage solution or more room.</li> <li>Water damage apparent to ceiling lining.</li> <li>Staff / Parent unisex amenity for pre-school is off the children's amenity area. Not really acceptable. Unisex amenity area is also the cleaner's room. Again not acceptable.</li> <li>Unisex toilet combined cleaner's room not really acceptable. Hot water unit (exposed) under the staff basin may be considered a hazard to health. (Young fingers may get burnt from the excess heat of unit and exposed piping.</li> <li>Unisex toilet. It is not recommended that a shelving unit is located at the height of an adults head while seating.</li> <li>Latch to door not acceptable to unisex toilet as an occupant can be locked within room.</li> </ul>						
Photos						
						
<p>Image 1: Main entry to pre-school play space. No apparent sign in area and restricted access zone (due to the main outdoor play space being to the front of the facility. Note – existing exit sign not compliant. Requires to be illuminated.</p>		<p>Image 2: Ceiling system may contain Asbestos. Council to confirm.</p>		<p>Image 3: Natural light is restricted to both northern and southern (shown) high glazing.</p>		



Image 4: Staff kitchen area restricted. No evidence of hands free basin for food prep. Only door accessing the southern garden area. This door shouldn't be considered an egress door as there is no emergency access from the garden to a nominated emergency point outside the property. Note – existing exit sign not compliant. Requires to be illuminated. Door hardware not compliant.



Image 5: Sink unit to staff kitchen area.



Image 6: Access door (egress doors) from maternal and child health rooms into the pre-school staff kitchen. Door shouldn't be considered as an egress door as this door will obstruct access from the pre-school side and the current door hardware is not compliant to BCA regulations as it can be lockable.



Image 7: Maternal and Child Health area in reasonable condition.



Image 8: Entry / exit door not compliant to BCA regulations. Note – existing exit sign not compliant. Requires to be illuminated.



Image 9: Entry / exit door not compliant to BCA regulations. Door hardware not compliant. Dead bolt not acceptable.



Image 10: Main store room – location of some equipment not readily accessible and issues with working at height to store equipment. Store room may require a better storage solution or more room. Water damage apparent to ceiling lining.



Image 11: Main store room – location of some equipment not readily accessible and issues with working at height to store equipment. Store room may require a better storage solution or more room.



Image 12: Staff / Parent uni-sex amenity for pre-school is off the children's amenity area. Not really acceptable. Unisex amenity area is also the cleaner's room. Again not acceptable.



Image 13: Unisex toilet combined cleaner's room not really acceptable. Hot water unit (exposed) under the staff basin may be considered a hazard to health. (Young fingers may get burnt from the excess heat of unit and exposed piping.)



Image 14: Unisex toilet. It is not recommended that a shelving unit is located at the height of an adults head while seated. Ideally the storage of goods is not recommended within an amenity facility.



Image 15: Latch to door not acceptable to unisex toilet as an occupant can be locked within room.

### Recommendations

Etch architects advised Latrobe City Council on the following items with regards to the current facilities:

- If any major works are proposed between the hall and pre-school – new disability (access) compliance, fire and emergency egress items will be required to be upgraded and made compliant to meet current building regulations.
- If council considers joining the two buildings together – access ramps will be required as both buildings are on two differing levels. Also if the buildings are joined the total floor area will exceed 500m<sup>2</sup> and this will trigger that the entire facility will require a fire solution / system.
- The entry of the pre-school needs to be separated from the play space.

Etch architects would recommend the following actions for the YDMH and Yinnar Pre-school at Latrobe City Council:

- Etch would recommend that Council consider upgrading the facilities of the hall and demolish and build a new pre-school (at the same floor level to the hall) joining to the hall. This would allow the following:
  - Both buildings share the main entry. This allows for safe 'sign in facilities for the Yinnar Pre-school and Maternal and Child Health, away from the main play spaces (both indoors and outdoors).
  - All public amenities to be upgraded to DDA and Ambulant compliant facilities.
  - The Hall becomes a community hub and always occupied with the combined facilities instead of the single use facility during the week.
  - The outdoor play space can have single entry into the building, while not being directly associated with the entry path and off the street. It could become a southern play space.
- The main kitchen to the hall be modified to suit health regulations and to provide a suitable access to spaces at the rear of the Hall, while also providing egress out of the building.
- The main stage needs consideration between access and operation.

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**16.2 IMPLEMENTATION HAZELWOOD MINE FIRE INQUIRY - HEALTH  
INNOVATION ZONE****General Manager****Community Services****For Decision****PURPOSE**

To determine Council's representative to the Latrobe Health Innovation Zone Assembly and Board.

**EXECUTIVE SUMMARY**

The State Government is the process of establishing the Latrobe Health Innovation Zone Assembly and Board.

To do this, it has formed the Latrobe Health Innovation Zone Taskforce. The Taskforce is charged with initiating and guiding the implementation of the Inquiry Board's recommendations for a Latrobe Health Innovation Zone, Healthy Assembly, and Health Advocate.

The Health Innovation Zone Taskforce is currently being led by the Chair, Professor John Catford.

Council's representative on the Health Innovation Zone Taskforce is the Chief Executive Officer.

The Taskforce is working to establish the Assembly and Assembly Board. It is envisaged that Council's representative on the Assembly and Assembly Board will be the same individual.

Taskforce memberships includes the four agency representatives that will make up the executive Board of the Assembly and a range of community members. Agency representatives are:

- Latrobe Regional Hospital, CEO
- Latrobe Community Health Service, CEO
- Primary Health Network, CEO
- Latrobe City Council, CEO
- DHHS, Regional Director

The executive Board of the Latrobe Health Innovation Zone Assembly will be responsible for overseeing the implementation of the Latrobe Health Assembly functions.

Due to the operational nature of the tasks and functions to be undertaken by Council's representative, it is recommended that Council nominate the CEO to the Latrobe Health Innovation Zone Assembly.

### **RECOMMENDATION**

**That Council designate the Chief Executive Officer as Council's representative to the Latrobe Health Innovation Zone Assembly and Board.**

### **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 – Our Community*

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

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

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

### **BACKGROUND**

The Hazelwood Mine Fire Inquiry was reopened on 26 May 2015 with a new Terms of Reference that established the parameters of investigation. Under its new terms of reference the Board of Inquiry examined:

- What options are available to decrease the risk of fire arising from or impacting the Anglesea Mine for the 2015/16 fire season;
- Whether there were any increases in the rates of death in the Latrobe Valley as a result of the Hazelwood Mine Fire, comparing data from 2009-2014
- What measures are available to improve the health of the Latrobe Valley communities in relation to any health impacts identified by the Board as being associated with the Hazelwood Coal Mine Fire
- Mine rehabilitation options for the three Latrobe Valley coal mines; and
- Whether the rehabilitation liability assessments are adequate and whether the current rehabilitation bond system is effective.

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Following a substantial process of community engagement, public hearings and review of written submissions, the Hazelwood Mine Fire Inquiry handed down four reports to the Governor of Victoria.

The third of these reports Volume III is known as the Health Improvement Report.

Under Term of Reference 7, the Inquiry Board was tasked with considering short, medium and long-term measures to improve the health of Latrobe Valley communities, having regard to any health impacts identified by the Inquiry Board as being associated with the Hazelwood mine fire. Term of Reference 12 required the Inquiry Board to consider any matters that are reasonably incidental to the Terms of Reference of the Inquiry, including Term of Reference 7.

During the 2014 Hazelwood Mine Fire Inquiry, the Inquiry Board recognised a need to understand the general health of people in the Latrobe Valley prior to the Hazelwood mine fire, in order to appreciate the health effects of the mine fire. In the 2014 Hazelwood Mine Fire Inquiry, the Inquiry Board stated that:

*There is a strong case for the health of the population of the Latrobe Valley to be substantially improved. Based on current health status information, this was justified before the Hazelwood mine fire and is even more necessary after it.*

Report III (Report) contains an analysis of the health of communities in the Latrobe Valley with a strong focus on the social determinants of health.

The Report made 12 recommendations, 12 affirmations and 12 commendations.

Some of the Inquiry Board's key findings were:

- The healthcare system in the Latrobe Valley needs to change. Innovation is needed to improve health outcomes and this requires significant support and additional funding from State and Commonwealth Governments.
- Improvements to the health of Latrobe Valley communities requires participation from all members of the community, local health practitioners, local and state agencies and authorities, and State and Commonwealth Governments.
- There is a strong causal relationship between social disadvantage and health; this needs to be addressed more overtly in future health improvements to reduce inequity.
- A concerted effort is needed to plan for and project a positive and healthy future for the Latrobe Valley, which builds pride in the local community and its natural environment.
- There are key health improvements that require immediate attention, such as integrating chronic disease management, addressing associated mental health conditions, promoting mental wellbeing (including the prevention of family violence), and promoting the cessation of smoking.

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- Community access to health professionals needs to be improved for those requiring investigations, treatment and ongoing care, both locally and outside of the Latrobe Valley.
- Improvements in leadership and governance are required to enhance and integrate the variety of health responses undertaken by multiple agencies in the Latrobe Valley.
- New mechanisms are required to ensure that health initiatives are sustainable and longer lasting, and not so susceptible to changes in the political and financial landscape.

Based on the community engagement undertaken and expert reports, the Inquiry Board considered that the most effective catalyst for improving the health of the Latrobe Valley in the short, medium and long-term would be for the State to formally designate and resource the Latrobe Valley as a Health Innovation Zone and to establish a Latrobe Health Innovation Zone Assembly which would appoint a Health Advocate for the region.

These reforms will help facilitate innovation, coordination and integration in the provision of health services and health promotion, and foster the increased community engagement and empowerment necessary for health improvements in the Latrobe Valley.

The Inquiry Board considered that the designation of a Health Innovation Zone, and the creation of a Health Assembly and an Office of the Health Advocate, are crucial steps towards closing the health gaps of communities within the Latrobe Valley, and between the Latrobe Valley and the rest of Victoria.

### **RECOMMENDATION 1**

Empower the Hazelwood Mine Fire Implementation Monitor or another appropriate agency to:

- Oversee the implementation of these recommendations.
- Report publicly on progress every year for the next eight years.
- Identify in each report any additional actions the State should take to ensure the intent of this report is achieved.

### **RECOMMENDATION 2**

Designate the Latrobe Valley as a special geographical zone for health improvement (Latrobe Valley Health Innovation Zone) for a minimum of eight years (two electoral cycles), with a focus on innovation, integration, and community engagement.

### **RECOMMENDATION 3**

Establish the Latrobe Health Innovation Zone Assembly and Executive Board to promote, support and oversee the development of the Latrobe Valley Health Innovation Zone.

The Latrobe Health Innovation Zone Assembly should ensure that:

- Health improvement strategies:
  - are informed by a strong community engagement process
  - focus on reducing health inequities



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- draw on the capacity, goodwill and opportunities present
- integrate actions across relevant providers
- are evaluated for their wider applicability across Victoria.
- Initial health improvement programs are focused on innovative ways to deliver:
  - social marketing programs which build pride of place
  - integrated care for people with chronic diseases, especially those with related mental health conditions
  - tele-medicine services to reduce the barriers of access to medical specialists and other health practitioners
  - promotion of mental wellbeing, including the prevention of family violence
  - smoking cessation programs which are effective for priority groups.
- In allocating funding for health improvement programs, serious consideration is given to the proposals supported by the Board in Parts 4–7 of this report.
- Funds are principally distributed to the organisations of the Latrobe Valley that may singly or in partnership deliver health improvement programs supported by the Latrobe Valley

The Board of the Latrobe Health Innovation Zone Assembly may also directly fund and manage programs through the Office of the Health Advocate.

### **RECOMMENDATION 4**

Appoint a suitably qualified Health Advocate on the recommendation of the Executive Board of the Latrobe Health Innovation Zone Assembly, to be supported by an Office.

### **RECOMMENDATION 5**

Support and fund the development and delivery of health improvement strategies in the Latrobe Valley Health Innovation Zone.

The State should:

- Provide earmarked funding for the Health Innovation Zone and the establishment of the Office of the Health Advocate to the Board of the Latrobe Health Innovation Zone Assembly, which will be held accountable for the appropriate use of such funding.
- Allocate funding that is at least three times that for the Hazelwood Mine Fire Health Study per annum, and not less than \$8.1 million per year (indexed to inflation) for an initial period of eight years.
- Require that the funding for the health improvement strategies is allocated to reduce health inequities by:

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- strengthening health services (including chronic disease management, mental health services, early detection and high risk screening, health workforce development)
- promoting healthy living (including health behaviours, healthy workplaces, healthy environments, children and young people, mental wellbeing and prevention of family violence)
- building pride of place (including communication, community engagement and social marketing).

**RECOMMENDATION 6**

Review the scope and structure of the Hazelwood Mine Fire Health Study. The State should:

- Review the scope of the Hazelwood Mine Fire Health Study to consider whether the Adult Survey can include additional cohorts who do not reside in Morwell, including emergency responders to the Hazelwood mine fire.
- Reaffirm its commitment to a 20 year study and the importance of having a strong governance structure which ensures that the interests of the Latrobe Valley community are foremost in the short, medium and longer-term.
- Establish a process whereby key health information obtained through the Health Study about the health status of the population and the effects from the Hazelwood mine fire is provided to the study participants, the community, local health practitioners and the Latrobe Health Innovation Zone Assembly.
- Establish a process whereby policy-relevant health information obtained through the Health Study is considered by the State for action to improve the health of the Latrobe Valley and other populations in Victoria.

**RECOMMENDATION 7**

Assist in establishing an independent community controlled health organisation for the Latrobe Valley Aboriginal community and co-fund a new culturally appropriate health and community facility which will help with the engagement of Aboriginal young people.

**RECOMMENDATION 8**

Engage with the Commonwealth Government at the highest ministerial level so that the Commonwealth Department of Health:

- Formally recognises the designation of the Latrobe Valley as a Health Innovation Zone.
- Pools funding with the State to provide integrated services for the management of chronic disease and mental health conditions in the Latrobe Valley.
- Provides health innovation funding to the Gippsland Primary Health Network, commensurate to innovation funds provided by the State for community health and health promotion in the Latrobe Valley.

**RECOMMENDATION 9**

Ensure that ash contained in roof cavities in Morwell is analysed and acted on.

The State should:

- Commission an analysis of the ash contained in roof cavities of houses in Morwell and publish the results of that analysis to the community and Latrobe Health Innovation Zone Assembly, together with clear advice about the potential known, or unknown health effects.
- If the analysis of the ash residue in roof cavities reveals any content that is potentially hazardous to health or of unknown impact on health, conduct an audit of the extent of the exposure to ash and develop an action plan to remove the ash from all affected houses.

**RECOMMENDATION 10**

Create, as an interim measure for 12 months, a Latrobe Valley Health Innovation Taskforce to assist in progressing recommendations 1–4.

**RECOMMENDATION 11**

Commit to, support and promote the Latrobe Valley Health Innovation Zone. In particular they should support health innovations and service integration, including the pooling of resources.

**RECOMMENDATION 12**

Commit to, support and promote the Latrobe Valley Health Innovation Zone. These bodies should prioritise the Latrobe Valley Health Innovation Zone for investments in program delivery and health innovation projects, recognising that the lessons learned will have broader application.

**KEY POINTS/ISSUES**

The State Government has now advised Council that it is moving through the process of establishing the Latrobe Health Innovation Zone Assembly and Board.

To do this, it will form the Latrobe Health Innovation Zone Taskforce. The Taskforce will be charged with initiating and guiding the implementation of the Inquiry Board's recommendations for a Latrobe Health Innovation Zone, Healthy Assembly, and Health Advocate. The Health Innovation Zone Taskforce is currently being led by the Chair, Professor John Catford.

Council's representatives on the Health Innovation Zone Taskforce is the Chief Executive Officer (delegated at times to Sara Rhodes-Ward, General Manager Community Services).

The Taskforce is working to establish the Assembly and Assembly Board. It is envisaged that Council's representative on the Assembly and Assembly Board will be the same individual.

The executive Board of the Latrobe Health Innovation Zone Assembly will be responsible for overseeing the implementation of the Latrobe Health Assembly functions, including:

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- Commissioning health improvement programs.
- Raising, receiving and distributing funding for the Latrobe Health Innovation Zone.
- Securing the employment of the Latrobe Health Advocate.

Membership of the Assembly will comprise a broad cross-section of stakeholders who have a direct interest in improving the health of the Latrobe Valley, including:

- Independent Chair appointed by the Minister of Health
- Gippsland Primary Health Network
- Gippsland Regional Office of DHHS
- Latrobe City Council
- Latrobe Community Health Service
- Latrobe Regional Hospital
- community organisations from the Latrobe Valley community
- employers and businesses from the Latrobe Valley
- individuals from the Latrobe Valley community
- state-level non-government health agencies
- Secretary of DHHS
- Chief Executive Officer of the EPA
- Chief Executive Officer of VicHealth
- Chief Executive Officer of WorkSafe.

The executive Board of the Latrobe Health Assembly will be comprised of:

- The Chair of the Latrobe Health Innovation Zone Assembly.
- A nominee each of Latrobe Regional Hospital, Latrobe Community Health Service, Latrobe City Council, Gippsland Primary Health Network, and the Gippsland Regional Office of DHHS.
- Up to four others across non-government agencies, industry and the community.

The Latrobe Health Innovation Zone Assembly Board will appoint a Health Advocate.

The Assembly should focus on implementing innovative initiatives that address the key health challenges in the Latrobe Valley, listed as priority areas above and in Parts 4, 5 and 7 of the Hazelwood Mine Fire Report Vol III.

### **RISK IMPLICATIONS**

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

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Establishment of the Latrobe Health Innovation Zone will have an impact on operations. There will be a considerable time commitment from the staff member appointed as they write, review and collaborate on documents, participate in processes and undertaken the necessary actions required to support the establishment of the Latrobe Health Innovation Zone. The appointed representatives will be expected to undertake these tasks as part of their ongoing activities.

**INTERNAL/EXTERNAL CONSULTATION**

There has been no community consultation undertaken by Council on this matter.

**OPTIONS**

Council may choose to:

- Reject the Government's request to participate in the Latrobe Health Innovation Zone Assembly and Board
- Appoint the CEO to represent Council on the Latrobe Health Innovation Zone Assembly and Board.
- Seek further information.
- Seek to nominate another individual.

**CONCLUSION**

The establishment of the Latrobe Health Innovation Zone incorporating the Latrobe Health Innovation Zone Assembly and Board is a unique opportunity to participate in Australia's first designated area of determined health improvement and innovation.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

**16.3 MORWELL AND DISTRICTS COMMUNITY RECOVERY  
COMMITTEE DOORKNOCK REPORT - MORWELL NORTH**

**General Manager**

**Community Services**

**For Information**

**PURPOSE**

This report provides Council with information on the Morwell and Districts Community Recovery Committee's Doorknock Report – a check in on the health, resilience and social cohesion of a site in Morwell North within the mine fire impacted community.

**EXECUTIVE SUMMARY**

The Morwell and Districts Community Recovery Committee (CRC) is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. All CRC members are volunteers. Council works with the CRC in recovery by arrangement with the State to support recovery and resilience activities.

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services has funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to seek guidance from the CRC and work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan.

In preparation for this work the Community Resilience team undertook an audit of all the projects, services, activities and initiatives in the Morwell district which were commenced, developed or funded as a result of or in connection to the Hazelwood Mine Fire, or aligned with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017 as identified below:

- Being Active
- Eating Well
- Protecting Our Health
- Staying Connected
- Feeling Safe
- Skills for Healthy Communities

In addition to the audit, the CRC has sought to gather from the mine fire impacted community their views, thoughts and suggestions for improving health. Considering the expanse of Morwell, it was decided to break the town into 'natural' neighbourhoods and focus on one area at a time.

The first neighbourhood identified for this piece of work was a pilot area which covers the neighbourhood bounded by Commercial Road, Driffield Road, Princes Freeway and Hazelwood Road, now known as the Rose Garden neighbourhood.

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The second neighbourhood was in Morwell East and covered an area between Maryvale Road, Well Street, Crinigan Road, Junier/Vary Streets and along Waterhole Creek to Morwell Park Primary School.

This report focusses on the third chosen neighbourhood in Morwell North – an area encompassing Davey Street to the west, Holmes Road to the north (surveying was conducted on both sides of the road), McDonald Street to the east (surveying the western side of the street only) and the railway line to the south.

### RECOMMENDATION

**That Council receives and notes the Morwell and Districts Community Recovery Committee Morwell North Doorknock Report – a check in on the health, resilience and social cohesion of a site within the mine fire impacted community.**

### 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 – Our Community*

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

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

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

### BACKGROUND

The neighbourhood survey was undertaken in partnership with Berry Street (Gippsland) as part of their commitment to Latrobe Valley under the “Making Morwell a Good Childhood Place” initiative to actively engage families, business and community leaders to build on the strengths and capacities of the community. This partnership provided a collaborative approach to deliver enhanced outcomes and positively transform the community.

Berry Street provided staff resourcing to assist with each stage of the resilience planning approach, including the development of an agreed

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survey to include access to vocational pathways and education; access and utilisation of maternal and child and preschool services; local job opportunities and aspirations; and neighbourhood transience.

All 1,036 households within the 'footprint' area were provided the opportunity to participate in the survey. One hundred and ninety-one completed surveys were received; 72 completed face-to-face, 105 returned by mail and 14 completed on-line – an 18.4% completion rate.

Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan. This survey is the first where responses were sought to questions about cigarette smoking and alcohol consumption.

The survey sought to create a positive future orientation for residents – focusing on how the community could become healthier, more resilient and connected as opposed to focusing on past events and the challenges people experienced during that time.

The Morwell and Districts Community Recovery Committee have endorsed the Survey Response Report for Morwell North and requested that a copy of the doorknock report be provided to Council for information.

### **KEY POINTS/ISSUES**

A summary of findings show that residents remain optimistic about the future of their neighbourhood. Many have a strong connection to the area with established social and community networks and are here for the long run.

- 36% of comments relate to the area being quiet, friendly, with good neighbours.
- 38% enjoy the familiarity of the area, and its proximity to work, family and friends.
- 54% of people survey plan to stay in the area for at least 10 years.
- 89% state that they were comfortable in asking their neighbours for help which demonstrated strong social cohesion.
- 84% of residents stated that they felt "safe" or "very safe" during the day. The results did show a high personal safety rating during the day and night, although there was some hesitancy for being out alone after dark.
- Walking was identified as a key opportunity to enhance physical activity with 65% of residents in the site regularly walking.
- 73% identified access to the internet with a growing use of social media technology.
- 85% identified themselves as a current non-smoker.
- 48% had smoked previously but had now quit.
- 28% of residents did not consume alcohol.
- 17% of people stated they had no negative issues to report.



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- Of those surveyed, 55% were aware of the Morwell and Districts Community Recovery Committee.
- Of those who were familiar with the committee some recall seeing information in the local newspaper, while others have heard of the committee, but are unsure of their achievements.
- There was interest in attending a neighbourhood event to hear the results of the survey, with 53% indicating they would like to attend such an event.
- In discussing what residents believed were the elements having a negative effect on their neighbourhood:
  - 13% indicated environmental concerns relating to recent bushfire activity, the local power stations and quality of the air.
  - 31% of comments centred on traffic issues including speeding and 'hooning' drivers.
  - 20% cited noise, a lack of care around untidy private and public properties and poor upkeep of rentals as having a detrimental impact on the street-scape.
- Job opportunities for young people were a neighbourhood concern.

### **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 not considered to be any risks associated with this report.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

This report is an information document for Council and does not have any financial and resource implications.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

This report relates to the following specific objectives within the Community Engagement Strategy and Action Plan 2015-2019:

- create opportunities for community members to be involved and have a say in matters of interest that may affect them;
- assist the community to understand how their input may have been used to influence the final decision; and
- develop and maintain an effective feedback process throughout all aspects of the community engagement process.

In line with the IAP2 Spectrum, the level of engagement appropriate for this project included: Inform; Consult; and Involve;

The next phase involving the development of a Neighbourhood Resilience Plan will utilise the collaboration and empowerment stages of the public participation spectrum.

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)***Details of Community Consultation / Results of Engagement:*

This report on the Survey Summary Response for Morwell North is based on the survey undertaken by Latrobe City Council and Berry Street staff in the designated area in March 2016. Tools used included doorknocking for face-to-face interviews, letter box dropping for survey completion and return by mail, and on-line survey. These tools ensured that all 1,036 households in the area were provided the opportunity to participate. The return rate was 18.4%, comprising 38% face-to-face, 55% by mail, and 7% on-line.

**OPTIONS**

Council can receive and note the Morwell and Districts Community Recovery Committee Morwell North Doorknock Report.

**CONCLUSION**

CRC representatives have met with the neighbourhood working group to discuss these survey results at two facilitated workshops. These workshops have identified and prioritised actions for their "Morwell North Resilience Plan" to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

**SUPPORTING DOCUMENTS**

Nil

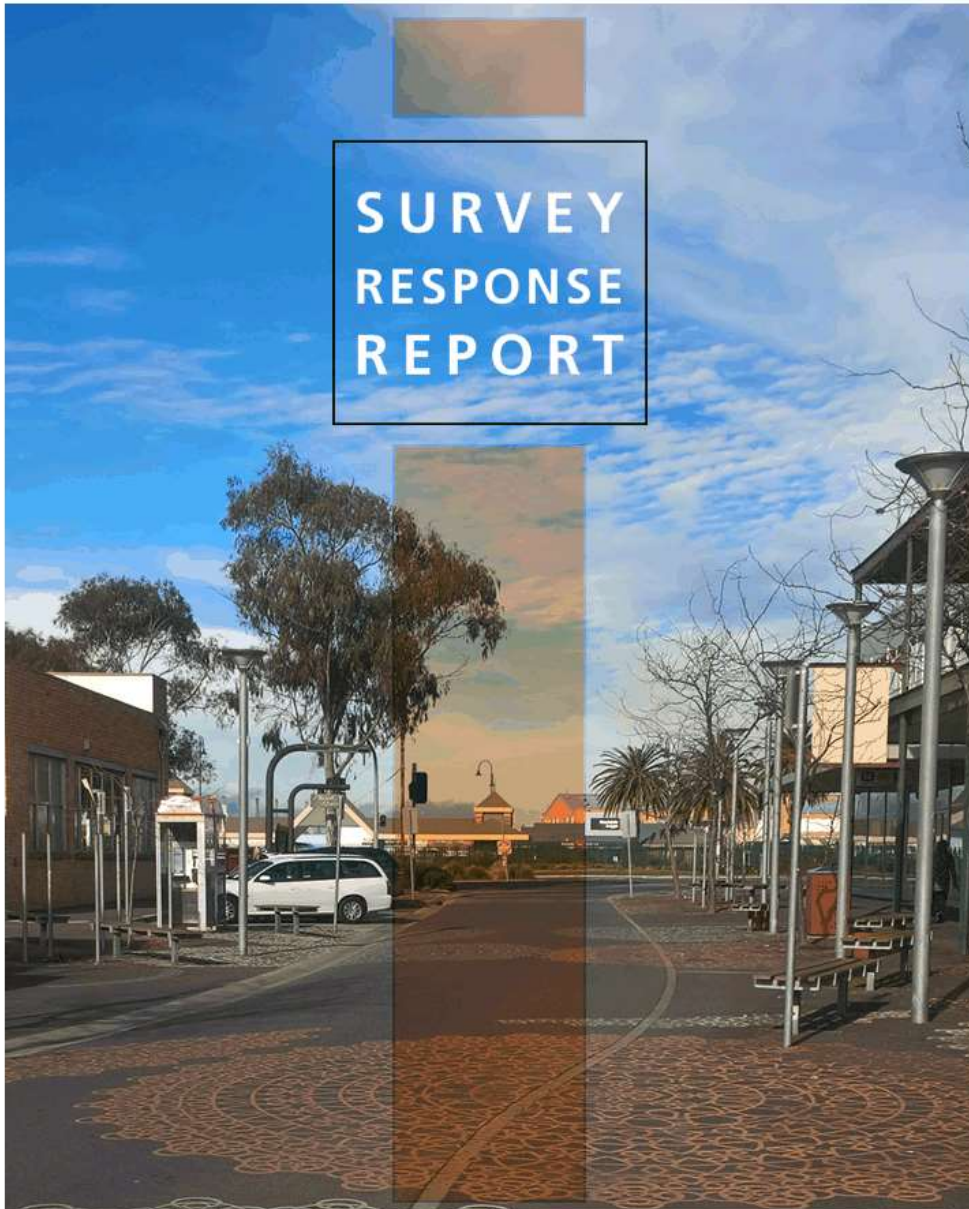
**Attachments**

1. Morwell North Survey Response Report

## **16.3**

### **Morwell and Districts Community Recovery Committee Doorknock Report - Morwell North**

- 1 Morwell North Survey Response Report ..... 843**



## Post Morwell Mine Fire Doorknock

MORWELL NORTH AREA | MARCH 2016



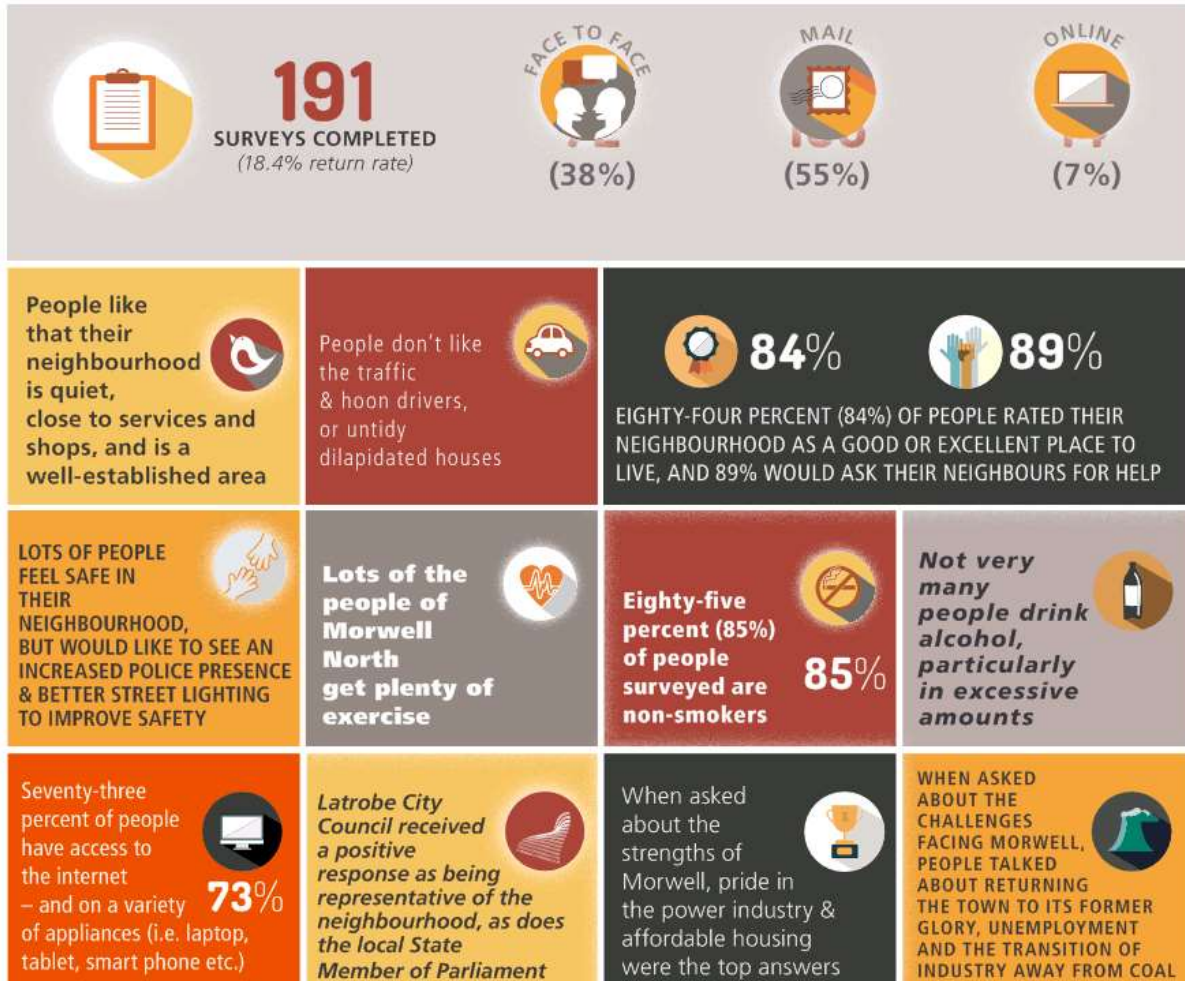


*Report prepared by  
Linda Snell, Community Resilience Officer, Latrobe City Council*

*Endorsed by  
Stuart Simmie, Coordinator Community Resilience, Latrobe City Council  
April 2016*

*This document was published in August 2016 by Latrobe City Council.  
To obtain this information in languages other than English, or in other  
formats, please contact Latrobe City Council on 1300 367 700.*

## At a Glance



### NEXT STEPS

1. Provide the community with the feedback results
2. Community to identify themes from the data and prioritise some initiatives to work on
3. Develop a Neighbourhood Resilience Plan which is aligned with the Municipal Public Health and Wellbeing Plan
4. Residents to work closely with the Latrobe City Council - Community Resilience Team to 'make things happen' in their neighbourhood that will enhance the health, wellbeing, and social connectedness of people

POST MORWELL MINE FIRE DOORKNOCK

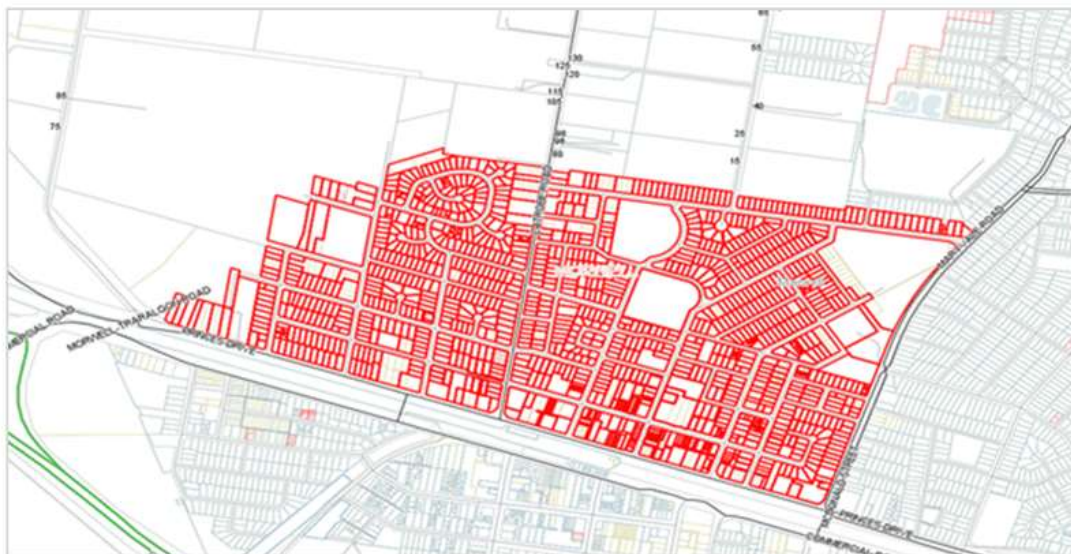
## Background

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services funded Latrobe City Council to deliver a Community Resilience program to the Morwell community, with work activities endorsed by the Morwell and Districts Community Recovery Committee. The program's focus is to work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan.

Given the expanse of Morwell, it was decided to break the town into 'natural' neighbourhoods and focus on one area at a time. The survey of the "Rose Garden" pilot area in Morwell's south was completed in mid-2015 before the Community Resilience Team undertook a much larger footprint initiative in a Morwell east neighbourhood late 2015. Both areas have had their neighbourhood plans completed and activated.

The third area to develop and implement a Neighbourhood Resilience Plan is in north Morwell, utilising a similar methodology as in the other two neighbourhoods to deliver a community-led outcome. The area encompasses Davey Street to the west, Holmes Road to the north (surveying was conducted on both sides of the street), McDonald Street to the east (surveying the western side of the street only) and the railway line to the south. The methodology has progressed to incorporate a digital presence into the survey platform to complement face-to-face and hard copy survey collection.

Latrobe City Council continued its partnership with Berry Street (Gippsland) in the provision of a collaborative approach, enhance potential to deliver outcomes and positively transform the community. Berry Street (Gippsland) will progress its vision for Morwell under the "Morwell 4 Kids" project by consulting and actively engaging families, business and community leaders to build on the strengths and capacities of the community. This initiative of Berry Street is aligned with the resilience planning of Latrobe City.



## Methodology

A Resilience Plan for this neighbourhood is community-led and results from: survey outcomes; a community survey feedback session; and working group meetings. The plan will identify agreed priority actions aligned with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017 identified below:

- Being Active
- Eating Well
- Protecting Our Health
- Staying Connected
- Feeling Safe
- Skills for Healthy Communities

Survey content designed by Berry Street includes: access to vocational pathways and education; access and utilisation of maternal and child and preschool services; local job opportunities and aspirations; and neighbourhood transience. A comprehensive collection of direct information, reflections and input from the community has been most valuable in identifying needs, strengths and opportunities to build a more resilient community.

The survey was undertaken by staff from Latrobe City Council's Community Resilience Team and Berry Street (Gippsland) between Sunday 28 February and Monday 21 March 2016. Postal and online surveys were accepted until Friday 8 April 2016. With 1,036 homes in the footprint it was not possible to knock on every door. All households within the "footprint" area were provided the opportunity to participate in the survey. A letter and survey were left in the letterbox of

those who were not approached to complete the survey face-to-face. Residents were able to complete either a hard copy of the survey or via online at their leisure. The breakdown of the 191 completed surveys was as follows:

- 72 (38%) surveys were completed face-to-face;
- 105 (55%) returned via mail; and
- 14 (7%) were completed online using the link provided.

