



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.00 PM ON  
02 JULY 2018

CM518

**PRESENT:**

**Councillors:** Cr Darrell White OAM, Mayor  
Cr Dan Clancey, Deputy Mayor  
Cr Graeme Middlemiss  
Cr Darren Howe  
Cr Dale Harriman  
Cr Kellie O'Callaghan  
Cr Alan McFarlane  
Cr Brad Law

South Ward  
East Ward  
Central Ward  
East Ward  
East Ward  
East Ward  
Central Ward  
West Ward

**Officers:** Gary Van Driel  
Sara Rhodes-Ward  
Jody Riordan  
Greg Drumm  
Steven Piasente  
Brett McCulley  
Amy Phillips  
Rebecca Haley

Chief Executive Officer  
General Manager Community Services  
Acting General Manager City Development  
General Manager Corporate Services  
General Manager Infrastructure & Recreation  
Manager Governance  
Coordinator Governance  
Acting Governance Officer

## **TABLE OF CONTENTS**

|   |            |
|---|------------|
| <b>1. OPENING PRAYER.....</b>   | <b>3</b>   |
| <b>2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND .....</b>               | <b>3</b>   |
| <b>3. APOLOGIES AND LEAVE OF ABSENCE.....</b>                                       | <b>3</b>   |
| <b>4. DECLARATION OF INTERESTS .....</b>  | <b>3</b>   |
| <b>5. ADOPTION OF MINUTES .....</b>   | <b>3</b>   |
| <b>6. ACKNOWLEDGEMENTS.....</b>   | <b>3</b>   |
| 6.1 Ms Saskia Eenjes - Acknowledgement.....   | 3          |
| <b>7. PUBLIC PARTICIPATION TIME .....</b>   | <b>3</b>   |
| <b>8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE .....</b> | <b>7</b>   |
| <b>9. NOTICES OF MOTION.....</b>  | <b>17</b>  |
| <b>10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION .....</b>    | <b>19</b>  |
| 10.1 Former Budgerie Primary School No 2864, 36 Roys Road, Budgerie .....           | 19         |
| 10.2 Use and Development of Land for Industry (Private Asbestos Disposal).....      | 36         |
| 10.3 Proposed Moe Cup Public Holiday 2018 .....                                     | 78         |
| <b>11. CORRESPONDENCE .....</b>   | <b>101</b> |
| <b>12. PRESENTATION OF PETITIONS .....</b>  | <b>103</b> |
| 12.1 Traralgon Skate Park Petition .....  | 103        |
| <b>13. CHIEF EXECUTIVE OFFICE .....</b>   | <b>107</b> |
| <b>14. CITY DEVELOPMENT.....</b>  | <b>109</b> |
| 14.1 Latrobe Valley Investment Prospectus .....                                     | 109        |
| 14.2 International Business Delegation .....  | 131        |
| 14.3 Submission to Victorian Heritage Council - Hazelwood Power Station...          | 157        |



|  |            |
|--|------------|
| <b>15. INFRASTRUCTURE AND RECREATION.....</b>  | <b>197</b> |
| 15.1 Monash Reserve Newborough Project Reference Group Terms of Reference .....  | 197        |
| 15.2 Draft Path Asset Management Plan for Public Exhibition .....  | 216        |
| 15.3 Proposed use of Common Property at 50-70 Princes Drive (Kernot Hall) .....  | 335        |
| 15.4 Partial closure of Fowler Street Service Road between Vale Street and South Street, Moe.....  | 340        |
| 15.5 Latrobe City Parking Action Plan update and Parking Solutions Expression of Interest proposal .....   | 344        |
| <b>16. COMMUNITY SERVICES.....</b>   | <b>358</b> |
| 16.1 Moe and District Social Infrastructure Plan Draft Report .....  | 358        |
| 16.2 Public Safety Infrastructure Fund Grant Opportunity .....   | 473        |
| <b>17. CORPORATE SERVICES.....</b>   | <b>479</b> |
| 17.1 Authorisation of Council Officer under the Planning & Environment Act 1987 .....  | 479        |
| 17.2 Review of Council Policies.....   | 487        |
| 17.3 Potential renaming of Yallourn North Recreation Reserve .....   | 512        |
| 17.4 Proposed Road Discontinuance - Verey Lane, Morwell.....   | 528        |
| 17.5 Award Contracts Under CEO Delegation - 2018/19 Capital Works .....  | 538        |
| 17.6 Tabling of 'Assembly of Councillors' Records .....  | 544        |
| <b>18. URGENT BUSINESS.....</b>  | <b>581</b> |
| <b>19. MEETING CLOSED TO THE PUBLIC .....</b>  | <b>583</b> |
| 19.1 <i>Presentation of the Audit and Risk Committee Minutes</i> is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h) .....                 | 583        |
| 19.2 <i>Latrobe Creative Precinct Update</i> is designated as confidential as it relates to contractual matters (s89 2d) .....   | 583        |
| 19.3 <i>Gippsland Regional Aquatic Centre and Traralgon Sports Stadium Update</i> is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)..... | 583        |
| 19.4 <i>Council Committee Review</i> is designated as confidential as it relates to personnel matters (s89 2a).....  | 583        |
| 19.5 <i>Chief Executive Officer Performance and Remuneration Review</i> is designated as confidential as it relates to personnel matters (s89 2a) ...  | 583        |

**1. OPENING PRAYER**

The Mayor read the opening prayer.

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

The Mayor read the acknowledgement of the traditional owners of the land.

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr Gibson is an apology.

**4. DECLARATION OF INTERESTS**

Councillor Law declared an indirect interest under Section 78B (Conflicting Duties) of the *Local Government Act 1989* in respect to Item 10.3 Proposed Moe Cup Public Holiday 2018.

Mr Gary Van Driel declared a direct interest under Section 77B (Conflict of Duties) of the *Local Government Act 1989* in respect to Item 19.5 Chief Executive Officer Performance and Remuneration Review.

**5. ADOPTION OF MINUTES**

**MOTION**

**Moved:** Cr Law

**Seconded:** Cr Howe

**That Council confirm the minutes of the Ordinary Council Meeting held on 4 June 2018.**

**CARRIED UNANIMOUSLY**

**6. ACKNOWLEDGEMENTS**

**6.1 Ms Saskia Eenjes - Acknowledgement**

Cr Dale Harriman advised the meeting of the achievements and congratulated Ms Saskia Eenjes at the national level for netball.

**7. PUBLIC PARTICIPATION TIME**

**Public Questions on Notice**

In accordance with the *Council Meeting Policy*, members of the public were able to lodge a question on notice before 12.00 Noon in order for the question to be answered at the meeting.

The questions and responses are listed below.

**1. From:** Dr Christine Sindt

**Topic:** Airline Pilot Training

**Question:** Did Latrobe City make a bid for the new Qantas Pilot Training Academy?

**Response:**

Latrobe City Council provided responses to a set of questions posed by Regional Development Victoria in relation to the potential establishment of a Qantas Pilot Training Academy. This information, promoting Latrobe Regional Airport, was provided to Regional Development Victoria on 22 May 2018. These responses were included in a submission by the Victorian Government to Qantas, advocating for the academy to be established in Victoria.

**2. From:** Dr Christine Sindt

**Topic:** Asbestos Exposure

**Question:** Has Latrobe City taken any action in relation to asbestos found on the grounds of Morwell Central Primary School?

**Response:**

Council contacted the school in early May in relation to concerns raised about possible asbestos contamination and were informed that the Department of Education were looking into the matter. Council officers have sought an update from the Department of Education in relation to their findings but are still waiting on a formal response.

### **Public Speakers**

Members of the public who registered before 12.00 Noon were invited to speak to an item on the agenda.

The following persons spoke on an item on the agenda:

- Ms Margaret Goddard on 10.1 Former Budgeree Primary School No 2864, 36 Roys Road, Budgeree
- Ms Vicki Hamilton (Asbestos Council Victoria/GARDS) on 10.2 Use and Development of Land for Industry (Private Asbestos Disposal)
- Mr Merv Geddes on 10.2 Use and Development of Land for Industry (Private Asbestos Disposal)
- Ms Cheryl Wragg on 10.2 Use and Development of Land for Industry (Private Asbestos Disposal) and 14.3 Submission to Victorian Heritage Council-Hazelwood Power Station

**Motion**

**Moved:** Cr Middlemiss

**Seconded:** Cr O'Callaghan

That Council grants an extension of time to speak to Ms Cheryl Wragg.

**CARRIED**

**An extension of time of up to three minutes was provided.**

**Cr Brad Law left the meeting, the time being 06:28 PM**

- Ms Susan Broadbent on 10.3 Proposed Moe Cup Public Holiday 2018

**Cr Brad Law returned to the meeting, the time being 06:31 PM**

- Ms Tracy Parsons on 12.1 Traralgon Skate Park Petition

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

| Date of Council Meeting       | Item  | Date of Future Council Meeting Report   |
|-------------------------------|---|---|
| <b>Chief Executive Office</b> |   |   |
| 13 November 2017              | Memorandum of Understanding with the State of Victoria to develop a City Deal | <b>19 January 2018</b><br>A report will be scheduled in 2018<br><b>06 April 2018</b><br>A further report is scheduled after June 2018   |
| 11 September 2017             | 2017/14 Morwell / Hazelwood Mine  | <b>19 October 2017</b><br>A further report will be scheduled in 2018<br><b>6 April 2018</b><br>Councillor workshop held 12/02/2018. External consultants to be engaged to provide advice on market opportunities for brown coal. This process has been initiated. A further report will be presented to Council once that advice is received.<br><b>4 June 2018</b><br>A report was presented to Council Meeting<br><b>21 June 2018</b><br>A report, market opportunities for brown coal due at Councillor Briefing 17 September 2018 and a further report to Council Meeting 1 October 2018. |
| 4 June 2018                   | Strength Led Transition 2.0   | A further report is scheduled for August 2018   |

| Date of Council Meeting | Item                                | Date of Future Council Meeting Report   |
|-------------------------|-------------------------------------|---|
| <b>City Development</b> |                                     |   |
| 06 November 2013        | Latrobe Regional Motorsport Complex | <p><b>2015</b></p> <p>A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b></p> <p>A briefing report will be presented in May 2016.</p> <p><b>26 May 2016</b></p> <p>A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p><b>30 May 2016</b></p> <p>A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p><b>20 September 2016</b></p> <p>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></p> <p>A report to Council is tentatively scheduled for June 2017.</p> <p><b>05 June 2017</b></p> <p>The report to Council has been rescheduled while the Committee's Terms of Reference are drafted.</p> <p><b>04 October 2017</b></p> <p>New Terms of Reference have been adopted at the 2 October 2017 Council Meeting. A further report as required by this resolution is not expected to occur until March 2018.</p> <p><b>13 November 2017</b></p> <p>Two EOI's received to conduct feasibility study.</p> |

| Date of Council Meeting | Item   | Date of Future Council Meeting Report  |
|-------------------------|--|--|
|                         |  | <p>Motorsport Complex committee will meet in next two weeks to assess the EOI's</p> <p><b>06 March 2018</b></p> <p>Consultant appointed and feasibility study underway. First report (Situational Analysis) presented on 6 March 2018</p>  |
| 31 July 2017            | <p>International Relations Advisory Committee Recruitment of Community Members</p> <p><i>Confidential under section 89(2)(a) personnel matters</i></p>   | <p><b>09 August 2017</b></p> <p>A report will be prepared for Council by 30 September 2017.</p> <p><b>19 October 2017</b></p> <p>Report to be provided at Council Meeting 13 November 2017</p> <p><b>06 December 2017</b></p> <p>A further report will be presented to Council in 2018.</p> <p><b>09 March 2018</b></p> <p>The Community Members of the International Relations Advisory Committee were nominated and adopted in the August Council meeting. Successful and unsuccessful members have been advised.</p> <p><b>05 June 2018</b></p> <p>A report is anticipated in August 2018</p> |
| 23 October 2017         | <p>Development Proposal - Expression of Interest</p> <p><i>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed</i></p> | <p><b>19 January 2018</b></p> <p>A report will be scheduled as required.</p> <p><b>08 February 2018</b></p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>09 March 2018</b></p> <p>Dialogue continuing with FSS in relation to the</p>  |

| Date of Council Meeting | Item   | Date of Future Council Meeting Report   |
|-------------------------|--|---|
|                         | <i>developments.</i>   | <p>Latrobe Regional Airport. FSS will present to Council on 26 March 2018</p> <p><b>24 May 2018</b></p> <p>Workshop has been arranged for 1 June 2018 between LCC, Landum &amp; Browne and FSS.</p>   |
| 05 February 2018        | Signage on Overhead Bridges on Freeway   | <p><b>08 February 2018</b></p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>08 March 2018</b></p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p><b>06 June 2018</b></p> <p>A further report is due September 2018</p>   |
| 3 April 2018            | Use and Development of land with an Office and Reduction of Car Parking Requirements | <p><b>04 April 2018</b></p> <p>Email sent to applicant with details of Councils Resolution requiring a further car parking study to be undertaken.</p> <p><b>08 June 2018</b></p> <p>Notice of Decision issued on 6 June 2018.</p>  |
| 3 April 2018            | Future Use of the Visitor Information Centre Building                                | <p><b>04 April 2018</b></p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> |



| <b>Community Services</b> |  |  |
|---------------------------|--|--|
| 04 December 2017          | Potential changes to Aged & Disability Services and their impact on Council                              | <p><b>17 January 2018</b></p> <p>A future report is required in March 2018</p> <p><b>20 June 2018</b></p> <p>Consultant undertaking review and consultation. A briefing will be provided to Council in August. Final report from consultant due December 2018</p>  |
| <b>Corporate Services</b> |  |  |
| 25 May 2015               | <p>MAV Workcare Self Insurance</p> <p><i>Confidential under section 89(2)(d) contractual matters</i></p> | <p><b>14 March 2017</b></p> <p>A report to Council is scheduled for the end of the current financial year.</p> <p><b>18 July 2017</b></p> <p>A report will be presented to Council in 2020/2021 Financial Year.</p>  |
| 14 September 2015         | Long Term Lease Renewal Agreement – Moe Racing Club  | <p><b>19 January 2018</b></p> <p>Still pending finalisation of negotiations with the Moe Racing Club before a final agreement is provided to Council for ratification.</p> <p><b>2018</b></p> <p>A report will be presented to Council in the second half of 2019.</p>   |
| 31 July 2017              | Proposed Long Term Lease - Yinnar Bowling Club   | <p><b>04 August 2017</b></p> <p>A public notice inviting community comment will be published on 10 August 2017. Submissions close 11 September 2017. A report will be prepared for Council following the consultation period if required.</p> <p><b>13 November 2017</b></p> <p>A future report is scheduled for Council in 2018</p> |

|                   |   |  |
|-------------------|---|--|
| 11 September 2017 | Proposed Road Renaming - Ashley Avenue, Morwell   | <p><b>20 September 2017</b></p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p><b>27 October 2017</b></p> <p>Councillor Middlemiss to discuss with resident the possibility of suggesting another name for the original Ashley Avenue, Morwell.</p> <p><b>29 March 2018</b></p> <p>No change</p> <p><b>13 June 2018</b></p> <p>No change</p> |
| 23 October 2017   | <p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p> | <p><b>05 December 2017</b></p> <p>A report will be presented to Council in 2018.</p> <p><b>14 May 2018</b></p> <p>Revised target date from 30 Apr 2018 to 30 Jun 2018</p> <p><b>13 June 2018</b></p> <p>Revised target date from 30 Apr 2018 to 30 Jun 2018</p>  |
| 05 March 2018     | Council Committee Review  | <p><b>05 March 2018</b></p> <p>A further report is scheduled for 2018.</p> <p><b>14 March 2018</b></p> <p>A further report/s will be submitted to Council for approval of committee membership.</p>  |

|  |  |   |
|--|--|---|
| 3 April 2018                           | Proposed Public Highway Declarations - Laneways in the Moe Central Business District | <p><b>16 April 2018</b></p> <p>Public notice and letters to property owners/occupiers are being drafted.</p> <p><b>30 April 2018</b></p> <p>No change</p> <p><b>14 May 2018</b></p> <p>Public notice published in LV Express inviting submissions. Revised Target Date changed from 1 May 2018 to 30 Jun 2018. Submissions due 28 May 2018.</p> <p><b>13 June 2018</b></p> <p>No submissions were received. Plan is being prepared for the Government Gazette.</p>                |
| <b>Infrastructure &amp; Recreation</b> |  |   |
| 21 August 2017                         | 2016/17 Outdoor Pool Season Report   | <p><b>23 August 2017</b></p> <p>A report will be presented to Council by July 2018.</p> <p><b>5 January 2018</b></p> <p>A report will be provided to Council, expected in April 2018 following the end of the pool season.</p> <p><b>14 February 2018</b></p> <p>A further report is due to council on participation, costs and benefits for the region by May-June 2018</p> <p><b>4 June 2018</b></p> <p>A report was presented to Council and a further report is scheduled</p> |
| 05 February 2018                       | Presentation to Council of the Save Hazelwood Caravan Park Petition                  | <p><b>08 February 2018</b></p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>07 March 2018</b></p>   |

|               |   |   |
|---------------|---|---|
|               |   | <p>A further report will be scheduled in 2018.</p> <p><b>13 April 2018</b></p> <p>Revised target date changed from 4 Jun 2018 to 06 Aug 2018</p>  |
| 05 March 2018 | Draft Carpark Asset Management Plan for Endorsement for Public Exhibition   | <p><b>05 March 2018</b></p> <p>A further report will be scheduled in 2018.</p> <p><b>14 March 2018</b></p> <p>Public Consultation will start 15 March for a 4 week period</p>   |
| 05 March 2018 | Draft Bridges and Major Culvert Asset Management Plan for Public Exhibition | <p><b>05 March 2018</b></p> <p>A further report will be scheduled in 2018.</p>  |
| 05 March 2018 | Moe Bus Routes and Parking review   | <p><b>05 March 2018</b></p> <p>A further report will be scheduled in 2018.</p> <p><b>4 June 2018</b></p> <p>A report was presented to Council and a further report is scheduled for 2018</p>  |
| 05 March 2018 | Suitable Street Tree Planting List 2018                                     | <p><b>05 March 2018</b></p> <p>A further report will be scheduled in 2018.</p> <p><b>23 April 2018</b></p> <p>A briefing report will be prepared for Councillor Briefing 20 August with a Council report for consideration at the 3 September 2018 Council Meeting.</p> |
| 03 April 2018 | Illegally Dumped Rubbish on HVP Plantations Land                            | <p><b>5 April 2018</b></p> <p>A further report will be prepared for 22 October 2018 Councillor Briefing 1</p>   |
| 03 April 2018 | 2018/05 - MacPherson Road, Moe  | <p><b>6 April 2018</b></p> <p>A briefing report will be prepared for 23 July Briefing 1 Session with a final report for</p>   |

|               |   |   |
|---------------|---|---|
|               |   | <p>decision presented to Council at the 6 August Council Meeting</p> <p><b>13 June 2018</b></p> <p>Report being reviewed after division check in</p>  |
| 03 April 2018 | Petition For Change of Speed Limits on Latrobe Road and Old Melbourne Roads             | <p><b>6 April 2018</b></p> <p>A briefing report will be prepared for 23 July Briefing 1 Session with a final report for decision presented to Council at the 6 August Council Meeting</p> <p><b>13 June 2018</b></p> <p>Survey period is now open until 30 June 2018</p>                    |
| 03 April 2018 | Partial closure of Fowler Street Service Road between Vale Street and South Street, Moe | <p><b>6 April 2018</b></p> <p>Consultation is being prepared. A report to formally declare the "partial closure" is scheduled for September 2018</p> <p><b>17 May 2018</b></p> <p>The preliminary works to declare the road closure is underway. Alternatives are still being explored.</p> |
| 04 June 2018  | Hard Waste Coupon Program   | <p><b>4 June 2018</b></p> <p>A report was presented to Council and Council will receive a further report in 12 months regarding the progress of the program.</p>  |

Any proposed timings of reports listed above advised up to 21 June 2018 have been included in the table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

Nil

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



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

**Agenda Item: 10.1**

**Agenda Item:** Former Budgeree Primary School No 2864, 36 Roys Road, Budgeree

**Sponsor:** General Manager, Corporate Services

**Council Plan Objective:** Ensure Council operates openly, transparently and responsibly.

**Status:** For Decision

**Proposed Resolution:**

**That Council:**

- 1. Notes the Department of Environment Land Water & Planning does not support taking transfer (ownership) of the Council owned former Budgeree Primary School Building at 36 Roys Road, Budgeree (School Building), contained in Certificate of Title Volume 10160 Folio 222;**
- 2. Authorises the Chief Executive Officer to commence the statutory process required under sections 189 and 223 of the *Local Government Act 1989* and publishes a notice inviting written submissions concerning the potential sale of the former School Building;**
- 3. If submissions are received, delegates to the Chief Executive Officer the authority:**
  - a) to fix the date of the Ordinary Council Meeting to consider submissions, and**
  - b) notify submitters wishing to be heard of the time and place of the Ordinary Council Meeting that Council will consider the submissions; or**
- 4. If no submissions are received, Council forms the opinion that the former School Building is surplus to Council and community requirements and delegates to the Chief Executive Officer authority to:**
  - a) Negotiate the potential sale of the former School Building by private treaty to the Budgeree Hall Reserve Committee Inc.**
  - b) In the event a transfer cannot be negotiated with the Budgeree Hall Reserve Committee Inc. the former School Building be listed with a Real Estate Agent for sale, and**

- c) **Sign and seal all documentation associated with the sale of the land.**
- 5. **Notify the Budgeree Hall Reserve Committee Inc. and the Department of Environment Land Water & Planning of Council's decision.**

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Harriman

**That Council:**

1. **Notes the Department of Environment Land Water & Planning does not support taking transfer (ownership) of the Council owned former Budgeree Primary School Building at 36 Roys Road, Budgeree (School Building), contained in Certificate of Title Volume 10160 Folio 222;**
2. **Authorises the Chief Executive Officer to commence the statutory process required under sections 189 and 223 of the *Local Government Act 1989* and publishes a notice inviting written submissions concerning the potential sale of the former School Building;**
3. **If submissions are received, delegates to the Chief Executive Officer the authority:**
  - a) **to fix the date of the Ordinary Council Meeting to consider submissions, and**
  - b) **notify submitters wishing to be heard of the time and place of the Ordinary Council Meeting that Council will consider the submissions; or**
4. **If no submissions are received, Council forms the opinion that the former School Building is surplus to Council and community requirements and delegates to the Chief Executive Officer authority to:**
  - a) **Negotiate the transfer the School Building to the Hall Committee for a nominal amount to acknowledge the Budgeree community's one third financial contribution of \$5,000 towards the initial purchase of the former School Building**
  - b) **Sign and seal all documentation associated with the sale of the land.**
5. **Notify the Budgeree Hall Reserve Committee Inc. and the Department of Environment Land Water & Planning of Council's decision.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council owns both the former Budgeree Primary School building (School Building) at 36 Roys Road, Budgeree, and another parcel of land adjacent to the Budgeree Hall that is used for car parking purposes (refer to Attachment 1 for aerial image).
- Council Officers and representatives of the Budgeree Hall Reserve Committee Inc. (Hall Committee) and the Department of Environment, Land, Water & Planning (DELWP) met to discuss options for the former School Building, including making a funding application to the Latrobe Valley Authority to carry out restoration of the former School Building and the potential transfer of the building and the adjoining land to DELWP.
- DELWP has recently advised Council (refer to Attachment 2 for a copy of the letter) that it is not prepared to accept transfer of the School Building in its present condition or adjoining land used for parking,
- Council has a number of options with respect to this matter and these include:
  - Authorise the Chief Executive Officer to negotiate the transfer the School Building to the Hall Committee for a nominal amount to acknowledge the Budgeree community's one third financial contribution of \$5,000 towards the initial purchase of the former School Building; or
  - Authorise the Chief Executive Officer to appoint a real estate agent to undertake the sale of the former School Building and take advice as to the best method of sale (auction, private treaty, expression of interest or other) in accordance with Council's Sale of Council Owned Property Policy;
  - Jointly seek funding to undertake the restoration works with the Hall Committee.

**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*.

**Background:**

Council owns both the former Budgeree Primary School Building (School Building) at 36 Roys Road, Budgeree, and another parcel of land adjacent to the Budgeree Hall that is used for car parking purposes (refer to Attachment 1 for aerial image).

The Budgeree Hall Reserve Committee Inc. (Hall Committee) is a Department of Environment, Land, Water & Planning (DELWP) appointed Committee. This committee presented a submission to the 2017/18 Council budget for funds to commence the restoration of the former School Building. This budget submission was unsuccessful.

Council considered the former School Building on a number of occasions, the most recent being at its 5 March 2018 meeting which included a risk and financial analysis

(refer Attachment 3 for an Extract of the Council Minutes). At this meeting it was resolved, that Council:

1. *Authorise the Chief Executive Officer to discuss with the Department of Environment, Land, Water and Planning ("DELWP") and the Budgerie Hall Reserve Committee Inc ("the Committee") the possible transfer to DELWP of the Council owned land and the former Budgerie Scholl Building, Budgerie ("the Building"); and*
2. *Requests a further report to advise:*
  - a. *the outcome of discussions regarding the possible transfer of the land and Building to DELWP; and*
  - b. *options to assist the Committee to attract funds to maintain and restore the Building.*

The meeting with representatives from DELWP and the Hall Committee took place on 26 April 2018. An amicable and lengthy discussion was held which centred on the following broad headings:

- Potential transfer of the building and adjoining land to DELWP;
  - Lack of maintenance of the former School Building;
  - Building and surrounds improvements;
  - Proposed future use for former School Building;
  - Costs of restoration;
  - Budgerie Hall;
  - Next steps;
  - Heritage Listing of the School Building;
  - Funding options;
  - Recent media concerning the transfer of former Hill End School from the Education Department to the Crown and the establishment of a Community Committee of Management.
1. Summary of the key messages:
    - DELWP is not prepared to accept transfer of the School Building in its present condition or the adjoining land used for parking (refer to Attachment 3 for correspondence from DELWP).
    - DELWP is of the opinion that the hall/school precinct can be managed satisfactorily even though there are two landowners.
    - The Budgerie community believe the School Building is a valued community asset and is worth preserving.
    - The Hall Committee has been exploring potential funding options including meeting with the Latrobe Valley Authority (LVA) and received a positive response concerning two potential applications:
      - Improvements to the hall (\$102,000);
      - Separate application towards restoration of the School Building.
    - The Hall Committee advised it has attracted funding from the Foundation for Rural & Regional Renewal (FRRR) for the hall and the FRRR gave positive feedback in relation to a \$20,000 grant towards the School Building restoration.

- Restoration cost estimates total \$252,000 this includes \$20,000 for an amenities block and an \$11,000 Council management fee.
- DELWP discouraged the Hall Committee from engaging in any further negative publicity.
- The Hall Committee has identified a number of potential uses for the School Building including yoga, meditation, quiet space classes and/or returned service personnel retreat that it will explore further.
- The Hall Committee is encouraged to identify other possible users and participant numbers for the School Building (particularly sporting group users) to justify financial contributions.

**Reasons for Proposed Resolution:**

Council does not use or require the former School Building for any Council sponsored or managed program/s. The Budgereee Community and hirers of the Budgereee Hall will gain the most benefit from the restoration and utilisation of the former School Building. Ownership and restoration of the former School Building is not a core function of Council.

Council may wish to consider retaining ownership of the School Building, and in association with the Hall Committee, make application to the Latrobe Valley Authority (LVA) for \$152,000. If the LVA funding application was successful, a community/Council contribution of \$84,000 would be required. This total contribution could be reduced to \$44,000 if additional funding of \$20,000 could be obtained from the Foundation for Rural & Regional Renewal (FRRR) and the \$20,000 is not required to construct an amenities block.

**Issues:***Strategy Implications*

In the 2017-2021 Council Plan, Council has identified and links two strategies to support *Objective 6 – Ensure Council operates openly, transparently and responsibly*. These two strategies are:

*4 – Enhance Council's engagement with the community, to better understand the communities priorities, and*

*13 – Develop Council's long term financial plan and asset management plan to ensure that Council remains financially sustainability.*

By Council giving public notice and inviting written submissions concerning the potential sale/transfer of the former School Building, Strategy 4 above will be achieved.

In order to comply with Strategy 13 above, Council needs to be mindful that the restoration, maintenance and utilisation costs for the former School Building over the next 50 years is expected to total \$620,000.

### *Communication*

Should Council authorise the Chief Executive Officer to commence the statutory process required under sections 189 and 223 of *the Local Government Act 1989* the following consultation will be undertaken:

- A notice will be published inviting written submissions concerning the potential sale of the former School Building.
- Letters will be sent to Hall Committee and DELWP.

### *Financial Implications*

Council has not identified the School Building as a priority in the Council Plan. Nor has Council made a financial allowance in the 2017/18 or the 2018/19 budget.

Council is required to focus on its own financial sustainability to ensure that it has the ability to deliver on its committed service provisions and to be able to maintain the assets that Council currently owns and is building in the near future.

Should Council undertake restoration of the former School Building, it will require an ongoing financial commitment to maintain it into the future. As detailed in Strategy Implications above, this is expected to be \$620,000 over 50 years. These details have previously been provided to Council and further details are provided in the Extract from the 5 March 2018 Council Meeting, Item 17.1 under the heading of *Options and Risk Review*, page 554 – 556, Attachment 3.

Latrobe Valley Authority (LVA) has provided details of a request for a grant received from the Hall Committee for reverse cycle air conditioning, a deck with a covered roof, kitchen refurbishment to sand and seal the hall floor, replace external floors, paint interior and exterior of the Hall building, acoustic installation, and purchase of assorted white goods for the kitchen. Total \$11,768.

### *Risk Analysis*

| Identified risk       | Risk likelihood* | Controls to manage risk  |
|-----------------------|------------------|--|
| Disgruntled community | 4 (Likely)       | Offer to transfer of former School Building to Hall Committee for a nominal amount |

### *Legal and Compliance*

The *Local Government Act 1989* empowers Council to give public notice of its intention to sell/transfer Council owned land and consider written submissions received.

### *Community Implications*

There has been no recognised provision of Council service identified in the 2016/17 or 2017/18 budget or Council Plan.



Officers have not identified a Council service and are unaware aware of any community service that requires the use of the School Building. The School Building therefore has no identified purpose in terms of Council service delivery.

Should Council allocate funds to this project, it has the potential to create an expectation amongst other “not for profit” or community organisations that Council will allocate similar funding for maintenance or improvements to other venues, i.e. DELWP appointed rural hall Committees of Management, etc.

#### *Budgeree Community Support*

- The Hall Committee formed a “Friends of Budgeree School Group” and held a public meeting on 22 June 2017 to save the former School Building.
- Friends of Budgeree School Group were interviewed by an ABC Gippsland Radio Station reporter on Thursday, 31 August 2017.
- The Hall Committee was promoting via Facebook the former School Building as a potential wedding venue and the Budgeree Hall being utilised for the wedding reception.
- The Hall Committee has identified a number of potential uses for the former School Building including yoga, meditation, quiet space classes and/or returned service personnel retreat that it will explore further.

#### *Environmental Implications*

Maintenance of the surrounding grounds of the former School Building and hall was being undertaken by the Department of Justice (corrections team) on a fortnightly basis and was included in Council’s agreement with the DOJ.

DOJ has withdrawn this service due to health and safety concerns (tree roots and wombat holes). Council’s depot teams are currently maintaining the grounds of the School Building and hall. The Hall Committee has been advised of this arrangement.

#### *Consultation*

Should Council resolve to commence the statutory process required under sections 189 and 223 of *the Local Government Act 1989* and publishes a notice inviting written submissions concerning the potential sale of the former School Building any submissions received will be heard at a future Council Meeting.

#### *Other*

A number of residents of the Budgeree community support the restoration of the former School Building as it holds historical significance to the district.

Budgeree is a small rural community with 143 persons (ABS 2016 Census) which is 0.19% of the population of Latrobe City.

Due to expected minimal usage of the School Building by the community and the substantial investment required to restore the School Building to a usable state, it is recommended that Council divest itself of this asset and the adjoining car park and instead seek to transfer the land and building to the Hall Committee for a nominal

amount. In the event the Hall Committee is not prepared to take transfer then Council could list the property for sale.

**Supporting Documents:**

Extract of Council Minutes from 5 March 2018 - Item 17.1 Former Budgerie Primary School No 2864, 36 Roys Road, Budgerie.

**Attachments**

- 1 [1](#). Aerial image
- 2 [2](#). Correspondence from Department of Environment Land Water & Planning
- 3 [3](#). Extract of Council Minutes from 5 March 2018 Meeting - risk & financial analysis



## **Former Budgeree Primary School No 2864, 36 Roys Road, Budgeree**

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>Aerial image .....</b>   | <b>29</b> |
| <b>2</b> | <b>Correspondence from Department of Environment Land<br/>Water &amp; Planning .....</b>              | <b>31</b> |
| <b>3</b> | <b>Extract of Council Minutes from 5 March 2018 Meeting -<br/>risk &amp; financial analysis .....</b> | <b>33</b> |





Department of Environment,  
Land, Water & Planning

30<sup>th</sup> April 2018

71 Hotham Street  
Traralgon Victoria 3844  
DX 219284  
Telephone: (03) 5172 2111  
Facsimile: (03) 5172 2100  
ABN 90 719 052 204

Henry Morrison  
Latrobe City Council  
PO Box 264, Morwell 3840  
Morwell, Victoria

DELWP Ref: [30042018]  
Your Ref: [30042018]

Dear Henry,

**Outcome of Budgeree School meeting 26/04/2018**

Thank you for taking time to meet with the Budgeree Hall Committee of Management representatives and our Department of Environment, Land, Water & Planning (DELWP) representatives to discuss the Budgeree School building.

The purpose of this letter is to clarify the Department's current position on the Budgeree School building.

The Department at this time does not find it suitable to have the land returned to the crown for management by the Department and an appointed Committee of Management. The position basis being:

- DELWP is invested in the neighbouring Budgeree Hall building and is committed to continuing to support the Committee there. As it stands DELWP cannot identify a valid cause for obtaining the school building given this.
- The current state of the building would require major investment outside of scope of current DELWP funding pools.
- The Budgeree School building is still yet to be assessed on a Heritage application which would have significant impact on future management of the potential site.

DELWP recognizes the local community's attachment to the school building and where possible would like to assist. DELWP representatives, namely myself, would be happy to engage in further meetings regarding the site and may be able assist in a mediative nature given our existing relationship with the proposed Committee of Management.

Should you have any questions regarding this matter, please contact Chris Catanese on 51722582.

Yours sincerely,

Chris Catanese  
Project Officer – Latrobe Valley Projects | Land and Built Environment | Gippsland Region

*Privacy Statement*

*Any personal information about you or a third party in your correspondence will be protected under the provisions of the Privacy and Data Protection Act 2014. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the Department should be directed to the Privacy Coordinator, Department of Environment, Land, Water and Planning, PO Box 500, East Melbourne, Victoria 8002*







**Ordinary Council Meeting Minutes  
05 March 2018 (CM513)**

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Pest Control Report recommendations are:

- No treatment of timber pest is required.
- In addition to this report a subterranean termite management proposal to help manage the risk of future subterranean termite access to buildings and structures is considered optional.
- Removal of conditions conducive to timber pest attack is necessary.
- Due to the susceptibility of the property to sustaining timber pests, the next inspection is recommended to take place in no longer than 12 months' time.

Hall Committee's Heritage Victoria Application

The Hall Committee has made application to Heritage Victoria (part of DELWP) to consider inclusion of the School Building and grounds in the Victorian Heritage Register. Heritage Victoria notified Council of the nomination on 4 May 2017 and advised that it was unlikely the assessment would commence in the short to medium term.

- At the time of preparing this report, officers have not been advised by Heritage Victoria of any progress of the application.
- Heritage Victoria's Information Leaflet states that "In extreme circumstances where the survival of significant heritage is jeopardised by neglect or damage, the Heritage Council may be forced to issue a repair order." Council, being the owner, would be responsible to comply with any Heritage Victoria Order.

*Strategy Implications*

Objective 6 of the 2017/2021 Council Plan: *Ensure Council operates openly, transparently and responsibly.*

*Communication*

Refer confidential attachment three for a chronology of events relating to the Hall Committee's request.

*Financial and Risk Analysis*

Council has not identified the School Building as a priority in the Council Plan. Nor has Council made a financial allowance in the 2017/18 budget.

Council is required to focus on its own financial sustainability to ensure that it has the ability to deliver on its committed service provisions and to be able to maintain the assets that Council currently owns and is building in the near future.

Should Council preserve and/or restore the School Building, it will require an ongoing financial commitment to maintain it into the future (details are provided below).

*Options and Risk Review*

The following table details possible options together with potential risk factors, an identifiable short term and annual long term cost, and total expenditure including replacement of the building at the end of the 50 years.



### Ordinary Council Meeting Minutes 05 March 2018 (CM513)

| Option | Action  | Risk  | Short term<br>Expenditure<br>1-2 years | Long term<br>Expenditure<br>50 years                      | Total over<br>50 years   | Officer Comment   |
|--------|---|---|--|---|--------------------------|---|
| 1a.    | Do nothing  | To reputation and public safety                   | \$ -                                   | \$15 K Demolition   | \$15,000                 | Potential Injury claim.   |
| 1b.    | Fence and change lock to building preventing access   | To reputation<br>Underutilised asset - Low Risk   | \$10,000                               | \$15 K Demolition   | \$25,000                 | Building will continue to deteriorate.  |
| 2a.    | Preserve building as a school museum  | Reputation enhanced amongst Budgeree residents    | \$260,000                              | \$4 K p.a. & \$260 K in 50 years for building replacement | \$720,000                | Bushfire Overlay area. Fire risk. Require public toilets & disabled access.   |
| 2b.    | Preserve exterior and change lock to building preventing access                                       | To reputation<br>Underutilised asset - Low Risk   | \$220,000                              | \$2 K p.a. & \$220 K in 50 years for building replacement | \$540,000                | Triggers Class 9A Public Building. Require public toilets & disabled access.<br>Bushfire Overlay area. Fire risk.   |
| 3.     | Full restoration and activation as a function centre  | Not utilised – Reputation no return on investment | \$260,000                              | \$2 K p.a. & \$260 K in 50 years for building replacement | \$620,000                | Lease income at not for profit rate<br>Triggers Class 9A Public Building. Require public toilets & disabled access.<br>Bushfire Overlay area. Fire risk.            |
| 4.     | Land lease to Hall Committee with grant for maintenance   | Potential precedent - Low Risk                    | \$40,000                               | \$260 K in 50 years plus annual grant                     | \$540,000                | Could fall into disrepair and need re-managing<br>Triggers Class 9A Public Building. Require public toilets & disabled access.<br>Bushfire Overlay area. Fire risk. |
| 5a.    | Transfer title to DELWP with seeding grant. Hall Committee may be delegated management responsibility | DELWP does not accept transfer                    | \$1,500 + seeding grant                | \$ -  | \$1,500 + seeding grant. | What happens if Committee is unable to attract funding to restore the building?   |



### Ordinary Council Meeting Minutes 05 March 2018 (CM513)

|     |   |  |          |      |          |   |
|-----|---|--|----------|------|----------|---|
| 5b. | Title transfer to Hall Committee as trustees with Community Grant | Risk that precedent is set and Hall Committee does not accept transfer   | \$60,000 | \$ - | \$60,000 | Precedence. What happens if Committee is wound up OR if Committee does not restore or preserves building and wants to hand back to Council? |
| 6.  | Retire/Demolish building and transfer land to DELWP               | Risk to reputation if demolish building and not supported by Budgeree community. DELWP does not accept transfer. | \$15,000 | \$ - | \$15,000 |   |

#### Latrobe Valley Authority (LVA) Funding Option Commentary

The Hall Committee, as an incorporated association, is a separate legal entity and therefore could approach the LVA direct and seek advice on whether this project would be supported.

If a project is on a Council property, Council must receive early notification of an Expression of Interest (EOI), officers are then invited to comment when the EOI is submitted and provide assessment commentary if the project proceeds to the application stage.

Council has had applicants apply for funding for Council owned and managed assets. Generally projects delivered on Council property need to be managed by Council. Due to resourcing limitations, there are already long timeframes proposed for delivery of these kinds of works.

If the Hall Committee requires Council to be the applicant, then this project would need to be considered and approved by Council. There is already a range of projects that Council is seeking funding for. The LVA Community Facility Framework has established different funding ratio for different projects. Therefore, any LVA grant will require a financial contribution from Council.

#### *Legal and Compliance*

Transferring the School Building and existing Council owned car park to the Department of Environment, Land, Water & Planning (DELWP) will require compliance with Section 191 of the *Local Government Act 1989*. This section empowers Council to transfer land to the Crown, a Minister or any public body with or without payment of consideration.

**Agenda Item: 10.2**

**Agenda Item:** Use and Development of Land for Industry (Private Asbestos Disposal)

**Sponsor:** General Manager, City Development

**Council Plan Objective:** Support job creation and industry diversification to enable economic growth in Latrobe City.

**Status:** For Decision

**Proposed Resolution:**

**That Council:**

**Issues a Notice of Decision to Grant a Permit for the Use and Development of Land for Industry (Refuse Disposal – Private Asbestos Disposal) and Alteration of Access to a Road Zone Category 1 in the Special Use Zone 1 and Environmental Significance Overlay 1 at 412 Commercial Road, Morwell (Lot 2 on Plan of Subdivision 449983A), with the following conditions:**

**Endorsed Plans Condition:**

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

**Amenity Conditions:**

- 2. The use may operate only between the hours of 7.00am and 6.00pm Monday to Friday, and 7.00am and 5.00pm Saturday, unless with the written consent of the Responsible Authority.**
- 3. No waste materials other than those generated by the demolition works at Lot 2 on Plan of Subdivision 449983A are to be disposed of on the subject site.**
- 4. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:**
  - a) transport of materials, goods or commodities to or from the land;**
  - b) appearance of any building, works or materials;**
  - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;**
  - d) presence of vermin;**

**or otherwise, to the satisfaction of the Responsible Authority.**

5. All soil stockpiles and areas housing unburied waste materials must be maintained to avoid dust nuisance to any residential area to the satisfaction of the Responsible Authority. Measures to be implemented for the avoidance of dust amenity issues from the site must include:
- a) The provision of watercarts on site to be used to control dust during dry and windy conditions;
  - b) Regular watering of unsealed internal haul roads; and
  - c) Vegetation of final cap areas as soon as practical as per the landscaping conditions included in this permit.

**Landscaping Conditions:**

6. Prior to the commencement of any works, further landscape plans must be submitted to and approved by the Responsible Authority. The plan must be generally consistent with the landscaping plans submitted with the planning permit application, but updated to show landscaping of a similar nature for 'Landfill B (Secondary Cell)' as what is shown for 'Landfill A (Primary Cell)'.
7. Within three (3) months of each landfill cell being filled and capped, the component of the landscaping works identified on the endorsed landscaping plan that applies to that landfill cell area must be carried out and completed to the satisfaction of the Responsible Authority.
8. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

**Standard Industrial Conditions:**

9. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.
10. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

**Engineering Conditions:**

11. Before the commencement of any land use hereby permitted, an environmental management plan shall be submitted to and approved by the Responsible Authority. The plan must detail how issues such as erosion prevention, temporary drainage, dust generation and sediment control will be managed for the stockpiling of soil on the site. Details of a contact person/site manager must also be provided, so that this person can be easily contacted should any issues arise.
12. Control measures in accordance with the approved environmental management plan, shall be employed throughout the construction and operation stages of the soil stockpile to the satisfaction of the Responsible Authority. The Responsible Authority must be kept



informed in writing of any departures from the environmental management plan. If, in the opinion of the Responsible Authority, the departure from the approved plan is significant then an amended plan must be submitted to and approved by the Responsible Authority. The approved measures must be carried out continually and completed to the satisfaction of the Responsible Authority.

**Environmental Health Conditions:**

13. Prior to the commencement of works an EPA Works Approval is required for the proposal. All site activities must comply with the requirements of the relevant approved Works Approval to the satisfaction of the EPA.
14. The location of the landfill cells is to be GPS marked and recorded on both the EPA and Council waste databases.

**Environmental Planning Condition:**

15. Before works start, a fence must be erected around the tree to be retained on site. This tree is marked and identified in the documentation included in the Application for Planning Permit. This fence will protect the tree by demarcating the tree protection zone and must be erected at a radius of 12 x the diameter at a height of 1.3 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of the tree. The fence must be constructed of star pickets/ chain mesh/ or similar to the satisfaction of the Latrobe City Council. The fence must remain in place until all works are completed to the satisfaction of the Latrobe City Council.
16. Except with the written consent of the Latrobe City Council, within the area of native vegetation to be retained and any tree protection zone associated with the permitted works, the following is prohibited:
  - a) vehicular or pedestrian access
  - b) trenching or soil excavation
  - c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
  - d) entry and exit pits for underground services
  - e) any other actions or activities that may result in adverse impacts to retained native vegetation.

**EPA Conditions:**

17. Effective noise levels from the use of the premises must comply with the requirements of the *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1*.
18. All development and use of the premises involving the emission of dust

and other air quality indicators must comply with the *State Environment Protection Policy (Air Quality Management)*.

19. Nuisance dust and/or airborne particles must not be discharged beyond the boundaries of the premises.
20. Odours offensive to the senses of human beings must not be discharged, emitted or released beyond the boundaries of the premises.
21. Surface water discharged from the premises must not be contaminated with waste.

**Permit Expiry Condition:**

22. 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.

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr O'Callaghan

Defers making a decision on planning permit application 2017/242 for the use and development of land for industry (refuse disposal – private asbestos disposal) until the next Ordinary Council Meeting and alteration of access to a road zone category 1 at 412 Commercial Road, Morwell (Lot 2 on Plan of Subdivision 449983A) until the applicant seeks support from the appropriate Ministers and written confirmation from Engie as to whether Engie would be prepared to lease or sell land in the vicinity of the proposed Engie Asbestos Materials Landfill for use by HRL as an Asbestos Material Landfill.

**CARRIED UNANIMOUSLY**

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Harriman

That Council grants an extension of time to speak to Cr Middlemiss.

**CARRIED UNANIMOUSLY**

**An extension of time of up to three minutes was provided.**

### **Executive Summary:**

The proposal seeks to use and develop land for industry (refuse disposal – private asbestos disposal) and to alter access to a Road Zone, Category 1. The asbestos waste to be disposed of on site will be restricted to the materials from the proposed demolition of the Morwell power station within the same allotment.

The application was heard at the Ordinary Council Meeting on 4 June 2018, where it was resolved to reconsider the matter at the next Council meeting in July. In addition, an onsite meeting has been organised for 19 June between Councillors and HRL Limited to discuss the proposed location of the asbestos disposal facility.

The application was initially heard at the Ordinary Council Meeting on 7 May 2018, where it was resolved:

- *That Council defers consideration of the use and development of land for industry (private asbestos disposal) to a future meeting of the Council to allow for other locations to be explored.*

The applicant has submitted a response to the resolution, which outlines the reasoning behind the proposed site selection and concludes that on-site disposal of asbestos provides the safest option for the community and workers as a whole.

A copy of the applicants' response can be viewed at Attachment 1 of this report.

Having considered the submissions and assessed the proposal against the relevant 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 Permit be issued.

### **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*.

### **Background:**

#### *Summary*

Land: 412 Commercial Road, Morwell, known as Lot 2 on Plan of Subdivision 449983A

Proponent: Energy Brix Australia Corporation Pty Ltd C/- GHD Pty Ltd

Zoning: Special Use Zone, Schedule 1 (SUZ1), Industrial 1 Zone (IN1Z) and abuts a road in the Road Zone, Category 1 (RDZ1)

Overlay Environmental Significance Overlay, Schedule 1 (ESO1), Floodway Overlay (FO) and Land Subject to Inundation Overlay (LSIO)

A Planning Permit is required for:

- The use of land in the SUZ1 for a Section 2 use (industry - refuse disposal) in accordance with Clause 1.0 to the Special Use Zone;
- The construction of a building or construction or carrying out of works in the SUZ1 in accordance with Clause 37.01-4;
- The construction of a building or construction or carrying out of works in the ESO1 in accordance with Clause 42.01-2; and
- The alteration of access to a road in the Road Zone, Category 1, in accordance with Clause 52.29 of the Scheme.

### *Proposal*

The application is for the use and development of land for industry (refuse disposal – private asbestos removal) and alteration of access to a Road Zone, Category 1, in the Special Use Zone 1 and Environmental Significance Overlay 1.

This application seeks to accommodate the disposal of asbestos from the Morwell Power Station which is proposed to be demolished. It should be noted that the proposed demolition of the Morwell Power Station is subject to a separate approval process through Heritage Victoria.

The design of the proposed refuse disposal facility sees the creation of five cells that are to collectively accept up to 15,000m<sup>3</sup> of debris from the power station. The construction will be separated into 'Landfill A' and 'Landfill B'. The intent of 'Landfill A' is to contain the 10,000m<sup>3</sup> of asbestos material that is estimated to be generated by the power station demolition. The four cells that make up 'Landfill A' will be combined to be approximately 100 metres long, 40 metres wide and 6 metres deep.

'Landfill B' is proposed to be constructed if more than the initially estimated 10,000m<sup>3</sup> of asbestos material requires disposal. 'Landfill B' will have a capacity to accept 5,000m<sup>3</sup> of waste materials if constructed. This fifth cell is proposed to be 71 metres long, 46 metres wide and 6 metres deep.

Once the cells are full, the waste materials are to be contained below ground level, with the soil cap protruding above ground level. The maximum capped height of the landfill will be 3.5 metres above natural ground level. These cap areas are to be landscaped upon completion of use of each cell so as to avoid erosion issues.

An earthen bund is proposed to be built around the perimeter of the landfill. This perimeter bund will prevent stormwater runoff from surrounding land entering the landfill. The final cap will be tied into this bund. Small earthen bunds would also be

built to separate the cells to assist in the segregation of uncontaminated stormwater and leachate during the landfilling of a cell. A leachate collection system would be provided on the base of the landfill.

The outside perimeter of the bunds will be secured by temporary fencing whilst the cells are receiving waste materials. Once the operations are completed these security fences will be removed and replaced with more visually appropriate rural post and wire fencing.

The facility is proposed to operate between the hours of 7.00 am and 6.00 pm Monday to Friday, and 7.00 am and 5.00 pm on Saturdays.

Vehicle movements to and from the site will be via the existing access point to Commercial Road and are estimated to comprise of up to 10 semi-trailers arriving and leaving per month for the 3 month construction phase; up to one semi-trailer arriving and leaving two days per month for the 18 month operational phase; and no truck movements to and from the site upon the completion of the project.

A copy of the development plans are located at Attachment 2 of this report.

#### Subject Land:

The subject site comprises of Lot 2 on Plan of Subdivision 449983A, more commonly known as 412 Commercial Road, Morwell. The land is irregular in shape, with a total site area of 91.07 hectares. The site is located approximately 1 km south of the town centre of Morwell.

Access to the site is provided via an informal internal access road that connects to Commercial Road in the north-western portion of the site. This internal access road extends along a portion of the western site boundary leading to a car parking area and gated entrance to the Morwell Power Station. Native vegetation is scattered along the site boundary.

The land is relatively flat and currently contains a recently decommissioned power station, briquette factories and associated buildings and infrastructure. The balance of the site is largely undeveloped with the exception of a settlement pond collecting stormwater runoff. This settlement pond is located centrally within the site and discharges to Bennetts Creek.

A number of easements are located on site. The proposed works would not be located near the easements.

#### Surrounding Land Use:

To the north of the subject site beyond the Princess Freeway (RDZ1) is the interface of the industrial area with the established residential area of Morwell which is located in the General Residential Zone (GRZ). This interface is approximately 650 metres from the proposed landfill sites. Bennetts Creek which is located in the FO and the LSIO extends along the eastern site boundary. Industrial warehouses in the IN1Z are located further east across Monash Way (RDZ1). Two power stations, the gas fired Jeeralang A and B stations, the unoccupied Hazelwood Power Station and Hazelwood Cooling Pond are all located to the south in the SUZ1

An aerial image showing the context of the site is located at Attachment 3 of this report.

**Reasons for Proposed Resolution:**

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 Special Use Zone Schedule 1;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Environmental Significance Overlay Schedule 1;
- Consistent with the 'Purpose' and 'Decision Guidelines' of Clause 52.29 Land Adjacent to a Road Zone, Category 1;
- Consistent with Clause 65 (Decision Guidelines); and
- The objection received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered, while noting that some concerns raised in the objections do not form planning grounds on which the application should be refused.

**Issues:**

*Strategy Implications*

The proposed use and development of the land is considered to align with Council's strategy to implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City. The use and development of the site for the disposal of asbestos will reduce the risk to the surrounding community from potential asbestos contamination by retaining and disposing of hazardous materials on site.

*Communication*

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the Planning and Environment Act 1987 (the Act), with notices were sent to all adjoining and adjacent landowners and occupiers, one notice displayed on site for a minimum of 14 days, and publication of a notice in the Public Notices section of two issues of the Latrobe Valley Express.

At the completion of the advertising period, two submissions were received – one submission of support and one objection.

A copy of the submissions can be viewed at Attachment 4 of this report.

External:



Referrals were provided under Section 55 of the Act to:

- Department of Economic Development, Jobs, Transport and Resources who consented to the granting of a planning permit, with no conditions required.
- Environment Protection Authority who consented to the granting of a planning permit, subject to the inclusion of conditions.
- VicRoads who consented to the granting of a planning permit, with no conditions required.

Notice of the application was given under Section 52 of the Act to:

- Heritage Victoria who consented to the granting of a planning permit, with no conditions required.
- Worksafe Victoria who consented to the granting of a planning permit, with no conditions required.

Internal:

The application was referred to Council's Infrastructure, Environment, Strategic Planning and Health Services teams for consideration. There was no objection to the proposal subject to planning permit conditions from Infrastructure, Environment and Health Services.

*Financial Implications*

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 10 business days with an additional three days required to attend and present at the appeal, resulting in a total of 13 business days. This equates to an estimated financial cost in the order of \$5,200. This cost would be greater if a consultant and any expert witnesses were required to attend on Council's behalf and would likely be in excess of \$21,000.

*Risk Analysis*

There is a possible likelihood of risk to Council's reputation if the application is not approved due to one objection received from the community. In the event that approval is granted for the demolition of the power station buildings, the disposal of asbestos on site would provide the safest option for the disposal of the asbestos. To manage and limit any potential risk to Council, the recommendation has been considered against the relevant sections of the Latrobe Planning Scheme and advice from relevant referral authorities.

*Legal and Compliance*

**Latrobe Planning Scheme**

**State Planning Policy Framework**

- Clause 11.10 Gippsland
- Clause 11.10-1 A Diversified Economy
- Clause 13.03-1 Use of Contaminated and Potentially Contaminated Land
- Clause 13.04-1 Noise Abatement
- Clause 13.04-2 Air Quality
- Clause 14.02-2 Water Quality
- Clause 14.03 Resource Exploration and Extraction
- Clause 17.02-2 Design of Industrial Development

**Local Planning Policy Framework**

**Municipal Strategic Statement (Clause 21)**

- Clause 21.04-5 Mine Fire
- Clause 21.05-2 Water
- Clause 21.05-4 Coal Resources
- Clause 21.07-3 Industry

**Zoning**

**Special Use Zone, Schedule 1 (Clause 37.01)**

The proposal is considered to be consistent with the purpose and decision guidelines of the SUZ1. This will be further discussed in this report.

**Industrial 1 Zone (Clause 33.01)**

The need for a planning permit is not triggered under Clause 33.01 as the proposed development is not within the land area zoned Industrial 1. Assessment of the application against this land zoning is therefore not required.

**Overlay**

**Environmental Significance Overlay, Schedule 1 (Clause 42.01)**

The proposal is considered to be consistent with the decision guidelines at Schedule 1 to the Environmental Significance Overlay. This will be further discussed in this report.



Floodway Overlay (Clause 44.03) and Land Subject to Inundation Overlay (Clause 44.04)

As the proposed development site is located outside the area of the site affected by these overlays, the need for a planning permit is not triggered under this clause and assessment under these provisions of the Scheme is not required.

**Particular Provisions**

**Clause 52.10 Uses with Adverse Amenity Potential:**

The table to Clause 52.10 specifies that the proposed facility requires a threshold distance of 100 metres from land in a residential zone, land used for a hospital or an education centre or land in a public acquisition overlay to be acquired for a hospital or an education centre. These threshold distances are exceeded with the development site being over 800 metres from a residential zone thereby ensuring that the use will not cause offence or unacceptable risk to the neighbourhood.

**Clause 52.29 Land Adjacent to a Road Zone, Category 1:**

The proposal is considered to be generally consistent with the provisions of this particular provision as VicRoads is satisfied that the likely increase in vehicle movements to and from the site will not impact on the operation of the road or public safety.

**Decision Guidelines (Clause 65):**

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan. The proposal is considered to be generally consistent with these decision guidelines, as will be discussed later in this report.

**Incorporated Documents (Clause 81):**

No Incorporated Documents are considered to be relevant to this proposal.

Strategic direction of the State and Local Planning Policy Frameworks:

The proposal is considered to be generally consistent with the provisions of the relevant clauses under the SPPF and LPPF. The establishment of an on-site refuse disposal facility capable of handling asbestos materials generated from the site will assist in strengthening the economic resilience of the area as it would provide for the repurposing of the site through the safe demolition of the Morwell power station.

The applicant has demonstrated that the potential offsite amenity impacts from the facility such as air, soil and water contamination are able to be contained. This has been confirmed through referral responses from the relevant authorities including the EPA and internal departments subject to the inclusion of planning permit conditions. It is considered that the facility would be appropriately sited to minimise any off-site amenity impacts to the surrounding environment and the nearby Morwell urban area.

The site is located in the Gippsland Coalfields Policy Area. The establishment of the proposed facility will enable the continued productive use of the land while not

unreasonably limiting the ability of the site to be accessed for brown coal resources in the future.

‘Purpose’ and ‘Decision Guidelines’ of the Special Use Zone 1:

The purpose of the Special Use Zone 1 is to provide for brown coal mining, electricity generation and non-urban uses that protect brown coal resources. The Decision Guidelines focus on the protection of the brown coal resource, and discouraging uses and developments that are at odds with the exploration of the resource and its processing.

The proposal is considered to be generally consistent with the purpose and decision guidelines of the zone as the proposed use and development would not impact on the ability for future mining of the broader area to occur. The application was referred to DEDJTR who had no objection to the proposal. As such the proposal should not have an effect on the brown coal resources in the area and is an acceptable use and development of the site.

‘Purpose’ and ‘Decision Guidelines’ of the Environmental Significance Overlay, Schedule 1:

The overlay provides an ‘urban buffer’ between urban settlements and coal mining and coal fired power stations. The proposal satisfies the environmental objectives of the overlay as it would allow for the continued economic productive use of the land while not impacting on the coal resource, and will involve a use and development that is compatible with the buffer area.

Council Resolution:

The application was heard at the Ordinary Council Meeting on 4 June 2018, where it was resolved to reconsider the matter at the next Council meeting in July. In addition, an onsite meeting was held on 19 June with HRL Limited to discuss the proposed location of the asbestos disposal facility.

The application was initially heard at the Ordinary Council Meeting on 7 May 2018, where it was resolved:

- *That Council defers consideration of the use and development of land for industry (private asbestos disposal) to a future meeting of the Council to allow for other locations to be explored.*

In response to Council’s resolution the applicant has submitted that the following site options were explored and the table below provides reasons why they were discounted:

| Alternate sites              | Response   |
|------------------------------|--|
| Existing regional facilities | Gippsland Waste and Resource Recovery Group (GWRRG) confirmed that regional facilities do not have |

|   |  |
|---|--|
|   | <p>capacity to accommodate material;</p> <p>GWRRG expressed concerns with the ability to safely dispose of material at off-site facilities; and</p> <p>Transporting asbestos is the riskiest option.</p>   |
| Shared facility with ENGIE Hazelwood                  | <p>EPA informed both EBAC and ENGIE that their regulations do not permit one party to dispose of another party's waste without becoming a licensed landfill operator; and</p> <p>Neither EBAC nor ENGIE wished to become a licensed landfill operator due to the extent of regulation and risk involved in these activities.</p> |
| On-site facility south of the power station buildings | <p>Investigation including drilling of a bore indicated that the environmental design requirements stipulated by the EPA could not be met with groundwater depth of less than one metre below the natural surface.</p>   |

The response further details that the subject site was selected as a result of groundwater studies, where the groundwater depth approaches 20 metres and the clayey soil are of low permeability. Furthermore, the applicant details that the recommended EPA setback requirements for a landfill to residential area is 200 metres for this type of facility. The proposal landfill is setback approximately 600 metres to a residential zone. Other similar type landfills and their proximity to residential sites are also provided in the report.

In conclusion it is detailed that the responsibility of the landfill owner (and any subsequent landowners) is to ensure the operation, management and rehabilitation of a landfill complies with EPA's regulatory framework requirements and the relevant best practice guidelines. It is the applicant's consideration that the on-site disposal of asbestos provides the safest option for the community and workers as a whole.

A copy of the applicants' response can be viewed at Attachment 1 of this report.

Clause 65 (Decision Guidelines):

The proposal is considered to be generally consistent with the Decision Guidelines at Clause 65.01. The proposal is considered to accord with the relevant provisions of the Scheme, Section 60 of the Act, and the orderly planning of the area.

### *Community Implications*

The application received one submission in the form of an objection. The issues raised were:

1. Impact on waterways.

Groundwater and nearby waterways will not be contaminated by the proposed landfill. The proposed landfill cells are located approximately 600 metres away from any direct waterways and also significantly above any underlying groundwater catchment levels. The landfill cell will meet all relevant EPA requirements, including depths to groundwater. The design criteria for landfills are set by the EPA who has stringent requirements so as to ensure water quality is not impacted.

2. Exposure of people to asbestos at the site historically.

Whilst the previous activities conducted at the site are not a consideration in the assessment of the application, the applicant has advised that the input and feedback of the Asbestos Council of Victoria (GARDS) has been actively sought throughout the planning application process. GARDS has provided a submission to Council in support of the proposal stating that the proposal is the lowest risk option in removing and disposing of the asbestos from the power station.

3. Lack of consideration of alternative sites.

Alternative options were considered by the planning permit applicant, and details of these investigations were submitted with the planning permit application. The report details that consultation with ENGIE and the EPA occurred to potentially create a single asbestos landfill that would service both site needs. This option was not pursued as:

- EPA regulations do not allow one company to take another companies waste without registering themselves as a waste disposal agent;
- The requirements to achieve this level of licensing are long, expensive and arduous; and
- Both companies did not wish to become licensed waste operators as with it brings potential liabilities.

Hence both companies resolved to dispose of their asbestos waste on their own site.

Furthermore, a further alternative to dispose of the asbestos material off site has been deemed high risk by the applicant and therefore an option not pursued. The option for on-site disposal seeks to minimise the risk associated with handling and disposing of the asbestos material.

4. Inadequate community consultation.

Notification of the proposal was required to be given pursuant to Section 52 of the Act by notifying adjoining owners and occupiers by mail, erecting a sign on the site for 14 days, and publishing a notice in the public notices section of the Latrobe Valley Express for two issues. It is noted that the landowner also conducted its own

independent community information session on 29 November 2017. Furthermore, EBAC has a dedicated website which aims to update the community on the status of the project.

5. Lack of sufficient detail provided in the submission of support from the Gippsland Waste and Resource Recovery Group.

The information provided within the submission of support from the Gippsland Waste and Resource Recovery Group has been noted. It provides additional information to be considered as part of the overall application submitted.

#### *Environmental Implications*

Negative impacts on the environment are considered unlikely, particularly with the Works Approval requirements of the EPA. The authority has the ability to monitor the site and ensure ongoing compliance.

#### *Options*

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Permit.
2. Issue a Notice of Decision to Refuse to Grant a Permit.

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

#### **Supporting Documents:**

Nil

#### **Attachments**

- 1 [↓](#). Attachment 1 - Response to deferral
- 2 [↓](#). Attachment 2 - Development Plans
- 3 [↓](#). Attachment 3 - Site Context
4. Attachment 4 - Submissions (Published Separately) (Confidential)

## **Use and Development of Land for Industry (Private Asbestos Disposal)**

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Attachment 1 - Response to deferral .....</b> | <b>53</b> |
| <b>2</b> | <b>Attachment 2 - Development Plans.....</b>     | <b>61</b> |
| <b>3</b> | <b>Attachment 3 - Site Context .....</b>         | <b>77</b> |



## Memorandum

16 May 2018

|         |  |         |                 |
|---------|--|---------|-----------------|
| To      | Karen Egan, Coordinator Statutory Planning, Latrobe City Council (via email) |         |                 |
| Copy to | Barry Dungey (EBAC), Mark Koller (GHD) (via email)                           |         |                 |
| From    | Alastair McKenzie  | Tel     | +61 3 8687 8282 |
| Subject | Response to the outcome of Council Meeting for PP2017/24                     | Job no. | 31-35300        |

Dear Karen

**Response to the outcome of the Ordinary Council Meeting 07 May 2018 (CM515) for PP2017/242**

We are advised that on 7 May 2018 at the Ordinary Council Meeting, Council made the following resolution:

*That Council defers consideration of the use and development of land for industry (private asbestos disposal) to a future meeting of the Council to allow for other locations to be explored.*

We understand that reference to 'other locations' refers to both on the subject site and other sites, with concerns raised about the proximity of the cells to existing residential development.

This memo responds to Council's request and additionally addresses the following matters:

1. Alternative sites and locations for the asbestos landfill
2. Comparable asbestos landfills in Victoria in relation to residential zoned land
3. Roles and responsibilities of the EPA, WorkSafe and the land owner.
4. Risk of an asbestos disposal cell to the public

### **1 Alternative sites**

A number of different options were assessed to safely dispose of the asbestos prior to determining the current proposed position in front of the power station buildings along the western property boundary.

#### **Regional facilities**

Gippsland Waste and Resource Recovery Group (GWRRG) confirmed that regional facilities do not have the capacity to accommodate the hazardous material due to the large volumes predicted (approximately 15,000 cubic metres (m<sup>3</sup>)).

In GWRRG's letter of support for the proposed on-site asbestos landfill, GWRRG expressed concerns relating to the ability to safely dispose of the material at off-site facilities.

3135300-89252/313530002-Response to the outcome of Council Meeting\_GHD

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## Memorandum

Transporting asbestos is the riskiest option as if the truck was involved in an accident during the transportation of the waste, it could create a significant transport and accident risk, and the public could be at risk of being exposed to the hazardous material.

### ***Shared facility with ENGIE Hazelwood***

Discussions were held with the EPA (March 2017) proposing the solution of sharing of an asbestos disposal facility by ENGIE Hazelwood and Energy Brix Australia.

EPA informed both EBAC and ENGIE that their regulations do not permit one party to dispose of another party's waste without becoming a licensed landfill operator. Neither EBAC nor ENGIE wished to become a licensed landfill operator due to the extent of regulation and risk involved in these activities.

### ***On-site facility south of the power station buildings***

Land to the south of the power station was originally considered for the establishment of the landfill. The advantage of this location was the distance to residential zoned land to the north and short haul distance from the demolition site.

This area was subsequently investigated by GHD including the drilling of a bore to classify soil types and identify the groundwater depth to ensure that the landfill would not potentially affect groundwater.

The outcome of the testing indicated that the environmental design requirements stipulated by the EPA could not be met with groundwater depth of less than one metre below the natural surface. Subsequently an alternative higher area was tested north west of the power station buildings which satisfied EPA guidelines.

### ***Proposed location on-site north west of the power station buildings***

The groundwater studies indicated that the preferred location for the landfill is to the north of the existing buildings in a large vacant area where the groundwater depth approaches 20 metres and the clayey soils are of low permeability.

The land on the western edge of the site was also considered, but contains an ash disposal dam which was capped by the SECV in the early 1990s and is not suitable for reuse.

The proposed landfill will be designed, constructed, operated and then rehabilitated in accordance with best practice requirements specified by EPA.

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### 2 Comparable asbestos landfills to residential land

The proposed location of the asbestos landfill is approximately 650m to residential zoned land to the north of the proposed landfill.

The recommended EPA requirements for a landfill to residential development is 200 metres for Type 3 Landfill (asbestos, solid inert waste) and 500 metres for Type 2 Landfill (municipal waste). The proposed asbestos landfill is a Type 3 facility.

A comparison of several operating asbestos landfills to residential areas was conducted to determine how the current proposal compares with other existing established facilities.

The following parameters were used in the assessment:

- The residential zones used were as per the residential zones defined in the planning scheme:
  - Low Density Residential Zone (LDRZ)
  - Mixed Use Zone (MUZ)
  - Township Zone (TZ)
  - Residential Growth Zone (RGZ)
  - General Residential Zone (GRZ)
  - Neighbourhood Residential Zone (NRZ)
- The precise location of asbestos disposal at each facility is unknown. Each distance was measured from within the waste facility not the closest point.
- NB- This listing does not indicate these sites have the capacity to accept the quantity asbestos that EBAC is expected to produce, it only provides reference to several disposal facilities that are actually closer to residential land than that proposed at EBAC.

Refer to Table 1 (below) for the summary of comparable asbestos landfill sites.

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## Memorandum

**Table 1**      **Comparable asbestos landfills to residential zoned land**

| Facility   | Planning Zones | Distance to Residential Zone |
|--|----------------|------------------------------|
| <b>Grantville Landfill and Transfer Station</b><br><b>Address:</b> 1684 Bass Highway (Access off Stanley Road), Grantville VIC 3984<br><b>Asbestos waste accepted:</b> Residential only<br><b>Distance to residential zone:</b> Less than 300m (Township Zone) |                |                              |

3135300-89252/313530002-Response to the outcome of Council Meeting\_GHD

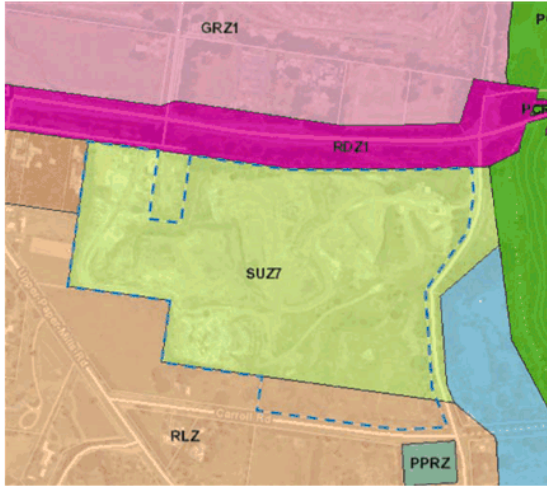

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## Memorandum

| Facility  | Planning Zones   | Distance to Residential Zone  |
|---|--|---|
| <b>Fyansford Waste Disposal &amp; Recycling Centre</b><br><b>Address:</b> 5-103 Hamilton Highway, Fyansford VIC 3221<br><b>Asbestos waste accepted:</b> Residential and commercial<br><b>Distance to residential zone:</b> Less than 200m (General Residential) |  |  |

The Grantville Landfill and Transfer Station and Fyansford Waste Disposal & Recycling Centre are licensed asbestos landfills in close proximity to residential zoned land and significantly closer than the proposed asbestos landfill.

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## Memorandum

### 3 Responsibilities of stakeholders

Landfill sites are regulated through the *Environment Protection (EP) Act 1970*, and a range of policies, guidelines and regulatory tools, including licences and remedial notices that outline conditions that a landfill owner/operator must adhere to.

The Environment Protection Authority (EPA), WorkSafe and the land owner all have responsibilities in relation to the management of asbestos landfills, which are discussed below.

#### **EPA**

EPA administers the legislation, policies, best practice guidance, approval and licensing processes for landfills to protect the environment and human health. The disposal of waste asbestos is controlled by the EPA.

In order to ensure that the risks are appropriately quantified and managed, owners of closed landfill sites will be issued with pollution abatement notices that require the gathering of necessary information and data, the development of rehabilitation plans and aftercare management and monitoring programs.

EPA has published a range of guidelines concerning the temporary storage, packaging, transport and disposal of asbestos.

#### **WorkSafe Victoria**

The regulator for the *Occupational Health and Safety Act 2004 (Vic)* and *Occupational Health and Safety Regulations 2017 (Vic)* in Victoria is WorkSafe.

The Occupational Health and Safety (OHS) law requires employers and all other workplace parties to consult and cooperate in the management of workplace risks, in order to protect the health and safety of workers and others who might be at risk from the work.

Asbestos removal must be done by a licensed removalist. WorkSafe has developed a range of compliance Codes to provide guidance to those who have duties under the Occupational Health and Safety Act 2004 (the OHS Act) or the Occupational Health and Safety Regulations 2017 (the Regulations) on how to comply with those duties or obligations.

There are strict safety & training requirements for people who are employed to handle or remove asbestos. These include training, planning and using safe removal methods, the use of protective clothing and equipment, and cleaning and disposing of equipment and waste correctly.

Additional requirements are included in the Compliance Code for Removing Asbestos in workplaces (2008). Through the Code there are a range of protections in place for workers and the surrounding community to ensure that the risk associated with removing the asbestos is minimised.

The removal of the asbestos will be undertaken in accordance with all relevant parts of the Code including WorkSafe notification, preparation of control plans, decontamination units, air monitoring and other matters relevant to large-scale asbestos removal work.

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## Memorandum

### Owner

It is the responsibility of the landfill owner (and any subsequent landowners) to ensure the operation, management and rehabilitation of a landfill site complies with EPA's regulatory framework requirements and the relevant best practice guidelines.

### 4 Disposal Cell Risks:

Under asbestos removal/disposal regulations all Class A (friable) and Class B asbestos (i.e. Asbestos sheeting) disposed into asbestos cells must be completely wrapped with two layers of approved plastic wrapping, Class A due to its friable nature must also be placed in either two layers of air tight plastic bags or sealed containers prior to disposal. These regulations ensure no asbestos fibres can be released during the disposal activities.

While not required under the disposal regulations, EBAC has also committed to undertaking background air monitoring in the prevailing wind direction during times of asbestos disposal into the cell. These results will be posted on its web site during demolition (as will be results from its sites asbestos removal activities) to provide an additional level of transparency that all safety procedures and processes are being strictly complied with. It is also noted that the Hazelwood Power site and the Yallourn power have operated asbestos disposal cells on their sites since the early 1970's. EBAC is not aware of public or EPA concerns in regards to the operation of these sites during their approx. 50 years of operation.

In addition to the ongoing discussions with the EPA & Worksafe on the lowest risk options for asbestos disposal, these options have also been discussed with Asbestos Victoria, an organisation that is well aware of the risks of asbestos within the local community. Asbestos Victoria have provided a letter of support to our proposed methodology of onsite disposal as the lowest risk option for asbestos disposal associated with this major removal program.

### 5 Conclusion

It is our firm view that the on-site disposal of asbestos provides the safest option for the community and workers as a whole.

We respectfully request that Council support this application, and trust that the above satisfies any concerns the council may have had in supporting the decision to grant a planning permit.

GHD and EBAC are always available to provide a detailed overview of the asbestos cell design and management procedures in person, if this is deemed necessary.

Regards,

A handwritten signature in blue ink, appearing to read 'A. McKenzie', with a small flourish at the end.

