



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL MEETING**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.00PM ON  
08 MAY 2017**

**CM500**

## 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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**1. OPENING PRAYER**

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

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

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

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

**3. APOLOGIES AND LEAVE OF ABSENCE**

**4. DECLARATION OF INTERESTS**

**5. ADOPTION OF MINUTES**

**RECOMMENDATION**

**That the minutes of the Ordinary Council Meeting held on 18 April 2017 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.*

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

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Chief Executive Office</b>		
<b>City Development</b>		
<b>Infrastructure &amp; Recreation</b>		
06 November 2013	Latrobe Regional Motorsport Complex	<p><b>2015</b> A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b> A briefing report will be presented in May 2016.</p> <p><b>26 May 2016</b> A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p><b>30 May 2016</b> A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p><b>20 September 2016</b> A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017.</p> <p><b>26 April 2017</b> A report to Council is tentatively scheduled for June 2017.</p>
19 May 2014	<p>East West Link for Traralgon</p> <p>Confidential under section 89(2)(h) a matter which the Council or special committee considers would prejudice the Council or any person</p>	<p><b>27 January 2017</b> A report will be presented to Council in March 2017.</p> <p><b>04 April 2017</b> Report presented to Councillor Briefing.</p> <p><b>26 April 2017</b> A Council Report will be presented 19 June 2017</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
20 June 2016	Draft Drainage Asset Management Plan 2016	<p><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.</p> <p><b>21 September 2016</b> Consultation will commence once the Caretaker period has finished.</p> <p><b>23 November 2016</b> Consultation is arranged for December through to February 2017.</p> <p><b>27 January 2017</b> A report will presented to an Ordinary Council Meeting in May 2017 following the conclusion of the community consultation.</p> <p><b>05 April 2017</b> A Briefing report will be presented to Council May 2017 in advance of a Council Report in June 2017.</p>
11 July 2016	Latrobe Leisure Moe Newborough Hydrotherapy Program	<p><b>Complete</b></p> <p><b>20 July 2016</b> A report will be presented to Council in 2017.</p> <p><b>22 February 2017</b> Councillor Briefing report presented 20 February 2017. A further report will be presented to Council in April 2017.</p> <p><b>24 April 2017</b> A report was presented to the Council Meeting on 18 April 2017.</p>
12 September 2016	2016/25 - Footpaths in Central Business District and Moe CBD on Street Car Parking	<p><b>11 January 2017</b> Report to Council programmed for the March 2017 Council meeting.</p> <p><b>28 March 2017</b> The report on footpath condition has been moved to May 2017. The briefing report on the Moe Angled Parking was presented March 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
12 September 2016	Outdoor Pool Operating Hours 2016/17	<p><b>20 September 2016</b> A report will be presented to Council at the end of the outdoor pool season (March 2017).</p> <p><b>23 April 2017</b> A report will be presented to Council in July 2017.</p>
12 September 2016	<p>Community Cricket Program: On Common Ground</p> <p>Confidential under section 89(2)(e) proposed developments</p>	<p><b>30 January 2017</b> A report will be presented to Councillors at the 20 February 2017 Councillor Briefing.</p> <p><b>09 February 2017</b> A report to Council has been deferred from February 2017 to March 2017.</p> <p><b>15 March 2017</b> The report to Council has been deferred to April 2017.</p> <p><b>28 March 2017</b> The report has been deferred again to May 2017.</p>
13 February 2017	Henry Street, Traralgon - Resident Exempt Parking analysis	<p><b>Complete</b></p> <p><b>22 February 2017</b> A report will be presented to Council in April 2017.</p> <p><b>26 April 2017</b> A report was presented to Council on 18 April 2017.</p>
13 February 2017	39 Queen Street, Moe - Traffic and Verge Parking	<p><b>22 February 2017</b> A report will be presented to Council 3 months after the installation of signage.</p>
27 March 2017	Disposal of Illegally Dumped Rubbish on HVP Plantations Land	<p><b>28 March 2017</b> A report will be presented to Council in 2018, at the conclusion of the one year period.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Community Services</b>		
18 February 2013	Affordable Housing Project – Our Future Our Place	<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.</p> <p><b>09 August 2016</b> A briefing report was presented to the Councillor briefing on 25 July.</p> <p><b>28 October 2016</b> Report scheduled in for Councillor Briefing (2) on Monday, 28 November 2016.</p> <p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p> <p><b>15 March 2017</b> A report will be presented to Council at the 18 April 2017 meeting.</p> <p><b>21 April 2017</b> A further report to a Councillor Briefing is scheduled for 03 July 2017.</p>
22 August 2016	2016/21 - Hinkler Street Reserve Site	<p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p> <p><b>15 March 2017</b> A report will be presented to Council at the 18 April 2017 meeting.</p> <p><b>21 April 2017</b> A further report to a Councillor Briefing is scheduled for 03 July 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
12 September 2016	2016/27 - Use of Telephone and Mobile Device Applications for Improving Communication between our Community and Council	<p><b>Complete</b> <b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.</p> <p><b>02 November 2016</b> A report will be presented to Council in 2017.</p> <p><b>30 January 2017</b> A report will be presented to Council in April 2017.</p> <p><b>03 April 2017</b> Revised date: OCM Monday 8 May 2017 for presentation to Councillors.</p> <p><b>20 April 2017</b> A report was presented to the Ordinary Council Meeting on 18 April 2017.</p>
12 September 2016	Future Morwell Revitalisation Plan  Confidential under section 89(2)(d)(e) contractual matters and proposed developments	<p><b>Complete</b> <b>28 October 2016</b> Briefing report scheduled to go before Councillors in February 2017, with a Council Meeting report to be scheduled following the briefing.</p> <p><b>February 2016</b> The briefing report has been rescheduled to March 2017.</p> <p><b>30 March 2017</b> A report was presented to the 27 March 2017 Ordinary Council Meeting.</p>
05 December 2016  Community Services	Moe Library Facility to Incorporate a Local Information Centre and the Display and Sale of Local Artworks	<p><b>Complete</b> <b>30 January 2017</b> Follow up briefing due to Council in April 2017.</p> <p><b>03 April 2017</b> Updated date for discussion at Ordinary Council Meeting is Monday 8 May, 2017. 20 April 2017 A report was presented to the Council Meeting on 18 April 2017.</p>
27 March 2017	Tarwin Street Pop-Up Park, Morwell	<p><b>28 March 2017</b> A report will be presented to Council on 21 August 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
27 March 2017	Future Morwell Revitalisation Plan	<b>31 March 2017</b> Revitalisation Plan will commence the week commencing the 3 April.  A report will be brought back to Council at the conclusion of the community engagement activities.
<b>Corporate Services</b>		
25 May 2015	MAV Workcare Self Insurance  Confidential under section 89(2)(d) contractual matters	<b>2015</b> A report will be presented to Council in the second half of 2019.  <b>14 March 2017</b> A report to Council is scheduled for the end of the current financial year.
17 August 2015	Legal Matter - Sale of Council Property  Confidential under section 89(2)(f) legal advice	<b>27 January 2017</b> A report will be presented to Council in the second half of 2017.
13 February 2017	Proposed Sale of Land – Short Street, Traralgon	<b>16 February 2017</b> A report will be presented to Council at the conclusion of the Expression of Interest process.
13 February 2017	Proposed name change - McPherson Road Newborough	<b>16 February 2017</b> A report will be presented to Council at the conclusion of the consultation period should any submissions be received. Closing date for submissions is 17 April 2017.
13 February 2017	Proposed sale of a portion of Council owned Recreation Reserve located north of Rangeview Drive Traralgon	<b>16 February 2017</b> A report will be presented to Council at the conclusion of the consultation period should any submissions be received.  <b>20 April 2017</b> Council report being prepared for 29 May Council Meeting.

# **NOTICES OF MOTION**



**9. NOTICES OF MOTION**

*Notices of Motion may be lodged by Councillors with the Chief Executive Officer up until 10.00 am on the Friday prior to an Ordinary Council Meeting.*

*All Notices of Motion accepted, will be published to the Council website on the same day.*

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

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

Nil reports

# **CORRESPONDENCE**

**11. CORRESPONDENCE**

Nil reports

# **PRESENTATION OF PETITIONS**

**12. PRESENTATION OF PETITIONS**

Nil reports

# **CHIEF EXECUTIVE OFFICE**



### **13. CHIEF EXECUTIVE OFFICE**

#### **13.1 Latrobe Health Assembly Constitution**

**Chief Executive Officer**

**Chief Executive Office**

**For Decision**

#### **EXECUTIVE SUMMARY**

Council is presented with documents to be signed and sealed under Section 186 of the *Local Government Act 1989*. Council is requested to authorise the Chief Executive Officer to sign and seal the Constitution document for Latrobe Health Assembly Inc.

The Latrobe Health Innovation Zone has been announced and funding has been provided to support the project.

The Innovation Zone will establish a Health assembly which is a group of key stakeholders and community representatives.

Council is identified as a foundation member of the Assembly along with Latrobe Regional Hospital, Latrobe Community Health Services, Department of Health and Human Services and the Primary Health Network.

The Health Assembly will operate as an independent incorporate entity. A Constitution for the incorporate body has been drafted over several months and is now in a form acceptable to the foundation members.

#### **RECOMMENDATION**

**That Council authorises the Chief Executive Officer to sign and seal the Constitution in respect to Latrobe Health Assembly Inc.**

#### **ECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

#### **DOCUMENTS**

Constitution – Latrobe Health Assembly Inc.
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**Attachments**  
1 [↓](#). Constitution

# 13.1

## **Latrobe Health Assembly Constitution**

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**FINAL VERSION**

Latrobe Health Assembly Inc.

Constitution

2017

Latrobe Health Assembly - Constitution

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**RULES OF LATROBE HEALTH ASSEMBLY INC.**

**PART 1 – ROLE AND PURPOSES**

**WHAT IS THIS SECTION ABOUT?**

The Association will be incorporated as a public entity in accordance with the *Public Administration Act 2004* (Vic) and the *Associations Incorporation Reform Act 2012* (Vic). To be an incorporated association, the Association must be a not-for-profit organisation.

This part summarises the role, purposes and powers of the Association as well as the rules around distribution of profit.

**1. NAME**

1.1 The name of the incorporated association is Latrobe Health Assembly Inc..

**2. INCORPORATED ASSOCIATION**

2.1 The Association is incorporated as an incorporated association under the Act.

2.2 The Association is established solely for the role set out in Rule 3.1 and the purposes set out in Rule 4.1 below.

**3. ROLE OF THE ASSOCIATION**

3.1 The role of the Association is to:

- (a) promote, support and oversee the development and operation of the Latrobe Health Innovation Zone with a focus on innovation, integration and community engagement to improve health and wellbeing;
- (b) help create opportunities to strengthen health services, promote healthy living, reduce health inequalities, build pride of place and enhance leadership and sustainability; and
- (c) facilitate a new way for local and state-wide health agencies, government, community and businesses to work together to improve the health and wellbeing of Latrobe Valley communities.

**4. STATEMENT OF PURPOSES**

4.1 The purposes of the Association are to:

- (a) lead local health planning and priority setting in active partnership with the local community in the Latrobe Valley;
- (b) engage with the community to determine priorities for investment of new funding and opportunities in the Latrobe Valley;
- (c) create and implement local, community-led responses to priority health issues in the Latrobe Valley;
- (d) assist in the development and design of the role and responsibilities of the Health Advocate and facilitate the appointment of a Health Advocate in the Latrobe Valley, and then work with the Health Advocate to champion change;
- (e) support and improve the design and utilisation of health promotion and prevention initiatives particularly to improve the health of vulnerable groups;

- (f) work with the community to promote healthy living including the built environment, active and passive open space and leisure services;
- (g) support and improve the design and utilisation of care pathways to improve coordination and integration of services for people with chronic diseases;
- (h) work with the Latrobe Valley community to identify priorities around access to specialist health services and provide advice on innovative opportunities, solutions and implementation approaches;
- (i) embed community engagement through all elements of its operation and seek to drive greater community engagement in the broader healthcare system in the Latrobe Valley; and
- (j) collect and report on progress made and outcomes achieved, work with local partners and the community to identify what indicators will be meaningful and useful to achieve the purposes discussed in this Rule 4.

5. **POWERS OF ASSOCIATION**

- 5.1 Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- 5.2 Without limiting Rule 5.1, the Association may:
- (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) appoint agents to transact business on its behalf; and
  - (d) enter into any other contract it considers necessary or desirable.

5.3 The Association may only exercise its powers and use its income and assets for its purposes.

6. **NOT FOR PROFIT ORGANISATION**

- 6.1 The Association must not distribute any surplus, income or assets directly or indirectly to its Members.
- 6.2 Rule 6.1 does not prevent the Association from paying a Member:
- (a) reimbursement for expenses reasonably incurred by the Member; or
  - (b) for goods or services provided by the Member,
- if this is done in good faith on terms no more favourable than if the Member was not a Member.

7. **PUBLIC ADMINISTRATION ACT**

- 7.1 For the avoidance of doubt, the Association is a public entity under Part 5 of the Public Administration Act.
- 7.2 To the extent a Rule in this Constitution is inconsistent with a section of the Public Administration Act, the Public Administration Act prevails to the extent of the inconsistency.



## PART 2 – MEMBERSHIP

### WHAT IS THIS SECTION ABOUT?

The Association has a unique governance structure with two categories of Members, with the community to form the majority of Members (being the Ordinary Members), giving them the loudest voice in determining the operations of the Association. Such appointments are subject to the eligibility requirements as determined by the Board of the Association.

This part summarises the two membership categories (being the Foundation Members and Ordinary Members), as well as the eligibility criteria and the mechanisms for consideration of an application to become an Ordinary Member of the Association.

## PART 2.1 – CATEGORIES OF MEMBERS

### 8. NUMBER OF MEMBERS

The Association must have at least 5 Members (including the Chairperson) and a maximum of 50 Members.

### 9. MEMBERSHIP CATEGORIES

9.1 There are two classes of Members, namely:

- (a) Foundation Members; and
- (b) Ordinary Members.

9.2 The **Foundation Members** comprise:

- (a) the **Chairperson**, who is appointed (and removed) by the Minister and has the right to be present and to vote at general meetings;
- (b) **Latrobe City Council, Latrobe Community Health Service, Latrobe Regional Hospital and Gippsland Primary Health Network**, each of which must be represented by its CEO or by the chair of its Governing Board and be appointed by the Minister. The representative will have the right to be present and to vote at general meetings for and on behalf of the Foundation Member; and
- (c) **DHHS**, which will be represented by a person holding an equivalent or like position of a Level 2 Executive Officer in DHHS, who is appointed by the Minister and has the right to be present and to vote at general meetings for and on behalf of DHHS.

9.3 The **Ordinary Members** will be selected in accordance with Part 2.2 of this Constitution and, subject to this Constitution, have the right to be present and to vote at general meetings apart from the reserved matters stated in Rule 15.2.

9.4 No entrance fee, subscription or other amount are payable by any Member.

### 10. TERM OF MEMBERSHIP

10.1 Subject to Rules 20, 21 and 71.2, Members hold their membership in accordance with the following:

- (a) in respect of each Ordinary Member, up to an initial period of 3 years which can be extended up to a maximum of 9 years, unless determined otherwise by the Board (or if applicable, by the Disciplinary Subcommittee); and

- (b) in respect of the Foundation Members, until the Association is wound up in accordance with Rule 83, or if the Foundation Member is removed by the Minister.

**11. ACKNOWLEDGEMENT BY MEMBERS**

11.1 Each Member acknowledges and agrees that:

- (a) this Constitution constitutes a contract between that Member and the Association and that they are bound by this Constitution;
- (b) they must comply with and observe this Constitution;
- (c) by submitting to this Constitution, they are subject to the jurisdiction of the Association;
- (d) this Constitution is necessary and reasonable for promoting the purposes of the Association; and
- (e) they are entitled to all benefits, advantages and privileges of their membership as determined by the Board.

**PART 2.2 – BECOMING AN ORDINARY MEMBER**

**12. GUIDELINES RELATING TO ORDINARY MEMBERS**

12.1 The Board may make and adopt guidelines in relation to the skillsets and other criteria it considers appropriate for a person to become an Ordinary Member, in addition to the minimum requirements set out in Rule 13.2(a) of this Constitution.

**13. BECOMING AN ORDINARY MEMBER**

13.1 A person who qualifies for membership under Rule 13.2(a) may apply to become an Ordinary Member by submitting a signed written application (along with any supplementary information required by the Board to support their application) to the Secretary stating that he or she:

- (a) wishes to become a Member and is qualified to apply under Rule 13.2(a);
- (b) supports the purposes of the Association;
- (c) meets the requirements of the Association's guidelines (as determined by the Board from time to time under Rule 12.1); and
- (d) agrees to comply with this Constitution.

13.2 The following provisions apply to applications for admission as an Ordinary Member:

- (a) to qualify to apply for admission as an Ordinary Member, the applicant must, at a minimum, either be:
  - (i) a Latrobe Community Member (in his or her capacity as an individual or representing an organisation); or
  - (ii) a representative of a State-wide Agency; and
- (b) membership is open to applicants who are supportive of, or have a bona fide interest in, the achievement of the purposes of the Association and who, in the sole and absolute opinion of the Board, fulfil the relevant guidelines determined by the Board under Rule 12.1 from time to time.

**14. BOARD TO CONSIDER APPLICATION TO BECOME ORDINARY MEMBER**

- 14.1 The Secretary must provide any application to become an Ordinary Member to the Board as soon as practicable after it is received.
- 14.2 The Board must consider the application as soon as reasonably practicable and may take into consideration any guidelines adopted under Rule 12.1. After considering it, the Board must decide by resolution whether to accept or reject the application.
- 14.3 No reason needs to be given for the rejection of an application.
- 14.4 The Secretary must promptly notify an applicant in writing that their application to become an Ordinary Member is accepted.

**PART 2.3 – GENERAL RIGHTS AND OBLIGATIONS OF MEMBERS**

**15. GENERAL RIGHTS OF MEMBERS**

- 15.1 A Member has the right to:
- (a) receive notice of general meetings and notice of proposed Special Resolutions in the manner and time prescribed by this Constitution;
  - (b) submit items of business for consideration at a general meeting;
  - (c) attend and be heard at general meetings;
  - (d) subject to Rule 15.2, vote at a general meeting;
  - (e) have access to the minutes of general meetings and other documents of the Association as provided under Rule 82; and
  - (f) inspect the register of Members at reasonable times and free of charge.
- 15.2 Subject to Rule 33.2, an Ordinary Member does not have the right to vote on the following resolutions at a general meeting:
- (a) to change the business and purposes of the Association set out in in Rule 4.1;
  - (b) to change the status of the Association to a non-public entity under the Public Administration Act;
  - (c) to change the nature of the Association to a for-profit organisation;
  - (d) to remove the Foundation Members as Members of the Association;
  - (e) to remove the Minister's right to appoint more than 50% of the Directors; and/or
  - (f) to wind up the Association under Rule 83.1.

**16. RIGHTS NOT TRANSFERABLE**

The rights of a Member are not transferable and end when membership ceases.

**17. LIMITED LIABILITY OF MEMBERS**

The liability of a Member is limited and the Member is not required to make any contribution to the assets of the Association if it is wound up.

**18. REGISTER OF MEMBERS**

18.1 The Secretary must keep and maintain a register of Members that includes:

- (a) for each current Member:
  - (i) the Member's name;
  - (ii) the address for notice last given by the Member;
  - (iii) the date of becoming a Member;
  - (iv) if the Member is an Ordinary Member, a note to that effect;
  - (v) any other information determined by the Board; and
- (b) for each former Member, the date of ceasing to be a Member.

**19. RESTRICTION OF ACCESS TO PERSONAL INFORMATION**

A request to restrict access to the personal information of a person recorded in the register of Members must be made in accordance with the Act and the Association must comply with that request in accordance with the Act.

**PART 2.4 – CESSATION OF MEMBERSHIP**

**20. CEASING MEMBERSHIP**

20.1 An Ordinary Member ceases to be a Member:

- (a) on resignation, expulsion or death;
- (b) on expiry of their term as a Member under Rule 10.1(a);
- (c) if he or she fails to attend three consecutive annual general meetings or other meetings (not including meetings of a committee, if any) without leave of absence being granted by the Board;
- (d) if the Secretary has made a written request to an Ordinary Member to confirm their intentions to remain a Member and the Member has not, within 30 days after receiving that request, confirmed in writing that they wish to remain a Member;
- (e) if he or she ceases to be a representative of a State-wide Agency as required under Rule 13.2(a)(ii); or
- (f) if he or she is removed as a result of a decision of the Disciplinary Subcommittee under Part 6 of this Constitution.

20.2 A Foundation Member ceases to be a Member:

- (a) on resignation, expulsion or death; or
- (b) if removed by the Minister.

20.3 If a person ceases to be a Member, the Secretary must, as soon as practicable, enter the date the person ceased to be a Member in the register of Members.

21. **RESIGNING AS A MEMBER**

- 21.1 A Member may resign by notice in writing given to the Association and the resignation takes effect from the date of receipt of the notice of resignation or any later date as may be stated in the written notice.

### **PART 3 – GENERAL MEETINGS OF THE ASSOCIATION**

#### **WHAT IS THIS SECTION ABOUT?**

This part describes the general governance principles of the Association, including the applicable procedures for annual general meetings and other meetings of Members of the Association.

#### **PART 3.1 – ANNUAL GENERAL MEETING**

##### **22. ANNUAL GENERAL MEETING**

- 22.1 The Board must convene an annual general meeting of the Association to be held within 5 months after the end of each Financial Year.
- 22.2 Despite Rule 22.1, the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- 22.3 The Board may determine the date, time and place of the annual general meeting.
- 22.4 The ordinary business of the annual general meeting is as follows:
- (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since then;
  - (b) to receive and consider:
    - (i) the annual report of the Board on the activities of the Association during the preceding Financial Year; and
    - (ii) the financial statements of the Association for the preceding Financial Year submitted by the Board in accordance with Part 7 of the Act; and
  - (c) to elect Ordinary Member Directors.
- 22.5 The annual general meeting may also conduct any other business of which notice has been given in accordance with this Constitution.

#### **PART 3.2 – GENERAL MEETING OF MEMBERS**

##### **23. CALLING GENERAL MEETINGS**

- 23.1 A general meeting of Members:
- (a) may be convened at any time by the Board; and
  - (b) must be convened by the Board when at least 25% of the total number of Members makes a request to do so in accordance with Rule 23.2.
- 23.2 A request for a general meeting must:
- (a) be in writing;
  - (b) state the business to be considered at the general meeting and any resolutions to be proposed;
  - (c) include the names and signatures of the Members requesting the general meeting; and
  - (d) be given to the Secretary.

- 23.3 If the Board does not convene a general meeting within one month after the date on which the request is made, the relevant Members making the request (or any of them) may convene the general meeting.
- 23.4 A general meeting convened by Members under Rule 23.1(b):
- (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- 23.5 The Association must reimburse all reasonable expenses incurred by the Members convening a general meeting under Rule 23.3.
24. **NOTICE OF GENERAL MEETINGS**
- 24.1 The Secretary (or, in the case of a general meeting convened under Rule 23.3, the Members convening the meeting) must give to each Member:
- (a) at least 21 days' notice of a general meeting if a Special Resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- 24.2 The notice must:
- (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a Special Resolution is to be proposed:
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a Special Resolution; and
  - (d) comply with Rule 26.5.
- 24.3 This Rule does not apply to a Disciplinary Appeal Meeting.
25. **USE OF TECHNOLOGY**
- 25.1 A Member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
- 25.2 For the purposes of this Constitution, a Member participating in a general meeting as permitted under Rule 25.1 is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

### **PART 3.3 – PROXIES FOR GENERAL MEETING OF MEMBERS**

26. **APPOINTMENT OF PROXIES FOR MEMBERS**
- 26.1 A Member may appoint another Member as proxy to vote and speak on his or her behalf at a general meeting other than at a Disciplinary Appeal Meeting.
- 26.2 The appointment of a proxy must be in writing and signed by the Member making the appointment.

- 26.3 The Member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the Member in any matter as he or she sees fit.
- 26.4 If the Board has approved a form for the appointment of a proxy, the Member may use any other form that clearly identifies the person appointed as the Member's proxy and that has been signed by the Member.
- 26.5 Notice of a general meeting given to a Member under Rule 24 must:
- (a) state that the Member may appoint another Member as a proxy for the meeting; and
  - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- 26.6 A form appointing a proxy must be given to the chair of the meeting before or at the commencement of the meeting.
- 26.7 A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

#### **PART 3.4 - PROCEEDINGS AT MEETINGS OF MEMBERS**

##### **27. MEMBER PRESENT AT MEETING**

- 27.1 If a Member has appointed a proxy to act at a general meeting, that Member is taken to be present at a meeting at which the proxy is present.

##### **28. QUORUM**

- 28.1 No business may be conducted at a general meeting unless a quorum of Members is present.
- 28.2 The quorum for a general meeting is the presence (physically, by proxy or as allowed under Rule 25) of:
- (a) six Directors (which will include the Chairperson and at least three Foundation Member Directors); and
  - (b) unless the general meeting relates to an item of business on which an Ordinary Member is not entitled to vote, eight Ordinary Members entitled to vote.

- 28.3 If a Member has appointed more than one proxy, only one of them may be counted towards a quorum.

##### **29. QUORUM NOT PRESENT**

- 29.1 If a quorum is not present within 30 minutes after the notified commencement time of a general meeting:
- (a) in the case of a meeting convened by, or at the request of, Members under Rule 23.3, the meeting must be dissolved;
  - (b) in any other case:
    - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and



- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

**30. CHAIRING OF GENERAL MEETING**

- 30.1 The Chairperson will chair the general meeting of Members.
- 30.2 If the Chairperson is not present at the time for which a general meeting is called or is not willing to chair the general meeting, the Members present shall elect another Foundation Member Director present to chair the general meeting.

**31. ADJOURNMENT OF GENERAL MEETING OF MEMBERS**

- 31.1 The chair of a general meeting of Members at which a quorum is present:
  - (a) may; and
  - (b) must, with the consent of a majority of Members present and entitled to vote at the meeting or if directed by ordinary resolution of the meeting, adjourn it to another time at the same place or at another place.
- 31.2 Without limiting Rule 31.1, a general meeting of Members may be adjourned:
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the Members more time to consider an item of business.
- 31.3 The only business that may be transacted at a meeting resumed after an adjournment is the business left unfinished immediately before the adjournment.
- 31.4 Notice of the adjournment of a meeting under this Rule 31 is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with Rule 24.

**PART 3.5 – ENTITLEMENT TO VOTE**

**32. VOTING AT GENERAL MEETINGS**

- 32.1 On any question arising at a general meeting:
  - (a) subject to Rule 32.4, each Member who is entitled to vote has one vote;
  - (b) Members may vote personally or by proxy; and
  - (c) except in the case of a Special Resolution, the question must be decided on a majority of votes.
- 32.2 If votes are divided equally on a question, the chair of the meeting has a second or casting vote.
- 32.3 If the question is whether or not to confirm the minutes of a previous meeting, only Members who were present at that meeting may vote.
- 32.4 This Rule does not apply to a vote at a Disciplinary Appeal Meeting conducted under Rule 73.

33. **SPECIAL RESOLUTIONS**

- 33.1 A Special Resolution is passed if more than 75% of the Members present and entitled to vote at a general meeting (whether in person or by proxy) vote in favour of the Special Resolution.
- 33.2 For the avoidance of doubt, all matters listed in Rule 15.2 can only be passed by way of Special Resolution at a separate general meeting. Only Foundation Members will be allowed to vote on that Special Resolution.

34. **HEALTH ADVOCATE RIGHTS**

- 34.1 The Health Advocate will have the right to attend all general meetings of the Association, unless the Board determines otherwise and will be provided with a copy of the notice of meeting (including any other materials provided to Members) under Rule 24.
- 34.2 For the avoidance of doubt, the Health Advocate is not a Member of the Association and does not have the right to vote at general meetings of the Association.

**PART 3.6 - HOW VOTING IS CARRIED OUT**

35. **METHOD OF VOTING**

- 35.1 A resolution put to the vote at a general meeting of Members must be decided on a show of hands unless a poll is demanded under Rule 36 either before or on declaration of the result of the vote on a show of hands.
- 35.2 Unless a poll is demanded, the chair of a general meeting may, on the basis of a show of hands, declare that a resolution has been:
- (a) carried;
  - (b) carried unanimously;
  - (c) carried by a particular majority; or
  - (d) lost,
- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

36. **DEMAND FOR A POLL**

- 36.1 A poll may be demanded on any resolution by:
- (a) at least three or more Members entitled to vote on the resolution; or
  - (b) the chair of a general meeting.
- 36.2 If a poll is demanded:
- (a) the poll must be taken at the meeting in the manner determined by the chair of the meeting; and
  - (b) the chair of the meeting must declare the result of the resolution on the basis of the poll.
- 36.3 A poll demanded by the chair of a general meeting or on a question of an adjournment must be taken immediately.

- 36.4 A poll demanded on any other question must be taken before the close of the meeting at a time determined by the chair of a general meeting.

**PART 3.7 – MINUTES OF MEETING**

**37. MINUTES OF GENERAL MEETING**

- 37.1 The Board must ensure that minutes are taken and kept of each general meeting.
- 37.2 The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 37.3 In addition, the minutes of each annual general meeting must include:
- (a) the names of the Members attending the meeting;
  - (b) proxy forms given to the chair of the meeting under Rule 26.6;
  - (c) the financial statements submitted to the Members in accordance with Rule 22.4(b)(ii);
  - (d) the certificate signed by two Directors certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

**PART 4 – BOARD OF DIRECTORS**

**WHAT IS THIS SECTION ABOUT?**

This part describes the role and power of the Board, its ability to delegate its powers to individuals or special committees, the appointment process of the Board and other general governance rules around the procedure of Board Meetings.

**PART 4.1 – BOARD OF DIRECTORS**

**38. NUMBER OF DIRECTORS**

38.1 Subject to the Act and the Public Administration Act, the Association may have up to 10 Directors, comprising:

- (a) the Chairperson;
- (b) five Foundation Member Directors, who, for each Foundation Member, must be the nominee of that Foundation Member referred to in Rules 9.2(b) and 9.2(c); and
- (c) up to four Ordinary Member Directors, elected in accordance with Part 4.3 of this Constitution.

38.2 For the avoidance of doubt, Foundation Member Directors will act independently from the Foundation Member.

**39. TERM OF OFFICE**

39.1 Subject to Rules 45 and 46, the term of office for the Director is as follows:

- (a) for Foundation Member Directors, each will hold office until he or she resigns or ceases to hold office under Rule 45; and
- (b) for Ordinary Member Directors, subject to Rule 40.2, the term of office is three years from the annual general meeting at which they are elected to take office, unless otherwise determined by the Board, and they are eligible for reappointment for a further term or terms, with a maximum term of nine years.

39.2 For the avoidance of doubt, this Rule applies to any Director appointed by the Board in accordance with Rules 38.1, 41 and 46.

**PART 4.2 – TRANSITIONAL PROVISIONS (PRIOR TO OR AT INCORPORATION)**

**40. INITIAL DIRECTORS**

40.1 The Initial Directors will comprise:

- (a) the five Foundation Member Directors; and
- (b) four Ordinary Member Directors elected in accordance with Rules 41 and 42 shortly after the incorporation of the Association.

40.2 The term of office of the initial Ordinary Member Directors will be the period from the date of their appointment until:

- (a) in the case of one Ordinary Member Director, the conclusion of the first annual general meeting;
- (b) in the case of one Ordinary Member Director, the conclusion of the second annual general meeting; and

- (c) in the case of two Ordinary Member Directors, the conclusion of the third annual general meeting,

with the respective period of office as determined by the Foundation Member Directors upon appointment of the Ordinary Member Directors.

**PART 4.3 – ORDINARY MEMBER DIRECTORS (POST INCORPORATION)**

**41. ELECTION BY GENERAL MEETING**

- 41.1 In accordance with Rule 38.1(c) and subject to Rule 40, the Association must elect four Ordinary Member Directors by ordinary resolution.

**42. ELIGIBLE CANDIDATES**

- 42.1 The Association in general meeting cannot validly elect a person as an Ordinary Member Director unless:

- (a) the person retires under Rules 40.2 or 43.3 and seeks re-election;
- (b) at least 30 business days (or any other period fixed by the Board) before the date of meeting at which the election is to occur, the Association receives a nomination of the person by another Member or the Member himself/herself; and
- (c) the elected Ordinary Member Director is approved by the Minister.

- 42.2 To be eligible to be nominated (and subsequently elected) as an Ordinary Member Director under Rule 42.1, the candidate must:

- (a) be 18 years or over;
- (b) be an Ordinary Member who is either:
  - (i) an individual Latrobe Community Member (as defined in paragraph (a) of the definition in Part 8); or
  - (ii) a duly appointed representative of an organisation which is a Latrobe Community Member or a State-wide Agency,

and fulfils the Director Eligibility Criteria determined by the Board.

- 42.3 An Ordinary Member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

- 42.4 If the number of Ordinary Members nominated for the position of the Ordinary Member Director is less than or equal to the number to be elected at an annual general meeting, the chair of the meeting must declare those Ordinary Members to be elected to the position.

- 42.5 If the number of Ordinary Members nominated exceeds the number of elected positions available, the Board will determine the process for Members voting on the positions available at the relevant annual general meeting.

**43. RETIREMENT OF ORDINARY MEMBER DIRECTORS**

- 43.1 Subject to Rule 40.2, an Ordinary Member Director must retire from office at the third annual general meeting after the Director was elected or last re-elected.

- 43.2 An Ordinary Member Director who retires under Rule 43.1 above is the Director who has held office the longest since last being elected. If two or more Directors have been in

office for the same period, those Directors may agree which of them will retire. If they do not agree, they must draw lots to decide which of them must retire.

- 43.3 An Ordinary Member Director's retirement takes effect at the end of the relevant annual general meeting unless the Ordinary Member Director is re-elected at that meeting.

#### **PART 4.4 – VACATION / REMOVAL FROM OFFICE OF DIRECTORS**

##### **44. REMOVAL FROM OFFICE**

- 44.1 Whether or not an Ordinary Member Director's appointment was expressed to be for a specified period, the Association may:

- (a) by Special Resolution remove an Ordinary Member Director from office; and
- (b) elect another eligible Ordinary Member (subject to the Minister's approval) to fill the vacant position in accordance with this Constitution.

- 44.2 An Ordinary Member Director who is the subject of a proposed Special Resolution under Rule 44.1(a) may make representations in writing to the Secretary of the Association (not exceeding a reasonable length) and may request that the representations be provided to the Members of the Association.

- 44.3 The Secretary may give a copy of the representations to each Member or, if they are not so given, the Member may require that they be read out at the meeting at which the Special Resolution is to be proposed.

##### **45. CESSATION OF APPOINTMENT**

- 45.1 A Director may resign from the Board by written notice addressed to the Board.

- 45.2 Without limiting any other provisions of this Constitution, a person ceases to be a Director if he or she:

- (a) in the case of a Foundation Member Director, where a Foundation Member Director is appointed by reference to their position in an organisation referred to in Rule 9.2, that Foundation Member Director no longer occupies the office of CEO or Chair or executive position of the organisation referred to in that Rule 9.2; or
- (b) unless the Board determines otherwise, in the case of an Ordinary Member Director representing an organisation, ceases to represent that organisation as evidenced in writing by the relevant organisation;
- (c) fails to attend 3 consecutive Board Meetings (other than special or urgent Board Meetings) without leave of absence under Rule 60 and the Board resolves that the office of that Director is vacated;
- (d) is removed as a Director by the Minister; or
- (e) otherwise ceases to be a Director by operation of section 78 of the Act.

##### **46. FILLING CASUAL VACANCIES**

- 46.1 The Board may appoint an eligible Member to fill a position on the Board that:

- (a) has become vacant under Rules 44 and 45; or
- (b) was not filled by election at the last annual general meeting.

- 46.2 The appointment of the Director under Rule 46.1 ceases at the end of the next annual general meeting of the Association and the relevant Director may be eligible for re-election.
- 46.3 The Board may continue to act despite any vacancy in its membership.

**PART 4.5 – POWERS AND DUTIES OF THE BOARD**

**47. BOARD POWERS**

- 47.1 The Board will control and manage the day to day business and affairs of the Association.
- 47.2 Subject to the Rules and the Act, the Board has the powers to:
- (a) manage the business of the Association;
  - (b) perform all acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Association, including but not limited to entering into contracts and appointing employees; and
  - (c) ensure the purposes of the Association are met.

**48. DELEGATED POWERS**

- 48.1 The Board may, by instrument in writing, create, establish or appoint individual officers or special committees to carry out specific duties and functions.
- 48.2 In the establishing instrument, the Board may delegate those functions as are specified in the instrument, other than:
- (a) this power of delegation; and
  - (b) a function imposed on the Board by the Act and the Public Administration Act, any other law, this Constitution, or by resolution of the Association at an annual general meeting.
- 48.3 At any time, the Board may, by instrument in writing:
- (a) revoke wholly or in part any delegation made under Rule 48.2; or
  - (b) amend or repeal any decision made by a body or person under Rule 48.1.

**49. GENERAL DUTIES**

- 49.1 As soon as practicable after being elected or appointed to the Board, each Director must become familiar with this Constitution, the Act and the Public Administration Act.
- 49.2 To the extent applicable, the Board is collectively responsible for ensuring that the Association complies with the Act and the Public Administration Act and that each Director complies with this Constitution.
- 49.3 Directors must exercise their powers and discharge their duties with reasonable care and diligence.
- 49.4 Directors must exercise their powers and discharge their duties:
- (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.

- 49.5 Directors must not make improper use of:
- (a) their position; or
  - (b) information acquired by virtue of holding their position,
- so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- 49.6 For the avoidance of doubt, to the extent applicable to a Director, that Director must exercise his or her powers in conformity with:
- (a) any binding code of conduct under the Public Administration Act; and
  - (b) any other relevant provisions of the Public Administration Act or regulations.
50. **REMUNERATION OF THE EXECUTIVE BOARD**
- 50.1 Subject to Rule 50.2, no remuneration or other benefit will be paid or given by the Association to any Director.
- 50.2 With the approval of the Board, the Association may pay:
- (a) the Chairperson remuneration as determined by the Minister, subject to approval by the Department of Premier and Cabinet of Victoria and the Act; and
  - (b) other Directors' reasonable expenses (including for travel and accommodation) incurred in carrying out duties as a Director or otherwise representing the Association.
- 50.3 For the avoidance of doubt, any remuneration payable to the Chairperson under Rule 50.1 above is for the services provided by the Chairperson to the Association and is done in good faith on terms no more favourable than if the Chairperson was not a Member of the Association.

#### **PART 4.6 – BOARD MEETINGS**

51. **BOARD MEETINGS**
- 51.1 The Board must have a minimum of 10 Board Meetings per year at the dates, times and places determined by the Board.
52. **NOTICE OF BOARD MEETINGS**
- 52.1 Notice of each Board Meeting must be given to each Director no later than 7 days before the date of the Board Meeting.
- 52.2 Notice may be given to more than one Director at the same time.
- 52.3 The notice must state the date, time and place of the Board Meeting.
- 52.4 If a special Board Meeting is convened, the notice must include the general nature of the business to be conducted.
- 52.5 The only business that may be conducted at the Board Meeting is the business for which the Board Meeting is convened.



53. **URGENT MEETINGS**

- 53.1 In cases of urgency, a Board Meeting can be held without notice being given in accordance with Rule 52 provided that as much notice as practicable is given to each Director by the quickest means practicable.
- 53.2 Any resolution made at an urgent Board Meeting must be passed by an Absolute Majority of the Board.
- 53.3 The only business that may be conducted at an urgent Board Meeting is the business for which the urgent Board Meeting is convened.

54. **PROCEDURE AND ORDER OF BUSINESS**

- 54.1 The procedure to be followed at a Board Meeting must be determined from time to time by the Board.
- 54.2 The order of business may be determined by Directors present at the Board Meeting.

55. **USE OF TECHNOLOGY**

- 55.1 A Director who is not physically present at a Board Meeting may participate in the Board Meeting by the use of technology that allows that Director and the Directors present at the meeting to clearly and simultaneously communicate with each other.
- 55.2 For the purposes of this Part, a Director participating in a Board Meeting as permitted under Rule 55.1 is taken to be present at the Board Meeting and, if the Director votes at the Board Meeting, is taken to have voted in person.

56. **QUORUM**

- 56.1 No business may be conducted at a Board Meeting unless a quorum is present.
- 56.2 The quorum for a Board Meeting is the presence (in person or as allowed under Rule 55) of 50% of the Directors holding office, and at a minimum, must include at least 3 of the Foundation Member Directors.
- 56.3 If the Chairperson is absent at a Board Meeting, the Directors present may elect another Director to preside as chair of that Board Meeting.
- 56.4 If a quorum is not present within 30 minutes after the notified commencement time of a Board Meeting:
- (a) in the case of a special Board Meeting, the meeting lapses; and
  - (b) in any other case, the Board Meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the Board Meeting is adjourned must be given in accordance with Rule 52.

57. **VOTING**

- 57.1 On any question arising at a Board Meeting, each Director present at the Board Meeting has one vote.
- 57.2 A motion is carried if a majority of Directors present at the Board Meeting vote in favour of the motion.
- 57.3 Rule 56.2 does not apply to any motion or question which is required by this Constitution to be passed by an Absolute Majority of the Board.

- 57.4 If votes are divided equally on a question, the chair of the Board Meeting has a second or casting vote.
- 57.5 Voting by proxy is not permitted.
58. **CONFLICT OF INTEREST**
- 58.1 A Director who has a material personal interest in a matter being considered at a Board Meeting must disclose the nature and extent of that interest to the Board.
- 58.2 The Director:
- (a) must not be present while the matter is being considered at the Board Meeting; and
  - (b) must not vote on the matter.
- 58.3 This Rule does not apply to a material personal interest:
- (a) that exists only because the Director belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the Director has in common with all, or a substantial proportion of, the Members of the Association.
59. **MINUTES OF BOARD MEETINGS**
- 59.1 The Board must ensure that minutes are taken and kept of each Board Meeting.
- 59.2 The minutes must record the following:
- (a) the names of the Directors in attendance at the Board Meeting;
  - (b) the business considered at the Board Meeting;
  - (c) any resolution on which a vote is taken and the result of the vote; and
  - (d) any material personal interest disclosed under Rule 58.
60. **LEAVE OF ABSENCE**
- 60.1 The Board may grant a Director leave of absence from Board Meetings for a period not exceeding 3 months.
- 60.2 The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Director to seek the leave in advance.
61. **OBSERVER**
- 61.1 A Foundation Member Director may send a person to act as an Observer for each time that Foundation Member Director is unable to attend a Board Meeting.
- 61.2 Observers appointed under Rule 61.1 may attend Board Meetings in person or via telephone or video conference (to the extent applicable).
- 61.3 An Observer may participate in discussions at a Board Meeting but will not have the right to vote on matters before the Board and will not be considered to be a Director of the Association.

**PART 4.7 – EXECUTIVE OFFICER AND SECRETARY**

**62. EXECUTIVE OFFICER**

- 62.1 The Board may appoint one person to be the Executive Officer.
- 62.2 The Board may delegate any of the powers of the Board to an Executive Officer:
- (a) on the terms and subject to any restrictions the Board decides; and
  - (b) so as to be concurrent with, or to the exclusion of, the powers of the Board,
- and may revoke the delegation at any time. This rule does not limit Rule 62.3.
- 62.3 The appointment of an Executive Officer terminates if the Board removes the Executive Officer from the office, whether or not the appointment was expressed to be for a specified term.

**63. SECRETARY**

- 63.1 The Board will appoint at least one individual to be the Secretary of the Association either for a specified term or without specifying a term.
- 63.2 The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- 63.3 The Secretary must:
- (a) maintain the register of members in accordance with Rule 18;
  - (b) keep custody of the common seal (if any) of the Association and all books, documents and securities of the Association in accordance with Rules 79 and 82;
  - (c) subject to the Act and this Constitution, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by this Constitution.
- 63.4 The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.
- 63.5 The Secretary is entitled to attend all Board Meetings and general meetings of the Association, unless the Board determines otherwise.

**PART 5 – FINANCIAL MATTERS**

**WHAT IS THIS SECTION ABOUT?**

This part describes the application, management and source of funds of the Association as well as details of the Association's financial year.

**64. FINANCIAL YEAR**

- 64.1 Subject to Rule 64.2, the Financial Year of the Association is each period of 12 months ending on 30 June.
- 64.2 The first Financial Year of the Association is the period from incorporation to the following 30 June.

65. **SOURCE OF FUNDS**

65.1 The funds of the Association will mainly be derived from government funding and may be derived from donations, fund-raising activities, government grants, interest and any other sources approved by the Board.

66. **APPLICATION OF FUNDS**

The assets and income of the Association will be applied solely in furtherance of its purpose (as specified in Rule 4.1) and shall not be distributed directly or indirectly to Members except for compensation for services rendered by the Chairperson or expenses incurred on behalf of the Association under Rule 6.2.

67. **MANAGEMENT OF FUNDS**

67.1 The Board will perform (and may delegate to a person nominated by the Board) the following functions:

- (a) oversee the collection and receipt of moneys due to the Association and payments authorised by the Association;
- (b) oversee the keeping of correct accounts and books showing the financial affairs of the Association and ensure it is in accordance with the Act; and
- (c) coordinate the preparation of the financial statements of the Association for the purposes of the annual general meeting.

67.2 The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

67.3 Subject to any restrictions imposed by a general meeting of the Association, the Board may approve expenditure on behalf of the Association.

67.4 The Board may provide the authorisation to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.

67.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Directors. Alternatively, it must be signed by 1 Director and the Secretary.

67.6 All funds of the Association must be deposited into the financial account of the Association no later than 5 business days after receipt.

## PART 6 – DISCIPLINARY PROCEDURES AND GRIEVANCE

### WHAT IS THIS SECTION ABOUT?

This part details the basis of taking disciplinary actions against Members, including suspension, termination of membership, the rights to appeal and the appeal process for a Member. It also describes the grievance procedure applicable in the event there is a dispute.

## PART 6.1 – DISCIPLINARY ACTION OF MEMBERS

### 68. GROUNDS FOR TAKING DISCIPLINARY ACTION

The Association may take disciplinary action against a Member in accordance with this Rule if it is determined that the Member:

- (a) has breached, failed, refused or neglected to comply with a provision of this Constitution;
- (b) refuses to support the purposes of the Association;
- (c) fails to participate in the activities of the Association (as determined by the Board from time to time); or
- (d) has engaged in conduct prejudicial to the Association.

### 69. DISCIPLINARY SUBCOMMITTEE

69.1 If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Board must appoint a Disciplinary Subcommittee to hear the matter and determine what action, if any, to take against the Member.

69.2 The Disciplinary Subcommittee may include Directors, Foundation Members, Ordinary Members or anyone else but they must not be biased against, or in favour of, the Member concerned.

### 70. NOTICE TO MEMBER

70.1 Before disciplinary action is taken against a Member, the Secretary must give written notice to the Member:

- (a) stating that the Association proposes to take disciplinary action against the Member;
- (b) stating the alleged breach of the Member and the grounds for the proposed disciplinary action; and
- (c) specifying the date, place and time of the meeting at which the Disciplinary Subcommittee intends to consider the disciplinary action (the **Disciplinary Meeting**);
- (d) advising the Member of one or both of the following options:
  - (i) attend the Disciplinary Meeting and address the Disciplinary Subcommittee; or
  - (ii) give a written statement to the Disciplinary Subcommittee at any time before the Disciplinary Meeting; and

- (e) setting out the Member's appeal rights under Rule 72.
- 70.2 The notice must be given no earlier than 28 days, and no later than 14 days, before the Disciplinary Meeting is held.
71. **DECISION OF DISCIPLINARY SUBCOMMITTEE**
- 71.1 At the Disciplinary Meeting, the Disciplinary Subcommittee must:
- (a) give the Member every opportunity to be heard; and
  - (b) consider any written statement submitted by the Member.
- 71.2 After complying with Rule 71.1, the Disciplinary Subcommittee may:
- (a) take no further action against the Member; or
  - (b) subject to Rule 71.3, vote to:
    - (i) reprimand the Member; or
    - (ii) suspend the membership rights of the Ordinary Member for a specified period; or
    - (iii) expel an Ordinary Member from the Association.
- 71.3 For the avoidance of doubt, Rules 71.2(b)(ii) and 71.2(b)(iii) do not apply to Foundation Members.
- 71.4 The Disciplinary Subcommittee may not fine the Member.
- 71.5 The suspension of membership rights or the expulsion of an Ordinary Member by the Disciplinary Subcommittee takes effect immediately after the vote under Rule 71.2(b) is passed.
- 71.6 The decision by the Disciplinary Subcommittee should be notified to the Member on the same day.
72. **APPEAL RIGHTS**
- 72.1 An Ordinary Member suspended or expelled under Rule 71.2 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- 72.2 The notice must be in writing and given to the:
- (a) Disciplinary Subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) Secretary not later than 48 hours after being notified of the decision in accordance with Rule 71.6.
- 72.3 If a person has given notice under Rule 72.2, a Disciplinary Appeal Meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- 72.4 Notice of the Disciplinary Appeal Meeting must be given to each Member who is entitled to vote as soon as practicable and must—
- (a) specify the date, time and place of the meeting; and

- (b) state:
  - (i) the name of the person against whom the disciplinary action has been taken; and
  - (ii) the grounds for taking that action; and
  - (iii) that at the Disciplinary Appeal Meeting the Members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

**73. CONDUCT OF DISCIPLINARY APPEAL MEETING**

73.1 At a Disciplinary Appeal Meeting:

- (a) no business other than the question of the appeal may be conducted;
- (b) the Board must state the grounds for suspending or expelling the Ordinary Member and the reasons for taking that action; and
- (c) the Ordinary Member who has been suspended or expelled must be given an opportunity to be heard.

73.2 After complying with Rule 73.1, the Members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the Ordinary Member should be upheld or revoked.

73.3 If at the Disciplinary Appeal Meeting:

- (a) at least two-thirds of the Members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- (b) in any other case, the resolution is revoked.

**PART 6.2 – GRIEVANCE PROCEDURE**

**74. APPLICATION**

74.1 The grievance procedure set out in this Constitution applies to disputes under this Constitution between:

- (a) a Member and another Member;
- (b) a Member and the Board;
- (c) a Member and the Association.

74.2 A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

**75. PARTIES MUST ATTEMPT TO RESOLVE THE DISPUTE**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

**76. APPOINTMENT OF MEDIATOR**

76.1 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 75, the parties must within 10 days:

- (a) notify the Board of the dispute; and
- (b) agree to or request the appointment of a mediator; and
- (c) attempt in good faith to settle the dispute by mediation.

76.2 The mediator must be:

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement:
  - (i) if the dispute is between a Member and another Member—a person appointed by the Board; or
  - (ii) if the dispute is between a Member and the Board or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.

76.3 A mediator appointed by the Board may be a Member or a former Member but in any case must not be a person who:

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

76.4 All costs in relation to a dispute referred to mediation will be borne by the parties in equal shares.

**77. MEDIATION PROCESS**

77.1 The mediator to the dispute, in conducting the mediation, must:

- (a) give each party every opportunity to be heard;
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties throughout the mediation process.

77.2 The mediator must not determine the dispute.

**78. FAILURE TO RESOLVE DISPUTE BY MEDIATION**

78.1 If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.



**PART 7 – GENERAL MATTERS**

**WHAT IS THIS SECTION ABOUT?**

This part details machinery provisions and general matters of the Constitution, including notice requirements, winding up of the Association and alteration of Rules.

**79. COMMON SEAL**

79.1 The Association may have a common seal.

79.2 If the Association has a common seal:

- (a) the name of the Association must appear in legible characters on the common seal;
- (b) a document may only be sealed with the common seal by the authority of the Board and the sealing must be witnessed by the signatures of two Directors; and
- (c) the common seal must be kept in the custody of the Secretary.

**80. REGISTERED ADDRESS**

80.1 The registered address of the Association is the address determined from time to time by resolution of the Board.

**81. NOTICE REQUIREMENTS**

81.1 Any notice required to be given to a Member under this Constitution may be given:

- (a) by handing the notice to the Member personally;
- (b) by sending it by post to the Member at the address recorded for the Member on the register of Members; or
- (c) by email or facsimile transmission.

81.2 Rule 81.1 does not apply to notice given under Rule 53.

81.3 Any notice required to be given to the Association or the Board may be given:

- (a) by handing the notice to a Director; or
- (b) by sending the notice by post to the registered address; or
- (c) by leaving the notice at the registered address; or
- (d) if the Board determines that it is appropriate in the circumstances:
  - (i) by email to the email address of the Association or the Secretary; or
  - (ii) by facsimile transmission to the facsimile number of the Association.

**82. CUSTODY AND INSPECTION OF BOOKS AND RECORDS**

82.1 Members may on request inspect free of charge:

- (a) the register of Members;
- (b) the minutes of general meetings; and

- (c) subject to Rule 82.2, the financial records, books, securities and any other Relevant Documents of the Association, including minutes of Board Meetings.

82.2 The Board may refuse to permit a Member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

82.3 The Board must on request make copies of this Constitution available to Members and applicants for membership free of charge.

82.4 Subject to Rule 82.2, a Member may make a copy of any of the other records of the Association referred to in this Rule and the Association may charge a reasonable fee for provision of a copy of such a record.

82.5 For purposes of this Rule:

**Relevant Documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following:

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records; and
- (d) records and documents relating to transactions, dealings, business or property of the Association.

### 83. **REVIEW, WINDING UP AND CANCELLATION**

83.1 The Board will undertake an annual review of the Association and may make a recommendation to the Minister to wind up the Association if the Board considers the Association has satisfactorily fulfilled all of the purposes listed in Rule 4.1.

83.2 Following the approval of the Minister, the Association may be wound up voluntarily by Special Resolution.

83.3 In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any Members or former Members of the Association. Any surplus assets, unused Government funding must be given or transferred back to the State (or in the case of other funding, unused funding must be refunded to the relevant funder).

### 84. **ALTERATION OF RULES**

Subject to Rule 15.2, this Constitution may only be altered by Special Resolution of a general meeting of the Association.

### 85. **INDEMNITY**

85.1 Subject to and so far as permitted by the Act, the Public Administration Act and any other applicable law:

- (a) the Association must indemnify every Director against any Liability incurred as a result of its role as Director of the Association, unless the Liability arises out of conduct involving a lack of good faith or a breach of duty in relation to the Association; and

- (b) the Association may make a payment (whether by way of advance, loan or otherwise) in respect of legal costs incurred by a Director in defending an action for a Liability incurred as such or in resisting or responding to actions taken by a government agency or a liquidator.

In this rule, **Liability** means a liability of any kind (whether actual or contingent and whether fixed or unascertained) and includes costs, damages and expenses, including costs and expenses incurred in connection with any investigation or inquiry by a government agency or a liquidator.

- 85.2 The indemnity in favour of the Directors under Rule 85.1 is a continuing indemnity. It applies in respect of all acts done by a person while a Director of the Association even though the person is not a Director at the time the claim is made.
- 85.3 Subject to the Act, the Public Administration Act and any other applicable law, the Association may enter into, and pay premiums on, a contract of insurance in respect of any person.
- 85.4 Rules 85.1 to 85.3 above do not authorise anything that would otherwise be unlawful.
- 85.5 Anything that purports to indemnify or insure a person against a liability, or exempt them from a liability, is void to the extent that it contravenes this Rule 85.

## PART 8 – INTERPRETATION

### WHAT IS THIS SECTION ABOUT?

This part includes an interpretation section providing definitions for terms used throughout the Constitution as well as a general interpretation to assist the reader to understand common expressions.

The following definitions apply in this document:

**Absolute Majority** of the Board, means a majority of the Directors currently holding office and entitled to vote at the time of a Board Meeting (regardless of whether the Director is present at a Board Meeting);

**Board** means the board having management of the business of the Association;

**Board Meeting** means a meeting of the Board held in accordance with this Constitution;

**CEO** means the chief executive officer of a Foundation Member and includes any person holding an equivalent or like position in that organisation;

**Chairperson** means the independent chairperson appointed by the Minister;

**DHHS** means the Department of Health and Human Services in the State of Victoria;

**Director** means a person elected or appointed to the Board pursuant to Rule 38, which includes the Chairperson, the Foundation Member Directors and the Ordinary Member Directors;

**Director Eligibility Criteria** means the requirements from time to time set out in guidelines promulgated by the Board in relation to:

- (a) the preferred composition of skills and other competencies within the Board; and
- (b) the relevant requirements and factors the Board considers relevant to be elected as Ordinary Member Directors.

**Disciplinary Appeal Meeting** means a meeting of the members of the Association convened under Rule 72.3;

**Disciplinary Meeting** means a meeting of the Board convened for the purposes of Rule 67;

**Disciplinary Subcommittee** means the subcommittee appointed under Rule 69;

**Financial Year** means the 12 month period specified in Rule 63;

**Foundation Members** are the following, who will be directly appointed by the Minister:

- (a) DHHS;
- (b) Latrobe City Council;
- (c) Latrobe Community Health Service;
- (d) Latrobe Regional Hospital;
- (e) Gippsland Primary Health Network; and
- (f) the Chairperson;

**Foundation Member Director** means a Director appointed to the Board by each of the Foundation Members pursuant to Rule 38.1(b);

**Governing Board** means the council, board or equivalent governing body of a Foundation Member;

**Health Advocate** means the health advocate appointed by the State for the Latrobe Valley to provide a local health voice for the Latrobe Valley community that can win the trust of that community and be a sound source of advice, mediation and advocacy on health-related matters;

**Initial Directors** means the Directors referred to in Rule 40.1;

**Latrobe Community Member** is either:

- (a) an individual community member who:
  - (i) lives, works or studies in the Latrobe Valley area;
  - (ii) has a strong connection to the Latrobe Valley; and
  - (iii) must have the ability to participate actively and take part in the decision making of the Association; or
- (b) a representative from a community organisation which is:
  - (i) based in the Latrobe Valley;
  - (ii) provides support and services to the Latrobe Valley community; and
  - (iii) must have the ability to participate actively and take part in the decision making of the Association;

**Latrobe Health Innovation Zone** means the geographical zone of the Latrobe Valley designated by the Victorian government of the Latrobe Valley with a focus on innovation, integration and community engagement to improve health and wellbeing;

**Latrobe Valley** means the geographical zone of the Latrobe City Council;

**Member** means a member of the Association, being either a Foundation Member or an Ordinary Member;

**Minister** means the Minister for Health for the State of Victoria;

**Observer** means an observer attending any Board Meeting on behalf of Foundation Member Directors in accordance with Rule 61;

**Ordinary Member** means a person who is either a Latrobe Community Member or a representative of a State-wide Agency;

**Ordinary Member Director** means a Director appointed to the Board by the Ordinary Members in accordance with Part 4.3 of this Constitution;

**Public Administration Act** means the *Public Administration Act 2004* (Vic);

**Secretary** means the person appointed as the secretary of the Association in accordance with Rule 63;

**Special Resolution** means a resolution that has been passed by at least 75% of the votes cast by the Members (whether in person or by proxy) entitled to vote on the resolution;

**State** means the State of Victoria;

**State-wide Agency** means a state-wide agency (which will be represented by a representative) that:

- (a) supports the Latrobe Valley community (including but not limited to health NGOs, Commonwealth or Victorian Government Departments and Agencies); and
- (b) has the ability to participate actively and take part in the decision-making of the Association;

**The Act** means the *Associations Incorporation Reform Act 2012* (Vic) and includes any regulations made under that Act; and

**The Registrar** means the Registrar of Incorporated Associations.

# **CITY DEVELOPMENT**

## **14. CITY DEVELOPMENT**

### **14.1 Planning Application 2016/215 - Use and Development of Land for Animal Keeping (Keep, Breed or Board 5 Greyhounds) in the Rural Living Zone (Schedule 3).**

**General Manager**

**City Development**

**For Decision**

#### **EXECUTIVE SUMMARY**

The applicant seeks a permit to use and develop the land for the keeping, training and breeding of 5 greyhounds at 5 Glen Place, Hazelwood North. The subject land comprises Lot 13 LP138494 at 5 Glen Place, wholly covered by the Rural Living Zone Schedule 3.

The applicant currently keeps two greyhounds on the land, which requires no planning permit in this zone. This permit would increase the number of greyhounds by three. The subject site currently has a kennel shed containing 6 kennels, kennel kitchen and whelping room, whelping exercise yard, day yards and a large exercise yard. Further works would comprise a 'galloping' exercise yard, landscaping and some very minor fitting out of existing facilities.

A total of six (6) objections have been received which have raised the following concerns:

- Noise,
- Amenity of the area,
- Number of greyhounds kept at the premises,
- Waste from the greyhounds,
- Plans are not accurate or compliant with the relevant Code,
- Works required to be carried out will not be completed.
- Privacy,
- The management ability of the applicant, and
- The devaluation of surrounding properties.

Having considered the objections and assessed the proposal against the provisions of the Latrobe Planning Scheme (the Scheme), it is considered that the proposal is generally in accordance with the relevant objectives and decision guidelines of the Scheme. It is therefore recommended that a Notice of Decision to Grant a Planning Permit be issued.



## **RECOMMENDATION**

**That Council:**

**Issue a Notice of Decision to grant a planning permit for the Use and Development of Land for Animal Keeping (Keep, breed or board up to 5 Greyhounds) within the Rural Living Zone Schedule 3 at 5 Glen Place, Hazelwood North (Lot 13 on LP 138494), with the following conditions:**

### **Endorsed Plans**

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

### **Amended Plans**

- 2. Prior to the use and development commencing, revised plans must be submitted to and approved by the Responsible Authority. These plans must be consistent with those provided but modified to show:**
  - a) lining of the ceiling of the kennel shed, and lining of the upper walls of the kitchen area of the kennel shed so the building is completely lined internally;**
  - b) a solid wall with a surface mass of 10-15 kg/m<sup>2</sup> with no gaps to be installed at 1.8 metres high along the north side of the whelping and day yards area and beyond its edge by two metres;**
  - c) the creation of a single fenced compound comprising the eastern end of the property, including the kennel shed, whelping and day yards, existing galloping yard and proposed greyhound runs, of a type sufficient to contain greyhounds, with a secure self-closing gate capable of being locked; and,**
  - d) a landscape planting, to create a visual screen to inhibit visual stimuli to dogs. This planting must be either immediately inside or immediately outside the fenced compound required in Condition 2c, with further shrubs or trees planted south of the kennel shed to provide some partial screening. An alternative may be used for all or some of this planting, being solid acoustic fencing to the satisfaction of 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.**

### **Landscaping Conditions**

- 3. Prior to the commencement of the use and development, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must show:**
  - a) screen planting beds as required in Condition 2(d) above, and**
  - b) a planting schedule of all proposed trees and shrubs, including**

botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant. .

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

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

4. 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.
5. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

#### Site Management

6. The management of the greyhound keeping must comply with the Code of Practice for the Operation of Greyhound Establishments (as amended or its replacement) to the satisfaction of the Responsible Authority.
7. Prior to commencement of the use or by such later date as approved by the Responsible Authority in writing, all modifications to the land, included in Condition 2 and shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority
8. The modifications to the land included in Condition 2 and shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority.
9. No more than 5 greyhounds can be kept on land at any one time to the satisfaction of the Responsible Authority.
10. Noise levels emanating from the premises generally must not exceed those required to be met under the guide, 'Noise from Industry in Regional Victoria' (Environment Protection Authority Publication No. 1411) to the satisfaction of the Responsible Authority.
11. All feeding of the dogs must occur between the hours of 09:00 am and 06:00 pm following a regular routine to the satisfaction of the Responsible Authority.
12. All dogs must be kept locked inside the dog kennel shed during the night-time period of 6:00 pm to 07:00 am to the satisfaction of the Responsible Authority, and otherwise confined to the compound required in Conditions 2(c) above other than for transporting off-site for health care and delivery.

13. All solid waste must be collected from the kennels and exercise yards on at least a daily basis and disposed of in such a manner as to avoid nuisance, pollution or loss of amenity to the surrounding area to the satisfaction of the Responsible Authority.
14. Feed containers and waste feed ingredients must be kept in vermin-proof containers until appropriate disposal to avoid the attraction of vermin to the site, to the satisfactory of the responsible authority,
15. If the housing of greyhounds from this site is found to be causing a nuisance as defined under the nuisance provisions of the Public Health and Wellbeing Act 2008 the property owner/owner of the animals must install a septic tank system for the collection, treatment and disposal of the urine and faeces and yard wash-down water.
16. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
17. Transport of materials, goods or commodities to or from the land;
  - a) Appearance of any building, works or materials;
  - b) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
  - c) Presence of vermin; or otherwise,To the satisfaction of the Responsible Authority.

#### **Permit Expiry**

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

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

- 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**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

**SUMMARY**

Land: 5 Glen Place, Hazelwood North  
(Lot 13 on LP 138494)

Proponent: Mr C Dobson c/- Mr B Selleck.

Zoning: Rural Living Zone Schedule 3

Overlay: None.

A planning permit is required for the following:

- use of land for animal keeping, to keep more than two animals on the land, pursuant to Clause 35.03-1 Rural Living Zone (Schedule 3) and,
- Buildings and works pursuant to Clause 35.03-4 Rural Living Zone (Schedule 3).

**PROPOSAL**

The application is for the use and development of land for animal keeping within the Rural Living Zone Schedule 3.

The application seeks a permit for keeping no more than 5 adult greyhounds. This is three more than the present number of greyhounds on the site. The applicant has provided the following in regards to the keeping and breeding of the greyhounds:

- one litter of puppies at a time will be raised on the subject land if conditions are right regarding the health of the female dog, as governed by Greyhound Racing Victoria (GRV)
- four of the resultant litter will be kept and raised on the property past the age of three months, with the mother dog.
- the remaining pups will be removed from the property, either into the greyhound racing industry or as pets, and
- once the remaining pups are old enough to start their racing career, they will be removed from the property to allow for the next litter of pups. Greyhounds are classed as adults at 17 months of age by GRV, and ready to train at 11 months.

The daily routine is for the greyhounds to be housed overnight in the kennel shed, and then removed to their day yards, exercise yard or galloping yards variously during the day depending on their maturity. During the day, cleaning of the kennels and day yards will occur. Of these elements only the galloping yards are not constructed. The premises will be monitored by the site manager for most if not all of each day.

Conditions will be placed on any permit issued for the proposal to ensure the proposal complies with the Code of Practice for the Operation of Greyhound Establishments.

Furthermore, the upgrade of the existing facilities on site will be required to ensure that the amenity of the area is not detrimentally affected by the proposal, these upgrades will include:

- Internal lining of the existing kennels;
- The erection of a solid wall along the whelping and day yards;
- The erection of a single fenced compound to enclose all infrastructure associated with the use; and
- Landscaping to act as a visual screen and reduce visual stimuli to the dogs.

GRV does and will continue to exert control on the operation of the property for greyhound keeping as the animals will be registered for participation in the greyhound industry.

**SUBJECT LAND AND SURROUNDING AREA:**

The subject site is located on the eastern side of Glen Place, Hazelwood North, has an area of 2.294.8 hectares and is irregular in shape. Its maximum length is 205.85 metres along its northern boundary and its maximum depth is about 186 metres along its western boundary. The site includes part of a small valley and waterway.

The site encompasses a dwelling and ancillary outbuildings which are located along the northern boundary, the highest part of the site. The dwelling is set back about 60 metres from Glen Place, and the outbuilding is behind it. One of these existing outbuildings is being used as a kennel shed for the two (2) existing greyhounds on site. This outbuilding contains a kennel kitchen, a whelping room with exercise yard, and six kennels. Behind the outbuilding are four partially constructed day yards. A large yard is fenced around a gum tree as an exercise area for the existing greyhounds. The remainder of the site is generally cleared and sown to pasture, with several gum trees scattered about the site.

The site is located within an existing settlement around Arrandoon Drive, Glen Place and Lynn Place, with most lots being 2 ha or more in size. Similar areas exist to the north and south of Arrandoon Drive, with Maddison Drive to the south.

The nearest dwellings to the kennel shed are as follows:

- North: 103 metres, uphill from the subject location
- East: 200 metres, uphill from the subject location
- South: 242 metres, across the valley and slightly lower than the subject location
- West: 141 metres, downhill from the subject location

The average distance from the kennel shed to all neighbouring dwellings is 213 metres. Attachment 1 shows the site and its surroundings.

Site inspections to the area have shown that there is already an amount of dog barking in the area, although not from the greyhounds on the subject land.

Neighbouring properties are used for rural living purposes, mostly with some kind of stock grazing in the paddocks around the houses. The south-eastern neighbour operates an alpaca stud farm. The abutting sites to the west, south and east form part of and share views across the same small valley mentioned above. East:

## **LATROBE PLANNING SCHEME**

### **State Planning Policy Framework**

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

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

### **State Planning Policy Framework**

- Clause 11.08-1 A diversified economy
- Clause 14.02-1 Catchment Planning and Management
- Clause 13.04-1- Noise

### **Local Planning Policy Framework**

#### **Municipal Strategic Statement (Clause 21)**

- 21.04-3 Rural Living Overview
- 21.07-2 Economic Sustainability Overview

### **Zoning**

The land at 5 Glen Place is located within the Rural Living Zone (Schedule 3). The purpose and decision guidelines of the Rural Living Zone (Schedule 3) have been taken into account as part of the assessment of this application and it is considered that the application is generally consistent with the zoning provisions.

These elements will be further discussed in the 'Issues' section of this report.

### **Overlay**

No Overlay affects the site or its surrounds.

### **Particular Provisions**

None relevant in the consideration of the application.

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

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

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

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

- Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management (Publication 891.3, Environmental Protection Authority, 2013).

## **STAKEHOLDER CONSULTATION**

*Engagement Method Used:*

Notification:

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The application, which was lodged on 13 December 2016, was advertised pursuant to Sections 52(1)(a) and (d) of the Planning and Environment Act 1987. Notices were sent to all adjoining and adjacent landowners and occupiers and a site notice was displayed on the site frontage for 14 days.

6 submissions in the form of written objection have been received to date. Copies of all submissions and a plan of the location of the objectors are in Attachments 3 and 4 of this report.

External:

Under Section 52(1)(d) of the Act the application was referred to the Environment Protection Authority (EPA), the West Gippsland Catchment Management Authority (WGCMA) and GRV.

EPA did not object to the proposal but requested conditions to be included to ensure that noise, odours, wastewater and stormwater be appropriately managed to prevent local nuisance.

GRV advised that at present the premises is not entirely compliant with the Code, but this can be achieved with minor works such as installing an air conditioner to the whelping enclosure for appropriate temperature control; repositioning a down pipe to avoid flooding a day yard and paint some exposed surfaces of a kennel. When these works are complete the premises will be compliant. It has not set permit conditions.

WGCMA advised that the greyhound galloping yard will be outside the 30 m buffer to the water way and did not object. It did not set permit conditions.

Internal:

The application was referred to Council Health Services Department which did not object to the application.

*Details of Community Consultation following Notification:*

No stakeholder meeting was held as it was considered that no resolution to the concerns raised in submission would be found

**KEY POINTS/ISSUES**

Strategic direction of the State and Local Planning Policy Frameworks:

State and Local Planning Policy Frameworks particularly relevant to the consideration of the application are in relation to the local economy's diversification, protection of waterways and noise abatement.

It is considered that the proposal is appropriate for its location and that any detriment to the local area can be managed through the inclusion of appropriate conditions on any permit issued for it.

Given the size of the site, small number of proposed greyhounds and location of the use, there is sufficient distance from the dog keeping facilities to the watercourse to be satisfied that pollution of that watercourse or soil can be avoided, and conditions will be placed on any permit issued for the proposal to ensure this occurs.

An upgrade of the existing facilities on site is required to ensure that the proposed use can meet noise limits set out in the relevant guidelines, 'Noise from Industry in

Regional Victoria' ('NIRV' — EPA publication 1411). These works will focus on reduction on the incidence of noise and baffling of any noise from the site that may occur to the surrounding area. The requirements are set out in Conditions 6-15 regarding management and Condition 2 for the works.

It should be noted that while this would be a very small business enterprise, the use if approved will demand goods and services from the local economy and support the greyhound racing industry within the Latrobe Valley and wider area.

'Purpose' and 'Decision Guidelines' of the Rural Living Zone Schedule 3

The Rural Living Zone provides for agricultural uses, including Animal Keeping, where undue detriment to 'other uses', is not caused. The Zone does not highlight the protection of residential amenity.

Consideration of the zone's general guidelines includes the issue of whether the use is compatible with nearby adjacent uses. Rural zones, including the Rural Living Zone, are seen as the most appropriate ones for Animal Keeping. A limited range of non-residential uses can be permitted in this zone such as medical centre, place of assembly (i.e. function centre), restaurant, rural industry (other than abattoir or sawmill), hotel and agriculture. So 'adjacent uses' includes a broad range of activities, including residential. This also establishes that the background level of noise is not that of residential zone.

This is balanced against Council's Local Policy at Clause 21.04-3, which gives priority to residential uses and identifies as a main strategy to discourage Animal Keeping as a use. However if that Animal Keeping can be managed to avoid unreasonable disturbance to local amenity, it should be accepted under this policy and in accordance with the zone. It is noted that Local Policy guides the use of discretion in determining matters under a zone or other provision; it does not override what zones allow.

It is maintained that the proposed use is of such a small scale, that appropriate management and works can be undertaken to prevent unreasonable off-site effects.

Consideration of the zone's decision guidelines about land capability, the infrastructure capacity and siting indicate that the subject land is of adequate size and form to be suitable to accommodate the proposed use both in regards to meeting the welfare needs of the animals (using the Code of Practice as a guide) and to satisfactorily manage drainage and waste disposal.