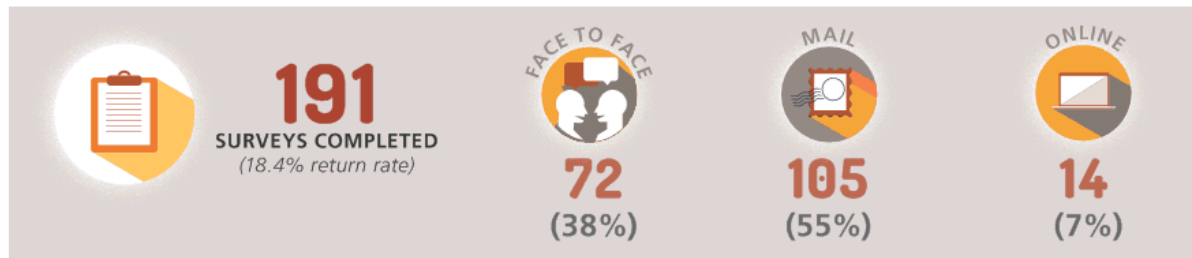
Eight percent of residents in the neighbourhood of 1,036 homes were not able to accommodate surveyors at the time indicated they would complete it later. While four percent of residents declined to complete the survey when asked face-to-face.

Face-to-face data collection was the preferred method so as to capture a rich narrative through conversation, together with verbal and non-verbal cues, including body language. It provided the direct views of people; capacity to check in on their health and wellbeing; and additionally assisted people to connect with Latrobe City Council and Berry Street.

Local community was advised of the upcoming door knock by posters displayed at Lifeline, Ramahyuck District Aboriginal Corporation, Valley Court Launderette, Latrobe Community Health Service, a Health Care Centre and the Salvation Army store in Hoyle Street. Also, the survey was advertised via Latrobe Valley Express and Latrobe City Council website.



POST MORWELL MINE FIRE DOORKNOCK



## Survey Responses

The views expressed in this report are those of the participants and do not necessarily reflect the views of the Latrobe City Council.

As questions were not compulsory to answer the percentages quoted in the summary below are based on the number of answers provided.

### General Observations

With a return rate of 18.4%, residents provided many candid comments. It is noted that this neighbourhood seemed to have less confidence about what they felt they could change or contribute ideas towards. Several residents declined to participate, stating they were too old to be able to do much and suggested we seek the ideas of someone younger.

Many residents were not home during the survey period and it appears there was a high population of working people. A substantial amount of homes had been renovated, were undergoing renovations or were relatively new compared to the age of the area. Numerous residents raised concerns about properties that were in disrepair, unkempt or dilapidated and the lack of community pride shown by those who resided within.

In terms of healthy lifestyles, there were higher proportions of residents (compared to the first two surveys) who did not consume fruit or vegetables on a daily basis reflected in the results. By contrast 70% found it very easy to get nutritious food.

This is the first survey where responses have been sought to questions about cigarette smoking and alcohol consumption. Consumption in terms of 'standard drinks' was not stipulated so the quantity consumed is likely to be higher than five standard drinks on one occasion for this cohort. There was 4% who consumed five or more alcoholic drinks on a weekly or almost daily basis. There is an opportunity for education around harm minimisation for those who consume alcohol at these levels.

Some respondents raised concerns regarding Latrobe City Council, around what they perceived to be poor planning, particularly around street tree selection. Transparency around historical fraud and corruption allegations was also raised. There is a tone of being unhappy with current councillors more so than the Council.

### Resident comment:

*"The council meetings should be open - it's our business to know what's going on. The councillors are servants of the people - they need to be available when they're needed".*

### Neighbourhood

Residents were asked to list at least three things about living in their neighbourhood they liked most and what they liked least. Comments strongly reflect their appreciation of a quiet community, close to everything they need and flat enough to make it an easy walk to the shops, medical facilities and post office. They note the broader location of Morwell as being close to the snow, beach and city with the benefits of country living.



Residents Brett, Sue and Lily Purves talk with Andrea Smith and Linda Snell from Latrobe City Council.

Community members surveyed in the 'footprint' area comprised a mix of residents, many moving into their new homes as Morwell was expanded into the area during the 1950's and 1960's. Some residents moved to the area in the 1990's when the demise of the State Electricity Commission resulted in access to affordable housing and some have recently moved to the area.

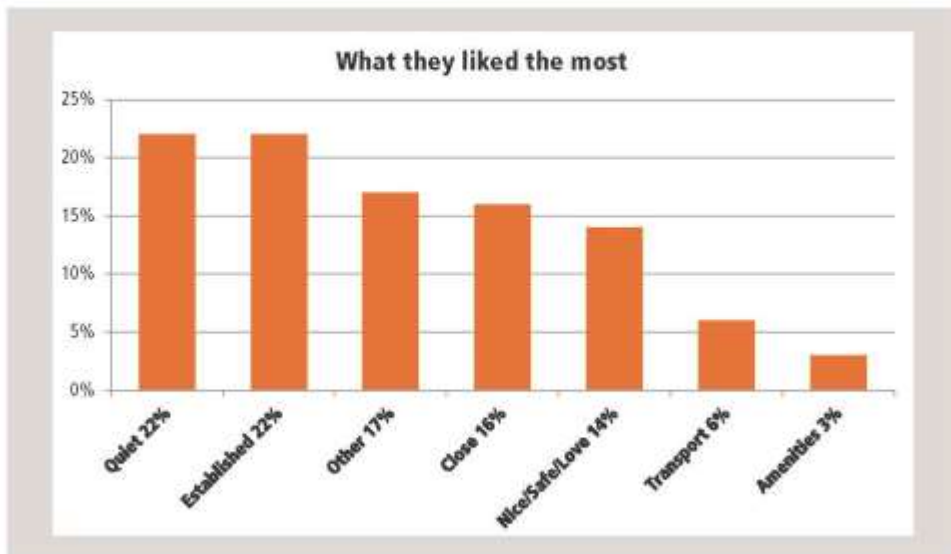
**"CLOSE TO SNOW, BEACH, CITY BUT WE'RE STILL IN THE COUNTRY."**

**WHAT THEY LIKED THE MOST**

Many residents have lived in the area for decades and have a great relationship with their neighbours. The themes articulated by the residents are outlined below;

**Residents' comments:**

- "Other neighbours are kind and check on me."*
- "Love it. Valley girls always come back."*
- "It's quiet and everything we could possibly want as far as services."*
- "You grow to like it - if you come here for work you get to like the place."*



POST MORWELL MINE FIRE DOORKNOCK

WHAT THEY LIKED LEAST

There were distinct themes on what was perceived to have a negative effect on the respondents' neighbourhood. Themes were strong around: traffic, speeding, hoons and heavy vehicles; coal dust and air pollution; and the proximity of the coal mines and power stations. The impact of closed shops, dilapidated public and private buildings, poor upkeep of rentals, and finally police matters regarding drug and alcohol abuse were raised. These are recurring issues across all three surveyed neighbourhoods.

What was distinctly different in this neighbourhood were issues around distance to bus stops or lack thereof, and the problems experienced earlier in the year with VLine train services while the trains were being replaced by buses. Some elderly residents mentioned that they could not afford the taxi fares to get to the supermarket and it was beyond their mobility to walk to a bus stop. For many, the closest bus stop was well in excess of the 400 metre guidelines<sup>1</sup>. There were many residents who were happy with where they lived and could not report anything negative.

Concerns were raised over a broad range of topics reflected by the categories below;

Residents' comments:

*"You put up with a bit of it. It's a coal mining town but when they're issuing carbon monoxide warnings. And \$100 gift cards - is that the best they can do?"*

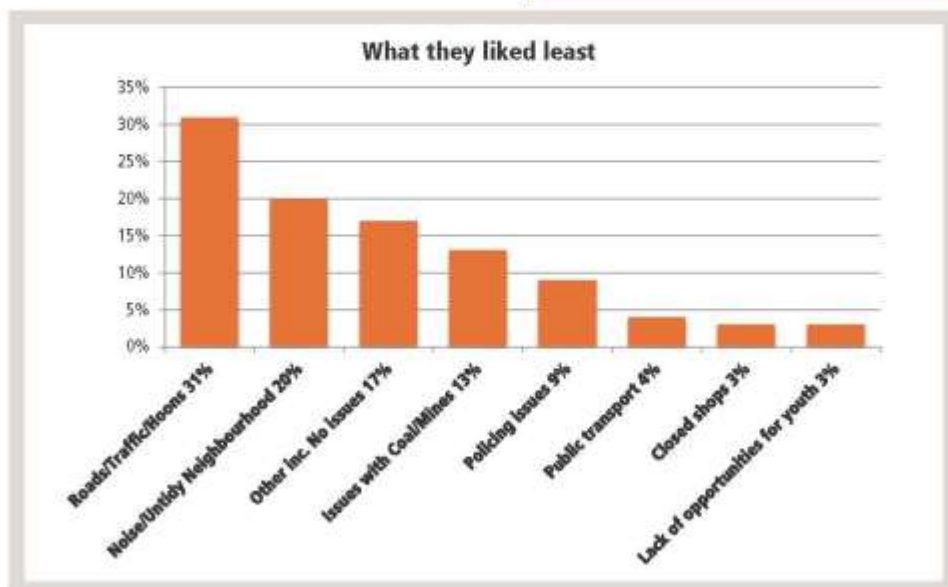
*"No recreational facilities close by (e.g. bike paths/shared paths, green belts, parks) - no link to get to them."*

*"Negative way that the perception of Morwell is portrayed. Named on a national level with negative connotations."*

*"The dreadful houses in the area are depressing. Lots of houses are not cared for and look like a tip!"*

*"Don't know where or if there's a bus service locally we could access."*

**"...RAISE THE SOCIO-ECONOMIC CLIMATE SO THAT PEOPLE FEEL PRIDE AND RESPECT."**



**NEIGHBOURHOOD RATING**

Survey participants were asked to rate their neighbourhood as a place to live, with 58% rating it as "good", 26% as "excellent", 13% as "average" and only 3% as "poor." Overall, this is a very positive response with 84% of residents answering in the top two categories, indicating a community happy living in their neighbourhood.

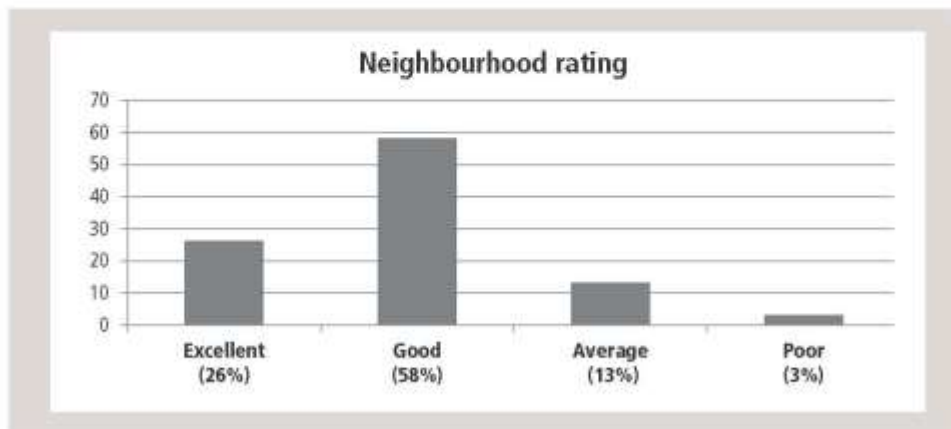
**EIGHTY-FOUR PERCENT (84%) OF SURVEYED RESIDENTS RATED THEIR NEIGHBOURHOOD AS 'GOOD' OR 'EXCELLENT'.**

**Residents' comments:**

- "It's quiet and everything we could possibly want as far as services."*
- "I think I like that it is an older neighbourhood with mostly owner occupiers."*
- "My kids have access to their friends. There is safety for them to ride around."*
- "Many elders have come from overseas, they are all friendly migrants!"*
- "Love it here. Always lived here. My home (50 years)."*



*Image: Then and now – The then bustling, vibrant Gudes Arcade in its heyday and what it looks like in 2016. Photo credit: Morwell Historic Society – image left.*



POST MORWELL MINE FIRE DOORKNOCK

**AWARENESS OF LOCAL SERVICES**

Respondents were asked how well they know the location of local services such as maternal and child health centres, preschools and schools, including an option of 'not relevant.' Many of the respondents answered 'not relevant' which was possibly indicative of a retired cohort of people residing in the area. Many recognised the local primary school, particularly Commercial Road Primary as they had attended as children and lamented its impending closure. A few concerns were raised regarding the new Super School within the Morwell north neighbourhood; these were mainly around increased traffic and safe active transport routes to school for students.

SERVICE	YES	NO/NOT SURE	NOT RELEVANT
Maternal and Child Health Centre	31%	27%	42%
Pre - School	55%	18%	27%
Primary school	81%	3%	16%
Secondary school	78%	7%	15%
Further training/skills	49%	31%	20%
Morwell Neighbourhood House	51%	42%	7%
University	88%	6%	6%

**COMMUNITY PERCEPTIONS OF STABILITY (78%) ARE ACCURATELY REFLECTED WITH 79% OF RESPONDENTS PLANNING TO STAY IN THE NEIGHBOURHOOD FOR AT LEAST A YEAR OR MORE.**

**THE STRONG CONNECTEDNESS OF THIS NEIGHBOURHOOD IS LOUD AND CLEAR. MOST KNOW THEIR NEIGHBOURS, WOULD ASK FOR ASSISTANCE AND HAVE FRIENDS/FAMILY IN THE AREA THEY CAN RELY ON.**

**NEIGHBOURHOOD STABILITY**

Two survey questions were included to determine neighbourhood stability.

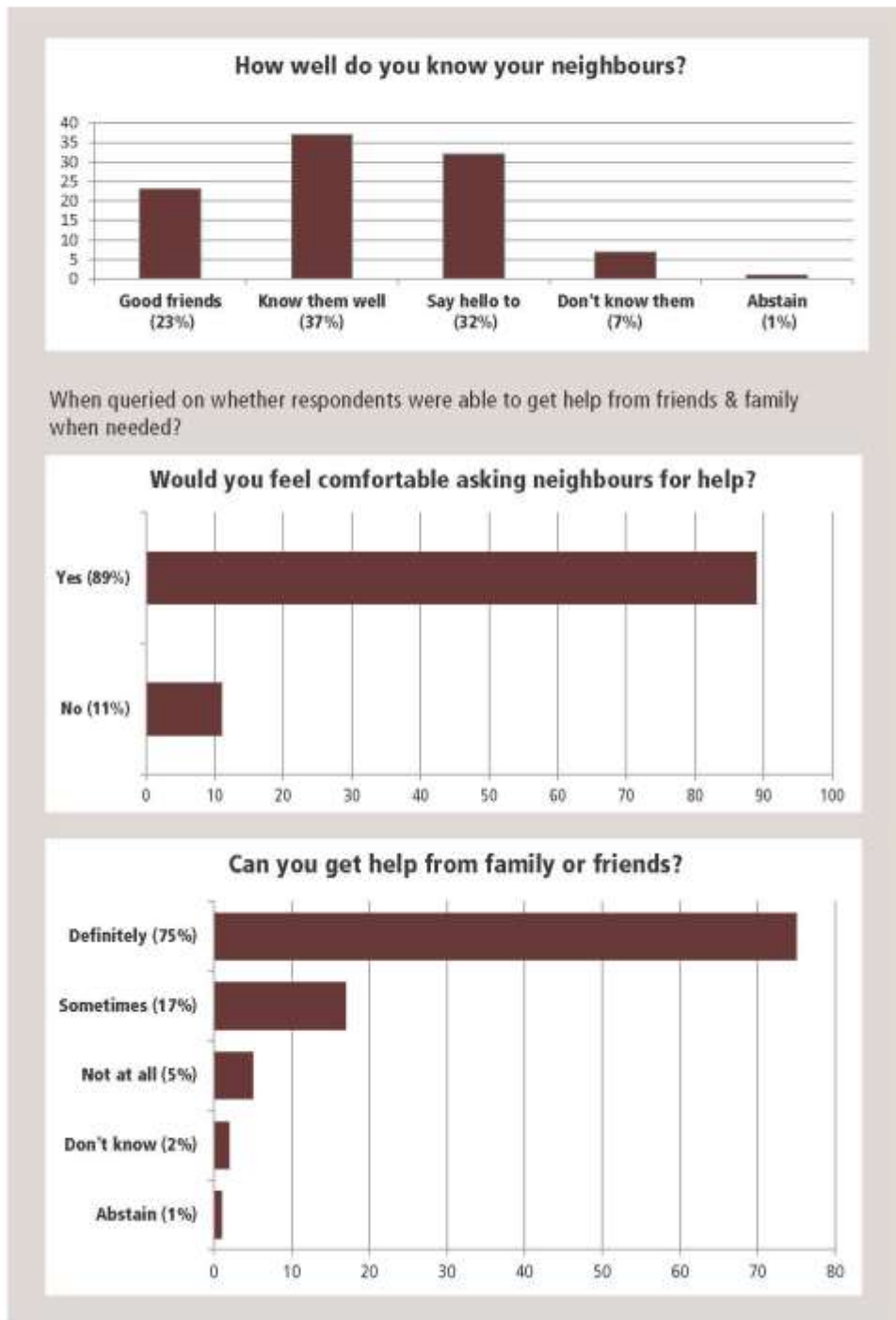
The majority of respondents (78%) believe people tend to stay in the neighbourhood, with 8% believing people tend to move. The 14% remainder of respondents were unsure.

Respondents were then asked how long they plan to stay in the area, with the majority (54%) stating 'over 10 years'; 9% planning to stay '6-10 years', 16% planning to stay in the area '1-5 years' and 21% 'unsure' of their future plans.

**Safety and Wellbeing**

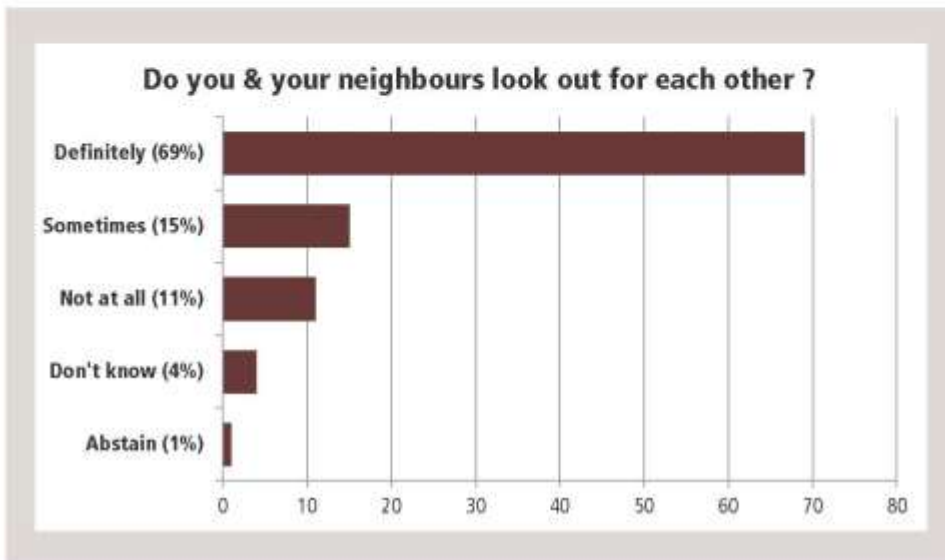
Residents were asked to consider their relationships with their neighbours - did they think of them as good friends, someone they knew well, only well enough to say hello to or did not know them at all. There was also an option not to comment.

The positive benefits of 'good neighbours' came through strongly in the way people described those who live next door as; good, great, considerate, truly wonderful, friendly, respectful and that is viewed as 'very important' by many.

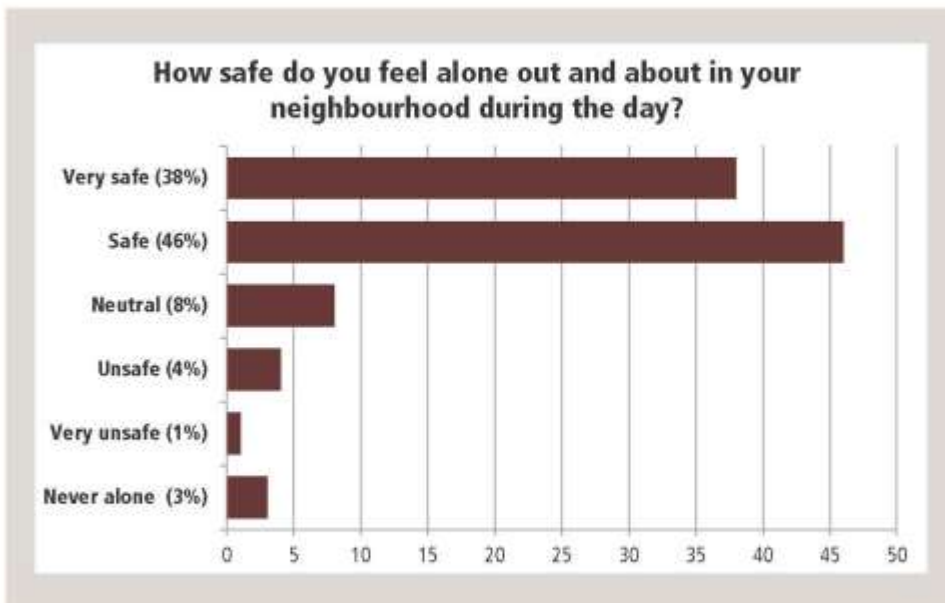


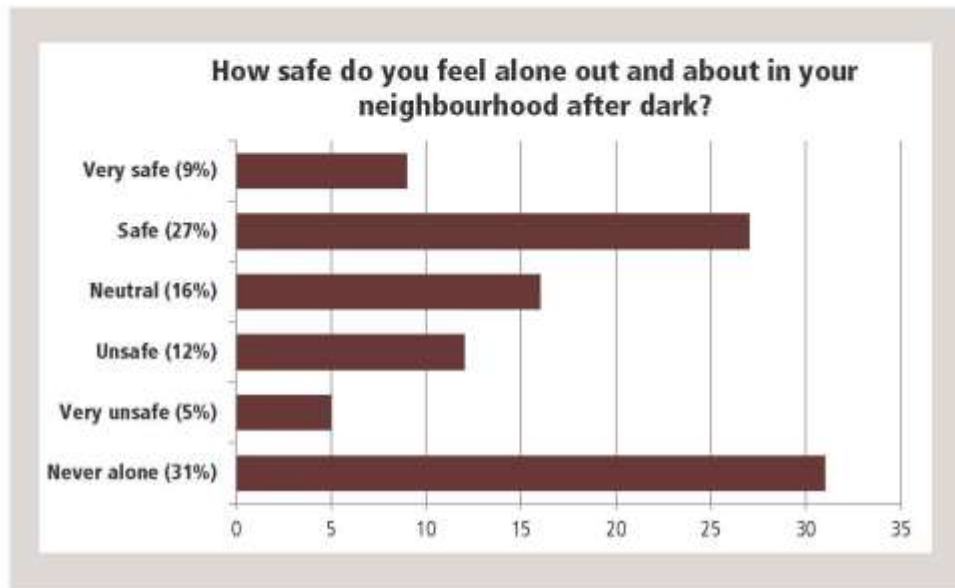
POST MORWELL MINE FIRE DOORKNOCK

Participants were asked whether you & your neighbours look out for each other? The example provided to people was if they needed to leave their home, would they ask their neighbours to collect mail, mow lawns, or feed pets.



Survey respondents were asked how safe they felt out and about in their neighbourhood both during the day and after dark.





Following advice from the Country Fire Authority, respondents were asked whether they have a household emergency plan (in the event of a bushfire, house fire, flood, earthquake etc.):

1. 19% responded 'yes'
2. 81% indicated 'no'

Residents without a written household emergency plan were offered a Red Cross RediPlan book for consideration.

During the course of the initial bush fire that began as the Hernes Oak fire on 9 February 2014, many residents commented that police had come to the door and told them to evacuate. Many left and stayed elsewhere. Others were forced to stay in Morwell due to work, chronic health conditions and caring for elderly family members.

**"I'M ALWAYS AWARE OF WHERE I AM, AND MY SURROUNDINGS."**



POST MORWELL MINE FIRE DOORKNOCK

"I WAS ANNOYED THAT BECAUSE WE WERE ON THE WRONG SIDE OF THE RAILWAY LINE WE WERE NOT COMPENSATED DESPITE HAVING TO MOVE AWAY FOR DAYS AT A TIME DUE TO THE SMOKE IMPACTS."

Residents remain forthright on how the bush and mine fire have affected them. Issues around the clean-up, ceiling cavities, ongoing coal dust and perceived lack of equity around the financial support are paramount. It should be noted it is a very divisive issue. Residents who have lived in Morwell or around the coal mines for many years see it differently from many others.

When residents were asked for ideas on how they could feel safer, suggestions included; improving street lighting, increasing police visibility and response times, and reducing speeding/hooning drivers. These have been recurring themes across all three surveyed neighbourhoods.

Many were indifferent on how to make positive changes to their neighbourhood while others felt there was also no need to make changes, describing their community as 'already safe'. Lack of education and employment was seen to be the biggest contributor to safety along with 'undesirables' wandering the streets at night time with little to occupy them. Drugs and alcohol abuse was also seen as issues affecting the area although many would clarify that this is not isolated to any of the Morwell neighbourhoods, more a problem across society broadly.

**Residents' comments;**

*"The drug scene. I see a lot through work at the hospital. Maybe should be a drop in centre to have the opportunity to be with people who will connect and listen."*

*"Better street lighting. There's only a few and they're obscured by trees."*

*"Improve the relationships community members have with each other. Increase the pride people have in their town and increase penalties for crime".*

"HIGHER POLICE PRESENCE. DAY AND NIGHT. EDUCATE PEOPLE, UNEMPLOYED AND UNEDUCATED PEOPLE SEEM TO MAKE THE MOST TROUBLE IN OUR AREA."

"...REAL ESTATE AGENTS NOT ACCEPTING DRUG USERS/DEALERS AS TENNANTS."

### Physical Activity

Residents were asked whether they undertake moderate-intensity activity, specifically activities that cause small increases in breathing or heart rate such as brisk walking (or carrying light loads) for at least 10 minutes continuously.

There are a broad range of physical activities that residents enjoy including walking, swimming, gym /organised exercise classes, sporting activities, gardening, golf, yoga, cycling and dancing. Some had physical jobs and felt that was enough for them. Many residents spoke of good daily habits of walking their dog and/or walking to get the paper each morning.

Residents were asked to offer their suggestions on how to encourage others to be more physically active which included the following:

1. Walking groups.
2. Increased advertising and awareness of activities already in the area including Council of the Aged classes (COTA).
3. Increase walkability by improving street lighting and hazards on footpaths.

**"NORMAL HOUSEHOLD/  
GARDENING/SHOPPING!  
I THINK I GET ENOUGH  
EXERCISE JUST 'PUSHING  
MY LUCK' EVERY DAY!"**

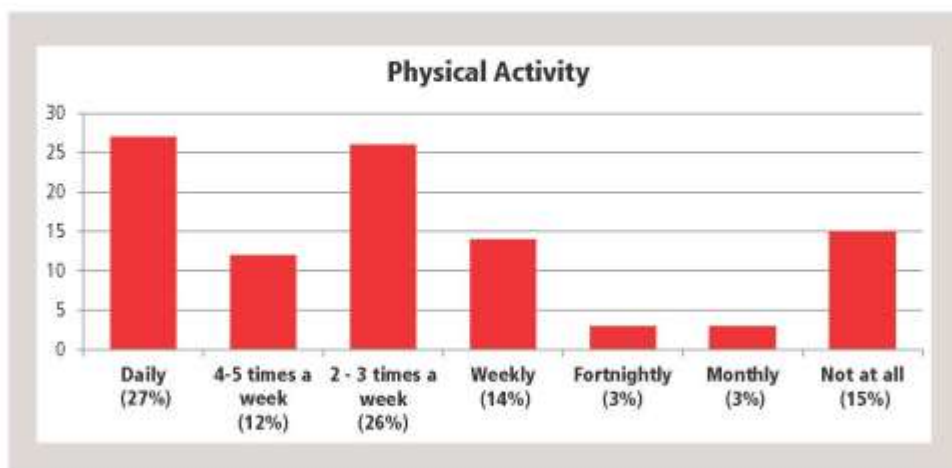
#### Residents' comments;

*"Nicer footpaths and some walking tracks. Tidier areas to walk around - many houses do not prune their gardens away from footpaths. An enclosed, dedicated dog park."*

*"The Leisure Centre is very central to our neighbourhood."*

*"Have easy access to parks and gardens, and provide adequate seating; encourage garden competitions and 'special occasion' get togethers."*

*"Shared paths. Better 'links' to area/ parks. For example, playground, Kernot Hall, wetlands, shared path between Toners Lane and Latrobe Road. A 'destination' focus - activities to do on the way; e.g. public exercise equipment."*



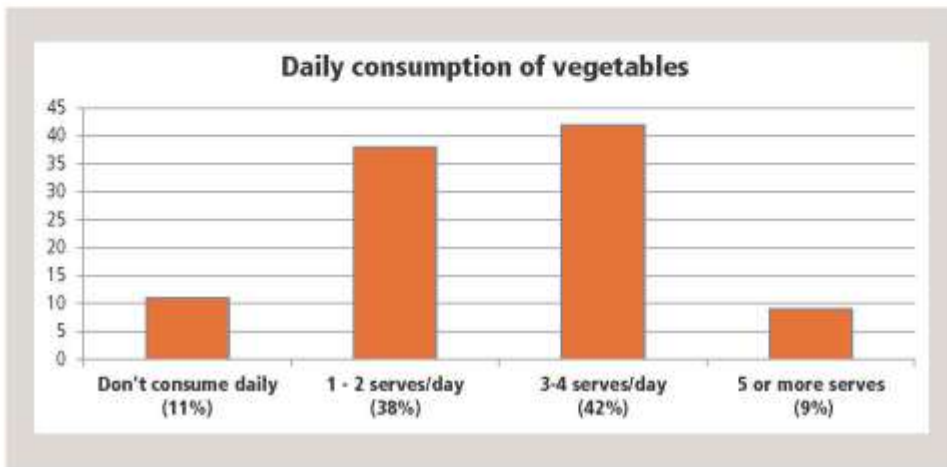
POST MORWELL MINE FIRE DOORKNOCK

### Healthy Eating

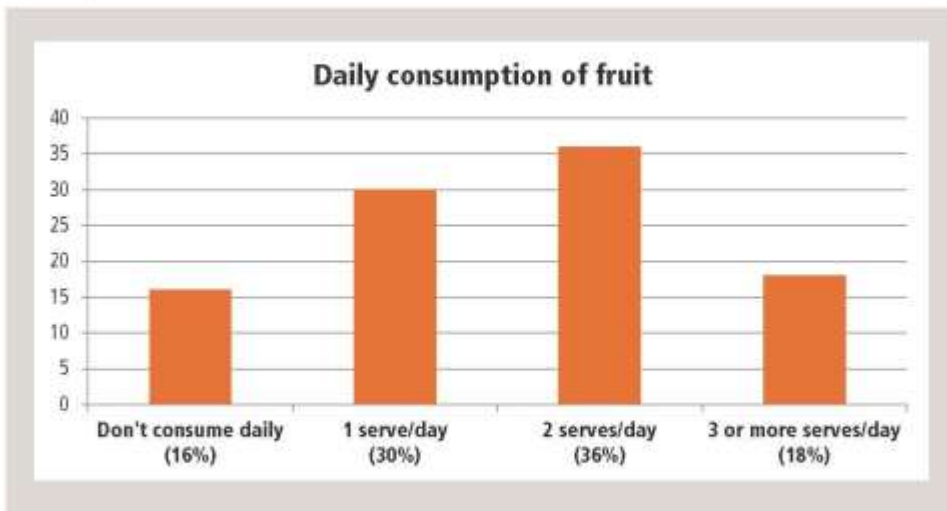
Healthy eating questions related to diet and access to nutritious food.

Using a serving size of ½ cup of cooked vegetables or 1 cup of salad vegetables as a benchmark, residents were asked about their daily vegetable consumption.

The Australian Government dietary guidelines for adults of five serves of vegetables a day is met by 9% of respondents.



Similarly, the next question was based on measuring the consumption of the number of serves of fruit (a serve is considered one medium piece of fruit or two small pieces, or a cup of diced fruit) and is reported as follows:



The majority of participants did not consume the amount of fruits and vegetables recommended<sup>2</sup> for enhanced health.

Respondents were asked to describe their ability to access nutritious food and what can affect this.

1. 70% found it 'very easy'
2. 23% stated it is 'easy'
3. 5% felt it was neither easy or difficult to access nutritious food
4. 2% indicated it is 'difficult'
5. 0% found it 'very difficult'

With 93% finding it easy to very easy to access nutritious food, there is a significant gap between ease of access and consumption in terms of eating for long term health if the Australian Guidelines are considered.

Access difficulties were defined by mobility (reliant on taxis) or high cost. Many commented that they found it easy to access nutritious food as the Morwell north area is relatively flat, making it very walkable to get to shops. Residents on the western side of this neighbourhood report there was a considerable distance to get to the nearest bus stop.

"GROW OWN VEGES  
AND CAN DRIVE TO THE  
SHOPS WHEN I NEED."

Suggestions to improve healthy eating included education, reducing the number of takeaway outlets, and making food pyramid diagrams easier to read with simpler language and on display at fresh food outlets. Community gardens to inform and teach the skills for people to grow their own produce and specific education programs such as Jamie Oliver's Food Revolution and "FOODcents" were put forward as examples of what may help.

**Residents' comments;**

*"Encourage people to reduce soft drink intake and only drink water."*

*"Using an old school bus with shelves with fresh food. Good for elderly people to get to."*

*"Not a bad question... make the veggie table/pyramid simpler to read/get rid of long words/jargon people shouldn't need a dictionary to understand. Promote a simple veggie guide at point of sale or veggies shops."*

*"Health promotion. It is a lifestyle choice. Encourage people to make small changes."*

*"Doesn't feel confident shopping/cooking - needs help with this."*

2. Source: [https://www.nhmrc.gov.au/\\_files\\_nhmrc/publications/attachments/n31.pdf](https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/n31.pdf)

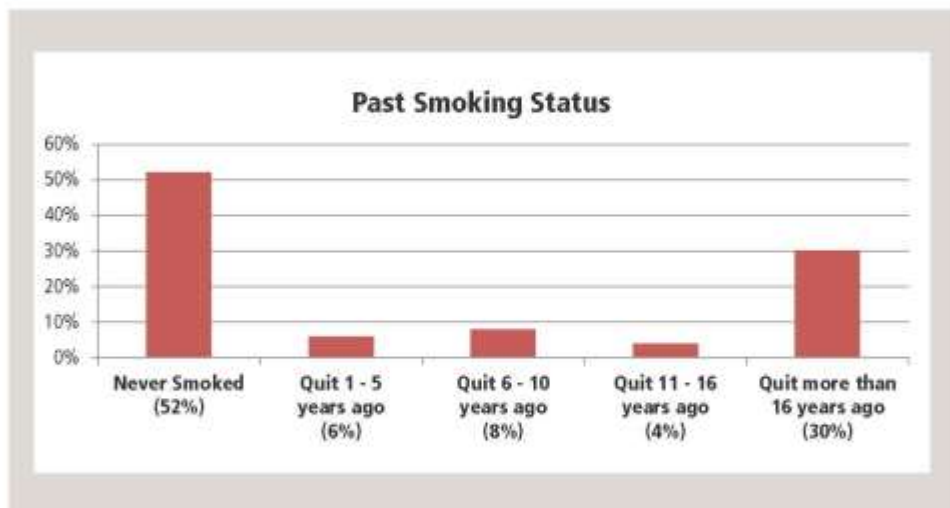
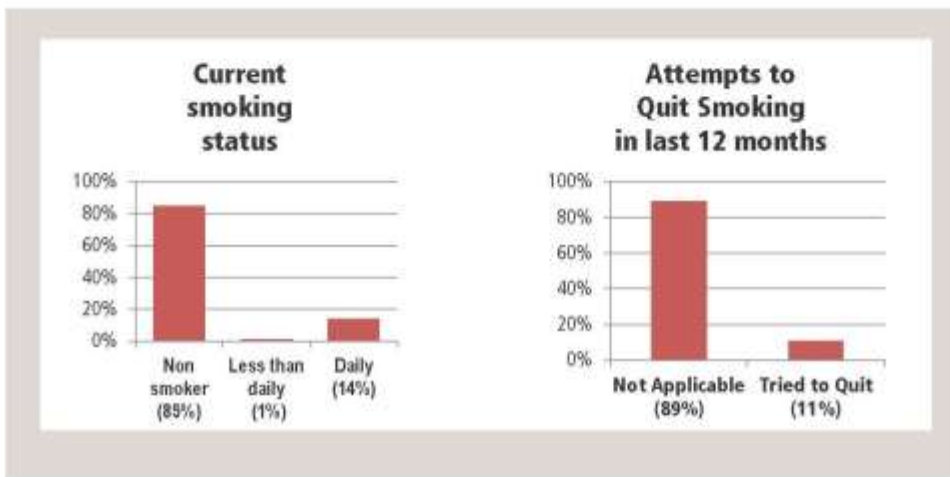
POST MORWELL MINE FIRE DOORKNOCK

**Tobacco and Alcohol**

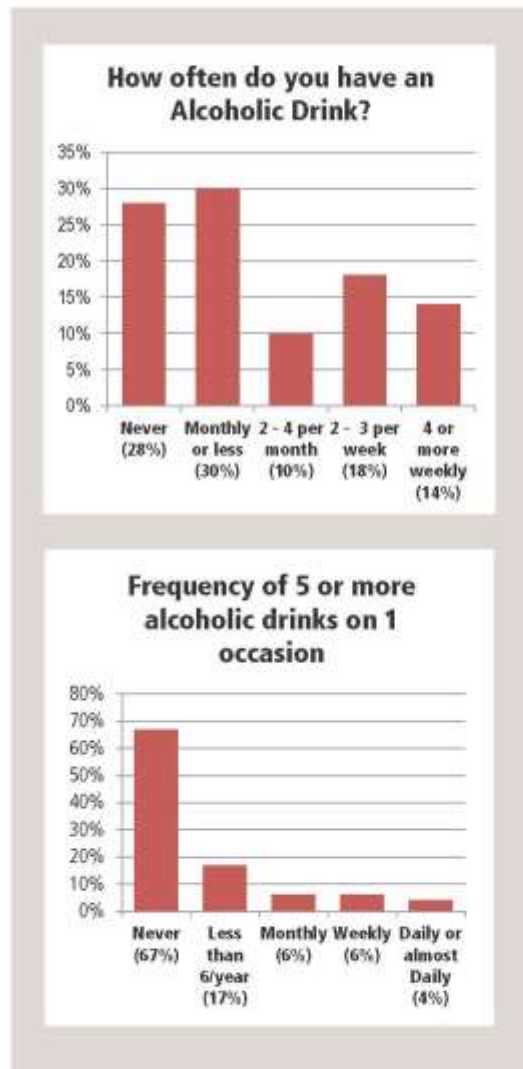
Due to the findings of the Hazelwood Mine Fire Inquiry 2015/16 around chronic health issues of the Latrobe Valley residents, questions around tobacco use and alcohol consumption have been added to the survey for the first time.