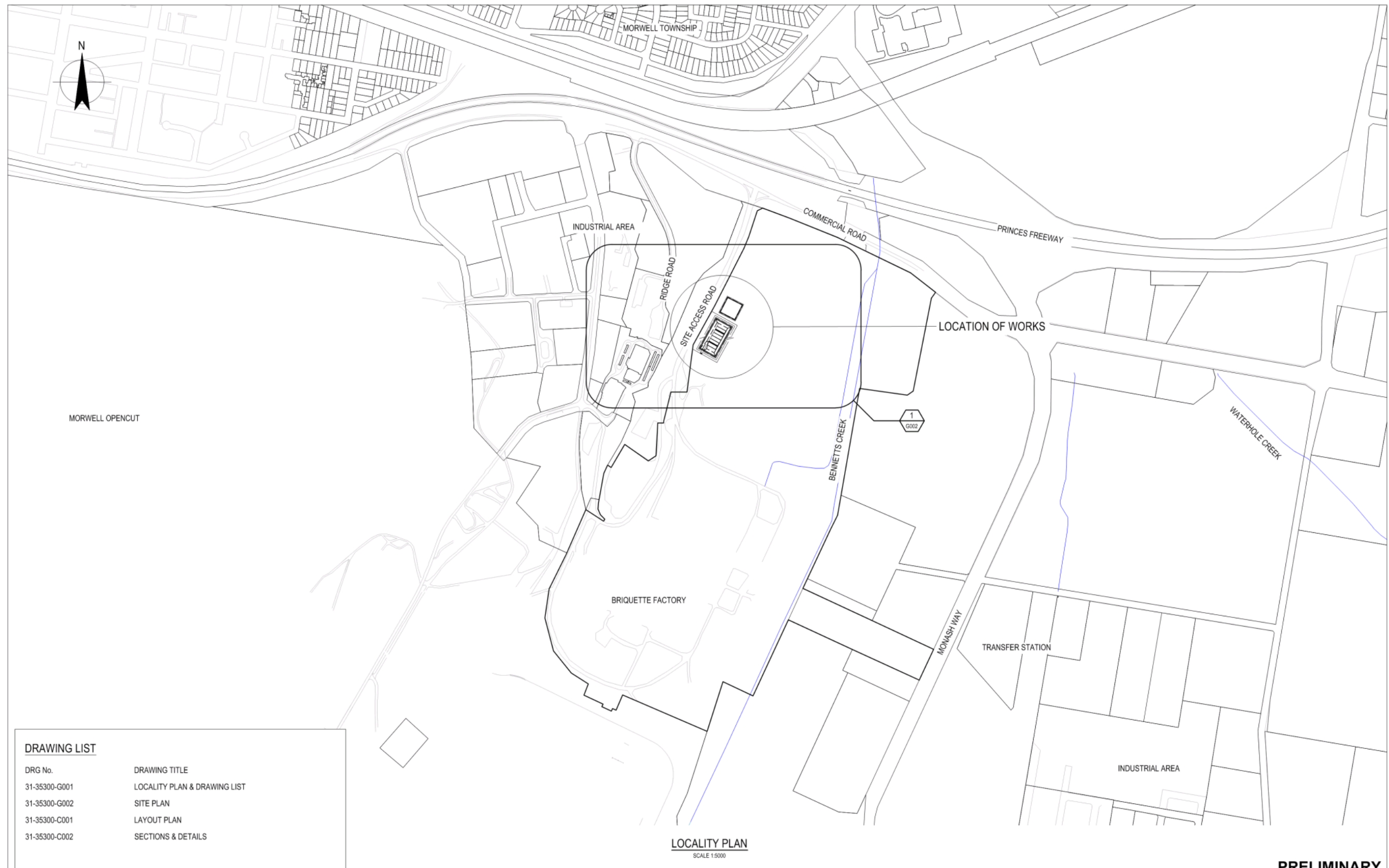
Alastair McKenzie

Senior Planner

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**PRELIMINARY**

|   |          |   |             |                  |
|---|----------|---|-------------|------------------|
| D REVISED DRAWING                         |          | JR  |             | 30/01/18         |
| C UPDATED LANDFILL LEADERS                |          | JR  |             | 16/01/17         |
| B AMENDED LOCALITY PLAN & ADDITIONAL CELL |          | JR  |             | 17/11/17         |
| A PRELIMINARY DRAWING ISSUED FOR REVIEW   |          | JR  |             | 02/11/17         |
| No  | Revision | Note: * Indicates signatures on original issue of drawing or last revision of drawing |             |                  |
|   |          | Drawn   | Job Manager | Project Director |
|   |          |   |             | Date             |

0 50 100 150 200 250m

SCALE 1:5000 AT ORIGINAL SIZE



ENERGY BRIX AUSTRALIA CORPORATION PTY LTD  
ACN 619 756 053



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|                             |  |
|-----------------------------|--|
| Drawn J.ROBERTS             | Designer M. KOLLER   |
| Drafting Check              | Design Check   |
| Approved (Project Director) | Date   |
| Scale 1:5000                | This Drawing must not be used for Construction unless signed as Approved |

|                      |   |
|----------------------|---|
| Client Project Title | ENERGY BRIX AUSTRALIA CORPORATION<br>PROPOSED ASBESTOS LANDFILL |
| Original Size        | A1  |
| Drawing No:          | 31-35300-G001   |
| Rev:                 | D   |

Plot Date: 31 January 2018 - 2:39 PM

Plotted by: John Roberts

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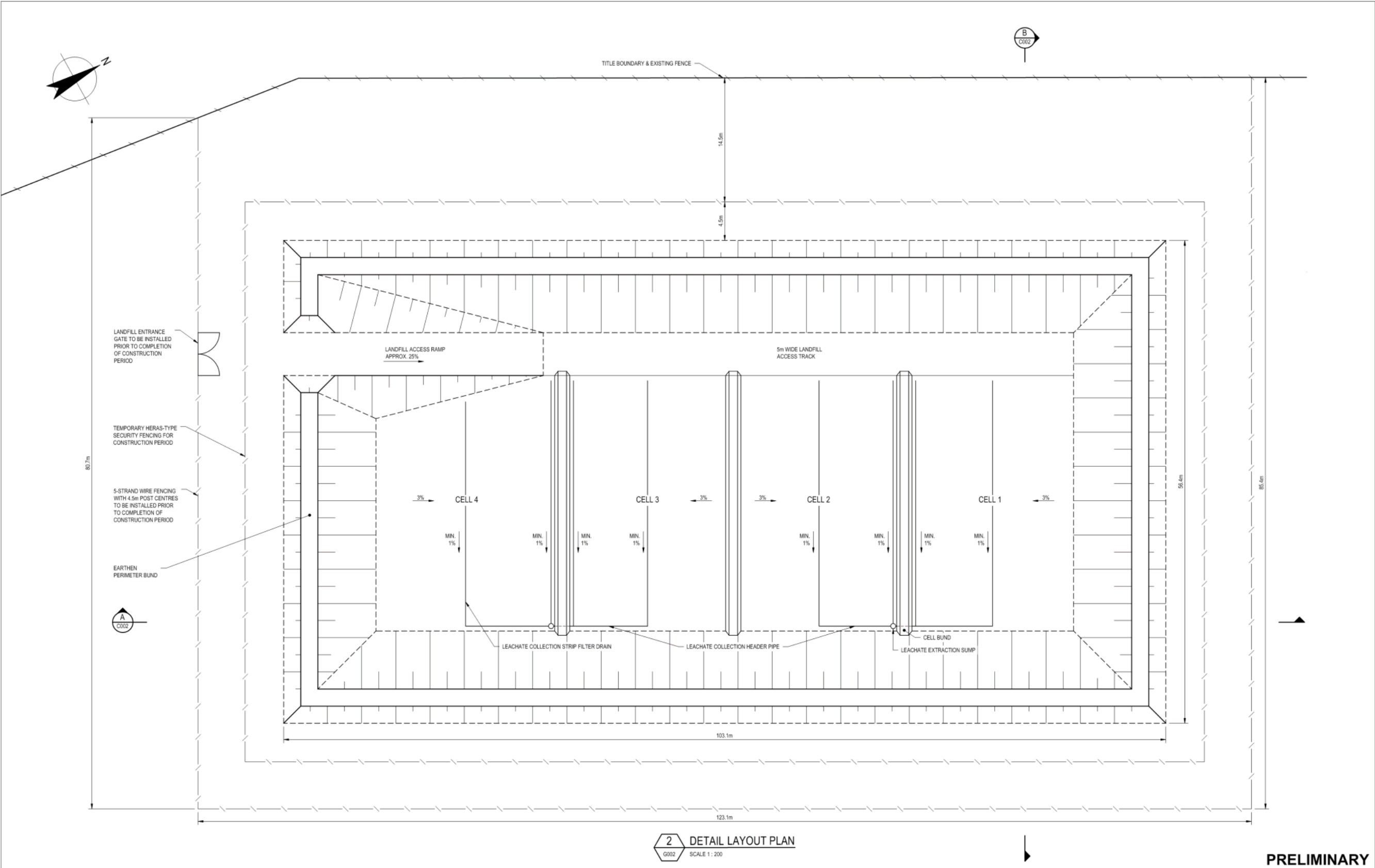


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G001  
DETAIL SITE PLAN  
SCALE 1:1000

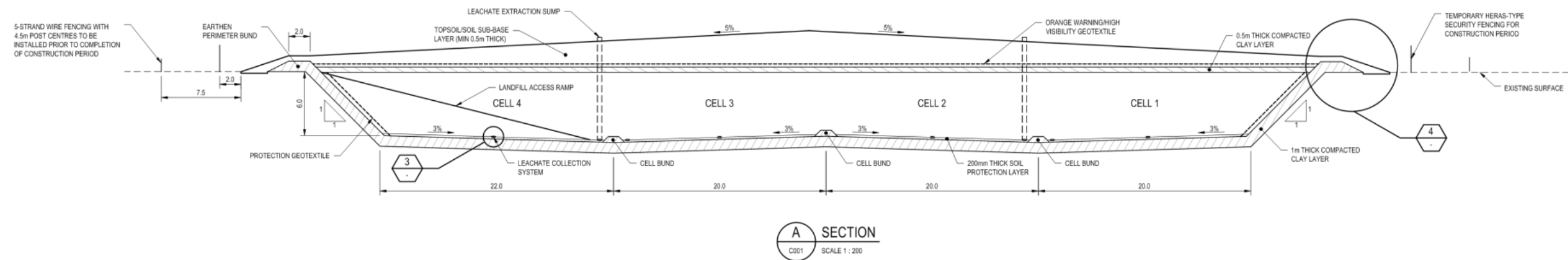
PRELIMINARY

|   |  |  |  |                          |  |             |  |   |  |      |  |  |  |  |  |   |  |  |  |                             |  |  |  |               |  |  |  |  |  |        |  |
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|   |  |  |  |                          |  |             |  |   |  |      |  |  |  |  |  | <b>DO NOT SCALE</b>   |  |  |  | Drawn J.ROBERTS             |  | Designer M. KOLLER   |  | Client        |  | <b>ENERGY BRIX AUSTRALIA CORPORATION</b> |  |  |  |        |  |
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|   |  |  |  |                          |  |             |  |   |  |      |  |  |  |  |  |   |  |  |  | Approved (Project Director) |  | Date   |  | Title         |  | <b>SITE PLAN</b>                         |  |  |  |        |  |
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| No Revision Note: * indicates signatures on original issue of drawing or last revision of drawing |  |  |  | Drawn                    |  | Job Manager |  | Project Director  |  | Date |  |  |  |  |  |   |  |  |  |                             |  |  |  |               |  |  |  |  |  |        |  |
| Plot Date: 31 January 2018 - 12:45 PM   |  |  |  | Plotted by: John Roberts |  |             |  | Cad File No: G:\31\35300\CADD\Drawings\31-35300-G001_C001.dwg |  |      |  |  |  |  |  |   |  |  |  |                             |  |  |  |               |  |  |  |  |  |        |  |

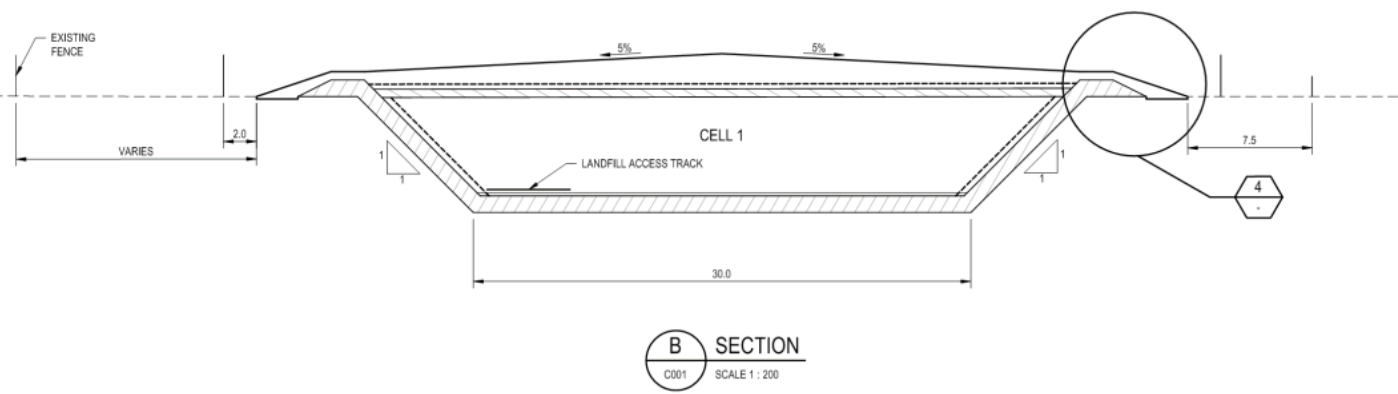




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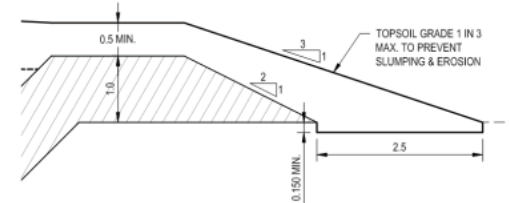
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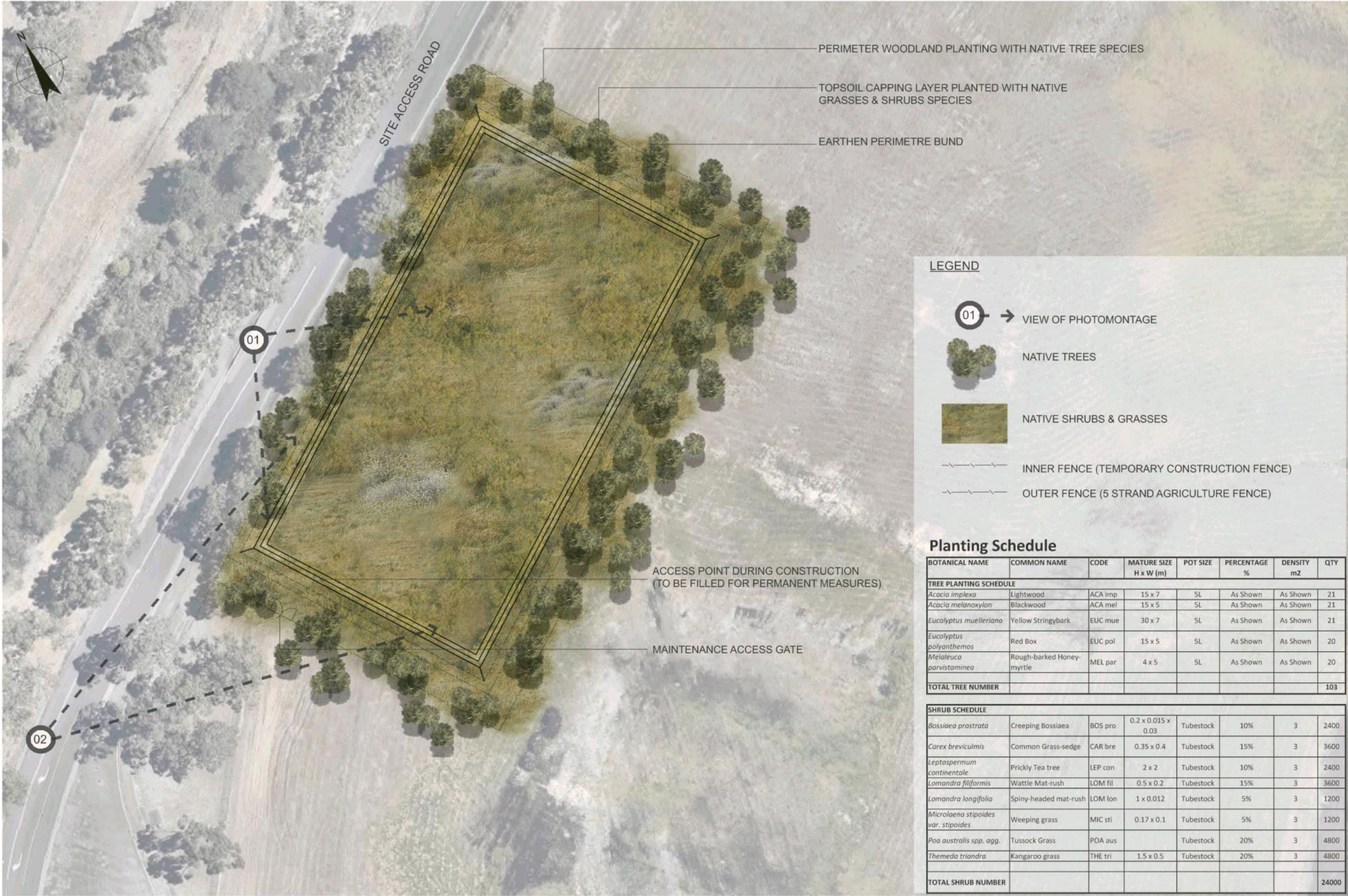
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| C  | UPDATED DESIGN & ADDITIONAL DETAIL    | JR  | 31/01/18 |   |                  |   |  |   |  |  |   |  | Drafting Check              | Design Check   |   |  |  |  |
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job no: 31-35300  
drawing: SK001







KEY PLAN



VIEW 01 - EXISTING



VIEW 01 - PROPOSED

PROPOSED ASBESTOS LANDFILL - PHOTOMONTAGE 01



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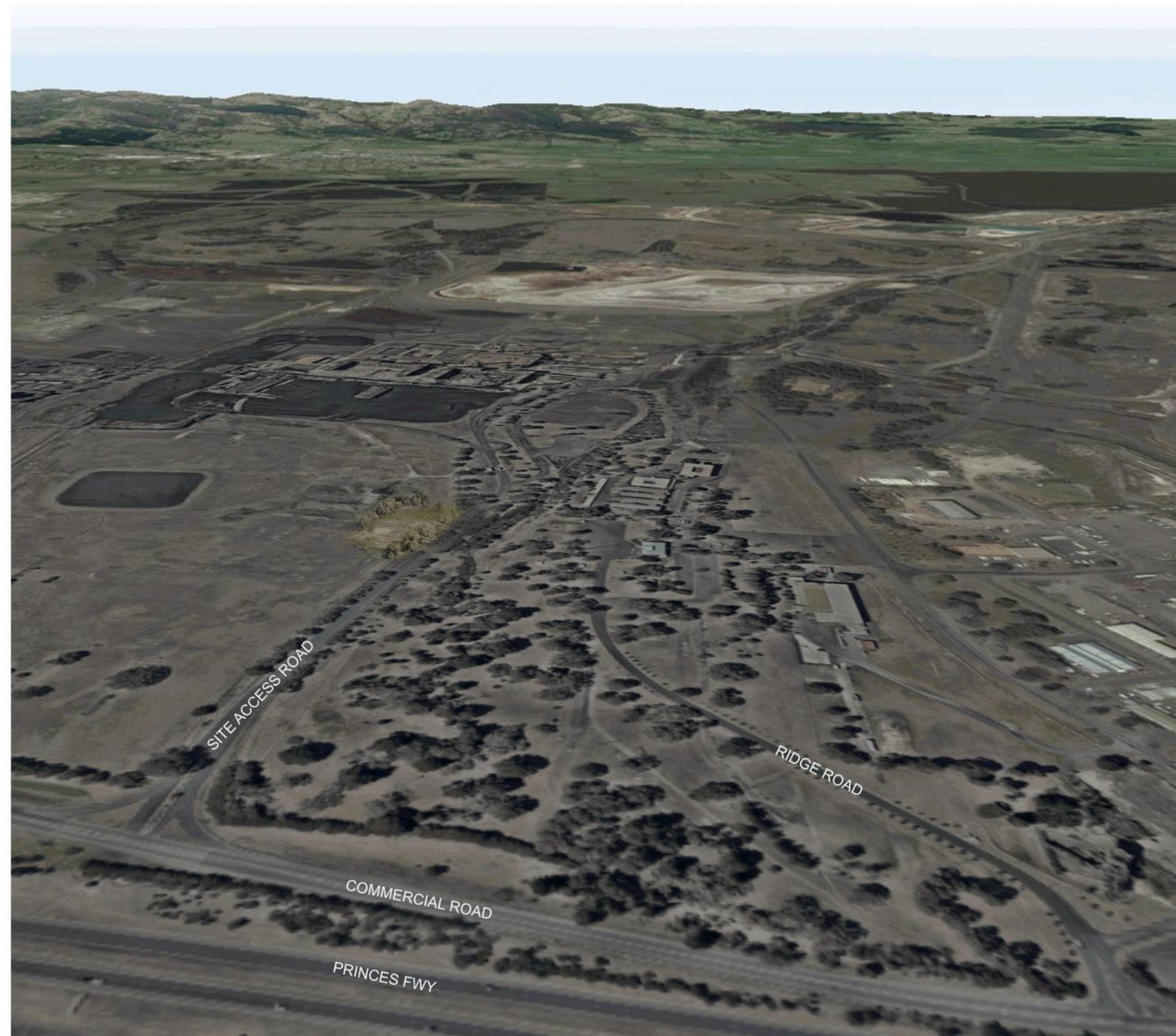
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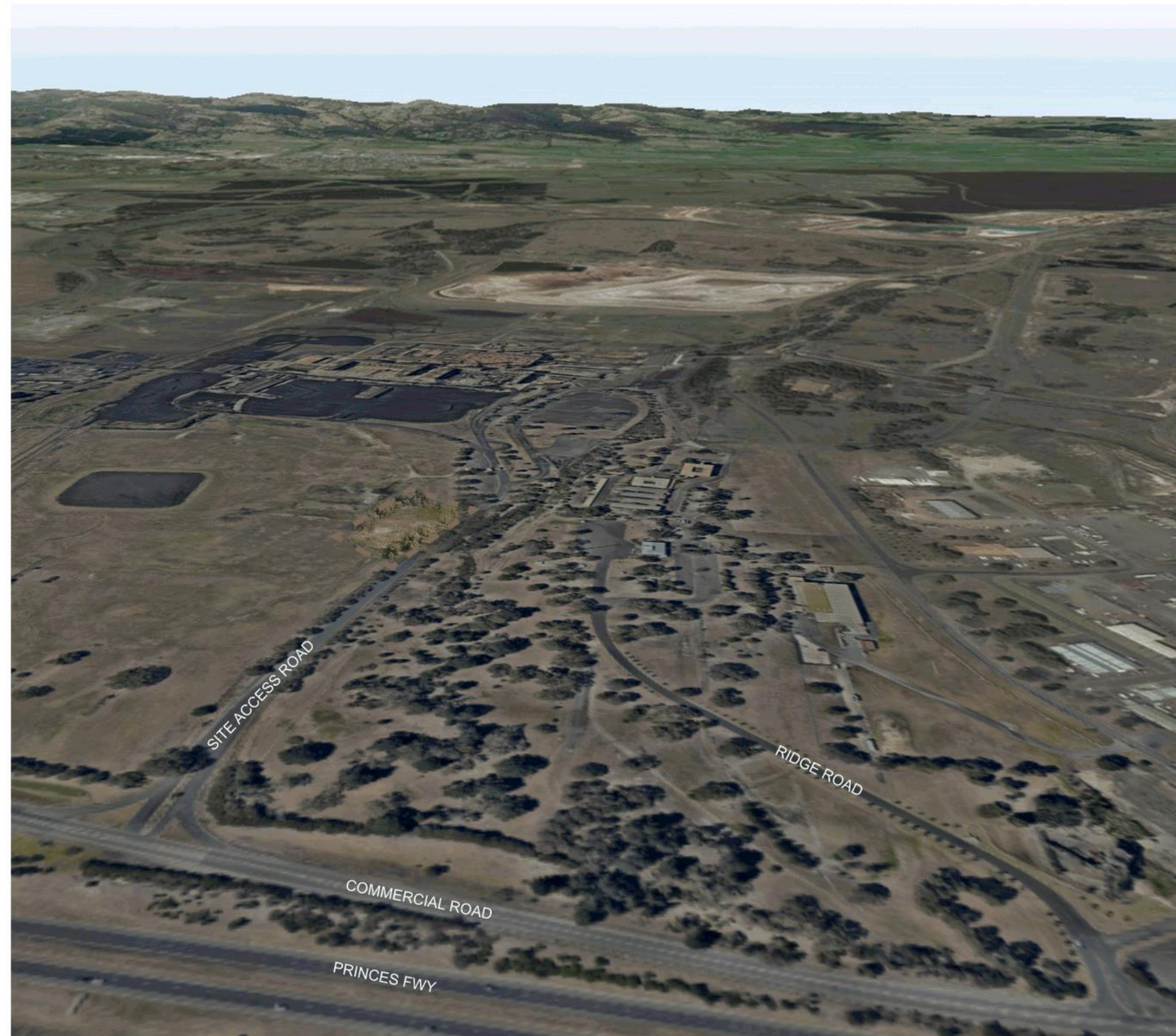
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date: NOV 2017  
 job no: 31-35300  
 drawing: SK004A







KEY PLAN



VIEW 04 - AERIAL ZOOM IN DETAIL VIEW

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PROPOSED ASBESTOS LANDFILL - AERIAL IMAGE OPTION 03

date: NOV 2017  
 job no: 31-35300  
 drawing: SK005







LANDSCAPE LOCALITY PLAN  
SCALE 1:1000

| Drawing List   |   |
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| Drawing number | Drawing Title                               |
| 31-35300-L001  | COVER SHEET, LOCALITY PLAN AND DRAWING LIST |
| 31-35300-L002  | PLANTING SCHEDULE                           |
| 31-35300-L003  | LANDSCAPE PLAN                              |
| 31-35300-L004  | LANDSCAPE SECTIONS                          |
| 31-35300-L005  | LANDSCAPE DETAILS                           |

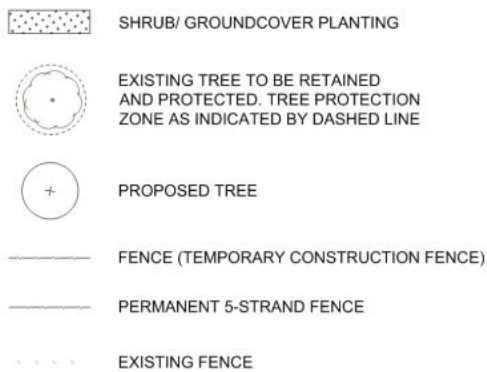
PRELIMINARY

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## PRELIMINARY

Plot Date: 2 February 2018 - 9:15 AM      Plotted by: Heleen Baek      Cad File No: G:\31\35300\Tech\Urban Design\CAD\Planting Plan v8.dwg

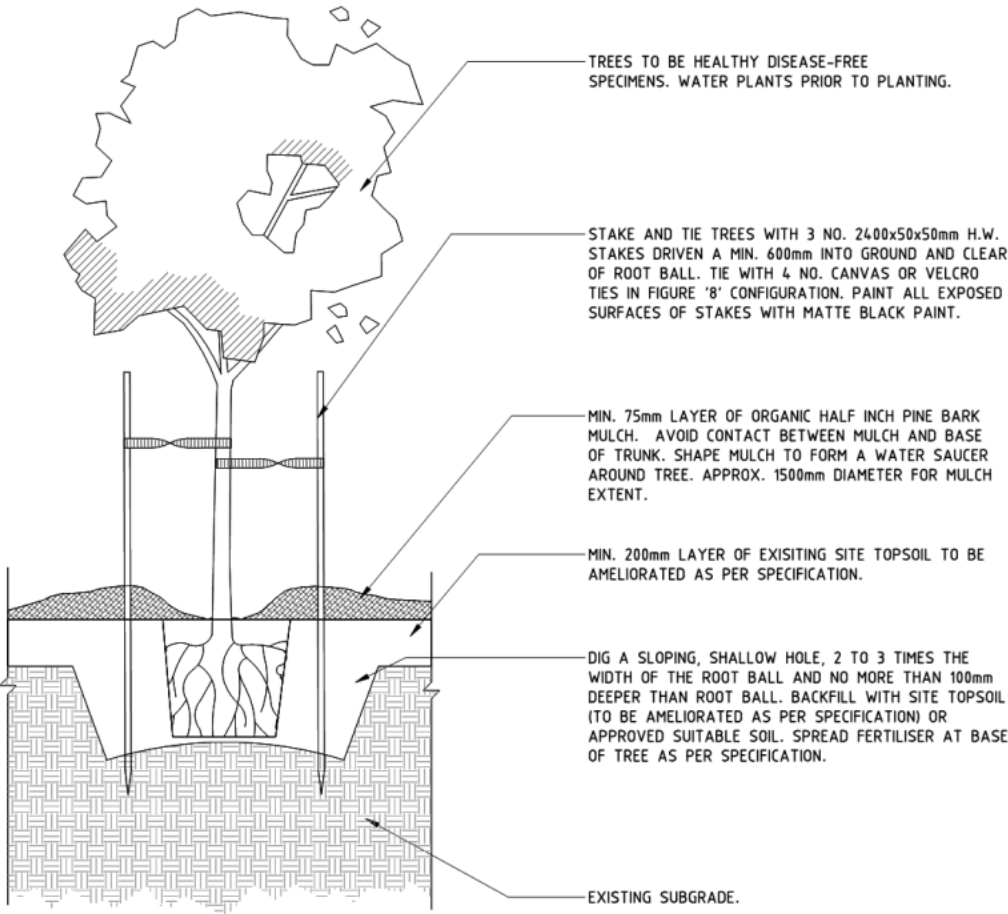


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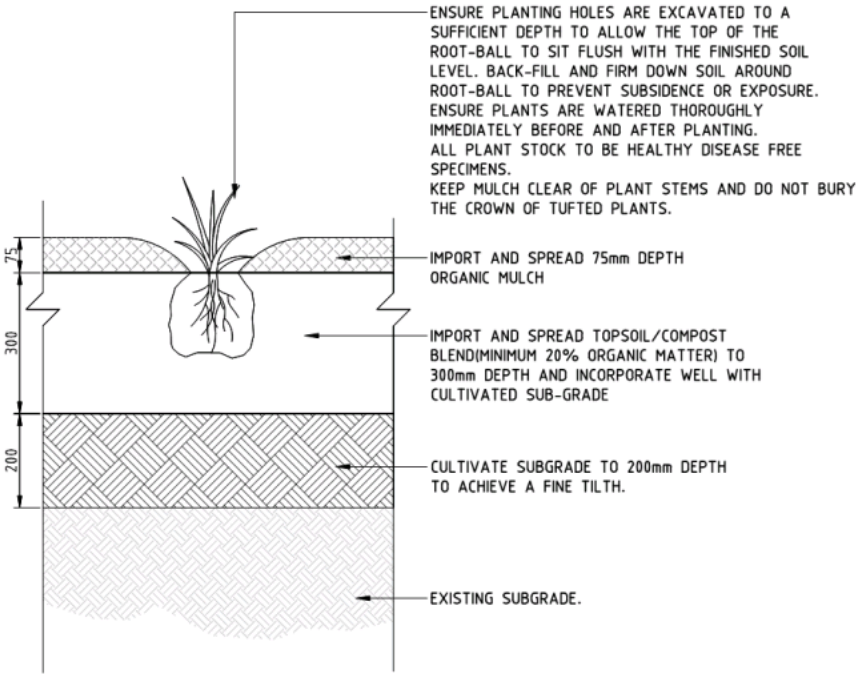


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TYPICAL TREE PLANTING DETAIL WITH STAKES

DETAIL 1  
1:20



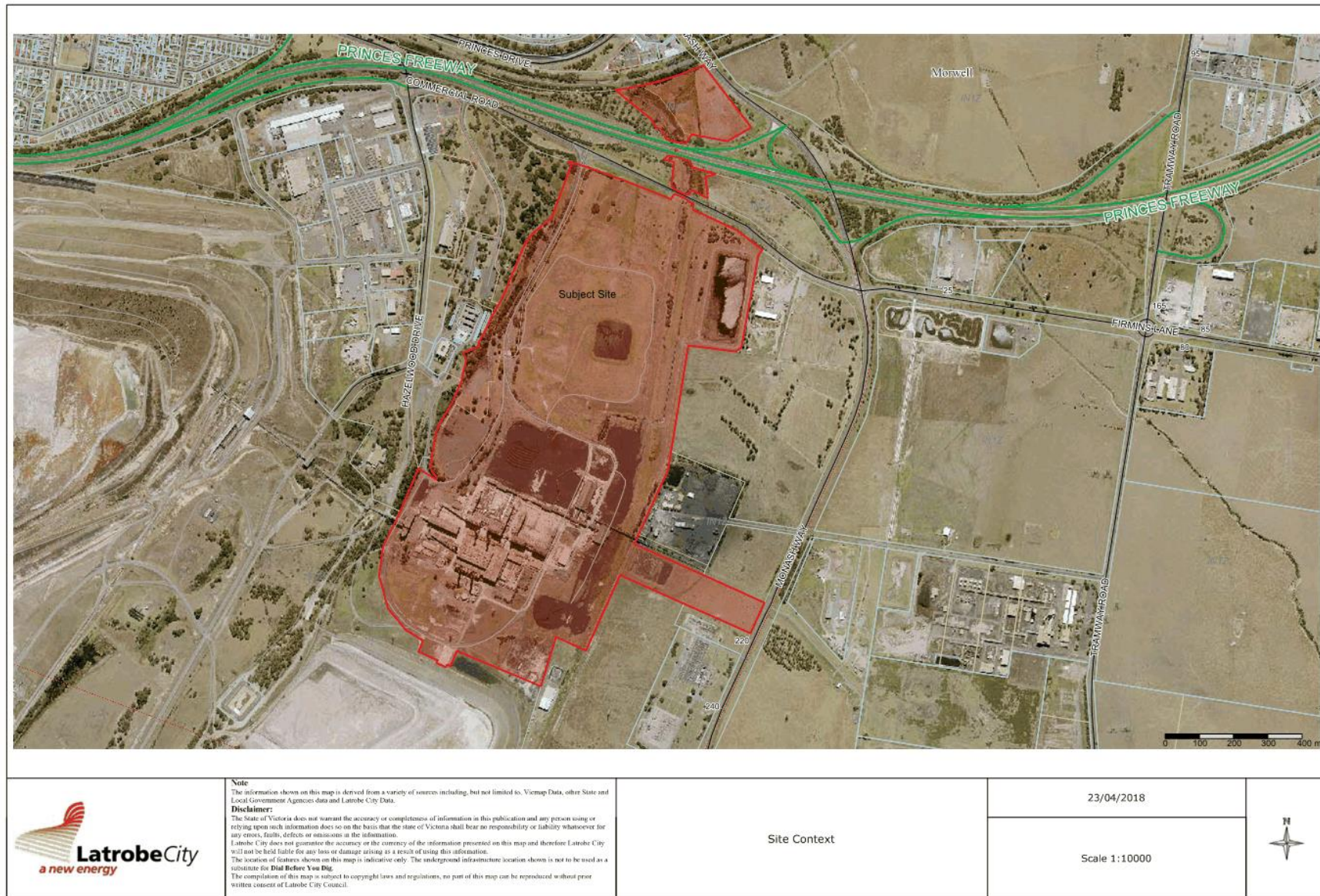
TYPICAL PLANTING IN ORGANIC MULCH

DETAIL 2  
1:10

PRELIMINARY

|   |                       |   |    |    |  |  |             |   |   |   |                |  |                  |                                   |  |
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|   |                       |   |    |    |  |  |             |  |  | <b>DO NOT SCALE</b>   |                | Drawn H.BAEK   | Designer M.COYLE | Client                            | <b>ENERGY BRIX AUSTRALIA CORPORATION</b> |
|   |                       |   |    |    |  | <b>SCALE 1:10 AT ORIGINAL SIZE</b>   |             |   |   | Conditions of Use.<br>This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose. | Drafting Check | Design Check   | Project          | <b>PROPOSED ASBESTOS LANDFILL</b> |  |
|   |                       |   |    |    |  |  |             |   |   | Approved (Project Director)   |                |  | Title            |                                   | <b>LANDSCAPE DETAILS</b>                 |
|   |                       |   |    |    |  | <b>SCALE 1:20 AT ORIGINAL SIZE</b>   |             |   |   | Date  | Scale AS SHOWN | This Drawing must not be used for Construction unless signed as Approved | Original Size    | <b>Drawing No: 31-35300-L005</b>  |  |
| A   | FOR PLANNING PURPOSES | HB  | MC | MK |  |  |             |   |   |   |                |  |                  |                                   |  |
| No  | Revision              | Note: * indicates signatures on original issue of drawing or last revision of drawing |    |    |  | Drawn  | Job Manager | Project Director  | Date  |   |                |  |                  |                                   |  |
| Plot Date: 2 February 2018 - 9:15 AM Plotted by: Helen Baek Cad File No: G:\3135300\Tech\Urban Design\CAD\LANDSCAPE DETAILS.dwg |                       |   |    |    |  |  |             |   |   |   |                |  |                  |                                   |  |





**Agenda Item: 10.3**

**Agenda Item: Proposed Moe Cup Public Holiday 2018**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

Councillor Law declared an indirect interest under Section 78B (Conflicting Duties) of the *Local Government Act 1989* in respect to this item. Cr Brad Law left the meeting, the time being 07:07 PM

**Proposed Resolution:**

**That Council:**

- 1. Having undertaken community consultation, resolves to retain the 2018 Melbourne Cup as a full-day public holiday and not to make application for two substitute half-day or one full-day public holiday for the 2018 Moe Cup.**
- 2. Advises the Moe Racing Club and those who made a submission of the decision not to make application for a substitute half-day or full-day public holiday for the 2018 Moe Cup to be held on Thursday, 18 October 2018 for the 3825 postcode area within Latrobe City.**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Having undertaken community consultation, resolves to make an application for a substitute full-day public holiday for the 2018 Moe Cup to be held on Thursday, 18 October 2018 for the 3825 postcode area within Latrobe City.**
- 2. Advises the Moe Racing Club and those who made a submission of this decision.**

**CARRIED UNANIMOUSLY**

Cr Brad Law returned to the meeting, the time being 07:11 PM

**Executive Summary:**

- The Moe Racing Club (MRC) has written to Council requesting a half-day public holiday for the 2018 Moe Cup on Thursday, 18 October 2018 for the 3825 post code area (refer Attachment 1).
- The *Public Holidays Act 1993* allows a non-metropolitan council to request a substitute public holiday in lieu of the Melbourne Cup public holiday. This public holiday can be either a full-day or two half-day public holidays and be applied to the whole or part/s of the municipality.
- Any application for a substitute half-day or full-day public holiday must be made to the relevant Minister at least 90 days before Melbourne Cup Day (i.e. Wednesday, 8 August 2018).
- Following a second round of community consultation, Council must now consider the submissions received and determine whether it supports the request from the MRC for a half-day public holiday for the 2018 Moe Cup as a substitute half-day public holiday for the 2018 Melbourne Cup.
- Council has the following options available:
  - Retain a **full-day** public holiday for the Melbourne Cup on Tuesday, 6 November 2018 for the entire municipality; or
  - Make application for a **full-day** public holiday for the 2018 Moe Cup for the 3825 postcode area within Latrobe City or the whole municipality, or
  - Make application for a **half-day** afternoon public holiday for the 2018 Moe Cup on Thursday, 18 October 2018 and a **half-day** public holiday for the Melbourne Cup 6 November 2018 for the 3825 postcode area within Latrobe City or the whole municipality.

**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*.

**Background:**

In May, Council undertook initial community consultation in relation to a substitute half or full day public holiday for the 2018 Moe Cup. In response Council received a total of 244 responses of which 230 stated public holiday preferences and 14 were general comments. The majority of feedback stated their preference was (164 or 72%) to support a full-day Melbourne Cup public Holiday.

At its 4 June 2018 meeting, Council considered the MRC's request, written submissions detailed above and heard from three speakers (MRC, Moe Traders Association and a resident) who spoke in support of their written submission. At this meeting, Council subsequently resolved:

*"That Council:*



1. *Requests officers to undertake further community consultation to consider a full-day or half-day public holiday for the Moe Cup to be held on Thursday, 18 October 2018 for the 3825 postcode area within Latrobe City; and*
2. *A further report is brought back to the next Council meeting."*

#### *Current Community Consultation*

In accordance with the above resolution of Council, Council undertook further community consultation and received 279 responses and now needs to consider the feedback and submissions received. Details of the consultation methods engaged and analysis of the responses is provided under the "*Communications*" and "*Consultation*" headings below.

To date, across Victoria, nine non-metropolitan councils have made an application to the Minister for Innovation, Services and Small Business to substitute full-day public holiday in place of the 2018 Melbourne Cup. The table below provides a breakdown of the applications:

| Applications | 1 Full-Day Holidays | 2 Half-Day Holidays | Whole of the Municipality | Part of the Municipality |
|--------------|---------------------|---------------------|---------------------------|--------------------------|
| 9            | 9                   | -                   | 5                         | 4                        |

For specific details relating to the approved non-metropolitan public holidays refer [Attachment 2](#).

Between 1998 to 2017, 12 substitute Moe Cup public holidays have been held, including the 2016 Moe Cup which was cancelled. For further details and a summary of the 1998 to 2017 Moe Cup public holiday request received by the Latrobe Shire / City, refer [Attachment 3](#).

It is understood that for those years when there was no Moe Cup public holiday, the Moe 3 Hour Sale event was still held.

#### **Reasons for Proposed Resolution:**

Following two rounds of extensive community consultation resulting in Council receiving 279 public holiday preference responses, the overwhelming support (193 or 71%) is to keep the Melbourne Cup a full-day public holiday for postcode of 3825 and the remaining areas of the municipality.

#### **Issues:**

##### *Strategy Implications*

2017/2021 Council Plan:

Objective 6: *Ensure Council operates openly, transparently and responsibly.*

Strategy 7: *Enhance Council's engagement with the community to better understand the community's priorities.*

### *Community & Council Implications*

Granting either two substitute half-day public holidays or one full-day public holiday in lieu of the Melbourne Cup public holiday for either part or whole of the municipality will impact on the general community, both private enterprises and businesses and the public sector within the specified areas of the municipality.

If the 2018 Moe Cup is substituted for the Melbourne Cup, Moe traders that decide to participate in the Moe 3 Hour Sale, would be expected to pay penalty rates to permanent / full staff that work the morning of the 3 Hour Sale, unless respective awards allow otherwise.

### *Communication*

The general public, business groups and major employers were encouraged to comment on the proposed two half day public holiday by:

- Emails sent to persons who responded to the initial round of “Have Your Say” community consultation in May.
- Public notice published in the Latrobe Valley Express.
- “Have your say page” on Latrobe City Council website.
- Post placed on the Latrobe City Facebook page - reaching 8,137 persons.
- Survey flyers distributed at all Council Service Centres and Libraries as well as Latrobe Leisure Moe Newborough.

### *Financial Implications*

In addition to the costs associated with undertaking community consultation:

- Public notices, Facebook post, creation of have your say page on Council’s website, preparation and delivery of flyers; and
- Officer time in preparing reports to Council and responding to enquiries from the general public.

### *Risk Analysis*

As mentioned previously Council has undertaken two rounds of extensive community consultation. The potential risk will be from disenfranchised residents and traders that have stated their preference and Council determines otherwise.

### *Legal and Compliance*

The *Public Holidays Act 1993* allows a non-metropolitan council to request a substitute public holiday in lieu of the Melbourne Cup public holiday. This public holiday can be either a full-day or two half-day public holidays and be applied to the whole or part/s of the municipality.

### *Community Implications*

Granting either two substitute half-day public holidays or one full-day public holiday in lieu of the Melbourne Cup public holiday for either part or whole of the municipality will impact on the general community, both private enterprises and businesses and the public sector within the specified areas of the municipality.

Details of “Have Your Say” further feedback comments are provided in the attached feedback summary, refer [Attachment 4](#).

If the 2018 Moe Cup is substituted for the Melbourne Cup, Moe traders that decide to participate in the Moe 3 Hour Sale, would be expected to pay penalty rates to permanent / full-time staff that work the morning of the 3 Hour Sale, unless respective awards allow otherwise.

### *Council Implications*

The following internal feedback was received from Council’s service delivery areas following the 2017 Moe Cup half-day public holiday:

#### *Aged & Disability Services*

- Financial penalties incurred by residents who chose to have their Council service delivered in the Moe Cup afternoon.
- Council services being cancelled or rescheduled.
- Loss of clients who changed to another service provider that remained open in the Moe Cup afternoon.

#### *Moe/Newborough Leisure Centre*

- Two half-day closures of Centre. This affected program activities scheduled for the Moe Cup afternoon. Attendance on the morning of the Melbourne Cup was down as users did not expect that the centre would be open.

#### *Moe Service Centre/Library*

- This Centre was closed for half-day Moe Cup and full-day Melbourne Cup.

#### *Moe PLACE (child care and preschool)*

- Impact on residents of Moe and surrounds who are employed outside of Moe and were required to make alternate arrangements to collect children early from childcare to meet the 12 noon closure.
- Many families indicated that they do not work in Moe/Newborough so therefore do not receive the public holiday themselves and then needed to source other care arrangements e.g. grandparents, friends.
- Reduced preschool session hours by 2 hours for the Moe Cup. Parents also expressed the same concern relating to being employed outside the Moe/Newborough area and the associated arrangements as mentioned above in relation to early pick up/sourcing alternative care arrangements.

- Impact on families who had plans made in advance for a full Melbourne Cup public holiday.

#### Moe Depot

- All staff had half-day Moe Cup and Melbourne Cup and were required to utilise annual leave for the morning of the Melbourne Cup.

#### Local Laws Officers & School Crossing Supervisors

- The Crossing Supervisors rostered at the schools that closed for a full-day Moe Cup were not required to work. The Crossing Supervisors rostered at the schools that closed for a half-day Moe Cup worked in the morning only.
- Local Laws Officers worked all day Moe Cup. These officers observe the Melbourne Cup as a full-day public holiday.

#### *Environmental Implications*

Not Applicable

#### *Consultation*

Two rounds of extensive community consultation were undertaken with Council asking the community to respond to the following:

*Have your say on the following preferences:*

- *A full day public holiday on Melbourne Cup.*
- *A full day public holiday on Moe Cup Day.*
- *A half day public holiday for the Moe Cup and another half day on Melbourne Cup Day.*
- *No preference which day, but it must be a full day public holiday.*

From the second round of community consultation, Council received a total of 279 preference responses from the community (both electronically and written surveys). The stated preferences relating to the Moe and Melbourne Cup Public Holidays are as follows:

| <b><i>Support a Full-Day Melbourne Cup Holiday</i></b> | <b><i>Support a Full-Day Moe Cup Holiday</i></b> | <b><i>Support a Half-Day Moe Cup Holiday</i></b> | <b><i>Support One Full-Day, no preference</i></b> | <b><i>Other Preference</i></b> | <b><i>Total</i></b> |
|--|--|--|---|--------------------------------|---------------------|
| 193  | 46   | 12   | 19  | 9                              | 279                 |
| 71%  | 17%  | 4%   | 7%  | -                              | 100%                |



An analysis of the 279 responses stating a preference is provided below:

| <b>Source of Feedback</b>              | <b>Full-Day Melbourne Cup Holiday</b> | <b>Full-Day Moe Cup Holiday</b> | <b>Half-Day Moe/Melb Cup Holiday</b> | <b>No Preference One Full-Day,</b> | <b>Other Preferences</b> | <b>Total</b> |
|--|---------------------------------------|---------------------------------|--------------------------------------|------------------------------------|--------------------------|--------------|
| Council website – “Have your say page” | 137                                   | 33                              | 10                                   | 15                                 | -                        | 195          |
| Flyer Totals:                          | 56                                    | 13                              | 2                                    | 4                                  | 9                        | 84           |
| Moe Service Centre                     | (8)                                   | (11)                            | (2)                                  | (4)                                | (9)                      | (34)         |
| Other Service Centres                  | (48)                                  | (2)                             | -                                    | -                                  | -                        | (50)         |
| <b>TOTAL</b>                           | <b>193</b>                            | <b>46</b>                       | <b>12</b>                            | <b>19</b>                          | <b>9**</b>               | <b>279</b>   |
| Percentage                             | 71%                                   | 17%                             | 4%                                   | 7%                                 | -                        | 100%         |

\*\* Note: Of the 9 “Other Preferences” comments stated on the Moe Flyer forms were:

- 7 – Requested a Full-day Public Holiday for both the Melbourne and Moe Cups, and
- 2 – No Public Holiday for either Moe or Melbourne Cup public holiday.

From the website “Have your say” preferences as detailed above, it is possible to analyse the data and drill down on the basis of Post Code. Refer following Table:

| <b>Post Code</b> | <b>Location</b> | <b>Support a Full-Day Melbourne Cup Holiday</b> | <b>Support a Full-Day Moe Cup Holiday</b> | <b>Support a Half-Day Moe Cup Holiday</b> | <b>Support One Full-Day, no preference</b> | <b>Total Number</b> |
|------------------|-----------------|---|---|---|--|---------------------|
| 3825             | Moe             | 45  | 12  | 7   | 5  | 69                  |
|                  | Moe South       | 5   | 2   | -   | -  | 7                   |
|                  | Newborough      | 37  | 8   | 3   | 5  | 53                  |
|                  | Rawson          | -   | 2   | -   | -  | 2                   |
|                  | Tanjil South    | 1   | -   | -   | -  | 1                   |
|                  | Willow Grove    | 1   | -   | -   | -  | 1                   |
|                  | Yallourn North  | 11  | 1   | -   | 1  | 13                  |
|                  | Erica           | 2   | -   | -   | -  | 2                   |

|      | (SUB TOTAL )       | (102)      | (25)      | (10)      | (11)      | (148)      |
|------|--------------------|------------|-----------|-----------|-----------|------------|
| 3139 | Seville            | -          | 1         | -         | -         | 1          |
| 3206 | Albert Park        | -          | 1         | -         | -         | 1          |
| 3818 | Drouin             | 1          | 1         | -         | -         | 2          |
| 3820 | Warragul           | 3          | -         | -         | 1         | 4          |
| 3824 | Trafalgar          | -          | -         | -         | 2         | 2          |
| 3835 | Thorpdale          | 1          | -         | -         | -         | 1          |
| 3840 | Jeeralang Junction | 1          | -         | -         | -         | 1          |
| 3840 | Morwell            | 8          | 1         | -         | 1         | 10         |
| 3842 | Churchill          | 2          | 1         | -         | -         | 3          |
| 3844 | Traralgon          | 14         | 2         | -         | -         | 16         |
| 3844 | Tyers              | -          | 1         | -         | -         | 1          |
| 3847 | Rosedale           | 2          | -         | -         | -         | 2          |
| 3854 | Glengarry          | 1          | -         | -         | -         | 1          |
| 3870 | Boolarra           | 1          | -         | -         | -         | 1          |
| 3971 | Yarram             | 1          | -         | -         | -         | 1          |
|      | <b>TOTALS</b>      | <b>137</b> | <b>33</b> | <b>10</b> | <b>15</b> | <b>195</b> |
|      | Percentage         | 70%        | 17%       | 5%        | 8%        | 100%       |

In addition to the “Have your say” website and flyer preferences, two submissions were received from the Secretary for the Moe Traders Association and a private individual, refer Confidential [Attachment 5](#).

### *Other*

Council has the following options:

1. Having considered community responses resolve **not to** support the request from the MRC for a half-day public holiday declared for the 2018 Moe Cup on Thursday, 18 October 2018 for the 3825 postcode area within Latrobe City and retain a full-day public holiday for the Melbourne Cup on Tuesday, 6 November 2018 for the entire municipality.
2. Having considered community responses resolve to write to the Minister for Innovation, Services and Small Business requesting a substitute half-day afternoon public holiday for the 2018 Moe Cup on Thursday, 18 October 2018 and a **half-day** public holiday for the Melbourne Cup 6 November 2018 for the 3825 postcode area within Latrobe City, or
3. Having considered community responses resolve to write to the Minister for Innovation, Services and Small Business requesting a substitute full-day public holiday for the 2018 Moe Cup on Thursday, 18 October 2018 as a substitute **full-day** public holiday for the Melbourne Cup 6 November 2018 for the 3825 postcode area within Latrobe City.

**Supporting Documents:**

Extract of 4 June 2018 Council Minutes – Item 10.1 Moe Cup Half Day Public Holiday.

**Attachments**

- 1[↓](#). Moe Racing Club request
- 2[↓](#). List of approved non-metropolitan public holidays.
- 3[↓](#). History of Moe Cup Public Holiday requests in Latrobe Shire / City.
- 4[↓](#). Have Your Say Feedback Comments
5. Written Submissions (Published Separately) (Confidential)

## **Proposed Moe Cup Public Holiday 2018**

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Moe Racing Club request.....</b>  | <b>89</b> |
| <b>2</b> | <b>List of approved non-metropolitan public holidays. ....</b>                     | <b>91</b> |
| <b>3</b> | <b>History of Moe Cup Public Holiday requests in Latrobe<br/>Shire / City.....</b> | <b>93</b> |
| <b>4</b> | <b>Have Your Say Feedback Comments.....</b>  | <b>95</b> |



**MOE RACING CLUB**  
P.O. Box 5  
Moe, Vic., 3825  
Telephone: (03) 5120-1333  
Facsimile: (03) 5120-1355  
ABN 13 424 081 291

12<sup>th</sup> February 2018

Mr Henry Morrison  
Manager Property & Legal Services  
Latrobe City  
PO BOX 264  
Morwell 3840

**Re: Moe Optical Cup Day, presented by the WIN Network – Thursday 19<sup>th</sup> October**

Dear Mr Morrison,

I am writing on behalf of the Moe Racing Club to apply for a half day Public Holiday for this years Moe Cup 2018. The Moe Cup has long been an iconic and important local and Community event. Last year's Cup Day was again strongly supported by the Moe Traders who held their traditional three-hour sale and attracted a lot of visitation and interest to the area.

Moe Cup Day 2017 was again a great success and was extremely well supported by local business and the Community. The declaration of a half day public holiday is crucial to the ongoing success of this event as it allows business and locals to work in the morning and then finish the day socialising with family, friends and colleagues in the afternoon. We intend on building and growing this event moving forward and to do this we require consistency, being that the Public Holiday is declared and put on the calendar.

I would be delighted if you would once again commence proceedings to declare a public a half day Public Holiday in the 3825-area code year.

Thankyou for your ongoing support of our towns iconic event.

Yours Sincerely,

Shane Berry  
Chief Executive Officer  
Moe Racing Club Inc.

A listing of non-metropolitan public holidays in Victoria for 2018

| <b>Date</b>                         | <b>Municipality</b>             | <b>Purpose</b>   |
|-------------------------------------|---------------------------------|--|
| Thursday, 3 <sup>rd</sup> May       | Moyne Shire & Warrnambool City  | Full day public holiday for the whole municipal district to celebrate Warrnambool Cup Day.   |
| Wednesday 3 <sup>rd</sup> October   | Mildura Rural City Municipality | Full day holiday for all areas west of and including the township of Boinka and south of the Murray Sunset Nationalism Park to celebrate Pinaroo Show Day. |
| Wednesday, 24 <sup>th</sup> October | City of Greater Geelong         | Full day holiday for the whole municipal district to celebrate Geelong Cup Day.  |
| Wednesday, 24 <sup>th</sup> October | Moiria Shire Council            | Full day holiday in the Numurkah District to celebrate the Numurkah Agricultural Society Annual Show.  |
| Wednesday, 31 <sup>st</sup> October | City of Greater Bendigo         | Full day holiday in all areas west of the Campaspe River to celebrate Bendigo Cup day.   |
| Wednesday, 7 <sup>th</sup> November | Macedon Ranges                  | Full day holiday in the postcode areas of 3444, 3446, 3458 and the localities of Cadello and Carlsruhe to celebrate Kyneton Cup Day.                       |
| Friday, 9 <sup>th</sup> November    | City of Ballarat                | Full day holiday in the City of Ballarat to celebrate Ballarat Show Day.   |
| Friday, 30 <sup>th</sup> November   | City of Wodonga                 | Full day holiday for the whole municipal district to celebrate Wodonga Gold Cup Day.   |



**History of Moe Cup Public Holiday requests in Latrobe Shire / City  
from 1998 to 2017.**

Council has from 1998 through to 2008 declared a number of additional full-day and half-day public holidays for respective Moe Cup Day race meetings, details as follows:

- 1998 Moe Cup – full-day public holiday
- 1999 Moe Cup – half-day public holiday
- 2000 Moe Cup – half-day public holiday
- 2001 Moe Cup – half-day public holiday
- 2002 Moe Cup – half-day public holiday
- 2003 Moe Cup – half-day public holiday
- 2004 Moe Cup – half-day public holiday
- 2005 Moe Cup – half-day public holiday
- 2006 Moe Cup – half-day public holiday
- 2007 Moe Cup – half-day public holiday
- 2008 to 2014 Moe Cups – No substitute public holidays – details below.
- 2015 Moe Cup – cancelled due to track renovation – No half-day public holiday
- 2016 Moe Cup – No substitute public holidays – insufficient time to submit an application following renovation of the track.
- 2017 Moe Cup – half-day public holiday

Between 2008 and 2013 Council did not submit an application for substitute a respective Melbourne Cup Public Holiday (full-day or two half-day public holidays), the reasons include:

- legislative changes to the *Public Holiday Act* 1993,
- extensive community consultation in 2009 that revealed apparent community support to retain Melbourne Cup as the preferred public holiday across the municipality,
- Electoral Caretaker Provisions Policy in the lead up to 2011 Council Election, and
- Cancellation of the Moe Cup in 2013.

Council last undertook consultation with the community, employee and employer groups in July 2009. This consultation was related to a request to “*declare a full-day public holiday on 15 October 2009 for Moe Cup Day as a substitute for Melbourne Cup Day 2009 throughout the whole municipality or to accept Melbourne Cup Day, 3 November 2009.*”

In response to this community engagement, Council received 33 written submissions. In summary:

- 26 submissions clearly supported observing the Melbourne Cup Day Public Holiday,
- Three submissions did not indicate a preference but detailed specific workplace arrangements for Melbourne Cup to be observed on the day or the day off to be deferred to the end of the year.
- One submission detailed that, regardless of the declared holiday, Melbourne Cup Day would be observed as the submitter has little interest in Moe Cup.
- Two submissions detailed support for Moe Cup Day as a substitute holiday for Melbourne Cup.
- One submission indicated support for continuing the half-day public holiday for Moe Cup Day tradition, but failing the ability to do this the preference was for Melbourne Cup Day to be observed.

Having considered these submissions Council, at the Ordinary Council Meeting held on the 20 July 2009, subsequently resolved:

*"That Council accepts Melbourne Cup Day, 3 November 2009, to be the declared public holiday throughout the whole municipality in 2009 and does not apply to the Minister for Small Business for Moe Cup Day 15 October 2009 to be a substitute Melbourne Cup public holiday."*

On 21 May 2014 Council received a similar request from the Moe Racing Club, supported by both the Committee for Moe and Moe Traders Association, for a half-day public holiday for the Moe Cup on Thursday, 16 October 2014.

Council considered this request at its meeting held on 30 June 2014 and resolved the following:

1. *That Council does not support the request to have Moe Cup made a half day Public Holiday.*
2. *That Council write to the Moe Racing Club, Committee for Moe and Moe Traders to thank them for their request and notify them of Councils decision.*

2015 Moe Cup - half day public holiday was granted but subsequently cancelled due to track renovations and Melbourne Cup public holiday was reinstated for whole of municipality.

2016 following the track renovations there was insufficient time to submit an application for a public holiday for the 2016 Moe Cup.

2017 Moe Cup – half-day public holiday declared.

| Full Day Melbourne Cup | Full Day Moe Cup | 1/2 Moe & Melb Cups | No Preference - Full Day | Further feedback - Only those that provided comments are listed below.   |
|------------------------|------------------|---------------------|--------------------------|--|
| X                      |                  |                     |                          | For people that don't work in Moe it makes it hard to organise children if they are not at school where if it was Melbourne cup that holiday is state wide   |
| X                      |                  |                     |                          | As a teacher working in Latrobe City, the major issue for our families is the number of parents who reside in the 3825 postcode but work outside of that, meaning their children will receive the Moe Cup holiday via school, but they themselves will receive the Melbourne Cup holiday via their employer.   |
| X                      |                  |                     |                          | Leave it as it is. No to Moe cup day. When you announced this on Facebook the negative posts were more than 90%. Why didn't you take that very convincing feedback into consideration for this unwanted idea   |
| X                      |                  |                     |                          | Any decision must be Latrobe City wide, not postcode specific. Many Latrobe City residents do not work in the same postcode as they reside, so two separate holiday declarations are impossible for working parents to manage  |
| X                      |                  |                     |                          | As a business owner we only need one day so make it Melbourne cup  |
| X                      |                  |                     |                          | Hello,   |
| X                      |                  |                     |                          | My work place is a commonwealth government workplace and has Melbourne cup day off. There is dozens of us from Moe/Newborough working there who get affected by the 2 half days public holidays deal you have now. We just keep the kids home as it is impossible to organise pickups at 1-1:30 for the stupid half day holiday  |
| X                      |                  |                     |                          | I live in Traralgon and work in Moe. It would be frustrating having different conditions apply to different member of the office or Family. I would have to take leave on Melbourne cup to look after my daughter. I work in a family run business and last year the owners ended up working full days on both days because they had to supervise staff when half chose now cup and half chose Melbourne cup. Public holidays don't need to be complicated any further!  |
| X                      |                  |                     |                          | As a business operator based in Moe but operating throughout Gippsland, having 2 half day public holidays or a public holiday for the Moe races is largely inconvenient. We would appreciate a consistent public holiday across Latrobe City.  |
| X                      |                  |                     |                          | Even though it is two half days the reality is that many students have both days as full days off.   |
| X                      |                  |                     |                          | Most parents work outside of Moe and are unable to get care for their children on Moe cup, including myself. It's an absolute nightmare.   |
| X                      |                  |                     |                          | due to working in Moe that caters for students travelling from all over the valley - from Glengarry, Yinnar, Rawson and Trafalgar and in between it will affect families not in the 3825 area if it was determined to be an Moe Cup day holiday. A Melbourne Cup holiday will cater for more people in regards to school, work and logistics   |
| X                      |                  |                     |                          | It's much better for schooling & working to have a consistent state public holiday.  |
| X                      |                  |                     |                          | The half day public holiday doesn't really work when it is just for one of the major towns in the council zone. It makes it very hard on parents who have children attending Moe schools, but they work in Morwell or Traralgon. It was also very frustrating last year when Latrobe City services such as the Moe Early Learning Centre and Moe City Library did not adhere to the half day public holiday on both days. Latrobe City is making the decision to change the public holiday so they should ensure that their staff and services follow suit. The fact that parents who live and work in Moe were unable to access their normal scheduled child care on Melbourne Cup day, as the council determined it was not economically viable to run the centre for the few children who would be attending, was a disgrace. If we had the same holiday across the council this situation would not arise. |

| Full Day Melbourne Cup | Full Day Moe Cup | 1/2 Moe & Melb Cups | No Preference - Full Day | Further feedback - Only those that provided comments are listed below.  |
|------------------------|------------------|---------------------|--------------------------|---|
| X                      |                  |                     |                          | so many people live in Moe but work elsewhere.  |
| X                      |                  |                     |                          | I have previously voiced my opinion on this in the last round of consultation. Working at a school who have students from various Latrobe city towns, to have a public holiday based on postcode is unworkable.   |
| X                      |                  |                     |                          | I WOULD PREFER TO HAVE 1 FULL DAY THAN TO HAVE 2 1/2 DAYS   |
| X                      |                  |                     |                          | It should be Melbourne Cup day. I've just retired from Lowanna and more than half the students don't come on Melbourne cup day so leave it to that  |
| X                      |                  |                     |                          | The Moe Cup should be held on a Saturday. No need for a holiday but an opportunity for the whole valley to participate in a well promoted and inclusive festival.   |
| X                      |                  |                     |                          | Moe Cup should not affect the entire community of Moe...not everyone gambles or attends the races... it is not essential for this sport to qualify for a half or full day. If people want to attend they take the day off   |
| X                      |                  |                     |                          | It is ridiculous to have two half day public holidays. If people want to go to the Moe cup they will take a whole day off work anyway. Two half days has a big impact on working families who have children in school in Moe but work elsewhere   |
| X                      |                  |                     |                          | An  |
| X                      |                  |                     |                          | As a staff member in the VCE department at Lowanna and mother of a Year 12 student (Year 12's at Lowanna finish on 24 October) it is placing her and the other students at a disadvantage to miss a full or half day of classes due to a horse race. Melbourne Cup is during their exam period and they have no exams scheduled that day. Every other student in Victoria will be at school on Moe Cup Day and it is taking away precious teacher led revision time so close to the exams and placing them at a disadvantage.   |
| X                      |                  |                     |                          | Last years half day was catastrophic to my family as my 2 brothers had half day at school for Moe Cup, and my Mum and Step Dad working outside of 3825  |
| X                      |                  |                     |                          | Children to manage not all of us work in Moe area. To disruptive to family. Moe races are often rescheduled duw to wet conditions.  |
| X                      |                  |                     |                          | As a teacher the other options will increase absenteeism from school by students. Many student students parents, and in fact our largest employers in the valley, work for companies that observe Melbourne Cup Day as a public holiday. This means that the family goes away for the Melbourne Cup Day long weekend and we have very few students attending in Melbourne Cup Day. So if you hold the day off on another day we essentially have 2 full days that students don't come to school. If it was Melbourne Cup Day families can have their long weekend, (falling in line with their work place), without disrupting school for their children. |
| X                      |                  |                     |                          | I work at Lowanna College and having two half day public holidays last year was very disruptive to our school program. Most of parents have the Melbourne Cup public holiday, so that day is the least disruptive to our teaching program.  |
| X                      |                  |                     |                          | The half day did not work as students and teachers had to attend on both days till 11 am then buses had to be run to return students so that bus drivers could be finished by 12 noon.  |
| X                      |                  |                     |                          | Come from Melbourne and would like to be able to have the day with my kids who live there.  |
| X                      |                  |                     |                          | I work in 3825 and not having Melbourne cup as a public holiday creates a nightmare with childcare. I have to work but childcare centres aren't open.   |
| X                      |                  |                     |                          | For a public holiday in only 3825 there would be children without parents home as not all children go to school in the same postcode as parents work, stupid idea. At least Melb cup is statewide. I actually think a public holiday for a horse race is a bit over the top, but each to their own.   |

| Full Day Melbourne Cup | Full Day Moe Cup | 1/2 Moe & Melb Cups | No Preference - Full Day | Further feedback - Only those that provided comments are listed below.  |
|------------------------|------------------|---------------------|--------------------------|---|
| X                      |                  |                     |                          | Student education, attendance at Lowanna College should not be compromised for the sake of a half day Moe cup & half day Melbourne cup holiday.   |
| X                      |                  |                     |                          | Changing this public holiday would be an absolute travesty. We are part of Victoria, we are not our own state despite how badly the Latrobe Valley might think it is. The public holiday is wonderful where it is. Changing the date will just get people moving out of the area not increase people attending the Moe cup. As someone who has family members outside of the area I would not be able to spend time with my family. Also people who work outside the area would not be able to organise childcare but they still have to work. Instead of wasting time on something as stupid as changing the public holiday do something that would actually improve the impression and reputation of the area. Changing the public holiday WILL NOT achieve this. Eleave it alone and leave it where it is  |
| X                      |                  |                     |                          | I have no intention of attending Moe Cup Day and would rather have Melbourne cup day off with the rest of my family who don't worked in the 3825 area.  |
| X                      |                  |                     |                          | Last year from a school point of view was terrible. High absenteeis and very disruptive of learning.  |
| X                      |                  |                     |                          | Stick with the rest of the state. Too many people live in the shire and commute out, or vice versa. It makes it too difficult to juggle families and work if weâ€™re in contrast to the rest of the state.  |
| X                      |                  |                     |                          | The major issue for our families in the Lowanna College community is the number of parents who reside in the 3825 postcode but work outside of that, meaning their children will receive the Moe Cup holiday via school, but they themselves will receive the Melbourne Cup holiday via their employer.   |
| X                      |                  |                     |                          | It makes sense to go along with Melbourne Cup holiday if you want to go to Moe Cup take a day off   |
| X                      |                  |                     |                          | Consistent with rest of State. Moe Cup day is inconvenient for families where parents work outside of 3825 who utilise schools/child care in 3825.  |
| X                      |                  |                     |                          | no point in having a public holiday for Moe Cup day, as all the workers have to go to work on Moe cup day.  |
| X                      |                  |                     |                          | The racing club should be encouraged to move the cup day to a weekend   |
| X                      |                  |                     |                          | As a teacher at Lowanna College, I found the two half day public holidays to be disruptive to the school program. Student attendance was extremely low so therefore my lessons could not be meaningful as 90% of my students were absent. Many of the students said they did not attend school because it was too difficult for their parents to pick them up as they received different public holidays if they worked outside of the area. They also said that coming to school for half a day "felt pointless". As I teach VCE classes having these lessons wasted was not ideal as the students need to maximise their face to face teacher time in order to achieve success. The public holiday on Melbourne Cup Day was less disruptive for Year 12 VCE classes because this is during end of year exam time so the students can be completing study at home as all other VCE students across the state would be doing. The Moe Cup half day holiday would be during the time where students should be having teacher led revision. This is disadvantaging our VCE students compared to the rest of the state who would be in classes and receiving teacher assistance. |
| X                      |                  |                     |                          | Impossible to find half a day of childcare for a parent that works in Traralgon.  |
| X                      |                  |                     |                          | I would like a full day for Melbourne cup, as it's disruptive to my business and my kids schooling to have two half days. I feel the Melbourne cup is the more appropriate one , as mor   |
| X                      |                  |                     |                          | I work in Moe and I live in Traralgon. It makes it very difficult to find someone to have my kids when it is 2 half days as daycare and school are closed Melb Cup day in Traralgon   |

| Full Day Melbourne Cup | Full Day Moe Cup | 1/2 Moe & Melb Cups | No Preference - Full Day | Further feedback - Only those that provided comments are listed below.   |
|------------------------|------------------|---------------------|--------------------------|--|
| X                      |                  |                     |                          | There is no educational benefit for a half school day, we are in a school of around 180 students , last year there was only 8 students that turned up!!!!!!!   |
| X                      |                  |                     |                          | Working out of town it's a painful time to try and arrange care for the kids when they're off and I'm at work and 9 times out of 10 I take them out of school so we can head away for Melbourne cup weekend anyway.  |
| X                      |                  |                     |                          | My husband works outside the 3825 postcode, I would prefer to spend my time with my family on a public holiday.  |
| X                      |                  |                     |                          | Disappointing that we have to provide feedback twice.  |
| X                      |                  |                     |                          | My concern with the 3825 area having a public holiday is that I work in 3840 and my child goes to school in 3825. I would be forced to take a day off to look after her if her school closed for a gazetted public holiday or have to pay for care (should it be available). Should I make a choice to take the day off work then I would definitely support the Moe traders by participating in the sales.                  |
|                        | X                |                     |                          | The Moe small business community needs this event to thrive. It used to be successful so why change it?  |
|                        | X                |                     |                          | FAR MORE BENEFICIAL TO THE LOCAL AREA AND ALSO ALLOWS LOCALS TO ATTEND A MAJOR RACE MEETING WITHOUT HAVING TO TRAVEL!!   |
|                        | X                |                     |                          | It's only logical that more people with the 3825 postcode will attend the Moe Cup compared to the Melbourne Cup! Give the employees a chance to attend their local Cup rather than spend their money outside the Valley on Melb Cup day!!  |
|                        | X                |                     |                          | I support a full day holiday on Moe Cup Day as it supports Moe businesses and all community groups. It's Moe's opportunity to shine as part of Latrobe Valley and enables us to celebrate as a city full of various cultures, food outlets, cafes and sporting facilities. We should be allowing Moe businesses to benefit from support of the community on this day as they so willingly support many organisations in Moe. |
|                        | X                |                     |                          | Make it a full day public holiday with kids activities so kids can come down and enjoy the day. I fully support a public holiday. I have 2 children at Lowanna..i believe in supporting our local community and this day is important to our town.   |
|                        | X                |                     |                          | I spend 2 days in Moe over the cup meeting catching up with family. We go to local venues RSL and Moe Racing Club for meals. If family have to work these outing would not be possible and local businesses would loose trade.   |
|                        | X                |                     |                          | Disruption to school/ work arrangements too difficult if not coordinated, half days too messy  |
|                        | X                |                     |                          | Less disruption to Education. More opportunity for community participation   |
|                        | X                |                     |                          | Think about the traders in Moe, this is devastating if they lose their public holiday. We want the local economy and tourism to boost, rather than a public holiday for an area that doesn't effect us. Care about the Valley like the Council should. When the traders ask for help, give them help.  |
|                        | X                |                     |                          | I assume the date above is actually an error, as the calendar and email with this survey link both say Moe Cup is on the 18th.   |
|                        | X                |                     |                          | And full day public holiday on Melbourne cup day.  |



| Full Day Melbourne Cup | Full Day Moe Cup | 1/2 Moe & Melb Cups | No Preference - Full Day | Further feedback - Only those that provided comments are listed below.  |
|------------------------|------------------|---------------------|--------------------------|---|
|                        | X                |                     |                          | 1/2 days just cause to many problems for families when it is half days. Most people work out of town and have issues with childcare.  |
|                        | X                |                     |                          | I support a full day to celebrate MOE cup day to support the town of Moe, A full day is more convenient for parents and more consistent with school children who will most likely be absent from school for TWO days in place of one. Also, more cost effective for travel to/from school and work by having a full day public holiday.   |
|                        | X                |                     |                          | I believe we should support Moe and the businesses and have a full day public holiday. Moe businesses and the community need our help so let's make it an amazing day and support Moe   |
|                        |                  | X                   |                          | Half day for each would be best but if it must be a full day I would prefer Moe cup day to support locals rather than Melbourne   |
|                        |                  | X                   |                          | I know the half day plays havoc with the students at school and buses.  |
|                        |                  |                     | X                        | NO HOLIDAY AT ALL, having a holiday for a sporting event is stupid.   |
|                        |                  |                     | X                        | Please, do what's in the best interests of our local mums and dads who work and need daycare and so forth.  |
|                        |                  |                     | X                        | Being a single working parent of a child in kinder would be hard for me to juggle work and care for my child if two half day public holidays were granted. I would rather one full public holiday so it is easy to arrange care and having a day to spend together with my family.  |
|                        |                  |                     | X                        | I work in Newborough and live in Warragul. Personally it would be pointless and inconvenient if I had to travel to work for 2 half days. Secondly, I work in education and have witnessed first hand the impact that the half day holiday option has on schools. Students generally have two full days off for a variety of reasons such as bus travel and what's the point of going ? Student's end up missing two full days which impacts on their education. |
|                        |                  |                     | X                        | The public holiday must be for all of Latrobe City and not just 3825 as people don't live and work in the 3825 area and it causes major disruption to schools and employers.  |
|                        |                  |                     | X                        | I am really not concerned which day it is as long as it is a full day as this is less disruptive to the school community.   |
|                        |                  |                     | X                        | This planning has a significant impact on the running of our school. It would be more beneficial for student learning and staff to have this as a full day rather than two half days.   |
| 137                    | 33               | 10                  | 15                       | <b>NOTE: Excluded are "HAVE YOUR SAY" Preferences that did not provide further feedback.</b>  |

# CORRESPONDENCE

**11. CORRESPONDENCE**

Nil reports

# PRESENTATION OF PETITIONS

## 12. PRESENTATION OF PETITIONS

Agenda Item: 12.1

Agenda Item: Traralgon Skate Park Petition

Sponsor: General Manager, Infrastructure and Recreation

Council Plan Objective: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.

Status: For Decision

### **MOTION**

Moved: Cr Harriman

Seconded: Cr Howe

That Council:

1. In accordance with Clause 63 of the *Meeting Procedure Local Law*, agrees to lay the petition requesting *Support for relocation and upgrade to the Traralgon Skate Park* on the table until the Ordinary Council Meeting to be held on 6 August 2018; and
2. Advises the head petitioner of this decision in relation to the petition.

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

On 4 June 2018, Latrobe City Council was presented with a petition (Attachment 1) containing 1752 signatures requesting support for the relocation and upgrade to the Traralgon Skate Park. The petition states *"We, the undersigned concerned members & users of the Traralgon Skate Park wish to inform the Latrobe City Council of the need to relocate and upgrade the current Traralgon Skate Park. The current facilities are isolated in location and are outdated and unsafe for community use."*

This report is being presented to Council in accordance with Clause 63 of Council's Local Law No. 1, requesting that the petition lay on the table while a report to Council is prepared regarding the petition.

### **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*.

**Background:**

The Traralgon Skate Park was constructed in the late 1990's. In the early 2000's the steel ramps were added to the existing concrete bowl. No other significant upgrades have occurred to the skate park since this time.

The Skate Park is classified as a local level park. At the time the skate park was developed there was supporting infrastructure such as public toilets and seats and shelters for the skate park. Over the intervening years the skate park infrastructure has been demolished due to wear and tear and vandalism.

In 2009, the Skate & BMX Plan assessed the condition of the Traralgon Skate Park as fair.

The Traralgon Skate Park is located at the western end of Harold Preston Reserve in Traralgon, between the Traralgon Creek and the Traralgon Tennis Complex. The skate park has very poor passive surveillance and poor accessibility.

With the recent re-development of the Traralgon Tennis Show Court, the skate park is even more secluded than it previously was. The skate park suffers from constant vandalism and users experience bullying and anti-social behaviour at the facility. Anecdotal reports state the community and especially parents of young children feel unsafe using the skate park.

In June 2017, Latrobe City Council submitted a funding application to the 2018/19 Community Sports Infrastructure Fund – Planning funding program for funding to support the feasibility study for the development of a Youth Precinct in Traralgon. Unfortunately, this funding application was not successful.

The Head Petitioner states in her covering letter containing 1752 signatures, that the petition was created out of concern for the current isolated location and outdated and dangerous facilities at Traralgon's current skate park.

Further to this, the Head Petitioner states that:

*The vision of the Traralgon Skate Park Group is to relocate the current Traralgon Skate Park to a more open community space which would allow for a family youth precinct that would include:*

- *A skate park that would cater for different abilities, allowing younger children to enjoy the facility without being in danger of colliding with more experienced older users;*
- *Lighting to allow more use of the facility all year round;*
- *Toilets*
- *Drinking fountains*
- *BBQ area;*
- *Sheltered seating;*



- *Playground*
- *Half Basketball Court*

*The Head Petitioner states that “the Traralgon Skate Park Group” is prepared to continue to work alongside Council and other such groups until the project is complete.*

**Reasons for Proposed Resolution:**

There is insufficient time to prepare a detailed report in response to the petition for the 2 July 2018 Ordinary Council meeting. In accordance with Clause 63 of Local Law No. 1 it is recommended that the petition lay on the table until a report can be prepared that address the issues raised in the petition.

**Issues:**

*Strategy, Financial, Community, Environmental, Community Engagement and Risk Analysis Implications*

All implications of the petition will be considered as part of the upcoming Council report to be presented at the 5 August 2018 Ordinary Council meeting.

*Communication*

Head Petitioner Tracy Parsons has been notified of the petition process and advised of the intention to lay the petition on the table at the 2 July 2018 Ordinary Council meeting, and Ms Parsons will be notified prior to the subsequent report being presented to the Ordinary Council meeting to be held on 5 August 2018.

**Supporting Documents:**

Skate & BMX Plan (2009)

**Attachments**

1. Traralgon Skate Park Petition (Published Separately) (Confidential)

# CHIEF EXECUTIVE OFFICE

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# CITY DEVELOPMENT

## **14. CITY DEVELOPMENT**

**Agenda Item: 14.1**

**Agenda Item: Latrobe Valley Investment Prospectus**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Support job creation and industry diversification to enable economic growth in Latrobe City.**

**Status: For Decision**

### **MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr McFarlane

**That Council receives and notes the Latrobe City Investment Prospectus.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The following was adopted by Council as a Key Performance Indicator (KPI) for the 2017/18 year:

*Progress Economic Development and jobs growth as a priority for the valley.*

- *Complete three major job growth initiatives working with industry and State Government Agencies; and*
- *Integrate agreed projects into a five year Latrobe Valley prospectus document.*

Council agreed that the development of precincts to promote key investment opportunities was appropriate and endorsed five precincts to be promoted over the five year period:

- The Aviation/Aerospace Precinct;
- Food Industry Precinct;
- Gippsland Logistics Precinct;
- Health Precinct; and
- Engineering/Manufacturing Cluster.

The Economic Development team have worked closely with the Communications and Design team to design and draft documents that encompass promotional material for three of the precincts. Promotional material for the remaining precincts will be developed at a later date. The purpose of the document is also to be used to advocate on behalf of the region to Government.

The draft documents were presented to Councillors on 30 April 2018 for consideration and feedback. All feedback was incorporated into the documents.

**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*.

**Background:**

The following was adopted as a Key Performance Indicator (KPI) for the 2017/18 year:

KPI:

- Progress Economic Development and jobs growth as a priority for the valley.
  - Complete three major job growth initiatives working with industry and State Government Agencies; and
  - Integrate agreed projects into a five year Latrobe Valley Prospectus document.

At the Councillor Briefing on 9 October 2017 the proposed Prospectus concept as well as the potential sectors/precincts was discussed. Five options were provided to Councillors, these options being:

- The Aviation/Aerospace Precinct;
- Food Industry Precinct;
- Gippsland Logistics Precinct;
- Health Precinct; and
- Engineering/Manufacturing Cluster.

Councillors decided that they would like to advocate for all five sectors/precincts. As the KPI specifically states to identify three – three were chosen with the other two to be worked on once the first three are finalised.

The three key projects identified as the most relevant and ready for marketing are:

- The Aviation/Aerospace Precinct;
- Food Industry Precinct; and

- Gippsland Logistics Precinct.

At the Councillor briefing on 30 April 2018 the draft text of the prospectus was presented to Councillors, who provided feedback and suggested changes.

The following changes/comments were provided:

- Health Services to be included in the 'Why Invest in Latrobe' page;
- Gippsland Logistics Precinct – freight and logistics section should include a comment that funding has been approved;
- Confirm company names are correct under major employers section; and
- Include Latrobe Regional Gallery, Latrobe Creative Precinct and Tarra Bulga National Park under Liveable Regional City.

Updates have been made to the document incorporating these comments.

A further copy was provided to Council for feedback at the Councillor Briefing on 21 May 2018. Some minor adjustments were incorporated into the final draft document.

### **Reasons for Proposed Resolution:**

Council identified major job growth initiatives promoted through an investment prospectus as a priority economic development activity. As a result, major job growth initiatives and the development of an investment prospectus were incorporated into KPI's for 2017/18.

The proposed resolution is a result of this direction from Council and the adopted KPI's.

Council Officer's recommendation is for Councillors to receive and note the Investment Prospectus documents.

### **Issues:**

#### *Strategy Implications*

One of the objectives outlined in the Council Plan 2017 – 2021 is:

*"Support job creation and industry diversification to enable economic growth in Latrobe City."*

The Investment Prospectus will allow Councillors and Council Officers to advocate to Government and Investors for investment in the Latrobe Valley.

#### *Communication/Consultation*

Councillors were consulted at the Councillor Briefing on 9 October 2017 where the proposed Prospectus concept and the potential sectors/precincts were discussed. Subsequently at the Councillor Briefing of 30 April 2018, the draft text of the



prospectus was presented to Councillors, who provided feedback and suggested changes.

Key internal Latrobe City officers were also consulted during the process including the Planning Team and Communications and Design Team.

A draft copy of the content was provided to the Victorian Government business office in Nanjing for comment during the recent international business delegation. The feedback was very positive and the comment was made that 'it is easier to promote defined precincts than regional areas.'

The draft documents have also been provided to Trade Victoria for comment.

#### *Financial Implications*

The Economic Development Department allocated a resource to work on the drafting and design of the Investment Prospectus. There has also been \$10,000 allocated to the project for professional printing and other associated costs.

#### *Risk Analysis*

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

#### *Legal and Compliance*

There are no known legal or compliance issues with this project. The information contained in the draft documents is current and there are no expressed or implied promises or commitments contained in the documents.

#### *Community Implications*

There will be no direct positive or negative community impacts associated with this report.

#### *Environmental Implications*

There are no direct positive or negative environmental impacts associated with this report

#### **Supporting Documents:**

Nil

#### **Attachments**

- 1 [1](#). Investment Prospectus Cover
- 2 [2](#). Investment Prospectus Foreword
- 3 [3](#). About Latrobe City
- 4 [4](#). Food Manufacturing
- 5 [5](#). Aerospace Precinct
- 6 [6](#). Logistics Precinct
- 7 [7](#). Government Advocacy

8<sup>8</sup>. Invest Assist

## **Latrobe Valley Investment Prospectus**

|          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Investment Prospectus Cover .....</b>    | <b>115</b> |
| <b>2</b> | <b>Investment Prospectus Foreword .....</b> | <b>117</b> |
| <b>3</b> | <b>About Latrobe City .....</b>             | <b>119</b> |
| <b>4</b> | <b>Food Manufacturing .....</b>             | <b>121</b> |
| <b>5</b> | <b>Aerospace Precinct .....</b>             | <b>123</b> |
| <b>6</b> | <b>Logistics Precinct.....</b>              | <b>125</b> |
| <b>7</b> | <b>Government Advocacy.....</b>             | <b>127</b> |
| <b>8</b> | <b>Invest Assist.....</b>                   | <b>129</b> |

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LatrobeCity INVEST IN LATROBE

**LatrobeCity**  
**INVEST IN  
LATROBE**





**LATROBE CITY** is Victoria's eastern Regional City.

Situated in the Latrobe Valley in the heart of Gippsland, Latrobe City encompasses the four major towns of Moe, Morwell, Traralgon and Churchill and seven smaller townships of Boolarra, Glengarry, Newborough, Traralgon South, Toongabbie, Tyers, Yallourn North and Yinnar.

Latrobe City is located on the Princes Freeway (M1) and has connections to the state rail network, both V/Line and rail freight. The Latrobe Regional Airport provides private community transport, recreation and tourism services to the region.

PROUDLY PRINTED IN  
**LatrobeCity**

# foreword



Cr Darrell White OAM  
Mayor

The Investment Precincts have been developed to support the right investments in the right locations. This prospectus provides an overview of the investment-ready opportunities available for industry in Latrobe City and to support proactive management of growth into well-planned precincts.

Development of these precincts is expected to create new economic activity and employment opportunities in Latrobe City. The Investment Precincts will support the creation of a diversified, prosperous local economy and bright economic future for our region.

Latrobe City Council has energy and vision, and is committed to building a more sustainable, diversified and innovative business environment. We welcome you to review what we have to offer and invite you to contact us to discuss how you can be part of an exciting future in Latrobe City.

## WHY INVEST IN LATROBE?

- Vibrant Regional City, it is the commercial hub and service centre for Gippsland.
- Ideally located, in the heart of Gippsland 150km east of Melbourne.
- First-rate utility services, including electricity, water, gas, waste water management solutions and NBN connection.
- Processing potential, Gippsland is home to highly productive dairy and vegetable production industries which have significant processing potential.
- Strong transport connections, located on the Princes Highway (M1) with regular VLine and freight rail services and is home to the Latrobe Regional Airport.
- Direct rail access to market, open rail siding running a daily service provides direct access to the Port of Melbourne via the Gippsland Platinum line.
- Ability to co-locate and collaborate with other like businesses, established network of business services, equipment and expertise.
- Diverse business community, vibrant and varied businesses.
- World class health services including state of the art hospital, aged care facilities and full ancillary services.
- Social licence to operate, a community that has a positive outlook towards development and progress.
- World class local engineering and manufacturing skills, which are nationally recognised.
- Affordable land and rental prices, operating a business and living in Latrobe City is cost effective compared to other regional cities and Melbourne.
- Higher education choices, including Federation University, Monash Rural School of Health and Federation Training to support training, retention and development.
- Investment assistance and incentives, significant government incentives are currently available to enable new investment.
- International engagement support, Council provides a dedicated trade desk and formal sister city relationships.
- Support for Business, Council's Economic Development and Planning teams work collaboratively to support and facilitate investment.
- A great lifestyle, there is something for everyone with great recreational, cultural and sporting facilities and events, natural attractions, a range of dining options, great shopping, a cinema, and choice in education and healthcare.