Regarding the zone's decision guidelines about impact on the local landscape, the works are contained to about half of the site and will for most part not be visible from the road. The applicant has already indicated readiness to install landscaping to the dog keeping areas to blend them into the landscape and screen the dogs' view out of the site.

Turning to the zone purposes, two of them are particularly relevant:

- To provide for residential use in a rural environment.
- To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.



The proposed use does not change the nature of the use of the subject land, as it's principal use will remain for residential purposes. The proposed Greyhound Keeping is ancillary to the residential use because of its small scale.

As noted above Greyhound Keeping is an agricultural use, and the discussion has shown that the use can be carried out without adversely affecting the neighbours' amenity. Examination of objectors' concerns below will support this conclusion.

### Submissions

#### 1. Noise.

#### Officer Comment:

Noise can be dealt with by separation of the noise source from the sensitive land use, and in combination of that, baffling the noise at its source, and management of the greyhounds to minimise barking.

The following measures are proposed to minimise noise emissions from the site:

- a) Separation – at least 100 metres exists between the kennel shed and the closest residents, and in that case the rise of the land provides some buffer. The effect of separation is to reduce the decibel level of any barking, so that while the barking may still be audible, it will be below the NIRV levels. The small number of dogs also reduces the volume and frequency of barking overall.
- b) Building design: the kennel shed is partially lined and, by permit condition, will be required to be fully lined, and some solid fencing panels will be required to be installed along the north side of the whelping and day yards (the closest part to the closest house) to baffle noise and prevent visual stimuli in that direction. Screen planting around the day yards, whelping pen's day yard and area south of the kennel shed will limit the views of and by penned dogs. Again the small number of dogs will help mitigate noise levels.
- c) Management: any planning permit conditions will stipulate feeding, penning and exercise times to coincide with higher decibel level of 'day time' (7am to 6pm ) to minimise dog excitement.

These measures are in line with the EPA publications and State Policy at Clause 13.04-1 Noise Abatement. It is important that the physical and building measures are installed prior to the numbers of greyhounds on the site being increased to 5. Examples of acoustic testing of dog barking from other similar applications shows that significant dropping of noise levels occurs past 90 metres of separation.

The proposed use can be managed to meet EPA recommended noise levels, and where attained the use is deemed to have no detrimental effect on the amenity of the area.

2. Amenity of the area

Officer Comment:

To ensure greyhounds do not wander from the site, a permit condition will require the creation of a fenced compound with a self closing, lockable, gate, to contain them to the greyhound keeping area.

While planning rules do not allow the preservation of a person's view from their land, it is reasonable to soften and screen the proposed works in the general landscape. The local topography means that the recommended landscape screening of the buildings and works is unlikely to completely conceal them, but will instead break up the view to the site and partially obscure various elements.

Should a permit be issued, conditions will be included regarding the confinement of the greyhounds to a fenced compound within the property, which would contain the day yards, kennel shed and exercise areas. A further condition will require the secure storage of greyhound feed and timely removal of waste including spilt food which should minimise vermin problems.

Given the separation of the neighbouring houses to the greyhound keeping area, privacy concerns are not considered a valid ground of objection.

3. Number of Greyhounds

Officer Comment:

Greyhound Racing Victoria advises that uncontrolled breeding of the female dogs is not permitted, so concerns of the premises having up to 40 dogs are unfounded. Five dogs are not seen as beyond the capacity of the site environmentally. The manager will be living on site and is ideally placed to deal with any behavioural issues that encourage nuisance barking by the dogs.

4. Waste from the greyhounds.

Officer Comment:

As noted above the small number of greyhounds, the size and grassed nature of the site, and the distance of the greyhound activity areas from the waterway indicates that pollution of waterways by waste is considered an unlikely outcome. A standard permit condition is recommended in case of any future problems that may occur.

5. Compliance with Code of Practice

Officer Comment:

The Code of Practice for the Operation of Greyhound Establishments covers house, management and welfare issues for greyhound keeping. It does not cover off-site effects. Council is not responsible for administering the Code of Practice unless the Code is specified in permit conditions. Greyhound Racing Victoria administers the Code as well as part of its licensing and monitoring of greyhound establishments. It is recommended that the Code be included in the permit conditions.

6. Works required to be carried out will not be completed.

Officer Comment:

Should a permit be issued, conditions identify what works must be completed before the use commences, and sets standard time limits for when all works must be completed.

Regarding the management ability of the applicant, this is not a relevant planning consideration because the permit is issued to the land, not the person.

Regarding the devaluation of surrounding properties, this is not a relevant planning consideration because impact on property values from this sole factor cannot be proven.

**RISK IMPLICATIONS**

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

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

**FINANCIAL RESOURCES IMPLICATIONS**

Additional resources or financial cost will be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 3 business days with an additional day required to attend and present at the appeal, total 4 business days. This equates to a financial cost in the order of \$1338. This cost would be far greater if a consultant is required to attend on Council's behalf although the proposal is not technically complicated and can be managed at officer level.

No clear estimate of the cost to the applicant was given as the works have largely been completed, barring the landscaping costs. The financial implications relating directly to the proposed development include goods and services required for the fencing, the landscaping and building works.

**CONCLUSION**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Rural Living Zone Schedule 3;
- Consistent with Clause 65 (Decision Guidelines); and

- Able to be managed satisfactorily in relation to objectors' concerns by including the recommended permit conditions.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. [Attachment 1 Site Location Plan](#)
2. [Attachment 2 Submitted Plans](#)
3. Attachment 3 Objections (Published Separately) (Confidential)
4. Attachment 4 Objector Location Plan (Published Separately) (Confidential)

## **14.1**

### **Planning Application 2016/215 - Use and Development of Land for Animal Keeping (Keep, Breed or Board 5 Greyhounds) in the Rural Living Zone (Schedule 3).**

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Attachment 1 Site Location Plan .....</b> | <b>75</b> |
| <b>2</b> | <b>Attachment 2 Submitted Plans .....</b>    | <b>77</b> |





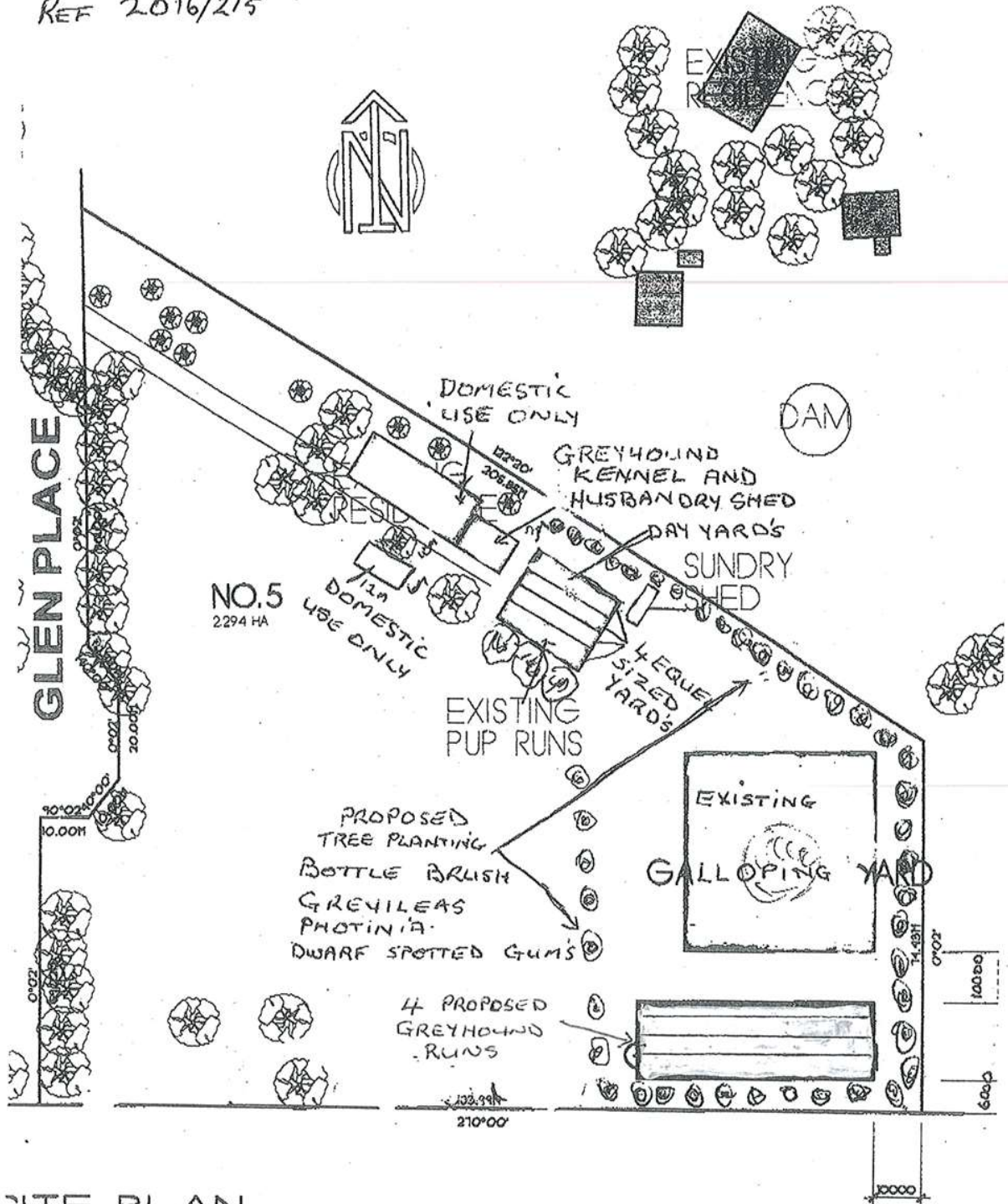


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FAX NO. :0359983118

Dec. 07 2016 02:19PM P3

REF 2016/215



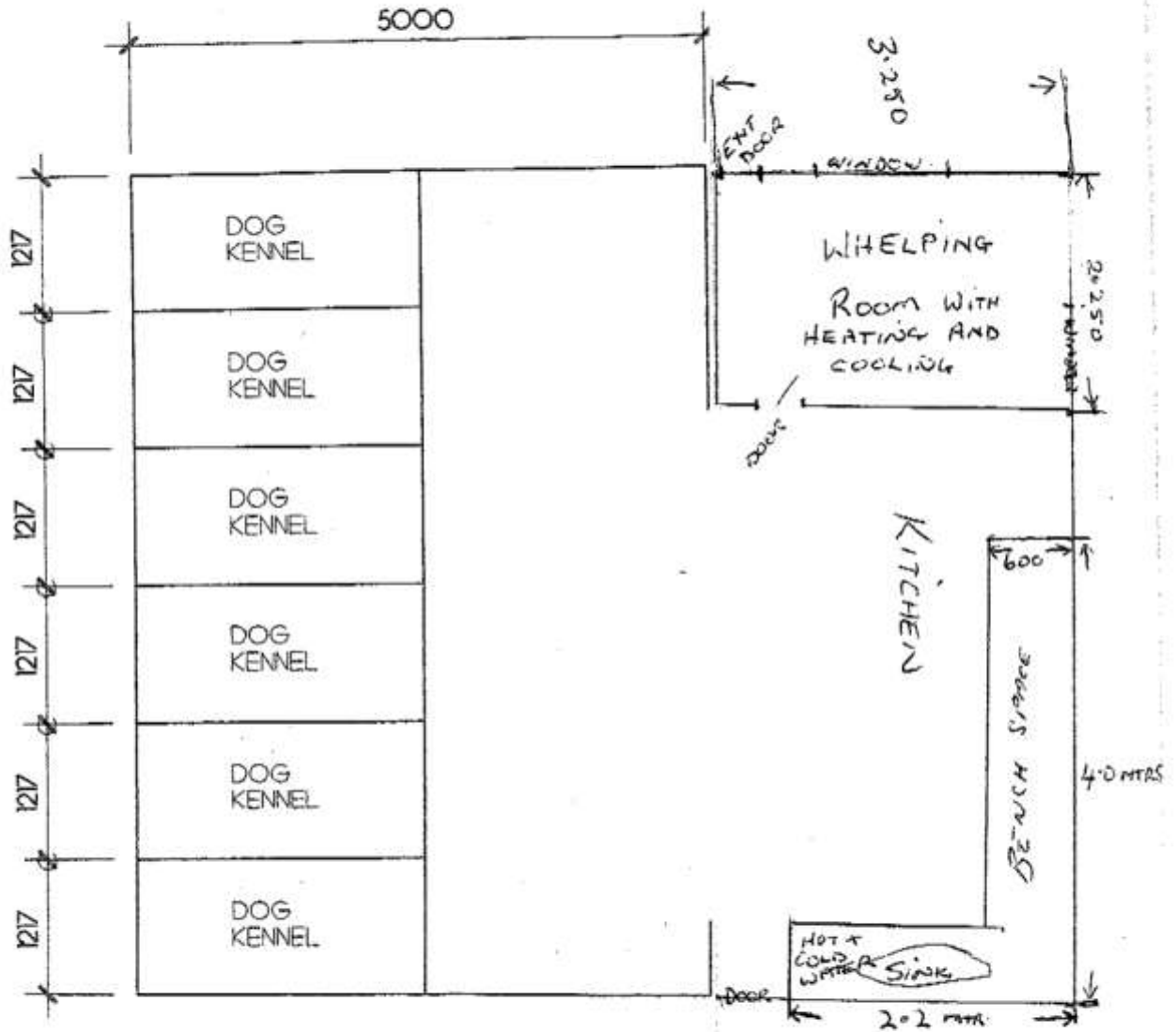
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FROM : SELLECK GREYHOUNDS

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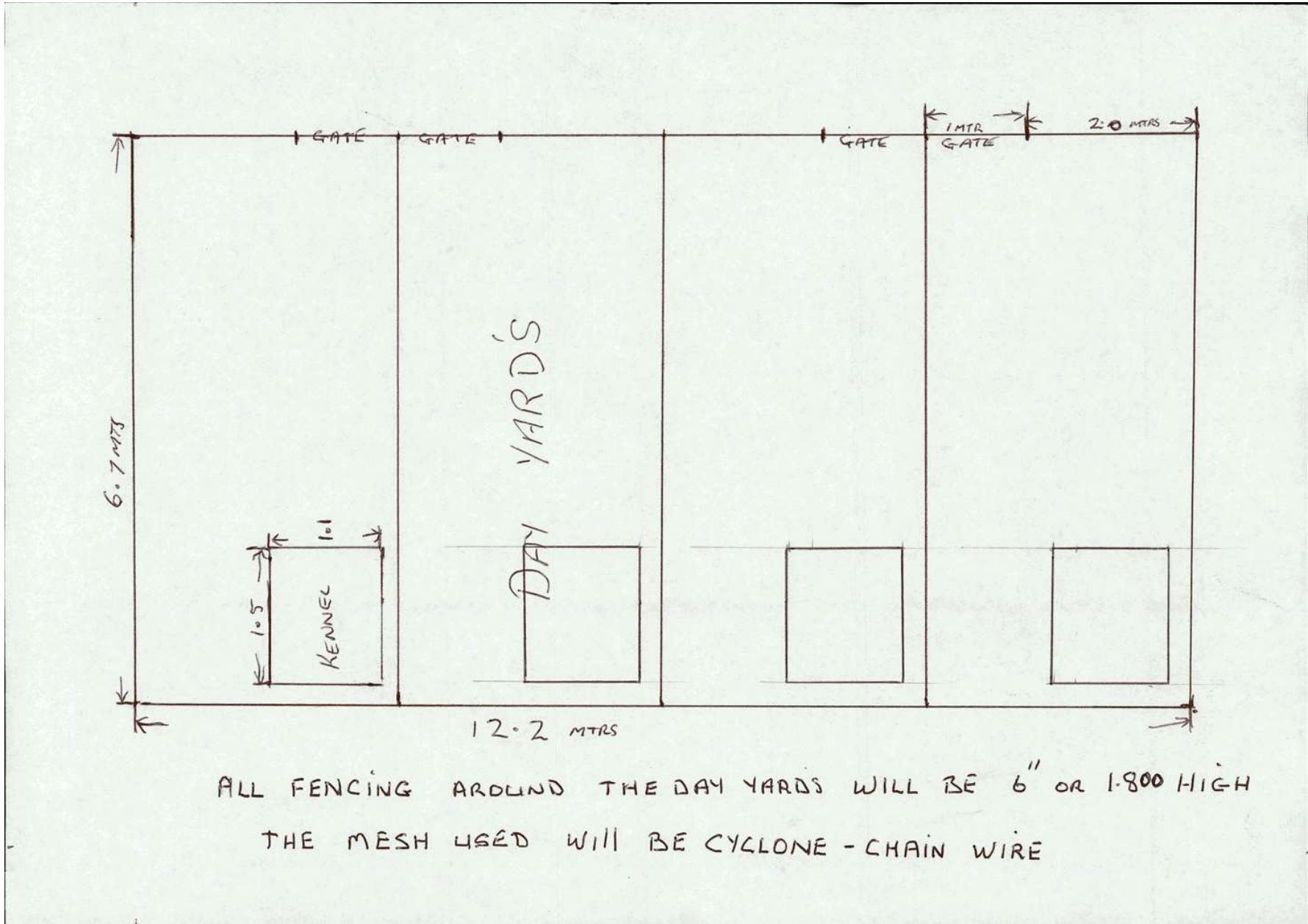
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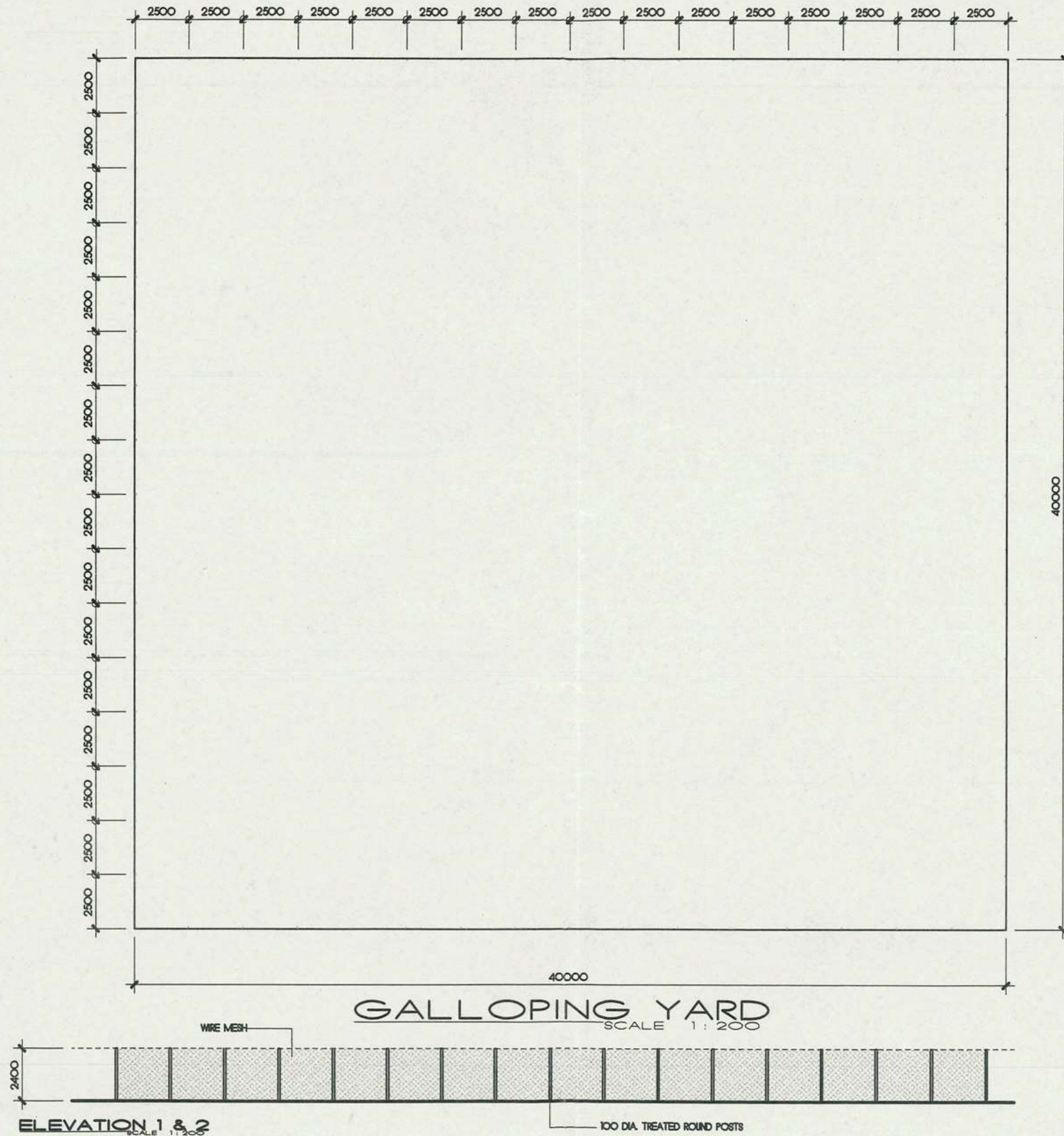
REF 2016/215



DOG KENNELS.  
KITCHEN AND  
WHELPING ROOM.



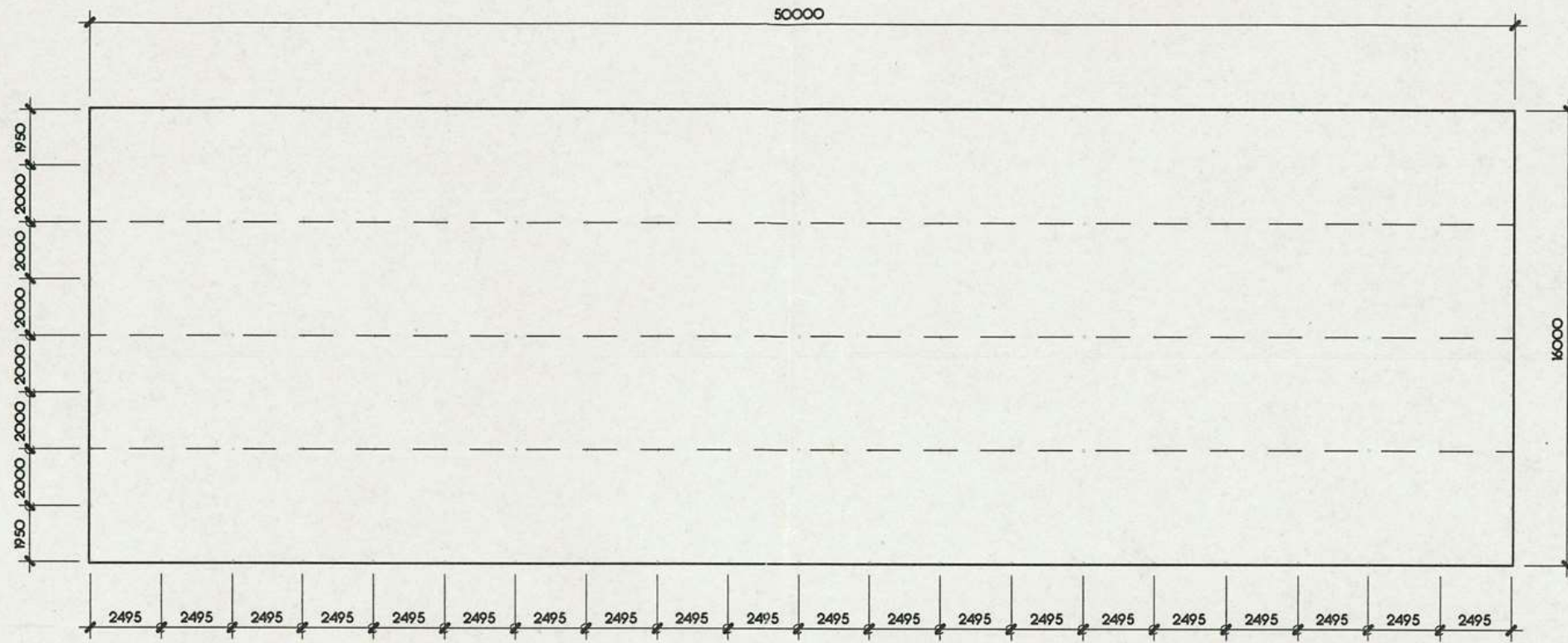




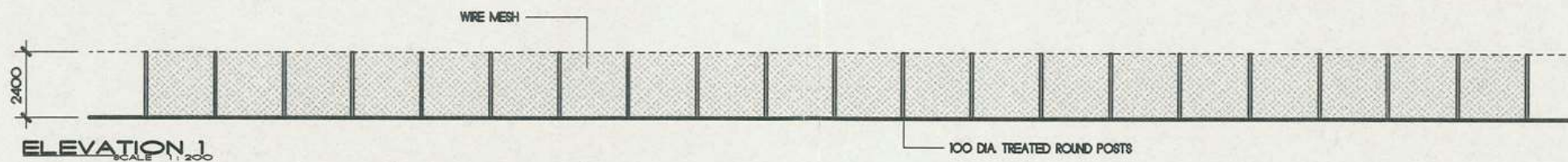
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DRAWING TITLE: EXISTING CONDITIONS FLOOR PLAN			
DRAWN: L.CARLUBIA	REVISION No: WD-1	JOB No: 14001	
DATE: 24/02/2014	SCALE: A3: 1:200	DRAWING No: A 3	
DESIGN: L.CARLUBIA	DATE: 24/02/2014	SIGNATURE:	

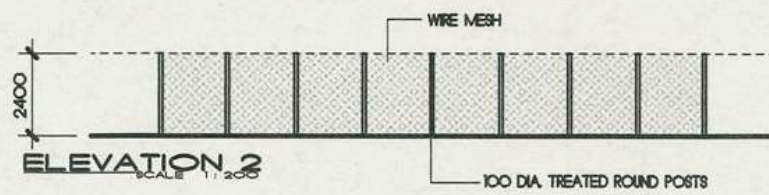




**GREYHOUND RUN**  
SCALE 1:200



**ELEVATION 1**  
SCALE 1:200



**ELEVATION 2**  
SCALE 1:200

RECEIVED  
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BY:

PROJECT: PROPOSED GALLOPING YARD & GREYHOUND RUN CLIENT: CHARLIE DOBSON & LISA NATHAN AT NO. 5 GLEN PLACE, HAZELWOOD NORTH 3840			
DRAWING TITLE: EXISTING CONDITIONS FLOOR PLAN			
DRAWN: L.CARUBIA	REVISION No.: WD-1	JOB No.: 14001	
DATE: 24/02/2014		DRAWING No.: A 4	
SCALE @ A3: 1:200			
DESIGN: L.CARUBIA			
DATE: 24/02/2014			
SIGNATURE:			

**14.2 Amendment C91 - Consideration of Submissions (Implementation of the Latrobe City Open Space Strategy 2013 and the Review of the Latrobe City Proposed Public Open Space Contributions 2016)**

**General Manager**

**City Development**

**For Decision**

**EXECUTIVE SUMMARY**

Council adopted the *Latrobe City Public Open Space Strategy* (the Strategy) on 20 May 2013 but is yet to implement the local policy recommendations of the Strategy into the Latrobe Planning Scheme.

At the Ordinary Council Meeting of 5 December 2016 Council resolved to request Authorisation from the Minister for Planning to prepare and exhibit Amendment C91 to the Latrobe Planning Scheme.

Amendment C91 will give effect to a number of key recommendations of the Strategy and the *Review of Proposed Public Open Space Contribution Rates October 2016* (see attachment 4). In particular, it will ensure that there is a sound strategic basis in the Latrobe Planning Scheme to guide the management and development of the provision of public open space. Additionally, these changes will guide the day-to-day assessment of planning permit applications and the requirement for public open space contributions in order to achieve better public open space outcomes for the community.

Recommendations in the Strategy have been developed having regard to the results from a review of the existing supply and demand for open space, site analysis and consultation with the community, including the community's vision and suggested priorities.

In accordance with the prescribed processes under the *Planning and Environment Act 1987*, the amendment has been through public exhibition and has resulted in three written submissions which are all in support of the amendment. A copy of all submissions can be found at Attachment 2 to this report.

No issues have been raised in the submissions to Amendment C91. This may be due to the previous public consultation process in the development and the adoption of the Strategy which enabled extensive involvement and feedback to be received from interested parties and stakeholders and incorporated into the Strategy.

Amendment C91 can now progress to the next stage without the requirement for Council to request a Planning Panel.

### **RECOMMENDATION**

**That Council:**

- 1. Having considered all written submissions received to Amendment C91 adopts Amendment C91 with minor changes in accordance with Section 29 of the *Planning & Environment Act, 1987*;**
- 2. Submits Amendment C91 once adopted, to the Minister for Planning for approval in accordance with Section 35 of the *Planning and Environment Act 1987*; and**
- 3. Advises those persons who made written submissions to Amendment C91 of Council's decision.**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

### **DISCUSSION**

Council adopted the Strategy on 20 May 2013 but is yet to implement the local policy recommendations of the Strategy into the Latrobe Planning Scheme.

As part of the Strategy, a draft Public Open Space Policy was developed for inclusion into the Scheme which outlines:

- Guidelines for considering planning permit applications for subdivision and the assessment of the percentage contribution to open space (whether by providing land or charging a levy).
- Recommended planning scheme changes to Clauses of the Municipal Strategic Statement (MSS) and the Particular Provisions of the Latrobe Planning Scheme.

Since adoption of the Strategy in 2013, discussions have been held with landowners and developers regarding the future application of the Strategy's recommendations. This information has been useful to understand prior to implementation via a future planning scheme amendment.

As a result of these discussions and further review of the Strategy by council officers, it was determined that further analysis was required to strategically justify and strengthen the application of the newly proposed public open space contribution rates. The further analysis also assists council in supporting a planning scheme amendment proposal at an independent panel hearing if a hearing was required.

A planning consultant was engaged in April 2016 to undertake the further analysis. This work was completed in October 2016 and forms an addendum to the Strategy. The consultant findings and final report *Review of Proposed Public Open Space Contribution Rates October 2016* was presented to Council via a briefing paper on 21 November 2016.



The further analysis concluded that amended public open space contribution rates should be sought that are different to those set out in the Strategy and that improvements to Council administration processes and records were required.

Having completed the further analysis, Council was better positioned to progress with Planning Scheme Amendment C91 to implement the Strategy.

Amendment C91 proposes to:

- Introduce the *Latrobe City Public Open Space Strategy 2013 (including Addendum)* into the Latrobe Planning Scheme as an integrated component of the Municipal Strategic Statement;
- Amend the schedule to Clause 52.01 (public open space contribution rate and subdivision) of the Latrobe Planning Scheme; and
- Rectify existing zoning anomalies in the Latrobe Planning Scheme to better reflect current and future land use.

By including the Strategy in the Latrobe Planning Scheme, amending Clause 52.01 and rectifying zoning anomalies to the Scheme, Council can:

- provide clearer direction on the spatial considerations of open space and when land developer contributions are to be considered;
- amend public open space contribution rates to ensure Council can continue to meet its future open space needs;
- reduce the current ability for applicants to challenge the planning process of land/monetary contributions through VCAT and panel hearing processes; and
- limit the acquisition of encumbered land that doesn't meet the public open space needs of the community.

See Attachment 3 for a copy of proposed changes to Clause 21.06 and 21.08 and to the Schedule to Clause 52.01.

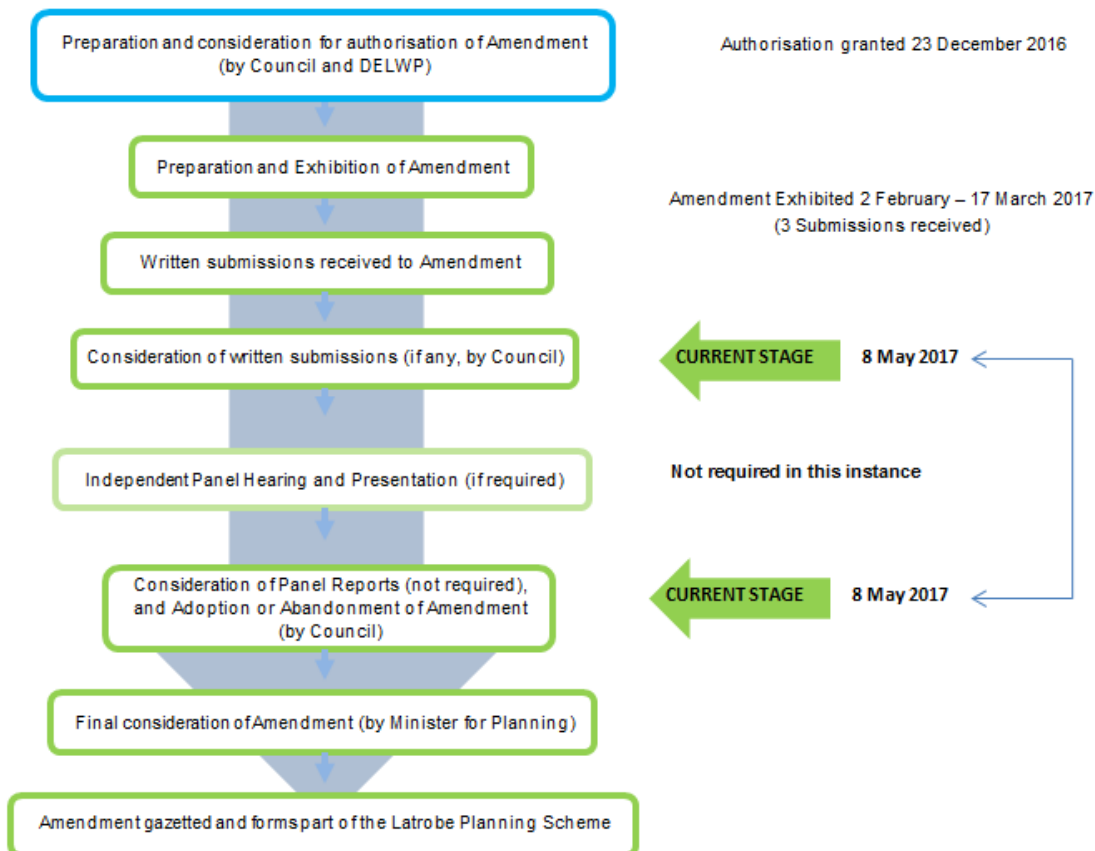
A review of the current zoning of all existing open space areas across the municipality has also been undertaken by officers. The review identified that 275 land parcels are inappropriately zoned and require rezoning to a public land use type zone. A small number of council owned properties identified to be rezoned to PPRZ during exhibition of C91 have been removed from the amendment due the land being identified for potential sale in the immediate future, thus reducing the total number of land parcels to be rezoned to 269. These mapping updates form part of the amendment (see Attachment 5 – Full set of Planning Scheme Maps).

A mapping reference table is attached to the Explanatory Report (see Attachment 1) that lists all of the land proposed to be rezoned to Public Park and Recreation Zone (PPRZ) and Public Conservation and Recreation Zone (PCRZ).

#### Statutory Requirements

The C91 planning scheme amendment process is shown in the figure below and provides an indication of the current stage of C91.

**Planning Scheme Amendment Process**



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 C91 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 Land, Water and Planning (DELWP) publication *Strategic Assessment Guidelines for Planning Scheme Amendments*. A response to these guidelines is outlined in the attached Explanatory Report, (see Attachment 1).

The proposal is consistent with the State Planning Policy Framework and the Municipal Strategic Statement (MSS). This is explained in the attached Explanatory Report, (see Attachment 1).

### Planning Scheme Amendment

At the Ordinary Council meeting on 5 December 2016 Council resolved to seek the Minister for Planning's Authorisation to prepare and exhibit the proposed Amendment C91.

The Minister for Planning in accordance with Sections 8A(3) of the *Planning and Environment Act, 1987*, authorised Council to prepare the proposed Amendment, C91 on 23 December 2016.

Amendment C91 was placed on public exhibition during the period 2 February 2017 to 17 March 2017 (i.e. six weeks).

Under Section 29 of the Act, Council may adopt the planning scheme amendment with or without changes.

The recommendations of this Council Report are in accordance with Sections 29 and 35 of the Act.

The options available are as follows:

That Council:

1. Council, after considering all written submissions received to Amendment C91, resolves to adopt with or without changes, and submit Amendment C91 for approval to the Minister for Planning.
2. Council, after considering all written submissions received to Amendment C91 resolves to abandon the exhibited planning scheme Amendment C91 and inform the Minister for Planning.

The recommendation to Council is to support option 1.

### **RISK IMPLICATIONS**

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

This report presents a risk to Council if the recommendation is not adopted.

Failure to adopt the recommendation would not be in line with previous Council adopted recommendations that have been expressed through the *Latrobe City Public Open Space Strategy (2013)* and the *Latrobe Planning Scheme Review (2014)*.

Adoption of the recommendation will demonstrate progress on the open space issue and put in place appropriate developer land/monetary contributions for open space requirements.

The current ability for applicants to challenge the planning process of land/cash contributions would remain at or below the 5% required under the Subdivision Act for residential, commercial and industrial purposes if the recommendation is not adopted. The extent of land/monetary contributions for public open space for Council would be limited and the acquisition of land that doesn't meet the needs of the community may become an increasing issue.



### **FINANCIAL AND RESOURCES IMPLICATIONS**

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2016*.

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

### **STAKEHOLDER CONSULTATION**

The amendment is subject to the prescribed process in accordance with the public notice and consultation requirements of Section 19 of the *Planning and Environment Act, 1987*.

Amendment C91 was placed on formal exhibition during the period 2 February 2017 to 17 March 2017 (i.e. 6 weeks). This included:

- Advertising in the Government Gazette on 2 February 2017;
- Advertising in the local newspapers on 2 February and 2 March 2017;
- Written notification to all 32 previous submitters to the *Latrobe City Public Open Space Strategy 2013*;
- Written notification to local planning consultants, developers and builders (23 in total);
- Written notification to all Statutory and servicing authorities likely to be materially affected (11 in total);
- Information was placed on Council's Website, including the 'Have a Say' page and via social media (i.e. Facebook which received just over 1500 views); and
- Council officers also conducted two separate drop-in-sessions, one in Traralgon on the 1 March from 10 am to 5 pm and one in Moe on the 7 March 2017 from 12 pm to 7 pm. These drop-in-sessions were open to anyone in the community, a total of two community members attended the sessions.

### **Summary of Submissions**

A total of three written submissions were received by Latrobe City Council to Amendment C91 which were all in support of the amendment. A copy of all submissions can be found at Attachment 2 to this report.

Submission 1 raised no objections but requested land in the submitter's ownership needed rezoning via a future minor technical amendment. A minor technical amendment is anticipated to be lodged with the DELWP in May 2017; these parcels of land have now been included in the minor technical amendment.

Submission 2 supports the amendment and raised no objections. They did however request the correction of the legal description of four properties proposed to be rezoned as part of the amendment. These changes have been made to the Mapping Reference Table attached to the Explanatory Report (see Attachment 1).

Submission 3 supports the amendment and raised no objections.

## **CONCLUSION**

Amendment C91 proposes to:

- Introduce the *Latrobe City Public Open Space Strategy 2013* (including Addendum) into the Latrobe Planning Scheme as an integrated component of the Municipal Strategic Statement;
- Amend the Schedule to Clause 52.01 (public open space contribution rate and subdivision) of the Latrobe Planning Scheme; and
- Rectify existing zoning anomalies in the Latrobe Planning Scheme to better reflect current and future land use.

The Amendment is appropriate as the Strategy (and addendum) provides a clear strategic direction for the future acquisition, development and improvement of public open space in Latrobe City.

No issues have been raised in the submissions to Amendment C91. This may be due to the previous public consultation process in the development and the adoption of the Open Space Strategy which enabled extensive involvement and feedback to be received from interested parties and stakeholders and incorporated into the Strategy.

All submissions received to the amendment were in support therefore Amendment C91 can now be adopted and submitted to the Minister for Planning for approval.

## **SUPPORTING DOCUMENTS**

*Latrobe Public Open Space Strategy Volume 1 and 2 May 2013.*

### **Attachments**

1. Attachment 1 - Amendment C91 Explanatory Report
2. Attachment 2 - Copy of Submissions (Published Separately) (Confidential)
3. Attachment 3 - Proposed changes to Clause 21.06 and 21.08 and to the Schedule to Clause 52.01
4. Attachment 4 - Review of Proposed Public Open Space Contribution Rates October (2016)
5. Attachment 5 - Full Set of Planning Scheme Maps

## 14.2

### **Amendment C91 - Consideration of Submissions (Implementation of the Latrobe City Open Space Strategy 2013 and the Review of the Latrobe City Proposed Public Open Space Contributions 2016)**

1	Attachment 1 - Amendment C91 Explanatory Report.....	91
3	Attachment 3 - Proposed changes to Clause 21.06 and 21.08 and to the Schedule to Clause 52.01 .....	101
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*Planning and Environment Act 1987*

## LATROBE PLANNING SCHEME

### AMENDMENT C91

#### EXPLANATORY REPORT

#### **Who is the planning authority?**

This amendment has been prepared by the Latrobe City Council which is the planning authority for this amendment.

#### **Land affected by the Amendment**

The amendment applies to all land within the Municipality.

#### **What the amendment does**

The amendment implements the recommendations of the *Latrobe Public Open Space Strategy 2013* and *Review of Proposed Public Open Space Contributions Rates 2016* by amending Clause 21.06 and Clause 21.08; amending the Schedule to Clause 52.01 to introduce a specified public open space contribution rate for greenfield residential, infill residential, mixed use and commercial/industrial subdivisions; and correcting mapping anomalies by rezoning land in public ownership to the Public Park and Recreation Zone and Public Conservation and Resource Zone.

Specifically, the amendment proposes to make the following changes to the Latrobe Planning Scheme:

- Amend Clause 21.06 of the Municipal Strategic Statement
  - Clause 21.06-2 (Small Towns Overview) – amends the strategy statements to Objective 2 by referencing the *Latrobe City Bicycle Plan 2007-2010* and the *Latrobe City Public Open Space Strategy 2013* (the Strategy).
  - Clause 21.06-4 (Specific Small Town Strategies – Glengarry) – amends dot point one of the Infrastructure strategy statement by referencing the Strategy
  - Clause 21.06-5 (Specific Small Town Strategies – Tyers) – deletes the redundant dot point three of the Infrastructure strategy statement which requires the application of appropriate zones to public open space areas which will be rezoned as part of this amendment.
  - Clause 21.06-6 (Implementation) – amends reference to the redundant Residential 1 Zone and replaces it with the General Residential Zone.
  - Clause 21.06-7 (Reference Documents) – inserts the Strategy and the *Latrobe City Bicycle Plan 2007-2010* as reference documents in the planning scheme.
  - Clause 21.06-8 (Small Town Structure Plans – Tyers Structure Plan) – amends the Tyers Structure Plan to remove reference to redundant Area 10.
- Amend Clause 21.08 of the Municipal Strategic Statement
  - Clause 21.08-2 (Liveability Overview) – amends general content to the overview and strategy statements and references the most up to date adopted strategies.
  - Clause 21.08-3 (Healthy Urban Design Overview) - amends general content to the overview, objective and strategy statements and references the most up to date adopted strategies. Deletes objective and strategy statements that can be found within reference document; *Health Urban Design Good Practice Guideline 2008*.

- Clause 21.08-4 (Implementation) – renumbers Clause 21.08-4 to Clause 21.08-5.
- Clause 21.08-4 (Public Open Space Overview) - inserts a new subclause for Public Open Space in accordance with the Strategy and the *Review of Proposed Public Open Space Contributions Rates 2016* (the Review), including an overview, two objectives and corresponding strategies.
- Clause 21.08-5 (Implementation) – deletes the redundant further work requirement to review public open space contributions for new residential, commercial and industrial subdivisions and inserts further work as recommended by the Strategy and Review.
- Clause 21.08-6 (Reference Documents) – deletes redundant strategic studies, amends updated titles and dates to existing strategic studies and inserts new strategic studies as reference documents in the planning scheme.
- Amend the Schedule to Clause 52.01
  - Schedule to Clause 52.01 (Public Open Space Contribution and Subdivision) - amends the schedule in accordance with the Review to introduce a percentage for public open space contributions for all subdivisions, including residential, commercial, industrial and mixed use zoned land. The change specifies an 8% public open space contribution rate for greenfield residential subdivisions, 5% for infill residential and mixed use subdivisions and 2% for commercial and industrial subdivisions. The new schedule also sets out a preferred contribution method.
- Rezone publicly owned land to Public Park and Recreation Zone and Public Conservation and Recreation Zone
  - Amends 58 maps to the Latrobe Planning Scheme by rezoning public land to appropriate public land use zones. A mapping reference table is attached to this Explanatory Report that lists all the land proposed to be rezoned to Public Park and Recreation Zone and Public Conservation and Recreation Zone.

## **Strategic assessment of the Amendment**

### **Why is the Amendment required?**

The amendment is required to introduce the Strategy and Review into the Latrobe Planning Scheme, which makes recommendations relating to the future management and designation of public open space within the municipality.

The Strategy and Review have been prepared in response to Clause 21.08-4 of the Latrobe Planning Scheme, which identified the need for further strategic work to review public open space contributions for new residential, commercial, and industrial subdivisions.

The Strategy and Review:

- evaluates usage, capacity and distribution of existing open space;
- identifies the indicated demand and supply of open space across the City;
- considers opportunities for additional provision (where appropriate) including possible regional or district open space;
- considers opportunities for rationalisation of underutilised or oversupply open space;
- enhances linear linkages and connections; and
- strengthens the Latrobe Planning Scheme provisions for open space contribution and acquisition.

The Strategy sets out an implementation plan that will provide for a sustainable network of accessible open space which supports the recreational, environmental, social and health needs of the community.

The current approach for public open space contributions in the Latrobe City is through the *Subdivision Act 1988*. This method is no longer considered appropriate if council is to meet future open space needs. The Schedule to Clause 52.01 of the Latrobe Planning Scheme needs to be amended to include new contribution rates for public open space as identified through the Review.

The amendment is also required to correct several zone mapping anomalies identified through a public land review audit. The amendment includes the rezoning of public land to appropriate public zones.

### **How does the Amendment implement the objectives of planning in Victoria?**

The amendment implements the objectives of planning in Victoria as follows:

- *1a - to provide for the fair, orderly, economic and sustainable use and development of land* - by providing a clear and concise policy framework for the management, use and development of the municipality's open space assets.
- *1b - to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity* - by providing a public open space framework which will help supply, support, protect and maintain the natural environment.
- *1c - to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria* - by aiding the provision of public open spaces and supply of a pleasant and efficient recreational environment to meet future needs.
- *1e - to protect public utilities and other public assets and enable the orderly provision and co-ordination of public utilities and other facilities* - by seeking to provide a well-balanced open space network which incorporates formal parkland, sporting reserves, recreation parkland, conservation areas, linear parklands such as waterways, lakes, streetscapes and urban spaces.
- *1g - to balance the present and future interests of all Victorians* - by assisting with the strategic management of funds to supply new open space and improve existing public open space to meet future needs.

### **How does the Amendment address any environmental, social and economic effects?**

#### *Environmental Effects*

The amendment will have a positive impact on the environment, through improvements to existing public open space and the provision of new areas. These benefits include the provision and improvement of wildlife corridors, protection of significant vegetation and revegetation where possible. A priority for Council for the improvement of the open space system is the development of linkages and linear open spaces. Open space and the natural environment form an integral part of Latrobe City's character, including as settings for a range of sport and recreation activities. The features of rivers, creeks and rail corridors currently provide good linkages and this is an area that Council will continue to improve as opportunities arise.

#### *Social Effects*

The amendment encourages more equal provision of public open space throughout the community, through increasing the total open space network. This will be enabled through the establishment and improvement of open space from the public open space contributions scheme. Latrobe's open space network plays an important role in contributing towards the health and wellbeing of the individuals that make up the Latrobe City's community. The open space network is important for these connections including the pedestrian and bicycle paths and trails.

The open space network will contribute towards developing, enhancing and supporting communities that are connected physically, socially and emotionally. These social benefits

are created through the provision of settings for social networks, creating a sense of community and meeting others.

#### *Economic Effects*

The implementation of the Strategy and Review will result in set percentages for public open space contributions that can be utilised by Council. Therefore the amendment will allow Council to more effectively plan for our present and future communities, through the availability of financial and land resources for the allocation and improvement of public open space. The amendment will also enable developers to factor in the cost of public space contributions for future subdivision applications with more certainty than presently exists.

#### **Does the Amendment address relevant bushfire risk?**

It is not considered that the proposed amendment will result in an increase in bushfire risk in the Latrobe City.

The view of the relevant fire authority will be sought during the formal exhibition of the amendment.

#### **Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act.

The amendment is consistent with Ministerial Direction 11 – Strategic Assessment of Amendments under section 12(2) of the Act.

There are no other Ministerial Directions which are applicable to this amendment.

#### **How does the Amendment support or implement the State Planning Policy Framework and any adopted State policy?**

The amendment is consistent with the State Planning Policy Framework (SPPF) and supports its objectives as follows:

The amendment supports the objective in Clause 11.03 Open Space of the SPPF, which is - *to assist creation of a diverse and integrated network of public open space commensurate with the needs of the community*. The amendment implements the Strategy and Review which acknowledges that Latrobe City is faced with many issues relating to the provision of an open space network that meets the needs of the community. Part of the directive in the Strategy and Review is to provide Council with a tool to guide planning assessment decisions about the future development and management of the City's open space network.

The amendment supports the objective in Subclause 12.04-2 Landscapes of the SPPF, which is - *to protect landscapes and significant open spaces that contribute to character, identity and sustainable environments*. The amendment supports this objective by implementing the Strategy which seeks to encourage protection, preservation and development of the natural environment including remnant vegetation, water quality and habitat areas. Moreover, the vision of the Strategy is that the City's open space will:

*“provide a sustainable network of accessible open space which supports the recreational, environmental, social and health needs of the community and connects Latrobe to its past, present and future”.*

The amendment supports Clause 15 Built Environment and Heritage, which sets out more detailed objectives and strategies for the built environment. Subclause 15.01-3 Neighbourhood and subdivision design, prescribes that - *planning authorities should ensure the creation of a range of open spaces to meet a variety of needs with links to open space networks and regional parks where possible*. The amendment provides key strategic directions which will guide Council in future development and provision of open space networks in new residential areas and in the development of existing areas.

**How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The amendment is consistent with the Local Planning Policy Framework (LPPF) and supports its objectives as follows:

The amendment supports objectives and strategies set out in Clause 21.04 Built Environment, 21.05 Small Towns and Clause 21.06 Main Towns by implementing the recommendations of the Strategy and Review, identifying open space as a key issue in the municipality, applying appropriate zones to public open space areas and providing context for the open space issues in the municipality including the management and provision of open space.

The changes proposed by this amendment will have a beneficial effect on the overall LPPF, as they will provide objectives and strategies for public open space management, which will support implementation of the overall vision and long term directions of the MSS for land use and development.

The amendment implements Further strategic work in Clause 21.08 Liveability, which requires council to review the Public Open Space Strategy (in particular the public open space contributions for new residential, commercial and industrial subdivision).

The nominated public open space contribution rates supports council's continuing commitment to provide high quality urban design outcomes for open spaces, whilst maintaining and enhancing existing public open space reserves.

**Does the Amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the Victoria Planning Provisions by refining the Municipal Strategic Statement to address open space issues, along with utilising the Schedule to Clause 52.01 to specify the contribution rates for public open space requirements for subdivision applications in the municipality.

These changes will ensure there is a sound strategic basis in the Latrobe Planning Scheme to guide the management and development of public open space. Additionally, these changes will guide the day-to-day assessment of planning permit applications and the requirement for public open space contributions, in order to achieve better public open space outcomes for the community.

Additionally, the amendment makes proper use of the Victoria Planning Provisions by correcting the identified open space mapping anomalies in the planning scheme.

**How does the Amendment address the views of any relevant agency?**

Significant consultation was held with relevant agencies during the preparation of the Strategy.

The views of other servicing authorities and relevant agencies will be sought during the formal exhibition of the amendment.

**Does the Amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment is unlikely to have a significant impact on the transport system as defined by section 3 of the *Transport Integration Act 2010*, however, will it assist to implement the integrated planning of transport systems by encouraging the development of linkages between open space areas, residential areas and destination points via existing and proposed pedestrian and bicycle paths and trails.

There are considered to be no applicable statements of policy principles prepared under section 22 of the *Transport Integration Act 2010* that apply to the amendment.



### **Resource and administrative costs**

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The new planning provisions will have a positive impact on the resource and administrative costs of Council. This will occur through the provision of a clear framework for the management and provision of public open space, which can be utilised when assessing development proposals. This includes the removal of uncertainty around the level of contributions that should be collected, in turn reducing the amount of applications being challenged.

It is also expected that the amendment will result in increased public open space contributions, whether through financial means or the availability of land, which will help to service community needs for public open space.

### **Where you may inspect this Amendment**

The Amendment is available for public inspection, free of charge, during office hours at the following places:

- Latrobe City Council, Corporate Headquarters, 141 Commercial Road, Morwell
- Latrobe City Council, Traralgon Service Centre, 34-38 Kay Street, Traralgon
- Latrobe City Council, Moe Service Centre, 44 Albert Street, Moe
- Latrobe City Council, Churchill Service Hub, 9-11 Philip Parade, Churchill
- Latrobe City Council Website at <http://latrobe.vic.gov.au>

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection).

### **Submissions**

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment must be received by 17 March 2017.

A submission must be sent to:

Leah Pollard  
Strategic Planner  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

### **Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing – week commencing 5 June 2017 (to be confirmed)
- panel hearing: week commencing 26 June 2017 (to be confirmed)

## MAPPING REFERENCE TABLE

Property Key	PS Map No.	Existing Zone	Proposed Zone	Reason for Rezoning	Legal Description	House No.	Street Name	Suburb	PostCode	Owner Name	Address	Town/Postcode
19902	118	TZ	PPRZ	rezoning land in Crown ownership	CA24F Sec 1	7	Austin Street	BOOLARRA	3870	DELWP	71 Hotham Street	TRARALGON VIC 3844
19900	117, 118	TZ	PPRZ	rezoning land in Crown ownership	CA 24 Sec 1, CA 24G Sec 1	1-3	Austin Street	BOOLARRA	3870	DELWP	71 Hotham Street	TRARALGON VIC 3844
20116	117, 118	GRZ	PPRZ	rezoning land in Crown ownership	CA 16 Sec 2	0	Church Street	BOOLARRA	3870	DELWP	71 Hotham Street	TRARALGON VIC 3844
18400	96	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 408855R	0	Cutler Crescent	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
18600	96	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 70672	34-36	Fraser Crescent	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
18921	96	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 73979	0	Manning Drive	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
19466	96	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 73979	0	Shaw Street	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
19627	96	GRZ	PPRZ	rezoning land in public ownership	L B LP 72657	0	Walker Parade	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
19766	96	GRZ	PPRZ	rezoning land in public ownership	Lot A LP72657	0	White Parade	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45621	96	GRZ	PPRZ	rezoning land in public ownership	PTL 445 LP 72835	0	McDonald Way	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52023	96	GRZ	PPRZ	rezoning land in public ownership	L 34 LP 72657	0	Switchback Road	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52024 (part)	96	GRZ	PPRZ	rezoning land in public ownership	L A LP 72657	0	Monash Way	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22039	93, 94	RLZ3	PPRZ	rezoning land in public ownership	RES 1 LP 144840	0	Tramway Road	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45624	93, 96	GRZ	PPRZ	rezoning land in public ownership	L 11 LP 83764	0	Wattle Crescent	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
18939	95, 96	GRZ	PPRZ	rezoning land in public ownership	Lot 1 TP885206 TP892663, TP892666	0	Manning Drive	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
18399	96, 98	GRZ	PPRZ	rezoning land in public ownership	L C LP 72657	8	Cutler Crescent	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52026	96, 98	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 134841, RES 1 LP 135623	0	Amaroo Drive	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52134	98	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS636750	0	Glendonald Road	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52024 (part)	96, 98	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 134843	0	Monash Way	CHURCHILL	3842	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49094	17	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 133920	106	Traralgon Maffra Road	GLENGARRY	3854	Latrobe City Council	PO Box 264	MORWELL VIC 3840
35949	23	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 41808	0	Ferguson Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
36999	23	GRZ	PPRZ	rezoning land in public ownership	Pt 18A	59-61	Moore Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
42736	26	GRZ	PPRZ	rezoning land in public ownership	L 31 LP 78272, Pt 165E	2	Watsons Road	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
41073	27	GRZ	PPRZ	rezoning land in public ownership	L 1 TP907565	0	Bristol Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
41074	27	GRZ	PPRZ	rezoning land in public ownership	L 1 TP907512	0	Bristol Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
41096	27	GRZ	PPRZ	rezoning land in public ownership	L 81 LP 51836	0	Caldwell Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46065	27	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 441953	0	Parkside Drive	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47459	27	GRZ	PPRZ	rezoning land in public ownership	RES 4 PS 441953	0	Truscott Road	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
36808	28	GRZ	PPRZ	rezoning land in public ownership	L 585 LP 50942	0	Mann Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
37620	28	GRZ	PPRZ	rezoning land in public ownership	L 2 PS 212534	0	Vale Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
42146	32	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 131337	0	Randall Crescent	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49065	33	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 136030	0	Scorpio Drive	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49066	33	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 136030	0	Scorpio Drive	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
41535	33	GRZ	PPRZ	rezoning land in public ownership	L 273 LP 50954	0	John Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
41849	33	GRZ	PPRZ	rezoning land in public ownership	L 405 LP 50949	23	Margaret Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
42005	33	GRZ	PPRZ	rezoning land in public ownership	L 100A LP 50950	0	Phillip Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
42303	33	GRZ	PPRZ	rezoning land in public ownership	L 6 LP 43607	0	Scott Avenue	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
42596	33	GRZ	PPRZ	rezoning land in public ownership	L 169 LP 66888, L 170 LP 66888, L 171 LP 66888	10-14	Stoddart Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45706	33	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 146106	0	Orion Court	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45707	33	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 139475	0	Prince Street	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49085	33	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 308023	0	Billingsley Court	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
35697	34	GRZ	PPRZ	rezoning land in Crown ownership	CA 2 Sec 1	0	Cemetery Road	MOE	3825	DELWP	71 Hotham Street	TRARALGON VIC 3844
47058	34	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 145925	88	Coalville Road	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49128	34	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 149156	21	Wirrana Drive	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
37473	22, 27	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 114759	0	Saxtons Drive	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52849	26, 27	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS704989, RES 1 PS704990	0	Avoca Place	MOE	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45639	73	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP138848	0	Bridle Road	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45678	76	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP218992	0	Maryvale Road	MORWELL		Latrobe City Council	PO Box 264	MORWELL VIC 3840
51914	76	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS649424	2	Heritage Boulevard	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45673	78	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS427750	0	Nindoo Drive	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49073	73, 78	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP137072	0	Nindoo Drive	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
13683	72	GRZ	PPRZ	rezoning land in public ownership	CA 74J	39-47	Savage Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
14149	72	GRZ	PPRZ	rezoning land in public ownership	L 4 LP 60016	23-29	Well Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45665	72	GRZ	PPRZ	rezoning land in public ownership	RES LP 69946	0	Bruton Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
14825	73	GRZ	PPRZ	rezoning land in public ownership	RES 4 LP 120200	0	Dargo Crescent	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
14832	73	GRZ	PPRZ	rezoning land in public ownership	RES 5 LP 120200	0	Dargo Crescent	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
15908	73	GRZ	PPRZ	rezoning land in public ownership	RES 3 LP 120200	0	Waratah Drive	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46756	73	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 127793	0	Wyung Drive	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46814	73	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 518811	22	Glenrowan Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47386	73	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 527851	0	St George Terrace	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
10332	75	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 649420, RES 2 PS 649420, RES 3 PS 649420	40	Catherine Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
11042	75	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 20579	0	Helen Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
17201	76	GRZ	PPRZ	rezoning land in public ownership	L 47 LP 15160	33	McDonald Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
17554	76	GRZ	PPRZ	rezoning land in public ownership	L 53 LP 16912	30	Spry Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45657	76	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 15358	2-6	Fairfield Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
13632	77	GRZ	PPRZ	rezoning land in public ownership	CA 73A	0	Robertson Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
16434	77	GRZ	PPRZ	rezoning land in public ownership	L 34 PS 28022	0	Churchill Road	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
16872	77	GRZ	PPRZ	rezoning land in public ownership	L 58 LP 52679	0	Hourigan Road	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840



Property Key	PS Map No.	Existing Zone	Proposed Zone	Reason for Rezoning	Legal Description	House No.	Street Name	Suburb	PostCode	Owner Name	Address	Town/Postcode
17629	77	GRZ	PPRZ	rezoning land in public ownership	L 9 LP 52683	15	Tulloch Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45659	77	GRZ	PPRZ	rezoning land in public ownership	RES1 LP 32756, RES2 LP 32756	0	Granya Grove	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
14292	78	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 112057	99-109	Airlie Bank Road	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
14566	78	GRZ	PPRZ	rezoning land in public ownership	RES 4 LP 115393	0	Bulga Court	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
15654	78	GRZ	PPRZ	rezoning land in public ownership	RES 3 LP 115393	0	Tambo Crescent	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
15670	78	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 115393	0	Tambo Crescent	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
15733	78	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 55890	0	The Avenue	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
12204	81	GRZ	PPRZ	rezoning land in Crown ownership	CA 11J, CA 11K	0	Wallace Street	MORWELL	3840	DELWP	71 Hotham Street	TRARALGON VIC 3844
17231	82	GRZ	PPRZ	rezoning land in public ownership	CA 68C	0	10-14 McMillan Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
48392	71,	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 540159	16	Josie Place	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45680	72, 76, 77	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 218993, RES 2 LP 218993	0	Maryvale Road	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
15935	73, 78	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 120200	0	Waratah Drive	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45674	73, 78	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 134136, RES 1 PS 521413	0	Airlie Bank Road	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
10009	75, 80	GRZ	PPRZ	rezoning land in Crown ownership	CA 11E4	11	Aherin Street	MORWELL	3840	DELWP	71 Hotham Street	TRARALGON VIC 3844
16183	76, 77	GRZ	PPRZ	rezoning land in public ownership	CA68A	0	Barry Street	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
17386	81, 82	GRZ	PPRZ	rezoning land in public ownership	L 22 PS 28022	0	Princes Drive	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
51915	76	GRZ	PPRZ	rezoning land in public ownership	RES 3 PS649424	0	Heritage Boulevard	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
51998	71	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 649425	6A	Sowerby Road	MORWELL	3840	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50332	23	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 604325	6	Leadbeater Mews	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50333	24	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 604325	0	Montane Boulevard	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50334	24	GRZ	PPRZ	rezoning land in public ownership	RES 3 PS 604325	0	Old Sale Road	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50335	24	GRZ	PPRZ	rezoning land in public ownership	RES 4 PS 604325	0	Montane Boulevard	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50656	24	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 619801	0	Copperhead Court	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50920	24	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 627181	0	Old Sale Road	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
37214	29	FZ	PPRZ	rezoning land in public ownership	L 1 LP 61872	114-130	Narracan Drive	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
37949	29	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 145405	0	Banksia Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
38548	29	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 127969	0	Dudley Court	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
40125	29	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 515859	0	Shelton Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
40217	29	GRZ	PPRZ	rezoning land in public ownership	L 66 LP 118479 and part CA5N	31	Southwell Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49087	29	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 319314	0	Tresswell Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49119	29	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 339839	0	Newark Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
37885	30	GRZ	PPRZ	rezoning land in public ownership	RES 1 and 2 LP 115791	0	Avon Court	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
38083	30	GRZ	PPRZ	rezoning land in public ownership	L 22 LP 55346, L 23 LP 55346	50-52	Boolarra Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
38097	30	GRZ	PPRZ	rezoning land in public ownership	L 12 LP 55786	65	Boolarra Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
38603	30	PUZ2	PPRZ	rezoning land in public ownership	Pt 4C	0	Eastern Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
38805	30	GRZ	PPRZ	rezoning land in public ownership	L 8 LP 55351	16-18	Hallston Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
39607	30	GRZ	PPRZ	rezoning land in public ownership	L 28 LP 55086	18	Newstead Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
40847	30	GRZ	PPRZ	rezoning land in public ownership	L 23 LP 55347	9-11	Yinnar Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49150	30	GRZ	PPRZ	rezoning land in public ownership	CA 5M	0	John Field Drive	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
38334	36	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 27650	0	Cross Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
38864	35	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 95219	55	Haunted Hills Road	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
40160	35	GRZ	PPRZ	rezoning land in public ownership	L 15 LP 69603	16	Smallburn Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
39950	29, 30	GRZ	PPRZ	rezoning land in public ownership	L 17 LP 55089	9-13	Retford Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
40318	29	GRZ	PPRZ	rezoning land in public ownership	L 5 LP 55083	2	Stearman Street	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47954	29, 30	GRZ	PPRZ	rezoning land in public ownership	L 7 PS 608285	32	Northern Avenue	NEWBOROUGH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
43986	6	GRZ	PPRZ	rezoning land in public ownership	CA 5 Sect 17	9	Victoria Street	TOONGABBIE	3856	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49052	6	GRZ	PPRZ	rezoning land in public ownership	CA 10D, CA 2001	0	Cowen Street	TOONGABBIE	3856	Latrobe City Council	Post Office	TOONGABBIE VIC 3856
33022	8	GRZ	PPRZ	rezoning land in Crown ownership	CA 1 Sec 7, CA 2002, CA 2 Sec 7	34	Stringer Road	TOONGABBIE	3856	DELWP	71 Hotham Street	TRARALGON VIC 3844
51597	49	FZ & GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 635544	0	St Georges Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
53110	50	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS724314	0	Harvard Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25129	51	GRZ	PPRZ	rezoning land in public ownership	L A LP147033	0	Edward Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49284	51	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 145801	0	Pepperdine Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47014	56	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS509285	0	Lawn Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49120	56	GRZ	PPRZ	rezoning land in public ownership	L 18 LP 40103	4	Mayne Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49281	56	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 17881	0	Tanjil Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45655	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS408861	0	Tulloch Way	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29267	61	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 114042	0	Mapleson Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23236	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 115970	0	Alpine Close	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
26487	48	GRZ	PPRZ	rezoning land in public ownership	RES 4 LP 123467	0	Grubb Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27451	48	GRZ	PPRZ	rezoning land in public ownership	RES1 LP 98903	0	James Parade	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29380	48	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 123467	0	Parkwood Way	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29434	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 148038, RES 1 LP 206482	0	Parslow Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29856	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 120284	0	Rangeview Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
31255	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 23924	3	West Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46655	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 519259	104	Riverslea Boulevard	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46656	48	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 519259	16	Wellington Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46780	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 133699	0	Grubb Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46781	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 127974	0	Grubb Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46781	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 122790	0	Douglas Parade	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840



Property Key	PS Map No.	Existing Zone	Proposed Zone	Reason for Rezoning	Legal Description	House No.	Street Name	Suburb	PostCode	Owner Name	Address	Town/Postcode
46800	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 217700, RES 1 PS322585	0	Merindah Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46998	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 531365	0	Cross's Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47108	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 132840	0	Cross's Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47109	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 123467	0	Cross's Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47110	48	GRZ	PPRZ	rezoning land in public ownership	RES 3 LP 123467	0	Parkwood Way	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47243	48	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 528331	8	Thomson Rise	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47999	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 537951	0	Independent Way	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
48705	48	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 145387, RES 1 LP 137756	0	Hillcrest Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23504	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 53595	0	Barker Crescent	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
24486	49	GRZ	PPRZ	rezoning land in public ownership	L 3 LP 121785	110	Church Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25549	49	GRZ	PPRZ	rezoning land in public ownership	RES 3 PS 536623	0	Michael Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25550	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 536623	0	Michael Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
26010	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 20015	0	Gilwell Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
26257	49	GRZ	PPRZ	rezoning land in public ownership	L 32 LP 42384, L 33 LP 42384	0	Grant Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46570	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 514890	13	Sherwood Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47381	49	GRZ	PCRZ	rezoning land in public ownership	RES 1 PS 527838	0	Hedges Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49057	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 602225	26	Bradman Boulevard	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23710	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 149065, RES 2 LP 149972	0	Blair Athol Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25489	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 129405, RES 1 LP 209712	0	Firmin Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29335	50	GRZ	PPRZ	rezoning land in public ownership	L 64 PS 417656, RES 1 PS 417656	0	Wentworth Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46790	50	GRZ	PPRZ	rezoning land in public ownership	RES 3 LP 149616, RES 1 LP 205125, RES 1 PS 333983	0	Marshalls Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46802	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 320050	0	Alfred Close	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
47112	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 431809, RES 1 PS 328537	0	Oxley Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49112	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 431808	0	Flinders Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27418	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 143176, RES 1 LP 144103	0	Illyarrie Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30594	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 125480	0	Strathcole Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30595	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 144102	0	Strathcole Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30595	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 145801	0	Strathcole Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46846	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 525738	6	Waterrun Close	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49251	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 603046	141-145	Hammersmith Circuit	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49284	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 138845	0	Morgan Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50158	51	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 614947	10	Highfield Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
24005	54	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 124358	0	Brolga Boulevard	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
24926	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 19178	12	Dawn Grove	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25459	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 97112	5	Field Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27992	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 144947	0	Lamprey Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29895	55	GRZ	PPRZ	rezoning land in public ownership	L 21 LP 21153, L 22 LP 21153	0	Ray Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30707	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 118601	0	Sunderland Circuit	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
31298	54	GRZ	PPRZ	rezoning land in public ownership	RES 3 LP 135796, RES 2 LP 133448	0	Willaroo Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
31298	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP506499	0	Kay Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
31298	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 124358	0	Phillip Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
44270	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 15435	19A & B	Cumberland Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46782	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 17926	0	Pollock Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46783	54	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 420064	0	Sunderland Circuit	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23624	55	GRZ	PPRZ	rezoning land in public ownership	L 9 LP 19078	13	Bennett Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23782	55	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 78498	2A	Blundell Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23944	55	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 19179	0	Breen Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
24033	55	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 16357	0	Brookes Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27065	55	GRZ	PPRZ	rezoning land in public ownership	L 48 LP 20160	7	Hicks Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29307	55	GRZ	PPRZ	rezoning land in public ownership	L 24 LP 41799, L 25 LP 41799	8-10	Orr Brien Crescent	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23818	56	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 135121	0	Bonighton Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
24649	56	GRZ	PPRZ	rezoning land in public ownership	L 17 LP 40103, L 18 LP 40103	4	Coulson Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25007	56	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 17928, RES 1 LP 17881	0	Dowling Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27798	56	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 135123	0	Keith Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23295	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 143055, RES R1 LP 149673	0	Archer Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
28092	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 137070	0	Liddiard Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
28379	57	GRZ	PPRZ	rezoning land in public ownership	L 261 LP 55508	0	Lyndon Crescent	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
28609	57	GRZ	PPRZ	rezoning land in public ownership	L 74 LP 51881	0	Maguire Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
28693	57	GRZ	PPRZ	rezoning land in public ownership	L 105 LP 59038	24A	Maskrey Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30310	57	GRZ	PPRZ	rezoning land in public ownership	L 8 LP 65812	0	Shakespeare Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
31094	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 145274	0	Trivalve Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46787	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 116749	0	Murphy Crescent	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49014	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 549872	0	Newman Crescent	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25437	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 146718	0	Fernlea Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27497	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 134527	0	Jarrah Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
43573	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 349083	3	Ash Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46356	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 436146	10	Cagney Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46784	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 97154	8	Myrtle Crescent	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46958	59	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 526916	0	Oak Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840



Property Key	PS Map No.	Existing Zone	Proposed Zone	Reason for Rezoning	Legal Description	House No.	Street Name	Suburb	PostCode	Owner Name	Address	Town/Postcode
49492	59	GRZ	PPRZ	rezoning land in public ownership	RES 3 PS 603030	0	Donegal Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50208	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 618971	0	Hazelwood Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50498	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 618977	0	Hazelwood Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
50499	59	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 618977	0	Hazelwood Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27280	60	GRZ	PPRZ	rezoning land in public ownership	L 17 LP 41443	5	Hugh Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
23541	61	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 149688	0	Bayley Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25401	61	GRZ	PPRZ	rezoning land in public ownership	RES 1 and 2 LP 131311	0	Farren Close	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27285	61	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 114042	0	Mapleson Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
27440	62	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 130891, RES 1 LP 133326	0	Jakobi Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
28446	62	GRZ & MUZ	PPRZ	rezoning land in public ownership	RES 1 LP 133329	0	McDonald Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30950	62	GRZ	PPRZ	rezoning land in public ownership	L 248 LP 70806	12	Thexton Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30950	62	GRZ	PPRZ	rezoning land in public ownership	L 216 LP 70806	50	Cameron Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30956	62	GRZ	PPRZ	rezoning land in public ownership	L 208 LP 70806	19	Thexton Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
31243	62	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 116192	0	Welch Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30756	47, 53	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 135796	0	Swallow Grove	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30757	48, 54	GRZ	PPRZ	rezoning land in public ownership	RES 2 LP 135796	0	Swallow Grove	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49613	49, 50	GRZ & PCRZ	PCRZ	rezoning land in public ownership	RES 1 PS 524078	4	Windsor Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49283	50, 51	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 140022	0	Pepperdine Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29342	51, 57	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 23836	10	Park Lane	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46957	54, 59	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 526916, RES 1 PS 349084	0	Oak Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
25217	60, 55	GRZ	PPRZ	rezoning land in public ownership	L 21 LP 76242	24	Elliott Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29267	61	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 135122, RES 1 LP 135123	0	Ormond Road & Mapleson	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
29066	57, 62	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 115540	27	Murphy Crescent	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
51849	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS620558	13	Tintern Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
51971	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS635554N	0	Rye Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
51972	49	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS635554N	0	Rye Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
53626	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS709720	0	Eton Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52569	47	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 708164	0	Cross's Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52696	49	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 635563	0	Oxford Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52739	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 714294	0	Bank Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
53002	59	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 722083	0	McNulty Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
53003	59	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 722083	0	McNulty Drive	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
53109	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 724314	0	Harvard Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52570	47	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS 708164	0	Cross's Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52697	49	GRZ & PCRZ	PPRZ & PCRZ	rezoning land in public ownership	RES 2 PS 635563	0	Oxford Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52698	49	GRZ	PPRZ	rezoning land in public ownership	RES 3 PS 635563	0	Oxford Place	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52598	47	GRZ	PPRZ	rezoning land in public ownership	RES 4 PS 712141	0	Cross's Road	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52931	47	GRZ	PPRZ	rezoning land in public ownership	RES 7 PS 716718	0	Jersey Street	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
53637	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 733683	0	Harvard Avenue	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45649	50	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 437668	0	Lawson Court	TRARALGON	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45650	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 448339	0	Ellavale Drive	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45652	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 339162	0	Winston Court	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
45656	57	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 339163	0	Ellavale Drive	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
30150	58	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 206438	0	Ryeburn Close	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46801	58	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 301974	0	Ellavale Drive	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49570	58	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 603057	0	Ellavale Drive	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52168	58	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS644123	0	Ellavale Drive	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
52169	58	GRZ	PPRZ	rezoning land in public ownership	RES 2 PS644123	0	Ellavale Drive	TRARALGON EAST	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
33500	101, 102	TZ & FZ	PPRZ	rezoning land in public ownership	L 2 PS330752	3	Keith Morgan Drive	TRARALGON SOUTH	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
34278	45	TZ	PPRZ	rezoning land in public ownership	L 1 LP 77102, Pt 5E	0	Mount Hope Road	TYERS	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
34492	45	TZ	PPRZ	rezoning land in public ownership	L 1 LP 303294	0	Tyers-Walhalla Road	TYERS	3844	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22565	41	GRZ	PPRZ	rezoning land in public ownership	L 31 LP 54609	0	Boundary Road	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22521	42	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 54605	0	Anderson Avenue	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22776	42	GRZ	PPRZ	rezoning land in public ownership	L 9 LP 53761	0	Low Road	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22833	42	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 53759	87	North Road	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22956	42	SUZ1	PPRZ	rezoning land in public ownership	L 1 TP 644220	0	12-16 Third Street	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22962	42	TZ	PPRZ	rezoning land in public ownership	L 1 LP 133602, RES 1 LP 54232	0	Reserve Street	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
49080	42	GRZ	PPRZ	rezoning land in public ownership	L 1 TP 602483	0	Marshall Street	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22974	40, 42	GRZ	PPRZ	rezoning land in public ownership	L 4 LP 26855, L 5 LP 26855	21	Rossmore Avenue	YALLOURN NORTH	3825	Latrobe City Council	PO Box 264	MORWELL VIC 3840
22178	107	GRZ	PPRZ	rezoning land in public ownership	Pt 12B	0	Wicks Street	YINNAR	3869	Latrobe City Council	PO Box 264	MORWELL VIC 3840
19865	109	GRZ	PPRZ	rezoning land in public ownership	RES 1 PS 312555, RES 1 LP 138434, RES 1 LP 142226	0	Albert Street	YINNAR	3869	Latrobe City Council	PO Box 264	MORWELL VIC 3840
46059	109	GRZ	PPRZ	rezoning land in public ownership	RES 1 LP 144817	0	Albert Street	YINNAR	3869	Latrobe City Council	PO Box 264	MORWELL VIC 3840
21131	107, 108	TZ	PPRZ	rezoning land in Crown ownership	CA 57	0	Main Street	YINNAR	3869	DELWP	71 Hotham Street	TRARALGON VIC 3844

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**21.06 SMALL TOWNS**

12/01/2017  
[Proposed C91  
C87\(Part 2\)](#)

**21.06-1 Council Vision**

10/02/2011  
[C24\(Part 2\)](#)

Council will consider planning applications and make decisions in accordance with the following vision:

- 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.