The survey sought to ascertain whether residents smoked cigarettes on a daily basis, tried to quit recently or in the past. The number of cigarettes smoked per day was not sought.

Of those who had tried to quit, most had tried multiple times over the last 12 months.



The frequency and number of alcoholic drinks consumed by participants were assessed. Research undertaken on the number of drinks that are considered to be at a rate harmful to long term health has been reviewed and reflects a cultural shift towards drinking less<sup>3</sup>.



3: <http://www.abs.gov.au/ausstats/abs@/ncf/latest/Products/4307.0.55.001/Media%20Release/12013-14>

POST MORWELL MINE FIRE DOORKNOCK

### Vocational Pathways and Employment

Questions around vocational pathways and employment were asked in the survey as part of the partnership with Berry Street, enabling them to gather information about skills training, job service agency awareness and access to jobs, particularly for young people. The questions have been modified from the Morwell east survey.

**Participants were asked do you know how to gain information about skills and training?**

1. 59% indicated 'yes'
2. 17% indicated 'no'
3. 24% of respondents were 'unsure'

**Respondents were then asked do you feel that local people can get into the education and training that meets their needs?**

1. 45% indicated 'yes'
2. 12% indicated 'no'
3. 43% of respondents were 'unsure'

Contributors were asked if you knew a young person that wanted to get into education and training that interested them, where would you send them.

Most popular choices were TAFE, Federation Training, Federation University, universities in general, Centrelink and/or employment agencies.

**The final question in this section asked people to share their thoughts on the adequacy of education and training options on offer in Morwell – How do you feel about the options for training around Morwell?:**

Options are very adequate	16%
<b>Options are somewhat adequate</b>	<b>34%</b>
Neutral – neither adequate nor inadequate	28%
<b>Options are somewhat inadequate</b>	<b>16%</b>
Options are very inadequate	6%

## Local Jobs – Opportunities and Aspirations

Resulting from the partnership with Berry Street, residents were asked questions around the perceived availability of job opportunities in the area, and how they would categorise their own employment.

### When asked how would you rate your knowledge of local job service agencies?

Excellent	6%
Good	16%
Average	27%
Not relevant	51%

### When asked how would you rate the opportunities available for young people to access jobs in our local area?

Excellent	3%
Good	10%
Average	32%
Poor	55%

Respondents' perceptions around available job opportunities for young people often came from personal experience where they know, or have heard of, a young person who has been unable to secure a job. It was not unusual to hear people respond to this question by making comment about the jobs being available but the young people lacking the skills, determination to access those jobs and acceptance of working their way up within an organisation once they got a foot in the door.

"WE HAVE BRILLIANT TRADESMEN FROM THE SEC THAT CAN'T GET WORK AND THEIR EXPERIENCE IS LOST FOR OUR YOUNG APPRENTICES TO LEARN FROM."

### Residents' comments;

*"I really don't know now. It's just fractured- it used to be really community orientated. There are just not the opportunities for employment especially for young people. There's not the job security to make it easy for young families."*

*"A lot of mental health issues. Some of it is from substance abuse. Kids that had learning difficulties could get a job sweeping the floor at the SEC and people would look out for them."*

*"I would have said TAFE but that has got too expensive. Doing a CV and walking the streets is the only way someone will take you on."*

### Those who completed the survey described their employment status as follows:

Retired	44%
Employed Full Time	20%
Employed Part Time	12%
Disability Pension	5%
Self Employed	4%
Full Time Parenting	4%
Unemployed	3%
Carer	2%
Casual Employment	2%
Voluntary Work	1%
University/Study	1%
Preferred not to say	2%

### Finally in this section, people were asked what are your future employment aspirations?

Current job/career is satisfying	57%
Training to further my current employment	6%
Training to change careers	12%
Promotion and/or payrise without further training	1%
Work more in the future	9%
Work less in the future	13%
Change jobs	2%



POST MORWELL MINE FIRE DOORKNOCK

**Access**

The following questions relate to how respondents access services, and how they would like to receive information.

**When asked what is your main form of current transport?**

1. The vast majority (84%) drive a car
2. Public transport users make up 4% of respondents
3. 3% utilise taxis as their main form of transport
4. 1% of people ride a bicycle
5. 8% stated other – the vast majority of these respondents walked

**Do you have access to the internet?**

Seventy-three (73%) of respondents have access to the internet, while 27% of respondents do not. As a follow up question, residents were then asked what type of device they use to connect to the internet (multiple answers were allowed):

Desktop	37%
Laptop	26%
Tablet	18%
Smartphone	18%
Secondary device	1%

Previously, researchers have used internet access as an indicator of disadvantage, with ABS data only being available from the 2011 Census. Given advances in technology, questions around internet access were added to the survey. The results clearly show the majority of people have internet access, and on a wide variety of devices.

Latrobe City Council Communications Team are in the process of determining the most appropriate methods of providing information to the general public, and added a question to the survey to ask how do you prefer to receive general information from Latrobe City Council (such as road closures, events, immunisation, other activities):

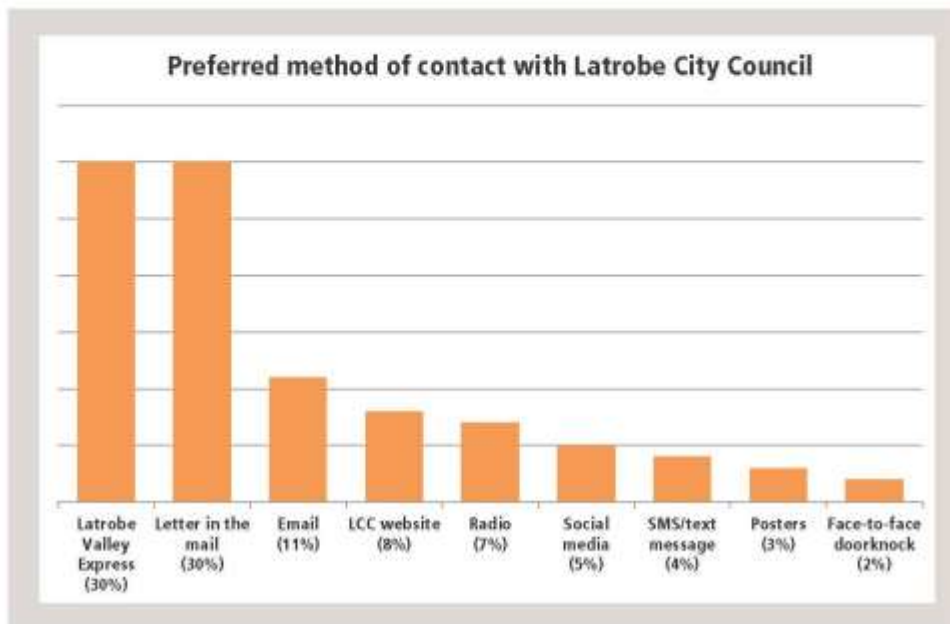
Multiple answers were available to gather the most appropriate methods of contact. These have been amalgamated to provide scores in percentages overall. A letter in the mail that could be left on the fridge as a reminder was valued. There was some recognition of the growing expense of this with recent increases to postal charges.

**Residents' comments;**

*"General information does not matter, but directly affected a letter in the box."*

*"I try to avoid Latrobe City Council (LCC) costs. That way LCC has funds to do more important things."*

Residents also sought council information in the Latrobe Valley Express, either within the editorial content or the specific council notices.



INTERNET ACCESS HAS SIGNIFICANTLY INCREASED SINCE THE 2011 CENSUS DUE TO THE UPTAKE OF SMARTPHONE TECHNOLOGY

POST MORWELL MINE FIRE DOORKNOCK

**Community Participation**

Residents were surveyed on participation in community events, connection to groups and clubs, volunteerism and who they feel represents them in the community. Awareness of the Morwell and Districts Community Recovery Committee was also examined.

**Have you attended a local community event in the last month (like a church fete, farmers market, school concert, craft exhibition)?**

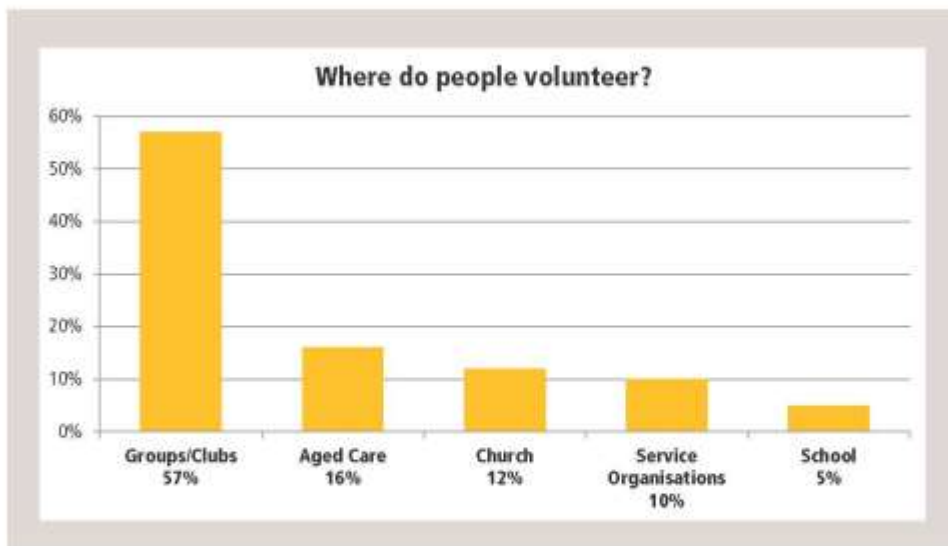
Yes	60%
No	39%
Don't know/did not answer	1%

**Do you help out a local group as a volunteer?**

Yes	30%
Sometimes	14%
Not at all	54%
Don't know	0%
Prefer not to answer	2%

Attendance at local community events was good, given that the question has been changed to reflect outings in the 'last month' from previously being 'in the last 6 months'. Many residents have supported the local "50 Mile Farmer's Market" in Tarwin Street.

Community groups, service organisations, sporting, school and church groups, Meals on Wheels and Planned Activity Groups were all mentioned as places people volunteer. Some participants indicated that they used to volunteer but stopped due to age or declining health or felt that they have 'done their bit'. The organisations below represent groups most often mentioned by 67 respondents currently volunteering.

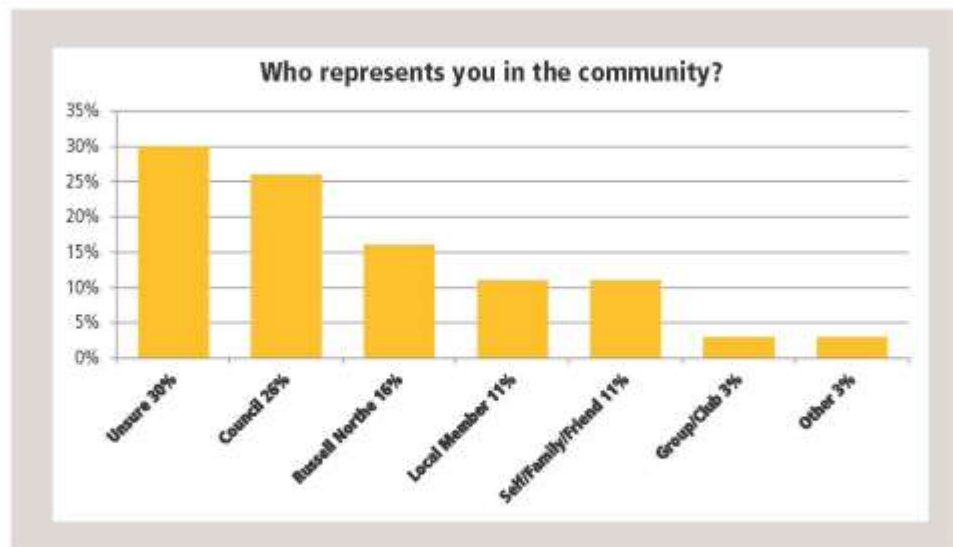


Residents were asked to reflect on who represents (you) in the community, which interviewers described as whom residents would go to if they require assistance or advocacy to resolve an issue. The highest response numbers saw residents seeking out representatives of State and Federal government as their first priority.

**Awareness of the Morwell and Districts Community Recovery Committee was mixed, with residents responding:**

Yes	37%
Somewhat	18%
No	45%

Of those who were familiar with the committee some recall seeing information in the local newspaper, while others have heard of the committee, but are unsure of their achievements.



POST MORWELL MINE FIRE DOORKNOCK

The conclusion of the survey included space for people to provide any further thoughts or comments on the bush and mine fire, on community strengths and on challenges.

Listed below is a selection of themes and comments:

### Bush and Mine Fire/s

This remains a topic that divides the community. The factors that seem to split opinions are;

- Length of time residing in the Latrobe Valley – long term residents seem more familiar with a coal mine environment.
- Employment in the mines or coal fired power stations. Similar to residency, these workers are at times more accustomed to the setting.
- A location north of the railway line. During the fire this was a restriction for the provision of financial assistance. Some describe it as an invisible glass wall that apparently stopped the effects of the smoke, ash, dust and pollutants.
- The clean-up also brings up a lot of unhappy memories regarding the lack of support and proper equipment.

*"I am still traumatised. We were evacuated when the fire first came through and during the fire. Every time I see or hear a plane or helicopter I get reminded, sad and afraid. If I could I would leave the Valley altogether. I don't feel safe anymore. Hot, windy days. People don't smile anymore."*

*"Mine fire. It was horrendous. Because of work we could not evacuate. Did not get sick, but was very uncomfortable. No opportunity to spend any time outside. We were isolated because we barricaded inside. Did collect the bucket and used the vacuum cleaner offered. Feel that GDF should have helped more with the clean-up. Not council's problem, it is*

*the company that is responsible. The Vic government were negligent of their monitoring of the safety of the residents during the fire. Some of the reports in the media were very bad. Greater monitoring of the legislation that covers the power stations is needed, so that this problem does not happen again."*

*"I evacuated the first night due to the bush fire. The clean-up was a disgrace. I still have a pretty coloured bucket. Menzies were hopeless "I could have given a cat a cloth and they'd have done a better job". My daughter came and helped. The coal dust got into everything and destroyed so much."*

*"Told to evacuate during the mine fire but told them to get lost. We've been through the big fires in 1939 and 1944 and this was nothing compared to them when people were burned to death."*

*"Evacuated by Police when the fire was at Catherine Street. Didn't feel it was necessary to leave. Stayed inside and followed the advice given. Had oxygen at home already due to health conditions. We find that some follow others who beat a drum about their own agenda. Karl Stefanovic came down and did a piece for Channel 9 and stood in Tarwin St outside Priceline and took the line of 'the streets of Morwell are deserted!' It was Sunday! The shops are always closed on Sunday! So false. No clean up issues. Husband hosed everything down. House is well sealed."*

### Strengths

Some of the strengths of the Morwell community include;

*"We are aware of the power industry and what it stands for - it is our employer and community partner - we live and accept it as part of our life living in the Valley. We are passionate and protective of our towns - friendly rivalry with Traralgon and Moe (but Morwell is best!)."*

"...We have easy access to good services in education, health and shopping facilities, and sporting clubs are strong. Train service to Melbourne is very good. Beautiful Rose Garden and Kernot Lake area, migrant precinct."

"They band together when they have a common enemy/cause or there's potential to profit from it (if you're on government entitlements)."

"People try to keep going and there's a lot of good people trying to do good things. They try very damn hard but they're up against obstacles."

"My community is very strong. We don't snub each other and talk to each other. They are familiar with us and me with them. Even 300 metres away they're friendly to us when we go for a walk."

"Have good access to our services - fire, police, hospital, doctors, chemist etc. We look out for each other."

"Cheap for baby boomers to live here. They can sell their expensive homes in the city and buy cheap housing in Morwell and live off the proceeds."

### Challenges

Similar themes to the previous two surveys were evident. Many mourn the vibrant bustling town Morwell once was. They remain critical of the privatisation of the State Electricity Commission of Victoria and the planning decision that located MidValley away from the town centre. Unemployment rates, especially for young people are a persistent concern. Recently there has been months of issues around the VLine service between Latrobe Valley and Melbourne. This is also reflected in the comments.

"Lack of cohesion between towns in the Valley. Too much infighting between the towns. Too many people from community groups, who are supposedly trying to build a better community, but who are only trying to feather their own nest or spread dissent and trying to bring Morwell down."

"Too many 'takers' moved to the area who have no respect for the community and contribute nothing."

"Lack of work for people, older, younger, or women returning to work."

"That the state government are severely failing in regards to the V/line service. It is such neglect and disregard for their regional voters."

"Not supporting local business. People need to buy local. Not a decent underwear shop in town of Morwell. No clothes shopping in the town of Morwell. No pro golf shop in Morwell."

"Still recovering from the loss of the SEC and not replacing their presence in the society both through jobs and social commitments."

"Getting people working off their butts and into jobs. There needs to be a lot of job creation. There's not a lot of jobs. Lots of empty good quality houses."

"Transition from coal to sustainable power sources. More employment opportunities for young folk and older people wishing to work and a way of engaging the many, roaming, aimless people into assisting in the community - assisting older citizens such as gardening, odd jobs, etc and maintaining street/roadsides, surely much could be found to be carried out."

"WE ARE 'OPEN 24/7' TO PRODUCE THE POWER NEEDED TO KEEP THE STATE OF VICTORIA GOING, AND I THINK WE ALL FEEL PART OF THAT INDUSTRY."

POST MORWELL MINE FIRE DOORKNOCK



## Summary

With a mixture of residential, leisure, retail, and industrial sites, the area described for the survey purposes as 'Morwell North' is a diverse and interesting neighbourhood, presenting a clear distinction from the other neighbourhoods already canvassed. The area is quite old with their local primary school at Collins Street having operated from 1951 – 1992. There are pockets of new housing developments such as Bellarine Circuit and the former Collins Street Primary School site. This neighbourhood is also going to be home to the new Super School amalgamation of three current primary schools - Crinigan Road, Tobruk Street and Commercial Road Primary Schools. The new school is forecast to open in first term 2017.

The area is home to a mix of retirees; working families, many with school aged children; young couples; with a small portion of public housing residents who are dependent on Centrelink payments. It is home to migrant families and some residents report how much they appreciate having Italian families to enrich their neighbourhood.

The area outlined above comprises approximately 1,083 residences, including:

- 882 detached homes, and
- 201 units/flats/townhouse
- 47 of these residences were vacant at the time of the survey reducing the final number to 1,036.
- With 20% of the total residential dwellings being units/flats/townhouses, the area would be considered to be low density, with two small pockets of medium density.

The area also encompasses the following:

- Five sites for religious congregation
- Three reserves and outdoor sporting grounds
- A large number of general purpose factories, warehouses and industrial sites
- Eight medical facilities (i.e. GP, health service, dentists, holistic therapy)
- VicRoads office
- The site of the Morwell Super-School (currently under construction)
- Two motels and one hotel
- Two child care centres (1 x Aboriginal-specific)
- Aboriginal services
- One Supermarket
- Post Office
- One youth refuge and one women's refuge, and
- Many retail premises

Socio-Economic Indexes for Areas (SEIFA) scores released by the Australian Bureau of Statistics (2011) rates the area as a mixture of highest and second highest levels of disadvantage.

Many residents reflected the changing nature of their street as their original long term neighbours pass away or go into care. This has meant that some properties are rented out resulting in dissatisfaction with the level of care in tenant selection shown by local real estate agents. Some articulated that issues currently being experienced in Morwell, such as drugs and alcohol abuse, and a general disconnection to each other, is not isolated to here, rather a change across Australian society in general.

A recurring theme across all three surveys is the ongoing negative perceptions of Morwell, which many link to the devaluing of property prices. Many argue that the blame for this lies firmly at the feet of some local community groups and the media.

Despite this perceived negativity around current challenges, this community is here for the long run. It has faith that it can be turned around and go back to a vibrant place to live, if opportunities for employment are lifted to stop the exodus of young people from the Valley.

The Community Resilience Team would like to thank Sheryl English from the Red Cross Divisional Office for arranging the booklets for the neighbourhood to increase their preparedness for emergencies.

**"THANK YOU TO  
ALL THAT PUT  
THEIR LIVES  
ON THE LINE FOR  
ME, MY FAMILY  
AND FRIENDS."**





**16.4 MORWELL AND DISTRICTS COMMUNITY RECOVERY  
COMMITTEE - MORWELL NORTH NEIGHBOURHOOD  
RESILIENCE PLAN****General Manager****Community Services****For Information****PURPOSE**

This report provides Council with information the Morwell and Districts Community Recovery Committee's Morwell North Neighbourhood Resilience Plan 2016 - a community health, wellbeing and resilience plan. This is a follow-up to the Morwell and Districts Community Recovery Committee's Doorknock Summary Report being presented at the Ordinary Council Meeting on 12 September 2016.

**EXECUTIVE SUMMARY**

The Morwell and Districts Community Recovery Committee (CRC) is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. All CRC members are volunteers. Council works with the CRC in recovery by arrangement with the State to support recovery and resilience activities.

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services has funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to seek guidance from the CRC and work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan.

The Morwell North Community's doorknock report noted that a survey was provided to 1,036 homes, with 191 responses received either in person by Latrobe City Council Staff, returned by post or completed on-line.

Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan.

The survey sought to create strengths based approach for residents – focusing on how the community can develop solutions to become healthier, more resilient and connected as opposed to feeling disempowered and focusing on the deficits.

The survey data was considered at two neighbourhood workshops. These workshops sought to identify and prioritise actions to support enhanced health, wellbeing, resilience and social cohesions for the Morwell North neighbourhood. A neighbourhood working group committee was formed to develop these actions into a resilience plan.

The Morwell North Neighbourhood Resilience Plan has been approved by the Morwell North neighbourhood working group.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Also, the Morwell and Districts Community Recovery Committee have endorsed the Resilience Plan for Morwell North and requested that a copy of the Plan be provided to Council for information.

### RECOMMENDATION

**That Council:**

- 1. Receives and notes the Morwell and Districts Community Recovery Committee's Morwell North Neighbourhood Resilience Plan 2016 – a community health, wellbeing and resilience plan.**
- 2. Acknowledges the work of the Morwell North Neighbourhood community in developing this plan.**

### 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 – Our Community*

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

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

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

### BACKGROUND

The Committee Resilience team previously undertook an audit of all projects, services, activities and initiatives in the Morwell district which commenced, developed or were funded as a result of or in connection to the Hazelwood Mine Fire, or aligned with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017.

In addition, the CRC sought to gather from the Morwell mine fire impacted community the views, thoughts and recommendations for improving their health. Considering the size of Morwell, it was determined that this work would start at a neighbourhood level. The first neighbourhood identified for this piece of work was a pilot area in the south of Morwell, now known as the Rose Garden neighbourhood.

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

The Community Recovery Committee Rose Garden Neighbourhood Resilience Plan was received at the Ordinary Council meeting on 29 February 2016.

The second neighbourhood was in Morwell East and covered an area between Maryvale Road, Well Street, Crinigan Road, Juniper/Vary Streets and along Waterhole Creek to Morwell Park Primary School.

The Community Recovery Committee Morwell East Neighbourhood Resilience Plan was received at the Ordinary Council meeting on 20 June 2016.

This Plan focusses on a third neighbourhood – Morwell North, an area encompassing Davey Street to the west, Holmes Road to the north (surveying was conducted on both sides of the road), McDonald Street to the east (surveying the western side of the street only) and the railway line to the south.

**KEY POINTS/ISSUES**

The neighbourhood survey was undertaken in partnership with Berry Street (Gippsland) as part of their commitment to Latrobe Valley under the “Making Morwell a Good Childhood Place” (also known as Morwell 4 Kids) initiative to actively engage families, business and community leaders to build on the strengths and capacities of the community. This partnership provided a collaborative approach to deliver enhanced outcomes and positively transform the community.

Berry Street provided staff resourcing to assist with each stage of the resilience planning approach, including the development of an agreed survey to include access to vocational pathways and education; access and utilisation of maternal and child and preschool services; local job opportunities and aspirations; and neighbourhood transience.

All 1,036 households within the ‘footprint’ area were provided the opportunity to participate in the survey. One hundred and ninety-one completed surveys were received; 72 completed face-to-face, 105 returned by mail and 14 completed on-line – an 18.4% completion rate.

Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan. This survey is the first where responses were sought to questions about cigarette smoking and alcohol consumption.

The survey sought to create a positive future orientation for residents – focusing on how the community could become healthier, more resilient and connected as opposed to focusing on past events and the challenges people experienced during that time.

Survey results were conveyed to the neighbourhood community at two facilitated workshops on 3 May 2016 and a working group was formed to further develop the Neighbourhood Resilience Plan. These workshops identified and prioritised actions for their “Morwell North Neighbourhood Resilience Plan” to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

The Morwell North neighbourhood working group has approved the Morwell North Neighbourhood Resilience Plan and the plan has been endorsed by the Morwell and Districts Community Recovery Committee.

### **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 not considered to be any risks associated with this report.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

This report is an information document for Council and does not have any financial and resource implications.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

This report relates to the following specific objectives within the Community Engagement Strategy and Action Plan 2015-2019:

- create opportunities for community members to be involved and have a say in matters of interest that may affect them;
- assist the community to understand how their input may have been used to influence the final decision; and
- develop and maintain an effective feedback process throughout all aspects of the community engagement process.

In line with the IAP2 Spectrum, the level of engagement appropriate for this project included: Inform; Consult; and Involve.

The next phase involving the development of a Neighbourhood Resilience Plan utilised the collaboration and empowerment stages of the public participation spectrum.

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

This report on the Morwell North Neighbourhood Resilience Plan is based on the survey undertaken by Latrobe City Council and Berry Street staff in the designated area in March 2016 and subsequent community workshops held in 3 May 2016.

Tools used for the survey included doorknocking for face-to-face interviews, letter box dropping for survey completion and return by mail and an on-line completion option. These tools ensured that all 1,036 households in the area were provided the opportunity to participate. One hundred and ninety-one surveys were completed - comprising 38% face-to-face, 55% by mail and 7% on-line. The return rate was 18.4%.

Survey results were conveyed to the neighbourhood community at two facilitated workshops on 3 May 2016 and a working group was formed to further develop the Neighbourhood Resilience Plan. The following workshops identified and prioritised actions for their "Morwell North Neighbourhood Resilience Plan" to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****OPTIONS**

Council can receive and note the Morwell and Districts Community Recovery Committee - Morwell North Neighbourhood Resilience Plan.

**CONCLUSION**

CRC representatives met with the Morwell North neighbourhood working group at two facilitated workshops to listen to the community and discuss the results from the survey conducted in Morwell North. These workshops identified and prioritised actions for their Morwell North Neighbourhood Resilience Plan to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

It is anticipated that the work of the CRC will be more broadly shared and where possible replicated at a neighbourhood level in other areas to identify placed based actions.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Morwell North Neighbourhood Resilience Plan 2016

## **16.4**

### **Morwell and Districts Community Recovery Committee - Morwell North Neighbourhood Resilience Plan**

- 1 Morwell North Neighbourhood Resilience Plan 2016 ..... 879**



# Morwell North Neighbourhood Resilience Plan 2016



# Acknowledgements

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This plan was prepared by the Latrobe City Council Community Resilience Team, Stuart Simmie, Christine Body, Andrea Smith and Linda Snell, along with Micaela Driberg of 3 Hills Consulting.

Council acknowledges the support and guidance of the Morwell and Districts Community Recovery Committee (CRC), and the members of the Morwell North Neighbourhood Working Group. The members of the working group whose input into the plan has been creative, inspiring, and invaluable are:

Sheila ANGELONI  
Brendon CLELAND  
Fran CLELAND  
Christine FRENCH  
Leeanne KERR

Joanne MONOLA  
Nancy OSBORNE  
Angela PAPADAKIS  
Debbie WOOLMORE  
Lillian WOOLMORE

This plan was written in June 2016, following a survey conducted from 28 February 2016 until 18 March 2016.

# Foreword

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A resilient community is one that is connected, able to come together during times of difficulty and capable of working together on collective or common purposes designed to enhance the overall strength of the community. A resilient community is able to bounce back from events – be they natural disasters, emergencies, traumas, social or economic events.

It is a flexible model that provides a means of understanding how a community's positive response to change can be encouraged and reinforced, as it shifts attention to capacity in the context of change rather than focusing solely, and unproductively, on a community's vulnerabilities (Kelly, 2004). Community resilience and working with communities to enhance resilience is undertaken in partnership with the community. It is a strength based approach where the inherent strengths and values of a community are celebrated, highlighted and recognised as achievements. These strengths and values are unique to the collective and individual talents of the residents of the neighbourhoods within which they exist.

These bespoke strengths become the resources and adaptive capacity of a community to overcome problems and challenges that may come from change - conversely they are also the resources which can be leverage to enhance opportunities and grow common strengths (Maguire and Cartwright, 2008)

Resilience is an issue that impacts on everyone, and Latrobe City Council (LCC) is passionate about supporting a strengths based approach to community resilience. The development of the Morwell North Neighbourhood Resilience Plan demonstrates Council's commitment to supporting communities and neighbourhoods to work together to build and deliver plans which enhance individual and neighbourhood resilience. This approach supports stronger localised connections, providing a framework through which residents are able to be well supported and resourced to face crisis events with endurance and look to the future with hope.

All neighbourhoods have inherent strength. The Morwell North Neighbourhood is already a well-connected and supportive community. During its work, Council identified that 89% of residents who participated in its survey<sup>1</sup> process said that they could ask a neighbour for help. This connectedness suggests that the Morwell North Neighbourhood is already robust. However, there are many opportunities for improving health, wellbeing and perceptions of safety and the plan

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<sup>1</sup> Survey Response Post Morwell Mine Fire Doorknock Morwell North Area March 2016

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

will continue to build on the community's strengths. For example only 51% of residents ate more than two serves of vegetables a day, while 54% of residents consumed two pieces of fruit or more on a daily basis. This is well below the Australian Government dietary guidelines of five serves of vegetables and two serves of fruit daily<sup>2</sup>. Also, many residents stated that, while they already feel quite safe in their neighbourhood, a more visible police presence and increased street lighting would improve feelings of safety. The community's resilience is demonstrated through their suggestions and ideas about how these and many other areas can be improved by working together to create a community that is healthy, inclusive, and vibrant.

The Plan, created by the community, captures their aspirations for future action in their community; action which they believe will enhance and respond to identified health and wellbeing priority issues and concerns. The development of the plan was community-led, with Council enabling residents in the Morwell North Neighbourhood to determine their own priorities and suggest actions for moving forward.

Council's role is one of listening, supporting and facilitation. It is one of working in partnership with the community and service providers to improve and maintain health and wellbeing of the community. With the endorsement of the Morwell and Districts Community Recovery Committee, Council will facilitate and support the community to deliver the actions contained in this plan.

The community's time and experience has helped create a plan that will make a difference to the residents in the Morwell North Neighbourhood. It has assisted Latrobe City Council to transform its approach to emergency recovery, leveraging a strengths based approach through the framework of the Municipal Public Health and Wellbeing Plan.

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<sup>2</sup> <http://www.gofor2and5.com.au/>

# Executive Summary

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services (DHHS) funded Latrobe City Council to deliver a Community Resilience program to the Morwell community, with work activities supported and endorsed by the Morwell and Districts Community Recovery Committee. The program's focus is to work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience.

The Morwell and Districts Community Recovery Committee is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. Latrobe City Council is working with the Committee in recovery by arrangement with the State to support recovery and resilience activities.

Given Morwell is a large and diverse rural town; a decision was made to identify and engage 'natural' neighbourhoods and focus on one area at a time to recognise the town's diversity. The learnings would then be replicated to other parts of the town. The Morwell North Neighbourhood Resilience Plan has been developed to identify issues and opportunities within the community. These were then progressed to deliver a series of actions to assist enhancing health, safety, wellbeing and social connectedness. It is the third plan delivered and builds on the *Rose Garden Neighbourhood Resilience Plan 2015-2016* dated November 2015 and the *Morwell East Neighbourhood Resilience Plan 2015-2016* dated May 2016. All three plans provide a strategic direction to Council and the community to address local-level matters, and are closely linked to *Latrobe 2026*: "in 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership". There are specific localised priorities identified in each plan, however there are broader community improvements that all three neighbourhoods have the capacity to work on together.

The consultation process identified a number of ideas which were prioritised into the initiatives and actions presented in this Plan and include the following:

- Improve links to bike paths, shared paths, green belts and parks to promote walkability
- Enhance existing walking groups
- Promote existing groups and clubs to improve awareness
- Establish community gardens
- Develop cooking and nutrition classes
- Achieve a greater understanding of the food pyramid and food labelling easier to read and understand
- Reduce coal dust and air pollution
- Reduce use of drugs and alcohol
- Increase numbers of visiting/practicing medical specialists
- Reduce dilapidated buildings and shops

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

- Provide a localised bus service
- Reduce hooning and speeding drivers
- Increase police presence and resourcing
- Increase and improve street lighting
- Build pride of place in Morwell
- Increase employment opportunities
- Reduce the number of empty and poorly maintained houses
- Develop an information pack to advertise and promote groups and clubs and enhance connectivity
- Enhance the entrance/s to Morwell to improve beautification and welcome residents and visitors



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# Overview

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## What is resilience?

Broadly, the term 'resilience' refers to the ability to spring back quickly from setbacks or adversities and respond to a potentially disruptive situation in order to prevent it from becoming a crisis – being elastic, having the ability to react to potential crisis and enabling a speedy recovery when issues arise.

More specifically, 'Resilience is the adaptive capacity to "bounce back" from challenging situations or events and respond positively to change. However, it is more than overcoming adversity – it is also the capacity to plan positively for the future. Resilience applies to both individuals and communities'. (Federation University, Centre of Research for Resilience Communities, [Coalmine Fire Initial Impact on Community Health and Wellbeing Project Summary Report](#), February 2015)

## Characteristics of a resilient community

A number of studies show that a resilient community has characteristics which help it recover faster and with greater understanding from significant events within their community. A resilient community is one where<sup>3</sup>:

- People function well while under stress
- People successfully adapt to the current conditions
- Residents have self-reliance
- People understand the risks that may affect them and others in the community
- Emergency management plans are resilience-based, to build broad resilience within communities over time

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<sup>3</sup> Council of Australian Governments, *National Strategy for Disaster Resilience: Building our nation's resilience to disasters*, February 2011 <https://www.coag.gov.au/node/81>



## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

- Following a crisis event, a satisfactory range of functioning is restored quickly
- People have taken steps to anticipate crisis events and to protect themselves, their assets and their livelihoods
- People understand the mechanisms and processes through which recovery assistance may be available

## The need for this plan

The Morwell community has experienced a series of challenging economic and environmental events over recent decades which have significantly impacted on the town<sup>4</sup>. These include events such as privatisation of the State Electricity Commission (SEC) in the mid-1990s resulting in a reduction of employment opportunities and migration of industrial skills from people in the area; and closure of the Princes Freeway between Morwell and the Hazelwood Open Cut mine from February to September 2011, with diversion of traffic through Morwell via the former Princes Highway.

Arguably the most unique event Morwell residents have experienced occurred when a local bushfire spread into the Hazelwood Open Cut Mine on 9 February 2014, causing a coal fire which continued to burn for 45 days, spreading thick ash and smoke across the town and region. Despite this, Morwell residents have demonstrated their resilience by seeking to strengthen their community and to progress a positive vision for the future. It has been recognised that a healthy and connected community creates a resilient community, so the focus is to work directly with the Morwell community to empower residents to improve their health, wellbeing and social connectedness.

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan, and will align with its six strategic objectives.