The annual maximum average temperature for Latrobe City is 20.1 degrees, making it ideal conditions for business and pleasure.



Latrobe City has a comprehensive range of community, health, personal services and facilities to provide for the needs of the region including:

- Latrobe Regional Hospital, incorporating Gippsland Cancer Care Centre;
- Maryvale Private Hospital;
- Latrobe Community Health Service;
- A range of public and private medical clinics;
- Specialist medical services providers.



### EXPORTING TO THE WORLD

Latrobe City businesses currently export \$4.543 billion\* per annum to Victoria, Australia and around the world. A diverse range of products and services are exported around the world including coal, pulp and paper products, manufacturing, agribusiness, aviation, specialty fertilisers and education.

A snapshot of some of the countries which Latrobe City currently exports to is provided below:



\*REMPLAN regional exports data 2018

**LATROBE CITY COUNCIL**  
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Facebook: latrobecity

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# ABOUT LATROBE CITY

Latrobe City is the only Regional City in eastern Victoria and boasts a diverse economy.

POPULATION  
**74,329\***

BUSINESSES  
**4,500**

JOBS  
**32,389\***

GROSS REGIONAL PRODUCT  
**\$4.87\***  
BILLION

TOTAL ECONOMIC OUTPUT  
**\$10.79\***  
BILLION

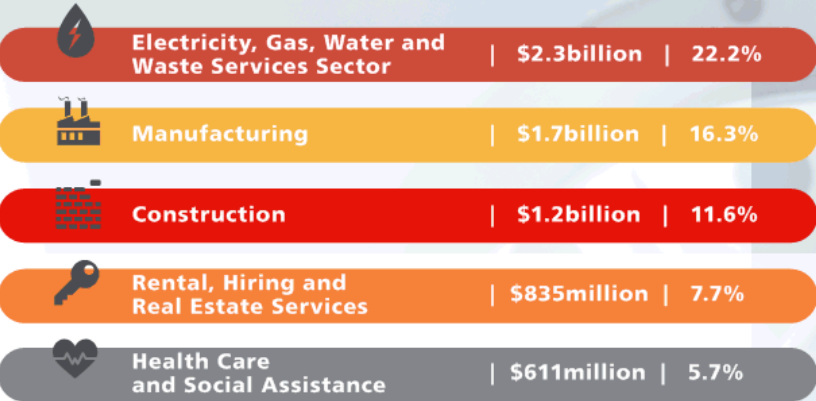
TOTAL VALUE-ADDED  
**\$4.54\***  
BILLION





Traditionally recognised as the heart of Victoria’s electricity industry, today a range of other sectors contribute to the Latrobe City economy.

The top five contributors to Latrobe City’s economic output are:



\*Source: REMPLAN Economy, 2017



MAJOR EMPLOYERS:

**Major power generators**  
*Loy Yang A Power Station (AGL Energy); Loy Yang B Power Station (Alinta); Yallourn Power Station (Energy Australia); and Jeeralang Power Station (Ecogen Energy PIL)* produce approximately 60% of Victoria’s electricity

**Australian Paper**  
the largest pulp and paper manufacturer in Australia

**Lion**  
Australia’s largest non-milk dairy manufacturing facility

**Mahindra Aerospace**  
the only manufacturer of passenger aircraft in Australia

**Federation University Australia**  
Gippsland Campus

**Regional headquarters for government agencies and private operators**  
including banks and insurance companies

**Latrobe Regional Hospital**  
a 289 bed/chair facility treating about 130,000 people a year

INNOVATIVE INDUSTRY

Latrobe City fosters an environment of growth and innovation. With coordinated State and Local Government support, it makes Latrobe City an easy and efficient place to set up a business.

We recognise that a strong linkage between education, industry and the community is required to achieve a strong economy into the future.

There are some great examples of how innovation is being implemented in Latrobe City:

- \$500M Hydrogen pilot plant project
- \$17M Hi-Tech Precinct, the purpose-built precinct promotes innovation, productivity and job creation with a focus on growing Gippsland sectors such as new energy, health, food and fibre and professional services.
- Cutting edge learning at the Gippsland Tech School, which partners with industry to develop curriculum that allows students to solve real world problems, as well as emphasise the skills needed for the 21st century, including vital science, technology, engineering and maths.
- Home of Mahindra Aerospace, currently the only commercial aircraft manufacturer in Australia producing the Airvan 8 single engine aircraft and the Airvan 10 turboprop;
- Lion, Australia’s largest non-dairy processor, recently undertook significant upgrades at its site, including incorporating the use of high tech robotics;
- Australian Paper’s \$7.5M waste to energy study, with support from the Australian and Victorian Governments; and
- Latrobe Regional Hospital incorporates the Gippsland Cancer Care Centre and was the first regional hospital outside Melbourne to offer ‘seed brachytherapy’ to patients in early 2018.

LIVEABLE REGIONAL CITY

Latrobe City boasts all the recreational and cultural facilities of a large diverse regional centre with the added benefit of being located near some of the best tourist attractions in the state. Week to week there is always something different happening. A taste of what Latrobe City has to offer:

- Home of the Victorian Junior Tennis Championships
- Morwell and Tarra Bulga National Parks
- Latrobe Creative Precinct
- Latrobe Regional Gallery
- Hazelwood Pondage and Lake Narracan
- Historic Walhalla on the doorstep
- Top class food and wine product and dining options;
- Latrobe Spring Racing Carnival and prestigious Moe Cup
- A number of festivals and events including the Sister Cities Festival, Boolarra Folk Festival, Maltese Festa
- A range of state and national level sporting events at our top quality facilities including archery, waterskiing, tennis, volleyball, basketball, AFL, hockey and soccer
- Major projects including the Regional Aquatic Centre and the Latrobe Creative Precinct are under development

WELL PLANNED AND AFFORDABLE

Latrobe City Council is dedicated to ensuring suitably zoned land is best positioned to support new and existing industry and employment opportunities. The ‘Live Work Latrobe’ project will shape the future growth and development of Latrobe City.

Latrobe City offers excellent rural and urban living opportunities in Victoria’s only eastern Regional City. The affordability of living and investing in Latrobe City makes relocating attractive to businesses and families.

| 2016             | MEDIAN HOUSE PRICE | MEDIAN UNIT/ APARTMENT PRICE | MEDIAN VACANT HOUSE BLOCK PRICE |
|------------------|--------------------|------------------------------|---------------------------------|
| Latrobe          | \$210,000          | \$171,000                    | \$136,000                       |
| Melbourne Metro  | \$635,000          | \$494,000                    | \$227,000                       |
| Regional Cities* | \$319,875          | \$241,500                    | \$153,600                       |

Source: DELWP, A Guide to Property Values 2016, \*Greater Bendigo City, Ballarat City, Greater Geelong City and Latrobe City

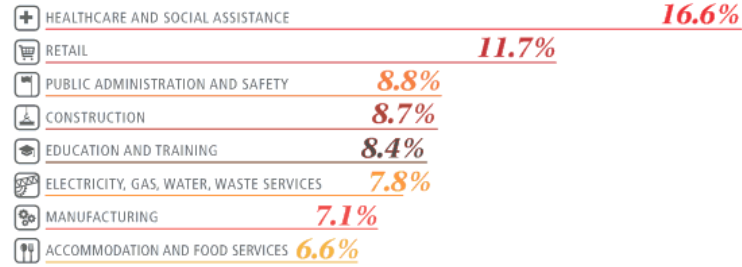
COUNCIL BUSINESS SUPPORT

Council’s Economic Development and Planning teams work collaboratively to support and facilitate investment.

Latrobe City Council’s Planning Department has exceeded its KPI each month introduced in 2015 of achieving 85% of permits to be issued within 60 days.

SKILLED, DIVERSE WORKFORCE AND EDUCATION

Latrobe City has a diverse labour force of over 32,000 workers. The top eight Industry Sector Employment Areas are:



Latrobe City has a range of education choices, catering to all education needs. There are public and private primary and secondary schools, Federation University, Monash Rural School, Federation Training (TAFE), Hi-Tech Precinct, Gippsland Tech School and other education and training providers.

The standout strength of the workforce is the engineering skills and knowledge that exists locally. The workforce is strongly represented by those with certificate and post-school qualifications (34%), which is reflective of the traditional heavy industry located in Latrobe City.



### HOW TO GET INVOLVED

Get in contact with us to find out more about the opportunities currently available within the precinct and the significant government incentives on offer to establish or grow your business in Latrobe City.

Contact Latrobe City Councils Economic Development Department  
Phone: 1300 367 700,  
Email: [EcoDev@latrobe.vic.gov.au](mailto:EcoDev@latrobe.vic.gov.au),  
Web: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

### THRIVING IN LATROBE – LION

Lion is one of Australia's largest food and beverage companies, and have been operating a processing facility located on Alexanders Road Morwell since 1997 - adjacent to the proposed Food Manufacturing Precinct.

The Morwell site directly employs 160 staff and runs a 24 hr/7 day a week operation. "We are extremely proud of our site and the 160 people who work there. Our people are pivotal to our success – they are loyal and hardworking with most coming from the local area. Our team have a strong sense of community and are actively involved in many local initiatives including a school breakfast program as well as volunteering their time or making product donations to other organisation in the region" said Tim Fleay, Lion Dairy and Drinks Yoghurt Operations Director.



The facility produces 91,000 tonnes of product per year and is Australia's largest yoghurt facility. It produces popular brands include Yogo, Yoplait, Petit Miam, Fruch, Farmers Union, and Dairy Farmers and more which are sold all over Australia and exported to South East Asia.

The facility has received investment over the last few years undergoing a \$50 Million upgrade to the site's processing capabilities.

Key competitive advantages about being located in Morwell identified by the company included the ability to source its milk locally from the Gippsland Region and its low transport costs.



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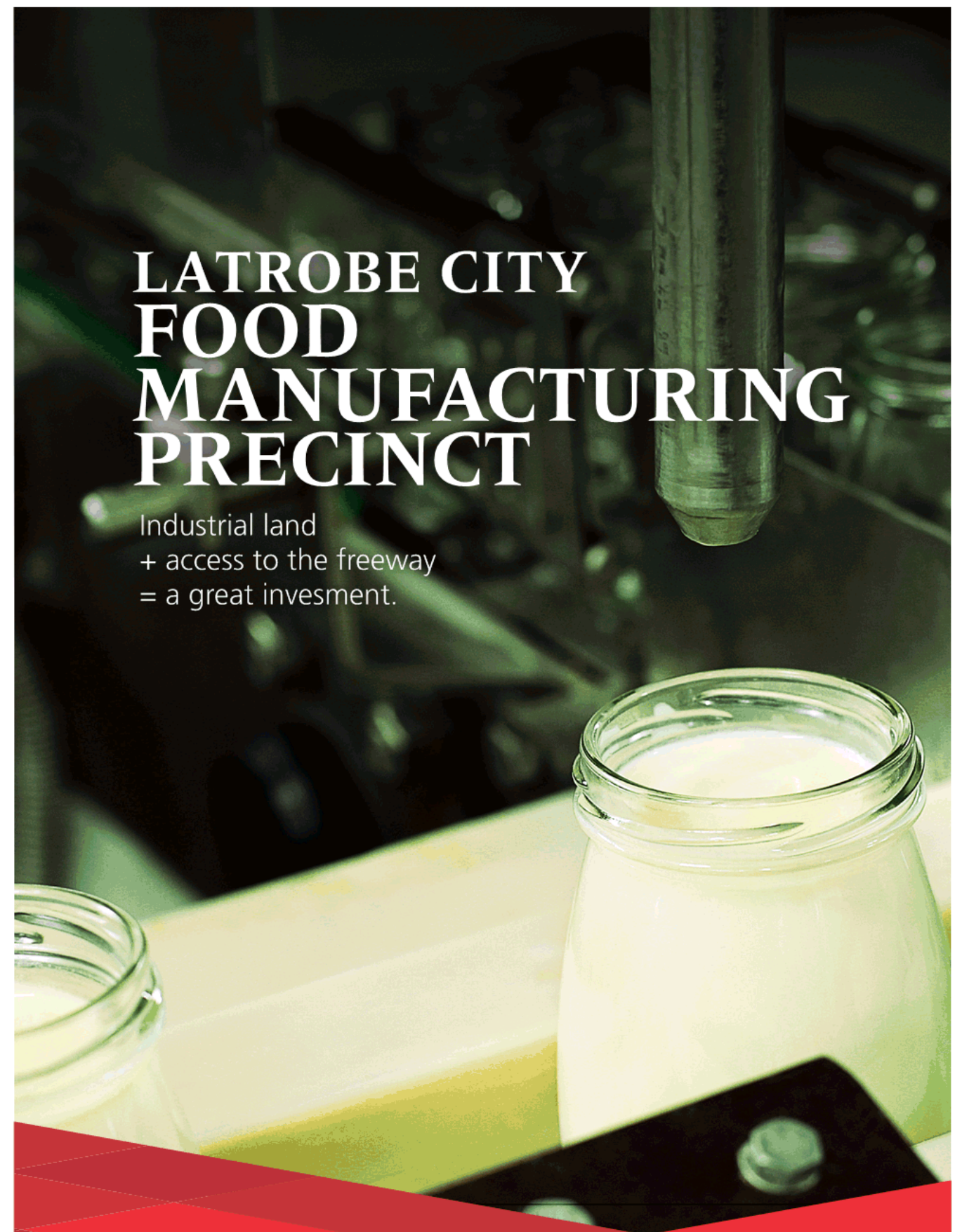
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# LATROBE CITY FOOD MANUFACTURING PRECINCT

Industrial land  
+ access to the freeway  
= a great investment.





## LATROBE CITY FOOD MANUFACTURING PRECINCT

Local, State and Federal Governments are working together to create opportunities for economic diversification and growth in the Latrobe Valley. There are currently significant incentives available to business including:

### Competitive advantages:



#### ACCESS TO HIGH QUALITY PRODUCE:

Gippsland is home to highly productive dairy, meat and vegetable production industries which have significant processing and value adding potential;



#### MARKET DEMAND:

Potential for processor expansion to meet growing national and global demand for Gippsland's quality produce;



#### IDEALLY LOCATED:

Close to existing industry, convenient access to the Princes Freeway (M1) and only 150 kms east of Melbourne;



#### APPROVED PERMIT AND DEVELOPMENT PLAN:

Current Planning Permit, Approved Development Plan, and existing noise and amenity buffers established;



#### EXISTING BUSINESS/WORKFORCE:

Co-locate and collaborate with a successful food manufacturing business and access a workforce with strong agribusiness and manufacturing skills;



#### SERVICES AVAILABLE:

Nearby access to first rate utility services.



THE FOOD PRODUCT  
MANUFACTURING  
SECTOR CONTRIBUTES

→ **\$168.695**  
MILLION (1.6%)

→ OF LATROBE'S  
TOTAL OUTPUT  
AND EMPLOYS

**356** PEOPLE IN LATROBE CITY\*

\*Source: REMPLAN Economy, 2017



### INVESTMENT OPPORTUNITY: PRINCES HIGHWAY, MORWELL

The Food Manufacturing (Alexanders Road) Precinct provides a high quality 'modern' industrial development to cater for larger, high amenity, low density, manufacturing industries.

**89ha**

OF HIGH QUALITY  
VACANT FLAT  
LAND.

ZONED  
Industrial  
& commercial  
**Izone**  
(IN1Z)  
FARMING ZONE (FZ).

APPROVED  
DEVELOPMENT PLAN,  
PROPOSED  
**44** NEW  
INDUSTRIAL  
LOTS  
ENDORSED BY  
COUNCIL ON  
30 NOVEMBER 2011.

VARIOUS LOTS SIZES RANGING FROM

**8,087sqm to 4.5hectares.**

CURRENT  
PLANNING PERMIT  
**2017/173**

MULTI LOT  
SUBDIVISION AND  
CREATION OF ACCESS TO  
A ROAD ZONE CATEGORY  
1 (RDZ1), APPROVED  
30 OCTOBER 2017.

Buffers for  
industrial  
uses

INCLUDING NOISE  
AND AMENITY  
BUFFERS, AND  
LOCATED AWAY  
FROM RESIDENTIAL  
AREAS.

FUTURE UPGRADES  
PLANNED, WITH  
POTENTIAL TO  
access the  
Gippsland Water  
Recycling Plant  
and heavy rail  
spur line.





### HOW TO GET INVOLVED

Get in contact with us to find out more about the opportunities currently available within the precinct and the significant government incentives on offer to establish or grow your business in Latrobe City.

Contact Latrobe City Councils Economic Development Department  
Phone: 1300 367 700,  
Email: [EcoDev@latrobe.vic.gov.au](mailto:EcoDev@latrobe.vic.gov.au),  
Web: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

### THRIVING IN LATROBE – MAHINDRA AEROSPACE

The Latrobe Regional Airport is home to Mahindra Aerospace, manufacturer of the only Australian built commercial aircraft. Mahindra Aerospace, formerly Gippsland Aeronautics, was established in 1977 as an aircraft maintenance and modification business working for large organisations such as the National Safety Council of Australia and Esso Australia.

It went on to design, build and certify a number of commercial general aviation aircraft, including the GA200 Fatman, GA200C Fatman, and the highly successful GA8 Airvan. After significant investment by Indian multinational conglomerate Mahindra Group, the business is now operated as Mahindra Aerospace. The company now connects the Latrobe Valley to the global aerospace community.

**Mahindra**  
AEROSPACE

A key to the success of Mahindra Aerospace has been the ability to source local employees, in particular engineers. The Latrobe Valley has a long and proud history of engineering excellence and innovative technology which can be applied to the aerospace manufacturing sector.

*"Quote from Mahindra about the benefits of operating their business at LRA."*

**LATROBE CITY COUNCIL**  
141 COMMERCIAL ROAD MORWELL

PHONE: 1300 367 700

WEB: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

EMAIL: [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)

Facebook: [latrobe](https://www.facebook.com/latrobe)

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# LATROBE CITY AEROSPACE PRECINCT

Quality airport infrastructure  
+ shovel ready site  
= instant aerospace opportunities





## LATROBE CITY AEROSPACE PRECINCT

Council to establish  
'Latrobe City Aerospace Precinct'  
dedicated to attracting aviation  
and aerospace businesses.

### Competitive advantages:



#### ESTABLISHED AVIATION INFRASTRUCTURE:

A Regional Airport with established high quality airport infrastructure;



#### HIGH QUALITY LAND:

Large scale, appropriately zoned, fully serviced land.



#### INVESTMENT READY:

Site is shovel ready with all zoning in place and efficient development approval process;



#### IDEALLY LOCATED:

Close access to the Princes Highway (M1); 40 mins by air to Melbourne, 150 kms east of Melbourne, 45 mins by road to the RAAF Base at East Sale;



#### STRONG COUNCIL SUPPORT:

Dedicated Council backing to support the growth of the Airport;



#### EXISTING BUSINESS/WORKFORCE:

Co-locate and collaborate with a successful aviation manufacturing business and access a workforce with strong aviation and manufacturing skills;



#### COUNCIL OWNED LAND:

Potential for competitive lease arrangements for potential investors, reducing capital expenditure for start-up.



THE AIRCRAFT  
MANUFACTURING  
SECTOR CONTRIBUTES

→ **\$164.897**  
**MILLION (1.5%)**

→ OF LATROBE'S  
TOTAL OUTPUT  
AND EMPLOY

**96**  
**PEOPLE\***

\*Source: REMPLAN Economy, 2017



### INVESTMENT OPPORTUNITY: AIRFIELD ROAD, MORWELL

The Latrobe City Council has established an Aerospace Precinct at its Latrobe Regional Airport, which is located 150 km east of Melbourne in the heart of Gippsland. The "Latrobe City Aerospace Precinct" builds on manufacturing capability already at the airport with Mahindra Aerospace, the manufacturer of the only Australian built commercial aircraft.



The Latrobe City Aerospace Precinct will build a vibrant aerospace community and grow to include a number of components:

**190ha**

OF FLAT, VACANT  
LAND AND  
VARIOUS LOTS  
SIZES AND USES  
POSSIBLE.

ZONED  
**Special Use zone7**  
(SUZ7)

ALLOWING FOR SAFE AND EFFICIENT OPERATION  
OF THE AIRPORT AND TO PROVIDE FOR THE  
DEVELOPMENT OF AERONAUTICAL INDUSTRIES  
AND ACTIVITIES, INCLUDING EDUCATIONAL  
FACILITIES.



### OPERATIONAL AIRPORT

currently hosting **24 tenants.**

MAHINDRA EAST COAST AVIATION LATROBE VALLEY AERO CLUB SES CFA  
DELWP FIRE BOMBER BASE HELIMED 1 EMERGENCY AND RESCUE HELICOPTER BASE.

ADOPTED AIRPORT  
MASTERPLAN (2016)  
AND MARKETING  
AND BUSINESS  
DEVELOPMENT  
STRATEGY (2016)

including a Land  
Use Concept and  
Development  
Zone Masterplan.

**Existing  
Overlays**

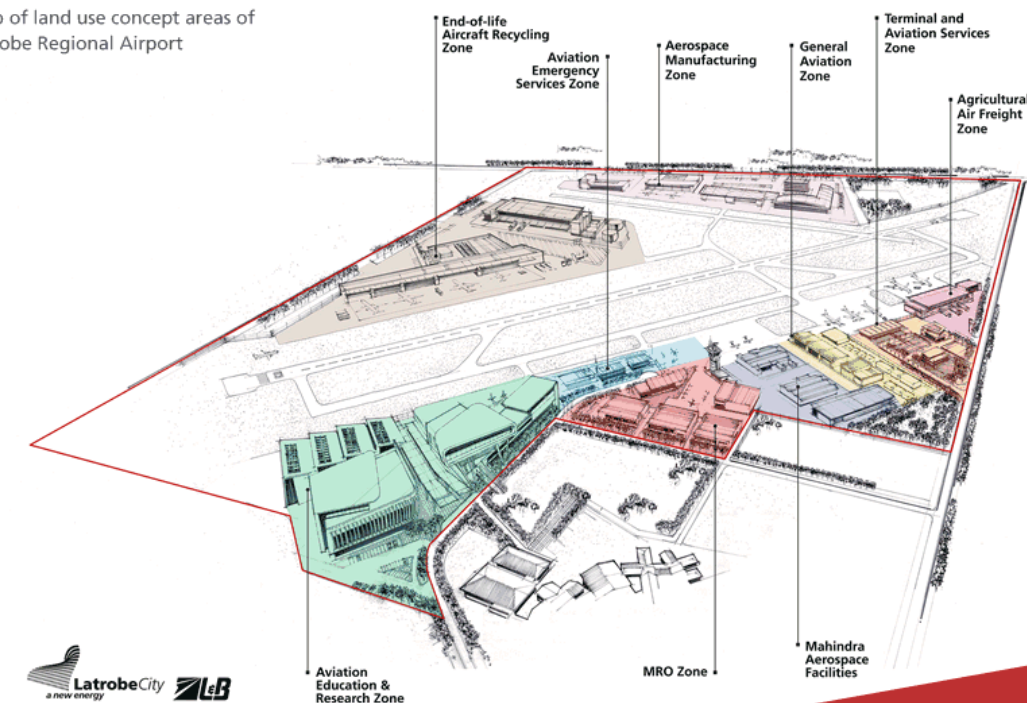
INCLUDING DESIGN  
AND DEVELOPMENT  
OVERLAYS.  
(DD01, DD06,  
DD07, DD08),

AND AIRPORT  
ENVIRONS OVERLAY  
(AE02)  
which protect  
the airspace  
and identify  
land subject to  
aircraft noise.

GPS APPROACHES,  
AND A NEW NON  
DIRECTIONAL  
BEACON (NDB) HAS  
BEEN ERECTED BY  
AIRSERVICES AUSTRALIA.

AIRPORT RUNWAY IS DESIGNATED A CODE B (1430  
X 23 METRES) WITH PROVISION FOR A FUTURE CODE  
C RUNWAY (1680 X 30 METRES) IN MASTER PLAN.  
NEW LED RUNWAY LIGHTING WITH PRECISION  
APPROACH PATH INDICATOR (PAPI) SYSTEM AND  
APRON LIGHTING HAS RECENTLY BEEN INSTALLED

Map of land use concept areas of  
Latrobe Regional Airport



LatrobeCity **ZLB**  
a new energy



## HOW TO GET INVOLVED

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Web: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

## THRIVING IN LATROBE – FREIGHT LOGISTICS

Latrobe City Council has had a significant long term interest and involvement in facilitating an open access intermodal freight terminal to meet the needs of our region.

The development of the Gippsland Logistics Precinct establishes a centre for the efficient and cost effective movement of freight to and from the Gippsland region.

## GIPPSLAND LOGISTICS PRECINCT OBJECTIVES

The Gippsland Logistics Precinct is a centre for the efficient and cost effective movement of freight to and from the Gippsland region.

The following objectives also reflect the vision for the Gippsland Logistics Precinct:

- 1. Long Term Infrastructure Development**  
Develop superior transport infrastructure in the form of a substantial upfront investment in facilities that allow the operations of the Gippsland Logistics Precinct.
- 2. Employment**  
Facilitate economic and community development in the region by creating direct job opportunities on the Gippsland Logistics Precinct site.
- 3. Industry Attraction**  
Be a new centre for freight which will act as a catalyst for the attraction of new industries to the region.
- 4. Efficiency**  
Develop facilities that maximise efficiency and help to reduce freight and transport costs.
- 5. Safe and Sustainable**  
Be a precinct that provides a safe environment for business to occur, whilst also encouraging environmentally and economically sustainable practices.
- 6. Leading Design**  
Superior urban design that reflects a state-of-the-art intermodal hub.

**LATROBE CITY COUNCIL**  
141 COMMERCIAL ROAD MORWELL

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EMAIL: [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)

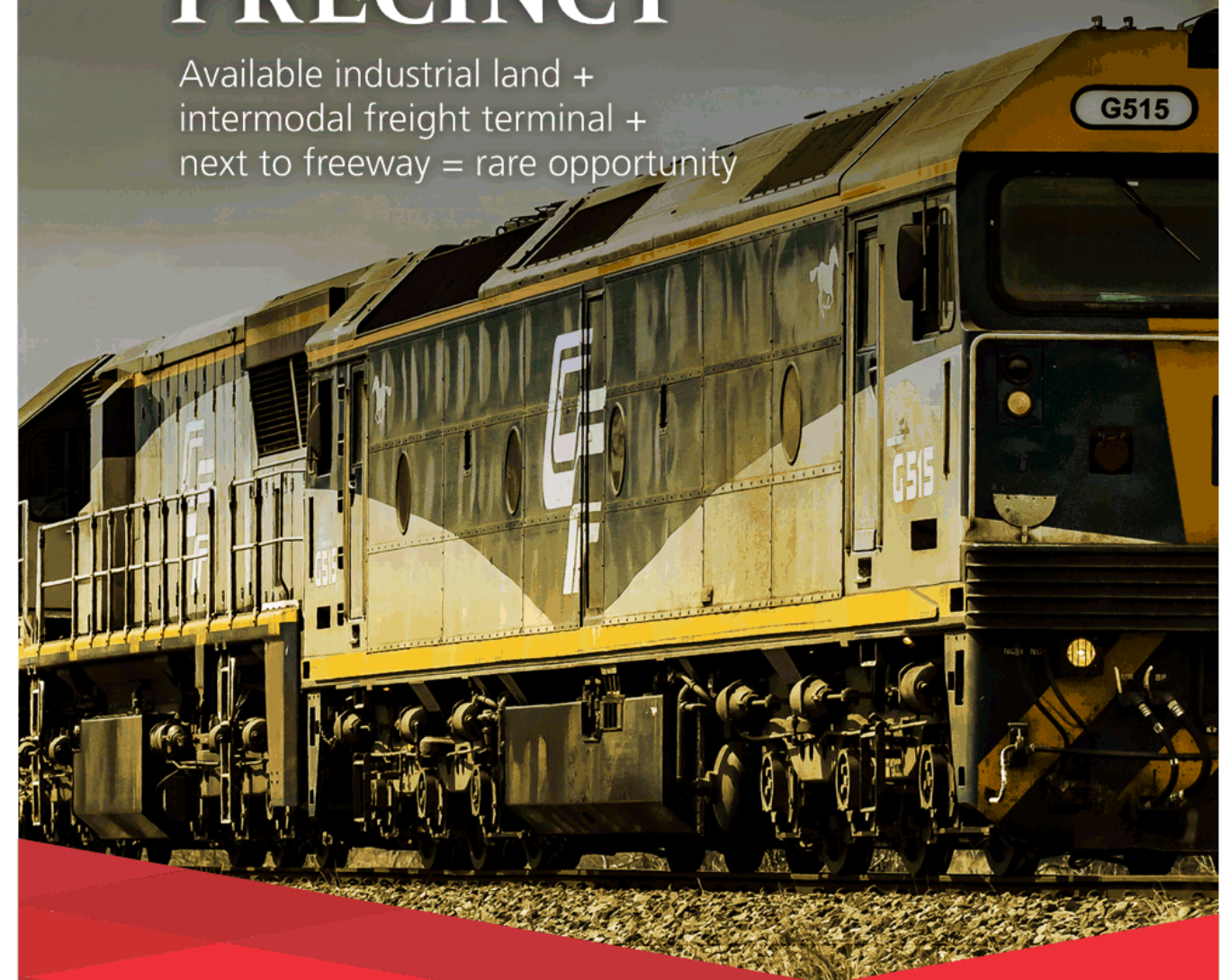
Facebook: [latrobecity](https://www.facebook.com/latrobecity)

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# LATROBE CITY GIPPSLAND LOGISTICS PRECINCT

Available industrial land +  
intermodal freight terminal +  
next to freeway = rare opportunity





## LATROBE CITY GIPPSLAND LOGISTICS PRECINCT

Opportunity for a  
'Logistics and Freight Precinct'  
on new, undeveloped land in  
a highly sought after area

### Competitive advantages:



#### DIRECT RAIL TO PORT:

Home of Gippsland's Intermodal Freight Terminal with established significant rail siding, get direct rail access to the Port of Melbourne.



#### HIGH QUALITY LAND:

High quality large scale industrial, appropriately zoned, fully serviced land.



#### SOUGHT AFTER SITE:

Close to existing industry, convenient access to the Princes Freeway (M1) and only 150 kms east of Melbourne.



#### COUNCIL OWNED LAND:

Potential for competitive lease arrangements for potential investors, reducing capital expenditure for start-up;



#### APPROPRIATELY ZONED AND INFRASTRUCTURE ESTABLISHED:

Site has appropriate zoning in place and over \$5m in infrastructure established.



#### FULL GOVERNMENT SUPPORT:

State and Federal Government funding, as well as local government and rail authorities, supporting development of the site.



#### EXISTING BUSINESS/WORKFORCE:

Co-locate and collaborate with other successful manufacturing businesses and access a workforce with strong manufacturing and engineering skills.



THE  
MANUFACTURING  
SECTOR CONTRIBUTES



**\$1,755.901**  
MILLION (16.3%)



OF LATROBE'S  
TOTAL OUTPUT  
AND EMPLOYS



**2,304**  
PEOPLE\*

\*Source: REMPLAN Economy, 2017



### INVESTMENT OPPORTUNITY: TRAMWAY ROAD, MORWELL

The Gippsland Logistics Precinct (GLP) is a unique industrial development opportunity in the heart of the Gippsland region. The GLP will be the gateway to the world for businesses in the Gippsland region, with the Port of Melbourne in easy reach via rail.

#### FUNDING/INVESTMENT UNDERWAY

✓ **\$5.36m** OF WORKS TO BE DELIVERED **by 2020.**



**70ha**

OF HIGH QUALITY  
VACANT FLAT  
LAND.

**Zoned**

INDUSTRIAL 1  
ZONE/  
ROAD ZONE 1  
AND EFFICIENT  
DEVELOPMENT APPROVAL  
PROCESS.

**Planning  
overlay**  
ASSESSMENT

**Freight and  
Logistics site**

SUITED TO INVESTORS  
WITH FREIGHT AND  
LOGISTICS FOCUS.

**Services  
connected**

INCLUDING POWER,  
GAS, WATER,  
TELECOMMUNICATIONS,  
STORMWATER AND SEWER

**Buffers**

FOR INDUSTRIAL USES  
INCLUDING  
NOISE/AMENITY BUFFERS.

**Road Access  
TO THE SITE  
ESTABLISHED  
(BW TURNING CIRCLE)**

**Rail track  
and rail siding  
upgrades**





## LATROBE CITY

# Government Advocacy

Government to government,  
support for our community

Latrobe City Council recognises that the scope of the task to transition to a low carbon emissions future is beyond the capacity of Council acting alone. Council continues to cultivate strong relationships with the Victorian and Australian Governments so that collectively we can contribute to creating a strong economy in Latrobe City and the greater Gippsland Region.

## THE CHALLENGE

The Investment Prospectus identifies 'precincts' for the establishment of new, large scale and heavy industries within Latrobe City. The precincts have been marketed to investors as opportunities for investment in Latrobe City. However, in many instances the precincts are not yet developable.

The Victorian Government released a comprehensive package of initiatives which aim to assist in the diversification of the regional economy, including:

- \$50 million Latrobe Valley Economic Growth Zone
- \$10 million Latrobe Valley Economic Facilitation Fund
- Work of the Red Tape Commissioner
- Establishment of the Latrobe Valley Authority

A key issue affecting the new business and industry establishment in Latrobe Valley is the absence of available, developable and suitably located industry zoned land. Latrobe City Council's draft Industry and Employment Strategy (2017(the Strategy)) recognises this significant issue including;

- Of the 915Ha of vacant industry zoned land, only an estimated 245ha is practically developable.
- Of the 245ha the majority is suited to smaller scale, light industry uses, not capable of being developed for large format or heavy industries.

There are a range of issue affecting the useability of the land for heavy industries, in particular location-specific issues including buffers, conflicting land use and absence of critical infrastructure.



## LATROBE CITY

**Government  
Advocacy****THE OPPORTUNITY**

With intervention by State Government, the establishment of a long term home for heavy industry north and south of Morwell could be enabled, with an estimated 800Ha of land presently zoned for industry.

Land tenure, infrastructure gaps and historical coal overlay restrictions mean that a mere 1.4% (11.8ha) of this land is presently developable. This issue is evidenced by the experiences of Regional Development Victoria, Latrobe Valley Authority and Council's Economic Development officers; who have consistently been unable to source suitable land for new industries in-turn preventing the creation of almost 400 jobs.

To rectify this situation, Latrobe City requests action and support from Government in the following areas:

- Removal of coal overlays from Industry Zoned land south of Morwell.
- Funding for the Victorian Planning Authority to investigate and provide recommendations for the removal of infrastructure funding barriers, including the development of Industry Zoned land east of Morwell.
- Establish funding mechanism to facilitate the provision of infrastructure and services to precincts identified to increase land availability.

Latrobe City Council is advocating to the State and Federal Government to work collaboratively to reduce/remove the present barriers which are currently impacting Latrobe City's ability to attract new industry and diversify the economy, in line with the Premier's intent of the Economic Growth Zone. Should the actions and support identified by Latrobe City Council be taken, it is believed that significant investment and job creation opportunities would be secured.

**FOOD MANUFACTURING PRECINCT****LOT A, PS 702004, PRINCES HIGHWAY, MORWELL,  
INDUSTRIAL ZONE 1, 89 HA**

The Food Manufacturing (Alexanders Road) Precinct provides a high quality 'modern' industrial development to cater for larger, high amenity, low density, manufacturing industries.

**PROJECT ASSISTANCE REQUIRED**

Establish funding mechanism to facilitate the provision of infrastructure and services to the site \$8 million funding required for key infrastructure and signalised intersection.



Construction jobs generated



Ongoing jobs generated

**GIPPSLAND LOGISTICS PRECINCT****TRAMWAY ROAD, MORWELL,  
INDUSTRIAL ZONE 1, 70 HA**

The Gippsland Logistics Precinct (GLP) is a unique industrial development opportunity in the heart of the Gippsland region. The GLP will be the gateway to the world for businesses in the Gippsland region, with the Port of Melbourne in easy reach via rail.

**PROJECT ASSISTANCE REQUIRED**

\$5.36 million State Government Regional Jobs Fund Application pending for infrastructure upgrades at the site.

\$1 million Federal Government RJIP Application pending for infrastructure upgrades at the site.

Council policy to retain the site as Gippsland Logistics Precinct, i.e. logistics or related industry to develop and operate the precinct.



Construction jobs generated



Ongoing jobs generated

**AEROSPACE PRECINCT****PTL 1 PS 608273, AIRFIELD ROAD, MORWELL,  
SPECIAL USE ZONE 7, 190 HA**

The Latrobe City Council has established an Aerospace Precinct at its Latrobe Regional Airport, which is located 150 km east of Melbourne in the heart of Gippsland. The "Latrobe City Aerospace Precinct" builds on manufacturing capability already at the airport with Mahindra Aerospace, the manufacturer of the only Australian built commercial aircraft.

**PROJECT ASSISTANCE REQUIRED**

Construction jobs generated



Ongoing jobs generated



LATROBE CITY

# Investment Assistance and Incentives

Local, State and Federal Governments are working together to create opportunities for economic diversification and growth in the Latrobe Valley. There are currently significant incentives available to business including:

## **ECONOMIC DEVELOPMENT ASSISTANCE POLICY**

### **LATROBE CITY COUNCIL**

Latrobe City Council's Economic Development Assistance Policy provides guidance to Council and a substantive framework for the provision of economic assistance to facilitate new investment, diversification of the municipality's industrial base and improvements in skills to achieve additional employment in Latrobe City.

The policy is also designed to facilitate local industrial and manufacturing industry to be internationally competitive and to build on the unique strengths and competitive advantage of the region. The policy is designed to attract new employers and to facilitate expansion of existing employment providers in Latrobe City.

The package of measures adopted in each case will depend on individual circumstances and may change or evolve as negotiations progress. Examples of possible assistance include:

- provision of statistical data
- provision of information on the local business environment including relevant networks
- assistance in gaining state or federal government financial aid
- waiving of Council fees
- rate relief
- infrastructure contributions (roads, parking, etc)
- assistance in connection of services

For further information about the assistance available to establish or grow your business in Latrobe City contact Latrobe City Council's Economic Development Department:

Phone: 1300 367 700

Email: [EcoDev@latrobe.vic.gov.au](mailto:EcoDev@latrobe.vic.gov.au)

Web: [www.latrobe.vic.gov.au/Business\\_and\\_Investment/Support\\_for\\_Business](http://www.latrobe.vic.gov.au/Business_and_Investment/Support_for_Business)

LATROBE CITY

## Investment Assistance and Incentives

### LATROBE VALLEY ECONOMIC GROWTH ZONE - \$50 MILLION

#### LATROBE VALLEY AUTHORITY

Following the closure of Hazelwood Power station and mine, the region was nominated as the Latrobe Valley Economic Growth Zone. The Economic Growth Zone is a State Government-led initiative that was established to create a better business environment for the Latrobe Valley, making it easier, faster and less costly to do business.

Financial incentives are available for new and expanding businesses, including reimbursement of a range of state and local government fees and charges and reimbursement on stamp duty for commercial property transactions for new businesses.

#### LAND TRANSFER DUTY REIMBURSEMENT

The Latrobe Valley Authority will reimburse land transfer duty on property purchases made by new commercial and industrial businesses in the Latrobe Valley.

#### FEES AND CHARGES REIMBURSEMENTS

The Latrobe Valley Authority will reimburse fees and charges incurred by businesses establishing or expanding their operations in Latrobe City.

For further details and eligibility criteria, visit [www.lva.vic.gov.au](http://www.lva.vic.gov.au)

### LATROBE VALLEY ECONOMIC FACILITATION FUND - \$10 MILLION

#### REGIONAL DEVELOPMENT VICTORIA

Regional Development Victoria (RDV) is the Victorian Government's lead agency in developing rural and regional Victoria and works closely with various Victorian Government agencies to facilitate economic, infrastructure and community development to improve the quality of life for regional Victorians.

The Latrobe Valley Economic Facilitation Fund (LVEFF) is fund of up to \$10 million to support the early and on-going impact of the Latrobe Valley Economic Development Program and is made up of three streams.

#### INVESTMENT ATTRACTION STREAM

This stream aims to attract new businesses and industries to Latrobe Valley. It has a focus on regional competitive advantage and high-growth potential businesses and opportunities that create new jobs in Latrobe Valley.

Through the Investment Attraction stream, support may be available for:

- New investment from outside the region or bringing forward investment in existing regional businesses that creates jobs
- Targeted investment assistance and incentives for businesses to move to, or expand into, the Latrobe Valley involving new capital investment and job creation
- Introduction of new manufacturing capability, new technology, process change or plant modernisation, which results in business growth and jobs creation
- Opportunities to grow emerging businesses or diversify existing operations
- Business cases and feasibility studies that enable applicants to plan for, and investigate the economic viability of potentially significant impact projects

Government will match contributions for studies up to a maximum of \$150,000.

For further details and eligibility criteria visit [www.rdv.vic.gov.au](http://www.rdv.vic.gov.au)

#### OTHER GOVERNMENT ASSISTANCE:

##### INVEST ASSIST

Invest Victoria offer the potential investor a range of free professional services and support.

For further details visit [www.invest.vic.gov.au/home](http://www.invest.vic.gov.au/home)

##### TRADE VIC

Connects Victorian exporters with international buyers and business leaders and provide high level market intelligence, insights and guidance.

For further details visit [trade.vic.gov.au/](http://trade.vic.gov.au/)

##### AUSTRADE

Austrade leverages the commercial knowledge and relationships of their international and domestic networks, and the badge of government, to deliver value for clients and investors.

For further details visit [www.austrade.gov.au](http://www.austrade.gov.au)



**Agenda Item: 14.2**

**Agenda Item: International Business Delegation**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Support job creation and industry diversification to enable economic growth in Latrobe City.**

**Status: For Information**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Clancey

**That Council notes the report regarding the activities undertaken during the International Business Delegation to Japan and China.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- The purpose of this report is to provide Council with information regarding the activities undertaken and outcomes achieved during the recent International Business Delegation to Japan and China.
- In April 2018, the Mayor led a delegation from Latrobe City to Japan and China. The delegation included representatives from Federation University, Gippsland, Federation Training, St Pauls Anglican Grammar School, Kiel Industries and Department of Environment, Land, Water & Planning (DELWP).
- The budget allocation for the delegation was \$21,000. The total cost for the three Council representatives was \$20,252.85.
- The International Business Delegation to Japan and China was successfully completed. A series of meetings were held with key Japanese and Chinese businesses and senior government officials, Jiangsu Province Chamber of Commerce and the Victorian Government Business Office in Nanjing.

**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*.



**Background:**

Latrobe City is committed to an International Relations Program for our community. Key pillars of that program include international exchange and cooperation in the fields of economy, trade, science and technology, cultural exchange, education, sports, health and people.

In recent years, Council has determined that there should be a greater focus on the development of trade opportunities as well as cultural activities.

At the Ordinary Council meeting on 21 August 2017, Council resolved the following:

*That Council:*

1. *Approves in principle the amended outbound delegation to China.*
2. *Endorses the Council delegation representatives to be:*
  - *The Mayor;*
  - *Manager Economic Development; and*
  - *International Engagement and Investment Officer*
3. *Releases this decision to the public.*

Due to a number of organisational and logistical issues, the proposed business delegation had to be postponed until April 2018.

Following the postponement, a review of the process to develop and implement a business delegation was undertaken. As part of the consideration for an outbound delegation, a public EOI process was undertaken, seeking expressions of interest from businesses to participate in the delegation, in various forms of media. Applications closed on 31 January 2018. 11 EOIs were received which included seven businesses, three education institutions and DELWP.

At the Ordinary Council Meeting held on 5 March 2018, the following Motion was adopted:

*That Council:*

1. *Approves the indicative itinerary for an outbound delegation to China and Japan over 14 days in April 2018. Indicative costs for this program are \$7,000 per person. The total cost for the delegation will be approximately \$ 21,000; and*
2. *Endorses the Mayor to lead the delegation and notes that the Manager, Economic Development and the International Engagement and Investment Officer will provide support to the delegation.*

In April 2018, the Mayor led a delegation from Latrobe City to Japan and China. The representatives in the delegation consisted of:

- Cr Darrell White, Mayor Latrobe City;

- Bruce Connolly, Economic Development Manager;
- Jie Liu, International Engagement and Investment Officer;
- Dr Nicola Johnson, Federation University;
- Donna Sweeney, St Pauls Anglican Grammar School;
- Ewa Filipiak, Federation Training;
- Colin Kiel, Kiel Industries;
- Nicholas Oats, Program Director, International Local Infrastructure, DELWP.

All of the activities were undertaken in accordance with the itinerary (attachment 1). A detailed summary of the activities, outcomes and actions is attached (Attachment 2). The delegations to both sister cities provided further leveraging opportunities with a number of investment and relationship focussed meetings held. Key highlights and outcomes include:

- Meetings between education institutions were arranged to discuss short term and long term joint programs for international students;
- Visit to key Chinese universities and education institutes (Taizhou University, Taizhou Polytechnic College, Taizhou Number 1 High School, Taizhou Number 2 Middle, Nanjing Normal University Affiliation High School, YangCheng Normal University and Shandong Management University);
- Relationship building meetings were arranged with key investors including KHI, Nippon Paper, Sumitomo and JCOAL;
- Aviation Precinct was promoted in China and Japan particularly in Yan Cheng City;
- Investment Precincts were promoted to Chinese government agencies and business chambers in Taizhou, Takasago, Nanjing and Victorian Government Business Offices;
- Meetings with businesses and Government officials in Taizhou, Yan Cheng and Nanjing;
- A comprehensive Alibaba Group platform introduction workshop at Alibaba Headquarters;
- Latrobe City promotion DVD played on electronic billboards on major streets in Taizhou;
- General awareness was raised about Latrobe City to Victorian Government Business Offices and business chambers.

The budget allocation for the delegation was \$21,000. The total costs for the three Council representatives were:

---

|                              |              |
|------------------------------|--------------|
| Flights                      | \$ 8,573.00  |
| Accommodation                | \$ 8,036.15  |
| Trains and Buses             | \$ 1,832.23  |
| Visas                        | \$ 733.80    |
| Taxis/Meals/Bank Fees/Sundry | \$ 1,077.67  |
| Total:                       | \$ 20,252.85 |

### **Reasons for Proposed Resolution:**

The International Business Delegation to Japan and China was successful in terms of strengthening Latrobe's Sister City relationships and achieving Council's aims and objectives of its International Engagement & Investment Program.

Council has committed itself to the development of its international and sister city relationships and the pursuit of opportunities that arise from such relationships. It is important that Latrobe City maintains face to face relationships.

This delegation provided further leveraging opportunities through a number of investment and relationship-focussed meetings. During the trip, Latrobe City was promoted as a destination for international education, tourism, trade and investment.

### **Issues:**

#### *Strategy Implications*

The International business delegation aligns directly to the Council Plan:

#### **OBJECTIVE 1**

*Support job creation and industry diversification to enable economic growth in Latrobe City*

- *1.3 Deliver the Economic development strategy*
- *1.4 Number of major events held in Latrobe City Council that have clear economic and tourism impacts, and*

#### **STRATEGIES 2:**

*Deliver Council's Economic Development Strategy*

#### **STRATEGIES 10:**

*Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation.*

#### *Communication*

Feedback about the delegation was received from all participants.

A summary of activities about this delegation has been circulated to the International Relations Advisory Committee.



*Financial Implications*

The budget allocation for the delegation was \$21,000. The total cost for the three Council representatives was \$20,252.85

*Risk Analysis*

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

*Legal and Compliance*

There are no legal implications of the report.

*Community Implications*

The social and economic outcomes associated with the outbound delegation are expected to positively impact on the economy and community.

*Environmental Implications*

There are no direct positive or negative environmental impacts associated with this report.

*Consultation*

Feedback from all participants regarding the International Business delegation was gathered through consultation. Federation Training and Federation University provided a report to Council after the trip (previously distributed to Councillors).

**Supporting Documents:**

Nil

**Attachments**

- 1 [1](#). Itinerary-International Business Delegation to Japan and China
- 2 [2](#). Summary of Activities and Outcomes

## **International Business Delegation**

- 1 Itinerary-International Business Delegation to Japan and China..... 137**
- 2 Summary of Activities and Outcomes ..... 141**

| Date                        | Destination | Meetings and Activities  |
|-----------------------------|-------------|--|
| Wed.<br>4-5 /4              |             | Melbourne – Osaka – Takasago   |
| Friday 6/4<br>Takasago      |             | 9.00 School visit (Arai Elementary) meet Melissa<br>10.30 J Power (Mr Uchiyama)<br>12.00 Lunch<br>13.45 Briefing meeting with Mayor Noburi<br>14.00 Official meeting<br>Official meeting with Takasago Mayor-Mr Nobori and TIA<br>Topics: <ul style="list-style-type: none"> <li>• Past Exchange Program</li> <li>• 2018 Exchange Program (STEM program)</li> <li>• 2018 Sister Cities Festival (9 November, Moe)</li> <li>• ALT Program (Assistant Language Teaching Program)</li> <li>• 2019 Exchange Program (Takasago to Latrobe)</li> <li>• Traralgon/Takasago marathon future</li> <li>• Economic Development possibilities/opportunities</li> <li>• Tourism Imagery (Latrobe City Landscape)</li> <li>• Takasago Students to Latrobe City (Federation University)</li> </ul>  |
| Saturday<br>7/4<br>Takasago |             | 11.00 Kashima river spring festival<br>12.00 Meeting with LFS members and past delegation participants<br>Including Traralgon marathon delegation and Students exchange<br>delegation<br>14.00 Ohshiko Shrine (TIA and Volunteers)<br>18.00 Seisho Rotary Club meeting   |
| Sunday<br>8/4               |             | Travel to Tokyo  |
| Monday 9/4<br>Tokyo         |             | 10.30 Sumitomo visit <ol style="list-style-type: none"> <li>1. Hideo Shimada General Manager, Coal and Nuclear<br/>Fuel Business Department</li> <li>2. Shintaro Takagi Team Leader, Business Development<br/>Team, Coal and Nuclear Fuel Business Department</li> <li>3. Shin Morita Sub Leader, Business Development<br/>Team, Coal and Nuclear Fuel Business Department</li> <li>4. Hiroshi Kuwata Assistant to Manager, Business<br/>Development Team, Coal and Nuclear Fuel Business<br/>Department</li> <li>5. Masaru Yamazaki</li> </ol> 13.30 KHI visit <ol style="list-style-type: none"> <li>1. Dr Koji Kadota, Managing Executive Officer ,</li> <li>2. Dr Eiichi Harada, General Manager, Hydrogen Project</li> <li>3. Mr Yasushi Yoshino, Deputy Senior manager, Hydrogen<br/>Project</li> </ol> 15.30 Nippon Paper visit <ul style="list-style-type: none"> <li>• Mr Nozawa, Board of Director and GM Corporate Planning<br/>Dept. NPI (Former AP BOD),</li> </ul> |

| Date  | Destination | Meetings and Activities   |
|---|-------------|---|
|   |             | <ul style="list-style-type: none"><li>• Mr Ishida, GM, International Division,</li><li>• Chris Nagaura, Senior Manager, Int'l Div.</li><li>• The President Mr Manoshiro is going to attend if possible</li></ul> <p>18.30 JCOAL Business Development Department Planning Group</p> <ol style="list-style-type: none"><li>1. Mr. Hashiguchi, Secretary General</li><li>2. Ms. Abiru</li><li>3. Mac Yoshida, Senior Engineer,</li><li>4. Dr. Kunii,</li></ol> |
| Tuesday 10/4                                |             | Tokyo –Shanghai –Taizhou<br><br>18.00 Welcome dinner with Taizhou FAO   |
| Wednesday<br>11/4 Taizhou                   |             | 9.00-10.00 Visit Taizhou Planning Exhibition Hall<br>10.30-12.00 City Tour<br>15.00-16.50 Taizhou-Latrobe Cooperation meeting: <ul style="list-style-type: none"><li>• Sister City Festival,</li><li>• 20<sup>th</sup> Anniversary Ceremony,</li><li>• Chinese Garden,</li><li>• Education Cooperation,</li><li>• Staff Exchange,</li><li>• Citizen Tourism</li></ul> 17.00-17.30 Official meeting with Taizhou Government to discuss                       |
| Thursday 12/4<br>Taizhou                    |             | 9.00-11.30 Visit Taizhou No 1 and Taizhou Education Bureau<br>14.00-15.30 meeting with Taizhou University<br>16.00-18.00 visit Taizhou No.2 High School discuss about VCE curriculum<br>19.30-20.30 Phoenix River Tour  |
| Friday 13/4<br>Taizhou                      |             | 8.30-9.30 Visit China Medical City Visit<br>9.40 -11.30 Visit Taizhou Polytechnic<br>12.00-18.00 Visit Canola Field   |
| Saturday<br>14/4<br>Taizhou and<br>YanCheng |             | 9.00-12.00 Visit photovoltaic company and plastic processing plant<br>13.00-14.00 Latrobe City Tourism promotion<br>16.30 -17.00 "Little diplomats" performance and report<br>17.00-17.30 Visit Australian Garden<br>17.30-18.30 Farewell<br><br>19.00Travel to Yancheng  |
| Sunday<br>15/4<br>YanCheng                  |             | 9.45 National Park<br>11.15 Visit Wind Solar and Agriculture Power Farm<br>12.00 Lunch<br>13.45 Visit Milu Farm and Eco Village<br>18.00 Welcome dinner   |
| Monday 16/4<br>YanCheng                     |             | 7.30 Meet with YanCheng officials Mr Sun Yi Vice Mayor<br>08.00 Visit Nanjing Normal University Affiliation High School   |



| Date                                  | Destination | Meetings and Activities   |
|---------------------------------------|-------------|---|
|                                       |             | <b>09.30 Cr White travel to Nanjing Airport</b><br>10.30 National High-Tech Industrial Development Zone<br>12.00 Lunch<br>14.30 YanCheng Normal University<br>16.00-18.00 Visit YueDa Group<br>18.00 Dinner |
| Tuesday 17/4<br>YanCheng              |             | 09.45 Sheyang General –Purpose Airport and industry<br>development research institution<br>12.00 Lunch<br>13.30 travel to Nanjing<br>Education Delegation travel back to Melbourne                          |
| Wednesday<br>18/4 Nanjing<br>Hangzhou |             | 9.30 Meet Sandy from VGBO & AusTrade<br>10.00 Meeting with Industry Commerce Chamber<br><br>Travel to Hangzhou late afternoon   |
| Thursday 19/4<br>Hangzhou             |             | 10.00 Alibaba Group Platform Introduction &<br>Discussion & Sharing<br>11.30 Lunch & Campus Tour<br>13.30 Alibaba.com Introduction & Discussion & Sharing   |
| Friday 20/4<br>HangZhou               |             | 9.00- 11.00 Meeting with Hailiang Group-School<br>Travel to Shangdong Province  |
| Sat-Sun<br>21-22/4                    |             | Travel to Weifang then to Jinan   |
| Monday<br>23 April<br>Jinan           |             | 9.00-12.00 Meeting with ShanDong Management University<br>Travel to Qingdao   |
| 24 April                              |             | Travel back to Melbourne  |

## A Detailed Summary of Activities, Outcomes and Actions

### Delegation Members:

Cr Darrell White (Mayor);  
Bruce Connolly: Economic Development Manager;  
Jie Liu: International Engagement and Investment Officer;  
Dr Nicola Johnson: Federation University;  
Donna Sweeney: St Pauls Grammar;  
Ewa Filipiak: Federation Training;  
Colin Kiel: Kiel Industries  
Nicholas Oats, Program Director, International Local Infrastructure, DWELP

### JAPAN

#### JPower

09/04/18

The delegation met with Mr Nakayama (Superintendent), Mr Uchiyama (Deputy Superintendent) and Mr Koji Mishima (Engineer) from the JPower Thermal Power Station in Takasago.

A briefing on the thermal power station was provided (Copies of PowerPoint presentation are available). JPower noted that they are operating in the consortium (with KHI) to build the hydrogen plant in the Latrobe Valley. The delegation also undertook a tour of the power station.

#### Takasago Meeting

06/4/18

Formal Meeting: Met with Mr Nobori, Mayor of Takasago, together with Government Officials and Chamber of Commerce representatives.

#### Key discussion points:

- Keen to have children learn English. Will discuss with Jie how to progress, maybe Skype?
- STEM sisters visit later in year. Will link them with key companies for visits;
- Mayor invited a delegation to come to the Sister City Festival in November 2018;
- ALT program – Takasago want the program to continue. A discussion was held into the potential for older teachers. Takasago believe younger people are better, closer to students age
- 2020 exchange program (to Takasago) – possibly young engineers?
- Get a DVD of Latrobe to the Mayor. He will use it at graduation ceremonies, special events (e.g. Business);
- Link the Takasago Chamber of Commerce with Latrobe City chambers – possibly using Skype;
- TCofC has 1500 members, different sections - manufacturers, retail, tourism, construction, financial, IT and hospitality;
- They will contact us after next meeting (10/4/18) - Skype
- Bruce and Jie to start liaison



### Sumitomo

09/04/18

Met with Sumitomo Representatives - Mr Shimada, (General Manager, Coal and Nuclear Fuel Division), Mr Takagi (Manager, Coal Business Development), Mr Morita (Business development, Coal Business) and Mr Kuwata (Ass. Manager Coal Business Development)

#### Key discussion points:

- Coal mines in Victoria - many options for development available
- Sumitomo do not have a presence in Latrobe Valley yet;
- Working with Coal Energy Australia to examine opportunity for hydrogen production in Australia;
- Have formed a hydrogen taskforce to investigate the opportunity;
- Sumitomo still believe in coal but recognise that the world is changing and coal will need to be used for other products, such as hydrogen and CCS;
- Keep communication lines going with David Wilson (Sumitomo - Melbourne). Discuss project ideas with him;
- Mr Shimada coming to Melbourne in October to meet with AGL. Ask Jane can LCC have meeting after AGL meeting;
- BC to keep in contact with Jane Burton
- BC contact David Wilson



### Kawasaki Heavy Industries (KHI)

09/04/18

Met with Dr Koji Kadota (Managing Executive Officer) , Dr Eiichi Harada (General Manager, Hydrogen Project) and Yasushi Yoshino (Deputy Senior manager, Hydrogen Project)

#### Key discussion points:

- KHI thanked LCC for ongoing support;
- Particularly for the development of the hydrogen project;
- KHI looking forward to working with Council and community to get project to full commercial scale;
- The hydrogen project will bring jobs and investment to LV;
- Hydrogen production. LV has the capacity to provide significant quantities of hydrogen to meet Japan's needs for many decades;
- Brown Coal is very important. Renewables are not stable enough to be able to consistently supply power;
- KHI will be starting an extensive campaign of consultation soon - will look to Council for help and support. GHD doing a lot of the work;
- KHI provided an extensive presentation of the project.



### **Nippon Paper**

Met with Mr Manoshira (President, Nippon Paper) and Mr Yoshifumi (Senior Manager, International Business Development),

#### Key discussion points:

- Discussed the Waste to Energy project. LCC very supportive and looking to assist where possible;
- NP looking forward to the outcome of the feasibility study;
- Plantation timber - LCC leading a submission to government for funding (already announced). NP supportive of the submission;
- Upcoming 80th anniversary program and event. Mayor to attend.
- Reinforced Council's ongoing support for NP



### **JCoal**

09/04/18

Met with Mac Yoshida (Director), Masamichi Hashiguchi (Secretary General) JCoal and Dr Kunii (previously worked in Latrobe Valley on the Brown Coal Liquefaction Project))

#### Key discussion points:

- Project potential for Latrobe Valley. There are a number of projects being discussed by Japanese companies
- JPower looking at a project now (with Jon McNaught, GHD);
- Mac visiting in late May/early June. Would like to catch up;
- Will make introductions to Kobe Steel.

Follow up Jane Burton for meeting with Mac in late May/early June Follow up Jon McNaught to discuss projects.





## CHINA

### Taizhou Formal Meeting

11/04/18

Met with Taizhou Foreign Affairs Office representatives, including Mr He (Director, Foreign Affairs Office) and Mr Wei (Deputy Director)

#### Key issues discussed:

##### *Sister City Festival*

- Sister City Festival (9/11/18) - Mayor extended an invitation for a delegation to attend;
- Taizhou representatives confirmed that a delegation will attend the festival;
- Taizhou going to do a Sister City Festival in 2019, invited LCC to participate

##### *Staff Exchange*

- Mayor raised the possibility of a staff exchange between the Latrobe city and Taizhou - possibly short term, maybe a few different areas
- Taizhou agreed it would be good - want the first to be economic development, then education, followed by arts and culture

##### *20th Anniversary Garden*

- Taizhou to develop a garden in Latrobe City;
- Taizhou fully supports the concept - want it to be a memorial to the relationship;
- Delegation coming next month - can discuss then;

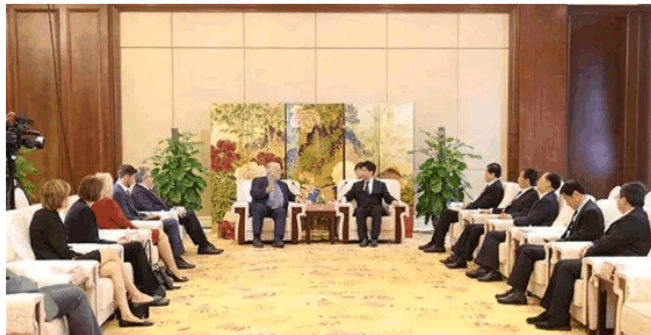
##### *Tourism*

- Want to be able to demonstrate cultural history Tourism;
- Promote Latrobe City on Taizhou website
- Want to work with Sister City Festival to promote a tourism festival
- Chinese food and culture
- Establish a tourism promotion centre in Latrobe to promote Taizhou and one in Taizhou to promote Latrobe City

##### *Business*

- want to send a delegation of entrepreneurs to Latrobe
- Work together to explore opportunities

Following this meeting, a special meeting was held with Mr Tao (Member of the China Standing Committee)



### **Taizhou Cultural Events**

#### *Australian Garden*

The delegation visited the Australian Garden in Taizhou. Discussions are underway to build a garden in Latrobe City in recognition of the 20<sup>th</sup> anniversary of the Sister City relationship.



#### *Little Diplomats*

The delegation had a presentation by the 'Little Diplomats'. The Little Diplomats is a program whereby students from Taizhou have an online relationship with students from the Yinnar South Primary School. Students regularly correspond via Skype and email – exchanging recipes, event details and general 'pen pal' activities.



### **Longi Solar (Photovoltaic Centre)**

14/04/18

The delegation visited the Longi Photovoltaic Centre. The Centre is the largest producer of photovoltaic panels in the Jiangsu province. The business produces 1.2 million photovoltaic panels per day. They supply throughout China and internationally.



### **Taizhou Education Bureau and Taizhou Number 1 High School**

12/04/18

The Mayor and the education delegates had a series of meetings at the Taizhou No.1 High School.

Key discussion points:

- Taizhou City has 466,598 students and a total of 667 schools including 312 kindergartens, 146 primary schools, 149 junior high schools, 35 high schools, 5 special schools, 13 vocational schools and 7 colleges and universities.
- Taizhou City has made great efforts to promote "International Education Development", actively explored new approaches (including international literacy) to cultivate future literacy. Key achievements in the last couple of years include:
  - Taizhou hosted the 12<sup>th</sup> International Principal Forum in 2016
  - Taizhou established 10 joint international programs with overseas partners
  - 61 schools in Taizhou have a sister/friendship school
  - In 2017, 850 Taizhou students participated in a study tour program overseas
  - Taizhou has developed a number of successful International programs (as part of the IGSCE). The success of these programs is highlighted by the fact that 65 students enrolled into top universities in the world. This is a fantastic achievement in a very competitive, global environment.



Taizhou Number 1 High School has more than 3,000 students. Chinese students commence studies at 7am and go through to 7 or 8pm six days per week.

The school principal provided an overview about the school's international programs

- In 2012, the school introduced a Cambridge A-Level course which is a 3-year course recognized globally. About 80 students take the course each year.
- In 2017, about 50% of students were enrolled into Australian Universities including Melbourne University, the University of Sydney, Monash University, Australian National University and University of Queensland
- In 2018, 67 offers were received from top universities in the world, among which 21 (31.3%) offers were from Australian top universities.
- Taizhou No 1 High School established a provincial-level Chinese language base. In 2016, Taizhou received 46 groups, about 800 students from foreign countries such as USA, UK, Australia, Germany, NZ, Netherlands, Canada
- Taizhou No 1 High School and Kouan High School set up a Confucius classroom program in collaboration with Traralgon College and Kurnai College respectively

Representatives from Jiangyan High School and Jingjiang High School also attended the meeting and shared information about their international programs. Jingjiang High School recently established the A-Level course as well.

In 2017, one student received an offer from The University of Edinburgh in UK, four students received an offer from Australian (one from Melbourne University, three from University of New South Wales). It is anticipated that these achievements will herald a new era of academic success in the future.

### **Taizhou University (TZU)**

12/04/18

The Mayor, Cr Darrell White, visited Taizhou University with the education delegation members. The education delegates discussed the potential for education collaboration.

#### Key discussion points:

- An articulation letter for Business program was drawn up between Federation University (Fed Uni) and Taizhou University. -- The Bachelor degree students of Taizhou University may apply for a place in Fed Uni's Bachelor degree business programs to study for a period of up to 2 years with an advance standing of between 1 and 2 years (the variation is based on program studied at TZU and years of study completed in China).
- Similar programs can be established for both IT and Engineering Schools between the two universities.
- Bachelor of Early Childhood graduates from Taizhou University may come to Fed Uni to complete their Masters in Teaching (Early Childhood). This is a non-accredited program.



### **Taizhou Number 2 Middle School**

12/04/18

Taizhou No 2 Middle School covers an area of 228 acres, a building area of 61,800 square meters. The school has 210 staff members and 1709 students.

Productive discussions were carried out between Taizhou Number 2 High School and St Paul's Anglican Grammar to offer the Victorian Certificate of Education (VCE) in Taizhou. Topics covered during the meeting are listed below:

1. The purpose of introducing VCE course
2. Possible cooperation models
3. Initial form of VCE class
4. Risks involved for both sides
5. Other issues





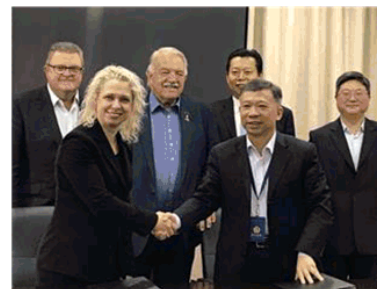
### Taizhou Polytechnic College (TZPC)

13/04/18

The Mayor, Cr Darrell White was pleased to be able to participate in discussions with Taizhou Polytechnic. The meeting built upon previous discussions between Fed Uni. and TZPC, with a focus on joint programs. Both institutions are continuing to develop and extend the offerings and cooperation.

#### Key discussion points:

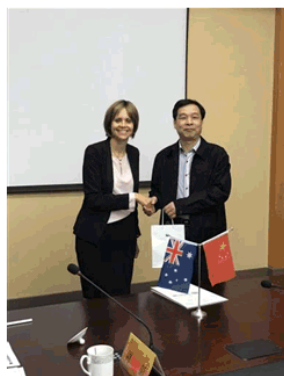
- During the visit, a memorandum of understanding between Fed Uni. and TZPC was signed to extend the agreement for another 5 years
- TZPC has agreed to recruit students in two of their Diploma programs in business to complete a degree at Federation University
- There is a possibility of 'In -country' Teaching in Taizhou at TZPC
- Opportunities exist for establishing a join program 2+2, or 3+1 or 3+1.5 program with the Nursing School



Federation Training also had productive discussions with all of the above mentioned secondary schools, Taizhou University and Taizhou Polytechnic during the meetings.

All schools in Taizhou were interested in the programs proposed by Federation Training:

1. Specialised English Short courses for Taizhou Students
2. Professional development for Taizhou Teachers
3. Study tour to Australia for Chinese students



### **Wind/Solar/Aquaculture Farm Yan Cheng**

15/04/18

The delegation visited an integrated wind/solar electricity producing facility combined with aquaculture. The electricity production from this enterprise is 1.72 million kilowatts per hour and the wind turbines generate about 1,500 kilowatts per hour per turbine (averaged out over a year).

The facility provides approximately 30% of the energy requirements of Yan Cheng (population 8 million people). Four state owned enterprises own and operate the facility.

\* May be an opportunity for an integrated facility in Latrobe?



### **Formal Meeting: Yan Cheng**

15/04/18

A breakfast meeting was held with Sun Yi, Vice Mayor, Yan Cheng.

#### Key discussion points:

- Potential for a formal relationship between Latrobe City and Yan Cheng;
- Industry alignment (e.g. aviation and new energy)



### **Nanjing Normal University Affiliation High School, Yan Cheng**

15/04/18

The Mayor, Cr Darrell White, visited the Nanjing Normal University Affiliation High School with the education delegation members. During this visit, Cr White planted a snow pine tree in commemoration of the visit by Latrobe City. Following the planting, the education delegates discussed the potential for education collaboration and sister school relationships.



### National High Tech Industrial Development Zone, Yan Cheng

16/04/18

Met with Shang Jianming, (Standing Committee Member) and Li Weisha (Deputy Director) of the High Tech IDZ.

The Yancheng Hi Tech zone was established in 2006 and approved as the Provincial High Tech zone in 2012. It was nominated as the National High-Tech Industrial Development Zone in 2015.

It has 6 university affiliations. Private sector companies have established enterprises that support R&D (include HP, 3M and Apple mobile phone motherboard manufacturers).

Working on Artificial Intelligence, smart home technology, wearable technology.

\* Interested in seeing if there is a possibility to work with the High Tech precinct.



### Yueda Group

16/04/18

Met with Feng Kaiyin (General Engineer) and Yuhua Xiang (Senior Investment Manager) Jiangsu Yueda Group Co. Ltd.

This company was established in 1979. Turnover was \$101 billion RMB in 2015 (A\$21.6 billion).

Is the largest state owned enterprise in Yancheng and the 4th largest company in Jiangsu Province. Yueda owns more than 200 companies and employs 40,000 people

#### Key discussion points:

The business has 8 industry platforms:

1. Mechanical production - manufacture 890,000 KIA motor cars per annum. Have their own R&D centre onsite Manufacture tractors (previously for Mahindra) - developing an unmanned tractor
2. Textiles - Use 200,000 spindles of yarn per annum. Produce 20 million garments per annum Have a relationship with Triumph (German underwear manufacturer)
3. Real Estate and Capital - Have commercial investments in a dozen Chinese cities Provide capital to the automotive market - car finance for KIA.
4. Health - Operate a chain of health and fitness centres. Cooperate with the Taiwan University
5. Auto Development - Developing a new energy battery for cars/trucks, new energy vehicles and unmanned vehicles
6. Energy - Solar and wind projects across China. Coal mining for energy production - have deposit of 20 million tonnes of coal - enough for 100 years.
7. Commerce and Trade - Have a relationship with French company Carrefour (supermarkets) Own 55 large supermarkets and 10,000 small rural supermarkets.
8. Mining - Have a company listed on the Hong Kong Stock Exchange for exploration and development of mines for non ferrous materials.

- In the future looking to develop a robot manufacturing business - robots for homes and industrial use (KIA already has more than 100,000 robots).

Interested to discuss opportunities for:

- health sector
- new energy
- robots
- tourism investment

Action - send initial information to start dialogue



#### **Yancheng Teachers University**

16/04/18

Met with Philip Huang (Director) Haifeng Gu (Deputy Director).

The university has recently had its 60th anniversary. It has 21,000 undergraduate students and 3,700 further education students. It offers 76 programs, 15 of which are for teacher education and 61 are non pedagogical. It already has relationships with 4 universities in Australia - all in Queensland.

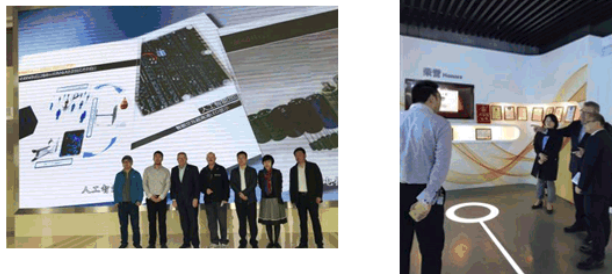
Interested in program options offered by Federation University and Federation Training - both institutions are going to follow up directly with the University.

#### **Nanjing University Research Institute (Materials) Sheyang**

17/04/18

Visited NU Research Institute (Materials) in Sheyang. This institute is focusing research on the new use of materials. Very successful, won a number awards.

Producing materials such as magnetic field protection for mobile phones, advanced carbon fibre and graphine.



#### **Shenyang Aviation and Science City**

17/04/18

Met with Dai Yong (Standing Committee member) Wang Jue (CMC Deputy Director) and Chen Xiao (Manager, Foreign Affairs Office Sheyang County).

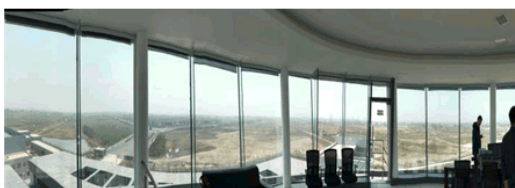
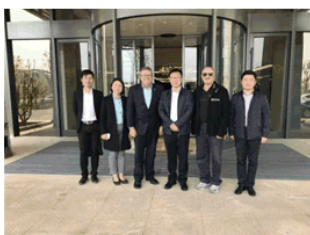


The precinct is approximately 20 hectares in size. The aviation area opened in October 2017 - is still to receive accreditation. It has 3 key areas - assembly, parts and drones.

Key discussion points:

- Keen to get inward investment;
- Interested in learning how to run an airport;
- The precinct will manufacture fixed wing aircraft and helicopters;
- The precinct will provide services to aircraft, training and tourism
- The Precinct has 200,000 sq metres of factory space available
- Suggested a relationship to have partial assembly in China and final assembly in Latrobe. Then get CASA certification (similar to Mahindra) - very interested;

\*Might be an opportunity for a specialist aviation delegation of LRA businesses to China??



**Nanjing Chamber of Commerce**

18/04/18

Latrobe City officers met with Carol Cao and Joanna Xu (Liaison Officers), Jiangsu Federation of Industry and Commerce in Nanjing.

The Chamber has 300,000 members, 90% of which are private sector companies and businesses. At the end of 2017, 82 member companies ranked in the Top 500 in China.

The Jiangsu Province and the Victorian State Government have a Sister City relationship that recently celebrated its 40th anniversary. Given the strong relationship with Victoria, the Chamber has a strong focus on Victorian businesses and opportunities.

The Chamber conducts programs in conjunction with VCCI and the Victorian State Government.

Key issues discussed:

- The potential for a Business Placement Program specifically for Latrobe City businesses. The program supports businesses coming to Jiangsu where they will be provided with in-market cultural education, business matching and the opportunity to work with a potential partner for a week – the cost is partially subsidised by the program;
- Work with the Director, Steven Zhou to develop a program;
- Latrobe City Council will support an inbound group from the Chamber to Latrobe City and facilitate introductions to businesses.

**Nanjing Victorian Government Business Office (VGBO)**

18/04/18

Met with Sandy Gu, Investment Manager, VGBO.

Sandy reviewed the draft prospectus

- agreed that precincts were the best way to promote investment opportunities
- Have a lot of Chinese investors interested in Victoria

\* Have 3 companies in the Jiangsu province interested in renewable energy projects. Looking for projects with permits

- will promote the precincts through the VGBO



### **Alibaba**

19/04/18

Met with Kelly Hsu, Channel Manager, Alibaba. Kelly is responsible for Australia within the company.

The Alibaba HQ was opened in 2009 and employs 6,000 people. All of the Alibaba platforms are located at the site.

Last year the company turnover was US\$547 billion - the largest retail e-commerce platform in the world. (In 2016, the Chinese retail market was US\$4.88 trillion)

1300 Australian brands are on the platform.

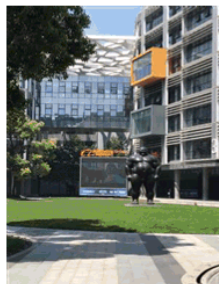
Tourism industry and operators needs to work with Fliggy.com (Alibaba's travel/tourism site). An operator should contact Fliggy, they will then refer to a seller who will promote. (Kelly can help get to the right person)

Alibaba Dream Trip - 3 day course

- Intro to Alibaba/network with other participants
- Intro to the Chinese suppliers
- Business culture
- B2C sector - look at TMall/Taubau
- Chinese suppliers sharing information
- Lectures on successful businesses on the platform
- closing ceremony

\* Latrobe City invited to put together a dream trip (US\$2,000 per person)

\* Kelly to be our key contact in Alibaba in China.



### **Hailiang Education (HE)**

20/04/18

Latrobe City Officers met with Auto Yau, Vice President of International Development, Hailiang Education today in Hangzhou. Mr Yau was introduced to Latrobe City Council by Nick Yan from Invest Assist.

HE is a private sector education provider with 23 schools throughout China providing education to more than 60,000 students. The most recent school that opened in Hangzhou has 15,000 students. It is the largest provider of k-12 private education in China.

HE provides a very high level of quality education. In the local Hangzhou district (4 million people) the HE group have all of the top 10 students in academic results and 16 of the top 20. HE is looking for a relationship with a provider with a similar commitment to results.

Students pay about \$24,000 per annum which includes boarding fees.

Each year the schools send more than 3,000 students to international destinations for school exchanges and Mr Yau expressed interest in sending students to private schools in the Latrobe Valley.

International study and exchanges are part of the students curriculum. He said that Australia was in the top 3 preferred destinations by students - UK, Japan then Australia. Student exchanges can be for 3 days up to a week in duration. HE are looking for opportunities to have exchanges both ways.

The education group has plans for expansion - the private school market in China is estimated to have 400 million students currently studying. HE plans to expand their presence beyond the student current numbers to capitalise on this market.

HE are planning to set up a foundation year college in Melbourne for yr 11 students.

HE listed in the New York Stock Exchange last year (Nasdaq HLG) - stock prices opened at US\$8, 12 months later they are trading at US\$81 per share

They have their own hospital for students and a hotel.



### **Shandong Management University**

23/04/18

Latrobe City Council Officers met with Jiang Xuebo (Dean of International Exchange) and Zheng Zisen (Deputy Director), Shandong Management University.

The original school was established in 1938, celebrating its 80th anniversary this year. It has built up programs offering diploma courses. In 2013, the University was accredited to offer Bachelor programs. The University offers 23 Bachelor Degree courses and 28 diploma courses and has 12,000 students.

The University has a relationship with Melbourne Polytechnic. The relationship provides students with the opportunity to undertake a double diploma - from Polytechnic and Shandong University

It costs 6,000 RMB per student per annum to Polytechnic (currently 500 students), which equates to AUS\$500,000 per program

The University is looking to collaborate with international partners and is exploring opportunities for:

- Staff exchanges to Australia and Australian staff to China;
- Student exchanges, particularly post graduate Masters and Phd students;
- Possible foreign investment opportunities;
- The University is looking for collaboration across a range of programs/degrees - many that Fed Uni already provide; and
- Short term courses.

Programs are listed online.

The University already has relationships that provide short term courses - students going to UK and Canada. Interested in something similar for Federation University

\*\* Get info to Bob O'Shea to consider. Good opportunity for Federation University.





## Delegation Actions

| No. | Action  | Person Responsible |
|-----|---|--------------------|
| 1   | Get a DVD promoting Latrobe City to the Mayor of Takasago   | JL + Tourism       |
| 2   | Mayor to invite Takasago delegation to attend and participate in Sister City Festival in November 2018  | M&CS               |
| 3   | Follow-up Takasago Chamber of Commerce to investigate opportunities to link businesses  | BC                 |
| 4   | Contact Jane Burton re Sumitomo visit. Ask if possible for Mayor and CEO to meet with reps when in Australia  | BC                 |
| 5   | Contact David Wilson – Sumitomo Melbourne. Follow-up Japan discussions  | BC                 |
| 6   | Liaise with Mac Yoshida JCoal re visit in June  | JL                 |
| 7   | Contact Jon McNaught re JPower project  | BC                 |
| 8   | Make copies of the KHI presentation available for Councillors   | BC                 |
| 9   | Follow up Taizhou FAO to discuss Anniversary Garden   | JL                 |
| 10  | Follow up Taizhou FAO to discuss staff exchanges  | JL                 |
| 11  | Follow up Li Weisha (Deputy Director) of the High Tech IDZ to see if there are any opportunities with the High Tech precinct                          | BC                 |
| 12  | Follow-up Mr Yuhau, Yueda Group re potential opportunities  | BC                 |
| 13  | Discuss the potential for an aviation trade delegation of LRA businesses to Jiangsu with RDV  | BC                 |
| 14  | Investigate the potential for a Latrobe City Alibaba Dream Trip   | JL/BC              |
| 15  | Contact Steven Zhou, Director of Liaison Group, Jiangsu Federation of Industry and Commerce re business placement program for Latrobe City businesses | BC                 |
| 16  | Provide final copies of prospectus/links to Nanjing VGBO  | BC                 |
| 17  | Discuss renewable energy projects with Sandy Gu, Nanjing VGBO   | BC                 |
| 18  | Liaise with St Pauls and Gippsland Grammar schools re the opportunity for student exchanges with Hailiang Education                                   | JL/BC              |
| 19  | Contact Bob O'Shea, Federation University, to discuss potential collaboration with Shandong Management University                                     | BC                 |

**Agenda Item: 14.3**

**Agenda Item: Submission to Victorian Heritage Council - Hazelwood Power Station**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

#### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Howe

**That Council:**

- 1. Endorse the submission to Heritage Council Victoria requesting that the eight chimney stacks associated with the Hazelwood Power Station be included on the Victorian Heritage Register.**
- 2. Advises Heritage Victoria, Latrobe Valley Authority and the State and Federal governments that the on-going maintenance costs associated with retention of the chimney stacks are beyond the resources of this council.**

**CARRIED UNANIMOUSLY**

#### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Howe

That Council grants an extension of time to speak to Cr Middlemiss.