**21.06-2 Small Towns Overview**

10/02/2011  
[Proposed C91  
C24\(Part 2\)](#)

The small towns of Boolarra, Glengarry, Tyers, Toongabbie, Traralgon South, Yallourn North, Yinnar and their surrounding rural living communities provide an attractive lifestyle choice in a rural setting. Whilst a number of residents from these small towns and surrounding rural living areas work in the nearby main towns of Latrobe City, the residents often utilise the shops, schools and community facilities provided within the small towns.

Structure Plans have been prepared for Boolarra, Glengarry and Tyers. Structure Plans are also to be prepared and included within the Latrobe Planning Scheme for Toongabbie, Traralgon South, Yallourn North and Yinnar. Structure Plans provide a land use planning and development framework, informing land use planning decisions, directing future growth and development opportunities that respond to community needs.

In some small towns and surrounding rural living communities there is a need for commercial and community facilities to be centralised to provide a focus for the town centre. The absence or limited capacity of sewer infrastructure within some small towns is a significant limitation to new growth and development opportunities.

**Objective 1 – Small Towns**

To facilitate development in accordance with the specific town Structure Plan attached to this clause.

**Strategies**

- Retain and promote the rural atmosphere and residential service centre role of small towns.
- Discourage the fragmentation of key farming land adjoining township boundaries to allow for future urban growth opportunities.
- Promote opportunities for infill development within the township boundary and encourage increased diversity in residential allotment sizes.
- Provide a visually attractive urban environment and enhance town entrances.
- Encourage commercial development opportunities in and around primary activity centres and where appropriate, the surrounding township zone.
- Encourage well-designed development that responds to local site conditions with regard to environmental and heritage values and existing physical and community infrastructure.
- Protect the environmental features and habitat values of core conservation areas and implement the Greening Latrobe Strategy where appropriate.

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**Objective 2 – Small Towns**

To promote and support the infrastructure and development of small town communities within the municipality.

**Strategies**

- Provide a safe and effective road and path network that allows for convenient movement of vehicles, public transport services, pedestrians and cyclists.
- Facilitate the expansion of cycling and pedestrian paths within small towns in accordance with the *Latrobe City Bicycle Plan 2007-2010*.
- Maintain and enhance existing public open space reserves ~~and implement in accordance with~~ the recommendations of the ~~Latrobe City Open Space Plan~~ *Latrobe City Public Open Space Strategy 2013*, the *Review of Proposed Public Open Space Contributions Rates 2016* and the *Latrobe City Play Space Strategy 2016*.
- Establish a framework for the collection and apportionment of development contributions for the provision of social and physical infrastructure, as appropriate.
- Identify areas that require Development Plans and Development Contribution Plans.

**21.06-3**

26/04/2013  
[Proposed C91](#)  
C75

**Specific Small Town Strategies – Boolarra**

**Residential**

- Ensure new developments close to town entrances enhance the visual amenity, with particular emphasis on the eastern entrance from Monash Way.
- Promote opportunities for infill development within the township boundary and encourage increased diversity in residential allotment sizes (Areas 3, 4, 5, 6 and 7).
- Investigate the potential for Area 5 to yield higher density residential development.
- Protect the development potential of land to the east of the township (Area 10) for possible future long-term urban growth.
- Rezone the hotel site to reflect existing use and to facilitate future development opportunities (Area 11).

**Commercial**

- Promote commercial activity in and around the primary activity centre (Area 1) and surrounding Township Zone.

**Infrastructure**

- Maintain and enhance existing public open space reserves and protect the environmental features and habitat values of core conservation areas, including the Boolarra-Mirboo North Rail Trail (Areas 2, 8 and 9).
- Preserve and maintain waterway and wetland habitat values within the township (Areas 6 and 9).
- Apply appropriate zones to public open space areas (Area 2).
- Ensure an appropriate buffer is provided between urban development and coal resource areas.



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**21.06-4 Specific Small Town Strategies – Glengarry**

10/02/2011  
[Proposed C91  
C24\(Part 2\)](#)

**Residential**

- Ensure new developments enhance the visual amenity of town entrances, with particular emphasis on the southern entrance from Traralgon-Maffra Road (Areas 7 and 8).
- Encourage residential development to the east of the township which is to be sensitive to the Eaglehawk Creek environment and floodplains (Areas 5 and 6).
- Investigate and resolve the extent of the Eaglehawk Creek floodplain (Area 12)
- Encourage low density residential development in Area 7, subject to appropriate flood mitigation.
- Encourage subdivision and development of large vacant and developed allotments within existing residential areas Area 3.
- Protect development potential of agricultural land to the east of the township for future long-term residential expansion (Areas 9 and 10)

**Commercial**

- Encourage commercial developments within the primary activity centre (Area 1).

**Infrastructure**

- Maintain and protect public open space areas including the Gippsland Rail Trail, and implement the recommendations of the [Latrobe City Open Space Plan - Latrobe City Public Open Space Strategy 2013](#) (Areas 2 and 11).
- Encourage east-west shared path link and vehicular link between Areas 5 and 6 and the town centre. Links should be designed to ensure the safe passage of all pedestrians, bicycles and vehicles.
- Investigate opportunities for the future use and possible development of former drainage reserve (Area 4).
- In consultation with stakeholders, investigate and resolve appropriate vehicle access points to Area 5.
- In consultation with stakeholders, investigate opportunities for vehicle access from Area 3 to Railway Avenue.

**21.06-5 Specific Small Town Strategies – Tyers**

12/01/2017  
[Proposed C91  
C87\(Part 2\)](#)

**Residential**

- Encourage low density and rural living development to the north-east of the town, subject to the availability of sewerage infrastructure or the creation of lots capable of containing on-site domestic wastewater treatment systems (Areas 3 and 9).
- Promote opportunities for infill development within the township boundary, such as Area 7 and encourage increased diversity in residential allotment sizes, subject to availability of sewerage infrastructure.
- Ensure access from new development and individual allotments to the Main Road (Moe-Glengarry Road) and Tyers Walhalla Road is limited where possible.
- Investigate and review land affected by the Wildfire Management Overlay within the township boundary.
- Investigate 'rezoning' of Areas 4 and 5 to appropriate zones.



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- Investigate the development potential of land in the Amenity Lifestyle Investigation Precinct south of the township for future rural living purposes (Area 8), due to its close proximity to the Australian Paper Mill.
- Investigate and resolve the development potential of land identified within the Extractive Industry Interest Area to the north of the town.

**Commercial**

- Encourage commercial developments within the primary activity centre (Area 1).

**Infrastructure**

- Resolve domestic wastewater treatment issues in the township and identify improvements or additional infrastructure that may be required to accommodate future urban growth and development.
- Improve sewerage treatment on existing allotments and implement an integrated waste water management system for the township to the satisfaction of the responsible authority.
- ~~Apply appropriate zones to public open space areas including the Bert Christensen Reserve and Jean Gailbraith Reserve and implement the recommendations of the Latrobe City Open Space Plan (Area 10).~~
- Protect and enhance habitat values within the town and apply appropriate zone or overlays to core conservation Areas 2, 4 and 6.
- Undertake detailed native vegetation assessment to clarify the subdivision and development potential on the periphery of Areas 2 and 4 and apply appropriate zone or overlay.
- Encourage shared path link between future low density and rural living development (Areas 3 and 9) and the town centre (Area 1).
- Protect road reserves, such as Hinde Road, to allow for future access to proposed development areas.

**21.06-6 Implementation**

12/01/2017  
Proposed C91  
C87(Part 2)

The objectives and strategies identified in this Clause will be implemented by:

**Using zones and overlays**

- Apply the Township Zone to appropriate locations.
- Apply ~~the General Residential Zone Residential 1 Zone~~ to locations identified for residential development by the small town structure plans.
- Apply Low Density Residential Zone to locations identified for low density residential development by the small town structure plans.
- Apply Rural Living Zone to locations identified for rural living development by the small town structure plans.
- Apply Mixed Use Zone to areas close to town centres with potential for complementary residential, commercial and light industrial activities.
- Apply the Design and Development Overlay to town entrances.
- Apply the Development Plan Overlay to undeveloped residential and low density residential and rural living land which incorporate Urban Design Good Practice principals and the provision of infrastructure and community services through developer contribution plans if required.

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- Apply Public Park and Recreation Zone or Public Conservation and Recreation Zone to public open space areas and conservation areas, as appropriate.
- Apply Environmental Significance Overlay to core conservation areas where appropriate.

**Further Strategic Work**

- Prepare Small Town Structure Plans for Toongabbie, Traralgon South, Yallourn North and Yinnar.
- Rezone land that is inappropriately zoned.
- Prepare Urban Design Guidelines for small towns
- Monitor Land Supply and Demand in all small towns.
- Prepare Development Plans, Development Contribution Plans and Design and Development Overlays, as appropriate.
- Resolve domestic wastewater issues in Tyers and identify improvements or additional sewerage infrastructure that may be required.
- Prior to any future rezonings, investigate the application of the Amenity Rural Buffer and Amenity Lifestyle Investigation Precinct (Area 8) in Tyers, by undertaking odour modelling.
- Introduce appropriate planning provisions into the Planning Scheme to control land use and development within the Amenity Lifestyle Precinct, Amenity Lifestyle Investigation Precinct and Amenity Rural Buffer that resolves industrial/sensitive use interface issues. Discourage any rezoning in the Amenity Lifestyle Investigation Area until this is resolved.

**21.06-7**

12/01/2017  
Proposed C91  
C87(Part 2)

**Reference Documents**

The following strategic studies have informed the preparation of this planning scheme. All relevant material has been included in the Scheme and decision makers should use these documents for background research only:

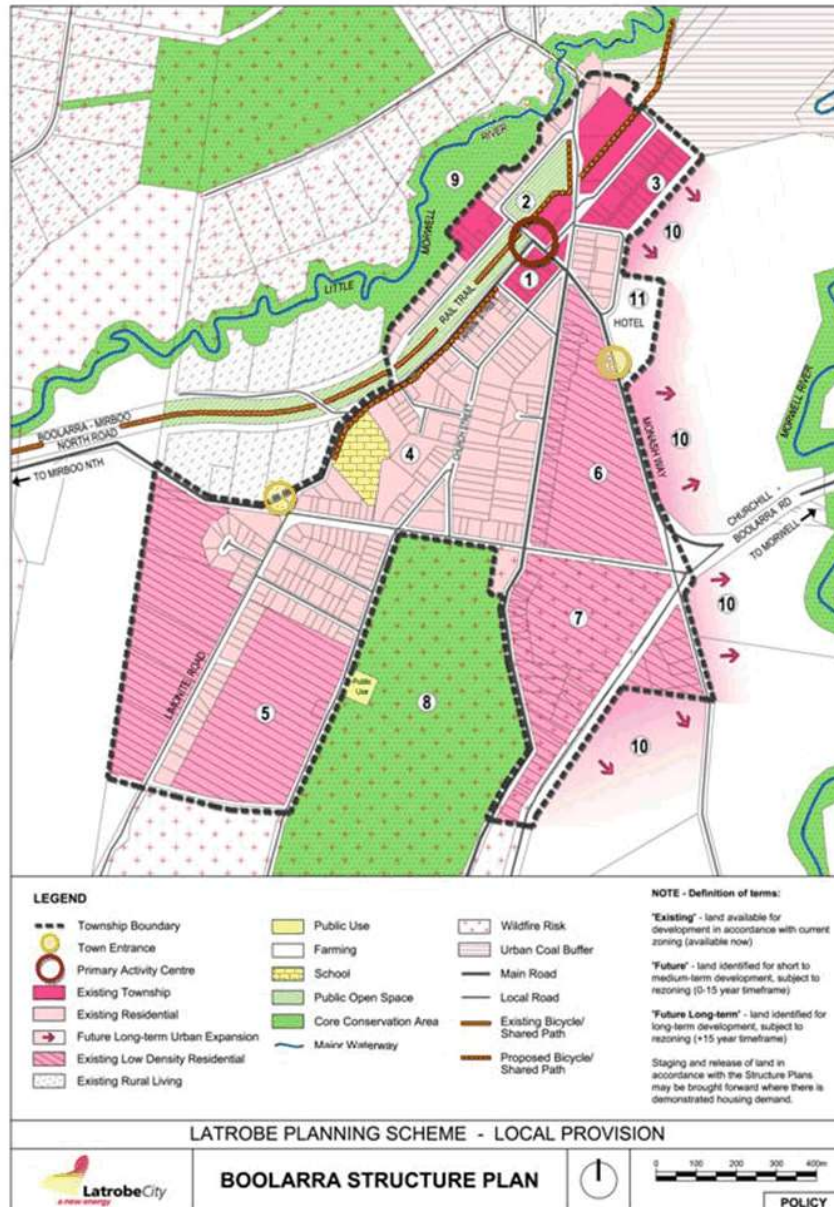
- [Latrobe City Bicycle Plan 2007-2010.](#)
- [Latrobe City Play Space Strategy 2016.](#)
- [Latrobe City Public Open Space Strategy 2013.](#)
- [Review of Proposed Public Open Space Contributions Rates 2016.](#)
- *Small Town Structure Plans: Boolarra, Glengarry and Tyers Background Report 2010* (revised edition).
- *Latrobe City Council Residential and Rural Residential Land Assessment 2009.*
- *Traralgon West Structure Plan, August 2013.*
- *Traralgon Growth Area Review Framework, August 2013.*
- *Traralgon Background Report, August 2013.*
- *Australian Paper: Maryvale Pulp Mill Buffer Requirements, July 2011.*

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21.06-8 Small Town Structure Plans

12/01/2017  
Proposed C91  
CBZ(Part 2)

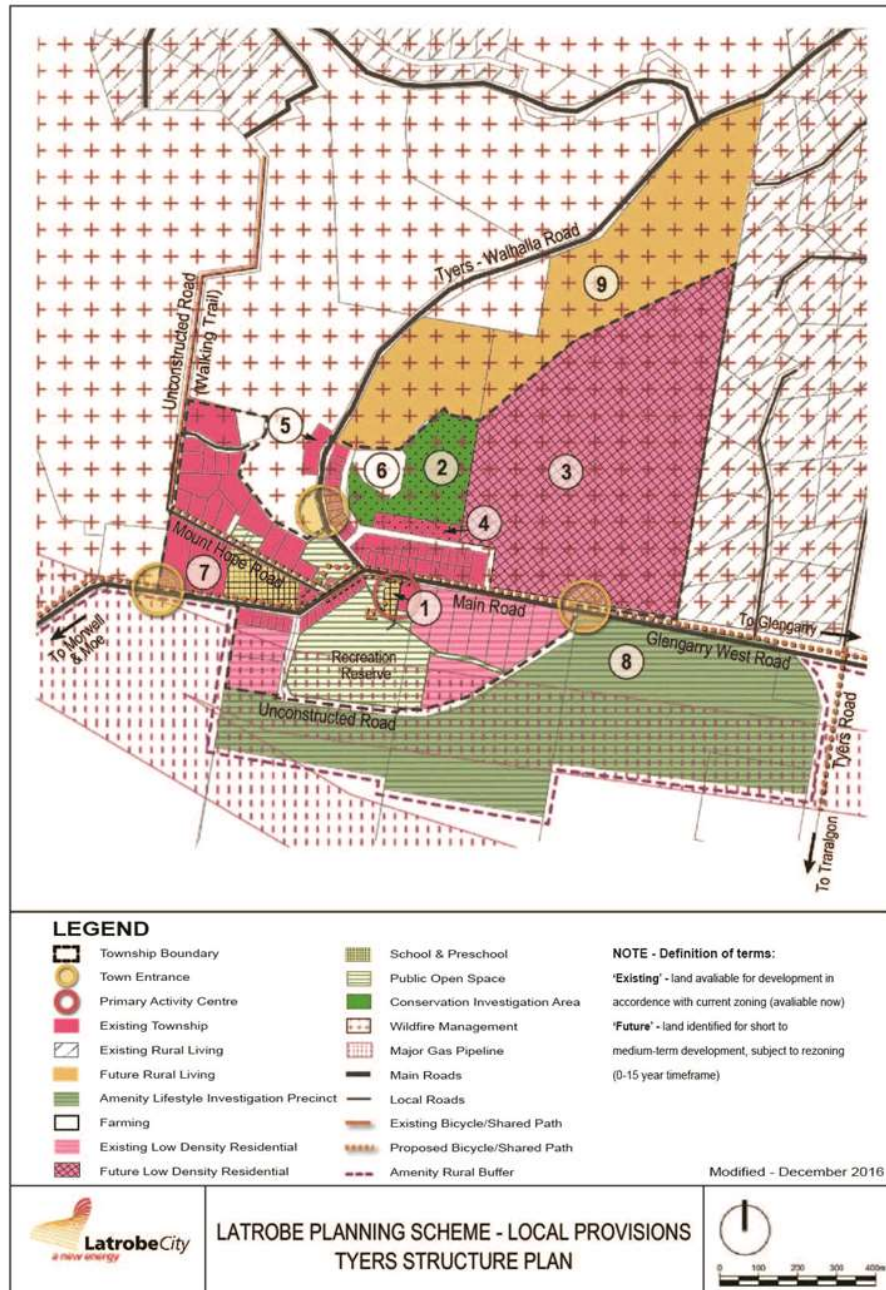
Boolarra Structure Plan





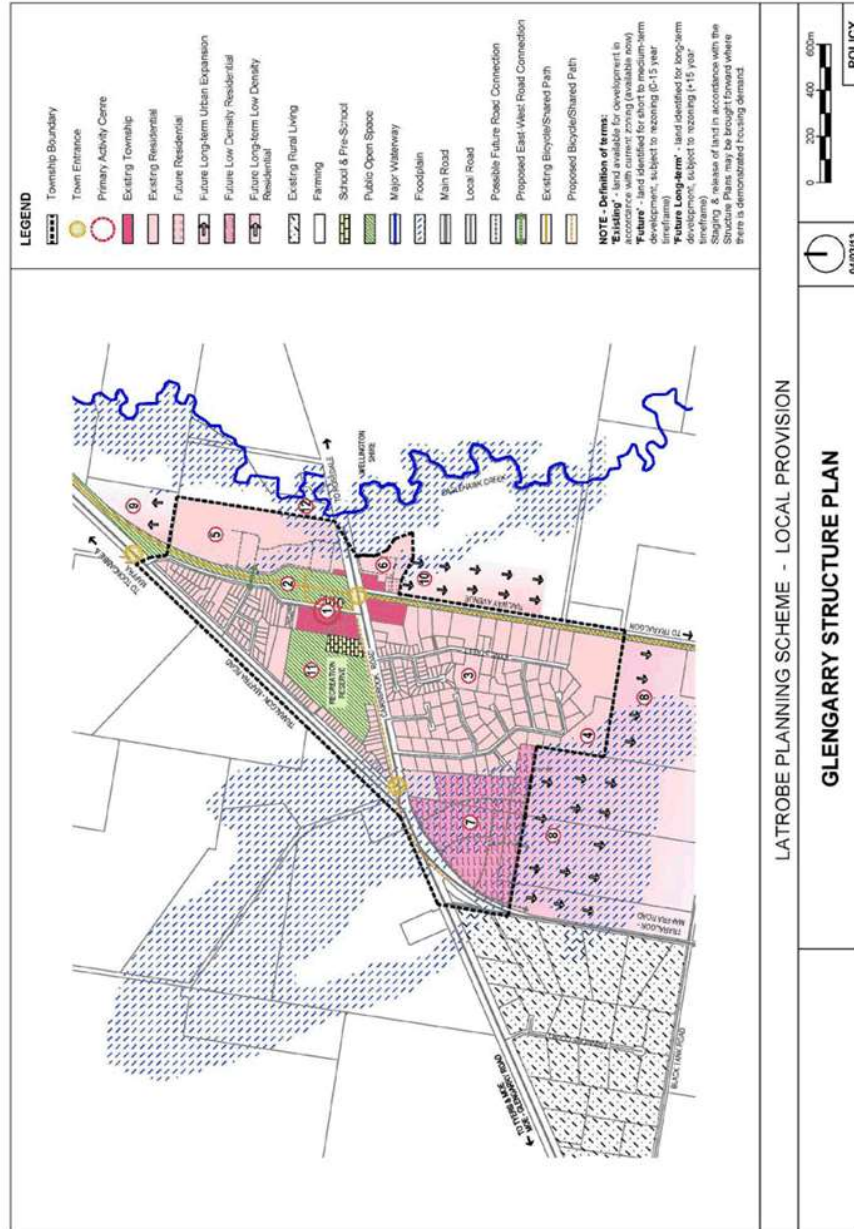
LATROBE PLANNING SCHEME

Tyers Structure Plan



LATROBE PLANNING SCHEME

Glengarry Structure Plan



LATROBE PLANNING SCHEME

**21.08 LIVEABILITY**

14/01/2010  
Proposed C91  
C62

**21.08-1 Council Vision**

14/01/2010  
C62

Latrobe City Council will consider planning applications and make decisions in accordance with the following vision:

- 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.

**21.08-2 Liveability Overview**

14/01/2010  
Proposed C91  
C62

Latrobe City's strong sense of community continues to be a prime factor in attracting people to live and work in the region. Latrobe City offers families and individuals high quality health care, education, and housing affordability, as well as recreational, cultural and sporting facilities. Allied to this is a diverse range of employment opportunities. Community liveability includes a number of interrelated elements, including community safety, provision of health services, education services, mobility and accessibility and a 'sense of place'. Community liveability is a concept that relates to the unique combinations of these community assets, the provision of services and the ways in which they make a positive contribution to the community's quality of life.

Council has a strong commitment to building an inclusive, harmonious community that acknowledges diversity, engages and communicates with citizens and develops liveable neighbourhoods. Latrobe City has a proud history of welcoming people from diverse backgrounds and cultures into the community. Their arrival has enriched our culture, strengthened our workforce industry, added a diverse range of businesses, and made Latrobe City a more exciting, interesting and vibrant place to live. More than 30 per cent of our community has a cultural heritage that reflects the fact that either they, or one or both of their parents, were born overseas.

~~The development of the *Cultural Diversity Action Plan 2014-2018* demonstrates Council's commitment to address the cultural and linguistic barriers facing many of its citizens. Latrobe City is a thriving multi-cultural municipality with 15% of residents born in countries other than Australia. Its people have come from many parts of the world and have chosen to make Latrobe City their home. The Cultural and Linguistic Diversity Action Plan outlines ways and means of supporting Latrobe City family and social life, while promoting individual rights and respecting diversity.~~

Strategies have ~~already also~~ been developed to improve the health ~~and level of health~~ and wellbeing ~~and level of~~ support for older people, young people, the Koorie community, people with a disability, people with mental illness and those who are economically disadvantaged. ~~Some of these strategies include the *Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017*, *Older Persons Strategy 2007-2021*, *Latrobe Play Space Strategy 2016* and the *Disability Action Plan 2013/2014*. The outcomes of these strategies need to be monitored and continually refined to ensure they are addressing the aspirations of the community.~~



LATROBE PLANNING SCHEME

**Objective 1 – Liveability**

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

**Strategies**

- Reduce the impact of gaming on community wellbeing.
- Promote the development of public infrastructure to enhance Latrobe Valley's cultural liveability.
- Promote and support an increase in the level of inclusion for older people, young people, the Kooric community, ~~and~~ people from culturally and linguistically diverse backgrounds and people with a disability or mental illness.
- Support the multi-agency approach to enhancing the health and well-being of residents in Latrobe City in accordance with the [Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017](#).

14/01/2010  
C62

**Healthy Urban Design Overview**

*Healthy Urban Design Good Practice Guideline – Meeting Healthy by Design Objectives* ([the Guideline](#)) is an initiative of Latrobe City Council which aims to accommodate the community, pedestrians and cyclists as a first priority in street, building and open space design. The [Guideline Healthy Urban Design Good Practice Guideline](#) has been developed for guidance in designing and developing healthy lifestyles for the community. ~~The [Guideline Healthy Urban Design Good Practice Guideline](#) supports state government initiatives such as Melbourne 2030 and it~~ encourages:

- Walkable neighbourhoods, including safe and attractive pedestrian and cycle routes to all key local destinations.
- Design of legible street networks that are clear and easy to navigate.
- Open space that incorporates a range of shade, shelter, seating and signage opportunities.
- Building design that maximises natural surveillance and active street frontages.
- Maximised public transport options and connections to all key destinations.
- Community spaces or buildings that incorporate a variety of uses.
- Avoiding opportunities for concealment and entrapment along paths and in community spaces.
- Minimal fencing and walls, with maximum lighting, windows, doors, articulation to facades and use of low walls and transparent fencing.

~~Issues associated with liveability and residential development include:~~

- ~~▪ The main towns of Latrobe City are experiencing growth. As these towns continue to grow, new residential development is located further from town centres, and therefore access to services and community facilities is reduced.~~
- ~~▪ Residents of Latrobe City have a lower average life expectancy due to higher incidences of cancer, cardiovascular disease and mental disorders. Council therefore recognises the need to influence health outcomes through the built environment by encouraging active living and social interaction for residents.~~

~~Issues associated with liveability and community centres include:~~

- ~~▪ New residential development on the fringe of expanding main towns within Latrobe City are at risk of being disconnected from community services and facilities without walkable access to local hubs.~~

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- ~~▪ Street lighting, particularly in laneways, needs to be improved within Latrobe City to increase safety and amenity of community areas at night.~~

~~Issues associated with liveability and **open space** and path networks include:~~

- ~~▪ Public transport opportunities, walking and cycling paths, and linkages between small and main towns in Latrobe City are not always available.~~
- ~~▪ Currently Latrobe City lacks appropriate alternatives for walking/cycle paths that provide both leisurely and direct routes. Providing paths that allow both recreational opportunities and destination based routes would benefit residents and visitors by enabling journey choice.~~

**Objective 1 – Healthy Urban Design**

To provide for walkable neighbourhoods, ensuring public transport, shops, public open space and mixed-use community centres are close to all dwellings.

**Strategies**

- Promote active lifestyles and avoid social isolation by designing new dwellings to be close to user-friendly pedestrian and cycle paths that incorporate shade, toilet facilities, [drinking taps](#), [cycle racks](#), seating and directional signage where possible.
- [Encourage Promote walkability within new developments, community centres to be located within a 400-800 metre walk or buildings \(appropriate to the scale of development\) of approximately 400-800 metres from all dwellings.](#)
- [Consider the Guidelines when assessing new subdivision and development.](#)

~~**Objective 2 – Healthy Urban Design**~~

~~To increase and maximise public transport opportunities between towns and within corridors to support the networked city.~~

~~**Strategies**~~

- ~~▪ Improve existing linear open spaces and public parks by applying Healthy Urban Design Good Practice Guideline principles through minor adjustments to infrastructure. This could include planting new shade trees, maintaining clear sightlines and bridging missing linkages to create a network of well-lit, walking and bicycle paths.~~

~~**Objective 3 – Healthy Urban Design**~~

~~To encourage articulation of building facades and street integration to provide for safe and active neighbourhoods.~~

~~**Strategies**~~

- ~~▪ Support the Universal Housing Alliance Policy Platform and support the need for a state-wide approach to Universal Housing Design.~~
- ~~▪ All users of a path or park are encouraged to be able to see and be seen in their surroundings at all times.~~
- ~~▪ The use of lighting has the potential to encourage or discourage use and therefore should be carefully designed in all parks and linear open spaces, especially along walking and cycling paths.~~

~~**Objective 4 – Healthy Urban Design**~~

~~To encourage all retail to provide active street frontages to foster a community spirit and promote community involvement.~~

~~**Strategies**~~

- ~~▪ Encourage retail areas that are commonly accessed community centres to be walkable spaces that promote physical activity and provide infrastructure such as bicycle racks.~~



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- ~~▪ Encourage high quality community art in public spaces to foster community spirit, as well as provide attractive, quality neighbourhood designs.~~
- ~~▪ Encourage community centres to be designed to ensure active street frontages and promote 'eyes on the street' for natural surveillance. Provision of a mix of uses and programs that allow users to socialise. These spaces are encouraged to be located near schools, public transport, civic areas and parks which will also assist in ensuring a viable community heart.~~

**Objective 5 – Healthy Urban Design**

~~To co-locate neighbourhood centres with complementary uses, such as public open space or schools.~~

**Strategies**

- ~~▪ Assess and evaluate future recreational and open space opportunities by ensuring that these needs are provided in accordance with Latrobe City's Public Open Space Plan.~~
- ~~▪ Encourage a well designed open space and path network needs to include regular intervals of well arranged seating that promotes opportunities for social interaction, provides public amenities and shelter.~~

**Objective 6 – Healthy Urban Design**

~~To promote physical activity and walkability in all towns by ensuring all dwellings are within close walking distance of a community centre.~~

**Strategies**

- ~~▪ Encourage residential developments to plan for maximum connectivity of open space networks, local services and facilities to avoid predictive route movements and encourage residents to walk within and around the greater neighbourhood.~~
- ~~▪ Ensure all subdivision housing developments in townships include community spaces or buildings that are provided within a walkable distance (approximately 400-800 metres) where appropriate.~~

**21.08-4 Public Open Space Overview**

14/01/2010  
C62

Latrobe City currently owns and manages a diverse range of public parks and reserves across the municipality. A well planned and connected network of open space contributes to the liveability of a municipality and provides opportunities for formal sport and passive recreation. Effective open space provision is therefore integral to the promotion of health and wellbeing outcomes for communities which is a key requirement of local government through the *Victorian Public Health and Wellbeing Act 2008*.

The *Latrobe City Public Open Space Strategy 2013* (the Strategy) identifies a need to improve the existing open space system so that it is more effective in meeting the needs of the Latrobe community. There is demand for new open space with an emphasis on completing missing open space links in key areas and ensuring local reserves are accessible in emerging urban growth areas. The Strategy also identifies that open space levies on subdivision contributions in accordance with the *Subdivision Act 1988* and Clause 52.01 of the planning scheme, provide an important source of revenue for funding new acquisition and capital improvement of open space.

**Objective 1 – Public Open Space**

To improve the provision and quality of public open space.

**Strategies**

- Encourage the development and maintenance of public open space in accordance with the Strategy, acknowledging the hierarchy of provision and variety in open space categories.

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- [Support new subdivision levy contributions on a fair and equitable basis to provide funding towards the provision of adequate open space proportionate to the needs of any intensified use which will arise from new residential, commercial, industrial and mixed use subdivisions in accordance with the \*Review of Proposed Public Open Space Contributions Rates 2016\*.](#)
- [Encourage diverse open space and recreational opportunities in accordance with the \*Recreation and Leisure Strategy 2016\*, \*Latrobe City Public Open Space Strategy 2013\* and the \*Review of Proposed Public Open Space Contributions Rates 2016\*.](#)
- [Encourage the development of linear reserves, habitat corridors and linkages between key open spaces, community destinations and employment precincts.](#)
- [Extend open space corridors along major waterways where existing or future open space linkages can be achieved.](#)
- [Ensure that sustainable approaches for landscaping and irrigating the open space network are employed.](#)
- [Encourage the provision of a well-connected open space system that extends from urban to rural areas and has both north-south and east-west linkages.](#)
- [Encourage the development of existing and future open space through the provision of public art, park furniture and infrastructure in accordance with the \*Public and Urban Art Policy 2011\* and the \*Public Toilet Strategy 2010\*.](#)
- [Consider the \*Guidelines for Planning Permit Applications and Development Plans\* \(which form part of the Strategy\) to inform the location of open space in residential, commercial and industrial areas, design considerations and developer contributions \(cash and/or land\).](#)
- [Encumbered land \(e.g. land that is constrained for development purposes including easements for power/transmission lines, sewers, gas, waterways/drainage, retarding basins/wetlands, landfill and conservation and heritage areas\) although removed from the proposed contributions rate, should be retained as a potential means by which further usable public open space can be provided, particularly in greenfield areas.](#)

**Objective 2 – Public Open Space**

To improve the accessibility of public open space.

**Strategies**

- [Encourage residential, commercial, industrial and mixed use subdivision proposals to be linked with existing and proposed pedestrian and bicycle paths and trails in accordance with the \*Bicycle Plan 2007-2010\* and the \*Tracks, Trails and Paths Strategy 2016\*.](#)
- [Encourage the development of open space linkages and improve connectivity to open space areas and destination points, within precincts and to connecting precincts.](#)
- [Promote the concepts of Universal Access in the design of open space areas to encourage use by residents and workers of all abilities, ages and interests, for both formal and informal open space activities.](#)
- [Encourage and support community stewardship within public open spaces.](#)
- [Improve existing linear open spaces by applying \*Healthy Urban Design Good Practice Guideline 2008\* principles.](#)

**21.08-54 Implementation**

14/01/2010  
C62

The objectives and strategies identified in this Clause will be implemented by:

**Using zones and overlays**

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- Apply Development Plans to undeveloped residential land which incorporate Urban Design Good Practice principles and the provision of infrastructure and community services through developer contribution plans if required.

**Further strategic work**

- ~~Develop sustainable design standards for urban and industrial areas.~~
- Develop a Gaming Strategy.
- Prepare Development Plans.
- Prepare Development Contribution Plans.
- [Develop Open Space Asset Management Plans \(linked to GIS Systems\) for all classes/types of open space assets \(including vegetation\) and park furniture to implement a costed, systematic approach to asset replacement, renewal and maintenance.](#)
- [Develop administration processes that improve the record keeping of open space contributions received \(cash and land\) to ensure transparency around the expenditure on passive and active open spaces \(including land acquisition\) and sources of funding.](#)
- [Develop a policy to guide open space contributions and expenditure, including circumstances where Council will accept encumbered land for open space in addition to unencumbered land.](#)
- [Monitor the application and efficiency of Review](#) public open space contributions for new residential, commercial, ~~and industrial~~ [and mixed use](#) subdivisions.

**21.08-5**

14/01/2010  
C62

**Reference documents**

The following strategic studies have informed the preparation of this planning scheme. All relevant material has been included in the Scheme and decisions makers should use these documents for background research only.

- [Bicycle Plan 2007-2010.](#)
- ~~Childeare Strategy (2006-2011).~~
- ~~Community Plan (2004-2008).~~
- [Cultural Diversity Action Plan 2014-2018](#) ~~Cultural and Linguistic Diversity Plan 2006.~~
- [Disability Action Plan 2013/2014](#) ~~(2007/2008).~~
- [Guidelines for Planning Permit Applications and Development Plans 2013.](#)
- [Healthy Urban Design Good Practice Guideline 2008.](#)
- [Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017](#) ~~Municipal Public Health Plan (2004).~~
- [Latrobe City Public Open Space Strategy 2013.](#)
- [Review of Proposed Public Open Space Contributions Rates 2016.](#)
- [Latrobe Play Space Strategy 2016.](#)
- [Older Persons Strategy 2007-2021.](#)
- [Public and Urban Art Policy 2011](#) ~~Public Open Space Plan (2007).~~
- [Public Toilet Strategy 2010.](#)
- [Recreation and Leisure Strategy 2006](#) ~~(2005).~~
- [Tracks, Trails and Paths Strategy 2016](#) ~~Traralgon Outdoor Recreation Plan (2006).~~

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17/12/2015  
C86  
Proposed C91

**SCHEDULE TO CLAUSE 52.01**

Type or location of subdivision	Amount of contribution for public open space
-Land shown as Urban Growth Zone 1 on the planning scheme maps (Lake Narracan Precinct Structure Plan, March 2015)	5.29% Land and/or cash contribution requirements must be in accordance with R60 of Section 3.7 in the Lake Narracan Precinct Structure Plan, March 2015
<a href="#">Residential Subdivision (greenfield)</a>	<a href="#">8% of net developable area in cash or land contribution (any land contribution must be unencumbered).</a> <a href="#">Land is the preferred contribution method (unless agreed otherwise at the discretion of Council).</a>
<a href="#">Residential Subdivision (infill)</a>	<a href="#">5% net developable area in cash or land contribution (any land contribution must be unencumbered).</a> <a href="#">Cash is the preferred contribution method (unless agreed otherwise at the discretion of Council).</a>
<a href="#">Industrial and Commercial Subdivision</a>	<a href="#">2% of net developable area in cash or land contribution (any land contribution must be unencumbered)</a> <a href="#">Land or Cash are considered suitable contribution methods at the discretion of Council.</a>
<a href="#">Mixed Use</a>	<a href="#">5% of net developable area in cash or land contribution (any land contribution must be unencumbered).</a> <a href="#">Land or Cash are considered suitable contribution methods at the discretion of Council.</a>

# REVIEW OF PROPOSED PUBLIC OPEN SPACE CONTRIBUTIONS RATES

LATROBE CITY COUNCIL

OCTOBER 2016

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## EXECUTIVE SUMMARY

Urban Enterprise was engaged by Latrobe City Council (Council) to review the proposed public open space contributions policy and rates which form part of the Latrobe City Public Open Space Strategy 2013 (the Strategy).

The broad aim of the project is to review the proposed approach to public open space contributions and supporting policy in the context of relevant legislation, policy and decisions by VCAT and Planning Panels and make recommendations regarding the most appropriate approach to contributions to implement the Strategy.

### STATUTORY FRAMEWORK

Open space contributions can be collected through the Subdivision Act, the Planning Scheme (Clause 52.01), a Development Contributions Plan (DCP) or by voluntary agreement.

All land in the City of Latrobe except the Lake Narracan PSP area is not currently subject to a public open space contribution under Clause 52.01 of the Latrobe Planning Scheme, and therefore contributions can only be collected through the Subdivision Act, a DCP or by agreement.

There is a clear absence of guidance or practice notes specifically regarding the introduction of a schedule to Clause 52.01 in the Victorian Planning Scheme. This has led to lengthy panel hearings and debates regarding the appropriateness of proposed rates. In general:

- The 5% rate set as the upper limit of contributions collected under the Subdivision Act is often used as a reference point for introducing a new rate in Clause 52.01, with rates exceeding 5% often opposed by submitters;
- Panels in recent examples in established metropolitan areas have supported the inclusion of higher rates (between 5% and 9%) for areas that are expected to experience significant population growth; and
- Most methods for calculating proposed open space calculations rates include an analysis of expected revenue against the expected costs of acquiring and improving open space to meet future open space needs.

### LATROBE CITY PUBLIC OPEN SPACE STRATEGY

The Strategy was prepared by Insight Leisure Planning and adopted by Council in March 2013. The Strategy found that there is a significant quantity of open space available and recommended that Council's focus should be on improving the quality and appeal of existing open space reserves as opposed to new open space acquisition to service existing population.

The Strategy notes that "failure by Councils to include specified amounts of open space contributions in Clause 52.01 results in considerable uncertainty in requests for review that can end up at the Victorian Civil and Administrative Tribunal" and proposed the following approach to contributions:

- In residential areas, new subdivision should be levied at 10% of NDA as total public open space, of which a minimum of 5% must be unencumbered; and
- In major commercial and industrial employment areas, approximately 2% of NDA area must be provided as a public open space contribution (cash or land).

Although the Strategy references previous VCAT cases and metropolitan open space provision standards, there is relatively limited analysis underpinning the recommendation to seek a 10% public open space contribution through the Planning Scheme.

Based on recent subdivision activity and current land values, it is estimated that the proposed open space contributions rates would generate POS cash revenue from urban residential, commercial and industrial subdivisions of between \$237,800 and \$381,800 per annum.

The additional population projected by Victoria in Future between 2016 and 2031 (8,560 new residents) is expected to account for 10% of the total 2031 Latrobe City population.

#### **OPEN SPACE BENCHMARKS AND OPTIONS FOR CONTRIBUTIONS**

A comparison against other municipalities found that the open space provision in Latrobe City townships of 17.6 ha per 1,000 residents is somewhat higher than typical metropolitan provision ratios, but falls within the range of regional centre case studies analysed, significantly lower than Greater Geelong but somewhat higher than Ballarat and Greater Bendigo. Open space contributions rates and mechanisms vary greatly across Victoria. Rates typically range from 5% to 10% in regional areas, and are generally higher in residential growth areas (usually 8% to 10%).

Given that the Strategy found that there is no shortage of open space *quantity* in established areas, it is considered appropriate in principle for a lower rate to be applied to these areas to reflect the likelihood of lower costs. In new growth areas, both land acquisition for new open spaces *and* improvements to those open spaces are required, meaning that it is appropriate for the growth area rate to be somewhat higher.

It is considered appropriate that a lower rate is applied to employment areas, such as subdivisions within Latrobe's industrial and commercial zones, to reflect the lower demand for open space generated by these land uses.

In order to ensure an equitable and consistent approach, open space contributions rates should relate to unencumbered land only, with supporting policy drafted relating to circumstances where Council will accept encumbered land for open space in addition to unencumbered land.

#### **OPEN SPACE EXPENDITURE AND DELIVERY**

Council proposes to expend an average of \$844,800 per annum over the next 5 years on passive open space improvements to implement the Strategy, in addition to \$1.9m expenditure per annum on active open space improvements, resulting in a total ongoing open space expenditure of \$2.75m per annum (note: this relates to the average Council expenditure from 2010 to 2016 and excludes external funding such as grants).

Council's approach to public open space in growth areas typically requires developers to provide land and fund all public open space within the development area. The percentage of land dedicated to open space varies on a case by case basis, with recent examples ranging from 8% (Traralgon North) and 10% (Lake Narracan).

Council does not appear to have a policy that guides the allocation of capital expenditure on public open space, resulting in the vast majority of open space expenditure being sourced from general rates and limited use of cash contributions collected. Improvements to administration processes and records are required to ensure transparency.

#### **DISCUSSION**

The use of Clause 52.01 of the planning scheme provides Council with the opportunity to introduce a consistent and equitable mechanism through which proponents of new development contribute to open space. However, it is uncommon and difficult for encumbered land to be included in an open space requirement. Not all land proposed to be subdivided will contain encumbered areas, especially smaller subdivisions in established areas. This could lead to significant inequities if a schedule to Clause 52.01 is introduced as drafted in the Strategy with encumbered land included as part of the open space requirement.

Residential subdivisions place different demands on the open space network depending on their setting:

- Subdivisions in established areas will generally be able to benefit from the significant existing supply of local open space across the City, but will generate additional demand for capital improvements and capacity increases to the network; and

- In new growth areas, there is a clear need and policy support for new land to be provided for open space to ensure that residents have access to passive and active open space reserves within walking distance to dwellings.

Therefore, a different approach is required to setting the rate and open space policy for each development setting.

In order to reflect lower residential densities in Latrobe City relative to metropolitan Melbourne and to allow for a suitable quantum of both passive and active open space land to be provided in proximity to new houses, it is considered that an appropriate open space contributions rate for greenfield areas in Latrobe is 8% unencumbered, including both passive and active open space.

The open space contributions rate for infill development should have regard to the balance of demand for open space between existing residents in established areas and new residents that will be accommodated by subdivision in these areas. Projected population growth over the next 15 years will account for 10% of the total population in 2031 – therefore, in the absence of further detail in the open space strategy, it would be appropriate for new development to fund in the order of 10% of Council's open space costs (through public open space contributions). Based on estimates of likely revenue, a 5% infill residential open space contributions rate (unencumbered) would more equitably reflect the balance of expenditure to meet demand from existing and new residents than the 10% rate proposed in the Strategy.

#### RECOMMENDATIONS

1. Clause 52.01 is an appropriate mechanism for collecting funds to contribute to the implementation of the Open Space Strategy, and will increase transparency, certainty, equity and ease of administration for all parties;
2. Council should apply differential rates for established and growth area subdivisions to reflect the different levels of demand generated by development in each setting, primarily the need for new open space land in greenfield areas to maintain local accessibility;
3. It is not necessary or equitable in the case of Latrobe City to set a different rate for each town. Each town has a reasonable level of public open space provision per capita based on current population levels, and it is more equitable for a flat rate to be applied across all towns. However, Council should establish an open space expenditure policy that directs open space contributions towards those areas that are experiencing the most subdivision activity;
4. The following public open space contributions rates are recommended:
  - Residential (infill): 5% unencumbered;
  - Residential (greenfield): 8% unencumbered;
  - Commercial and industrial: 2% unencumbered; and
  - Mixed Use: 5% unencumbered.
5. Encumbered land should be removed from the proposed contributions rate, but retained as a potential means by which further usable public open space can be provided, particularly in greenfield areas.
6. For subdivisions in greenfield areas, Council should continue to seek full developer provision of open space whereby developers are required to provide a suitable quantum of open space land within the development area including passive and active open spaces, and fund the improvements through an equalisation scheme or Development / Infrastructure Contributions Plan.
7. For Infill residential, commercial and industrial subdivisions, Council should collect monetary payments in lieu of land contributions, except in locations where key future open space areas / linkages are identified. These areas should be broadly indicated on a plan included in the open space contributions policy.
8. Improvements to administration processes and records are required to ensure transparency. Policy should be introduced to guide open space expenditure, and centralised records are needed to account for open space contributions received (cash and land), expenditure on passive and active open spaces (including any land acquisition) and sources of funds.

## 1. PROJECT BACKGROUND

### 1.1. ENGAGEMENT

Urban Enterprise was engaged by Latrobe City Council (Council) to review the proposed public open space contributions policy and rates which form part of the Latrobe City Public Open Space Strategy 2013 (the Strategy).

### 1.2. PROJECT AIMS AND OBJECTIVES

The broad aim of the project is to review the proposed approach to public open space contributions and supporting policy in the context of relevant legislation, policy and decisions by VCAT and Planning Panels.

The project identifies and addresses information gaps and areas of inconsistency prior to the implementation of the Strategy through the Planning Scheme Amendment, and proposes appropriate contributions rates.

### 1.3. DEFINITIONS

The following definitions are used throughout this report.

**Public Open Space:** Land that is set aside for public recreation or public resort; or as parklands; or for similar purposes. Incorporates active and passive open space.

**Active Open Space:** Land set aside for the specific purpose of formal outdoor sports by the community.

**Passive Open Space:** Open space that is set aside for parks, gardens, linear corridors, conservation bushlands, nature reserves, public squares and community gardens that are made available for passive recreation, play and unstructured physical activity including walking, cycling, hiking, revitalisation, contemplation and enjoying nature.

**Encumbered land:** Land that is constrained for development purposes. Includes easements for power/transmission lines, sewers, gas, waterways/drainage; retarding basins/wetlands; landfill; conservation and heritage areas. This land may be used for a range of activities (e.g. walking trails, sports fields). This is not provided as a credit against public open space requirements. However, regard is taken to the availability of encumbered land when determining the open space requirement.

**Greenfield development:** Subdivision / development which creates 15 or more lots at or near the urban fringe of a town.

**Infill development:** Subdivision / development which creates less than 15 lots/dwellings, and is usually located in an established urban area.

## 2. STATUTORY FRAMEWORK

### 2.1. INTRODUCTION

This section provides an overview of the current statutory framework and policy provisions that are relevant to determining open space contributions in Victoria, including relevant clauses of the State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), the provisions of the Subdivision Act 1988 and the principles that guide the levying of development contributions.

### 2.2. PLANNING SCHEME

#### 2.2.1. STATE PLANNING POLICY FRAMEWORK

The SPPF refers to open space planning in Clause 11.03 Open Space. The Clause has the following objective:

*“To assist in the creation of a diverse and integrated network of public open space commensurate with the needs of the community”.*

The reference to creating open space “commensurate with the needs of the community” is considered to be a guiding principle when assessing public open space contributions proposals.

Clause 11.03 includes the following strategies (not exhaustive), selected due to their relevance to public open space contributions:

- “Ensure that land is set aside and developed in residential areas for local recreational use and to create pedestrian and bicycle links to commercial and community facilities;
- Improve the quality and distribution of open space and ensure long-term protection;
- Ensure land identified as critical to the completion of open space links is transferred for open space purposes;
- Protect the overall network of open space by ensuring that where there is a change in land use or in the nature of occupation resulting in a reduction of open space, the overall network of open space is protected by the addition of replacement parkland of equal or greater size and quality; and
- Provide new parkland in growth areas and in areas that have an undersupply of parkland.”

#### 2.2.2. LOCAL PLANNING POLICY FRAMEWORK

The Local Planning Policy Framework of the Latrobe Planning Scheme provides the following references to open space:

- Clause 21.04-5 (Urban Design Overview) states that the community is increasingly demanding high quality architectural and urban design outcomes for built form and open spaces;
- Clause 21.05-2 (Main Towns Overview) aims to encourage well designed, infill residential development throughout the existing urban area, especially in locations close to activity centres, areas of open space and areas with good public transport accessibility; and aims to ensure various parcels of land are transferred to complete certain links;
- Clause 21.06-2 aims to maintain and enhance existing public open space reserves and implement the recommendations of the Latrobe City Public Open Space Plan;
- Clause 21.06-6 (Implementation) proposes to apply the Public Park and Recreation Zone or Public Conservation and Recreation Zone to public open space areas and conservation areas, as appropriate;

- Clause 21.08-3 (Healthy Urban Design Overview and Good Practice Guideline) identifies that meeting the Healthy by Design Objectives is an initiative of Council which aims to accommodate the community, pedestrians and cyclists as a first priority in street, building and open space design:
  - a. To provide for walkable neighbourhoods, ensuring public transport, shops, public open space and mixed-use community centres are close to all dwellings; and
  - b. To co-locate neighbourhood centres with complementary uses, such as public open space or schools.

### 2.2.3. PARTICULAR PROVISIONS

#### CLAUSE 52.01

Clause 52.01 allows a Council to impose a public open space contribution as follows:

*"A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under section 18 of the Subdivision Act 1988."*

The trigger for a public open space contribution under Clause 52.01 is subdivision, not development, and two-lot subdivisions are exempt from public open space contributions under Clause 52.01 if Council considers that it is unlikely that the lots will be further subdivided.

In the Latrobe Planning Scheme, a schedule to Clause 52.01 currently imposes a public open space contribution of 5.29% for land within the Lake Narracan PSP area. **All other land in the City of Latrobe is not currently subject to a public open space contribution under the planning scheme, and therefore contributions can only be collected through the Subdivision Act or by agreement.**

#### CLAUSE 56 – RESIDENTIAL SUBDIVISION

Clause 56.05 of the Planning Scheme outlines the public open space provision objectives for residential subdivisions which apply across the State. The objectives are:

- "To provide a network of quality, well-distributed, multi-functional and cost-effective public open space that includes local parks, active open space, linear parks and trails, and links to regional open space;
- To provide a network of public open space that caters for a broad range of users;
- To encourage healthy and active communities;
- To provide adequate unencumbered land for public open space and integrate any encumbered land with the open space network; and
- To ensure land provided for public open space can be managed in an environmentally sustainable way and contributes to the development of sustainable neighbourhoods." (Clause 56.05).

These objectives are supported by Standard C13, which states that "the provision of public open space **should** [among other standards] provide a network of well-distributed neighbourhood public open space that includes:

- Local parks (generally 1 hectare in area) within 400m safe walking distance of at least 95% of all dwellings;
- Additional small local parks or public squares in activity centres and higher density residential areas;
- Active open space of at least 8 hectares within 1 kilometre of 95% of all dwellings; and
- Linear parks and trails along waterways, vegetation corridors and road reserves within 1 kilometre of 95% of all dwellings.



The objectives and standards of Clause 56.05 reflect the Standards included in the **Precinct Structure Planning Guidelines**, which were prepared by the (former) Growth Areas Authority in 2009 and are often referenced in terms of open space quantity and quality for new residential areas.

The Precinct Structure Planning Guidelines also include Standards (S2 and S3) that are not translated into the planning scheme but require Precinct Structure Plans to allow for "approximately 10% of the net developable area as total public open space, of which 6% is active open space", and "approximately 2% of net developable area as public open space, usually with a passive recreation function" in major employment areas.

### 2.3. SUBDIVISION ACT

Section 18 of the Subdivision Act 1988 (**Subdivision Act**) also provides for the collection of public open space contributions by Councils.

The provisions of Clause 52.01 under the Planning and Environment Act 1987 and Section 18 of the Subdivision Act 1988 are linked, in that the Subdivision Act generally acts as a 'default' mechanism to collect public open space contributions if no contributions amount is specified in the relevant Schedule to Clause 52.01. Recent amendments to the Planning and Environment Act 1987, known as the Planning and Environment Amendment (General) Act, clarify that Section 18 of the Subdivision Act does not apply where there is a contribution amount specified in the Planning Scheme (Clause 52.01).

The Subdivision Act states that *"if a requirement for public open space is not specified in the planning scheme, a Council, acting as a responsible authority or a referral authority under the Planning and Environment Act 1987 may require the applicant who proposes to create any additional separately disposable parcel of land by a plan of subdivision to:*

- *Set aside on the plan, for public open space, in a location satisfactory to the Council, a percentage of all of the land in the subdivision intended to be used for residential, industrial or commercial purposes, being a percentage set by the Council not exceeding 5 per cent; or*
- *Pay or agree to pay to the Council a percentage of the site value of all of the land in the subdivision intended to be used for residential, industrial or commercial purposes, being a percentage set by the Council not exceeding 5 per cent; or*
- *Do a combination of (a) and (b) so that the total of the percentages required under (a) and (b) does not exceed 5 per cent of the site value of all the land in the subdivision." (Section 18)*

Part 1A of Section 18 of the Act states that *"the Council may only make a public open space requirement if it considers that, as a result of the subdivision, there will be a need for more open space, having regard to:*

- *The existing and proposed use or development of the land;*
- *Any likelihood that existing open space will be more intensively used after than before the subdivision;*
- *Any existing or likely population density in the area of the subdivision and the effect of the subdivision on this;*
- *Whether there are existing places of public resort or recreation in the neighbourhood of the subdivision, and the adequacy of these;*
- *How much of the land in the subdivision is likely to be used for places of resort and recreation for lot owners;*
- *Any policies of the Council concerning the provision of places of public resort and recreation."*

As quoted above, the maximum allowable public open space contributions under the Subdivision Act is set at 5% of land to be subdivided, or 5% of the value of the land to be subdivided (or a combination of both).

The Subdivision Act requires Councils to demonstrate the **need** for more open space on a case by case basis, and acknowledges that the level of need may vary depending on various factors, including the proposed land use and the location and adequacy of existing places of public resort or recreation.

## 2.4. DEVELOPMENT CONTRIBUTIONS

In addition to Clause 52.01 and the Subdivision Act, public open space can also be acquired as part of a Development Contributions Plan under the Planning and Environment Act 1987.

A Ministerial Direction titled "Development Contributions Plans" defines Development Infrastructure which can be the subject of a Development Infrastructure Levy under a Development Contributions Plan (DCP). With respect to public open space, the definition includes:

- "Acquisition of land for public open space; and
- Basic improvements to public open space, including earthworks, landscaping, fencing, seating and playground equipment."

In areas subject to a DCP, public open space is often collected through a combination of the relevant Planning Scheme (Clause 52.01 is typically used to acquire land for *passive* open space) and the DCP (typically used to acquire land for *active* open space).

An Administrative Appeals Tribunal decision known as the Eddie Barron decision<sup>1</sup> is considered to be the landmark decision relating to the principles which underpin development contributions in Victoria. The Tribunal identified the following four principles that were to be met in order for a levy to be applied as a permit condition:

- Need - The need created by the development and the measures to satisfy the need must be adequately identified;
- Equity - The payment or levy must be a fair and reasonable apportionment of the cost of implementing the need satisfaction measures;
- Accountability - The responsible authority should implement procedures to ensure that the money collected cannot be used for any purpose other than that for which it was levied and which clearly show how, when and where the money collected is spent;
- Nexus - There must be a reasonable nexus between the development and the need satisfaction measures.

The Standard Development Contributions Advisory Committee (SDCAC), which was appointed by the Minister for Planning to prepare a review of the current development contributions framework in Victoria, notes that the Eddie Barron decision "was a landmark case for the understanding of the legal principles which underpin development contributions within the framework of the Victorian Planning System" and "as a 'first principles' authority on the implementation of development contributions in Victoria, this decision is an important guide for the Committee".<sup>2</sup>

## 2.5. GUIDANCE ON INTRODUCING A NEW SCHEDULE TO CLAUSE 52.01

There is a clear absence of guidance or practice notes specifically regarding the introduction of a schedule to Clause 52.01 in the Victorian Planning Scheme. The only Practice Note of relevance is Planning Practice Note 70 (PPN70): Open Space Strategies. Although PPN 70 does not include any specific guidance on the introduction of a schedule to Clause 52.01, it does include the following general comments relevant to open space contributions:

- "As part of the [open space] strategy development process, gaps in the open space network will be identified, along with an understanding of the type of open space required. There is an opportunity to rectify gaps through public open space contributions but it is important to:
  - Specify the locations where a land contribution is sought (this could be shown as a map in the strategy); and
  - Provide criteria that define the types of land sought as land contributions.
- An OSS must have an implementation plan. This may form part of the main strategy or be a separate document that provides more detail on each of the implementation tasks, responsibilities, cost estimates and priorities;
- An OSS should consider which open space contribution tool is best for its municipality" [including the Subdivision Act, Clause 52.01, Development Contributions and negotiated agreements].

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<sup>1</sup>Eddie Barron Constructions Pty Ltd v Shire of Pakenham & Anor (1990)

<sup>2</sup>Report 1: Setting the Framework, Standard Development Contributions Advisory Committee (2012) Page 15.

Given the lack of clear direction for the introduction of a new schedule to Clause 52.01, it is important to have regard to the test of need which is required by the Subdivision Act, as well as the findings of recent Planning Panel hearings.

It is considered that there is a close relationship between open space contributions and development contributions, and that the principles underpinning development contributions in Victoria (those of need, nexus, equity and accountability) provide a basis for determining public open space contributions. This approach is supported by previous Planning Panel reports, including those for Amendment C20 to the Glen Eira Planning Scheme, and Amendments C30 and C37 to the Manningham Planning Scheme.

The Panel for Amendment C30 and C37 to the Manningham Planning Scheme noted that:

*"The question of which contribution rate is appropriate is a vexed one. Unlike a Development Contributions Plan where a comprehensive planning framework and method has evolved over time, there is no clear guidance for calculating the rate for the schedule to Clause 52.01."*  
(p.67)

The Panel for Glen Eira Amendment C20 found that the following principles should apply to determining open space contributions:

- *"Establish a framework for increasing and/or improving open space to satisfy the community's expectations;*
- *Develop a formula for improving/increasing open space based on increased densities or changing demography.*
- *Understand the open space requirements of new dwellings in a more comprehensive and rigorous manner. For example, how much more demand for open space is likely to be generated by certain types of developments? Will a three-unit development on a 1000 square metre site place different demands on municipal open space than a ten-unit multi-storey apartment block? If so, what are these demands?*
- *Develop an open space contribution based on the need to bring existing open space to a reasonable level based on an anticipated population density on a precinct by precinct basis."* (p.38)

Other recent metropolitan Planning Panel hearings have considered the merits of introducing new open space contributions rates to the Stonnington and Melbourne Planning Schemes.

In the City of Melbourne, Council proposed to introduce new contributions rates through Amendment C209, including 8% in Urban Renewal Areas and 5% in established areas. The Panel agreed with submitters to the hearing that the Eddie Baron principles of need, nexus and equity should apply, and that population growth was driving the need for more open space in the municipality. The Panel supported the introduction of a 5% flat rate to parts of the City that were expected to experience incremental residential growth, and endorsed the application of a higher rate for Urban Renewal Areas. The rate that is now included in the Planning Scheme is 7.06% for Urban Renewal Areas, 5% for established areas, and 8% for land in the Fishermans Bend Urban Renewal Area.

The Panel noted that despite the relatively generous provision of existing open space in the City of Melbourne on a per capita basis, this should not *"result in efforts to 'wind back' open space provision by providing less in future, but rather be seen as a valuable contributor to Melbourne's liveability that should be maintained and enhanced."* (p.33)

Although the development setting and residential densities are very different in Latrobe compared with the City of Melbourne, the principle of seeking to maintain a high existing level of open space per capita can readily be adapted to the Latrobe circumstances.

There is no differential rate for commercial development in the City of Melbourne, meaning that all development types contribute the same percentage of land value towards public open space.

In the City of Stonnington, Council proposed to introduce higher public open space contributions through Amendment C186, including 8% in some suburbs expected to experience high growth, and 5% in other suburbs. The panel supported the approach in general, but recommended narrowing the application of the higher rate of 8% to only include those areas that are expected to experience significant growth (Armadale, Prahran and Windsor).

## 2.6. KEY FINDINGS

- The SPPF and LPPF provide policy support for the provision of public open space to meet community needs;
- All land in the City of Latrobe except the Lake Narracan PSP area is not currently subject to a public open space contribution under Clause 52.01 of the Latrobe Planning Scheme, and therefore contributions can only be collected through the Subdivision Act or by agreement;
- The Precinct Structure Planning Guidelines allow for “approximately 10% of the net developable area as total public open space, of which 6% is active open space”, and “approximately 2% of net developable area as public open space, usually with a passive recreation function” in major employment areas;
- There is a clear absence of guidance or practice notes specifically regarding the introduction of a schedule to Clause 52.01 in the Victorian Planning Scheme. This has led to lengthy panel hearings and debates regarding the appropriateness of proposed rates. In general:
  - The 5% rate set as the upper limit of contributions collected under the Subdivision Act is often used as a reference point for introducing a new rate in Clause 52.01, with rates exceeding 5% often opposed by submitters;
  - Panels in recent examples in established metropolitan areas have supported the inclusion of higher rates (between 5% and 9%) for areas that are expected to experience significant population growth;
  - Most methods for calculating proposed open space calculations rates include an analysis of expected revenue against the expected costs of acquiring and improving open space to meet future open space needs.

## 3. LATROBE CITY PUBLIC OPEN SPACE STRATEGY

### 3.1. INTRODUCTION

This section provides a review of the Latrobe City Public Open Space Strategy 2013 (the **Strategy**) and the proposed approach to collecting open space contributions.

### 3.2. LATROBE PUBLIC OPEN SPACE STRATEGY

The Strategy was prepared by Insight Leisure Planning and adopted by Council in March 2013. The Strategy included findings on existing provision of open space and recommendations for improvements to the collection of open space contributions.

#### OPEN SPACE SUPPLY AND DEMAND

Table 1 shows the level of overall open space provision by town in Latrobe City. Public open space within townships (i.e. excluding rural areas) equates to 17.6 hectares of open space per 1,000 residents, or 176 sqm per person. Township open space provision is highest in per capita terms in Moe/Newborough and Churchill, and lower in Morwell and Traralgon.

**TABLE 1** CURRENT PUBLIC OPEN SPACE PROVISION RATIOS, MAJOR TOWNS IN LATROBE CITY

	Open Space Provision Ratio	
	Ha/1000 people	Sqm/person
Morwell	10.72	107.2
Traralgon	8.99	89.9
Moe/Newborough	31.65	316.5
Churchill	36.03	360.3
<b>Township average (excl. rural)</b>	<b>17.62</b>	<b>176.2</b>
Rural areas	116.46	1164.6

Source: Public Open Space Strategy Volume 1: Strategy and Recommendations, Insight Leisure Planning, 2013.

The Strategy includes a projection of future demand for open space based on an annual population growth rate of 0.86%, which would result in 2,500 – 3,000 additional people living in the City over the 5 year period from 2013 to 2018. The Strategy notes that this level of population growth "is unlikely to significantly increase demand for access to new/additional open space during the life of this plan (i.e. next five years). However, the provision of locally accessible open space for informal recreation will remain important in future residential developments." (p.6)

#### OPEN SPACE TYPE AND USAGE

The most common types of public open space described in the Strategy include:

- **Sport open space** – reserves set aside primarily to accommodate active sports use;



- **Parkland (general use)** – reserves set aside primarily to accommodate a range of recreational uses by the community. These are not formal sports venues, however, they are likely to include playgrounds, neighbourhood parks and areas offering urban relief, landscape amenity and opportunities for informal physical activity participation;
- **Waterway/drainage** – open space reserves set aside to cater for waterway conservation, access and/or drainage management;
- **Parkland (special use)** – reserves set aside to accommodate a range of special uses, depending on individual site requirements; and
- **Community facility open space** – reserves set aside to accommodate a range of community facilities.

The Strategy found that the majority of public open space in Latrobe is parkland, sport reserves and linear open space. There is a significant degree of variability of public open space across the major towns, summarised as follows:

- Morwell – only a small proportion of sport open space compared to other public open space provision in the town;
- Traralgon – sport open spaces account for one third of the total open space land in the town;
- Moe/Newborough – parkland (general use) and waterway/drainage reserves account for 70% of open space sites in the town;
- Churchill – Parkland (general use) accounts for the majority of open space provision in Churchill; and
- Rural other – There is a low level of land for parkland (general use) and sports open space. Community facility open space is well represented.

The Strategy found that approximately two-thirds of existing open space is considered 'low use', indicating that *"there is considerable scope within existing venues to accommodate greater levels of use. However, the existing low levels of use may reflect the poor quality and appeal of many sites."*

The Strategy also notes that "the majority of 'high use' sites are categorised as Sports reserves, indicating that that *"there may be demand for additional active open space"* and/or the need to improve the capacity of existing sites to accommodate high levels of use. (p.47)

#### STRATEGY RECOMMENDATIONS

**Overall, the Strategy found that there is a significant quantity of open space available and recommended that Council's focus should be on improving the quality and appeal of existing open space reserves as opposed to new open space acquisition to service existing population.**

The Strategy notes that: *"A major theme to emerge from the research has been a desire to improve open space linkages and connections"* and identifies opportunities to *"enhance existing networks and establish a broader system of paths, trails, walking loops and linear reserves."* (p.5)

In order to address current and future needs, the Strategy prioritises creation of parcels of new open space with an emphasis on completing missing open space links in key areas and ensuring locally accessible reserves in emerging urban growth areas.

The key municipal-wide recommendations relating to future open space provision and improvements (selected) are considered to include the following:

- *"Develop a municipal-wide Pathways, Tracks and Trail Strategy which identifies gaps opportunities and infrastructure requirements, including establishment of township specific walking trails and loops, as well as connections between townships"* (Recommendation 4);
- *"Undertake a Feasibility Study to investigate demand and options for the possible establishment of a Regional multi-use Sports reserve, inclusive of multi-use synthetic surfaces"*(7);
- *"Inclusion of public art in open space reserves"*(8);
- *"Continue to implement Council's Playground Strategy and Public Toilet Plan "* (14);
- *"Consider opportunities to improve the appeal of existing spaces for young people and families, including installation of multi-use half-court areas, park seating, drinking taps,shade/shelter, public toilets and informal gathering spaces where appropriate"* (15);
- *"Increase installation of outdoor fitness stations and exercise equipment at selected 'District' reserves across the City"* (21); and



- *"Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc."* (22)

Further recommendations for each township are identified in the Strategy, which generally follow the direction of the municipal-wide recommendations above. The Strategy does not include an action plan or any costings associated with the recommendations.

#### OPEN SPACE CONTRIBUTIONS

The Strategy notes that "failure by Councils to include specified amounts of open space contributions in Clause 52.01 results in considerable uncertainty in requests for review that can end up at the Victorian Civil and Administrative Tribunal" (Section 7).

The Strategy (Section 10) proposes that:

- In residential areas, new subdivision should be levied at 10% of NDA as total public open space, of which a minimum of 5% must be unencumbered. In major commercial and industrial employment areas, approximately 2% of NDA area must be provided as a public open space contribution (cash or land). The percentage amounts identified in the policy have been informed by a recent Victorian and Civil Tribunal (VCAT) decision and an investigation into open space contributions in growth areas. The (former) Growth Areas Authority (GAA) has sought in the order of 10 – 12% of open space contributions in Melbourne's growth areas which are similar lot sizes to those developing in some parts of Latrobe City;
- New residential areas, or undeveloped land residentially zoned in Development Plan areas, should look to achieve 10% provision for open space in land contributions;
- Active open space generally requires at least 8ha of land, and local parks shall generally comprise a minimum area of 0.75 – 1ha; and
- Developers shall be required to either fund or undertake basic development works in parks and open space areas (in order to render the site usable by the community and fit for its intended purpose) as part of their contribution, over and above the contribution of the land.

Although the Strategy references previous VCAT cases and metropolitan open space provision standards, there is relatively limited analysis underpinning the recommendation to seek a 10% public open space contribution through the Planning Scheme. The proposed Open Space Policy and Schedule to Clause 52.01 are included in **Appendix A** to this report.

### 3.3. OPEN SPACE CONTRIBUTIONS REVENUE

Over the period July 2006 to April 2016, Council collected a total of \$1.02m in public open space cash contributions. Only \$166,409 has been expended from the open space account, resulting in a current POS account balance in the order of \$858,000. The value of land provided to Council in satisfaction of public open space contributions requirements was not available to inform this project.

Annual revenue has increased considerably in recent years, from between \$40,000 and \$80,000 per annum from 2009 to 2013, up to a peak of \$194,000 in 2015, as shown in Table 2.

In the first four months of 2016, \$201,000 has already been collected, indicating that this trend is expected to continue to increase. It is noted, however, that some smaller greenfield subdivision stages completed in 2016 made open space contributions in cash rather than by providing land – land contributions are more common in a greenfield setting. This is likely to account for some of the increase in revenue in 2016 compared with previous years. The quantum of cash revenue will continue to vary depending on the size and location of subdivisions and changes in land values over time.

**TABLE 2** CASH CONTRIBUTIONS COLLECTED FOR OPEN SPACE

Year	Cash Collected	Expenditure	Annual Balance
2006	\$148,700	\$117,409	\$31,291
2007	\$20,100	\$0	\$20,100
2008	\$22,970	\$0	\$22,970
2009	\$55,250	\$0	\$55,250
2010	\$40,500	\$49,000	-\$8,500
2011	\$78,750	\$0	\$78,750
2012	\$71,730	\$0	\$71,730
2013	\$69,950	\$0	\$69,950
2014	\$119,628	\$0	\$119,628
2015	\$194,960	\$0	\$194,960
2016 (Jan-April)	\$201,561	\$0	\$201,561
<b>Total</b>	<b>\$1,024,099</b>	<b>\$166,409</b>	<b>\$857,690</b>

Source: Latrobe City Council.

The Strategy proposes to introduce a new schedule to Clause 52.01 which requires a public open space contributions of 10% from residential subdivisions (of which at least 5% is unencumbered) and 2% from non-residential subdivisions.