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<sup>4</sup> Please refer to Appendix Three: Emergency Management History

## Strategic objectives and outcomes of the Municipal Public Health and Wellbeing Plan

<b>Being Active</b>	Promote and support a healthy, active and connected community	<p>Increase participation in physical activity, recreation and leisure</p> <p>Increase the commitment of workplaces to strategically plan active environments for workers</p>
<b>Eating Well</b>	Increase healthy eating and access to affordable nutritious food	<p>Increase understanding of and opportunities for healthy eating</p> <p>Build the capacity of workplaces and food retails premises and restaurants to provide healthy food choices</p>
<b>Protecting our Health</b>	Promote and support healthy environments and positive public health	<p>Reduce the rates of smoking</p> <p>Increase the number of smoke free environments</p> <p>Reduce excessive alcohol consumption</p> <p>Minimise harm associated with misuse of alcohol</p> <p>Maintain or increase the rates of immunisation</p> <p>Improve the awareness and knowledge of safe sexual practices for young people</p> <p>Minimise the harmful use of drugs</p>

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

<b>Staying Connected</b>	Promote and support an active, diverse and connected community	<p>Improve awareness and knowledge of mental health and wellbeing in the community</p> <p>Support activities and events that build community and social networks</p> <p>Ensure access and equity for all groups in the community</p>
<b>Feeling Safe</b>	Promote and advocate for a safe and diverse environment	<p>Increase safety perceptions among the community</p> <p>Reduce the incidence of family violence in the community</p> <p>Maintain or improve the safety of public facilities and amenities</p> <p>Reduce the incidence of childhood injury</p>
<b>Skills for Healthy Communities</b>	Recognise and harness the skills of Latrobe City residents and organisations for the advancement of our economy and community	<p>Build the capacity of organisations and community groups to deliver health and wellbeing outcomes</p> <p>Increase opportunities for residents to participate in community action and volunteering</p>

## Development of the plan

With Morwell having an estimated population of 14,347 (Australian Bureau of Statistics 2012, "Morwell: Region Data Summary"), it was decided that the resilience plans would be organised at a neighbourhood level while still recognising the whole of Morwell was affected by the Hazelwood Mine Fire in a variety of ways. Including this current plan, neighbourhood resilience plans have been developed to date for the following three Morwell areas:



## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

1. The initial pilot neighbourhood area of 373 homes was bounded by Commercial Road, Driffield Road, Hazelwood Road, and the Princes Freeway in an area now referred to as the Rose Garden neighbourhood. The name was chosen by residents in that area as it is upbeat, positive, and clearly able to identify the area of which they are very proud.
2. The second neighbourhood to develop a resilience plan was Morwell East, an area of 824 households between Maryvale Road, Well Street, Crinigan Road, Junier/Vary Streets, and along Waterhole Creek to Morwell Park Primary School.
3. The third area to develop and implement a Neighbourhood Resilience Plan is in north Morwell, an area of 1,036 homes bordered by Davey Street to the west, Holmes Road to the north (surveying was conducted on both sides of the street), McDonald Street to the east (surveying the western side of the street only) and the railway line to the south (please refer to 'footprint' map on page 16).

With a fusion of residential, leisure, retail and industrial sites, the Morwell North area is a diverse and interesting neighbourhood presenting a clear distinction from neighbourhoods already canvassed. While this is an older area of Morwell, with the Collins Street primary school operating from 1951 until its closure in 1992, there are two pockets of newer developments at Bellarine Circuit and the former Collins Street primary school site. This neighbourhood will be home to the super school amalgamated from Crinigan Road, Tobruk Street and Commercial Road primary schools. The new school is scheduled to open in term one 2017.

The area is home to a mix of retirees, working families with children, young couples and a small portion of public housing residents dependent on income support. The neighbourhood also has a number of ageing post-World War II immigrants predominantly from Italy and Greece.

With 20% of the total residential dwellings being flats/units and townhouses, the area would be considered low density with two small pockets of medium density. The neighbourhood encompasses an interesting blend of retail, residential and industrial properties, and is home to highly valued community assets such as sites for religious congregation, reserves and outdoor sporting grounds, medical facilities, motels and hotels, child care centres, Aboriginal-specific services, and access to a variety of retail premises. Survey responses indicate that statements such as 'close to services' rated highly as to what people like about their neighbourhood.

Residents of this part of Morwell identified a high level of connectedness, pride and a sense of belonging, with 84% of respondents rating their neighbourhood as an excellent or good place to live, and 89% indicating they would ask their neighbours for help if needed.

As with a previous survey and neighbourhood plan, a partnership was formed with Berry Street (Gippsland). Berry Street are progressing their vision for Morwell under the *Morwell 4 Kids* project by consulting and actively engaging families, business and community leaders to build on the strengths and capacities of the community. This initiative is aligned with the resilience planning of Latrobe City Council, so a partnership arrangement was developed to provide a collaborative approach, and enhance the potential to deliver outcomes and positively transform the community. Berry Street committed to providing staff resourcing to assist with each stage of the resilience planning approach, including the development of the agreed survey.

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

The doorknock approach is considered an excellent way to engage with the community to seek genuine views of residents. It also provides a tool for checking in on residents' health and wellbeing following the Hazelwood Mine Fire and assisting them to connect directly with Latrobe City Council. All 1036<sup>5</sup> households within the "footprint" area were provided the opportunity to participate in the survey. A letter and survey were left in the letterbox to capture the input of those not engaged face-to-face. Seventy-two (38%) surveys were completed face-to-face and another 105 (55%) were returned via mail. The methodology was progressed in this neighbourhood to include a digital presence into the survey platform to complement face-to-face and hard copy survey collection – as such, 14 (7%) of surveys were completed online via Survey Monkey. This total response of 191 surveys represents an 18.4% response rate. Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan, with additional questions on vocational training, employment opportunities and service access. For the first time, respondents were questioned around their alcohol and cigarette use, and asked to identify strengths and possible challenges for Morwell. The survey sought to create a positive future orientation for residents by focusing on how the community could become healthier, more resilient, and connected, as opposed to focusing on past events and concerns.

Advertising of the door knock included posters in prominent places in the footprint area, articles/photos in the *Latrobe Valley Express*, information on the Latrobe City Council website, and radio interviews.

The Plan identifies the perceptions, thoughts and suggestions from people within the community affected by the bush fire and mine fire on creating greater health and wellbeing for themselves as individuals, family, neighbourhood and the larger Morwell community. The Plan was community-led and resulted from survey outcomes, neighbourhood feedback sessions, and working group meetings. It encompasses activities and actions which align with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017.

## Identifying key priorities and formulating the action plan

Following analysis of the survey results, a series of workshops was held with residents of the neighbourhood on 3 May and 19 May 2016 to report survey findings and to identify and prioritise actions to support development of the plan. Opportunities to improve health and wellbeing within the community were identified through the survey and the workshops as part of the consultation process. Residents who wished to be involved in progressing the initiatives have formed a working group to assist the Latrobe City Council Community Resilience Team and Berry Street. This plan was prepared using this community-led information and presented to the community working group and the Morwell and Districts Community Recovery Committee for endorsement.

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<sup>5</sup> There are a total of 1083 dwellings in the footprint area, comprising 882 detached homes and 201 units/flats/townhouses. However, 47 of these properties were identified as being vacant at the time of the survey, resulting in a final number of 1036.

## Reporting on the plan

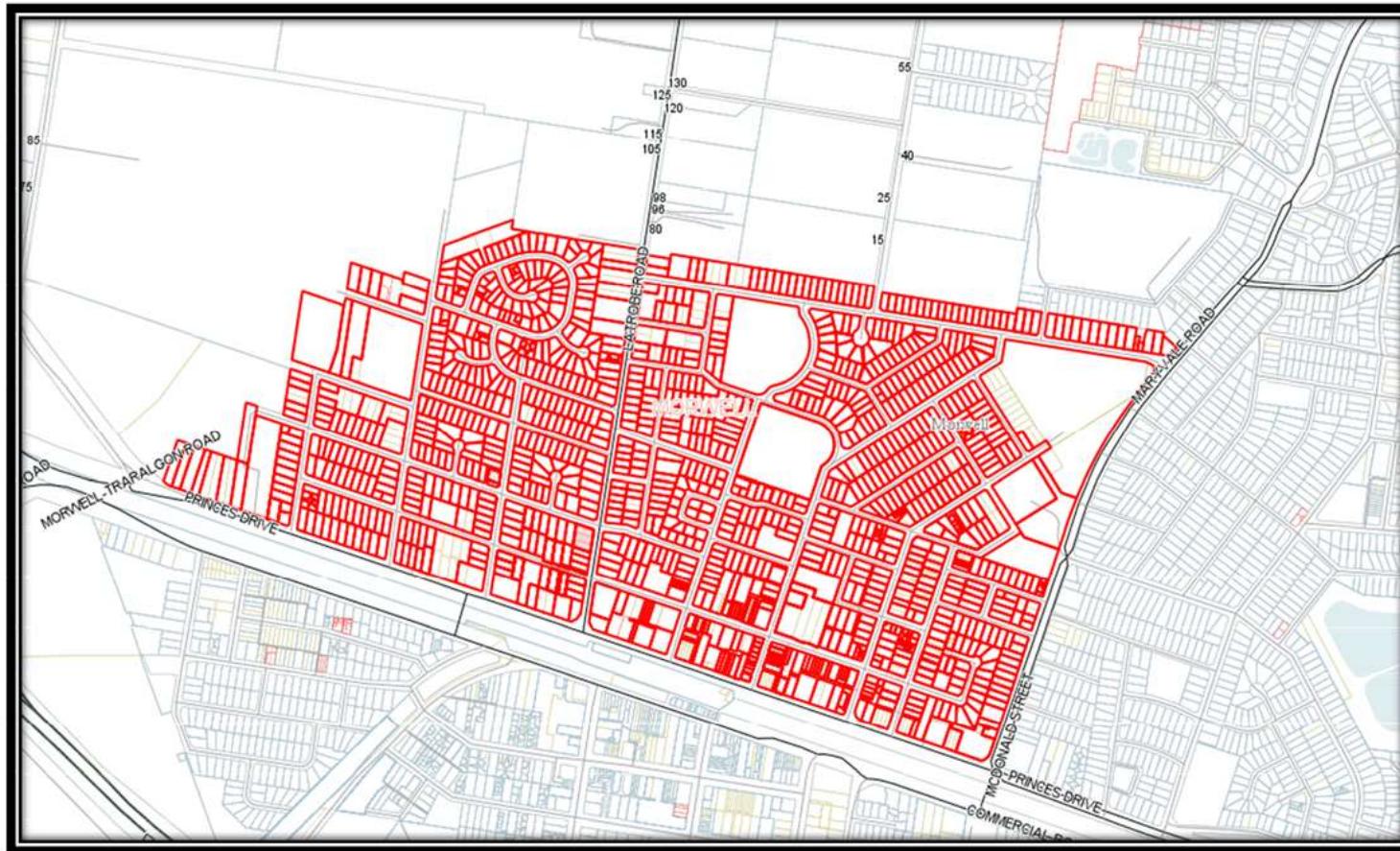
Progress of the actions set out in the plan will be fed back to the neighbourhood to ensure they are engaged and included in their own community-led plan. Service sector organisations are also a key part of the plan and will be kept apprised of progress.

Every action within the plan has been allocated measures to monitor progress and mark completion. These include timeframes, responsibility/ownership of the action, and performance indicators. These measures will be continually monitored and their progress reported to the community, Latrobe City Council, the Morwell and Districts Community Recovery Committee, and other stakeholders. Leaders from within the neighbourhood have formed a Working Group to oversee the actions within the plan, with Community Resilience Team members as project managers for each initiative. Quarterly meetings will be held with the Working Group to manage the project. Where program funding does not allow for the Community Resilience Team to continue in this role, initiatives will be allocated to other teams within Council.

## Evaluation of the plan

The Morwell North Neighbourhood Community Resilience plan will become a sub-plan of the Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017. This enables it to be monitored and reviewed as part of Council's regular review cycle. Evaluation of the plan will include community input to the effectiveness of the implemented actions and any change required to priorities.

## Neighbourhood map



# Priority Areas for Action

Analysis of community consultation resulted in the following priority areas for action, each within a strategic direction from the Municipal Public Health and Wellbeing Plan.

## Strategic Direction 1: Being Active

**Goal: Promote and support a healthy, active and connected community.**

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATOR	STATUS
1.1 Improve links to bike/shared paths, green belts and paths to promote walkability	1. Advocate with Latrobe City Council to link and increase bike/shared paths in the neighbourhood	November 2016	Community, Community Resilience Team and Latrobe City Council Infrastructure Team	Completed LCC plan, including budget proposal, to link and increase bike/shared paths in the neighbourhood	
	2. Encourage people to report overhanging branches, raised footpaths, and other barriers to walkability to Latrobe City Council on 1300 367 700	July 2016	Community and Latrobe City Council	Increase in the number of reports of impediments to walkability	



## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATOR	STATUS
1.2 Enhance walking group activities	1. Develop a walking group specifically for people with limited mobility: <ol style="list-style-type: none"> <li>Focus on getting to know community and neighbours, with secondary emphasis on walking/fitness</li> <li>Suggested name: <i>Walkie Talkies</i></li> <li>Walks to be held no earlier than 11.00 am</li> <li>Set day and time so people know when/where to attend</li> <li>Utilise volunteer driver networks to enable access to starting/finishing point (Morwell Club?)</li> </ol>	October 2016	Community, Community Resilience Team, Latrobe Community Health Service	Walking group for people with limited mobility developed and implemented	
	2. Develop a group of mentors/motivators to encourage people to join the walking group and maintain their interest. Mentors/motivators to have the capacity to assist with barriers to participation	October 2016	Community and Community Resilience Team	Mentor/motivator group developed and working with residents on barriers to participation	

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATOR	STATUS
1.3 Promote and advertise groups and clubs	1. Advertise health promotion events, such as walking groups in Doctor's clinics	October 2016	Community Resilience Team and Latrobe City Council Communications and Marketing Team	All General Practitioner and specialist clinics in Morwell visited with a minimum of 75% agreeing to display the health promotion information	
	2. Promote increased utilisation of the Rose Garden and the Morwell Town Common as sites for passive recreation	September 2016	Community Resilience Team and Latrobe City Council Communications and Marketing Team	Visible increase in the numbers of people utilising the Rose Garden and Town Common for passive recreation	
	3. Advocate with sporting clubs and groups to offer specials/discounts/vouchers etc. to promote sessions	September 2016	Community and Community Resilience Team	Minimum of 30% of clubs and groups contacted providing specials/discounts/vouchers	

**“Nicer footpaths and some walking tracks. An enclosed, dedicated dog park. Bike/shared paths to encourage activity and improve experience rather than walking on footpaths with overgrown vegetation from gardens or riding on roads. Make it appealing visually - paint things in bright colours” – Morwell North resident suggestions**

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

## Strategic Direction 2: Eating Well

**Goal: Increase healthy eating and access to affordable, nutritious food.**

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
2.1 Establish a community garden	1. Work closely with other neighbourhoods to establish a community garden to grow vegetables and fruit	November 2016	Morwell residents and Community Resilience Team	Community decisions made around the development of a community garden, including governance, site, funding etc. and garden has been established	
2.2 Develop nutrition/cooking classes	1. Work in conjunction with Latrobe Community Health Service to provide the FoodCENTS program	October 2016	Community Resilience Team and Latrobe Community Health Service	Provision of FoodCENTS program to community groups on a minimum of three occasions	
	2. Work in conjunction with other community sector organisations to expand delivery of programs already existing to teach basic meal preparation	October 2016	Community Resilience Team and Community Sector Organisations	Measurable expansion of meal-preparation life and living skills program delivery	

MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

<p>2.3 Establish food swap of excess produce</p>	<ol style="list-style-type: none"> <li>1. Organise venue for people to swap excess produce for other goods/produce on a monthly basis</li> <li>2. Include the capacity for people on a limited income to swap produce or goods for firewood</li> </ol>	<p>November 2016</p>	<p>Community Resilience Team and 50-Mile Farmer's Market</p>	<ol style="list-style-type: none"> <li>1/ Development of written guidelines governing practice for the excess swap</li> <li>2/ Establishment of a monthly event where excess produce is swapped</li> <li>3/ Agreement on a suitable name for the program</li> </ol>	
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**“Encourage the benefits of eating healthy. Reduce eating meats. Children don't understand where meat and chicken come from” – Morwell North survey respondent**

## Strategic Direction 3: Protecting our Health

**Goal: Promote and support healthy environments and positive public health.**

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
3.1 Reduce coal dust and air pollution	1. Encourage residents to report coal dust concerns to the Environment Protection Authority (EPA) on 1300 372 842 a) Develop an advertising campaign to alert residents to the importance of reporting air pollution	August 2016	Community Resilience Team and Environment Protection Authority	Increase in reports of air pollution to Environment Protection Authority	
	2. Encourage residents to report concerns about water quality to Gippsland Water on 1800 050 500 a) Develop an advertising campaign to alert residents to the importance of reporting water quality concerns	August 2016	Community Resilience Team and Gippsland Water	Increase in reports of water quality concerns to Gippsland Water	

MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

3.2 Increase medical and visiting/practicing specialists	1. Work with the local Primary Health Network to determine the level of specialist services available in the area and establish ways to improve the numbers	September 2016	Community Primary Health Network Community Resilience Team	Discussion with and submission to the Primary Health Network (PHN) on methods to improve the number of medical specialists practicing within Latrobe Valley
	2. Understand recommendations 2, 3, 4 and 5 of the <i>Hazelwood Mine Fire Report 2015-2016: Volume III Health Improvement</i> which encourage significant health improvements in Latrobe Valley	August 2016	Latrobe Valley Health Assembly Latrobe Valley Health Advocate Latrobe City Council	Increased community understanding around recommendations 2, 3, 4 and 5 of the <i>Hazelwood Mine Fire Report 2015-2016: Volume III Health Improvement</i>
	3. Complete the Hazelwood Health Study when contacted (all adult Morwell residents).	December 2016		High level participation within the Hazelwood Health Study by residents within the Morwell North neighbourhood

**“Corporations should be held responsible for negligence because we don't need more pollution than we already have in the valley” – Morwell North survey respondent**

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

## Strategic Direction 4: Staying Connected

**Goal: Promote and support an active, diverse and connected community.**

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
4.1 Reduce dilapidated buildings and shops	1. Schedule a forum between the community and local real estate agents to discuss concerns about dilapidated retail buildings	October 2016	Community Real Estate Agents Community Resilience Team	1/ Increased understanding by real estate agents and the community about issues related to care and maintenance of leased building and shops  2/ Reduction in the number of dilapidated buildings and shops in Morwell	
4.2 Improve connections between people	1. Promote visitors programs to connect people; such as We Care (Latrobe City Council), Care Ring (Lifeline), and the Community Visitors Scheme (Red Cross).	September 2016	Community Latrobe City Council Lifeline Red Cross	Increased capacity of visiting programs	
	2. Develop an information pack for residents outlining available local activities and where/how they can be accessed	November 2016	Latrobe City Council	Information pack developed and available for distribution	

MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
4.3 Provide localised bus service	1. Advocate with relevant organisations (i.e. Latrobe Valley Bus Lines, Department of Transport etc.) to implement a bus route taking in the north-western section of Morwell	August 2016	Community  Community Resilience Team	Investigate the implementation of a regular bus route taking in the north-western part of Morwell	

**The strong connectedness of this neighbourhood is loud and clear. Most know their neighbours, would ask for assistance and have friends/family in the area they can rely on – Morwell North survey results**



## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

## Strategic Direction 5: Feeling Safe

**Goal: Promote and advocate for a safe and diverse environment.**

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
5.1 Reduce speeding/hoon behaviour	1. Utilise VicRoads speed advisory trailer in known speeding areas. Data will then be analysed and followed up by Victoria Police Highway Patrol	September 2016	Community Resilience Team VicRoads Victoria Police	Installation of speed advisory trailer	
	2. Encourage residents to ring the Hoon Line (Crime Stoppers 1800 333 000)	August 2016	Community Liaison Officer Victoria Police Neighbourhood Watch	1/ Promotional letterbox drop developed and implemented 2/ Increase in reports of hoon driving to Crime Stoppers from the area	
	3. Advocate with Latrobe City Council to allow car parking on residential nature strips to alleviate parking issues and improve traffic safety	October 2016	Community Community Resilience Team	Consideration and response to be provided by Latrobe City Council regarding parking on residential nature strips	

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
5.2 Increase visible police presence and resourcing	1. Utilise the Eyewatch @ Latrobe Facebook page for those with internet access to keep up to date with and to promote local policing issues	July 2016	Community	Increase in use of the Eyewatch @ Latrobe Facebook page	
	2. Offer neighbourhood information and opportunities to meet with Police, Neighbourhood Watch and Latrobe City Council	September 2016	Victoria Police Community Resilience Team	Residents are provided with opportunities to meet with Victoria Police, Neighbourhood Watch and Latrobe City Council	
5.3 Increase/improve street lighting	1. Ensure street lighting in Morwell meets Australian Standard AS NZS 1158.6 for minimum distance between lights (as per the standard at the time each area was developed)	July 2016	Latrobe City Council Infrastructure Planning Team  Community Resilience Team	Accurate information received and presented to the community about street lights in the neighbourhood meeting Australian Standard AS NZS 1158.6	
	2. Advocate with Latrobe City Council to increase the numbers of street lights in Morwell	August 2016	Latrobe City Council Infrastructure Planning Team  Community Resilience Team	Response from Latrobe City Council regarding increases in street lighting in the Morwell North neighbourhood	

## Strategic Direction 6: Skills for Healthy Communities

**Goal: Recognise and harness the skills of Latrobe Valley residents and organisations for the advancement of our economy and community.**

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
6.1 Build Pride of Place	1. Advocate for the two western-end freeway entrances to Morwell to be beautified and adorned <ul style="list-style-type: none"> <li>a) Include the obsolete railway bridge</li> <li>b) Build a panel wall to screen the sewage treatment plant and add a mural</li> <li>c) Increase plantings of flowers and native flora at the entrance</li> <li>d) Make signage colourful and advertise the Rose Garden</li> <li>e) Ensure rubbish along the railway line and the freeway exit is regularly removed</li> </ul>	October 2016	Community  Community Resilience Team  Future Morwell	Beautification of two western-end freeway entrances to Morwell	
	2. Provide feedback to Future Morwell regarding their concepts for redeveloping the freeway entrances	Timeline dependent on Future Morwell project	Future Morwell Community Engagement Strategy	Feedback provided, accounted for, and reported back as part of the Future Morwell engagement strategy	

## MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
6.2 Reduce inappropriately maintained rental and privately owned homes, and empty houses.	1. Schedule a forum between the community and local real estate agents to discuss concerns	November 2016	Real Estate Agents  Community Resilience Team  Community	Forum convened; concerns discussed and agreed actions to be progressed	
	2. Convene a tenant's rights information session aimed at people who are concerned that taking action against their landlord to achieve maintenance may result in repercussions	November 2016	Community Resilience Team  Suitable trainer (e.g. Tenant's Union of Victoria, Consumer Affairs Victoria etc.)	Information session held; evaluation indicating increased awareness	
	3. Locate and promote services that assist older people who can no longer complete maintenance on their own home (including Men's Shed)	October 2016	Community Resilience Team  Latrobe City Council  Businesses	Services located, promoted and utilised	

MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
	4. Work with Latrobe City Council Local Laws team to report unkempt properties	July 2016	Latrobe City Council Local Laws team	Increase in reports of unkempt properties; decrease in number of unkempt properties	
6.3 Develop ways to integrate older people and younger people	1. Promote programs such as the digital shed, and having U3A and the Maternal and Child Health Service located within the Morwell Super School	August 2016	Latrobe City Council Family Services  Department of Education and Training  U3A  Men's Shed  Others as identified	Increase in connections between older and younger people	

**Improve the relationships community members have with each other. Increase the pride people have in their town; the overhead bridge into Morwell needs cleaning up – Morwell North survey responses**



# Timeframes

Pillar	Initiative	Timeframes						
		Jul 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017
	Improve links to bike/shared paths, green belts and paths to promote walkability							
	Develop a walking group specifically for people with limited fitness							
	Promote and advertise groups and clubs							
	Establish a community garden							
	Develop nutrition/cooking classes							
	Establish food swap of excess produce							
	Reduce coal dust and air pollution							
	Increase medical and visiting/practicing specialists							

MORWELL NORTH NEIGHBOURHOOD RESILIENCE PLAN 2016

Pillar	Initiative	Timeframes						
		Jul 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017
	Reduce dilapidated building and shops				■			
	Improve connections between people					■		
	Provide a localised bus service in the north-western section of Morwell		■					
	Reduce speeding/hooning behaviour				■			
	Increase visible police presence and resourcing	■						
	Increase/improve street lighting		■					
	Build Pride of Place				■			
	Reduce inappropriately tenanted rental houses and empty houses					■		
	Develop ways to integrate older people and younger people		■					

# Appendix One

## Further Ideas, Strategies and Suggestions

The following are ideas, strategies and suggestions raised by the community during the consultation phases that were not yet prioritised for action. They are listed here as a record of the powerful thoughts of the community when consulted on their needs and wants.

### Being Active

- ✓ When developing the new estate known as Morwell West (see Appendix Four) ensure there are links and loops to parks and greenbelts

### Eating Well

- ✓ Establish community gardens:
  - a) Perhaps site it at a park in Bellarine Circuit
  - b) Teach people to grow their own food
  - c) Hold jam/pickling classes

### Protecting our Health

- ✓ Regular dissemination of information on daily EPA readings (especially those without access to the internet), along with clarification of what the readings indicate
- ✓ Provide regular updates to the community about mine rehabilitation efforts
- ✓ Reduce the use of drugs and alcohol in the community by:
  - a) Starting education around substance misuse in early primary school years



- b) Provide increased awareness and less stigma of drug and alcohol issues to reduce fear
- c) Increase access to counselling services
- d) Give police and courts more power and higher penalties for traffickers

## Staying Connected

- ✓ Provide opportunities for more interaction between disabled and able-bodied people
- ✓ Provide social opportunities for young people
- ✓ Offer reduced shop rents to encourage enterprise

## Feeling Safe

- ✓ Utilise temporary speed humps on peak roads at peak times to reduce speeding
- ✓ When installing speed humps, be mindful of people with skeletal injuries and install concrete/brick humps (e.g. Glenrowan Street Morwell). Yellow metal humps and rubber humps are awful for people with bad backs
- ✓ Advocate with Lifeline to increase lighting at the their car park (Fleming Street) to reduce people searching through donation bins

## Skills for Healthy Communities

- ✓ Develop a volunteer workforce to assist home owners who don't have money or skills for home maintenance – utilise donated goods, services and labour to assist people to maintain their home's façade and build pride of place

# Appendix Two

## Evaluation

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Evaluation of the initiatives within the plan will be an ongoing process involving the following questions:

- Have the actions within each initiative been met?
- To what extent have the outcomes been achieved?
- Were there any variations from the original idea? If so, why?
- Were there any unintended outcomes?
- What worked well, and what needs improvement?
- What lessons have been learned?

An evaluation document will be prepared by the relevant team within Council and supported by the Morwell North Neighbourhood Working Group to assess the efficacy of each initiative. The Working Group will then have the opportunity to prioritise the ideas, suggestions and strategies that were not included in the initial plan, or develop new ideas, and initiate a new action plan to meet these needs.

As a sub-plan of Council's *Municipal Public Health and Wellbeing Plan 2013-2017*, this document will be reviewed annually to determine if it is meeting the needs of the neighbourhood and their chosen priorities.

# Appendix Three

## Emergency Management History

Latrobe City has a long history of experiencing environmental challenges and incidents with varying degrees of severity and impact as summarised below:

- Major road Accidents 1978, 2008
- Fire 1939, 1944, 1962, 1968, 1978, 1982, 1983, 2001, 2005, 2006/07, 2009 Delburn & Churchill (Black Saturday), 2013 Aberfeldy, 2014 (Hernes Oak/Driffield and Hazelwood Mine Fires)
- Floods 1978, 1993, 1995, 2007, 2010, 2011, 2012
- Explosions Church St 1990; ESSO Longford Gas Plant 1998; electricity supply substation 2014
- Gas Pipeline Rupture Moe 1997
- Pollution 2010 (Kernot Lake)
- Chemical Spills, Morwell 1998; Traralgon 2015
- Mine Incidents 2007, 2012
- Mine Collapse and Freeway Closure Morwell 2011
- Landslips, 6 in 2011; 6 in 2012; 1 in 2014
- Storm Events (High Winds) 2014
- Hazelwood Mine Fire (45 days) 2014
- Earthquake (5.2 Richter Scale) 2014
- Bomb threats 2014 and 2015

# Appendix Four

## Morwell West Development Plan

The Morwell West Development Plan was endorsed by Latrobe City Council on 12 April 2016 and proposes approximately 457 residential allotments in Morwell. The Plan has been developed in conjunction with a broad range of stakeholders including Latrobe City Council, Gippsland Water, West Gippsland Catchment Management Authority, VicRoads, Country Fire Authority, Department of Environment, Land, Water & Planning and Environment Protection Authority.

The Development Plan relates to 12 parcels of land, including land owned by Latrobe City Council, that together comprise an area of approximately 43 hectares and is located to the west of the existing Morwell Township. The site is generally bound by Toners Lane to the south-west, Toners Lane Reserve to the north and Latrobe Road to the east.

Features of the development include:

- 421 standard residential sites, and 36 medium-density residential sites
- Medium-density sites are situated near reserves for access to open space for recreational purposes
- The majority of planned housing will be within 500 metres of a local park; existing reserves will receive an upgrade
- Toner's Lane reserve will be the primary open space with a proposed wetland for storm water treatment and to create native habitats. The reserve will also include a shared path network (cyclists and pedestrians)

For more information, the plan can be accessed on the Latrobe City Council website via the following link:

[http://www.latrobe.vic.gov.au/Building\\_and\\_Planning/Development/Endorsed\\_Development\\_Plans](http://www.latrobe.vic.gov.au/Building_and_Planning/Development/Endorsed_Development_Plans)

# Appendix Five

## Lessons Learned

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The following are lessons that have been learnt from working closely with the community across three very different neighbourhoods:

### Door-knocking

- Frank, open and honest results are achieved when surveys are conducted face-to-face
- Door-knocking is weather-dependent – timeframes may need to be adjusted accordingly
- Promote and inform the community about your work beforehand; and provide opportunity for follow-up communication
- Clearly identify yourselves to residents when visiting their neighbourhoods and follow required Occupation, Health and Safety practices
- Wear comfortable shoes, and be prepared to be invited into people's homes as well as conducting business on the doorstep or at the letterbox – go with what makes people most comfortable
- Working in collaboration with like-minded community-sector groups builds excellent networks, allows the learning of new methodologies, and creates great partnerships

### Community Workshops

- A community led approach where people are consulted about their wants and needs (as opposed to decisions being made on their behalf based on statistics) yields excellent responses
- Provide feedback to the community - people appreciate being kept informed, and knowing what their information is being used for
- Consult with people in their own community (i.e. locally), and recognise the diversity of community groups that need to be engaged for informed guidance.
- Listen to, and accept, all ideas – don't pre-judge

- Where funds permit, employ a consultant to facilitate the workshops. This has yielded excellent results as they are seen as neutral to the issues and ideas.
- When arranging workshops, remain flexible and work within the community's needs
- Have relevant referral and community services information available. Workshops may raise personal concerns and issues for people; be aware of this and have strategies in place

## Staffing

- A personable and engaging approach is required from all staff. This assists in eliciting honest responses from the community, and helps build relationships with the residents
- Be frank and open with people – honesty is appreciated

## Other

- It is critically important to provide clarity around spheres of influence – be clear with people about what can and can't be achieved
- Ensure to follow through with commitments, and if an issue requires clarity, research the answer/s and feedback to residents
- Advertising workshops and other gatherings through direct letterbox drops - along with a reminder for events – had a positive effect on increasing RSVP numbers

# CORPORATE SERVICES

17. CORPORATE SERVICES

**17.1 PROPOSED CHIEF EXECUTIVE OFFICER RECRUITMENT,  
PERFORMANCE AND REMUNERATION REVIEW ADVISORY  
COMMITTEE TERMS OF REFERENCE FOR ADOPTION**

General Manager

Corporate Services

For Decision

**PURPOSE**

This report proposes for Council to adopt a formalised advisory committee structure and terms of reference for employment matters relating to the Chief Executive Officer.

**EXECUTIVE SUMMARY**

It has been identified that the current *Chief Executive Officer Performance Review Committee* (Committee) needs formalising as it provides an important function for Council.

Options have been considered as to the best structure to provide this function, and it is recommended that Council establishes an advisory committee for this purpose.

In accordance with the proposed Terms of Reference, and the *Instrument of Delegation 2012 – 2016 Council Delegates and Committees*, the Mayor, Deputy Mayor and Cr White are currently appointed. Cr Rossiter is currently also appointed in his own right, and therefore it is recommended that Council nominates an additional Councillor to the Committee to meet the membership requirements.

**RECOMMENDATION**

**That Council:**

1. **Adopts the Terms of Reference for the Chief Executive Officer Performance Review Advisory Committee (Committee) with an effective date of 12 September 2016;**
2. **Appoints the following Councillors to the Committee in accordance with the Terms of Reference:**
  - a. **Mayor**
  - b. **Deputy Mayor**
  - c. **Cr Darrell White**
3. **Nominates an additional Councillor to the Committee, being Cr Dale Harriman; and**
4. **Updates the *Instrument of Delegation 2012 – 2016 Council Delegates and Committees* accordingly.**



## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### **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 Objective - Governance*

*Latrobe City Council Plan 2013 - 2017*

*Theme*

*Theme 3: Efficient, effective and accountable governance*

### **BACKGROUND**

The Council is responsible for appointing the Chief Executive Officer (CEO), determining the CEO's performance plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO.

It is appropriate to simplify and expedite the processes by forming and adopting an appropriate Committee structure to provide advice to Council on these duties.

In accordance with the *Establishment of Council Committee Policy* two options have been considered in formulating a Committee structure, being a Special Committee formed under Section 86 of the *Local Government Act 1989* (Act) or an Advisory Committee to Council.

The key difference between the two options was that the Special Committee option would be given the power to determine the arrangements for the conduct of the CEO's performance review and annual review of remuneration, whereas the Advisory Committee model would provide recommendations to the full Council.

Both options rely on the CEO's Employment Contract to guide the processes, as well as have the support of a suitably qualified independent person where required.

### **KEY POINTS/ISSUES**

In accordance with the Act, the only role that the Council has responsibility for is the CEO. It is therefore important that the matters that relate to the employment and performance of the CEO are managed with a sound governance structure.

It is also important that the Council has access to employment law expertise and appropriate governance advice. This ensures that conditions and performance measures set are appropriate for the role, and are compliant with legislative provisions.

The specific compliance requirements under the Act, such as public notices for Special Committees, and Assembly of Councillor provisions for

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Advisory Committees are provided for in the Terms of reference document put forward. These compliance requirements are designed to provide a level of transparency to the community.

Both a Special Committee formed under Section 86 of the Act and an Advisory Committee can provide a suitable structure that is required. However, the difference is the mechanism to bring back a decision to the full Council. It may be more efficient to adopt a Special Committee model as some decisions can be made by that Committee, however, an Advisory Committee structure provides for the full Council to remain responsible in all aspects of the performance of the CEO. It is recommended that Council adopt the Advisory Committee model at the current time. Over time Council can further consider whether it is comfortable with delegating some or all aspects of decision making, and reconsider the committee structure at a later date, if necessary.

### Appointment of Councillors

Currently Council has appointed the following Councillors to a Chief Executive Officer Performance Review Committee:

- Mayor
- Cr Gibson
- Cr White
- Cr Rossiter

The proposed Terms of Reference stipulates the following membership:

- The Mayor
- The Deputy Mayor
- Two other Councillors

It is recommended that the existing appointments are carried over to become the appointments for the proposed Committee. However, as Cr Rossiter is also the appointed Mayor, it is recommended that Council nominates one other Councillor to this Committee.

### **RISK IMPLICATIONS**

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

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The proposed Terms of Reference indicates engaging with an independent person where required. This will involve additional costs which will be considered in future budget processes.

### **INTERNAL/EXTERNAL CONSULTATION**

Benchmarking with other councils has occurred in relation to the two different structure options, which informed the proposals.

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

In addition, consultation has occurred internally and with Councillors, and a preference for an Advisory Committee model was indicated by some Councillors.

**OPTIONS**

Council has the following options to consider:

1. Adopt the proposed Advisory Committee terms of reference as presented;
2. Adopt the proposed Advisory Committee terms of reference with additional changes; or
3. Do not adopt the proposed Advisory Committee terms of reference, and request officers to further develop a Special Committee formed under Section 86 terms of reference for adoption at a further meeting of Council.

**CONCLUSION**

It is recommended that Council adopts the proposed Advisory Committee terms of reference to create a formal structure for the management of CEO employment matters.

**SUPPORTING DOCUMENTS**

Establishment of Council Committee Policy

Instrument of Delegation 2012 – 2016 Council Delegates and Committees

**Attachments**

1. Proposed Terms of Reference

## **17.1**

### **Proposed Chief Executive Officer Recruitment, Performance and Remuneration Review Advisory Committee Terms of Reference for adoption**

<b>1</b>	<b>Proposed Terms of Reference.....</b>	<b>925</b>
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# Chief Executive Officer Recruitment, Performance and Remuneration Review Advisory Committee *Terms of Reference*



Draft August 2016





## CONTENTS:

1. **Establishment of the Committee**
2. **Objectives**
3. **Membership**
  - Composition of the Committee
  - Co-option of members
  - Selection and Role of the Independent Person
  - The Role of the Chief Executive Officer
  - Length of appointment
  - Attendance at meetings
4. **The Performance Review and Remuneration Review Process**
5. **Proceedings**
  - Chair
  - Meeting Schedule
  - Meeting procedures
  - Quorum
  - Voting
  - Minutes
  - Reports to Council
6. **Review of Committee and Duration of the Committee**
7. **Authority and Compliance Requirements**



## 1. Establishment of the Committee

- 1.1. The Chief Executive Officer Recruitment, Performance and Remuneration Review Advisory Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989* (the Act).
- 1.2. The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.
- 1.3. The Committee is an advisory committee only and has no delegated decision making authority.