**CARRIED UNANIMOUSLY**

**An extension of time of up to three minutes was provided.**

#### **Executive Summary:**

- Hazelwood Power Station and Mine closed in March 2017. The Power Station has been decommissioned and rehabilitation of the Mine is currently underway.

The site owner, Engie, is planning to demolish the Power Station and has commenced pre-planning work for this to take place.

- In September 2017, a local resident nominated the Hazelwood Power Station for inclusion on the Victorian Heritage Register.
- On 10 May 2018, the Executive Director of Heritage Victoria made a recommendation to the Heritage Council of Victoria not to include Hazelwood Power Station as a Heritage Place on the Victorian Heritage Register (VHR).
- Council has the opportunity to make a submission to Heritage Victoria regarding the Executive Director's recommendation. The submission must be made by Monday 16 July 2018.
- A draft 'Latrobe City Council Submission to the Heritage Council' has been prepared by Council officers and is attached for Council's consideration. The submission does not support the Executive Director's recommendation. In particular, Council considers that the eight chimney stacks associated with Hazelwood Power Station should be retained as they are iconic structures and a representation of Latrobe City's historical and social ties to the power industry
- The submission gives Council the opportunity to inform the Heritage Council of its views with regard to the future of the site.

#### **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*.

#### **Background:**

On 11 September 2017, a local resident nominated the Hazelwood Power Station, Brodribb Road, Hazelwood for inclusion on the VHR.

On 10 May 2018, the Executive Director of Heritage Victoria made a recommendation to the Heritage Council of Victoria not to include Hazelwood Power Station as a Heritage Place on the VHR.

Refer to attachment 1 of this report, 'Recommendation of the Executive Director and Assessment of Cultural Heritage Significance under Division 3 of the *Heritage Act 2017*'.

Inclusion on the VHR means the heritage place is:

- *Considered to be of special cultural heritage significance to the State of Victoria*
- *Legally protected to help ensure it survives for future generations to appreciate*
- *Eligible for financial assistance from the Heritage fund*

Council has the opportunity to make a submission to Heritage Victoria regarding the Executive Director's recommendation. The submission must be made by Monday 16 July 2018. In accordance with section 38(3) of the Heritage Act 1995, a submission

must relate only to the issue of whether or not a place is of cultural heritage significance or any recommendations regarding permit exemptions. Matters regarding the future use and maintenance of the site can be included in a submission but the Heritage Council is not bound to take those matters into consideration in its decision.

### History of the Site

The Executive Director's response summary describes the Hazelwood Power Station as follows:

*The Hazelwood Power Station was constructed between 1964 and 1971 by the State Electricity Commission of Victoria (SECV) and was the third project (following Yallourn Power Station in 1924 and Morwell Power Station in 1959) to capitalise on the Latrobe Valley's brown coal resources. After the Hazelwood Power Station went into operation, the proportion of Victoria's electricity supply sourced from brown coal in the Latrobe Valley reached almost ninety percent. In 1996 Hazelwood Power Station was sold to private operators who were granted a renewal of license to allow operation until 2030. A major fire occurred in the open cut mine in 2014 resulting in temporary closures. In 2016, the owners ENGIE decided to permanently close the Station and it ceased operations in March 2017.*

*The Hazelwood Power Station is located in the Latrobe Valley with the open cut mine to the north of the power station and the cooling and settling ponds to the south. The layout of the complex is informed by the process of power generation and comprises the open cut mine, slot bunker, crusher houses, the power station, transmission yard, cooling and settling ponds, and administration and amenities buildings. The power station itself covers an area of 5.7ha and comprises eight more or less identical machines made up of boiler houses, boiler auxiliaries and turbine house.*

### Current Heritage Study and Overlays

The Latrobe City Heritage Study 2010 identified the Hazelwood Power Station as one of a number of power generation and brown coal sites to be considered for a heritage overlay as it is a key place associated with power generation. However this was not translated into a heritage overlay for the site with the recommendation that:

*Latrobe City Council writes to Heritage Victoria seeking assistance in the preparation of a heritage study of electricity generation in Victoria. This study would be similar to the recent state-wide studies commissioned by Heritage Victoria for places associated with the provision of water supply and for coal mining and may include:*

- *A thematic/contextual history of electricity generation in Victoria.*
- *A list of places of potential heritage significance – Appendix A.2.2 provides a list of some of the key places identified by this Study.*
- *Identification of places with high priority for detailed assessment.*

Council has requested on a number of occasions that this study be undertaken however this work has not been done to date. It is noted that the former Yallourn Power Station Administrative Building is subject to the Heritage Overlay in the Latrobe Planning Scheme, and recently the Morwell Power Station and Briquette Factories was included on the VHR. The Executive Director's report includes a comparison of Hazelwood Power Station with other coal fired power stations in Victoria. Whilst some detail is provided on Yallourn and Loy Yang as well as other



small scale coal fired power stations, the report is not comprehensive and there is still a need to undertake a full scale study of the history of power generation in Victoria.

What is the difference between being included as a Heritage Place in the Victorian Heritage Register and being subject to a heritage overlay in the Latrobe Planning Scheme?

Heritage Victoria administers the Heritage Act 1995. The purpose of the Heritage Act is:

- (a) *to provide for the protection and conservation of places and objects of cultural heritage significance and the registration of such places and objects; and*
- (b) *to establish a Heritage Council; and*
- (c) *to establish a Victorian Heritage Register.*

A property is included as a Heritage Place on the VHR when it is of historical significance to the State of Victoria. When a property is included as a Heritage Place on the VHR, Heritage Victoria is responsible for, among other things, assessing permit applications from landowners for modifications, including demolition, of the heritage place. Heritage Victoria is therefore also responsible for ensuring compliance with the Heritage Act.

The Heritage Overlay in the Latrobe Planning Scheme applies to places that are of local historical significance. Landowners of places subject to the heritage overlay must apply to Council for a planning permit for modifications including demolition of the place. Places listed on the VHR are identified in the overlay in the Scheme but the overlay schedule advises of their inclusion on the VHR and applicants are directed to Heritage Victoria accordingly. Council is responsible for ensuring compliance with the Latrobe Planning Scheme including the Heritage Overlay.

How is a property assessed to be included on the Victorian Heritage Register?

To be included on the Victorian Heritage Register, the place is assessed against a number of tests as set out in *The Victorian Heritage Register Criteria and Thresholds Guidelines (2014)*. The following criteria are assessed:

The Hazelwood Power Station was assessed by the Executive Director Heritage Victoria as not satisfying any of the above criteria. This is outlined in the attached 'Recommendation of the Executive Director and Assessment of Cultural Heritage Significance under Division 3 of the *Heritage Act 2017*'. The recommendation concluded that while the Power Station has a strong association and connection with the Latrobe Valley, it was not part of any key phase in the development of the area as a power producing region and does not demonstrate or contain any new innovations or have any particular or specific design qualities.

What is Heritage Victoria's registration process?

Once a recommendation is made by the Executive Director Heritage Victoria, 60 days' notice is given for interested parties to make a submission supporting or objecting to the recommendation. If no submissions are received, the Heritage Council makes a decision to include, partly include or not include the place in the Register. If submission(s) are received, a registration hearing must be held if a 'person with a real and substantial interest in the place' (as defined in the Heritage Act 1995) requests a hearing. If this does not occur, the Heritage Council can decide if a hearing is required or not. Following a hearing, the Heritage Council makes a

decision to include, include part or not include the place in the Heritage Register. It may also make a recommendation that the place be considered to be included in the local planning scheme in the Heritage Overlay.

What does registration mean?

When a place is included on the Victorian Heritage Register, it cannot be altered in any way without authorisation from Heritage Victoria. Therefore if the landowner wants to alter or demolish all or part of the heritage place, Heritage Victoria approval is required.

**Reasons for Proposed Resolution:**

A draft 'Latrobe City Council Submission to the Heritage Council' has been prepared by Council officers and is attached for Council's consideration. A resolution of Council is required to endorse the submission so that the Heritage Council is informed of Council's position on the retention of the Hazelwood Power Station.

**Issues:**

*Strategy Implications*

The landowner Engie, in its press release of 18 May 2018, has made the following statement regarding the Executive Director's recommendation:

*"ENGIE Hazelwood acknowledges Heritage Victoria's recommendation not to include the Hazelwood Power Station on the Victorian Heritage Register.*

*Decommissioning works on the power station are scheduled to be completed at the end of May. ENGIE Hazelwood will then consult with regulators around the final condition of the site and the tendering of contracts to demolish the plant, which is expected to take two years.*

*Planning for all work, including removal of hazardous substances such as asbestos, is carried out in conjunction with regulators to ensure health and safety for employees and the community is a priority*

*ENGIE Hazelwood remains committed to the safe, stable and sustainable decommissioning and rehabilitation of the power station block and mine.*

*At an appropriate time, ENGIE Hazelwood will consult with the community to determine the most appropriate and respectful way to acknowledge the contribution Hazelwood made to the Latrobe Valley community and the State."*

Engie, in its press release of 28 July 2017, also stated that it will engage a heritage consultant to identify items of cultural and architectural heritage significance at the site.

Future of the Site if the Hazelwood Power Station is Retained

If the Hazelwood Power Station is included as a Heritage Place on the VHR, there are concerns around a potential lack of maintenance of the buildings and plant if the buildings remain on site and an economically viable use is not identified for the site in a timely manner. The site has the potential to fall into a state of dilapidation and become a haven for anti-social behaviour given its size and industrial location.

Structural dilapidation or illegal occupation such as squatters are a possibility and could result in life safety concerns and the need for Council's Building Surveyor to expend resources on enforcement action. The owner would also be required to expend resources on security measures or works.

The potential to find an alternative use for the site is limited given the site's location in an industrial zone in a regional area. Heritage Victoria's publication *Adaptive Reuse of Industrial Heritage: Opportunities and Challenges* (2013) provides examples of the way industrial buildings can be converted to a new use while respecting the heritage value of the site. This allows heritage buildings to be given new life rather than freezing them in a moment in time. Whilst this has been successful mainly in major cities the report acknowledges that "*location and land value also have a large effect on the viability of different kinds of reuse...*" (p. 11) and

*"Nonetheless adaptive reuse can be an expensive proposition, especially if sites are contaminated or structures are unsound. In these situations the economic viability of reuse is affected by the value of the property, by land value and other economic contexts. These economic considerations can have a major impact on the viability of one type of reuse over another. It is also important to factor in ongoing maintenance costs to budgets."* (p. 15)

It is considered that this is the case for the Hazelwood Power Station. It is unlikely that the buildings would be reused for other purposes given the contaminants and dangerous materials on the site, as well as the additional cost to convert the buildings to an alternative use. Location and land value also play a major part with the location generally unattractive for alternative uses such as offices or apartments. The current owner is planning to demolish the structures.

#### Council's Position on the Future for the Site

Council at its Ordinary Meeting of 4 June 2018, made the following resolution with regard to the rehabilitation of the Hazelwood Mine:

*"That Council:*

1. *Adopts the following position regarding the rehabilitation of the Hazelwood Mine:*
  - a. *Once the land form is stable a section of the mine is retained for coal winning and the remainder is made available to explore community and other commercial uses for the benefit of the Gippsland economy and community*
  - b. *The land holdings of Engie, Hazelwood Power and other companies associated with the Hazelwood Power Station and Mine are transferred to the ownership of the Victorian or Federal government to provide a coordinated planning approach to the continued use of the mine and community benefit following mine closure*
  - c. *That a substantial component of the coal royalties raised by the State Government from Latrobe Valley mining operations be diverted to a Latrobe Valley Brown Coal Royalties Fund to provide ongoing support for diversification and transition initiatives*

- d. That at least a 30 year obligation be placed on the owner of the land following mine rehabilitation with a long-term goal of government obtaining ownership to guarantee care and maintenance and minimisation of post-rehabilitation risks;*
- 2. Retains this position for consideration of the Latrobe Valley Regional Rehabilitation Strategy with regards to strategies for the rehabilitation of Loy Yang and Yallourn coal mines; and*
- 3. Advocate for the Latrobe Valley Mine Rehabilitation Commissioner and Department of Economic Development, Jobs, Transport and Resources (DEDJTR) to engage the community and the region in its views as to the best overall approach for each mine."*

Council is looking at potential uses once the mine is rehabilitated including recreation, gardens and other tourism activities; events and festivals; equestrian, motor sports, mountain biking and other sporting facilities; and industry research, development and activation. The retention of all existing buildings and works associated with the Hazelwood Power Station does not align with the future "in principle" vision Council sees for the overall power station and mine site. Though, it is considered that the retention of the eight chimney stacks associated with the Hazelwood Power Station and synonymous with Latrobe City would not detract from the overall future vision for the rehabilitated mine area.

#### Next Steps

Council has the opportunity to make a submission to the Heritage Council regarding the recommendations by Executive Direction of Heritage Victoria not to include the power station on the VHR and outline their position and request that the eight chimney stacks associated with the Hazelwood Power Station be included on the VHR.

#### *Financial Implications*

In the Recommendation of the Executive Director and Assessment of Cultural Heritage Significance under Division 3 of the *Heritage Act 2017* (this is an attachment to this report), the Executive Director details that spalling concrete is evident to the exterior of the chimneys. If the site is registered and demolition is not permitted, it is envisaged that Council resources would be spent on dealing with calls from the public about the state of the site, which may involve Council's Building Surveyor undertaking enforcement action to make the buildings safe and also necessitate liaison with Heritage Victoria to determine actions the landowner must take to maintain the buildings so that their conservation value is not threatened.

Further, potential political pressure to purchase and maintain the buildings, including the chimney stacks, into the future which would put Council in a problematic and challenging position. Council does not have the resources for such an undertaking.

#### *Risk Analysis*

There is a financial risk to Council if a submission is not made to the Heritage Council that highlights the potential impacts on Council resources.



*Legal and Compliance*

No legal or compliance issues have been identified.

*Community Implications*

The community could be impacted by the retention of the Hazelwood Power Station through the use of Council resources required to keep the community safe should the buildings be abandoned and fall into a state of disrepair. This is particularly significant in the current rate-capping environment

*Consultation*

Heritage Victoria has undertaken consultation by placing a notice regarding the Executive Director's recommendation in The Age newspaper, and receiving submissions.

Engie has released the "Hazelwood Project Engagement Plan" whereby its aims to undertake a period of detailed community and stakeholder engagement following the closure of the site. The phases of consultation will relate to decommissioning, demolition and rehabilitation. Part of the consultation will include consulting the community and related organisations to determine the most appropriate and respectful way to acknowledge the contribution Hazelwood has made to the Latrobe Valley community and Victoria.

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Draft Submission to Victorian Heritage Council - Hazelwood Power Station
- 2 [↓](#). Recommendation of the Executive Director and Assessment of Cultural Heritage Significance under Division 3 of the Heritage Act 2017

## **Submission to Victorian Heritage Council - Hazelwood Power Station**

- 1 Draft Submission to Victorian Heritage Council -  
Hazelwood Power Station ..... 167**
- 2 Recommendation of the Executive Director and  
Assessment of Cultural Heritage Significance under  
Division 3 of the Heritage Act 2017 ..... 173**

# Latrobe City Council

## *Draft* Registration Submission to Heritage Council Victoria

### Hazelwood Power Station



June 2018





Registration Submission to Heritage Council Victoria  
Hazelwood Power Station  
June 2018

## Introduction

Latrobe City Council (Council) appreciates the opportunity to make a submission to Heritage Council Victoria regarding the Executive Director of Heritage Victoria's recommendation to the Heritage Council not to include the Hazelwood Power Station as a Heritage Place on the Victorian Heritage Register (VHR).

Council supports the partial inclusion of the site, the eight chimney stacks associated with Hazelwood Power Station, on the VHR. Council consider that the eight chimney stacks are synonymous with Latrobe City, represent Latrobe City's historical and social ties to the power industry and are iconic structures within our region.

## Heritage Significance

The Latrobe City Heritage Study 2010 identified the site as one of a number of power generation and brown coal sites to be considered for a heritage overlay as it is a key place associated with power generation. However this was not translated into a heritage overlay for the site with the recommendation by the authors that:

*Latrobe City Council writes to Heritage Victoria seeking assistance in the preparation of a heritage study of electricity generation in Victoria. This study would be similar to the recent state-wide studies commissioned by Heritage Victoria for places associated with the provision of water supply and for coal mining and may include:*

- *A thematic/contextual history of electricity generation in Victoria.*
- *A list of places of potential heritage significance – Appendix A.2.2 provides a list of some of the key places identified by this Study.*
- *Identification of places with high priority for detailed assessment.*

This work has not been undertaken to date. It is noted that the former Yallourn Power Station Administrative Building is subject to the Heritage Overlay in the Latrobe Planning Scheme, and recently the Morwell Power Station and Briquette Factories was included on the Victorian Heritage Register.

It is also noted that the Executive Director's report includes a comparison of Hazelwood Power Station with other coal fired power stations in Victoria. Whilst some detail is provided on Yallourn and Loy Yang as well as other small scale coal fired power stations, the report is not comprehensive and there is still a need to undertake a full scale study of the history of power generation in Victoria.

## The Future of the Site

The Hazelwood Power Station and Mine closed on 31 March, 2017. The site owner, Engie, has decommissioned the Power Station and work is now underway to rehabilitate the Mine. The use of the mine void, once rehabilitated, is currently under review and demolition of the Power Station is currently being planned for.





Registration Submission to Heritage Council Victoria  
Hazelwood Power Station  
June 2018

The potential to find an alternative use for the Power Station is limited given the site's location in an industrial zone in a regional area. Heritage Victoria's publication *Adaptive Reuse of Industrial Heritage: Opportunities and Challenges* (2013) provides examples of the way industrial buildings can be converted to a new use while respecting the heritage value of the site. Whilst this has been successful, mainly in major cities, the report acknowledges that "location and land value also have a large effect on the viability of different kinds of reuse..." (p. 11) and

*"Nonetheless adaptive reuse can be an expensive proposition, especially if sites are contaminated or structures are unsound. In these situations the economic viability of reuse is affected by the value of the property, by land value and other economic contexts. These economic considerations can have a major impact on the viability of one type of reuse over another. It is also important to factor in ongoing maintenance costs to budgets."* (p. 15)

It is considered that this is the case for the Hazelwood Power Station. It is unlikely that the buildings would be reused for other purposes given the contaminants and dangerous materials on the site, as well as the additional cost to convert the buildings to an alternative use. Location and land value also play a major part with the location generally unattractive for alternative uses such as offices or apartments. The current owner is planning to demolish the structures.

If the site is registered and demolition is not granted, it is envisaged that Council resources would be spent on dealing with calls from the public about the state of the site, involvement of Council's Building Surveyor undertaking enforcement action to make the buildings safe, liaising with Heritage Victoria regarding actions the landowner must take to maintain the buildings so that their conservation value is not threatened, and potential political pressure to purchase and maintain the buildings into the future which would put Council in a problematic and challenging position. Council does not have the resources for such an undertaking.

In addition, Council at its Ordinary Meeting of 4 June 2018, made the following resolution with regard to the rehabilitation of the Hazelwood Mine:

"That Council:

1. Adopts the following position regarding the rehabilitation of the Hazelwood Mine:
  - a. Once the land form is stable a section of the mine is retained for coal winning and the remainder is made available to explore community and other commercial uses for the benefit of the Gippsland economy and community
  - b. The land holdings of Engie, Hazelwood Power and other companies associated with the Hazelwood Power Station and Mine are transferred to the ownership of the Victorian or Federal government to provide a coordinated planning approach to the continued use of the mine and community benefit following mine closure
  - c. That a substantial component of the coal royalties raised by the State Government from Latrobe Valley mining operations be diverted to a Latrobe



Registration Submission to Heritage Council Victoria  
Hazelwood Power Station  
June 2018

*Valley Brown Coal Royalties Fund to provide ongoing support for diversification and transition initiatives*

- d. *That at least a 30 year obligation be placed on the owner of the land following mine rehabilitation with a long-term goal of government obtaining ownership to guarantee care and maintenance and minimisation of post-rehabilitation risks;*
2. *Retains this position for consideration of the Latrobe Valley Regional Rehabilitation Strategy with regards to strategies for the rehabilitation of Loy Yang and Yallourn coal mines; and*
3. *Advocate for the Latrobe Valley Mine Rehabilitation Commissioner and Department of Economic Development, Jobs, Transport and Resources (DEDJTR) to engage the community and the region in its views as to the best overall approach for each mine."*

Council is looking at potential uses once the mine is rehabilitated including recreation, gardens and other tourism activities; events and festivals; equestrian, motor sports, mountain biking and other sporting facilities; and industry research, development and activation. The retention of the whole of the Hazelwood Power Station does not align with the future Council sees for the overall power station and mine site.

It is on this basis that Council requests the partial retention of the Hazelwood Power Station, in particular the eight chimney stacks as it is considered that these iconic structures will in perpetuity represent Latrobe City's historical and social ties to the power industry.

### **Conclusion**

Council considers that the eight chimney stacks associated with the Hazelwood Power Station should be retained and does not fully agree with the Executive Director of Heritage Victoria that Hazelwood Power Station, as one of a number of power stations established by the State Electricity Commission, does not have individual heritage significance at a State level.

Council is also concerned about the future of the site and the impact it may have on Council operations should the whole of the site be included on the VHR. It is highly likely to impact Council resources and has the potential to culminate in Council taking over management of the site into the future, an undertaking which Council is not and will not be in a position to consider.

Council is also advocating for the site to be used for a number of different land uses that would benefit the community. The retention of the whole of the Power Station does not accord with this vision though it is considered that the retention of the eight chimney stacks associated with the Hazelwood Power Station and synonymous with Latrobe City would not detract from the overall vision for the power station and mine site.



Registration Submission to Heritage Council Victoria  
Hazelwood Power Station  
June 2018

#### Next Steps

Council therefore requests the partial inclusion of the Hazelwood Power Station, the eight chimney stacks, being included on the VHR. Council also requests an opportunity to be heard by the Heritage Council Registrations Committee in relation to its submission should a hearing be convened.

DRAFT

**Recommendation of the Executive Director and  
assessment of cultural heritage significance under  
Division 3 of the *Heritage Act 2017***

HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA  
HERITAGE  
VICTORIA

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>Name</b>                    | Hazelwood Power Station               |
| <b>Location</b>                | Brodribb Road Hazelwood, Latrobe City |
| <b>Hermes Number</b>           | 201214                                |
| <b>Heritage Overlay Number</b> | No                                    |



Hazelwood Power Station, 2018

**EXECUTIVE DIRECTOR RECOMMENDATION TO THE HERITAGE COUNCIL:**

- That the place NOT be included in the Victorian Heritage Register under Section 37(1)(b) of the *Heritage Act 2017*.



**STEVEN AVERY**

**Executive Director**

**Recommendation Date:** Thursday 10 May, 2018

This recommendation report has been issued by the Executive Director, Heritage Victoria under s.37 of the *Heritage Act 2017*. It has not been considered or endorsed by the Heritage Council of Victoria.



## EXTENT OF NOMINATION

**Date that the nomination was accepted by the Executive Director**  
11 September 2017

**Written extent of nomination**  
All of the place known as Hazelwood Power Station.

**Nomination extent diagram**



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Name: Hazelwood Power Station  
Hermes Number: 201214

Page | 2

## EXECUTIVE DIRECTOR RESPONSE SUMMARY

### Recommendation – Victorian Heritage Register

It is the view of the Executive Director that this place should not be included in the Victorian Heritage Register for the reasons outlined in this report.

## BACKGROUND

### WHAT IS THE HISTORY OF THE PLACE?

The Hazelwood Power Station was constructed between 1964 and 1971 by the State Electricity Commission of Victoria (SECV) and was the third project (following Yallourn Power Station in 1924 and Morwell Power Station in 1959) to capitalise on the Latrobe Valley's brown coal resources. After the Hazelwood Power Station went into operation, the proportion of Victoria's electricity supply sourced from brown coal in the Latrobe Valley reached almost ninety percent. In 1996 Hazelwood Power Station was sold to private operators who were granted a renewal of license to allow operation until 2030. A major fire occurred in the open cut mine in 2014 resulting in temporary closures. In 2016, the owners ENGIE decided to permanently close the Station and it ceased operations in March 2017.

### WHAT IS AT THE PLACE?

The Hazelwood Power Station is located in the Latrobe Valley with the open cut mine to the north of the power station and the cooling and settling ponds to the south. The layout of the complex is informed by the process of power generation and comprises the open cut mine, slot bunker, crusher houses, the power station, transmission yard, cooling and settling ponds, and administration and amenities buildings. The power station itself covers an area of 5.7ha and comprises eight more or less identical machines made up of boiler houses, boiler auxiliaries and turbine house.

## RECOMMENDATION REASONS

### REASONS FOR NOT RECOMMENDING INCLUSION IN THE VICTORIAN HERITAGE REGISTER [s.40]

Following is the Executive Director's assessment of the place against the tests set out in *The Victorian Heritage Register Criteria and Thresholds Guidelines* (2014).

#### CRITERION A

Importance to the course, or pattern, of Victoria's cultural history.

##### STEP 1: A BASIC TEST FOR SATISFYING CRITERION A

The place/object has a *CLEAR ASSOCIATION* with an event, phase, period, process, function, movement, custom or way of life in Victoria's cultural history.

##### Plus

The association of the place/object to the event, phase, etc *IS EVIDENT* in the physical fabric of the place/object and/or in documentary resources or oral history.

##### Plus

The *EVENT, PHASE, etc* is of *HISTORICAL IMPORTANCE*, having made a strong or influential contribution to Victoria.

#### **Executive Director's Response**

The Hazelwood Power Station has a clear association with the process of producing electricity, and with the development of the Latrobe Valley as a power and energy producing region during the twentieth century. In the late nineteenth and early twentieth centuries, electricity generation and supply in Victoria was provided by small private companies. This changed in 1918 when legislation was passed which determined that electricity generation in Victoria would be provided by a public corporation. In 1921 the State Electricity Commission of Victoria (SECV) was established with responsibility not only for the construction of the power stations in the Latrobe Valley but also for the development of the townships which housed the workers. The Hazelwood Power Station was part of the SECV's planned development of the Latrobe Valley and with the industrialisation of Victoria during the second half of the twentieth century. The provision of electricity is of historical importance, having made a strong and influential contribution to Victoria. This historical association is clearly demonstrated in the fabric of the place as well as in documentary evidence and oral histories.

Criterion A is likely to be satisfied.

##### STEP 2: A BASIC TEST FOR DETERMINING STATE LEVEL SIGNIFICANCE FOR CRITERION A

The place/object allows the clear association with the event, phase etc. of historical importance to be *UNDERSTOOD BETTER THAN MOST OTHER PLACES OR OBJECTS IN VICTORIA WITH SUBSTANTIALLY THE SAME ASSOCIATION.*

#### **Executive Director's Response**

The Hazelwood Power Station has a clear association with the Latrobe Valley as a power and energy producing region where a series of power stations and briquette works were commissioned between 1924 and 1996. The first was Yallourn A, followed by Yallourn B and C, Morwell, Yallourn D and E, Hazelwood (unit 1) Yallourn W, Hazelwood (all other units), Loy Yang A, Loy Yang B (unit 1) and Loy Yang B (unit 2). The Yallourn Power Station was included in the VHR in 1994 and A, B, C, D and E were demolished with a

conditional heritage permit between 1995 and 1999. Morwell Power Station and Briquette Factories (VHR H2377) is now the earliest surviving power station in the Latrobe Valley.

All power stations in the Latrobe Valley have substantially the same association and collectively they all demonstrate ongoing and continual improvements in electricity generation technology. The construction of each new power station was informed by the previous and the equipment in each individual power station was continuously upgraded in response to improvements in technology. There are two non-operational and three operational power stations remaining in the Latrobe Valley. The Hazelwood Power Station does not allow the association with electricity generation, or with the planned development of the Latrobe Valley as an industrial region for power generation to be understood better than any other power stations with substantially the same association.

Criterion A is not likely to be satisfied at the State level.

#### CRITERION B

Possession of uncommon, rare or endangered aspects of Victoria's cultural history.

##### STEP 1: A BASIC TEST FOR SATISFYING CRITERION B

|   |
|---|
| The place/object has a <i>clear ASSOCIATION</i> with an event, phase, period, process, function, movement, custom or way of life of importance in Victoria's cultural history.                      |
| <b>Plus</b>   |
| The association of the place/object to the event, phase, etc <i>IS EVIDENT</i> in the physical fabric of the place/object and/or in documentary resources or oral history.                          |
| <b>Plus</b>   |
| The place/object is <i>RARE OR UNCOMMON</i> , being one of a small number of places/objects remaining that demonstrates the important event, phase etc.   |
| OR  |
| The place/object is <i>RARE OR UNCOMMON</i> , containing unusual features of note that were not widely replicated   |
| OR  |
| The existence of the <i>class</i> of place/object that demonstrates the important event, phase etc is <i>ENDANGERED</i> to the point of rarity due to threats and pressures on such places/objects. |

##### Executive Director's Response

The Hazelwood Power Station has a clear association with the process of electricity generation and with the Latrobe Valley as a power and energy producing region. The historical association is clearly demonstrated in the fabric of the place as well as in documentary evidence and oral histories. The place is one of five existing power stations in the Latrobe Valley, all of which demonstrate the process of electricity generation. The Hazelwood Power Station equipment and site has been regularly upgraded and the technologies used at the place are also evident at other power stations. The Hazelwood Power Station does not contain unusual features of note that were not widely replicated. The closure of power stations in the Latrobe Valley does suggest that the Hazelwood Power Station is endangered due to threats and pressures on such places, but at the present time, it is one of five surviving power stations in the Latrobe Valley. Of these, Morwell Power Station is the earliest, and the three others are still operational.

Criterion B is not likely to be satisfied.



### CRITERION C

Potential to yield information that will contribute to an understanding of Victoria's cultural history.

#### STEP 1: A BASIC TEST FOR SATISFYING CRITERION C

The:

- visible physical fabric; &/or
- documentary evidence; &/or
- oral history,

relating to the place/object indicates a likelihood that the place/object contains *PHYSICAL EVIDENCE* of *historical interest* that is *NOT CURRENTLY VISIBLE OR UNDERSTOOD*.

#### Plus

From what we know of the place/object, the physical evidence is likely to be of an *INTEGRITY* and/or *CONDITION* that it *COULD YIELD INFORMATION* through detailed investigation.

#### Executive Director's Response

It is unlikely that the Hazelwood Power Station contains physical evidence of historical interest that is not currently visible or understood. The Hazelwood Power Station has been continuously upgraded since Stage 1 opened in 1964 and there is little physical evidence associated with the generation of power which is not replicated at other power stations. The development and operational activities of the place are well documented. Physical investigation of the industrial and sub-surface archaeological evidence could yield information through detailed investigation, but it is unlikely to be information that is not already accessible through other sources.

### CRITERION D

Importance in demonstrating the principal characteristics of a class of cultural places and objects.

#### STEP 1: A BASIC TEST FOR SATISFYING CRITERION D

The place/object is one of a *CLASS* of places/objects that has a *clear ASSOCIATION* with an event, phase, period, process, function, movement, important person(s), custom or way of life in Victoria's history.

#### Plus

The *EVENT, PHASE, etc* is of *HISTORICAL IMPORTANCE*, having made a strong or influential contribution to Victoria.

#### Plus

The principal characteristics of the class are *EVIDENT* in the physical fabric of the place/object.

#### Executive Director's Response

The Hazelwood Power Station is one of the class of 'power stations' which has a clear association with the process of electricity generation and supply and has made a strong and influential contribution to Victoria. The principal characteristics of the class of 'power stations' are evident in the physical fabric of Hazelwood Power Station. The plant and operations have been incrementally upgraded since the station was commissioned in 1964 but the extant elements demonstrate the processes of brown coal fired electricity generation.

Criterion D is likely to be satisfied.

**STEP 2: A BASIC TEST FOR DETERMINING STATE LEVEL SIGNIFICANCE FOR CRITERION D**

The place/object is a *NOTABLE EXAMPLE* of the class in Victoria (refer to Reference Tool D).

**Executive Director's Response**

The Hazelwood Power Station displays most of the characteristics that are typical of the class of 'power stations' but so do all other power stations in the Latrobe Valley, and elsewhere. The characteristics at the Hazelwood Power Station are not of a higher quality or historical relevance than those displayed at other power stations. Like all power stations, the Hazelwood Power Station has been routinely upgraded since it was commissioned in 1964 and most of the major components have been replaced or altered. The Hazelwood Power Station may be highly intact as an example of a power station which was operational in 2017, but it is not highly intact as an example of a power station commissioned in 1964. There is nothing about the Hazelwood Power Station which is different to any other power station, or which elevates it above any other power station in Victoria.

Criterion D is not likely to be satisfied at the State level.

**CRITERION E**

**Importance in exhibiting particular aesthetic characteristics.**

**STEP 1: A BASIC TEST FOR SATISFYING CRITERION E**

The *PHYSICAL FABRIC* of the place/object clearly exhibits particular aesthetic characteristics.

**Executive Director's Response**

The Hazelwood Power Station is a large and imposing industrial complex. Its eight chimneys dominate the landscape and are highly visible from many approaches to the Latrobe Valley. The Hazelwood Power Station demonstrates particular aesthetic characteristics. Like all power stations, the scale, composition, form and materiality of the complex visually expresses the technology, operations and processes used to generate electricity.

Criterion E is likely to be satisfied.

**STEP 2: A BASIC TEST FOR DETERMINING STATE LEVEL SIGNIFICANCE FOR CRITERION E**

The aesthetic characteristics are *APPRECIATED OR VALUED* by the wider community or an appropriately-related discipline as evidenced, for example, by:

- *critical recognition* of the aesthetic characteristics of the place/object within a relevant art, design, architectural or related discipline as an outstanding example within Victoria; or
- wide public *acknowledgement of exceptional merit* in Victoria in medium such as songs, poetry, literature, painting, sculpture, publications, print media etc.

**Executive Director's Response**

The aesthetic characteristics of the Hazelwood Power Station may be appreciated by some Victorians but they have not received critical recognition within a relevant art, design, architectural or related discipline as an outstanding example within Victoria; or wide public acknowledgement of exceptional merit in Victoria in medium such as songs, poetry, literature, painting, sculpture, publications, print media etc.

Criterion E is not likely to be satisfied at the State level.

#### CRITERION F

Importance in demonstrating a high degree of creative or technical achievement at a particular period.

##### STEP 1: A BASIC TEST FOR SATISFYING CRITERION F

The place/object contains *PHYSICAL EVIDENCE* that clearly demonstrates creative or technical *ACHIEVEMENT* for the time in which it was created.

##### Plus

The physical evidence demonstrates a *HIGH DEGREE OF INTEGRITY*.

#### **Executive Director's Response**

The Hazelwood Power Station was one in a series of power stations constructed by the State Electricity Commission of Victoria (SECV) in the Latrobe Valley during the twentieth century and does not demonstrate creative or technical achievement for the time in which it was created. It is similar to all other power stations constructed and operational during this time.

Criterion F is not likely to be satisfied.

#### CRITERION G

Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to indigenous people as part of their continuing and developing cultural traditions.

##### STEP 1: A BASIC TEST FOR SATISFYING CRITERION G

Evidence exists of a *DIRECT ASSOCIATION* between the place/object and a *PARTICULAR COMMUNITY OR CULTURAL GROUP*.

(For the purpose of these guidelines, '*COMMUNITY or CULTURAL GROUP*' is defined as a sizable group of persons who share a common and long-standing interest or identity).

##### Plus

The *ASSOCIATION* between the place/object and the community or cultural group is *STRONG OR SPECIAL*, as evidenced by the regular or long-term use of/engagement with the place/object or the enduring ceremonial, ritual, commemorative, spiritual or celebratory use of the place/object.

#### **Executive Director's Response**

There is a strong association between the Latrobe Valley community and all power stations in the region. The association is often inter-generational and many Latrobe Valley residents have worked at one or more of the power stations, or have relatives who have. The Latrobe Valley community is more likely to have an association with power stations in the region generally, and with the region more broadly, than with one specific power station.

The Hazelwood Power Station closed in 2017 and there has been no public access to the place since. There is no evidence of regular or enduring engagement between the place and a community group since its closure.

Criterion G is not likely to be satisfied.

#### CRITERION H

Special association with the life or works of a person, or group of persons, of importance in Victoria's history.

##### STEP 1: A BASIC TEST FOR SATISFYING CRITERION H

The place/object has a *DIRECT ASSOCIATION* with a person or group of persons who have made a strong or influential *CONTRIBUTION* to the course of Victoria's history.

##### Plus

The *ASSOCIATION* of the place/object to the person(s) *IS EVIDENT* in the physical fabric of the place/object and/or in documentary resources and/or oral history.

##### Plus

The *ASSOCIATION*:

- directly relates to *ACHIEVEMENTS* of the person(s) at, or relating to, the place/object; or
- relates to an *enduring* and/or *close INTERACTION* between the person(s) and the place/object.

##### **Executive Director's Response**

Like all power stations in the Latrobe Valley, the Hazelwood Power Station has a direct association with the State Electricity Commission of Victoria (SECV) which was established in 1918 by the Victorian State Government. The SECV was associated with all major industrial developments in the state from its establishment in 1918 to its privatisation in 1996 and has made a strong and influential contribution to the State of Victoria. This association is evident in the fabric of Hazelwood Power Station, which directly relates to the achievements of the SECV.

Criterion H is likely to be satisfied.

##### STEP 2: A BASIC TEST FOR DETERMINING STATE LEVEL SIGNIFICANCE FOR CRITERION H

The place/object allows the clear association with the person or group of persons to be *READILY APPRECIATED BETTER THAN MOST OTHER PLACES OR OBJECTS IN VICTORIA*.

##### **Executive Director's Response**

The Hazelwood Power Station is one of a series of power stations constructed in the Latrobe Valley under the guidance of the SECV and one of five surviving power stations in the Latrobe Valley. Of these, three remain operational and Morwell Power Station and Briquette Factories (VHR H2377), now closed, is the earliest. Built between 1949 and 1959, the Morwell Power Station and Briquette Factories (VHR H2377) was the centrepiece of the Victorian Government's post-WWII strategy to revitalise Victoria's economic growth through the development of the Latrobe Valley into the state's principal power and energy producing region. It also demonstrates briquette production which the Victorian Government viewed as the solution to the state's reliance on black coal from NSW. As the centrepiece of the Government's strategy, the Morwell Power Station and Briquette Factories (VHR H2377) arguably has a clearer association with the SECV than the Hazelwood Power Station.

The Hazelwood Power Station does not allow the clear association with SECV to be readily appreciated better than most other places in Victoria.

Criterion H is not likely to be satisfied at the State level.



## ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

### EXECUTIVE DIRECTOR'S ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE s.37(1)(b)

The Hazelwood Power Station is a good and intact example of a power station. It is one of nine power stations constructed in the Latrobe Valley between 1924 and 1993 and is part of the important story of the generation of electricity in the region for use across Victoria. Like all power stations in the Latrobe Valley, it has a strong association with, and connection to the region. It is not associated with any key phases in the development of the Latrobe Valley as a power producing region and does not demonstrate or contain any new innovations or technologies. The Hazelwood Power Station does not meet any of the criteria for cultural heritage significance at a State level.

## RELEVANT INFORMATION

|  |                      |
|--|----------------------|
| Local Government Authority             | Latrobe City Council |
| Heritage Overlay                       | No                   |
| Victorian Aboriginal Heritage Register | Yes                  |
| Other Listings                         | No                   |

### HISTORY

The following general history is summarised from the entry in the VHR for the Morwell Power Station and Briquette Factories (VHR H2377).

#### Coal as a source of energy

Coal is a combustible sedimentary rock formed from accumulated vegetable matter that has been altered by decay, heat and pressure over millions of years. The different types of coal (including black and brown) reflect the stages of transformation over geological time. The use of coal as a source of energy goes back thousands of years and became important in the Industrial Revolution when it was primarily used to power steam engines, heat buildings and generate electricity. Transformed into coke, coal was an essential fuel for blast and reverberatory furnaces needed by the iron and steel industry.

Australian coal is either bituminous black coal, found primarily in Queensland and New South Wales, or lignite brown coal. Brown coal is of a lesser quality, usually with a very high moisture content but can be economical if mined in large quantities and fed into boilers adjacent to the mine site. Victoria has large deposits of brown coal in the Latrobe Valley which are close to the surface and are able to be mined by open cut methods.

#### Coal in Victoria 1900 to World War II

At the turn of the twentieth century, Victoria's main fuel and energy source was black coal imported from New South Wales and used for powering trains and factory furnaces, and for electricity generation. Supply was always uncertain, contributing to Victoria's haphazard electricity supply which was provided by private companies or local councils. To provide more certainty, the government began developing Victoria's limited black coal resources, by establishing a state coal mine at Wonthaggi in 1909.

Victoria also had massive deposits of brown coal lying along the Latrobe River in Gippsland. In 1917, the Brown Coal Mine Advisory Committee recommended building a power station on the south side of the Latrobe River. In 1918, legislation was passed determining that electricity generation in Victoria would be provided by a public corporation, not by private enterprise. This was the genesis of the State Electricity Commission of Victoria (SECV), which would have a mandate to electrify Victoria with a state-wide supply. Sir John Monash, Melbourne engineer and Allied general in World War I was selected to head the SECV. He

oversaw the development of Yallourn Power Station which opened in 1924 and comprised an open cut mine, power station and briquette factory.

During World War II the demands placed on the SECV increased significantly. Generating capacity was greatly increased at Yallourn and in 1941-2, it provided 67% of Victoria's electrical energy and the briquette factory worked 24 hours a day. Victoria still relied on New South Wales coal for about half of its energy needs, and the SECV formulated post-war plans to increase Victoria's fuel and energy supplies in anticipation of dramatic increases in population, industry and energy demands.

Postwar power and energy supply

In 1947 the SECV revealed plans for a massive new industrial region to be developed in the Latrobe Valley stretching from Moe in the west to Traralgon in the east. Coal mining, briquetting and power generation would no longer be restricted to Yallourn with a new open cut developed to supply brown coal to a new station, the Morwell Power Station and Briquette Factories (VHR H2377) which opened in 1959. In this new region, Morwell, Moe and Traralgon were expanded as urban centres with large increases in population. The Victorian Government believed that the State's future was based on brown coal for electricity generation and for the production of briquettes as fuel for industrial and domestic use, and that this would sever Victoria's reliance on black coal from NSW.

The establishment of the Hazelwood Power Station

The construction of Hazelwood Power Station was proposed in a 1959 report by the SECV to the Minister of Electrical Undertakings as a response to expected growth of system demand. It recommended the first generating sets of six 200 MWs to be in service by mid 1964, with full capacity by 1971. The design was similar to Yallourn E with a unitized approach of a boiler connected to a turbine with semi-outdoor boiler plants and was the last of the smaller sized power stations to be constructed in the Latrobe Valley.

The station was built in four stages with two units per stage. The first two units were in service in 1964 and 1965, followed by units 3 and 4 in 1966 and 1967, units 5 and 6 in 1968 and 1969 and units 7 and 8 in 1970. The station officially opened on Friday 12 March 1971 with the open day attracting thousands of visitors. In 1980, a thermal plant operator training simulator was erected at the site, thought to be one of only a few in the world.

In 1982 a 'Half Life Reconstruction' program was started with works completed by 1985. The works included selected boiler component replacement, turbine blade replacement and major chimney overhauls. A 'Plant Life Extension' program began in 1986 with works to units 1-6 completed in 1991. Complex problems were identified with units 7 and 8 which were repaired in 1997.

In 1994 the SECV was separated into different roles and government ownership ceased in 1996. The station was sold to private company Hazelwood Power Partnership which changed its name to International Power Hazelwood in 2003. In 2011, International Power and GDF SUEZ merged to create International Power - GDF SUEZ which rebranded as GDF SUEZ Australian Energy the following year. In February 2014, a major fire in the open cut mine came within 20 metres of the station and took 45 days to bring under control. In 2015 GDF SUEZ had changed its name to ENGIE and the CEO announced that the station would close by 31 March 2017.

Other power stations in the Latrobe Valley

Following the opening of the Hazelwood Power Station, the SECV announced the establishment of another open cut mine to the east of Morwell. The SECV had first considered development at this site in the 1940s due to large quantities of good quality brown coal, but the sites at Yallourn and Morwell were considered

more economical. The new open cut mine was named Loy Yang and serviced two new power stations, Loy Yang A constructed between 1985 and 1987 and Loy Yang B constructed between 1993 and 1996. Both were constructed by International Combustion Australia Ltd, who was contracted by the SECV.

#### CONSTRUCTION DETAILS

**Architectural style name:** Industrial  
**Construction started date:** 1964  
**Construction ended date:** 1971

#### PHYSICAL DESCRIPTION

(Summarised from *Hazelwood Power Station, Heritage Assessment* (2018) Lovell Chen)

The Hazelwood Power Station is located in the Latrobe Valley to the south of the Latrobe River. The open cut mine is located north of the power station and the cooling and settling ponds are located to the south. The layout of the complex is informed by the process of power generation and comprises the open cut mine, slot bunker, crusher houses, the power station, transmission yard, cooling and settling ponds, and administration and amenities buildings. The power station itself comprises eight more or less identical machines including the turbine hall, boiler houses and boiler auxiliaries which cover an area of 5.7ha. The Hazelwood Power Station is no longer operational.

Coal was removed from the open cut mine by bucket-wheel dredgers and transported to the slot bunker by conveyors, then to the crusher houses where it was crushed into a relatively uniform size. The power station itself is arranged in four stages, with two units per stage and coal was fed from the crusher houses to the top of each stage by conveyors. It then passed through pulverisers where it was milled and dried before being blown into the furnace at the base of each boiler. Each boiler contains thousands of pipes which were filled with water and the intense heat from burning the coal turned the water into steam. The temperature of the steam was increased in super heaters to 540 degrees celsius and then piped to turbines in the adjacent turbine hall. In each turbine, steam caused the blades to rotate at 3,000 revolutions per minute, in turn spinning an electromagnet inside the generator rotor which induced an electrical current in copper conductors in the generator stator, creating electricity. The electricity was transformed into a higher voltage (220 kV) for injection into the National Grid via the nearby transmission yard and then transformed back, through a number of stages, into lower voltage (415/240 V) for use in homes, schools and factories.

After passing through the turbines, the steam was condensed back to water then re-used and reheated. The condenser is located below the turbines and pipes in the condensers were full of cool water which was heated by the action of condensing the steam. The power station managed the huge volumes of heated cooling water using an artificial lake known as the Hazelwood Pondage. The cooling water entered the Pondage at approximately 35 degrees, circulated and cooled to about 23 degrees and was then pumped back into the station where it returned to the condensers.

The process produced ash and hot gas. Most of the ash was combined with water which was channelled into the settling pond and particulate ash was removed by electro-static precipitators which captured 95-99 per cent of the dust before allowing the hot gases to escape into the atmosphere via the chimneys.

The eight units are operated by four unit control rooms which contain control consoles for each unit, providing for remote operation of the boiler, turbine, generator, main and unit transformers, and circuit

breakers and auxiliary systems. A separate station control room controls the 220 kV high voltage switchyard, station auxiliary transformers and station power supplies.

Outbuildings including an administration building, workshops, laboratories, a training room and an amenities block are located to the south-west of the Turbine Hall.

**Key buildings**

*Slot Bunker (1964)*

The Slot Bunker is an open storage facility comprising internally of three compartments each with a capacity of over 9,000 tonnes of coal. It is a monolithic concrete structure 110m long x 40m wide and 36m high.



*Chimneys and boiler houses(1964-1971)*

There are eight reinforced concrete chimney stacks, each 137.16m tall, located to the west of the boiler houses. Spalling concrete is evident to the exterior of the chimneys and it is understood that the original lining of fire bricks to units 1-4 has been replaced with a refractory concrete or similar applied coating in recent decades. The Boiler Houses contain pulverisers, furnaces and boilers which are partially enclosed within a steel framed structure clad in asbestos cement sheeting.





*Turbine Hall (1964-1971)*

The Turbine Hall is located to the east of the Boiler House. It is over 27m in height and over half a kilometre long. The building is steel framed with the lower walls in silica brick and corrugated asbestos cement sheet cladding fixed to the structural steel frame above. The roof is clad in steel sheeting.



*Water treatment plants (1964 and 1967)*

Two water treatment plants are located to the west of the laboratories and were used to demineralise the water in the steam cycle to prevent deposition of minerals in the steam path. The plants are similar in design and materials to the laboratories with water storage tanks adjacent to each plant.



*Administration Building, Breezeway offices/workshop (1964, c. 1990)*

The Administration Building is a four-storey office building of face brick which has been overpainted. Internally the building comprises some original elements with office fitouts of a later date. Architectural/engineering models of the plant which are understood to pre-date the construction of the power station are displayed in the foyer. The Breezeway Offices are also constructed of face brick with a tray deck roof and are attached to a workshop. The workshop is a steel-framed structure clad in brick to its lower sections with corrugated asbestos cement sheeting above.



*Technical training centre*

The most easterly building of the southern section is a simple weatherboard-clad structure and is thought to have been the site office during the construction of the power station. Two later timber-framed wings to the rear are clad in steel. The northern section dates from c. 1970s and comprises a single storey structure of face brick with a verandah to three sides. A single-storey brick annexe to the north contains the Hazelwood operator training simulator which provided computer-based simulations of power station control rooms for operator training. The simulator was commissioned in January 1980 and was based on the control rooms at Drax Power Station in Yorkshire, England. It is substantially intact.



#### *Other outbuildings*

A number of other relatively-modern sheds, shelters and outbuildings survive on the site. These include the gatehouse and several buildings to its north including a spare boiler tube store (formerly a hydrogen production plant) and the site incinerator.



Technical training centre (southern section)



Boiler tube store (former hydrogen production plant)

#### **INTEGRITY/INTACTNESS**

Intactness – The intactness of the place is good. Hazelwood Power Station has had continual upgrades and improvements since its completion in 1971 but key buildings and equipment survives. (April 2018)

Integrity – The integrity of the place is good. The cultural heritage values of the place can be read in the extant fabric. (April 2018).

#### **CONDITION**

The place is in good condition. Hazelwood Power station is no longer operational, but retains all its equipment is in mostly working order. The concrete to the exterior of the chimneys is spalling and much of the equipment is rusting due to lack of use. (April 2018).



## COMPARISONS

### Coal fired power stations in the VHR

#### **Morwell Power Station and Briquette Factories (VHR H2377)**

The Morwell Power Station and Briquette Factories is historically and architecturally significant at a state level as the centrepiece of the Victorian Government's post-World War II strategy to revitalise Victoria's economic growth through the development of the Latrobe Valley by the SECV into the state's principal power and energy producing region. Built between 1949 and 1959, it is now the earliest surviving large-scale power station designed to provide electricity to the state electricity network. The Morwell Power Station and Briquette Factories site has remained largely intact since the 1950s and contains the only remaining, intact assemblage of briquetting machinery from the mid-twentieth century in Victoria. The water tube boilers were specifically adapted for the burning of brown coal. The Morwell Power Station and Briquette Factories demonstrates the processes of brown coal electricity generation and briquette production which underpinned Victoria's postwar industrialisation.



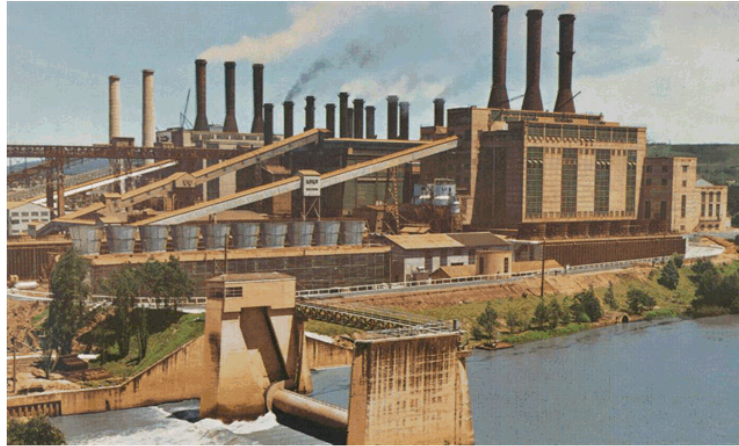
Morwell Power Station and Briquette Factories (VHR H2377)

**Yallourn Power Station (VHR H1054) (A, B, C, D AND E gazetted in 1994; demolished with a conditional heritage permit between 1995 and 1999; removed from the VHR in 2001, apart from the Former Yallourn Power Station Administrative Building VHR H1054, see below).**

The Yallourn Power Station opened in 1924 and was the first power station constructed in the Latrobe Valley under the guidance of the State Electricity Commission of Victoria (SECV). It was constructed as part of a plan to exploit the brown coal deposits of the Latrobe Valley in response to increased demands for electricity and to reduce the dependence on erratic New South Wales coal supplies. The planning, construction and operation of Yallourn was carried out under the direction of Australia's most renowned soldier and engineer, Sir John Monash. From its inception in 1924 until the 1950s, the Yallourn Power Station was the base-load power station for the Victorian electricity grid. However due to advancing



technology, by the late 1980s, it was a relatively insignificant contributor to the grid, with Yallourn A, B, C, D and E ceasing generation altogether by 1989. Throughout its sixty-five years of operation, it was a central element in the state electricity network and pioneered the technological development of large scale brown coal use for energy production in Victoria. Yallourn Power Station was included in the Victorian Heritage Register in 1994. A, B, C D and E Power Stations were demolished with a conditional heritage permit between 1995 and 1999, but Yallourn W (built in the 1970s) remains operational.



Yallourn Power Station (1961, now demolished) (VHR H1054)

**Former Yallourn Power Station Administrative Building (VHR H1054)**

**(The only surviving building in the VHR relating to the Former Yallourn Power Station).**

The only remnant of the earliest period of power generation at Yallourn is the Administrative Building designed in the SECV architectural department under the direction of chief architect AR La Gersch. The two storey brick building in Inter-war Academic Classical style features a portico with giant order Ionic columns. The building was the administrative headquarters of the power station from its construction in 1922-23 until its redundancy in the mid-1980s. It was sold in 1996 and has operated since then mainly as an entertainment venue. The building is in relatively good condition and exhibits a high degree of external integrity.



Former Yallourn Power Station Administrative Building (VHR H1054)

Coal fired power stations not in the VHR

**Yallourn W Power Station (not in VHR)**

The Yallourn W Power Station was established in 1974 with four generating units commissioned between 1974 and 1982. It is the last in a line of power stations at the site, beginning with the construction of Yallourn A in 1924 and followed by Yallourn B, C, D, and E, all of which are now demolished. Yallourn W Power Station was the first of the large scale power stations in the Latrobe Valley. It was privatised in 1996 and is currently owned by CLP Group and operates under the name EnergyAustralia



Yallourn W Power Station

**Loy Yang Power Station (1980s) (not in VHR)**

The Loy Yang Power Station is a brown coal-fired thermal power station located on the outskirts of the city of Traralgon. It was constructed during the 1980s by International Combustion Australia Ltd, who was contracted by the government owned State Electricity Commission of Victoria (SECV). Loy Yang consists of two sections, known as Loy Yang A and Loy Yang B, both of which are supplied by the Loy Yang brown coal mine. Loy Yang B is Victoria's newest and most efficient brown coal-fired power station. Loy Yang is a base load supply station, and produces about one third of Victoria's electricity requirements. It was originally planned that the complex would consist of eight generating units, however privatisation of the SECV resulted in only six generating units being completed, four in Loy Yang A and two in Loy Yang B.



Loy Yang A and B (not in the VHR)

*Small scale coal-fired power stations in Victoria (not in the VHR)*

In addition to the large-scale power stations listed above, several smaller suburban and town-based coal fired power stations in Victoria were established mostly to supply power for a specific and focussed use, or for suburban or regional areas. These included Ballarat Power Station which was established primarily to provide electricity for the tram network, but it also supplied electricity to the town, and Geelong Power Station which was established in 1901 by the privately owned Electric Lighting and Traction Company of Australia to provide electricity supply to the city. Spencer Street Power Station, one of the earliest coal fired power stations in Victoria, was constructed in 1894 to supply power to Melbourne city and a power station was established at Anglesea to provide power to the Alcoa Australia plant. Power stations were also established at Red Cliffs and Mildura. Most of these power stations have been demolished or are being re-used for other purposes.

*Summary of power stations discussed in Thermal Power Station Heritage in Australia (2013) by Owen Peake*

*Thermal Power Station Heritage in Australia* assesses the significance of power stations throughout Australia. Sixty two stations were assessed according to significance, intactness and rarity, and ranked as very high, high, medium or low. Those which were ranked as very high were either very early, or contained significant or rare equipment. In Victoria, two power stations were ranked as high (Yallourn and Morwell), four as medium (Loy Yang A and B, Spencer Street and Richmond), and five, including Hazelwood Power Station, were ranked as low (Anglesea, Hazelwood, Yallourn W, Jeeralang and Mortlake).

**SUMMARY OF COMPARISONS**

The Hazelwood Power station was one of a series of power stations constructed in the Latrobe Valley under the guidance of the SECV between 1924 and 1996. Unlike the Yallourn Power Station it was not the first to be constructed and unlike Morwell Power Station and Briquette Factories, it was not the centrepiece of a major Government strategy. It does not demonstrate or contain any new innovations or technologies. It is not associated with any key development phases and is one in a series of similar power stations built as part of the planned development of the Latrobe Valley as an industrial power producing region. It is ranked by Owen Peake as having low significance in comparison to other power stations in Victoria and across Australia.

**KEY REFERENCES USED TO PREPARE ASSESSMENT**

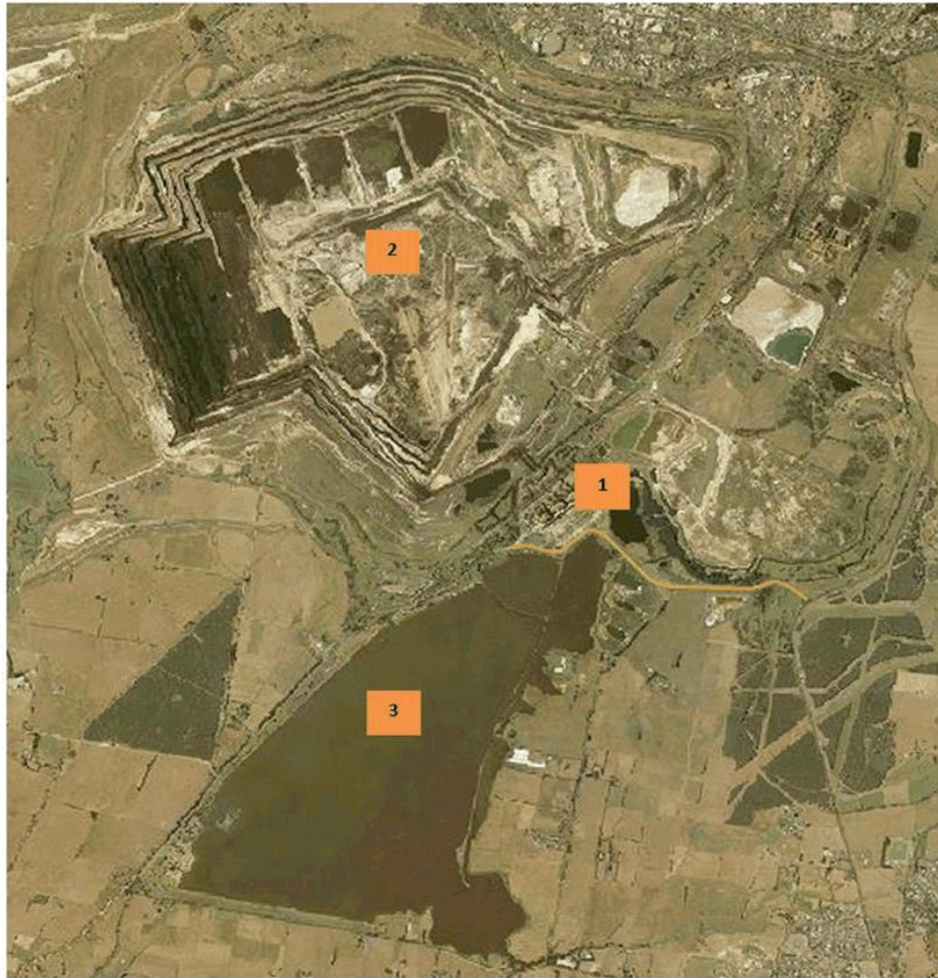
Lovell Chen (2018) *Hazelwood Power Station, Heritage Assessment*

Owen Peake (2013) *Thermal Power Station Heritage in Australia*

Vines, J. (2008). *Coal Mining Heritage Study in Victoria*. Melbourne, The Heritage Council of Victoria.

Information provided by the nominator

ADDITIONAL IMAGES



- |   |               |
|---|---------------|
| 1 | Power Station |
| 2 | Open Cut Mine |
| 3 | Pondage       |





1960, Aerial view, Stage 1  
Source: Museum Victoria



1965  
Source: Museum Victoria

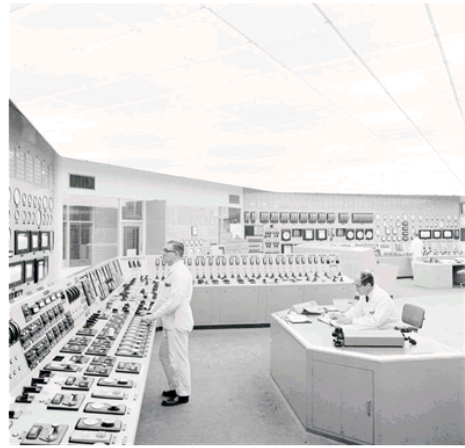


1966, Source: National Archives

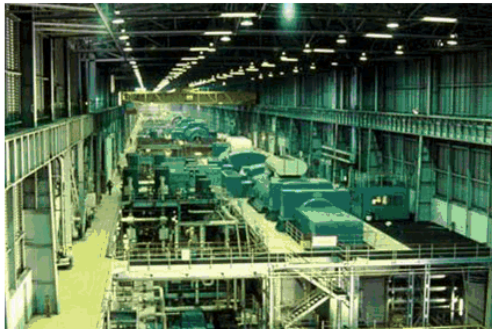




1968, Hazelwood Pondage  
Source: National Archives



1969, Main Control room  
Source: National Archives



1970, Turbine Hall  
Source: National Archives



1980s, View across open cut mine

# INFRASTRUCTURE AND RECREATION

## **15. INFRASTRUCTURE AND RECREATION**

**Agenda Item: 15.1**

**Agenda Item: Monash Reserve Newborough Project Reference  
Group Terms of Reference**

**Sponsor: General Manager, Infrastructure and Recreation**

**Council Plan Objective: Provide a connected, engaged and safe community  
environment, which is improving the well-being of all  
Latrobe City citizens.**

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Adopts the Monash Reserve Newborough Project Reference Group  
Terms of Reference as detailed in Attachment 1;**
- 2. Appoints Cr \_\_\_\_\_ (Chair) and Cr \_\_\_\_\_ to the Monash  
Reserve Newborough Project Reference Group Terms of Reference;**

### **MOTION**

**Moved: Cr Middlemiss**

**Seconded: Cr O'Callaghan**

**That Council:**

- 1. Adopts the Monash Reserve Newborough Project Reference Group  
Terms of Reference as detailed in Attachment 1;**
- 2. Appoints Cr Gibson (Chair) and Cr Law to the Monash Reserve  
Newborough Project Reference Group Terms of Reference.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The draft Monash Reserve Newborough Project Reference Group (PRG) Terms of Reference (Attachment 1) is being presented to Council for endorsement.

It is proposed that the Monash Reserve Newborough PRG is comprised as follows,

- Two (2) nominated Councillors with one (1) nominated to Chair the PRG



- One nominated representative from each of the key user groups at the facility,
  - Moe & District Netball Association,
  - Newborough Tennis Club and
  - Adrenalin Paintball Club.
- One nominated representative from each key State Sporting Association,
  - Tennis Victoria and
  - Netball Victoria.
- One nominated representative from Sport & Recreation Victoria (the key funding body).
- The PRG will be supported by;
  - Project Owner (General Manager Infrastructure & Recreation),
  - Manager Recreation,
  - Project Manager (Major Projects) and
  - Administration support provided by the Recreation & Open Space team.
- It is proposed that the length of term for the membership of this PRG is to be in line with the overall timeline for the delivery of the proposed development.
- The PRG will have a total of twelve members. The PRG will meet monthly to progress the design and development of the multi-use court and pavilion projects.
- The PRG is designed to ensure the identified user groups and key stakeholders at Monash Reserve Newborough endorsed to the PRG, will reduce any community issues or angst with the project, allowing the members of the PRG to become champions for the development of the project within the community.

**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*.

**Background:**

In June 2015, Council endorsed the Moe Newborough Outdoor Recreation Plan (the plan). The plan made a range of recommendations in relation to development opportunities for active sporting reserves in Moe and Newborough.

A major recommendation from the plan was the relocation of the current netball facility at Joe Tabuteau Reserve in Moe to Monash Reserve in Newborough. The existing 10 court netball facility situated in Joe Tabuteau Reserve in Saviges Road Moe was assessed as being unsuitable for upgrade due to the size constraints of the site, the existence of native vegetation (which would limit expansion of the site) and a lack of car parking amenity.

The endorsed master plan recommended that instead of reconstructing the netball courts at the current site at Joe Tabuteau Reserve, they be reconstructed at Monash Reserve Newborough to service both netball and tennis competitions and training. The master plan proposes to construct three (3) of the courts as multi-use for both tennis and netball and the remaining seven (7) courts constructed for single use by netball. In addition to the ten (10) courts, the construction of a new multi-use pavilion to service user groups of the reserve was also identified in the master plan.

In 2016, Latrobe City Council developed a design for the ten court complex to be constructed on the current site of the existing eight tennis court complex at Monash Reserve Newborough. In addition to the multi-use court design, a concept plan for a multi-use pavilion was also completed.

In September 2017, the Federal government advised Latrobe City Council that it would commit *\$800,000 to the Moe Multi-purpose Sports Centre, Monash Reserve project with matching funding to be sought from the Latrobe Valley Authority and Latrobe City Council.*

In early April 2018 Latrobe City Council engaged an architect to review the 2016 concept design for the multi-use pavilion and commenced engagement activities with the Moe & District Netball Association, Newborough Tennis Club and Adrenalin Paintball club.

On 23 May 2018, the Minister for Sport confirmed (Attachment 2) that the Department of Health and Human Services would be in contact with Council to progress the funding agreement for the \$3 million in funding towards the construction of 10 courts multi-use courts, a multi-use pavilion and sports lighting.

#### Project scope

The Monash Reserve Newborough development is proposed to include the construction of ten (10) multi-use courts (netball/tennis) with sports lighting and the construction of a new multi-use pavilion.

#### Terms of Reference

The draft Monash Reserve Newborough Project Reference Group Terms of Reference (Attachment 1) defines both the roles and objectives of the Project Reference Group.

The role of the PRG when endorsed by Council is a formally appointed Advisory PRG of Latrobe City Council for the purposes of the *Local Government Act 1989*.

The PRG is an advisory group only and has no delegated decision making authority.

The PRG is established to:

- Provide an interface between Council, the Project Assurance Group (PAG) and the wider community.
- Provide specific feedback to the Project Assurance Group about elements of the project where members of the Monash Reserve Newborough PRG have specialist expertise.
- Provide advice to Council on issues relating to the development of Monash Reserve Newborough redevelopment.
- Provide feedback and support for community engagement strategies with the wider community and stakeholders.
- Act as advocates for the project with the wider community.

It is proposed that the Monash Reserve Newborough PRG is comprised as follows,

- Two (2) nominated Councillors, One (1) nominated Councillor to Chair the PRG
- One nominated representative from each of the key user groups at the facility,
  - Moe & District Netball Association,
  - Newborough Tennis Club and
  - Adrenalin Paintball Club.
- One nominated representative each key State Sporting Association,
  - Tennis Victoria and
  - Netball Victoria.
- One nominated representative from Sport & Recreation Victoria (the key funding body).
- The PRG will be supported by;,
  - Project Owner (General Manager Infrastructure & Recreation),
  - Manager Recreation,
  - Project Manager (Major Projects) and
  - Administration support provided by the Recreation & Open Space team.

It is proposed that the length of term for the membership of this PRG is to be in line with the overall timeline for the delivery of the proposed development.

The PRG will have a total of eight members. The PRG will meet monthly to progress the design and development of the multi-use court and pavilion projects.

**Reasons for Proposed Resolution:**

It is important that all key stakeholders/user groups are involved in the development of the project, including the design phase for both the multi-use courts and pavilion.

A Project Reference Group is designed to provide the opportunity for nominated representatives to be informed of the progress of the project, but also to provide them with the opportunity to give and receive feedback on the positioning and design aspects of the facilities.

*Financial Implications*

There is no financial implication in relation to this report.

*Risk Analysis*

The establishment of the PRG will help mitigate risks by taking a consultative approach to the delivery of each of the projects.

*Legal and Compliance*

There are no legal implications of this report.

*Community Implications*

The PRG is designed to ensure the identified user groups and key stakeholders at Monash Reserve Newborough endorsed to the PRG, will reduce any community issues or angst with the project, allowing the members of the PRG's to become champions for the development of the project within the community.

*Environmental Implications*

There are no environmental implications of this report.

*Consultation*

The establishment of the PRG is one part of the consultation for this project, further engagement will occur throughout the development and delivery of the project.

*Other*

Nil

**Supporting Documents:**

Monash Reserve Newborough Project Terms of Reference

**Attachments**

1 [1](#). Monash Reserve Newborough Project Terms of Reference



## **Monash Reserve Newborough Project Reference Group Terms of Reference**

|          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Monash Reserve Newborough Project Terms of<br/>Reference .....</b> | <b>203</b> |
|----------|---|------------|

# Monash Reserve Newborough Project Reference Group *Terms of Reference*



June 2018





## CONTENTS:

1. **Establishment of the PRG**
2. **Objectives**
3. **Membership**
  - Composition of the PRG
  - 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 PRG and Duration of the PRG**
6. **Authority and Compliance Requirements**



## **1. Establishment of the Project Reference Group**

- 1.1. The Monash Reserve Newborough Project Reference Group (hereinafter referred to as "the PRG"), is a formally appointed Advisory PRG of Latrobe City Council for the purposes of the *Local Government Act 1989*.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## **2. Objectives**

- 2.1. The PRG'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 PRG is an advisory group only and has no delegated decision making authority.
- 2.3. The PRG is established to:
  - 2.3.1. Provide an interface between Council, the Project Assurance Group (PAG) and the wide community.
  - 2.3.2. Provide specific feedback to the Project Assurance Group about elements of the project where members of the Monash Reserve Newborough PRG have specialist expertise.
  - 2.3.3. Provide advice to Council on issues relating to the development of Monash Reserve Newborough redevelopment.
  - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
  - 2.3.5. Act as advocates for the project with the wider community.
- 2.4. The PRG will carry out the following in order to achieve the objectives set:
  - 2.4.1. Review progress of the Monash Reserve projects relating to the development of multi-use courts and a multi-use pavilion.
    - 2.4.1.1. Schedule meetings as required to receive updates on the development of Monash Reserve Newborough.
    - 2.4.1.2. Contribute to the development of media and communication strategies.





2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.

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 PRG

3.1. The PRG shall comprise of 8 members, being:

3.1.1. Up to two Councillors , onw whom shall be nominated as Chair

3.1.2. One Moe & District Netball Association representative

3.1.3. One Newborough Tennis Club representative

3.1.4. One Adrenalin Paintball Club representative

3.1.5. One Netball Victoria representative

3.1.6. One Tennis Victoria representative

3.1.7. One Sport & Recreation Victoria nominated representative

3.1.8. LCC Officers

3.1.8.1.1. One LCC Project Owner

3.1.8.1.2. One LCC Recreation Manager

3.1.8.1.3. One LCC Project Manager

3.1.8.1.4. One LCC Recreation Planning Officer

Length of appointment

3.2. Whilst a PRG 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 PRG 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 PRG based on expressions of interest received from members of the community and nominations received from organisations.
- 3.5. The PRG 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 PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-PRGs formed.

Attendance at meetings

- 3.7. All PRG 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 PRG 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 PRG to chair the meeting.

Meeting schedule



- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.
- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. 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 PRGs provided (see appendix one for the agenda template).
- 4.7. All PRG 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 PRG 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 PRG minutes.

Minutes of the Meeting

- 4.12. A Latrobe City Officer or authorised agent shall take the minutes of each PRG 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 PRG (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 PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG 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 PRG'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 PRG falls under.

**5. Review of PRG and Duration of the PRG**

- 5.1. The PRG 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 PRG 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 PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
  - 5.4.1. The PRG's achievements
  - 5.4.2. Whether there is a demonstrated need for the PRG to continue, and
  - 5.4.3. Any other relevant matter.

**6. Authority and Compliance Requirements**

- 6.1. The PRG is a consultative PRG only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The PRG 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**



| <b>[Name] Advisory Committee</b><br><br>Meeting Day, XX Month Year<br>Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm<br><br>Location: (include specific meeting room and address)                                  |   |                     |            |
|--|---|---------------------|------------|
| 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. |   |                     |            |
| <b>AGENDA ITEMS</b>  |   |                     |            |
| No.  | Item  | Responsible Officer | Attachment |
| 1.   | Welcome & Introduction  | Chair               | N/a        |
| 2.   | Apologies   | All                 |            |
| 3.   | Declarations of Interest  | All                 |            |
|  | <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i> |                     |            |
| 4.   | Confirmation of Minutes   |                     |            |
|  | <i>Confirmation of the previous minutes of the meeting.</i>   |                     |            |
| 5.   | Matters arising from previous meeting   | All                 |            |
|  | <i>Review of action progress from previous meetings</i>   |                     |            |
| 6.   | Items for Consideration   |                     |            |
|  | <i>Matters being presented for discussion in accordance with the terms of reference</i>                                   |                     |            |
|  | •<br>•<br>•<br>•  |                     |            |
| 7.   | General Business  |                     |            |
|  | •<br>•<br>•   | All                 |            |



## Appendix 2: Minutes Template



| <b>[Name] Advisory Committee Minutes</b>  |  |                    |           |
|---|--|--------------------|-----------|
| 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 >   |  |                    |           |
| <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> |  |                    |           |
| No.   | Item   | Responsible Person | Timeframe |
| 1.  | Present  |                    |           |
|   |  |                    |           |
| 2.  | Apologies  |                    |           |
|   |  |                    |           |
| 3.  | Interest Disclosures   |                    |           |
|   | <i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i><br>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:<br><br><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm<br><br><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm<br><br><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm |                    |           |





| <b>[Name] Advisory Committee Minutes</b>  |  |                    |           |
|---|--|--------------------|-----------|
| 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 >   |  |                    |           |
| <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> |  |                    |           |
| No.   | Item   | Responsible Person | Timeframe |
| 4.  | <b>Confirmation of Minutes</b>   |                    |           |
|   | <i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee 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><br><br>1. Item Heading<br>Action(s): <ul style="list-style-type: none"><li>•</li></ul> 2. Item Heading<br>Action(s): <ul style="list-style-type: none"><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><br><br>1. Item Heading<br>Action(s): <ul style="list-style-type: none"><li>•</li></ul> 2. Item Heading<br>Action(s): <ul style="list-style-type: none"><li>•</li></ul> |                    |           |



| <b>[Name] Advisory Committee Minutes</b><br><br>Meeting Day, XX Month Year<br>Time Commenced: 00:00am/pm   Finish Time: 00:00am/pm<br>Location: (include specific meeting room and address)<br><br>Meeting Chair: < Name >                      |  |                    |           |
|---|--|--------------------|-----------|
| <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> |  |                    |           |
| No.   | Item   | Responsible Person | Timeframe |
|   | 3. Item Heading<br>Action(s):<br><ul style="list-style-type: none"> <li></li> </ul>  |                    |           |
| 7.  | <b>General Business</b><br><br><i>List the item and action agreed and assign any follow up actions and expected timeframes</i><br>1. Item Heading<br>Action(s):<br><ul style="list-style-type: none"> <li></li> </ul><br>2. Item Heading<br>Action(s):<br><ul style="list-style-type: none"> <li></li> </ul> |                    |           |
| <b>Next Meeting:</b> <Provide details of the next meeting date, time and location>.   |  |                    |           |

**Agenda Item: 15.2**

**Agenda Item: Draft Path Asset Management Plan for Public Exhibition**

**Sponsor: General Manager, Infrastructure and Recreation**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Howe

**That Council:**

- 1. Endorses the public exhibition of the draft Path Asset Management Plan 2018 for a period of not less than 4 weeks; and**
- 2. Receive a report by November 2018 that presents the Path Asset Management Plan 2018 for adoption after it is amended with due consideration of submissions received.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report presents the draft Path Asset Management Plan 2018 (PAMP) and seeks Council's endorsement to proceed with public exhibition.

The draft PAMP was presented to Council for information and feedback on 23 April 2018 and no feedback was received.

It is proposed to proceed with public exhibition of the PAMP, with a 4 week public exhibition period commencing on 13 August 2018.

The public exhibition period will be advertised in the Latrobe City Notice Board in the Latrobe Valley Express which will outline the public exhibition period, where the draft PAMP can be accessed and inviting relevant formal written submissions.

The draft PAMP will be made available during the public exhibition period in electronic format on the Latrobe City webpage and as a hard copy available at the Morwell, Traralgon, Moe and Churchill Latrobe City Service Centres.

The draft PAMP will be reviewed and amended as appropriate after due consideration of relevant submissions and a report brought to Council by November 2018 requesting that Council adopt the reviewed PAMP.

With a current replacement cost of \$122 million, the path asset category is approximately 9% of Council's overall infrastructure asset value.

### 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*.

### Background:

Council is the custodian of infrastructure assets that underpin services to the community. Council adopted an Asset Management Strategy in 2015 that outlined the first tier Asset Management Plans to be developed between 2014 and 2018.

Path assets have historically been managed in association with the Road Management Plan that outlines inspection of a range of treatments aimed primarily with the risk management associated with defects that pose a tripping hazard.

To date the age profile of the path assets have not required renewal of complete path segments between road intersections for example, although some street wide renewal has occurred associated with the road rehabilitation program.

The draft PAMP follows the format developed by the Institute of Public Works Engineers Australasia.

The key sections of the plan are:

1. Information and data
2. Levels of Service
3. Lifecycle Management Plan
4. Future Demand
5. Financial Summary
6. Plan Improvement and Monitoring

The plan determines the cost of providing the path service and informs the long-term financial plan of the financial commitment required to fund this service.

As shown in Table 1, the value of the path assets is approximately 9% of Council's overall infrastructure asset value.

Table 1: Latrobe City Infrastructure Asset Class Summary:

| Infrastructure Asset Class | Current Replacement Cost **<br>\$000's | %   | Revised Timetable for Adoption | Completed | Required Annual Funding *<br>\$000's |
|----------------------------|--|-----|--------------------------------|-----------|--------------------------------------|
| Drainage                   | 214,472                                | 16% | Adopted 2016                   | ✓         | 3,752                                |
| Roads                      | 674,732                                | 50% | Adopted                        | ✓         | 11,915                               |



|                          |   |            | 2017         |                   |               |
|--------------------------|---|------------|--------------|-------------------|---------------|
| Carparks                 | 11,736  | 1%         | Adopted 2018 | ✓                 | 433           |
| Bridges & Major Culverts | 51,283  | 4%         | Adopted 2018 | ✓                 | 515           |
| Buildings                | 275,271   | 20%        | Adopted 2018 | ✓                 | 8,479         |
| Footpaths                | 122,426   | 9%         | Oct 2018     | Public Exhibition | 2,819 #       |
| Other Assets             | Recreation (Ovals, Hard Courts, Pools), Street & Reserve Lighting, Reserve & Street Furniture, Reserve & Street Lighting, Signs, Airport Assets, Waste & Landfill, Retaining Walls, Fences, Dams,<br>Play Grounds, Street Trees, Land & Property. |            |              |                   |               |
| <b>Total Assets</b>      | <b>1,349,920</b>  | <b>100</b> |              |                   | <b>25,094</b> |

\* Operations, Maintenance, Renewal and Disposal funding (Average for first five years of each AM Plan).

\*\* Brownfield costs

# Elevated in the first 5 years due to inclusion of Traralgon-Morwell Shared path costs of \$5.6M (i.e. average of \$1.1M p.a. over the first 5 year period)

The asset management plans for the “Other Assets” in Table 2 are yet to be developed. That is to say we know that we have these assets but a plan has not been developed. A specific plan is not required for all of these categories/classes and some may be combined into a single or an existing Asset Management Plan at a later date.

The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operations, maintenance, renewal and upgrade of existing assets over the 10-year planning period is:

- \$12,770,000 or \$1,277,000 on average per year.

Estimated available expenditure for this period is:

- \$11,538,000 or \$1,153,800 on average per year.

This is a funding shortfall of:

- \$123,000 on average per year

The current expenditure based on current practices is as follows.

- Renewal is currently approximately \$1,000,000 per year, on a like for like replacement of existing paths to their current standard, which is gravel paths are renewed with a gravel surfaced path etc.
- Operation and Maintenance is approximately \$150,000 per year (including the grinding program and depot reactive maintenance). An additional \$30,000 per annum has been included in the PAMP for the additional maintenance requirements for the Traralgon – Morwell shared path.