An estimate of potential open space contributions revenue has been calculated, so as to compare this revenue against expected open space expenditure. In order to estimate future revenue, a number of assumptions are necessary and are outlined as follows:

- The average annual rate of residential, commercial and industrial subdivision activity between March 2011 and June 2016 has been used as a basis for a linear projection of future subdivision activity. Infill residential subdivisions have averaged 1.8ha per annum across the City over this period, commercial 0.2ha and industrial 4 ha;
- Two-lot subdivisions are not included in the calculation as they are typically exempt from public open space contributions in accordance with Clause 52.01 in the Planning Scheme (if Council considers that it is unlikely that the lots will be further subdivided);
- Although some subdivisions may have the opportunity to provide encumbered land that is fit for purpose as public open space to satisfy part of the required contribution, it is expected that the majority of subdivisions would either not include encumbered land, or include encumbered land that is not suitable as public open space. This is particularly the case in established areas, which are more likely to be required to contribute cash, rather than land. Therefore, the value of encumbered land has been excluded from calculations;
- Greenfield residential subdivisions (i.e. subdivisions of at least 15 lots in urban residential zones in outer suburban locations) are expected to provide land to satisfy their public open space contribution, and therefore are not expected to generate cash revenue for Council; and
- Average land values in 2016 have been applied to each land use based on valuation information provided by Council: established area residential land average of \$160 per sqm; commercial land average of \$300/sqm; and industrial land average of \$100/sqm. These values represent the average land value in Council's rates database for each major town, with the average residential value weighted towards Traralgon given that at least 50% of all new dwellings are expected to be constructed in Traralgon over the next 15 years.

Based on these assumptions, future open space contributions revenue is projected at various public open space contribution rate scenarios of 5%, 6%, 7%, 8%, 9% and 10% (for residential) and 2% for commercial and industrial.

Tables 3 and 4 show the forecast annual public open space contributions revenue from residential, commercial and industrial subdivisions in the City of Latrobe. Depending on the open space contributions rate, it is estimated that Council could collect POS cash contributions of:

- Between \$144,000 and \$288,000 per annum from 'infill' residential subdivisions; and
- \$12,000 per annum from commercial subdivisions; and
- \$81,800 per annum from industrial subdivisions.

The total annual POS cash revenue from urban residential, commercial and industrial subdivisions is projected to range from \$237,800 to \$381,800 per annum.

**TABLE 3** PROJECTED PUBLIC OPEN SPACE CONTRIBUTIONS REVENUE FROM RESIDENTIAL SUBDIVISIONS (2016 VALUES)

POS Requirement %	Average Annual Subdivision Area (ha)	Average Land Value per ha	Annual POS Contributions Revenue
5%	1.8	\$1,600,000	\$144,000
6%			\$172,800
7%			\$201,600
8%			\$230,400
9%			\$259,200
10%			\$288,000

Source: Latrobe City, analysed by Urban Enterprise, 2016.

**TABLE 4** PROJECTED PUBLIC OPEN SPACE CONTRIBUTIONS REVENUE FROM COMMERCIAL AND INDUSTRIAL SUBDIVISIONS (2016 VALUES)

POS Requirement %	Commercial			Industrial		
	Average Annual Subdivision Area (ha)	Ave. Land Value per ha	Annual POS Contributions Income	Average Annual Subdivision Area (ha)	Ave. Land Value per ha	Annual POS Contributions Income
2%	0.20	\$3,000,000	\$12,000	4.09	\$1,000,000	\$81,800

Source: Latrobe City, analysed by Urban Enterprise, 2016.

### 3.4. OPEN SPACE DEMAND INDICATORS SINCE STRATEGY ADOPTION

#### POPULATION GROWTH

The Estimated Resident Population (ERP) of the City has actually declined since the Strategy was adopted in 2013 (-0.2% per annum, ABS), although the towns of Traralgon and Churchill have experienced some population growth in the past 2 years.

Victoria in Future projections are for the overall municipal population to increase at a rate of 0.7% per annum over the period 2016 to 2031, which would result in an additional 2,747 persons over a 5 year period from 2016 to 2021 (Victoria in Future 2015).

This analysis shows that population growth over the short to medium term is not expected to be significant, and the assumptions on which the Strategy was based remain appropriate.

Table 5 shows the total population growth projected for Latrobe City from 2016 to 2031 (15 year period, Victoria in Future). The additional population between 2016 and 2031 is expected to account for 10% of the total 2031 population.

**TABLE 5** POPULATION PROJECTIONS, LATROBE CITY 2016 - 2031

Area	2016 Population	2031 Population	Additional population 2016-31	Additional population % of 2031 population
Latrobe City	73,900	82,460	8,560	10.4%

Source: Victoria in Future 2015.

**PROJECTED LOCATION AND TYPE OF RESIDENTIAL DEVELOPMENT**

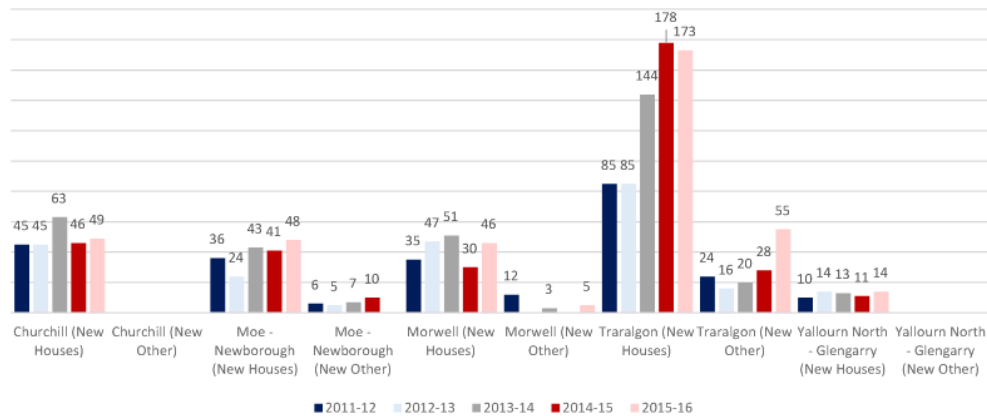
Economic research prepared by Essential Economics for the ‘Live Work Latrobe’ project in 2016 found that there will be demand for approximately 5,000 new dwellings over the 15 year period from 2016 to 2031, 55% of which are projected to be located in Traralgon.

Lone person households are projected to comprise the greatest number of additional households (44%), followed by couple families without children (33%). Lone person households in Traralgon alone are expected to increase by 999 households over the next 15 years, which is likely to result in significant demand for smaller dwellings and retirement living, driving demand for low rise infill development in proximity to shops and services in Traralgon.

Despite the relatively low population growth in recent years across the municipality, there has been relatively strong dwelling approval activity in Traralgon since 2011-12 as shown in Figure 1. This includes both new houses (average 133 per annum) and new other residential buildings (flats, units and townhouses, average 29 per annum).

This analysis indicates that the majority of recent infill development has occurred in Traralgon, and that this is expected to continue over the coming years.

**FIGURE 1** DWELLING APPROVALS BY DWELLING TYPE AND SA2, 2011-12 TO 2015-16



Source: ABS Building Approvals.

### RECENT COMMUNITY CONSULTATION

A review of the Latrobe Planning Scheme was undertaken in October 2014 and was informed by community consultation. During the consultation process, open space was the most common issue raised, including the following topics relevant to open space provision and contributions:

- Concern was expressed that small urban lots were being sold by Council for housing whereas they should be kept for open spaces/recreation/passive recreation as public land;
- There is a lack of open space;
- There is a need for greater connectivity by cycling and walking paths;
- Poor maintenance of existing facilities;
- Requirements to provide an open space contribution as part of a planning permit application;
- Need for adequate public open space in planning for new growth areas;
- Need to ensure that areas set aside for open space are not encumbered by other uses such as detention basins or drainage reserves;
- Planning scheme is deficient in not specifying an open space contribution in the Planning Scheme; and
- Council has recreation plans and an Open Space plan that it does very little with.

Further consultation undertaken to inform Council's 'Live Work Latrobe' Strategy in late 2015 elicited the following comments regarding open space:

- Participants frequently discussed the need for infrastructure closer to housing, including green open space;
- Access to quality open space was discussed, particularly in terms of the positive health benefits of being able to walk and exercise more in the local area;
- There is a lack of provision of walking paths, shaded parks and recreational space in local areas;
- There are poor walking and cycling links between the smaller and larger towns;
- Making better use of existing open space or creating more opportunities for shared open space would assist in creating stronger community ties and connections between residents as well as improving health outcomes; and
- There is a need for public realm improvements including streetscapes, parks and open spaces.

The commentary across these two consultation exercises indicates broad community support for open spaces to be improved and connected to better meet the needs of the existing and future communities (both in established and growth areas of major towns).

### 3.5. KEY FINDINGS

- There is a good supply of public open space in the Latrobe City, however there is an uneven distribution across the municipality, and open space provision is lowest on a per capita basis in Morwell and Traralgon. These towns have experienced the highest rate of residential development activity over recent years;
- Many open space types are not well aligned to the needs of the community and experience low levels of usage, while active open space reserves are generally in high demand;
- Improving public open space was found to be a clear focus for the community through consultation for the Strategy and in other recent consultation processes;
- Despite low population growth projections, the Strategy clearly identifies the need to improve the quality of existing open spaces to increase utility and relevance of the space to meet resident needs. The Strategy recommends a range of improvements to the open

space network, primarily focused on improving existing open space and establishing a stronger network of open spaces, as opposed to additional land acquisition in established areas;

- The Strategy recommends an open space contributions rate of 10% for all residential development and 2% for non-residential development, primarily based on the Precinct Structure Planning Guidelines. Encumbered land can comprise up to half (5%) of the residential open space provision;
- Based on recent subdivision activity and current land values, it is estimated that the proposed open space contributions rates would generate POS cash revenue from urban residential, commercial and industrial subdivisions of between \$237,800 and \$381,800 per annum;
- Residential demand projections show that Traralgon will be expected to accommodate more than half of all dwellings constructed in the City over the next 15 years, with increasing demand for smaller dwellings that are likely to be required within the established township areas. Traralgon currently has the lowest provision of open space per capita.
- The additional population projected between 2016 and 2031 (8,560 new residents) is expected to account for 10% of the total 2031 population.



## 4. OPEN SPACE BENCHMARKS

### 4.1. CURRENT OPEN SPACE PROVISION RATIOS

Plan Melbourne notes that most municipalities in Metropolitan Melbourne have less than 11 hectares of open space available per 1,000 people (110 sqm per person).

Table 6 shows the current (or recent) open space provision per resident in selected Melbourne and regional Victorian municipalities. The open space provision in Latrobe City of 17.6 ha per 1,000 residents is somewhat higher than typical metropolitan provision ratios, but falls within the range of regional centre case studies analysed.

**TABLE 6** PUBLIC OPEN SPACE PROVISION RATIOS, SELECTED METROPOLITAN AND REGIONAL CENTRES

LGA	Ha per 1,000 persons	sqm per resident
<b>Regional Centre LGAs</b>		
<b>Latrobe (excluding rural)</b>	<b>17.6</b>	<b>176</b>
Greater Geelong	46.0	460
Ballarat	9.7	97
Greater Bendigo <sup>3</sup>	12.1	121
<b>Metropolitan LGAs</b>		
Melbourne	5.6	56
Moonee Valley	5.0	50
Port Phillip	4.9	49
Moreland	4.0	40
Maribyrnong	3.7	37
Yarra	3.1	31
Stonnington	2.0	20
Greater Dandenong	3.6	
Knox	10	100

Source: Amendment C209 Melbourne Planning Scheme, Expert Evidence Statement, Urban Enterprise, June 2014; Greater Geelong Open Space Strategy (Draft) 2014; Ballarat Open Space strategy (Volume 1), 2008; Greater Bendigo Public Space Plan: Strategic Context and Issues Paper, August 2016.

<sup>3</sup> Includes City owned and/or managed public space.

#### 4.2. CONTRIBUTIONS RATES

Given the wide range of mechanisms available to councils and the lack of a clear and consistent model for calculating an appropriate contributions rate, a range of rates are applied through Clause 52.01 across Victoria. Table 7 shows examples of Councils in regional Victoria and the outer eastern / south-eastern municipalities of Melbourne.

Table 7 shows that the contribution rates vary from 4.5% to 10%, with only the Mornington Peninsula (with 12% as the upper bound of the range) exceeding 10%. There is also significant variation in the way in which the rates are applied, including:

- Whether the schedule delineates between encumbered and unencumbered land;
- Whether a different rate (or any contribution at all) applies to non-residential land;
- Whether a sliding scale or a flat rate is applied; and
- Whether a different rate applies to growth areas as opposed to established areas.

**TABLE 7 OPEN SPACE CONTRIBUTIONS RATES (CLAUSE 52.01)**

	Residential	Non Residential
<b>Latrobe</b>		
Current	Lake Narracan: 5.29%; All other land: none specified. (Note: various Development Plans and S173 Agreements provide for POS contributions)	None Specified
Proposed	All land: 10% of NDA, at least 5% unencumbered.	2% of NDA (unencumbered)
<b>Other Gippsland</b>		
South Gippsland	Min. 5%	Min. 5%
Baw Baw	All land within Warragul and Drouin PSPs: 4.5% of NDA (passive)	None Specified
Wellington	5% (All land within GRZ1, LDRZ, TZ, RLZ or TZ)	None Specified
Bass Coast	None Specified	None specified
East Gippsland	None specified	None specified
<b>Other Regional Centres</b>		
Greater Geelong	Armstrong Creek: 10% unencumbered (includes passive and active).	3.1% (Armstrong Creek - North East Industrial Precinct)
Wodonga	5%	None specified
Ballarat	Ballarat West: 5.3% of GDA (passive) Other land in UGZ: 10% (residential); All other land: 5%	10% for land in Urban Growth Zone (commercial & industrial); 5% all other land
Bendigo	None specified	None specified
<b>Eastern Metropolitan</b>		
Dandenong	5% default	2% for all INZ1, INZ2, INZ3, B3Z, B4Z
Knox	5% to 8.5%	None specified
Mornington Peninsula	5% to 12%	5% commercial & industrial
Cardinia	8%	None or 5.5% within UGZ3 & UGZ4

Source: Amendment C209 Melbourne Planning Scheme, Expert Evidence Statement, Urban Enterprise, June 2014; Public Open Space Strategy Volume 1: Strategy and Recommendations, Insight Leisure Planning, 2013; Greater Geelong, Wodonga, Ballarat, South Gippsland, Baw Baw and Wellington Planning Schemes.

### 4.3. DIFFERENTIAL RATES

As evident in Table 7, some Councils have applied differential rates, for example between established and growth areas, and between residential and non-residential developments, due to the varying levels of demand for open space generated by each development setting.

#### GROWTH AND ESTABLISHED AREAS

Some methods used to strike an open space contributions rate have relied on a detailed assessment of potential income through subdivisions and a similarly detailed estimate of the cost of all proposed open space improvements and acquisitions in order to ensure that the relevant open space strategy can be delivered or at least subsidised through open space contributions.

Latrobe has different circumstances, however, whereby significant new open space acquisition is not proposed within established areas, but costs will be incurred to make existing open space fit for purpose for existing and new residents.

**Given that the Strategy found that there is no shortage of open space quantity in established areas, it is considered appropriate in principle for a lower rate to be applied to these areas to reflect the likelihood of lower costs. In new growth areas, both land acquisition for new open spaces and improvements to those open spaces are required, meaning that it is appropriate for the growth area rate to be somewhat higher.**

#### NON-RESIDENTIAL DEVELOPMENT

As shown in Table 7, differential open space contribution rates are often applied to commercial and industrial subdivision, and in some cases no contributions apply to these land uses. The differential rates are typically lower than the contribution rates for residential subdivision, reflecting the lower level of demand generated for public open space by workers compared with residents.

The differential treatment of non-residential development with respect to open space is also reflected in Development Contributions Plans. Of the 26 DCPs approved since 2008 which contain a levy for non-residential development, only three require contributions towards open space land or improvements from non-residential development. Each of these three DCPs applies to an area with very low levels of non-residential development and have applied a flat rate for administrative simplicity.

A differential rate for commercial and industrial subdivision is also recommended in the Precinct Structure Planning Guidelines (GAA, 2012). The public open space provision recommended for residential growth areas is 10% of Net Developable Area, whilst for Employment Areas the recommended rate is 2% (Part 2, p.34). This reflects the difference in demand for open space generated by residential development compared with commercial and industrial development.

**It is therefore considered appropriate that a lower rate is applied to employment areas, such as subdivisions within Latrobe's industrial and commercial zones.**

### 4.4. ENCUMBERED LAND

It is uncommon for encumbered land to be specified as part of an open space requirement under clause 52.01. It is common practice for Councils to only accept unencumbered land in satisfaction of public open space contributions. The City of Greater Geelong explicitly requires the public open space contribution to be 'unencumbered', while most other Councils simply require all contributions to be unencumbered.

The PSP Guidelines for metropolitan Melbourne growth areas state that "in meeting standards S2 and S3 [which require 10% of net developable area to be provided as open space], encumbered land should be used productively for open space." It is common for this standard to be applied by designing the open space network within a greenfield area in such a way that unencumbered open spaces are adjacent to encumbered land (especially linear corridors), as opposed to substantially reducing unencumbered open space as a percentage of net developable area to take account of the contribution made by encumbered areas. Examples include:

- The Armstrong Creek East Precinct in Greater Geelong, where a 10% unencumbered open space contribution was required, as well as acquisition of encumbered land for active open space funded through the Development Contributions Plan; and
- The Botanic Ridge Precinct in Casey, where a 10.93% unencumbered open space contribution was required, as well as encumbered land set aside for conservation, drainage, heritage and defensible space purposes which increased the overall open space provision to 24.35%.

Importantly, not all land proposed to be subdivided in Latrobe will contain encumbered areas, especially smaller subdivisions in established areas. This could lead to significant inequities if the proposed schedule to Clause 52.01 is introduced as currently drafted, whereby some parcels with no encumbered land would be required to make a 10% contribution, and others with encumbered land would only contribute 5% unencumbered land along with 5% encumbered land for open space.

**In order to ensure an equitable and consistent approach, open space contributions rates should relate to unencumbered land only, with supporting policy drafted relating to circumstance where council will accept encumbered land for open space in addition to unencumbered land.**

#### 4.5. KEY FINDINGS

The key findings of this section are as follows:

- The open space provision in Latrobe City of 17.6 ha per 1,000 residents is somewhat higher than typical metropolitan provision ratios, but falls within the range of regional centre case studies analysed, significantly lower than Greater Geelong but somewhat higher than Ballarat and Greater Bendigo;
- Open space contributions rates and mechanisms vary greatly across Victoria. Rates typically range from 5% to 10% in regional areas, and are generally higher in residential growth areas (usually 8% to 10%);
- Given that the Strategy found that there is no shortage of open space *quantity* in established areas, it is considered appropriate in principle for a lower rate to be applied to these areas to reflect the likelihood of lower costs. In new growth areas, both land acquisition for new open spaces *and* improvements to those open spaces are required, meaning that it is appropriate for the growth area rate to be somewhat higher; and
- It is considered appropriate that a lower rate is applied to employment areas, such as subdivisions within Latrobe's industrial and commercial zones, to reflect the lower demand for open space generated by these land uses;
- In order to ensure an equitable and consistent approach, open space contributions rates should relate to unencumbered land only, with supporting policy drafted relating to circumstance where council will accept encumbered land for open space in addition to unencumbered land.

## 5. OPEN SPACE EXPENDITURE AND DELIVERY

### 5.1. INTRODUCTION

This section provides an overview of Council's recent and proposed open space expenditure. The section also summarises the approach to open space delivery in Latrobe City's growth areas.

### 5.2. OPEN SPACE IMPROVEMENTS

Council's Open Space Unit has separate budgets for capital improvements to passive and active open spaces. Information provided by the Open Space Unit is as follows. All expenditure amounts relate to capital expenditure only (all operating and maintenance costs are excluded), and capital costs include any land acquired.

#### PASSIVE OPEN SPACE

Council's recent passive open space improvements capital expenditure is shown in Table 8. From July 2011 to June 2016, Council expended a total of \$1.9m on passive open space, equating to an average of \$380,400 per annum.

There were no land acquisitions made by Council during this period (other than open space areas that were vested in Council as public open space land contributions at the time of residential subdivisions at no cost to Council). Given that this expenditure has not been accounted for in the public open space account, it is assumed that funds have been obtained through other sources such as general rates.

**TABLE 8** PASSIVE OPEN SPACE IMPROVEMENTS 2011/12 – 2015/16

Project Name	Area	Capital Expenditure
Missing Links (paths)	Municipal Wide	\$250,000
Street Furniture	Municipal Wide	\$260,000
Playspace	Municipal Wide	\$675,000
Skate Parks	Morwell	\$117,000*
	Yinnar	\$110,000
	Traralgon South	\$80,000
Morwell Town Common Playspace	Morwell	\$310,000
Boolarra Railway Park	Boolarra	\$70,000*
Commercial Rd Lighting	Morwell	\$30,000
<b>Total passive open space capital expenditure</b>		<b>\$1,902,000</b>
<b>Average per annum</b>		<b>\$380,400</b>

Source: Latrobe City Council.\* funding from other parties excluded from expenditure. Figures rounded to the nearest \$1,000.

Over the next 5 years (2016/17 – 2021/22), Council proposes to increase capital expenditure on passive open space to \$4.22m. This will equate to an average of \$844,800 per annum, which is more than double the expenditure over the past 5 years (Table 9). It is understood that the overarching justification for budget allocations and expenditure decisions is drawn from the Open Space Strategy.



Much of the increase is due to a new allocation to implement the Tracks, Trails and Paths Strategy (a key outcome of the Strategy), and increased annual expenditure budgeted for new and upgraded playgrounds, also a recommendation of the Strategy.

Council has advised that there are no plans at present to acquire additional open space land (other than land vested in Council through growth area subdivisions).

It is understood that the majority of recent and proposed expenditure is located within established areas. This is designed to improve the overall standard and relevance of existing open space assets to meet the needs of existing residents, changing demographics and incremental increases in population. Open space works in growth areas are primarily delivered by developers through public open space contributions and section 173 Agreements.

**TABLE 9** PASSIVE OPEN SPACE IMPROVEMENTS 2016/17 – 2020/21

Project Name	Area	Capital Expenditure	Year
Paths	Municipal Wide	\$556,000	16/17
Streetscapes (playspaces)	Municipal Wide	\$415,000	16/17
Street Furniture	Municipal Wide	\$260,000	16 – 21
Drinking Fountains	Municipal Wide	\$52,000	17/18
Way Finding	Municipal Wide	\$50,000	17/18
Track Trails and Paths	Municipal Wide	\$1,000,000	17-21
Playgrounds	Municipal Wide	\$458,000	17/18
Playgrounds	Municipal Wide	\$445,000	18/19
Playgrounds	Municipal Wide	\$520,000	19/20
Playgrounds	Municipal Wide	\$468,000	20/21
Lighting	Municipal Wide	TBC	TBC
<b>Total</b>		<b>\$4,224,000</b>	
<b>Average per annum</b>		<b>\$844,800</b>	

Source: Latrobe City Council.

### ACTIVE OPEN SPACE

Council provided information on active open space projects undertaken between 2011 and May 2016. Latrobe City's capital contribution to a total of 45 projects over this period was \$10.4m, an average of approximately \$1.9m per annum (across 5.5 years, excluding grants and other non-Council funding sources). A full list of active open space projects is included in **Appendix B**.

Projects include pavilion upgrades (28% of active costs), tennis courts (24%), sporting surface upgrades and drainage improvements (19%), lighting (10%), netball courts (3%) and other planning and small projects (17%). The majority of projects are upgrades and improvements to existing active open space reserves, as opposed to acquisition and construction of new facilities.

It is understood that active open space expenditure is funded through a rolling annual budget allocation and is not funded by open space contributions that are collected each year. No expenditure of open space contributions collected has occurred since 2010. There is a clear

relationship between the open space contributions collected and the ongoing active and passive open space projects undertaken by Council – this revenue should be used to contribute to active and passive open space projects.

### 5.3. GREENFIELD RESIDENTIAL AREAS

Subdivision proponents in Latrobe's residential growth areas are generally required to provide land contributions and improvements to satisfy public open space contributions (with some exceptions where a cash contribution is made in lieu of land). Examples of recent approaches to open space provision and contributions in larger growth areas include Traralgon North, Morwell North West and Lake Narracan.

The **Traralgon North** Growth Area is subject to a Development Plan which:

- Requires land owners to provide a passive open space contribution of 6% (unencumbered land);
- Funds improvements to passive open spaces through a development contributions levy; and
- Funds acquisition and improvement of a multi-purpose active open space reserve through a development contributions levy.

The total area of unencumbered open space (8.53ha) equates to 8.4% of the Net Developable Area.

Encumbered land is not included in the open space provision, however unencumbered open spaces are located adjacent to encumbered areas such as drainage corridors and conservation areas to enable use of encumbered land for recreation where possible.

The Traralgon North Development Plan includes a public open space equalisation scheme which is designed to balance the cost of providing land and undertaking improvements to open space equally across all landowners in the growth area, without the need for any capital expenditure by Council.

The **Morwell North West** Development Plan allows for a provision of 1.61ha of passive open space within the growth area, which has a Net Developable Area of 112.34ha. The unencumbered open space equates to 1.4% of the NDA. Encumbered open space is also provided along drainage reserves, which has been included in the overall open space provision at a discounted land value.

No active open space is provided in the DP area, due to the close proximity to an existing reserve.

Open space provision is wholly contained within the development plan area. That is, developers deliver the open space throughout the area and there is no remaining cash contribution to open space elsewhere in the municipality.

The **Lake Narracan** Growth Area is within the Urban Growth Zone and is subject to a Precinct Structure Plan, Development Contributions Plan (DCP) and Public Open Space contributions under Clause 52.01.

Land owners are required to provide a public open space contribution of 5.29% of NDA for local open space. Land owners are also required to pay an open space levy as part of the DCP, which goes towards active open space land acquisition and improvement costs. The overall unencumbered public open space contributions equates to 10% of the Net Developable Area.

### 5.4. KEY FINDINGS

The key findings of this section are as follows:

- Council proposes to expend an average of \$844,800 per annum over the next 5 years on passive open space improvements to implement the Strategy, in addition to the rolling \$1.9m expenditure per annum on active open space improvements, resulting in a total ongoing open space expenditure of \$2.75m per annum.
- Council's approach to public open space in growth areas typically requires developers to provide land and fund all public open space within the development area. The percentage of land dedicated to open space varies on a case by case basis, with recent examples ranging from 8% (Traralgon North) and 10% (Lake Narracan);

- Council does not appear to have a policy that guides the allocation of capital expenditure on public open space, resulting in the vast majority of open space expenditure being sourced from general rates and limited use of cash contributions collected. Improvements to administration processes and records are required to ensure transparency.

## 6. DISCUSSION AND RECOMMENDATIONS

### 6.1. IMPLEMENTING THE OPEN SPACE STRATEGY

It is clear that Council's budget for required open space expenditure over the next 5 years is significantly higher than the previous 5 year period, owing primarily to the need to implement initiatives identified in the Strategy. In essence, the Strategy is being progressively costed and implemented.

Although open space improvements are largely being funded through general rates at the moment, it is more appropriate for public open space cash contributions to be allocated to open space projects, and for the open space contributions rate(s) to be set such that revenue reflects the additional demand placed on the open space network by new development. Introducing a schedule to Clause 52.01 is particularly important in the context of rates capping, which is likely to restrict Council's financial capacity to increase open space expenditure to align with the needs outlined in the Strategy.

The use of Clause 52.01 of the planning scheme provides Council with the opportunity to introduce a consistent and equitable mechanism through which proponents of new development contribute to open space. There are significant benefits in introducing consistent rates in the planning scheme, including:

- Transparency: development proponents, Council and the community are aware of the required contributions rates payable for each type of land use;
- Certainty and equity: all subdivisions within the same land use and development setting are required to make the same contribution relative to the land value. At present, contributions can vary on a case by case basis, including in growth areas (through individual Development Plans and similar) and infill areas (through application of the provisions of the Subdivision Act). Under Clause 52.01, a consistent rate will be applied on an ongoing basis, providing certainty to both Council and the development industry;
- Ease of administration: eliminating the need for individual open space assessments reduces the time and resource requirements associated with subdivisions, and simplifies accounting and administration for Council and development planning for subdivision proponents.

### 6.2. ENCUMBERED LAND

It is uncommon and difficult for encumbered land to be included in an open space requirement. For example, the City of Greater Geelong explicitly requires the public open space contribution to be 'unencumbered', and most Councils only accept unencumbered land to satisfy public open space contributions.

Not all land proposed to be subdivided will contain encumbered areas, especially smaller subdivisions in established areas. This could lead to significant inequities if a schedule to Clause 52.01 is introduced as drafted in the Strategy with encumbered land included as part of the open space requirement.

It is recommended that any encumbered land that is usable for open space should simply be made fit for purpose and vested in Council as part of subdivision works, especially where encumbered land can be co-located with unencumbered open spaces, waterways and trail corridors to enhance the overall open space network. In a greenfield setting, the cost of improving any encumbered areas that are deemed by Council to be suitable for inclusion in the local open space network can be apportioned across all land owners in the development plan area through development contributions or open space equalisation methods (where a Development Contributions Plan or Development Plan with an open space equalisation table applies).

### 6.3. DIFFERENT LAND USES AND DEVELOPMENT SETTINGS

As discussed earlier in this report, different land uses place different demands on public open space. It is recommended that differential (lower) contribution rates are applied to commercial and industrial subdivisions to reflect the lower demand generated by these land uses relative to residential subdivision. The rate of 2% for industrial and commercial land uses proposed by the Open Space Strategy is considered to be appropriate and in-line with industry practice and PSP Guidelines.

Residential subdivisions place different demands on the open space network depending on their setting. Subdivisions in established areas will generally be able to benefit from the significant existing supply of local open space across the City, but will generate additional demand for capital improvements and capacity increases to the network.

In new growth areas, however, there is a clear need and policy support for new land to be provided for open space to ensure that residents have access to passive and active open space reserves within walking distance to dwellings. Therefore, a different approach is required to setting the rate and open space policy for each development setting.

### 6.4. SETTING A RATE FOR GREENFIELD RESIDENTIAL DEVELOPMENT

The Open Space Strategy proposed a contributions rate of 10% of NDA (of which at least 5% is to be unencumbered). A 10% contributions rate would align with the Precinct Structure Planning Guidelines. However:

- Greenfield dwelling densities in Latrobe are typically lower (eg. 11-12 lots per hectare) than those in metropolitan Melbourne (at least 15 lots per hectare), resulting in lower population densities and therefore lower concentrations of demand for open space; and
- The approach to encumbered land could lead to a broad range of open space outcomes and potentially inequitable outcomes as discussed earlier.

Although greenfield population densities are often lower than in metropolitan areas, there remains the need to deliver suitably sized and designed open spaces that are accessible to all residents.

Planning for Latrobe's growth areas has resulted in a variety of open space provision rates in recent years, from 8% in Traralgon North to 10% in Lake Narraacan. In some cases, residents of new growth areas may be able to utilise capacity available in nearby existing open space areas, which is less common in Melbourne.

In order to reflect lower residential densities in Latrobe City relative to metropolitan Melbourne and to allow for a suitable quantum of both passive and active open space land to be provided in proximity to new houses, it is considered that an appropriate open space contributions rate for growth areas in Latrobe is 8% unencumbered, including both passive and active open space.

Although some growth areas in metropolitan Melbourne and other regional areas exclude active open space from Clause 52.01 (and fund through a DCP), the Greater Geelong approach of funding both passive and active open space through the planning scheme is preferred due to the certainty it provides Council. Land contributions should be sought as a default, with any equalisation required within growth areas possible through a DCP or similar.

### 6.5. SETTING A RATE FOR INFILL RESIDENTIAL DEVELOPMENT

The open space contributions rate for infill development should have regard to the balance of demand for open space between existing residents in established areas and new residents that will be accommodated by subdivision in these areas.

Council proposes to expend an average of \$2.75m per annum on passive and active open space improvements over the short to medium term. The scope of proposed projects and accuracy of costs have not been reviewed as part of this project. However, it is apparent that some of the proposed open space projects relate to 'backlog' works – that is, works that are required to improve the existing open space network

to meet demand from existing residents only. It would be inequitable to require proponents of new subdivisions to fund all open space works required to meet both existing ('backlog') and new demand.

Other works appear to relate to network and capacity improvements to meet incremental and future increases in open space demand caused by recent and projected population growth. The information provided to support the Open Space strategy does not allow an assessment of the proportion of works and costs that relate to backlogs as opposed to those required to support demand growth. This information gap makes the tasks of apportioning future costs to current and future populations difficult.

In the absence of this information, the relative proportions of 'existing' population (2016) and 'new' population (projected increase from 2016 to 2031) provides a guide to the breakdown of demand for open space generated by existing residents that should generally be funded by rates and Council grants, and demand generated by new population that should be funded through open space contributions.

Projected population growth over the next 15 years will account for 10% of the total population in 2031 – therefore, in the absence of further detail in the open space strategy, it would be appropriate for new development to fund in the order of 10% of Council's open space costs (through public open space contributions). A higher contribution would be appropriate if a greater proportion of future open space costs are designed to meet additional demand generated by new development.

It is assumed that the vast majority of infill developments will satisfy public open space contributions through monetary payments. This report estimates that the following revenue could be received by Council through open space cash contributions as proposed in the Open Space Strategy:

- \$237,800 per annum under a 5% residential rate (infill only) and 2% commercial / industrial rate, equating to 9% of the total proposed open space expenditure per annum; or
- \$381,800 per annum under a 10% residential rate (infill only) and 2% commercial / industrial rate, equating to 14% of the total proposed open space expenditure per annum.

Based on these estimates, a 5% infill residential open space contributions rate (unencumbered) would more equitably reflect the balance between expenditure to meet demand from existing and new residents than the 10% rate proposed in the Open Space Strategy. An infill rate of 5% would generate consistent revenue towards the implementation of the Open Space Strategy, while recognising that the balance of open space costs would need to be funded through alternative sources (primarily general rates revenue and grants) to meet the needs of existing residents.

Even if subdivision activity and land values increase significantly in the future, Council's open space expenditure requirements are likely to continue to significantly exceed open space contributions revenue.

As noted earlier, it is considered inequitable for encumbered land to be included as part of the open space contributions rate, especially in infill areas that are unlikely to (a) make land contributions; and (b) include any areas of encumbered land.

## 6.6. ADMINISTRATION

There is a disconnect between open space contributions revenue and expenditure by Council. There does not appear to be a policy to guide open space expenditure, including the expenditure of open space cash contributions received.

Administration of public open space contributions, including land vested in Council, cash contributions received, policy regarding how funds should be expended, records of expenditure on passive and active open spaces (including any land acquisition) and sources of funds all need to be clearly documented and accounted for.

**Improvements to administration processes and records are required to ensure transparency, particularly if and when a new open space contributions rate is introduced.**



## 6.7. RECOMMENDATIONS

### GENERAL

1. Clause 52.01 is an appropriate mechanism for collecting funds to contribute to the implementation of the Open Space Strategy, and will increase transparency, certainty, equity and ease of administration for all parties;
2. Council should apply differential rates for established and growth area subdivisions to reflect the different levels of demand generated by development in each setting, primarily the need for new open space land in greenfield areas to maintain local accessibility;
3. It is not necessary or equitable in the case of Latrobe City to set a different rate for each town. Each town has a reasonable level of public open space provision per capita based on current population levels, and it is more equitable for a flat rate to be applied across all towns. However, Council should establish an open space expenditure policy that directs open space contributions towards those areas that are experiencing the most subdivision activity;

### PUBLIC OPEN SPACE CONTRIBUTIONS RATES

4. The following public open space contributions rates are recommended:
  - Residential (infill): 5% unencumbered;
  - Residential (greenfield): 8% unencumbered;
  - Commercial and industrial: 2% unencumbered;
  - Mixed use: 5% unencumbered.
5. Encumbered land should be removed from the proposed contributions rate, but retained as a potential means by which further usable public open space can be provided, particularly in greenfield areas.

### PUBLIC OPEN SPACE IMPLEMENTATION / COLLECTION METHODS

6. For subdivisions in greenfield areas, Council should continue to seek full developer provision of open space whereby developers are required to provide a suitable quantum of open space land within the development area including passive and active open spaces, and fund the improvements through an equalisation scheme or Development / Infrastructure Contributions Plan.
7. For Infill residential, commercial and industrial subdivisions, Council should collect monetary payments in lieu of land contributions, except in locations where key future open space areas / linkages are identified. These areas should be broadly indicated on a plan included in the open space contributions policy.

### ADMINISTRATION

8. Improvements to administration processes and records are required to ensure transparency. Policy should be introduced to guide open space expenditure, and centralised records are needed to account for open space contributions received (cash and land), expenditure on passive and active open spaces (including any land acquisition) and sources of funds.

**APPENDIX A PROPOSED OPEN SPACE POLICY AND SCHEDULE TO CLAUSE 52.01 (2013 STRATEGY)**

## 10 Sample Draft Latrobe City Public Open Space Policy

This policy is divided into the following two sections:

1. Guidelines for considering planning permit applications for subdivision and the assessment of the percentage contribution to open space (whether by levy or land).
2. Recommended planning scheme changes to Clause 21.01 and the schedule to Clause 52.01 of the Latrobe Planning Scheme.

It should be noted that for the guidelines in this section to be successfully implemented, changes to the Latrobe Planning Scheme are required generally in the form of the recommended planning scheme amendment changes provided in section 10.2.

### 10.1 Guidelines for planning permit applications and Development Plans

#### Policy Basis

Latrobe City currently owns and manages a diverse range of public parks and reserves across the municipality. A well planned and connected network of open space contributes to the liveability of a municipality and provides opportunities for formal sport and passive recreation. Effective open space provision is therefore integral to the promotion of health and wellbeing outcomes for communities. There is a need to improve the existing open space system so that it is more effective in meeting the needs of the Latrobe community. There is demand for parcels of new open space with an emphasis on completing missing open space links in key areas and ensuring locally accessible reserves in emerging urban growth areas.

The open space levies on subdivision contributions in accordance with the *Subdivision Act 1988* and Clause 52.01 of the planning scheme, provide an important source of revenue for funding new acquisition and capital improvement of open space. Open space requirements may also be outlined in adopted structure plans, urban design frameworks, development and contribution plans, activity centre plans and other relevant strategic planning documents. This policy stems from the Municipal Strategic Statement which directs Council to actively seek funding towards new or improved open spaces and recreation facilities.

The *Latrobe Public Open Space Strategy (2013)* provides a comprehensive framework for the management, use and development of open space assets. The strategy establishes guidelines to ensure that open space areas are attractive, sustainable and contribute to the liveability of the community.

The percentage amounts identified in the policy have been informed by a recent Victorian and Civil Administrative Tribunal (VCAT) decision and an investigation into open space contributions in growth areas. The determination made by VCAT regarding open space contributions in *Stupak v Hobsons Bay CC (2011 VCAT 618)* has significant consequences for

Victorian Councils. Similarly, the Growth Areas Authority (GAA) has sought in the order of 10 – 12% of open space contributions in Melbourne’s growth areas which are similar lot sizes to those developing in some parts of Latrobe City.

### Open Space Policy

It is policy that:

- In residential areas, new subdivision be levied at 10% of the net developable area as total open public space, of which a minimum of 5% must be unencumbered and where required, suitable for active open space development.
- In major commercial and industrial employment areas, approximately 2% of net developable area must be provided as a public open space contribution (cash or land) usually with a passive recreation function.
- In meeting this standard, encumbered land should be used productively for open space. Encumbered land usually includes land retained for drainage, electricity, biodiversity and cultural heritage purposes. The parkland created by such sharing and integration should be suitable for the intended open space function/s, including maintenance.
- A diversity of open space and recreational opportunity must be pursued.
- Active Open Space is defined as being of an appropriate size i.e. sufficient to incorporate two football / cricket ovals, but small enough to enable regular spacing of active open provision across residential areas. This would generally require at least 8ha of land that is:
  - a) Appropriate for its intended open space use in terms of quality and orientation;
  - b) Located on flat land (which can be cost effectively graded);
  - c) Located with access to, or making provision for a recycled or other sustainable water supply;
  - d) Designed to achieve sharing of space between sports (where appropriate);
  - e) Linked to pedestrian and cycle paths;
  - f) Environmental issues such as heritage and local culture can be taken into account in the location and development of open space;
  - g) Open space has potential for a high degree of accessibility and Universal Access; and
  - h) Open space provision in residential areas is based on the objectives of Clause 56.

### Location Considerations

Guidelines to inform the location of open space in residential areas include:

- Requirements as outlined in Council adopted Structure Plan, Urban Design Frameworks or other relevant strategic planning documents.
- Open space areas and facilities should be provided in locations that maximise accessibility for all users, including people with poor mobility, such as older adults and people with a physical disability, and parents with prams and strollers.

- Local open spaces should not be located on major roads, however, there should be good sightlines into an open space area from neighbouring streets, houses, schools or other buildings.
- Local parks and playgrounds should have active frontages on at least two dominant sides to provide surveillance, and where possible should avoid bordering rear yards.
- Local parks shall generally comprise a minimum area of 0.75 – 1.0 hectare. Exceptions may include small linear link reserves that may be required to provide vital connections between areas.
- Aside from open space whose primary function is to create linear links, long narrow areas should be avoided as open space contributions.
- Isolated pockets of land within a park (i.e. “dead” spaces) or those areas which cannot be overlooked, should be avoided.
- The provision of public open space should not be considered separate from the design of a subdivision. Rather, open space should be a primary consideration in the design of new subdivisions, rather than open space being simply provided after the housing and roadway layers have been prepared.
- Designed to protect native remnant vegetation and other significant natural features.

Guidelines to inform the location of open space in commercial and industrial areas include:

- Requirements as outlined in Council adopted Structure Plan, Urban Design Frameworks or other relevant strategic planning documents.
- Open space areas and facilities should be provided in locations that maximise accessibility for all users, including people with poor mobility, such as older adults and people with a physical disability, and parents with prams and strollers.
- Located so as to maximise opportunities for personal safety and security in siting and design, including consideration of sightlines.
- Located in areas of high pedestrian activity.
- Whilst there are no minimum or maximum sizes required, open spaces must be of an appropriate size (and design) to be attractive, appealing, usable and fit for purpose.
- Have regard to overshadowing, orientation and weather patterns (i.e. avoid siting open space in cold, dark, windy locations).
- Aside from open space whose primary function is to create linear links, long narrow areas should be avoided as open space contributions.
- Isolated pockets of land within a park (i.e. “dead” spaces) or those areas which cannot be overlooked, should be avoided.

### Design Considerations

In considering applications for use and development the responsible authority will take into account:

- Any adopted structure plan, urban design framework, development and contribution plan, activity centre plan and other relevant strategic planning documents that may require public open space.
- The need for a variety of open space areas (categories, functions, character and standard) in the context of broader municipal open space and recreation provision.
- Healthy Urban Design Good Practice Guidelines and other relevant planning guides (e.g. Food-sensitive Planning and Urban Design, National Heart Foundation, March 2011).
- Changing community standards and expectations for recreation.
- Co-location of open space with other community facilities.
- The usability of the space for its intended purpose.
- The desire for passive surveillance of open space areas, including streets/housing to front open space reserves.
- *Universal Access* design principles, including accessibility by pedestrians to open space.
- Utilisation of natural features in the design of open space.

Additional considerations include:

- No linear open space area provided to carry a path should be less than 10m wide, and where practical locate paths along routes where clear sightlines are possible to assist navigation, to enhance security, and to provide visibility of potential hazards (i.e. people and cars).
- Avoid dense shrubbery along linear paths and set plantings well back from path edges.
- The minimum width of shared paths should be not less than 2.5m and for pedestrian paths the minimum width should be not less than 1.5m.
- Linear paths should primarily be provided to add to and/or link to a broader trail/path system, and should be located to connect residential areas with community facilities, shopping/commercial areas, other residential areas, or other key destinations/attractions.
- Where possible, circuits of varying lengths should be considered to maximise the opportunity for people to utilise linear paths for exercise.
- Developers shall be required to either fund or undertake basic development works in parks and open space areas (in order to render the site usable by the community and fit for its intended purpose) as part of their contribution, over and above the contribution of the land.
- Where Developers undertake the works to develop open space areas provided as part of their contribution, a concept plan showing the park plan should firstly be approved by Council as part of the subdivision approvals process.



- The landscape design and standard of development of new open space areas provided by Developers shall be at a level that is able to be sustained by Council after the responsibility for maintaining the site is passed onto Council.

#### **Developer Contributions: Cash & Land**

The following shall be considered by Council when assessing requirements for land or cash contributions.

- Any adopted structure plan, urban design framework, development and contribution plan, activity centre plan and other relevant strategic planning documents that may require land for public open space or a cash contribution.
- Land should be taken in preference to a cash contribution in instances where:
  - There is demand for open space in that location (having regard to the proximity, accessibility and capacity of surrounding open space) and the proposed site will enhance the overall network of open space available to the community.
  - An existing open space corridor could be enhanced.
  - There is a strategically important link required with adjoining open space or other land uses.
  - There are mature trees, or features of regional (or greater) environmental or cultural significance. Such sites may be considered encumbered and provide limited usability for the community. In such instances, only partial contribution credit may be considered by Council.
  - The nature and condition of the land is compatible with the preferred end use/purpose, and its development for that purpose can be cost effective.
  - New residential areas, or undeveloped land residentially zoned in Development Plan areas, should look to achieve 10% provision for open space in land contributions.
  - New commercial or industrial areas, or undeveloped commercial or industrial land zoned in Development Plan areas, should look to achieve 2% provision for open space in land contributions.
- Cash should be accepted from a Developer in lieu of land where:
  - The size of the subdivision does not allow sufficient land to be taken as open space to meet the demand for identified functions and setting types within the boundaries of the subdivision.
  - An adequate range of functions and setting types are already available within the locality.
  - Resources are needed to develop a regional recreational resource.
  - It is possible that the cash taken in lieu of open space land can be used to enhance an alternative site in the vicinity of where it was taken to service that communities needs.



The recommended changes to the schedule of Clause 52.01 Public Open Space Contribution and Subdivision are highlighted in yellow below.

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**DRAFT SCHEDULE TO CLAUSE 52.01**

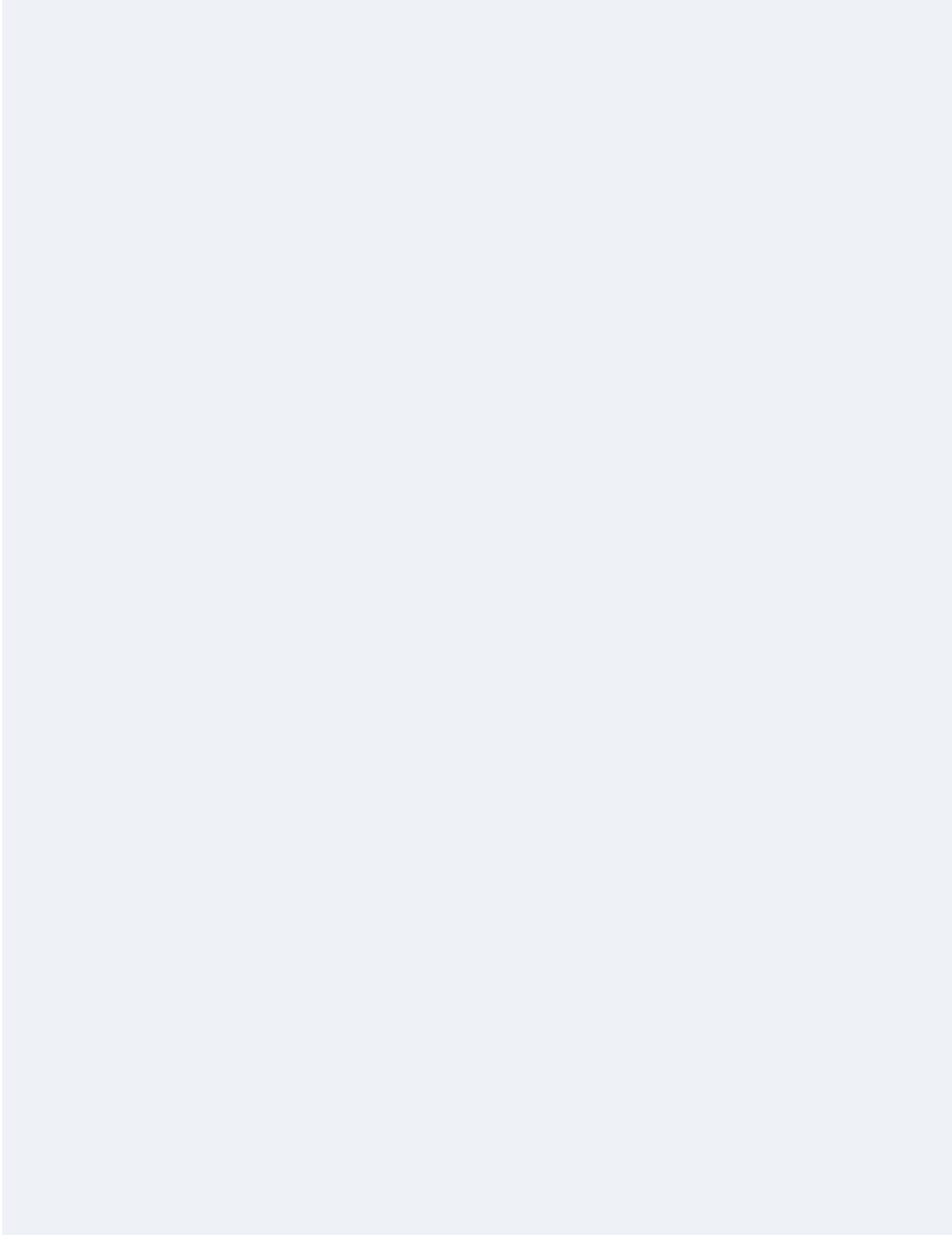
Type or location of subdivision	Amount of contribution for public open space
Residential Subdivision	<p><b>Land Contribution</b> 10% of the net developable area of which a minimum of 5% must be unencumbered.</p> <p><b>Cash Contribution</b> 10 % of the site value of the net developable area.</p> <p><b>Combination: Cash and Land Contribution</b> A combination of cash and land contribution can be negotiated up to the value of 10% of net developable area. In such instances, the first 5% of any land provided must be unencumbered.</p>
Industrial Subdivision	2% of the net developable area in cash or land contribution. Land provided must be unencumbered.
Commercial Subdivision	2% of the net developable area in cash or land contribution. Land provided must be unencumbered.



## APPENDIX B LATROBE CITY ACTIVE OPEN SPACE PROJECTS 2011 – 2016

YEAR	RESERVE	PROJECT	TOTAL COST	LCC FUNDING <sup>4</sup>
2011	Boolarra Memorial Park	Netball Courts & Lighting	\$100,000	\$100,000
2011	Burrage Reserve Newborough	Pavilion Upgrade	\$60,000	\$60,000
2011	Tyers Recreation Reserve	Lighting Project	\$80,000	\$80,000
2011	Harold Preston Reserve Traralgon	Pavilion Upgrade	\$100,000	\$40,000
2011	Toners Lane Reserve Morwell	Road access	\$40,000	\$40,000
2011	Burrage Reserve Newborough	Lighting project	\$100,000	\$100,000
2011	Morwell Recreation Reserve	Ground improvements	\$250,000	\$150,000
2011	Keegan Street Reserve Morwell	Lighting project	\$100,000	\$40,000
2011	Northern Reserve Morwell	Pavilion construction	\$320,000	\$320,000
2011	Crinigan Road South Reserve Morwell	Pavilion upgrade	\$244,000	\$184,000
2011	Ted Summerton Reserve Moe	Pavilion & ground upgrade	\$6,000,000	\$340,000
2011	Federation (formerly Monash) University Churchill	Construction of synthetic pitch	\$900,000	\$600,000
2011	Various reserves	Upgrade to soccer grounds	\$150,000	\$50,000
2012	Ronald Reserve Morwell	Lighting project	\$90,000	\$30,000
2012	Tyers Recreation Reserve	Upgrade to Football/Netball change facility	\$280,000	\$230,000
2012	Moe Olympic Reserve	Construction of pavilion	\$680,000	N/A
2012	Monash Reserve Newborough	Upgrade of pavilion	\$50,000	N/A
2012	Harold Preston Reserve Traralgon	Upgrade to Traralgon Tennis Centre	\$714,000	\$100,000
2013	Yallourn North Town Oval	Construction of new pavilion	\$680,000	\$340,000
2013	Glengarry Recreation Reserve	Construction of 4 multi-use Netball/Tennis Courts	\$500,000	\$430,000
2013	Tyers Recreation Reserve	Construction of Soccer pavilion	\$420,000	\$400,000
2013	Moe Outdoor Pool	Facility Upgrade	\$2,630,000	\$790,000
2013	Yallourn North Bowling Green	Construction of synthetic bowling green	\$200,000	N/A
2013	Harold Preston Reserve Traralgon	Installation of drainage on pitch 2	\$55,000	\$40,000
2013	Morwell Recreation Reserve	Morwell Recreation Reserve Precinct master plan	\$60,000	\$30,000
2014	Harold Preston Reserve	Female change pavilion	\$420,000	\$350,000
2014	Gaskin Park	Installation of Lighting	\$200,000	\$100,000
2014	Harold Preston Reserve	Installation of lighting	\$140,000	\$90,000
2014	Latrobe City Sports & Entertainment Stadium	Installation of irrigation and drainage	\$150,000	\$100,000
2014	Moe Netball Park	Installation of lighting	\$160,000	\$110,000
2014	Catterick Crescent Reserve	Master plan	\$70,000	\$25,000
2014	Maryvale Reserve	Master plan	\$30,000	\$10,000
2014	Traralgon Recreation Reserve & Showgrounds	Master plan	\$45,000	\$15,000
2014	N/A	Tracks, Trails and Paths Strategy	\$100,000	\$70,000
2015	Agnes Brereton Reserve	Pavilion upgrade	\$400,000	\$350,000
2015	Duncan Cameron Park	Reconstruction of oval – install drainage	\$450,000	\$400,000
2015	Gaskin Park	Construction of a synthetic bowling green	\$400,000	\$400,000
2015	Morwell Park	Installation of drainage on the oval	\$60,000	\$20,000
2015	Harold Preston Reserve	Construction of a show court at the Traralgon Tennis Centre	\$1,300,000	\$550,000
2015	Ted Summerton Reserve	Reconstruction of the oval	\$600,000	\$600,000
2015	Moe Botanic Gardens	Reconstruction of the Moe Tennis Courts	\$1,600,000	\$1,600,000
2015	Various Reserves	Design of a range of recreation pavilions, tennis courts and lighting projects	\$400,000	\$400,000
2016	Glengarry Recreation Reserve	Construction of a Netball/Tennis pavilion	\$335,000	\$235,000
2016	Stoddart Oval	Upgrade to existing pavilion	\$100,000	\$10,000
2016	Joe Tabuteau Reserve	Upgrade to existing pavilion	\$100,000	\$25,000
2016	Traralgon Recreation Reserve & Showgrounds	Construction of match standard lighting	\$550,000	\$450,000
<b>Total</b>			<b>\$22,414,000</b>	<b>\$10,404,000</b>

<sup>4</sup> LCC funding includes only the proportion of expenditure sourced directly from Council. This excludes grant funding and other non-Council revenue sources.



ATTACHMENT 5 - FULL SET OF PLANNING SCHEME MAPS

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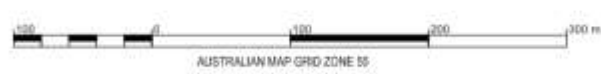
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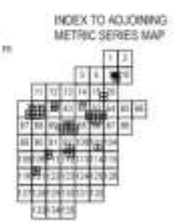
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MAP No 6



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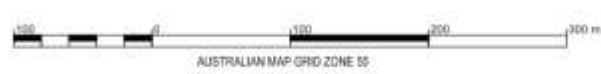


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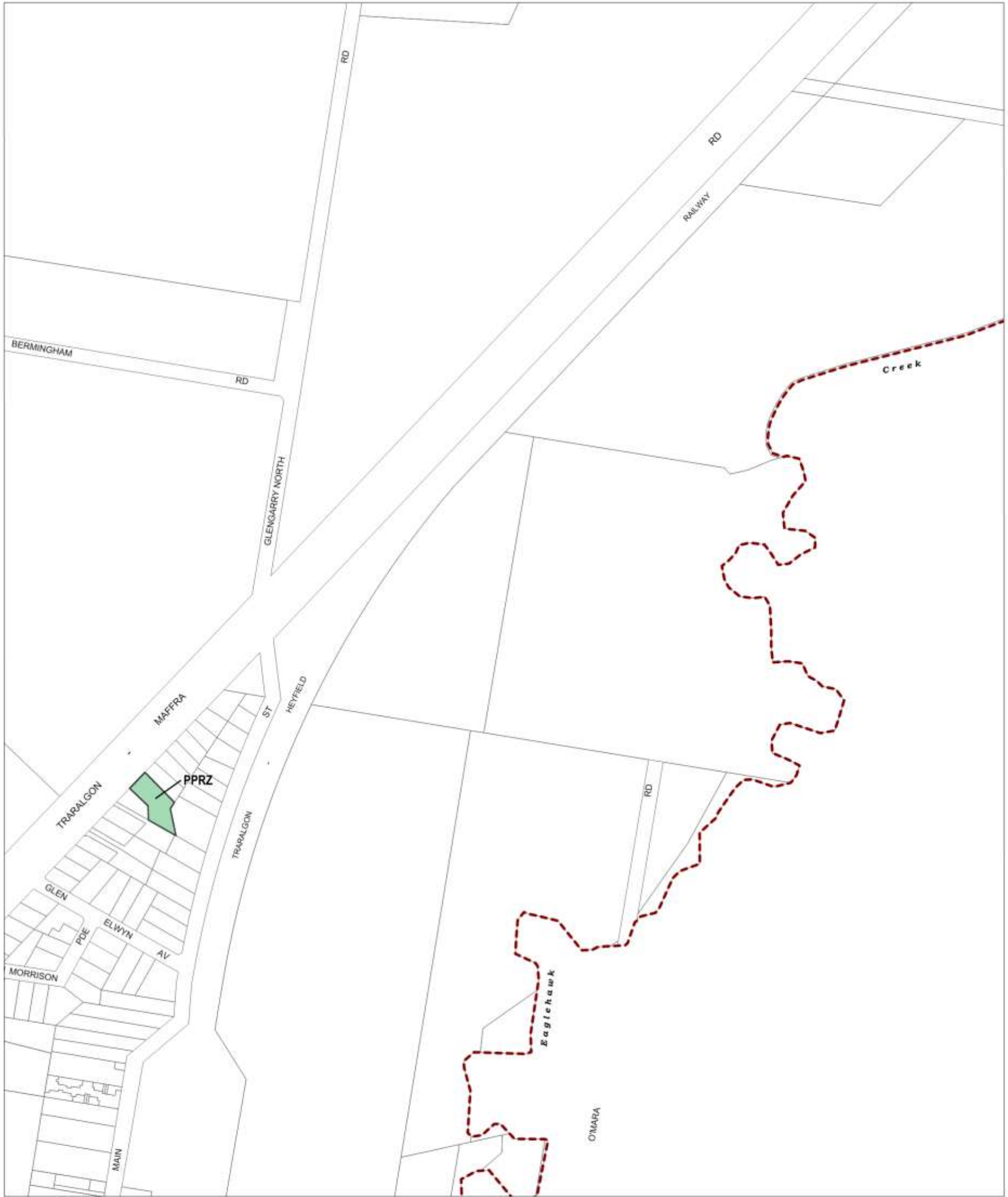
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**ZONES**

**MAP No 8**

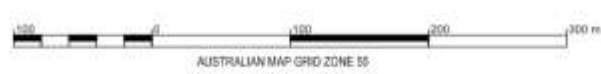
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ZONES

MAP No 17

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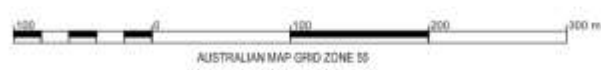
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MAP No 22



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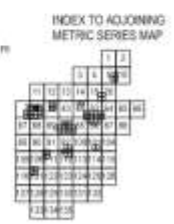
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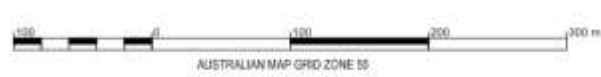
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ZONES

MAP No 28



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Municipal Boundary (if shown)

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**MAP No 29**



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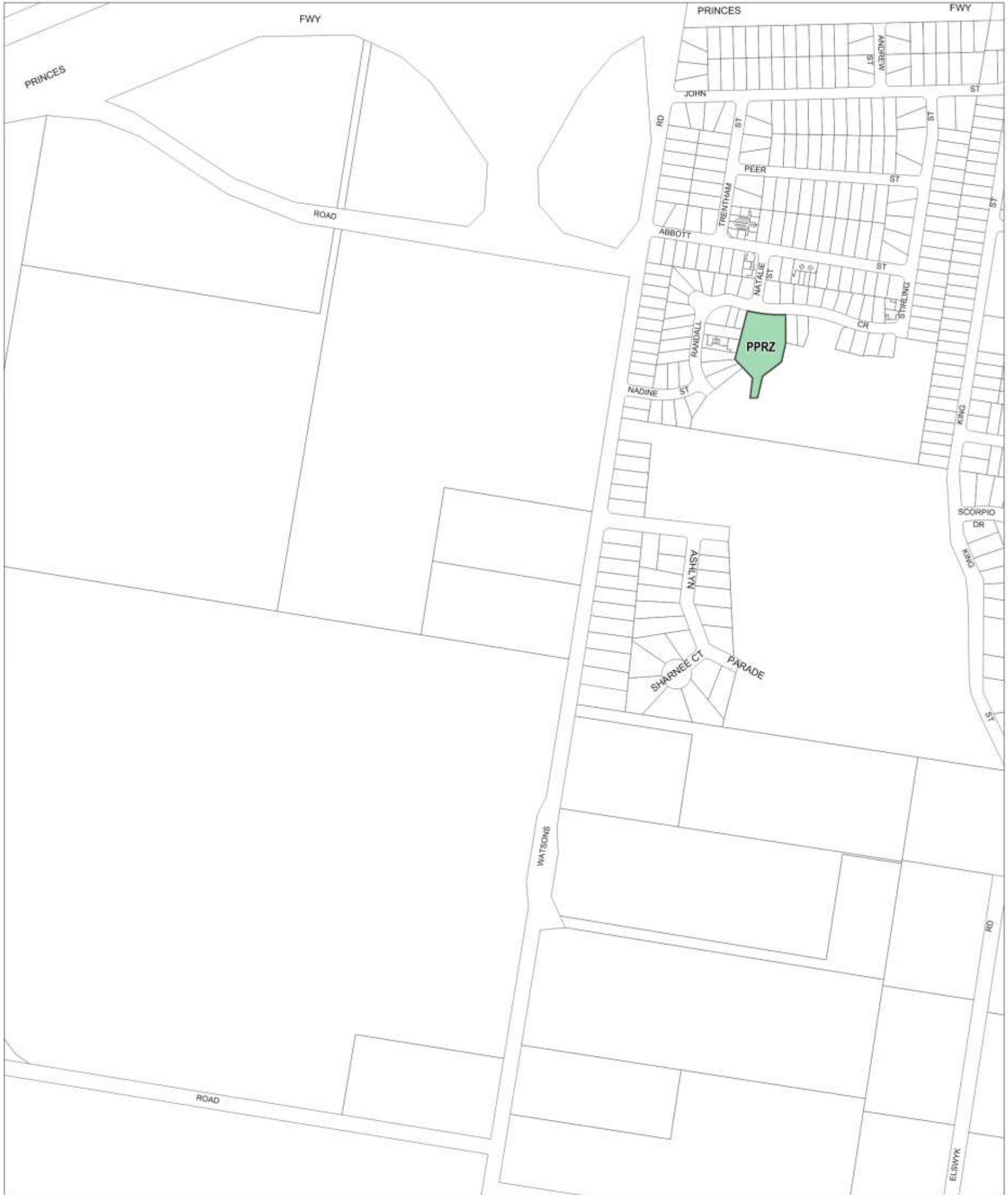
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ZONES

MAP No 30

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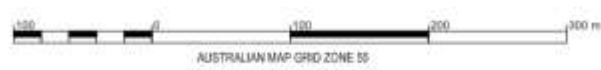
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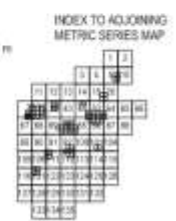
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MAP No 32







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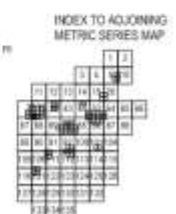
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ZONES

MAP No 34

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--- Municipal Boundary



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ZONES

MAP No 35



# LATROBE PLANNING SCHEME - LOCAL PROVISION



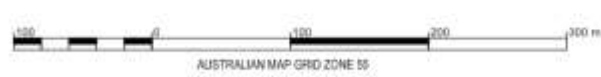
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**Public Land**

- Public Park And Recreation Zone

--- Municipal Boundary



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# LATROBE PLANNING SCHEME - LOCAL PROVISION



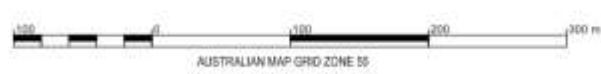
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



AUSTRALIAN MAP GRID ZONE 55

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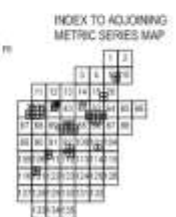


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**ZONES**

**MAP No 40**

# LATROBE PLANNING SCHEME - LOCAL PROVISION



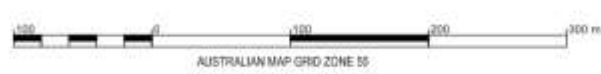
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



AUSTRALIAN MAP GRID ZONE 55

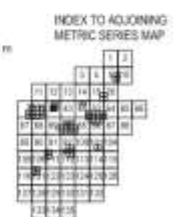
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MAP No 41



# LATROBE PLANNING SCHEME - LOCAL PROVISION



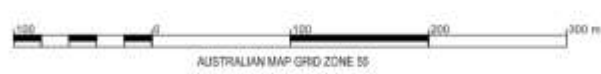
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**Public Land**

- Public Park and Recreation Zone

--- Municipal Boundary



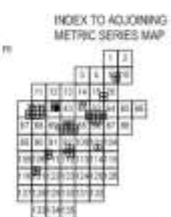
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MAP No 42



# LATROBE PLANNING SCHEME - LOCAL PROVISION



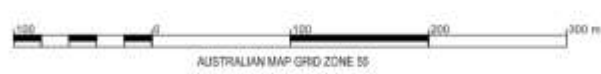
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



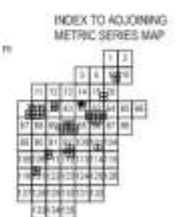
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MAP No 45

# LATROBE PLANNING SCHEME - LOCAL PROVISION



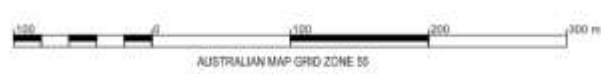
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



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MAP No 47



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**Public Land**  
Public Park and Recreation Zone

Municipal Boundary  
(if shown)

AUSTRALIAN MAP GRID ZONE 51

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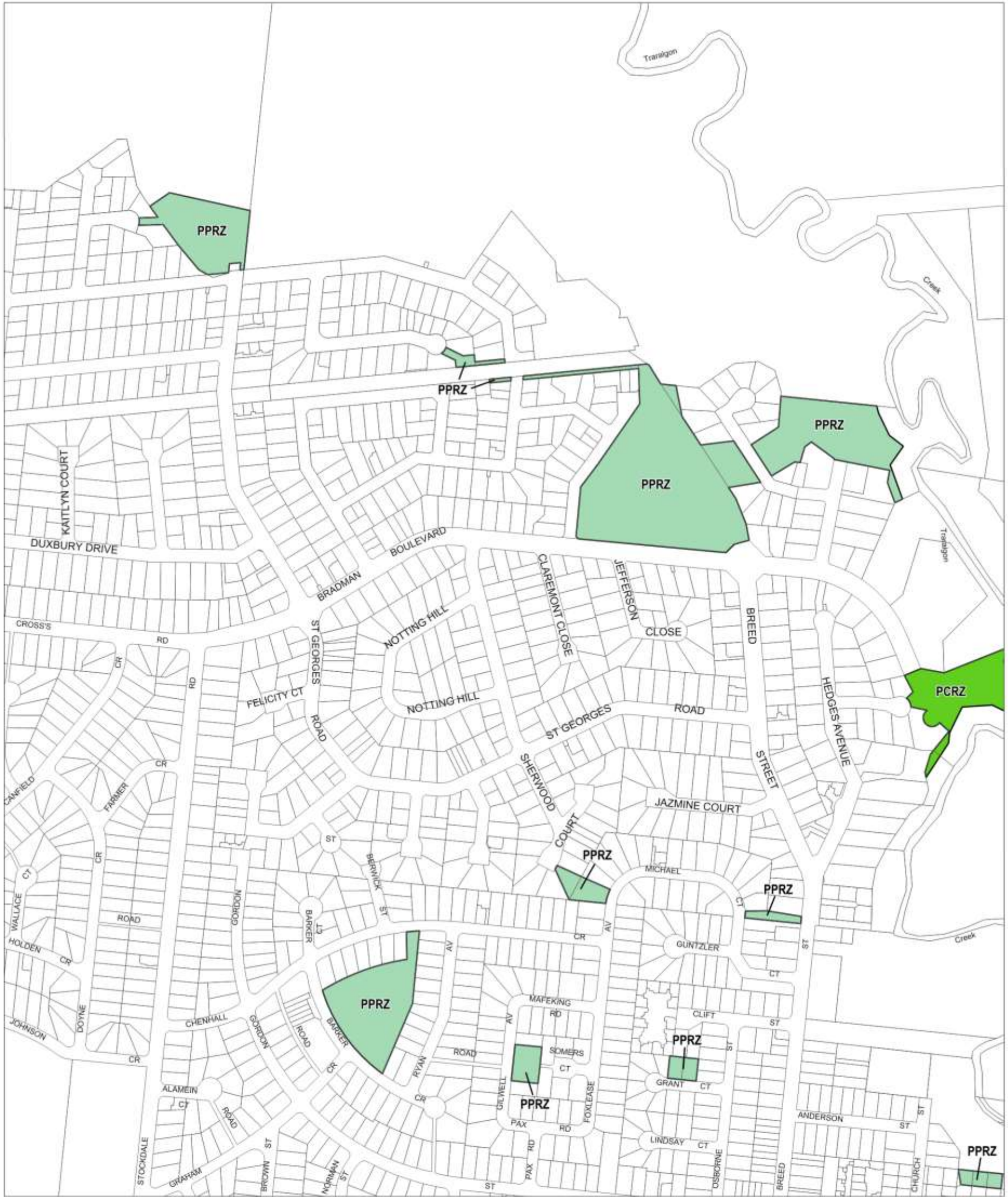
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Land, Water  
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ZONES

MAP No 48



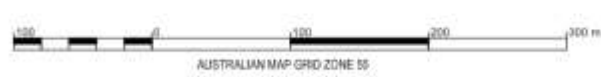
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<b>Public Land</b>	<b>Public Conservation and Resource Zone</b>	<b>Municipal Boundary</b>
	<b>Public Park and Recreation Zone</b>	



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**MAP No 49**



# LATROBE PLANNING SCHEME - LOCAL PROVISION



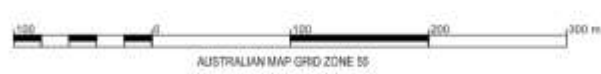
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**Public Land**

- Public Conservation and Resource Zone
- Public Park and Recreation Zone

--- Municipal Boundary



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MAP No 50



# LATROBE PLANNING SCHEME - LOCAL PROVISION



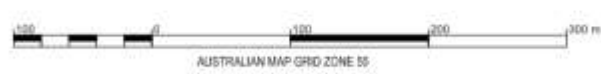
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**Public Land**

- Public Park and Recreation Zone

--- Municipal Boundary



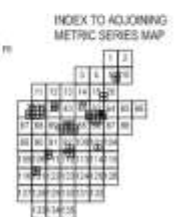
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MAP No 51

# LATROBE PLANNING SCHEME - LOCAL PROVISION



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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



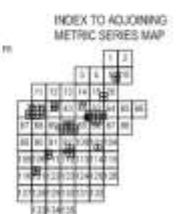
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# LATROBE PLANNING SCHEME - LOCAL PROVISION



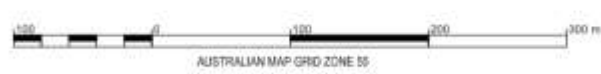
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



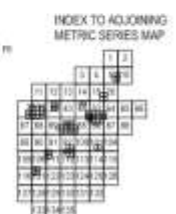
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# LATROBE PLANNING SCHEME - LOCAL PROVISION

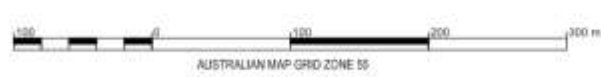


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**Public Land**  
 PPRZ Public Park and Recreation Zone

--- Municipal Boundary



AUSTRALIAN MAP GRID ZONE 55

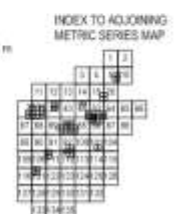
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MAP No 55