## 2. Objectives

- 2.1. The Committee’s role is to undertake important statutory and contractual obligations in regard to the employment, performance and recruitment related functions of the Chief Executive Officer.
- 2.2. These functions include the annual performance review, annual salary review and performance goal setting in regard to the Chief Executive Officer in accordance with the Chief Executive Officer’s contract of employment and the Act.
- 2.3. The Committee, by way of a the full Council group, or as otherwise determined by Council from time to time, is also responsible for undertaking the Chief Executive Officer recruitment process and contract renewal process.
- 2.4. All functions performed by this Advisory Committee will be done for the purpose of advising and assisting the Council in the performance of their obligations both under the Employment Contract of the Chief Executive Officer and in accordance with Sections 94 and 97A(1) of the Act.
- 2.5. All functions of this committee will be done under the guidance of an independent person to ensure a level of independent oversight.
- 2.6. These terms of reference can be applied to any Acting Chief Executive Officer arrangement as required, either in part or in full.
- 2.7. The Committee will carry out the following in order to achieve the objectives set:

### 2.7.1. Performance Assessment

- 2.7.1.1. In conjunction with the Independent Person, undertake an annual assessment of the Chief Executive Officer’s performance in accordance with the provisions of the Chief



Executive Officer's contract of employment taking into account the Key Performance Criteria for the relevant year;

2.7.1.2. Provide a recommendation to Council on the Chief Executive Officer's Performance Assessment.

## **2.7.2. Remuneration Review**

2.7.2.1. In conjunction with the Independent Person, review the Chief Executive Officer's remuneration package annually in accordance with the contract of employment, and within one month of the performance review being conducted.

2.7.2.2. The remuneration review must have regard to the following:

- The previous year's performance assessment
- The extent of any increase over the preceding 12 month period of the consumer price index (All groups Melbourne)
- Comparative salary assessment data, such as market rates for comparative roles
- The acquisition and satisfactory utilisation of new or enhanced skills if beneficial or required by the Council

2.7.2.3. Provide a recommendation to Council on the Chief Executive Officer remuneration review including recommended changes to salary and/or any changes to the conditions of employment for the Chief Executive Officer.

## **2.7.3. Development of Annual Performance Criteria**

2.7.3.1. In conjunction with the Chief Executive Officer and with the guidance of the independent person, annually develop key result areas (known as Key Performance Criteria) to deliver the key priorities of the Corporate Business Plan, and other methods that will be used to assess the Chief Executive Officer's future performance and to meet the expectation of Council;





2.7.3.2. Provide a recommendation to Council on the establishment of the annual Key Performance Criteria of the Chief Executive Officer.

#### **2.7.4. Recruitment and Extension of Appointment of the Chief Executive Officer**

In conjunction with the full Council group, or as otherwise determined by Council from time to time:

2.7.4.1. Conduct the process to appoint the Chief Executive Officer with the guidance of a suitably qualified independent person;

2.7.4.2. Provide a recommendation to Council on the appointment of a Chief Executive Officer;

2.7.4.3. Provide a recommendation to Council on the remuneration and conditions of appointment of the Chief Executive Officer; and

2.7.4.4. Provide a recommendation to Council on any extension to the appointment of the Chief Executive Officer under section 94(4).

#### **2.7.5. Other contractual matters**

2.7.5.1. From time to time, and with the assistance of an independent person, make recommendations to Council on contractual, employment and performance related matters relating to the Chief Executive Officer (CEO) as required and in accordance with the Act.

#### **2.7.6. Communication**

Provide positive communication opportunities between Council and the CEO.

### **3. Membership**

#### **3.1. Composition of the Committee**



The Committee shall comprise of four members, being:

- 3.1.1. The Mayor, being the Chair of the Committee;
- 3.1.2. The Deputy Mayor
- 3.1.3. Two other Councillors, and
- 3.1.4. An independent person, who is not a member of the Committee, shall be appointed to assist the Committee in the performance of all of its functions, including, but not limited to, the performance review, remuneration review and key performance indicator setting, contract renewal and CEO recruitment.
- 3.1.5. The Committee is supported by the General Manager Corporate Services and his or her nominees, principally the Corporate Services Directorate. The Committee may request the assistance or advice of the General Manager Corporate Services at any time.
- 3.1.6. The Committee will extend its membership to the full councillor group for the purpose of Chief Executive Officer recruitment or extension of contract, unless otherwise determined by Council.

### **3.2. Co-option of members**

- 3.2.1. With the approval of the Chair, the Committee may invite other Councillors to participate in the proceedings of the Committee on a regular or an occasional basis where the committee considers it would benefit from the presence of a co-opted member.

### **3.3. The selection and role of the Independent Person**

- 3.3.1. The independent person will be a neutral person.
- 3.3.2. The independent person will provide an advisory role on all matters of remit under these terms of reference, to both the Committee, and to Council.
- 3.3.3. The independent person will be suitably qualified. The selection process will have regard to the appropriate level of skill and experience in undertaking executive contract management.
- 3.3.4. A separate independent person may be required for the purpose of undertaking the CEO recruitment. This will be determined by the Committee at the relevant time.
- 3.3.5. The independent person is to be appointed via an appropriate procurement and expression of interest process undertaken by the Corporate Services Division.



- 3.3.6. The General Manager Corporate Services will provide a shortlist of suitable independent persons to the committee and the Chief Executive Officer for consideration.
- 3.3.7. A selection decision will be undertaken by the General Manager Corporate Services following consultation with both the Committee and the Chief Executive Officer.
- 3.3.8. The independent person will draft the relevant Council papers and present to Council on all matters referred from the Committee.
- 3.3.9. The performance of the independent person will be assessed every two years by the General Manager Corporate Services, following consultation with the Committee.

#### **3.4. The role of the Chief Executive Officer**

The CEO, whilst not a member of the Committee, is required to:

- 3.4.1. Participate actively in the performance review process as required by the Committee.
- 3.4.2. Make use of constructive feedback from Councillors and the Committee in relation to the performance review process.
- 3.4.3. Promptly bring to the attention of the Committee any situation where it might reasonably be appropriate to vary any aspects of the performance review standards and/or parameters in the light of current circumstances.

#### **3.5. Length of appointment**

- 3.5.1. Whilst a Committee shall be in place for as long as Latrobe City Council sees fit, the appointment of members shall be for a term as deemed appropriate by Council.
- 3.5.2. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

#### **3.6. Attendance at meetings**

- 3.6.1. All Committee members are expected to attend each meeting.
- 3.6.2. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.



- 3.6.3. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

#### **4. The Performance Review and Remuneration Review Process**

- 4.1. The performance review process comprises the following steps:
- 4.1.1. In November of each year the Committee will meet to confirm process with independent person;
  - 4.1.2. By the 15<sup>th</sup> January each year the Chief Executive Officer will provide a written report against the Key Performance Criteria and a self-rating to the independent person who in turn will provide the report to the Committee.
  - 4.1.3. The General Manager Corporate Services will provide the independent person with the relevant salary data for consideration by the Committee.
  - 4.1.4. The independent person will facilitate a meeting of the Committee with the Chief Executive Officer to review annual performance. This meeting should occur no later than 15<sup>th</sup> February each year.
  - 4.1.5. The remuneration review will follow or occur concurrently with the performance review.
  - 4.1.6. The independent person will make a recommendation to the Committee and endeavour to achieve consensus among the Committee and with the CEO, and will prepare a report to Council with a recommendation. The report will include ratings and commentary against each Key Performance Criteria.
  - 4.1.7. The final report, including the performance review, new Key Performance Criteria, and remuneration package recommendations are provided to Council for consideration prior to the end of March each year, and any remuneration change will be adjusted according to the review date in the contract of employment.

#### **5. Proceedings**

##### Chair

- 5.1. The Mayor shall Chair the meetings.
- 5.2. If the Mayor is unavailable he/she shall delegate to the Deputy Mayor in the first instance, and then any other nominated Councillor to Chair the meeting if the Deputy Mayor is unavailable.



#### Meeting schedule

- 5.3. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 5.4. Meetings of the Committee will be held as may be deemed necessary by the Committee to fulfil the objectives of the Committee taking into account the CEO Contract of Employment, remuneration and Performance Review provisions processes.
- 5.5. Special meetings may be held on an as-needs basis.

#### Meeting procedures

- 5.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided (see appendix one for the agenda template).
- 5.7. All Committee meetings and records are considered confidential and shall be designated as confidential in accordance with Section 77 and section 89(2)(a) and (d) of the Act as the matters relate to personnel and contractual matters.
- 5.8. All recommendations, proposals and advice must be directed through the Chair.

#### Quorum

- 5.9. A majority of the formal members of the Committee constitutes a quorum.
- 5.10. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

#### Voting

- 5.11. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in Committee minutes.

#### Minutes of the Meeting

- 5.12. The Chair will nominate another member of the Committee to take the minutes of each Committee meeting.
- 5.13. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).



- 5.14. Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.
- 5.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).
- 5.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 5.17. A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

#### Reports to Council

- 5.18. With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.
- 5.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 5.20. Reports to Council will be co-ordinated through the Corporate Services General Manager.

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

- 6.1. A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 6.2. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 6.3. The review must consider:
  - 6.3.1. The Committee's achievements
  - 6.3.2. Whether there is a demonstrated need for the Committee to continue, and
  - 6.3.3. Any other relevant matter.

## **7. Authority and Compliance Requirements**

- 7.1. The Committee is an advisory committee only and has no executive powers nor does it have any delegated decision making or financial authority.



- 7.2. The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.
- 7.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



**Appendix 1: Agenda Template**



[Name] Advisory Committee			
Meeting Day, XX Month Year			
Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
<i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Conflicts of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest in matters listed on the agenda</i>		
4.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
5.	Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	•		
	•		
	•		
	•		
6.	General Business		
	•	All	
	•		
	•		





**Appendix 2: Minutes Template**



**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
**Time Commenced: 00:00am/pm Finish Time: 00:00am/pm**  
**Location: (include specific meeting room and address)**

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
<b>1.</b>	<b>Present</b>		
<b>2.</b>	<b>Apologies</b>		
<b>3.</b>	<b>Conflicts of Interest Disclosures</b>		
<p><i>Members of the Committee declare any Conflicts of interest in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p>			





<p><b>[Name] Advisory Committee Minutes</b></p> <p>Meeting Day, XX Month Year                  Time Commenced: 00:00am/pm Finish Time: 00:00am/pm                  Location: (include specific meeting room and address)</p> <p>Meeting Chair: &lt; Name &gt;</p>			
<p><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>			
No.	Item	Responsible Person	Timeframe
4.	<p><b>Matters arising from previous meeting</b></p> <p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): • •</p> <p>2. Item Heading Action(s): • •</p>		
5.	<p><b>Items for Consideration</b></p> <p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		





**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm  
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
6.	<b>General Business</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): •  2. Item Heading Action(s): •		

**Next Meeting:** <Provide details of the next meeting date, time and location>.



**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

**17.2 2015/16 ACCUMULATED CASH SURPLUS**

**General Manager**

**Corporate Services**

**For Decision**

**PURPOSE**

The purpose of this report is to notify Council of the current value of the unallocated accumulated cash surplus and to allow Council to consider recommendations for the allocation of these funds.

**EXECUTIVE SUMMARY**

Following the completion of the 2015/16 annual accounts (audit in progress), there is an identified accumulated cash surplus of \$5.96M. Council have passed resolutions and referred projects for funding out of the end of year surplus totalling \$0.84M and there is \$1.48M of reinvestment into operational projects within the delegation of the Chief Executive Officer. This results in an unallocated accumulated cash surplus of \$5.63M.

It is recommended that \$2.00M of these available funds be allocated to council reserves for the progression of the e-services project and for future defined benefits superannuation calls.

This leaves an amount of \$3.63M which is recommended to be held in reserve to fund future Council resolutions and to be utilised as a funding source for future capital projects such as the Latrobe Creative Precinct.

Category	Amount \$M
Unallocated Cash Surplus Carried Forward	1.99
2015/16 Cash Surplus	5.96
<i>Sub-Total Accumulated Cash Surplus Available</i>	7.95
<b>Less</b>	
Council Resolutions & Referrals	0.84
Operational Items within CEO delegation	1.48
<i>Sub-Total Accumulated Cash Surplus Available</i>	5.63
<b>Less Recommendations</b>	
E-services Project Reserve	1.30
LASF Defined Benefit Superannuation Future Call Reserve	0.70
<b>Total Unallocated Cash Surplus</b>	<b>3.63</b>

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### RECOMMENDATION

That Council:

1. Note the 2015/16 cash surplus of approximately \$5.96M
2. Note the allocation of \$1.478M of operational savings to operational projects that fall within the delegations of the Chief Executive Officer
3. Allocate the following amounts from the accumulated cash surplus relating to resolutions of Council or items referred to the end of year surplus
  - Traralgon Tennis Show Court \$500,000
  - Traralgon South East Development Plan \$70,000
  - Relocation of the Victorian Branch of the Australian Hovercraft Federation from Lake Narracan \$65,000
  - Traralgon Star Hotel \$65,000
  - Ted Summerton Reserve Independent audit \$45,000
  - 2017 Remembrance Day Road Closures \$1,500
  - E-services Project \$1,300,000
  - Future defined benefits superannuation calls reserve \$700,000
4. Subject to approval of the report titled Future use of the Traralgon Court House, allocate the amount of \$88,000 to the Traralgon Court House project.
5. Allocate the balance of the unallocated cash surplus into the accumulated unallocated cash surplus reserve.

### DECLARATION OF INTEREST

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

### STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

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

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### Latrobe City Council Plan 2013 - 2017

#### Theme and Objectives

*Theme 3: Efficient, effective and accountable governance*

*Strategic Direction – Continuously improve financial management and reporting*

#### **BACKGROUND**

Council began the year with an accumulated unallocated cash surplus of \$1.99M carried forward from the 2014/15 financial year.

Following the completion of the 2015/16 annual accounts (audit in progress), there is an identified cash surplus for the financial year of \$5.96M. The surplus is mainly as a result of;

- Additional revenue received from:
  - \$ 780K - Rates & interest on rates
  - \$ 283K – Interest on investments
  - \$ 187K - Subdivision supervision fees
- Savings/Reduced expenditure in the areas of:
  - \$2,040K – Capital Works mainly associated with lower than expected project costs in the areas of road rehabilitation, project design and fleet replacement costs as we move to smaller more cost effective vehicles
  - \$ 565K – Employee related costs (mainly vacancies)
  - \$ 318K – Telephones and software licencing/maintenance
  - \$ 264K – Street Lighting electricity costs due to energy efficiency upgrade
  - \$ 204K – Deferral of the inappropriate street tree removal program
  - \$ 130K – Fleet & Plant operating costs (mainly fuel savings)
  - \$ 127K – Insurance premiums
  - \$ 823K – Other programmed works

This results in a combined unallocated accumulated cash surplus of \$7.95M at the conclusion of the 2015/16 financial year.

#### **KEY POINTS/ISSUES**

The Chief Executive Officer has allocated funding from operational savings to \$1.48M of operational based works that were unable to be funded through the 2016/17 budget process or have emerged since the adoption of the 2016/17 budget. These works will enable the ongoing realisation of efficiencies in delivering services across the organisation, as well as address a number of risks identified in recent audits. These works are summarised in the following categories;

Project	\$M
Infrastructure	\$0.436

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Project	\$M
Governance	\$0.282
Employee Training & Wellbeing	\$0.147
Employee Safety Initiatives	\$0.120
Audit Action Resourcing	\$0.086
IT Projects	\$0.110
Process Improvements	\$0.181
Financial Sustainability	\$0.106
Community Strengthening	\$0.010
<b>Sub-Total</b>	<b>\$1.478</b>

It is proposed that \$2.84M of the surplus be allocated to the following identified unfunded items;

### **E-Services Project Reserve (\$1,300,000)**

The E-services project focuses on identifying and implementing an electronic solution to enable customers to better interact electronically with council.

Over the years Council has invested in IT systems and infrastructure that served the needs of the organisation at the time. Most of these systems are standalone database systems that are not built for the requirements that Council now has to service their customers and to operate the business functions digitally.

These funds are required to future fund the project once the requirements for new and/or upgraded IT system requirements are known and will enable the improvements needed for digital processing and service.

The objectives of the project are:

- Providing an improved level of customer service and transaction options through e-enabled channels
- Improved customer service to the community by providing improved system integration, responsiveness through automated workflow and escalation, quality and accuracy
- Single source of data for decision making

### **Future Defined Benefits Superannuation Call Reserve (\$700,000)**

Latrobe City Council as a participating employer in the Local Authorities Superannuation Fund (LASF) Defined Benefits plan has a requirement to comply with all superannuation compliance obligations.

The Australian Prudential Regulation Authority (APRA) supervises the LASF to ensure that it has sufficient resources to meet its commitments as a regulated fund. An annual review is carried out by the appointed fund actuary.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

The fund actuary may recommend that participating employers make additional contributions (fund calls) where the fund is deemed to be in an unsatisfactory financial position. This last occurred in 2012 when Latrobe City Council was required to contribute an additional \$6.97M.

It is widely believed that there will be a requirement for further calls in the future, in preparation for this it is recommended that these funds be allocated to the existing reserve which currently has a balance of \$0.6m

### **Items referred by Council as either a council resolution or for future consideration**

Project	\$M
Traralgon Tennis Show Court	\$0.500
Traralgon South East Development Plan	\$0.070
Relocation of the Australian Hovercraft Federation Victorian Branch from existing premises at Lake Narracan	\$0.065
Traralgon Star Hotel Outdoor Kitchen	\$0.065
Independent review of Ted Summerton contracted works	\$0.045
Remembrance Day Road Closures	\$0.002
Future use of the Traralgon Courthouse	\$0.088
<b>Sub-Total</b>	<b>\$0.835</b>

Following consideration of the above allocations from the accumulated cash surplus there remains an unallocated cash surplus of \$3.63M. It is proposed that this amount be held in reserve and be utilised for the future funding of Council resolutions and as part of the funding source for future capital projects such as the Latrobe Creative Precinct.

### **RISK IMPLICATIONS**

This report includes reference to funding that has been allocated as part of the CEO delegation. A number of the items funded under delegation have been applied to the reduction of risks in the Human Resources, Communications, Payroll and IT areas. These include enhancements to existing systems for the on-boarding of new employees, exiting of employees, documentation of IT architectural current state and penetration testing in line with internal audit recommendations.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

As the funding relating to this report is associated with the current accumulated cash surplus, there are no financial implications on the 2016/17 adopted budget.



**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****INTERNAL/EXTERNAL CONSULTATION**

A number of the proposed works relate to decisions of Council in which consultation has been undertaken between Councillors and Council Officers.

**OPTIONS**

Council has the following options in relation to this report:

1. Allocate funding to the identified projects from the current accumulated cash surplus
2. Allocate funding to some of the identified projects from the current accumulated cash surplus
3. Allocate funding to alternate projects from the current accumulated cash surplus
4. Not allocate funding and retain the current accumulated cash surplus in reserve.

**CONCLUSION**

At the conclusion of the 2015/16 annual accounts (audit in progress), there is an identified accumulated cash surplus of \$7.95M.

Council Officers recommend that \$4.32M of the accumulated cash surplus be allocated, with \$2.00M being placed in specific reserves for future commitments in the areas of e-services and defined benefits superannuation calls and \$2.32M be allocated to unfunded Council resolutions and CEO identified operational projects unable to be considered as part of the 2016/17 adopted budget.

The balance of \$3.63M is recommended to be held in reserve for funding of future Council resolutions and as part of the funding source for future capital projects such as the Latrobe Creative Precinct.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****17.3 CONTRACT VARIATIONS AND CONTRACTS AWARDED BY THE  
CHIEF EXECUTIVE OFFICER REPORT FOR THE PERIOD  
1 APRIL 2016 TO 30 JUNE 2016****General Manager****Corporate Services****For Information****PURPOSE**

This report is to provide Council with a summary of all contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation for the period 1 April 2016 to 30 June 2016.

**EXECUTIVE SUMMARY**

In accordance with Latrobe City Council's *Procurement Policy 15 POL-8* section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council on a quarterly basis.

All contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation are detailed in the attachment.

**RECOMMENDATION**

**That Council receives and notes this report on contract variations and contracts awarded by the Chief Executive Officer during the period 1 April 2016 to 30 June 2016.**

**DECLARATION OF INTEREST**

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

**Attachments**

1. Variation Details and Contracts Awarded by the Chief Executive Officer (Published Separately) (Confidential)
2. Variation Details and Contracts Awarded by the Chief Executive Officer

## **17.3**

### **Contract Variations and Contracts Awarded by the Chief Executive Officer Report for the period 1 April 2016 to 30 June 2016**

- 2 Variation Details and Contracts Awarded by the Chief  
Executive Officer ..... 949**

<b>Contract No. and Title:</b>		LCC-276 Ted Summerton Reserve Oval Resurfacing Project							
<b>Contractor:</b>		Hume Turf and Machinery Pty Ltd							
<b>Date Contract Awarded:</b>		14/09/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$491,651.00	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
3	Plumbing and drainage rectification works	30/06/2016	General Manager	\$11,898.70	2.42%	\$58,827.95	\$70,726.65	14.39%	\$562,377.65

<b>Contract No. and Title:</b>		LCC-291 Design and Reconstruction of Saunders Crescent, Griffiths Court and Stage 1 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$824,648.16	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
3	Remove and replace approx. 10m existing 375 RCP with new 375diam RRJ class 2 RCP to existing levels (approx. 1.9m deep) and backfill. Remove existing pits and construct 2 1000 x x750 pits (1 SEP and 1 JP) at existing invert levels. Remove and replace existing 100mm footpath approx. 24m2.	4/04/2016	General Manager	\$10,040.00	1.22%	\$7,768.22	\$17,808.22	2.16%	\$842,456.38

<b>Contract No. and Title:</b>		LCC-291 Design and Reconstruction of Saunders Crescent, Griffiths Court and Stage 1 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$824,648.16	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
4	Remove and replace 2 (7m2) bays of footpath @ \$85/m2 and change type A1 Pit Lid to Gatic Type Pit Lid	20/04/2016	General Manager	\$1,505.00	0.18%	\$17,808.22	\$19,313.22	2.34%	\$843,961.38
5	Removal and replacement of drainage structures: remove existing 300mm pipe and 2 pits, place 20m of new 225mm class 2 RRJ RCP, change 300mm RCP road crossing to 225mm class 3 with stab sand backfill, construct 2 side entry pits	2/05/2016	General Manager	\$4,530.00	0.55%	\$19,313.22	\$23,843.22	2.89%	\$848,491.38

<b>Contract No. and Title:</b>		LCC-291 Design and Reconstruction of Saunders Crescent, Griffiths Court and Stage 1 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$824,648.16	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
	(lids and lintels have been accounted for in contract)								
6	Lowering / alteration of services - Griffiths Court, Saunders Crescent and Garibaldi Street stage 1 services adjustments	30/05/2016	General Manager	\$27,930.69	3.39%	\$23,843.22	\$51,773.91	6.28%	\$876,422.07
7	Redesign of kerb levels due to incorrect survey data	6/06/2016	Acting General Manger	\$3,170.00	0.38%	\$51,773.91	\$54,943.91	6.66%	\$879,592.07

<b>Contract No. and Title:</b>		LCC-291 Design and Reconstruction of Saunders Crescent, Griffiths Court and Stage 1 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$824,648.16	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
8	Redesign of kerb levels due to incorrect survey data; replace stormwater pipelines at intersections of Saunders Cr & Webb St and Garibaldi St & Saunders Cr and Garibaldi St & Catterick Cr	9/06/2016	Acting General Manger	\$31,493.00	3.82%	\$54,943.91	\$86,436.91	10.48%	\$911,085.07
9	Replacement of unsuitable subgrade materials at Saunders Crescent and Garibaldi Street	24/06/2016	CEO	\$18,640.00	2.26%	\$86,436.91	\$105,076.91	12.74%	\$929,725.07



<b>Contract No. and Title:</b>		LCC-291 Design and Reconstruction of Saunders Crescent, Griffiths Court and Stage 1 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$824,648.16	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
10	Replacement of failed pavement areas with 150mm deep asphalt	30/06/2016	CEO	\$6,000.00	0.73%	\$105,076.91	\$111,076.91	13.47%	\$935,725.07

<b>Contract No. and Title:</b>		LCC-292 Design and Reconstruction of Stages 2 and 3 of Garibaldi Street at Traralgon							
<b>Contractor:</b>		Quality Roads Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$661,221.06	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
6	Changes to original detailed design: alternative pavement, lowering gas services in stage 2, remove and replace soft spots at service crossings in stage 2, additional area/quantities in stage 2	12/05/2016	CEO	\$71,178.73	10.76%	\$42,289.30	\$113,468.03	17.16%	\$774,689.09

<b>Contract No. and Title:</b>		LCC-293 Design and Reconstruction of Fowler Street and Hampton Street at Moe							
<b>Contractor:</b>		Quality Roads Pty Ltd							
<b>Date Contract Awarded:</b>		16/11/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$621,919.18	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
2	Incorrect calculation of quantities. Further drainage design work. Lowering of 23 gas services. Lowering of 25 water services.	24/06/2016	CEO	\$88,722.00	14.27%	\$1,340.00	\$90,062.00	14.48%	\$711,981.18

<b>Contract No. and Title:</b>		LCC-295 Construction of Open Drain and Wetland at Fourth Road, Hazelwood North							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		7/12/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$1,582,355.73	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
4	Footbridge pier works - drilling of holes, supply and installation of pre-fabricated cages and concrete. These footings were not included in the original contract document.	11/04/2016	General Manager	\$10,035.16	0.63%	\$37,922.62	\$47,957.78	3.03%	\$1,630,313.51

<b>Contract No. and Title:</b>		LCC-295 Construction of Open Drain and Wetland at Fourth Road, Hazelwood North							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		7/12/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$1,582,355.73	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
5	Supply and install additional crushed rock to the floor of the sediment pond to create and smooth and level finish. This rock is to be scattered amongst the (600-800mm dia) toe rock that has been installed.	12/05/2016	General Manager	\$8,000.00	0.51%	\$47,957.78	\$55,957.78	3.54%	\$1,638,313.51
6	Supply and installation of bitumen impregnated fibreboard to separate the rock gabions and concrete path.	10/05/2016	General Manager	\$1,400.00	0.09%	\$55,957.78	\$57,357.78	3.62%	\$1,639,713.51

<b>Contract No. and Title:</b>		LCC-295 Construction of Open Drain and Wetland at Fourth Road, Hazelwood North							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		7/12/2015	<b>Contract Awarded by:</b> Council			<b>Original Contract Value:</b>		\$1,582,355.73	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
7	Supply materials, plant and labour to construct the pedestrian boardwalk bridge abutments as per the design obtained from GR design and construct. Supply materials, plant and labour to construct the changes to drainage structure 5 due to the boardwalk bridge design.	9/06/2016	General Manager	\$44,650.16	2.82%	\$57,357.78	\$102,007.94	6.45%	\$1,684,363.67

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****17.4 AUTHORISATION OF COUNCILLORS FOR CERTIFICATION OF  
2015/2016 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT****General Manager****Corporate Services****For Decision****PURPOSE**

This report seeks Council's approval in principle to the performance statement and financial report for the year ended 30 June 2016 and to authorise two Councillors, on behalf of the Council, to certify the performance statement and financial statements in their final form.

**EXECUTIVE SUMMARY**

In order for the Victorian Auditor General's Office (VAGO) to provide an audit report certifying Council's 2015/2016 performance statement and financial report Council must first provide in principle approval of the statements and authorise two councillors to certify the statements in their final form.

These statements are a key requirement of Council's Annual Report which in accordance with the *Local Government Act 1989* must be submitted to the Minister for Local Government by 30 September each year.

The draft statements were presented to Council's Audit and Risk Committee on 1 September 2016. Staff from VAGO's audit contractors DMG Audit and Advisory who conducted the Latrobe City audit were in attendance and tabled a closing audit report. An update of the Audit and Risk Committee recommendations will be provided at the Council Meeting.

Pending the outcome of the Audit & Risk Committee meeting it is recommended that Council gives its approval in principle to the draft performance statement and draft financial report for the year ended 30 June 2016 and that Council authorises Audit and Risk Committee delegates Councillors Darrell White and Michael Rossiter to certify these statements in their final form.

## RECOMMENDATION

That Council:

1. In accordance with Section 132 (2) of the *Local Government Act 1989* gives its approval in principle to the attached draft performance statement and draft financial report for the year ended 30 June 2016;
2. In accordance with Section 132 (5) of the *Local Government Act 1989*, authorises Audit and Risk Committee delegates Councillors Darrell White and Michael Rossiter to certify the performance statement and financial statements in their final form on behalf of Council for the year ended 30 June 2016.

## DECLARATION OF INTEREST

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

## STRATEGIC FRAMEWORK

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

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Governance*

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

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

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

*Legislation –*

*Local Government Act 1989*

*Local Government (Planning and Reporting) Regulations 2014*

*Policy – Audit Policy 11 POL-4*

*The role of the Audit and Risk Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.*



**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****BACKGROUND**

The *Local Government Act 1989* requires Council to prepare an annual report in respect of each financial year. The annual report must include an audited performance statement and audited financial statements. The auditor must not sign the auditor's report concerning the performance statement and financial statements unless Council has completed the certification of the statements in the manner prescribed in the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The annual report, including the audited financial and performance statements, must be lodged with the Minister within three months of the end of the financial year, which is by 30 September 2016.

**KEY POINTS/ISSUES**

Under the provisions of the *Local Government Act 1989*, a Council cannot submit its financial and performance statements to the Auditor-General or the Minister for Local Government (the Minister) unless a resolution has been passed by Council authorising two Councillors to certify the financial statements in their final form.

Once the auditor's reports on the performance statement and financial statements have been received by Council they will be incorporated into the annual report which will subsequently be finalised and submitted to the Minister.

Once the Annual Report has been submitted to the Minister, public notice will also be given advising that the Annual Report can be inspected at all Council offices. In accordance with Section 134 of the *Local Government Act 1989* a meeting of Council will be held as soon as practicable, to consider the annual report, within the time required by the regulations, being one month after providing the annual report to the Minister.

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

The table below sets out the process:

Process	Date
Draft Audited Financial Statements presented to Audit and Risk Committee	01 September 2016
Council approval for two Councillors to certify the financial, standard and performance statements in their final form	12 September 2016
Certifications signed by the two nominated Councillors	12 September 2016
Auditor General issues audit reports	Upon receipt of signed certifications
Public notice given that audit reports have been received	Following receipt of audit reports
Annual report, including financial and performance reports sent to the Minister for Local Government	By 30 September 2016
Public notice given that the annual report is available for inspection and the date of the Council meeting that Council will consider the annual report	Council meeting within one month of submitting the annual report to the Minister for Local Government

### **RISK IMPLICATIONS**

Non-compliance with legal requirements is identified as a risk. The recommendations in this report are necessary to comply with statutory requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The subject reports are in respect of the Council's financial position, performance and operations for the year ended 30 June 2016. There are no financial or resource implications.

### **INTERNAL/EXTERNAL CONSULTATION**

#### *Engagement Method Used:*

Councillors White and Rossiter were the Council nominated representatives in attendance at the Audit and Risk Committee meeting held on 1 September 2016 where the Audit and Risk Committee reviewed and discussed the performance and financial statements and gave their in principle recommendation to Council subject to no further material amendments.

Staff from DMG Audit and Advisory, who conducted the Latrobe City audit on behalf of VAGO, attended the Audit and Risk Committee meeting on 1 September 2016. They tabled a closing audit report to the Audit and Risk Committee.

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

Not applicable

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****OPTIONS**

This process is a legislative requirement which Council is required to comply with.

**CONCLUSION**

As Councillors White and Rossiter were Council's nominated representatives in attendance at the Audit and Risk Committee meeting held on 1 September 2016 where the draft performance statement and draft financial report for the year ended 30 June 2016 were reviewed, it is appropriate that they be nominated to certify the financial, standard and performance statements in their final form on behalf of Council.

The recommendations are necessary to comply with statutory requirements of the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. 2015/16 Draft Financial Report
2. 2015/16 Draft Performance Statement

## **17.4**

### **Authorisation of Councillors for Certification of 2015/2016 Financial Report and Performance Statement**

<b>1</b>	<b>2015/16 Draft Financial Report .....</b>	<b>967</b>
<b>2</b>	<b>2015/16 Draft Performance Statement .....</b>	<b>1015</b>

Latrobe City Council



# Draft Financial Report

*For the Year Ended  
30 June 2016*

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**Comprehensive Income Statement**

For the Year Ended 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>INCOME</b>			
Rates and charges	3	72,491	69,606
Statutory fees and fines	4	1,851	1,763
User fees	5	15,226	15,120
Grants - operating	6	20,520	32,428
Grants - capital	6	11,498	10,529
Contributions - Monetary	7	634	784
Contributions - Non monetary	7	7,840	7,828
Net gain on disposal of property, infrastructure, plant and equipment	8	-	21
Other Income	9	4,154	4,150
<b>Total Income</b>		<b>134,214</b>	<b>142,229</b>
<b>EXPENSES</b>			
Employee Costs	10	( 50,759)	( 50,234)
Materials and services	11	( 35,659)	( 35,400)
Bad and doubtful debts	12	( 17)	( 53)
Depreciation and amortisation	13	( 23,179)	( 19,781)
Borrowing Costs	14	( 1,003)	( 1,055)
Net loss on disposal of property, infrastructure, plant and equipment	8	( 4,963)	-
Landfill Rehabilitation	15 (a)	( 2,478)	( 7,035)
Other Expenses	15 (b)	( 3,968)	( 3,816)
<b>Total Expenses</b>		<b>( 122,026)</b>	<b>( 117,374)</b>
<b>Surplus for the year</b>		<b>12,188</b>	<b>24,855</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net Asset Revaluation increment	27	96	106,350
<b>Total comprehensive result</b>		<b>12,284</b>	<b>131,205</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes

**Latrobe City Council**  
**2015/2016 Financial Report**

**Balance Sheet**

As at 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	16	8,680	18,242
Trade and other receivables	17	7,037	8,196
Other financial assets	18	52,884	44,298
Non-current assets classified as held for sale	19	175	926
Other assets	20	2,205	2,353
<b>Total current assets</b>		<b>70,981</b>	<b>74,015</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	17	-	8
Property, infrastructure, plant and equipment	21	1,163,533	1,154,113
Other financial assets	18	2	2
Intangible assets	22	1,618	348
<b>Total non-current assets</b>		<b>1,165,153</b>	<b>1,154,471</b>
<b>TOTAL ASSETS</b>		<b>1,236,134</b>	<b>1,228,486</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	23	6,220	13,338
Trust funds and deposits	24	2,732	2,610
Provisions	25	15,335	13,773
Interest-bearing loans and borrowings	26	1,883	5,710
<b>Total current liabilities</b>		<b>26,170</b>	<b>35,431</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	25	21,935	18,776
Interest-bearing loans and borrowings	26	16,150	14,684
<b>Total non-current liabilities</b>		<b>38,085</b>	<b>33,460</b>
<b>TOTAL LIABILITIES</b>		<b>64,255</b>	<b>68,891</b>
<b>NET ASSETS</b>		<b>1,171,879</b>	<b>1,159,595</b>
<b>EQUITY</b>			
Accumulated surplus		662,312	650,502
Reserves	27	509,567	509,093
<b>TOTAL EQUITY</b>		<b>1,171,879</b>	<b>1,159,595</b>

*The above balance sheet should be read in conjunction with the accompanying notes.*



**Statement of Changes in Equity**

For the Year Ended 30 June 2016

	NOTE	TOTAL \$'000s	ACCUMULATED SURPLUS \$'000s	REVALUATION RESERVE \$'000s	OTHER RESERVES \$'000s
<b>2016</b>					
Balance at beginning of the financial year		1,159,595	650,502	506,469	2,624
Surplus for the period		12,188	12,188		
Net asset revaluation increment	27(a)	96		96	
Transfers to other reserves	27(b)	-	( 485)		485
Transfers from other reserves	27(b)	-	107		( 107)
<b>Balance at end of the financial year</b>		<b>1,171,879</b>	<b>662,312</b>	<b>506,565</b>	<b>3,002</b>
<b>2015</b>					
Balance at beginning of the financial year		1,028,390	625,945	400,119	2,326
Surplus for the period		24,855	24,855	-	-
Net asset revaluation increment	27(a)	106,350	-	106,350	-
Transfers to other reserves	27(b)	-	( 349)	-	349
Transfers from other reserves	27(b)	-	51	-	( 51)
<b>Balance at end of the financial year</b>		<b>1,159,595</b>	<b>650,502</b>	<b>506,469</b>	<b>2,624</b>

*The above statement of changes in equity should be read with the accompanying notes.*

**Statement of Cash Flows**  
For the Year Ended 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rates and charges		72,208	68,800
Statutory fees and fines		1,851	1,764
User fees		16,052	15,912
Grants - operating		20,714	32,412
Grants - capital		12,467	10,709
Contributions - monetary		952	818
Interest received		2,103	1,789
Trust funds and deposits taken		16,776	14,961
Other receipts		2,030	2,466
Net GST refund/(payment)		2,881	1,859
Employee Costs		( 51,389)	( 49,425)
Materials and services		( 41,886)	( 40,529)
Trust funds and deposits repaid		( 16,653)	( 14,873)
Other payments		( 3,872)	( 3,933)
<b>Net cash provided by operating activities</b>	28	<b>34,234</b>	<b>42,730</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, infrastructure, plant and equipment		( 33,726)	( 26,659)
Proceeds from sale of property, infrastructure, plant and equipment		1,878	794
Payments for Investments		( 133,144)	( 97,608)
Proceeds from sale of investments		124,558	56,620
<b>Net cash used in investing activities</b>		<b>( 40,434)</b>	<b>( 66,853)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Finance costs		( 1,002)	( 1,009)
Proceeds from borrowings		3,350	11,566
Repayment of borrowings		( 5,710)	( 10,824)
<b>Net cash provided by/ (used in) financing activities</b>		<b>( 3,362)</b>	<b>( 267)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>( 9,562)</b>	<b>( 24,390)</b>
Cash and cash equivalents at beginning of the financial year		18,242	42,632
<b>Cash and cash equivalents at the end of the financial year</b>	16	<b>8,680</b>	<b>18,242</b>
Financing arrangements	29		
Restrictions on cash assets	16		

The above statement of cash flows should be read with the accompanying notes.