- New and upgraded path programs are approximately \$450,000 per year. There is no obligation to provide any new paths but this is guided by the historic Missing Links program and the Implementation Plan for the Tracks, Trails and Pathways Strategy.

The path network is primarily comprised of the asset hierarchies and surface types shown in Table 2.

Table 2: Footpath network category and length breakdown

| Hierarchy            | Length   |
|----------------------|----------|
| High Use Paths       | 61.0 km  |
| Medium use Paths     | 56.2 km  |
| Low use Paths        | 66.8 km  |
| Total                | 784.0 km |
|                      |          |
| Type                 | Length   |
| Concrete             | 722.2 km |
| Brick Paver          | 11.8 km  |
| Asphalt              | 2.0 km   |
| Bitumen (Spray Seal) | 4.4 km   |
| Total                | 784.0 km |

The draft PAMP was presented Council for information and feedback on 23 April 2018. No feedback has been received and it is now proposed to present the draft plan to the community and to seek comments through written submissions prior to final review and presentation of the PAMP to Council for adoption.

Council currently provides approximately \$450,000 annually for new paths. It has recently received one-off funding from the Latrobe Health Assembly to construct paths near the Latrobe Valley Hospital. It is also anticipated that Council will receive additional funding from the LVA in 2018/19 for its Tracks Trails and Paths program.

### **Reasons for Proposed Resolution:**

Asset Management Plans document the philosophy by which Council will maintain asset groups and it is appropriate the public is informed and have the opportunity to provide feedback.

The resolution therefore seeks endorsement for public exhibition of the draft PAMP and to invite community members to present formal written submissions so the draft plan may be reviewed after due consideration of submissions received.

The resolution includes that another report is brought back to Council to formally adopt the PAMP after it has been amended with due consideration of public submissions received.

**Issues:**

*Strategy Implications*

The proposal to develop a Path Asset Management Plan and to exhibit to the public seeking community feedback is consistent with the adopted Asset Management Strategy 2014-2018.

*Communication*

Communication will be via the Latrobe City Council Noticeboard in the Latrobe Valley Express which will outline the nature of the public exhibition and invite written submissions.

*Financial Implications*

The PAMP outlines the financial commitment for the provision of the path service in its current form. There are no changes proposed to the service levels nor a change to the level of provision of new and upgraded footpaths, and so there are no financial implications of this proposed resolution.

Adding paths or upgrading of existing paths will have additional financial implications to the Capital Works and the Operational (Maintenance) budgets.

*Risk Analysis*

Public exhibition of the draft Path Asset Management Plan is of low risk as it provides the community with key information and the opportunity for the community to present comment formally which can be considered before the finalisation of the draft document.

The public exhibition and community comment process allows interested community members' comments and concerns to be considered, and should enhance the alignment of the plan with community interests.

*Legal and Compliance*

There are no legal implications of this proposal.

*Community Implications*

The development and adoption of asset management plans provides for clear transparent presentation of the cost and implications of the various asset portfolios managed by Council.

*Environmental Implications*

There are no environmental implications of this proposal.

*Consultation*

Public consultation is to commence following adoption of this report's recommendation that will include an invitation to make relevant formal written submissions.

The opportunity will be made available for community members to have one on one discussion with relevant Council Officers to assist individuals to understand the plan before making a formal written submission. Individuals may also apply to present to Council in support of a written submission at a future Council Meeting that considers the adoption of the Carpark Asset Management Plan.

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#). Path Asset Management Plan 2018



## **Draft Path Asset Management Plan for Public Exhibition**

|          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Path Asset Management Plan 2018.....</b> | <b>223</b> |
|----------|---|------------|

# Path Asset Management Plan 2018



Draft for Public Exhibition



Draft March 2018

VI.3



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## TABLE OF CONTENTS

### Contents

|      |   |    |
|------|---|----|
| 1    | EXECUTIVE SUMMARY .....   | 5  |
| 1.1  | Context .....   | 5  |
| 1.2  | Purpose of the Plan.....  | 5  |
| 1.3  | Asset Description .....   | 5  |
| 1.4  | The Path Assets Service .....   | 7  |
| 1.5  | Future Demand.....  | 8  |
| 1.6  | Demand Management .....   | 9  |
| 1.7  | What does it Cost?.....   | 9  |
| 1.8  | What we will do.....  | 10 |
| 1.9  | What we cannot do .....   | 11 |
| 1.10 | Managing the Risks .....  | 11 |
| 1.11 | Confidence Levels .....   | 12 |
| 1.12 | The Next Steps.....   | 12 |
| 2    | INTRODUCTION.....   | 13 |
| 2.1  | Background.....   | 13 |
| 2.2  | The purpose of the PAMP .....   | 14 |
| 2.3  | The relationship of the PAMP with the Road Management Plan.....                         | 14 |
| 2.4  | PAMP Stakeholders .....   | 15 |
| 2.5  | Goals and Objectives of Asset Management.....   | 18 |
| 2.6  | Plan Framework.....   | 19 |
| 2.7  | Core and Advanced Asset Management .....  | 19 |
| 2.8  | Community Consultation .....  | 19 |
| 3    | LEVELS OF SERVICE .....   | 20 |
| 3.1  | Customer Research and Expectations .....  | 20 |
| 3.2  | Strategic and Corporate Goals .....   | 21 |
| 3.3  | Legislative Requirements.....   | 22 |
| 3.4  | Service Provision .....   | 23 |
| 3.5  | Levels of service .....   | 24 |
| 3.6  | Technical Levels of Service.....  | 26 |
| 3.7  | Renewal Works.....  | 30 |
| 3.8  | The provision of New and upgraded Assets.....   | 30 |
| 3.9  | Construction Standards for Reconstructed (Asset Renewal), Upgraded and New Assets. .... | 30 |
| 4    | FUTURE DEMAND .....   | 31 |
| 4.1  | Demand Drivers .....  | 31 |
| 4.2  | Short-term consideration (0-5 Years) .....  | 32 |
| 4.3  | Medium- to long term consideration (>10 Years).....                                     | 32 |
| 4.4  | Long-term consideration (> 20 Years) .....  | 32 |
| 4.5  | Method of ongoing utilisation monitoring. ....  | 32 |
| 4.6  | Changes that Impact Service Demand (i.e. the types of paths required) .....             | 32 |
| 4.7  | Demand Management Plan .....  | 33 |
| 4.8  | Coordinating New Path Infrastructure Provision.....                                     | 33 |
| 4.9  | Asset Programs To Meet Demand .....   | 33 |
| 5    | LIFECYCLE MANAGEMENT PLAN.....  | 35 |
| 5.1  | Background Data.....  | 35 |
| 5.2  | Physical parameters .....   | 35 |
| 5.3  | Asset capacity and performance .....  | 37 |
| 5.4  | Asset condition .....   | 37 |
| 5.5  | Asset valuations.....   | 38 |





|   |            |  |     |
|---|------------|--|-----|
|   | 5.6        | Historical Data .....  | 40  |
|   | 5.7        | Infrastructure Risk Management Plan.....                               | 40  |
|   | 5.8        | Insurance .....  | 41  |
|   | 5.9        | Routine Operations and Maintenance Plan.....                           | 41  |
|   | 5.10       | Asset Hierarchy.....   | 43  |
|   | 5.11       | Renewal/Replacement Plan.....  | 45  |
|   | 5.12       | Renewal and Replacement Strategies .....                               | 45  |
|   | 5.13       | Path Renewal Treatments .....  | 46  |
|   | 5.14       | Summary of future renewal and replacement expenditure.....             | 47  |
|   | 5.15       | Capital Investment Strategies .....                                    | 47  |
|   | 5.16       | Summary of future upgrade/new assets expenditure .....                 | 48  |
|   | 5.17       | Disposal Plan .....  | 48  |
| 6 |            | FINANCIAL SUMMARY .....  | 49  |
|   | 6.1        | Financial Statements and Projections .....                             | 49  |
|   | 6.2        | Sustainability of service delivery.....                                | 50  |
|   | 6.3        | Projected expenditures for long term financial plan .....              | 53  |
|   | 6.4        | Funding Strategy .....   | 54  |
|   | 6.5        | Valuation Forecasts .....  | 55  |
|   | 6.6        | Key Assumptions made in Financial Forecasts .....                      | 57  |
|   | 6.7        | Forecast Reliability and Confidence.....                               | 58  |
| 7 |            | PLAN IMPROVEMENT AND MONITORING .....                                  | 60  |
|   | 7.1        | Status of Asset Management Practices .....                             | 60  |
|   | 7.2        | Accounting and financial systems .....                                 | 60  |
|   | 7.3        | Asset Management System .....  | 60  |
|   | 7.4        | Geographic Information System (GIS) .....                              | 60  |
|   | 7.5        | Monitoring and Review Procedures.....                                  | 61  |
|   | 7.6        | Performance Measures .....   | 61  |
| 8 |            | REFERENCES.....  | 62  |
| 9 |            | APPENDICES.....  | 63  |
|   | Appendix A | - Proposed Renewal/Maintenance Response Service Level Agreement .....  | 64  |
|   | Appendix B | - Projected 10 year Capital Renewal and Replacement Works Program..... | 74  |
|   | Appendix C | - Projected Upgrade/New Expenditure 10 year Capital Works Program..... | 75  |
|   | Appendix D | - Budgeted Expenditures.....   | 78  |
|   | Appendix E | - Abbreviations.....   | 79  |
|   | Appendix F | - Glossary .....   | 80  |
|   | Appendix G | - PATH Network Plans.....  | 90  |
|   | Appendix H | - PAMP Improvement Plan.....   | 112 |



## I EXECUTIVE SUMMARY

### I.1 Context

Latrobe City is one of Victoria's four major regional cities with a population of over 75,000 residents located approximately 150 km east of Melbourne.

Latrobe City is made up of four central townships: Churchill, Moe-Newborough, Morwell and Traralgon and the smaller rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon-South, Yallourn North and Yinnar. Council's path assets underpin the community's ability to gain pedestrian access properties and to move around Latrobe City.

The Latrobe City path network seeks to provide a safe environment where community members can gain pedestrian access (including the use of mobility devices), bicycle access or enjoy recreational exercise through walking and/or cycling.

The service provides for:

- Access to activity centres and community precincts
- Access within activity centres and community precincts
- Linkage with public transport
- Access within and between local neighbourhoods
- Recreational walking/cycling within towns and, to a limited extent;
- Recreational walking/cycling between townships.

Where there are no footpaths or shared paths this service is provided upon road shoulder or along the roadside verges.

Council receives numerous requests to extend the path networks or to provide differently surfaced paths, whether they be for walking, cycling, or a shared path use.

For the purposes of this plan the term Path is used to designate all paths, and includes footpaths, shared paths and cycle paths both hard surfaced and gravel. Tracks which are a lower standard path that service bushland reserves and on road cycle lanes are not included as part of this asset management plan.

### I.2 Purpose of the Plan

The purpose of this Path Asset Management Plan (PAMP) is to assist with decision-making related to Council's existing path infrastructure, to present asset information, and to predict the financial requirements for the long-term provision of the path assets.

The plan presents Council's strategic approach based on balancing the community's desired service levels with Council's ability to provide the service. Council defines standards and service levels to be delivered in accordance with user needs, regulations, industry practice and legislative codes of practice.

### I.3 Asset Description

The Latrobe City path network comprises constructed paths be they gravel or a hard surfaced such as asphalt, concrete, clay or brick pavers. The network seeks to provide a safe environment where community members can walk or bicycle for utilitarian purposes or recreationally.



Assets considered in the preparation of this PAMP include:

- Footpaths
- Pram Crossings
- Bicycle paths; and
- Shared Paths (both pedestrians and bicyclists)

The assets components considered in this PAMP, include path surfaces and the associated path formation for all the constructed sealed and unsealed paths for which Council is responsible.

Although Council is not responsible for the management of Declared Main Roads such as Princes Highway the paths within these road reserves are Council's responsibility. This plan does not include formed or informal paths and tracks developed by others.

Pedestrian bridges or boardwalks that form part of the path network have been included in the Bridges and Major Culverts Asset management Plan.

The Latrobe City Council path network is primarily comprised assets of the following hierarchies:

- High Use Paths 61.0 km
- Medium use Paths 56.2 km
- Low use Paths 66.8 km
- All Paths 784.0 km

The path network is comprised assets with the following surface-types:

- Concrete 722.2 km
- Brick Paver 11.8 km
- Asphalt 2.0 km
- Bitumen (Spray Seal) 4.4 km
- Gravel 43.6 km
- All Paths 784.0 km

*Table 1.3.1 - Path Network presenting path type and principle adjacent land use*

| Network<br>Hierarchy/Surface-type<br>&<br>Adjacent land-Use | Commercial | Community | Education | Industrial | Open Space | Peri-Urban | Recreation | Residential | Rural Living | Total (km) |
|---|------------|-----------|-----------|------------|------------|------------|------------|-------------|--------------|------------|
| High Use / Sealed   | 26.0       | 0.1       | 0.7       | 0.2        | 0.1        | 1.9        | 1.2        | 29.1        | 0.0          | 59.2       |
| Medium Use/ Sealed  | 11.7       | 0.4       | 0.8       | 0.0        | 10.0       | 2.7        | 0.6        | 27.3        | 0.0          | 53.5       |
| Low Use / Sealed  | 29.7       | 2.2       | 0.9       | 7.1        | 6.5        | 8.6        | 2.2        | 569.8       | 0.8          | 627.7      |
| High Use / Unsealed   | 0.0        | 0.0       | 0.0       | 0.0        | 1.7        | 0.0        | 0.0        | 0.1         | 0.0          | 1.8        |
| Medium Use / Unsealed                                       | 0.0        | 0.0       | 0.0       | 0.0        | 2.8        | 0.0        | 0.0        | 0.0         | 0.0          | 2.8        |
| Low Use / Unsealed  | 0.0        | 0.5       | 1.2       | 0.0        | 7.0        | 8.9        | 0.9        | 19.4        | 1.2          | 39.1       |
| Total (km)  | 67.3       | 3.2       | 3.5       | 7.3        | 28.0       | 22.1       | 4.9        | 645.7       | 2.0          | 784.0      |



Assets considered in the preparation of the PAMP include:

- Central Business District paths that extend from shop front to back of kerb.
- Residential footpaths.
- Off-road shared pathways.
- Paths through reserves.
- Paths at Council properties such as recreation reserves and pre-schools.
- Rural shared paths.

Assets not considered in the preparation of the PAMP include:

- Minor unformed tracks within bushland reserves.
- The Grand Strzelecki Track.
- Gippsland Regional Rail Trail.
- Grand Ridge Rail Trail.
- TRU Energy Conservation Reserve Track (Latrobe Road).

The excluded tracks trails and paths are either unimproved, of a very minor nature or not the responsibility of Latrobe City.

#### 1.4 The Path Assets Service

The path network serves to provide a non-vehicular (pedestrian, bicyclists, and as much as is practical with the financial limitations, people in mobility devices) transport service to enable access to properties and to provide access within Council owned or managed properties and reserves.

The PAMP levels of service give due regard to the strategic goals and objectives in the Council Plan and current understanding of the community's desired service levels. Future iterations of this Plan will be tested and amended in line with actual community service levels.

It is always a challenge to strike a balance between the needs and desires of the community and what can realistically be achieved with the financial and resource limits. Council however, has been providing a path network for many years and officers have developed current service provision levels over time to best match the perceived community desires constrained by resources.

There are two key service attributes:

**'Service Provision'** – being the extent, location and type of paths that are provided. There is no general standard that specifies the provisioning of paths, each Council determines its level of provisioning based on criteria such as the perceived demand. Guidelines exist for new residential and commercial development which set the standard for contemporary provisioning applicable for new development. As such the level of service provision for paths is markedly different depending upon the era in which the residential or commercial development was undertaken.

- A significant amount of early development within Latrobe City was undertaken on behalf of the State Electricity Commission and the coverage of residential footpaths was comprehensive, usually with 1.2 metre wide paths on both sides of streets, either without pram ramps or ramps that generally do not meet current standards.
- Private development commencing in the 1960's and picking up momentum in the 1980's was typified by a more minimal approach to the provision of residential footpaths with 1.2 metre wide paths often located one side of the street only and no paths in residential courts.





- These practices continued until the implementation of Rescode in the early 2000's when a higher level of residential footpath provisioning was adopted. Rescode was supplemented with Council's own Latrobe City Design Guidelines that defined the current default width of 1.5m and better matched the Disability Discrimination Act 1994 with respect to the provision of pram ramps.

The level of infrastructure provisioning provided at time of development among other features is reflected in property values within each development. It may be considered that the first property owners in developments have in effect, paid for the level of infrastructure provisioning that they enjoy and value continues to be reflected in the subsequent sale price and the rateable value of those properties.

Community members generally link the provisioning of infrastructure in the vicinity of their property to the payment of rates and not to the provision level by the original developer of their properties. This is understandable, and often leads to residents questioning why their properties are not provided with footpaths.

**“Condition level of service”** – The physical condition to which the assets will be maintained and the condition that assets are renewed is a measure of the service provided.. This service attribute is defined in *community* (Community Levels of Service) terms and *technical* (Technical Levels of service) terms.

- Physical condition criteria are generally specified to manage risk or to provide for specific function, however feedback from the community has brought forward the concept of “cosmetic condition” as a consideration for determining the level of service.
- Although not endorsed in the AM Plan, Council could consider a “cosmetic intervention level”. This is currently handled with discretionary funding such as streetscape renewal projects. The Moe Activity Centre Plan (MACP) for example proposes to renew the footpaths in much of the Moe town centre, this is not because they are not providing safe and convenient access to the adjacent properties but because they look dated and to some unappealing and do not present the township amenity in a favourable light.
- Similarly, replacing a path bay or adjacent bays because they have displaced more than the condition based intervention level can also present an unappealing appearance due marked difference in appearance between the new and older elements. The AM Plan does not propose the replacing larger sections of paths to create a homogeneous appearance.

The Road Management Act 2004 obliges Councils in Victoria to document the basic technical service levels that Council will apply for roads and paths. These are risk focused and are contained in Council's Road Management Plan. The Road Management Plan (RMP) is adopted by Council and made publicly available. Its technical service levels forms part of the levels of service of this presented in section 3 of this PAMP.

### 1.5 Future Demand

The Australian Bureau of Statistics indicates that by 2030 Latrobe City's population will be more than 84,000.

The majority of this growth is currently within the Traralgon area and projected for the Lake Narracan area north of Moe. Most new assets will be developer provided, although some concurrent upgrade will be required as part of Council's obligation under Development Contribution Plans.

Areas of the network of specific interest for the foreseeable future include:

- Renewal of the Moe town centre paved footpaths as part of the Moe Activity Centre Plan, in part driven by their cosmetic appearance.
- Development of Streetscape guidelines to help develop pleasant, cohesive, and manageable streetscapes for at least the smaller townships.



### 1.6 Demand Management

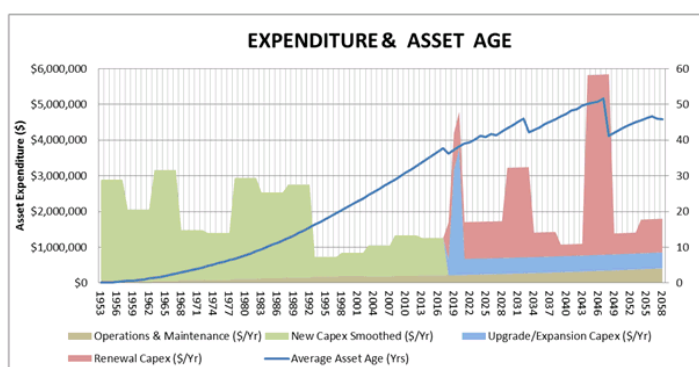
The future growth areas and the areas of specific interest are:

- The increasing aged demographic – may increase the number of people who walk for recreation, or for utilitarian purposes (i.e. shopping)
- The reduction in the number of children walking or cycling to school etc.
- Potential for increasing the support for bicycling as an alternative transport to driving.

### 1.7 What does it Cost?

The Council path network is a considerable investment that has been built-up over many years and presents a significant commitment to fund its upkeep and eventual renewal as these assets reach the end of their useful lives. The history of investment and the forward expenditure is presented in Figure 1.7.1

Figure 1.7.1 - Projected Operating and capital Costs of the Path Service



The assets that make up the path network have a 'Greenfields' replacement value of **\$114,166,155**, which consists of the following breakdown of the value as shown in Table 1.7.1. These infrastructure assets have a 'Brownfields' replacement value of **\$122,426,768**.

The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) are presented in Table 2.2.

Table 1.7.1 – What does The Path Service Cost?

|  |                 |
|--|-----------------|
| <b>Latrobe Paths:</b>  |                 |
| <b>What does it cost?</b>  | <b>\$000's</b>  |
| 10 year total cost [10 yr Ops, Maint, Renewal & Upgrade] -> Proj Exp           | <b>\$12,770</b> |
| 10 year average annual cost  | <b>\$1,277</b>  |
| 10 year total LTFP budget [10 yr Ops, Maint, Renewal & Upgrade -> LTFP Budget] | <b>\$11,538</b> |
| 10 year average annual LTFP budget   | <b>\$1,154</b>  |
| 10 year AM financial indicator   | <b>90%</b>      |
| 10 year average annual funding shortfall (-ve shortfall, +ve Surplus)          | <b>-\$123</b>   |

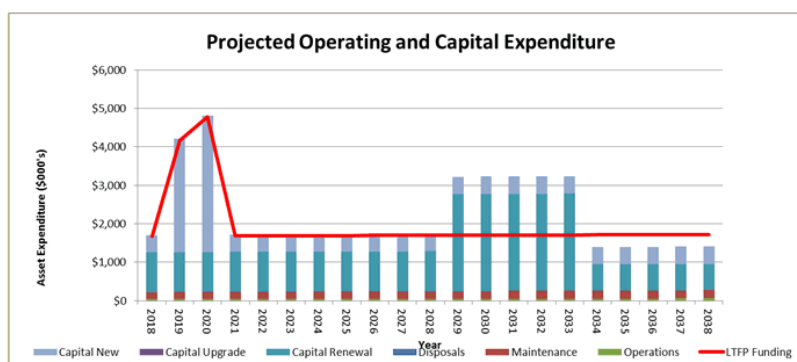


The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operations, maintenance, renewal and upgrade of existing assets over the 10-year planning period is **\$12,770,000** or **\$1,277,000** on average per year.

Estimated available funding for this period is **\$11,538,000** or **\$1,153,800** on average per year which is **90%** of the cost to provide the service.

This is a funding shortfall of **\$123,000** on average per year. Projected expenditure required to provide services in the AM Plan compared with planned expenditure currently included in the Long Term Financial Plan are shown below in Figure 1.7.2. The spike in 2019 and 2020 represents the new Traralgon to Morwell Shared Path.

Figure 1.7.2- Projected Operating and capital Costs of the Path Service



### 1.8 What we will do

We plan to:

- Fund operational and maintenance cost for the existing path network to meet the provision and condition service levels set in this AM Plan, and consistent with the Latrobe City Road Management Plan intervention and response levels.
- Undertake major rehabilitation of the High and Medium use footpath network as they reach condition 5.
- Renew or rehabilitate 75% of the low usage footpaths as they reach condition 5 and the remaining 25% to be renewed at Condition 6.
- Fund a \$450,000 per annum program of new paths to link the existing footpath network and to provide paths in linear reserve over the 10 year planning period.



### 1.9 What we cannot do

We do **not** have enough funding to provide all service provisioning at the desired service levels or provide new paths above the already established programs.

Works and services that cannot be provided under present funding levels are:

- The provision of footpaths in front of residential properties that were not provided as part of the development of the property.
- Early renewal of the Moe CBD brick paving before that determined in the AM Plan condition timing.
- Increase the existing network other than the noted annual funding program for new paths (Missing Links Program and the Linear paths Program), or when funded externally such as the Traralgon to Morwell path currently being constructed.

### 1.10 Managing the Risks

As with all Council services there are risks associated with providing the service.

We have identified major risks as:

- The use of first generation asset degradation curves which potentially may lead to lower confidence in decision-making and 'looseness' in the funding calculation for maintenance and renewals;
- The distributed nature of responsibility for path asset maintenance and rehabilitation.
- An ageing footpath network which will require an eventual transition renewal and rehabilitation undertaken as individual bay replacement to the replacement entire path sections.
- Accidents and injuries resulting in insurance claims.

We will manage these risks within available funding by:

- Conducting regular condition audits and site inspections to determine the remaining useful life of assets and maintenance requirements.
- Continued effort to rationalise collected data and improved processes to ensure data completeness and accuracy;
- Improved training and education of staff to increase awareness and adherence with associated standards,
- Request funding for renewal and rehabilitation as required and to monitor trends of maintenance requirements and techniques.
- Continue to undertake planned maintenance and rehabilitation (step grinding and bay replacement) for displacement and cracking to extend useful life.
- Maintain quick response to reported defects that are over the intervention levels listed in the Road Management Plan.
- Continue to renew through bay replacement rather than street block length renewal.





#### 1.11 Confidence Levels

This PAMP is based on a **HIGH** level of confidence in the data due to the historic need to manage risk. The data has been developed incrementally over some 25 years, and the current data set has been created from a variety of sources generally with a **HIGH** degree of accuracy. The data has been tested and has been provide a proven to **HIGH** level of completeness and accuracy.

There is confidence in the calculation of the financial information is also **HIGH**; the results are based on asset quantities with **HIGH** confidence and asset age with **MEDIUM** confidence. This plan has incorporated asset condition as assessed by independent third party provider who is an expert in this field. The condition has been used to determine remaining useful life, providing a high level of confidence in the financial predictions.

#### 1.12 The Next Steps

The actions resulting from this asset management plan are:

- Better define the roles and responsibilities for the Path service.
- Support the Service planning being undertaken to better define the Path service.
- Redefine within the asset register the asset segmentation, path hierarchy and create an inventory for the missing elements of the footpath network to provide for future service planning.
- Implement the PAMP improvement plan as time and resources allow.



## 2 INTRODUCTION

### 2.1 Background

This asset management plan (AM Plan) documents the responsible management of the assets (and services provided from the path assets), document how Council will comply with regulatory requirements, and to predict funding needed to provide the required levels of service over a 20 year planning period.

The asset management plan (AM Plan) follows the format for AM Plans recommended in Section 4.2.6 of the International Infrastructure Management Manual (IIMM) and is to be read with Council's Asset Management Policy, Asset Management Strategy, and the following associated planning documents:

- Council Plan 2017-21
- Latrobe City – Tracks Trails and Pathways Strategy 2015
- Latrobe City's Road Management Plan 2017
- Latrobe City's Road Asset Management Plan

The infrastructure assets covered by this AM Plan are shown in Table 2.1.1. These assets are used to provide local non-vehicular access and active recreational walking and cycling opportunities for the community.

Table 2.1.1- Assets covered by this AM Plan

| Asset category            |                | Length (Km)  | Surface Area (000's m2) | Replacement Value "Brownfield's" |
|---------------------------|----------------|--------------|-------------------------|----------------------------------|
| High Usage                | Concrete paths | 55.2         | 112,276                 | \$11,494,024                     |
|                           | Asphalt paths  | 0.9          | 2,752                   | \$281,738                        |
|                           | Bitumen Paths  | 0.0          | 0                       | \$0                              |
|                           | Paved paths    | 3.1          | 11,944                  | \$1,222,750                      |
|                           | Gravel Paths   | 1.8          | 5,382                   | \$32,490                         |
| <b>High Usage Paths</b>   |                | <b>61.0</b>  | <b>132,355</b>          | <b>\$13,031,002</b>              |
| Medium Usage              | Concrete paths | 47.3         | 83,329                  | \$8,530,638                      |
|                           | Asphalt paths  | 5.9          | 12,460                  | \$1,275,537                      |
|                           | Bitumen paths  | 0.0          | 0                       | \$0                              |
|                           | Paved paths    | 0.3          | 1,072                   | \$109,770                        |
|                           | Gravel Paths   | 2.8          | 8,250                   | \$49,809                         |
| <b>Medium Usage Paths</b> |                | <b>56.2</b>  | <b>105,111</b>          | <b>\$9,965,754</b>               |
| Low usage                 | Concrete paths | 619.7        | 950,739                 | \$97,329,727                     |
|                           | Asphalt paths  | 5.0          | 10,488                  | \$1,073,738                      |
|                           | Bitumen Paths  | 2.0          | 3,540                   | \$362,413                        |
|                           | Paved paths    | 1.0          | 1,734                   | \$177,555                        |
|                           | Gravel paths   | 39.1         | 80,609                  | \$486,579                        |
| <b>Low Usage</b>          |                | <b>666.8</b> | <b>1,047,111</b>        | <b>\$99,430,012</b>              |
| <b>TOTAL PATH NETWORK</b> |                | <b>784.0</b> | <b>1,284,577</b>        | <b>\$122,426,768</b>             |

Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.2.



Table 2.1.2 - Key Stakeholders in the AM Plan

| Key Stakeholder                    | Role in Asset Management Plan   |
|------------------------------------|---|
| Councillors                        | <ul style="list-style-type: none"><li>• Articulating community needs, sound management and allocation of resources.</li><li>• Good governance.</li><li>• Consideration and adoption of Service levels.</li></ul>  |
| Council Staff / Contractors        | <ul style="list-style-type: none"><li>• Strategic planning and asset management.</li><li>• Management and delivery of capital and maintenance works.</li><li>• Provision of a safe footpath environment.</li><li>• Responses to Community requests.</li></ul> |
| Community Residents and businesses | <ul style="list-style-type: none"><li>• Customers of the service.</li><li>• Community requests and feedback.</li><li>• Response to Community Satisfaction Survey.</li></ul>   |

## 2.2 The purpose of the PAMP

The fundamental purpose of an asset management plan is to document Council's long-term strategic management of paths in the context of:

- Council's available financial and human resources;
- The community's desired levels of service in accordance with Council's key strategic documents, such that legislative requirements are met.

The PAMP achieves this by defining the standards, provision and condition service levels and programs which Council will develop and deliver. The standards and service levels have been set in accordance with user needs, regulations, industry practice and legislative codes of practice.

## 2.3 The relationship of the PAMP with the Road Management Plan

The Road Management Act provides a legal framework for the management of the public road network inclusive of paths. The Road Management Act imposes specific statutory duties on road authorities to document how they will inspect, repair and maintain to a reasonable standard based on its ability to fund that standard, those roads and footpaths that form part of the public road network. It further obliges Council to document and make public its approach to managing its responsibilities under the Act in a Road Management Plan (RMP).

There is at times a confusion of purpose between an AM Plan and the RMP. The RMP however, speaks only to the risk management aspects of being a Road Authority under the Road Management Act 2004. The PAMP, among other things is focused on good overall strategic management in terms of providing a road and path network, such as future demand, planning, community levels of service and so on.

The provisions of this PAMP apply to those paths available to the public on roads and through reserves and Council properties.



This PAMP does not include hard stand areas that form part of the building surrounds that are maintained as part of the property. The principles of maintenance and risk management are applied through the aspect of being a property owner and less through the regime applied by this plan.

This version of the PAMP has changed a historical position that the homeowner is responsible for a footpath that crosses their driveway. Council has historically obliged the property owner to be responsible for the portion of their driveway that forms part of the continuation of a path.

Although the principle is sound: that being that the property owner has constructed the driveway through the path and is now driving their car across on what is or was a path, and that the damage arising is due to this use, and that therefore they are responsible for maintenance for the length of the driveway from the road edge to the property line. In practice however, the public does not make the distinction between the path through the driveway (historically under the property owner's care and control) separate from the adjacent path. Council officers have had considerable difficulty getting property owners to maintain and repair the portion of their driveway where the path is to what is considered a safe level. The cost to include this portion is minor and severe damage from vehicles can still be charged as damage to the path if necessary.

This change obliges Council to accept responsibility to repair hazards that may cause trips and slips within the driveway. A person constructing a driveway may need to reconstruct the path to accept the additional loads but this is already a standard driveway permit condition. New paths in developments already meet residential driveway design specifications.

#### 2.4 PAMP Stakeholders

Council recognises external and internal stakeholders' needs vary depending on whether these stakeholders are the business community, residents, or visitors.

Key external stakeholders are shown in **Error! Reference source not found.**

Table 2.4.1: External Key Stakeholders

| External Key Stakeholder                    |
|---|
| Community and general users                 |
| Local Businesses                            |
| Tourists and visitors – as occasional users |
| Management Committees of the Environment    |
| Tourists and visitors – as occasional users |
| VicRoads                                    |
| Developers                                  |
| Council's Insurer                           |
| State and Federal Government                |

Council's organisational structure for service delivery by infrastructure assets is detailed below. The functions that have been identified in the Asset Management Strategy 2014-2018 are not fully reflected in the organisational structure.

The following table represents the Latrobe City Council positions implementing asset management throughout the asset life cycle.





Within Latrobe City there are internal stakeholders that either have responsibility for the delivery of transport assets or deliver services to our community that depend upon transport asset. The core organisation structure of those stakeholders is presented in Figure 2.4.2 with detail of their role outlined in Table 2.4.1. More detailed outline of responsibilities throughout an assets life-cycle is presented in Figure 2.5.4.

Key internal stakeholders and their role in asset management are outlined in Table 2.4.1.

*Table 2.4.1 - Key Internal Stakeholders*

| <i>Internal Key Stakeholder</i>                         | <i>Role in Asset Management Plan</i>  |
|---|---|
| Councillors   | Represent the needs of community/stakeholders, allocate resources to meet the organisation's objectives in providing services while managing risks, ensure organisation is financially sustainable. |
| CEO/General Manager                                     | Overall stewardship and responsibility to provide the support structure and resources to allow adequate management of the road assets.  |
| Manager Infrastructure Development                      | Coordinate the resources to strategically plan, construct new assets, and renewal of existing assets.   |
| Coordinator Infrastructure Planning                     | Coordinate the strategic asset planning.  |
| Coordinator Infrastructure Design                       | To design larger path projects as assigned  |
| Coordinator Civil Works Projects                        | Coordinate the resources to design and deliver the annual rehabilitation and new path construction programs   |
| Team Leader Asset Strategy                              | Coordinate strategic planning activities and maintain road data.  |
| Asset Assessment Officers                               | Data collection, condition reporting and spatial location of assets.  |
| Manager Recreation                                      | Coordinate the resources to identify the need for and to prioritise the paths within recreation reserves and open spaces  |
| Co-ordinator Recreation & Open Space Planning           | To identify the need for and to prioritise the paths within recreation reserves and open spaces   |
| Manager Operations and Waste                            | Coordinate the resources reactive and planned asset maintenance.  |
| Co-ordinator Infrastructure Maintenance                 | Provide support and guidance to reactive and programmed routine maintenance.  |
| Team Leader Sealed Roads and Team Leader Unsealed Roads | Inspect and respond to reactive maintenance requests and undertake routine maintenance.   |
| Infrastructure Maintenance Crews                        | Respond to reactive maintenance requests and undertake routine maintenance.   |
| Council Business Units                                  | Responsible for operational delivery, local laws enforcement and land use / development planning.   |



Figure 2.4.1 - Organisational Structure Chart for Path Service

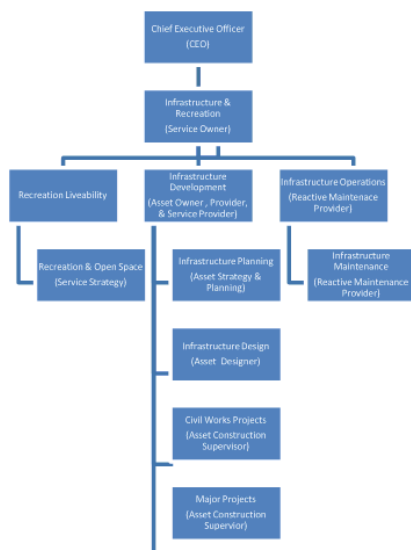
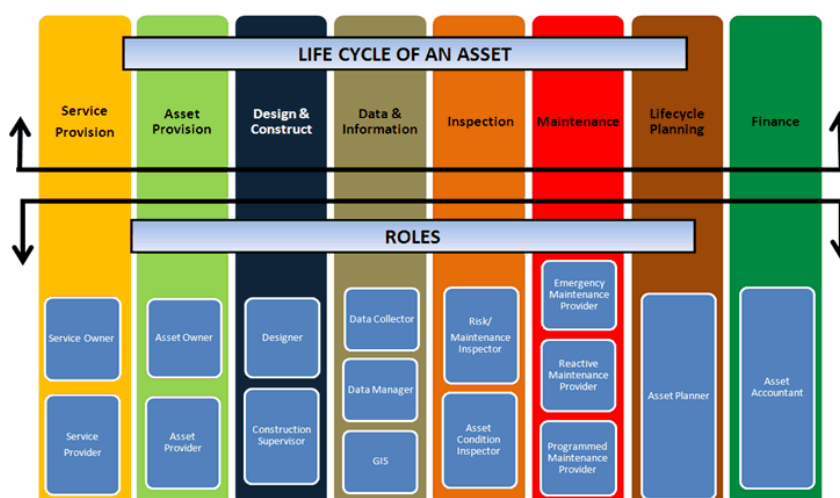


Figure 2.4.2 - Organisational Asset Management Structure/Roles



The principle delivery of transportation infrastructure assets and the service they provide is the responsibility of the "Infrastructure & Recreation" division.



Table 2.4.2- Asset Management Function Responsibilities

| Service & Asset Function  | Department                               | Position   |
|---------------------------|--|--|
| Service Owner             | Infrastructure Development               | GM Infrastructure and Recreation<br>Manager Infrastructure Development                           |
| Service Provider          | Infrastructure Development               | Manager Infrastructure Development   |
| Service Planner           | Infrastructure Development               | Manager Infrastructure Development   |
| Service Planner           | Infrastructure Development<br>Recreation | Manager Infrastructure Development<br>Manager Recreation   |
| Asset Owner               | Infrastructure Development               | Manager Infrastructure Development   |
| Asset Provider            | Infrastructure Development               | Manager Infrastructure Development   |
| Asset Designer            | Infrastructure Development               | Coordinator Infrastructure Design  |
| Construction Supervisor   | Infrastructure Development               | Coordinator Civil Works Projects<br>Civil Engineers<br>Team Leader Development<br>TO Civil Works |
| Data Collector            | Infrastructure Development               | Asset Assessment Officer   |
| Data Manager              | Infrastructure Development               | Team Leader Asset Strategy   |
| GIS Liaison               | Infrastructure Development               | Asset Assessment Officer   |
| Risk Inspector            | Infrastructure Development               | Asset Assessment Officer   |
| Asset Condition Inspector | Infrastructure Development               | Asset Assessment Officer   |
| Emergency Maintenance     | Infrastructure Development               | TO Roads & Drains  |
| Reactive Maintenance      | Infrastructure Operations                | Team Leader Sealed Roads<br>Team Leader Unsealed Roads   |
| Programmed Maintenance    | Infrastructure Development               | TO Civil Works   |
| Asset Planner             | Infrastructure Development               | Coord Infrastructure Planning  |
| Finance Planner           | Finance                                  | Manager Finance  |
| Asset Accountant          | Finance                                  | Accounting Services  |

## 2.5 Goals and Objectives of Asset Management

A key reason that Council exists is to provide services to its community. Most of these services are provided or supported through infrastructure assets. Council has acquired infrastructure assets by 'purchase', through construction by our staff or through contract, and by being gifted assets constructed by developers and others to meet their increased service demand.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost-effective manner for present and future users.



The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment.
- Taking a lifecycle approach to cost-effective management strategies for the long-term that meet the defined level of service,
- Managing risks associated with the service delivery as they relate to the assets,
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed, and
- Continuing improvement in asset management practices.

## 2.6 Plan Framework

Key elements of this plan are:

- **Levels of service** – specifies the services and levels of service to be provided by the organisation,
- **Future demand** and how this will impact on future service delivery, and how this is to be met,
- **Service Provision** Specifying where paths are built, to what standard paths will be built.
- **Condition Level of Service** Specifying to what standard paths will be maintained and renewed.
- **Lifecycle management** that outlines how Council will manage its existing and future assets to provide the defined levels of service,
- **Financial summary** of what funds are required to provide the defined services, and
- Asset Management Improvement Plan (Appendix H).

## 2.7 Core and Advanced Asset Management

This PAMP is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual. It meets legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is essentially where the level of service is based on current service levels and current strategy, and not optimised in consideration of community expectations or Council's ability to fund different service delivery strategies.

Future revisions of the PAMP will move towards 'advanced' asset management using a 'bottom up' approach, gathering asset information for individual assets inclusive of asset condition to support the optimisation of activities and programs to meet agreed service levels in a financially sustainable manner.

To elaborate the 'core' AMP does not attempt to:

- Optimise decision making, or to
- Balance community expectation of service provision and levels of service to Council's ability to fund.

This approach is consistent with recommendation 3.1.1 of the Asset Management Strategy 2014-18 being "Identify and prioritise the Level I Service Plans to support the nominated AMP's".

## 2.8 Community Consultation

Future revisions of the PAMP will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability and willingness to pay for the service.





### 3 LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

The organisation has not carried out any research on customer expectations. This will be investigated/undertaken for future updates of the PAMP. The current levels of service have been informally benchmarked against similar Councils in the area and have been shown to be consistent in all aspects. A review of the footpath defect intervention levels by a risk management expert associated with the Municipal Association of Victoria as part of the revision of the Road Management Plan indicates that the defect interventions are more stringent (lower height) than that recommended, although they indicated we should have a faster response time once the defect is identified. A faster response time to make defects safe (if not repaired) has not been incorporated however the response time to repair defects was reduced.

The levels of service developed for this plan are based on current adopted technical levels of service that have been the experience of Council in delivering the service and responding to community requests and complaints.

We participate in the Local Government Community Satisfaction Survey. This survey polls a sample of residents on their level of satisfaction with Council's services. The most recent community satisfaction survey reported satisfaction levels with the condition of footpaths and local streets as a combined category. As such this is an imprecise consideration of the community's satisfaction with the footpath service but broadly it would highlight any major dissatisfaction.

Council currently receives feedback from the community from the following various sources:

- Benchmarking with like Councils
- Pathways Request – customer requests and reactive asset complaints, and
- Annual Local Government Community Satisfaction Surveys.

Table 3.1.1 - Community Perception of Importance

| Performance Measure<br>Importance to the<br>community of footpaths<br>and local streets | I – 5<br>Score   | Community Importance        |                        |                          |                            |                              |
|---|------------------|-----------------------------|------------------------|--------------------------|----------------------------|------------------------------|
|   | Overall<br>Score | Extremely<br>Important<br>1 | Very<br>Important<br>2 | Fairly<br>Important<br>3 | Not That<br>Important<br>4 | Not at all<br>Important<br>5 |
| 2016 – Very Important<br>Carried forward from 2014                                      | 1.93             | 34%                         | 43%                    | 20%                      | 2%                         | 1%                           |
| 2015 – Very Important<br>Carried forward from 2014                                      | 1.93             | 34%                         | 43%                    | 20%                      | 2%                         | 1%                           |
| 2014 - Very Important   | 1.93             | 34%                         | 43%                    | 20%                      | 2%                         | 1%                           |
| 2013 - Very Important   | 1.88             | 36%                         | 42%                    | 20%                      | 2%                         | 0%                           |
| 2012 - Very Important   | 2.01             | 29%                         | 45%                    | 23%                      | 2%                         | 0%                           |

Note – Data series terminated in 2014 an alternative will need to be sourced for future revisions of this plan.



Table 3.1: Community Satisfaction Survey Levels

| Performance Measure<br>Satisfaction of the community<br>with the condition of footpaths<br>and local streets | 1 – 5<br>Score   | Satisfaction Level     |                          |                |                            |                       |
|--|------------------|------------------------|--------------------------|----------------|----------------------------|-----------------------|
|  | Overall<br>Score | Very<br>Satisfied<br>1 | Fairly<br>Satisfied<br>2 | Satisfied<br>3 | Somewhat<br>satisfied<br>4 | Not<br>Satisfied<br>5 |
| 2016 – Satisfied<br>Carried forward from 2014  | 2.82             | 14%                    | 29%                      | 28%            | 19%                        | 10%                   |
| 2015 – Satisfied<br>Carried forward from 2014  | 2.82             | 14%                    | 29%                      | 28%            | 19%                        | 10%                   |
| 2014 – Satisfied   | 2.82             | 14%                    | 29%                      | 28%            | 19%                        | 10%                   |
| 2013 – Satisfied   | 2.75             | 11%                    | 32%                      | 33%            | 15%                        | 8%                    |
| 2012 – Satisfied   | 2.70             | 9%                     | 39%                      | 30%            | 13%                        | 8%                    |

Note – Data series terminated in 2014 an alternative will need to be sourced for future revisions of this plan.

In broad terms the survey results suggest that the condition of footpaths is very important to the community and that they are satisfied with the condition of the footpaths.

### 3.2 Strategic and Corporate Goals

This PAMP is prepared under the direction of the organisation's vision, mission, goals and objectives. Our vision is:

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

Our mission is:

*To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.*

Relevant organisational goals and objectives and how these are addressed in the PAMP are included in Table 3.2.1.



Table 3.2.1 - Organisational Goals and how these are addressed in this Plan

| Goal  | Objective   | Strategic Directions  | How Goal and Objectives are addressed in AM Plan   |
|---|---|---|--|
| APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION | To provide facilities and services that are accessible and meet the needs of our diverse community. | Develop and maintain community infrastructure that meets the needs of our community.            | To document how Latrobe City Council will provide the path service provision and level of service.   |
| EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE OBJECTIVES 2013 – 2017    | Work to minimise rate increases for our community.  | Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably. | To analyse existing services and lifecycle management plans that will optimise the service delivery. |

The organisation will exercise its duty of care to ensure public safety is accordance with Council's risk management policies. Management of infrastructure risks is covered in Section 5.7.

### 3.3 Legislative Requirements

The organisation will meet legislative requirements including Australian and State legislation and regulations. These are included in Table 3.3.1.

Table 3.3.1 - Legislative Requirements

| Legislation  | Requirement  |
|--|--|
| Local Government Act 1989  | Sets out role, purpose, responsibilities and powers of local governments.  |
| Road Management Act 2004   | Relates to management of roads   |
| Subdivision Act 1988 and Subdivision Regulations (Procedures) 1989 | Sets out the requirements for the provision of infrastructure resulting from development.  |
| ResCode  | Specifies infrastructure requirements and standards for urban development.   |
| Environment Protection Act 1970                                    | Relates discharge, emission or deposit of any substance that may pollute any segment or element of the environment                         |
| Emergency Management Act 1986                                      | Requires a council to have a Municipal Emergency Management Plan to address local emergency risks.   |
| Occupational Health and Safety Act 2004                            | Applicable to working on all infrastructure.   |
| All other relevant Australian Standards and Codes of Practice      | Such as Codes of Practice relating to Road Management Act and other relevant legislation.  |
| All other relevant State and federal Acts and Regulations          | Where applicable, including Disability Discrimination Act (1992) including the Disability Standards for Accessible Public Transport (2002) |
| All Local Laws and relevant policies of the Organisation           | Construction standards, Maintenance contracts, etc   |



### 3.4 Service Provision

Service Provision is the extent, location and amount of an asset/service that is to be provided. For example, in the case of buildings it is the number of a particular type of building that is required to provide the service, determined perhaps through assessing the demographics of an area and the resulting need for the service, and then determining how the building asset can support that.

In this instance the service provision is where paths will be provided – be it within a reserve or on one or both sides of a street. The default position within the Latrobe City Design Guidelines is on both sides of each street except short cul-de-sacs and narrow laneways. The current network does not meet this service provision target. In many cases outside of a residential area there is not a demand for a footpath on both sides of a road, or the demand (the number of actual or potential users is very low), and therefore while a footpath on both sides of a road may be an ideal state, it is not as a high priority for Council's discretionary funds.

It is very rare for there to be a demand to provide wider footpaths and as providing a new path (missing link) is considerably more important than widening an existing path for the convenience of walking side by side, no effort is being made to upgrade 1.2m paths to be 1.5m wide.

As suburbs and pedestrian/bicyclist routes change however, gaps in the network where they may wish to have a hard surface path are brought to Council's attention or otherwise noted such as the Tracks, Trails, and Paths Strategy 2015.

The philosophy behind the priority between new path projects is included in detail in Appendix C.

Within reserves – as per the Tracks Trails and Path Strategy 2015. This Strategy was developed to assist prioritising the numerous requests for new paths in reserves. This document was developed and is managed by Recreation and Open Space Strategy due to its link with open space and recreational activities.

The key principles of the strategy are:

- Education of the benefits of active transport:
  - To provide an appreciation of the benefits of walking and cycling and active transport in achieving councils strategic direction towards community health and wellbeing.
  - Develop strategies for promotion, education, advocacy and support of walking and cycling to create a culture within Latrobe City which respects and embraces walking and cycling both at a strategic decision making level and at a local community level.
  - Identify opportunities to link planned or guided walks for walking groups or tourism based upon the principal pedestrian networks.
  - Develop strategies for the promotion, education, advocacy and support for users of mobility devices
- Assess current reserve path networks for community need:
  - To evaluate the existing walking and cycling networks to assess the connectivity, adequacy in operation, safety, comfort and amenity.
  - Provide strategies for improving the function of walking and cycling so they become a viable transport and recreation option for all Latrobe City visitors and residents.
  - Coordinate planning and delivery of priority walking and cycling infrastructure including assisting in directing capital works expenditure.
  - Establish principal pedestrian networks in the four major towns of Traralgon, Morwell, Moe and Churchill based around key activity centres.





Within street environments the key considerations to prioritise between path projects are:

- Position within path network:
  - (Score 10) Access within major town activity centres
  - (Score 9) Access within small town main street precincts
  - (Score 8) Access within major town local shopping precincts
  - (Score 7) Access to major town activity centres
  - (Score 6) Access to small town main street precincts
  - (Score 6) Access to major town local shopping precincts
  - (Score 5-3) Access between neighbourhoods and major town activity centres
  - (Score 2-0) Access within residential precincts
- Access to transport networks
  - (Score 6) Train stations
  - (Score 6) Bus terminals
  - (Score 3) Local bus stops
  - (Score 2) Cycling networks and regional rail trails
- Community Precincts:
  - (Score 7) Elderly precincts
  - (Score 6) Schools / preschools and childcare centres
  - (Score 5) Community meeting places
  - (Score 4) Sports stadiums
  - (Score 3-1) Recreation reserves
- Community need / support.
  - (Score 6-2) Demonstrated need and use by community.

### 3.5 Levels of service

#### 3.5.1 Community Levels of Service definition

Service levels are defined in two terms, Community Levels of Service and Technical Levels of Service.

Community Levels of Service measure how the community perceives the service and whether the organisation is providing community value as opposed to the Technical Levels of Service which define how Council will to meet the Community Level of Service.

The organisation's current and expected community service levels are detailed in Tables 3.4.1 and 3.4.2. Both tables show the agreed expected community levels of service based on resource levels in the current long-term financial plan and non-structured community consultation/engagement.

The community level of service has been developed over many years as a result of community feedback, consultation and developments to meet the requirements of the Road Management Act 2004. The levels of service defined in this section will:

- Clarify the level of service that our community should expect;
- Identify works required to meet these levels of service;
- Identify the costs and benefits of the services offered;
- Enable Council and our community to discuss and assess the suitability, affordability and equity of the existing service level and to determine the impact of increasing or decreasing the level of service in future.



The primary purpose of the path network is to provide safe, convenient and mostly all-weather pedestrian access to properties. The community also desires that the access be safe, clean, comfortable, and aesthetically pleasing.

Table 3.4.1: Community Level of Service

| COMMUNITY Levels of Service  |                                 |  |  |   |
|--|---------------------------------|--|--|---|
| <p>The provision of a path network that:</p> <ul style="list-style-type: none"> <li>o AMENITY - allows trouble free access of properties and links communities</li> <li>o SAFE - allows safe travel;</li> <li>o WALKABILITY – trouble free smooth travel;</li> <li>o ECONOMIC – supports businesses and general economic development.</li> </ul> <p>A safe network of footpaths, pedestrian/cycle/shared pathways for non-vehicular access and recreation.</p> <ul style="list-style-type: none"> <li>• Access within service and activity centres.</li> <li>• Access to service and activity centres.</li> <li>• Linkages with public transport.</li> <li>• Access to and within community precincts.</li> <li>• Access within local neighbourhoods.</li> <li>• Recreational walking/cycling within townships.</li> <li>• Recreational walking/cycling between townships. (in order of Service priority)</li> </ul> |                                 |  |  |   |
| COMMUNITY LEVELS OF SERVICE  |                                 |  |  |   |
| Attribute  | Confidence in meeting Objective | Measure  | Current Performance                    | Target Performance                          |
| QUALITY  |                                 |  |  |   |
| Safe   | HIGH                            | Number of community request that exceed intervention levels. | Not known<br>(Improvement Plan Action) | Not Identified<br>(Improvement Plan Action) |
| FUNCTION   |                                 |  |  |   |
| Connected network  | LOW                             | Annual # of community requests for strategic linkages.       | Not known<br>(Improvement Plan Action) | Not known<br>(Improvement Plan Action)      |
| CAPACITY & UTILISATION   |                                 |  |  |   |
| Utilised path network  | LOW                             | Number of community requests related to capacity conflicts.  | Not known<br>(Improvement Plan Action) | Not known<br>(Improvement Plan Action)      |



### 3.6 Technical Levels of Service

Supporting the Community Levels of Service are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes (Community Levels of Service) and are the Technical Levels of Service.

Table 3.6.1 shows the Technical Level of Service expected to be provided under this AM Plan. The agreed sustainable position in the table documents the position agreed by the Council and trade-off of service levels performance, costs and risk within resources available in the long-term financial plan.

The Technical Level of Service relies in part on the Service Potential Index (SPI) which is a condition based measure determined by a weighted average of condition scores for displacement, distortion, cracking and surface texture. An SPI of 1 represents a new or near new state while and SPI of 5 represents a very poor condition state.



Table 3.6.1- Path Technical Levels of Service (Non-Road Management Plan)

| Service Attribute | Service Objective                         | Activity Measure Process      | Current Performance *              | Desired performance ** | Agreed Sustainable Position *** |
|-------------------|---|-------------------------------|------------------------------------|------------------------|---------------------------------|
| Operations        | Effective Services                        | Resource agreed works program | Fully staffed, appropriate budget. | Advanced AMP           | Advanced AMP                    |
|                   | Asset Planning                            | PAMP adopted                  | As per AM Strategy.                | Advanced AMP           | Advanced AMP                    |
|                   |   | BUDGET (\$ per annum)         | \$1,603,828                        | Unknown                | Unknown                         |
| Maintenance       | Reactive maintenance                      | RMP responses achieved        | Achieved                           | Advanced AMP           | Advanced AMP                    |
|                   | Planned maintenance                       | Deliver annual works program  | Achieved                           | Advanced AMP           | Advanced AMP                    |
| Renewal           | Condition for renewal (High)              | Condition trigger for renewal | <b>SPI 5</b>                       | Advanced AMP           | Advanced AMP                    |
|                   | Condition for renewal (Med)               | Condition trigger for renewal | <b>SPI 5</b>                       | Advanced AMP           | Advanced AMP                    |
|                   | Condition for renewal (Low)               | Condition trigger for renewal | <b>SPI 5</b>                       | Advanced AMP           | Advanced AMP                    |
|                   | Path bay replacement                      | Deliver annual works program  | Achieved                           | Advanced AMP           | Advanced AMP                    |
| Upgrade/<br>New   | Strategic "Missing Links" or Linear Paths | Five year list of projects    | Achieved                           | Advanced AMP           | Advanced AMP                    |

**Note:**

\* Current activities and costs (currently funded).

\*\* Desired activities and costs to sustain current service levels and achieve minimum life cycle costs (not currently funded).

\*\*\* Activities and costs communicated and agreed with the community as being sustainable (funded position following trade-offs, managing risks and delivering agreed service levels).





Table 3.6.2 defines the path classification and the related proactive inspection regime. It has been developed, based principally on the volume of usage (both pedestrian and cyclists if applicable) and is from the Latrobe City Road Management Plan 2017. As such it is the risk management Technical Levels of Service.

The path classifications are High Usage (FMC-H), Medium Usage (FMC-M) and Low Usage (FMC-L).

*Table 3.6.2 - Path Hierarchy and inspection regime (Road Management Plan)*

| Hierarchy Type    | Footpath Maintenance Category (FMC) | Primary Function   |
|-------------------|-------------------------------------|--|
| High Usage Zone   | FMC-H                               | Central Business Districts of the following major towns, Moe, Newborough, Churchill, & Traralgon.                                  |
| Medium Usage Zone | FMC-M                               | Heavily pedestrianised areas: - minor-shopping areas, collector paths and some shared bicycle/pedestrian paths.                    |
| Low Usage Zone    | FMC-L                               | Constructed paths in residential and commercial areas, and rural residential areas; including concrete, asphalt, and gravel paths. |

Proactive defect inspections shall be conducted in accordance with the following schedule outlined below in Table 3.6.3. The frequency of inspections varies with the Footpath Maintenance Category (RMC) & Footpath Maintenance Category (FMC).

*Table 3.6.3 – Proactive Inspection Path Hierarchy and inspection regime (Road Management Plan)*

| Hierarchy Type    | Footpath Maintenance Category (FMC) | Hazard (Proactive) Inspection Timeframes |
|-------------------|-------------------------------------|--|
| High Usage Zone   | FMC-H                               | One (1) inspection every 12 months       |
| Medium Usage Zone | FMC-M                               | One (1) inspection every 24 months       |
| Low Usage Zone    | FMC-L                               | One (1) inspection every 36 months       |



Response times to investigate customer requests (Reactive Inspection Response Time frames) are set out in Table 3.6.3 for the footpath maintenance categories.

*Table 3.6.3 - Reactive Inspection Response Time frames*

| Footpath Maintenance Category (FMC) | Control Mechanism   | Emergency Inspection Times | Reactive Inspection Times |
|-------------------------------------|---|----------------------------|---------------------------|
| FMC-H                               | Inspect rectify if possible, or provide appropriate warning | A (1 day)                  | A (1 day)                 |
| FMC-M                               | Inspect rectify if possible, or provide appropriate warning | A (1 day)                  | B (2 Days)                |
| FMC-L                               | Inspect rectify if possible, or provide appropriate warning | A (1 day)                  | C (5 days)                |

The defect intervention levels are defined in Table 3.6.4

*Table 3.6.4 – Intervention Levels*

| Footpath Maintenance Category (FMC) | Hazard Intervention Level                                 | Response Time For Interim Repairs resulting from Customer Requests | Response Time For Permanent Repair |
|-------------------------------------|---|--|------------------------------------|
| FMC-H                               | Defective pedestrian areas with a step greater than 10 mm | D (2 weeks)  | 12 Months                          |
| FMC-M                               | Defective pedestrian areas with a step greater than 20 mm | D (2 weeks)  | 12 Months                          |
| FMC-L                               | Defective pedestrian areas with a step greater than 20 mm | E (4 weeks)  | 18 Months                          |

Note 1: Council will not maintain nature strips and sweep footpaths of leaves, nuts and fruits from street trees. Inappropriate street trees that drop nuts and fruits on paths will be replaced under the appropriate tree management plan as funds become available.

Note 2: An appropriate interim repair is made when Customer Request highlights a defect above intervention. Interim repairs may include interim measures to reduce the defect such as applying asphalt, or may be to highlight the defect such as painting or signage



Table 3.6.1, Table 3.6.2, and Table 3.6.3 defines the Technical Level of Service to be provided under this PAMP. The agreed sustainable position in these tables documents the current position of Council based on existing and past practice. Further development of this Plan will include/consider community consultation and trade-off of service levels performance, costs and risk within resources available in the long-term financial plan.

### 3.7 Renewal Works.

The PAMP does forecast when an asset will reach the end of its useful life, however footpaths are not renewed in this way at Latrobe City. Renewal is funded wholly by Council under the Footpath Bay Replacement Program, that is to say, discrete panels are replaced where they have failed.

The Footpath Grinding Program also returns the asset to the current service level; however the asset is not reset to its original expected life and therefore is categorised as repair or maintenance.

### 3.8 The provision of New and upgraded Assets

New assets are identified for the path network through a strategic review to identify missing links in the path network, and for the recreational network by way of the Tracks Trail and Paths Strategy.

Most new path assets are provided through development activity through which the assets are gifted to Council.

Generally upgrading would be widening of the paths from the initial construction width (usually 1.2m) to the current standard width. This is a costly exercise and the narrow path meets perhaps 90% of the intended service. Therefore, upgrading to full width will only be done when the full length needs renewal.

Another potential upgrade is to convert gravel paths to sealed paths. This could be considered a new path but the difference is moot. This is a significant upgrade as a gravel path would only provide perhaps 50% of the intended service level; gravel can be a solid, weather resistant surface but is not as convenient as a concrete or asphalt surface and is more prevalent to a slip hazard instead of a trip hazard, that is more common with a sealed surface.

### 3.9 Construction Standards for Reconstructed (Asset Renewal), Upgraded and New Assets.

New paths that will be provided are in accordance with:

- The Infrastructure Design Manual (IDM) once adopted or the Latrobe City Design Guidelines until this time, and
- Relevant Australian Standards.

It is not intended that all existing paths will be upgraded to comply with these adopted Standards, however any new work will be constructed to the desirable Standard, where practicable. In instances where adopted standards cannot be achieved, professional judgement and industry best practice will be adopted. Renewal works will endeavour to increase the standard to meet the IDM or Latrobe City Design Guideline standards but is subject to funding and what is practical within the existing road environment.

**Path Asset Management Plan****2018****4 FUTURE DEMAND****4.1 Demand Drivers**

Demand for paths is through the increase in population and the trends associated with changing demographics. For Latrobe City Council the population is substantially managed through developer constructed assets. There are sections of the network that are not linked and the demand is indicated by requests. Table 4.1.1 shows the identified demand drivers and the projected impact on services.

Demand management for paths is limited other than encouraging residents to use the verge where paths cannot be reasonably provided (either based on cost or the physical limitations. Opportunities identified to date for demand management are shown in Table 4.7.1. Further opportunities will may be developed in future revisions of this asset management plan.

Projections by the Australian Bureau of Statistics indicate that should Latrobe City continue to experience current growth trends that the population be approximately 84,000 by 2030.

The majority of this growth is forecast to be concentrated within the Traralgon area and hence it is expected that population pressures will be most felt in Traralgon, and mostly accommodated by developer contributed assets.

*Table 4.1.1 - Demand Drivers, Projections and Impact on Services*

| Demand drivers          | Present position   | Projection   | Impact on services   |
|-------------------------|--|--|--|
| Residential Development | 0.53% p.a. growth in network   | 0.53% p.a. growth in network                         | Higher level of service<br>\$8,000 additional cost p.a.                              |
| Aging Demographic       | Proportion of people over 65 to be determined.                                 | Increasing proportion of people over 65 years of age | Greater mobility aids will be used potentially desiring wider and smoother footpaths |
| Active Communities      | General support to enable residents to become more active. No specific target. | Increasing demand as more people bicycle and walk.   | Higher demand for new shared paths and end of trip facilities.                       |

**4.1.1 Residential Development**

New path assets required to meet future predicted growth will be vested to Council via developers and/or constructed by Council. Council does not have accurate information to identify how many new paths will be constructed or what the value of these assets will be, as developments are subject to market demand and factors beyond the control of Council. However, considering path constructed between the 2006 to 2008, on average, 0.30% (2.3 km) of paths were added to the path asset stock each year. In the period between 2009 to 2015 new paths added increased to 0.53% (4.2 km) each year.

The bulk of population growth in Latrobe City is on the fringes of Traralgon, most notably the area north of Cross's Road and the precinct bounding Marshalls Road. The development in these areas will result in pressures to complete the linkage to the existing local path network. The other significant development with Latrobe City that will have impact both locally and within the wider network is the Lake Narracan development north of Moe. The anticipated pressure will be to link these new growth areas to the adjacent services.





## Path Asset Management Plan

2018

### 4.1.2 Ageing Demographic

As the aged component of the population increases so will the demand for more paths (e.g. both sides of roads) smoother paths, and paths that lead to safer road crossing locations.

### 4.1.3 Active Communities

Sectors of our community have a passion for active life styles. The most common activity is recreational walking which tends to prioritise circuits that present a challenge and include points of interest. The desire to complete path circuits at the periphery of our residential area is increasing. The other commonly requested upgrade is to facilitate recreational cycling along roads that link our townships.

### 4.2 Short-term consideration (0-5 Years)

Little action is required in the short-term. As indicated, developers will provide the bulk of the path assets.

Potential projects within that timeframe are related to link these new growth areas to the adjacent services the provision of improved traffic flow within Traralgon at key areas:

- Missing links Program
- Linear Paths (Tracks, Trails & Pathways Strategy – Implementation Plan).
- Morwell to Traralgon Shared Pathway.
- Bicycle access into the centre of Traralgon.

### 4.3 Medium- to long term consideration (>10 Years)

No specific action is identified however depending on the findings of strategic analysis, potential projects emerging issues may include:

- Linkage to Lake Narracan.
- Development of on road provision of cycle lanes to link our smaller townships along what is predominantly VicRoads arterial roads.

### 4.4 Long-term consideration (> 20 Years)

This has not yet considered or developed and may be considered in future plans.

### 4.5 Method of ongoing utilisation monitoring.

There are no Path assets that are over-utilised. It may be that some shared paths will, in the future have more cyclist versus pedestrian conflicts than acceptable but for this timeframe it is unlikely that anything that signage and the occasional barrier installation to resolve these issues. Utilisation level of the Latrobe City footpath network is not well understood. Information on utilisation has been highlighted as an improvement plan action. Latrobe City receives very few customer requests with respect to conflict between users of the footpath network. It can be assumed that the network does not have under capacity issues. This is reflected in the position of not upgrading the width of constructed footpaths that are less than 1.5m except at renewal.

### 4.6 Changes that Impact Service Demand (i.e. the types of paths required)

There are many factors that influence service demand on Council's path asset network some of these are explored further below.



#### 4.6.1 Technological Changes and Innovation

Technological change that will significantly impact the delivery of the Path network service is not anticipated to be developed. A potential minor technological change may be the use of more sophisticated stabilisation in gravel or natural material paths.

#### 4.7 Demand Management Plan

The combined factor for growth used in modelling the financial needs of this plan is 0.53% p.a. This includes the estimate for annual gifted assets, commitments under Development Contribution Plans and contingency for future network upgrades for capacity issues. This forecast will be refined in future revisions of this PAMP.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing asset failures and capacity issues.

No non-asset solutions are apparent as provision of paths cannot practically be privatised and rather than managing demand, Council's vision includes a more active population.

Opportunities identified to date for demand management are shown in Table 4.4. Further opportunities will be explored in future revisions of the PAMP.

Future demand increase is inevitable. Population increases (development), the changing demographics and changes to industry operations or locations will impact the transportation network.

*Table 4.7.1 - Demand Management Plan Summary*

| Demand Driver           | Impact on Services              | Demand Management Plan   |
|-------------------------|---------------------------------|--|
| Residential development | Extension of footpath network.  | Where possible ensure development paths link to existing network.  |
| Ageing Demographics     | Greater use of mobility devices | Identify a priority network for mobility device access.  |
| Active Communities      | Greater use of path network     | Consider wider paths (e.g. shared path) near retirement and assisted care facilities.<br>More benches on busy paths – especially near retirement and assisted care facilities. |
| Transport Costs         | Greater use of path network     | No action.   |

#### 4.8 Coordinating New Path Infrastructure Provision

Council, in taking over new path and other related infrastructure from developers, will manage this process to ensure that the paths provided by developers meet Council requirements, that synergy is developed with other Council aims, that developers do not transfer responsibility for inappropriately constructed infrastructure onto Council.

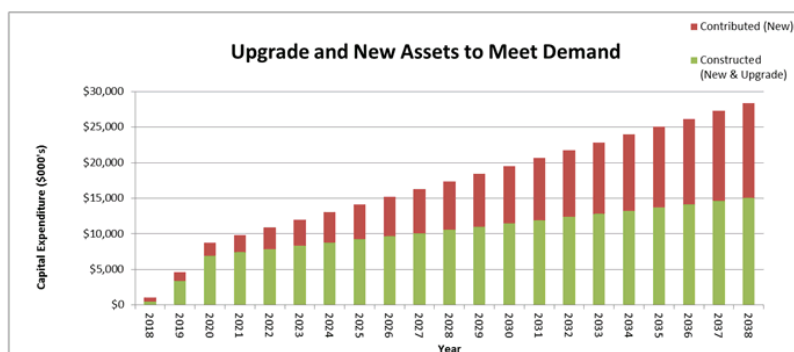
#### 4.9 Asset Programs To Meet Demand

The new assets required to meet growth will generally be acquired free of cost (gifted) from land developments and constructed/acquired by Council. New assets constructed by Council are shown below in Figure 4.6.

The cumulative value of new contributed and constructed assets will be further refined in future editions of this plan.



Figure 4.9.1- Upgrade and New Assets to meet demand (Cumulative)



Acquiring these new assets will commit the organisation to fund ongoing operations, maintenance and renewal costs for the period that the provision of service from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5 - Lifecycle Management Plan.



## 5 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

### 5.1 Background Data

In order to estimate operational expenditure and focus planned maintenance activities, a quantitative desktop analysis has been conducted of available data including the current layers of data featured in the Geographical Information System (GIS) and Asset Management System (AMS) datasets.

### 5.2 Physical parameters

The assets covered by the PAMP and the associated data accuracy are shown in Table 5.2.1.

Table 5.2.1 - Assets covered by this Plan (as at 30 June 2017)

| Asset Category            |                | Length (Km)  | Surface Area (000's m2) | Replacement Value "Brownfield's" |
|---------------------------|----------------|--------------|-------------------------|----------------------------------|
| High Usage                | Concrete paths | 55.2         | \$11,494,024            | 112,276                          |
|                           | Asphalt Paths  | 0.9          | \$281,738               | 2,752                            |
|                           | Bitumen Paths  | 0.0          | \$0                     | 0                                |
|                           | Paved Paths    | 3.1          | \$1,222,750             | 11,944                           |
|                           | Gravel Paths   | 1.8          | \$32,490                | 5,382                            |
| High Usage Paths          |                | 61.0         | 132,355                 | \$13,031,002                     |
| Medium Usage              | Concrete paths | 47.3         | \$8,530,638             | 83,329                           |
|                           | Asphalt Paths  | 5.9          | \$1,275,537             | 12,460                           |
|                           | Bitumen Paths  | 0.0          | \$0                     | 0                                |
|                           | Paved Paths    | 0.3          | \$109,770               | 1,072                            |
|                           | Gravel Paths   | 2.8          | \$49,809                | 8,250                            |
| Medium Usage Paths        |                | 56.2         | 105,111                 | \$9,965,754                      |
| Low usage                 | Concrete paths | 619.7        | \$97,329,727            | 950,739                          |
|                           | Asphalt paths  | 5.0          | \$1,073,738             | 10,488                           |
|                           | Bitumen Paths  | 2.0          | \$362,413               | 3,540                            |
|                           | Paved paths    | 1.0          | \$177,555               | 1,734                            |
|                           | Gravel paths   | 39.1         | \$486,579               | 80,609                           |
| Lower Usage               |                | 666.8        | 1,047,111               | \$99,430,012                     |
| <b>TOTAL PATH NETWORK</b> |                | <b>784.0</b> | <b>1,284,577</b>        | <b>\$122,426,768</b>             |

Due to a lack of information of suitable accuracy, this plan currently does not include assets listed in Table 5.2.2. Future iterations of this plan will be expanded to include these assets as appropriate.





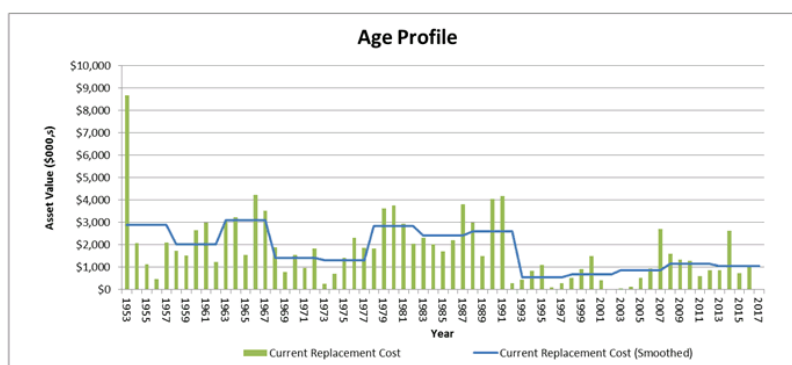
Table 5.2.2 - Assets not covered by this Plan (as at 30 June 2017)

| Asset Type                   | Status                 |
|------------------------------|------------------------|
| • Moe Caravan Park           | Business Unit planning |
| • Hazelwood Caravan Park     | Business Unit planning |
| • Lake Narracan Caravan Park | Business Unit planning |
| • Latrobe Valley Airport     | Business Unit planning |

The age profile of the assets included in the PAMP is shown in Figure 5.1.1. Age profile information has been recorded over many years and was migrated from the original pavement management system into the current asset management system and reviewed by long serving Council Officers to ensure accuracy. This is considered to be a high quality data set and well suited for the purposes of the plan.

The graph in Figure 5.1.1 also shows the total value of the assets for the year acquired or last renewed in each year values presented are in current day values.

Figure 5.2.1 - Asset Age Profile



The age profile information is of reasonable quality though there are occurrences within the data where the footpath condition is far better than that expected for the recorded age. It is most likely that the year of construction is invalid or that a rehabilitation of the footpath has been undertaken and not recorded. It is intended to further review the dates of construction to improve the data quality. That said, the incidences of such occurrences is low and the overall confidence in the age profile data is high.

Plans showing the path assets are:

- Available as a layer on the Latrobe City GIS.
- Available in the appendices of this PAMP.

For convenience of reference only, generalised snapshots of each major township are provided in Appendix G



### 5.3 Asset capacity and performance

The organisation's services are generally provided to meet design standards where these are available.

Table 5.3.1 - Suspected Service Performance Deficiencies

| Location                         | Service Deficiency  |
|----------------------------------|---|
| Asphalt and Paved paths in CBDs. | Asphalt and brick paving requires regular maintenance to manage the risks of trips and falls.<br><br>Asphalt and brick paving paths in the CBDs may be progressively replaced with concrete as they either come to the end of their useful lives or when they require major maintenance.<br><br>All new paths in the CBDs are to be constructed to the Latrobe City Council CBD standard as per LCC 411 Concrete Paving – CBD Standard Drawing. |
| Non-CBD asphalt paths            | Asphalt paths have a higher lifecycle cost than that of gravel or concrete and are best to be replaced with concrete or gravel depending up the hierarchy and/or utilisation of the paths.  |
| Old style Pram Crossings         | There are regular requests either the installation of additional pram crossing or improved pram crossings.  |

### 5.4 Asset condition

Condition has been monitored through video capture and condition assessment of key the defects of stepping, cracking, displacement and surface texture which is used to generate a condition score (SPI) of between 1 and 5 for each 10 metre segment of path. A score of zero represents paths that have not been rated for condition. Video assessment is planned at a 4 year cycle in line with the review of this AM Plan.

Table 5.4.1 - Known Asset Condition and other issues

| Location | Service Deficiency |
|----------|--------------------|
| Nil      |                    |

Condition has been assessed using a 1 – 5 grading using the IIMM 1.0 (very good) – 5.0 (very poor) condition system<sup>1</sup> as detailed in Table 5.4.2.

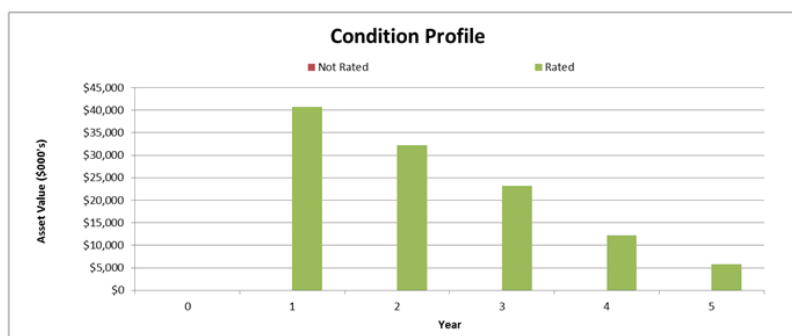
<sup>1</sup> IPWEA, 2015, IIMM



Table 5.4.2 - Simple Condition Grading Model

| Condition Grading | Description of Condition  |
|-------------------|---|
| 0                 | <b>New Assets</b> no maintenance planned  |
| 1                 | <b>Very Good:</b> only planned maintenance required                                     |
| 2                 | <b>Good:</b> minor maintenance required plus planned maintenance                        |
| 3                 | <b>Fair:</b> significant maintenance required   |
| 4                 | <b>Poor:</b> significant renewal/rehabilitation required                                |
| 5                 | <b>Very Poor:</b> physically unsound and/or beyond rehabilitation                       |
| 6                 | <b>End of Life:</b> deteriorated such that the asset not fit and withdrawn from service |

Figure 5.4.1 - Condition Profile (Average Condition is **2.2**) shows the condition profile for path assets. The graph shows the total value of assets for each condition grading where zero value represents asset that are new.

Figure 5.4.1 - Condition Profile (Average Condition is **2.2**)

## 5.5 Asset valuations

Asset valuations are of two types, depending on their application. 'Greenfields' based valuation is based on the cost to construct an asset in an undeveloped area and is required for Asset Valuation Reporting purposes. 'Brownfields' based valuation is based on the costs for construction in a developed situation and better reflects the actual cost to replace established assets and is used to determine the replacement costs for asset planning purposes. Care has been taken to note which figure is used in this plan.

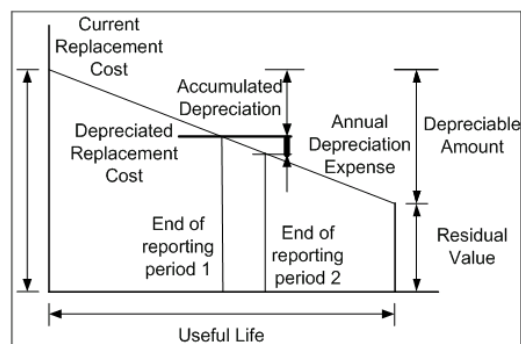
Assets were last revalued at 30 June 2017. Assets are valued at Fair Value in accordance with AASB13 Fair Value Measurement. The values listed below are 'Greenfields' values with the associated "Brownfield" values presented for comparison.



Table 5.1.4a: Greenfield Financial Asset Reporting values

| Latrobe City – PATHS  | Greenfields | Brownfields |
|---|-------------|-------------|
| Value   | \$000's     | \$000's     |
| Current Replacement Cost  | \$114,166   | \$122,427   |
| Depreciable Amount (Residual Value = \$0)                             | \$114,166   |             |
| Depreciated Replacement Cost  | \$56,506    |             |
| Annual Depreciation Expense   | \$1,613     |             |
| Rate of Annual Asset Consumption (Depreciation/Depreciable Amount)    | 1.41%       |             |
| Rate of Annual Asset Renewal (Capital Renewal exp/Depreciable Amount) | 0.90%       |             |
| Rate of Annual Asset Upgrade  | 0.00%       |             |
| Rate of Asset Upgrade (Including Contributed Assets)                  | 0.53%       |             |
| Asset renewals as percentage of consumption                           | 64.0%       |             |
| Percentage Increase in asset stock                                    | 0.53%       |             |

Figure 5.5.1 - Asset Financial Reporting value explanation



Source: IPWEA

Useful lives (Table 5.5.1 - Asset Type Useful Lives) were independently reviewed in June 2015 by Assetic Pty Ltd as part of the independent advice for the asset valuation. Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.

On a long-life asset, the rate of Annual Asset Consumption and rate of Annual Asset Renewal can misrepresent the immediate financial position by reflecting constant renewal when renewal demand does not occur until asset reach their useful life.

Council plans to renew assets at 64% of the rate they are being consumed and will be increasing its asset stock by 0.53 % in each year.





Table 5.5.1 - Asset Type Useful Lives

| Asset Type    | Default Useful Life (Yrs) | Estimated Useful Life (Yrs) | Difference | Confidence                                       |
|---------------|---------------------------|-----------------------------|------------|--|
| Gravel Path   | 15                        | 41                          | Plus 173%  | Low date built information requires verification |
| Asphalt Path  | 18                        | 39                          | Plus 117%  | Low date built information requires verification |
| Bitumen Path  | 15                        | 29                          | Plus 93%   | Low date built information requires verification |
| Paved Path    | 50                        | 58                          | Plus 16%   | Moderate date build information reasonable       |
| Concrete Path | 67                        | 78                          | Plus 16%   | Moderate date build information reasonable       |
| All Paths     | 62                        | 74                          | Plus 20%   | Moderate date build information reasonable       |

### 5.6 Historical Data

There is very little historical data held on the footpath assets, dates of construction are held within the asset management system though these have been derived from the adjacent road age for assets older than 25 years old these needs verifying. Past treatments have not been recorded hence gravel paths may well be beyond their useful lives which has not been recorded.

### 5.7 Infrastructure Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets has identified some of the critical risks. The typical risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Road assets play an important role in conveying the community throughout the municipality. Therefore, a failure of the assets will cause potential property and injury risks. Such risks are heightened when key access is denied to key services and where there is no alternative access.

In order to assess these risks, each path segment asset is assigned a Risk Rating derived from Table 5.7.1.

Table 5.7.1 - Risk Rating likelihood and consequence criteria and weighting

|                        |              | Likelihood of Failure |            |            |          |           |
|------------------------|--------------|-----------------------|------------|------------|----------|-----------|
|                        |              | Improbable            | Remote     | Occasional | Probable | Frequent  |
| Consequence of Failure | Negligible   | Acceptable            | Acceptable | Acceptable | Moderate | Moderate  |
|                        | Low          | Acceptable            | Moderate   | Moderate   | High     | High      |
|                        | Moderate     | Acceptable            | Moderate   | High       | High     | Very High |
|                        | Significant  | Moderate              | High       | High       | Extreme  | Extreme   |
|                        | Catastrophic | Moderate              | High       | Very High  | Extreme  | Extreme   |

Critical risks, being those assessed as 'Extreme' - requiring immediate corrective action and 'Very High' - requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.7.1.