# LATROBE PLANNING SCHEME - LOCAL PROVISION



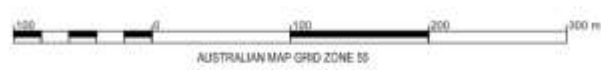
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**Public Land**

- Public Park and Recreation Zone

--- Municipal Boundary



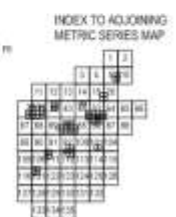
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



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MAP No 57



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**Public Land**

Public Park And Recreation Zone

----- Municipal Boundary



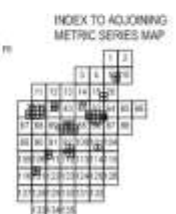
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# LATROBE PLANNING SCHEME - LOCAL PROVISION



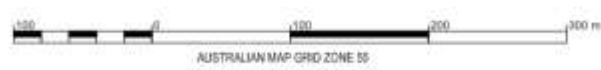
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



AUSTRALIAN MAP GRID ZONE 55

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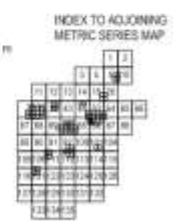


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**MAP No 59**



# LATROBE PLANNING SCHEME - LOCAL PROVISION



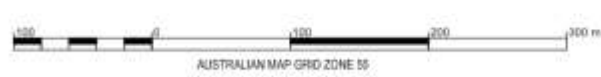
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**Public Land**

**PPRZ** Public Park And Recreation Zone

--- Municipal Boundary



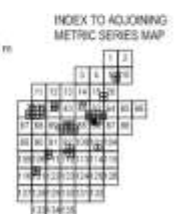
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# LATROBE PLANNING SCHEME - LOCAL PROVISION



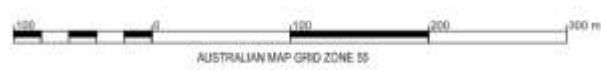
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**Public Land**

- PPRZ Public Park and Recreation Zone

--- Municipal Boundary



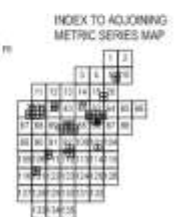
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MAP No 61



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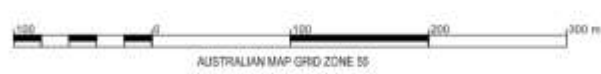
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



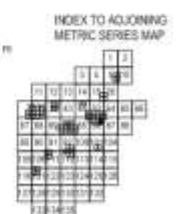
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# LATROBE PLANNING SCHEME - LOCAL PROVISION



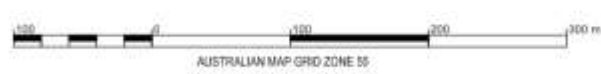
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**Public Land**

**PPRZ** Public Park and Recreation Zone

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MAP No 71



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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



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MAP No 72

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**Public Land**

- Public Park And Recreation Zone

--- Municipal Boundary



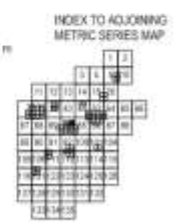
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MAP No 73



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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



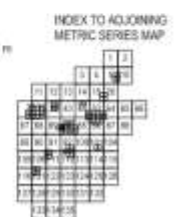
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**Public Land**  
 PPRZ Public Park And Recreation Zone

--- Municipal Boundary



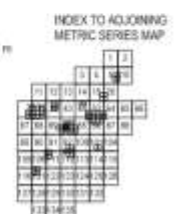
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MAP No 76



**LATROBE PLANNING SCHEME - LOCAL PROVISION**



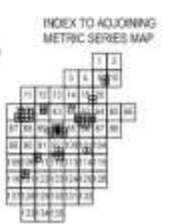
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**Public Land**  
 Public Park and Recreation Zone  
 Municipal Boundary



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# LATROBE PLANNING SCHEME - LOCAL PROVISION



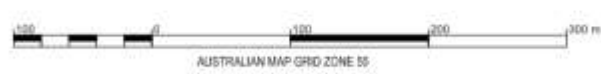
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**Public Land**

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--- Municipal Boundary



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MAP No 78

# LATROBE PLANNING SCHEME - LOCAL PROVISION



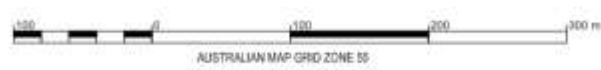
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**Public Land**

**PPRZ** Public Park And Recreation Zone

--- Municipal Boundary



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**ZONES**

**MAP No 80**



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**Public Land**

**PPRZ** Public Park And Recreation Zone

--- Municipal Boundary



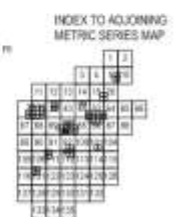
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MAP No 81

# LATROBE PLANNING SCHEME - LOCAL PROVISION



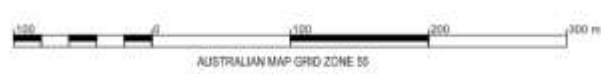
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**Public Land**

**PPRZ** Public Park and Recreation Zone

--- Municipal Boundary



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MAP No 82

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**Public Land**  
 Public Park and Recreation Zone  
 Municipal Boundary



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MAP No 93



# LATROBE PLANNING SCHEME - LOCAL PROVISION

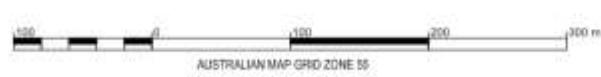


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AUSTRALIAN MAP GRID ZONE 55

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ZONES

MAP No 94



# LATROBE PLANNING SCHEME - LOCAL PROVISION

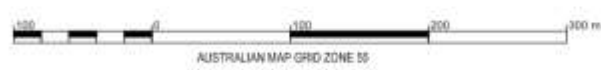


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AUSTRALIAN MAP GRID ZONE 55

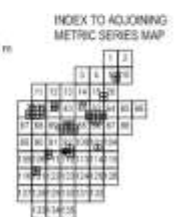
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ZONES

MAP No 95

# LATROBE PLANNING SCHEME - LOCAL PROVISION



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ZONES

MAP No 96



# LATROBE PLANNING SCHEME - LOCAL PROVISION



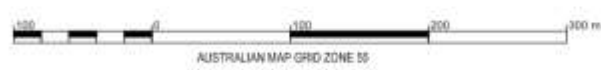
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ZONES

MAP No 97

# LATROBE PLANNING SCHEME - LOCAL PROVISION



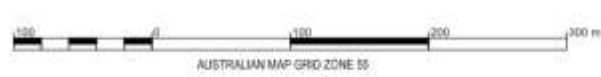
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ZONES

MAP No 98



# LATROBE PLANNING SCHEME - LOCAL PROVISION

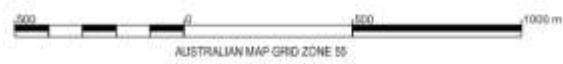


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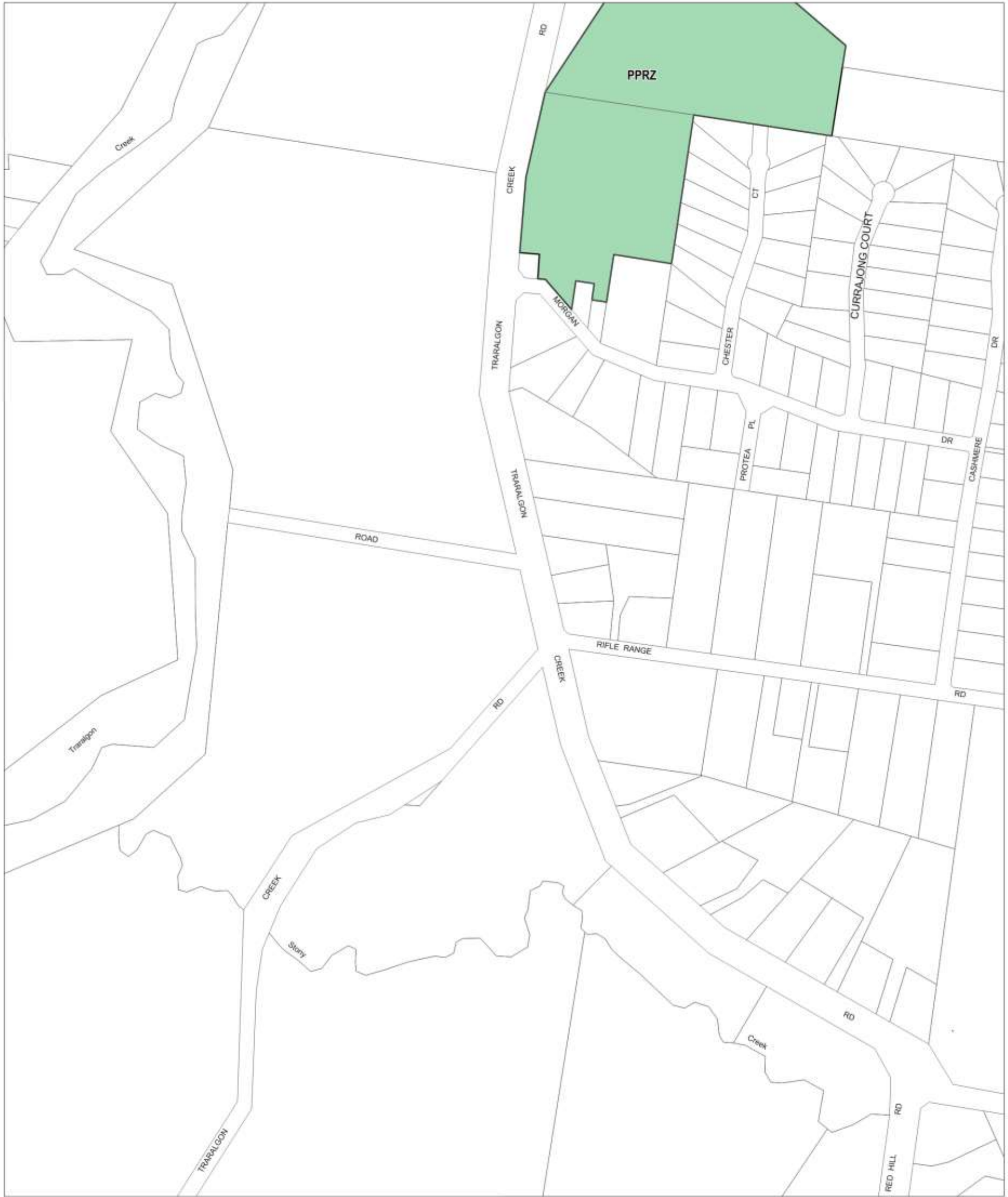
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ZONES

MAP No 101

# LATROBE PLANNING SCHEME - LOCAL PROVISION

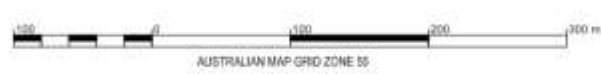


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MAP No 102

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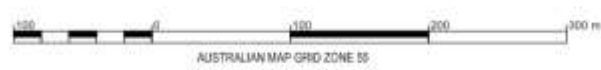
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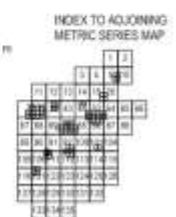
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ZONES

MAP No 107



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**MAP No 108**



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ZONES

MAP No 109

# LATROBE PLANNING SCHEME - LOCAL PROVISION



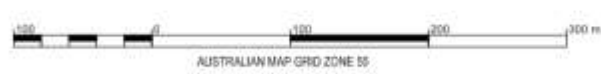
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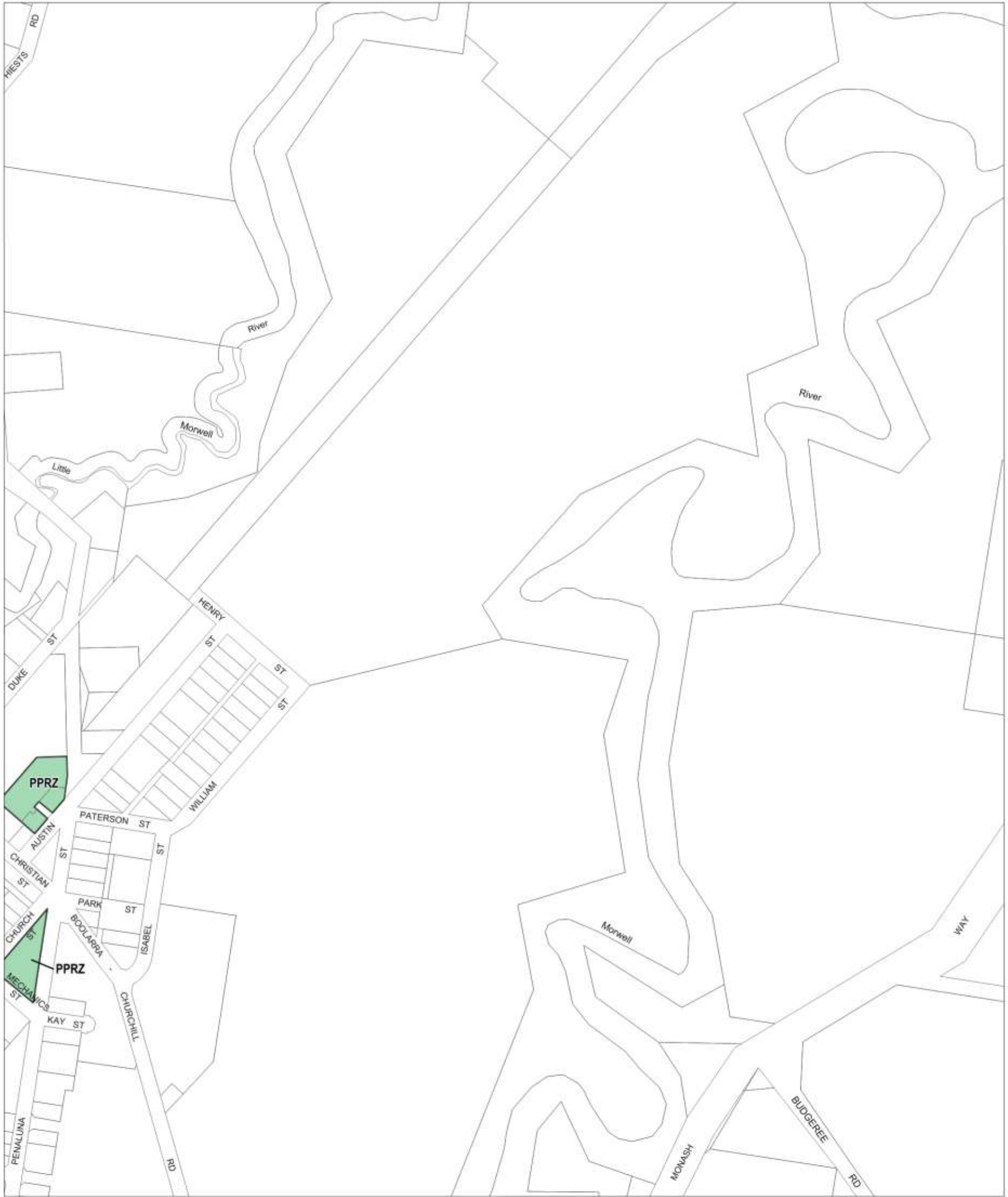


ZONES

MAP No 117



# LATROBE PLANNING SCHEME - LOCAL PROVISION



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ZONES

MAP No 118

# **INFRASTRUCTURE AND RECREATION**



## **15. INFRASTRUCTURE AND RECREATION**

### **15.1 2018/19 Community Sports Infrastructure Fund**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

#### **EXECUTIVE SUMMARY**

The 2018/19 Community Sports Infrastructure Fund was officially announced on the 30 March 2017 by the Victorian government, with project proposals for all programs to be submitted by the 7 June 2017.

This report presents Councillors with information about the 2018/19 Community Sports Infrastructure Fund and Latrobe City Council projects that may be eligible to submit to the categories of Better Pools, Major Facilities, Small Aquatic Facilities, Minor Facilities, Cricket Facilities, Female Friendly Facilities and Planning.

Council may submit only one (1) application to either the Better Pools, Major Facilities or Small Aquatic Facilities categories. Councils may apply for the maximum grant amount for up to three (3) projects from the Minor Facilities and Cricket Facilities and up to three (3) from the Female Friendly Facilities category.

Projects previously identified in a range of adopted Council plans and strategies that have been subject to design and financial assessment have been used in the presentation of this report.

Only projects that have been sufficiently planned, scoped, designed and costed can be considered for submission to this funding program.

Following a review of all suitable projects, the following projects have been identified for submission to funding programs under the 2018/19 Community Sports Infrastructure Fund:

1. Tyers Recreation Reserve Oval lighting – Minor funding program
2. Northern Reserve Newborough Oval lighting – Minor funding program
3. Traralgon South Recreation Reserve Change facilities – Cricket facilities program
4. Traralgon Skate Park Feasibility study – Planning program

These four (4) projects have been designed, costed and are suitable for submission to the 2018/19 Community Sports Infrastructure fund.

With the recent funding announcement by the Victorian government of \$85 million for a range of recreation infrastructure in Latrobe City, Council no longer has any projects that are suitable for submission to the Community Sports Infrastructure Fund – Major Facilities.

Projects that were funded by the Victorian government include:

- Gippsland Regional Aquatic Centre \$46 million
- Traralgon Sports Stadium \$17 million

- Ted Summerton Reserve \$3 million
- Latrobe City Sports & Entertainment Stadium \$1.7 million
- Morwell Recreation Reserve Precinct \$4 million
- Traralgon Tennis Facility \$400,000
- Various local reserves \$5 million

Project proposals endorsed by Council must be submitted to Sport & Recreation Victoria by Wednesday 7 June 2017. If a project proposal is successful a full application will need to be prepared and lodged with Sport & Recreation by 11 September 2017.

### **RECOMMENDATION**

**That Council:**

- 1. Endorse the following projects for submission to the Community Sports Infrastructure Funding programs:**
  - a. Tyers Recreation Reserve Oval lighting – Minor funding program**
  - b. Northern Reserve Newborough Oval lighting – Minor funding program**
  - c. Traralgon South Recreation Reserve Change facilities – Cricket facilities program**
  - d. Traralgon Skate Park Feasibility study – Planning program**
- 2. Officers prepare a funding proposal for each of the above projects.**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

### **DISCUSSION**

The Community Sports Infrastructure Fund is a Victorian government funding program that helps provide high-quality, accessible community sport and recreation facilities across Victoria by encouraging:

- Increasing sport and recreation participation for all Victorians
- Increased female and junior participation
- Increased access to sport and recreation opportunities
- Better planning of sport and recreation facilities
- Innovative sport and recreation facilities
- Environmentally sustainable facilities

- Universally designed facilities

The Victorian governments annual Community Sports Infrastructure Fund (previously Community Facility Funding Program) has provided Latrobe City Council with the opportunity to partner and invest in some of the municipalities' significant sporting and recreation infrastructure in the past.

Since 2009, Latrobe City Council has delivered \$33 million of recreation projects with the assistance of both the Victorian and Federal government funding.

The Community Sports Infrastructure Fund provides funding for planning, building new, and improving existing recreation facilities where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories:

#### ***Better Pools***

- Funding up to \$3 million
- To enable the development or redevelopment of aquatic leisure facilities supported by comprehensive planning, in consideration of regional aquatic needs and demands.

#### ***Major Facilities***

- Funding of up to \$650,000
- To enable the development of major regional level community sport and recreation facilities that are high quality, accessible, innovative, effectively managed, sustainable and well used.
- Major Facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive).

#### ***Small Aquatic Projects***

- Funding of up to \$200,000 is available
- To enable the renewal, redevelopment and modernisation of aquatic leisure facilities, including installing water play spaces and provide minor upgrades to year-round aquatic facilities and outdoor seasonal pools to improve access, sustainability and usability.

Only one project can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories.

#### ***Minor Facilities***

- Grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.
- Councils may apply for the maximum grant amount for up to three (3) projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two applications from any single category.

### ***Cricket Facilities***

- Grants of up to \$100,000 to assist local Councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure including new buildings, grounds, and training facilities.
- Councils may apply for the maximum grant amount for up to three projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two (2) applications from any single category.

### ***Female Friendly Facilities***

- Grants of up to \$100,000 to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for traditional and non-traditional female sport, with a focus on promoting female and family friendly environment.
- Councils may apply for a maximum grant amount of \$100,000 for up to three (3) projects from the Female Friendly Facilities category.

### ***Planning***

Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:

- Grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
- Grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities.

### ***Application process***

Applications to the Better Pools, Major Facilities, Small Aquatics Projects, Minor Facilities, Cricket Facilities, Female Friendly Facilities and Planning categories will involve the submission of a Project Proposal and Full Application for all applications, following mandatory discussions with your Sport and Recreation Victoria representative.

Only local Councils are able to submit applications directly to Sport & Recreation Victoria. Community organisations can seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities by submitting an Expression of Interest; however each Council can make a determination on whether this process will be followed.

Due to the short timeframe that Council has to submit funding proposals to the Victorian government, an Expression of Interest process will not be undertaken. Given that only projects that have been sufficiently planned, designed and costed can be considered for submission, officers will only be presenting projects to Council that meet these strict criteria.

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.

***Better Pools, Major Facilities and Small Aquatic Projects***

The objectives of the Major facilities funding program is to enable the development of major community sport and recreation facilities that are high quality, accessible, innovative and well used.

Major facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive), however just because a project is more than \$500,000 in value, doesn't mean that it is suitable for submission to the Community Sports Infrastructure Fund – Major facilities. Funding is provided on the basis of \$1:\$1 funding ratio with a maximum funding of \$650,000 available.

Projects that may be funded under the Major facilities category will include the development of new, or redevelopment of existing multi-purpose facilities that cater for a range of activities and user groups with *regional significance*.

Regional significance is defined by way of the programming that occurs at an active recreation facility. Regionally significant activities and programming include:

- Identified as the regional space for active sport/s by Sport & Recreation Victoria and peak sporting bodies (AFL, Netball Victoria, Cricket Victoria, Tennis Victoria etc.)
- Includes a catchment which encompasses the broader Gippsland area
- Activities that are programmed in the regional space cater for regional level sporting activities, including training and high level elite competition

With the recent funding announcement by the Victorian government of \$85 million for a range of recreation infrastructure in Latrobe City, Council no longer has any projects that are suitable for submission to the Community Sports Infrastructure Fund – Major Facilities.

Projects that were funded by the Victorian government include:

- Gippsland Regional Aquatic Centre \$46 million
- Gippsland Sport & Entertainment Complex (Traralgon Sports Stadium) \$17 million
- Ted Summerton Reserve \$3 million
- Latrobe City Sports & Entertainment Stadium \$1.7 million
- Morwell Recreation Reserve Precinct \$4 million
- Traralgon Tennis Facility \$400,000
- Various local reserves \$5 million

Funding opportunities for both the Better Pools and Small Aquatics Projects have also been considered in the preparation of this report. There are no projects that are suitably planned or designed to submit for these funding streams.

**Minor Facilities**

Minor facilities encompasses projects with a total project cost not exceeding \$1,000,000 (GST exclusive), in value. Funding is provided on the basis of \$2:\$1 ratio, with a maximum grant of \$100,000 per project.

Councils may apply for the maximum grant amount for up to three (3) projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two (2) applications from any single category. For example, Council could apply for two (2) cricket facilities projects and one (1) female friendly facilities project or alternative two (2) female friendly facilities projects and one (1) cricket facility project.

When considering projects eligible for submission under this funding program, a review of adopted priority projects arising from Council's adopted recreation plans against the Community Sports Infrastructure Fund – Minor facilities funding criteria has been undertaken.

Reserve	Project description	Design / Costings Yes/No	Total Cost	Club contribution	Council Cost (including possible SRV funding)	Strategy or Plan
Tyers Recreation Reserve	Construction of match lighting at the Tyers Recreation Oval	Yes	\$350,000	N/A	\$250,000	Northern Towns Outdoor Recreation Plan
Catterick Crescent Reserve Traralgon	Construction of a multi-use pavilion	Yes	\$1,000,000	No	\$900,000	Catterick Crescent Reserve master plan
Harold Preston Reserve Traralgon	Upgrade & construction of additional change facilities, all abilities toilets, public toilets	Yes	\$700,000	N/A	\$600,000	Traralgon Outdoor Recreation Plan (2014)
Warren Terrace Reserve Hazelwood North	Construction of an oval	A design has been completed but there are no independent costings for this proposal.	\$600,000	N/A	\$500,000	Warren Terrace Reserve master plan

Reserve	Project description	Design / Costings Yes/No	Total Cost	Club contribution	Council Cost (including possible SRV funding)	Strategy or Plan
Northern Reserve Newborough	Construction of sporting lighting on the oval	Yes	\$350,000	N/A	\$250,000	Moe Newborough Outdoor Recreation Plan
Northern Reserve Newborough	Construction of a 2 <sup>nd</sup> oval	No*	N/A	N/A	N/A	Moe Newborough Outdoor Recreation Plan

\*An allocation of \$20,000 has been included in the draft 2017/18 Latrobe City Council budget for the design of the oval.

From the above table there are a number of projects that are sufficiently scoped, planned, designed or financially assessed for submission to the Community Sports Infrastructure Fund - Minors.

#### *Catterick Crescent Reserve pavilion*

This project proposes to demolish the existing pavilion at Catterick Crescent Reserve and build a new building that responds to the needs of sporting users.

The reserve is currently used for junior AFL and cricket. The concept design for the pavilion has incorporated four (4) unisex change facilities for use by both AFL and cricket.

Whilst there is only one oval, AFL is experiencing a demand for facilities that meet the needs of all participants, including girls and women. At AFL junior level, girls are able to play with boys up until the under 12's competition. This means that the Cumberland Park Junior Football Club and visiting teams will require change facilities for young girls as well as boys. This is a common demand being experienced particularly by junior sporting clubs that have mixed teams up to under 12 competitions.

The design for the pavilion also includes a social space, kitchen facilities, first aid room, public toilets and umpires change facilities.

Recent advice provided by Sport & Recreation Victoria indicates that the \$17 million allocation for the refurbishment of the Traralgon Sports Stadium does not include the construction of the AFL/Cricket pavilion.

At this point it may be premature to fund this facility as the planning for the Gippsland Regional Indoor Sports and Entertainment Centre that was recently announced by the government may impact upon this proposal.

*Tyers Recreation Reserve Oval lighting*

This project involves the installation of 100 lux level LED sports lighting to the AFL oval at the Tyers Recreation Reserve. The Tyers Football Netball Club invested in a lighting design for the lighting project and subsequent soil testing in 2014.

It is estimated that the lighting will cost approximately \$350,000 to install, which includes the installation of new poles, power upgrade and the lighting infrastructure.

The club is currently undertaking a review of the costs associated with this project to ensure that they accurately reflects the 2017 projects costs, and will also investigate whether there is sufficient power at the reserve to accommodate the potential future power demands. A thorough review of this information will ensure that the project meets the strict guidelines of Sport & Recreation for the installation of lighting infrastructure at sporting reserves.

Advice previously provided by Sport & Recreation for this proposal indicates that it is a strong project. Sport & Recreation has also provided advice that this project strongly aligns to the guidelines for funding from the Victorian government's Country Football Netball Program.

*Harold Preston Reserve pavilion upgrade*

This project will provide for upgrades to infrastructure that caters for player participation. This project will see the construction of a pavilion which includes unisex multi-use change rooms, first aid room, unisex referee change facility and an upgrade of the public toilets at the facility.

The design responds to strong demand for participation in junior football (soccer) at the Harold Preston Reserve. The Traralgon City Soccer Club plays and trains on three (3) pitches, which requires additional change facilities to cater to this participation by both female and males.

Similar to the Catterick Crescent Reserve pavilion design, unisex change facilities are required to meet the demand for girls and women and boys and men. Football (Soccer) also has mixed teams up to the age of U12's, and this creates a strong demand for additional unisex multi-use change facilities.

*Warren Terrace Reserve Oval*

A design for the small community oval at the Warren Terrace Reserve has been completed. This project was identified during planning for the Warren Terrace Reserve master plan in 2014. The oval would provide a training and match facility for the Hazelwood North Cricket Club.

The club is currently training at the Hazelwood North Reserve in Church Road. This reserve has four tennis courts, a community hall and cricket nets. The club currently play their games at other reserves, and in the past have utilised Northern Reserve in Morwell.

*Northern Reserve Newborough Sports lighting project*

A design for the installation of new sports lighting infrastructure has been undertaken by the Newborough Football Netball Club. This professional sports lighting design is for 100 lux LED sports lighting, which complies with the Australian Standard for



sports lighting. The cost of this infrastructure, which includes new poles, power upgrade and the lighting infrastructure, is costed at approximately \$350,000.

An upgrade to the existing sports lighting at the reserve will provide a real benefit to both the Newborough Football Netball Club, but also the Newborough Junior Football Club who are co-located at the reserve. Both clubs are experiencing issues with the number of hours that they can train at the facility, especially during the colder, darker winter months. The construction of 100 lux LED sports lighting will allow both clubs to provide more flexible training options for the club.

The installation of LED lighting provides a significant cost saving for the clubs, as this lighting infrastructure, whilst more expensive to construct, delivers substantial energy savings and therefore financial savings for the user groups over the long term.

Advice previously provided by Sport & Recreation for this proposal indicates that it is a strong project. Sport & Recreation has also provided advice that this project strongly aligns to the guidelines for funding from the Victorian government's Country Football Netball Program.

#### *Other projects*

The following projects have all been subject to substantial planning, design and independent costings but have not been presented for consideration in either the Major Facilities category or the Minor Facilities category.

All three (3) projects do not currently meet the Community Sports Infrastructure Fund program guidelines for the Major Facilities or Minor Facilities categories.

#### *Gaskin Park Multi-Use pavilion – Cost \$1.3 million*

The Gaskin Park multi-use pavilion has been designed to provide change facilities for players and umpires for senior and junior AFL Football and senior and junior netball as well as junior cricket. The pavilion also provides for meeting space, first aid facilities and storage.

Gaskin Park is classified as a local level facility based upon a recent assessment by Sport & Recreation Victoria and the current and future demand for sports at the reserve. The peak sporting bodies of AFL Gippsland, Netball Victoria or Cricket Victoria do not identify the site as a regional level facility. The reserve is classified as a local level facility, and programming and activities that occur at this reserve are generally of a local or municipal level.

The Morwell Recreation Reserve, the regional facility for AFL, is also utilised for cricket. This therefore limits the ability for the oval to be used by Gippsland Power during the cricket season. Gippsland Power therefore utilise other facilities in the off season. Approximately four years ago the turf wicket on the Gaskin Park oval was removed. As the oval is no longer used for cricket, the ground does cater for Gippsland Power training and practice matches during the off peak season. Gippsland Power also use the Tyers Recreation Reserve during the off peak.

The recent funding announcement from the state government, associated with the Morwell Recreation Reserve, will see the development of a regional synthetic oval. In the future Gippsland Power may be able to utilise the Morwell Recreation Reserve all year round.

The permanent regional facility for AFL is the Morwell Recreation Reserve. The Victorian government recently announced \$3 million in funding for the Ted Summerton Reserve in Moe for the development of a Regional Cricket Hub. The regional facility for netball is the Gippsland Regional Sporting Complex in Sale.

Although the site is not a regional facility Gaskin Park may be a potential candidate for funding under this program in the future. This is due to the State Government's announcement of funding for major events. As Churchill could accommodate such events given the accommodation that is available at Federation University over the summer months. Therefore regional training and other events could be held at the site once the detail in relation to the major events program is developed and an agreement with Federation University is established for the utilisation of the accommodation.

At this stage Council Officers believe that due to the uncertainty in relation to the events program it would be premature to submit a funding application. Council also does not have the matching funding available to support an application. Council could however decide to either borrow funds for its contribution or to allocate funding from other discretionary project in the 2018/19 financial year.

*Monash Reserve Netball Tennis Facility – Cost \$3.1 million*

This project incorporates the construction of ten (10) multi-use tennis/netball courts and a multi-use pavilion for sporting users. The facility will be used for active sports, including netball, tennis and paintball competitions at the adjoining Monash Reserve oval.

Currently the courts used by the Moe & District Netball Association are at Joe Tabuteau Reserve in Saviges Road in Moe.

The new courts that are to be constructed at Monash Reserve will accommodate ten fully compliant netball courts. The current tennis courts at the facility will be incorporated into the netball courts, with multiple line marking.

The pavilion includes player change facilities, umpire change facilities, first aid room, social space, kitchen and timekeeper facilities.

Monash Reserve is classified as a municipal level facility based upon a recent assessment by Sport & Recreation Victoria and the current and future demand for sports at the reserve. Monash Reserve is not identified by Netball Victoria or Tennis Victoria as a regional level facility and there is no regional level training or competitions occurring at the reserve or at the existing netball complex at Joe Tabuteau Reserve.

The Gippsland Regional Sporting Facilities master plan (2010) identifies the regional facility for netball as the Gippsland Regional Sporting Complex at Sale. The same master plan recognises the regional facility for tennis in Gippsland as the Traralgon Tennis Facility.

As this project's value is over \$1,000,000 it cannot be submitted under the Minor Facilities category.

*Ronald Reserve AFL Pavilion – Cost \$2.1 million*

This project involves the refurbishment of the existing AFL pavilion at Ronald Reserve in Morwell. The design for the upgrade involves both the ground floor player facilities and the upper floor social space. The estimated cost for both stages of this refurbishment is \$2.1 million.

The current facility, built in the late 1970's or early 1980's does not cater or provide for unisex multi-use facilities for all participants. The umpires change facilities are basic and the general condition of the pavilion could be best described as dated.

This project has the potential to be staged, with Council funding the facilities that cater for participation such as players and umpires and the club funding refurbishments to the first floor social area.

The AFL facilities at Ronald Reserve in Morwell as classified as a local level facility based upon a recent assessment by Sport & Recreation Victoria and based upon the level of competition that occurs at the facility.

As this project's value is over \$1,000,000 it cannot be submitted under the Minor Facilities category either.

Whilst the three projects presented above do not meet the guidelines of the 2018/19 Community Sports Infrastructure Fund, the projects may be eligible for submission to the Latrobe Valley Authority's Community Facility Fund.

This fund supports projects designed to make communities a healthier place to live, concentrating on sport and recreation, including open space improvements for families, residents and visitors to enjoy. The Victorian government has announced that there is \$20 million in funding for this program over the next four (4) years.

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)
- 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.

### **Cricket Facilities**

The Cricket Facilities category is a major initiative of the Community Cricket Program, a significant four-year partnership between the Victorian Government and Cricket Victoria to improve cricket participation opportunities for all Victorians.

Councils may apply for the maximum grant amount for up to three (3) projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two (2) applications from any single category. For example, Council could apply for two (2) cricket facilities projects and one (1) female friendly facilities project or alternative two (2) female friendly facilities projects and one (1) cricket facility project.

When considering projects eligible for submission under this funding program, a review of adopted priority projects arising from Council's adopted recreation plans against the Community Sports Infrastructure Fund – Cricket facilities funding criteria has been undertaken. Projects nominated by clubs/organisations through the Expression of Interest process have also been included in the table below.

<b>Reserve</b>	<b>Project description</b>	<b>Design / Costings Yes/No</b>	<b>Total Cost</b>	<b>Club Contribution</b>	<b>Council Cost</b>	<b>Strategy / Plan</b>
Traralgon South Recreation Reserve	Construct change facilities at CATS Cricket pavilion	Yes	\$300,000	N/A	\$200,000	Traralgon South Recreation Reserve Master Plan 2013
Andrews Park West Churchill	Drainage & Resurfacing of the main oval	No	\$600,000	N/A	\$500,000	Southern Towns Outdoor Recreation Plan 2009

From the above table there are two projects that are sufficiently scoped, planned, designed or financially assessed for submission to the Community Sports Infrastructure Fund – Cricket Facilities.

#### *Traralgon South Reserve pavilion upgrade*

This project is the upgrade of player facilities the existing pavilion at Traralgon South Recreation Reserve. The pavilion is attached to the Badminton pavilion which has no change facilities, for participants. The upgrade will include unisex multi-use change facilities, as well additional public toilets, first aid room and storage. This project has been well scoped and planned, and has the required supporting documentation.



*Andrews Park West resurfacing project*

This project was identified during the development of the Southern Towns Outdoor Recreation Plan (2009). Recent issues at the reserve have highlighted the need for the oval to be completely resurfaced, including the installation of drainage and irrigation.

Whilst a detailed design and cost plan has not been completed, this project is similar to other projects that Council has recently completed, especially the Duncan Cameron Reserve resurfacing project. However for submission to a funding program, a detailed design and cost plan will need to be completed prior to submission of a project proposal.

The cost of this project is expected to be approximately \$600,000.

The other projects in the table have not been sufficiently scoped, planned, designed or financially assessed to be considered for submission to the Community Sports Infrastructure Fund – Cricket Facilities.

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)
- 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.

***Female Friendly Facilities***

The Female Friendly Facilities category will provide funding to build new and upgrade current, outdated change facilities to improve access for female participants and officials.

Council can apply for funding of up to \$100,000 for a maximum of three (3) projects under the Female Facilities program.

When considering projects eligible for submission under this funding program, a review of adopted priority projects arising from Council's adopted recreation plans against the Community Sports Infrastructure Fund – Female Friendly facilities funding criteria has been undertaken.

The Victorian government has recognised the importance of providing facilities for all participants, with a change to the Female Friendly Facilities program this year. Council will be able to submit up to three (3) Female Friendly Facilities projects to this year's funding program.

Facilities that cater for all participants, including female players and officials are not necessarily separate facilities.

Latrobe City Council has 66 sporting pavilions across the municipality. There are very few examples of reserves in Latrobe City where there is no change facilities provided. Whilst the quality and quantity of these facilities require addressing, there are still change facilities at most Council managed reserve for all participants to use.

Council will continue to work with sporting users and peak bodies such as Netball Victoria, AFL Gippsland and Football Federation Victoria to ensure that fixtures are reflective of the facilities that are available at a particular reserve and that fixtures are reviewed to ensure that the programming of sporting matches and events doesn't add or increase issues with access to change facilities for sports involving girls and women.

In most sporting codes, especially senior AFL and senior Football (Soccer), the fixtures involving senior girls and women do not clash with the senior boys and men's fixtures. This means that there will be change facilities available for both girls and women and boys and men for game day fixtures. Clubs that have girls and women and boys and men training at the same facility are encouraged to utilise their change facilities in a more functional way.

Where there are only two change rooms at a facility, Council is encouraging clubs to utilise one change room for girls and women and the other for boys and men.

Sport & Recreation have previously advised Council that it does not support the funding of temporary modular facilities for female participants.

*Sport & Recreation Victoria has advised that for projects to be considered for funding under this stream, each club or organisation will need to provide evidence that they have a positive female friendly commitment to all levels of club/organisation participation.*

*This includes having club/organisational policies that strongly support and encourage female participation in all levels of club life, including administration, coaching, playing, umpiring and other volunteer activities. Clubs and organisation that are unable to demonstrate this level of commitment are unlikely to be supported for funding.*

Reserve	Project description	Design / Costings Yes/No	Total Cost	Club contribution	Council Cost	Strategy / Plan
Hazelwood South Reserve	Construction of a unisex change pavilion	Yes	\$700,000		\$600,000	Southern Towns Outdoor Recreation Plan 2009
Burrage Reserve Newborough	Newborough Yallourn United Soccer Club	Yes	\$800,000		\$700,000	Moe Outdoor Recreation Plan 2005
Yinnar Recreation Reserve	Construction of female friendly change facility	Yes	\$325,254	\$25,254	\$200,000	*

\*not identified in the Southern Towns Outdoor Recreation plan, however this master plan predates that newly emerging and identified need for female change facilities.

From the above table there are three projects that are sufficiently scoped, planned, designed or financially assessed for submission to the Community Sports Infrastructure Fund – Female Friendly Facilities. These projects are:

*Hazelwood South Reserve Change Pavilion*

This project has been subject to planning, engagement and design undertaken by Council during 2014/15. The current change facility at the reserve was constructed in the 1960's and no longer meets the requirements or standards for modern sporting participation, especially for female participants. The need to update these facilities was identified in the Southern Towns Outdoor Recreation Plan (2009).

The design for the project includes the change facilities for all players including female players, umpires, volunteers and spectators. Multiple change facilities are required as the reserve has two pitches, with games occurring simultaneously. The design includes change facilities for male and female players and referees, first aid room and public toilets.

The agreed design has been fully costed. A Council contribution of \$600,000 will be required to meet the matching funding required for this project.

*Burrage Reserve pavilion upgrade*

The need for an upgrade to the soccer pavilion at Burrage Reserve was clearly articulated in the Moe Newborough Outdoor Recreation Plan (2015).

The Newborough Yallourn United Soccer Club is another Latrobe City club that has experienced an increase in the number of players participating in football (soccer). The concept design reflects the need for unisex multi-use player and referee change facilities to cater for both girls and women and boys and men. The design also reflects the need for a first aid room and upgraded public toilets including an all abilities public toilet.

This project was submitted to the 2017/18 Community Sports Infrastructure Fund – Female Facilities, however was unsuccessful. However, advice provided by Sport and Recreation Victoria was that the project is very strong and should be resubmitted following a review of the project budget. This review has now been completed, and the budget revised to accommodate the project costs.

*Yinnar Recreation Reserve Female Change facility*

The Yinnar Recreation Reserve Committee of Management have lodged an expression of interest for the construction of a female change facility for netball and tennis which consists of the construction of two (2) change room, with amenities, two public toilets and an all abilities public toilet. A deck to link the facility to the existing change rooms and social rooms will also be constructed. The Committee of Management have engaged and paid for a professional designer at their own expense to complete the design for the addition.

At the present time, nine teams each round are required to change in a single room, originally designed as a social space at the Yinnar Recreation Reserve building.

The Committee of Management are contributing \$25,000 towards the project, with \$200,000 funding being requested by Council to support the funding application of \$100,000.

Whilst the project is not identified in the Southern Towns Outdoor Recreation as the demand and need for change facilities to meet the demand for female sporting participation was not a prevalent issue when the recreation plan was developed in 2008/09. The project strongly aligns to the funding guidelines for the Community Sports Infrastructure Fund – Female Facilities.

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)
- 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.



### ***Planning***

When considering projects eligible for submission under this funding program, a review of adopted priority projects arising from Council's adopted recreation plans against the Community Sports Infrastructure Fund – Planning funding criteria has been undertaken

The following table provides details of all projects considered for submission:

<b>Project Description</b>	<b>Total Cost (Approx.)</b>	<b>Council Costs (Approx.)</b>	<b>Strategy/Plan</b>
Traralgon Skate Park Feasibility Study	\$50,000	\$20,000	Not applicable

From the above table there is one project that could be sufficiently scoped and planned, for submission to the Community Sports Infrastructure Fund – Planning category.

#### *Traralgon Skate Park Feasibility Study*

The Traralgon Skate Park is situated at the rear of Harold Preston Reserve (Traralgon Tennis Facility) on the Traralgon Creek.

The skate park is located within a flood overlay, next to the Traralgon Creek. The site is a poor location for a skate park, with no supporting infrastructure. When the skate park was constructed there was a public toilet at the site, but due to vandalism and age, the public toilets were demolished over 5 years ago.

The site, whilst close to the Traralgon CBD has very poor surveillance and has no links to public transport.

The skate park is constructed of concrete and steel ramps, which require significant ongoing maintenance funding. The skate park's amenity is considered to be poor and an 'eyesore' to the recently completed Traralgon Tennis Facility Show Court. The skate park provides a poor experience for users and parents of young skaters who wish to supervise their children.

Whilst the need to upgrade this skate park is clear, with the condition of the skate park being assessed in 2009 as 'fair', the more difficult decision is where to relocate it too.

A potential new site for the location of the skate park will require careful consideration and substantial community engagement to ensure that the park meets the expectations of the users, as well as the general community.

A feasibility study would investigate possible site options for the skate park relocation, undertake community engagement activities and provide a concept plan for a district level skate park.

### **STAKEHOLDER CONSULTATION**

The projects identified for application to the State government form part of an existing Council strategy, plan, policy or resolution.

Significant community consultation and engagement was undertaken as part of the development of the following plans, which have been adopted by Council:

- Morwell Outdoor Recreation Plan - 2008
- Tennis Facilities Plan – 2009
- Soccer Facilities Plan – 2009
- Southern Towns Outdoor Recreation Plan – 2009
- Northern Towns Outdoor Recreation Plan – 2010
- Gaskin Park master plan – 2011
- Traralgon South Recreation Reserve master plan – 2013
- Morwell Recreation Reserve Precinct master plan – 2014
- Warren Terrace Reserve master plan – 2014
- Traralgon Outdoor Recreation Plan – 2014
- Moe Newborough Outdoor Recreation Plan – 2015
- Catterick Crescent Reserve master plan – 2016
- Maryvale Reserve master plan 2016

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The level of funding being provided by Council in the 2016/17 budget to fund new and upgraded building infrastructure projects was approximately \$5 million.

The 2017/18 Latrobe City Council budget will provide approximately \$1 million in matching funding towards recreation projects submitted to the 2017/18 Community Sports Infrastructure Fund. Matching funding was provided for the following successful projects:

- Traralgon West Sporting Complex - \$35,000
- Latrobe City Synthetic Sports Field Pavilion - \$230,000
- Harold Preston Lighting Project - \$300,000

Council supported another project, Burrage Reserve pavilion project to the value of \$500,000, however this project was not funded by the State government.

Council also committed \$300,000 matching funding for the Morwell Recreation Reserve Netball Court project, submitted under the 2016 Country Football Netball Program, however this was not required as the project was funded from a recent Federal government commitment.

The Victorian and Federal governments have recently announced over \$90 million in funding for a range of recreation infrastructure projects to be built and delivered in the next 3 -4 years. These projects will also incur additional ongoing operational costs when constructed, not currently budgeted for in Council's long term financial plan.

The following table provides a summary of the grants available from the State Government for each of the recommended projects and the funds to be contributed by Latrobe City Council.

Program	Project	Total Cost	Proposed State Government Contribution	LCC Contribution	Other Contribution
2018/19 Community Sports Infrastructure Fund – Minor Facilities	Tyers Recreation Reserve Oval Lighting	\$350,000	\$100,000	\$250,000	N/A
2018/19 Community Sports Infrastructure Fund – Minor Facilities	Northern Reserve Newborough Oval Lighting	\$350,000	\$100,000	\$250,000	N/A
2018/19 Community Sports Infrastructure Fund – Cricket Facilities	Traralgon South Recreation Reserve Change facilities	\$300,000	\$100,000	\$200,000	N/A
2018/19 Community Sports Infrastructure Fund – Planning	Traralgon Skate Park Feasibility Study	\$50,000	\$30,000	\$20,000	N/A
<b>TOTAL</b>		<b>\$1,050,000</b>	<b>\$530,000</b>	<b>\$720,000</b>	<b>\$20,000*</b>

The two (2) projects presented in the table below were rated as a priority by officers, however due to the amount of matching funding required and Council's current financial constraints (i.e. a reduction in revenue from the closure of Hazelwood Power Station) these projects have not been recommended for consideration in this round of funding opportunities primarily due to the amount of funding required to be contributed by Council.. These projects are:

Program	Project	Total Cost	Proposed State Government Contribution	LCC Contribution	Other Contribution
2018/19 Community Sports Infrastructure Fund – Female Facilities	Burrage Reserve – Change Facility	\$800,000	\$100,000	\$680,000	\$20,000*
2018/19 Community Sports Infrastructure Fund – Female Facilities	Hazelwood South Reserve – Change Facility	\$700,000	\$100,000	\$600,000	N/A
<b>TOTAL</b>		<b>\$1,500,000</b>	<b>\$200,000</b>	<b>\$1,280,000</b>	<b>\$20,000*</b>

\*Contribution from the Newborough Yallourn United Soccer Club

If funding were to become available, the two projects presented in the table above are considered to be a high priority for funding. Funding for these projects may be available through the Latrobe Valley Authority – Active Latrobe Valley fund. Projects submitted to this fund would require matching funding, however the funding ratio for this grant is \$1 of Council funding to \$3 of Latrobe Valley Authority funding.

Council may also choose to replace one of the nominated project with either the Burrage Reserve Change facility project or the Hazelwood South Change facility project.

Alternatively Council could decide to apply for funding for either, or both, these projects. This would require Council to either borrow funds for its contribution or to allocate funding from other discretionary project in the 2018/19 financial year. Based on Council's current financial situation and the strategic resource plan it is considered more appropriate to apply for one of these projects to be funded by the Latrobe Valley Authority. The Latrobe Valley Authority's contribution towards these project, if successful, would be significantly greater than the \$100,000 limit under the Community Sports Infrastructure Fund.

### **RISK IMPLICATIONS**

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

### **CONCLUSION**

The recreation projects nominated for submission to the Victorian government's 2018/19 Community Sports Infrastructure Fund provides an opportunity to deliver significant benefits to Latrobe City's community and improve the quality of local level recreation facilities and contribute to the sustainability of local level recreation venues.

This report takes a strategic approach to the selection of eligible projects within the guidelines of the 2018/19 Community Sports Infrastructure Fund, whose key objective is to create healthy and active communities and increase physical activity. These key objectives are in support of the overall directions of our community as identified in Latrobe 2026.

All the projects identified in this report have been attributed a priority based upon their planning, design and costings, the projects suitability and alignment to the program guidelines, the projects strategic justification and Council's ability to provide matching funding for all the identified projects.

Following a comprehensive analysis of each project presented in this report, it is recommended that the following projects be submitted to the 2018/19 Community Sports Infrastructure Fund program:

1. Tyers Recreation Reserve Oval lighting
2. Northern Reserve Newborough Oval lighting
3. Traralgon South Recreation Reserve Change facilities
4. Traralgon Skate Park Feasibility study

### **SUPPORTING DOCUMENTS**

Council adopted strategies and master plans.

### **Attachments**

1. [2018/19 Community Sports Infrastructure Fund guidelines](#)



# 15.1

## **2018/19 Community Sports Infrastructure Fund**

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# 2018-2019 Community Sports Infrastructure Fund

## Application Guidelines



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**Accessibility**

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(1703040)

## Message from the Minister for Sport, John Eren



Sport and recreation is the heart and soul of our communities, bringing families and locals together.

The Victorian Government is committed to ensuring that more people can improve their health, get active and involved with sport and active recreation at local clubs, using community infrastructure across the state.

With the state's population on the rise, we're proud to invest in a range of initiatives that ensure grassroots sport infrastructure is modernised and developed consistent with growing community demand and expectations.

I'm delighted that the *Community Sports Infrastructure Fund* is open for the 2018-19 round. The Community Sports Infrastructure Fund continues exciting new developments that will meet the needs of the Victorian community.

Sport and active recreation organisations and clubs, working with their local councils, can apply for funding through a range of categories that support upgrades to existing infrastructure or the development of new infrastructure.

Eligible projects include local aquatic centre upgrades, sport pavilion developments, sport surfaces and sport lighting installations, recreation facilities, play spaces and feasibility studies.

I'm particularly proud that the *Community Sports Infrastructure Fund* has again been extended to include the categories that implement our significant commitments to female changerooms and cricket facilities.

The Female Friendly Facilities category gives local councils funding to build new and upgrade existing, out-dated change facilities at clubs around the state that cater for female sport and active recreation, with a focus on promoting female and family friendly environments.

The Cricket Facilities category forms part of the \$12.4 million *Community Cricket Program: On Common Ground*, a partnership with Cricket Victoria and Cricket Australia to provide local councils with the ability to upgrade and develop new buildings, grounds and training spaces.

The fund supports the Victorian Government's determination to address the growing demand for local cricket facilities, female change rooms at local grounds and the need for more modern and accessible community sports infrastructure that can be enjoyed by everyone, regardless of their age, background, gender or ability.

The program reflects our major commitment to health, wellbeing, and community sport and active recreation 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 sport, 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 *Community Sports Infrastructure Fund*.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, slightly slanted style.

**Hon John Eren MP**

Minister for Sport



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## 1. What is the Community Sports Infrastructure Fund?

The *Community Sports Infrastructure Fund* is a Victorian Government funding program that helps provide high quality, accessible community sport and active recreation infrastructure across Victoria by encouraging:

- increased sport and recreation participation for all Victorians
- increased female and junior participation
- increased access to sport and recreation opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable facilities
- universally designed facilities.

The *Community Sports Infrastructure Fund* provides grants for planning, building new, and improving existing infrastructure where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories\*:

- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.
- **Major Facilities** – Grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade sub-regional and regional sport and recreation facilities.
- **Small Aquatic Projects** – Grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.
- **Minor Facilities** – Grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.

- **Cricket Facilities** – Grants of up to \$100,000 are available to assist local councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure including new buildings, grounds, and training facilities.
- **Female Friendly Facilities** – Grants of up to \$100,000 are available to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.
- **Planning** – Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
  - grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
  - grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities
  - grants of up to \$30,000 for female participation strategies.

*\*For specific details on the number of applications that can be submitted under each category please refer to sections 9-15.*

### 1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed infrastructure for sport and active recreation activities. Developing new facilities or improving the quality of existing facilities 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.

The program reflects the government's commitment to health, wellbeing, and community sport and recreation, as well as boosting the capacity of communities to attract and host local and regional competitions and events.

## 2. Who can apply?

Only local government authorities can apply directly to the Department of Health and Human Services for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting their Project Proposal(s) or Application(s).

Community organisations can only seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council. Community organisations are advised to contact their local council about timelines for expressions of interest.

## 3. What types of activities might be funded?

A wide variety of sport and recreation planning and infrastructure projects will be considered for funding.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the projects will improve participation outcomes.

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 environmental sustainability
- applies or demonstrates principles of Universal Design
- applies the Healthy Choices Guidelines (Better Pools category).

Priority will be given to communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth or significant change in circumstances (e.g. economic challenges).

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.

Proposals may include project management fees of up to 5 per cent of the total project cost.

Councils wanting to undertake Design and Construct projects are eligible. However, councils will still need to demonstrate appropriate levels of planning and are required to submit schematic designs and appropriate cost estimates with full applications.

### 3.1. What will not be funded?

The *Community Sports Infrastructure 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 meet the eligibility criteria
- projects that do not align with the objectives of the program
- Minor Facility projects that exceed the maximum total project cost of \$1,000,000 (ex GST)
- projects that do not meet relevant Australian standards (e.g. lighting projects or netball 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, building works and any form of early 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 public 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. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design 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 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 identified outcomes from the *Community Sports Infrastructure Fund* for communities, councils are required to engage Sport and Recreation Victoria and other key stakeholders as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria early 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, councils 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.

To ensure appropriate support is provided to meet these obligations, Sport and Recreation Victoria requires all councils to provide a Project Governance Framework (template provided on [www.sport.vic.gov.au](http://www.sport.vic.gov.au)) that outlines the governance model for delivery of projects from the Better Pools, Major Facilities, Small Aquatic Projects and Planning categories.

The Project Governance Framework will provide Sport and Recreation Victoria with confidence that an appropriate engagement process will be implemented as the project is developed, particularly during design phases, where changing project circumstances have the potential to diminish the original intent of a project or diminish the rationale for its support from the fund.



## 5. What is the application process?

### 5.1. Process for clubs

Only local councils are able to submit applications directly to Sport and Recreation Victoria. Community organisations can seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council.

Any clubs wishing to discuss a project should contact their local council who will provide further advice.

### 5.2. Process for councils

The application process will require the submission of both a Project Proposal and Full Application for all categories.

This approach gives applicants the opportunity to receive advice on their proposals earlier and supports clubs and local groups to work more closely with their council to develop project proposals for funding, while reducing the work involved in developing full applications.

#### Step One: Contact Sport and Recreation Victoria

Council must discuss project ideas with a Sport and Recreation Victoria representative before submitting a Project Proposal. They will provide:

- advice on the most appropriate form of support for your project
- guidance on the development of those proposals that have merit, that align with program objectives and that are ready to proceed
- high-level design advice.

#### Step Two: Project Proposal

Complete the project proposal form answering questions relating to project development, strategic justification, stakeholder engagement and participation outcomes.

If available, a concept or schematic design should be submitted at the Project Proposal stage. Any additional documentation is not required, and will not be assessed at project proposal stage.

Project Proposals will be assessed by the alignment of the project's proposed outcomes and the program objectives, criteria, and timelines to confirm project readiness.

Project Proposals can be submitted via Grants Online at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants) by **11.59pm Wednesday 7 June 2017**.

#### Step Three: Notification

Sport and Recreation Victoria will advise councils (via email) of Project Proposals supported to Full Application stage from **Monday 24 July 2017**.

#### Step Four: Full Application

Councils notified of supported Project Proposals in Step Three will be invited to submit a Full Application via web link. Full Applications may only seek an amount equal or lesser than that approved in Step Three and should not change in scope.

All supporting documentation should be emailed to [csif@sport.vic.gov.au](mailto:csif@sport.vic.gov.au) copying in your Sport and Recreation Victoria representative. Please quote your category and project name in the subject line of your email (e.g. Minor – Smith Reserve Lighting). Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your project name, to:

#### Community Infrastructure and Regional Facilitation Group

Sport and Recreation Victoria  
Department of Health and Human Services  
GPO Box 4057  
Melbourne, Victoria 3001



Full Applications will be assessed against the *Community Sports Infrastructure Fund* assessment criteria and the required documents. The more effort applied to providing and addressing these questions and providing relevant supporting documentation, the more likely the project will attract grant funding.

Application(s) addressing all criteria and including all additional information must be submitted by **11.59 pm on Monday 11 September 2017**.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30 am and 5 pm weekdays.

## 6. Timelines and assessment

There are a number of common features in successful applications. Good applications are well planned, involve co-ordination and collaboration with Sport and Recreation Victoria, involve other relevant stakeholders and are clear about what issue they are trying to address. Answering each of the assessment criteria questions will help applicants develop a more thorough project proposal.

Questions about Project Development, Strategic Justification, Stakeholder Engagement and Participation are incorporated under the assessment criteria section for each category. The percentage weightings allocated to each criterion represents the importance and the different weighting Sport and Recreation Victoria will use to assess project applications.

Program opens	March 2017
Project Proposals closing date	7 June 2017
Notification of successful Project Proposals	24 July 2017 onwards
Full Applications closing date	11 September 2017
Funding Announcements and Notification of Outcomes	November 2017 onwards

## 7. 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)

Use the search engine to locate the specific resource required.

### Planning guides

Sport and Recreation Victoria and other industry stakeholders have developed a series of planning guides and other informative resources for 'best practice' sport and recreation facility development. Resources include, but are not restricted to:

- Design for Everyone Guide
- Community Sporting Facility Lighting Guide
- Female Friendly Sport Infrastructure Guidelines
- Artificial Grass for Sport Guide
- Ten ways local government can advance gender equity – Sport and Recreation
- Community Cricket Facility Guidelines
- AFL Preferred Facility Guidelines
- Netball Australia National Facilities Policy
- Tennis Facility Planning Guide
- Skate Facility Guide
- Good Play Space Guide
- Indoor Aquatic and Recreation Facility Development Guidelines
- Pool Concourse Guidelines
- Healthy Choices: policy guidelines for sport and recreation centres
- VicHealth Drinking Water Fountain Guidelines
- DHHS – Safe Pool Operations
- Open Space Planning Guide

### Project Development

In addition to these planning guides, a range of project resources are also available to support the development of projects that incorporate best practice.



### Universal Design

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. The Design for Everyone Guide incorporates the Universal Design Principle approach to best practice facility design.

### Schedule of Use

A Schedule of Use is a list of all the sport and active 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 provide their own.

### Environmentally Sustainable Design

Proposals should incorporate Environmentally Sustainable Design initiatives in project designs. For example all Better Pools, Small Aquatics and Major Facilities projects **must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This is demonstrated with a specific Environmental Sustainable Design budget in the Full Application.** It is good practice to incorporate Environmental Sustainable Design initiatives in all projects where possible.

### 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)

### Capital Replacement Planning

A Capital Replacement Plan is a tool (not mandatory) 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.

### Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities, Female Friendly Facilities and 25 per cent of Major Facilities and Small Aquatic Projects.

### 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)

### SunSmart Online Shade Audit Tool

This online tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For more information [www.sunsmart.com.au/shade-audit/](http://www.sunsmart.com.au/shade-audit/)

### 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.



### Healthy Choices: policy guidelines for sport and recreation centres

Guidelines to help sport and recreation centres improve the availability and promotion of healthier foods and drinks.

The Healthy Eating Advisory Service (HEAS) provides the necessary support and tools to assist organisations in undertaking an independent assessment of food and drinks sold within the premises. HEAS can be contacted on [www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au) or on **1300 22 52 88**.

## 8. Conditions that apply to applications and funding

### 8.1. 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/resources](http://www.sport.vic.gov.au/resources).
- 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.
- Minor Facilities, Cricket Facilities, Female Friendly Facilities and Planning projects are to be completed and funds claimed by **31 December 2019**.
- Better Pools, Major Facilities and Small Aquatic Projects are to be completed and funds claimed by **31 May 2020**.
- 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/)
- Successful Better Pools applicants with existing facilities, will be required to provide an independent assessment of food and drink availability from café/canteen and vending. The Healthy Eating Advisory Service (HEAS) provides the necessary support and tools to assist organisations in undertaking an independent assessment. HEAS can be contacted on [www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au) or on **1300 22 52 88**.
- 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.
- 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 for Better Pools, Major Facilities, Small Aquatic and Planning projects
  - a Project Management Framework\*\*\* must be completed and submitted with the Full Application for all Better Pools, Major Facilities, Small Aquatic and Planning projects
  - through the partnership approach and process of appropriate engagement outlined in the project's governance framework, councils must secure Sport and Recreation Victoria's endorsement of key documents such as schematic and detailed 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.

*\*\*A Project Governance Framework establishes a framework for project decision making amongst project partners.*

*\*\*\*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 <http://www.sport.vic.gov.au/grants-and-programs/community-sports-infrastructure-fund>*

## 8.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the *Community Sports Infrastructure 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, promotional material and placement of a permanent Victorian Government endorsed sign/plaque at the site during construction and upon completed of infrastructure activities.

The Minister for Sport is to be given the opportunity to participate in any formal activity to officially open or launch the project, or associated with the progress or completion of a facility. Openings and launches of Community Sports Infrastructure 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.

These guidelines have recently been updated to reflect current expectations of Victorian Government recognition. Acknowledgement and Publicity Guidelines can be found at

[www.sport.vic.gov.au](http://www.sport.vic.gov.au)





### 8.3. 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.

### 9. Better Pools\*

#### Objectives

To enable:

- development or redevelopment of aquatic leisure facilities supported by comprehensive planning, in consideration of regional aquatic needs and demands
- councils to meet the needs of current and future aquatic leisure centre users
- new or redeveloped spaces that create participation and programming opportunities for the entire community.

#### What type of projects might be funded?

- Projects that provide new or redeveloped aquatic leisure facilities.
- Redevelopments that focus on increasing participation and access to aquatic activities.

#### Funding details

Maximum grant	Local government authority	Funding ratios
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	SRV \$1:\$1 local

\*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.



## 9.1. Better Pools – Full Application 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), safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	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 of how the project is strategically supported by local or regional aquatic or major facility planning and/or state sporting associations/peak body plans.
	Respond to current market demand and trends in aquatic leisure provision.
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?
	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 letters of support that clearly state how each partner will contribute to and benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage 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 how this project or the broader facility promotes gender equality through usage policies and facility management plans.
	Demonstrate how Healthy Choices Guidelines will be implemented in the project.

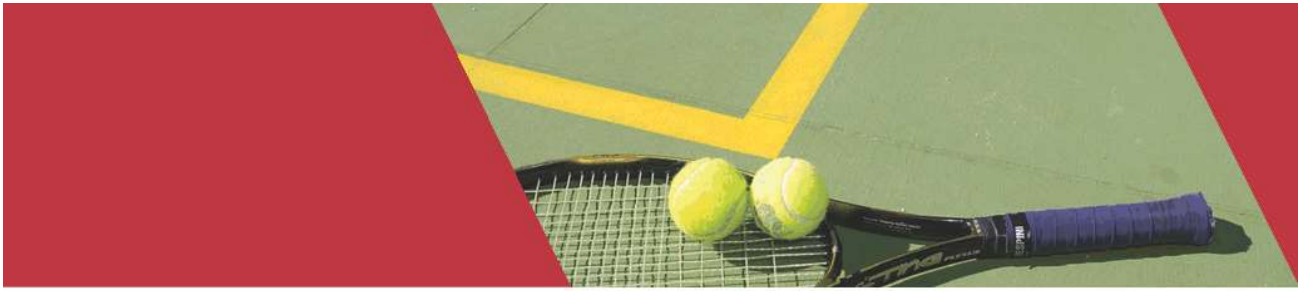
*\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.*

## 9.2. Better Pools Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- 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)
- 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 or 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



## 10. Major Facilities\*

### Objectives

To enable the development of major community sport and recreation facilities that are high quality, accessible, innovative, effectively managed, sustainable and well used.

Major Facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive).

### What type of projects might be funded?

The development of new, or redevelopment of existing multi-purpose facilities that cater for a range of activities and user groups with regional significance. Examples include the development of multi-sport precincts.

The development of single purpose regional or sub-regional facilities, which usually include:

- a catchment of more than one municipality
- users who are likely to travel some distance to participate
- regionally significant projects for the sport(s) or activity
- facilities for regional or representative training, competition and events

### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$650,000*** 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	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 for Major Facilities. Councils must approve and underwrite any in-kind contribution.

\*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.

## 10.1. Major Facilities 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, quotations and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) that address site considerations, safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	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 or regional plans 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?
	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 contribute to and benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/sub-regional and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.
	Demonstrate how this project or the broader facility promotes gender equity through council policies and facility management plans.

\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.

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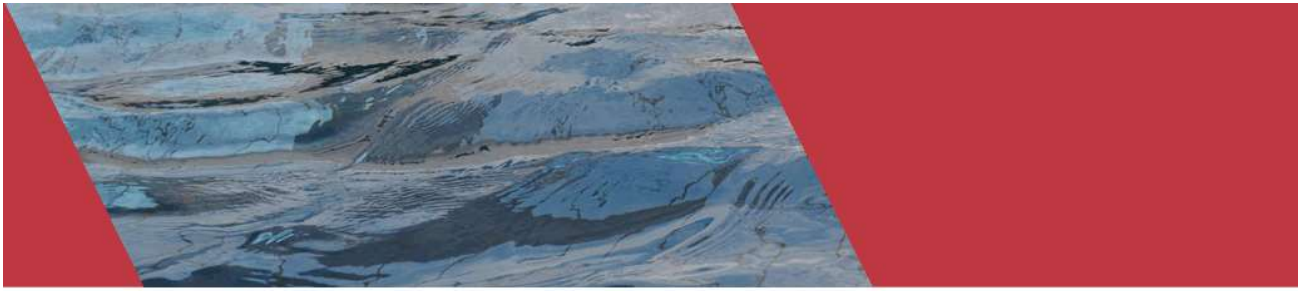


## 10.2. Major Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- 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)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quantity Survey, tender price or independent qualified expert report
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Project Governance Framework
- 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)



## 11. Small Aquatic Projects\*

### Objectives

To enable the renewal, redevelopment and modernisation of aquatic leisure facilities, including installing water play spaces and provide minor upgrades to year-round aquatic facilities and outdoor seasonal pools to improve access, sustainability and usability.

### What type of projects might be funded?

The Small Aquatic Projects category will prioritise proposals that focus on increasing participation and access to aquatic activities.

Examples of possible projects that may be funded include:

- increasing the amount of leisure water and aquatic play features
- development of outdoor water play spaces
- upgrades/redevelopments of outdoor seasonal pools
- environmentally sustainable infrastructure initiatives
- works to raise water temperatures
- improving amenities such as better change areas and shelter/shade
- improving accessibility to aquatic spaces and change facilities.

### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$200,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$2:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Small Aquatic Projects. Councils must approve and underwrite any in-kind contribution.

\*Only one project can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories.

### 11.1 Small Aquatic Projects – Full application 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, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
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 or regional plans 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?
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 contribute to and benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintains) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.
	Demonstrate how this project or the broader facility promotes gender equity through council policies and facility management plans.

*\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.*

## 11.2 Small Aquatic Projects Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST). If a Quantity Survey is not provided council must provide a detailed cost estimate and underwrite any additional expenditure required to deliver the scope proposed.
- Environmentally Sustainable Design report(s) and budget
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or 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 Outcomes' 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)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, plus a letter from 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)





## 12. Minor Facilities\*

### Objectives

- To encourage participation in sport and recreation through innovative facility initiatives.
- To encourage involvement of community organisations in planning and developing facilities.
- To encourage cooperation between Sport and Recreation Victoria, councils, state sporting associations/peak bodies and local sports clubs and organisations.
- To strengthen communities through the development of sustainable sport and recreation facilities.
- To encourage greater participation by females and juniors and by disadvantaged population groups and communities.

### What types of projects might be funded?

- Unisex accessible change facilities.
- Sports surfaces – new and/or improved surfaces that increase use or safety.
- Sports lighting that improves participation opportunities and safety.
- Play spaces, skate parks, BMX tracks or youth recreation facilities.
- Multi-use recreation/meeting spaces.
- Shared paths and trails.
- Projects that result in energy or water efficiency, such as warm season grass conversions.
- Multipurpose training facilities.

### Funding Details

Maximum grant	Local government authority	Funding ratios
\$100,000 with a Total Project Cost not exceeding \$1,000,000***	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

\*Councils may apply for the maximum grant amount for up to three projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two applications from any single category.



**12.1 Minor Facilities 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, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
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 or regional plans 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?
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 (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.
	Demonstrate how this project or the broader facility promotes gender equity through council policies and facility management plans.

## 12.2. Minor Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or 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 'What' section of the assessment criteria)
- Detailed Schedule of Use
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, plus a letter from 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)



### 13. Cricket Facilities

The Cricket Facilities category is a major initiative of the Community Cricket Program a significant four year partnership between the Victorian Government, Cricket Victoria and Cricket Australia to improve cricket participation opportunities for all Victorians.

Cricket Australia recently released their Community Cricket Facilities Guidelines, which should be referred to in the development of applications to help plan, design and cost cricket facility projects.

#### Aim

The Cricket Facilities category will provide funding towards the development of new and upgrade of existing cricket facilities at clubs around the state.

#### Objectives

- To strengthen communities through the development of sustainable cricket facilities.
- To encourage and provide opportunities for female, multicultural, Aboriginal and all-abilities participants in cricket through facility development.

- To encourage involvement of community organisations in planning and developing facilities.
- To encourage collaboration between councils, Sport and Recreation Victoria, Cricket Victoria, associations/leagues and local sports clubs to actively promote inclusive cultures and programs that increase cricket participation.
- Increase the ability of clubs to build capacity and provide for current needs through the delivery of appropriate high quality cricket facilities.

#### What types of projects might be funded?

- Pavilion upgrades including change room upgrades for players and officials.
- Training facilities including multipurpose training facilities, indoor training facilities, turf and synthetic off-field training wickets.\*\*
- On-ground improvements such as co-located synthetic/turf wickets, and ground surface conversions and improvements including irrigation and drainage.

\*\* All training net facilities must include public access



#### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

\*Councils may apply for the maximum grant amount for up to three projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two applications from any single category.



### 13.1. Cricket Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include quotations/internal cost estimates for projects with a total project cost under \$500,000. Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Cricket Victoria and Sport and Recreation Victoria) including issues of safety, risk management, Universal Design Principles, Environmentally Sustainable Design and Cricket Australia's Community Cricket Facilities Guidelines.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local cricketing facilities.
	Provide evidence of how the project is strategically supported by local or regional planning and/or Cricket Victoria plans such as Cricket Victoria's facility strategy "Common Ground".
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, Cricket Victoria, associations/leagues, clubs and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in cricket. 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 (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in cricket activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.
	Demonstrate how this project or the broader facility promotes gender equity through Council policies and facility management plans.

### 13.2. Cricket Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Cricket Victoria, Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or 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 'What' section of the assessment criteria)
- Detailed Schedule of Use
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, plus a letter from 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)

### 14. Female Friendly Facilities\*

#### Aim

The Female Friendly Facilities category will provide funding to build new and upgrade current, outdated change facilities to improve equity and access for female participants and officials.

#### Objectives

- Increase equity, access and opportunities for existing and emerging female participants and officials in sport and active recreation.
- To encourage greater female (junior and senior) participation in female sports.
- To encourage female participation in sport and active recreation through more accessible and safer facility design.



- To encourage greater involvement of females in planning and developing facilities.
- To encourage collaboration between Sport and Recreation Victoria, councils, state sporting associations/peak bodies, regional sports assemblies, local sports clubs and organisations to actively promote inclusive cultures, policies and initiatives that promote female participation.
- To strengthen communities through the development of sustainable participation opportunities for females.

**What types of projects might be funded?**

- Build new unisex accessible change rooms to facilitate female participation.
- Redevelop or refurbish current change facilities and amenities to cater for female participants.
- Develop new or redevelop/refurbish existing change rooms and amenities for female officials.

**Funding Details**

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum total project cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

*Applications from emerging non-traditional female sports will be highly regarded.*

*\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.*

\*Councils may apply for the maximum grant amount for up to three projects from the Female Friendly Facilities category.



**14.1. Female Friendly Facilities- Full application assessment criteria**

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include the provision of quotations/internal cost estimates for projects with a total project cost under \$500,000 or include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) including issues around safety, risk management, Universal Design Principles and Environmentally Sustainable Design.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities for existing or emerging female participants.
	Provide evidence of how the project is strategically supported by local or regional plans 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?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) female participation in sport and active recreation. Please provide support letters that clearly state how each partner will contribute to and benefit from the project.
	Describe any additional female programming opportunities identified and planned to increase (or in certain cases maintain) female participation in sport and active recreation.
	How does the project provide sustainable participation for females by improving the inclusiveness of sports clubs and facilities demonstrated through new or developing policies, initiatives and programs?
	How does the project encourage the broadest possible female participation in sport and active recreation activities?
	Demonstrate how this project or the broader facility promotes gender equity through usage policies and facility management plans.