**Statement of Capital Works**  
For the Year Ended 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>Property</b>			
Land		10	414
<b>Total Land</b>		<b>10</b>	<b>414</b>
Buildings		10,874	5,464
<b>Total buildings</b>		<b>10,874</b>	<b>5,464</b>
<b>Total property</b>		<b>10,884</b>	<b>5,878</b>
<b>Plant and equipment</b>			
Plant, machinery and Equipment		2,611	1,823
Fixtures, fittings and furniture		351	3
Computers and telecommunications		184	351
Art collection		66	15
Software		21	150
<b>Total plant and equipment</b>		<b>3,233</b>	<b>2,342</b>
<b>Infrastructure</b>			
Roads		12,275	13,139
Bridges		8	700
Footpaths and cycleways		1,513	1,364
Drainage		1,235	1,604
Recreational, leisure and community facilities		49	-
Waste management		841	1,108
Parks, open space and streetscapes		206	285
Aerodromes		0	2,873
Off Street car parks		128	184
Other infrastructure		14	9
<b>Total Infrastructure</b>		<b>16,269</b>	<b>21,266</b>
<b>Total capital works expenditure</b>		<b>30,386</b>	<b>29,486</b>
<b>Represented by:</b>			
New asset expenditure		13,033	7,574
Asset renewal expenditure		14,596	15,340
Asset expansion expenditure		1,247	3,712
Asset upgrade expenditure		1,510	2,860
<b>Total capital works expenditure</b>		<b>30,386</b>	<b>29,486</b>

*The above statement of capital works should be read with the accompanying notes.*

## Introduction

The Latrobe City Council was established by an Order of the Governor in Council on 2 December 1994 and is a body corporate. The Council's main office is located at 141 Commercial Road Morwell 3840.

### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the Local Government Act 1989 and the Local Government (Financial and Reporting) Regulations 2014.

## NOTE 1 Significant Accounting Policies

### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- The fair value of land, buildings, infrastructure, plant and equipment (refer note 1 (m))
- The determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1 (n))
- The determination of employee provisions (refer note 1 (s))

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

### (b) Change in accounting policies

There have been no changes in accounting policies from the previous period.

### (c) Principles of consolidation

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2016, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council controls an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

In the process of preparing consolidated financial statements all material transactions and balances between consolidated entities are eliminated.

Entities consolidated into Council include:

- No entities identified

**Notes to the Financial Report  
For the Year Ended 30 June 2016**

**Latrobe City Council  
2015/2016 Financial Report**

**NOTE 1 Significant Accounting Policies (continued)**

**(d) Committees of Management**

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full. The Yallourn North Community Housing Committee is not included in this financial report based on their materiality.

**(e) Accounting for investments in associates and joint arrangements**

**Associates**

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

**Joint Arrangements**

Investments in joint arrangements are classified as either joint operations or joint ventures depending on the contractual rights and obligations each investor has, rather than the legal structure of the joint arrangement.

**(i) Joint operations**

Council recognises its direct right to the, and its share of jointly held assets, liabilities, revenues and expenses of joint operations. These have been incorporated in the financial statements under the appropriate headings.

**(ii) Joint ventures**

Interests in joint ventures are accounted for using the equity method. Under this method, the interests are initially recognised in the consolidated balance sheet at cost and adjusted thereafter to recognise Council's share of the post-acquisition profits or losses and movements in other comprehensive income in profit or loss and other comprehensive income respectively.

**(f) Revenue Recognition**

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

**Rates and Charges**

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

**Statutory fees and fines**

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

**User fees**

User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

**Grants**

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

**Notes to the Financial Report  
For the Year Ended 30 June 2016**

**Latrobe City Council  
2015/2016 Financial Report**

**NOTE 1 Significant Accounting Policies (continued)**

**Contributions**

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**Sale of property, infrastructure, plant and equipment**

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

**Interest**

Interest is recognised as it is earned.

**Dividends**

Dividend revenue is recognised when the Council's right to receive payment is established.

**Other Income**

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

**(g) Fair value measurement**

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

**(h) Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

**(i) Trade and other receivables**

Receivables are carried at amortised cost using the effective interest rate method. A provision for doubtful debts is recognised when there is objective evidence that impairment has occurred.

**(j) Other financial assets**

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

**Notes to the Financial Report  
For the Year Ended 30 June 2016**

**Latrobe City Council  
2015/2016 Financial Report**

**NOTE 1 Significant Accounting Policies (continued)**

**(k) Inventories**

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential. Inventories are measured at the lower of cost and net realisable value.

All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

**(l) Non-current assets classified as held for sale**

A non-current asset classified as held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs to sell, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

**(m) Recognition and measurement of property, plant and equipment, infrastructure and intangibles**

**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in Note 1 n have applied when recognising assets with an applicable asset class and unless otherwise stated are consistent with the prior year.

**Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the amount for which the assets could be exchanged between knowledgeable, willing parties in an arm's length transaction. Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 21, Property, infrastructure, plant and equipment, and infrastructure. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

**Land under roads**

Council recognises land under roads it controls at fair value.

**Notes to the Financial Report  
For the Year Ended 30 June 2016**

**Latrobe City Council  
2015/2016 Financial Report**

**NOTE 1 Significant Accounting Policies (continued)**

**(n) Depreciation and amortisation of property, plant and equipment, infrastructure and intangibles**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

ASSET CATEGORY	Depreciation Period	Threshold Limit \$'000
Property		
land	N/A	Nil
buildings	50 years	10.0
Plant & Equipment		
plant, machinery and equipment	5 - 10 years	1.0
fixtures, fittings and furniture	5 - 10 years	1.0
computers and telecommunications	3 - 10 years	1.0
art works collection	N/A	0.5
Infrastructure		
road pavements and seals	14 - 87 years	10.0
road formation and earthworks	N/A	10.0
road kerb and channel	77 years	10.0
bridges deck	100 years	10.0
bridges substructure	100 years	10.0
footpaths and cycleways	15 - 60 years	10.0
drainage	100 years	10.0
waste management	2 years	10.0
parks, open space and streetscapes	20 years	5.0
off street car parks	14 - 87 years	10.0
Intangible Assets		
software	5 years	5.0
landfill air space	2 years	10.0

**(o) Repairs and maintenance**

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.



**Notes to the Financial Report  
For the Year Ended 30 June 2016**

**Latrobe City Council  
2015/2016 Financial Report**

**NOTE 1 Significant Accounting Policies (continued)**

**(p) Impairment of assets**

At each reporting date, council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**(q) Trust funds and deposits**

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to Note 24).

**(r) Borrowings**

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method. The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

***Borrowing costs***

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

**(s) Employee Costs**

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

***Wages, salaries and annual leave***

Liabilities for wages and salaries, including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

***Long Service Leave***

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL is disclosed as a current liability even when the council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months

The components of this current liability are measured at:

- Present value - component that is not expected to be wholly settled within 12 months.
- Nominal value - component that is expected to be wholly settled within 12 months.

***Classification of employee costs***

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value.

**Notes to the Financial Report  
For the Year Ended 30 June 2016**

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**NOTE 1 Significant Accounting Policies (continued)**

**(t) Landfill rehabilitation provision**

Under legislation Council is obligated to rehabilitate landfill sites to a particular standard. The forecast life of the Highland Highway landfill site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to restore the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

**(u) Leases**

**Finance leases**

Leases of assets where substantially all the risks and rewards incidental to ownership of the asset, are transferred to the Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to the Council where it is likely that the Council will obtain ownership of the asset, or over the term of the lease, whichever is the shorter. Council currently has no finance leases.

**Operating leases**

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

**(v) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(w) Financial guarantees**

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that that right will be exercised. Any details of guarantees that Council has provided, that are not recognised in the balance sheet are disclosed at Note 33 Contingent Liabilities and Contingent Assets.

**(x) Contingent assets and contingent liabilities and commitments**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a Note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable.

**(y) Pending accounting standards**

Certain new AAS's have been issued that are not mandatory for the 30 June 2016 reporting period. Council has assessed these pending standards and has identified that no material impact will flow from the application of these standards in future reporting periods.

**(z) Rounding**

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding.

**Notes to the Financial Report  
For the Year Ended 30 June 2016**

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## NOTE 2 Budget Comparison

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 30 June 2016. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### Income and Expenditure

	BUDGET 2016 \$'000s	ACTUAL 2016 \$'000s	VARIANCE 2016 \$'000s	VARIANCE 2016 %	REF
<b>INCOME</b>					
Rates and charges	71,900	72,491	591	1%	1
Statutory fees and fines	1,835	1,851	16	1%	
User fees	14,229	15,226	996	7%	2
Grants - operating	23,884	20,520	( 3,364)	(14%)	3
Grants - capital	10,522	11,498	976	9%	4
Contributions - monetary	140	634	495	354%	5
Contributions - non monetary	2,000	7,840	5,840	292%	6
Other Income	3,382	4,154	772	23%	7
<b>Total Income</b>	<b>127,892</b>	<b>134,214</b>	<b>6,322</b>	<b>5%</b>	
<b>EXPENSES</b>					
Employee costs	53,373	50,759	( 2,614)	(5%)	8
Materials and services	35,305	35,659	354	1%	9
Bad and doubtful debts	16	17	1	6%	
Depreciation and amortisation	22,946	23,179	233	1%	
Borrowing Costs	1,076	1,003	( 73)	(7%)	
Net loss on disposal of property, infrastructure, plant and equipment	-	4,963	4,963	100%	10
Landfill Rehabilitation	-	2,478	2,478	100%	11
Other Expenses	3,214	3,968	754	23%	12
<b>Total Expenses</b>	<b>115,930</b>	<b>122,026</b>	<b>6,096</b>	<b>5%</b>	
<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>11,962</b>	<b>12,188</b>	<b>226</b>	<b>2%</b>	

The budget figures above include a reclassification of categories which vary from the adopted 2015-16 budget, to align with the current year actuals prescribed line item classifications.

Notes to the Financial Report  
For the Year Ended 30 June 2016Latrobe City Council  
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## NOTE 2 Budget Comparison (Continued)

## Explanation of Material Variations – Income and Expenditure

REF	ITEM	EXPLANATION
1	Rates and Charges	<b>Outcome: Favourable \$0.591 million or 1%</b> The favourable variance is primarily the result of higher than anticipated supplementary rates growth from new subdivisions..
2	User Fees	<b>Outcome: Favourable \$0.996 million or 7%</b> The favourable variance is the result of higher landfill gate fees and subdivision fees than expected, partially offset by unfavourable variances in Aged & Disability Services and Early Learning & Care.
3	Grants – Operating	<b>Outcome: Unfavourable \$3.364 million or 14%</b> The unfavourable variance is mainly due to Victoria Grants Commission (VGC) funding being advanced to Council in June 2015 and therefore was included as income in the 2014/15 financial year. The total variance is offset partially by additional unbudgeted grants, the largest being for the Future Morwell Urban Design Revitalisation Plan.
4	Grants – Capital	<b>Outcome: Favourable \$0.976 million or 9%</b> The favourable variance is mainly due to the receipt of additional grant funding for Moe Rail Precinct Revitalisation that was budgeted to be received in the 2014/15 financial year, however was not received until 2015/16. Extra funding for Roads to Recovery is offset by an unfavourable variance in the Heavy Industrial Park Infrastructure and Signalised Intersection projects.
5	Contributions – monetary	<b>Outcome: Favourable \$0.495 million or 354%</b> 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.
6	Contributions – non monetary	<b>Outcome: Favourable \$5,840 million or 292%</b> The favourable variance is mainly due to higher than expected contribution of infrastructure assets from developers.
7	Other income	<b>Outcome: Favourable \$0.581 million or 17%</b> The additional income is mainly a result of higher than anticipated penalty interest raised on outstanding rates accounts, combined with additional reimbursements and unbudgeted local contributions.
8	Employee costs	<b>Outcome: Favourable \$2,614 million or 5%</b> The favourable variance is due to staff vacancies, resulting in reduced salaries and wages, lower superannuation and a reduction in WorkCover costs. There is also a favourable variance in fringe benefits tax expenses mainly as result of fleet reductions.
9	Materials and services	<b>Outcome: Unfavourable \$0.354 million or 1%</b> The additional expenditure is due largely to the surplus that was generated in the 2014/15 financial year carried forward into 2015/16 to complete projects and meet new requirements that have arisen since the budget was compiled.
10	Net loss on disposal of property, infrastructure, plant and equipment	<b>Outcome: Unfavourable \$4.963 million or 100%</b> The unfavourable variance is the result of the disposal of infrastructure assets identified as part of the annual capital works program and a review of council controlled assets.

Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report
<b>NOTE 2 Budget Comparison (Continued)</b>		
<b>11</b>	<b>Landfill rehabilitation</b>	<p><b>Outcome: unfavourable \$2.478 million or 100%</b></p> <p>The unfavourable variance is due to increases in the landfill rehabilitation provision mainly associated with the finalisation of the design of the Moe landfill capping requirements, together with revised aftercare requirements at the Moe, Morwell and Hyland Highway sites.</p>
<b>12</b>	<b>Other Expenses</b>	<p><b>Outcome: Unfavourable \$0.754 million or 23%</b></p> <p>The unfavourable variance is caused predominately by additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received and expenditure previously sitting in work in progress, which has now been expensed.</p>

Notes to the Financial Report  
For the Year Ended 30 June 2016Latrobe City Council  
2015/2016 Financial Report**NOTE 2 Budget Comparison (Continued)****b) Capital Works**

	BUDGET 2016 \$'000s	ACTUAL 2016 \$'000s	VARIANCE 2016 \$'000s	VARIANCE 2016 %	REF
<b>Property</b>					
Land	-	10	( 10)	(100%)	1
<b>Total Land</b>	-	<b>10</b>	<b>( 10)</b>	<b>(100%)</b>	
Buildings	10,766	10,874	( 108)	(1%)	
Heritage Buildings	270	-	270	100%	2
<b>Total buildings</b>	<b>11,036</b>	<b>10,874</b>	<b>162</b>	<b>1%</b>	
<b>Total property</b>	<b>11,036</b>	<b>10,884</b>	<b>152</b>	<b>1%</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	2,869	2,611	258	9%	3
Fixtures, fittings and furniture	120	351	( 231)	(193%)	4
Computers and telecommunications	645	184	461	71%	5
Art collection	15	66	( 51)	(339%)	6
Software	-	21	( 21)	(100%)	7
<b>Total plant and equipment</b>	<b>3,649</b>	<b>3,233</b>	<b>416</b>	<b>11%</b>	
<b>Infrastructure</b>					
Roads	14,841	12,275	2,566	17%	8
Bridges	450	8	442	98%	9
Footpaths and cycleways	1,200	1,513	( 313)	(26%)	10
Drainage	1,621	1,235	386	24%	11
Recreational, leisure and community facilities	1,300	49	1,251	96%	12
Waste management	800	841	( 41)	(5%)	
Parks, open space and streetscapes	136	206	( 70)	(52%)	13
Aerodromes	-	-	-	0%	
Off Street car parks	193	128	65	34%	14
Other infrastructure	-	14	( 14)	100%	15
<b>Total Infrastructure</b>	<b>20,541</b>	<b>16,269</b>	<b>4,272</b>	<b>21%</b>	
<b>Total capital works expenditure</b>	<b>35,226</b>	<b>30,386</b>	<b>4,840</b>	<b>14%</b>	
<b>Represented by:</b>					
New asset expenditure	11,771	13,034	( 1,263)	(11%)	16
Asset renewal expenditure	19,224	14,596	4,628	24%	17
Asset expansion expenditure	2,121	1,247	874	41%	18
Asset upgrade expenditure	2,110	1,509	601	28%	19
<b>Total capital works expenditure</b>	<b>35,226</b>	<b>30,386</b>	<b>4,840</b>	<b>14%</b>	

Notes to the Financial Report  
For the Year Ended 30 June 2016Latrobe City Council  
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## NOTE 2 Budget Comparison (Continued)

## Explanation of Material Variations – Capital Works

REF	ITEM	EXPLANATION
1	Land	<b>Outcome: Overspend \$0.010 million or 100%</b> This expenditure relates to the required purchase of land at Piggery Road Boolarra as a result of a landslip. This was not anticipated in the adopted budget.
2	Heritage buildings	<b>Outcome: Underspend \$0.270 million or 100%</b> The variance is due to a delay in starting work on the Traralgon Court House upgrade. This funding will be carried forward to enable completion of the project in the 2016/17 financial year.
3	Plant, machinery and equipment	<b>Outcome: Underspend \$0.258 million or 9%</b> The variance is largely due to an internal review and audit of fleet motor vehicles which has delayed the replacement of motor vehicles in 2015/16. These funds will be carried forward into 2016/17 to enable the purchase of replacement vehicles.
4	Fixtures, fittings and furniture	<b>Outcome: Overspend \$0.231 million or 193%</b> The unfavourable variance is due to the purchase of furniture to fit-out the Moe Rail Precinct building; the total budget for this project was classified as Buildings.
5	Computers and telecommunications	<b>Outcome: Underspend \$0.461 million or 71%</b> The favourable variance is due to lower renewal of Computers and telecommunications than expected within Council. Resourcing changes in the IT team has delayed some of the planned expenditure. The balance of this funding will be held in reserve to meet for future IT upgrade requirements.
6	Artwork Collection	<b>Outcome: Overspend \$0.051 million or 339%</b> The additional expenditure is due to the installation of an item of public artwork in a Park where the budget was all classified as Parks, Open Space & Streetscape, combined with additional artworks purchased by the gallery funded by donations.
7	Intangible Assets – Software	<b>Outcome: Overspend \$0.021 million or 100%</b> The budget allocation for this category was included under computers and telecommunications.
8	Roads	<b>Outcome: Underspend \$2.566 million or 17%</b> The favourable variance is due to delays in completion of the Road Rehabilitation program and construction of a new signalised intersection. Various issues including contract negotiations, stakeholder approvals and unfavourable weather have impacted on the delivering of these projects in 2015/16. Funding will be carried forward into 2016/17 to continue these works.
9	Bridges	<b>Outcome: Underspend \$0.442 million or 98%</b> Approximately \$0.136M of the budget was expended however the works were deemed maintenance and therefore were treated as an expense. The remaining funding will be carried forward to 2016/17 for the construction of Kenyon Lane bridge.
10	Footpath and cycleways	<b>Outcome: Overspend \$0.313 million or 26%</b> The variance is largely a result of additional expenditure incurred in the new footpath links program.

Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report
<b>NOTE 2</b>	<b>Budget Comparison (Continued)</b>	
<b>11</b>	<b>Drainage</b>	<b>Outcome: Underspend \$0.386 million or 24%</b> The variance is mainly caused by a delay in completion of drainage augmentation projects. Funding will be carried forward into 2016/17 to complete these projects.
<b>12</b>	<b>Recreational, leisure and community facilities</b>	<b>Outcome: Underspend \$1.251 million or 96%</b> The variance is caused by delays in construction of the Traralgon Tennis Show Court due to extended stakeholder engagement and design changes as a result of budget restraints.
<b>13</b>	<b>Parks, open space and streetscapes</b>	<b>Outcome: Overspend \$0.070 million or 52%</b> This variance is associated with expenditure for the Boolarra Railway Park upgrade for which government funding was carried forward from the previous reporting period.
<b>14</b>	<b>Off-street Carparks</b>	<b>Outcome: Underspend \$0.065 million or 34%</b> This variance mainly relates to a delay in the completion of an off-street carpark at Mathison Park and reclassification of expenditure for car park resealing to roads.
<b>15</b>	<b>Other infrastructure</b>	<b>Outcome: Overspend \$0.014 million or 100%</b> This variance mainly relates to the Hazelwood Pondage Caravan Park waste water upgrade project for which funding was carried forward from the previous reporting period.
<b>16</b>	<b>New asset expenditure</b>	<b>Outcome: Overspend \$1.263 million or 11%</b> The variance is mainly related to the change in classification of the Heavy Industrial Park Infrastructure project which was budgeted as renewal. A favourable variance caused by delays in starting the Traralgon Tennis Show Court project is offset by additional expenditure on buildings and drainage projects for which funding was carried forward from the previous reporting period.
<b>17</b>	<b>Asset renewal expenditure</b>	<b>Outcome: Underspend \$4.628 million or 24%</b> This variance is due to a delay in the completion of several projects, the largest being the Road Rehabilitation project which will now be completed in 2016/17, combined with the reclassification of the Heavy Industrial Park Infrastructure project to new.
<b>18</b>	<b>Asset expansion expenditure</b>	<b>Outcome: Underspend \$0.874 million or 41%</b> This variance is associated with delays in completing drainage augmentation projects; the funding for these projects will be carried forward into 2016/17.
<b>19</b>	<b>Asset upgrade expenditure</b>	<b>Outcome: Underspend \$0.601 million or 28%</b> This variance mainly relates to delays in construction of the new signalised intersection at Maffra/Marshalls Rd as a result of prolonged stakeholder negotiations. This variance is partially offset by additional expenditure for several projects that were carried forward from the previous reporting period.



**Notes to the Financial Report  
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### NOTE 3 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of its land and all its improvements.

This valuation base was used to calculate general rates, excluding valuations for power generation companies and Australian Paper Maryvale Ltd:

The valuation base used to calculate general rates for 2015/16 was \$10,090.00 million (2014/15 was \$10,001.76 million).

The applicable rates in the CIV dollar were:

	2016 \$	2015 \$
General	0.00473581	0.00458663
Farm	0.00355186	0.00343997
Cultural and recreational	0.00236791	0.00229332

This derived rate revenues of:

	2016 \$'000s	2015 \$'000s
General rates	46,652	44,751
Municipal charge	4,817	4,660
Garbage charge	10,383	9,984
EPA Victoria landfill levy	666	645
Supplementary rates and rates adjustments	814	503
Cultural and recreational	52	50
Revenue in lieu of rates	9,107	9,013
<b>Total rates and charges</b>	<b>72,491</b>	<b>69,606</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2014, and the valuation was first applied in the rating year commencing 1 July 2014.

### NOTE 4 Statutory Fees and Fines

Infringement and costs	516	439
Town Planning Fees	21	34
Land information certificates	49	43
Permits	371	387
Other	96	95
Health Registrations	364	348
Animal Registrations	434	417
<b>Total Statutory fees and fines</b>	<b>1,851</b>	<b>1,763</b>

	Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report	
		2016 \$'000s	2015 \$'000s	
<b>NOTE 5 User Fees</b>				
Aged and health services		1,818	1,956	
Leisure centre and recreation		2,312	2,274	
Child care/children's programs		5,376	5,334	
Waste management services		4,510	4,426	
Other fees and charges		1,210	1,130	
<b>Total User fees</b>		<b>15,226</b>	<b>15,120</b>	
<b>NOTE 6 Grants</b>				
Grants were received in respect of the following:				
<b>Summary of Grants</b>				
Commonwealth funded grants		15,205	6,644	
State funded grants		16,813	36,313	
<b>Total</b>		<b>32,018</b>	<b>42,957</b>	
<b>Grants – Operating</b>				
<b>Recurrent – Commonwealth Government</b>				
Victorian Grants Commission		5,710	17,119	
Family Day Care		130	101	
Employment Facilitation		301	298	
Other		6	57	
<b>Recurrent – State Government</b>				
Aged and Disability Programs		5,155	4,864	
Preschools		3,810	3,664	
Family and Children Programs		717	790	
Maternal and Child Health		478	505	
Libraries		499	494	
Enhanced Home Visiting Program		211	203	
Arts Programs		155	161	
Rural Access Program		119	114	
School Crossing Supervision		88	97	
Community Health		73	898	
Community Support and Development Programs		49	659	
Other		29	-	
<b>Total Grants – Operating (Recurrent)</b>		<b>17,530</b>	<b>30,024</b>	

Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report	
NOTE 6	Grants (Continued)	2016 \$'000s	2015 \$'000s
<b>Non-Recurrent – Commonwealth Government</b>			
	Family & Children Programs	68	-
	Energy Efficiency Lighting	184	1,015
	Other	-	29
<b>Non-Recurrent – State Government</b>			
	Aged & Disability Programs	35	-
	Arts Program	21	-
	Community Health	103	205
	Family & Children Programs	18	-
	Natural Disaster Recovery	1,357	119
	Economic Development	432	263
	Other Recreation Facilities	164	375
	Community Support and Development Programs	282	249
	Roads	115	-
	Other	211	149
<b>Total Grants – Operating (Non-Recurrent)</b>		<b>2,990</b>	<b>2,404</b>
<b>Total Grants – Operating</b>		<b>20,520</b>	<b>32,428</b>
<b>Grants – Capital</b>			
<b>Recurrent – Commonwealth Government</b>			
	Roads to Recovery Program	3,405	1,192
<b>Total Grants – Capital (Recurrent)</b>		<b>3,405</b>	<b>1,192</b>
<b>Non-Recurrent – Commonwealth Government</b>			
	Aerodromes	-	2,100
	Buildings	5,400	1,100
	Roads	-	751
<b>Non-Recurrent – State Government</b>			
	Aerodromes	-	740
	Buildings	2,248	2,174
	Roads	13	2,217
	Drainage	36	36
	Footpath	20	39
	Off-street Carparks	19	102
	Plant, Machinery & Equipment	12	-
	Recreation, Leisure & Community Facilities	260	-
	Parks, Open Space & Streetscape	85	78
<b>Total Grants – Capital (Non-Recurrent)</b>		<b>8,093</b>	<b>9,337</b>
<b>Total Grants – Capital</b>		<b>11,498</b>	<b>10,529</b>
<b>Total Grants</b>		<b>32,018</b>	<b>42,957</b>
<b>Unspent grants received on condition that they be spent in a specific manner</b>			
	Balance at start of year	11,127	5,336
	Received during the financial year and remained unspent at balance date	4,441	10,202
	Received in prior years and spent during the financial year	(9,918)	(4,411)
<b>Balance at year end (refer Note 16)</b>		<b>5,650</b>	<b>11,127</b>

	Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report	
		2016 \$'000s	2015 \$'000s	
<b>NOTE 7 Contributions</b>				
Monetary		634	784	
Non-Monetary		7,840	7,828	
<b>Total Contributions</b>		<b>8,474</b>	<b>8,612</b>	
Contributions of non-monetary assets were received in relation to the following asset classes				
Artwork		435	-	
Land		718	409	
Infrastructure		6,687	7,419	
		<b>7,840</b>	<b>7,828</b>	
<b>NOTE 8 Net Gain/ (Loss) on Disposal of Property, Infrastructure, Plant and Equipment</b>				
Proceeds of Sale		1,878	794	
Write down value of Assets Disposed		(6,841)	(773)	
<b>Total Net Gain/ (Loss) on Disposal of Property, Infrastructure, Plant and Equipment</b>		<b>(4,963)</b>	<b>21</b>	
<b>NOTE 9 Other Income</b>				
Interest		2,140	2,021	
Other Rent		787	794	
Insurance		3	119	
Sales		626	634	
Contributions Other		160	368	
Other		438	214	
<b>Total other income</b>		<b>4,154</b>	<b>4,150</b>	
<b>NOTE 10 Employee Costs</b>				
<b>(a) Employee Costs</b>				
Salaries and Wages		44,428	43,919	
Workcover		849	779	
Superannuation		4,000	3,911	
Fringe Benefits Tax		494	519	
Other		988	1,106	
<b>Total Employee Costs</b>		<b>50,759</b>	<b>50,234</b>	

Notes to the Financial Report For the Year Ended 30 June 2016	Latrobe City Council 2015/2016 Financial Report	
	2015 \$'000s	2014 \$'000s
<b>NOTE 10 Employee Costs (continued)</b>		
<b>(b) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined Benefits Funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	423	426
Employer contributions payable at reporting date	-	-
	<b>423</b>	<b>426</b>
<b>Accumulation Funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,237	3,017
Employer contributions payable at reporting date	340	468
	<b>3,577</b>	<b>3,485</b>

Refer to note 32 for further information relating to Council's superannuation obligations.

### NOTE 11 Materials and Services

Contract Payments	21,774	21,509
Building Maintenance	176	152
General Maintenance	3,965	4,030
Utilities	2,833	3,090
Office Administration	2,017	1,855
Information Technology	1,652	1,696
Insurance	1,049	1,059
Consultants	2,058	1,897
Other	135	112
<b>Total Materials and Services</b>	<b>35,659</b>	<b>35,400</b>

	Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report	
		2016 \$'000s	2015 \$'000s	
<b>NOTE 12 Bad and Doubtful Debts</b>				
Other Debtors		18		52
Rates debtors		(1)		1
<b>Total Bad and Doubtful Debts</b>		<b>17</b>		<b>53</b>
<b>NOTE 13 Depreciation and Amortisation</b>				
Property		3,697		3,673
Plant, Furniture and Equipment		2,142		2,314
Infrastructure		16,973		13,222
Intangible assets		367		572
<b>Total Depreciation and Amortisation</b>		<b>23,179</b>		<b>19,781</b>
<i>Refer to Note 21 and 22 for a more detailed breakdown of depreciation and amortisation charges.</i>				
<b>NOTE 14 Borrowing Costs</b>				
Interest on Borrowings		1,003		1,055
<b>Total Borrowing Costs</b>		<b>1,003</b>		<b>1,055</b>
<b>NOTE 15 (a) Other Expenses – Landfill Rehabilitation</b>				
Hyland Highway		871		3,042
Moe		892		1,146
Morwell		643		3,160
Other		72		(313)
<b>Total Other Expenses</b>		<b>2,478</b>		<b>7,035</b>
<b>NOTE 15 (b) Other Expenses</b>				
Auditors' Remuneration - VAGO		57		56
Auditors' Remuneration - Internal		138		84
Audit Other		38		35
Councillors' Allowances		283		276
Operating Lease Rentals		154		228
Grants		1,272		1,305
Levies		1,855		1,832
Works in Progress expensed		172		0
<b>Total Other Expenses</b>		<b>3,968</b>		<b>3,816</b>

	Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report	
		2016 \$'000s	2015 \$'000s	
<b>NOTE 16 Cash and Cash Equivalents</b>				
Cash on Hand		16		15
Cash at Bank		8,664		14,227
Short Term Deposits		-		4,000
<b>Total Cash and Cash Equivalents</b>		<b>8,680</b>		<b>18,242</b>

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use.

These include:

Trust Funds and Deposits (Note 24)		2,732		2,610
Unexpended Grants (Note 6 – net decrease of \$5.45 million from 2015 to 2016)		5,650		11,127
<b>Total Restricted Funds</b>		<b>8,382</b>		<b>13,737</b>

<b>Total Unrestricted Cash and Cash Equivalents</b>		<b>298</b>		<b>4,505</b>
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#### Intended Allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

Reserve funds allocated for specific future purposes (Note 27 (b))		3,002		2,624
Cash held to fund carried forward capital works		11,649		11,851
<b>Total Funds Subject to Intended Allocations</b>		<b>14,651</b>		<b>14,475</b>

Refer also to Note 18 for details of other financial assets held by Council.

#### NOTE 17 Trade and Other Receivables

##### Current

Rates Debtors*		4,353		4,069
Goods and Services Tax (GST)		756		1,079
Other debtors		2,005		3,128
Provision for doubtful debts - other debtors		(77)		(80)
<b>Total Current Trade and Other Receivables</b>		<b>7,037</b>		<b>8,196</b>

\*Rates are payable by four instalments during the year or by lump sum in February. Arrears attract interest, currently at the rate of 9.5% per annum.