#### 5.7.1 Risk of path failure

An assessment of risks<sup>2</sup> associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock' to the organisation.

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Critical risks, being those assessed as 'Very High' - requiring immediate corrective action and 'High' - requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in. These risks are reported to management and Council.

Table 5.7.2 - Critical Risks and Treatment Plans

| Service or Asset at Risk                       | What can Happen                           | Risk Rating | Risk Treatment Plan  | Residual Risk * | Treatment Costs  |
|--|---|-------------|--|-----------------|--|
| Accident or injury resulting from path defects | Injury resulting in insurance claims      | H           | Reactive maintenance and strong documentation of inspection regimes and response to inquiries and complaints | L               | \$35,000 p.a.  |
| Ageing of path Assets                          | Increased path defects above intervention | H           | Increase level of asset maintenance and rehabilitation   | M               | 2018-2028<br>\$1,036,000 p.a.<br>included in this PAMP |

Loss of access to these to critical emergency services facilities is unlikely but should be planned for. The most effective control is to maintain alternative access. The other aspect that should be explored is alternative access to these facilities that access different parts of the road network.

#### 5.8 Insurance

Council has a process to report any incidents and claims that result from path incidents when they occur.

Council has successfully defended almost every claim in the last 5 years due to adhering to the inspection and repair regime.

#### 5.9 Routine Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. street sweeping, grass mowing and street lighting electricity and operations costs. For paths there are few operational activities. Sweeping and litter cleaning are the main operational activities undertaken.

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<sup>2</sup> Reference to the Organisation's Infrastructure Risk Management Plan



Maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again. Maintenance excludes rehabilitation or renewal.

Maintenance Management activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Maintenance may be classified into Reactive, Planned and Specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions. Latrobe City has a history of addressing defects that are brought to Council's attention regardless of the planned maintenance program. The activity applied is almost universally to grind the higher section of footpath to remove a displacement.

Planned maintenance is repair work that is programmed in and undertaken as a program. Ideally this would be part of a maintenance management system.. Planned maintenance for paths is the routine grinding of path displacements not associated with a specific customer request.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle. For roads this would include replacing guideposts, line marking and replacement of minor culverts. For paths this would be limited to signage and route markings.

This work falls below the capital/maintenance threshold but may require a specific budget allocation.

Actual past operational and maintenance expenditure associated with the path assets is shown in Table 5.3.1.

*Table 5.3.1: Maintenance Expenditure Trends*

| Year      | Maintenance Expenditure |           |           |
|-----------|-------------------------|-----------|-----------|
|           | Planned and Specific    | Unplanned | Total     |
| 2017-2018 | \$80,000                | \$30,000  | \$110,000 |
| 2016-2017 | \$80,000                | \$30,000  | \$110,000 |
| 2015-2016 | \$80,000                | \$30,000  | \$110,000 |
| 2014-2015 | \$80,000                | \$30,000  | \$110,000 |
| 2013-2014 | \$80,000                | \$30,000  | \$110,000 |
| 2012-2013 | \$80,000                | \$30,000  | \$110,000 |

Planned maintenance work is approximately 75% of total maintenance expenditure.

Assessment and prioritisation of reactive maintenance is undertaken by Council officers using past experience and considering a number of issues that had to be addresses through addition budget allocations (path washing in CBDs and topsoiling to reduce drop-offs along the edges of paths) an addition catch-up increase in the maintenance budget of \$60,000 per annum is required. As presented above the maintenance budget has been held static for many years.

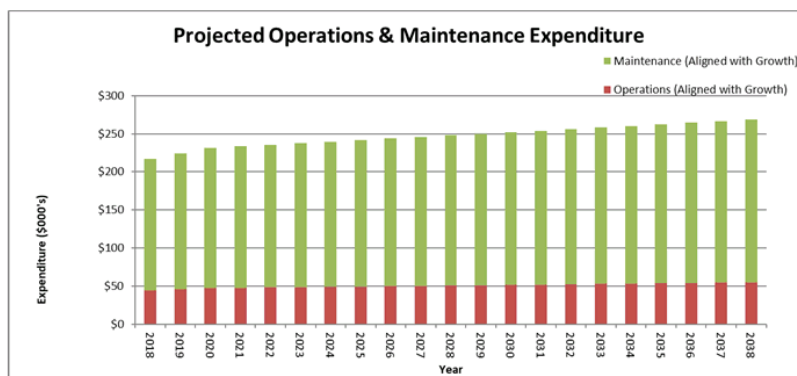
The growth in the path network due to developer contributions, the Missing Links Program and the Linear Paths Program means the maintenance budget should increase by approximately \$2,000 per annum due to the growth of the network.



The added maintenance budget for the Traralgon to Morwell Shared Path will need to be determined. As it is a gravel path its maintenance is likely to be comparatively high as it will require regular inspection, pot-hole repair, weed control and surface levelling which is estimated to cost \$30,000 per annum.

Projected operations and maintenance expenditure inclusive of growth to maintain future assets is presented in Figure 5.1.

Fig 5.1: Projected Operating and Maintenance Expenditure



Maintenance expenditure levels are considered to be inadequate (\$6K p.a. shortfall) to meet projected service levels, which may be less than or equal to current service levels. Where maintenance expenditure levels are such that will result in a lesser level of service, the service consequences and service risks have been identified and service consequences highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Reactive maintenance is carried out in accordance with response levels of service detailed in Appendix A

Additional maintenance allocation will be required for all new paths, but due to the significant increase in length, a quantum increase will be necessary due to the Morwell-Traralgon shared path.

#### 5.10 Asset Hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

The RMA requires councils to set standards for provision and maintenance of assets and once these standards are adopted, a council must demonstrate it has carried out its duties and responsibilities in accordance with these standards. The path classification and maintenance standards vary across the municipality in line with relevant risk factors such as the nature and volume of users (both pedestrian and cyclists if applicable). The path classifications are defined as high usage, medium usage and low usage. This classification system enables more efficient use of resources by targeting funding to those footpaths that are of higher priority.





The organisation's service hierarchy is shown in Table 5.3.2.

Table 5.3.2: Asset Service Hierarchy

| Service Hierarchy   | Service Level Objective  |
|---|--|
| <b>High Use Paths</b> – Mapped in Red.<br>Central business districts of the following major townships: Moe, Newborough, Morwell, Churchill and Traralgon. Main streets of the townships of Boolarra, Glengarry, Toongabbie, Tyres, Yallourn North and Yinnar. Areas identified as potential high risk due to the nature of and volume of pedestrian traffic associated with particular properties adjacent to Council footpaths. These properties include schools, pre-schools, medical precincts and elderly person precincts. | To maintain paths in a safe condition with consideration to the risk associated with the path hierarchy.<br>Planned maintenance as a response to annual risk inspection of paths.    |
| <b>Medium Use Paths</b> – Mapped in Blue.<br>Constructed paths in residential and commercial areas, and rural residential areas; identified as potential moderate risk due to the nature of and volume of pedestrian traffic including concrete asphalt and gravel paths.   | To maintain paths in a safe condition with consideration to the risk associated with the path hierarchy.<br>Planned maintenance as a response to biennial risk inspection of paths.  |
| <b>Low Use Paths</b> – Mapped in Green<br>Constructed paths in residential and commercial areas, and rural residential areas; identified as potential low risk due to the nature of and volume of pedestrian traffic including concrete asphalt and gravel paths.   | To maintain paths in a safe condition with consideration to the risk associated with the path hierarchy.<br>Planned maintenance as a response to triennial risk inspection of paths. |
| Shared and Bicycle paths  | Not differentiated in the hierarchy.   |

The path hierarchy maps are presented for the major townships and are included in Appendix A.

#### Critical Assets

Critical assets are those assets which have a high consequence of failure but not necessarily a high likelihood of failure. By identifying critical assets and critical failure modes, organisations can target and refine investigative activities, maintenance plans and capital expenditure plans at the appropriate time.

Operations and maintenance activities may be targeted to mitigate critical assets failure and maintain service levels. These activities may include increased inspection frequency, higher maintenance intervention levels, etc. Critical assets failure modes and required operations and maintenance activities are detailed in Table 5.3.2.1.



Table 5.3.2.1: Critical Assets and Service Level Objectives

| Critical Assets     | Critical Failure Mode | Operations & Maintenance Activities |
|---------------------|-----------------------|-------------------------------------|
| Traralgon CBD paths | Trip Steps            | See Appendix A                      |
| Morwell CBD paths   | Trip Steps            | See Appendix A                      |
| Moe CBD paths       | Trip Steps            | See Appendix A                      |
| Churchill CBD Paths | Trip Steps            | See Appendix A                      |

### 5.1.1 Renewal/Replacement Plan

Renewal and replacement expenditure is major capital work which does not increase the asset's design capacity but restores an existing asset to its original or near to original required service potential. Work over and above restoring an asset to original service potential is termed upgrade/expansion or new works expenditure.

The expected useful lives of assets were last reviewed in 2015 and have been used to develop projected asset renewal expenditures are shown in Table 5.5.1

Table 5.5.1: Useful Lives of Assets

| Asset (Sub)Category | Useful life |
|---------------------|-------------|
| Concrete Paths      | 67 years    |
| Asphalt Paths       | 18 years    |
| Bitumen Paths       | 15 years    |
| Paved Paths         | 50 years    |
| Gravel Paths        | 15 years    |

It should be noted that the useful lives used for the PAMP differ from those used in the Valuation. The useful lives in the PAMP reflect a relationship between surface texture, defects and trip-steps to assist in the programming of renewal.

### 5.1.2 Renewal and Replacement Strategies

As an asset ages the nature of the maintenance and eventual renewal interventions become greater and hence more expensive. Figure 5.5.2 portrays condition of an asset throughout its useful life and the nature of maintenance and renewal interventions.

Table 5.5.2: Renewal and Replacement Priority Ranking Criteria

| Criteria     | Weighting | Target Condition Score for Renewal |
|--------------|-----------|------------------------------------|
| High Usage   | 10%       | 4.5                                |
| Medium Usage | 8%        | 5.3                                |
| Low Usage    | 82%       | 6.0                                |
| Total        | 100%      | 5.8                                |

**Path Asset Management Plan****2018****5.13 Path Renewal Treatments**

The bulk of Council paths are concrete. The common failure mechanism for concrete footpaths is not deterioration of the concrete but displacement at the edges of bays or at crack points which presents as discrete and repairable sections generally of one to four bays.

Because the remainder of the adjacent path is not affected by the discrete displacement, and the deterioration of the remaining adjacent path is not triggering replacement, where grinding is not appropriate (height of displacement or thickness of the concrete slab) the most cost-effective approach is to replace the one to four bay segment that has/have failed.

Because this technique is widespread and effectively returns the path for the street block back to the intended service level and nearly the design life, this has been considered to be major rehabilitation and classified as Renewal expenditure.

Similar to concrete paths, paved paths fail at discrete locations, and are similarly repaired where the failure has occurred and thus returning the asset to near design service level. It should be observed for the record that the footpaths in the Moe CBD show signs of aesthetic deteriorating due to the etching of the paver surfaces along the drip-lines of the verandas. Failures have generally been rectified at discrete locations through inverting and resetting the existing pavers. Some small sections have been replaced with concrete which leads to a fragments streetscape theme.

Asphalt and bitumen (Spray seal) paths (made from hot-mixed asphalt concrete) are more flexible than concrete and even pavers. An advantage of asphalt paths is its ability to deform with ground and even to move with root heave. They are not as strong however such deformations caused by roots etc. can be more frequent in asphalt and spray sealed.

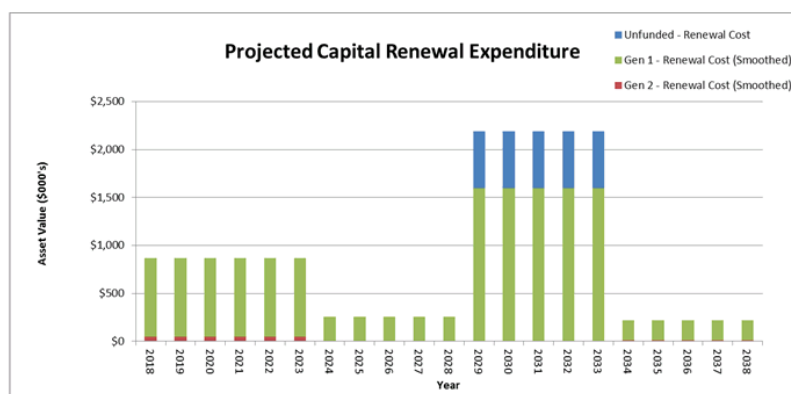
Repairs include overlaying with more hot-mix or repair and reseal or repair with dig and replace. A key difference with asphalt and spray seal paths is they will deteriorate through UV damage and exhibit more minor cracking. Paths do not get the benefit of vehicular traffic which massages the surface and bitumen binders which slows the rate of oxidation. There are bitumen compositions that can be used that minimises these issues but are only economically available in metropolitan areas.



#### 5.14 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock increases from growth. These are presented in Figure 5.5.3.

Fig 5.5.3: Projected Capital Renewal and Replacement Expenditure



Renewals and replacement expenditure in Latrobe City's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

#### 5.15 Capital Investment Strategies

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,

- Undertake project scoping for all capital upgrade/new projects to identify:
  - the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset,
  - the project objectives to rectify the deficiency including value management for major projects,
  - the range of options, estimated capital and life cycle costs for each option that could address the service deficiency,
  - management of risks associated with alternative options,
  - and evaluate the options against evaluation criteria adopted by Council, and
  - select the best option to be included in capital upgrade/new programs,

Review current and required skills base and implement training and development to meet required construction and project management needs, and

Review management of capital project management activities to ensure Council is obtaining best value for resources used.

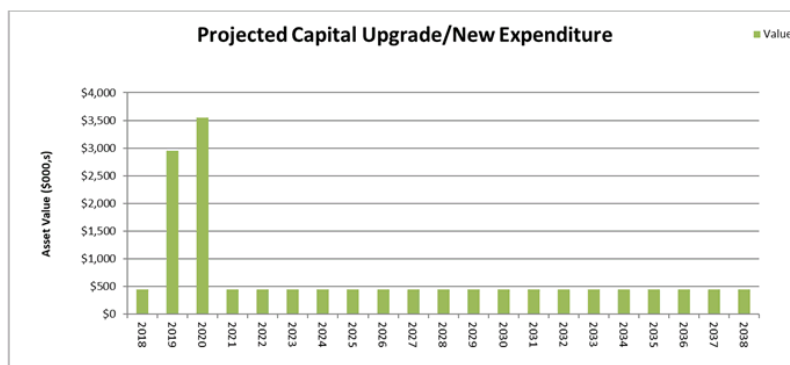




#### 5.16 Summary of future upgrade/new assets expenditure

Council is funding an expansion of the network under two programs that attract approximately \$450,000 pa which is subject to confirmation annually. The Traralgon to Morwell shared pathway is a project above that of the \$450,000 of new paths that is being delivered under State and federal funding.

Figure 5.5.5: Projected Capital Upgrade/New Asset Expenditure



The projected upgrade/new capital works program is shown in Appendix C.

Where upgrade/new projects have been identified, they will be funded as part of the current capital budget process. Projected upgrade/new asset expenditures are summarised in Fig 6. All amounts are shown in net real values (No inflation).

Expenditure on new assets and services in Council's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

#### 5.17 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any.

The revenue projected is not sufficient to be included in Council's long term financial plan. Currently there are no disposals identified.



## 6 FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of the PAMP. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

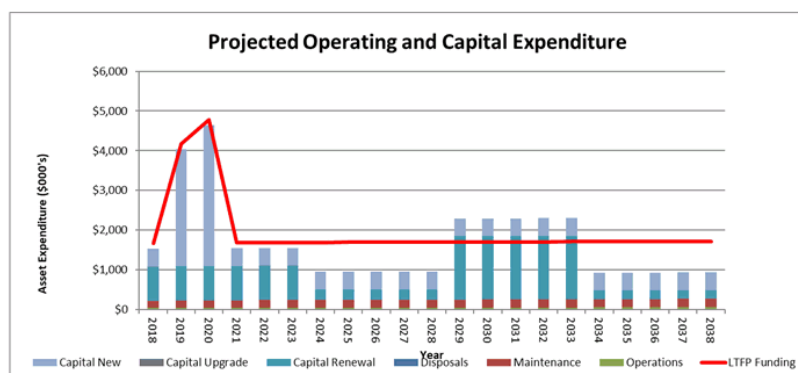
Table 6.1 : Financial Classification "Paths"

| Financial Sub-Class         | Valuation Input | Valuation Technique | June 2015 Replacement Valuation (\$000's) |
|-----------------------------|-----------------|---------------------|---|
| Footpaths                   | Level 3         | Cost Approach       | \$114,116,155                             |
| Total Greenfields Valuation |                 |                     | \$114,116,155                             |

### 6.1 Financial Statements and Projections

The financial projections are shown in Fig 6.1 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). All amounts are shown in net real values (No inflation).

Fig 6.1: Projected Operating and Capital Expenditure



The financial analysis presents a position that is well provided for the current year and for the five years after this year. The period from 2029 to 2033 is under provided but that is 10 years away and does not persist beyond that 5-year period. Experience to date is that the current bay replacement program is extending the life of the entire path segments though at some point the older paths will need to be renewed as complete segments particularly the higher use paths. This will require further analysis to fully understand to what extent. The increasing age of the path network will limit that which can be achieved and an increase in path renewal funding may be need on that transition to maintain the current level of service.



## 6.2 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over five and 10 years of the planning period.

|  |              |
|--|--------------|
| Latrobe City - Paths   |              |
| Asset Renewal Funding Ratio  |              |
| Asset Renewal Funding Ratio: (LTFP Renewal/Forecast Renewal for next 20-years) (Preferred)             | 75%          |
| Asset Renewal Funding Ratio: (LTFP Renewal/Depreciation entire for next 20-years)                      | 629%         |
| Short Term – 5-year financial planning period (Dollars in \$'000's per year)                           |              |
| 5-years average annual Operations, Maintenance & Renewal Projected Expenditure                         | \$1,247 p.a. |
| 5-years average annual Operations, Maintenance & Renewal LTFP Budget Expenditure                       | \$1,154 p.a. |
| 5-year annual financing shortfall [5 years projected expenditure - 5 years LTFP-Budget expenditure]    | -\$93 p.a.   |
| 5-year financing indicator [5 years LTFP Budget expenditure / 5 years projected expenditure]           | 93%          |
| Medium Term – 10-year financial planning period (Dollars in \$'000's per year)                         |              |
| 10-years average annual Operations, Maintenance & Renewal Projected Expenditure                        | \$1,247 p.a. |
| 10-years average annual Operations, Maintenance & Renewal LTFP Budget Expenditure                      | \$1,154 p.a. |
| 10-year annual financing shortfall [10-years projected expenditure – 10-years LTFP-Budget expenditure] | -\$93 p.a.   |
| 10-year financing indicator [10-years LTFP Budget expenditure / 10-years projected expenditure]        | 93%          |
| Long Term - Life Cycle Costs (LCC) (Dollars in \$'000's per year based on first 20-years of plan)      |              |
| LCC : 20-years average annual projected operations, maintenance expenditure and depreciation           | \$1,828 p.a. |
| 20-years average annual LTFP- budget operations, maintenance & capital renewal expenditure             | \$1,154 p.a. |
| Life Cycle Gap [average life cycle expenditure – average life cycle cost (-ve = gap)]                  | -\$647 p.a.  |
| Life Cycle Indicator [life cycle expenditure / life cycle cost]  | 63%          |
| <b>All dollar values are in (\$'000)'s</b>   |              |

Note:

The 5-year and 10-year figures are equal due to the year one backlog is evenly distributed across the first 10-years

### 6.2.1.1 Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>3</sup> **75%**

The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 20 years, Council is forecasting that it will have **75%** of the funds required for the optimal renewal and replacement of its path assets.

<sup>3</sup> AIFMG, 2012, Version 1.3, Financial Sustainability Indicator 4, Sec 2.6, p 2.16

**Path Asset Management Plan****2018****6.2.1.2 Long term - Lifecycle Cost**

Lifecycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Lifecycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The lifecycle cost for the services covered in this asset management plan is **\$1,828,000** per year (average operations and maintenance expenditure plus depreciation expense projected over 20 years).

Lifecycle costs can be compared to life cycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles. Life cycle expenditure includes operations, maintenance and capital renewal expenditure. Lifecycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure over the 20-year planning period is **\$1,154,000** per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 20-years).

A gap between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is -ve **-\$647,000** per year (-ve = gap, +ve = surplus).

Life cycle expenditure is **63%** of life cycle costs.

The life cycle costs and life cycle expenditure comparison high-lights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

**6.2.1.3 Medium term – ten year financial planning period**

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10-year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10-year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10-year planning period is **\$1,247,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$1,154,000** on average per year giving a 10-year funding under-allocation of **-\$93,000** per year. This indicates that Council expects to have **93%** of the projected expenditures needed to provide the services documented in the PAMP.

**6.2.1.4 Short Term – five year financial planning period**

The projected operations, maintenance and capital renewal expenditure required over the first five years of the planning period is **\$1,247,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$1,154,000** on average per year giving a 5-year funding under-allocation of **-\$93,000**. This indicates that Council expects to have **93%** of projected expenditures required to provide the services shown in the PAMP.

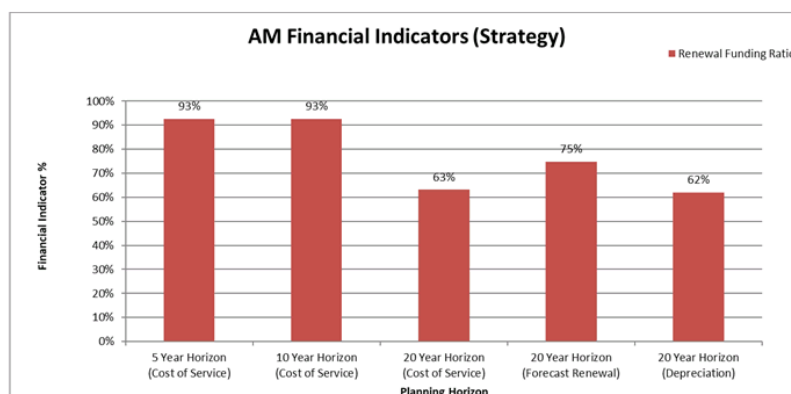




#### 6.2.1.5 Asset management financial indicators

Figure 6.1.2 shows the asset management financial indicators over the 10-year planning period and for the long-term life cycle.

Figure 6.1.2: Asset Management Financial Indicators



Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 100% for the first years of the PAMP and ideally over the 10-year life of the Long Term Financial Plan.

Figure 6.1.3 shows the projected asset renewal and replacement expenditure over the 20- years of the PAMP. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long-term financial plan.

Figure 6.1.3 Projected and Future Funding Provision

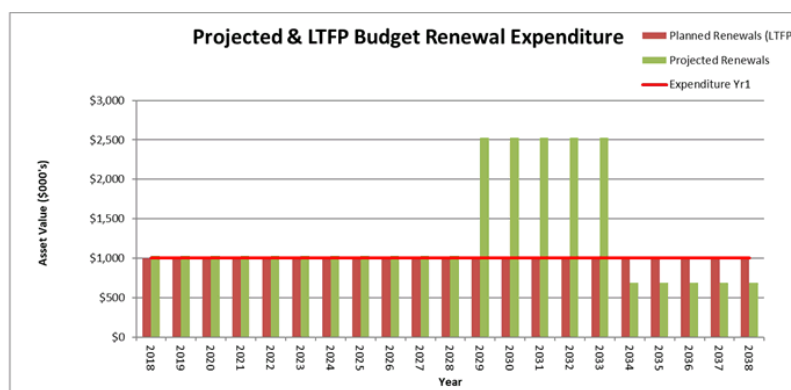


Table 6.1.3 shows the minor under-allocation between projected renewal and replacement expenditures and expenditure accommodated in long term financial plan. Budget expenditures accommodated in the long-term financial plan or extrapolated.



Table 6.1.3 : Projected and LTFP Budgeted Renewals and Financing Variances

| Latrobe City - PATHS  |                                   |                                       |                                |                                |
|-----------------------|-----------------------------------|---------------------------------------|--------------------------------|--------------------------------|
| Year Ending<br>Jun-30 | Projected<br>Renewals<br>(\$'000) | LTFP<br>Renewal<br>Budget<br>(\$'000) | Renewal Financing<br>Variance  | Cumulative<br>Variance         |
|                       |                                   |                                       | (- gap, + surplus)<br>(\$'000) | (- gap, + surplus)<br>(\$'000) |
| 2018                  | \$1,032                           | \$1,000                               | -\$32                          | -\$32                          |
| 2019                  | \$1,032                           | \$1,000                               | -\$32                          | -\$64                          |
| 2020                  | \$1,032                           | \$1,000                               | -\$32                          | -\$96                          |
| 2021                  | \$1,032                           | \$1,000                               | -\$32                          | -\$128                         |
| 2022                  | \$1,032                           | \$1,000                               | -\$32                          | -\$159                         |
| 2023                  | \$1,032                           | \$1,000                               | -\$32                          | -\$191                         |
| 2024                  | \$1,032                           | \$1,000                               | -\$32                          | -\$223                         |
| 2025                  | \$1,032                           | \$1,000                               | -\$32                          | -\$255                         |
| 2026                  | \$1,032                           | \$1,000                               | -\$32                          | -\$287                         |
| 2027                  | \$1,032                           | \$1,000                               | -\$32                          | -\$319                         |
| 2028                  | \$1,032                           | \$1,000                               | -\$32                          | -\$351                         |
| 2029                  | \$2,524                           | \$1,000                               | -\$1,524                       | -\$1,875                       |
| 2030                  | \$2,524                           | \$1,000                               | -\$1,524                       | -\$3,399                       |
| 2031                  | \$2,524                           | \$1,000                               | -\$1,524                       | -\$4,923                       |
| 2032                  | \$2,524                           | \$1,000                               | -\$1,524                       | -\$6,447                       |
| 2033                  | \$2,524                           | \$1,000                               | -\$1,524                       | -\$7,971                       |
| 2034                  | \$686                             | \$1,000                               | \$314                          | -\$7,657                       |
| 2035                  | \$686                             | \$1,000                               | \$314                          | -\$7,343                       |
| 2036                  | \$686                             | \$1,000                               | \$314                          | -\$7,030                       |
| 2037                  | \$686                             | \$1,000                               | \$314                          | -\$6,716                       |
| 2038                  | \$686                             | \$1,000                               | \$314                          | -\$6,403                       |

All dollar values are in (\$'000)'s

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

### 6.3 Projected expenditures for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10- year long term financial plan. Expenditure projections are in 2018 real values.



Table 6.1.2 Projected Expenditures for Long Term Financial Plan (\$'000)

| Latrobe City - PATHS |            |             |                 |             |           |
|----------------------|------------|-------------|-----------------|-------------|-----------|
| Year                 | Operations | Maintenance | Projected       | Capital     | Disposals |
|                      |            |             | Capital Renewal | Upgrade/New |           |
| 2018                 | \$44       | \$171       | \$1,032         | \$450       | \$0       |
| 2019                 | \$44       | \$172       | \$1,037         | \$2,966     | \$0       |
| 2020                 | \$44       | \$173       | \$1,043         | \$3,588     | \$0       |
| 2021                 | \$45       | \$174       | \$1,048         | \$457       | \$0       |
| 2022                 | \$45       | \$175       | \$1,054         | \$460       | \$0       |
| 2023                 | \$45       | \$176       | \$1,059         | \$462       | \$0       |
| 2024                 | \$45       | \$177       | \$1,065         | \$464       | \$0       |
| 2025                 | \$45       | \$178       | \$1,071         | \$467       | \$0       |
| 2026                 | \$46       | \$179       | \$1,076         | \$469       | \$0       |
| 2027                 | \$46       | \$180       | \$1,082         | \$472       | \$0       |
| 2028                 | \$46       | \$181       | \$1,088         | \$474       | \$0       |
| 2029                 | \$46       | \$181       | \$2,674         | \$477       | \$0       |
| 2030                 | \$47       | \$182       | \$2,689         | \$479       | \$0       |
| 2031                 | \$47       | \$183       | \$2,703         | \$482       | \$0       |
| 2032                 | \$47       | \$184       | \$2,717         | \$484       | \$0       |
| 2033                 | \$47       | \$185       | \$2,731         | \$487       | \$0       |
| 2034                 | \$48       | \$186       | \$747           | \$490       | \$0       |
| 2035                 | \$48       | \$187       | \$751           | \$492       | \$0       |
| 2036                 | \$48       | \$188       | \$755           | \$495       | \$0       |
| 2037                 | \$48       | \$189       | \$759           | \$497       | \$0       |
| 2038                 | \$49       | \$190       | \$763           | \$500       | \$0       |

All dollar values are in (\$'000)'s

#### 6.4 Funding Strategy

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 6.1.2 will be accommodated in the Council's 10-year long-term financial plan.



Figure 6.2: LTFP Expenditure Projections

| Latrobe City - PATHS                |         |         |         |         |         |         |         |         |         |         |
|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Projected Expenditure (\$'000,s)    | 2018    | 2019    | 2020    | 2021    | 2022    | 2023    | 2024    | 2025    | 2026    | 2027    |
| Capital Renewal of existing assets  | \$1,032 | \$1,032 | \$1,032 | \$1,032 | \$1,032 | \$1,032 | \$1,032 | \$1,032 | \$1,032 | \$1,032 |
| Capital Upgrade/New assets          | \$450   | \$2,950 | \$3,550 | \$450   | \$450   | \$450   | \$450   | \$450   | \$450   | \$450   |
| Operational cost of existing assets | \$44    | \$44    | \$44    | \$44    | \$44    | \$44    | \$44    | \$44    | \$44    | \$44    |
| Maintenance cost of existing assets | \$171   | \$171   | \$171   | \$171   | \$171   | \$171   | \$171   | \$171   | \$171   | \$171   |
| Operational cost of New assets      | \$0     | \$0     | \$0     | \$1     | \$1     | \$1     | \$1     | \$2     | \$2     | \$2     |
| Maintenance cost of New assets      | \$0     | \$1     | \$2     | \$3     | \$4     | \$5     | \$5     | \$6     | \$7     | \$8     |
| Disposal of Surplus assets          | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     |
| Annual Funding Requirement          | \$1,697 | \$4,198 | \$4,799 | \$1,700 | \$1,702 | \$1,703 | \$1,704 | \$1,705 | \$1,706 | \$1,707 |
| Average Funding Requirement         |         |         | \$2,819 |         |         |         |         | \$1,705 |         |         |

**All dollar values are in (\$'000)'s**

Maintenance and Operations figures for new assets are included, these costs increase in line with the growth in assets due to developer contributions and new and upgrade projects.

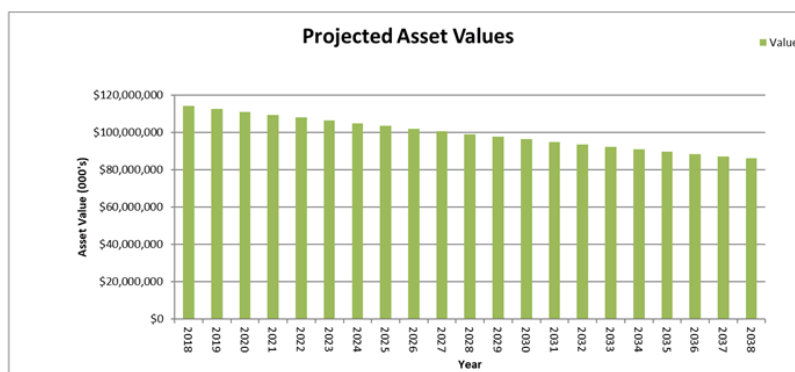
### 6.5 Valuation Forecasts

Asset values are forecast to decrease as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated (gifted) to Council are less than the depreciation of existing assets. Figure 6.3a shows the projected asset value (Written Down Value) over the planning period in real values.



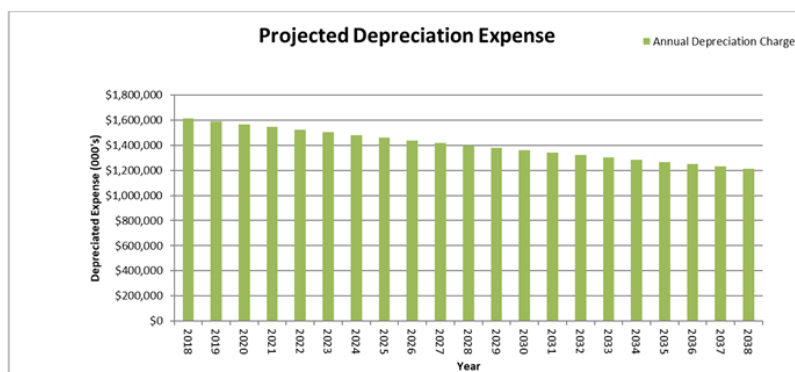


Figure 6.3a: Projected Asset Values



Depreciation expense values are forecast in line with asset values as shown in Figure 6.3.b.

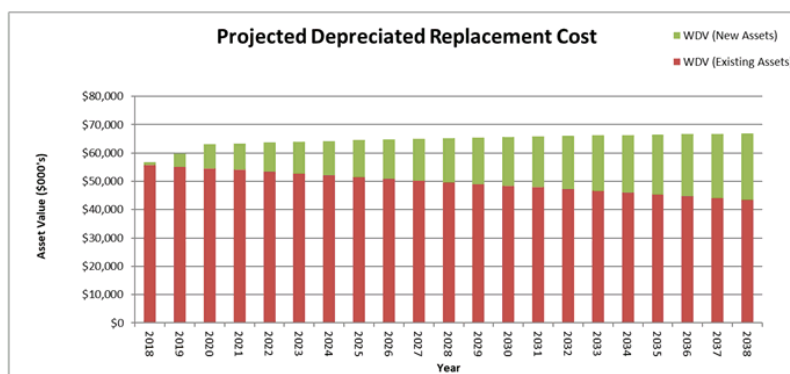
Figure 6.3b: Projected Depreciation Expense



The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 6.3c. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.



Figure 6.3c: Projected Depreciated Replacement Cost



## 6.6 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in the PAMP and risks that these may change are shown in Table 6.4.

Table 6.4: Key Assumptions made in the PAMP

| Key Assumptions  |
|--|
| Additional maintenance funds will be made available to continue current services as Council's asset base grows from assets handed over from developers and asset upgrades.   |
| Maintenance and renewal allocation are fully funded.   |
| Forecasted financial plans are in today's dollars  |
| Current maintenance levels of service will remain the status quo.  |
| The funds raised via a Development Contribution Plan for the provision of new paths or upgrade (particularly in established areas) have been approximated in the growth factor and the timing of these expenditures has not been taken into consideration for this iteration of the PAMP as further investigation is required. |
| Renewal is based on replacement like for like for financial purposes.  |
| Upgrade or increased capacity projects beyond those identified in this plan are subject to separate capital bids.  |

### 6.6.1.1 Inferred and reported condition

Current industry knowledge has been used to model adopted the life expectancy for path asset components as outlined in Table 5.4.



Condition and remaining life will be inferred by a degradation curve for long life concrete assets using the asset's construction date.

It is noted, however, that in Australia, work relating to age deterioration models is still in its infancy, and lifecycles can vary widely due to construction practices and external conditions. As condition information is added, and the network is calibrated to local conditions, a revised figure for asset consumption will be evaluated.

Table 6.4.1: Reconciled Useful Lives of Assets (Paths)

| Asset Class | Asset Category                       | Expected Useful life | Reconciled Useful Life from current Condition Assessment *preliminary sample data |
|-------------|--------------------------------------|----------------------|---|
| Footpaths   | Surface – Concrete                   | 67 years             | 78 years  |
| Footpaths   | Surface – Concrete Pavers            | 50 years             | 58 years  |
| Footpaths   | Surface - Asphalt Surface            | 18 years             | 39 years  |
| Footpaths   | Surface – Bitumen – (Spray Seal)     | 15 years             | 29 years  |
| Footpaths   | Surface – Gravel – (Crushed Granite) | 15 years             | 41 years  |

It should be noted that the forecast useful lives are calculated based on the current assessed condition converted to a remaining useful life through the relevant degradation curve, then referenced to the year of last renewal for each asset to predict when the asset will reach the end of its useful life, hence the forecast age at the end of its useful life can be reset. These reported results are preliminary and require further scrutiny which will be undertaken in time for the next revision of this PAMP.

#### 6.6.1.2 Current Conditions

It can be seen by examining available construction age data, there were three periods of intense construction activity – the mid-1950s and 1960s driven by residential support for the State Electricity Commission, in the mid-1970s and a steady decline in late-1980s until a recent increase in residential development. With this in mind, it is anticipated that significant renewals will occur between 2065 and 2090, and therefore a funding strategy needs to be developed with a 50-year vision from present.

It is known that paths constructed under good conditions may last longer than the current accounting lifespan. Therefore, improving path knowledge via the improvement plan, and moving to an evidence-based condition system has the potential to save residents significant long-term expenditure.

#### 6.7 Forecast Reliability and Confidence

The expenditure and valuations projections in the PAMP are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a five-level scale in accordance with Table 6.5.



Table 6.5: Data Confidence Grading System

| Confidence Grade  | Description  |
|-------------------|--|
| A Highly reliable | Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$  |
| B Reliable        | Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$ |
| C Uncertain       | Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$                             |
| D Very Uncertain  | Data based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$  |
| E Unknown         | None or very little data held.   |

The estimated confidence level for and reliability of data used in the PAMP is shown in Table 6.5.1.

Table 6.5.1: Data Confidence Assessment for Data used in the PAMP

| Data                                      | Confidence Assessment | Comment  |
|---|-----------------------|--|
| Demand drivers                            | Uncertain             | Require further testing and inclusion of DCP commitments to be included rather than estimated.                           |
| Growth projections                        | Reliable              | Reliable source documents  |
| Operations expenditures                   | Reliable              | Obtained from Finance Department   |
| Maintenance expenditures                  | Reliable              | Obtained from Finance Department   |
| Projected Renewal exps.<br>- Asset values | Reliable              | Modelled based on condition assessment with reconciled useful lives being reasonable for the level of current knowledge. |
| - Asset residual values                   | Reliable              | No used consistent with valuation  |
| - Asset useful lives                      | Reliable              | Benchmarked against like Councils and reviewed in 2015 and preliminary reconciliation                                    |
| - Condition modelling                     | Reliable              | Relationship to useful life reasonable   |
| - Defect repairs                          | Very Uncertain        | No MMS to record outcomes  |
| Upgrade/New expenditures                  | Reliable              | Obtained from Finance Department   |

Over all data sources the data confidence is assessed as **Reliable** confidence level for data used in the preparation of the PAMP.





## **7 PLAN IMPROVEMENT AND MONITORING**

### **7.1 Status of Asset Management Practices**

#### **7.2 Accounting and financial systems**

Council uses FinanceOne from TechnologyOne as the finance system.

##### *7.2.1.1 Accounting standards and regulations*

The applicable accounting standards are AASBI 16 "Property, Plant, and Equipment", AASBI 13 "Fair Value Measurement" and AASBI 38 "Intangible Assets"

##### *7.2.1.2 Capital/maintenance threshold*

Council has set a value of \$10,000 in expenditure before it is considered to be capitalised. This is the cost captured as renewal or upgrade as opposed to maintenance.

##### *7.2.1.3 Required changes to accounting financial systems arising from the PAMP*

No specific changes have been identified however with advances in Maintenance Management processes, the Finance system may be modified to better capture maintenance effort against the assets (as opposed to generally). This increased detail will assist in identifying maintenance and renewal needs.

### **7.3 Asset Management System**

Council uses MyData Asset Management System from Assetic Pty Ltd. It is a sophisticated database system that allows detailed management of the data. A partner to this is MyPredictor Asset Modelling System also from Assetic that will, once implemented with the data and necessary algorithms, allow Council to model the deterioration of assets and improve the science of lifecycle costing.

##### *7.3.1.1 Asset registers*

The asset register relevant to the PAMP held in MyData include:

- Footpaths.

##### *7.3.1.2 Linkage from asset management to financial system*

This is currently a manual process through Microsoft Excel spreadsheets. There is no integration between financial and asset management systems.

##### *7.3.1.3 Accountabilities for asset management system and data maintenance*

Team Leader Asset Strategy and Co-ordinator Infrastructure Planning.

##### *7.3.1.4 Required changes to asset management system arising from the PAMP*

The AMS used is sophisticated and very capable. No changes are required to the system. Changes proposed are related to the data and information that reside in the system. This is discussed in Appendix H – PAMP Improvement Plan.

### **7.4 Geographic Information System (GIS)**

Council's road spatial data is contained and updated within separate GIS layers and can be viewed via the internal GIS viewer, IntraMaps.



#### **7.5 Monitoring and Review Procedures**

This asset management plan will be reviewed periodically and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The PAMP will be updated to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the organisation's long term financial plan.

The financial model of this PAMP should be reviewed annually to adjust for changes to the network, and PAMP should be reviewed every 4 years at a minimum to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values consistent with the organisation's long term financial plan.

#### **7.6 Performance Measures**

The effectiveness of the PAMP can be measured in the following ways:

- The degree to which the required projected expenditures identified in the PAMP are incorporated into Council's long term financial plan;
- The degree to which one to five year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the PAMP.
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans, and;
- The Asset Renewal Funding Ratio exceeding the actual **71%**.



## 8 REFERENCES

Documents referenced by the PAMP include:

IPWEA, 2015, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)

IPWEA, 2015, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/namsplus](http://www.ipwea.org/namsplus).

IPWEA, 2015, 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/AIFMG](http://www.ipwea.org/AIFMG).

Latrobe City Council Plan 2013-2017.



## 9 APPENDICES

Appendices attached to the PAMP include:

- Appendix A Proposed Maintenance Response Service Level Agreement
- Appendix B Projected Upgrade/New Expenditure 10 year Capital Works Program
- Appendix C Projected Upgrade/New Expenditure 10 year Capital Works Program
- Appendix D Budgeted Expenditures Accommodated
- Appendix E Abbreviations
- Appendix F Glossary
- Appendix G Path Network Plans
- Appendix H PAMP Improvement Plan





## Appendix A - Proposed Renewal/Maintenance Response Service Level Agreement

### 1) Maintenance Standards

Latrobe City Council has identified the critical renewal/maintenance treatments for all paths for which it is responsible.

For each path stress, the following criteria have been developed:

1. The level at which the stress is a potential safety hazard.
2. The level at which a stress reaches a maximum point of treatment intervention.
3. The maximum time allowable for defects to be remedied.

**Note:**

*Path stress points are sections of paths that start developing structural or mechanical damage weaknesses such as cracking, distortion, minor spalling, roughness or polishing of surfaces and minor vertical displacement. At given criteria such stresses are recognised as defects that warrant remedial treatment.*

Standards vary across the network, in construction and material types as well as in intervention levels and response times. These differences are reflected against Latrobe City Council's footpath classification (Hierarchy) system.

The main stress identified for footpaths are trip steps which may be either transverse or longitudinal or caused by spalling. The 'Latrobe City Council - Footpath Marking and Maintenance Assessment Methodology Manual' details the inspection criteria, methods to measure and assess these stresses with methods and standard of response.

### 2) Intervention Levels and Response Times

The intervention levels and response times for proactive footpath inspections are included in the tables below. Although Latrobe City Council will make every endeavour to meet its obligations under this plan, circumstances may arise where Latrobe City Council may not meet all or any of its obligations.

If these circumstances are beyond the control of Latrobe City Council, then Latrobe City Council reserves its right to suspend this plan.

In the event of natural disasters and events such as fires, storms and floods, as well as human factors, but not limited to lack of Latrobe City Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Latrobe City Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer of Latrobe City Council, has to, pursuant to Section 83 of the Victorian Wrongs Act, considers the limited financial resources of Latrobe City Council and its other conflicting priorities, meaning Latrobe City Council's PAMP cannot be met, the Chief Executive Officer will write to inform the Latrobe City Council officer in charge of this plan that some or all of the timeframes and responses in Latrobe City Council's plan, are to be suspended.

Once the events beyond the control of Latrobe City Council have abated, or if the events have partly abated, Latrobe City Council's CEO will write to inform the Latrobe City Council officer responsible for Latrobe City Council's PAMP which parts of Latrobe City Council's PAMP are to be reactivated and when.



The service level tables include:

1. Defect/Activity Intervention Levels by Hierarchy.
2. Response Times by Hierarchy.
3. Response/Repair Activity.
4. Inspection Regime by Hierarchy to identify defects.

Latrobe City Council emphasises that the intervention levels are a maximum allowable for given stress.

Maintenance crews will attempt to repair stresses before they reach intervention levels and become defects in line with planned asset renewal practices aimed at extending asset useful life. It should also be noted that planned maintenance repairs may not be carried out on paths that are scheduled for replacement. In these instances temporary repairs such as asphalt patching may be carried out or alternately warning signs may be used to highlight defects until the permanent works are undertaken.

### 3) Proactive Inspection Hierarchies and Schedules

Latrobe City Council currently carries out annual safety inspections (as per Table 3) on a portion of the path network. The defects are logged into a Trimble unit and transferred into My-Data, the Asset Management System (AMS) currently being used at Latrobe City Council. When all the defects have been identified and collated, a lump sum contract is let for the repair of all of the defects. While there are certainly efficiencies to be gained by aggregating these defects into one lump sum contract, it also means that defects are not repaired for an extended period of time after they have been identified.

Inspection frequency is linked to the path hierarchy.

The following table is a guide to the classification (hierarchy) of Council's Paths. The path classification has been developed, based principally on the volume of usage (both pedestrian and cyclists if applicable). The path classifications are High Usage (FMC-H), Medium Usage (FMC-M) and Low Usage (FMC-L).

**Appendix A – Table 1 – Latrobe City Path Hierarchy and Maintenance Category**

| Footpath Category | Footpath Maintenance Category (FMC) | Primary Function   |
|-------------------|-------------------------------------|--|
| Category H        | FMC-H                               | Central Business Districts of the following major towns, Moe, Newborough, Churchill, & Traralgon.                                  |
| Category M        | FMC-M                               | Heavily pedestrianised areas: - minor-shopping areas, collector paths and some shared bicycle/pedestrian paths.                    |
| Category L        | FMC-L                               | Constructed paths in residential and commercial areas, and rural residential areas; including concrete, asphalt, and gravel paths. |



Proactive defect inspections shall be conducted in accordance with the following schedule. The frequency of inspections varies with the Footpath Category-Path Maintenance Category (FMC).

**Appendix A – Table 2 – Latrobe City Proactive Inspection Timeframes**

| Footpath Category | Footpath Maintenance Category (FMC) | Proactive Hazard & Planned Maintenance Inspection Timeframes |
|-------------------|-------------------------------------|--|
| Category H        | FMC-H                               | one (1) inspection every 12 months .                         |
| Category M        | FMC-M                               | one (1) inspection every 24 months                           |
| Category L        | FMC-L                               | one (1) inspection every 36 months                           |

The major towns of Moe, Morwell and Traralgon have been geographically divided into three separate zones for inspection purposes, while Churchill has been divided into two zones. All high usage paths are inspected every year. Medium usage paths are inspected on a two yearly cycle. Low usage paths are inspected on a three yearly cycle. The following table shows the breakdown of the inspection cycles.

**Appendix A - Table 3 – Proactive Inspection Schedule**

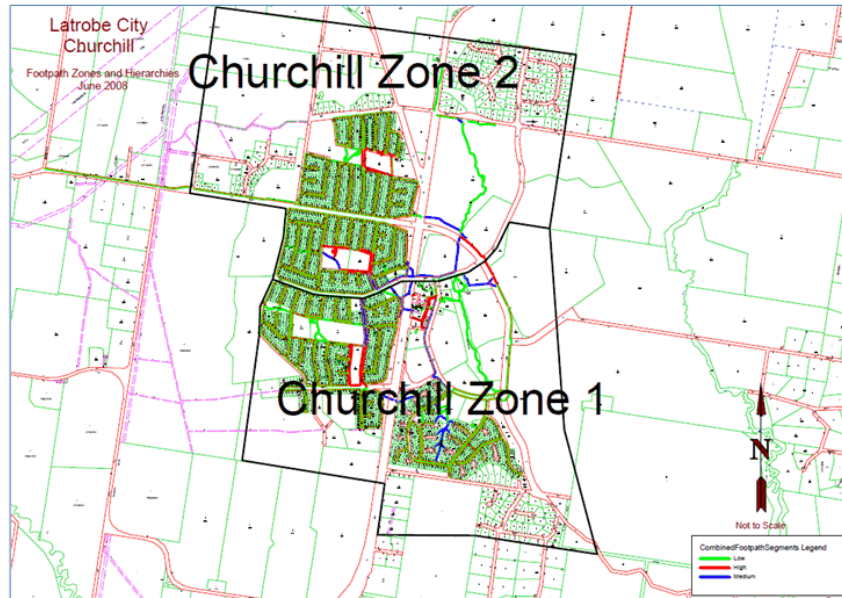
| Year      | High Usage Area    | Medium Usage Area        | Low Usage Area           |
|-----------|--------------------|--------------------------|--------------------------|
| 2017-2018 | All High Use Areas | Zone 1 & 2               | Zone 2 areas             |
| 2018-2019 | All High Use Areas | Zone 3 & non zoned towns | Zone 3 & non zoned towns |
| 2019-2020 | All High Use Areas | Zone 1 & 2               | Zone 1 areas             |
| 2020-2021 | All High Use Areas | Zone 3 & non zoned towns | Zone 2 areas             |
| 2021-2022 | All High Use Areas | Zone 1 & 2               | Zone 3 & non zoned towns |
| 2022-2023 | All High Use Areas | Zone 3 & non zoned towns | Zone 1 areas             |

The Zone 3 paths include the seven small towns of Boolarra, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar.

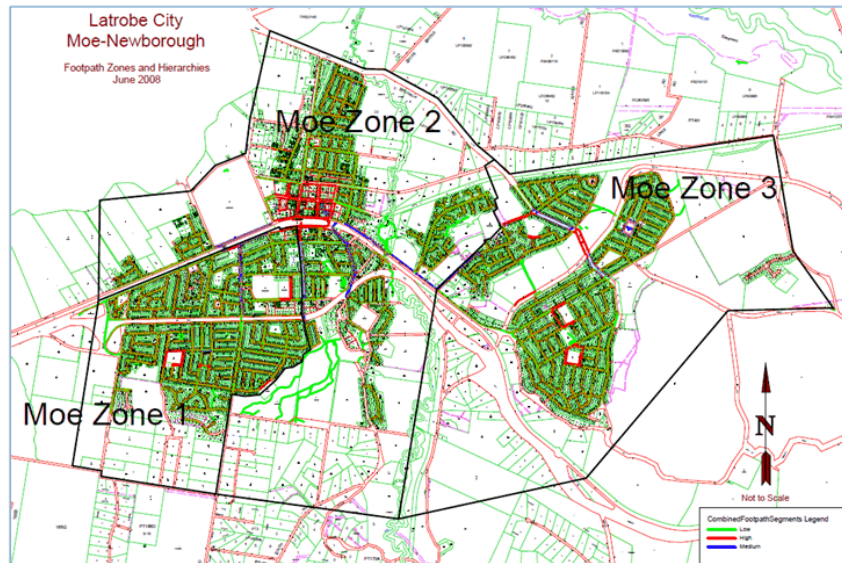


Zone and Footpath Hierarchy maps:

CHURCHILL



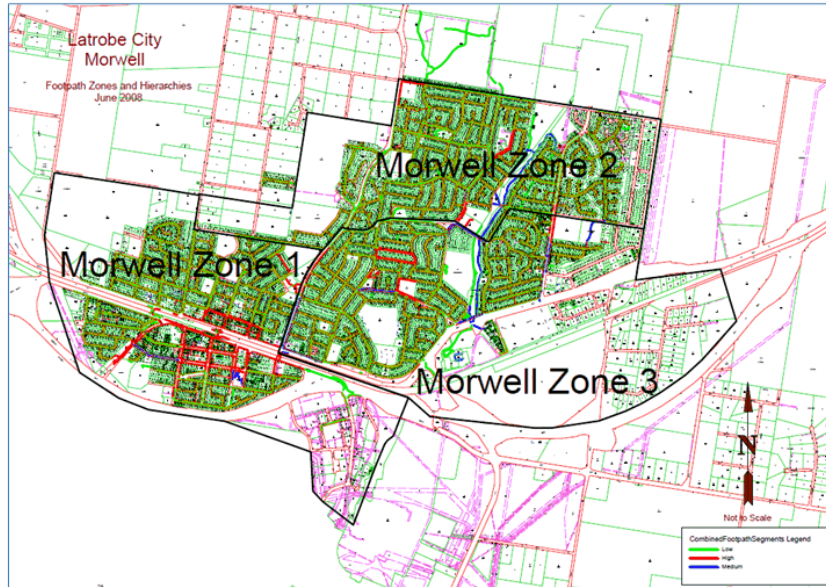
MOE-NEWBOROUGH



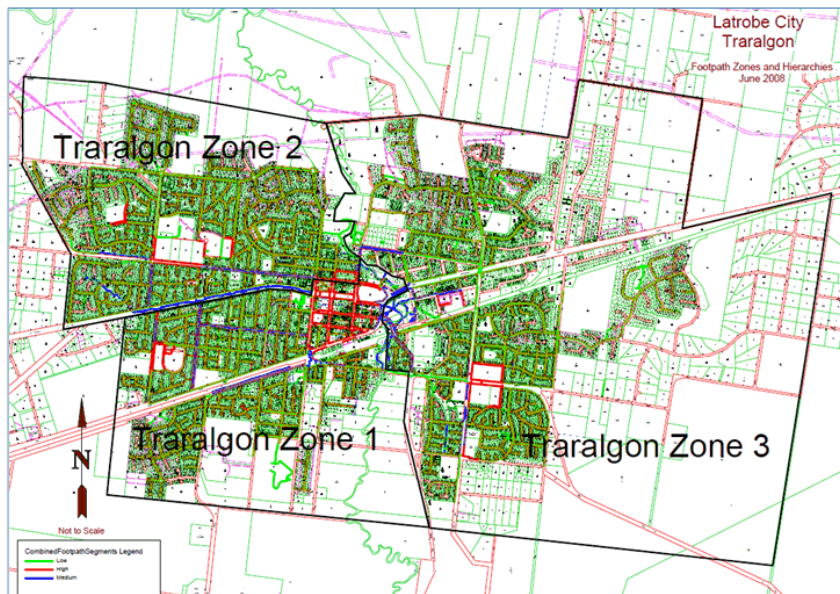




**MORWELL**



**TRARALGON**





#### 4) Proactive Inspection Intervention Levels and Response Times

##### a. Path Defects Classified as Urgent

Trip Steps identified during proactive inspections are in the first incidence assessed against the criteria for Urgent Defects as outlined in Table 4. If determined to be an Urgent Defect the details of the defects are advised to Infrastructure Operations for Urgent Defect Response consistent with the requirements of Table 5.

**Appendix A - Table 4 – Criteria for Classification as an Urgent defect from Proactive Inspections**

| Criteria for Urgent Defect   | Assessment                          |
|--|-------------------------------------|
| A defect significantly exceeds intervention (i.e. 50mm plus).  | <b>Classified as Urgent Defect.</b> |
| Obstruction to special users. <ul style="list-style-type: none"> <li>• Special case with wheel chairs.</li> <li>• Special case with prams.</li> </ul>  | <b>Classified as Urgent Defect.</b> |
| Defects at or above RMP Intervention at an easily identifiable location in the immediate vicinity of potentially vulnerable users e.g.: <ul style="list-style-type: none"> <li>• Elderly.</li> <li>• Disabled.</li> <li>• Parents with prams.</li> </ul> | <b>Classified as Urgent Defect.</b> |

**Appendix A - Table 5 – Response Times for Urgent Defects identified during Proactive Inspections**

| Classification      | Operational Inspection to determine Interim or permanent response | Response Time for Urgent Defects   |
|---------------------|---|--|
| <b>High Usage</b>   | Inspect within one working day.                                   | Provide reasonable warning signs, barricades or: <ul style="list-style-type: none"> <li>• Interim repairs within three working days.</li> <li>• Repair within two weeks.</li> </ul>            |
| <b>Medium Usage</b> | Inspect within one working day.                                   | Provide reasonable warning signs, barricades or: <ul style="list-style-type: none"> <li>• Interim repairs within three working days.</li> <li>• Repair within four weeks.</li> </ul>           |
| <b>Low Usage</b>    | Inspect within two working days.                                  | Provide reasonable warning signs, barricades or: <ul style="list-style-type: none"> <li>• Interim repairs within five working days.</li> <li>• Permanent Repair within eight weeks.</li> </ul> |

*Note: Proactive Inspection data is collated by the last business day of the week and provided to Infrastructure Operation on the first business day of the following week.*

##### b. Defects Assessed Against Road Management Plan (RMP) Intervention Levels

Trip Steps identified during proactive inspections are in the second incidence assessed against the RMP Intervention Levels. outlined in Table 6 to determine if they are a RMP Defect.



Table 6 - Road Management Plan (RMP) Intervention Levels and Response Times for Permanent repair

| Hierarchy Type | Footpath Maintenance Category (FMC) | Hazard Intervention Level                       | Response Time For Permanent Repair |
|----------------|-------------------------------------|---|------------------------------------|
| Footpath       | FMC-H                               | Pedestrian areas with a step greater than 10 mm | 12 Months                          |
| Footpath       | FMC-M                               | Pedestrian areas with a step greater than 20 mm | 12 Months                          |
| Footpath       | FMC-L                               | Pedestrian areas with a step greater than 20 mm | 18 Months                          |

Note 1: Council will not maintain nature strips and sweep footpaths of leaves, nuts and fruits from street trees. Inappropriate street trees that drop nuts and fruits on paths will be replaced under the appropriate tree management plan as funds become available.

Note 2: An appropriate interim repair is made when a RMP Defect to reduce the defect to below intervention such as applying asphalt, or may be to highlight the presence of the RMP Defect by methods such as painting or signage.

c. RMP Defects Response Actions

Trip Steps identified during proactive inspections assessed to be a RMP Defect are allocated an appropriate Response Action as outlined in Table 7. These actions are to be undertaken to bring each defect to below intervention levels within the timelines for Permanent Repair as outlined in Table 6.

Table 7 - Response Actions for RMP Defects Identified during Proactive Inspections.

| Footpath Maintenance Category | Path Category              | Response Action   |
|-------------------------------|----------------------------|---|
| <b>FMC-H</b>                  | Category H<br>High Usage   | <b>Concrete :</b><br>Grind step 10 -15 mm<br>Replace step 10 -15 if previously ground<br>Replace step > 15 mm<br><b>Asphalt :</b><br>Repair step >10 mm<br><b>Brick Pavers :</b><br>Reset areas with trip hazards >10 mm. |
| <b>FMC-M</b>                  | Category M<br>Medium Usage | <b>Concrete:</b><br>Grind 20 -25 mm<br>Replace step 20 -25 if previously ground<br>Replace > 25 mm<br><b>Asphalt:</b><br>Repair steps >20 mm  |
| <b>FMC-L</b>                  | Category L<br>Low Usage    | <b>Concrete:</b><br>Grind 20 -25 mm<br>Replace step 20 -25 if previously ground<br>Replace > 25 mm<br><b>Asphalt:</b><br>Repair steps >20 mm<br><b>Gravel Paths:</b><br>Repair erosion ruts to path >20 mm.               |



**d. Path stress points below RMP Intervention Levels allocated an Asset Life-Cycle Action**

All path stresses identified during proactive inspections are assessed against the Asset Life-Cycle Triggers with those above the triggers becoming points for Asset Life-Cycle Treatment and allocated an appropriate Asset Life-Cycle Action as outlined in Table 8. The points of treatment are to be scheduled as Priority 1, Priority 2, Priority 3 or Priority 4 based on the guidelines in Table 8. The ranking of the known treatment areas are re-ranked each year for treatment considering the treatment points remaining from previous years and the current year inspection are scheduled to the extent of the available budget.

**Table 8 – Asset Renewal Actions and Priority by Path Category**

| Category   | Asset Renewal Action   |   |
|--|--|---|
| Category H<br>High Usage                                   | <b>Priority 1:</b><br><b>Concrete :</b> <ul style="list-style-type: none"> <li>Seal Cracks &gt;15 mm</li> <li>Replace sections with greater than 25% surface area with cracks &gt; 15mm.</li> </ul> <b>Asphalt :</b> <ul style="list-style-type: none"> <li>Repair cracks &gt; 5 mm</li> <li>Replace sections with greater than 25% surface area with cracks &gt; 5mm.</li> </ul> <b>Brick Pavers :</b> <ul style="list-style-type: none"> <li>Reset sections with greater than 25% surface area with cracks &gt; 5mm.</li> </ul>  | <b>Priority 3:</b><br><b>Asphalt &amp; Brick Pavers:</b> <ul style="list-style-type: none"> <li>Reset minor areas of surface distortion.</li> <li>Recurring distortion of high traffic areas to be progressively replaced with concrete in accordance with priority score, depending on available budget</li> </ul> |
| Category M<br>Medium Usage<br>&<br>Category L<br>Low usage | <b>Priority 2:</b><br><b>Concrete:</b> <ul style="list-style-type: none"> <li>Replace steps &gt; 15 mm</li> <li>Seal Cracks &gt;15 mm</li> <li>Replace sections with greater than 25% surface area with cracks &gt; 15mm.</li> </ul> <b>Asphalt:</b> <ul style="list-style-type: none"> <li>Repair steps &gt;10 mm</li> <li>Repair cracks &gt; 15 mm</li> <li>Replace sections with greater than 25% surface area with cracks &gt; 15mm.</li> </ul> <b>Brick Pavers :</b> <ul style="list-style-type: none"> <li>Reset paved areas with steps 10-15 mm</li> <li>Reset sections with greater than 25% surface area with cracks &gt; 15mm.</li> </ul> <b>Gravel Paths:</b> <ul style="list-style-type: none"> <li>Repair erosion ruts to path &gt;30 mm.</li> <li>Weed control on gravel paths.</li> </ul> | <b>Priority 4:</b><br><b>Asphalt:</b> <ul style="list-style-type: none"> <li>Progressively replace with concrete in accordance with priority score, depending on available budget.</li> </ul>   |



## Path Asset Management Plan

2018

### 5) Reactive Response

Reactive inspections will be undertaken as a result of public requests, reported incidents or insurance claims. Latrobe City Council's customer request system, Pathway, records all requests from customers including details of faults and location. In accordance with this PAMP, Latrobe City Council officers will inspect a reported fault, incident or claim as per the times in Tables 10 and 11.

As is the case with any asset, footpath requests for work may be regarded as urgent by individuals. In accordance with the RMA, Latrobe City Council has determined a consistent, unbiased and repeatable method of determining urgency of repairs on the location of the defect and the degree of its severity and likely consequence. Table 9 below is a guide to Latrobe City Council's definition for 'urgent' classification.

**Table 9 – Used to determine Urgent Repairs**

| Criteria  | Assessment   |
|---|--|
| Claim has been lodged with Latrobe City Council.  | <b>Classified as urgent.</b><br>Latrobe City Council's philosophy is that whilst it does not acknowledge a claim as the sole basis to set default standards, it is attempting to reduce the risk of a subsequent fall. Similarly, the repair of a defect based on a claim, does not make Latrobe City Council liable to repair all other defects of that size and shape. Latrobe City Council continually reviews its intervention levels and urgency levels on the basis of insurance claims and incidents. |
| A defect significantly exceeds intervention (i.e. 50 mm plus).  | <b>Classified as urgent.</b>   |
| Obstruction to users. <ul style="list-style-type: none"> <li>• Special case with wheel chairs.</li> <li>• Special case with prams.</li> </ul>   | <b>Classified as urgent.</b>   |
| Someone has legitimately tripped on the defect  | <b>Classified as urgent, refer claims above.</b>   |
| Easily identifiable location in the immediate vicinity of potentially vulnerable users e.g.: <ul style="list-style-type: none"> <li>• Elderly.</li> <li>• Disabled.</li> <li>• Parents with prams.</li> </ul> | <b>Classified as urgent.</b>   |

**Table 10 – Response Time for Response to Urgent Defects.**

| Classification      | Operational Inspection to determine Interim or permanent response | Response Time for Urgent Defects   |
|---------------------|---|--|
| <b>High Usage</b>   | Inspect within one working day.                                   | Provide reasonable warning signs, barricades or: <ul style="list-style-type: none"> <li>• Interim repairs within three working days.</li> <li>• Repair within two weeks.</li> </ul>            |
| <b>Medium Usage</b> | Inspect within one working day.                                   | Provide reasonable warning signs, barricades or: <ul style="list-style-type: none"> <li>• Interim repairs within three working days.</li> <li>• Repair within four weeks.</li> </ul>           |
| <b>Low Usage</b>    | Inspect within two working days.                                  | Provide reasonable warning signs, barricades or: <ul style="list-style-type: none"> <li>• Interim repairs within five working days.</li> <li>• Permanent Repair within eight weeks.</li> </ul> |





Response times to investigate customer requests (Reactive inspection Response Time frames) are set out in the below table for the road and footpath maintenance categories.

**Table 11 – Response Time for Emergency and Customer Requests**

| Footpath Maintenance Category (FMC) | Description          | Control Mechanism   | Emergency Inspection Times | Reactive Inspection Times |
|-------------------------------------|----------------------|---|----------------------------|---------------------------|
| FMC-H                               | High Zone Footpath   | Inspect rectify if possible, or provide appropriate warning | A (1 day)                  | A (1 day)                 |
| FMC-M                               | Medium Zone Footpath | Inspect rectify if possible, or provide appropriate warning | A (1 day)                  | B (2 Days)                |
| FMC-L                               | Low Zone Footpath    | Inspect rectify if possible, or provide appropriate warning | A (1 day)                  | C (5 days)                |

- Where, because of the nature of the repair required, level of resources required or workload, it is not possible to rectify within the time shown, appropriate warning of the hazard is to be provided until the repair can be completed. Appropriate warning could include, for example Provision of warning signs, Traffic control action, Diversion of pedestrian traffic around the site,
- Emergency Inspection times refer to a request for assistance (with relation to an Emergency situation) from an Emergency Service or other Government Department (i.e. SES, CFA, Fire Police, DELWP etc. )
  - Emergency Inspection Response Time as per the Response Codes outlined above
  - Reactive Response Time refer to a the response to a request from a customer/community member/Council Officer either via Pathway, ECM, Email, Social Media or Phone requests once formally logged within a system or formally notified.
  - Reactive Response Inspection Response Time as per the Response Codes outlined as per Appendix E Table

**Table 8 – Intervention Levels and Response Times for Remedy of RMP Path Defects**

| Road Maintenance Category (FMC) | Intervention Level  | Response Time For Interim Repairs resulting from Customer Requests | Response Time For Permanent Repair |
|---------------------------------|---|--|------------------------------------|
| FMC-H                           | Defective pedestrian areas with a step greater than 10 mm | D (2 weeks)  | 12 Months                          |
| FMC-M                           | Defective pedestrian areas with a step greater than 20 mm | D (2 weeks)  | 12 Months                          |
| FMC-L                           | Defective pedestrian areas with a step greater than 20 mm | E (4 weeks)  | 18 Months                          |



## Appendix B - Projected 10 year Capital Renewal and Replacement Works Program

The annual capital works are generated annually in conjunction with the Road Management Plan inspections to allow for the priority setting between urgent actions, RMP defect actions and the annual Asset renewal actions.

### 1) PATH – RMP-DEFECT TREATMENT 2017-18: (Redacted Program for example)

| Hierarchy   | Locality  | Rd_name            | Street_Number                       | Defect_Type  | Defect_cause      | Treatment_Work_Act |
|-------------|-----------|--------------------|-------------------------------------|--------------|-------------------|--------------------|
| High Zone 2 | CHURCHILL | MCINNES CRESCENT   | Corner of Howard St                 | Trip 10-15mm | Soil Subsidence   | Grind              |
| Low Zone 1  | CHURCHILL | CANTERBURY WAY     | 6                                   | Trip 26-30mm | Nature Strip Tree | Grind              |
| High Zone 1 | CHURCHILL | AUCHTERLONIE CRES  | Opposite 7                          | Trip 10-15mm | Property Tree     | Grind              |
| High Zone 1 | CHURCHILL | CANTERBURY WAY     | Nth cnr with Williams Ave           | Trip 10-15mm | Property Tree     | Grind              |
| High Zone 1 | CHURCHILL | CANTERBURY WAY     | Nth cnr with Williams Ave           | Trip 10-15mm | Property Tree     | Grind              |
| High Zone 1 | CHURCHILL | CANTERBURY WAY     | Nth cnr with Williams Ave           | Trip 10-15mm | Property Tree     | Grind              |
| High Zone 1 | CHURCHILL | WILLIAMS AVENUE    | 48                                  | Trip 10-15mm | Property Tree     | Grind              |
| Low Zone 1  | CHURCHILL | MANNING DRIVE      | 114                                 | Trip 26-30mm | Property Tree     | Grind              |
| Low Zone 1  | CHURCHILL | MCDONALD WAY       | Behind the Churchill Leisure Centre | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | CHURCHILL | CATTERICK CRESCENT | Opposite 11                         | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | CHURCHILL | DUNBAR GROVE       | 2                                   | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | CHURCHILL | CATTERICK AVENUE   | 9                                   | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | CHURCHILL | IKARA WAY          | 44, empty block                     | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | CHURCHILL | GOORAWIN PLACE     | 8                                   | Trip 26-30mm | Property Tree     | Grind              |
| Low Zone 1  | CHURCHILL | GOORAWIN PLACE     | Next to 8                           | Trip 26-30mm | Property Tree     | Grind              |
| Low Zone 1  | CHURCHILL | CHURINGA DRIVE     | 8                                   | Trip 26-30mm | Property Tree     | Grind              |
| Low Zone 1  | CHURCHILL | AMAROO WAY         | Opposite 28                         | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | CHURCHILL | IKARA WAY          | 8, next to sewer pit                | Trip 26-30mm | Pit - Sewer       | Grind              |
| Low Zone 1  | MOE       | WATSONS ROAD SOUTH | Near Highway bridge                 | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | MOE       | VICTORIA STREET    | 40                                  | Trip 26-30mm | Soil Subsidence   | Grind              |
| Low Zone 1  | MOE       | ROBERTS STREET     | Opposite 9                          | Trip 26-30mm | Nature Strip Tree | Grind              |
| Low Zone 1  | MOE       | ROBERTS STREET     | 7                                   | Trip 26-30mm | Nature Strip Tree | Grind              |
| Low Zone 1  | MOE       | VICTORIA STREET    | 1                                   | Trip 26-30mm | Property Tree     | Grind              |
| Low Zone 1  | MOE       | TRUSCOTT ROAD      | Opposite 15                         | Trip 26-30mm | Nature Strip Tree | Grind              |
| Low Zone 1  | MOE       | VALE STREET        | Opposite 51                         | Trip 26-30mm | Property Tree     | Grind              |

### 2) PATH – ASSET RENEWAL TREATMENTS 2017-18: (Redacted Program for example)

| Hierarchy   | Locality  | Rd_name           | Street_Number                       | Defect_Type  | Defect_cause    | Treatment_Work_Act |
|-------------|-----------|-------------------|-------------------------------------|--------------|-----------------|--------------------|
| High Zone 2 | CHURCHILL | COOLABAH DRIVE    | 30m south of number 37              | Trip 10-15mm | Vehicle Loading | Replace 100mm      |
| High Zone 2 | CHURCHILL | HOWARD AVENUE     | Opposite 30                         | Trip 30mm+   | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | LATTER GROVE      | 11                                  | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | VARY COURT        | 2                                   | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | QUIGLEY CRESCENT  | 52                                  | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | QUIGLEY CRESCENT  | 52                                  | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | CANTERBURY WAY    | 18                                  | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | MCLEAN AVENUE     | Next to 34, Path towards reserve    | Trip 26-30mm | Soil Subsidence | Replace 100mm      |
| Low Zone 1  | CHURCHILL | CANTERBURY WAY    | 7                                   | Trip 26-30mm | Vehicle Loading | Replace 125mm RC   |
| Low Zone 1  | CHURCHILL | CANTERBURY WAY    | 19                                  | Trip 30mm+   | Pit - Sewer     | Replace 100mm      |
| Low Zone 1  | CHURCHILL | AUCHTERLONIE CRES | 55                                  | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | MCCARTHY STREET   | 5                                   | Trip 26-30mm | Vehicle Loading | Replace 125mm RC   |
| Low Zone 1  | CHURCHILL | MCDONALD WAY      | Behind the Churchill Leisure Centre | Trip 26-30mm | Vehicle Loading | Replace Pram Xing  |
| Low Zone 1  | CHURCHILL | WALKER PARADE     | 2                                   | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | PHILIP PARADE     | 20m east of Churinga Drive          | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | IKARA WAY         | 38                                  | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | IKARA WAY         | Next to 38                          | Trip 26-30mm | Vehicle Loading | Replace 100mm      |
| Low Zone 1  | CHURCHILL | IKARA WAY         | Next to 38                          | Trip 26-30mm | Vehicle Loading | Replace 100mm      |



### Appendix C - Projected Upgrade/New Expenditure 10 year Capital Works Program

Upgrade and new projects incorporated in the PAMP plan include:

#### 1) Project priority Assessment Tool:

| Pathway Service Priority Ranking  |       |               |
|---|-------|---------------|
| NETWORK HIERARCHY   |       |               |
| Select one only network hierarchy score                                     | Score | Project Score |
| <b>Access within - Major town activity centre (CBD)</b>                     |       |               |
| A1 Within the bounds of the commercial precinct (blocks)                    | 10    |               |
| <b>Access within - Small town main street precinct</b>                      |       |               |
| A2 Within the bounds of the commercial precinct (linear)                    | 9     |               |
| <b>Access within - Major town local shopping precinct</b>                   |       |               |
| A3 Within the bounds of the commercial precinct (linear)                    | 8     |               |
| <b>Access to - Major town activity centres (CBD)</b>                        |       |               |
| B1 Priority access paths within 250 m of precinct boundary                  | 7     |               |
| <b>Access to - Small township main street precinct</b>                      |       |               |
| B2 Pedestrian paths along main street within 50 m of precinct boundary      | 6     |               |
| <b>Access to - Major town local shopping precinct</b>                       |       |               |
| B3 Pedestrian paths along street within 50 m of precinct boundary           | 6     |               |
| <b>Access between - Neighbourhood and Major town activity centres (CBD)</b> |       |               |
| C1 Strategic network paths within 1.0 km of precinct boundary               | 5     |               |
| C2 Strategic network paths 1.0 km to 2.0 km from precinct boundary          | 4     |               |
| C3 Strategic network paths greater than 2.0 km from precinct boundary       | 3     |               |
| <b>Access within - Residential precincts</b>                                |       |               |
| D1 Residential access streets without paths                                 | 2     |               |
| D2 Paths through reserves linking access streets with paths                 | 1     |               |
| D3 Residential access streets with existing path on one side                | 1     |               |
| D4 Residential courts   | 0     |               |
| D5 Low density rural and rural living zones                                 | 0     |               |
| NETWORK HIERARCHY SCORE   |       |               |
| SERVICE HIERARCHY   |       |               |
| Select one only from this group if applicable                               | Score | Project Score |
| <b>Transport networks</b>   |       |               |
| <b>Train station</b>  |       |               |
| Within 50 m of station precincts  | 6     |               |
| <b>Bus terminal</b>   |       |               |
| Within 50 m of bus terminal precinct  | 6     |               |
| <b>Local Bus Stop</b>   |       |               |
| Within 20 m of local bus stop   | 3     |               |
| <b>Cycling network/regional trails</b>                                      |       |               |
| Link to regional rail trail   | 2     |               |
| <b>Community precincts</b>  |       |               |
| <b>Elderly person precinct</b>  |       |               |
| Within 50 m of elderly precincts  | 7     |               |
| <b>Schools / preschools and childcare centres</b>                           |       |               |
| Within 250 m of school precinct   | 6     |               |
| <b>Community centres and meeting places</b>                                 |       |               |
| Within 50 m of community precinct   | 5     |               |
| <b>Sports stadiums</b>  |       |               |
| Within 50 m of sports stadium precincts                                     | 4     |               |
| <b>Recreation reserves</b>  |       |               |
| Recreation reserve street frontage  | 3     |               |
| Paths within active recreation reserves                                     | 2     |               |
| Paths within passive recreation reserves                                    | 1     |               |
| <b>Community need / support</b>   |       |               |
| <b>Demonstrated community need/support</b>                                  |       |               |
| Enhancement to pedestrian / cyclist safety                                  | 6     |               |
| Enhancement to disability access  | 6     |               |
| Use by community  | 4     |               |
| Multiple community requests   | 2     |               |
| SERVICE HIERARCHY SCORE   |       |               |
| TOTAL PROJECT PRIORITY SCORE  |       |               |

Note: Projects assessed annually to consider new inclusions.