### Guidelines, further information and research

Refer to [www.sport.vic.gov.au](http://www.sport.vic.gov.au) for guidelines, further information and research on developing Female Friendly Facilities including preferred guidelines for specific sports.

## 14.2. Female Friendly Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- 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)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or 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 'What' section of the assessment criteria)
- Detailed Schedule of Use
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from 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)

## 15. Planning

### Objectives

The Planning category supports councils to provide a strategically planned response to community sport and recreation needs.

### It encourages:

- integrated recreation planning linked to other local government planning processes, including land use, health and wellbeing and strategic planning processes
- recreation planning (particularly with state sporting associations and other peak bodies) and/or strategies for improving community participation
- sub-regional and regional facility planning and development
- feasibility studies for proposed major facility developments
- co-operation between neighbouring councils and/or state sporting associations.

### What types of projects might be funded?

Four types of planning activities are funded under this category:

- recreation planning
- facility feasibility
- regional planning
- female participation strategies.

Priority will be given to projects that demonstrate a municipal or regional benefit.

Regional planning projects that seek to investigate the provision of aquatic facilities and/or other major sporting infrastructure are encouraged and will be highly regarded.

External consultancy fees and costs associated with the production of the study report, such as printing expenses will be eligible for funding. Where council proposes to undertake a planning initiative in-house by an existing council staff member, that person must be assigned to the project full-time (to be demonstrated by a letter from council's chief executive officer to confirm the arrangement).

### Recreation Planning

Recreation planning can focus on a number of areas, such as:

- strategic municipal, sub-regional or regional recreation planning
- planning for specific geographic areas
- planning for specific facility types such as aquatics, indoor stadiums, etc
- specific sport/recreation activities or issues.

### Facility Feasibility

Facility feasibility studies should critically assess a proposal and allow councils to make informed decisions about whether to proceed with a project. This category covers studies into the feasibility of:

- developing new facilities
- redeveloping existing facilities
- consolidating similar facilities
- providing regional facilities.

### Regional Planning

Councils may also submit an additional planning application that seeks to address a recreation planning or facility feasibility issue that affects more than one municipality.

The application is required to be auspiced by one municipality and requires a financial contribution from more than one local government authority to be eligible.

Proposals that demonstrate partnerships with state sporting associations and peak bodies will be highly regarded. It is recommended that councils make contact with these organisations and their sport and recreation representative to discuss priorities and align project objectives.

Projects that consider the provision of aquatic facilities are encouraged and will be highly regarded.

### Female Participation Strategies

Female participation planning focuses on the development of policies that will increase equality, access and opportunities for girls and women to participate in sport and active recreation.



**What types of projects will not be funded:**

The Planning category will not fund projects that are considered to be council's core business such

as council policy development or pricing policies. The project must directly link to infrastructure development and/or support participation strategies.

**Funding Details**

Funding amount	Local government authority	Funding ratios
<b>Recreation Planning and Facility Feasibility</b>		
Up to \$30,000 One application only	Metropolitan	SRV \$1:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local
<b>Regional Planning</b>		
Up to \$50,000 A second planning project may be submitted under Regional Planning where the scope and funding contributions extend beyond one municipality.	Metropolitan/Outer Metropolitan*	SRV \$1.5:\$1 local
	Regional City**/Rural	SRV \$2:\$1 local

\***Outer Metropolitan:** Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

\*\***Regional City:** Ballarat, Bendigo, Geelong

## 15.1. Planning assessment criteria

Applications for the Planning category do not need to address the assessment criteria in the Full Application.

However, the high quality draft project brief will need to address the criteria as follows:

Project Development	
20%	Does the project respond to identified community need and address current issues and is it supported by local organisations and/or state sporting associations/peak bodies planning?
Strategic Justification	
30%	Clearly identify the project scope, methodology and proposed outcomes in a draft project brief.
	Encourage innovative approaches to address issues such as risk management, multi-use, Universal Design Principles, and Environmentally Sustainable Design.
Stakeholder Engagement	
10%	Will consult and collaborate with a variety of project partners and stakeholders.
	Considers inter-municipal linkages and issues (where appropriate).
Participation Outcomes	
40%	Proposed outcomes that would increase (or in certain cases maintain) participation in sport and recreation.
	Plans for projects that encourage the broadest possible community participation in sport and recreation activities.
	Considers multi-use and improves the quality and range of sport and recreation facilities and programming outcomes.



## 15.2. Planning Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- A high quality draft project brief
- Letters of support from organisations that clearly indicate how the group/individual will either support the project or benefit from the project scope
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Project Governance Framework





**15.2 Footpath condition review - Traralgon, Moe, Morwell and Churchill**

**General Manager**

**Infrastructure and Recreation**

**For Information**

**EXECUTIVE SUMMARY**

This report responds to 12 September 2016 Council resolution asking for information on the footpath network in the Moe, Morwell, Traralgon and Churchill Central Business Districts (CBD).

Council aims to provide footpaths that are safe and provide a convenient all-weather access at the lowest life cycle cost. The style of footpath varies between CBDs which reflects historical styles as adopted for the different town centres.

The entire footpath network consists of 735 kilometres of paths with a replacement cost of \$105 million. The major township CBDs comprises 9 kilometres of paths with a replacement value of \$8.3 million.

While asset data is well maintained, some of the other requested information does not reside in systems and/or a format that can easily be queried hence information has been obtained from many sources including the recollection of Council Officers.

- The most recent condition assessment resulted in an average condition of 2.2 (1 is near new condition and 5 an asset needing replacement) for the network.
- The latest defect assessment identified 185 defects within the CBDs requiring repair being, none in Churchill, 12 in Moe, 47 in Morwell and 126 in Traralgon.
- There are approximately 300 footpath related customer requests annually.
- There are approximately 5 footpath related claims per year for the overall network and less than one per year in CBDs.
- Major footpath reconstruction work in the CBDs since 1994 are roughly: 100% of Churchill, 30% of Morwell, 15% of Moe, and 30% of Traralgon.
- The approximate cost to replace all of the CBD footpath is estimated at \$8.3 million and it would take approximately 6 months to construct them all (subject to funding and contractor availability).
- Table E1 shows the condition based renewal funding requirements. Streetscape renewal work (i.e. MACP or Future Morwell) that is not included in these figures.

Table E1 – Footpath Renewal Programming

CBD Footpath renewal (\$000's)	Year						Total
	2017 2025	2026 2035	2036 2045	2046 2055	2056 2065	2066 2075	
Total	\$272	\$1,430	\$526	\$3,772	\$1,675	\$684	\$8,362



## **RECOMMENDATION**

**That Council receives and notes the report on the Traralgon, Moe, Morwell, and Churchill CBD footpaths.**

## **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

This report responds to Item 1 of the 12 September 2016 Council resolution.

*“That Council:*

1. *Develops a report investigating the Moe, Morwell, Traralgon and Churchill Central Business Districts footpaths that includes the following information:*
  - a) *A current asset condition assessment.*
  - b) *The number of current defects that require rectification.*
  - c) *The number of customer requests that have been received over the past five years.*
  - d) *The number of insurance claims that have been received by Council.*
  - e) *The history of major reconstruction works that have been undertaken in each centre since 1994.*
  - f) *What work, indicative costs and timeframe would be required to redevelop the CBD’s to an adequate standard*
  - g) *If any major works are to be proposed for Council’s consideration as part of Council’s future capital works programs; . . .”*

Item 2 of the resolution was addressed with a report to Council on options to address conflict between trees and parking in Moe.

### **1.a) A current asset condition assessment.**

Footpath condition is different from footpath defects inspections. Condition is collected generally every four years and it is used to track the overall health of the network and for valuation purposes. It is scored as a service potential index (SPI) between 1 and 5 for each footpath segment with 1 being as new condition and 5 being at end of useful life. The condition criteria includes

*Table 1 – CBD Condition (SPI) by Footpath Area and Percent*

<b>CBD (High Zone)</b>	<b>Average SPI</b>	<b>SPI 1 New (m<sup>2</sup>)</b>	<b>SPI 2 Very Good (m<sup>2</sup>)</b>	<b>SPI 3 Good (m<sup>2</sup>)</b>	<b>SPI 4 Poor (m<sup>2</sup>)</b>	<b>SPI 5 Failing (m<sup>2</sup>)</b>	<b>Total (m<sup>2</sup>)</b>
<b>Churchill</b>	<b>1.7</b>	267 34%	509 66%	0 0%	0 0%	0 0%	<b>776</b> 1%
<b>Moe</b>	<b>3.1</b>	1,032 7%	5,363 34%	3,296 21%	2,390 15%	3,498 22%	<b>15,579</b> 25%
<b>Morwell</b>	<b>2.2</b>	6,280 31%	7,930 39%	3,265 16%	1,503 7%	1,448 7%	<b>20,425</b> 32%
<b>Traralgon</b>	<b>1.8</b>	12,894 49%	7,515 29%	4,862 18%	1,065 4%	0 0%	<b>26,336</b> 42%
<b>Total</b>	<b>2.2</b>	<b>20,473</b> 32%	<b>21,317</b> 34%	<b>11,423</b> 18%	<b>4,957</b> 8%	<b>4,946</b> 8%	<b>63,116</b> 100%

**1.b) The number of current defects that require rectification.**

Council collects defect information on its footpath network and undertakes repairs based on the adopted schedule and intervention levels within the Road Management Plan (RMP).

The RMP categorises the footpaths into usage zones (High, Medium, Low) to guide defect collection regimes. Footpaths in CBDs fall into the High Usage zones. High Usage zones are inspected annually and defects outside intervention are repaired within 1 year of identification.

Officers inspect as per the schedule, but try to undertake repairs within a shorter time frame than that specified in the RMP.

Defects within the CBDs requiring repair as at January 2017 are outlined in Table 2.

*Table 2 – CBD Defect list and their required repair deadline*

CBD High Usage Zones	Financial year repair deadline			Total Defects	Length per defect (m)
	2016/17	2017/18	2018/19		
Churchill	0	0	0	0	N/A
Moe	2	10	0	12	425
Morwell	0	47	0	47	130
Traralgon	126	0	0	126	70
<b>All</b>	<b>128</b>	<b>57</b>	<b>0</b>	<b>185</b>	<b>110</b>

On average and depending on funding, Council repairs in the order of 2,000 defects per year across the entire network. CBD defects are only a minor proportion of the entire annual task. It should be noted that some defects such as those identified through customer requests are repaired almost immediately by the operations maintenance team (not included in the figures in Table 2).

**1.c) The number of customer requests received over the past five years.**

Table 3 summarises the Council’s Pathway Requests, requesting “Footpath repair” between 2011 and 2015. The Pathway descriptors do not allow for the isolation of requests relating to the CBD footpaths, hence the data presented is for requests across the entire footpath network, as well as all requests in that category.

Table 3 – Numbers of Pathways Requests relating to repair requests

Pathways Descriptor (some combined for clarity)	Calendar Year					Total
	2011	2012	2013	2014	2015	
Footpath Maintenance Depot	5	21	17	0	0	43
Footpath/Kerbing/Driveways/	386	312	338	43	59	1,138
Concrete Footpath Enquiry	0	0	0	109	204	313
<b>Total</b>	<b>391</b>	<b>333</b>	<b>355</b>	<b>152</b>	<b>263</b>	<b>1,494</b>

This represents an average of approximately 300 requests each year but includes all requests in the category (i.e. kerbing and driveway requests and non-hazard footpath requests).

**1.d) The number of insurance claims that have been received by Council.**

With respect to insurance claims, records show that of the 16 claims there has been only one in the last 6 years in CBDs. This claim relates to an incident in Lloyd Street, Moe in front of the Moe hotel in 2012. There have been no payouts relating to CBD footpath claims.

Table 4 – Numbers of Insurance Claims received by Latrobe City

Footpath Insurance Claims	Calendar Year						Total
	2011	2012	2013	2014	2015	2016 <sup>#</sup>	
All private footpath claims	1	5	5	0	0	5	16
CBD related footpath claims	0	1	0	0	0	0	1
Value of Claim settlement		\$0				\$0	\$

# - only 6 months of data for 2016.

**1.e) The history of major reconstruction works that have been undertaken in each centre since 1994.**

Table 5 – Footpath constructed since 1994 in CBDs

New areas of CBD footpath constructed since 1994			
Town	Area Renewed m <sup>2</sup>	Percent of CBD footpath Area %	Main area of construction
Churchill	776	100%	Philip Parade & Marina Drive
Moe	2,738	17%	George Street
Morwell	6,984	34%	Church, Commercial, & Tarwin
Traralgon	8,257	31%	Franklin, Hotham, & Seymour
<b>Total</b>	<b>18,755</b>	<b>30%</b>	<b>Combined CBDs</b>

It must be noted that the quantity of footpath works noted in Table 5 is derived from a variety of sources and in some part is dependent upon officer recollection of the timing of past works. It is the best information available as this is not specifically captured and recorded in the way requested detail.

With the exception of Church Street, Morwell where a streetscape renewal approach was undertaken, the work is replacing footpath “like for like” with no improvement or material change.

**1.f) What work, indicative costs and timeframe would be required to redevelop the CBD's to an adequate standard**

To answer this question accurately a definition of ‘adequate standard’ is required plus as works in a built up area are complicated due to the “additional factors” discussed below, an allowance must be added.



From a purely technical perspective, Councils seek to provide footpaths that are safe and provide a convenient all-weather access at the lowest life cycle cost.

Non-technical perspectives include the general appearance, harmony with the desired look and feel of the streetscape, and how well service repairs are managed (pavers excel at this).

The style of footpath varies between CBDs which reflects historical styles as adopted for the different town centres by the original Councils.

Table 6 – Footpath styles prevalent in each CBD

<p><b>Morwell Pattern Paving</b></p> <p><b>Photo:</b> Note these areas can be identified by trowelled rectangular sections surrounded with a brick soldier course.</p>	<p>Specify Morwell Pattern Paving / <b>75mm</b></p>	
<p><b>Traralgon Pattern Paving</b></p> <p><b>Photo:</b> Note these areas can be identified by 500 x 500mm trowelled squares in the smooth concrete.</p>	<p>Specify Traralgon Pattern Paving / <b>75mm</b></p> <p>Note: Traralgon CBD does have some City Standard (see below) footpath.</p>	
<p><b>Moe Pavers</b></p> <p><b>Photo:</b> Note these areas are a concrete pavers.</p>	<p>Specify Moe Pavers Stratblock Pavers <b>40mm</b> depth</p>	

<p><b>City Standard</b> (Used in Churchill)</p> <p><b>Photo:</b> Note CBD standard can be easily identified by the 500 x 500 mm saw cut squares. And it distinctive silver oxide rolled finish.</p>	<p>Specify CS Standard / <b>100mm +F62</b> Reinforced Concrete</p>	
---	--	--

The City Standard is the accepted standard for Latrobe City footpaths in high use public spaces.

For the purposes of estimating the cost and timing of replacing the CBD paths to an acceptable standard, the City Standard has been used. An example of this exists outside the Morwell Headquarters building.

Further complicating the response is that whenever works of this significance are undertaken inevitably other aspects arise that need to be addressed. For example, the following are likely factors that will need to be addressed and cannot accurately be allowed for in estimating the costs:

- Property access levels may need adjustment,
- New Side Entry Pits (SEP) are likely to be required,
- Property roof drainage may need to be installed,
- Existing service pits may need to be adjusted to meet new levels or replaced to remove asbestos,
- New measures may be needed to meet Disability Discrimination Act 1992 requirement
- Access to shops must be maintained and kept clean, parking is impacted, finishes protected from tampering.

Allowing for these additional complications, the cost to construct City Standard concrete footpath in a CBD with no special treatment is \$125/m<sup>2</sup>. The indicative cost and timings in Table 7 must not be relied upon for estimating purposes.

Renewing footpaths prior to them reaching the end of their useful life may well be at the expense of renewing failed assets elsewhere.

Table 7 – Estimated area, cost, time of works to change CBD Footpaths to City Standard style

Town	CBD Footpath style change area (m2)	Cost of style change to City Standard and indicative construction period	
		Cost of Change Works (Conservative)	Weeks to Undertake Works
Churchill	0	\$0	N/A
Moe	15,579	\$2,064,250	15 Weeks
Morwell	20,425	\$2,706,500	20 Weeks
Traralgon	26,336	\$3,489,500	25 Weeks
<b>Total</b>	<b>62,340</b>	<b>\$8,250,250</b>	

These calculations assume that the CBD footpaths need to be reconstructed in total and ignores the minor sections that already exist as City Standard.

**1.g) If any major works are to be proposed for Council's consideration as part of Council's future capital works programs;**

The Moe CBD footpaths the next candidates for renewal based on condition assessment. Such a program is expected to gradually commence with significant replacement occurring in the period 2026 to 2035 (funding dependant).

Council historically does not renew large blocks of footpath, preferring to replace very short sections associated with defects. The repairs undertaken being grinding, bay replacement and paver resetting in order to bring the defective/failed sections of footpath back to a safe condition.

It is more effective from a risk management perspective to repair tripping hazards defects that exist elsewhere in the network before renewing it a footpath based on appearance.

The exception is where the appearance is tied to other social aspects that trigger a streetscape renewal project such as a streetscape project that enhances the experience of visitors and may deliver better social outcomes.

Both the MACP and the Future Morwell Urban Design Revitalisation Plan include streetscape revitalisation and have been listed as candidate projects for funding in the Latrobe City "A strength Led Transition" advocacy document. However, for both projects the timing is funding dependent and cannot be programmed.

The asset renewal modelling of CBD footpaths based on current condition and the expected useful life is presented as Tables 8a (area) and Table 8b (Cost).

Table 8 – Modelled renewal program for CBD footpaths – Area (m2)

CBD Footpath renewal (m2)	Calendar Year						Total
	2017	2026	2036	2046	2056	2066	
	2025	2035	2045	2055	2065	2075	
Churchill	0	0	0	509	267	0	776
Moe	1,228	5,798	1,707	4,892	1,776	178	15,579
Morwell	779	3,191	466	8,882	5,154	1,954	20,425
Traralgon	49	1,809	1,802	14,189	5,452	3,035	26,335
Total	2,056	10,799	3,975	28,472	12,648	5,166	63,115

Table 8b – Modelled renewal program for CBD footpaths – Cost (\$000's)

CBD Footpath renewal (\$000's)	Calendar Year						Total
	2017	2026	2036	2046	2056	2066	
	2025	2035	2045	2055	2065	2075	
Churchill	\$0	\$0	\$0	\$67	\$35	\$0	102
Moe	\$162	\$768	\$226	\$648	\$235	\$23	2,064
Morwell	\$103	\$422	\$61	\$1,176	\$682	\$258	2,706
Traralgon	\$6	\$239	\$238	\$1,879	\$722	\$402	3,489
Total	\$272	\$1,430	\$526	\$3,772	\$1,675	\$684	\$8,362

### **STAKEHOLDER CONSULTATION**

As this was a report on past records and intervention levels no stakeholder engagement undertaken or required.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications of the recommendation.

### **CONCLUSION**

Information has been presented in this report to inform Council with respect to:

- a) A current asset condition assessment;
  - The condition of the CBD footpaths of Churchill, Moe, Morwell and Traralgon averages 2.2 on a scale of 1.0 being near new and 5.0 being an asset at the end of its useful life.



- b) The number of current defects that require rectification;
  - There are 185 defects on CBD footpaths which are scheduled for repair over the next 12 months.
- c) The number of customer requests that have been received over the past five years;
  - There are approximately 300 request each year by community members requesting repairs across the entire footpath network and including other requests such as driveway and kerb defects. CBD only figures can't be isolated.
- d) The number of insurance claims that have been received by Council;
  - There has been one claim over the last five years. The claim was resolved without a payout to the claimant.
- e) The history of major reconstruction works that have been undertaken in each centre since 1994;
  - Approximately 30% of the CBD footpath area has been reconstructed since 1994.
- f) What work, indicative costs and timeframe would be required to redevelop the CBD's to an adequate standard?
  - Assuming that the desired standard for CBD footpaths is to construct them to "City Standard", such works would conservatively require a project that would require 60 uninterrupted weeks (one contractor) or 6 months (contractors in parallel) and cost \$8.3 m.
- g) If any major works are to be proposed for Council's consideration as part of Council's future capital works programs;
  - Condition based renewal modelling for the CBD footpaths is set out in the table 8.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

### **15.3 Mathison Park - Request for Additional Equipment**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

#### **EXECUTIVE SUMMARY**

The Mathison Park Advisory Committee is seeking Council's support financially and for management resources to install additional play equipment on at Mathison Park in Churchill.

The committee obtained surplus play equipment following the closure of the Morwell Primary School in December 2016. The committee have obtained a report from Ray Hutchison & Associates (attached) which provides advice that the equipment is of good condition and suitable for relocation.

The proposal to install additional playground equipment at Mathison Park is not strategically supported, nor is it identified as a priority in Latrobe City Council's Play Space Strategy or Play Space Improvement Plan, which identifies 58 priority play space upgrades.

Latrobe City currently has 118 regional; district and local level play spaces across the municipality. In 2016, Council adopted the Latrobe City Play Space Strategy and the Play Space Improvement Plan 2016-2021.

The play equipment secured by the Mathison Park Advisory Committee, whilst in reasonable condition would over service Mathison Park, a 'district' level play space. There is already a full complement of play equipment at the park, including a nest swing (new), climbing cube (new), monkey bars, rockers, double swings, see saw and slide (pictures attached).

The equipment acquired following the closure of the primary school is already ten years old. The Play Space Strategy identifies that play equipment should have a life span of no more than 15 years. This means that the equipment would have only 5 useful years left.

This proposal will cost Council an additional \$28,500 over the next five (5) years, which includes \$16,000 for the initial installation of the play equipment and a further \$12,500 for annual maintenance, including monthly audits, annual external audits, general maintenance and soft fall replacement. This cost is not currently included in Council's budgets.

A further investment by Council will be required for the replacement of the equipment at the end of its useful life, costing \$35,000 to \$40,000. The total investment of \$70,000 has not been identified in the Play Space Improvement Plan 2016 - 2021. This cost is not currently included in Council's budget.

#### **RECOMMENDATION**

**That Council informs the Mathison Park Advisory Committee that it does not support the installation of additional play equipment at Mathison Park.**

## **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

In December 2016, three (3) primary schools in Morwell closed down to form the 'super school' in Maryvale Rd Morwell.

As a result of these closures, the schools had excess infrastructure that was offered to local community groups.

Mathison Park Advisory Committee approached Council officers requesting that playground infrastructure acquired from the Morwell Primary School be installed at Mathison Park in Churchill.

Mathison Park is situated at Lake Hyland on the outskirts of Churchill. The Mathison Park Advisory Committee have assisted with the development and maintenance of Mathison Park for over 10 years. The already extensive playground provides a range of play equipment for children as well as static gym equipment. The Play Space Strategy (2016) has classified the play space as a 'district' level play space because of the existing supporting infrastructure such as paths, shelters, toilets, drinking fountains etc.

A request for additional play equipment at Mathison Park is not supported strategically by the Latrobe City Council Play Space Strategy. The strategy was adopted in May 2016 by Council to guide any decisions, planning and development for future play spaces in Latrobe City.

The Play Space Strategy clearly articulates the key design principles that should be considered when planning, developing, upgrading or improving play spaces across Latrobe City. The Play Space Improvement Plan 2016 – 2021 identifies 58 priority play spaces that are to be upgraded and improved in the next five (5) years.

Recommendations were established for each of Latrobe City Council's existing 118 play space sites and ten key design principles were developed for consideration when planning, designing or making play space related decisions. These recommendations and principles were based on extensive feedback received from the community.

A strong theme that came through during engagement activities for the Play Space Strategy was that the community wished for Council to improve existing play spaces before developing new ones. Clear feedback was provided on what the community believed would improve the play spaces. (See attached the Play Space Strategy Summary).

The recommendation for Mathison Park from the Latrobe City Play Space Strategy states: *'Develop this park as a special experience unique to this setting and with common play equipment available in most towns such as the freestanding slide and single spring toys.'*

The play equipment that the Mathison Park Advisory Committee has secured from the closure of the primary school is a steel structure which is already ten years old. The unit is in reasonable condition and with a few minor adjustments, can be brought up to the Australian Standard. The unit is quite large and if installed in addition to the existing suite of equipment already at the site, will over service the site as a district level play space. The Mathison Park Advisory Committee engaged an external play auditor to assess the equipment against the Australian Standards. The report (attached) indicated that the equipment was in reasonable condition, and with a few minor adjustments could be brought up to the Australian Standard.

The Mathison Park Advisory Committee is currently listed as an operational works committee on Council's committee's register.

It is understood that when the committee was established its role was to manage and maintain the park according to the roles and responsibilities operating document and the 2002 Management Plan that are attached to this report.

The committee currently provide advice to Council Officers and also undertake works at the site. This work includes pathway improvements, tree trimming and minor works. All major works at the site are approved by Council and generally undertaken by Council Officers or contractors.

### **STAKEHOLDER CONSULTATION**

Substantial community engagement has been undertaken when the play space strategy was developed. The consultation has directly informed the content of the Play Space Strategy and the Play Space Improvement Plan 2016-2021. See attached the Play Space engagement summary.

Officers have engaged with a representative of the Mathison Park Advisory Committee to ensure they understand the process being followed. That being a Council report presented for decision.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The Play Space Improvement Plan 2016-2021 addresses upgrades and enhancements to 58 of the 118 play spaces in Latrobe City. The existing playground at Mathison Park has not been identified as a priority in this five year plan.

Mathison Park Advisory Committee receive an annual maintenance grant from Latrobe City Council. This is approximately \$12,000 per annum. The committee have used this maintenance grant in the past to fund numerous projects such as:

- Revegetation works around the lake
- Additional play equipment
- Shade Sails
- Boat ramp improvements
- Tree work

The financial implications of this project are not limited to the short term. The tables below provide details of the costs associated with this proposal.



**Table 1**

<b>Initial Costs</b>	<b>ESTIMATED COST</b>
Design to show location of proposed play unit and construction detail	\$1500
Installation	\$11,500
Additional soft fall	\$2000
Compliance Certificate/Final inspection	\$1000
	<b>\$16,000</b>

**Table 2**

<b>Ongoing Maintenance Costs</b>	<b>ESTIMATED COST</b>
Monthly audits and an annual external audit report	\$1,500 p.a
General maintenance and soft fall replacement	\$1,000 p.a
<b>TOTAL</b>	<b>\$2,500 p.a</b>
<b>5 YEAR TOTAL</b>	<b>\$12,500</b>

The play equipment that is proposed to be installed at Mathison Park was originally installed at the primary school in 2007. The general rule for a play space lifespan according to the Play Space Strategy is approximately 15 years, with variables such as condition, use, wear etc. coming into the priority decision making process. This means that with the unit being ten years old already, Council will have to fund the replacement in five years.

The installation of the proposed play unit will cost \$28,500 over a five year period and will require approximately \$35,000 - \$40,000 spent at the end of this period to replace it.

Council officers believe that should the equipment be installed at any alternative site that it will present the same issues as detailed in this report as it is aged infrastructure.

### **RISK IMPLICATIONS**

The following risk implications have been assessed when addressing this report:

**Strategic** – the installation of this additional equipment does not align with any of Council's adopted strategic directions.

**Financial** – The project has not been budgeted for, therefore there is a risk of this project increasing Council's maintenance budget. The equipment that is at the site is more than adequate to suit the parks and the broader community's needs. Additional equipment will over supply the site and increase the financial burden on maintenance teams.

Community Expectations- There is a risk that allowing this installation to go ahead, it may set a precedence within the community that ad-hoc projects don't require planning or strategic justification. It could also increase service expectations at other locations.

### **CONCLUSION**

The installation of this equipment is not strategically supported by the adopted Latrobe City Play Space Strategy, which was developed following substantial community engagement. This proposal has both short and long term financial implications for Council.

Whilst this project has been viewed by the Mathison Park Advisory Committee as a bargain, in order to complete the project to meet the Australian Standards and follow good practice asset renewal principles, the project will cost Council \$28,500 over the next five year period in ongoing maintenance and installation costs, in addition to an expected replacement costs of \$35,000 to \$40,000 for play equipment.

Council officers recommend that this proposal should not be supported by Council due to the lack of strategic justification and financial implications..

### **SUPPORTING DOCUMENTS**

Latrobe City Play Space Strategy 2016

Latrobe City Play Space Improvement Plan 2016-2021

#### **Attachments**

- 1 [↓](#). External Audit Report - Mathison Park
- 2 [↓](#). Play Space Engagement Summary
- 3 [↓](#). Existing Equipment 1
- 4 [↓](#). Existing Equipment 2
- 5 [↓](#). Proposed New Unit
- 6 [↓](#). Mathison Park Management Plan - 2002
- 7 [↓](#). Mathison Park Existing Committee Operating Document

## **15.3**

### **Mathison Park - Request for Additional Equipment**

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**RAY HUTCHISON & ASSOCIATES**  
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11<sup>th</sup> November 2016

Mathison Park Committee of Management  
P.O.Box 243,  
Churchill VIC 3847

**Attention: Andy West**

Dear Sir,

**Re: Assessment of Play Equipment**

Please find attached my Assessment and component list of the play equipment situated at Morwell North Primary School.

The unit in question is an "Adventure Playgrounds" Combination Unit originally installed in April 2007.

The general condition of the equipment is very good and it is of an age that achieves almost full compliance with current standards.

The one standard issue relates to the new requirement for impact absorbing buffers on the leading edges of the decks beneath the trackride.

The maintenance issues relate mostly to missing nuts, bolts and small components. On this subject the school has removed six (6) handgrips from a climber and trackride which they have no doubt kept in storage.

I would recommend pressure spraying the unit which will make many components appear new, particularly the slide and roof.

One point of potential issue relates to slope on which it is presently installed. Some installers not wishing to dig deep holes on the "high side" may take some length from the base of the uprights. This could create the need to extend these posts unless it is installed on a similar slope. This course of action should not be undertaken if it means the slide will end up facing north or west where the surface will be exposed to the sun all day.



I would recommend engaging playground maintenance specialist Steve Holmyard of Scape & Play Pty Ltd (0421 888 077) to undertake this work on your behalf. While this may not be thought of as the cheapest option, he will get it right the first time.

Trusting this information will be of some assistance.

Yours faithfully,



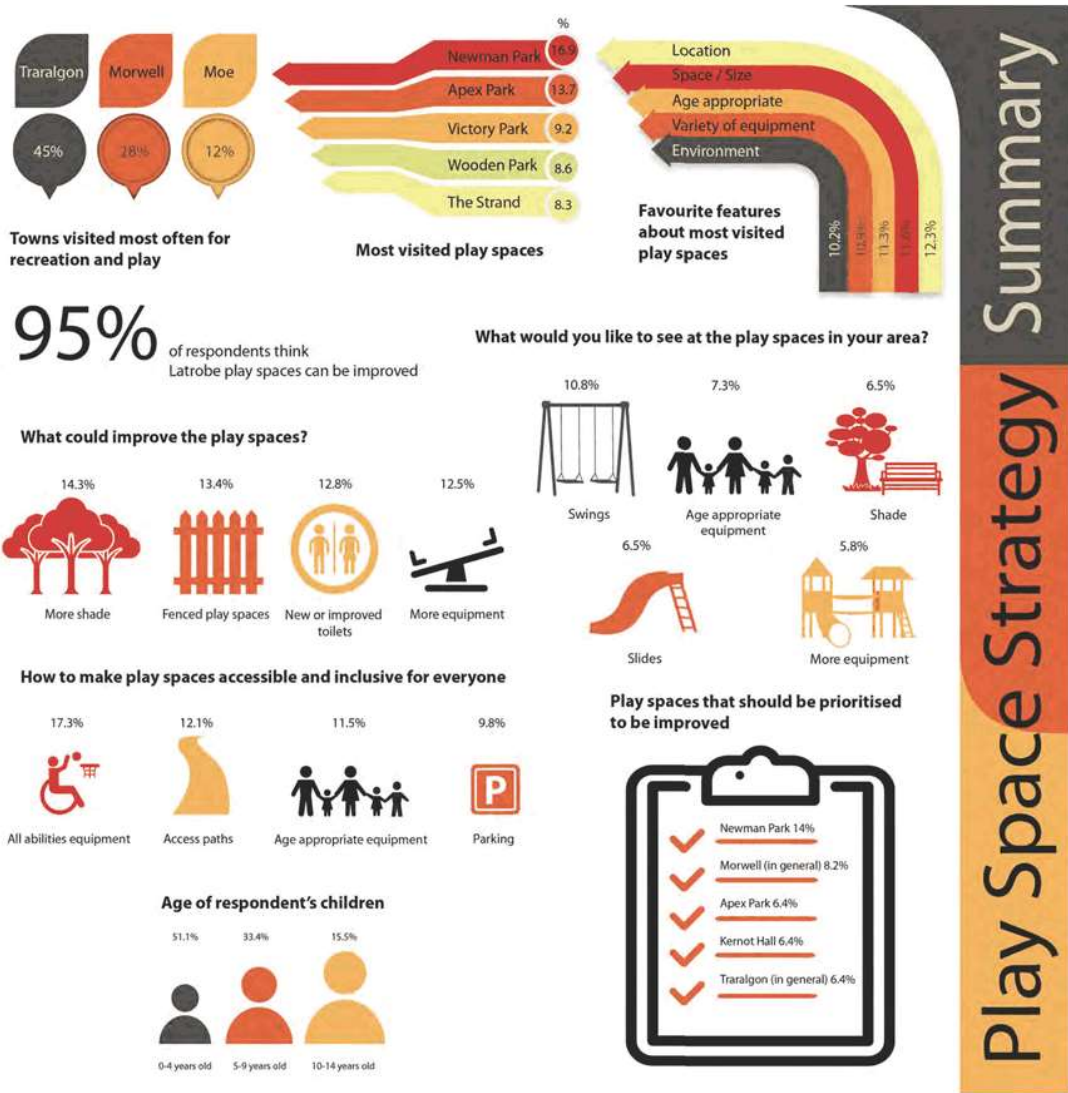
**Ray Hutchison**  
**Principal Consultant**



13/04/16

### Key issues raised in community consultation

One hundred and ninety surveys were completed. Key points raised through the survey are illustrated below.



Summary  
Play Space Strategy

### Submissions

One submission was received from an interested resident recommending a fenced play space be developed at Granya Grove in Morwell. Another was received requesting Macy Park in Brereton Street in Traralgon be improved to become a safe and enjoyable play environment.















## Mathison Park Management Plan



Prepared by:  
Robin Crocker & Associates  
EDGE Environmental Design Pty Ltd  
Andy Jones

February 2002



## Mathison Park Management Plan

Prepared by:

- Robin Crocker & Associates:  
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*Michael Sandford*  
☎ 9329 7512
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For:

City of Latrobe

© February 2002

### **Acknowledgments**

*We acknowledge the valuable comments and information provided by members of the steering committee, local groups and individuals and staff from Latrobe City and a range of government agencies. Ken Harris assisted by providing a native plant list for the park.*

*Photographs: Robin Crocker  
Cover photo: Lake Hyland*

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*Mathison mgt plan feb15.doc*

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## Summary

*This plan was commissioned by Latrobe City to develop a shared vision, goals and actions for the sound future development and management of Mathison Park in Churchill.*

*The park caters for a range of informal recreation activities in a pleasant semi-rural setting. Features contributing to the area's popularity and visual appeal include Lake Hyland, bird life, bushland and plantings, walking paths and picnic facilities.*

*The plan was prepared by consultants working with the park's Advisory Committee, Council staff and the local community. The planning process included detailed analysis and assessment of the site and consultation with interested stakeholders. Issues were reviewed, management goals, actions and priorities developed and management and monitoring requirements determined.*

***Issues** identified include the extent of future development as a regional park, visitor facilities, planting policies, weed control, water quality and wetland development.*

*The **key goals** identified for the study area are:*

- 1. Developing the park as a regional attraction for informal recreation***
- 2. Conserving natural and cultural values***
- 3. Enhancing community involvement and appreciation***
- 4. Ensuring effective and sustainable management***

***Major actions** include:*

- Progressively upgrade and extend pathways, boardwalks and bridges*
- Progressively upgrade facilities, information and signs*
- Develop events and activity programs for the park*
- Arrange for the area of remnant vegetation along Tramway Road to be added to the park and managed actively*
- Protect indigenous species and undertake additional wetland plantings with locally indigenous species*
- Eradicate willows from the park and control other woody weeds, particularly Blackberry*
- Progressively plan and implement planting programs with international, Australian, Victorian and Gippsland themes*
- Ensure high quality ongoing maintenance of all plantings*
- Plan for a future major visitor node off Tramway Road*
- Integrate implementation of the plan into Council's budget process*

*A detailed action program was developed for future development and management of the area.*

## 1 Introduction

Latrobe City identified the need to prepare a management plan for Mathison Park in Churchill to guide future development and management. The plan is to include a review of previous planning studies and be consistent with Council policies and objectives.

This introductory section of the plan defines the study area, outlines the purpose and context of the plan, and summarises the history, values and uses of the area and the planning process.

### 1.1 The study area

The study area is located on Mackeys Road, Churchill, north-east of the town's main residential area. The park has an area of 38.7 ha and includes the 4.9 ha Lake Hyland, constructed in about 1966 (figure 1). Churchill has a population of about 6000.

The park is owned by Latrobe City and managed by a local Advisory Committee under powers delegated by Council in 2000.

### 1.2 Background and purpose of plan

Several plans have been prepared for Mathison Park but none has been fully implemented. Latrobe City commissioned this management plan to provide a clear framework to guide future development.

The plan is to foster community involvement, develop a sustainable approach to the landscape, promote biodiversity, provide equitable access, incorporate historical elements and consider funding opportunities.

### 1.3 History of the area

The interesting history of the area is outlined in appendix 2. In summary:

- The area was first occupied by the Gunai Aboriginal community.
- White settlement began from the 1840s.
- Robert Hare built a concrete farmhouse in about 1919 (still partly standing) and established a dairy farm.
- Lake Hyland was constructed in about 1966. Park development commenced in the 1970s and continued through to the present day, including extensive revegetation work.
- Mathison Park was named after Wal Mathison, the Shire Secretary of Morwell Shire during a period of rapid development. The lake was named after Sir Herbert Hyland, a leading figure in the National Party and leader from 1955 to 1964.

### 1.4 Existing conditions, values and uses

Conditions and values are outlined in this section. Further details are provided in section 4.

**Conditions and values**

The area has moderate conservation values including relatively intact vegetation along parts of Tramway Road and near Mackeys Road and remnant Swamp Gums and understorey species along Eel Hole Creek and in low-lying areas.

Large sections of the park are dominated by introduced pasture species, and weeds, eg Blackberry, are a problem in some areas. Pasture areas are grazed by cattle under a licence agreement.

Substantial areas of the park have been planted with a range of Gippsland species.

Detailed fauna studies have not been undertaken but the area provides important habitat for native birds and some other fauna. Pest animals, including rabbits, foxes and introduced birds, have some impact on indigenous species.

Land use in the catchment area has some adverse impacts with Blue-green Algae occurring on Lake Hyland in some summers and litter evident in Eel Hole Creek.

The area has moderate landscape values with its attractive rural setting and panoramic views across the lake.

Public facilities in the study area include walking and bicycle paths, a parking area, toilet, picnic facilities and a small playground. Some facilities are also provided for model boat use. The facilities are mostly in satisfactory condition although a range of improvements could be made, eg to play equipment, parking and signs.

**Uses**

The major users of the area are:

- Local residents and students.
- Visitors from outside Churchill.

Informal recreation activities include walking, relaxing, cycling, picnicking, fishing, model boating and nature observation.

Churchill has high a proportion of people in 10-14, 15-19 and 20-24 age groups.

**1.5 Policy and regional context****Policy context**

A wide range of policies, strategies and reports are relevant to the management of Mathison Park. These are summarised in appendix 3.

Important documents and information include:

<i>Latrobe City Corporate Plan 2000-2003</i>	<ul style="list-style-type: none"> <li>• Mission includes preservation of environmental assets and promotion of their significance.</li> <li>• Environmental objectives include investigation of development potential of Mathison Park and implementation of Roadside Management Strategy.</li> <li>• Passive open space objectives include provision of diverse activities and safe and comfortable facilities.</li> </ul>
<i>Latrobe City, Draft Public Open Space Policy, 1998</i>	<ul style="list-style-type: none"> <li>• Includes open space categories of regional, town, district and neighbourhood. <u>Regional</u> defined as attracting public participation from across and beyond shire. <u>Town</u> relates to major town facility. [Mathison is presumably 'Town' at present.]</li> <li>• Principles include equity, good access, community participation, quality and responsive to changing needs.</li> </ul>

<i>La Trobe Shire - Towards a Shire Environment Policy, 2000</i>	<ul style="list-style-type: none"> <li>• Includes outline of relevant policies and strategies including the Regional Catchment Strategy and Victoria's Biodiversity Strategy.</li> <li>• Focus on sustainable development and conservation of diversity.</li> <li>• For Mathison Park, relevant priorities include improved water quality and increased indigenous vegetation, particularly along waterways.</li> </ul>
<i>A Plan for the Development of Mathison Park, Mathison Park Development Committee, 1999</i>	<ul style="list-style-type: none"> <li>• Submission prepared by Development Committee for Shire. Proposes Gippsland Flora and Fauna Park with bushlands and wetlands – for the Gippsland region, not just the Shire. Aims to enhance attractiveness of Churchill and encourage visits. Previous vision of botanic gardens seen as too narrow. Documents earlier plans in 1987, '90 and '93, none of which have been fully implemented.</li> <li>• Proposes staged development for about 10 sections of park. Includes planting, path through deciduous trees, protection of remnant roadside vegetation, pest control, extended wetlands, vermin proof fence, bird hide, lookout platform, changes in water level, improved water quality, signs, information etc.</li> </ul>

Latrobe City owns and oversees the management of Mathison Park. Council has delegated the Advisory Committee to assist Council with planning, development and ongoing management and of the area.

Mathison Park is currently zoned *Public Purpose Recreation Zone*.

The management plan is to be prepared having regard to a Council resolution to develop the area as a regional park for the general community with an international focus. It is to include wetlands and elements of international, national, Victorian and Gippsland flora.

#### **Regional context**

Mathison Park is currently a local and district attraction.

Major regional tourist and park attractions include Tarra-Bulga National Park, Grand Ridge Road, Walhalla, Baw Baw National Park, Morwell National Park, Powerworks and also wineries, cheese producers and Morwell Rose Garden.

Council is aiming to link Melbourne, Phillip Island and the Latrobe Valley as a triangle.

### **1.6 The planning process**

Council commissioned consultants to work closely with a project steering committee to develop the plan. The committee included representatives from the Council, Advisory Committee and Friends group (appendix 1).

Key steps in the process were:

#### *Stage 1: Review of existing information and initial consultation*

- Meet with steering committee and undertake 'SWOT' analysis.
- Collect, review and summarise existing reports and information.
- Conduct field assessments.
- Seek comment from key stakeholders and document outcomes.
- Publicise project in Park and local newspaper.

#### *Stage 2: Options and concepts*

- Assess site issues and opportunities and prepare existing conditions map.





- Identify and discuss issues and options for management.
- Facilitate and document stakeholder workshop.
- Develop initial concepts for development and management and discuss with steering committee

*Stage 3: Preparation of plan*

- Synthesise information into initial draft plan, including mapping.
- Review with steering committee and revise.
- Prepare final plan for Council approval.

The stakeholder workshop was a valuable forum, providing useful discussion of issues and opportunities. Participants and points raised are outlined in appendix 4. These were later discussed further with the steering committee.

Issues identified during consultation are listed in section 2.

## 2 Issues and trends

This section provides an overview of recent park and open space trends, and lists issues identified for Mathison Park.

### 2.1 Park and open space trends

Some of the important trends that may be relevant to Mathison Park are listed here. These are based on the outcomes of recent municipal park and open space studies undertaken in Victoria.

#### Recreation/use

- Increasing popularity of informal recreation eg walking, socialising and family recreation in pleasant settings.
- Expectations of better quality facilities, settings and maintenance.
- Recognition that safety and security are important to many people, particularly women
- Greater emphasis on fair/equal access.
- Recognised benefit of healthy lifestyles including increased use of open space
- The need for a diversity of open space settings from 'wilderness' to developed.
- An ageing population with needs for pleasant areas for walking, relaxing.
- Concern about providing adequately for youth, eg spaces away from houses

#### Conservation

- Increased interest in natural and cultural values and commitment to ecologically sustainable development, water conservation etc.
- Recognition of the importance of protecting existing indigenous vegetation, and improved habitat and water quality
- Development of waterways as popular conservation and informal recreation corridors

#### Resources/management

- Need for clear management responsibility and appropriate level of maintenance and surveillance
- The need to ensure adequate recurrent funding following capital works developments
- Limits to Council resources
- The important contribution of volunteers
- External funding opportunities, eg grants

These issues and trends were considered in developing the vision, goals and actions for the park.

## 2.2 SWOT analysis and issues

An analysis of strengths, weaknesses, opportunities and threats ('SWOT') for Mathison Park was undertaken with the steering committee (appendix 5). The issues identified in this analysis, and in the planning process, included the following.

### Recreation/Interpretation

- Quality, range, layout and location of parking, facilities, information shelters and signs, particularly north of Lake Hyland
- Play equipment safety and compliance with standards
- Opportunities to extend path network and provide loop paths and different path standards
- Any new recreation activity needs to be compatible with conservation objectives
- Opportunities to interpret changes in land use and management, natural and cultural values etc.

### Conservation

- High priority to clearly identify and protect/enhance remnant vegetation
- Need for clear policy and principles to guide revegetation work
- Blue green algal bloom and health hazard
- Opportunity to improve water quality and aquatic habitat. What form should wetland development take?
- Ongoing weed control important, eg willows and blackberries
- Need to protect historic values

### Community involvement and use

- Desirable to increase use and involvement, eg additional events, activities and facilities
- Greater support for Friends

### Planning, management and resources

- Previous planning uncoordinated
- Need to consider regional and statewide context
- Need to attract large numbers of visitors to proposed regional park
- Consider zoning of different areas to provide planning framework
- What is best long-term use of present grazing areas?
- Koorie garden area incomplete
- What resources are likely to be available for future maintenance?
- Opportunities for partnerships, eg with CMA and Department of Natural Resources and Environment (NRE)
- Consider roles of Committee and Council

### 3 Vision, principles and goals

#### 3.1 Vision and future directions for Mathison Park

The following vision was developed for the park.

##### **Vision**

*In 2020, Mathison Park is a successful regional park providing a popular, peaceful and attractive setting for sightseeing, walking, socialising, observing nature and picnicking.*

*Many local residents and visitors from the Latrobe Valley and further afield frequently visit the park to relax and enjoy the high quality walking paths and facilities, attractive lake and wetlands and developing plantings.*

*Safe and well-designed paths connect the park to surrounding residential areas, community facilities and the University.*

*Plantings have provided a diverse range of settings with international, Australian, Victorian and Gippsland themes. The value of locally indigenous species has also been recognised and areas of remnant vegetation along the creek and western boundary are carefully managed and expanded.*

*Major weeds have been controlled and grazed areas are progressively being replaced with attractive, low maintenance plantings.*

*Water quality in Eel Hole Creek and Lake Hyland is steadily improving as residents and other people in the catchment appreciate the impacts of nutrient runoff and litter entering waterways.*

*The local community and education institutions have become more involved in the management and interpretation of the park and work actively to support the Friends group, Advisory Committee and Council.*

*The Churchill community and other visitors take pleasure in the park and its contribution to regional recreation and tourism is increasingly recognised.*

The vision will help guide future development of the park.



### 3.2 Planning and management principles

The following principles provide guidance for the future planning, design and management of the park. They have been developed from other park studies and emphasise conservation and enhancement of flora and fauna, diversity of recreation experience, quality of settings and good access and maintenance.

#### Conservation

- Review the significance of existing flora and fauna and ensure protection of significant values
- Give high priority to improving habitat through the control of invasive woody weeds and revegetation with locally indigenous species.
- Protect natural and cultural sites from damage by recreational and management activities.

#### Diversity, quality and design

- Build on the local character and values of the area and on Council's concept for a regional park for the general community with an international, Australian, Victorian and Gippsland focus.
- Provide a range of attractive settings for informal recreation.
- Provide high quality design, layout and facilities for safe and enjoyable use.

#### Access and equity

- Provide good access to major facilities for the whole community including people with disabilities.
- Provide a range of settings and compatible activities for different individuals and groups.
- Provide a series of walking tracks, including shared walking/cycling paths where safe.
- Continue to regulate vehicle movement
- Promote use of the area and the benefits of recreation.

#### Management and maintenance

- Use the approved management plan to guide all future management.
- Ensure clear accountability and responsibility for management, development and maintenance of the area.
- Provide adequate management, technical and funding resources to meet community needs.
- Provide quality maintenance to meet community and conservation objectives, within budget constraints.
- Actively involve the community in planning, development and care of the area.
- Periodically review the plan to ensure that it remains relevant to the community's requirements and interests.

### 3.3 Key goals

Four **key goals** were identified for the study area.

#### ***Goals for Mathison Park***

- 1. Developing the park as a regional attraction for informal recreation***
- 2. Conserving natural and cultural values***
- 3. Enhancing community involvement and appreciation***
- 4. Ensuring effective and sustainable management***

The achievement of these goals is discussed in detail in section 4.



*Walking path and bridge over Eel Hole Creek*

## 4 Actions to achieve goals

This section discusses issues in more detail and sets out the actions required to achieve the key goals.

*Many management actions are shown conceptually on the landscape plan drawing (figure 2).*

An overall action program is shown in section 5.

### 4.1 Goal 1: Developing the park as a regional attraction for informal recreation

This plan endeavours to build on existing qualities of the park and incorporate Council's proposal of a regional park with wetlands and elements of international, national, Victorian and Gippsland flora. These elements are to form an important component of future development of the park.

Most current visitors to Mathison Park are thought to live in Churchill, with a small proportion coming from the Latrobe Valley or further afield. The population of Churchill is generally well provided with open space so substantial numbers of visitors will need to be attracted to the park to justify the resources needed for large-scale development as a regional park.

The park is currently moderately popular for walking, sightseeing, relaxing, nature observation, fishing and other informal recreation activities. Use has increased noticeably since a walking path was constructed through the park in 1998.

The demand for informal recreation experiences is growing in Victoria (Doolan 1998). Popular activities across the state include walking and cycling, relaxing, socialising, picnicking and nature observation.

To become a regional attraction, Mathison Park will need to provide for these types of recreational experiences in a very attractive and well maintained setting. Substantial facilities to service visitors will be required including bus and car access and parking, shared pathways, boardwalks, lookouts, picnic facilities, shelters, signs, toilets and possibly play facilities, a food outlet and information/retail centre. Wetlands with readily visible bird life and extensive plantings will also be needed. Proposals for a fast train service to the Latrobe Valley may assist in bringing additional visitors to the region.

It has been agreed that future development should be staged with progressive improvement of existing facilities followed by the development of a new visitor area off Tramway Road. The provision of meeting rooms and facilities for the community and local clubs, eg model boats and fishing, should be considered in this development.

Extensive planting will also be needed to meet Council's proposal for a regional park with botanical themes.

#### 4.1.1 Vehicle access

Surrounding roads provide good vehicle access to the park and good walk-in access is being provided.

Minor road works are proposed to improve access to a relocated parking area north of Lake Hyland.

Additional vehicle access from Tramway Road to a new visitor node is proposed in the medium to long term (figure 2). This will involve alterations to Tramway Road intersections to meet traffic safety requirements. Detailed engineering design will be required for this work.

**Management actions**

- 1. Improve vehicle access to a new parking area off Mackeys Road north of Lake Hyland.**
- 2. Plan for vehicle access to proposed new facilities off Tramway Road in the medium to long-term.**

#### **4.1.2 Parking**

Visitor parking is provided in a small carpark off Mackeys Road and along sections of surrounding roads. Few spaces are provided and first-time visitors would have difficulty locating existing parking facilities.

The Mackeys Road carpark is poorly designed, with a power pole intruding into the space and location close to the road. Minor relocation to the west would provide for improved amenity and safety (figure 2).

Substantial additional parking with main road access will be needed to cater for visitors attracted to the park when it is further developed. Both buses and cars need to be catered for. The most appropriate location is off Tramway Road (figure 2). Detailed planning for this area should be undertaken when more urgent tasks have been completed.

**Management actions**

- 3. Relocate and upgrade parking facilities off Mackeys Road providing for about 15 spaces.**
- 4. Plan for a future bus and car park off Tramway Road.**

#### **4.1.3 Walking and bicycle paths**

##### **In the park**

Observations indicate that walking is the most popular activity in the park. Existing gravel and concrete paths are well used and there are many opportunities to extend the network and create loop tracks, which are likely to be popular with users.

New tracks could provide access around the east and west sides of the park, along the old Farmhouse Drive and through the area planted recently with Gippsland species (figure 2). These can be constructed progressively, opening up new walking and sightseeing opportunities.

Shared paths should be 2.5 m wide to meet current standards, but designed to limit speed and encourage fast cyclists to use adjacent roads.

Two grades of track are proposed:

- *Level One* to be 2500 mm wide gravel or bitumen shared pathways.
- *Level Two* to be 1500 mm wide gravel secondary paths.

Bridges, boardwalks and viewing platforms will be needed as indicated in figure 2. These are all to be designed and built to meet current safety standards.



### Links to the park

The existing gravel path through the park links with a path leading into Churchill but there are opportunities to improve linkages. These include:

- A short link connecting Northways Road footpath and the gravel path west of Kurnai College
- A link track to the University along McDonald Way and across the park to the path south of the Homestead ruins.
- Safer pedestrian access across Mackeys Road east of the Model Boat Club area.

### Entrances

Existing entrances to the park are not well defined and should be upgraded to improve access and appearance.

#### **Management actions**

**5. Progressively upgrade and extend the pathway network, boardwalks and bridges, establishing two standards of path and providing links to adjacent areas (figure 2).**

**6. Progressively upgrade entrances.**

### 4.1.4 Informal recreation facilities and activities

#### Facilities and activities

Existing facilities for informal recreation include a single toilet, picnic and barbecue facilities, tables, seats, old play equipment and signs. There is also a small fishing jetty. These facilities are of modest standard and should be progressively improved to meet current community expectations.

Additional seats are needed along walking tracks and additional picnic tables should be provided as demand increases, eg near the homestead ruins.

Fishing around the lake is moderately popular and the lake is stocked from time to time. This activity should continue but access to the water's edge will need to be regulated to minimise impacts on bird life, particularly along the southern and eastern edges of the lake.

Facilities provided at Mackeys Road for model boat activities are adequate for current use. Model boats should be confined to the northern section of the lake (as at present) to minimise impacts on water birds.

Rubbish bins should not be provided - a community education program should be used to promote recycling through cost-effective street-side collection services. Parks Victoria and other open space managers have had considerable success with no-bins policies in conjunction with visitor education programs.

The area is not suitable for horse riding or trail bike riding and these activities should generally not be permitted.

### Signs

Standardised signs should be installed to provide orientation, information on tracks (time and destination), the location of facilities and basic regulations. Simple totems with symbol signs are proposed where applicable. Designs should conform to Latrobe City or Parks Victoria standards. Confusing signs at the Mackeys Road entry should all be removed and replaced with a single park name sign, symbol signs denoting key facilities and regulations, and walking track signs.

Following upgrading of the Mackeys Road picnic area and installation of track signs, large 'tourist attraction' signs should be provided at key locations on major roads indicating access to the park.

### Future facilities

In the medium to long-term, detailed planning will need to be undertaken for a new visitor node off Tramway Road overlooking the park (section 4.1.2). A conceptual layout is shown in figure 2. A wide range of facilities should be considered for inclusion (see section 4.1).

#### **Management actions**

- 7. Develop standard designs for facilities and signs and progressively upgrade facilities and name, facility and track signs.**
- 8. Retain fishing and model boat activities in designated areas.**
- 9. In the medium to long-term, plan for development of a new visitor node off Tramway Road.**

### 4.1.5 Plantings and landscape development

#### Recent plantings

A substantial amount of planting has been undertaken in the park since the 1980s. Species selection has varied with Blue Gums and Yarra Gums being planted early followed by a range of Gippsland species.

The Blue Gums planted in the 1980s have suffered considerable damage from borers and will need to be progressively replaced, preferably with mixed local species to ensure minimal maintenance and improved habitat values.

The Gippsland plantings have mostly grown well and there are opportunities to fill in gaps and perhaps provide a more thematic approach to plant groupings. There are also opportunities to provide improved walking track access through the recent plantings near the south-west corner of the park and interpret some the species present.

The Gippsland Koorie planting is incomplete and needs extensive additional planting and temporary fencing. The areas should merge with indigenous vegetation, including Swamp Gums, regenerating along the adjacent creek, and link to the nearby dam being developed with Aboriginal plants.

#### Future thematic plantings

Substantial future planting will be required to achieve Council's proposal for a regional park with strong flora themes. Much of this planting will be in current grazed areas, requiring progressive removal of grazing stock and fences and development of walking paths and maintenance tracks (figure 2).

To achieve sustainable and attractive landscapes, an extensive background planting of indigenous tree and shrub species is proposed. Species would include Swamp Gum, Narrow-leaf Peppermint, Apple Box, Candle Bark, White Sallee, Blackwood and Sweet Bursaria.

Pockets and areas of non-indigenous plant associations from appropriate parts of Victoria, Australia and overseas temperate countries will be developed to enhance views and provide visual interest and focal points of colour and form. Plant selection must consider factors such as hardiness and drought tolerance as well as size, colour and general suitability for the site. Plantings should be based on sustainable, ecologically sound groupings which will be easy to maintain, of visual appeal and provide habitat for native fauna.

The area of deciduous trees south west of the farmhouse is of variable quality with many Prunus, Ash and Oak trees lost due to damage by grazing cattle or other causes. A group of Oaks west of the farmhouse has grown reasonably well suggesting that additional introduced species may grow satisfactorily in this area.

The international theme proposed by Council is probably best located in these areas following detailed assessment of soil characteristics. Existing trees in poor condition will need to be removed as planting proceeds. Additional exotic plantings could provide visual interest at other key locations in the park.

Species requiring regular watering or fertilising are unlikely to be sustainable in the long-term and should generally be avoided.

Figure 2 provides a concept for the proposed additional plantings. This will need to be further developed and horticultural advice sought on detailed species selection and appropriate horticultural practices.

Indigenous revegetation actions are discussed separately in section 4.2.1 (actions 16-22).

**Management actions** (see also figure 2)

**10. Undertake detailed soil assessments, species selection and design layouts for future thematic plantings with international, Australian, Victorian and Gippsland species on an area-by-area basis as development proceeds.**

**11. Progressively implement thematic planting programs ensuring high quality ongoing maintenance of all plantings.**

#### **4.1.6 Providing for user safety**

The safety of visitors is a high priority. Possible risks identified include falling limbs and fire. Roads, parking areas, steep slopes, the lake, play equipment and shared pathways also involve some risks. Some users, particularly females, may also consider personal safety an issue in secluded areas.

The play equipment and fishing jetty may be unsafe and should be assessed by Council and removed if appropriate. The provision of new playground equipment should be considered

Risk management and fire planning should meet Latrobe City standards.

**Management actions**

**12. Ensure compliance with Council requirements for risk management including regular inspection of facilities and trees and timely action to deal with identified hazards.**

- 13. Maintain an up to date fire plan for the area.**
- 14. Assess the play equipment and fishing jetty for safety and remove if appropriate.**

#### **4.1.7 Regulations**

Council's Local Laws apply to the park. These regulate use of the area and protect features. Dogs must be on leads at all times. No information on regulations is currently provided for visitors.

##### **Management actions**

- 15. Post regulations in the reserves (on an information board) and use symbol signs to advise visitors of key requirements.**



## 4.2 Goal 2: Conserving natural and cultural values

The park has areas with important natural values including remnant vegetation and diverse bird life. There are also some historical values associated with early farming activities.

### 4.2.1 Vegetation

#### *Indigenous vegetation*

Mathison Park is located in the Gippsland Plains bioregion near the foothills of the Strzelecki Ranges. The area has deep alluvial soils and was probably covered by grassy woodlands until being extensively cleared for agriculture.

The long history of livestock grazing in the area has left only one substantial stand of remnant indigenous vegetation, on the easement between Tramway Road and the park boundary, on the west side of the park. Other areas identified for priority protection or enhancement are the reedy habitats around Lake Hyland, particularly the aquatic and semi-aquatic areas on the eastern side and to the south, and along Eel Hole Creek.

The small stand of woodland tree species on the eastern boundary and the few very old, isolated Swamp Gums near the Creek and southern border of the park have also been identified for priority protection. Old trees offer a range of potential benefits to landscapes and ecosystems including erosion and salinity control, a source of genetic diversity, habitat for native fauna and shade and visual amenity for visitors.

The remnant vegetation along the Tramway Road easement is an example of *Plains Grassy Woodland*, the most common Ecological Vegetation Class in the Gippsland Plains Bioregion. It is characterised by the presence of a few Eucalypt species of various heights and forms, most notably Narrow-leaved Peppermint, with Apple Box, Candle Bark and White Sallee less well represented. Sweet bursaria and Prickly tea-tree are conspicuous in the understorey, while the ground cover is rich in Kangaroo Grass, Spear Grass and Wallaby Grass, Lomandra species and a range of native lilies and orchids.

This remnant area is subject to some weed invasion and has been affected by past road works and possibly grazing. The *La Trobe Shire Roadside Management Plan, Appendix 1* lists it as one of only seven 'Significant Roadside Areas' in the Shire. It is likely that prior to European settlement the majority of the park supported this type of habitat. This area should be added to the park to ensure ongoing protection. General management guidelines for this area are provided in appendix 8.

The vegetation along the western and northern banks of Lake Hyland is important for the stability of the bank but natives and local indigenous plants are currently not well represented. The aquatic or semi-aquatic communities of native sedges and tussocks along the eastern and southern banks are habitats for waterfowl, waterbirds, frogs, reptiles and invertebrates. These communities are important in limiting the rate of stormwater flow into Lake Hyland and removing suspended solids and nutrients.

The small stand of woodland tree species near the eastern boundary on Mackeys Road is dominated by Blackwoods with Eucalypt species less well represented. The understorey and ground cover species present in the Tramway Road remnant are not well represented here.

Vegetation around the dam north of the homestead has been trampled by cattle. Fencing is needed to prevent further damage and to reduce water contamination

**Weeds**

Due to the long history of grazing, introduced pasture species cover a large proportion of the park. Removal of all weeds from the park is clearly unrealistic and control efforts need to follow agreed priorities.

Protection of relatively intact vegetation areas is a high priority and can be achieved by careful weed removal. This may involve physical removal (including the Bradley method), spot spraying with appropriate herbicides and slashing and burning techniques. Muyt (2001) has provided a useful up to date guide to weed control and bush regeneration.

High priority should also be given to control of invasive woody species. Willows are regrowing in wet areas following earlier treatment. Their fine root systems slow water flows and choke out indigenous species. Blackberries dominate some low-lying areas and other woody weeds, eg Flax-leaf Broom, are growing strongly along the McDonald Way road reserve. Effective control techniques are available for most woody weeds.

An introduced Cumbungi species (and a native species) is prolific in Eel Hole Creek. There appears to be no practical way of controlling this species but the situation should be monitored and control undertaken in future if appropriate.

Most future plantings should aim to minimise weed growth by creating dense shade and intensive competition for water and nutrients.

The Draft West Gippsland Native Vegetation Plan identifies the priorities, principles and a hierarchy of actions for native vegetation management in the region (appendix 7). The La Trobe Roadside Management Plan provides practical advice for the maintenance of remnant grassy woodland habitats. These principles should be followed in Mathison Park.

Restoration and reconstruction of regionally representative habitat should be considered within the context of regional wildlife corridors (see plan prepared by Kevin Roberts, Latrobe City Council).

**Management actions** (see also figure 2)

- 16. Arrange for the area of remnant vegetation along Tramway Road to be added to the park.**
- 17. Fence out remnant vegetation along Tramway Road and near Mackeys Road (if appropriate) and actively manage following suggested practices (appendix 7).**
- 18. Retain isolated Swamp Gums and implement appropriate weed removal around these trees to encourage regeneration.**
- 19. Protect indigenous species and undertake additional wetland plantings with locally indigenous species along Eel Hole Creek and the southern part of Lake Hyland (figure 2).**
- 20. Progressively undertake clump planting of locally indigenous species along the western bank of Lake Hyland, to provide shade and improved habitat and amenity.**
- 21. Eradicate willows from the park and control other invasive woody weeds, particularly Blackberry.**
- 22. Use fencing to protect vegetation and soils around the dam north of the homestead and provide piped water for stock.**

#### **4.2.2 Fauna**

The area supports diverse bird life including a range of ducks, spoonbills, herons, egrets, ibis, coots, thornbills, robins, honeyeaters and parrots (appendix 9). Native mammals include the Eastern Grey Kangaroo and possibly the Koala. A range of amphibians and reptiles also occur including the Copperhead Snake and Rawlinson's Skink.

Maintenance of food chains and webs is vital to the health and function of wetlands and other ecosystems.

Other native terrestrial fauna will be encouraged to return to the park as remnant habitats and wildlife corridors improve.

Improved knowledge of fauna, eg through local surveys, would assist in long-term environmental management.

Overall, management should concentrate on protecting and enhancing habitat, for example by leaving fallen trees undisturbed (except where visitors are at risk).

##### **Management actions**

**23. Encourage fauna surveys with the assistance of the local community.**

**24. Manage the park to protect habitat values, eg by retaining fallen trees.**

#### **4.2.3 Pest animals**

Pest animals include rabbits, foxes and introduced birds, eg mynas, blackbirds and starlings. Dogs off leads can also be a problem. Pest animals adversely affect indigenous species, competing for space and resources.

The proposed wetland system will encourage nesting of waterfowl and birds that can be directly threatened by feral animals and domestic pets. Community education programs can assist in limiting impacts by dogs and cats.

Control of pest species needs to be undertaken on a systematic basis in cooperation with surrounding landowners, giving consideration to the regional context and prospects of reinvasion. The removal of dense woody weed growth may assist in reducing pest animal numbers.

##### **Management actions**

**25. Monitor pest animal impacts and undertake cooperative pest control activities as appropriate.**

**26. Continue community education programs regarding responsible pet ownership.**

#### **4.2.5 Water quality and stormwater**

Water quality in Lake Hyland is affected by catchment runoff and stormwater from the Churchill township entering Eel Hole Creek. Run-off from the Kurnai School grounds, Monash Campus grounds, adjacent golf links and surrounding grazed paddocks may have an adverse impact. Proposed developments along the creek in the campus include a filtration pond which should help improve water quality.

Stormwater can carry litter, suspended soil particles, weed propagules (especially Cumbungi), nutrients derived from garden fertilisers, traces of pesticides and other

pollutants. Council's is preparing a Stormwater Management Plan that will provide guidelines for addressing these issues.

The cultivated grounds of the school, university and golf course may contain nitrogen and phosphate-based fertiliser residues, which can lead to blue-green algae blooms.

Blue-green algal blooms occur in shallow, still or slow moving waters and are more prevalent in warmer waters where nutrient levels are high. The toxic genus *Anabaena* has been detected in bloom concentrations on a number of occasions in the lake, creating a significant health hazard through swallowing or skin contact. Warning signs have been erected at Lake Hyland on several occasions due to high algal levels and this practice should be supported.



*Lake Hyland from the north*

NRE has attempted to minimise nutrient and suspended matter in Lake Hyland by using peat hay as a filter in Eel Hole Creek, however the effectiveness of this strategy is not known.

Wetlands naturally remove nutrients and suspended matter from water bodies by slowing the water flow, allowing suspended matter to settle and nutrients to be consumed by microorganisms. The presence of reed beds contributes to this process by filtering suspended matter and providing a substrate for the microorganisms to live on. Constructed stormwater wetlands mimic this process successfully through the design of shallow pools and appropriate planting.

Wetland development in the park, including small roosting islands, will also improve habitat for birds and aquatic organisms and add to the visual appeal of the area.

***Management actions***

- 27. Install stormwater litter and silt traps in conjunction with Council's Stormwater Management Plan. Consider in conjunction with the Monash University Wetlands Project.***
- 28. Develop wetlands to improve water quality and improve habitat values (fig 2).***
- 29. Support the monitoring of threats to water quality, and warning systems for blue-green algae.***



#### **4.2.6 Cultural values**

There is little recorded history of the area prior to the establishment of Churchill township. Available information is summarised in appendix 2.

There are no known Aboriginal sites in the area and, given the level of disturbance, it appears unlikely that any will be found.

The main sites of cultural significance are the ruins of a concrete farmhouse built by farmer Robert O'Hare in about 1919, and two nearby brick wells. One well was associated with the O'Hare homestead, and the other with a simple earlier house (since destroyed) built by Thomas O'Halloran near the present Pepper tree.

The homestead walls survive and provide an interesting example of improvisation using locally available materials. The wells are largely intact. The structures are thought to be of local significance.

An associated driveway and various exotic trees also remain from the period of early settlement.

Taken collectively, the structures and trees provide valuable clues to an earlier era and should be protected and interpreted for visitors (section 4.3). Weeds and debris should be removed to enable visitors to explore the homestead. Debris should be removed from the wells and fencing used to enable safe viewing. The remaining trees should be managed to maximise their life. A simple gravel walking track could be constructed to facilitate visitor access to the main cultural sites.

#### **Management actions**

**30. Remove debris and weeds from the homestead and wells and provide for safe visitor access.**

**31. Provide ongoing protection for the homestead, wells and associated trees.**

### **4.3 Goal 3: Enhancing community involvement and appreciation**

#### **4.3.1 Involving the community in planning and management**

The park's Advisory Committee and Friends group currently provide strong local input into park development and management. Ongoing involvement by the local community is important to the success of this plan and should continue to be actively supported by Council.

Service clubs have made valuable contributions and should continue to be encouraged.

Cooperative activities with the Morwell-Churchill Corridor Landcare Group and government agencies, particularly the West Gippsland Catchment Management Authority and NRE, are also very important, e.g. for cooperative weed control and planting programs and water quality improvement.

'Friends' and other community members should be encouraged and supported to undertake further activities identified in this plan, e.g. assist with weed control and revegetation, monitor flora and fauna, assist with funding applications, prepare newsletters, keep information shelters up to date and interpret the area's values. Council could assist with technical support and supervision especially with revegetation work.

Schools and the University could assist with revegetation activities and help develop educational materials and activities.

Groups using the park for model boats and fishing could also be encouraged to assist with maintenance of areas around the lake.

#### **Management actions**

**32. Support and encourage local groups and organisations to assist with revegetation, wildlife monitoring, maintenance and educational uses of the park.**

#### **4.3.2 Information**

Community support is a vital ingredient in sound park management. This can be fostered by providing accurate information, interesting interpretation and education, positive promotion and innovative events and activities.

These services aim to encourage appropriate use, foster appreciation of natural and cultural values, gain support for management practices and contribute to an environmentally aware community.

Basic information should be provided to inform visitors of recreation opportunities and encourage appropriate use. This could include simple name, direction and regulation signs, publications and information shelters.

Existing information shelters do not have any information on the park. These need to be completed and up to date information provided. This could include a large map of the park with paths and features marked, information on things to see and do, and graphical information on natural and cultural values and management issues.

Leaflets would help inform visitors as the park develops further.

In the long term, an information center could be considered although experience in other parks indicates that this will incur substantial capital and ongoing costs and is unlikely to attract large numbers of visitors.

**Management actions**

**33. Provide up to date information in information shelters and, information leaflets as the park develops.**

**4.3.3 Interpretation and education**

**Interpretation** is an informal education activity designed to increase community understanding, appreciation and enjoyment of natural and cultural features.

Opportunities in the park include interpretive signs and publications, guided walks and activity programs. Community involvement in the provision of these services is desirable and should be encouraged and supported. Important themes to be interpreted include wetlands and birds, planting themes, revegetation and historical features.

Guided walks featuring stories about natural and cultural values would be worthwhile, particularly if combined with social activities.

**Education** activities should be encouraged particularly relating to flora and fauna and management issues such as water quality and revegetation. Local schools could be increasingly involved in environmental monitoring and investigation of impacts on the park. School groups could also be encouraged to undertake revegetation activities.

**Management actions**

**34. Encourage the Friends of Mathison Park and other groups to assist with the provision of interpretive services including guided walks and signs.**

**35. Encourage local schools to undertake monitoring and revegetation activities.**

**4.3.4 Promotion, activities and events**

The health benefits of open space use are well established but need ongoing promotion, including publicity of informal activities such as walking in parks.

There are also opportunities to promote the park more actively and encourage increased use through compatible activities. As the park develops, organised events and festivals will become more important to raise awareness of Mathison Park and encourage more first-time and repeat visits.

Regular media releases and stories, on-site events, public relations activities, advertising and incorporation of the park in major tourist promotions will be needed in the longer-term.

**Management actions**

**36. Include the park in programs supporting healthy use of open space.**

**37. Develop and promote special events and festivals to encourage greater use and enjoyment of the park.**

#### **4.4 Goal 4: Ensuring effective and sustainable management**

##### **4.4.1 Sustainable management**

Sustainable management principles should be applied to facilities and services in the park. These include minimising use of water, energy and non-renewable resources, recycling, providing effective waste treatment, having no adverse impact on ecological processes and maintaining compatible recreational and educational opportunities.