##### Non-Current

Other debtors		-		8
<b>Total Non-Current Trade and Other Receivables</b>		<b>-</b>		<b>8</b>

<b>Total Trade and Other Receivables</b>		<b>7,037</b>		<b>8,204</b>
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#### (a) Ageing of Receivables

At Balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade & Other Receivables (excluding statutory receivables i.e Rates and GST) was:

Current (not yet due)		1,113		559
Past due by up to 30 days		551		2,009
Past due between 31 and 60 days		161		78
Past due between 61 and 90 days		52		24
Past due by more than 90 days		128		466
<b>Total Trade and Other Receivables</b>		<b>2,005</b>		<b>3,136</b>

	Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report	
		2016 \$'000s	2015 \$'000s	

**NOTE 17 Trade and Other Receivables (continued)****(b) Movement in Provision for Doubtful Debts**

Balance at the beginning of the year	80	43
New Provisions recognised during the year	24	70
Amounts already provided for and written off as uncollectible	(20)	(21)
Amounts provided for but recovered during the year	(7)	(12)
<b>Balance at the end of the year</b>	<b>77</b>	<b>80</b>

**(c) Ageing of Individually Impaired Receivables**

At balance date, other debtors representing financial assets with a nominal value of \$77K (2015 \$80K) were impaired. The amount of the provision raised against these debtors was \$77K (2015 \$80K). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 60 days	-	-
Past due between 61 and 90 days	-	-
Past due by more than 90 days	77	80
<b>Total Trade and Other Receivables</b>	<b>77</b>	<b>80</b>

**NOTE 18 Other Financial Assets**

<b>Current</b>		
Term Deposits with a maturity term > 90 Days	52,884	44,298
<b>Total Current Other Financial Assets</b>	<b>52,884</b>	<b>44,298</b>

<b>Non- Current</b>		
MAPS Group Ltd. Shares	2	2
<b>Total Non-Current Other Financial Assets</b>	<b>2</b>	<b>2</b>

<b>Total Other Financial Assets</b>	<b>52,886</b>	<b>44,300</b>
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**NOTE 19 Non-Current Assets Classified as Held for Sale**

Cost of Acquisition	175	926
<b>Total Non-Current Assets Classified as Held for Sale</b>	<b>175</b>	<b>926</b>

**NOTE 20 Other Assets**

Prepayments	411	331
Accrued Income	1,794	2,022
<b>Total Other Assets</b>	<b>2,205</b>	<b>2,353</b>



**Notes to the Financial Report  
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### NOTE 21 Property, Infrastructure, Plant and Equipment

Summary of property, infrastructure, plant and equipment	At Fair	Accumulated	WDV 30	At Fair	Accumulated	WDV 30
	Value 30 June 2016	Depreciation	June 2016	Value 30 June 2015	Depreciation	June 2015
Land	221,304	-	221,304	219,817	-	219,817
Buildings	200,569	(10,928)	189,641	184,659	(7,243)	177,416
Plant & Equipment	24,925	(12,265)	12,660	23,359	(11,676)	11,683
Infrastructure	1,048,355	(312,166)	736,189	1,028,646	(296,936)	731,711
Work in progress	3,738	-	3,738	13,488	-	13,488
	<b>1,498,891</b>	<b>(335,359)</b>	<b>1,163,533</b>	<b>1,469,969</b>	<b>(315,855)</b>	<b>1,154,113</b>

Summary of work in progress	Opening WIP	Additions	Transfers	Write Offs	Closing WIP
Buildings	8,810	246	(5,456)	(3,283)	317
Infrastructure	4,678	3,238	(4,324)	(172)	3,421
Total	<b>13,488</b>	<b>3,484</b>	<b>(9,779)</b>	<b>(3,455)</b>	<b>3,738</b>

**Notes to the Financial Report  
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**NOTE 21 Property, Infrastructure, Plant and Equipment (continued)**

<b>Land and Buildings</b>	<b>Note</b>	Land - specialised (incl Land under roads)	Land - non specialised	<b>Total Land</b>	Buildings - specialised	<b>Total Buildings</b>	Work In Progress	<b>Total Property</b>
At fair value 1 July 2015		132,547	87,270	<b>219,817</b>	184,659	<b>184,659</b>	8,810	<b>413,287</b>
Accumulated depreciation at 1 July 2015		-	-	-	(7,243)	<b>(7,243)</b>	-	<b>(7,243)</b>
		<b>132,547</b>	<b>87,270</b>	<b>219,817</b>	<b>177,416</b>	<b>177,416</b>	<b>8,810</b>	<b>406,044</b>
<b>Movements in fair value</b>								
Acquisition of assets at fair value		1,641	-	<b>1,641</b>	10,677	<b>10,677</b>	246	<b>12,565</b>
Revaluation increments/decrements		-	-	-	(155)	<b>(155)</b>	-	<b>(155)</b>
Fair value of assets disposed		(54)	-	<b>(54)</b>	(68)	<b>(68)</b>	-	<b>(122)</b>
Impairment losses recognised in operating result		-	(100)	<b>(100)</b>	-	-	-	<b>(100)</b>
Transfers		-	-	-	5,456	<b>5,456</b>	(8,739)	<b>(3,283)</b>
		<b>1,587</b>	<b>(100)</b>	<b>1,487</b>	<b>15,910</b>	<b>15,910</b>	<b>(8,493)</b>	<b>8,904</b>
<b>Movements in accumulated depreciation</b>								
Depreciation and amortisation		-	-	-	(3,697)	<b>(3,697)</b>	-	<b>(3,697)</b>
Accumulated depreciation of disposals		-	-	-	4	<b>4</b>	-	<b>4</b>
Transfers		-	-	-	8	<b>8</b>	-	<b>8</b>
		-	-	-	<b>(3,685)</b>	<b>(3,685)</b>	-	<b>(3,685)</b>
At fair value 30 June 2016		134,134	87,170	<b>221,303</b>	200,569	<b>200,569</b>	317	<b>422,189</b>
Accumulated depreciation at 30 June 2016		-	-	-	(10,928)	<b>(10,928)</b>	-	<b>(10,928)</b>
		<b>134,134</b>	<b>87,170</b>	<b>221,303</b>	<b>189,641</b>	<b>189,641</b>	<b>317</b>	<b>411,261</b>

**Notes to the Financial Report  
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**NOTE 21 Property, Infrastructure, Plant and Equipment (continued)**

<b>Plant and Equipment</b>	<b>Note</b>	Plant machinery and equipment	Fixtures fittings and furniture	Computers and telecomms	Art Collection	<b>Total plant and equipment</b>
At fair value 1 July 2015		13,996	1,335	5,065	2,963	<b>23,359</b>
Accumulated depreciation at 1 July 2015		(6,929)	(1,134)	(3,613)	-	<b>(11,676)</b>
		<b>7,067</b>	<b>201</b>	<b>1,452</b>	<b>2,963</b>	<b>11,683</b>
<b>Movements in fair value</b>						
Acquisition of assets at fair value		2,603	351	193	501	<b>3,648</b>
Revaluation increments/decrements		-	-	-	168	<b>168</b>
Fair value of assets disposed		(2,190)	-	-	(61)	<b>(2,250)</b>
Impairment losses recognised in operating result		-	-	-	-	-
Transfers		-	-	-	-	-
		<b>413</b>	<b>351</b>	<b>193</b>	<b>608</b>	<b>1,566</b>
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation		(1,668)	(52)	(422)	-	<b>(2,142)</b>
Accumulated depreciation of disposals		1,553	-	-	-	<b>1,553</b>
Impairment losses recognised in operating result		-	-	-	-	-
Transfers		-	-	-	-	-
		<b>(115)</b>	<b>(52)</b>	<b>(422)</b>	<b>-</b>	<b>(588)</b>
At fair value 30 June 2016		14,409	1,686	5,258	3,571	<b>24,925</b>
Accumulated depreciation at 30 June 2016		(7,044)	(1,185)	(4,035)	-	<b>(12,265)</b>
		<b>7,365</b>	<b>501</b>	<b>1,223</b>	<b>3,571</b>	<b>12,660</b>

**Notes to the Financial Report**  
**For the Year Ended 30 June 2016**

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**NOTE 21 Property, Infrastructure, Plant and Equipment (continued)**

Infrastructure	Note	Roads	Bridges	Footpaths and cycleways	Drainage	Waste Management	Parks open spaces and streetscapes	Aerodromes	Off street car parks	Work In Progress	Total Infrastructure
At fair value 1 July 2015		687,384	54,794	71,686	191,003	5,102	3,027	4,928	10,723	4,677	<b>1,033,323</b>
Accumulated depreciation at 1 July 2015		(165,554)	(21,072)	(22,315)	(80,918)	(4,946)	(1,202)	(15)	(914)	-	<b>(296,936)</b>
		<b>521,830</b>	<b>33,722</b>	<b>49,371</b>	<b>110,085</b>	<b>155</b>	<b>1,825</b>	<b>4,913</b>	<b>9,809</b>	<b>4,677</b>	<b>736,388</b>
<b>Movements in fair value</b>											
Acquisition of assets at fair value		14,130	-	2,958	3,758	841	206	-	659	3,238	<b>25,790</b>
Reclassification of assets		4,695	-	-	-	-	-	-	(4,695)	-	-
Fair value of assets disposed		(5,778)	-	(516)	(873)	-	-	-	-	-	<b>(7,168)</b>
Transfers		2,829	-	35	326	1,120	14	-	-	(4,496)	<b>(172)</b>
		<b>15,876</b>	<b>2,476</b>	<b>2,476</b>	<b>3,212</b>	<b>1,961</b>	<b>220</b>	<b>(4,036)</b>	<b>(1,258)</b>	<b>18,450</b>	<b>18,450</b>
<b>Movements in accumulated depreciation</b>											
Depreciation and amortisation		(12,293)	(562)	(1,282)	(1,947)	(399)	(140)	(226)	(124)	-	<b>(16,973)</b>
Reclassification of assets		(671)	-	-	-	-	-	-	671	-	-
Acquisition of assets at fair value		(11)	-	(70)	(137)	-	-	-	(106)	-	<b>(324)</b>
Accumulated depreciation of disposals		1,601	-	201	265	-	-	-	-	-	<b>2,067</b>
		<b>(11,374)</b>	<b>(562)</b>	<b>(1,151)</b>	<b>(1,819)</b>	<b>(399)</b>	<b>(140)</b>	<b>(226)</b>	<b>442</b>	<b>(15,230)</b>	<b>(15,230)</b>
At fair value 30 June 2016		703,260	54,794	74,162	194,214	7,063	3,247	4,928	6,687	3,421	<b>1,051,776</b>
Accumulated depreciation at 30 June 2016		(176,928)	(21,634)	(23,466)	(82,737)	(5,346)	(1,342)	(241)	(472)	-	<b>(312,166)</b>
		<b>526,332</b>	<b>33,160</b>	<b>50,697</b>	<b>111,477</b>	<b>1,717</b>	<b>1,905</b>	<b>4,687</b>	<b>6,215</b>	<b>3,421</b>	<b>739,610</b>

Notes to the Financial Report  
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## NOTE 21 Property, Infrastructure, Plant and Equipment (*continued*)

### Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent valuer, CJA Lee Property – Valuers and Consultants (Registration number: 61902). The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2016 are as follows:

	LEVEL 1	LEVEL 2	LEVEL 3
	\$'000s	\$'000s	\$'000s
Land – Non Specialised	-	87,170	-
Land – Specialised	-	-	134,134
Buildings – Specialised	-	-	189,641
<b>Total</b>	-	<b>87,170</b>	<b>323,775</b>

### Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by Assetic Pty Ltd MIE(Aust) CPEng, NPER : Membership 1102199.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2016 are as follows:

	LEVEL 1	LEVEL 2	LEVEL 3
	\$'000s	\$'000s	\$'000s
Roads	-	-	526,332
Bridges	-	-	33,160
Footpaths and cycleways	-	-	50,697
Drainage	-	-	111,477
Waste management	-	-	1,717
Parks, open space and streetscapes	-	-	1,905
Aerodromes	-	-	4,687
Off street car parks	-	-	6,215
<b>Total</b>	-	-	<b>736,190</b>

**NOTE 21 Property, Infrastructure, Plant and Equipment (continued)****Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$350 to \$6,462 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 30 years to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 0 to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2016 \$'000s	2015 \$'000s
<b>Reconciliation of specialised land</b>		
Land under roads	18,124	18,108
Parks, reserves and other	116,010	114,439
<b>Total specialised land</b>	<b>134,134</b>	<b>132,547</b>

Notes to the Financial Report For the Year Ended 30 June 2016		Latrobe City Council 2015/2016 Financial Report	
		2016 \$'000s	2015 \$'000s
<b>NOTE 22 Intangible Assets</b>			
Software		202	299
Landfill Air Space		1,416	49
<b>Total Intangible Assets</b>		<b>1,618</b>	<b>348</b>
	<b>Software \$'000s</b>	<b>Landfill Air Space \$'000s</b>	<b>Total \$'000s</b>
<b>Gross Carrying Amount</b>			
Balance at 1 July 2014	890	14,970	15,860
Additions from Internal Developments	150	-	150
Other	-	-	-
<b>Balance at 1 July 2015</b>	<b>1,040</b>	<b>14,970</b>	<b>16,010</b>
Additions from Internal Developments	21	1,617	1,638
<b>Balance at 30 June 2016</b>	<b>1,061</b>	<b>16,587</b>	<b>17,648</b>
<b>Accumulated Amortisation and Impairment</b>			
Balance at 1 July 2014	(651)	(14,439)	(15,090)
Amortisation Expense	(90)	(482)	(572)
<b>Balance at 1 July 2015</b>	<b>(741)</b>	<b>(14,921)</b>	<b>(15,662)</b>
Amortisation Expense	(117)	(250)	(367)
<b>Balance at 30 June 2016</b>	<b>(858)</b>	<b>(15,171)</b>	<b>(16,029)</b>
<b>Net Book Value at 30 June 2015</b>	<b>299</b>	<b>49</b>	<b>348</b>
<b>Net Book Value at 30 June 2016</b>	<b>202</b>	<b>1,416</b>	<b>1,618</b>

**NOTE 23 Trade and Other Payables**

Trade Payables	5,489	11,065
Accrued Expenses	731	2,273
<b>Total Trade and Other Payables</b>	<b>6,220</b>	<b>13,338</b>

**NOTE 24 Trust Funds and Deposits**

Refundable deposits	2,269	1,980
Fire Service Levy	336	357
Retention amounts	108	218
Other refundable deposits	19	55
<b>Total Trust Funds and Deposits</b>	<b>2,732</b>	<b>2,610</b>

**Purpose and Nature of Items**

*Refundable deposits* – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to contracts, asset protection, planning permit works and the use of civic facilities.

*Fire Service Levy* – Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

*Retention amounts* - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Notes to the Financial Report  
For the Year Ended 30 June 2016Latrobe City Council  
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	Annual Leave \$'000s	Long Service Leave \$'000s	Landfill Rehabilitation \$'000s	Total \$'000s
<b>2016</b>				
Balance at Beginning of the Financial Year	4,117	8,884	19,549	<b>32,550</b>
Additional Provisions	3,708	1,289	3,488	<b>8,485</b>
Amounts Used	(3,676)	(1,047)	(295)	<b>(5,018)</b>
Increase in the discounted amount arising because of time and effect of any change in the discount rate	6	641	606	<b>1,253</b>
<b>Balance at the End of the Financial Year</b>	<b>4,155</b>	<b>9,767</b>	<b>23,348</b>	<b>37,270</b>
<b>2015</b>				
Balance at Beginning of the Financial Year	3,930	8,256	14,132	<b>26,318</b>
Additional Provisions	3,751	1,430	7,038	<b>12,219</b>
Amounts Used	(3,570)	(1,261)	(1,618)	<b>(6,449)</b>
Increase in the discounted amount arising because of time and effect of any change in the discount rate	6	459	(3)	<b>462</b>
<b>Balance at the End of the Financial Year</b>	<b>4,117</b>	<b>8,884</b>	<b>19,549</b>	<b>32,549</b>
			<b>2016</b>	<b>2015</b>
			<b>\$'000s</b>	<b>\$'000s</b>

**(a) Employee Provisions**

<b>Current Provisions Expected to be wholly settled within 12 months</b>			
Annual Leave		3,863	3,822
Long Service Leave		2,111	1,963
		<b>5,974</b>	<b>5,785</b>
<b>Current Provisions Expected to be wholly settled after 12 months</b>			
Annual Leave		291	295
Long Service Leave		5,709	5,368
		<b>6,000</b>	<b>5,663</b>
<b>Total Current Employee Provisions</b>		<b>11,974</b>	<b>11,448</b>
<b>Non-Current</b>			
Long Service Leave		1,948	1,553
<b>Total Non-Current Employee Provisions</b>		<b>1,948</b>	<b>1,553</b>
<b>Aggregate Carrying Amount of Employee Provisions</b>			
Current		11,974	11,448
Non-Current		1,948	1,553
<b>Total Aggregate Carrying Amount of Employee Provisions</b>		<b>13,922</b>	<b>13,001</b>



	Notes to the Financial Report For the Year Ended 30 June 2016	Latrobe City Council 2015/2016 Financial Report	
		2016 \$'000s	2015 \$'000s
<b>NOTE 25 Provisions (Continued)</b>			
<b>(b) Landfill Restoration</b>			
Current		3,361	2,325
Non-Current		19,987	17,224
		<b>23,348</b>	<b>19,549</b>
<b>(c) Summary of provisions</b>			
Current		15,335	13,773
Non-current		21,935	18,776
		<b>37,270</b>	<b>32,549</b>

**NOTE 26 Interest-Bearing Loans and Borrowings**

<b>Current</b>			
Borrowings – Secured		1,883	5,710
<b>Total Current</b>		<b>1,883</b>	<b>5,710</b>
<b>Non-Current</b>			
Borrowings – Secured		16,150	14,684
<b>Total Non-Current</b>		<b>16,150</b>	<b>14,684</b>
<b>Total Interest-Bearing Loans and Borrowings</b>		<b>18,033</b>	<b>20,394</b>

All borrowings are secured over Council's Rate Revenue

The maturity profile for Council's borrowings is:

Not later than one year		1,883	5,710
Later than one year and not later than five years		12,548	14,155
Later than five years		3,602	529
		<b>18,033</b>	<b>20,394</b>

Notes to the Financial Report  
For the Year Ended 30 June 2016Latrobe City Council  
2015/2016 Financial Report**NOTE 27 Reserves****(a) Asset Revaluation Reserves**

	Balance at beginning of reporting period \$'000s	Increment/ (Decrement) \$'000s	Balance at end of reporting period \$'000s
<b>2016</b>			
<b>Property</b>			
Land	167,239	-	167,239
Buildings	89,547	(72)	89,475
	<b>256,786</b>	<b>(72)</b>	<b>256,714</b>
<b>Infrastructure</b>			
Roads	134,136	-	134,136
Bridges	28,983	-	28,982
Footpaths and cycleways	19,311	-	19,311
Off street carparks	7,079	-	7,080
Drainage	59,370	-	59,370
Parks, open space and streetscapes	63	-	63
	<b>248,942</b>	<b>-</b>	<b>248,942</b>
<b>Other</b>			
Artworks	727	168	895
Other	14	-	14
	<b>741</b>	<b>168</b>	<b>909</b>
<b>Total Asset Revaluation Reserves</b>	<b>506,469</b>	<b>96</b>	<b>506,565</b>
<b>2015</b>			
<b>Property</b>			
Land	167,239	-	167,239
Buildings	89,547	-	89,547
	<b>256,786</b>	<b>-</b>	<b>256,786</b>
<b>Infrastructure</b>			
Roads	61,716	72,420	134,136
Bridges	22,620	6,362	28,982
Footpaths and cycleways	6,967	12,344	19,311
Off street carparks	4,982	2,098	7,080
Drainage	46,244	13,126	59,370
Parks, open space and streetscapes	63	-	63
	<b>142,592</b>	<b>106,350</b>	<b>248,942</b>
<b>Other</b>			
Artworks	727	-	727
Other	14	-	14
	<b>741</b>	<b>-</b>	<b>741</b>
<b>Total Asset Revaluation Reserves</b>	<b>400,119</b>	<b>106,350</b>	<b>506,469</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Notes to the Financial Report  
For the Year Ended 30 June 2016Latrobe City Council  
2015/2016 Financial Report**NOTE 27 Reserves (continued)****(b) Other Reserves**

	Balance at beginning of reporting period \$'000s	Transfer from accumulated surplus \$'000s	Transfer to accumulated surplus \$'000s	Balance at end of reporting period \$'000s
<b>2016</b>				
Developer Contributions	2,624	(107)	485	<b>3,002</b>
<b>Total Other Reserves</b>	<b>2,624</b>	<b>(107)</b>	<b>485</b>	<b>3,002</b>
<b>2015</b>				
Developer Contributions	2,326	(51)	349	2,624
<b>Total Other Reserves</b>	<b>2,326</b>	<b>(51)</b>	<b>349</b>	<b>2,624</b>

**Purpose and Nature of Other Reserves**

*Developer Contributions* – The development contribution reserve is maintained to account for funds held by the Council for specific development purposes include off street parking, drainage, playgrounds and public open spaces and tree planting development.

**NOTE 28 Reconciliation of Cash Flows from Operating Activities to Surplus/ (Deficit)**

	2016 \$'000s	2015 \$'000s
<b>Surplus for the year</b>	12,188	24,855
Depreciation and Amortisation	23,179	19,781
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	4,963	(21)
Contributions Non-monetary assets	(7,840)	(7,828)
Finance Costs	1,003	1,055
Found Assets	(191)	-
Work in Progress written off	172	-
<b>Changes in Assets and Liabilities</b>		
(Increase)/ decrease in trade and other receivables	1,167	(992)
(Increase)/ decrease in prepayments	(81)	(37)
(Increase)/ decrease in accrued income	228	(255)
Increase/ (decrease) in trade and other payables	(3,780)	(149)
Increase/ (decrease) in trust funds and deposits	123	88
Increase/ (decrease) in provisions	3,103	6,233
<b>Net Cash Provided by Operating Activities</b>	<b>34,234</b>	<b>42,730</b>

**NOTE 29 Financing Arrangements**

<b>Facilities</b>		
Bank Overdraft	1,000	1,000
Credit card facilities	120	120
Other facilities	18,034	20,394
<b>Total Facilities</b>	<b>19,154</b>	<b>21,514</b>
<b>Used Facilities</b>	<b>18,049</b>	<b>20,408</b>
<b>Unused Facilities</b>	<b>1,105</b>	<b>1,106</b>

Notes to the Financial Report  
For the Year Ended 30 June 2016

Latrobe City Council  
2015/2016 Financial Report

## NOTE 30 Commitments

The Council has entered into the following commitments

	Not Later than 1 Year	Later than 1 Year and Not Later than 2 Years	Later than 2 Years and Not Later than 5 Years	Later than 5 Years	Total
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
<b>2016</b>					
<b>Operating</b>					
Recycling	1,726	1,388	-	-	3,114
Garbage Collection	3,281	3,372	1,732	-	8,385
Courier Service	59	-	-	-	59
Consultancies	261	-	-	-	261
Cleaning contracts for council amenities/streets	367	-	-	-	367
Cleaning contracts for council buildings	400	-	-	-	400
Meals for Delivery	275	-	-	-	275
Recreation	182	-	-	-	182
<b>Total</b>	<b>6,550</b>	<b>4,759</b>	<b>1,732</b>		<b>13,042</b>
<b>Capital Construction</b>					
Plant, Machinery and Equipment	171	-	-	-	171
Buildings	399	-	-	-	399
Drainage	1,351	-	-	-	1,351
Footpaths	44	-	-	-	44
Roads	4,111	-	-	-	4,111
Landfill	-	-	-	-	-
<b>Total</b>	<b>6,077</b>				<b>6,077</b>
<b>2015</b>					
<b>Operating</b>					
Recycling	1,723	1,396	195	-	3,314
Garbage Collection	2,902	2,982	4,639	-	10,523
Courier Service	57	39	-	-	96
Consultancies	482	-	-	-	482
Cleaning contracts for council amenities/streets	473	168	-	-	641
Cleaning contracts for council buildings	403	-	-	-	403
Meals for Delivery	200	-	-	-	200
<b>Total</b>	<b>6,240</b>	<b>4,585</b>	<b>4,834</b>		<b>15,659</b>
<b>Capital Construction</b>					
Plant, Machinery and Equipment	75	-	-	-	75
Buildings	8,956	-	-	-	8,956
Drainage	322	-	-	-	322
Footpaths	60	-	-	-	60
Roads	1,047	-	-	-	1,047
Landfill	907	-	-	-	907
<b>Total</b>	<b>11,367</b>				<b>11,367</b>

**Notes to the Financial Report  
For the Year Ended 30 June 2016**

**Latrobe City Council  
2015/2016 Financial Report**

	2016 \$'000s	2015 \$'000s
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## NOTE 31 Operating Leases

### Operating Lease Commitments

At the reporting date, the Council has the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

Not later than one year	115	95
Later than one year and not later than five years	307	398
Later than five years	1,040	1,329
	<b>1,462</b>	<b>1,822</b>

## NOTE 32 Superannuation

Latrobe City Council makes some of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

### Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2016, this was 9.5% as required under Superannuation Guarantee legislation).

### Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

### Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2015, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 105.8%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.0% pa  
Salary information 4.25% pa  
Price inflation (CPI) 2.5% pa

Vision Super has advised that the estimated VBI at 30 June 2016 was 102%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2015 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**NOTE 32 Superannuation (continued)****Employer contributions****Regular contributions**

On the basis of the results of the 2015 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2016, this rate was 9.5% of members' salaries (9.5% in 2014/2015). This rate will increase in line with any increase to the contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**2015 Interim actuarial investigation surplus amounts**

The Fund's interim actuarial investigation as at 30 June 2015 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$130.8 million; and

A total service liability surplus of \$239 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2015. The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Council was notified of the 30 June 2015 VBI during August 2015.

**Future superannuation contributions**

The expected contribution to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2017 is \$0.43 million.

## NOTE 33 Contingent Liabilities and Contingent Assets

### Contingent Liabilities

In the 2014/15 financial year, Latrobe City Council referred allegations of fraud to the Independent Broad-based Anti-Corruption Commission. This matter is still under investigation, and details and outcomes of the investigation were unknown, at the time of the compiling of the Annual Report.

Council has set aside a provision for the rehabilitation of landfill sites. The amounts provisioned are management's best estimates of the cost to rehabilitate these sites however until the rehabilitation plans have been designed and approved by the Environment Protection Authority Victoria (EPA) there is a possibility that Council's obligations could further increase in respect to these sites.

### Contingent Assets

Construction of infrastructure assets by developers in the course of creating new subdivisions results in the infrastructure assets being vested in Council when Council issues a Statement of Compliance. These assets are brought to account as revenue and capitalised. At reporting date, developers had commenced construction of assets that will eventually be transferred to Council contingent upon Council issuing a Statement of Compliance. Due to the nature of the arrangements in place and the assets involved, a contingent asset cannot be reliably measured prior to completion.

A Supreme Court action was issued against Latrobe City Council in relation to the ownership of the Morwell Main Drain. Latrobe City Council defended the claim in the Supreme Court and on the 3 June 2016 the Supreme Court found in favour of Latrobe City Council. At the 30 June 2016 Latrobe City Council was in the process of seeking costs from the plaintiff with the financial outcomes unable to be reliably estimated, no provision has been made in the financial report.

## NOTE 34 Financial Instruments

### (a) Objectives and Policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

### (b) Market Risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

#### Interest Rate Risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- Diversification of investment product;
- Monitoring of return on investment; and
- Benchmarking of returns and comparison with budget.

**Notes to the Financial Report  
For the Year Ended 30 June 2016****Latrobe City Council  
2015/2016 Financial Report****NOTE 34 Financial Instruments (continued)**

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit Risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with;
- Council may require collateral where appropriate; and
- Council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 33.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(c) Liquidity Risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- Have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- Have readily accessible standby facilities and other funding arrangements in place;
- Have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- Monitor budget to actual performance on a regular basis; and
- Set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 33, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 26.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.



**Notes to the Financial Report  
For the Year Ended 30 June 2016**

**Latrobe City Council  
2015/2016 Financial Report**

**NOTE 34 Financial Instruments (continued)**

**(d) Fair Value**

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value

**Fair value hierarchy**

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

**(e) Sensitivity Disclosure Analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1% and -1% in market interest rates (AUD) from year-end rates of 2%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**NOTE 35 Related Party Transactions**

**(a) Responsible Persons**

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

		From	To
<b>Councillors:</b>	Darrell White	01/07/15	30/06/16
	Graeme Middlemiss	01/07/15	30/06/16
	Sandy Kam	01/07/15	30/06/16
	Kellie O'Callaghan	01/07/15	30/06/16
	Sharon Gibson	01/07/15	30/06/16
	Dale Harriman	01/07/15	30/06/16
	Michael Rossiter	01/07/15	30/06/16
	Christine Sindt	01/07/15	30/06/16
	Peter Gibbons	01/07/15	30/06/16
<b>Chief Executive Officer:</b>	Gary Van Driel	01/07/15	30/06/16

**(b) Remuneration of Responsible Persons**

The numbers of Responsible Persons whose total remuneration from Council and any related entities, excluding retirement benefits, fall within the following bands:

	2016 No.	2015 No.
<b>Income Range</b>		
\$20,000 - \$29,999	7	7
\$40,000 - \$49,999	1	1
\$50,000 - \$59,999	-	2
\$60,000 - \$69,999	1	-
\$100,000 - \$109,000	-	1
\$140,000 - \$149,999	-	1
\$270,000 - \$279,999	1	-
<b>Total</b>	<b>10</b>	<b>12</b>
	2016 \$'000s	2015 \$'000s
<b>Total Remuneration for the reporting year for Responsible Persons included above amount to:</b>	<b>562</b>	<b>573</b>

Notes to the Financial Report  
For the Year Ended 30 June 2016Latrobe City Council  
2015/2016 Financial Report**NOTE 35 Related Party Transactions (continued)****(c) Senior Officers Remuneration**

A Senior Officer other than a Responsible Person, is an officer of Council who:

- has management responsibilities and reports directly to the Chief Executive; or
- whose total annual remuneration exceeds \$139,000 (2014/15 \$136,000).

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

	2016 No.	2015 No.
<b>Income Range</b>		
<\$139,000	-	1
\$139,000 - \$139,999	2	1
\$140,000 - \$149,999	7	7
\$150,000 - \$159,999	5	2
\$160,000 - \$169,999	-	3
\$170,000 - \$179,999	-	-
\$210,000 - \$219,999	2	-
\$220,000 - \$229,999	2	-
<b>Total</b>	<b>18</b>	<b>14</b>

	2016 \$'000s	2015 \$'000s
<b>Total Remuneration for the reporting year for Senior Officers included above amount to:</b>	<b>2,932</b>	<b>2,083</b>

**(d) Responsible Persons Retirement Benefits**

No retirement benefits have been paid during the reporting period by Council in connection with the retirement of responsible persons of the Council. (2014/15 \$Nil)

**(e) Loans to Responsible Persons**

No Loans have been made, guaranteed or secured by the council to a responsible person of the council, or a related party of a responsible person during the reporting period. (2014/15 \$Nil)

**(f) Transactions with Responsible Persons**

During the period Council entered into the following transactions with responsible persons or related parties of responsible persons:

1. Morwell Bowling Club  
Councillor Darrell White is a Director of Morwell Bowling Club. For the year ended 30 June 2016, Council paid Morwell Bowling Club \$3,923 for Catering and Room Hire.
2. South Eastern Australian Transport Strategy Inc (SEATS)  
Councillor Graeme Middlemiss is the Secretary and Executive Member of South East Australia Transport Strategy Inc (SEATS). For the year ended 30 June 2016, Council paid SEATS \$6,825 for a membership subscription.
3. Latrobe Valley Bus Lines  
Councillor Sandy Kam is the Community Representative – Executive Board of Latrobe Valley Bus Lines. For the year ended 30 June 2016, Council paid Latrobe Valley Bus Lines \$12,693 for bus services.
4. National Timber Council Association  
Councillor Sandy Kam is the President of National Timber Council Association. For the year ended 30 June 2016, Council paid National Timber Council Association \$2,750 for membership subscription.

**Notes to the Financial Report  
For the Year Ended 30 June 2016****Latrobe City Council  
2015/2016 Financial Report****NOTE 35 Related Party Transactions (continued)**

5. Latrobe Regional Hospital  
Councillor Kellie O'Callaghan is the Board Chair of the Latrobe Regional Hospital. For the year ended 30 June 2016,  
Council paid Latrobe Regional Hospital \$1,614 for training forums.

**NOTE 36 Events Occurring after Balance Date**

No matters have occurred after balance date that requires disclosure in the financial report. (2014/15, Nil)

## Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

Principal Accounting Officer

Matthew Rogers, CPA  
Dated: xx September 2016

In our opinion the accompanying financial statements present fairly the financial transactions of Latrobe City Council for the year ended 30 June 2016 and the financial position of the Council as at the date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Councillor

Cr. xx  
Dated: xx September 2016

Councillor

Cr. xx  
Dated: xx September 2016

Chief Executive Officer

Gary Van Driel  
Dated: xx September 2016

**Performance Statement**

For the year ended 30 June 2016

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**Description of municipality**

Latrobe City is Victoria's eastern Regional City and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region with a population of 73,548<sup>1</sup>.

Latrobe City is located an hour and half drive east of Melbourne covering an area of 1,425 square kilometres situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north. The city is made up of four major towns; Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar. The rural landscape in between townships houses a large population of hard working farmers and residents who enjoy the peace and tranquillity that comes with country life.

<sup>1</sup> Australian Bureau of Statistics 3218.0 Regional Population Growth Australia, 30 March 2016 E.R.P 2015

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**PERFORMANCE STATEMENT**  
**2015/2016**

### Sustainable Capacity Indicators

For the year ended 30 June 2016

<i>Indicator/measure</i>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Material Variations</b>
<b>Own-source revenue</b> <i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,231	\$1,274	No material variations
<b>Recurrent grants</b> <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$424	\$285	The 2015 result included Grants Commission funding paid in advance, this was not repeated in 2016.
<b>Population</b> <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,594	\$1,659	No material variations
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$12,685	\$12,811	No material variations
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	47	47	No material variations
<b>Disadvantage</b> <i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	1	1	No material variations

#### Definitions

\*adjusted underlying revenue\* means total income other than—  
(a) non-recurrent grants used to fund capital expenditure; and  
(b) non-monetary asset contributions; and  
(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b).

\*infrastructure\* means non-current property, plant and equipment excluding land

\*local road\* means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

\*population\* means the resident population estimated by council

\*own-source revenue\* means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

\*relative socio-economic disadvantage\*, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

\*SEIFA\* means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

\*unrestricted cash\* means all cash and cash equivalents other than restricted cash.

**PERFORMANCE STATEMENT**  
**2015/2016**

### Service Performance Indicators

For the year ended 30 June 2016

<b>Service/indicator/measure</b>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Material Variations</b>
<b>Governance</b> <b>Satisfaction</b> <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	49	47	No material variations
<b>Statutory Planning</b> <b>Decision making</b> <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	80.0%	66.7%	Latrobe City has low numbers of planning applications referred to VCAT, in 2015/16 six cases were heard and four were upheld in favour of Council. Both decisions that were not upheld at VCAT related to medium density housing applications, council is currently preparing a housing strategy which will provide further guidance in this area for decision makers.
<b>Roads</b> <b>Satisfaction</b> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	52	50	No material variations
<b>Libraries</b> <b>Participation</b> <i>Active library members</i> [Number of active library members / Municipal population] x100	16.1%	15.8%	No material variations
<b>Waste Collection</b> <b>Waste diversion</b> <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	55.1%	52.1%	No material variations
<b>Aquatic facilities</b> <b>Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	5.1	5.2	No material variations
<b>Animal management</b> <b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	4.0	0.0	In accordance with council policy, resolution of animal management matters is conducted utilising conciliation and mutual agreement and has been successfully implemented to reduce litigation
<b>Food safety</b> <b>Health and safety</b> <i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	90.8%	82.5%	No material variations

**PERFORMANCE STATEMENT  
2015/2016**

**Service Performance indicators (continued)**

Service/indicator/measure	Results 2015	Results 2016	Material Variations
<b>Home and community care</b>			
<b>Participation</b>			
<i>Participation in HACC service</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	18.4%*	18.5%	No material variations
<b>Participation</b>			
<i>Participation in HACC service by CALD people</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	19.5%	18.5%	No material variations
<b>Maternal and child health</b>			
<b>Participation</b>			
<i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	73.7%	74.9%	No material variations
<b>Participation</b>			
<i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	69.0%	71.4%	No material variations

\*To ensure comparability of indicators, these comparative figures for 2015 have been amended to accord with the current presentation. The restated comparatives which have changed materially on the amounts previously disclosed in the Performance Statements for the year ended 30 June 2015. Are disclosed in the below table.

Dimension/indicator/measure	Previously reported 2015	Restated in 2015	Reason for restatement
<b>Home and community care</b>			
<b>Participation</b>			
<i>Participation in HACC service</i>	14.7%	18.4%	The 2015 calculation included an incorrect time period within the reporting parameters. This has now been corrected and the value restated.

**Definitions**

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically adverse and refers to persons born outside Australia in a country whose nationally language is not English

"class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the Food Act 1984

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth

"HACC service" means home help, personal care or community respite provided under the HACC program



**PERFORMANCE STATEMENT  
2015/2016****Service Performance indicators (*continued*)****Definitions**

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

"VCAT decisions upheld" is defined as rulings in favour of council's original decision and includes where there have been variations that do not materially affect the intention of the original decision. Decisions "set aside" include decisions of VCAT that set aside the original decision of council and therefore result in the original decision of Council being overturned.

**PERFORMANCE STATEMENT**  
**2015/2016**

### Financial Performance Indicators

For the year ended 30 June 2016

Dimension/indicator/measure	Results		Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	
<b>Operating position</b>							
<b>Adjusted underlying result</b>							
<i>Adjusted underlying surplus (or deficit)</i>	5.8%	(3.9%)	2.0%	1.9%	1.1%	0.3%	The lower result in 2016 is mainly due to Federal Government Assistance Grants for 2015/2016 being received in advance from the Victorian Grants Commission in 2014/2015. If this was adjusted the results would have been 1.26% and 1.11% respectively.
<i>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</i>							
<b>Liquidity</b>							
<b>Working capital</b>							
<i>Current assets compared to current liabilities</i>	208.9%	271.2%	158.8%	155.6%	129.7%	159.7%	The 2016 result includes unspent Government Grants, Capital Works in Progress and reserve funds. All future projected results are within the expected range.
<i>[Current assets / Current liabilities] x100</i>							
<b>Unrestricted cash</b>							
<i>Unrestricted cash compared to current liabilities</i>	96.9%	147.2%	113.4%	107.4%	90.5%	109.6%	The 2016 result includes a reduction in trade and other payables outstanding as at 30 June. The ratio decreases in 2019 as a result of an increase in current liabilities relating to the principal repayment of interest only borrowings.
<i>[Unrestricted cash / Current liabilities] x100</i>							
<b>Obligations</b>							
<b>Loans and borrowings</b>							
<i>Loans and borrowings compared to rates</i>	29.3%	24.9%	24.5%	26.3%	28.0%	22.7%	The decrease in 2016 reflects the scheduled repayment of debt exceeding new borrowings. The decrease in 2020 reflects the repayment of interest only borrowings.
<i>[Interest bearing loans and borrowings / Rate revenue] x100</i>							
<i>Loans and borrowings repayments compared to rates</i>	17.0%	9.3%	3.8%	3.8%	3.5%	9.2%	In 2015 an interim loan facility of \$8.2 million was repaid before being rolled over into the Local Government Funding Vehicle (LGFV). In 2016 a similar transaction occurred for the amount of \$3.4 million leading to the reduced ratio of 9.3%. The ratio is expected to reduce again in the next three years as no interim loan facilities are forecasted. The higher forecast ratio in 2020 is due to the repayment of the \$8.2 million interest only LGFV loan.
<i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>							

**PERFORMANCE STATEMENT  
2015/2016**

**Financial Performance Indicators (continued)**

Dimension/indicator/measure	Results		Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	
<b>Indebtedness</b> Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	36.9%	42.9%	30.8%	31.3%	20.7%	23.4%	The higher result in 2016 is mainly due to an increase in the estimated cost to restore Council's landfills to EPA requirements and the subsequent increase in the provision for landfill rehabilitation. The lower forecast result in 2019 is due to the reclassification of the LGFV interest only loan to Current Liabilities.
<b>Asset renewal</b> Asset renewal compared to depreciation [Asset renewal expenses / Asset depreciation] x100	79.9%	64.0%	83.1%	73.8%	72.5%	70.9%	The lower result in 2016 is mainly due to the revaluation of infrastructure assets at the end of 2015. As a result asset depreciation expense has increased in 2016
<b>Stability</b> <b>Rates concentration</b> Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	55.9%	64.3%	62.0%	63.9%	64.3%	64.7%	No material variations
<b>Rates effort</b> Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.70%	0.72%	0.70%	0.71%	0.73%	0.75%	No material variations
<b>Efficiency</b> <b>Expenditure level</b> Expenses per property assessment [Total expenses / Number of property assessments]	\$3,127	\$3,118	\$3,139	\$3,146	\$3,254	\$3,369	No material variations
<b>Revenue level</b> Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$1,494	\$1,535	\$1,582	\$1,622	\$1,662	\$1,704	No material variations
<b>Workforce turnover</b> Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	11.4%	15.0%	11.5%	11.5%	11.5%	11.5%	The increased result for 2016 reflects an organisational realignment which resulted in a number of redundancies and a higher level of staff movements.

**PERFORMANCE STATEMENT  
2015/2016**

**Definitions**

"adjusted underlying revenue" means total income other than—  
(a) non-recurrent grants used to fund capital expenditure; and  
(b) non-monetary asset contributions; and  
(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents and financial assets, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## Other Information

For the year ended 30 June 2016

### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 6 June 2016 and which forms part of the council plan\*. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

\* Note the Unrestricted Cash indicator for the forecast years differs to the adopted strategic resource plan as the calculation only included Cash and Cash Equivalents and excluded financial assets.

**Certification of the Performance Statement**

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Principal Accounting Officer

Matthew Rogers, CPA

Dated: ?? September 2016

In our opinion, the accompanying performance statement of the Latrobe City Council for the year ended 30 June 2016 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

Councillor

Cr. Darrell White

Dated: ?? September 2016

Councillor

Cr. Michael Rossiter

Dated: ?? September 2016

Chief Executive Officer

Gary Van Driel

Dated: ?? September 2016

PERFORMANCE STATEMENT  
2015/2016

**Auditor General's Report on Performance Statement**

**PERFORMANCE STATEMENT  
2015/2016**



## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### 17.5 ASSEMBLIES OF COUNCILLORS

**General Manager**

**Corporate Services**

**For Information**

#### PURPOSE

Assembly of Councillors records submitted since the Ordinary Council Meeting held on 22 August 2016 are presented to Council for noting.