## 2) Missing Links Project List:

| MISSING FOOTPATH LINKS   |       |                 |                   |  |           |     |           |
|--|-------|-----------------|-------------------|--|-----------|-----|-----------|
| Year   | Score | Town            | Project           | Comment                                | STATUS    | (m) | Est Cost  |
| 2017-18  | 17    | Traralgon       | Hunter Road       | Liddiard Rd to Traralgon Creek Rd      | Complete  | 375 | \$45,000  |
| 2017-18  | 14    | Traralgon       | Hickox Street     | Short link to bus stop                 | Complete  | 25  | \$6,707   |
| 2017-18  | 14    | Traralgon South | Keith Morgan Dr   | From school to Cashmere Drive          | Deferred  | 505 | \$127,250 |
| 2017-18  | 12    | Boolarra        | Church Street A,  | Monash Way to Mechanics Street         | Cancelled | 125 | \$182,701 |
| 2017-18  | 12    | Boolarra        | Church Street B   | Mechanics Street to Pre-school         | WIP       | 185 | \$20,496  |
| 2017-18  | 12    | Boolarra        | Church Street C   | Link to elderly units                  | WIP       | 20  | \$3,700   |
| 2017-18  | 11    | Traralgon       | Argyle Street A   | East from Masons Street                | WIP       | 100 | \$14,801  |
| 2017-18  | 11    | Traralgon       | Argyle Street B   | Riggall Road to Wren Street            | WIP       | 340 | \$48,104  |
| 2017-18  | 11    | Traralgon       | Argyle Street C   | Wren Street to McMahon Street          | WIP       | 270 | \$38,390  |
| 2017-18  | 11    | Traralgon       | Argyle Street D   | Link to Traffic Lights                 | WIP       | 35  | \$13,750  |
| 2017-18  | 11    | Morwell         | Patricia Street   | Missing on South of Western end        | Complete  | 85  | \$13,750  |
| 2018-19  | 10    | Morwell         | Holmes Road       | McDonald Way to Winifred Street        |           | 350 | \$53,500  |
| 2018-19  | 10    | Morwell         | Harold Street A   | Winifred Street to Hoyle Street        |           | 205 | \$31,750  |
| 2018-19  | 10    | Morwell         | Harold Street B   | Harold Street to McDonald Way          |           | 135 | \$21,250  |
| 2018-19  | 10    | Traralgon       | McNairn Road A    | South of Railway line to existing path | Deferred  | 225 | \$57,250  |
| 2018-19  | 10    | Traralgon       | McNairn Road B    | Level crossing (V-Track Quote)         | Deferred  | 30  | \$500,000 |
| 2018-19  | 10    | Traralgon       | McNairn Road B    | Railway line to Princes Drive          | Deferred  | 285 | \$72,250  |
| 2018-19  | 10    | Traralgon       | Bank Street A     | Hazelwood Road to E end of reserve     |           | 410 | \$103,500 |
| 2018-19  | 10    | Traralgon       | Bank Street B     | Bank Street Pedestrian refuge          |           | 20  | \$16,000  |
| 2018-19  | 10    | Traralgon       | Bank Street C     | Reserve frontage                       |           | 180 | \$46,000  |
| 2019-20  | 10    | Traralgon       | Bank Street D     | Link at McNulty Drive                  |           | 75  | \$19,750  |
| 2019-20  | 10    | Traralgon       | Bank Street E     | Reserve link to Connaught Way          |           | 90  | \$23,500  |
| 2019-20  | 9     | Tyres           | Mount Hope Rd     | Brown Coalmine Road to Shekiniah Dr    | Cancelled | 500 | \$126,000 |
| 2019-20  | 6     | Glengarry       | Glengarry Rec     | Traralgon-Maffra Rd to oval            | Cancelled | 115 | \$29,750  |
| 2019-20  | 6     | Morwell         | Granya Grove      | Granya Grove to McDonald Way           |           | 85  | \$13,750  |
| 2019-20  | 6     | Morwell         | Crinigan Road     | Symons Crest to Waterhole Hole Ck      |           | 275 | \$69,750  |
| 2020-21  | 6     | Moe south       | Coalville Road    | Cemetery Road to Wirrana Drive         |           | 115 | \$18,250  |
| 2020-21  | 6     | Moe south       | Coalville Road    | Wirrana Dr Nth to Wirrana Dr Sth       |           | 335 | \$51,250  |
| 2020-21  | 6     | Moe south       | Coalville Road    | Wirrana Dr Sth to Borrmans Street      |           | 110 | \$17,500  |
| 2020-21  | 5     | Moe south       | Cemetery Road     | Linkage to East and West bus stops     |           | 190 | \$29,500  |
| 2020-21  | 5     | Traralgon       | Ormond Road       | Ormond Rd to Shakespeare Street        |           | 450 | \$113,500 |
| 2021-22  | 4     | Newborough      | Old Sale Road (W) | Haigh Street to Rail Trail             |           | 305 | \$77,250  |
| 2021-22  | 4     | Newborough      | Old Sale Road (E) | Northern Avenue to Rail Trail          |           | 160 | \$41,000  |
| 2021-22  | 3     | Traralgon       | Nefertiti Court   | Nefertiti Crt to Traralgon-Maffra Rd   |           | 75  | \$19,750  |
| 2021-22  | 2     | Traralgon       | Lachlan Close     | Lachlan Cl, Oxley Cl, Ambler Place     |           | 250 | \$63,500  |
| 2021-22  | 1     | Glengarry       | Rhodes Court      | Rhodes Court to Hambrook Lane          |           | 85  | \$22,250  |
| 2022-23  | 1     | Churchill       | Glendonald Road   | Churinga Drive to Northways Road       | Cancelled | 555 | \$84,250  |
| 2022-23  | 1     | Churchill       | Mackays Road      | MacDonald Way to Winchester Way        |           | 65  | \$17,250  |
|  |       | Traralgon       | Rec Reserve       | Path to Rear of Play Group             |           | 55  | \$10,000  |
|  |       | Morwell         | Linden Court      | Path Sth side near elderly units       |           | 60  | \$12,000  |
| Final Costing and priorities to be confirmed.  |       |                 |                   |  |           |     |           |
| Difficult projects may be <b>deferred</b> until logistic issues resolved (eg McNairn Road requires a rail crossing which is estimated to cost \$500,000) |       |                 |                   |  |           |     |           |
| Very difficult projects that have no solution to issues may be <b>cancelled</b> to allow deliverable projects to proceed.                                |       |                 |                   |  |           |     |           |



## 3) Linear Paths Project List:

| MISSING FOOTPATH LINKS |            |                     |  |          |        |       |      |          |
|------------------------|------------|---------------------|--|----------|--------|-------|------|----------|
| Year                   | Town       | Project             | Comment  | STATUS   | Length | Width | Area | Est Cost |
| 2016-17                | Moe        | Old Sale Road       | Montane Estate Linkage (Separate funding)                                      | Complete | 2.5    | 515   | 1338 | \$80,250 |
| 2016-17                | Traralgon  | Riverslea Boulevard | Linkage through green belt close to Schools                                    | Complete | 2.5    | 180   | 460  | \$46,000 |
| 2016-17                | Morwell    | Holmes Rd           | Linkage along front of reserve to existing network                             | Complete | 1.5    | 200   | 320  | \$32,000 |
| 2016-17                | Churchill  | Watson Park         | Boundary paths along reserve   | Complete | 1.5    | 250   | 385  | \$38,500 |
| 2016-17                | Moe        | Orion Court         | Access through open space reserve  | Complete | 2.5    | 125   | 310  | \$31,000 |
| 2016-17                | Yinnar     | Alfred St           | Connect playground to existing networks & bus stop                             | Complete | 2.5    | 125   | 323  | \$32,250 |
| 2016-17                | Morwell    | The Boulevard       | Formalise link to Waterhole creek path network                                 | Complete | 2.5    | 75    | 198  | \$19,750 |
| 2017-18                | Traralgon  | Christensen Cl      | Bonds Park – Christensen Close to Conway Court                                 |          | 190    | 1.5   | 300  | \$30,000 |
| 2017-18                | Morwell    | Collins Street      | Northern Reserve Morwell (Collins Street)                                      |          | 370    | 1.5   | 585  | \$58,500 |
| 2017-18                | Newborough | Dinwoodie Dr        | Dinwoodie Drive, Newborough  |          | 145    | 2.5   | 370  | \$37,000 |
| 2017-18                | Church     | Switchback Road     | Gaskin Park (Switchback Rd) Churchill  |          | 265    | 2.5   | 665  | \$66,500 |
| 2018-19                | Morwell    | McDonald Street     | Sir Norman Brooks Park – McDonald Street to Margret Street                     |          |        |       | 310  | \$31,000 |
| 2018-19                | Moe        | Vary Street         | Joe Tabuteau Reserve (Park & PlayGround area) Moe                              |          |        |       | 530  | \$53,000 |
| 2018-19                | Moe        | Hawker street       | Hawker Street to Bristol Street  |          |        |       | 510  | \$51,000 |
| 2018-19                | Traralgon  | Tulloch Way         | Tulloch Way to Uddiard Road (Think Big Reserve)                                |          |        |       | 470  | \$47,250 |
| 2018-19                | Churchill  | Williams Avenue     | Walkley Park Play Space  |          |        |       | 200  | \$20,000 |
| 2019-20                | Traralgon  | Inverness Way       | Grubb Ave to Inverness Way   |          | 125    | 2.5   | 347  | \$34,750 |
| 2019-20                | Morwell    | Barry Street        | Barry Street Reserve (Play Space) from Cynthia Street through to Hyland Street |          | 185    | 1.5   | 310  | \$31,000 |
| 2019-20                | Moe        | Scott Avenue        | Scott Ave Moe  |          | 185    | 1.5   | 470  | \$47,000 |
| 2019-20                | Yinnar     | Main Street         | Link Centenary Park to the Yinnar Skate Park                                   |          | 240    | 2.5   | 635  | \$63,500 |
| 2020-21                | Churchill  | Birch Drive         | Andrews park West  |          | 310    | 2.5   | 800  | \$80,000 |
| 2020-21                | Morwell    | Berg Street         | Berg Street Play Space   |          | 335    | 1.5   | 310  | \$31,000 |
| 2020-21                | Traralgon  | Strathcole Drive    | Medew Reserve (Play Space) connecting Strathcole, Pepperdine and Morgan        |          | 270    | 1.5   | 700  | \$70,000 |

Final Costing and priorities to be confirmed.

Difficult projects may be **deferred** until logistic issues resolved (eg McNairn Road requires a rail crossing which is estimated to cost \$500,000)Very difficult projects that have no solution to issues may be **cancelled** to allow deliverable projects to proceed.





#### Appendix D - Budgeted Expenditures

Expenditure currently incorporated into annual budgets include:

| BUDGET: (\$000's)                                       | 2018           | 2019           | 2020           | 2021           | 2022           |
|---|----------------|----------------|----------------|----------------|----------------|
| Management Overhead Budget                              | \$3            | \$3            | \$3            | \$3            | \$3            |
| Asset Management Budget                                 | \$18           | \$18           | \$18           | \$18           | \$18           |
| Operations Budget                                       | \$23           | \$23           | \$23           | \$23           | \$23           |
| <b>OPERATIONS BUDGET</b>                                | <b>\$44</b>    | <b>\$44</b>    | <b>\$44</b>    | <b>\$44</b>    | <b>\$44</b>    |
| Reactive Maintenance Budget                             | \$30           | \$30           | \$30           | \$30           | \$30           |
| Routine Maintenance Budget                              | \$80           | \$80           | \$80           | \$80           | \$80           |
| Specific Maintenance (Budget Shortfall)                 | \$0            | \$0            | \$0            | \$0            | \$0            |
| <b>MAINTENANCE BUDGET</b>                               | <b>\$110</b>   | <b>\$110</b>   | <b>\$110</b>   | <b>\$110</b>   | <b>\$110</b>   |
| Renewal LTFT/Budget                                     | \$1,000        | \$1,000        | \$1,000        | \$1,000        | \$1,000        |
| Upgrade/Expansion Budget                                | \$0            | \$0            | \$0            | \$0            | \$0            |
| Planned new LTFT/Budget                                 | \$450          | \$2,950        | \$3,550        | \$450          | \$450          |
| Planned Asset Disposal Budget                           | \$0            | \$0            | \$0            | \$0            | \$0            |
| <b>CAPITAL EXPENDITURE BUDGET</b>                       | <b>\$1,450</b> | <b>\$3,950</b> | <b>\$4,550</b> | <b>\$1,450</b> | <b>\$1,450</b> |
| <b>TOTAL EXPENDITURE (LTFP/BUDGET) Ops, Main, Capex</b> | <b>\$1,604</b> | <b>\$4,104</b> | <b>\$4,704</b> | <b>\$1,604</b> | <b>\$1,604</b> |

| BUDGET: (\$000's)                                       | 2023           | 2024           | 2025           | 2026           | 2027           |
|---|----------------|----------------|----------------|----------------|----------------|
| Management Overhead Budget                              | \$3            | \$3            | \$3            | \$3            | \$3            |
| Asset Management Budget                                 | \$18           | \$18           | \$18           | \$18           | \$18           |
| Operations Budget                                       | \$23           | \$23           | \$23           | \$23           | \$23           |
| <b>OPERATIONS BUDGET</b>                                | <b>\$44</b>    | <b>\$44</b>    | <b>\$44</b>    | <b>\$44</b>    | <b>\$44</b>    |
| Reactive Maintenance Budget                             | \$30           | \$30           | \$30           | \$30           | \$30           |
| Routine Maintenance Budget                              | \$80           | \$80           | \$80           | \$80           | \$80           |
| Specific Maintenance (Budget Shortfall)                 | \$0            | \$0            | \$0            | \$0            | \$0            |
| <b>MAINTENANCE BUDGET</b>                               | <b>\$110</b>   | <b>\$110</b>   | <b>\$110</b>   | <b>\$110</b>   | <b>\$110</b>   |
| Renewal LTFT/Budget                                     | \$1,000        | \$1,000        | \$1,000        | \$1,000        | \$1,000        |
| Upgrade/Expansion Budget                                | \$0            | \$0            | \$0            | \$0            | \$0            |
| Planned new LTFT/Budget                                 | \$450          | \$450          | \$450          | \$450          | \$450          |
| Planned Asset Disposal Budget                           | \$0            | \$0            | \$0            | \$0            | \$0            |
| <b>CAPITAL EXPENDITURE BUDGET</b>                       | <b>\$1,450</b> | <b>\$1,450</b> | <b>\$1,450</b> | <b>\$1,450</b> | <b>\$1,450</b> |
| <b>TOTAL EXPENDITURE (LTFP/BUDGET) Ops, Main, Capex</b> | <b>\$1,604</b> | <b>\$1,604</b> | <b>\$1,604</b> | <b>\$1,604</b> | <b>\$1,604</b> |

**Path Asset Management Plan****2018****Appendix E - Abbreviations**

Abbreviations used in the PAMP include:

|       |   |
|-------|---|
| AAAC  | Average annual asset consumption        |
| AM    | Asset Management                        |
| AEP   | Annual Exceedance Probability           |
| ASC   | Annual service cost                     |
| BOD   | Biochemical (biological) oxygen demand  |
| CRC   | Current replacement cost                |
| CWMS  | Community wastewater management systems |
| DA    | Depreciable amount                      |
| PAMP  | Road Asset Management Plan              |
| DRC   | Depreciated replacement cost            |
| EF    | Earthworks/formation                    |
| GPT   | Gross Pollutant Trap                    |
| IRMP  | Infrastructure risk management plan     |
| LCC   | Life Cycle cost                         |
| LCE   | Life cycle expenditure                  |
| LTFP  | Long term financial plan                |
| MMS   | Maintenance Management System           |
| PCI   | Pavement condition index                |
| RV    | Residual value                          |
| SoA   | State of the Assets                     |
| vph   | Vehicles per hour                       |
| WDCRC | Written down current replacement cost   |



## Appendix F - Glossary

### Annual service cost (ASC)

#### a) Reporting actual cost

The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.

#### b) For investment analysis and budgeting

An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

### Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

### Asset category

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

### Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

### Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

### Asset hierarchy

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

### Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

### Asset renewal funding ratio

The ratio of the net present value of asset renewal funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMG Financial Sustainability Indicator No 8].

**Average annual asset consumption (AAAC)\***

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

**Borrowings**

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

**Brownfields Valuation**

Valuation method where the initial recognition and subsequent recognition of assets involves expensing those costs that are considered to be 'sunk' one-off costs for components that are expected to have an unlimited life such as earthworks and formation for roadworks and capitalising only those costs associated with ongoing renewal of the asset.

**Capital expenditure**

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

**Capital expenditure - expansion**

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

**Capital expenditure - new**

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

**Capital expenditure - renewal**

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

**Capital expenditure - upgrade**

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, eg. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

**Capital funding**

Funding to pay for capital expenditure.

**Capital grants**

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

**Capital investment expenditure**

See capital expenditure definition

**Capitalisation threshold**

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

**Carrying amount**

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

**Class of assets**

See asset class definition.

**Component**

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

**Core asset management**

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cash-flow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision-making).

**Cost of an asset**

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.





**Critical assets**

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

**Current replacement cost (CRC)**

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second-hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

**Deferred maintenance**

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

**Depreciable amount**

The cost of an asset, or other amount substituted for its cost, less its residual value.

**Depreciated replacement cost (DRC)**

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

**Depreciation / amortisation**

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

**Economic life**

See useful life definition.

**Expenditure**

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

**Expenses**

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

**Fair value**

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.



#### **Financing gap**

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap, if not addressed, will result in a future diminution of existing service levels.

#### **Generation 1**

First renewal of an asset after construction.

#### **Generation 2**

Subsequent renewal of asset after initial renewal.

#### **Greenfields valuation**

Valuation method where the initial recognition and subsequent revaluation of assets involves the capitalisation of all costs including those for components that are expected to have an unlimited life (such as earthworks and formation for roadwork).

#### **Heritage asset**

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

#### **Impairment loss**

The amount by which the carrying amount of an asset exceeds its recoverable amount.

#### **Infrastructure assets**

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

#### **Investment property**

Property held to earn rentals or for capital appreciation or both, rather than for:

- a) use in the production or supply of goods or services or for administrative purposes; or
- b) sale in the ordinary course of business.

#### **Key performance indicator**

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.



#### **Level of service**

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

#### **Life Cycle Cost \* (LCC)**

- a) **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- b) **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

#### **Life Cycle Expenditure**

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

#### **Loans / borrowings**

See borrowings.

#### **Maintenance**

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

- **Reactive maintenance**

Unplanned repair work that is carried out in response to service requests and management/ supervisory directions.

- **Specific maintenance**

Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.

- **Unplanned maintenance**

Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

**Maintenance expenditure \***

Recurrent expenditure which is periodically or regularly required as part of the anticipated schedule of works to ensure that the asset achieves its useful life, and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

**Materiality**

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

**Modern equivalent asset**

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

**Net present value (NPV)**

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

**Non-revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg. parks and playgrounds, footpaths, roads and bridges, libraries etc.

**Operations**

Regular activities to provide services such as public health, safety and amenity, eg street sweeping, grass mowing and street lighting.

**Operating expenditure**

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

**Operating expense**

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.



**Operating expenses**

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, maintenance, depreciation, on-costs and overheads.

**Operations, maintenance and renewal financing ratio**

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (eg five, 10 and 15 years).

**Operations, maintenance and renewal gap**

Difference between budgeted expenditures in a long-term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. five, 10 and 15 years).

**Pavement management system (PMS)**

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

**PMS Score**

A measure of condition of a road segment determined from a Pavement Management System.

**Rate of annual asset consumption \***

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

**Rate of annual asset renewal \***

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

**Rate of annual asset upgrade/new \***

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

**Recoverable amount**

The higher of an asset's fair value, less costs to sell and its value in use.

**Recurrent expenditure**

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

**Recurrent funding**

Funding to pay for recurrent expenditure.





**Rehabilitation**

See capital renewal expenditure definition above.

**Remaining useful life**

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

**Renewal**

See capital renewal expenditure definition above.

**Residual value**

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**Revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

**Risk management**

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

**Section or segment**

A self-contained part or piece of an infrastructure asset.

**Service potential**

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

**Service potential remaining**

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

**Specific Maintenance**

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.



#### **Strategic Longer-Term Plan**

A plan covering the term of office of councillors (four years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the Council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the Council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

#### **Sub-component**

Smaller individual parts that make up a component part.

#### **Useful life**

Either: (a) the period over which an asset is expected to be available for use by an entity, or (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council.

#### **Value in use**

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

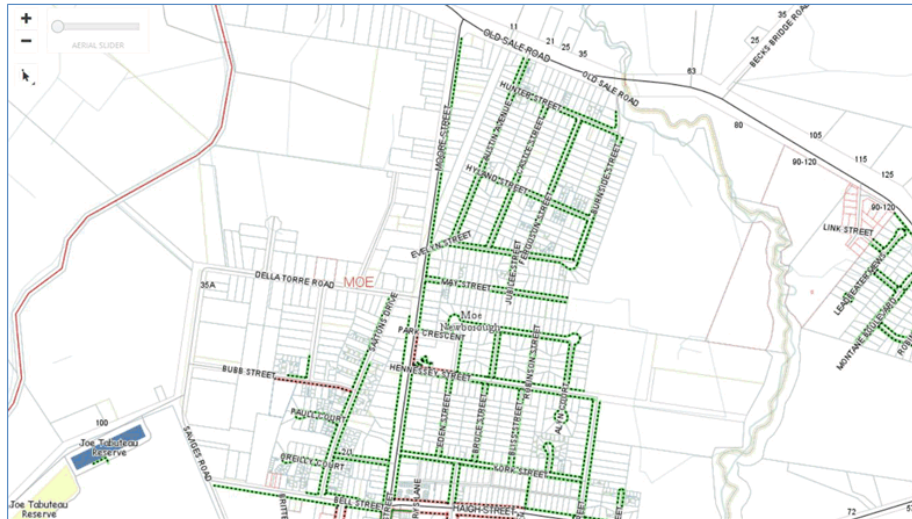
Source: IPWEA, 2009, Glossary., Additional and modified glossary items shown \*



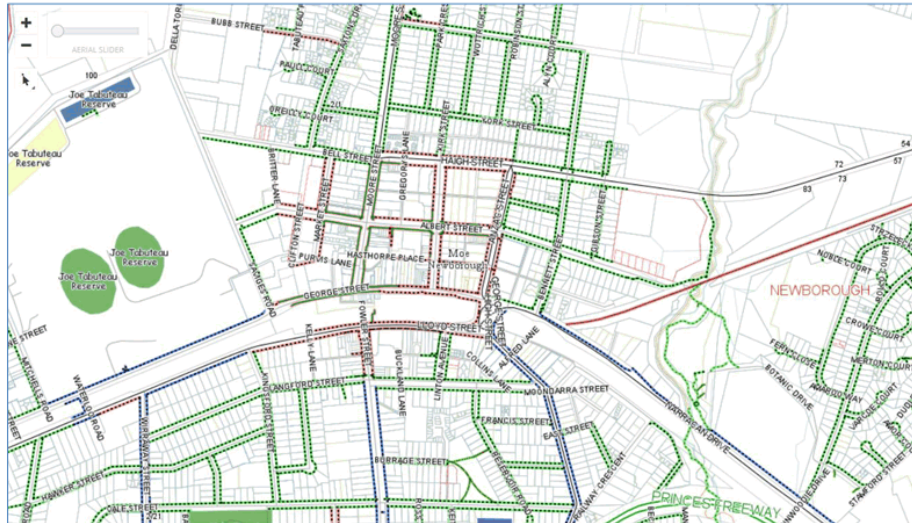
## Appendix G - PATH Network Plans

### Moe Township Path Network

MOE - Northern Moore Street:

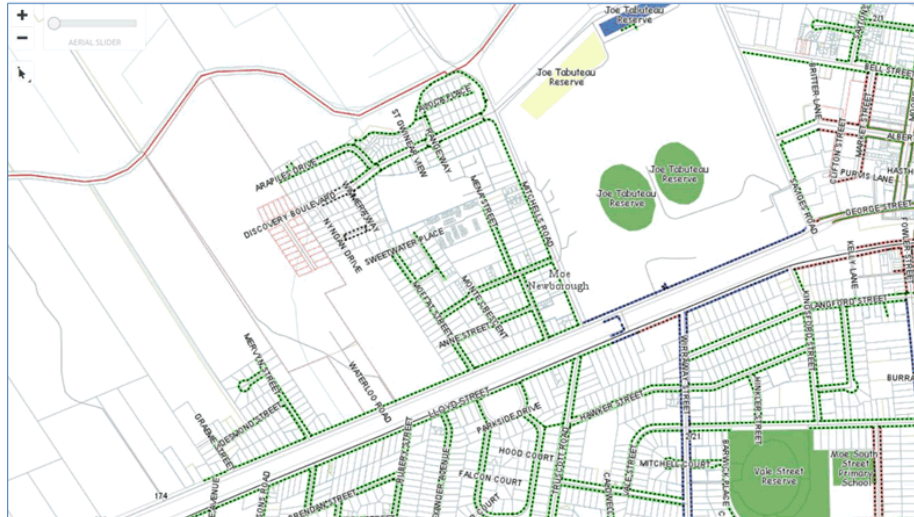


MOE - CBD and South:

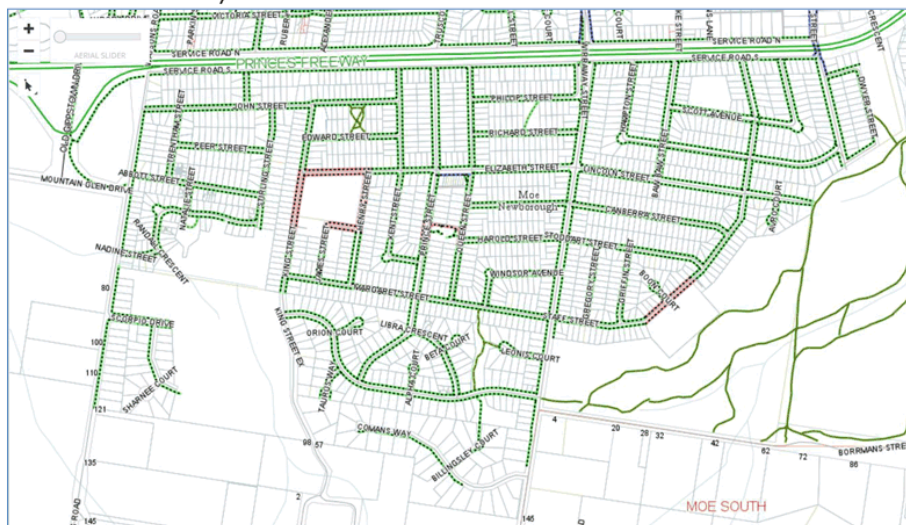




MOE - Mitchell Grove:



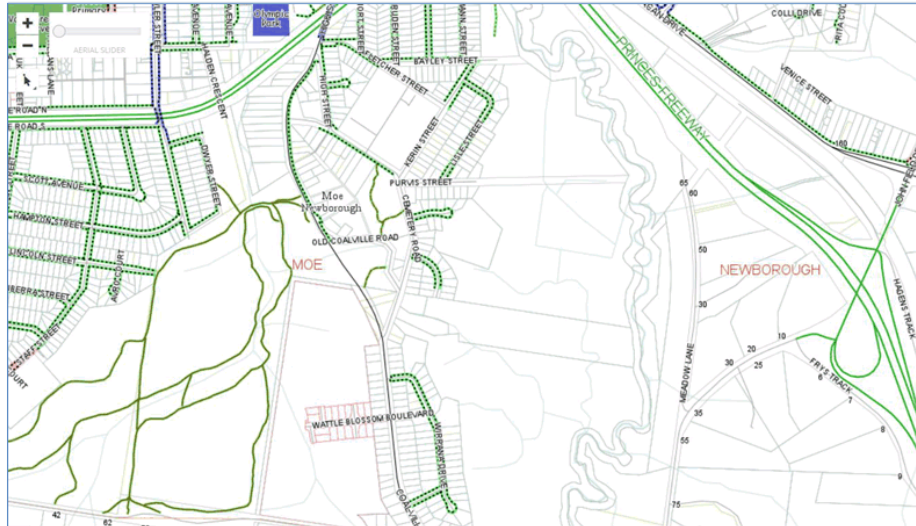
MOE - South of Freeway:



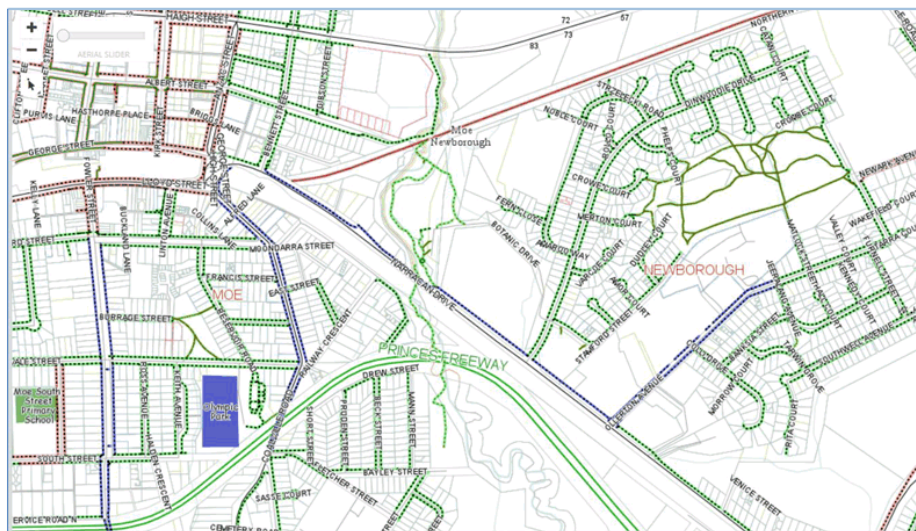




MOE - Coalville Road:



MOE - East of CBD:

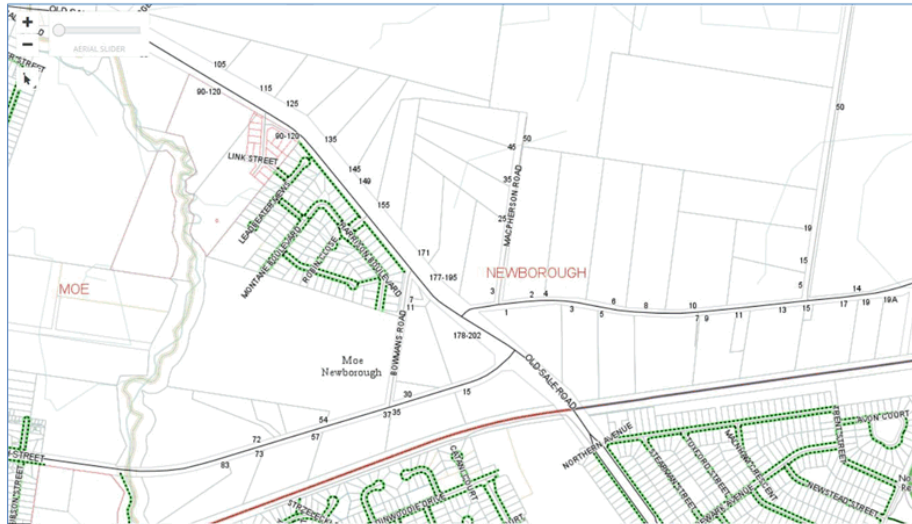




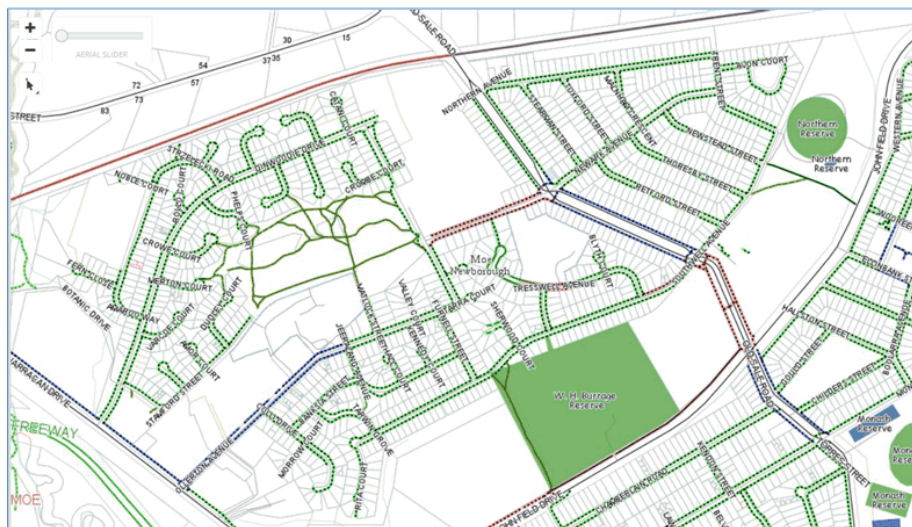


### Newborough Township Path Network

#### NEWBOROUGH – Montane Estate

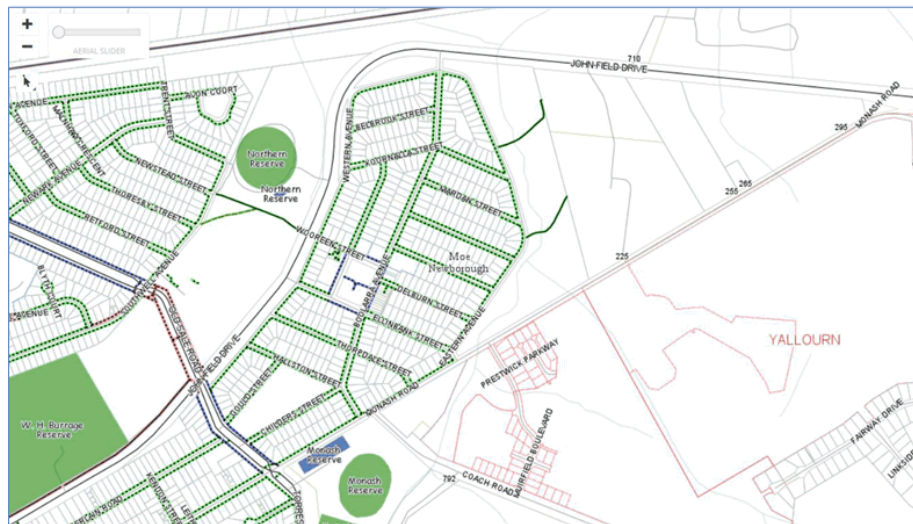


#### NEWBOROUGH - West





NEWBOROUGH - North

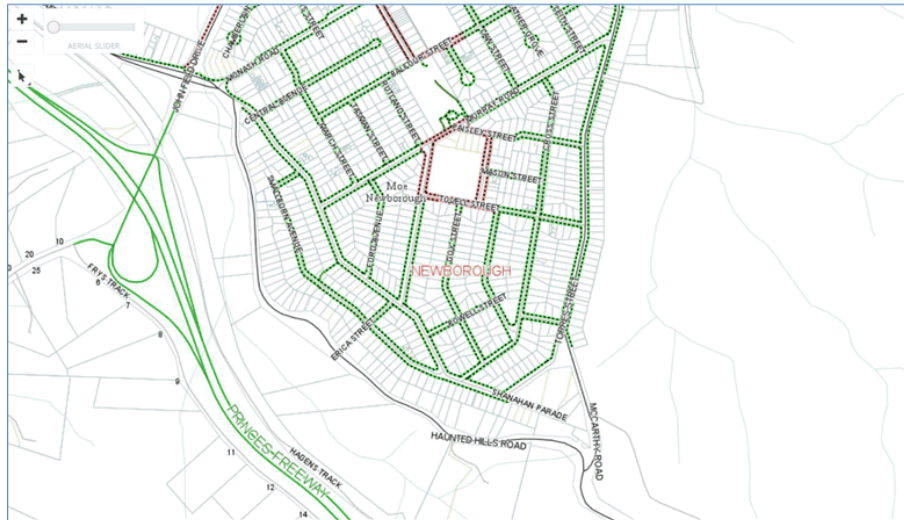


NEWBOROUGH - Central



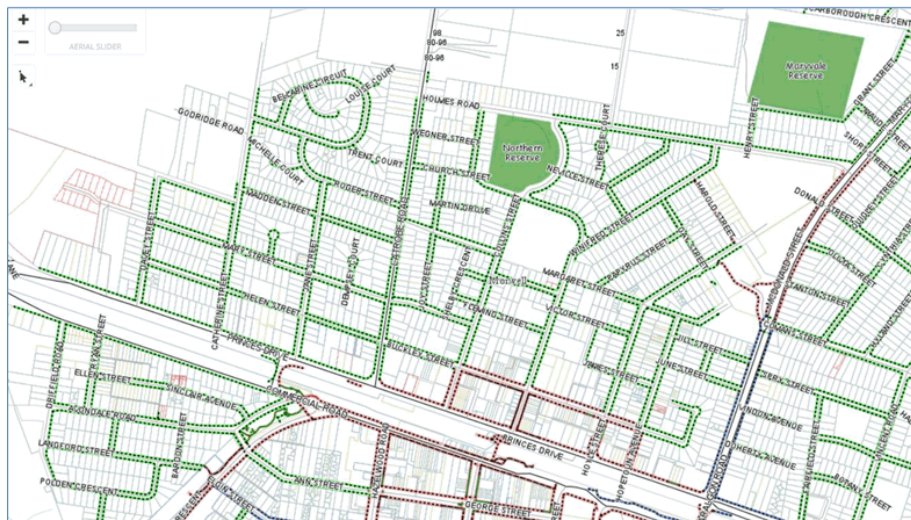


**NEWBOROUGH - South**



**Morwell Township Path Network**

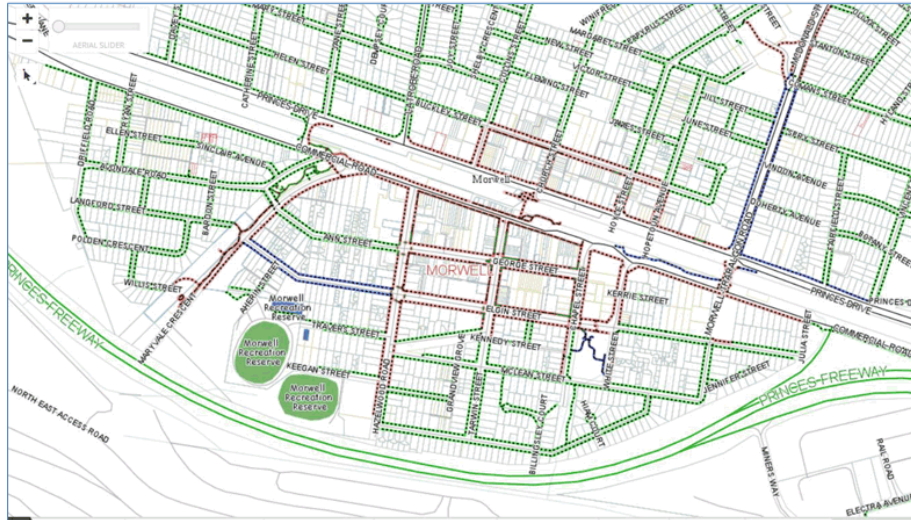
**MORWELL – North West**



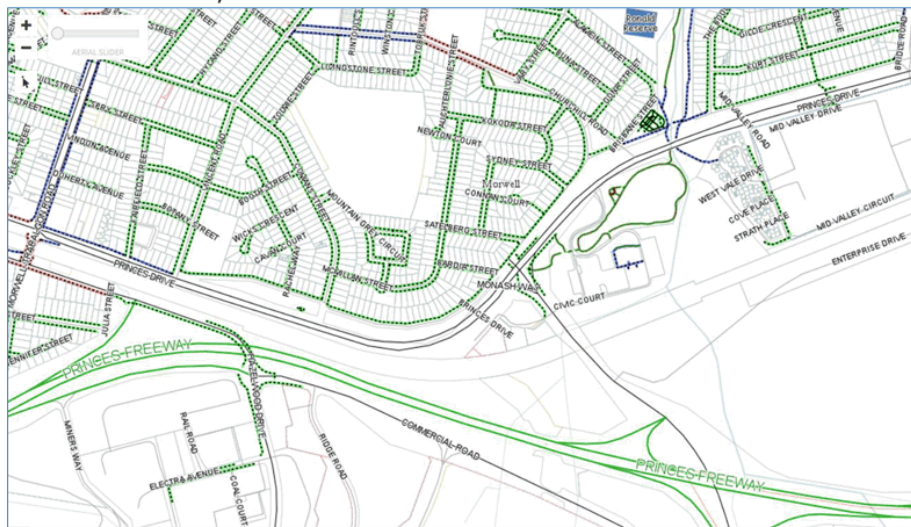




MORWELL – South West

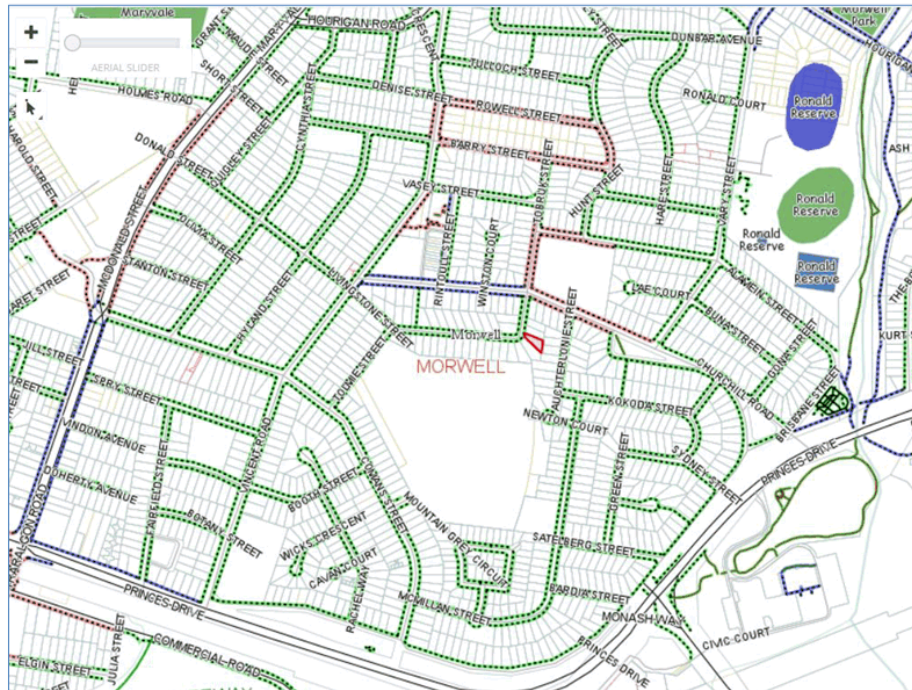


MORWELL – Mid-Valley

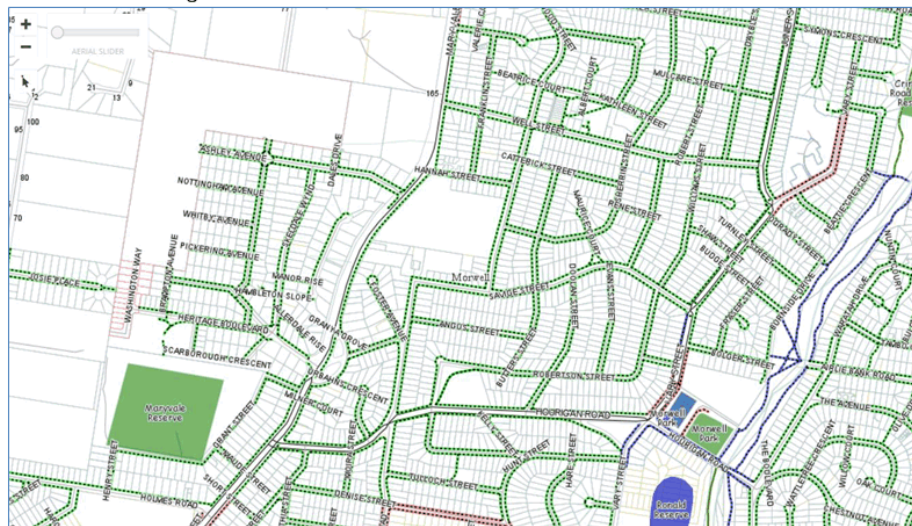




MORWELL – Vincent Road



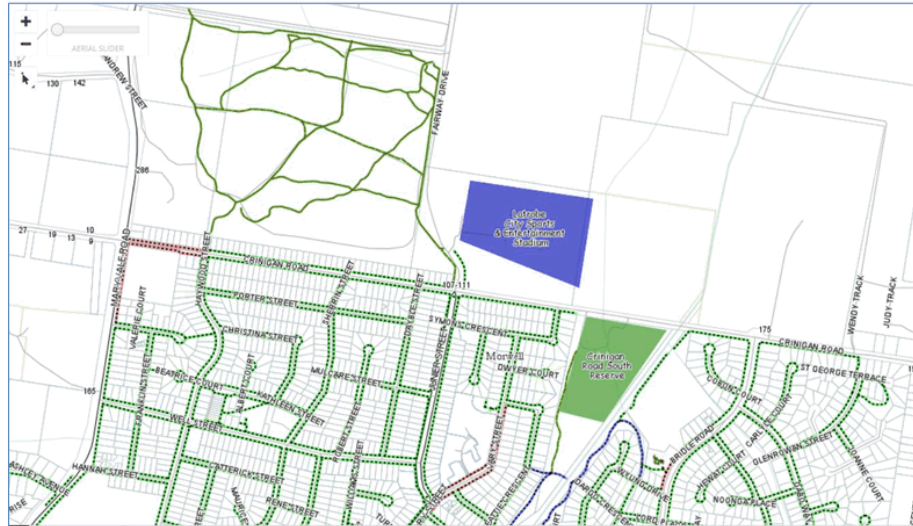
MORWELL – Hourigan Road



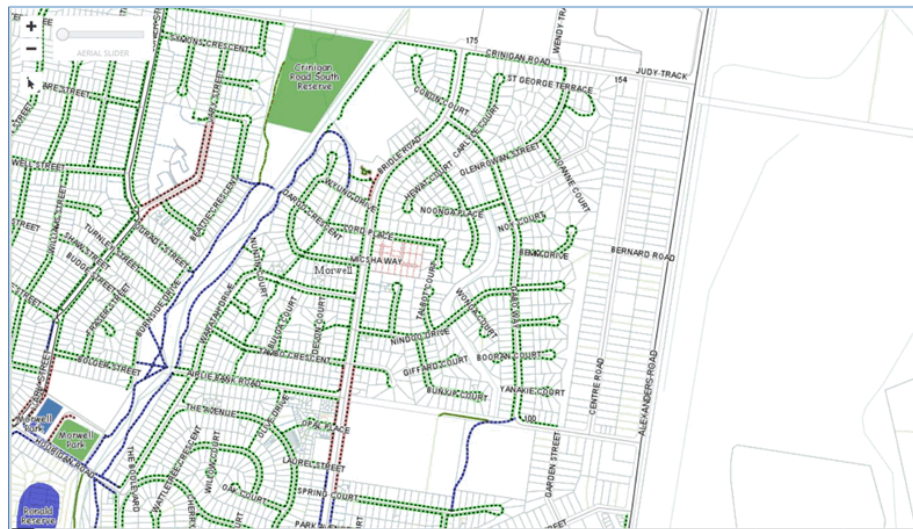




MORWELL – Crinigan Road



MORWELL – Bridle Road



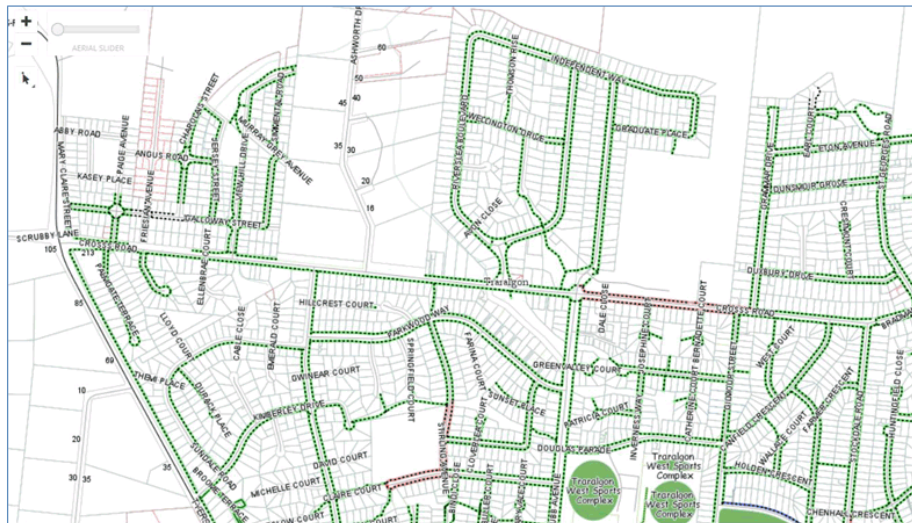


MORWELL - East

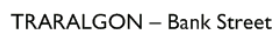


Traralgon Township Path Network

TRARALGON – North West

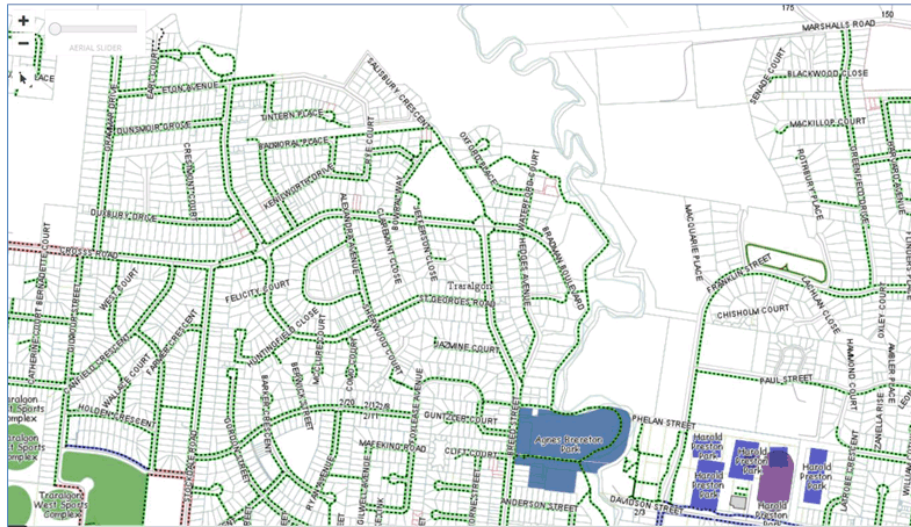




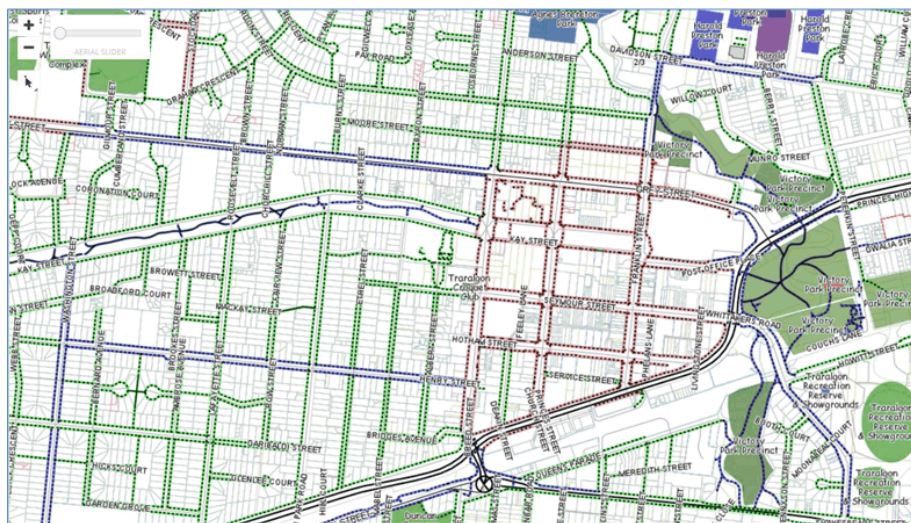




TRARALGON – Northern End of Breed Street



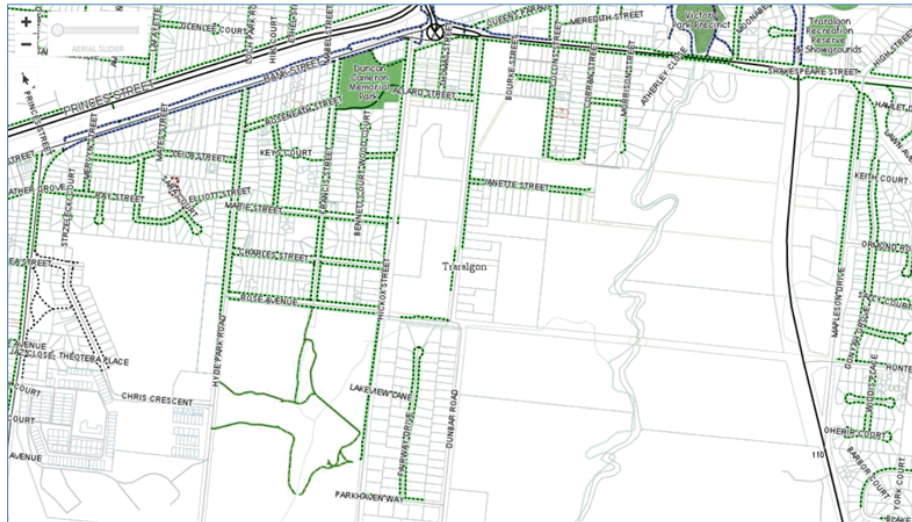
TRARALGON - CBD



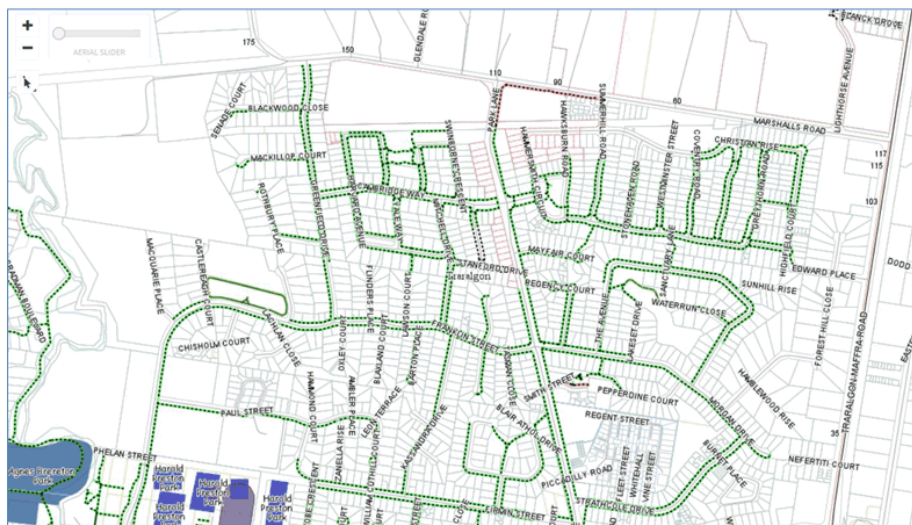




TRARALGON - South



TRARALGON – Marshalls Road







TRARALGON – East of CBD



TRARALGON - East





TRARALGON - Ellavale





### Churchill Township Path Network

#### CHURCHILL - West



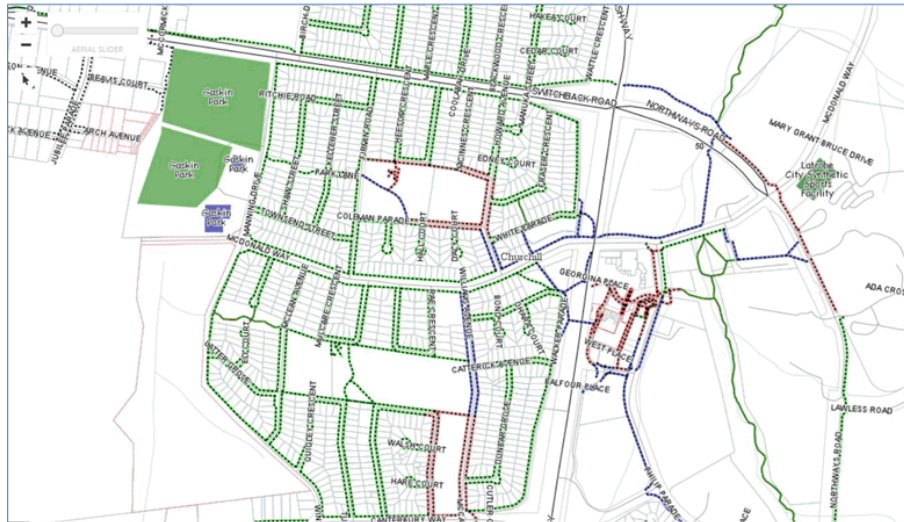
#### CHURCHILL – switchback Road



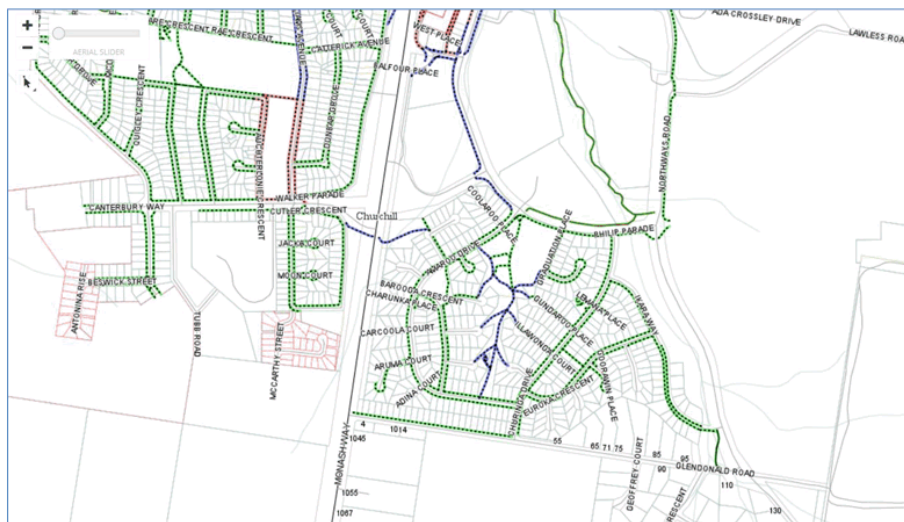




CHURCHILL - Central

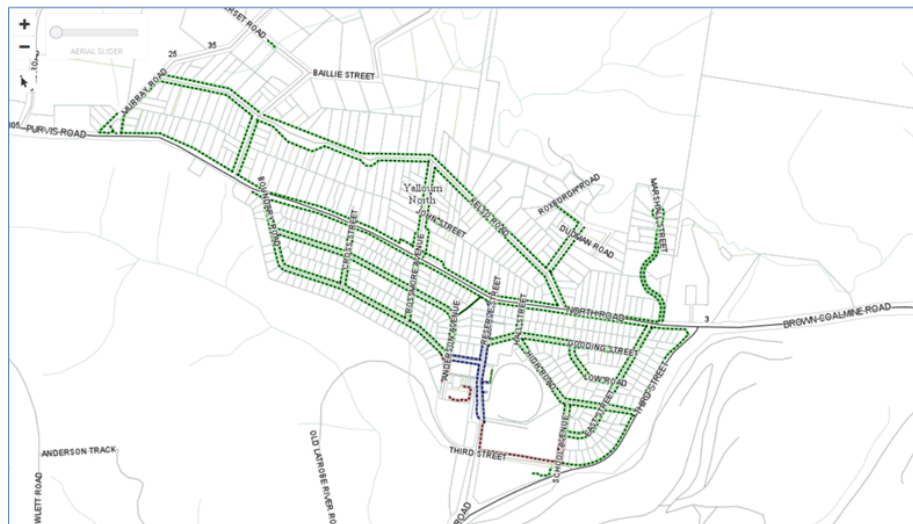


CHURCHILL - Glendonald



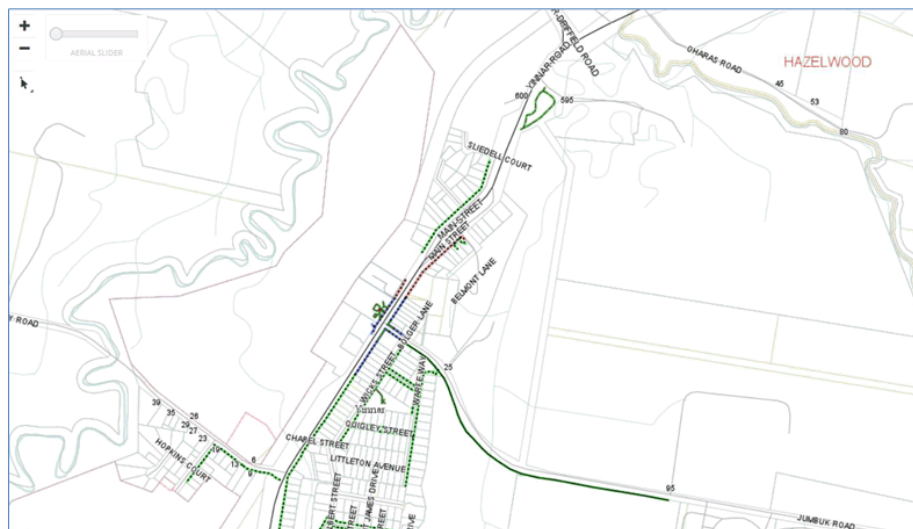


#### Yallourn North Township Path Network



#### Yinnar Township Path Network

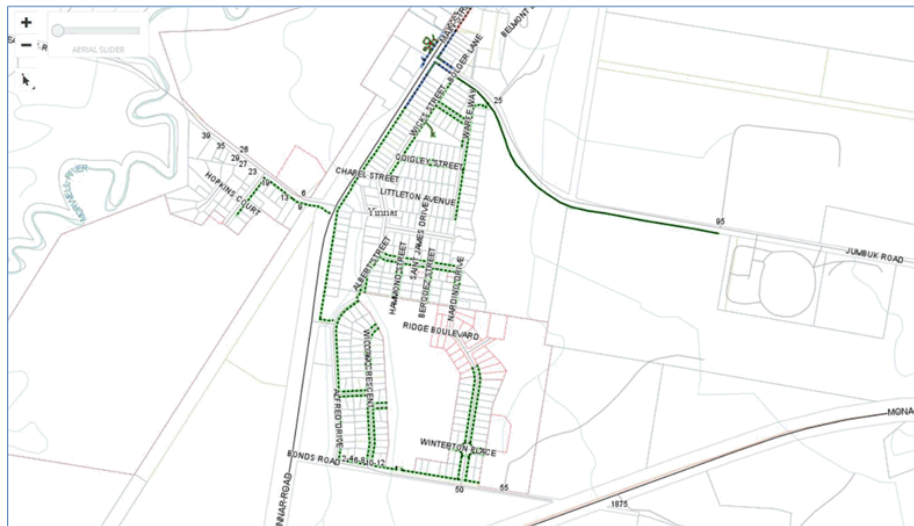
##### YINNAR - North





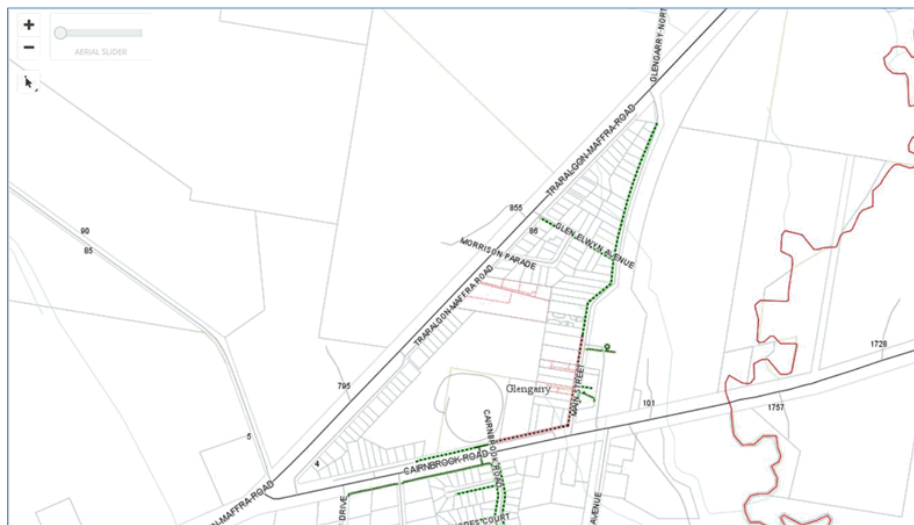


YINNAR - South



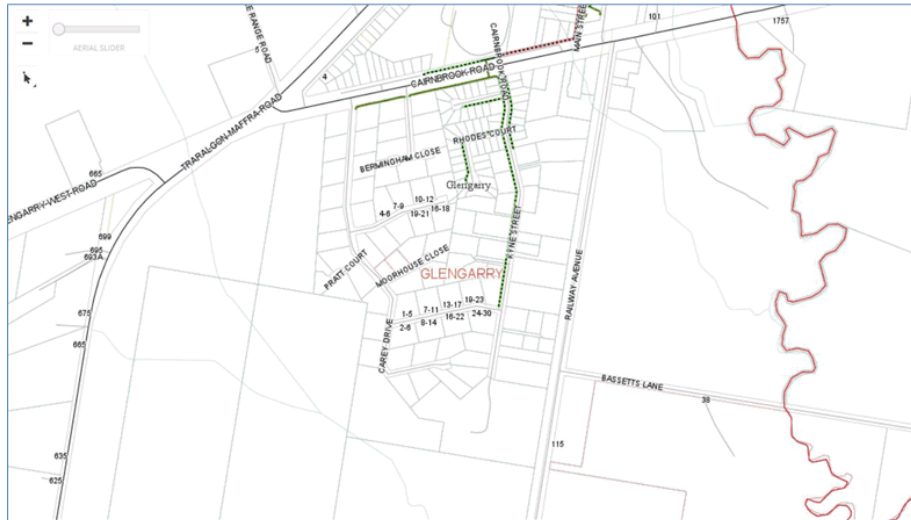
**Glengarry Township Path Network**

GLENGARRY – North of Cairnbrook Road

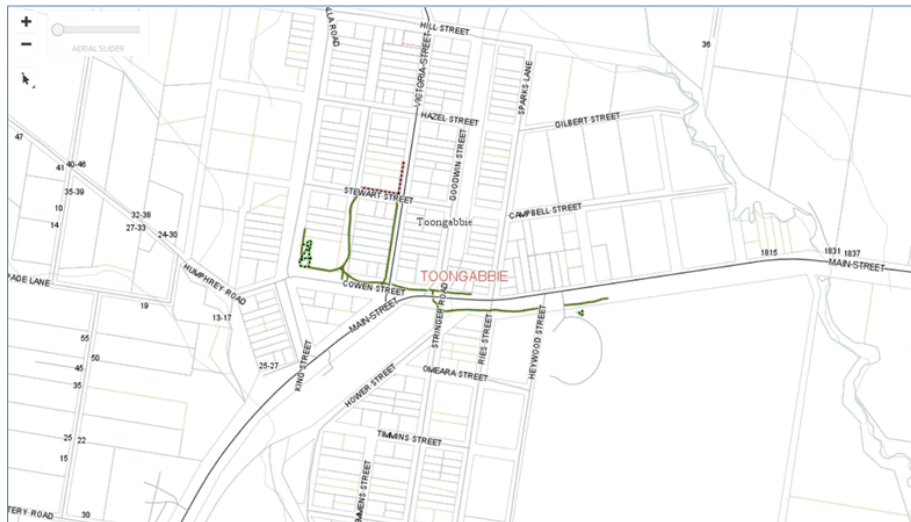




GLENGARRY – South of Cairnbrook Road

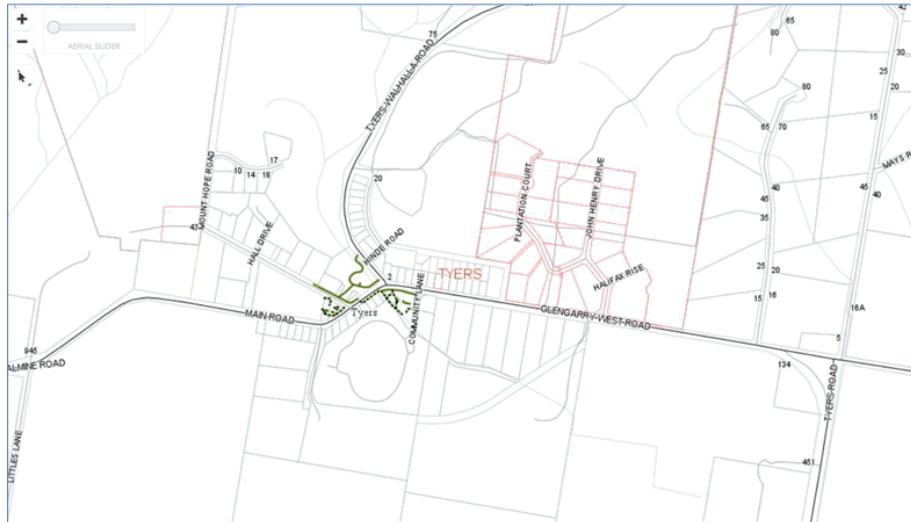


Toongabbie Township Path Network





#### Tyers Township Path Network

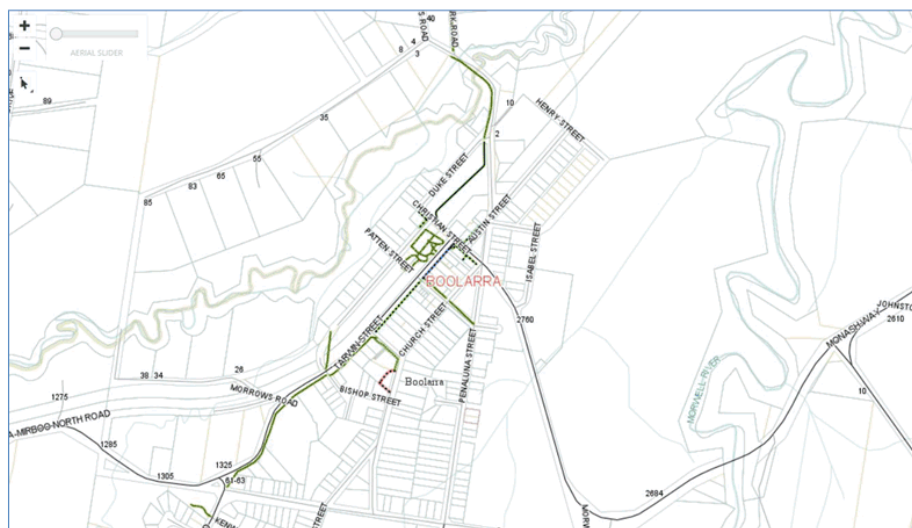


#### Traralgon South Township Path Network





**Boolarra Township Path Network**





**Appendix H - PAMP Improvement Plan**

The asset management improvement plan is shown below

| Item   | Priority | Resources        |                   |
|--|----------|------------------|-------------------|
|  |          | BAU \$           | New \$            |
| Define Roles and Responsibilities for the Footpath Service.  | High     | BAU              |                   |
| Undertake Service Planning..   | High     | BAU              |                   |
| Redefine the asset segmentation, hierarchy and create inventory for the missing elements of the footpath network to provide for future service planning. | Low      | \$15,000         |                   |
| Footpath Condition Assessment  | High     | \$140,000        |                   |
| Investigate re-segmentation via Video assessment   | High     |                  | \$15,000\$        |
| Check Hierarchy and Criticality  | Medium   | BAU              | \$                |
| Review Special Charge Policy and Procedure   | Medium   | BAU              | \$                |
| Consult with the community and develop service level measures  | Medium   | BAU\$            | \$                |
| Develop maintenance service level agreements   | Medium   | BAU              | \$                |
| Develop and Implement of Maintenance Management System   | High     | \$               | \$20,000          |
| MyPredictor Asset Modelling  | High     | \$7,500          | \$                |
| Review data against the 'AustRoads' Standard   | Medium   | BAU              | \$                |
| Review of Useful Lives and Unit Rates  | Medium   | BAU              | \$                |
| <b>TOTAL EXTERNAL RESOURCES/FUNDING REQUIRED</b>   |          | <b>\$162,500</b> | <b>\$35,000\$</b> |

**Agenda Item: 15.3**

**Agenda Item:** Proposed use of Common Property at 50-70 Princes Drive (Kernot Hall)

**Sponsor:** General Manager, Infrastructure and Recreation

**Council Plan Objective:** Encourage improved education & training outcomes in Latrobe City.

**Status:** For Decision

**Proposed Resolution:**

**That Council**

1. Endorses the proposed use of common property associated with 50-70 Princes Drive (Kernot Hall) to the Department of Education subject to offset parking being constructed on 1 Monash Way for use by patrons of 50-70 Princes Drive.
2. Authorises the Chief Executive Officer to sign and seal any documents necessary to allow the use of the land and provision of replacement car parking elsewhere on the site.

#### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr McFarlane

**That Council:**

1. Endorses the proposed use by the Department of Education of approximately 630 square metres of the common property located at 50-70 Princes Drive (Kernot Hall) as follows.
  - a) Defined as the area labelled B in attachment 1.
  - b) Subject to an agreement to provide offset parking on 1 Monash Way for use by patrons of 50-70 Princes Drive.
2. Authorises the Chief Executive Officer to sign and seal any documents necessary to allow the use of the land and provision of replacement car parking elsewhere on the site.

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The Department of Education own 1 Monash Way (Federation Training) and shares common property with the Council owned property at 50 – 70 Princes Drive (Kernot Hall).

The Minister for Education is developing the “Gippsland High Tech Precinct” (GHTP) on their property, however is constrained by the common property that dissects the land.

It is proposed to allow the use of a portion of the common property for part of one of the Minister for Education’s proposed buildings, subject to compensating Council with equivalent car parking supplied elsewhere on their property.

### **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*.

### **Background:**

Council would be aware that the Department of Education own 1 Monash Way (Federation Training) that shares common property with the Council owned property at 50 – 70 Princes Drive (Kernot Hall).

The Minister of Education is developing the “Gippsland High Tech Precinct” (GHTP) on their property, however is constrained by the common property that dissects the land. See Figure 1 in which the common property (mainly reserved for the roads and car parking) is shaded.

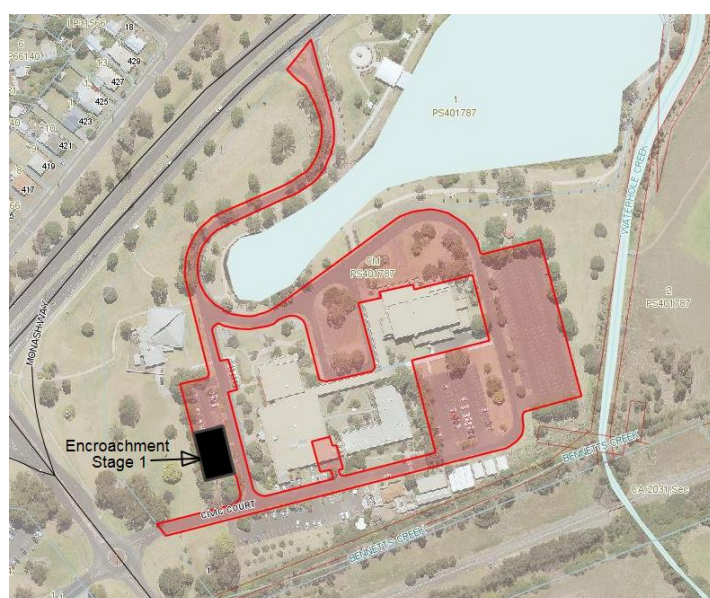


Figure 1 – Common Property showing potential encroachment

The Minister's Master Plan for their site proposes an encroachment of the Innovation Centre onto the common property shown in dark shading in Figure 1. This section of common property is currently used for car parking.

Attachment 1 is a copy of the Master Plan.

Council officers are aware of the concern for car parking generally within the City and at this site particularly. A key principle of the discussions with the Department of Education has been to ensure that the overall parking volumes do not decrease, recognising however, that the exact configuration of that car parking is negotiable and the importance of the proposed improvement for training within the City.

The Department of Education and Federation University (who are a key stakeholder in the GHTP development) share Council's and the community's desire to ensure adequate car parking at the site and have proposed at their cost to:

- Formalise the encroachment onto the common property through a lease of land to the education department. (Council officers do not believe that a lease is appropriate in this circumstance.)
- As part of Stage 1, the equivalent number of car parking spaces displaced by the Innovation Centre Stage 1 are proposed to be constructed on the site marked Stage 3 on Figure 2.
- As part of future developments planned as part of the masterplan, increase the nett car parking provided on their property by the number of displaced spaces and establish common property rights to the land between Council and the Education Department.

This will ensure that the functionality of the Kernot Hall is not compromised by the lost parking within the common property.



Figure 2 – Proposed encroachment and interim offset car parking

Ultimately the revised configuration would be formalised with a subdivision of land and Council would receive a report at that time, likely addressing the second



proposed encroachment. The expectation is that there would be no sale or purchase of land with the subdivision, with the consideration being the creation of usable common property and retention of car parking capacity.

As this is common property, the Department of Education and Council both have rights to use the land. Therefore it is proposed that the use of the land for the Innovation Centre be allowed subject to replacement car parking being provided both in the short and long term.

### **Reasons for Proposed Resolution:**

The Council Vision supports improving education and training. This development meets this criterion and therefore this proposed encroachment is supported subject to protecting Council's interests.

The proposed encroachment must be legitimised to provide surety to the Department of Education before they contract for construction. The resolution provides that surety while also confirming Council's expectations.

### **Issues:**

#### *Strategy Implications*

The proposed action and resolution is consistent with Council's strategic vision to support education and training. The change of location of parking within the site does not impact the functionality of Council's assets in the area.

#### *Communication*

Communication has been entirely at officer level with representatives of the Department of Education and Federation University (prospective tenants).

#### *Financial Implications*

There is no impact to Council as the Department of Education would undertake the works as part of their overall project.

#### *Risk Analysis*

| <b>Identified risk</b>   | <b>Risk likelihood*</b>  | <b>Controls to manage risk</b> |
|--|--|--------------------------------|
| The Department of Education will not successfully complete the project | Low.<br>The Department has approximately \$17 million available and this is the second major project. It is well funded at this time | Nil.                           |

The risks are very minor and all risk identified can be overcome should they occur.

*Legal and Compliance*

The lease will be created in accordance with good legal practice and legislation.

*Community Implications*

As the functionality of the site is maintained, there are no negative impacts of the proposed change in the carpark location. There is no appreciable risk.

*Environmental Implications*

There are no environmental risks associated with the concept. The interim carpark is closer to Bennett Creek however does not present an environmental risk to the watercourse. One tree is located within the interim car park however this can be accommodated if necessary and removal if required would follow the required practice.

*Consultation*

No engagement is required for a minor change in use of this nature where the impact (car parking loss) that is offset so clearly.

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

1. Gippsland High Tech Precinct - draft Master Plan (Published Separately)  
(Confidential)
2. Gippsland High Tech Precinct encroachment - Proposed Lease Plan (Published Separately) (Confidential)

**Agenda Item: 15.4**

**Agenda Item:** Partial closure of Fowler Street Service Road between  
Vale Street and South Street, Moe

**Sponsor:** General Manager, Infrastructure and Recreation

**Council Plan Objective:** Improve the liveability and connectedness of Latrobe  
City.

**Status:** For Decision

**MOTION**

**Moved:** Cr Law

**Seconded:** Cr Harriman

**That Council:**

- 1. Notes that the partial road closure of the service road of Fowler Street endorsed for formal public notification process at the 3 April 2018 Council meeting is not required and that no action be taken in respect of that resolution, and;**
- 2. Notify all owners in the area who previously been informally advised of the potential closure, that the process will not proceed.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council has received funding from the Nation Building Black Spot program to enhance safety at the intersection of Fowler Street and Vale Street, Moe.

The original design proposed to have no exit from the service road onto Fowler Street. Council resolved at the 3 April 2018 Council meeting to begin the process to formally close that portion of the service road.

As any closure is inconvenient to the residents, Council officers continued to explore options to retain both the entrance and exit motion and this has proven to be possible. The proposed resolution therefore annuls the 3 April 2018 motion and resolves to notify all owners in the area advising them that the two way operation will remain.

**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*.

**Background:**

Council received funding from the Nation Building Blackspot Program to improve the safety of the intersection at Fowler Street and Vale Street, Moe due to the crash history at the intersection.

The traffic safety consultant who prepared the concept design advised that a roundabout is the best treatment for this intersection.

The original roundabout design impacted on the adjacent intersection of the Fowler Street service road with Vale Street, and required that a new one way entry to the service road would be provided approximately 30 metres south of the new roundabout onto Fowler Street. Due to the configuration of the two roads it was considered appropriate to reduce the traffic movements at the new service road intersection to southbound entry only.

Council officers recognised that this is technically a closure and that a public process and formal declaration was required, but also that the restriction was somewhat inconvenient to the residents who previously could exit northbound onto Vale Street.

Council officers presented a motion to proceed with the closure to Council on 3 April 2018 but continued to challenge the designers to accommodate both entry and exit motions.

Council resolved as follows.

*That Council:*

1. *Undertake a public notification process and engage with the community regarding Council's intention to implement a partial closure of the northern end of the service road on Fowler Street between Vale Street and South Street, Moe to prevent traffic from exiting the northern end of the Service Road;*
2. *Advertise a public notice of the proposed partial closure and of the rights of the person to make a submission under Section 223 of the Local Government Act be given in the Latrobe Valley Express; and*
3. *Notify all owners in the area by sending separate notices advising of the proposed partial closure as detailed on the attached map.*



Figure 1 – Existing and Proposed Service Road Entrances

The pedestrian crossing shown in Figure 1 has already been removed for other reasons and does not influence this decision.

**Reasons for Proposed Resolution:**

A redesign of the proposed intersection of Fowler Street and the service road has been undertaken and a partial road closure is no longer required. The proposed resolution recognises that the 3 April 2018 resolution is not required and endorses not acting on it.

**Issues:**

*Strategy Implications*

This report is consistent with the objectives within the Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2017-2021 as they relate to the liveability and the built environment of Latrobe City.

*Communication*

All communications have been conducted internally at this stage in implementing this change. Communication with the affected residents will commence upon adoption of this plan.

*Financial Implications*

The construction works and advertisement costs are funded from the Nation Building Blackspot Program.



*Risk Analysis*

| Identified risk  | Risk likelihood* | Controls to manage risk  |
|--|------------------|--|
| Conflict at exit/entrance to the service road from Fowler Street | Low              | Signage and design in accordance with traffic engineering regulations.<br><br>Low speed environment. |

The risk profile is considered acceptable.

*Legal and Compliance*

There are no legal implications or issues with this report.

*Community Implications*

This proposal will retain the functionality of the entry and exit at the north end of the service road.

*Environmental Implications*

There are no environmental implications associated with this recommendation.

*Consultation*

Council officers kept the adjacent residents abreast of the design including the proposed closure. It is proposed to engage with the affected residents again to advise that the closure is not required.

**Supporting Documents:**

Nil

**Attachments**

Nil

**Agenda Item: 15.5**

**Agenda Item: Latrobe City Parking Action Plan update and Parking Solutions Expression of Interest proposal**

**Sponsor: General Manager, Infrastructure and Recreation**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Howe

**That Council:**

- 1. Endorses the City Wide Parking Action Plan (Attachment 1); and**
- 2. Endorses undertaking an expression of interest process in regards to the provision of parking in the townships of Moe, Morwell and Traralgon.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council has undertaken studies over a number of years in relation to the utilisation of parking within the major towns. These studies have identified the need to develop a planned approach regarding managing parking demands in the city.

The following key elements form the basis of a plan to address parking demand in the city and in summary are:

- Develop a Car Parking Strategy that articulates the findings of the various reports
- Review developer contributions to the Parking Reserve
- Continue to support alternatives to car use
- Explore methods to source funds to enhance car parking availability
- Increase the efficiency of parking in the town centres both public and private
- Investigate the options to, and the impact of constructing or expanding existing multi-storey carparks

Council officers have also been approached to consider partnering with a developer or developers to provide parking within Traralgon. This concept is not new, having been employed on the current Seymour Hotham multi-deck car park in Traralgon.

Council officers propose to advertise publicly for expressions of interest to identify potential partners. Preliminary discussions will be held with the people who expressed an interest to partner with Council with the aim to develop achievable proposals for Council's consideration.

A report to Council would be provided at the end of the process recommending a course of action.

### **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*.

### **Background:**

This report seeks formal endorsement of the Car Parking Action Plan. Council officers have taken towards implementing the action plan.

A new development towards the provision of parking in Traralgon is now proposed and this involves exploring public private partnerships to provide additional parking.

In brief, the Action Plan is to develop a Parking Strategy that would form the strategic approach to parking generally in Latrobe City and particularly considering and expanding on the following items.

Table 1 – draft Action Plan Summary:

| Action  | Timing  | Indicative costs |
|---|---------|------------------|
| General   |         |                  |
| Develop a Parking Strategy that articulates the findings of the various reports and the following town specific actions.  | 2018/19 | \$20,000         |
| Review developer contributions to the Parking Reserve   | 2019/20 | \$20,000*        |
| Continuing to support alternatives to the single occupant vehicle through provision of bicycle and pedestrian infrastructure and developing the CBDs as pleasant places in which to walk. | Ongoing | Nil              |
| Explore methods to source funds for car parking including a user-pays system for both on-street and off-street car parking  | 2018/19 | Nil              |
| Moe   |         |                  |
| Increase the efficiency of parking in the town centre   | 2017/18 | \$5,000**        |

|   |   |                      |
|---|---|----------------------|
| Take opportunities to increase off-street car parking where possible  | Ongoing   | Nil                  |
| <b>Morwell</b>  |   |                      |
| Increase the efficiency of parking in the town centre   | 2018/19   | \$5,000**            |
| Work with owners of carparks to optimise their use generally and to look for opportunities to collaborate on off-street car parking such as multi-storey carparks on private property | Ongoing   | 5,000***             |
| Investigate the costs, the options to, and the impact of constructing a multi-storey carpark.   | 2018/19 for 2019/20 design/funding                            | Between \$7m & \$14m |
| <b>Traralgon</b>  |   |                      |
| Increasing the efficiency of parking in the town centre   | 2018/19   | \$5,000**            |
| Work with owners of carparks to optimise their use generally and to look for opportunities to collaborate on off-street car parking such as multi-storey carparks on private property | Ongoing   | \$5,000***           |
| Maximise the public benefit of car parking to be created at the Latrobe Creative Precinct and the Gippsland Regional Aquatic Centre   | Immediate   | N/A                  |
| Progress constructing another storey in the Seymour Hotham multi-storey carpark.  | 2020/21 design and preliminary works for 2021/22 construction | Between \$2m & \$3m  |

\* This \$20,000 is a rough estimate of the cost to engage a consultant to advise on the potential change and undertake simple consultation with the business community. It does not include costs to amend the relevant plans and documents.