Ongoing audits should be undertaken to monitor management practices and minimise energy use and adverse impacts on the park environment.

Future developments in the park should be sustainable with low uses of energy, fertilisers and pesticides, and minimal impacts on natural values.

##### **Management actions:**

**38. Monitor management activities and ensure sustainable practices.**

##### **4.4.2 Management responsibility and budget allocation**

Effective management requires clear accountability for management and development works, ongoing funding and the ability to make sound decisions on conservation and recreation issues as they arise.

The current arrangements are broadly satisfactory with Council having overall responsibility and providing support to the Advisory Committee. However, the committee does not have guaranteed funding and has to regularly approach Council for funds. Agreed annual allocations would assist with forward planning and a change in funding arrangements is highly desirable.

Current expenditure is modest, of the order of \$10,000 annually.

As the park develops, substantial increases in allocations will be required and consideration given to a new management arrangement with Council taking a lead role and providing substantial ongoing technical, marketing, administrative, human resource and management input.

This plan has not attempted to determine future levels of use of the park. It is important that more detailed planning and costing is undertaken by Council and the tourist potential and cost effectiveness of the proposed development assessed before proceeding with major development off Tramway Road.

External funding needs to be vigorously pursued to build on past successes in gaining funding support. External sources include businesses in the Latrobe Valley, the Victorian Community Grants Program, Parks Victoria, NRE, Sport and Recreation Victoria grants, and the Natural Heritage Trust – Stage 2. Supported employment programs, e.g. the Green Corp, may also assist in implementation.

The plan should be used as the basis for future management and resource allocation. Progress should be reviewed each year and a major review undertaken in 5 to 10 years time.

##### **Management actions:**

**39. Integrate implementation of the plan into Council's budget process and arrange an annual Council allocation to the Advisory Committee for park management and development.**



- 40. Undertake more detailed assessment of the tourism potential and cost effectiveness of the proposed large-scale development of a visitor node off Tramway Road.**
- 41. Actively seek external funding to implement initiatives in the plan.**
- 42. Use the priority action program (table 1) as the basis for future annual budgets and 3-year plans.**
- 43. Review implementation of the Management Plan annually.**
- 44. Review the effectiveness of the Management Plan in 5-10 years time.**

## 5 Implementing the plan

### 5.1 Priority action plan

Major actions, priorities and proposed timing are set out in table 1. Note that additional details for some actions are provided in section 4 and figure 2.

**Table 1: Priority action program**

Action	Priority	Timing*	Prime responsibility	Key stakeholder
<b>Goal1 Developing the park as a regional attraction for informal recreation</b>				
1. Improve vehicle access to a new parking area off Mackeys Road north of Lake Hyland.	High ●●●	Year 2-4	Committee**	Community
2. Plan for vehicle access to proposed new facilities off Tramway Road in the medium to long-term.	Low ●	Year 10-15	Committee, Council	Community, VicRoads
3. Relocate and upgrade parking facilities off Mackeys Road providing for about 15 spaces.	High ●●●	Year 2-4	Committee	Community
4. Plan for a future bus and car park off Tramway Road.	Low ●	Year 10-15	Committee, Council	Community
5. Progressively upgrade and extend the pathway network, boardwalks and bridges, establishing two standards of path and providing links to adjacent areas (figure 2).	High/ Ongoing ●●●	Year 2-10	Committee	Community
6. Progressively upgrade entrances.	High ●●●	Year 2-4	Committee	Community
7. Develop standard designs for facilities and signs and progressively upgrade facilities and name, facility and track signs.	High ●●●	Year 2-4	Council	Committee, Community
8. Retain fishing and model boat activities in designated areas.	Ongoing	Year 1 onwards	Committee	Community
9. In the medium to long to long-term, plan for development of a new visitor node off Tramway Road.	Low ●	Year 10-15	Committee, Council	Community
10. Undertake detailed soil assessments, species selection and design layouts for future thematic plantings with international, Australian, Victorian and Gippsland species.	Medium ●●	Year 3-5	Committee, Council	Community
11. Progressively implement thematic planting programs ensuring high quality ongoing maintenance of all plantings.	Medium ●●	Year 5-9	Committee, Council	Community
12. Ensure compliance with Council requirements for risk management including regular inspection of facilities and trees and timely action to deal with identified hazards.	Very High ●●●●	Year 1 onwards	Committee, Council	Community
13. Maintain an up to date fire plan for the area.	Very High ●●●●	Year 1 onwards	Committee, Council	Community
14. Assess the play equipment and fishing jetty for safety and remove if appropriate.	Very High ●●●●	Year 1	Council, Committee	Community
<b>Goal 2 Conserving natural and cultural values</b>				
15. Post regulations in the reserves (on an information board) and use symbol signs to advise visitors of key requirements.	High ●●●	Year 2-4	Committee	Community

Action	Priority	Timing*	Prime responsibility	Key stakeholder
16. Arrange for the area of remnant vegetation along Tramway Road to be added to the park.	Very High ●●●●	Year 1	Council	Community
17. Fence out remnant vegetation along Tramway Road and near Mackeys Road and actively manage following suggested practices (appendix 7).	Very High ●●●●	Year 1	Committee	Community
18. Retain isolated Swamp Gums and implement appropriate weed removal around these trees to encourage regeneration.	High ●●●	Year 1 onwards	Committee	Community
19. Protect indigenous species and undertake additional wetland plantings with locally indigenous species along Eel Hole Creek and the southern part of Lake Hyland (figure 2).	High ●●●	Year 2-4	Committee, CMA	Community
20. Progressively undertake clump planting of locally indigenous species along the western bank of Lake Hyland, to provide shade and improved habitat and amenity.	High ●●●	Year 2-4	Committee	Community
21. Eradicate willows from the park and control other invasive woody weeds, particularly Blackberry.	Very High ●●●●	Year 1 onwards	Committee, CMA	Community
22. Use fencing to protect vegetation and soils around the dam north of the homestead and provide piped water for stock.	Very High ●●●●	Year 1	Committee	Lessee
23. Encourage fauna surveys with the assistance of the local community.	Medium ●●	Year 2-4	Committee	Community
24. Manage the park to protect habitat values, eg by retaining fallen trees.	Ongoing	Year 1 onwards	Committee	Community
25. Monitor pest animal impacts and undertake cooperative pest control activities as appropriate.	Medium ●●	Year 5-9	Committee	Community
26. Continue community education programs regarding responsible pet ownership.	Ongoing	Year 1 onwards	Council	Community
27. Install stormwater litter and silt traps in conjunction with Council's Stormwater Management Plan. Consider in conjunction with the Monash University Wetlands Project.	High ●●●	Year 2-4	Council, CMA	Committee, Community
28. Develop wetlands to improve water quality and improve habitat values (figure 2).	High ●●●	Year 2-4	Committee, CMA	Community
29. Support the monitoring of threats to water quality, and warning systems for blue-green algae.	Very High ●●●●	Year 1 onwards	Committee	Council, Community
30. Remove debris and weeds from the homestead and wells and provide for safe visitor access.	High ●●●	Year 2-4	Committee	Community
31. Provide ongoing protection for the homestead, wells and associated trees.	High ●●●	Year 2-4	Committee	Community
<b>Goal 3 Enhancing community involvement and appreciation</b>				
32. Support and encourage local groups and organisations to assist with revegetation, wildlife monitoring, maintenance and educational uses of the park.	High ●●●	Year 2-4	Committee	Community
33. Provide up to date information in information shelters and information leaflets as the park develops.	Very High ●●●●	Year 1 onwards	Committee	Community
34. Encourage the Friends of Mathison Park and other groups to assist with the provision of interpretive services including guided walks and signs.	Medium ●●	Year 5-9	Committee	Community

Action	Priority	Timing*	Prime responsibility	Key stakeholder
35. Encourage local schools to undertake monitoring and revegetation activities.	Medium ●●	Year 5-9	Committee	Community
36. Include the park in programs supporting healthy use of open space.	High ●●●	Year 2-4	Council	Committee, Community
37. Develop and promote special events and festivals to encourage greater use and enjoyment of the park.	Medium ●●	Year 5-9	Committee, Council	Community
<b>Goal 4 Ensuring effective and sustainable management</b>				
38. Monitor management activities and ensure sustainable practices.	Ongoing	Year 1 onwards	Committee	Council, Community
39. Integrate implementation of the plan into Council's budget process and arrange an annual Council allocation to the Advisory Committee for park management and development.	Very High ●●●●	Year 1 onwards	Council, Committee	Community
40. Undertake more detailed assessment of the cost effectiveness of the proposed large-scale development of a visitor node off Tramway Road.	Medium ●●	Year 5-9	Council	Committee, Community
41. Actively seek external funding to implement initiatives in the plan.	Very High ●●●●	Year 1 onwards	Council, Committee	Community
42. Use the priority action program (table 1) as the basis for future annual budgets and 3-year plans.	Very High ●●●●	Year 1 onwards	Committee, Council	Community
43. Review implementation of the Management Plan annually.	High ●●●	Year 2 onwards	Committee, Council	Community
44. Review the effectiveness of the Management Plan in 5-10 years time.	Low ●	Year 5-10	Committee, Council	Community

\* Assumes adequate resources available to implement actions

\*\* Mathison Park Advisory Committee

## 5.2 Indicative costs

Mathison Park is currently managed with a small allocation of funds from Council and considerable volunteer input by members of the Advisory Committee, Friends Group and Apex. Several grants in recent years have assisted in development projects (see appendix 2).

Very substantial funding will be required to develop the area as a regional park as outlined in this plan, and to provide high quality ongoing management. Detailed costs have not been determined, but experience at other regional parks suggest that development costs could be of the order of \$10 million and operating costs perhaps \$100,000 per annum, assuming one to two staff, the contracting out of major maintenance tasks and substantial ongoing volunteer input. Costs will be highly dependant on the complexity of plantings, the level of maintenance required and the built facilities provided.

Approximate operating costs for parks with some similarities with Mathison are:

- *Tim Neville Arboretum*, Knox, with equivalent of 1 to 2 staff: \$100,000 pa.
- *Nyerimilang Park*, near lakes Entrance, with equivalent of 1 to 2 staff: \$80,000 pa. (plus major Friends support)

At the top of the range, the recently constructed *Roma Street Parklands* in Brisbane (an elaborate botanic gardens with over 100,000 plants) has eight horticultural staff



plus contractors, management and administration staff. The park was constructed at a cost of \$72 million.

## 6 References

Doolan, B et al 1998. *Searching for Measures of Choice in Public Land Recreation* Proceedings of Parks and Leisure Australia Conference, Melbourne (CD)

Muyt, A. 2001. *Bush Invaders of South-east Australia*, Adam Muyt

**Note:** Other references are listed in appendices 2 and 3.

**Appendices**

**Appendix 1 People involved in the plan**

Members of the steering committee overseeing development of the plan:

- Cr White
- David Martyn
- Ken Harris
- Tom Lawless
- Anton Wray
- David Egan
- Terry Key
- John Lee
- Phillip Rayment
- Shane Bailey
- Robin Crocker (consultant team)

People providing assistance or detailed information and comments included:

- Cr Hanning
- Cr Middlemiss
- Ruth Park
- Phil Taylor
- David Zeibell
- Dieter Melzer
- Kevin Roberts
- Steve Kurec
- Graham Jackson
- David Addis
- Reg Grisotto
- Paul Burns



## Appendix 2 Background notes on history of the area

Notes prepared to provide an overview of history and management of the park area. Based on sources provided by Latrobe City and local stakeholders.

Date	Information /Activity	Source*
Pre 1844	The Gunai Aboriginal community occupied much of Gippsland with an estimated population of 3-5000 The population declined dramatically following white settlement. No evidence of Gurnai culture remains in the park.	File 2
1844	Crown land selected then leased as pastoral run. Leases granted and, later, most farms claimed as freehold by 1900.	File 2, Short History
1876	Thomas O'Halloran purchased land and farmed from about 1876 to 1919. Built basic wattle and daub house (south of present pepper tree, near original well)	
1920s – 60's	Concrete farmhouse built by Robert Hare in about 1919. Thought to be of local significance. Said that sand came from creek and stone from nearby ground. Scraps of iron and wire used as reinforcing. Old well west of house is from earlier O'Halloran House Area largely cleared. Developed as dairy farm and crops grown possibly including oats, millet, potatoes and flax. Farm sold to William and Ann Dobbin in 1950 who moved into house. Outbuildings destroyed by fire in about 1964; dairying abandoned.	Short History, Rob de Souza-Daw
1963	Present park area compulsorily acquired for township of Churchill.	File 1
Ca 1960's	Housing Ministry saw area as regional Botanical Gardens to be supported by the four Councils that now make up Latrobe City. Only Morwell Council provided any significant resources.	File 1
Ca 1966	Lake Hyland constructed.	
1978	Blue gums planted by volunteers. Use of insecticide and planting of understorey proposed in letter of May 1996.	File 1
Ca 1978	Students planted trees in SW corner	Development Plan
1982	Deciduous trees planted in southwest corner, provided by Council. Letter of Sept 1998 indicates that maintenance has been poor but rejects proposal to relocate or remove trees. Proposes replanting in spaces.	File 1
1984	Request to upgrade lake edge for model boat championships	File 1
1986	Churchill Post-Primary School (later Kurnai College) opened following excision and sale of land.	File 2
1986	Area east of creek leased to Tom Lawless	File 1
Ca 1987	Noted that Lake Hyland had been constructed by Housing Commission as water feature: area 4.85 ha.	File 1
1987	Urban Land Authority proposed developing about half of reserve for housing and handing rest to Council. Opposed by Council.	File 1
1987, July	Apex plan for park including tracks, planting etc.	Apex Plan
Ca 1987	\$63,000 works program proposed including walking tracks, fencing, planting of W.A. and Mediterranean sections, blackberry eradication.	File 1
1987	Deputation from Shire to Min for Housing (Wilkes) re price to be paid for land. States that park was to be regional park for Churchill which was originally expected to grow to 40,000 by 2000. Revised estimate up to 15,000 with Mathison still to be major regional park.	File 2
Ca 1987	City of Morwell purchased land	File 2
1988	Picnic area extended and opened as Apex Bicentennial Park. (Maintained by Apex until 1999, then Lions).	Development Plan
1989	Progress report on \$35,000 nature conservation grant (CFL) works at Mathison. Include gravel path, concrete path, grading, blackberry spraying, model boat area	File 1

Date	Information /Activity	Source*
1989	Council approved Aust Model boat championships on lake	File 1
1991	Council report outlines background and proposes terms of reference for Advisory Committee. Sees potential for park to be major passive recreation area for Churchill and sub-regional park drawing people from Traralgon and Moe. Proposed 'Development Committee' to review existing proposals and prepare costed development strategy for Council.	File 1
1992	Advisory Committee first meeting August 25 <sup>th</sup> 1992	
Ca 1992	A4 drawing by D Egan showing proposed planting scheme for area north of Switchback Rd, east of creek.	File 1
1993	Report: 'Mathison Park Development Strategy', prepared by Advisory Committee. Proposed botanic gardens with species indigenous to Latrobe Valley, assessable for a wide range of passive recreation pursuits.	Ken Harris
1993	Development Committee formed.	File 1
1993	Transfer of land from Ministry for Housing (or ULA?) to Council. Cost \$125,000. Title shows area of 38.68 ha.	File 1
1994-95	Grazing lease specifications for 5+5 years include fencing and weed control. Three areas offered at \$100 pa each. Map included. Mr A Hall successful. Extension offered in 1998.	File 1
1998	Parks Victoria grant of \$4072 for planting of indigenous species	File 1
1998	Tree Planting proposal prepared re Edison Energy offer of 6000 trees – divides park into 12 units.	Development Plan
1998	3000 Edison Mission Energy trees planted on mid west side and near Eel Hole Ck.	File 1
1998	State Govt Pride of Place grant of \$110,000 received by Community Assoc. and Uni. for gravel walking path	File 1
1998, Nov	Application for Federation Community Projects grant - \$20,000 for Federation Lawn and Koorie Grove (includes concept drawings)	File 2
1998-99	Vic Model Power Boat Racing Club re-formed – about 10 current members use lake.	Ruth Place
1999, Jan	Committee proposed removal of blue gums with grub infestation, and plan for fern gully on west side of path.	
1999, March	Submission - Plan for Development of Mathison Park- prepared by Development Committee for Shire. Proposes Gippsland Flora and Fauna Park with bushlands and wetlands – for the Gippsland region, not just the Shire. Aims to enhance attractiveness of Churchill and encourage visits. Previous vision of botanic gardens seen as too narrow. Documents earlier plans in 1987, 90 and 93, none of which have been fully implemented. Proposes staged development for about 10 sections of park. Includes planting, path through deciduous trees, protection of remnant roadside vegetation, pest control, extended wetlands, vermin proof fence, bird hide, lookout platform, changes in water level, improved water quality, signs, information etc. No formal response to plan by Council.	Development Plan
1999, July	Article by Rob de Souza-Daw providing information on history of park and <b>Wal Mathison</b> and <b>Bert Hyland</b> . Mathison was Shire Secretary of Morwell Shire through period of rapid development. Sir Herbert Hyland was a leading figure in the National Party and leader from 1955 to 1964. He won 15 elections in the seat of Gippsland South and supported development of the region.	Churchill News, 15-7-99
1999, August	Grant of \$20,000 from State Govt Rural Communities Development Scheme for visitor facilities (toilet etc).	
1999, November	Public forum with about 20 participants identified four botanical garden options for park. Some favoured Gippsland focus, some international focus. Wetland also supported. Motion passed by committee for development of park with international focus and containing wetlands and elements of foreign, Australian, Victorian and Gippsland flora.	File 2
2000, Feb	Field Nats survey reported increase in birds.	File 2

<b>Date</b>	<b>Information /Activity</b>	<b>Source*</b>
	Fly Fishing Club keen to build small club room near Mackeys Rd.	
2000, March	Letter to lessee (Hall) requesting weed control.	File 2
2000, March	Committee agreed to development of Koorie Grove and Arboretum in SW corner. Sketch of Koorie Garden, 7-7-00, attached.	File 2
2000, June	Council delegation of certain powers to new Advisory Committee. Role to assist Council with planning and development of park as a regional park for the general community with an international focus Budget allocations include \$8000 for maintenance and \$20,000 for Koorie Grove and Federation Lawn (arboretum)	File 2
2000?	Wetland proposal developed by Steve Kurec	
2001, Sept	Consultant team engaged to prepare management plan with Council, Committee and Friends.	

**\* Sources**

<i>File 1</i>	<i>Council file: Mathison Park CP939-0101 Part 1</i>
<i>File 2</i>	<i>Council file: Mathison Park CP939-0101 Part 2</i>
<i>Churchill News</i>	<i>15 July, 1999 (on File 2)</i>
<i>Development Plan</i>	<i>A Plan for the Development of Mathison Park, Mathison Park Development Committee, 1999</i>
<i>Apex Plan</i>	<i>Plan for Mathison Park, 1987</i>
<i>Short History</i>	<i>A Short History of the Land Designated 'Mathison Park' 1998, notes by Tom Lawless, 1-7-98</i>
<i>Rob de Souza-Daw</i>	
<i>Tom Lawless</i>	
<i>Ruth Place</i>	

### Appendix 3 Notes on strategies, reports and files

Summary of information relevant to Mathison Park Management Plan

Document	Key information/issues
<b>1 State-wide policies, strategies and reports</b>	
<i>Parks and reserves statutory and policy documents:</i> <a href="http://www.nre.vic.gov.au">www.nre.vic.gov.au</a>	<ul style="list-style-type: none"> <li>Many conventions, Acts, Regulations, policies and related documents affect the management of Victoria's parks and reserves. Some are relevant to open space in Churchill. A comprehensive list is provided on the DRNE web site under <i>Parks &amp; Reserves - Statutory and Policy Framework</i></li> </ul>
<i>Restoring our Catchments - Victoria's Draft Native Vegetation Management Framework, NRE, 2000</i>	<ul style="list-style-type: none"> <li>Framework providing strategic direction for retention and enhancement of vegetation. Includes the goal of a net gain in native vegetation and actions including revegetation, protection, incentives, monitoring and research. Includes statement that the State Government's policy is to: "incorporate environmental and conservation considerations into all aspects of planning ... and build the principles of ecologically sustainable development into ... decision-making across the whole of Government."</li> </ul>
<i>The Draft Victorian Pest Management Framework, 2001, NRE</i>	<ul style="list-style-type: none"> <li>Proposes consistent approach to pest management on public and private land. Includes rapid response to new pest appearances, reducing pest impacts and focussing on results.</li> </ul>
<i>Victorian Trails Strategy 2001-2004 (draft) Victorian Trails Coordinating Committee, 2001</i>	<ul style="list-style-type: none"> <li>Draft strategy providing details of existing trails, uses and benefits, and setting out a strategy for the future. Notes importance of short trails and attractive and diverse settings. Research indicates Victorians want trails with good surfaces, signs, information and services. Proposes well-managed major trails, completion of gaps and closing of trails that cannot be maintained.</li> </ul>
<i>Play Area Development Policy for Local Govt in Victoria, Playgrounds and Rec. Assoc. of Victoria, 2001</i>	<ul style="list-style-type: none"> <li>Describes role of playgrounds, and sets out principles for planning, siting and design. Includes detailed information on children's needs, safety, vandalism etc. and on open space planning. (See also relevant Australian Standards).</li> </ul>
<b>2 Regional/Latrobe policies, strategies and reports</b>	
<i>Regional Catchment Strategy, 1997, West Gippsland Regional Catchment &amp; Land Protection Board</i>	<ul style="list-style-type: none"> <li>Outlines natural resource management issues and processes across the region and specific to Regional Management Units (RMU), the programs to address regional priorities and the responsible agencies.</li> <li>Details two phases. The first describes the condition, management and broad priorities of the region and analyses the costs of degradation based on economic, environmental and social impacts. The second outlines future resource management, develops coordination arrangements and monitoring and evaluation processes.</li> </ul>
<i>Draft West Gippsland Native Vegetation Plan, 2000, West Gippsland CMA</i>	<ul style="list-style-type: none"> <li>A strategic approach to native vegetation management in the West Gippsland catchment region. The plan focuses on privately owned land and was developed from a community and stakeholder consultative process.</li> <li>Identifies six key themes and details the responsible agent, guiding principles and specific actions and targets for their implementation. Briefly, these themes are; protect, sustain and enhance, revegetate and rehabilitate, inform and educate, utilise, monitor.</li> <li>Lists the priorities and principles of native vegetation management and hierarchy of actions. These are relevant to future planning at Mathison Park (see attached – p3).</li> </ul>
<i>Latrobe City Corporate Plan 2000-2003</i>	<ul style="list-style-type: none"> <li>Mission includes preservation of environmental assets and promotion of their significance.</li> <li>Environmental objectives include investigation of development potential of Mathison Park and implementation of Roadside Management Strategy.</li> <li>Passive open space objectives include provision of diverse activities and</li> </ul>

Document	Key information/issues
<p><i>Latrobe City, Draft Public Open Space Policy, 1998</i></p>	<p>safe and comfortable facilities.</p> <ul style="list-style-type: none"> <li>Includes open space categories of regional, town, district and neighbourhood. <u>Regional</u> defined as attracting public participation from across and beyond shire. <u>Town</u> relates to major town facility. [Mathison is presumably 'Town' at present.]</li> <li>Principles include equity, good access, community participation, quality and responsive to changing needs.</li> <li>Churchill has high proportion of people in 10-14, 15-19 and 20-24 age groups.</li> </ul>
<p><i>La Trobe Shire - Towards a Shire Environment Policy, 2000</i></p>	<ul style="list-style-type: none"> <li>Includes outline of relevant policies and strategies including the Regional Catchment Strategy and Victoria's Biodiversity Strategy.</li> <li>Focus on sustainable development and conservation of diversity.</li> <li>For Mathison Park, relevant priorities include improved water quality and increased indigenous vegetation, particularly along waterways.</li> </ul>
<p><i>Latrobe City Stormwater Management Plan - Workshop No. 1, 2001</i></p>	<ul style="list-style-type: none"> <li>Threats include residential land use runoff (sediment, nutrients etc), road runoff (litter, hydrocarbons) and degraded waterways (weeds, vegetation loss, poorly controlled stock etc).</li> <li>Values include in-stream habitat, remnant vegetation and landscape and recreational amenity. The study aims to enhance these and other values.</li> </ul>
<p><i>Latrobe Region Nature Guide, 2001, Latrobe Valley Field Naturalists Club (leaflet)</i></p>	<ul style="list-style-type: none"> <li>Guide to sites with natural values. Includes Mathison Park and other reserves in region including Moe Botanic Gardens and reserves at Moe and Morwell.</li> </ul>
<p><b>3 Local policies, strategies and reports</b></p>	
<p><i>A Plan for the Development of Mathison Park, Mathison Park Development Committee, 1999</i></p>	<ul style="list-style-type: none"> <li>Submission prepared by Development Committee for Shire. Proposes Gippsland Flora and Fauna Park with bushlands and wetlands – for the Gippsland region, not just the Shire. Aims to enhance attractiveness of Churchill and encourage visits. Previous vision of botanic gardens seen as too narrow. Documents earlier plans in 1987, 90 and 93, none of which have been fully implemented.</li> <li>Proposes staged development for about 10 sections of park. Includes planting, path through deciduous trees, protection of remnant roadside vegetation, pest control, extended wetlands, vermin proof fence, bird hide, lookout platform, changes in water level, improved water quality, signs, information etc.</li> </ul>
<p><i>Council file: Mathison Park CP939-0101 Parts 1 and 2</i></p>	<ul style="list-style-type: none"> <li>Detailed information on park. See notes in file: <i>report notes1</i></li> </ul>



#### Appendix 4 Stakeholders workshop notes

**Date:** Thursday 15 November, 5.00 – 7.00 pm  
**Location:** Crofton Hatsell Room, Monash Uni, Churchill  
**Participants** Cr White, Cr Hanning, Cr Middlemiss, Anton Wray (Advisory Committee), David Addis (Hazelwood Power), John Lee (Churchill Lions/ Friends group), Ruth Place (Friends of Mathison Park), Reg Grisotto (Churchill Lions), Paul Burns (Edison Mission Energy), Ken Harris (Advisory Committee), Tom Lawless (Advisory Committee), Phillip Rayment (Latrobe Valley Field Nat's Club)  
 Also Robin Crocker, Michael Sandford and Andy Jones – Consultants

#### Agenda

##### 1. Welcome and introduction to management plan project

Cr White welcomed participants and introduced project. He indicated that it is important to incorporate Council vision for park into plan, i.e. international, national, state and local planting themes. Park is seen as potentially most important park in municipality, drawing visitors from Valley and further afield.

##### 2. Opportunities and directions for the future. Discussion items summarised.

###### **Recreation**

Important to offer range of recreation opportunities, eg, tracks, boardwalk, playground, sightseeing, fishing.

May need to limit areas used for model boats and fishing.

Playground facilities need to be audited for compliance with Australian Standards – Council to arrange.

###### **Water quality**

Some see as important issue, eg blue-green algae problem at times.

###### **Roadside land**

Agreed that remnant vegetation along western boundary needs to be carefully managed.

Agreed that land should be transferred to park and managed by Committee. Management plan to include management guidelines.

###### **Tracks**

Agreed that loop walking tracks should be developed to increase use and enjoyment.

Tracks should keep away from southeast part of lake for wildlife protection.

Opportunities to provide tracks - on east side of lake, linking to Uni, along old homestead track, through Gippsland plantings and around west boundary.

###### **Wetland**

Plan to incorporate components of previous concept plan.

Litter traps important on creek – refer to stormwater strategy.

###### **Vegetation**

Options discussed. Costs of establishing and maintaining major plantings an important consideration. Ecological basis and suitability of plants for site also needs to be considered.

Some weeds important, eg blackberry, broom, willows and introduced cumbungi. Some of these are on roadside reserves and away from visitor areas.

###### **Staging**

Staging important – development may take decades.

Start by building on existing strengths.

Pasture areas may remain grazed pasture for significant time.

**Appendix 5 SWOT analysis**

Steering Committee SWOT analysis

9 October 2001

<b>Strengths</b>	<b>Weaknesses</b>	<b>Opportunities</b>	<b>Threats/ Constraints</b>
<ul style="list-style-type: none"> <li>• Lake</li> <li>• Locality – good access</li> <li>• Pathways (high use)</li> <li>• Large size</li> <li>• Varied topography</li> <li>• Vistas to hills</li> <li>• Fishing</li> <li>• Bird life (increased with planting)</li> <li>• Good climate, fertility</li> <li>• Remnant vegetation (Tramway rd and waterholes)</li> <li>• Tree planting / diversity</li> <li>• Part of linear park through town</li> </ul>	<ul style="list-style-type: none"> <li>• Water flow – blocked</li> <li>• Degraded creek</li> <li>• Weed growth</li> </ul>	<ul style="list-style-type: none"> <li>• Increase range of recreation opportunities</li> <li>• Improve water quality</li> <li>• Develop paddocks</li> <li>• Increase wetlands, eg nesting areas</li> <li>• Attract more visitors</li> <li>• Provide regional facility</li> <li>• Nature study</li> <li>• Building for committee meetings and user groups</li> <li>• Promote environmental values, Koorie garden</li> <li>• Productive partnership between council and Committee of Management</li> </ul>	<ul style="list-style-type: none"> <li>• Willows and other weeds including introduced Cumbungi</li> <li>• Limited finance</li> <li>• Time required</li> <li>• Vandalism (some)</li> <li>• Limited community involvement/ volunteers</li> <li>• Security – some trees close to paths</li> </ul>

**Appendix 6 Native plants growing at Mathison Park**

Prepared by Ken Harris  
24th October 2001

**PTERIDOPHYTA - Ferns****Blechnaceae - Water-ferns**

Blechnum minus	Soft water-fern
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**Dennstaedtiaceae**

Hypolepis rugosula	Ruddy ground-fern
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**Azollaceae**

Azolla ficuloides	Pacific azolla
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**MONOCOTYLEDONEAE****Centrolepidaceae**

Centrolepis strigosa	Hairy centrolepis
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**Cyperaceae - Sedges**

Carex appressa	Tall sedge
Carex gaudichaudiana	Sedge
Carex inversa	Sedge
Eleocharis acuta	Common spike-rush
Eleocharis sphacelata	Tall spike-rush
Gahnia radula	Thatch saw-sedge

**Hydrocharitaceae**

Ottelia ovalifolia	Swamp lily
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**Juncaceae - Rushes**

Juncus sarophorus	Rush
Juncus sp.	Rush

**Liliaceae - Lilies**

Arthropodium strictum	Chocolate lily
Burchardia umbellata	Milkmaids
Caesia calliantha	Blue grass-lily
Chamaescilla corymbosa	Blue stars
Dianella longifolia	Pale flax-lily
Dianella revoluta	Black-anther flax-lily
Hypoxis hygrometrica	Golden weather-glass
Hypoxis vaginata	Yellow star
Thysanotus patersonii	Twining fringe-lily
Tricoryne elatior	Yellow rush-lily
Wurmbea dioica	Early Nancy

**Orchidaceae - Orchids**

Diuris corymbosa	Wallflower orchid
Microtis parviflora	Small-flower onion-orchid
Microtis unifolia	Common onion-orchid
Pterostylis nutans	Nodding greenhood

Thelymitra pauciflora	Slender sun-orchid
<b>Poaceae - Grasses</b>	
Danthonia procera	Tall wallaby-grass
Danthonia racemosa	Wallaby-grass
Poa labillardieri	Tussock-grass
Stipa rudis	Spear grass
Themeda triandra	Kangaroo grass
<b>Potamogetonaceae</b>	
Potamogeton tricarinatus	Floating pondweed
<b>Typhaceae</b>	
Typha domingensis	Cumbungi
<b>Xanthorrhoeaceae</b>	
Lomandra filiformis	Wattle mat-rush
Lomandra longifolia	Spiny-headed mat-rush
<b>DICOTYLEDONEAE</b>	
<b>Apiaceae</b>	
Centella cordifolia	Centella
<b>Asteraceae - Daisies</b>	
Cotula coronopifolia	Water buttons
Euchiton involucratus	Common cudweed
Ozothamnus ferrugineus	Tree everlasting
Senecio glomeratus	Annual fireweed
<b>Clusiaceae</b>	
Hypericum gramineum	Small St John's wort
<b>Convolvulaceae - Bindweeds</b>	
Dichondra repens	Kidneyweed
<b>Droseraceae - Sundews</b>	
Drosera peltata	Pale sundew
Drosera whittakeri	Sundew
<b>Fabaceae - Peas</b>	
Bossiaea prostrata	Creeping bossiaea
Daviesia latifolia	Bitter-leaf
Kennedyia prostrata	Running Postman
<b>Goodeniaceae</b>	
Goodenia ovata	Hop goodenia
<b>Haloragaceae - Raspworts</b>	
Gonocarpus tetragynus	Common raspwort
<b>Linaceae - Flaxes</b>	
Linum marginale	Native flax

**Mimosaceae - Wattles**

Acacia mearnsii	Black wattle
Acacia melanoxylon	Blackwood
Acacia verniciflua	Varnished wattle

**Myrtaceae - Myrtles**

Eucalyptus bridgesiana	Apple box
Eucalyptus ovata	Swamp gum
Eucalyptus pauciflora	White sallee
Eucalyptus radiata	Narrow-leaved peppermint
Eucalyptus viminalis	Manna gum
Leptospermum continentale	Prickly tea-tree

**Onagraceae**

Epilobium pallidiflorum	Showy willow-herb
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**Pittosporaceae**

Billardiera scandens	Common apple-berry
Bursaria spinosa	Sweet bursaria
Rhytidosporum procumbens	Mary's flower

**Polygonaceae**

Persicaria decipiens	Slender knotweed
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**Rosaceae - Roses**

Achaena echinata	Sheep's burr
Rubus parvifolius	Small-leaf bramble

**Rubiaceae**

Opercularia ovata	Broad-leaf stinkweed
Opercularia varia	Variable stinkweed

**Santalaceae**

Exocarpus cupressiformis	Cherry ballart
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**Scrophulariaceae**

Veronica gracilis	Slender speedwell
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**Thymelaeaceae**

Pimelea humilis	Common rice-flower
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**Violaceae - Violets**

Viola hederacea	Ivy-leaf violet
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**Appendix 7 Native vegetation management: priorities and principles**

Source: *Draft West Gippsland Native Vegetation Plan, 2000, West Gippsland CMA*

**Priorities:**

- protect and reconstruct existing remnant vegetation
- protect and reconstruct the habitats of rare and threatened species
- protect and increase quality and area of native vegetation revegetation
- protect and establish corridors

**Guiding Principles:**

- maintenance of ecological processes
- retention and management of native vegetation
- protection of viable habitats
- conservation of adequate proportions of non-threatened vegetation communities
- integration with land protection and resource use
- large remnants are inherently more important than a similar area made up of patches (other things being equal)
- landscape approach based on specific region or sub-unit within
- multiple patches of the same vegetation community must be retained across geographic range
- recognition of role of remnants within landscape

**Hierarchy of Actions:**

1. protection of remnants
2. management of existing remnants
3. enhancement of degraded remnants
4. enhancement of connectivity and integrity through re-creation of habitat
5. re-creation of isolated areas of habitat
6. revegetation works of lower orders

See also other publications for additional detail, eg Muyt, A. 2001. *Bush Invaders of South-east Australia*

**Appendix 8 Guidelines for roadside vegetation management**

Source: *La Trobe Shire Roadside Management Plan, 1998*

**Guidelines for roadside management in Latrobe:**

- Unless Municipal Fire Prevention Plan specifies otherwise, retain all habitat components on the roadside.
- Consult with all authorities and take into account firebreaks, wildlife corridors, drains, utility services, historical and cultural sites etc.
- Plan re-vegetation one year in advance to allow for seed collection from locally adapted plants.
- Consult NRE before removing any vegetation from medium or high conservation value roadsides.
- Clean all machinery before starting work at a new site.

**Guidelines for management of high conservation grassy woodlands:**

- Remove road spoil.

**Burning:**

- Implement mosaic pattern of burning in late summer or early autumn at a frequency of no less than 6 or 7 years.
- Burn into the wind for a hotter cleaner burn.
- Do not use mineral earth fire breaks

**Weeds:**

- Allow natives to set seed in late summer, then mow with a high cut and remove cut grass by raking and baling.
- Selectively spot spray to reduce specific weed infestations when natives are dormant in winter or where they are unaffected by herbicides.
- Weed seed sources should be removed prior to burning.
- Undertake weed control annually.

**Conservation:**

- Use local seed
- No grazing
- Avoid any soil disturbance

**Guidelines for management of old isolated trees:**

- Prune for safety.
- Avoid root damage.
- Slash around base in Spring to reduce weed infestation and fuel load.
- Plan a replanting program prior to the removal of diseased or dangerous trees.

## Appendix 9 Animals at Mathison Park

Animals Recorded at Mathison Park, Churchill to 29th January 2002

List compiled by Ken Harris, with major contributions from Rob de Souza-Daw and Latrobe Valley Field Naturalists Club

### Chordata - VERTEBRATES

#### Aves - BIRDS

##### Accipitriformes

##### Accipitridae

Aquila audax	Wedge-tailed eagle
Elanus notatus	Black-shouldered kite
Circus approximans	Swamp harrier

##### Falconidae – Falcons

Falco berigora	Brown falcon
Falco cenchroides	Nankeen kestrel

##### Anseriformes

##### Anatidae - Ducks, Geese and Swans

Anas castanea	Chestnut teal
Anas gracilis	Grey Teal
Anas superciliosa	Pacific black duck
Aythya australis	Hardhead
Chenonetta jubata	Australian wood duck
Cygnus atratus	Black swan
Tadorna tadornoides	Australian shelduck

##### Charadriiformes

##### Charadriidae - Lapwings and Plovers

Vanellus miles	Masked lapwing
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##### Scolopacidae – Sandpipers

Gallinago hardwickii	Latham's snipe
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##### Ciconiiformes

##### Ardeidae - Herons

Ardea novaehollandiae	White-faced heron
Ardea pacifica	White-necked heron
Egretta alba	Great egret
Egretta garzetta	Little egret

**Plataleidae - Ibis and Spoonbills**

Platalea flavipes	Yellow-billed spoonbill
Threskiornis molucca	Sacred ibis
Threskiornis spinicollis	Straw-necked ibis

**Columbiformes****Columbidae – Doves and pigeons**

Phaps chalcoptera	Common bronzewing
*Streptopelia chinensis	Spotted dove

**Coraciiformes****Alcedinidae – Kingfishers**

Dacelo novaeguineae	Laughing kookaburra
Todiramphus sanctus	Sacred kingfisher

**Gruiformes****Rallidae - Rails**

Fulica atra	Eurasian coot
Gallinula tenebrosa	Dusky moorhen
Porphyrio porphyrio	Purple swamphen

**Passeriformes - Passerines****Acanthizidae - Thornbills and Scrubwrens**

Acanthus chrysorrhoa	Yellow-rumped thornbill
Acanthus lineata	Striated thornbill
Acanthiza nana	Yellow thornbill
Acanthus pusilla	Brown thornbill
Acanthus reguloides	Buff-rumped thornbill

**Campephagidae - Cuckoo-Shrikes**

Coracina novaehollandiae	Black-faced cuckoo-shrike
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**Corvidae - Crows and Ravens**

Corvus coronoides	Australian raven
Corvus mellori	Little raven

**Cracticidae - Butcher-Birds**

Cracticus torquatus	Grey butcherbird
Gymnorhina tibicen	Australian magpie

**Grallinidae**

Grallina cyanoleuca	Magpie lark
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**Hirundinidae - Swallows**

Hirundo neoxena	Welcome swallow
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**Maluridae – Fairy-wrens**

Malurus cyaneus	Superb fairy-wren
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**Meliphagidae - Honeyeaters**

Acanthorhynchus tenuirostris	Eastern spinebill
Anthochaera carunculata	Red wattlebird
Lichenostomus chrysops	Yellow-faced honeyeater
Manorina melanocephala	Noisy miner
Melithreptus lunatus	White-naped honeyeater

**Motacillidae - Pipits and Wagtails**

Anthus novaeseelandiae	Richard's pipit
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**Muscicapidae - Thrushes and Flycatchers**

Colluricincla harmonica	Grey shrike-thrush
Pachycephala pectoralis	Golden whistler
Petroica multicolor	Scarlet robin
Petroica phoenicea	Flame robin
Rhipidura fuliginosa	Grey fantail
Rhipidura leucophrys	Willie wagtail
Turdus merula	Common blackbird

**Pardalotidae - Pardalotes**

Pardalotus punctatus	Spotted pardalote
Pardalotus striatus	Striated pardalote

**Ploceidae – Weaver finches**

Neochmia temporalis	Red-browed finch
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**Sturnidae - Starlings**

*Acridotheres tristis	Common mynah
*Sturnus vulgaris	Common starling



**Sylviidae – Warblers**

Acrocephalus stentoreus	Clamorous reed-warbler
Cisticola juncidis	Zitting cisticola
Megalurus gramineus	Little grassbird

**Pelicaniformes****Pelicanidae – Pelicans**

Pelicanus conspicillatus	Australian pelican
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**Phalacrocoracidae – Cormorants**

Anhinga melanogaster	Darter
Phalacrocorax carbo	Black cormorant
Phalacrocorax melanoleucos	Little pied cormorant
Phalacrocorax sulcirostris	Little black cormorant

**Podicipediformes****Podicipedidae – Grebes**

Podiceps novaehollandiae	Australasian grebe
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**Psittaciformes****Cacatuidae - Cockatoos**

Cacatua galerita	Sulphur-crested cockatoo
Cacatua roseicapilla	Galah
Calyptorhynchus funereus	Yellow-tailed black cockatoo
Callocephalon fimbriatum	Gang-gang cockatoo

**Loriidae – Lorikeets**

Glossopsitta concinna	Musk lorikeet
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**Platycercidae – Rosellas**

Platycercus elegans	Crimson rosella
Platycercus eximius	Eastern rosella

**Strigiformes****Tytonidae – Barn owls**

Tyto alba	Barn owl
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**Mammalia - MAMMALS****Diprotodonta****Macropodidae – Kangaroos**

Macropus gigantea	Eastern grey kangaroo
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**Vombatidae – Wombats and Koala**

Phascolarctos cinereus	Koala
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**Carnivora****Canidae**

*Vulpes vulpes	Fox
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**Ambhibia – AMPHIBIANS****Anura - Frogs****Hylidae – Tree frogs**

Litoria ewingii	Southern brown tree frog
Litoria verreauxii	Whistling tree frog

**Myobatrachidae**

Crinia signifera	Eastern froglet
Lymnodynastes peroni	Striped marsh frog
Lymnodynastes tasmaniensis	Spotted marsh frog

**Reptilia – SNAKES AND LIZARDS****Chelonia – Turtles and tortoises****Chelidae – Long-necked tortoises**

Chelodina longicollis	Eastern long-necked tortoise
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**Squamata/Sauria - Lizards****Scincidae – Skinks**

Eulamprus tympanum	Southern water skink
Lampropholis delicata	Delicate skink
Nanoscincus maccoyi	MacCoy's skink

Pseudemoia rawlinsonii	Rawlinson's skink
Saproscincus mustelinus	Weasel skink

**Squamata/Serpentes - Snakes****Elapidae – Groove-fanged snakes**

Austrelaps superbus	Copperhead
Pseudechis porphyriacus	Red-bellied black snake

**Pisces – FISH****Anguilliformes****Anguillidae – Freshwater eels**

Anguilla australis	Short-finned eel
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**Arthropoda - ARTHROPODS****Arachnida – ARACHNIDS****Acari - MITES****Erythraeidae**

Leptus sp.	Mite
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**Araneida - SPIDERS****Araneidae – Orb weavers**

Araneus circulisparsus	Orb-web spider
Araneus dimidiatus	Orb-web spider
Araneus eburnis	Orb-web spider
Eriophora biapicata	Orb-web spider
Eriophora pustulosa	Orb-web spider
Phonognatha graeffei	Leaf-curling spider

**Clubionidae – Sac spiders**

Clubiona sp.	Stout sac spider
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**Desidae**

Badumna insignis	Black house spider
Badumna longinqua	Small black house spider

**Heteropodidae – Huntsmen**

Delena cancerides	Communal huntsman
Isopoda montana	Huntsman
<b>Lamponidae</b>	
Lampona cylindrata	White-tailed spider
<b>Lycosidae – Wolf spiders</b>	
Trochosa sp.	Wolf spider
<b>Nicodamidae – Red-and-black spiders</b>	
Nicodamus semiflavus	Red-and-black spider
<b>Pisauridae</b>	
Dolomedes sp.	Fishing spider
<b>Salticidae – Jumping spiders</b>	
Hypoblemum sp.	Jumping spider
<b>Tetragnathidae – Long-jawed spiders</b>	
Tetragnatha ferox	Long-jawed spider
<b>Scorpiones - Scorpions</b>	
<b>Scorpionidae – Scorpions</b>	
Cercophonius squama	Wood scorpion
<b>Chilopoda - CENTIPEDES</b>	
<b>Scolopendromorpha</b>	
<b>Scolopendridae</b>	
Cormocephalus aurantipes	Centipede
<b>Crustacea - CRUSTACEANS</b>	
<b>Decapoda</b>	
<b>Atyidae</b>	
Paratya australiensis	Freshwater shrimp
<b>Parastacidae</b>	

Engaeus hemicirratulus	Burrowing crayfish
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**Insect – INSECTS****Blattodea – Cockroaches****Blaberidae**

Laxta granicollis	Rock cockroach
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**Coleoptera – Beetles****Cerambycidae – Longhorn beetles**

Phoracantha synonyma	Longicorn beetle
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**Hemiptera – Bugs****Belostomatidae – Giant water-bugs**

Diplonychus rusticus	Giant water-bug
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**Notonectidae – Water boatmen**

Anisops sp.	Backswimmer
Enithares bergtrothi	Backswimmer

**Hymenoptera – Bees, wasps and ants****Formicidae - Ants**

Myrmecia forficata	Bull ant
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**Lepidoptera – Butterflies and Moths****Anthelidae**

Anthela sp.	White-stemmed gum-moth
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**Satyridae – Brown butterflies**

Geitoneura klugi	Klug's xenica
Heteronumpha merope	Common brown

**Mollusca – MOLLUSCS****Gastropoda****Stylommatophora - SLUGS AND SNAILS****Planorbidae – Orb snails**

Glyptophysa cf. gibbosa	Freshwater snail
Helicorbis australiensis	Freshwater snail





## SCHEDULE

### MATHISON PARK ADVISORY COMMITTEE ROLE, COMPOSITION & DELEGATED POWERS, DUTIES AND FUNCTIONS

#### 1. ROLE

The role of the committee will be to be involved with the functions of operations, maintenance and development of Mathison Park by assisting La Trobe Shire Council in the planning and developing of Mathison Park as a regional park for the general community with an international focus. The Park is to contain a wetlands and elements of foreign flora (international), Australian native flora (national), Victorian native flora (state) and Gippsland indigenous flora (Gippsland).

#### 2. COMPOSITION

There will be a two-tiered committee structure consisting of Advisory Committee and a "Friends of Mathison Park".

1. The Advisory Committee shall consist of the following members: -

- 3 Councillors (one as Chair)
- 2 Representatives of Friends of Mathison Park
- 1 Representative of Kurnai College
- 1 Representative of Monash University
- 1 Representative of Churchill and District Community Association

No member shall be eligible to represent more than one club or organisation simultaneously.

Upon a member of the Committee resigning, the user group or organisation which that member was representing, shall provide the Committee with the name of the person filling such a vacancy.

The Committee shall appoint such Honorary Officers as it may from time to time deem expedient.

2. Friends of Mathison Park.

The Committee will establish a "Friends of Mathison Park" consisting of individuals and groups who wish to assist with maintenance and development of the Park.

A Council Officer will be appointed to provide administration support for the Committee. These duties include processing the minutes of the meetings and responding to any correspondence that may be received.

### 3. FUNCTIONS

- i. Development Plans: To recommend to Council the planning of long term development for the whole area as well as the detailed development planning for individual elements of the long term plan.
- ii. Development Works: To recommend to Council the development of substantial projects within the Park. The Committee will be responsible for planning and development of the landscaping projects within the Park.
- iii. Maintenance: To recommend to Council the maintenance needed for open areas and buildings. The Committee will be responsible for the maintenance of the landscaped areas and the wetlands.
- iv. Operations: To recommend to Council how and when the Park should be used.

### 4. CONDUCT OF MEETINGS

The Committee shall hold and conduct meetings in accordance with the following provisions: -

- (a) The Committee shall meet as and when required but at no time will there be a lapse of more than three months between meetings.
- (b) A Quorum for the meeting will comprise a simple majority of the members eligible to attend.
- (c) The Chairperson of the Committee must advise the Committee of the dates of forthcoming meetings.
- (d) The Chairperson of the Committee must arrange for minutes of each meeting of the Committee to be kept.
- (e) The Chairperson must submit the minutes of the Committee meeting to the next meeting of the Committee for confirmation.
- (f) If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.
- (g) If a member of the Committee has a direct or indirect pecuniary interest in any matter to be considered or discussed at a meeting of the Committee, the member of the Committee must:-
  - (i) If he or she intends to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or
  - (ii) If he or she does not intend to be present at the meeting, disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.

The member of the Committee may choose to remain in the room in which the meeting is being held during any consideration or discussion of the matter.

The member of the Committee may take part in the consideration or discussion but cannot move or second a motion on any question relating to the matter.

While any vote is taken on the matter the member of the Committee must:-

- (i) leave the room and notify the Chairperson of Committee that he or she is doing so; and
- (ii) remain outside the room and any gallery or other area in view or hearing of the room.

After the result on the vote the Chairperson of Committee must cause the member of the Committee to be notified that he or she may return to the room.

If a member of the Committee discloses an interest the Chairperson of the Committee must record the declaration in the minutes of the meeting at which the consideration took place.

All members of the Committee who are not Councillors, are exempt from being required to submit a primary return or an ordinary return relating to a register of interests.

#### 5. FINANCE

All funds are to be held and expended by the Council.

The Committee shall not accumulate and manage funds in its own name.

The Committee shall not have authority to arrange expenditure of Council funds.

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## **15.4 Hyland Highway Landfill Consultative Committee**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement for the appointment of community committee members in accordance with Terms of Reference (TOR) for the Latrobe City Hyland Highway Landfill Consultative Committee, adopted at the Council meeting on 5 December 2016.

The Landfill Consultative Committee is an Environment Protection Authority (EPA) requirement of Hyland Highway Landfill Works Approval.

The role of the Committee is to act as an advocate and sounding board for the community and other stakeholders; act as a channel of communication between the community, stakeholders and Latrobe City, and work with council officers in the area of environmental management, policy and strategy development related to the landfill construction and operation.

The committee comprises of up to 5 community representatives, 5 representatives from different agencies and the Manager Infrastructure Operations & Waste.

Expressions of Interest were advertised on 9 February 2017 and 16 February 2017 in the Latrobe Valley Express. Applications closed on 13 March 2017. The agencies were contacted by email/by telephone to request the nomination of their representatives.

Only three nominations have been received for the five potential community member vacancies. They were all members of the previous committee and have an interest in the landfill operation. Four agencies have nominated their representatives to the committee and EPA has advised that they would send a representative once the meeting date is notified to them.

Council Officers recommend that Council appoint the three nominated community representatives who have expressed interest in participating on the committee for a period of four years.

Council may also wish to undertake an additional expression of interest process at a later time to attract additional members.

### **RECOMMENDATION**

**That Council:**

- 1. Appoints the following community members to the Hyland Highway Landfill Consultative Committee for a period of five (5) years commencing on 1 June 2017.**
  - **Mr Chris Madsen,**
  - **Mrs Lynnette Van Volden and**
  - **Mr David Mackenzie**
- 2. Advises the appointed community members of Council's decision.**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

### **DISCUSSION**

At the Council meeting on 5 December 2016 Council resolved to;

1. *Adopts the Terms of Reference for the Hyland Highway Landfill Consultative Committee with an effective date of 05 December 2016; and*
2. *Notes that with the adoption of these Terms of Reference, that any previous versions, are now rescinded; and*
3. *Notifies the Committee accordingly.*

The Landfill Consultative Committee is a requirement of the Works Approval (WA-61581) issued by the Environmental Protection Authority Victoria for the construction of Hyland Highway Landfill.

The Committee is established to:

- Act as an advocate and sounding board for the community and other stakeholders bringing to the attention of Latrobe City any issues of concern that may arise during the construction of works and in the operation of the premises; and
- Act as a channel of communication between the community, stakeholders and Latrobe City.

The Committee will carry out the following in order to achieve the objectives set:

- Environmental Management
  - To review environmental reporting documentation including reports, investigations and studies into aspects of the development and operation of the premises;

- To assist Latrobe City and participate in the review of the Environment Improvement Plan for the Latrobe City Municipal Landfill Facility;
- To provide advice to Latrobe City in the development of a harvesting and re-vegetation plan for the balance of the property not utilised for landfill activities.
- To provide advice on the rehabilitation and proposed after use of the entire site
- Policy and Strategy Development
  - Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time
  - Perform other activities related to the Terms of Reference as requested by the Council.

The endorsed membership of the Consultative Committee is as follows:

- Up to two (2) Councillors
- One representative from each of the following sectors:
  - Environmental Protection Authority, Victoria
  - Gippsland Waste and Resource Recovery Group
  - Loy Yang Power
  - West Gippsland Catchment Management Authority
  - Federation University
- Up to five (5) Community representatives appointed via an expression of interest process.
- Latrobe City Council Officer – Manager Infrastructure Operations & Waste

Cr. Dale Harriman and Cr. Darren Howe have been appointed to the committee by the Council.

Calling for Expressions of Interest were advertised on 9 February 2017 and 16 February 2017 in the Latrobe Valley Express and applications closed on 13 March 2017.

Three (3) applications listed below were received for the positions of community representatives.

- Mr Chris Madsen;
- Mrs Lynnette Van Volden; and
- Mr David Mackenzie.

Mrs Lynnette Van Volden (since 2008) and Mr Chris Madsen (since 2011) were community representatives in the previous committee and Mr David Mackenzie represented the West Gippsland Catchment Management Authority in the previous

committee since 2009. They all have a very good understanding of the council operation of the Hyland Highway Landfill.

The agencies were contacted by email or by telephone to request the nomination of their representatives.

The following nominations were received from the agencies listed above in the membership category.

- Mr. Matthew Peake, Executive Officer, Gippsland Waste and Resource Recovery Group;
- Mr. Paul Barrand, Infrastructure Manager, AGL Loy Yang; and
- Dr. Edward Kim, Lecturer, Federation University
- Mr. Dan Garlick, West Gippsland Catchment Management Authority

EPA has advised that they would send a representative once the meeting date is notified to them.

The term of the committee, as detailed in the terms of reference, can be unlimited. It is however considered appropriate that a defined term of five years be adopted by Council.

### **STAKEHOLDER CONSULTATION**

The nominations have been sought using the following means of communications.

- A notice calling for Expressions of interest from the community members in the Latrobe Valley Express on 9 February 2017 and 16 February 2017.
- By email to all committee members of the last committee.
- By email to the relevant officers in the listed agencies
- By email or telephone to all agencies representing the committee.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

Nil

### **RISK IMPLICATIONS**

The objective of this committee is to act as a channel of communication between the community, stakeholders and Latrobe City. This channel of communication will strengthen the relationship between Latrobe City and the community.

Not appointing a committee may be looked on unfavourably by the community and may negatively affect this relationship and it is more likely EPA Victoria would insist on appointing a committee.

### **CONCLUSION**

The Landfill Consultative Committee is a requirement of the Works Approval issued by the Environmental Protection Authority Victoria for the construction of Hyland Highway Landfill.

TOR for the Consultative Committee was adopted at the Council meeting on 5 December 2016.

Three applications for the community representatives have been received in response to the expressions of interest called.

It is recommended that Council approve the following nominations from community members for the committee.

- Mr. Chris Madsen;
- Mrs. Lynnette Van Volden; and
- Mr. David Mackenzie.

The proposed Consultative Committee is as shown below.

Latrobe City Councillors	Cr. Dale Harriman Cr. Darren Howe
Environment Protection Authority	To be nominated
Gippsland Waste and Resource Recovery Group	Mr. Matthew Peake
Loy Yang Power	Mr. Paul Barrand
West Gippsland Catchment Management Authority	Mr. Dan Garlick
Federation University	Dr. Edward Kim
Community Representatives	Mr. Chris Madsen Mrs. Lynnette Van Volden Mr. David Mackenzie
Latrobe City Council Officer	Manager Infrastructure Operations & Waste

### **SUPPORTING DOCUMENTS**

Terms of Reference – *Hyland Highway Landfill Consultative Committee*

#### **Attachments**

- 1 [↓](#). Terms of Reference - Hyland Highway Landfill Consultative Committee



## **15.4**

### **Hyland Highway Landfill Consultative Committee**

- 1 Terms of Reference - Hyland Highway Landfill  
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# Hyland Highway Landfill Consultative Committee

## *Terms of Reference*



5 December 2016





## CONTENTS:

1. **Establishment of the Committee**
2. **Objectives**
3. **Membership**
  - Composition of the Committee
  - Length of appointment
  - Selection of members and filling of vacancies
  - Co-option of members
  - Attendance at meetings
  - Resignations
4. **Proceedings**
  - Chair
  - Meeting Schedule
  - Meeting procedures
  - Quorum
  - Voting
  - Minutes
  - Reports to Council
5. **Review of Committee and Duration of the Committee**
6. **Authority and Compliance Requirements**



## 1. Establishment of the Committee

- 1.1. The Hyland Highway Landfill Consultative 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*.
- 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.

## 2. Objectives

- 2.1. The Committee’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision making authority.
- 2.3. The Committee is established to:
  - 2.3.1. act as an advocate and sounding board for the community and other stakeholders bringing to the attention of Latrobe City any issues of concern that may arise during the construction of works and in the operation of the premises; and
  - 2.3.2. act as a channel of communication between the community, stakeholders and Latrobe City.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
  - 2.4.1. Environmental Management
    - 2.4.1.1. To review environmental reporting documentation including reports, investigations and studies into aspects of the development and operation of the premises;
    - 2.4.1.2. To assist Latrobe City and participate in the review of the Environment Improvement Plan for the Latrobe City Municipal Landfill Facility;
    - 2.4.1.3. To provide advice to Latrobe City in the development of a harvesting and re-vegetation plan for the balance of the property not utilised for landfill activities.



2.4.1.4. To provide advice on the rehabilitation and proposed after use of the entire site

2.4.2. Policy and Strategy Development

2.4.2.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time

2.4.3. Perform other activities related to this Terms of Reference as requested by the Council.

### 3. Membership

#### Composition of the Committee

3.1. The Committee shall comprise of twelve (12) members, being:

3.1.1. Up to two (2) Councillors

3.1.2. One representative from each of the following sectors:

3.1.2.1. Environmental Protection Authority, Victoria

3.1.2.2. Gippsland Waste and Resource Recovery Group

3.1.2.3. Loy Yang Power

3.1.2.4. West Gippsland Catchment Management Authority

3.1.2.5. Federation University

3.1.3. Up to five (5) of Community representatives appointed via expression of interest process.

3.1.4. Latrobe City Council Officer – Manager Infrastructure Operation & Waste

#### Length of appointment

3.2. 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.

3.3. 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.

#### Selection of members and filling of vacancies





- 3.4. Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.
- 3.5. The Committee may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

#### Co-option of members

- 3.6. With the approval of the Chair, the Committee may invite other individuals to participate in the proceedings of the Committee on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

#### Attendance at meetings

- 3.7. All Committee members are expected to attend each meeting.
- 3.8. 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.
- 3.9. 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.

#### Resignations

- 3.10. All resignations from members of the Committee are to be submitted in writing to the General Manager of the relevant division, Latrobe City Council, PO Box 264, Morwell VIC 3840.

### **4. Proceedings**

#### Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

#### Meeting schedule

- 4.4. 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.



- 4.5. Meetings of the Committee will be held quarterly or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.

Meeting procedures

- 4.6. 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).
- 4.7. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.9. A majority of the members constitutes a quorum.
- 4.10. 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

- 4.11. 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

- 4.12. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.13. 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).
- 4.14. 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.
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.



- 4.17. 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

- 4.18. 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.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. Reports to Council will be co-ordinated through the General Manager of the relevant division that the Committee falls under.

**5. Review of Committee and Duration of the Committee**

- 5.1. The committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. 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.
- 5.3. 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.
- 5.4. The review must consider:
- 5.4.1. The Committee's achievements
  - 5.4.2. Whether there is a demonstrated need for the Committee to continue, and
  - 5.4.3. Any other relevant matter.

**6. Authority and Compliance Requirements**

- 6.1. The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.
- 6.3. 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**



<p><b>[Name] Advisory Committee</b></p> <p>Meeting Day, XX Month Year                  Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm                  Location: (include specific meeting room and address)</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>			
<p><b>AGENDA ITEMS</b></p>			
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
1.	<b>Present</b>		
2.	<b>Apologies</b>		
3.	<b>Conflicts of Interest Disclosures</b> <i>Members of the Committee declare any Conflicts of interest in matters discussed at the meeting.</i> The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:  <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm  <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm  <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm		





**[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>4.</b>	<b>Matters arising from previous meeting</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): • •		
<b>5.</b>	<b>Items for Consideration</b>		
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i>  1. Item Heading Action(s): •  2. Item Heading Action(s): •  3. Item Heading Action(s): •		





**[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>6.</b>	<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>.



# **COMMUNITY SERVICES**

## **16. COMMUNITY SERVICES**

### **16.1 Moe and District Social Infrastructure Plan Reference Group Terms of Reference**

**General Manager**

**Community Services**

**For Decision**

#### **EXECUTIVE SUMMARY**

The purpose of this report is for Council to consider and adopt the Terms of Reference for the Moe and District Social Infrastructure Plan Reference Group and for Council to approve the commencement of the Expression of Interest (EOI) process for external representation on the Committee.

At its meeting of the 15 December 2014 Council resolved to:

*Undertake the development of a Community Infrastructure Plan for Moe in 2015 to identify, develop and secure community infrastructure which meets the needs of the Moe community now and into the future.*

*That a Council Sub Committee comprising the West Ward Councillors, GM Community Liveability and the CEO or his delegate be appointed to the Draft Community Infrastructure Plan for consideration by Council.*

The Council Sub Committee met twice and a project outline was developed. The project outline acknowledged that Council lacked internal expertise to progress this work.

A draft Invitation to Quote document was produced for the development of the Moe and District Social Infrastructure Plan which was presented to Council. At its meeting of the 21 March 2016, Council resolved the following:

*That Council endorses the scope of works and project deliverables in order to proceed with the Invitation to Quote process to develop a Social Infrastructure Plan for Moe and District.*

Following the Invitation to Quote process, Planisphere (consultants) were engaged to deliver the project.

As outlined in the Invitation to Quote documentation a Steering Committee is required to oversee the project and provide advice and guidance to Planisphere throughout the delivery of the project.

The Draft Steering Committee Terms of Reference have previously been presented to Councillors at a Briefing meeting on 3 April 2017 for review and feedback. While no changes were suggested it has now been identified that in order to comply with Council's adopted Project Governance Policy (11 POL-1) the proposed Moe District Social Infrastructure Plan Steering Committee will be renamed the Moe and District Social Infrastructure Plan Reference Group. Under the policy a Project Reference Group is defined as;



- A group of key stakeholders who are to be engaged at key points throughout the project.
- Must include at least one Councillor and other critical community and agency stakeholders as identified will be impacted by the project.

All other elements will remain the same.

The Reference Group will be a Council appointed Committee for the duration of the project. In order to establish this Reference Group a formal EOI process is required.

Reference Group membership will include the West Ward Councillors, representatives from business/trader groups, advocacy groups and community associations, service and community groups, community members and the Latrobe City project manager (ex-officio).

### **RECOMMENDATION**

**That Council:**

- 1. Adopts the Terms of Reference for the Moe and District Social Infrastructure Plan Reference Group with a commencement date of 8 May 2017; and**
- 2. Requires an Expression of Interest process to be undertaken inviting nominations from community representatives to participate on the Moe and District Social Infrastructure Plan Reference Group.**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

### **DISCUSSION**

The Moe and District Social Infrastructure Plan Reference Group will be a new advisory Committee of Council and will exist for the life of the project which is expected to be 12 months. The Reference Group will be established with the following objectives:

- To oversee and guide the project's community engagement process and the development of the provide advice and guidance throughout the delivery of project.
- To identify current and emerging needs in relation to social infrastructure for Moe and District.
- To assist in promoting the project and engaging with community members and groups in Moe and District to seek their input.
- To provide timely information, advice and feedback to the project consultant on various aspects of the project.

- To assist in achieving key project deliverables by representing the diverse views of Moe and District.

The Reference Group will be a Council appointed Committee. for the duration of the development of the Moe and District Social Infrastructure Plan and will be made up of twelve members; membership will include the West Ward Councillors, representatives from business/trader groups, advocacy groups and community associations, service and community groups, community members and the Latrobe City project manager (ex-officio).

A formal EOI process is required to invite nominations from community representatives to participate on the Reference Group.

The Reference Group will meet bi-monthly or as required until the project is finalised.

The Draft Steering Committee (now to be named Reference Group) Terms of Reference were presented to Councillors at a Briefing meeting on 3 April 2017 for review and feedback. No changes were suggested.

In accordance with Council's adopted Project Governance Policy (11 POL-1) the proposed Moe District Social Infrastructure Plan Steering Committee will be the renamed a Reference Group.

Council has the following options:

- To adopt the Reference Group Terms of Reference
- To amend and adopt the Reference Group Terms of Reference
- To seek further information regarding the development of the Reference Group Terms of Reference.

### **STAKEHOLDER CONSULTATION**

Stakeholder engagement is planned for when the Reference Group EOI process commences.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The costs associated with operating the Reference Group are within the current Community Development operating budget.

The cost to develop the Plan is allocated in the 2016/2017 budget and it is expected that unexpended and committed funds at the end of the financial year will be carried forward to the 2017/2018 financial year, as the project is to be completed by the end of the 2017 calendar year.

### **RISK IMPLICATIONS**

Risk have been assessed and included:

- Reputational risk for non-compliance to a previous Council resolution
- Inappropriate governance structures to manage the overall project

- Delays to the delivery of the project because the Reference Group is not in place.

### **CONCLUSION**

Council has resolved to develop a Social Infrastructure Plan for Moe and District and following an Invitation to Quote process, Planisphere has been engaged to develop the Plan.

As outlined in the Invitation to Quote documentation a Reference Group is required to oversee the project and provide advice and guidance to Planisphere throughout the delivery of the project.

In order to proceed with the recruitment of the Reference Group members, Council is required to adopt Terms of Reference and to approve the EOI process.

Given that Planisphere has already been engaged to commence the development of the Plan, it is necessary to establish the Reference Group and undertake the EOI process as quickly as possible so that members can be appointed and the Group can undertake the functions assigned to it in the Terms of Reference.

### **SUPPORTING DOCUMENTS**

Nil

### **Attachments**

- 1 [↓](#). Moe and District Social Infrastructure Plan Reference Group Terms of Reference

## **16.1**

### **Moe and District Social Infrastructure Plan Reference Group Terms of Reference**

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# Moe and District Social Infrastructure Plan

## Reference Group *Terms of Reference*







## CONTENTS:

1. Preamble
2. Objectives
3. Membership
4. Length of appointment
5. Resignations
6. Chair
7. Meeting schedule
8. Meeting procedures
9. Decisions
10. Minutes of the Meeting
11. Authority and Reporting
12. Administration



## 1. Preamble

- 1.1. The group shall be referred to as the **Moe and District Social Infrastructure Plan Reference Group (Reference Group)**.
- 1.2. This group will act in accordance with Latrobe City Council's adopted Councillor Code of Conduct.
- 1.3. This group will act in accordance with Latrobe City Council's adopted **Project Governance Policy**. As per the policy, the function of this Committee will be:
  - 1.3.1. *A group of key stakeholders who are to be engaged at key points throughout the project. Must include at least one Councillor and other critical community and agency stakeholders as identified [that] will be impacted by the project. Must not direct Council officers or consultants in the conduct of the project and does not have authority to approve any stages of a project or to change the scope of a project.*
- 1.4. These Terms of Reference are adopted by resolution of Latrobe City Council at the Ordinary Council Meeting on Monday, 8 May 2017.

## 2. Objectives

- 2.1. To oversee and guide the project's community engagement process and the development of the Moe and District Social Infrastructure Plan.
- 2.2. To identify current and emerging needs in relation to social infrastructure for Moe and District.
- 2.3. To assist in promoting the project and engaging with community members and groups in Moe and District to seek their input.
- 2.4. To provide timely information, advice and feedback to the project consultant on various aspects of the project.
- 2.5. To assist in achieving key project deliverables by representing the diverse views of the Moe and District community.

## 3. Role

The role of each Reference Group member is to:

- 3.1. Attend Reference Group meetings, as scheduled.
- 3.2. Identify and provide relevant information to help facilitate the project deliverables, in a timely way.
- 3.3. Act as an advocate for the Project and engage with community members about the Project, as requested by the Chair.
- 3.4. Be committed to the Project and outcomes being pursued in the Project.



#### **4. Membership**

##### **4.1. Composition of the Reference Group**

The Moe and District Social Infrastructure Plan Reference Group shall comprise twelve (12) members, including the following representatives:

###### **4.1.1. Two (2) West Ward Councillors**

###### **4.1.2. Ten (10) community representatives from the following diverse groups and areas in Moe and District:**

- Two (2) Business/Trader Groups (Committee for Moe and Moe Traders Association)
- Up to two (2) Advocacy Groups and Community Associations
- Up to two (2) Service and Community Groups
- Up to four (4) Community Members – covering a range of ages and population demographics. Community members will be appointed through an Expression of Interest process.

###### **4.1.3. Latrobe City Project Manager (ex-officio)**

##### **4.2. Other Attendees (Non Committee Members)**

###### **4.2.1. At the request of the Reference Group external advice can be provided to the Committee.**

###### **4.2.2. A delegated Council Officer shall attend each meeting to record minutes.**

###### **4.2.3. The Project Contractor will be invited to attend meetings regularly to provide project updates and to seek information, feedback and guidance from Committee members.**

###### **4.2.4. Council Officers shall attend meetings as required to provide expert information and advice on varying subject matters.**

#### **5. Length of appointment**

- 5.1. The appointment of members to the Reference Group shall be from the date of appointment by Council until the date that the project has been finalised.

#### **6. Resignations**

- 6.1. All resignations from the Reference Group are to be submitted in writing to the Moe and District Social Infrastructure Plan Project Manager, Latrobe City Council, PO Box 264, Morwell VIC 3840.

- 6.2. Latrobe City Council may fill any vacancies that occur within the determined period of appointment from previous Expression of Interests received for this Reference Group.



## **7. Chair**

- 7.1. A nominated West Ward Councillor shall chair the meetings.
- 7.2. If the nominated Chair is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 7.3. If neither Councillor is available, the Chair may nominate the Project Manager to chair the meeting or alternatively request that the Reference Group meeting be rescheduled.

## **8. Meeting schedule**

- 8.1. Reference Group meetings will be held bi-monthly or as required. These meetings will be scheduled once members are appointed through an Expression of Interest process.
- 8.2. The duration of each meeting should generally not exceed two hours.
- 8.3. Special meetings may be held on an as-needs basis.

## **9. Meeting procedures**

- 9.1. Meetings of the Reference Group are not open to the public; however non-members, including subject matter experts may attend at the invitation of the Reference Group.
- 9.2. Documentation provided in the meeting will remain confidential unless determined otherwise. The Project Manager will indicate if draft written documentation is available for public consultation.

## **10. Decisions**

- 10.1. There will be no official voting process within the Reference Group, although decisions and recommendations will be made by consensus.
- 10.2. Non Reference Group members invited to attend meetings shall not be involved in decision making.
- 10.3. Individual committee members are not authorised to speak on behalf of the Reference Group. The Chair or a delegated Reference Group member shall act as a spokesperson for the group as required.

## **11. Minutes of the Meeting**

- 11.1. A Council Officer shall take the Minutes of each Reference Group meeting.
- 11.2. The Minutes shall be in a standard format including a record of those present, apologies for absence, a list of agreed actions and key discussion points of the Reference Group.
- 11.3. The Minutes shall be stored in the Latrobe City Council corporate filing system (currently Latrobe Content Management System).
- 11.4. The agenda shall be distributed at least 48 hours prior to the scheduled



meeting date to all Reference Group members, including invited representatives/guests.

- 11.5. A copy of the Minutes shall be distributed to all Reference Group members (including invited representatives/guests) within 10 business days of the close of each Reference Group meeting. The minutes will be located in the relevant Councillor Committees Folders.

## **12. Authority and Reporting**

- 12.1. The Reference Group's authority sits within a project governance structure and Latrobe City Council's adopted Project Governance Policy.
- 12.2. All recommendations, proposals and advice regarding community engagement for the project must comply with *Council's Community Engagement Strategy 2015-2019*.

## **13. Administration**

- 13.1. The Project Manager or delegated Council Officer (e.g. administration officer) will receive and distribute communications to the Reference Group, arrange meeting venues and prepare and distribute meeting agendas and minutes.