#### EXECUTIVE SUMMARY

The following Assemblies of Councillors took place:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Conflicts of Interest Declared</b>
03 February 2016	Tourism Advisory Board	<b>Councillors:</b> Cr Sindt, Cr White <b>Officers:</b> Linda Brock, Michael Bloyce	No	Nil
02 March 2016	Tourism Advisory Board	<b>Councillors:</b> Cr Sindt, Cr White <b>Officers:</b> Linda Brock, Michael Bloyce	No	Nil
04 May 2016	Tourism Advisory Board	<b>Councillors:</b> Cr Sindt, Cr White <b>Officers:</b> Linda Brock, Michael Bloyce	No	Nil
06 April 2016	Tourism Advisory Board	<b>Councillors:</b> Cr White <b>Officers:</b> Linda Brock, Michael Bloyce	No	Nil
01 June 2016	Tourism Advisory Board	<b>Councillors:</b> Cr White <b>Officers:</b> Linda Brock	No	Nil
30 June 2016	Latrobe Regional Gallery Advisory Committee	<b>Councillors:</b> Cr White <b>Officers:</b> Mark Themann	Confidential under section 89(2) (d) contractual matters (c) industrial matters	Nil

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Conflicts of Interest Declared</b>
27 July 2016	Councillor Meeting with Ministers Pulford and Noonan	<b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Harriman, Cr O'Callaghan, Cr White, Cr Rossiter, Cr Gibson <b>Officers:</b> Gary Van Driel, Phil Stone	No	Nil
28 July 2016	Councillor Meeting with Minister Donnellan	<b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Harriman, Cr O'Callaghan, Cr Kam, Cr White, Cr Rossiter, Cr Gibson <b>Officers:</b> Phil Stone, Steven Piasente, Bruce Connolly	No	Nil
08 August 2016	Councillor Briefing	<b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr O'Callaghan, Cr Kam, Cr White, Cr Rossiter, Cr Gibson <b>Officers:</b> Gary Van Driel, Phil Stone, Sarah Cumming, Susan Gillett, Steve Piasente, Kylie Stockdale, Martin Teplik, Sara Rhodes-Ward	Confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person (d) contractual matters	Cr Rossiter Cr Harriman Cr Kam Cr White
09 August 2016	Churchill & District Community Hub User Advisory Joint Committee Meeting	<b>Councillors:</b> Cr White <b>Officers:</b> Edith Heiberg	No	Nil
11 August 2016	Traralgon CBD Safety Committee Meeting	<b>Councillors:</b> Cr Kam <b>Officers:</b> Andrew Legge	No	Nil

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
15 August 2016	Public Presentations	<p><b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr O'Callaghan, Cr Kam, Cr White, Cr Rossiter, Cr Gibson</p> <p><b>Officers:</b> Phil Stone, Steven Piasente, Kylie Stockdale, Susan Gillett, Gary Van Driel, Sarah Cumming</p>	<p>Confidential under section 89(2)</p> <p>(e) proposed developments</p>	Nil
15 August 2016	Councillor Briefing	<p><b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr O'Callaghan, Cr Kam, Cr White, Cr Rossiter, Cr Gibson</p> <p><b>Officers:</b> Phil Stone, Gary Van Driel, Sarah Cumming, Steven Piasente, Susan Gillett, Kylie Stockdale, Sara Rhodes-Ward, Michael Bloyce</p>	<p>Confidential under section 89(2)</p> <p>(e) proposed developments</p> <p>(d) contractual matters</p>	<p>Cr O'Callaghan</p> <p>Cr Gibbons</p> <p>Cr Harriman</p> <p>Cr White</p> <p>Cr Kam</p> <p>Cr Rossiter</p>
16 August 2016	Latrobe City International Relations Committee Meeting	<p><b>Councillors:</b> Cr Sindt, Cr White</p> <p><b>Officers:</b> Jie Liu, Jason Membrey</p>	No	Nil
18 August 2016	Chief Executive Officer Performance Review Committee	<p><b>Councillors:</b> Cr White, Cr Rossiter, Cr Gibson</p> <p><b>Officers:</b> Sarah Cumming</p>	<p>Confidential under section 89(2)</p> <p>(a) personnel matters</p> <p>(d) contractual matters</p>	Nil
23 August 2016	Municipal Public Health and Wellbeing Plan Reference Group	<p><b>Councillors:</b> Cr Kam</p> <p><b>Officers:</b> Heather Farley, Teresa Pugliese</p>	No	Nil

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)**

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Conflicts of Interest Declared</b>
24 August 2016	Latrobe City Cultural Diversity Advisory Committee	<b>Councillors:</b> Cr Harriman <b>Officers:</b> Steve Tong, Teresa Pugliese	No	Cr Harriman
25 August 2016	Latrobe Regional Gallery Advisory Committee	<b>Councillors:</b> Cr Gibbons, Cr White <b>Officers:</b> Mark Themann, Michael Bloyce	Confidential under section 89(2) (d) contractual matters (c) industrial matters	Nil
29 August 2016	Councillor Briefing	<b>Councillors:</b> Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr Kam, Cr White, Cr Rossiter, Cr Gibson <b>Officers:</b> Sarah Cumming, Sara Rhodes-Ward, Amy Phillips, Ronda Bruerton, Susan Gillett, Steven Piasente, Steve Tong, Bruce Connolly, Eliza Lee, Edith Heiberg	Confidential under section 89(2) (a) personnel matters (d) contractual matters (e) proposed developments (f) legal advice (h) any other matter the Council or Special Committee considers would prejudice the Council or any person	Cr Gibbons

**RECOMMENDATION**

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 03 February to 29 August 2016.**

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

### DECLARATION OF INTEREST

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

### **Attachments**

1. Tourism Advisory Board 03 February 2016
2. Tourism Advisory Board 02 March 2016
3. Tourism Advisory Board 04 May 2016
4. Tourism Advisory Board 06 April 2016
5. Tourism Advisory Board 01 June 2016
6. Latrobe Regional Gallery Advisory Committee 30 June 2016
7. Councillor Meeting with Ministers Pulford and Noonan 27 July 2016
8. Councillor Meeting with Minister Donnellan 28 July 2016
9. Councillor Briefing 08 August 2016
10. Churchill & District Community Hub User Advisory Joint Committee Meeting 09 August 2016
11. Traralgon CBD Safety Committee Meeting 11 August 2016
12. Public Presentations 15 August 2016
13. Councillor Briefing 15 August 2016
14. Latrobe City International Relations Committee Meeting 16 August 2016
15. Chief Executive Officer Performance Review Committee 18 August 2016
16. Municipal Public Health and Wellbeing Plan Reference Group 23 August 2016
17. Latrobe City Cultural Diversity Committee 24 August 2016
18. Latrobe Regional Gallery Advisory Committee 25 August 2016
19. Councillor Briefing 29 August 2016

## **17.5**

### **Assemblies of Councillors**

1	Tourism Advisory Board 03 February 2016.....	1033
2	Tourism Advisory Board 02 March 2016 .....	1035
3	Tourism Advisory Board 04 May 2016 .....	1037
4	Tourism Advisory Board 06 April 2016.....	1039
5	Tourism Advisory Board 01 June 2016.....	1041
6	Latrobe Regional Gallery Advisory Committee 30 June 2016.....	1043
7	Councillor Meeting with Ministers Pulford and Noonan 27 July 2016.....	1045
8	Councillor Meeting with Minister Donnellan 28 July 2016 .....	1047
9	Councillor Briefing 08 August 2016 .....	1049
10	Churchill & District Community Hub User Advisory Joint Committee Meeting 09 August 2016 .....	1051
11	Traralgon CBD Safety Committee Meeting 11 August 2016.....	1053
12	Public Presentations 15 August 2016 .....	1055
13	Councillor Briefing 15 August 2016 .....	1057
14	Latrobe City International Relations Committee Meeting 16 August 2016 .....	1059
15	Chief Executive Officer Performance Review Committee 18 August 2016 .....	1061
16	Municipal Public Health and Wellbeing Plan Reference Group 23 August 2016.....	1063
17	Latrobe City Cultural Diversity Committee 24 August 2016.....	1065
18	Latrobe Regional Gallery Advisory Committee 25 August 2016.....	1067
19	Councillor Briefing 29 August 2016 .....	1069



## Assembly of Councillors Record

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

<b>Assembly details:</b>	Tourism Advisory Board Meeting
<b>Date:</b>	<b>03 February 2016</b>
<b>Time:</b>	<b>5.30 pm</b>
<b>Assembly Location:</b>	<b>Nambur Wariga Meeting Room, Head Quarters Morwell</b>

### IN ATTENDANCE

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Linda Brock, Michael Bloyce,</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>China economic delegation 2015 update Latrobe Performing Art Centre proposal information Tourism Advisory Board restructure proposal</b>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

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

**Completed by:** Linda Brock, Tourism Coordinator, 3.02.2016



## Assembly of Councillors Record

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

<b>Assembly details:</b>	Tourism Advisory Board Meeting
<b>Date:</b>	<b>02 March 2016</b>
<b>Time:</b>	<b>5.37 pm</b>
<b>Assembly Location:</b>	<b>Nambur Wariga Meeting Room, Head Quarters Morwell</b>

### IN ATTENDANCE

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Linda Brock, Michael Bloyce,</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>Vline service issues AUSTimber</b>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

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

**Completed by:** Linda Brock, Tourism Coordinator, 2.03.2016





## Assembly of Councillors Record

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

<b>Assembly details:</b>	Tourism Advisory Board Meeting
<b>Date:</b>	04 May 2016
<b>Time:</b>	5.35 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Head Quarters Morwell

### IN ATTENDANCE

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Linda Brock, Michael Bloyce,		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	Proposed Tourism & Major Events Advisory Board Moe Vic Roads Gateway Project Tourism product for Latrobe City		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

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

Completed by: Linda Brock, Tourism Coordinator, 8.04.2016



## Assembly of Councillors Record

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

<b>Assembly details:</b>	Tourism Advisory Board Meeting
<b>Date:</b>	<b>06 April 2016</b>
<b>Time:</b>	<b>5.37 pm</b>
<b>Assembly Location:</b>	<b>Nambur Wariga Meeting Room, Head Quarters Morwell</b>

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Linda Brock, Michael Bloyce,</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>Destination Gippsland Ltd Proposed Tourism &amp; Major Events Advisory Board</b>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

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

**Completed by:** Linda Brock, Tourism Coordinator, 8.04.2016



## Assembly of Councillors Record

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

<b>Assembly details:</b>	Tourism Advisory Board Meeting
<b>Date:</b>	<b>01 June 2016</b>
<b>Time:</b>	<b>5.40 pm</b>
<b>Assembly Location:</b>	<b>Nambur Wariga Meeting Room, Head Quarters Morwell</b>

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Linda Brock</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>Moe Vic Roads Gateway Project Tourism projects for Latrobe City</b>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

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

**Completed by:** Linda Brock, Tourism Coordinator, 1.06.2016



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe Regional Gallery Advisory Committee Meeting Day, 30th June 2016
<b>Date:</b>	30th June 2016
<b>Time:</b>	Time Commencing: 4.30 pm Finish Time: 6.00 pm
<b>Assembly Location:</b>	Meeting Room LRG

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White 4.30 - 6.00	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Mark Themann		
<b>Matters discussed:</b>	Update, changes to the 2007 LRG Gallery Committee Constitution (Confidential: Contractual Matters) LRG Foundation: Statement of Purpose (Confidential: Contractual Matters) Increased positive reputation of LRG 2017 international exhibitions (Confidential: Contractual Matters) Funding awarded and new funding possibilities (Confidential: Contractual Matters) Art work Donations (Confidential: Industrial Matters)		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			



**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
None	N/A

**Record Completed by:** Mark Themann Director LRG





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor meeting with Minister Pulford & Minister Noonan
<b>Date:</b>	27 July 2016
<b>Time:</b>	9.00 am
<b>Assembly Location:</b>	Green Inc. Building, Northways Road, Churchill

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Phil Stone		
<b>Matters discussed:</b>	Discussed various issues regarding transitioning the economy in the Latrobe Valley. No decisions were made at this meeting.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Courtney Aquilina



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor meeting with Minister Donnellan
<b>Date:</b>	28 July 2016
<b>Time:</b>	10.30 am
<b>Assembly Location:</b>	Macfarlane Burnet Meeting Room, Kay Street, Traralgon

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Phil Stone, Steven Piasente, Bruce Connolly		
<b>Matters discussed:</b>	Current road safety projects Morwell/Traralgon shared path Delay times on the Monash Freeway.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Courtney Aquilina



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	08 August 2016
<b>Time:</b>	6.00 pm
<b>Assembly Location:</b>	Nambur Wariga, Corporate Headquarters, 141 Commercial Road Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss (from 6.10 pm)	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan (via phone)	<input checked="" type="checkbox"/> Cr Sandy Kam (from 6.48 pm)
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson (from 6.55 pm)
<b>Officer/s:</b>	Gary Van Driel, Phil Stone, Sarah Cumming, Susan Gillett, Steve Piasente, Kylie Stockdale, Martin Teplik (6.00 pm - 6.46 pm), Sara Rhodes-Ward (from 6.35 pm)		
<b>Matters discussed:</b>	<p>Tonight's Presentations - confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person.</p> <p>Future Presentations</p> <p>Consideration Of C97 - Planning Scheme Review - Post Exhibition</p> <p>Proposed Livestock Sales Facility</p> <p>Latrobe Regional Gallery Foundation: Statement Of Purpose</p> <p>2016/17 Community Grants Program - confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person.</p> <p>Latrobe Leisure Facilities - Stadium Air Cooling Update</p> <p>Potential Purchase Of The Latrobe City Sports And Entertainment Stadium</p> <p>2015/2016 Carry Forward Works &amp; Surplus Notification</p> <p>Officer Delegations Review</p> <p>Committee Terms Of Reference</p>		





	<p>Review Of Council Policies</p> <p>Potential Road Discontinuance And Sale Of Land - Sullivans Track, Yallourn - confidential under section 89(2)(h) a matter which the Council or special committee considers would prejudice the Council or any person.</p> <p>Naming Rights Victory Park Soundshell Traralgon - confidential under section 89(2)(d) contractual matters</p> <p>Proposal To Rename The Tyers Recreation Reserve, Baillie Reserve And Name The Entrance Road To The Tyers Recreation Reserve Community Lane</p> <p>Outstanding Issues</p> <p>Strategic Issues For Future Briefings</p>
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>	

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Rossiter	Yes
Cr Harriman	Yes
Cr Kam	Yes
Cr White	No. No discussion of this item took place.

**Record Completed by:** Kylie Stockdale, Governance Officer



## Assembly of Councillors Record

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

<b>Assembly details:</b>	Churchill & District Community Hub User_Advisory Joint Committee Meeting
<b>Date:</b>	<b>Tuesday 9 August 2016</b>
<b>Time:</b>	<b>5.00 pm</b>
<b>Assembly Location:</b>	Churchill & District Community Hub meeting room, 9-11 Philip Parade, Churchill

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Edith Heiberg – Manager Communications and Customer Relations</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<ol style="list-style-type: none"> <li>1. Churchill Town Hall usage data:</li> <li>2. Financial Sustainability Review Report: when is the release to public.</li> <li>3. Directional signs for Churchill Hub:</li> <li>4. Security shutters – bid for funds:</li> <li>5. Air lock for Hub front door – bid for funds:</li> </ol>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

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

Completed by: Carole Ayres, Executive Assistant Community Services 29 August, 2016



## Assembly of Councillors Record

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

<b>Assembly details:</b>	Traralgon CBD Safety Committee Meeting
<b>Date:</b>	<b>Thursday 11 August 2016</b>
<b>Time:</b>	<b>9.00 am to 10.00 am</b>
<b>Assembly Location:</b>	<b>Traralgon Police Station, Kay Street Traralgon</b>

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Andrew Legge</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> <li>• <b>Review the 12 month Action Plan</b></li> <li>• <b>Traralgon Multi Level Car Park Surface treatments to prevent skateboarding</b></li> <li>• <b>CCTV signage in the Traralgon CBD</b></li> <li>• <b>Recruitment of Community Member report</b></li> <li>• <b>Traralgon Taxi Services Update</b></li> <li>• <b>LV Buslines Report</b></li> <li>• <b>Victoria Police Report</b></li> <li>• <b>Traralgon Liquor Accord Report</b></li> <li>• <b>Late Night Venus Report</b></li> <li>• <b>Stockland Plaza Report</b></li> <li>• <b>Traralgon Chamber of Commerce Report</b></li> <li>• <b>Traralgon Community Development Association Report</b></li> <li>•</li> </ul>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

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



<b>Officer/s:</b>	
<b>Times that Officers / Councillors left/returned to the room:</b>	

**Completed by:** Andrew Legge, Community Development Officer, Thursday 11 August 2016



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Public Presentations
<b>Date:</b>	15 August 2016
<b>Time:</b>	5.00 pm - 6.11 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Corporate Headquarters, MorwellHau

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt (5.30 pm - 6.11 pm)	<input checked="" type="checkbox"/> Cr Graeme Middlemiss (5.00 pm - 5.30 pm)	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman (5.14 pm - 6.11 pm)	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan (5.28 pm - 6.11 pm)	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Phil Stone, Steven Piasente, Kylie Stockdale, Susan Gillett (from 5.07 pm), Gary Van Driel, Sarah Cumming		
<b>Matters discussed:</b>	Haunted Hills Bike Park Tennis Courts Maskrey Reserve - confidential under section 89(2)(e) proposed developments		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No



**Record Completed by:** Kylie Stockdale, Governance Officer



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	15 August 2016
<b>Time:</b>	6.15 pm - 11.10 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Corporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson (from 6.20 pm)
<b>Officer/s:</b>	Phil Stone, Gary Van Driel, Sarah Cumming, Steven Piasente, Susan Gillett, Kylie Stockdale, Sara Rhodes-Ward (from 6.25 pm), Michael Bloyce (8.07 pm - 8.38 pm)		
<b>Matters discussed:</b>	Future Presentations Review of Council Meeting Agenda Review of the Performance of the Statutory Planning Team in the 2015/16 Financial Year Future Use of the Traralgon Court House 2016/17 July Capital Works Program Review Building Renewal Works Program 2016/17 Traralgon East - West Transportation Link Fowler Hampton Road Renewal Project - Drainage Variation Outdoor Pool Operating Hours 2016/17 2016-17 Better Indoor Stadiums Fund Community Cricket Program: On Common Ground - confidential under section 89(2)(e) proposed developments Country Football and Netball Program Future Morwell Revitalisation Plan - confidential under section 89(2)(d) contractual matters, and 89(2)(e) proposed developments		



	Report into grant Acquittal Practices Outstanding Issues Strategic Issues for Future Briefings
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr O'Callaghan	Yes
Cr Gibbons	Yes
Cr Harriman	Yes
Cr White	Yes
Cr Kam	Yes
Cr Rossiter	Yes

**Record Completed by:** Kylie Stockdale, Governance Officer





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City Cultural Diversity Advisory Committee
<b>Date:</b>	Wednesday, 24 August 2016
<b>Time:</b>	5.00 pm
<b>Assembly Location:</b>	Nambur Warioga Room, Latrobe City Corporate Headquarters

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Steve Tong Teresa Pugliese		
<b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>- To seek input from Sergeant McWilliam regarding community safety issues impacting people from culturally diverse backgrounds and any reported increases in extremist and racist behaviour.</li> <li>- To come together as a group (should the need arise) to work collaboratively on matters of extremism or racism that negatively impact upon the Latrobe Community.</li> <li>- To advise Latrobe Settlement network and seek support should the need arise.</li> <li>- Place link to the Calendar of Cultural and Religious Days on the Latrobe City website.</li> <li>- Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Two Report</li> <li>- Latrobe Settlement Network update</li> <li>- SHEV Program update</li> <li>- Latrobe City Committees Review update</li> <li>- Latrobe City Cultural Diversity Advisory Committee Draft Terms of Reference</li> <li>- Upcoming Latrobe City Citizenship Ceremonies 2016 dates</li> </ul>		



	<ul style="list-style-type: none"> <li>- Member Reports</li> <li>- Guests for future meetings – develop a list</li> </ul>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>

**Record Completed by:** Teresa Pugliese, Community Development Officer





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Chief Executive Officer Performance Review Committee
<b>Date:</b>	18 August 2016
<b>Time:</b>	9.07 am - 10.00 am
<b>Assembly Location:</b>	Trararagon Service Centre - Meeting Room 1

**In Attendance**

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

<b>Officer/s:</b>	Sarah Cumming - General Manager Corporate services
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<b>Matters discussed:</b>	CEO Performance Review against KPI's - (a) personnel matters (d) contractual matters CEO Remuneration Review - (a) personnel matters (d) contractual matters CEO Draft Terms of Reference for Committee - (a) personnel matters (d) contractual matters
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<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>
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**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>



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**Record Completed by:** Sarah Cumming





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Municipal Public Health and Wellbeing Plan Reference Group
<b>Date:</b>	Tuesday, 23 August 2016
<b>Time:</b>	2.00 pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon Service Centre

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Heather Farley Teresa Pugliese		
<b>Matters discussed:</b>	Year 2 (2014-2015) Annual Review Report Resend information about the Gippsland Health Promotion Online Collaboration Space to current Reference Group members Year 3 (2015 – 2016) Progress Report/Updates Year 4 (2016 -2017) Action Plan Development Year 3 Action Plan reporting Vic Health Bright Futures Regional Roadshow Draft Year 4 Action Plan for discussion and Endorsement Year 4 Action Plan development workshop, 8 June 2016 MPHWP Reference Group Membership Draft MPHWP Reference Group Meeting Schedule 2016/2017 Action Plan themes to be explored in depth Member Reports		



Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes                       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Teresa Pugliese Community Development Officer



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City Cultural Diversity Advisory Committee
<b>Date:</b>	Wednesday, 24 August 2016
<b>Time:</b>	5.00 pm
<b>Assembly Location:</b>	Nambur Wariga Room, Latrobe City Corporate Headquarters

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Steve Tong Teresa Pugliese		
<b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>- To seek input from Sergeant McWilliam regarding community safety issues impacting people from culturally diverse backgrounds and any reported increases in extremist and racist behaviour.</li> <li>- To come together as a group (should the need arise) to work collaboratively on matters of extremism or racism that negatively impact upon the Latrobe Community.</li> <li>- To advise Latrobe Settlement network and seek support should the need arise.</li> <li>- Place link to the Calendar of Cultural and Religious Days on the Latrobe City website.</li> <li>- Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Two Report</li> <li>- Latrobe Settlement Network update</li> <li>- SHEV Program update</li> <li>- Latrobe City Committees Review update</li> <li>- Latrobe City Cultural Diversity Advisory Committee Draft Terms of Reference</li> <li>- Upcoming Latrobe City Citizenship Ceremonies 2016 dates</li> </ul>		



	<ul style="list-style-type: none"> <li>- Member Reports</li> <li>- Guests for future meetings – develop a list</li> </ul>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

Yes                       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Dale Harriman	No

**Record Completed by:** Teresa Pugliese, Community Development Officer







### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe Regional Gallery Advisory Committee
<b>Date:</b>	25 <sup>th</sup> August 2016
<b>Time:</b>	4.30-6.00 pm
<b>Assembly Location:</b>	LRG Meeting Room

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons 4.30 - 6.00
	<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 4.30 -6.00	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson

<b>Officer/s:</b>	Mark Themann, Michael Bloyce
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<b>Matters discussed:</b>	<p>The Terms of Reference (Replacing the 2007 LRG Gallery Committee Constitution) Confidential: Contractual Matters</p> <p>Update to the LRG Foundation: Statement of Purpose</p> <p>Triennial funding awarded and new funding possibilities. Confidential Contractual Matters</p> <p>Purchase of new works for the LRG collection. Confidential (Industrial Matters)</p>
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<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>
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**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
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None	N/A

**Record Completed by:** Mark Themann





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	29 August 2016
<b>Time:</b>	6.00 pm - 9.37 pm
<b>Assembly Location:</b>	Nambur Wariga, Corporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss from 6:11 pm	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam via phone from 7:49 pm
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Sarah Cumming, Sara Rhodes-Ward, Amy Phillips, Ronda Bruerton, Susan Gillett, Steven Piasente, Steve Tong, Bruce Connolly (from 6 pm-6:38 pm, Eliza Lee (from 6 pm - 6:38 pm), Edith Heiberg (from 6:51pm-7:41 pm)		
<b>Matters discussed:</b>	<p>Tonight's Presentations</p> <p>Future Presentations</p> <p>Matters arising from Presentations</p> <p>Hazelwood Pondage Barramundi Fishery and Caravan Park Amenities - confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Draft Gippsland Waste and Resource Recovery Group Implementation Plan 2017 - 2021</p> <p>Yinnar Community Centre Community Engagement Project Final Report</p> <p>Impact of the National Health and Hospital Reform on Latrobe City Council HACC Services - confidential under section 89(2) (a) personnel matters</p> <p>Digital Blueprint (Strategy)</p> <p>Future Morwell - Morwell Circuit - confidential under section 89(2) (d) contractual matters and ( e) proposed developments</p> <p>Proposed Submission to the Local Government Act Review - Act for the Future</p>		



	<p>Proposed Chief Executive Officer Performance Review Committee Terms of Reference</p> <p>Traralgon Greyhound Racing Club - Long Term Lease Glenview Park Traralgon - confidential under section 89(2) (d) contractual matters</p> <p>Long Term Lease - Moe Racing Club, Waterloo Road Moe - confidential under section 89(2) (d) contractual matters</p> <p>Update of Legal Matter - Sale of Council Property - confidential under section 89(2) (f) legal advice</p> <p>Outstanding Issues confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Strategic Issues for Future Briefings confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Chief Executive Officer Performance and Remuneration Review - confidential under section 89(2) (a) personnel matters</p>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Peter Gibbons	Yes

**Record Completed by:** Amy Phillips, Coordinator Governance

**ORDINARY COUNCIL MEETING AGENDA  
12 SEPTEMBER 2016 (CM489)****17.6 SUBMISSION TO THE LOCAL GOVERNMENT ACT REVIEW -  
ACT FOR THE FUTURE****General Manager****Corporate Services****For Decision****PURPOSE**

This report presents to Council the Latrobe City Council submission to the *Act for the Future – Directions for a new Local Government Act* for endorsement.

**EXECUTIVE SUMMARY**

Officers have drafted a submission to the *Act for the Future – Directions for a new Local Government Act* (Directions paper). Feedback from the Councillor Briefing on 29 August 2016 has been incorporated in the updated submission.

**RECOMMENDATION**

**That Council endorses the submission to the *Act for the Future – Directions for a new Local Government Act*.**

**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 City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 3: Efficient, effective and accountable governance*

**BACKGROUND**

The review of the *Local Government Act 1989* (Act) was launched on 7 September 2015, by the State Government, which was a major election commitment of the Andrew's government.

The review provides the opportunity to address any shortcomings of the Act, as well as providing an opportunity to enhance transparency in Local Government.

The Directions paper covers five key principles for creating a new act, being:

## ORDINARY COUNCIL MEETING AGENDA 12 SEPTEMBER 2016 (CM489)

- An Act that is contemporary and meets future needs, is clear and comprehensive, and does not duplicate other legislation
- Enhance democracy, diversity of representation, council transparency and responsiveness to the community and state
- Improve corporate efficiency and reduce the administrative burden
- Facilitate collaborative arrangements
- Create a systematic hierarchy of legislative obligations:
  - An Act that is principle-based
  - Regulations that specify the more prescriptive detail
  - Non-statutory guidelines

Submissions to the Directions Paper are invited from all Victorians and close on Friday 16 September 2016 at 5:00 pm.

At the 18 July 2016 briefing Councillors requested that the CEO develop a submission on behalf of Council. This does not prevent Councillors responding independently to the Directions paper.

### **KEY POINTS/ISSUES**

The draft submission (attached) for endorsement by Council covers the following:

- Principles-Based Act
- Mayors and Deputy Mayors
- Expanded role of Mayor
- Councillor Conditions and Remuneration
- Confidential Business
- Community Engagement, Transparency and Accountability
- Councillor Conduct and Conflicts of Interest
- Future planning, rates and rate capping

The draft submission is largely consistent with the VLGA's proposed submission except with respect to timelines for the Council Plan and an emphasis on introducing rating of mining properties. Due to time constraints and the breadth of matters covered in the Directions Paper, and as discussed in the previous briefing on this matter, if agreement cannot be reached on any aspect of the proposed submission that element will be removed from the final submission.

Changes were made to reflect Councillor comments including removing comments in relation to Councillor Numbers and representational structures, and modifying wording to clearly not support proposed mandating of two year terms. The existence of a Latrobe City Council complaints policy has been added.

**ORDINARY COUNCIL MEETING AGENDA  
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In addition to this proposed submission, Councillors are encouraged to make individual submissions on the Directions Paper.

**RISK IMPLICATIONS**

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

**FINANCIAL AND RESOURCES IMPLICATIONS**

This submission has no direct financial implications.

**INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

The submission was developed based largely on Victorian Local Government Association's draft response. Consultation has been with Councillors at a Briefing session and comments are reflected in this draft submission.

**OPTIONS**

Council has the option to:

1. Endorse the attached submission
2. Endorse the attached submission with changes
3. Not endorse the attached submission, and therefore make no submission to the *Act for the Future – Directions for a new Local Government Act*.

**CONCLUSION**

The submission identifies a number of issues that Council either supports or disagrees with in the Directions Paper. Previous comments in relation to Councillor Numbers and representational structures have been removed and wording has been modified to clear not support proposed mandating of two year terms. The existence of a Latrobe City Council complaints policy has been added.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
1. Submission

## **17.6**

### **Submission to the Local Government Act Review - Act for the Future**

- 1 Submission ..... 1075**





## **SUBMISSION TO THE LOCAL GOVERNMENT ACT REVIEW**

The Latrobe City Council is pleased to respond to the Local Government Act review directions paper, *Act for the Future*. The Council supports a new Local Government Act in Victoria and welcomes many of the positive proposals in the directions paper particularly the proposals to remove much of the prescriptive nature of the current Act. The new Act should be assessed to ensure that it does in fact reduce red tape.

### **Principles-Based Act**

The Latrobe City Council supports the Direction Paper's approach to establish overarching governance principles in the Act and require Councils to take these into account when performing their functions and exercising their powers. This is a positive step towards a more mature, adaptive Local Government Act. Principles are less likely to become outdated over time and can be more adaptable in the face of changes to the role of local government and expectations for greater community engagement.

### **Mayors and Deputy Mayors**

The Council supports retention of the election of Mayor by way of a vote of councillors. The opportunity for a two or three year period should be retained by allowing elected individuals to serve consecutive terms as Mayor subject to their acceptance and the Council's support. However, whilst acknowledging the merit of having two-year terms for Mayors and Deputy Mayors, Council does not support mandating a minimum term. For example where the Councillors lose confidence in the Mayor or for health reasons the person needs to step down from this role.

### **Expanded Role of Mayor**

Many of the proposed increased powers and responsibilities of the Mayor formalise what is widely in place as part of Council's engagement with the community and the Mayor's working relationship with the Chief Executive Officer. The Council supports the proposal for the Mayor to support, promote and provide leadership and unity amongst councillors. It is important that the Council acts in concert in the interest of the whole community.

### **Councillor Conditions and Remuneration**

The Council is supportive of improved councillor conditions and entitlements, and remuneration commensurate with the work and effort undertaken by councillors. The proposals to provide councillors with all relevant entitlements consistent with other significant public offices, together with a review of Mayoral and Deputy Mayoral allowances, is a necessary step for attracting participation on Council. This is relevant in the context of the proposal to require councillors to actively participate in engagement processes.

**Confidential Business**

Latrobe City Council supports the proposal to redefine information which councils may determine is confidential and align this with good governance principles and community expectation. However, greater clarity is needed about privacy and what could be considered unreasonable disclosure of a person's personal affairs.

**Community Engagement, Transparency and Accountability**

Council supports the development of an engagement strategy, but not a prescribed deliberative approach. Similarly, while supportive of transparency and accountability as a principle, Council does not support a prescriptive requirement.

Best practice guidance should be developed to provide appropriate and targeted publication of facts and figures from operations and achievements not meaningless data, which can be subject to misinterpretation. For example, the proposal to require councils to review budgets mid-cycle at 31 December each year and for Chief Executive Officers (CEOs) to be required to report on council's performance and any material changes, aligns with financial good governance practices.

Similarly Council supports a requirement for councils to develop a customer complaint policy (Latrobe City Council has a complaints policy) and for council's Audit and Risk Committee to review and report against it as it does with other similar policies, but not with the broad definition outlined or the requirement for a further avenue for independent review. Sufficient avenues for independent review already exist for Local Government.

**Councillor Conduct and Conflicts of Interest**

The requirements for a code of conduct have recently been effected, these documents will be refined over time. However, development of a standard Code of Conduct would have been a more efficient and cost effective approach. Likewise greater clarity and consistency surrounding conflict of interest in the new Act would be extremely useful. Interpretation of when a conflict exists remains an area of unnecessary difficulty and inconsistency across the sector. Conflict of Interest should have a more consistent definition with common usage.

**Future planning, rates and rate capping**

The principles underpinning a rate capping system do not align with the intent of many of the proposals outlined for the new local government Act and contradict requirements to embed principles of sound financial management in planning and to maintain financial sustainability and good governance.

The Paper proposes that Councils further develop long term financial planning strategies and documents, which the Latrobe City Council is working towards. However, how well local government can adequately fulfil such a requirement, in the environment of uncertainty which rate capping brings is another question. Long term, integrated planning is an important tool by which local government engages with the community and other levels of government. The setting of a rate cap on a yearly basis grossly undermines councils' capacity to plan for the long term.

Latrobe City Council supports the proposal to extend the timeframe over which a council prepares and finalises its Council Plan, to 31 December of the year after a general election. This 13 month window allows a new council time to understand all the relevant issues and to engage with the community prior to publishing the next plan. The introduction of integrated long term planning linking the Council Plan, community plan, financial plan and asset plan, promotes stability in progressing local issues. This suggests that Councils are less likely to introduce radical changes, but will have the capacity to rearrange budget priorities in response to their priorities and emerging issues.

Latrobe City Council is highly supportive of the proposed changes around rating of land used exclusively for mining purposes. As noted in the Directions Paper all other jurisdictions rate mining operations, and for our Council this would have a significant impact. Unlike many other mining operations open cut mining does not allow for above ground uses of the mine site land including surrounding exclusion zones, which might otherwise be rateable, translating into a diminishing land base. The exemption for land used exclusively for mining purposes should be reconsidered, recognising the impacts of mining on local government infrastructure, services and the environment. The Hazelwood Mine Fire, for example, placed a significant burden on Council resources, notwithstanding State Government funding, in administering environmental and People related services and ongoing recovery work.

In conclusion, Latrobe City Council is already moving towards a more integrated planning regime that is consistent with the proposed direction for an integrated strategic planning and reporting framework. This change includes introducing financial sustainability principles and that income and expenditure policies are aligned with these strategic planning documents. Given the constrained financial situation it is important for councils to understand their financial situation and avoid creating unrealistic expectations in the community. A revenue and rating strategy will be a useful mechanism for engaging with the community about this financial reality, but rate capping does not aid councils in predicting future financial circumstances.

# 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.*

**19. MEETING CLOSED TO THE PUBLIC**

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

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

**RECOMMENDATION**

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

**19.1 CONFIDENTIAL ITEMS HELD OVER**

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

**19.2 LATROBE CITY SPORTS AND ENTERTAINMENT STADIUM - CONTRACTUAL MATTER**

Agenda item 19.2 *Latrobe City Sports and Entertainment Stadium - contractual matter* is designated as confidential as it relates to contractual matters (s89 2d)

**19.3 COMMUNITY CRICKET PROGRAM: ON COMMON GROUND**

Agenda item 19.3 *Community Cricket Program: On Common Ground* is designated as confidential as it relates to proposed developments (s89 2e)

**19.4 FUTURE MORWELL REVITALISATION PLAN**

Agenda item 19.4 *Future Morwell Revitalisation Plan* is designated as confidential as it relates to contractual matters (s89 2d) and proposed developments (s89 2e)

**ORDINARY COUNCIL MEETING AGENDA  
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- 19.5 TENANCY OF THE MOE COMMUNITY HUB THREE YEAR TRIAL**  
Agenda item 19.5 *Tenancy of the Moe Community Hub three year trial* is designated as confidential as it relates to contractual matters (s89 2d)
- 19.6 MOE RACING CLUB SPONSORSHIP**  
Agenda item 19.6 *Moe Racing Club Sponsorship* 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)
- 19.7 PROCEDURAL BREACHES ADVISORY COMMITTEE**  
Agenda item 19.7 *Procedural Breaches Advisory Committee* is designated as confidential as it relates to matters affecting the security of Council (s89 2g)
- 19.8 LCC-322 CIVIL WORKS PANEL OF PROVIDERS**  
Agenda item 19.8 *LCC-322 Civil Works Panel of Providers* is designated as confidential as it relates to contractual matters (s89 2d)
- 19.9 LCC-323 FOOTPATH REPLACEMENT PROGRAM 2016/2017**  
Agenda item 19.9 *LCC-323 Footpath Replacement Program 2016/2017* is designated as confidential as it relates to contractual matters (s89 2d)
- 19.10 LCC-328 RECONSTRUCTION OF HOURIGAN ROAD AT MORWELL - STAGE 3**  
Agenda item 19.10 *LCC-328 Reconstruction of Hourigan Road at Morwell - Stage 3* is designated as confidential as it relates to contractual matters (s89 2d)
- 19.11 CHIEF EXECUTIVE OFFICER PERFORMANCE AND RENUMERATION REVIEW**  
Agenda item 19.11 *Chief Executive Officer Performance and Remuneration Review* is designated as confidential as it relates to personnel matters (s89 2a)