## Appendix 1: Agenda Template

<b>[Name] Reference Group</b>			
<b>Meeting Day, XX Month Year</b> <b>Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm</b> <b>Location: (include specific meeting room and address)</b>			
<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>			
<b>AGENDA ITEMS</b>			
No.	Item	Responsible Officer	Attachment
1.	<b>Welcome &amp; introduction</b>	Chair	N/a
2.	<b>Apologies</b>	All	
3.	<b>Declarations of Interest</b>	All	
	<i>Members of the Reference Group are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>		
4.	<b>Confirmation of Minutes</b>		
	<i>Confirmation of the previous minutes of the meeting.</i>		
5.	<b>Matters arising from previous meeting</b>	All	
	<i>Review of action progress from previous meetings</i>		
6.	<b>Items for Consideration</b>		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
7.	<b>General Business</b>		
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	All	



**Appendix 2: Minutes Template**

<p><b>Name] Reference Group 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><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></p>			
No.	Item	Responsible Person	Timeframe
1.	<b>Present</b>		
2.	<b>Apologies</b>		
3.	<b>Interest Disclosures</b>		
	<p><i>Members of the Reference Group declare any Conflicts of interest or Interests in matters discussed at the meeting.</i></p> <p>The following members of the Reference Group 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>		



### Name] Reference Group 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
4.	<b>Confirmation of Minutes</b>		
	<i>That the minutes of the meeting held on [Date] of the [Name] Reference Group be confirmed.</i>		
5.	<b>Matters arising from previous meeting</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i>  1. Item Heading Action(s): <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> 2. Item Heading Action(s): <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
6.	<b>Items for Consideration</b>		
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i>  1. Item Heading Action(s): <ul style="list-style-type: none"> <li>•</li> </ul> 2. Item Heading Action(s): <ul style="list-style-type: none"> <li>•</li> </ul> 3. Item Heading		



**Name] Reference Group 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
	Action(s):		
<b>7.</b>	<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>.

# **CORPORATE SERVICES**



## **17. CORPORATE SERVICES**

### **17.1 Documents for signing and sealing - Creation of Easement**

**General Manager**

**Corporate Services**

**For Decision**

#### **EXECUTIVE SUMMARY**

Gippsland Water is planning to augment the existing sewer with a new wet weather reliever pipe between Grey Street and James Parade in Traralgon to better manage wet weather flows and avoid sewerage surcharging within the western end of Traralgon, and increase the capacity of the sewer allowing for future growth.

Council is requested to sign and seal a Creation of Easement document pursuant to section 45(1) of the *Transfer of Land Act 1958*.

An "E-1" Easement is to be created in favour of Central Gippsland Region Water Corporation (Gippsland Water) for the purposes of water supply and sewerage purposes for consideration of \$1.00 located at:

- Boola Court Traralgon being Reserve on Plan of Subdivision 110189 on Certificate of Title Volume 10282 Folio 873; and
- Nugong Drive Traralgon being Reserve on Plan of Subdivision 137802 on Certificate of Title Volume 9446 Folio 368.

#### **RECOMMENDATION**

**That Council authorises the Chief Executive Officer to sign and seal the Creation of Easement document in favour of Central Gippsland Water Corporation for consideration of \$1.00 in respect to:**

- (a) Certificate of Title Volume 10282 Folio 873 being Reserve on Plan of Subdivision 110189 located at Boola Court Traralgon; and**
- (b) Certificate of Title Volume 9446 Folio 368 being Reserve on Plan of Subdivision 137802 located at Nugong Drive Traralgon.**

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

#### **DISCUSSION**

Gippsland Water is planning to augment the existing sewer with a new wet weather reliever pipe between Grey Street and James Parade in Traralgon to better manage wet weather flows and avoid sewerage surcharging within the western end of Traralgon and increase the capacity of the sewer allowing for future growth.

Part of the new sewer pipeline will be installed in the Boola Court and Nugong Drive reserves. There are no buildings or permanent structures at this area of either of the reserves.

Gippsland water is required to reinstate disturbed ground as a result of laying new pipes.

It is Gippsland Water's policy to acquire an easement for infrastructure assets that traverse property not owned by Gippsland Water. A copy of the plan showing the additional easements required refer Attachment 1.

### **STAKEHOLDER CONSULTATION**

Council's Manager Operations and Waste has been consulted and has meet with Gippsland Water's representative onsite.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

Gippsland Water will meet all legal costs associated with the Creation of Easement.

### **RISK IMPLICATIONS**

Presentation of this Creation of Easement document for signing and seal is an administrative matter and Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework.

### **CONCLUSION**

Officers recommend that Council authorises the Chief Executive Officer to sign and seal the Creation of Easement document for the purposes of creating an easement in favour of Gippsland Water for the purposes of water supply and sewerage purposes of Central Gippsland Region Water Corporation for the consideration of \$1.00 in respect to:

- Reserve on Plan of Subdivision 110189 located at Boola Court Traralgon;
- Reserve on Plan of Subdivision 137802 located at Nugong Drive Traralgon.

### **SUPPORTING DOCUMENTS**

Transfer of Land Act 1958 – Creation of Easement document

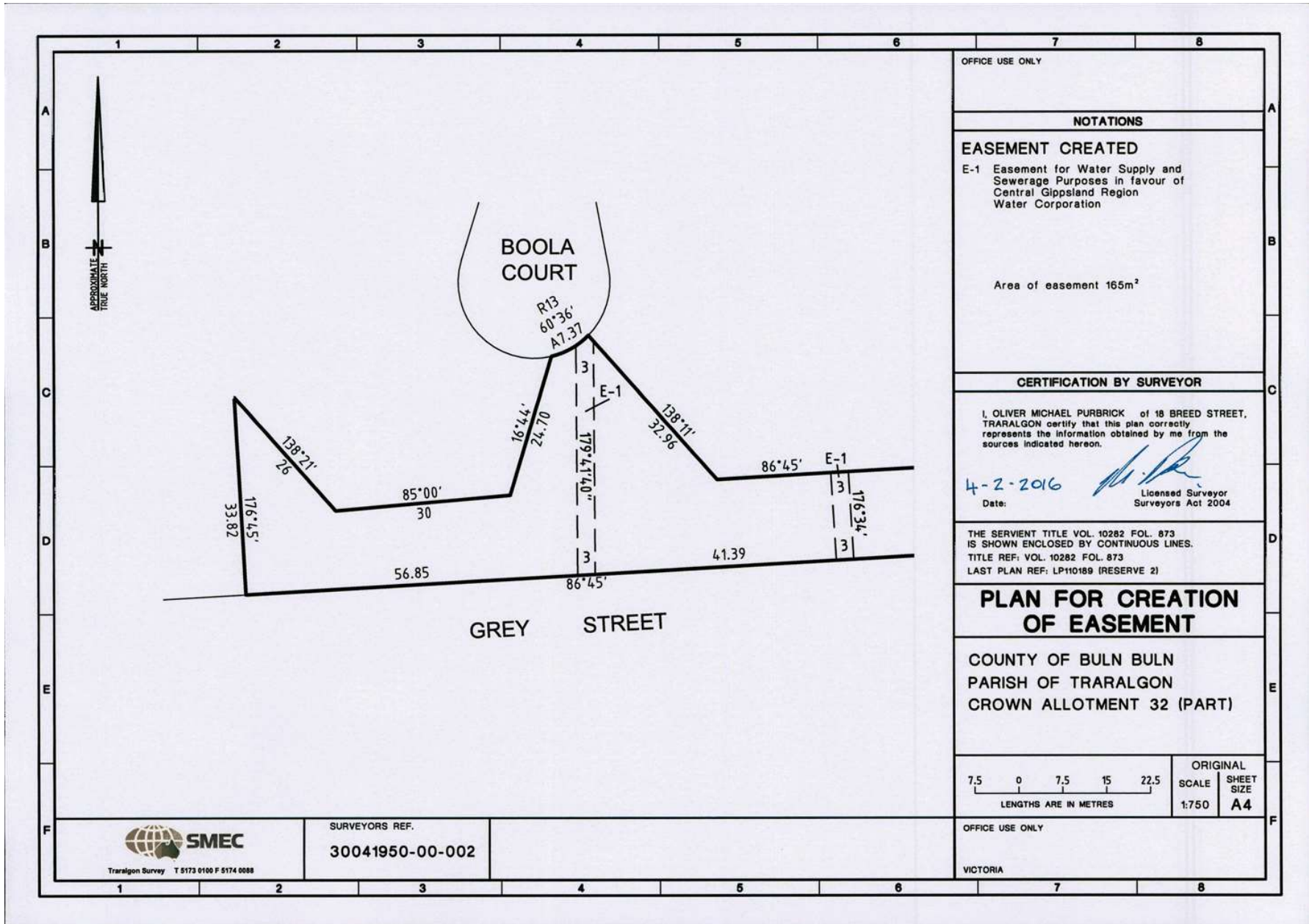
#### **Attachments**

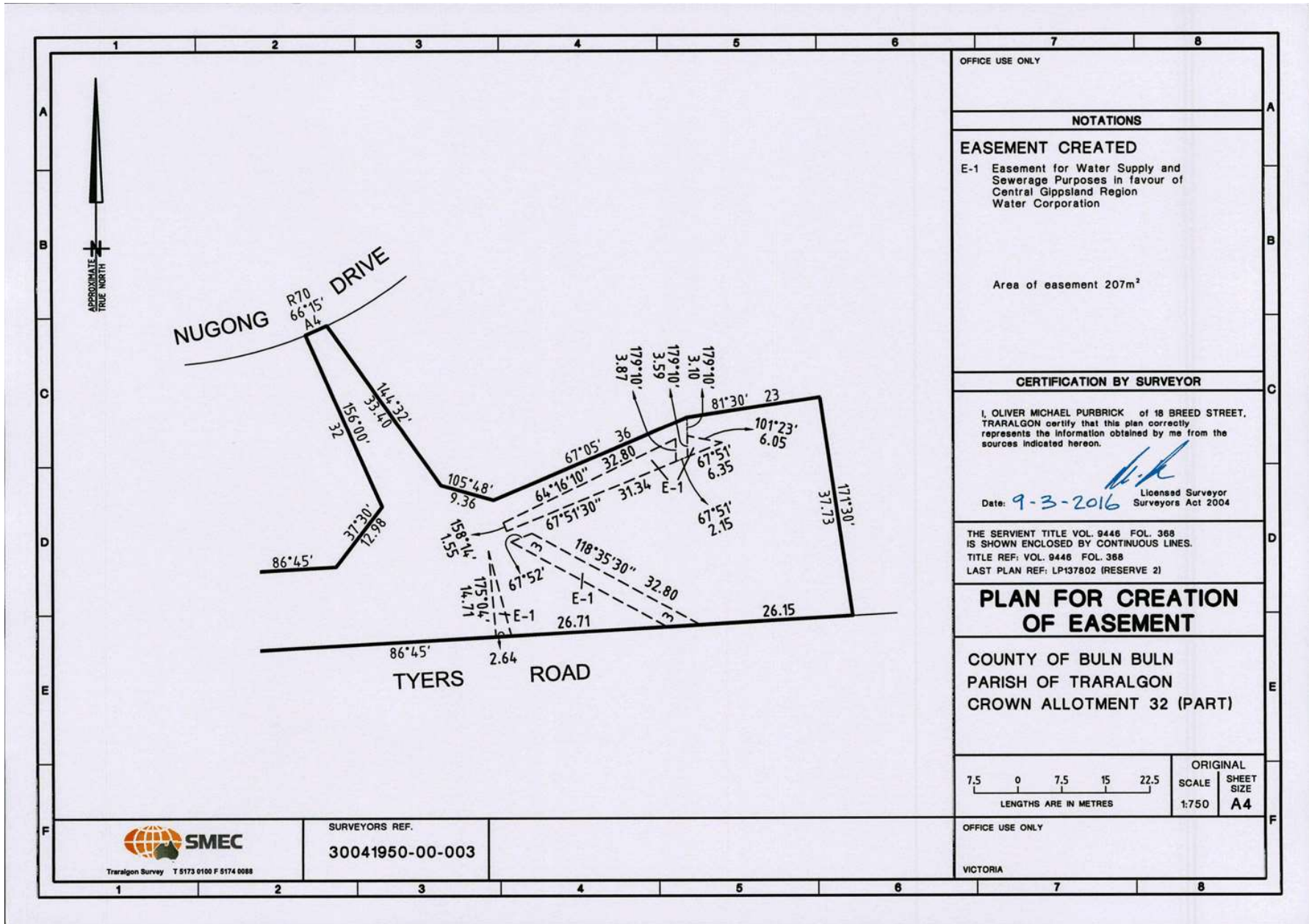
- 1 [↓](#). Creation of Easment Plan - Boola Court & Nugong Drive Traralgon

## **17.1**

### **Documents for signing and sealing - Creation of Easement**

- 1 Creation of Easment Plan - Boola Court & Nugong Drive  
Traralgon ..... 405**







**17.2 Proposal to rename the Tyers Recreation Reserve, Baillie Reserve and name the entrance road to the Tyers Recreation Reserve Community Lane**

**General Manager**

**Corporate Services**

**For Decision**

**EXECUTIVE SUMMARY**

Council has received a request from the Tyers and District Community Association (T&DCA) to rename the Tyers Recreation Reserve “Baillie Reserve” and name the entrance road into the recreation reserve “Community Lane”.

The request to rename the Tyers Recreation Reserve “Baillie Reserve” is in response to a request from a descendant of Robert Claude Baillie an early owner of the land on which the reserve has been developed.

The request to name the entrance road to the recreation reserve “Community Lane” follows a competition conducted by the T&DCA at the Tyers Primary School to name the unnamed road.

The mandatory *Naming rules for places in Victoria Guidelines – Statutory requirements for naming roads, features and location 2016* has established Rules and Statutory Requirements relating to naming and renaming features and additional Statutory Requirements relating to naming and renaming of roads.

Whilst officers had some initial concerns with respect to renaming the entire reserve, following preliminary consultation with the Committee of Management and sporting group users these concerns have been satisfied. Accordingly it is recommended to Council that it commence the naming process and invite community comment to formally name the Tyers Recreation Reserve after the “Baillie” family and also formally allocate a road name to the entrance road at the Tyers Recreation Reserve.

### **RECOMMENDATION**

**That Council:**

- 1. In accordance with the *Naming rules for places in Victoria Guidelines – Statutory requirements for naming roads, features and location 2016* gives public notice of its intention to consider a proposal to:
  - a. rename the Tyers Recreation Reserve “Baillie Reserve Tyers”, and**
  - b. name the unnamed entrance road to the Tyers Recreation Reserve “Community Lane”, and**
  - c. invite written submissions.****
- 2. That any submissions received regarding these proposals to rename the Tyers Recreation Reserve “Baillie Reserve Tyers” and name the entrance road to the recreation reserve “Community Lane”, be considered at a future Ordinary Council Meeting in 2017 as determined by the Chief Executive Officer.**
- 3. That the Tyers and District Community Association be advised of the above Council decision.**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

### **DISCUSSION**

An aerial image of the Tyers Recreation Reserve and entrance road is provided for the information of Councillors, refer [Attachment 1](#).

The Tyers Recreation Reserve is described as Lot 2 on Plan of Subdivision 120494 being Certificate of Title Volume 9984 Folio 39 refer Attachment 2 Tyers Recreation reserve aerial image.

This recreation reserve has been developed for the following sporting codes and activities:

- AFL Football,
- FFA Soccer,
- Netball,
- Tennis and
- BMX Track.

The Tyers and District Community Association (T&DCA) has suggested the following naming proposals:

“Baillie Reserve”

The T&DCA considered and supported a suggestion (Attachment 3) from a descendant of Robert Claude Baillie that the Tyers Recreation Reserve be renamed “Baillie Reserve” to acknowledge the earlier ownership of the land and their contribution to the Tyers community.

“Community Lane”

The T&DCA, in association with the Tyers Primary School, ran a competition to name the unnamed entrance road to the recreation reserve. The winner of the competition was a “Prep student who said in her winning entry, I think that the road should be called Community Lane because lots of the Tyers thing are down there like my kinder, the petrol station and shop, the fire truck, the playground where we have picnics, the footy oval, bike hills, soccer and more” refer Attachment 3.

*Current Issue*

The Tyers Recreation Reserve was developed by the former Shire of Traralgon in the early 1990’s and would have been named accordingly. In 2006 the name was officially registered as a place name feature as part of a state wide process undertaken by VicNames, the Registrar of Geographic Names.

Council as a naming authority is empowered to rename the Tyers Recreation Reserve and name the entrance road into the recreation reserve if it so desires subject to the proposed name/s complying with the *Naming rules and Statutory requirements* and having undertaken community consultation.

Officers have reservations in renaming of the entire reserve “Baillie Reserve” as it may lead to confusion for emergency services and the general public, however the inclusion of Tyers in the name should alleviate those concerns.

It is also noted renaming the entire reserve “Baillie Reserve Tyers” is not consistent with the naming protocols of recreation reserves in other small rural towns (eg Callignee, Glengarry, Toongabbie and Traralgon South), a number of these reserves have a specific oval named in honour of an individual/family.

Another issue as a result of renaming the reserve will be the wide spread implications requiring updating of various tourism, commercial and government maps and directories which would take considerable time to achieve. However, preliminary consultation has been undertaken by officers with user groups and the Committee of Management of the Tyers Recreation Reserve, the majority support the naming proposals subject to “Tyers” being added to the title for example “Baillie Reserve Tyers”.

Preliminary consultation has been undertaken with the Tyers Recreation Reserve Committee of Management and sporting and other organisations concerning the T&DCA naming proposals. A summary of the responses received following this initial consultation is provided below:

<i>User Group</i>	<i>Supportive</i>	<i>Comments</i>
Tyers Recreation Reserve Committee of Management	Yes	Support: <ul style="list-style-type: none"> <li>Reserve to be named "Baillie Reserve Tyers".</li> <li>Entrance road to be name "Community Lane"</li> </ul> Signage to be provided should include names of reserve users. Happy to amend their correspondence material to reflect the change in name.
Tyers Rural Fire Brigade	Yes	No objection to naming of "Baillie Reserve" or "Community Lane". CFA is not directly affected by proposed reserve name change as they are not located within the reserve and are located on the entrance road.
Traralgon Tyers United Football Netball Club	Yes	The proposal has been discussed and the renaming to "The Baillie Reserve Tyers" or "Baillie Reserve Tyers" would have our club's full support on the basis that "Tyers" is included in the name. We also support the naming of the road "Community Lane".
Tyers Tennis Club	Yes	Reserve to be renamed "Baillie Reserve Tyers" to reflect this Baillie family's contribution. Entrance Road to be name "Community Lane". Requested "Tyers" to be included in the title and any signage
Tyers Soccer Club	No	The name does not identify the reserve and not in the best interest of the reserve. Community Lane does not give any idea of where the Lane goes. Suggest to name the entrance road Reserve Lane.

*Requirements of Naming rules for places in Victoria – statutory requirements for naming roads, features and localities 2016*

When considering any naming / renaming proposal, Council is required to give consideration in conjunction with the relevant statutory requirements for naming or renaming of roads, features and localities. These requirements are designed to ensure that there can be no confusion, errors or discrimination caused by the naming, renaming or boundary change process. Council is also required to undertake community consultation, invite submissions and consider submissions.

The proposed names "Baillie Reserve" and "Community Lane" generally comply with these statutory requirements and a table with details is provided for information, refer Attachment 4.

*Options*

*Options for Council - Recreation Reserve*

- Rename the entire reserve to “Baillie Reserve Tyers” as suggested by T&DCA, and supported by the majority of the reserve users and Committee of Management, or
- Name the main oval or another facility at the reserve after the “Baillie” family to reflect the historical significance.

*Options for Council – Entrance Road*

- Name the entrance road to the reserve “Community Lane” as suggested by T&DCA in conjunction with the Tyers Primary School and supported by the majority of the reserve users and Committee of Management, or
- Select another name for the road noting that Council has a preference to name roads that honour:
  - The names of individuals or organisations that have significantly contributed to the community development of Latrobe City; or
  - The names of those who served Australia and its’ allies during wartime; or
  - Significant incidents in Gippsland, Victorian and Australian history; or
  - The names of those who have assisted in the development of the cultural and sporting life of Latrobe City, including those who have achieved Local, State or National recognition.

**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**

Costs associated with this statutory process are:

1. Officer resources in the preparation of Council reports;
2. Historical title searches of the Tyers Recreation Reserve;
3. Public notices in the Latrobe Valley Express inviting submissions;
4. Manufacturing and erection of new street signs.



### **STAKEHOLDER CONSULTATION**

Extensive consultation is proposed to be undertaken to seek public submissions via:

1. Public notices in the Latrobe Valley Express
2. Notice displayed at the Corporate Headquarters
3. Details placed on the Latrobe City Council website.
4. Letters to known descendants of the Baillie Family and the current sporting clubs that use recreation reserve.
5. A notice for display at the Tyers General Store and Traralgon Service Centre Library.

As mentioned above the *Requirements of Naming rules for places in Victoria – statutory requirements for naming roads, features and localities 2016* require Council, as a naming authority, to consult with the public on any naming proposal.

Consultation will therefore be undertaken in accordance with Section 223 of the *Local Government Act 1989* and any submissions received will be presented for Council consideration at a future Council meeting.

### **CONCLUSION**

This report presents Council with an opportunity to commence the naming process and invite community comment to formally allocate a road name to the entrance road to the Tyers Recreation Reserve and either rename the entire reserve “Baillie Reserve” or name the main sporting oval or other facility at the reserve after the “Baillie” family name.

The proposed name complies with the requirements of the *Requirements of Naming rules for places in Victoria – statutory requirements for naming roads, features and localities 2016*.

### **SUPPORTING DOCUMENTS**

Nil

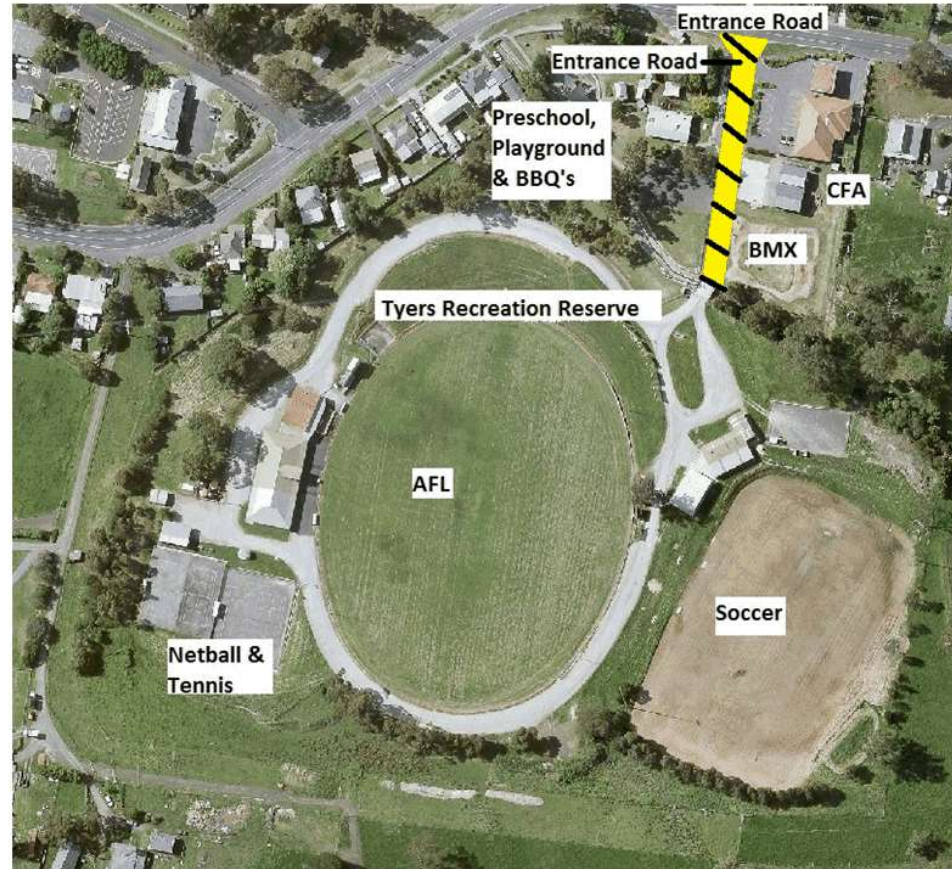
#### **Attachments**

- 1 [↓](#). Aerial image Tyers Recreation Reserve
- 2 [↓](#). Request from Tyers and District Community Association dated March
- 3 [↓](#). Request from Tyers and District Community Association dated 28 March 2016
- 4 [↓](#). Naming Rules for places in Victoria - statutory requirements for naming roads, features and localities 2016

## 17.2

### **Proposal to rename the Tyers Recreation Reserve, Baillie Reserve and name the entrance road to the Tyers Recreation Reserve Community Lane**

- 1 Aerial image Tyers Recreation Reserve ..... 415
- 2 Request from Tyers and District Community Association  
dated March ..... 417
- 3 Request from Tyers and District Community Association  
dated 28 March 2016..... 419
- 4 Naming Rules for places in Victoria - statutory  
requirements for naming roads, features and localities  
2016..... 423





## Tyers and District Community Association

C/o Tyers Post Office TYERS VIC 3844 Ph:0411674175



Latrobe City Council  
Date Received: 16-Mar-2016

14<sup>th</sup> of March 2016

Mr Gary Van Driel

CEO

Latrobe City Council

P.O. Box 264

MORWELL 3840

Dear Mr. Van Driel,

**RE: Naming of a road in Tyers**

In 2014 the Tyers and District Community Association decided that they would like an unnamed road to be named. A competition was conducted by the Association at the Tyers Primary school.

The winner of the competition was a Prep student Lexie Charalambous who said in her winning entry,

"I think that the road should be called Community Lane because lots of the Tyers community things are down there like my kinder, the petrol station and shop, the fire truck, the playground where we have picnics, the footy oval, bike hills, soccer and more."

Could the council please consider this request and if agreed organise for a sign to be erected?

The road is the one that runs past the shop to the recreation grounds.

Apologies for the delay in making this request.

An earlier request made in 2014 appears to have gone astray.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jo Huggins', written over a horizontal line.

Jo Huggins

TDCA Secretary.



**Tyers and District Community Association**

C/o Tyers Post Office TYERS VIC 3844 Ph:0411674175

Latrobe City Council



DOC16/10297

Date Received: 31-Mar-2016

28<sup>th</sup> of March 2016

Mr Gary Van Driel

CEO

Latrobe City Council

P.O. Box 264

MORWELL 3840

Dear Mr. Van Driel,

**RE: Reaming of a Tyers Recreation Reserve**

In October 2015 the Tyers and District Community Association decided that they would like to propose a name change for the Tyers Recreation Reserve.

The committee passed a motion on the 13<sup>th</sup> of October 2015 to make a recommendation to the Latrobe City Council that the reserve be renamed Baillie Reserve in acknowledgement of the contribution that the Baillie Family made to the Tyers Community.

Please see attached document which outlines the history of the Baillie family.

Could the council please consider this request?

I am happy to provide additional information.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Jo Huggins'.

Jo Huggins

TDCA Secretary.



**James Baillie born 23<sup>rd</sup> May 1838 arrived in Australia on 14<sup>th</sup> August 1858 age 20. He married Annie Maria Thompson 1<sup>st</sup> July 1861 and set up a grocery business in St. Kilda. They had 11 children and moved to Morwell North in 1891 with four of their youngest children.**

**John Whittingham age 15 ( known as Whit )**

**Robert Glaude age 13 ( who was Ian and Arthur Baillies grandfather )**

**George age 11 ( known as feather )**

**James Albert age 9 ( who tragically died 28<sup>th</sup> April 1911 )**

**Approximately in 1903 John, Robert and George remained in the Tyers district and purchased farms adjacent to one another. These farms were from Sawyers Lane through to Frank Ryans on ther Tyers / Traralgon road and some of the north side of the main road. This area included what is now the southern half of the Tyers township.**

**Robert Glaude Baillie married Grace Mary Leslie of Tyers and they had 10 children. His brother Whit married Anne Leslie.**

**Robert Glaude was a very successful farmer, owning quite a few farms in Tyers on which at one stage his children were farming. One of which was Jean Fitch ( nee Baillie ) and Robert George ( Ian and Arthur Baillies dad ) Robert Glaude passed away on 17-8-1958 and his wife predeceased him 17 years before, which was a loss from which he never recovered.**

**Ian and Arthur Baillie, grandsons of the late Robert Glaude ( Bob ) still farm in Tyers. They own a small portion of the late George Baillies estate, quite a large portion of the late Whit Baillies estate and they farm the estate of their father the late Robert George ( Ted ) Baillie. They also farm other properties in Tyers. Ian and Arthur farm about 1100 acres all up in total.**

**Ted Baillie was captain of the Tyers fire brigade for 25 years, and also on the hall committee and numerous other charitable organisations. He was a very keen fox shooter and tanned the hides of the foxes and made them into fox skin rugs for beds. He regularly donated these to the Glengarry football club, Traralgon football club, Police boys, local hospital, even the royal childrens hospital to raffle off, he made dozens of them.**

The late George Baillie's son Jim and his wife Pat ( both now deceased ) used to farm along Sawyers Lane. Ethel and May ( now deceased ) the late Whit Baillie's daughters used to live on a property originally owned by the father along the Yallourn north road near the Tyers river.

Although the Baillie family weren't first settlers or selectors, they probably did more to open up the area for farming having been in the district for more than 120 years.

Provided by John Henry in  
consultation with Baillie Family



ADDENDUM TO TYPED INFORMATION

The Baillie families in Tyers, during their more than 100 years were farmers, and during war years, farming was an essential and protected industry, and farmers were usually exempt from military service.

There were two members of the Baillie families whose names appear on the "HONOR ROLL" in the TYERS HALL, who served during the 1939-45 SECOND WORLD WAR.

I don't know the details of their service, but the names appearing on the "HONOR ROLL"

ARE: — BAILLIE. J. A.

BAILLIE. C. H.

listed as "THESE ALSO SERVED"  
from the Tyers Area.

The following rules must be used in conjunction with the relevant statutory requirements relating to the naming or renaming of roads, features and localities. They are designed to ensure that there can be no confusion, errors or discrimination caused by the naming, renaming or boundary change process.

Principles	Officer Comment
<p><i>Principle A - Ensuring Public Safety</i></p> <p><i>Geographic names and boundaries must not risk public and operational safety for emergency response or cause confusion for transport, communication and mail services.</i></p>	<p>By registering a road or feature name the exact street location is recorded and linked to the Victorian Government spatial data set, VICMAP. This detail is essential for an emergency service agency when dispatched to an emergency at these locations.</p>
<p><i>Principle B - Recognising the Public Interest</i></p> <p><i>The rules state that consideration needs to be given to the long-term consequences and effects upon the wider community of naming a road or feature.</i></p>	<p>The proposed renaming of the reserve and naming of the entrance road is consistent with both of the rules and requirements.</p>
<p><i>Principle C - Linking the Name to the Place</i></p> <p><i>Place names should be relevant to the local area with preference given to unofficial names that are used by the local community. If named after a person that person should be or should have been held strong regard by the community.</i></p>	<p>The proposed renaming of Baillie Reserve has a direct link with an earlier property owner.</p>
<p><i>Principle C - Language</i></p> <p><i>The guidelines state that geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.</i></p>	<p>The proposed renaming and naming is consistent with this rule.</p>
<p><i>Principle D - Ensuring Names Are Not Duplicated</i></p> <p><i>Place names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity that have identical or similar spelling or pronunciation.</i></p>	<p>A search of the VICNAMES database has been undertaken and the name Baillie Reserve and Community Lane is not recorded within the mandatory 30 kilometres radius applicable for rural and remote areas.</p> <p>It is noted there are a number facilities</p>

	that do have "community" as part of their title however none of these facility names are considered a duplicate of Community Lane.
<p><i>Principle E - Names Must Not Be Discriminatory</i></p> <p><i>Place names must not cause offence on the basis of race, ethnicity, religion, disability, sexuality or gender.</i></p>	The name proposals are unlikely to cause offence to any member of the public.
<p><i>Principle F - Use of Aboriginal languages in the naming</i></p> <p><i>The use of Aboriginal languages in the naming of rates, features and localities is encouraged subject to agreement from the relevant Traditional Owners Group/s.</i></p>	This rule is not applicable.
<p><i>Principle G- Dual names</i></p> <p><i>Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups.</i></p> <p><i>In Victoria, the approach to giving simultaneous and joint recognition of Aboriginal and non-Aboriginal cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal language origin.</i></p>	This rule is not applicable.
<p><i>Principle H - Using Commemorative Names</i></p> <p><i>Naming often commemorates an event, person or place. A commemorative name applied to a feature can use the first or surname of a person although it is preferred that only the surname is used.</i></p> <ul style="list-style-type: none"> <li>• <i>If named after a person that person should be or have been held in strong regard by the community.</i></li> <li>• <i>With reference to unofficial names used by the local community.</i></li> <li>• <i>When deciding on an assignment of a commemorative name, naming authorities should consider the persons</i></li> </ul>	The proposed name Baillie Reserve complies with this rule.



<p><i>achievements, relevant history and association to the area, and the significance of the family/person to the area/land.</i></p> <ul style="list-style-type: none"> <li>• <i>Names of people who are still alive should be avoided.</i></li> <li>• <i>A commemorative name applied to a locality or a road should use only the surname or first or given names. A commemorative name applied to a feature can use the person's first and surname of a person; although, it is preferred only a surname is used.</i></li> <li>• <i>The initials of a given name are not to be used in any circumstances.</i></li> </ul>	
<p><i>Principle I - Using commercial and business names</i></p> <p><i>For similar reasons to those outlined in Principle H, naming authorities should not name places after:</i></p> <ul style="list-style-type: none"> <li>• <i>commercial businesses;</i></li> <li>• <i>trade names;</i></li> <li>• <i>estate names (which are solely commercial in nature);</i></li> <li>• <i>not-for-profit organisations.</i></li> </ul>	This principle is not applicable
<p><i>Principle J - Language</i></p> <p><i>The rules state that geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters etc</i></p>	The proposed renaming and naming is consistent with this rule.
<p><i>Principle K - Directional names to be avoided</i></p> <p><i>Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances a different name should be chosen to allow for a clear distinction between the two or more features, localities or roads.</i></p>	This rule is not applicable.
<p><i>Principle L - Assigning Extent to Feature, Locality or Road</i></p> <p><i>Council, as the naming authority, must define the area and/or extent to which the name will apply.</i></p>	The existing road is easily identifiable.

In addition to the above rules, there are specific statutory requirements applicable to this request:

### **Roads**

3.2.1 – <i>Rural and Urban Addressing</i>	The road name proposal complies with the provisions of <a href="#">AS/NZS 4819:2011 – Rural and Urban Addressing</a> .
3.2.2 – <i>Extent: road course, start and end points</i>	The proposed road name is not ambiguous and should not cause any confusion for road users. The extent of the road is clearly identifiable and has definable start and end points.
3.2.3 - <i>Road types</i>	All roads must have a road type assigned that suitably describes the road's characteristics.
3.2.4- <i>Unacceptable road names</i>	The proposed road name does not include any elements that are listed as unacceptable in a road name.
3.2.5 <i>Obstructed or altered roads</i>	This rule is not applicable as the entire length of the road is constructed.

### **Features**

4.2.1 – <i>Feature type - Feature type should be included in the feature name</i>	This requirement is applicable and is satisfied.
4.2.2 – <i>Waterways –is necessary to provide the exact detail of the full extent of the waterway being name to ensure official records are unambiguous</i>	This requirement does not apply.
4.2.3 - <i>Locational names – if choosing a name based on location. The locality should appear first. The name of neighbourhoods, residential estates/subdivisions should not be applied to a feature.</i>	This requirement does not apply.
4.2.4 – <i>Base names – features named under private sponsorship.</i>	This requirement does not apply.

**17.3 Contract Variations and Contracts Awarded by the Chief Executive Officer  
Report for the period 1 January 2017 to 31 March 2017**

**General Manager**

**Corporate Services**

**For Information**

**EXECUTIVE SUMMARY**

In accordance with Latrobe City Council's *Procurement Policy 15 POL-9* section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council on a quarterly basis.

Contract variations have been reviewed in the context of the overall 2016/2017 Revised Budget and all reported contract variations are fully funded within the overall budget.

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 for the period 1 January 2017 to 31 March 2017.**

**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 CEO
2. Variation Details (Published Separately) (Confidential)

## **17.3**

### **Contract Variations and Contracts Awarded by the Chief Executive Officer Report for the period 1 January 2017 to 31 March 2017**

- 1 Variation Details and Contracts Awarded by the CEO ..... 429**

<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>		Concil		<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>
9	CREDIT - Omission of a section of concrete lined open drain from Ch 395 to Ch 460 (391 m2)	6/01/2017	General Manager	-\$29,351.18	-1.85%	\$60,237.78	\$30,886.60	1.95%	\$1,613,242.33



Contract No. and Title:		LCC-317 Traralgon Tennis Show Courts							
Contractor:		Waltcon Constructions Pty Ltd							
Date Contract Awarded:		20/06/2016	Contract Awarded by:		Council		Original Contract Value:		\$1,594,880.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value
24	Fire Service Certifier requested an isolation valve and sign stating 'fire hose reel isolation valve, close only to service hose reels' be installed	13/02/2017	CEO	\$511.40	0.03%	\$108,463.02	\$108,974.42	6.83%	\$1,703,854.42
25	Further design work and meetings held between the architect and architectural consultant resulted in several changes, included additional rolled roof sections, mounting brackets, rafter/sheet and cappings and powder coating	13/02/2017	CEO	\$4,457.20	0.28%	\$108,974.42	\$113,431.62	7.11%	\$1,708,311.62
26	CREDIT - Due to reduction in court area concrete slab area was reduced by approximately 20m2	13/02/2017	CEO	-\$1,575.39	-0.10%	\$113,431.62	\$111,856.23	7.01%	\$1,706,736.23
26E	CREDIT - The decision was made to defer some elements of the car park works until a full reconstruction can be undertaken	30/03/2017	CEO	-\$4,667.50	-0.29%	\$111,856.23	\$107,188.73	6.72%	\$1,702,068.73
27	- Additional works for balustrade and screens - Additional treated pine, blackbutt decking, fixings etc. - Additional 55 lineal metres of galvanised angle bracing to provide support to the balustrade and hold the screens straight and secure. - An additional 35 lineal metres of blackbutt decking to cover up the sub-floor area	30/03/2017	CEO	\$11,838.20	0.74%	\$107,188.73	\$119,026.93	7.46%	\$1,713,906.93
28	- Additional structural steel members - Supply, fabrication, galvanising and erection of additional structural members for the integrity of the roof structure	31/03/2017	CEO	\$5,203.00	0.33%	\$119,026.93	\$124,229.93	7.79%	\$1,719,109.93

Contract No. and Title:		LCC-317 Traralgon Tennis Show Courts							
Contractor:		Waltcon Constructions Pty Ltd							
Date Contract Awarded:		20/06/2016	Contract Awarded by:		Council		Original Contract Value:		\$1,594,880.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value
29	Gate to sub-floor to allow access under the decking and eastern grandstand	30/03/2017	CEO	\$462.00	0.03%	\$124,229.93	\$124,691.93	7.82%	\$1,719,571.93
30	- Additional bored piers to the western seating to support the pre-cast seating. - Credit deletion of 12 pile caps to BP5's and BP6's. - Alternative footing design for the main grandstand resulting in increase in size of 5 x BP6 footings - A further 1 BP 4 footing was required for additional support to the western grandstand also 3 x BP5 footings were included for the entry canopy steel members	30/03/2017	CEO	\$1,044.34	0.07%	\$124,691.93	\$125,736.27	7.88%	\$1,720,616.27
31	Additional line marking for the two disabled car parks	30/03/2017	CEO	\$694.10	0.04%	\$125,736.27	\$126,430.37	7.93%	\$1,721,310.37
32	Reinstall timber bollards	30/03/2017	CEO	\$957.00	0.06%	\$126,430.37	\$127,387.37	7.99%	\$1,722,267.37
33	Core drilling for light fittings	31/03/2017	CEO	\$326.70	0.02%	\$127,387.37	\$127,714.07	8.01%	\$1,722,594.07
34	CREDIT - for reduction in concrete paving	30/03/2017	CEO	-\$4,550.00	-0.29%	\$127,714.07	\$123,164.07	7.72%	\$1,718,044.07

<b>Contract No. and Title:</b>		LCC-319 Reconstruction of the Moe Tennis Courts at the Moe Tennis Club off Botanic Drive, Moe							
<b>Contractor:</b>		HCM Constructions Vic Pty Ltd							
<b>Date Contract Awarded:</b>		22/08/2016	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$1,416,792.35
<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	Stabilise 170mm depth Pavement with 2 Coat Primer Seal 250m2 @ \$20.50	13/02/2017	GM	\$5,125.00	0.36%	\$88,367.50	\$93,492.50	6.60%	\$1,510,284.85
6	<ul style="list-style-type: none"> <li>- Additional works - fencing, concrete, drainage and linemarking (including credit variations), excavate grass area</li> <li>- Clean, repair surface and apply single coat of blue acrylic topcoat, remark courts in existing locations</li> <li>- Credit - unused item, replacement of unsuitable subgrade material - 28% used</li> <li>- Credit - unused item, supply and placement of tensar TX-G composite geogrid - 57% used</li> <li>- Credit - unused item, installation of LED sports lighting conduits - 96% used</li> <li>- Credit item, alteration of utility services - 0% used</li> </ul>	9/03/2017	GM	-\$51,403.00	-3.63%	\$93,492.50	\$42,089.50	2.97%	\$1,458,881.85
7	Credit - unused item v1 - lime stabilisation of subgrade - 0% used	15/03/2017	GM	-\$788.00	-0.06%	\$42,089.50	\$41,301.50	2.92%	\$1,458,093.85

<b>Contract No. and Title:</b>		LCC-328 Reconstruction of Hourigan Road at Morwell - Stage 3							
<b>Contractor:</b>		Sure Constructions (Vic) Pty Ltd							
<b>Date Contract Awarded:</b>		12/09/2016	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$694,148.62
<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 11.5m of drainage and replace with 300mm diameter rubber ring jointed concrete pipes including the removal and replacement of two pits.	24/01/2017	General Manager	\$5,660.77	0.82%	\$68,240.71	\$73,901.48	10.65%	\$768,050.10

<b>Contract No. and Title:</b>		LCC-335 Reconstruction of Tarwin Street at Morwell							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		22/12/2016	<b>Contract Awarded by:</b>		CEO	<small>Council delegated CEO - 5/12/2016</small>	<b>Original Contract Value:</b>		\$869,696.05
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Stormwater drainage variations - reconstruction of a stormwater pit, removal and disposal of a redundant stormwater pipe under the road pavement	6/03/2017	Manager	\$1,400.00	0.16%	\$0.00	\$1,400.00	0.16%	\$871,096.05
2	Haunch grated side entry pit numbers 22, 23 and 26	9/03/2017	GM	\$2,850.00	0.33%	\$1,400.00	\$4,250.00	0.49%	\$873,946.05



<b>Contract No. and Title:</b>		LCC-336 Rehabilitation of Maryvale Crescent at Morwell							
<b>Contractor:</b>		ACE Earthmoving Pty Ltd							
<b>Date Contract Awarded:</b>		13/10/2016	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$188,427.50
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
5	Credit - omission of one flush out riser for the subsoil drainage as per item 5.2(a)(ii) of the contract	6/03/2017	Manager	-\$221.00	-0.12%	\$10,283.50	\$10,062.50	5.34%	\$198,490.00

<b>Contract No. and Title:</b>		LCC-339 Rehabilitation of Ray Street at Traralgon								
<b>Contractor:</b>		Sure Constructions (Vic) Pty Ltd								
<b>Date Contract Awarded:</b>		5/12/2016	<b>Contract Awarded by:</b>			Council		<b>Original Contract Value:</b>	\$459,972.27	
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>	
1	Remove 300mm diameter RCP RRJ pipeline between existing SEP#12 & new SEP 12/1 (-\$11,053.79). Install a 150mm diameter PVC pipe from existing SEP #12 to pick up property connections at 1 & 1A Ray Street. Install a 300mm diameter RCP RRJ pipeline between new SEP 12/1 and new SEP 9/3. Install a 150mm diameter PVC pipe from new SEP 12/1 to pick up property connections (\$5,912.50)	10/03/2017	General Manager	-\$5,141.29	-1.12%	\$0.00	-\$5,141.29	-1.12%	\$454,830.98	

<b>Contract No. and Title:</b>		LCC-340 Rehabilitation of Elliott Street at Traralgon							
<b>Contractor:</b>		Sure Constructions (Vic) Pty Ltd							
<b>Date Contract Awarded:</b>		5/12/2016	<b>Contract Awarded by:</b>		Council		<b>Original Contract Value:</b>		\$644,144.34
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Deep lift asphalt pavement reinstatement - 120mm thick 14mm type H deep lift asphalt pavement reinstatement at the lip of the new kerb and channel at the eastern end of Elliott Street between CH360 and CH440 (110m2 x \$87.21m2)	10/03/2017	General Manager	\$9,593.10	1.49%	\$0.00	\$9,593.10	1.49%	\$653,737.44

<b>Contract No. and Title:</b>		LCC-342 Design and Construct - Automated Irrigation System and Subsurface Drainage System at Harold Preston Reserve, Traralgon							
<b>Contractor:</b>		Stylet Pty Ltd T/As Gary Lee Sprinklers and Dunbar Road Landscape Supplies							
<b>Date Contract Awarded:</b>		24/10/2016	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$164,060.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Soil Stabilisation: application of soil stabilisation above sub surface drainage to provide firmer footing for competitors during athletics season (9 weeks)	11/01/2017	Manager	\$3,870.00	2.36%	\$0.00	\$3,870.00	2.36%	\$167,930.00
2	Additional soil stabilisation and on-going maintenance - 1. Supply, place, compact and moisture condition select fill. 2. On-going maintenance (9 week period).	20/01/2017	GM	\$10,000.00	6.10%	\$3,870.00	\$13,870.00	8.45%	\$177,930.00
3	Additional irrigation point - supply and install additional irrigation point to pitch 4	15/03/2017	GM	\$1,200.00	0.73%	\$13,870.00	\$15,070.00	9.19%	\$179,130.00

<b>Contract No. and Title:</b>		LCC-352 Glengarry Netball/Tennis Pavilion Construction							
<b>Contractor:</b>		System Building Pty Ltd T/As Rick Doultree Builders							
<b>Date Contract Awarded:</b>		13/01/2017	<b>Contract Awarded by:</b>		CEO		<b>Original Contract Value:</b>		\$389,500.00
<b>Contract variation no.</b>	<b>Variation description</b>	<b>Date variation approved</b>	<b>Variation approved by</b>	<b>Variation amount</b>	<b>Individual variation % of original contract value</b>	<b>Previous value of variations to date</b>	<b>Total value of variations</b>	<b>Cumulative total variation % of original contract value</b>	<b>Revised contract value</b>
1	Excavate a large soft and boggy area of the building site located where the new pavilion is to sit and reinstate with cement stabilised sand	16/03/2017	General Manager	\$8,977.10	2.30%	\$0.00	\$8,977.10	2.30%	\$398,477.10



**CONTRACTS AWARDED BY THE CEO UNDER DELEGATION FROM 1 JANUARY 2017 TO 31 MARCH 2017**

<b>Contract Number and Title:</b>	<b>Contractor:</b>	<b>Date Awarded:</b>	<b>Contract Amount or SOR</b>
LCC-334 Provision of an OHS Management Software Solution	Netsight Pty Ltd AFT AM Trust & FM Trust	Awarded 17/11/2016 Fully executed on 17/3/2017	SOR
LCC-346 Provision of Services of TPCC & GITA for the construction of Hyland highway Landfill Cap - Parts 1, 2 & 3	PLC Consulting Pty Ltd	11/01/2017	SOR
LCC-345 Provision of services of an environmental auditor for the construction of Hyland Highway Landfill Cap - Parts of Cells 1, 2 & 3	GHD Pty Ltd	13/01/2017	SOR
LCC-350 Reconstruction of Garibaldi Street at Traralgon - Stage 3	Eastern Constructions Pty Ltd	13/01/2017	\$291,636.75
LCC-351 Services of an environmental auditor for the review of Hyland Highway Landfill Cell 5 liner design documentation	GHD Pty Ltd	13/01/2017	SOR
LCC-322-GASKIN Reconstruction of Gaskin Park Netball Court at Churchill	HCM Constructions Vic Pty Ltd	13/02/2017	\$95,295.00
LCC-344 Supply and Deliver - Truck Mounted Elevating Work Platform	GMJ Equipment Pty Ltd	13/02/2017	\$236,483.00
LCC-352 Glengarry Netball/Tennis Pavilion Construction	Rick Doultree Builders	13/02/2017	\$389,500.00
LCC-349 Leachate Pumping Trial - Moe Landfill	PLC Consulting Pty Ltd	3/03/2017	SOR
LCC-358 Drainage augmentation to Furlonger Street - Nixon Court precinct, Traralgon - Stage 1A	Sure Constructions (Vic) Pty Ltd	6/03/2017	\$235,205.13

## **17.4 Review of Council Policies**

**General Manager**

**Corporate Services**

**For Decision**

### **EXECUTIVE SUMMARY**

Good governance principles establish that Council should determine its policy position and put in place a periodic review process. Council adopted its Council Policy Development Policy at its meeting held on 29 February 2016. With the adoption of this policy, Council policy reviews have recommenced.

This is part of an ongoing program to ensure that all policies are kept relevant and up to date during the term of a Council.

The following policy for consideration has been reviewed by officers as well as the Audit and Risk Committee, and is presented for Council adoption:

- Debtor Management Policy (formally known as the Debtor Control Policy)

Changes that are proposed in the policy include:

- transition the policy across to the new policy format
- remove operational processes from the policy
- review the appropriateness of the bad debt delegations, which currently require all bad debts above \$200 to be presented to the Audit and Risk Committee prior to being presented to Council.

The increase from \$200 to \$10,000 has been recommended due to the limited risk exposure to Council in delegating this function. This would mean that the Audit and Risk Committee no longer will have oversight of the small bad debts, and all bad debts to be written off over the \$10,000 threshold will remain a Council decision.

The Audit and Risk Committee have reviewed the policy, and endorsed the proposed changes.

### **RECOMMENDATION**

**That Council:**

- 1. Adopts the Debtor Management Policy with an effective date of 8 May 2017;**
- 2. Notes that with the adoption of this Policy, that any previous versions of the Debtor Control Policy are now rescinded; and**
- 3. Makes the Debtor Control Policy available to the public on Council's website.**

## **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

There are two levels of Policy, being Council policy (which relates to strategic matters of the Council, or Statutory policies that must be adopted at a Council level), and Operational policies. Operational policies are those that relate to the administration of Council services, including internal policies that are required to be maintained by the Chief Executive Officer. These are adopted by the Executive Management Team, whereas Council policies are adopted by the Council.

The fundamental principle underlying the program is that policy is policy; the requirement for the organisation to follow policy regardless of whether it is a Council or operational policy.

During the review of each policy, a determination is made as to whether:

- a policy should exist (is it still relevant or duplicates legislation)
- it is a Council or operational policy, and
- it can be incorporated into other policies to simplify and streamline organisational procedures

The policy listed has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

The Policy Review Table set out below lists all policies presented for consideration in this stage, identifying the status assigned to each policy and the revisions made (if any) under the following headings:

<b><i>Statutory Review</i></b>	Policy review is a statutory requirement
<b><i>No change</i></b>	No change to current policy
<b><i>Title change</i></b>	Amendment to existing policy title
<b><i>Policy level change</i></b>	Change from a Council policy to an operational policy or vice versa
<b><i>Minor change(s)</i></b>	Minor amendment within policy content to reflect the passage of time; enhance language and/or correct grammatical errors
<b><i>Significant change(s)</i></b>	Significant amendments within policy content
<b><i>Superseded / obsolete</i></b>	Existing policy no longer required and /or superseded by another document or policy

<b>New</b>	New policy developed
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Adopted Policy Title	Statutory Review	No change	Title Change	Policy level change	Minor Change(s)	Significant Change(s)	Superseded / Obsolete	New
Debtor Management Policy			X			X		

**Debtor Control Policy/Debtor Management Policy**

The following changes are proposed (and included in the attached proposed policy):

- Renaming the policy to Debtor Management Policy from Debtor Control Policy
- Update the policy to the new Council policy template
- Remove operational processes from the policy. These are now contained as separate processes.
- Increase delegation to the Chief Executive Officer to write off bad debts to \$10,000.

The majority of the proposed changes are considered routine amendments; however, the proposal to increase the delegation to the Chief Executive Officer is considered a significant change.

Benchmarking also occurred within the local government sector in relation to the policy, and internal feedback was also sought from key users in relation to the policy.

The Audit and Risk Committee have reviewed the policy, and endorsed the proposed changes.

**STAKEHOLDER CONSULTATION**

Applicable consultation has occurred within the organisation on both of these policies. In addition, Council's Audit and Risk Committee has been consulted in relation to the policy.

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no significant budget implications with the adoption of the Debtor Management Policy. However, the resource and timeliness of service implications are positive, in that there is less red tape within Council through the recommended increased delegation level.

**RISK IMPLICATIONS**

The policy proposes to inform the processes for the management of debtors for Council, which is one of many internal financial controls.

The increase from \$200 to \$10,000 in delegation for the Chief Executive Officer has been recommended due to the limited risk exposure to Council in delegating this function.

**CONCLUSION**

The recommendation to adopt the Debtor Management Policy has been made after due consideration of feedback and best practice into the management of debts.

**SUPPORTING DOCUMENTS**

Council Policy Development Policy

Current Debtor Control Policy

**Attachments**

1 [↓](#). Proposed Debtor Management Policy



# 17.4

## Review of Council Policies

- 1 Proposed Debtor Management Policy ..... 447



# Debtor Management Policy

Version 1

Approval Date: (insert date)

Review Date: (insert date)



## Debtor Management Policy

**DOCUMENT CONTROL**

Responsible GM	Sarah Cumming	
Division	Corporate Services	
Last Updated (who & when)	Matthew Rogers, Manager Finance	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Debtor Management Policy

### 1. Background

Debtor management is an essential element of Latrobe City Council's overall budget monitoring and control strategy. Rates and charges account for a considerable percentage of the total operating income of the Council. Ineffective collection of this revenue has the potential to negatively impact on the Council's cash flow. The Debtor Management Policy is designed to ensure that an appropriate collection procedure is in place so that debtor management is undertaken in an efficient and community conscious manner.

### 2. Objectives

- To ensure that the collection of debts is undertaken impartially, consistently, efficiently and in accordance with good governance.
- To encourage any person, organisation or company having difficulty in paying an outstanding debt to contact Council and make arrangements for a payment plan to pay the debt in a reasonable and manageable timeframe.
- To ensure that the collection of debt is consistent with the Local Government Act and Regulations, Accounting Standards and recognised financial practices.

### 3. Scope

This Policy applies to all Business Units and Council employees authorised with the responsibility of providing credit, invoicing and recovery of outstanding debt.

This Policy includes:

- Rates and Charges including Fire Service Property Levy
- Special Charges
- Waste Charges
- Child Care Fees
- Preschool Fees
- Prekinder Fees
- Council Property Leases Charges
- Health Fees
- Local Laws Fees and Fines
- Asset Protection Fees
- Home & Community Care (HACC) Fees

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Debtor Management Policy

- Sundry Debtors Fees
- Interest Charges
- All miscellaneous fees and charges where a debt to Council is created.

### 4. Principles of Management

#### 4.1. Debtor Terms

Payment due dates are printed on all invoices issued. Debtor terms will be set at either 14 days or 28 days as determined by the billing cycle and/or are determined under the Local Government Act 1989, Food Act 1984 or Public Health & Wellbeing Act 2008.

#### 4.2. Provision of Credit

The provision of credit is not automatic and credit can be suspended or withdrawn based on compliance with trading terms.

#### 4.3. Credit Checks

Internal credit checks will be conducted for all debtors. External credit checks will be undertaken where an above average credit risk is identified.

Commercial Creditors are required to complete a Commercial Credit application form which will be assessed prior to credit being approved. An external credit check is to be undertaken where deemed necessary.

Council reserves the right to deny or withdraw credit facilities from any customer who does not satisfy the requirements of an internal or external credit check.

#### 4.4. Recovery of Outstanding Debt

Any payment not made by the due date falls into arrears and in the case of a rates payment, attracts a penalty in the form of an interest charge. If a debt is still outstanding after internal recovery processes have been undertaken and a special arrangement has not been entered into, then the account will immediately be referred to Council's contracted debt collection agency.

All debt collection agency fees will be passed onto the client.

#### 4.5. Waiver of Penalty Interest

The Penalty Interest may be waived in accordance with Council's Hardship Policy. Manager Finance or nominee as delegated officers will negotiate the terms of settlement within delegated levels of authority.

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Debtor Management Policy

### 4.6. Hardship/Special Arrangements

A debtor has the option to approach Council for special consideration of payments in the case of genuine hardship and these will be considered on a case by case basis.

Special arrangement plans will normally only be considered if the request is received in writing prior to the due date of the account. If a special arrangement is not adhered to, the matter will be referred directly to Council's contracted debt collection agency.

### 4.7. Sale of Property

The Local Government Act 1989 provides councils with the power to sell properties in order to recover outstanding property rates and charges. The sale of property to recover debt is done as a last resort, when all other options have been reasonably exhausted. A resolution of council is required prior to proceeding with the sale of a property.

### 4.8. Payment Agreements

All payment arrangements shall be determined on the merits of each individual case. Recovery action for overdue amounts will be suspended whilst the terms/conditions of the arrangement to pay are being met.

All payments under an arrangement should be paid as a regular amount and consecutively.

Defaulting twice on consecutive payments may result in the arrangement being terminated at the discretion of the relevant staff member having regard to all the circumstances of the debtor. Where a default of payment occurred twice in a row an attempt will be made to personally contact the debtor. This will be followed by a further letter before recovery action is taken for retrieval of the amount due.

### 4.9. Bankruptcy

Council will declare itself as a creditor on bankruptcy applications with the exception of property based debts where Council's rights are secured by government legislation under the Local Government Act 1989 Part 8 Rates & Charges on Rateable Land and Transfer of Land Act 1958 Section 43 (f).

### 4.10. Bad Debts

Provision for Doubtful Debts will be reviewed on an annual basis in accordance with Accounting Standards.

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Debtor Management Policy

An outstanding debt will become a bad debt when one or more of the following applies:

- The debt is uneconomical to pursue e.g. the cost of recovery would exceed the value of the current debt;
- The debt can't be proven e.g. fraud or there is no proof of the delivery of services;
- The debtor cannot be located;
- Upon advice from Council's Solicitor, Collection Agent or an Insolvency Practitioner.

Bad debts exceeding \$10,000 will be reported to the Audit and Risk Committee

### 4.11. Reporting

Debt Management reports including any recommendations to write off outstanding debt that is considered a bad debt are to be prepared on at least a quarterly basis and will be reviewed by the Chief Executive Officer, within delegation.

## Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 4.12. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

### 4.13. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

### 4.14. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Debtor Management Policy

- Responsibility for performance monitoring

### 4.15. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

### 4.16. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

## 5. Evaluation and Review

This policy will be reviewed at least once during each council term or on request by Council, or in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

## 6. Definitions

- **Accounts Receivable, Charge, Credit, Fee, Infringement, Interest, Rates, Sundry Debtors, Debt** - all refer to an amount owed to Council;
- **Service** – admission, hire of facilities or items, supply of information and any other matter which gives rise to a fee or charge being made by Council;
- **Debtor** - any person, corporation, business or other entity owing money to Council;
- **Provision for Doubtful Debts** – an estimate of the amount of debt raised that is unlikely to be collected;
- **Singular terms also imply the plural**

## 7. Related Documents

- Financial Hardship Policy\_11\_POL-2
- Debt Management – Asset Protection Procedure

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Debtor Management Policy

- Debt Management – Child Care Procedure
- Debt Management – Council Property Leases Procedure
- Debt Management – Health Procedure
- Debt Management – HACC Procedure
- Debt Management – Local Laws Infringements Procedure
- Debt Management – Prekinder Procedure
- Debt Management – Preschool Procedure
- Debt Management – Rates Procedure
- Debt Management – Sundry Debtors Procedure

### Reference Resources

- Food Act 1984
- Public Health & Wellbeing Act 2008
- Penalty Interest Rates Act 1983
- Local Government Act 1989
- Transfer of Land Act 1958
- Council Delegations S5. Instrument of Delegations to Chief Executive Officer.
- Council Delegations S6. Instrument of Delegations

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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**17.5 Assemblies of Councillors**

**General Manager**

**Corporate Services**

**For Information**

**EXECUTIVE SUMMARY**

Section 80(A)2 of the *Local Government Act 1989* requires:

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting.*

Since the Ordinary Council Meeting on 6 March 2017, the following Assembly of Councillor records have been submitted to be presented to Council:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
14 March 2017	Churchill & District Community Hub Advisory Committee Meeting	<b>Councillors</b> Cr Darrell White  <b>Officers</b> Edith Heiberg, Carole Ayres	Not confidential	Nil
20 March 2017	Early Years Reference Committee	<b>Councillors</b> Cr Dan Clancey  <b>Officers</b> Kate Kerlake, Sara Rhodes-Ward, Carole Ayres	Not confidential	Nil
23 March 2017	Stage Two of the Live Work Latrobe Project (presentation of draft land use strategies encompassing Housing, Rural Land Use, Industry and Employment)	<b>Councillors</b> Cr Graeme Middlemiss, Cr Darrel White, Cr Dale Harriman, Cr Darren Howe, Cr Dan Clancey, Cr Bradley Law, Cr Sharon Gibson  <b>Officers</b> Nathan Misiurka, Gail Gatt, Jason Pullman, Phil Stone	Confidential under section 89(2)(e) proposed developments	Nil
03 April 2017	Councillor Briefing	<b>Councillors</b> Cr McFarlane, Cr Harriman, Cr	Confidential under section 89(2) (h) a matter	Nil



<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
		O'Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson  <b>Officers</b> Gary Van Driel, Steve Tong, Phil Stone, Steve Piasente, Angelo Saridis, Amy Phillips, Fiona Warne, Matthew Rogers, Bruce Connolly	which the Council or special committee considers would prejudice the Council or any person  (e) contractual matters and proposed developments	
10 April 2017	Councillor Briefing	<b>Councillors</b> Cr McFarlane, Cr Middlemiss, Cr Harriman, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Law,  <b>Officers</b> Gary Van Driel, Phil Stone, Sara Rhodes-Ward, Steve Piasente, Angelo Saridis, Amy Phillips, Fiona Warne, Gail Gatt	Confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person	Nil
12 April 2017	Morwell Town Common Development Plan Project Control Group	<b>Councillors</b> Cr Alan McFarlane, Cr Graeme Middlemiss  <b>Officers</b> Simon Clark	Not confidential	Nil
19 April 2017	Victory Park Precinct Advisory Committee	<b>Councillors</b> Cr Dale Harriman, Cr Dan Clancey  <b>Officers</b> Simon Clark	Not confidential	Nil

**RECOMMENDATION**

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 14 March – 19 April 2017.**

**DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

**Attachments**

- 1 [↓](#). Churchill & District Community Hub Advisory Committee Meeting
- 2 [↓](#). Early Years Reference Committee
- 3 [↓](#). Live Work Latrobe Project 23 March 2017
- 4 [↓](#). Councillor Briefing 03 April 2017
- 5 [↓](#). Councillor Briefing 10 April 2017
- 6 [↓](#). Morwell Town Common Development Plan Project Control Group
- 7 [↓](#). Victory Park Precinct Advisory Committee

## **17.5**

### **Assemblies of Councillors**

<b>1</b>	<b>Churchill &amp; District Community Hub Advisory Committee Meeting .....</b>	<b>459</b>
<b>2</b>	<b>Early Years Reference Committee .....</b>	<b>461</b>
<b>3</b>	<b>Live Work Latrobe Project 23 March 2017 .....</b>	<b>463</b>
<b>4</b>	<b>Councillor Briefing 03 April 2017 .....</b>	<b>465</b>
<b>5</b>	<b>Councillor Briefing 10 April 2017 .....</b>	<b>467</b>
<b>6</b>	<b>Morwell Town Common Development Plan Project Control Group .....</b>	<b>469</b>
<b>7</b>	<b>Victory Park Precinct Advisory Committee .....</b>	<b>471</b>



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Churchill & District Community Hub Advisory Committee Meeting
<b>Date:</b>	Tuesday 14 March, 2017
<b>Time:</b>	5.00pm
<b>Assembly Location:</b>	Board Room, Green Inc, Churchill

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Edith Heiberg - Manager Communications & Customer Relations Carole Ayres - Executive Assistant Community Services (secretariat)		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Security shutters budget process:</li> <li>2. Air lock for Hub front door budget process:</li> <li>3. Four Year Strategic Plan - Actions</li> <li>4. Churchill Festival - support required</li> <li>5. Terms of Reference Review</li> </ol>		
<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:** Edith Heiberg, Manager Communications & Customer Relations





## 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>	Early Years Reference Committee
<b>Date:</b>	Tuesday 20 March, 2017
<b>Time:</b>	1.00pm
<b>Assembly Location:</b>	Meeting Room 6, LCC Headquarters, 141 Commercial Rd, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Kate Kerslake - A/g Manager Family Services Sara Rhodes-Ward - GM Community Services Carole Ayres - Executive Assistant Community Services (secretariat)		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Municipal Early Years Plan</li> <li>2. Terms of Reference Review</li> <li>3. Group membership/makeup</li> </ol>		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Kate Kerslake, A/g Manager Family Services





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Stage Two of the Live Work Latrobe Project (presentation of draft land use strategies encompassing Housing, Rural Land Use, Industry and Employment)
<b>Date:</b>	23 March 2017
<b>Time:</b>	3:30 pm to 5:30 pm
<b>Assembly Location:</b>	Nambur Wariga Room

### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Nathan Misiurka, Gail Gatt, Jason Pullman, Phil Stone		
<b>Matters discussed:</b>	<p>Drawing on the key directions and background research completed in Stage One of the Live Work Latrobe project, an overview of the three land use strategies were presented, identifying the right locations for new housing, new industry and provide clear guidance for future rural land use and investment.</p> <p>Key items discussed during the workshop were as follows:</p> <ul style="list-style-type: none"> <li>• Identifying locations to increase housing diversity and choice to meet changing community needs</li> <li>• Transitioning inappropriate industrial sites to other urban uses</li> <li>• Leveraging from our unique industrial land stocks and identifying new industrial land to help generate new employment</li> <li>• Opening up opportunities to better utilise industrial and farming zoned land within the State Resource Overlay (i.e. land over coal)</li> <li>• Providing direction for future Rural Living opportunities and rationalising small lots in the farming zone</li> </ul> <p>A workshop briefing pack outlining key matters discussed was distributed to all councillors.</p>		



	Matters discussed during the workshop were considered to be confidential under section 89(2)(e) proposed developments to be enabled or discouraged by changes to land zoning or related policy to be included within the Latrobe Planning Scheme.
--	---

**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
nil	

**Record Completed by:** Nathan Misiurka, Senior Strategic Planner





## 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>	03 April 2017
<b>Time:</b>	5.00 pm - 8:39 pm
<b>Assembly Location:</b>	Nambur Wariga

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Steve Tong, Phil Stone, Angelo Saridis, Steven Piasente, Amy Phillips, Fiona Warne, Matthew Rogers, Bruce Connolly		
<b>Matters discussed:</b>	<p>Tonight's Presentations</p> <p>Future 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>Letter of Support Request</p> <p>Transition Briefing - confidential under section 89(2)(h) a matter which the Council or special committee considers would prejudice the Council or any person.</p> <p>Fees and Charges Review Update</p> <p>Infrastructure Operations Maintenance Activities</p> <p>Traralgon East-West Link - Strategic Direction and Funding</p> <p>Rating Strategy</p> <p>2017/18 Draft Budget</p> <p>Council Plan Draft Design Options and the Draft Strategic Resource Plan</p> <p>Review of the Audit and Risk Committee Charter</p> <p>Request for Additional Playground Infrastructure at Mathison Park Churchill</p> <p>Preventing Family Violence Policy</p>		



	<p>Moe and District Social Infrastructure Plan Steering Committee Terms of Reference</p> <p>Gippsland Logistics Precinct; Potential Business Opportunites - confidential under section 89(2)(d)(e) contractual matters and proposed developments</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>
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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

**Record Completed by:** Fiona Warne, Acting Coordinator Governance





## 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>	10 April 2017
<b>Time:</b>	5:00pm - 9:00pm
<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 Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Phil Stone, Sara Rhodes-Ward, Steve Piasente, Angelo Saridis, Amy Phillips, Fiona Warne, Gail Gatt.		
<b>Matters discussed:</b>	<p>Tonight's Presentations - Development of the Economic Zone Commissioner - 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>Notice of Motion Requests</p> <p>Points of Clarification</p> <p>Alternative Motion Requests</p> <p>Latrobe Valley Mine Rehabilitation Advisory Committee</p> <p>Transistion Briefing - confidential under section 89(2) (h) a matter which the Council or special committee considers would prejudice the Council or any person.</p> <p>Hard waste coupon program</p> <p>2016/17 Capital Project Status report</p> <p>Proposal to rename the Tyers Recreation Reserve, Baillie Reserve, and name the Tyers Recreation Reserve Entrance, Community Lane.</p> <p>Policy Review Program Update</p>		





	<p>Amendment C92 - Latrobe Regional Airport Planning Scheme Amendment Public Consultation.</p> <p>Live work Latrobe Stage 2: Draft Residential Framework Plan.</p> <p>2018/19 Community Sports Infrastructure Funding</p> <p>Hazelwood Pondage Caravan Park Wastewater Treatment Project</p> <p>State Government \$85M Recreation Funding Announcement</p> <p>Council Plan Indicators Update</p> <p>Latrobe City Trust</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><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 Dale Harriman - Declaration of Interest Only	No - Declaration of Interest Only
Cr Graeme Middlemiss - Declaration of Interest Only	No - Declarations of Interest Only
Cr Kellie O'Callaghan - Declaration of Interest Only	
Gary Van Driel - Declaration of Interest Only	
Gail Gatt - Declaration of Interest Only	

**Record Completed by:** Fiona Warne



## 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>	Morwell Town Common Development Plan Project Control Group
<b>Date:</b>	12 April 2017
<b>Time:</b>	5:11pm
<b>Assembly Location:</b>	BRATAUALOONG MEETING ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Cr McFarlane reported that the residency had been extended for the Pop up Park in Tarwin Street. The Committee agreed that if the park was ever decommissioned that it would put in an expression of interest to re-locate the shade structure to the common. Cr MacFarlane proposed that Simon enquire if the Future Morwell organisation is investigating the common as part of their research/plans for Morwell.</p> <p>Simon informed the meeting that a Council officers response to Max's proposal for further developing the play areas of the common, was that Council's Play Space Strategy had not identified a need for the play areas to be further developed. Cr Middlemiss stated that this did not restrict the Committee from developing a new Development/Management Plan for the common and presenting that to Council for consideration. Discussion was also conducted regarding the future life span of the timber playground with Simon being asked to get a professional opinion from Council's independent play space consultant. Discussion was also held on the development of a future Development/Management Plan and any consultation processes that could be conducted in the formation of the plan. Simon to enquire if Future Morwell was conducting any research or consultation regarding the common. Simon to investigate a Development/Management Plan funding</p>		



proposal and project brief.

Max informed the meeting that there is a continual call from playground users for more infrastructure/systems to restrict children from leaving the playground area unattended, although he appreciates that some Council officers and Committee members may not wish for the common to be fully fenced. Cr Middlemiss recommended that the Committee members all have a look at the gates/fences etc and discuss the issue further at the June meeting.

Cr Middlemiss informed the meeting that he had written to Council's Chief Executive Officer requesting advice into if Sharon Harrup was able to assist the Committee with the graphic design work on the historical sign. The Councillor expects a response shortly. Max presented an ideas/concept proposal to the Committee. The Committee discussed formulating a Project Brief for the Graphic Designer. Action - Cr Middlemiss/Committee

Cr Middlemiss requested Simon to investigate if a list of any insurance claims and/or incident reports for the common could be presented to each Committee meeting along with the monthly Playground audits. Action – Simon

Cr Middlemiss asked the Committee members to disregard any comments stating that a proposed site for the new CFA Station was the Town Common as this has been incorrectly placed on a project locations proposal.

**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:** Simon Clark





## 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>	Victory Park Precinct Advisory Committee
<b>Date:</b>	19 April 2017
<b>Time:</b>	5:31pm
<b>Assembly Location:</b>	Traralgon Service Centre - MacFarlane Burnett Room

### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Simon reported that he had spoken to the Traralgon City Band, Monomeith Senior Citizens Centre and the Traralgon Community Development Association regarding the future re-structuring of the Committee and its membership. All three organisations wish to have representation on the reformed Committee. Simon to also contact Tineke Westwood enquiring if the Choir would also like to be considered for representation. Simon had no further information regarding the Committee review at this time.</p> <p>Councillors Harriman and Clancey informed the meeting that after lobbying for the inclusion of funding for a potential public toilet in Victory Park, they were unable to secure any funding in the 2017/2018 budget. The Councillors requested the Committee and the user group members along with other interested community organisations individually write to Council in support of funding the proposed project. Cr Harriman also recommended that the letters request that Council officers carry out a feasibility study into the proposal. The Committee members agreed to pursue this course of action.</p> <p>Bill informed the meeting that the Lions Street Parade would team up with the Traralgon Chamber of Commerce and conduct a Summer Nights Festival in Victory Park removing the need to close Seymour Street.</p>		



	<p>David enquired if further swings could be installed at Newman Park as there are currently only two. Bill will discuss with the Lions Club and Simon will have the Play Space Strategy consulted for any future works proposed at the park.</p> <p>Simon has spoken to tenants of the building complex that contains the little building in the carpark that has graffiti all over it and now has a contact for a potential Body Corporate organisation.</p>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

Yes       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Simon Clark





# **URGENT BUSINESS**

**18. URGENT BUSINESS**

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

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

# **MEETING CLOSED TO THE PUBLIC**

**19. MEETING CLOSED TO THE PUBLIC**

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

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

Nil reports