\*\* This \$5,000 is an estimate for line marking and signage changes but does not include officer time to negotiation and discuss. This could be \$10,000 or more per township.

\*\*\* This \$5,000 is an estimate of the cost to prepare plans or procure advice but does not include officer time to negotiation and discuss options etc.

Council officers have been approached by business owners in Morwell and Traralgon with specific requests to change parking restrictions consistent with the above noted

dot points. These are progressing and in Traralgon, due to the location and good fit with future plans, may be rolled out to the whole township as resources allow.

### Discussion

#### *Action Plan implementation*

Council officers have used principles within the draft Action Plan to address some issues of note as follows:

In Morwell, Council officers implemented a 3-hour restriction on a portion of Elgin Street,

In Traralgon, are working on:

- Refining the parking restriction times, parking space locations for people with disabilities (Disabled Parking), and loading zones locations on a part of Franklin Street, and
- Introducing 3 or 4 hour time limited parking at the “Best and Less” car park.

These refinements (Elgin Street and Franklin Street) are consistent with Action Plan item 1 above. On Elgin Street all-day parking activity was in an area with businesses that rely on a moderate turnover of parking. A 3 hour restriction was implemented along a portion of the central median parking and this may be expanded to other areas depending on its effectiveness and the impact on the surrounding area. The displaced all-day parking activity will likely shift to Berg Street.

The Franklin Street proposal would require significant consultation and support prior to implementation. As per Action Plan Item 1 the intent is to create some restrictions that encourage higher turnover as well retaining the existing 2 hour restriction for visitors that require longer time to shop (e.g. hairdresser and lunch patrons), and to create consistency with the location of parking for people with mobility disabilities and loading zones.

Consultation (within Traralgon CBD) on the themes developed for this block may be undertaken more broadly as it would likely set the default arrangement for the remainder of the Traralgon CBD. Due to the location and good fit with future plans, this may be applied to the whole township as resources allow.

- Officers have investigated implementing another level of car parking on the Seymour Hotham multi-storey car park. Estimates range from \$2 million to \$3 million.
- The Latrobe Creative Precinct (LCP) and the Gippsland Recreational Aquatic Centre (GRAC) car parking requirements have been refined and several options explored. Due to costs and the needs of these facilities for car parking, it is unlikely that these developments will provide an increase in all day public parking for Traralgon without a significant increase in costs (funding an additional deck in a multi-deck car park for example).

The availability of any time limited parking general parking for the site would be



subject to implementing some method to ensure that the parking is available for LCP and GRAC use.

*Expression of Interest process to develop innovative solutions to parking demand*

Council officers have been approached to consider working with private organisations to explore innovative solutions to augment car parking in Traralgon with a form of public private partnership. Council officers will shortly be seeking expressions of interest (EOI) to develop and implement solutions to address parking in Traralgon, Morwell and Moe.

The proposed solutions may range from offering Council owned property for development (similar to the Seymour Hotham carpark with the businesses at the ground floor) or it may be contribution to private property construction to secure a portion of the parking for public purposes.

The EOI process would start with advertising in August 2018 for perhaps 6 weeks. This would provide the organisations sufficient time to consider their options and capabilities. Likely candidates would be requested to develop and submit proposals over another 8 weeks.

The resulting proposals would be presented to Council for consideration of potentially negotiating with one or more proponents.

As Council would be aware, ignoring property costs, multi-level car parking costs in the range of \$25,000 to \$50,000 per net car space and at-grade (no structure) in the order of \$5,000 to \$10,000 per space. This cost is significantly higher if land costs are included.

There is limited funding available in the parking reserve and for any significant proposal Council would need to leverage the commercial value of property it owns (as was done for Seymour Hotham car park by creating commercial tenancies) or contribute to the cost. This contribution may be in the form of a “cash contribution” or allowing the developer to recoup their investment by charging for parking. For example the developer would build the car parking facility and operate it as a commercial enterprise (charge for parking) and then transfer the asset to Council.

Although initially only suggested for Traralgon, EOIs would be requested for to provide parking at Morwell and Moe.

**Reasons for Proposed Resolution:**

Council would be aware from previous reports that longer term parking in Traralgon and Morwell particularly is reaching practical capacity (85% occupied) during the peak business periods. While there are methods to make the parking more effective, it is recognised that the parking pressure affects the amenity of the major townships. As providing parking is expensive, it is considered appropriate that Council be explore partnering with developers or landowners.

**Issues:**

*Strategy Implications*

The EOI process has no specific strategic implications, however the provision of parking that will enhance the liveability of the townships is consistent with the Council Plan Objective 3 – Improve the liveability and connectedness of Latrobe City, and support economic activity under Objective 1 – Support job creation and economic diversification to enable economic growth in Latrobe City.

*Communication*

Communication to date has been only with potential proponents of a public private partnership in this regard.

*Financial Implications*

There are no financial implications (other than for advertising the proposal amongst the developer and contractor community) as this is merely seeking expressions of interest.

*Risk Analysis*

There are no notable risks associated with the recommendation. The risks would be evaluated as part of any proposed partnership.

*Legal and Compliance*

There are no legal or compliance issues. The EOI process does not attract the same legislative controls as it is not a contract.

*Community Implications*

The EOI process has no community implications.

*Environmental Implications*

The EOI process has no environmental implications.

*Consultation*

The EOI process has no public consultation requirements. Engagement with the public may be undertaken if and when proposals are received.

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#). Parking Action Plan

## **Latrobe City Parking Action Plan update and Parking Solutions Expression of Interest proposal**

|          |                                 |            |
|----------|---------------------------------|------------|
| <b>1</b> | <b>Parking Action Plan.....</b> | <b>353</b> |
|----------|---------------------------------|------------|

### ***Latrobe City Car Parking Action Plan***

In brief, the Action Plan is to develop a Parking Strategy that would form the strategic approach to parking generally in Latrobe City and particularly considering and expanding on the following items.

- Increase the efficiency of the parking in the town centres parking both on-street and off-street (including private car parks)
- Review the system and value of developer contributions to the parking reserve
- Explore methods to source funds for car parking including a user-pays system for both on-street and off-street car parking
- Support alternative transport modes by making them more attractive to the average user – e.g. shared paths, bus shelters, inviting pedestrian areas
- Implement another level of car parking to the Seymour Hotham multi-storey carpark.
- Progress preliminary works (e.g. investigation and design and concept proving) for additional parking in Morwell, likely a new multi-storey carpark.
- Maximise the public benefit of car parking to be created at the Latrobe Creative Precinct and the Gippsland Regional Aquatic Centre

Council has commissioned and received several reports over the last decade that were focused on, or included in part, the issue of parking supply in the main townships. In 2015/16 Council commissioned the *Complementary Parking Measures Assessment* study (CPMA) to review, consolidate, and build on the findings of the previous studies.

The actions within the CPMA fall into three categories

- Improve use of existing supply
  - Review Time Restrictions
  - Review allocation of spaces to different user groups
  - Improve the efficiency of finding and using available parking
  - Improve the efficiency of available parking with enforcement
  - Improve the efficiency of available parking through charging for parking
- Demand Management
  - Encourage more non-car trips, or even: fewer single occupant vehicle trips
- Increase supply



- Review parking ratios for future development
- Construct more car parking

The “Increase Supply” option is the most expensive with on-site car parking (excluding land costs) cost between \$25,000 to \$50,000 per space, depending on the complexity and if there is parking on the land already.

Conceptually, assuming \$35,000 per space, this indicates that a 200 space, ground level plus one other level carpark will cost in the order of \$7 million on land valued at approximately \$1.5 million. This translates to \$42,000 per space.

As the current developer contribution is \$8,000 per space or about 20% of the actual cost the CPMA recommends that Council review the contribution methodology.

The action to increase the efficiency of car parking is in brief to review in conjunction with the businesses to configure the parking restrictions to create turnover where needed and provide longer term parking where it will have less impact on the convenience of the visitors to the township and on the business activity.

#### *Actions*

##### Moe actions

The general parking supply is sufficient for the medium to long term. However, like most townships it is possible to improve the parking opportunities through a review of the parking restrictions.

It is proposed to engage with the general businesses to explore what “tweaks” may assist in improving the general parking situation.

##### Morwell actions

Morwell has a high demand for off-street parking at least on the day surveyed. For off-street car parking this demand (over 85% occupied at peak times) is beyond what would be considered “technically” full. Although there is still some on-street unrestricted parking available, much of this is well removed from where the highest demand is. There is also some evidence of over-parking in private carparks.

It is proposed therefore, to engage with the businesses generally to implement a parking restriction review that includes the private carparks. This would explore where Council can support the private carparks to performing efficiently and as intended, and that the balance of restricted and unrestricted off-street parking is optimal.

As the existing Council owned land is almost fully built out with facilities and car parking, there is limited scope for Council to build new off-street at-grade carparks without purchasing land. The bulk of off-street car parking is along the train line and not ideal for creating multi-level carpark buildings, although this could be explored.

Therefore the recommended action to provide additional off-street car parking in Morwell is to catalogue the existing carparks both private and Council, and identify what opportunities there are to construct a multi-storey carpark. This will likely be in conjunction with an existing landowner/developer with an agreement to create additional car parking on their site for some compensation.

Traralgon actions

Although Morwell has higher off-street demand, when both on-street and off-street parking is considered Traralgon's overall car parking situation has the most immediate need.

Traralgon has a considerable amount of on-street car parking and most is already maximised (angled parking both sides). The general parking supply is sufficient for the short term, however, like most townships it is possible to improve the parking opportunities through a review of the parking restrictions.

It is proposed therefore to engage with the general businesses to explore what "tweaks" may assist in improving the general parking situation.

As there is limited capacity to meet the off-street demand with on-street parking, it is acknowledged that Council should plan to provide additional parking in the next 4 to 5 years. Fortunately the Seymour/Hotham multi-storey carpark has the potential to take an additional floor of approximately 100 spaces at an estimated cost of \$2.3M.

It is proposed therefore that Council explore the mechanisms by which this additional level of car parking can be funded with the intention to construct the additional car parking perhaps in the next 5 years.

The additional spaces would reduce the demand by approximately 6%, delaying the time at which the off-street car parking would be "technically" full to approximately 2028 (see Table 4).

**Table 1 - Action Plan Summary:**

| Action  | Timing  |
|---|---------|
| General   |         |
| Develop a Parking Strategy that articulates the findings of the various reports and the following town specific actions.  | 2018/19 |
| Review developer contributions to the Parking Reserve   | 2019/20 |
| Continuing to support alternatives to the single occupant vehicle through provision of bicycle and pedestrian infrastructure and developing the CBDs as pleasant places in which to walk. | Ongoing |
| Explore methods to source funds for car parking including a user-pays system for both on-street and off-street car parking  | 2018/19 |
| Moe   |         |
| Increase the efficiency of parking in the town centre   | 2017/18 |
| Take opportunities to increase off-street car parking where possible  | Ongoing |

|   |   |
|---|---|
| Morwell   |   |
| Increase the efficiency of parking in the town centre   | 2018/19   |
| Work with owners of carpark to optimise their use generally and to look for opportunities to collaborate on off-street car parking such as multi-storey carpark on private property | Ongoing   |
| Investigate the costs, the options to, and the impact of constructing a multi-storey carpark.   | 2018/19 for 2019/20 design/funding                            |
| Traralgon   |   |
| Increasing the efficiency of parking in the town centre   | 2018/19   |
| Work with owners of carpark to optimise their use generally and to look for opportunities to collaborate on off-street car parking such as multi-storey carpark on private property | Ongoing   |
| Maximise the public benefit of car parking to be created at the Latrobe Creative Precinct and the Gippsland Regional Aquatic Centre   | Immediate   |
| Progress constructing another storey in the Seymour Hotham multi-storey carpark.  | 2020/21 design and preliminary works for 2021/22 construction |

# **COMMUNITY SERVICES**

## **16. COMMUNITY SERVICES**

**Agenda Item: 16.1**

**Agenda Item: Moe and District Social Infrastructure Plan Draft Report**

**Sponsor: General Manager, Community Services**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

### **MOTION**

**Moved: Cr Law**

**Seconded: Cr Harriman**

**That Council:**

- 1. Releases the Draft Moe and District Social Infrastructure Plan report for public comment; and**
- 2. Notifies members of the Moe and District Social Infrastructure Plan Reference Group of the release of the Draft Moe and District Social Infrastructure Plan Report for public comment.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

- A draft Moe and District Social Infrastructure Plan (MDSIP) has been developed over a 12 month period with community input and is being presented to Council for consideration and endorsement to release for further community feedback. It is suggested that the period of consultation commence on 3 July and conclude on 14 August 2018.
- The MDSIP Reference Group supports the content and direction of the draft report and recommends its release by Council as soon as practicable for further community consultation and feedback. A thorough communication and engagement process through the utilisation of the normal channels, plus active input and leadership from the Reference Group, is planned for this period.
- In this context, social infrastructure is the facilities, places and spaces that support community members to live healthy and connected lives, as well as the facilities, programs and services required to enable this to be realised.



- The draft MDSIP report provides a framework to facilitate the efficient and sustainable provision of community services and facilities in Moe and Newborough for the next 20 years. It will inform future work by Latrobe City Council in establishing benchmarks and a model for social infrastructure within the other major towns within the municipality. Being strongly evidence based, it will enable council officers to make recommendations to Council when dealing with related matters in this area.
- The project has been guided by a Moe and District Social Infrastructure Plan Project Reference Group and an internal Project Assurance Group (PAG). These groups have provided advice and guidance to the consultants on the delivery of the project, specifically on the key elements of the draft report as well as identifying benchmarks that are relevant to the history, population, geography, socio-economic circumstances and planning contexts unique to the Latrobe City municipality.
- The draft Plan contains recommendations related to the provision of infrastructure, programs and services. The methodology used to determine these are from a combination of an audit of existing services, capacity analysis, identifying current and future benchmarks and community values.
- There has been no assessment of costs undertaken associated with the recommendations. It is proposed that Council officers conduct further research on the recommendations and provide a costing for those recommendations that relate to Council during the public consultation period.

### **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*.

### **Background:**

At its meeting on Monday 15 December 2014, Council resolved the following:

*That Council:*

*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.*

A scope of works was developed and endorsed by Council at its Ordinary Council meeting of 21 March 2016. Following this an invitation to quote process was conducted and suitable consultants were engaged to develop the plan.

Terms of Reference for the Project Reference Group were developed and endorsed by Council for the project and Council subsequently appointed six members to the Moe and District Social Infrastructure Plan Reference Group at its 31 July 2017 Council meeting to oversee the project.

Since its establishment, the Project Reference Group has provided advice and guidance to the consultants on the delivery of the project and specifically on the key elements of the draft report.

An internal Project Assurance Group (PAG) was also established in accordance with the Latrobe City Project Governance Policy.

In developing the MDSIP the intent was to provide a means for assessing existing social infrastructure in a large community (as defined within Latrobe City) and identify key contexts and standards required for future social infrastructure provision.

The plan was developed in five stages being;

1. Inception – preparatory work, detailed development of the engagement strategy, communications, identification and initial collection of background data
2. Our Community Today – review of relevant policies and strategies, mapping of current and planned infrastructure, desktop review of current facilities and services, community engagement, consultation summary
3. Our Community Tomorrow – review of population and demographic forecasts, review of Council's asset maintenance and renewal program, identification of benchmarks
4. Strategic Directions – preparation of preliminary recommendations based on local values and standards and community engagement, case study analysis, community needs report based on engagement and information analysis
5. Social Infrastructure Plan Report - draft document prepared, delivery models drafted and implementation steps/processes, priorities identified, documented tested through further engagement and report finalised

Consultation and engagement was undertaken with a range of internal and external stakeholders in delivering stages of the project since work commenced in January 2017. These activities and the information gathered are contained in the MDSIP Engagement Summary Report, August 2017. Engagement activities included: Listening posts, Post cards, Project webpage, Survey and Information sheets the majority of which was undertaken in April and May 2017.

The key findings from the engagement were:

- Moe and Newborough residents use a range of services and facilities in the area;
- Moe and Newborough function as a key service hub for surrounding areas (e.g. Yallourn North, Trafalgar, Trafalgar East);
- The library is the most commonly used community facility;
- There is a desire for more general or adaptable facilities that could benefit the entire community; and
- There is a need for local youth services and facilities.

In keeping with the scope and parameters of the study, the draft report identifies key Policy Directions and a set of Values that underpin the work. These elements are detailed within the draft report.

The focus of the Community Infrastructure Model applied is based upon four levels, namely:

1. Neighbourhood (local scale)
2. District (Moe and Newborough)
3. Municipal (Latrobe City area)
4. Regional (the Gippsland Region)

The draft MDSIP report contains recommendations related to the provision of infrastructure, programs and services. The methodology used to determine these are from a combination of a building blocks or steps approach through an audit of existing services, plus; capacity analysis, identifying current and future benchmarks; and community values.

The recommendations are to:

- Periodically review meeting spaces to understand availability and utilisation
- Integrate service planning with asset management across Council
- Develop a local youth space
- Establish Local Information Space in the identified neighbourhoods of Moe and Newborough
- Health care advocacy and promotion of partnerships for service delivery (to implement in line with Council's *Municipal Health and Wellbeing Plan*)
- Investigate potential community transport program
- Explore feasibility for out of hours school care
- Expand local intergenerational program
- Explore computer literacy program at the library
- Create an online community information portal
- Undertake a feasibility study to explore the potential development of a Newborough community hub
- Explore development of a community classroom
- Promote the *Emergency Relief and Client Support Services* pamphlet (containing local information about support services and emergency help) among the community to help build local knowledge about existing services

The details and rationale for these specific recommendations are detailed in the draft report. Further, a process for establishing priorities has been discussed with the Reference Group and the final report contains recommendations to Council from the Reference Group on priority projects for consideration.

The MDSIP Reference Group supports the content and direction of the draft report and recommends its release by Council as soon as practicable for further community consultation and feedback. It is suggested that the period of consultation potentially commence on 3 July and conclude on the 14 August 2018. A thorough communication and engagement process through the utilisation of the normal

challenges, plus active input and leadership from the Reference Group, is planned for this period.

**Reasons for Proposed Resolution:**

The development of the draft MDSIP has been undertaken over a period of just over 12 months with community and officer input. The release of the report for public comment is a key component of the adopted process for the development of this significant strategic work that will guide future decision making within Council.

**Issues:***Strategy Implications*

The draft MDSIP aligns with the Latrobe City Council Plan 2017-2021, Objective 3: 'improve the liveability and connectedness of Latrobe City.' It also aligns with several of the key strategies articulated in the Council Plan - Strategy 7; 'enhance Council's engagement with the community to better understand the community's priorities'; Strategy 14: Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.

*Communication*

The draft MDSIP has been informed through community engagement and consultation and organisational input. A project reference group and an internal PAG are among the key groups who have guided and supported the work of the consultants in producing the draft Plan.

Following Council approval the draft MDSIP will be released for further public comment and feedback for a six week period. The next proposed step is for the Reference Group members and the internal PAG to consider the feedback, propose and any changes, make adjustments to the Plan and then seek Council's adoption of the Plan, which includes a number of recommendations.

*Financial Implications*

The draft Plan contains a model and framework for the provision and management of social infrastructure in the Moe and Newborough townships and identifies a number of priority areas. This framework for assessing community need establishes benchmarks that will be able to be applied across the other larger towns within Latrobe City. As a consequence, it will provide guidance to future Council decision making and budgets when identifying and assessing social infrastructure needs and building maintenance priorities.

### *Risk Analysis*

| Identified risk   | Risk likelihood* | Controls to manage risk  |
|---|------------------|--|
| MDSIP Reference Group members are unaware of the release of the report and do not champion it   | 2                | MDSIP Reference Group members are notified of its likely release for public comment and are provided with copies.              |
| Community expectations are raised around the delivery and timing of recommendations   | 4                | Communications during the release of the draft report focus on how the recommendations will be managed.                        |
| Community interpret the social infrastructure values in a different way to that in the report   | 3                | Specific feedback will be sought to explain and guide responses  |
| Potential for other organisations responsible for providing social infrastructure and services to put pressure on Council to lead change and provide assistance | 4                | Establish a meeting with key organisations and service providers during the consultation period to present the report findings |

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

### *Legal and Compliance*

There are no identified legal and compliance implications as a result of the development of the draft MDSIP.

### *Community Implications*

The release of the draft MDSIP for further public comment is strongly supported and expected by the project Reference Group. To not release the report would impact significantly on Council's credibility and reputation and Council's ability to engage strongly with key stakeholders in the future. The release of the draft Plan will also help guide community on Council's focus and commitment to the provision of social infrastructure.

The draft MDSIP report contains recommendations related to the provision of infrastructure, programs and services. The methodology used to determine these are from a combination of a building blocks or steps approach through an audit of existing services, plus; capacity analysis, identifying current and future benchmarks; and community values.

The details and rationale for these specific recommendations are detailed in the draft report. Further, a process for establishing priorities has been discussed with the



Reference Group and it is intended that the final report contain recommendations to Council from the Reference Group on priority projects for consideration.

The MDSIP Reference Group supports the content and direction of the draft report and recommends its release by Council as soon as practicable for further community consultation and feedback. It is suggested that the period of consultation potentially commence on 3 July 2018 and conclude on the 14 August 2018. A thorough communication and engagement process through the utilisation of the normal challenges, plus active input and leadership from the Reference Group, is planned for this period.

#### *Environmental Implications*

There are no environmental impacts as a result of the recommendation being adopted.

#### *Consultation*

Further community engagement will be undertaken in the release of the draft MDSIP for public comment.

The draft MDSIP provides strategic direction for the provision of social infrastructure in Moe and Newborough toward the next 20 years. It has established a framework and model for reviewing, assessing and establishing social infrastructure priorities to support the ongoing wellbeing of communities. Being strongly evidence based, it is designed to be a tool to support Council planning and budgeting and will enable council officers to make recommendations to Council when dealing with related matters in this area. Releasing the draft report for further community consultation and comment contribute to the authenticity and value of this body of work.

#### **Supporting Documents:**

Moe and District Social Infrastructure Plan Engagement Summary Report, August 2017

#### **Attachments**

- 1 [↓](#). Moe and District Social Infrastructure Plan Report

## **Moe and District Social Infrastructure Plan Draft Report**

|          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Moe and District Social Infrastructure Plan Report .....</b> | <b>367</b> |
|----------|---|------------|



## Document Review

This document should be reviewed every four to five years in line with Census data, updated population projections and updated age structure to ensure accurate service levels.

The current version was completed in May 2018, based on data from the 2016 Census (Australian Bureau of Statistics).

### CONTACT

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15/05/2018

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15/05/2018

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| VERSION NO.  | DATE OF ISSUE | REVISION BY | APPROVED BY |
|--------------|---------------|-------------|-------------|
| Final Draft  | 09/05/2018    | PH          | JMR         |
| Final Report | 06/06/2018    | PH          | JMR         |

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## Contents

|   |    |
|---|----|
| Document Review   | 1  |
| Acknowledgement   | 3  |
| Executive Summary                                       | 5  |
| Key Findings  | 5  |
| Capacity Assessment                                     | 7  |
| 1.0 Introduction  | 15 |
| 1.2 Approach  | 19 |
| 1.3 Policy Context                                      | 20 |
| 2.0 Our Community Today, Our Community Tomorrow         | 22 |
| 2.1 Overview  | 23 |
| 2.2 Our Community Today                                 | 24 |
| 2.3 Our Community Tomorrow                              | 26 |
| 2.4 Community Engagement Findings                       | 27 |
| 2.5 Vision  | 29 |
| 2.6 Values  | 29 |
| 3.0 Building Blocks Approach                            | 30 |
| 3.1 The Building Blocks Approach                        | 31 |
| 3.2 Step 1 & 2: Audit & Capacity Assessment Methodology | 33 |
| 3.3 Step 3: Consideration of Benchmarks                 | 35 |
| 3.4 Step 4: Community Values                            | 37 |
| 4.0 Social Infrastructure Needs Assessment              | 38 |
| 4.1 Overview  | 39 |
| 4.2 Existing Social Infrastructure                      | 40 |
| 4.3 Capacity Assessment                                 | 45 |
| 4.4 Application of Benchmarks                           | 49 |
| 4.5 Community Values Analysis                           | 52 |
| 4.6 Summary of Key Findings by Service Area             | 53 |
| 5.0 Social Infrastructure Delivery Model                | 58 |
| 5.1 Overview  | 59 |
| 6.0 Key Recommendations                                 | 62 |
| 6.1 Overview  | 63 |
| 6.2 General Recommendations                             | 64 |
| 6.3 Neighbourhoods                                      | 65 |
| 6.4 North Moe   | 67 |
| 6.5 South Moe   | 72 |
| 6.6 Newborough  | 76 |



## Contents

|      |                               |    |
|------|-------------------------------|----|
| 6.7  | Lake Narracan                 | 81 |
| 6.8  | District                      | 83 |
| 6.9  | Municipal                     | 88 |
| 6.10 | Regional                      | 89 |
| 7.0  | Conclusion                    | 90 |
| 7.1  | Where to From Here?           | 91 |
| 7.2  | Implementation and Monitoring | 92 |

### Figures

|   |    |
|---|----|
| Figure 1 – Study Area Map   | 18 |
| Figure 2 – Project Timeline and Methodology   | 19 |
| Figure 3 - Our Community Today: Quick Stats   | 24 |
| Figure 4 - Current Population Age Structure: Moe and<br>Newborough compared with Latrobe City                               | 25 |
| Figure 5 - Our Community Tomorrow: Quick Stats  | 26 |
| Figure 6 – Building Blocks Approach   | 32 |
| Figure 7 - Distribution of existing facilities and services, as<br>of November 2017   | 41 |
| Figure 8 - Name of existing services and facilities, as of<br>November 2017   | 42 |
| Figure 9 - Facilities in Central Moe, as at November 2017   | 43 |
| Figure 10 - Facilities in Central Newborough, as at<br>November 2017  | 44 |
| Figure 11 – Neighbourhoods  | 66 |
| Figure 12 – North Moe Local Area, with Facilities as at<br>November 2017  | 71 |
| Figure 13 – South Moe Local Area, with Facilities as at<br>November 2017  | 75 |
| Figure 14 – Newborough Local Area, with Facilities as at<br>November 2017   | 80 |
| Figure 15 – Lake Narracan Local Area, with facilities<br>shown as proposed on the existing Precinct<br>Structure Plan (PSP) | 82 |

### Tables

|   |    |
|---|----|
| Table 1 – Policy Context  | 20 |
| Table 2 - Community Infrastructure Benchmarks                       | 35 |
| Table 3 - Capacity of Existing Council-run Social<br>Infrastructure | 45 |

## Contents

|  |           |
|--|-----------|
| Table 4 - Social Infrastructure Needs Assessment                 | 49        |
| Table 5 - Social Infrastructure Delivery Model Key<br>Attributes | 60        |
| <b>Table 6 – Social Infrastructure Model</b>                     | <b>61</b> |

### **Appendices**

|                           |    |
|---------------------------|----|
| Appendix A – Case Studies | 75 |
|---------------------------|----|



Moe Library (Image courtesy Australian Library and Information Association)

Ethos Urban with Social Fabric: Planning for your People

## Our vision:

‘Moe and Newborough are places where residents of all ages and life stages live safe, healthy, and engaged lives. It is a place where we have access to the affordable, inclusive and accessible social infrastructure, community spaces and opportunities to learn and develop new skills.

We look out for each other and take pride in our community.’

---

Moe and District Social Infrastructure Plan: Project Vision

## Acknowledgement

**The authors of this report would like to acknowledge and thank the communities of Moe and Newborough for their input into the plan. Over 300 people have contributed their lived experience, ideas and aspirations to this plan.**

**We would also like to acknowledge the extensive work and support from the Council Officers and Project Working Group.**



Latrobe City Council | Moe and District Social Infrastructure Plan



*Community Celebration Day, Moe (Image courtesy Latrobe City Council)*

## Executive Summary

Social Infrastructure refers to the facilities, places and spaces that support community members to live healthy and connected lives, such as kindergartens, aged care facilities and community meeting spaces. Some of these places and programs are provided by Council, while others are provided by the non-government / not-for-profit (or profit-for-purpose) sector.

Ethos Urban (formerly Planisphere) were engaged by Latrobe City Council to prepare a Social Infrastructure Plan for Moe and Newborough: the *Moe and District Social Infrastructure Plan*. This plan will guide the provision of local community facilities and services that are provided by Council over the next 20 years.

This Social Infrastructure Plan sets out a long-term framework to guide the efficient and sustainable provision of community services and facilities.

The Social Infrastructure Plan has been prepared considering a range of information, including:

- Population projections
- Social infrastructure benchmarks
- Best practice examples
- Community and stakeholder input.

Over 300 people took part in the first phase of community consultation undertaken between April and May 2017. This consultation sought to understand which facilities and services people use, where and why. The project team asked people what community infrastructure is needed in the future. The team also spoke to Council departments and non-government service providers responsible for the provision of social infrastructure in Moe and Newborough.

This work has required significant input and time from the Council Officers, including the establishment of a Project Working Group which has also achieved other significant benefits including:

- A solid understanding and inventory of all social infrastructure in Moe and Newborough
- List of non-government and not-for profit partners who deliver programs and activities in Moe and Newborough
- The identification of the need for a centralised information system to understand the usage and condition of Council facilities as well as an integrated service planning and asset management process within Council
- A social infrastructure assessment framework that can be adapted to other towns in the municipality.

## Building Blocks Approach

This Social Infrastructure Plan outlines what services and facilities are needed now, and into the future by using four steps, or "Building Blocks", of analysis.

1. **Audit** of existing services and facilities to see what is currently available in Moe and Newborough, what is provided by Council and what is privately run;

2. **Capacity analysis** to determine whether existing services / facilities can meet projected demand;
3. Identify any new services/facilities triggered through the application of **established benchmarks** (e.g. government standards for service provision); and
4. Use **community values** identified in the project to highlight how a service/facility should be prioritised, including whether a service / facility should be provided before it 'hits' an existing benchmark and to identify local innovative and responsive social infrastructure initiatives

### Key Findings

Overall, the findings have identified that:

- The study area is likely to experience stable but minimal population growth over time
- Social infrastructure in Moe and Newborough play an important role in servicing the surrounding rural townships, both within and outside Latrobe City
- Moe and Newborough are generally well serviced with a variety of existing infrastructure; however, some facilities are older and not fit-for-purpose and not inclusive of all ages and abilities.

This Social Infrastructure Plan contains the following recommendations for social infrastructure in Moe and Newborough over the next 20 years. The key recommendations relate to the key themes outlined in the following table.

### Key Findings (Themes)

| Council internal processes   | New facilities and spaces  | Strengthen / increase programs  | Further investigate other programs  |
|--|--|---|---|
| <ul style="list-style-type: none"><li>Periodically review community meeting spaces to understand availability and utilisation</li><li>Undertake integrated service planning across Council departments</li></ul> | <ul style="list-style-type: none"><li>Develop a local youth space</li><li>Create an online community information portal</li><li>Establish local information space</li><li>Explore opportunities for a community space in Newborough.</li></ul> | <ul style="list-style-type: none"><li>Expand local intergenerational program</li><li>Explore computer literacy program at the library</li><li>Advocate for a community transport program.</li></ul> | <ul style="list-style-type: none"><li>Need and desire for out of school hours care</li><li>Development of a community classroom</li><li>Community transport bus service to increase access to community facilities</li><li>Continue to advocate for greater access to health services within the Plan catchment area.</li></ul> |

### Capacity Assessment

The table below presents the capacity and catchment of existing social infrastructure. It is presented along with detailed discussion at **Section 4.3 (Capacity Assessment)** of this report.

The following provides an overview of the existing capacity of existing Council-run services and facilities in Moe and Newborough. It uses a 'traffic light' system.

- **Green** indicates the facility or service can accommodate growth
- **Orange** indicates that the facility or service is nearing capacity and should be monitored over time
- **Red** indicates that the facility or service cannot accommodate any additional growth.

#### Capacity of Existing Council-run Social Infrastructure

| FACILITY / SERVICE  | CAPACITY | NOTES   |
|---|----------|---|
| Moe Heights Maternal & Child Health Centre                      | Green    | Many preschools in Moe and Newborough are currently operating at capacity under their current models. However, most could accommodate future growth using alternative models for service delivery.  |
| Murray Road Maternal and Child Health Centre                    |          |   |
| Moe Early Learning Centre                                       |          |   |
| Moe Heights Preschool   |          |   |
| Moore Street Preschool  |          |   |
| Murray Road Preschool   |          |   |
| East Newborough Preschool                                       |          |   |
| Moe District Meals on Wheels Inc.                               | Green    | Service currently has capacity and can expand on a demand-driven basis. Meals on Wheels in Moe is run from Council facilities, but the service is not delivered by Council.   |
| Moe Senior Citizen Centre                                       | Orange   | Space is largely used by the Moe Senior Citizens Group, other groups such as Combined Pensioners regularly use these facilities. More detailed information is required regarding programming, utilisation and condition of meeting rooms. |
| Newborough Senior Citizen Centre                                | Orange   | Space is predominantly used by the Newborough Senior Citizens Group. More detailed information is required regarding programming, utilisation and condition of meeting rooms.   |
| Moe Service Centre (within the Frank Bartlett Memorial Library) | Green    | Ongoing monitoring is required regarding programming and utilisation of meeting rooms.  |

Latrobe City Council | Moe and District Social Infrastructure Plan

| FACILITY / SERVICE   | CAPACITY | NOTES  |
|--|----------|--|
| Moe P.L.A.C.E  |          | The long day care and preschool services offered at Moe P.L.A.C.E. are nearing capacity under their current models. However, the centre has some vacancies across all rooms and could accommodate future growth using alternative models for service delivery. |
| Save the Children (located in the Old Maternal and Child Health Centre, part of Good Beginnings) |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Newborough Public Hall (on Henry White Reserve)  |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| GEST Community Groups Hub - Meeting Room (Former Moe Library)                                    |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Moe & District Historical Society  |          | Space is exclusively used by the Moe and District Historical Society and cannot be booked by members of the public.  |
| Newborough Scouts & Guides Buildings/ Halls  |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Moe Town Hall  |          | Seating capacity is 402.   |
| Moe Scout Hall   |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Frank Bartlett Memorial Library (Also contains the Moe Service Centre)                           |          | Library membership and usership has increased since the new building was opened.   |



**Existing Social Infrastructure Needs Assessment**

The assessment also involved the application of industry benchmarks presented to assist in understanding future demand for social infrastructure in Moe and Newborough.

The following table is presented with additional discussion at **Section 4.4 (Application of Benchmarks)** of this report.

**Social Infrastructure Needs Assessment**

| SERVICE AREA              | BENCHMARK  | EXISTING   | 2016 REQUIREMENT          | 2031 REQUIREMENT | Assessment by benchmark                      |
|---------------------------|--|--|---------------------------|------------------|--|
| <b>Early Years</b>        |  |  |                           |                  |  |
| Maternal and Child Health | 1 service for every 182 babies                                 | 8 sessions (from 3 facilities)                     | 5.45 sessions             | 5.00 sessions    | Sufficient                                   |
| Preschool                 | 1 30-place preschool room for every 30 (4-year-olds)           | 10 rooms (Based on model of 44 places)             | 6.6 rooms                 | 6.06 rooms       | Sufficient                                   |
| Playgroup                 | 1 playgroup per 5,000 residents (uses a general meeting space) | 0 Council-run sessions (Not a Council-run service) | 3.3 sessions              | 3.54 sessions    | More space required.                         |
| Long Day Care             | 1 place per 6.8 children aged 0-6 years                        | 254 places   | 199.56 places             | 191.06 places    | Sufficient                                   |
| Occasional Care           | 3 places per 1,000 children                                    | 0 places at Council facilities                     | 4.13 places               | 3.90 places      | More space required                          |
| Outside School Hours Care | 150 places for 1000 children (0-6 years)                       | Data not available                                 | 208.3 places              | 196.8 places     | Requires further consideration               |
| <b>Education</b>          |  |  |                           |                  |  |
| Neighbourhood House       | 1 per 10,000 residents   | 1 neighbourhood house (Not Council-run)            | 1.65 neighbourhood houses | 1.77             | Sufficient given the role of other providers |
| Primary School            | 1 school per 8,000-10,000 residents                            | 5 primary schools                                  | 1.65-2.06 primary schools | 1.77-2.21        | Sufficient                                   |

Latrobe City Council | Moe and District Social Infrastructure Plan

| SERVICE AREA                 | BENCHMARK  | EXISTING  | 2016 REQUIREMENT                   | 2031 REQUIREMENT                   | Assessment by benchmark                      |
|------------------------------|--|---|------------------------------------|------------------------------------|--|
|                              |  | (Not a Council-run service)                     |                                    |                                    |  |
| Secondary School             | 1 school per 18,000 residents  | 3 secondary schools (Not a Council-run service) | 0.91 secondary schools             | 0.98                               | Sufficient                                   |
| Special Education            | 1 school per 60,000 residents  | 1 special education (Not a Council-run service) | 0.27 special schools               | 0.30                               | Sufficient                                   |
| Independent Primary School   | 1 school per 5,000 households (depending on Catholicity rate)  | 2 independent primary schools                   | 1.45 independent primary schools   | 1.58 independent primary schools   | Sufficient                                   |
| Independent Secondary School | 1 school per 16,000 households (depending on Catholicity rate – requires three feeder primary schools) | 1 independent secondary school (Only Year 9)    | 0.46 independent secondary schools | 0.49 independent secondary schools | Requires further consideration               |
| <b>Seniors</b>               |  |   |                                    |                                    |  |
| Seniors groups               | 1 per 10,000 people (general space)  | 2 senior citizens centres                       | 1.65 seniors groups                | 1.77 seniors groups                | Sufficient                                   |
| Planned Activity Group (PAG) | 1 per 40,000 – 60,000 people   | No Council-run PAG                              | 0.28-0.41 PAGs                     | 0.30-0.44 PAGs                     | Sufficient given the role of other providers |
| <b>Library</b>               |  |   |                                    |                                    |  |
| Library                      | 1 Library per 30,000-60,000 people   | 1 library                                       | 0.28-0.55 libraries                | 0.30-0.59 libraries                | Sufficient                                   |

Latrobe City Council | Moe and District Social Infrastructure Plan

| SERVICE AREA  | BENCHMARK                                 | EXISTING                        | 2016 REQUIREMENT                          | 2031 REQUIREMENT                          | Assessment by benchmark                      |
|---|---|---------------------------------|---|---|--|
| <b>General Spaces &amp; Services (Council-run facilities)</b> |   |                                 |   |   |  |
| Community Meeting Space                                       | 1 x 1-20 people venue per 4,000 people    | 7 rooms                         | 4.13 rooms                                | 4.42 rooms                                | Review current provision                     |
|   | 1 x 21-50 people venue per 8,000 people   | 1 room                          | 2.06 rooms                                | 2.21 rooms                                | Additional space required                    |
|   | 1 x 51-100 people venue per 8,000 people  | 1 venue                         | 2.06 venues                               | 2.21 venues                               | Sufficient given the role of other providers |
|   | 1 x 101-200 people venue per 8,000 people | 2 venues                        | 2.06 venues                               | 2.21 venues                               | Sufficient                                   |
|   | 1 x 200+ venue per 20,000 people          | 0 venues                        | 0.83 venues                               | 0.89 venues                               | Additional space required                    |
| Services for young people                                     | 1 per 10,000 people                       | 1 service                       | 1.65 services                             | 1.77 services                             | Additional space required                    |
| Youth space   | 1 per 8,000 people                        | 0 dedicated spaces              | 2.06 spaces                               | 2.21 spaces                               | Additional space required                    |
| Multi-purpose community centre                                | 1 per 8,000-10,000 people                 | 1 Council-run community centres | 1.65-2.06 multi-purpose community centres | 1.77-2.21 multi-purpose community centres | Additional space required                    |

**Future Considerations**

This Plan includes a number of recommendations to improve the extent, efficiency and quality of social infrastructure provided across Moe and Newborough and seek to provide Council with a strong evidence base to inform the long-term management of their assets and ensure that the spaces they provide meet the needs of service providers and community expectations.

The future considerations for social infrastructure provision are presented in **Chapter 6 (Social Infrastructure Delivery Model)** of this report.

**General considerations:**

- Periodically Review Meeting Spaces to Understand Availability and Utilisation
  - It is recommended that Council periodically review the use, programming and condition of meeting spaces at Council facilities to assist in prioritising upgrades and improvements. This could be through a survey or similar. Such a program could be developed over the longer-term and by creating partnerships with local user groups to have co-ownership and responsibility over the information-gathering process.
- Undertake Integrated Service Planning across Council
  - A range of Council departments undertake annual service planning to ensure that the range of programs and services provided meet the changing needs of the community. It is recommended that Council develop and implement a process that coordinates this process with asset planning, management and data gathering as above on usage levels to assess demand.

**Future considerations for local areas**

|               | Local information space  | Out of school hours care | Local inter-generational programs | Computer literacy programs (at the library) | Community noticeboard | Community hub feasibility study | Local youth space | Online community information portal | Community classroom | Community transport system |
|---------------|--|--------------------------|-----------------------------------|---|-----------------------|---------------------------------|-------------------|-------------------------------------|---------------------|----------------------------|
| North Moe     | ✓  | ✓                        | ✓                                 | ✓   |                       |                                 |                   |                                     |                     |                            |
| South Moe     | ✓  | ✓                        | ✓                                 |   |                       |                                 |                   |                                     |                     |                            |
| Newborough    |  | ✓                        | ✓                                 |   | ✓                     | ✓                               |                   |                                     |                     |                            |
| Lake Narracan | Social infrastructure to be provided in future as part of the planning process for this Precinct.          |                          |                                   |   |                       |                                 |                   |                                     |                     |                            |
| District      |  |                          |                                   |   |                       |                                 | ✓                 | ✓                                   | ✓                   |                            |
| Municipal     | Future provision of facilities/ services at this scale should be determined through a municipal wide plan. |                          |                                   |   |                       |                                 |                   |                                     |                     |                            |
| Regional      |  |                          |                                   |   |                       |                                 |                   |                                     |                     | ✓                          |

## Recommendations

This Draft Social Infrastructure Plan at **Chapter 7 (Conclusion)** of this report contains the recommendations for social infrastructure in Moe and Newborough over the next 20 years.

The key recommendations and their associated level of priority, being high (1-5 years), medium (6 - 10 years) and low (10 or more years) are outlined below. Refer to Chapter 7 regarding details about implementation timeframes, monitoring and review.

This Plan also advocates that Council continue to investigate and monitor emerging and best practice approaches to community infrastructure delivery. This should include analysis of local, national and international examples and models, further to those presented at Appendix A. This ongoing analysis should seek to inform the development of contemporary and creative options for the future delivery of community infrastructure in Latrobe City, which support integrated and connected service provision, across sectors and ages.

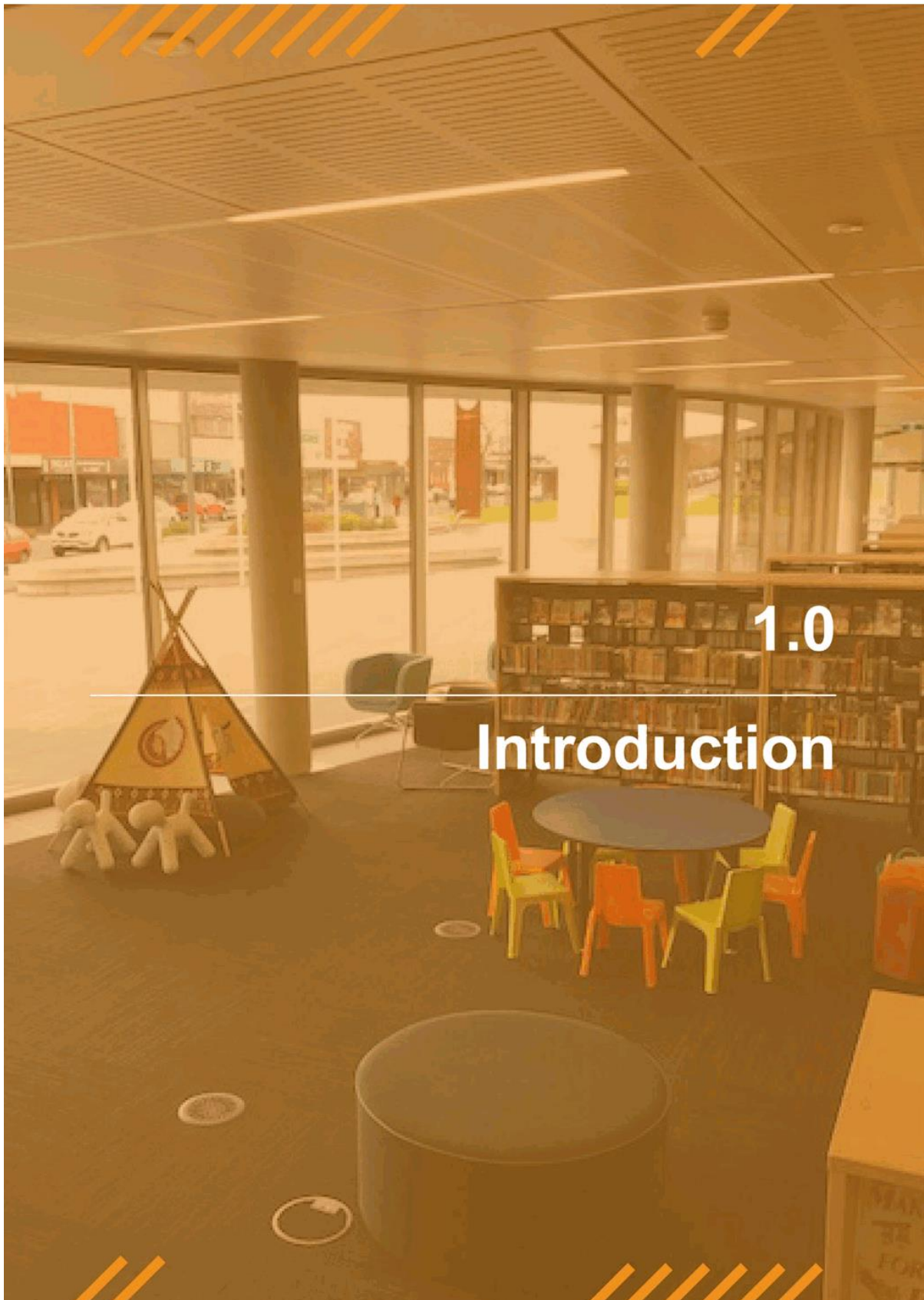
## Summary of Recommendations

| Action  | Priority            | Council's Role | Key Partners   |
|---|---------------------|----------------|--|
| Periodically review meeting spaces to understand availability and utilisation   | High (short term)   | Lead           | Service providers and facility managers                                    |
| Integrate service planning with asset management across Council   | High (short term)   | Lead           |  |
| Develop a local youth space   | High (short term)   | Lead           | Youth groups; community  |
| Establish Local Information Space in the identified neighbourhoods of Moe and Newborough  | High (short term)   | Lead           |  |
| Health care advocacy and promotion of partnerships for service delivery (to implement in line with Council's <i>Municipal Health and Wellbeing Plan</i> ) | High (shorter term) | Partner        | Local and regional service providers; other levels of government           |
| Investigate potential community transport program   | High (shorter term) | Lead           | Transport for Victoria   |
| Explore feasibility for out of hours school care  | Medium              | Partner        | DEET and other schools   |
| Expand local intergenerational program  | Medium              | Partner        | Aged care operators, seniors' groups and early childhood service providers |
| Explore computer literacy program at the library  | Medium              | Partner        | Library; adult education providers   |



Latrobe City Council | Moe and District Social Infrastructure Plan

| Action  | Priority                     | Council's Role | Key Partners   |
|---|------------------------------|----------------|--|
| Create an online community information portal   | Medium                       | Lead           |  |
| Undertake a feasibility study to explore the potential development of a Newborough community hub  | Low (longer term)            | Lead           | Local service providers and facility managers; community |
| Explore development of a community classroom  | Low (longer term)            | Partner        | Local universities, education providers                  |
| Promote the <i>Emergency Relief and Client Support Services</i> pamphlet (containing local information about support services and emergency help) among the community to help build local knowledge about existing services | Ongoing (currently underway) | Lead           | Local service providers and facility managers; community |



Moe and Newborough form one of Latrobe City Council's four main towns. They are part of Latrobe's networked Regional City and function as an important residential, retail and service centre for the local population and surrounding settlements.

Moe and Newborough currently contain a broad range of social infrastructure to support the health and wellbeing of residents. This includes health facilities and services, educational facilities and services, support services, general community facilities and meeting spaces and a state of the art Library and Service Centre.

The purpose of this Plan is to provide a framework to facilitate the efficient and sustainable provision of a broad range of social infrastructure in Moe and Newborough over the next 20 years.

#### 1.1.1 What is social infrastructure?

"Social Infrastructure" refers to the facilities, places and spaces that support community members to live healthy and connected lives. This includes social infrastructure that is both publicly (i.e. government) and privately (i.e. non-government, not-for-profit and profit-for-purpose) provided to support community services, programs and activities.

For the purposes of this Plan the infrastructure has been grouped into the following categories and has been considered by life-stage, as relevant (e.g. early childhood, children, young people, adults and older adults):

- **Health facilities and services** (e.g. maternal and child health, medical centres)
- **Educational facilities and services** (e.g. preschools, primary and secondary schools, further education)
- **Support Services** (e.g. aged care facilities, child care)
- **General Facilities and Meeting Spaces**
- **Libraries.**

It is acknowledged that public open space and active recreation facilities are important community assets, however their current and future provision is not addressed as part of this Plan. The endorsed *Public Open Space Strategy* (2013) and *Recreation Needs Analysis* (2017) provide guidance to Council on these matters.

#### 1.1.2 Council's Role in Providing Social Infrastructure

Latrobe City Council has a responsibility to protect, improve and promote the health and wellbeing of its community. Council also has a responsibility to ensure the prudent expenditure of public funds. It is recognised that Latrobe City Council performs a range of roles within the municipality regarding social infrastructure, ranging from direct service provider to planner, advocate and partner.

Some aspects of social infrastructure, such as preschool and maternal and child health care services, are delivered by Council based on requirements set by other levels of government, which set funding and spatial requirements for these services. Other programs, such as adult education

programs run by the library, may be delivered based on recommendations from Council's four year-plan, or provided based on its understanding of services the community may enjoy or find beneficial.

For the purposes of this Plan, social infrastructure facilities include those owned by Latrobe City Council, and services that are delivered by Council. This includes:

- Frank Bartlett Memorial Library and Service Centre (the new buildings)
- Moe P.L.A.C.E.
- Moe Heights Community Hall
- Newborough Public Hall
- Community Groups Hub
- Latrobe-run preschools
- Latrobe-run maternal and child health care services.

Social infrastructure that is the responsibility of other levels of government, the private sector (including not-for-profit and profit-for-purpose), non-government organisations and groups such as primary and secondary schools, school halls, out of school hours care facilities, private (or non-government) long day care, and function centres are not considered as part of this study.

#### 1.1.3 Purpose of this Plan

This Plan has a 20-year time horizon and seeks to:

- Provide an integrated framework to assist in the timely and efficient provision of social infrastructure in Moe and Newborough
- Provide guidance to Council in its planning and allocation of funds and resources for social infrastructure
- Provide a basis for advocacy to all tiers of government and other funding bodies for facilities to support the future growth and wellbeing of the people of the area
- Assess the current extent and adequacy of social infrastructure provision in the area
- Assist with developing partnerships between other levels of government, the private and not-for-profit or profit-for-purpose sector as well as community groups to facilitate the governance, management and delivery and/or sharing of facilities.

#### 1.1.4 Study Area: Moe and Newborough

Figure 1 (on the following page) presents the area affected by this Plan. It is noted that the Lake Narracan Growth Area is excluded as future social infrastructure required to service this new community is unknown at this point in time.

Due to the networked nature of Latrobe's main townships, residents of Moe and Newborough are likely to access services and facilities outside the study area. Likewise, local facilities are utilised by residents from other areas.







## 1.2 Approach

This Social Infrastructure Plan has been developed over five stages, as outlined below.

Community and stakeholder consultation has provided a vital contribution to this Plan. Community and stakeholder input has been sought to understand local usage patterns and the capacity of existing services and facilities as well as future aspirations and priorities.

A Community Reference Group comprising local residents, business owners and community advocates from Moe and Newborough have also contributed to the development of this Plan.

**Figure 2 – Project Timeline and Methodology**



### 1.3 Policy Context

The following policies, plans and guidelines have been reviewed in preparation of this strategy:

**Table 1 – Policy Context**

|                                   |  |
|-----------------------------------|--|
| <b>State Plans &amp; Policies</b> | Absolutely Everyone: State Disability Plan 2017-2020<br>Plan Melbourne Refresh 2017<br>Victoria in Future (VIF) 2016<br>Gippsland Regional Growth Plan 2014<br>Change and Disadvantage in the Gippsland Region 2011<br>Victorian Public Health and Wellbeing Plan 2015-2019  |
| <b>Local Plans &amp; Policies</b> | Latrobe City Council Plan 2017-2021<br>Latrobe City Municipal Public Health and Wellbeing Plan 2017-2021<br>Municipal Early Years Plan (MEYP) 2016 – 2020<br>Children's Services Plan 2013-2017<br>Latrobe Structure Plans – Moe and Newborough 2015<br>Public Open Space Strategy Volume 1: Strategy and Recommendations 2013<br>Live Work Latrobe Consultation Report 2016<br>Moe Activity Centre Plan Urban Renewal Strategy Implementation Report 2007<br>Lake Narracan Precinct Structure Plan 2015 |
| <b>Latrobe Planning Scheme</b>    | Clause 11 – Settlement<br>Clause 11.07 – Regional Victoria<br>Clause 19.02 – Community Infrastructure<br>Clause 21.02 – Municipal Vision<br>Clause 21.05 – Main Towns<br>Clause 21.08 – Liveability  |
| <b>Other Resources</b>            | Guide to Social Infrastructure Planning 2009<br>Notes from former Moe Early Learning Centre Consultations<br>Moe Commercial Venues 2016*<br>Moe Community Venues 2016*<br>Moe Council Venues 2016*   |

\*Databases publicly available on the Latrobe City Council website.

#### 1.3.1 Summary of Policy Directions

- The townships of Traralgon, Morwell, Moe and Newborough and Churchill comprise a **networked city**. Collectively, the four towns are the key population centres, employment nodes and service centres for Latrobe and form Gippsland's only Regional City. Moe and Newborough are identified as supporting network towns in the networked city.
- Parts of Moe and Newborough are identified for **residential growth** (e.g. Lake Narracan). Future population growth will be directed according to good planning principles, this includes the provision of social infrastructure and good public transport connectivity.
- As a main town within Latrobe, Moe and Newborough are, and should continue to be, a **key service centre** for the local community and surrounding townships.
- Council is committed to ensuring Latrobe City has **appropriate, affordable and sustainable facilities, services and recreation** to support opportunities for greater participation in sports, recreation, arts, culture and community activities.
- Inclusion of and **access for people with disability to mainstream services**, community-based activities and other government initiatives, **is a shared responsibility**.
- Where possible, facilities and services should be **co-located or clustered** to ensure maximum efficiencies for clients and to respond to best practice service delivery models.

Latrobe City Council | Moe and District Social Infrastructure Plan

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- Facilities should be **multi-purpose** and cater to a range of ages, life stages, users and enable a range of uses
- There is a need to design facilities and services that are **inclusive and accessible** and incorporate universal design principles. This relates to the physical built form as well as governance models.



2.0

## Our Community Today, Our Community Tomorrow

## 2.1 Overview

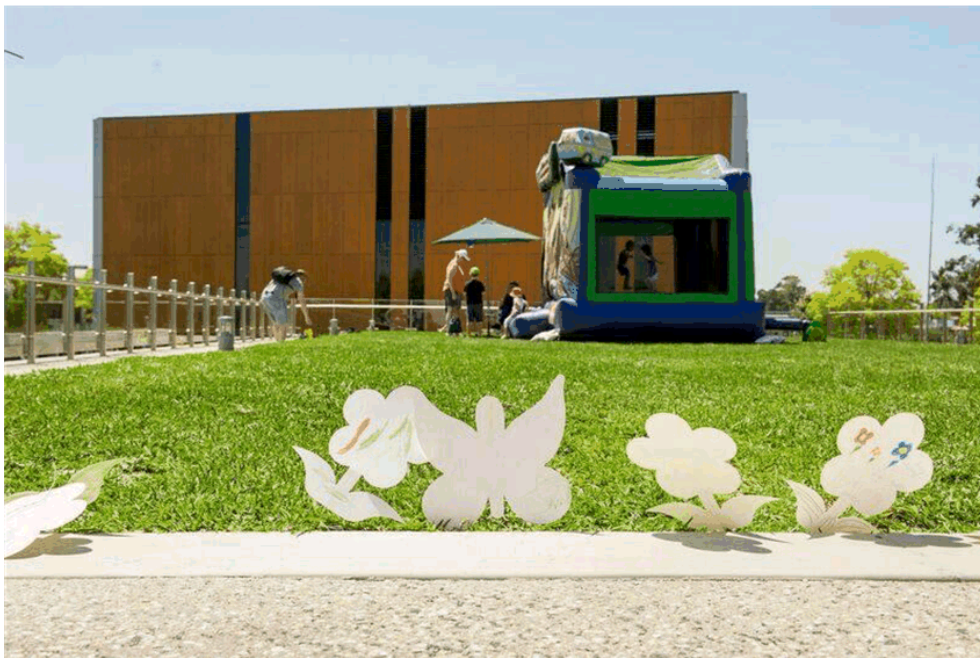
The size and demographic make-up of a population influence the type and scale of social infrastructure that is provided.

This section presents the features of the current, and forecast characteristics of the future community profile, for Moe and Newborough in comparison to the municipality. This analysis utilises the ABS Census 2016 data for Moe and Newborough at the 'Urban Centres and Localities' scale and Latrobe City at the 'Local Government Areas' scale. It also draws on population forecasts contained in Victoria in Future (2016).

The analysed data indicates that over the next twenty years:

- The population of Moe and Newborough will be stable
- The area is forecast to experience modest population growth after the year 2021
- The population of Moe and Newborough is ageing; in the future the area will contain a higher proportion of residents aged over 65 and living in lone person households than the Latrobe City average.
- The area currently experiences high levels of socio-economic disadvantage

Population and demographic trends and forecasts should continue to be reviewed during implementation of this Plan to ensure that it remains responsive to the needs of the current community and forecast population.



*Community Celebration Day, Moe (Image courtesy Latrobe City Council)*



## 2.2 Our Community Today

In 2016 the population of Latrobe City was 73,257. At this time, Moe and Newborough had a combined population of 16,500, representing 22.5% of the municipality's total population. Moe was home to approximately 9,600 residents, while Newborough comprised approximately 6,900 people.

Figure 3 - Our Community Today: Quick Stats



Moe and Newborough are characterised by an **older age demographic**. The median age of local residents is higher (44 years) than the municipal average (41 years). Furthermore approximately 21.7% of the local population is aged 65 and over, this same group represents 18.6% of Latrobe's overall population



The majority of households in Moe and Newborough are couple families without children (40.4%) and couple families with children (34.8%). Moe and Newborough contain a **higher proportion of one parent families** (23.6%) compared to Latrobe City (19.9%).



Average **household income in Moe and Newborough is lower** than the municipal average. The local unemployment rate is also higher (10.5%) than the Latrobe City average (7.9%).<sup>1</sup>

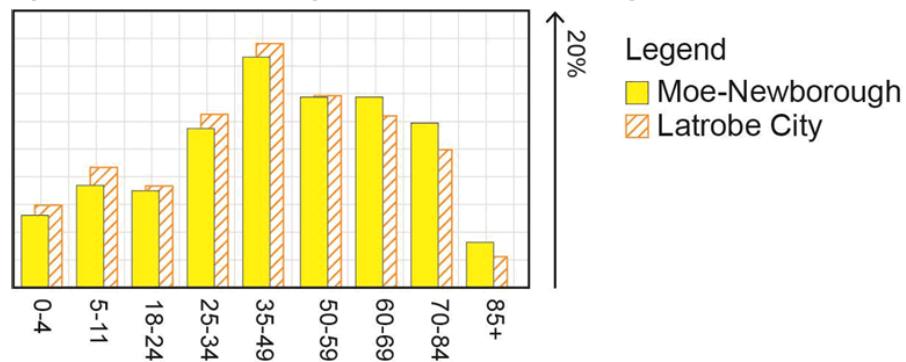


A slightly **higher proportion of the population require assistance with daily tasks** (8.9%) in Moe and Newborough compared to Latrobe City (6.9%).

<sup>1</sup> This is based on 2011 Census data. It is noted that updated data from the 2016 Census in this category has not yet been released.

Latrobe City Council | Moe and District Social Infrastructure Plan

**Figure 4 - Current Population Age Structure: Moe and Newborough compared with Latrobe City**



Source: ABS Census Data, 2016.

### 2.3 Our Community Tomorrow

According to *Victoria in Future (2016)* the population of Latrobe City will increase to 81,222 by the year 2031. Moe and Newborough are forecast to house an additional 1,190 residents, with a combined total population of approximately 17,690.

Moe and Newborough are set within a picturesque landscape of rolling hills that showcases the beauty of the Latrobe Valley. The district is connected to other towns in Latrobe City by the train station. Many residents already commute from Moe and Newborough to Morwell, Traralgon and Churchill, as well as further afar to Warragul, Cranbourne, Pakenham and Melbourne to access employment, services and entertainment.

There are a range of factors that are likely to influence the future growth and profile of Moe and Newborough's population. Due to the rising costs of living in places closer to Melbourne, there is potential for Moe and Newborough to undergo higher demand for housing as people seek more affordable housing options that are connected to key employment hubs such as Melbourne, Cranbourne and Pakenham. This could mean that the local population could grow larger than currently forecast. In contrast, the recent and ongoing restructuring of local industries and employers mean the already challenging unemployment rate could worsen before it improves. This could result in a slowing of population growth over the next twenty years.

Given the transitional nature of the area's population it is important that Council continues to monitor population growth and demographic change to ensure the relevance of the Plan's recommendations.

Figure 5 - Our Community Tomorrow: Quick Stats



The population of Moe and Newborough is forecast to decrease slightly between 2011 and 2021. Steady population growth is projected to the year 2031.



Moe and Newborough will continue to be characterised by an **older age demographic**. It is forecast that by the year 2031 approximately 30% of the local population will be aged 65 and over. This same group is forecast to account for 23% of Latrobe's overall population by 2031.

## 2.4 Community Engagement Findings

Community input into this Social Infrastructure Plan occurred from April 2017 to May 2017 branded 'My Community'. Over 300 people took part in this consultation which occurred through a variety of online and face-to-face methods. Refer to the *Engagement Summary Report, 2017* for a detailed explanation of consultation approaches and results.

The following reports key findings from this consultation regarding the current network of social infrastructure and aspirations for the future.

- Social infrastructure in Moe and Newborough services local residents as well as people from surrounding townships;
- The Moe Library and Service Centre and Latrobe Leisure Centre are the most frequently used facilities in the area;
- The most frequent reason for people travelling outside the local area to access facilities and services is because:
  - The service / facility is not available in Moe or Newborough
  - They have a good relationship with the service / facility and are therefore happy to travel;
- The most important factor for people in Moe and Newborough when choosing to visit a service or facility is its proximity to home;
- Cost is also an important factor in selecting a service / facility;
- Participants identified the need for the following additional places and spaces in the future:
  - Youth services and spaces
  - Larger public gathering spaces where the community can come together
  - A variety of facilities and services to support education. This ranged from affordable before- and after- school care to private secondary schools to more tertiary education programs.
  - More support services (e.g. Medicare, Centrelink, retirement facilities)
  - A greater variety of health specialists (e.g. mental health, family violence support)
  - Opportunities for people of different ages and abilities to interact; and
- While beyond the scope of this plan, inadequate public transport was cited frequently as a major concern for respondents.

### 2.4.1 Implications for this Plan

Community and stakeholder consultation provided important insights into *what* and *how* social infrastructure should be delivered in the future. The following summarises the key messages from consultation which have directly informed the community values presented in the following section. These in turn will inform the development and prioritisation of recommendations.

- Social infrastructure should be available locally and be affordable;
- Access to education, training and skills development is important for people of all ages and abilities;
- Youth oriented services and spaces are a significant gap in local social infrastructure;
- Better promotion of existing facilities, services, events and groups in Moe and Newborough is needed; and

- Ways of using and providing access to technology should be explored.

It is noted that additional engagement with key groups in the local community might be needed to implement key recommendations that affect those groups. For example, the voices of younger people in the local community could be strengthened for any recommendations regarding young people, to ensure the services and facilities are needed, wanted, and co-designed<sup>2</sup> with the end-users of those spaces involved in the process.

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<sup>2</sup> 'Co-design' is a process of participatory design, where the design of a building or space actively involves all stakeholders in the process to help ensure the result meets the end-users' needs and is usable.



## 2.5 Vision

The vision for this Social Infrastructure Plan is:

Moe and Newborough are places where residents of all ages and life stages live safe, healthy, and engaged lives through the provision of affordable, inclusive and accessible social infrastructure.

We have opportunities to learn and develop new skills. We look out for each other and take pride in our community.

## 2.6 Values

The vision (above) and values presented in this section were developed using information collected in the community engagement phase of this project, as well as using interviews with Council staff and service providers, and details from the Council Plan. The values underpin how decisions will be made regarding the delivery and design of facilities in Moe and Newborough in the future. They also inform the types of facilities and services/programs that might be needed and delivered in the local area.

- Provide a range of facilities and spaces which support people of **diverse ages and life stages** to live in and visit Moe and Newborough;
- Support **opportunities for education, training and skills development**;
- Encourage residents to live **healthy and active lifestyles**;
- Ensure social infrastructure is **accessible** in terms of design, location, cost and connection to sustainable transport modes;
- Provide **inclusive and sustainable services and facilities** which respond to community needs and aspirations across different life stages;
- Ensure there are places for people to **formally and informally come together to socialise**;
- Facilitate access to and education in current **technology**;
- Encourage opportunities for **intergenerational** facilities and programs; and
- Promote **community awareness** of local facilities, programs and events through access to information and knowledge sharing.



### 3.1 The Building Blocks Approach

This Social Infrastructure Plan outlines what services and facilities are needed now, and into the future by using four steps, or “Building Blocks”, of analysis.

These steps are summarised throughout this chapter and illustrated below (see Figure 6)

5. **Audit** of existing services and facilities to see what is currently available in Moe and Newborough, what is provided by Council and what is privately run (explained in Section 3.1.2 below);
6. **Capacity analysis** to determine whether existing services / facilities can meet projected demand;
7. Identify any new services/facilities triggered through the application of **established benchmarks** (e.g. government standards for service provision); and
8. Use **community values** identified in the project to highlight how a service/facility should be prioritised, including whether a service / facility should be provided before it ‘hits’ an existing benchmark and to identify local innovative and responsive social infrastructure initiatives.

The outcomes of this analysis approach are presented at Chapter 4 and recommendations for future social infrastructure provision are presented in Chapter 5.



Community Celebration Day, Moe (Image courtesy Latrobe City Council)



**Figure 6 – Building Blocks Approach**



### 3.2 Step 1 & 2: Audit & Capacity Assessment Methodology

The first step in the Building Blocks approach is to undertake an audit of existing social services and facilities. The audit used the following approaches to collect baseline data:

- Review of Council's facilities list (e.g. halls, libraries, other public buildings) to identify buildings designed for or used to house social infrastructure services
- Online audit of service sectors linked to social infrastructure, including those delivered by the not-for-profit, profit-for-purpose and private sector
- Discussions with Council staff from the relevant departments and members of the Community Reference Group to identify services offered locally and buildings used for social infrastructure purposes.

After a list of social infrastructure facilities and services was compiled, the list was mapped (with input from Council's *Community Services* and *Infrastructure and Recreation* divisions) to understand the spatial distribution of buildings and services owned and/or run by Council. The following data was then collected for each service/facility, based on information available online, in Council's database or by conducting interviews with staff.

- Facility name and address
- Target demographic
- Primary function/ service offered
- Other function/ service offered
- Current catchment (e.g. only Moe Newborough, or beyond?)
- Capacity
- Waiting list (i.e. is a waiting list maintained if or before the facility is at capacity?)
- Usage patterns (e.g. once a week, every day...)
- Plans for expansion
- Availability of a general meeting space
- Other comments.

The second step was to understand the capacity of a facility or service. The 'capacity' of infrastructure can be conceived in different ways. For example, a facility or service may be:

- *Physically* constrained – there is not enough physical space to accommodate additional participants, for example site limitations.
- *Financially* constrained- Linked to the funding model – the funding provided by external agencies dictates the number of people who can participate
- *Service model* constrained- Fully utilised – the facility/service is fully booked/utilised with no vacancies

It is important to note that capacity of each facility varied, and data available for each facility/service was not always available in the same format. As a result, data for more flexible spaces (i.e. those which can be visited without participating in a specific planned activity) was difficult to collect conclusively.



Where exact numbers were known (e.g. based on enrolments), the information could be more accurately recorded.

Another factor considered during the service and facility audit was *fit-for-purpose*. This means that a space is designed to accommodate a particular activity. It does not mean the space can't be used for other purposes; rather the most specific needs of a user group can be met (e.g. preschools, which have strict guidelines around design and area requirements).

### 3.3 Step 3: Consideration of Benchmarks

The third step of the Building Blocks approach is to apply relevant benchmarks. It is acknowledged that these benchmarks may evolve over time in line with change to government policy, delivery models, funding mechanisms and community expectations

The benchmarks used for this Plan and associated demand indicators (e.g. population growth) are presented in the table below.

**Table 2 - Community Infrastructure Benchmarks**

| SERVICE AREA                 | BENCHMARK  | SOURCE <sup>3</sup>       |
|------------------------------|--|---------------------------|
| Maternal and Child Health    | 1 service for every 182 babies   | DEED                      |
| Preschool                    | 1 30 place preschool room for every 30 (4-year-olds)   | DEED                      |
| Playgroup                    | 1 playgroup per 5,000 residents (uses a general meeting space)   | DEED                      |
| Long Day Care                | 1 place per 6.8 children aged 0-6 years  | DEED                      |
| Occasional Care              | 3 places per 1,000 children  | DEED                      |
| Outside School Hours Care    | 150 places per 1,000 children  | ASR (2008)                |
| Neighbourhood House          | 1 per 10,000 residents   | ASR (2008)                |
| Primary School               | 1 school per 8,000-10,000 residents  | DET                       |
| Secondary School             | 1 school per 18,000 residents  | DET                       |
| Special Education            | 1 school per 60,000 residents  | DET                       |
| Independent Primary School   | 1 school per 5,000 households (depending on Catholicity rate)  | Catholic Education Office |
| Independent Secondary School | 1 school per 16,000 households (depending on Catholicity rate – requires three feeder primary schools) | Catholic Education Office |
| Seniors groups               | Access to general space  | ASR (2008)                |
| Planned Activity Group (PAG) | 1 per 40,000 – 60,000 people   | ASR (2008)                |
| Library                      | 1 Library per 30,000-60,000 people   | ASR (2008)                |
| Community Meeting Space      | 1 x 1-20 people venue per 4,000 people   | ASR (2008)                |
|                              | 1 x 21-50 people venue per 8,000 people  | ASR (2008)                |
|                              | 1 x 51-100 people venue per 8,000 people   | ASR (2008)                |
|                              | 1 x 101-200 people venue per 8,000 people  | ASR (2008)                |
|                              | 1 x 200+ venue per 20,000 people   | ASR (2008)                |
| Services for young people    | 1 per 10,000 people  | ASR (2008)                |
| Youth space                  | 1 per 8,000 people   | ASR (2008)                |

<sup>3</sup> Australian Social and Recreation Research Pty Ltd., *Planning for Community Infrastructure in Growth Areas*, April 2008.

Latrobe City Council | Moe and District Social Infrastructure Plan

| SERVICE AREA                   | BENCHMARK                 | SOURCE <sup>3</sup> |
|--------------------------------|---------------------------|---------------------|
| Multi-purpose community centre | 1 per 8,000-10,000 people | ASR (2008)          |

This Plan recognises that while benchmarks provide an important role in the funding of services and facilities, there are limitations in relying on institutional and industry benchmarks *alone* in assessing current and future social infrastructure needs. Key issues associated with this approach in the context of Moe and Newborough including:

- The application of benchmarks does not consider the role and catchment of community infrastructure, and in a regional catchment both these towns act as a service centre for nearby towns.
- Benchmarks consider the number of residents as a ratio to the number of facilities, for example 1 school to every 3,000 households. This ratio approach has limited flexibility to consider localised social issues such as income, access to transport, physical and mental ability and English language skills. The results of community consultation indicated the importance of local accessibility, particularly walkability, for the usage of facilities and services. This message was reinforced through consultation with service providers and is an important consideration in the delivery of different services and facilities.
- Benchmarks typically do not consider how spaces can be used for integrated or multiple purposes spaces or changing delivery models.

Ultimately, this plan utilises a hybrid approach for social infrastructure provision. It uses benchmarks as a base, then layers additional social information and community values that are unique to Moe and Newborough to get a better understanding of the local context. In this way, the model provides a framework to recommend ways that Council and service providers can deliver new or reimagine existing, services and facilities, to meet current and future needs of residents and visitors to Moe and Newborough.

### **3.4 Step 4: Community Values**

The fourth step in the Building Blocks approach is to consider the aspirations and values of the local community.

A community vision and values have been developed based on input from the broad community, Community Reference Group and Council Officers. These values provide important qualitative information to contextualise the findings from the community infrastructure audit and application of benchmarks.





#### 4.1 Overview

This section applies the 'Buildings Block' methodology to the Moe and Newborough communities and recommends a future model to guide social infrastructure delivery in the study area. It presents analysis of:

1. Existing social infrastructure in Moe and Newborough
2. Capacity and catchment of Council-run facilities and services
3. Applies industry benchmarks
4. Contextualises the previous findings in the context of the feedback and values expressed by members of the Moe and Newborough community

The Moe and Newborough area has a stable population, which will grow slightly over the next 20 years. As the population grows slowly, its demographic profile will also change, meaning the large proportion of middle-aged people who currently live in Moe and Newborough will become a large proportion of older people. The phenomenon of an ageing population is familiar to many towns in Latrobe City Council and around Australia. Accordingly, planning for social infrastructure will need to adapt to ensure cities and towns such as Moe and Newborough can continue to support vibrant populations with diverse needs. This change is also being driven by government policies and corresponding community expectations around inclusive communities.



*Moe Access for All Abilities Playground (Image courtesy Latrobe City Council)*

## 4.2 Existing Social Infrastructure

The first step of the Building Blocks approach considered the current supply and range of social infrastructure provided in Moe and Newborough.

Moe and Newborough currently contain a broad range of community facilities and services, this includes general meeting spaces to specialist medical centres. This infrastructure is generally centrally clustered around the Moe and Newborough town centres and Moe Heights. Figure 7 to Figure 10 illustrate the current distribution of community infrastructure across Moe and Newborough.

In summary:

- Existing facilities and services are generally clustered around the Moe and Newborough town centres.
- Services and facilities are currently used by local residents as well as people from surrounding townships, both within and outside Latrobe City.
- Social infrastructure is generally located within walking distance of most residences, acknowledging that some areas are better serviced than others.
- There are some examples of co-located services and facilities across the townships (e.g. Moe P.L.A.C.E).
- Existing social infrastructure varies greatly in age and condition. There are examples of new multi-purpose facilities, while some assets will soon require renewal and improvement to ensure they are fit-for-purpose.
- Meetings spaces are quite dispersed, with some located in older or repurposed facilities such as community halls spread throughout neighbourhoods.
- Some meeting spaces shown on the existing facilities maps over the following pages have been shown separately but are co-located within community hubs, the library, or local halls, to highlight the availability of such spaces.
- Some portions of the population (e.g. early years, school-aged and elderly people) are generally well serviced with support facilities and programs (including outreach and in-home care), while others (e.g. young people, the elderly, and job seekers) are not as well connected to specific services locally.
- The above is particularly the case if a person doesn't hold a drivers' licence (many job seeking and skills building services are provided regionally and most are located in Morwell or Traralgon).
- Recent bus route changes mean people wishing to travel to Traralgon by bus from Newborough now need to travel to Moe first then change buses; adding a layer of difficulty for people who don't drive to get to services outside Moe-Newborough.

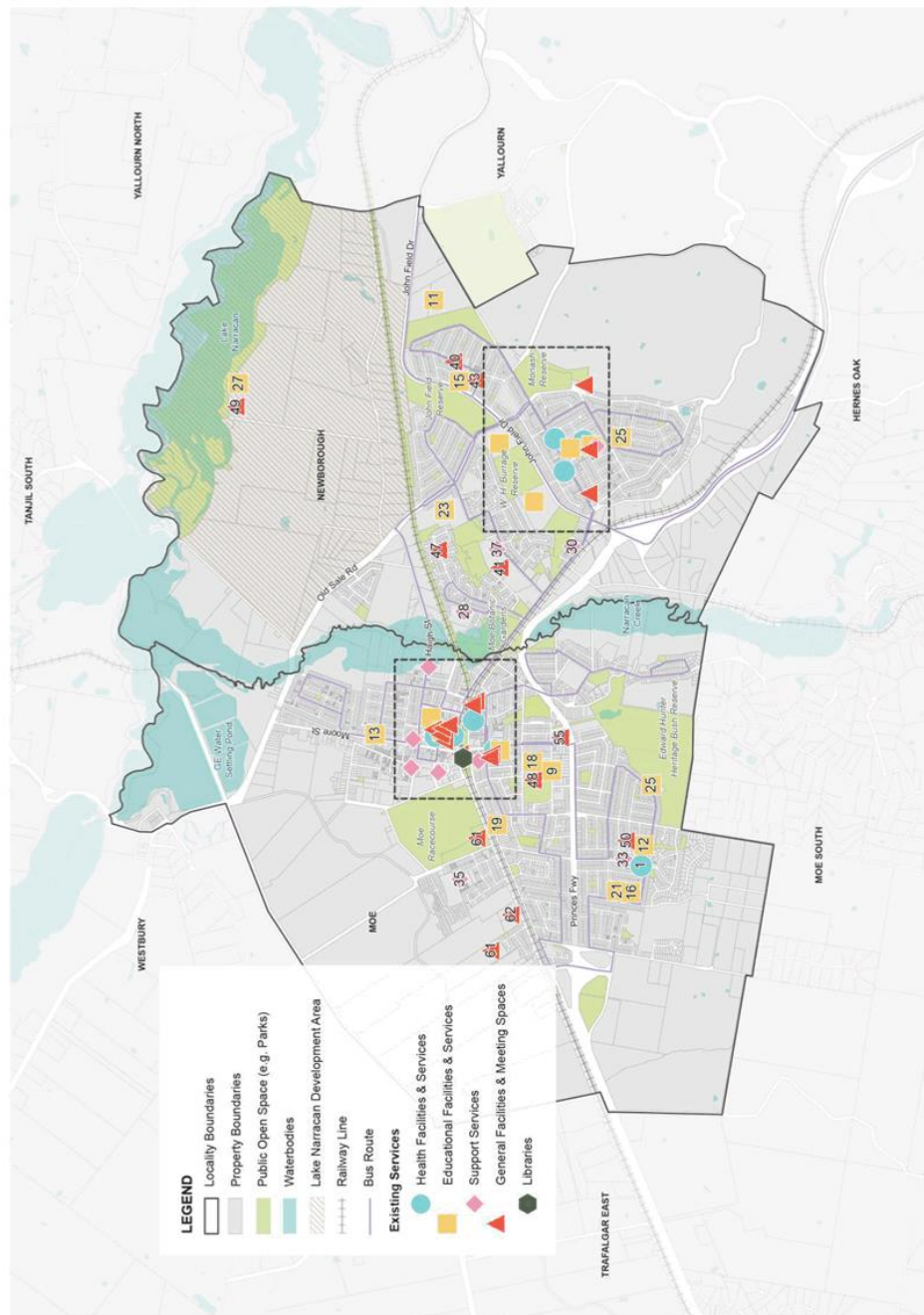


Figure 7 - Distribution of existing facilities and services, as at November 2017

Latrobe City Council | Moe and District Social Infrastructure Plan

| HEALTH SERVICES & FACILITIES |  |
|------------------------------|--|
| 1                            | Maternal & Child Health Centres  |
| 2                            | Murray Road Maternal & Child Health Centre   |
| 3                            | Latrobe Community Health Service   |
| 4                            | Moe Medical Group  |
| 5                            | Central Gippsland Family Practice  |
| 6                            | Tanjil Place Medical   |
| 7                            | Newborough Health  |
| 8                            | Outa Mi Mind   |
| SUPPORT SERVICES             |  |
| 28                           | ACSAG Narracan Gardens Nursing Home  |
| 29                           | Bluebird Early Education Centre  |
| 30                           | Little Saints Early Learning Centre  |
| 31                           | Moe Central Child Care & Kindergarten  |
| 32                           | Moe District Meals on Wheels Inc.  |
| 33                           | Good Beginnings Preschool  |
| 34                           | Moe Retirement Village   |
| 35                           | Querencia Latrobe City   |
| 36                           | Moe Community Aged Care Facility<br>(under construction)   |
| 37                           | Latrobe Valley Village   |
| 38                           | Headway Gippsland  |
| EDUCATIONAL FACILITIES       |  |
| 9                            | Moe Early Learning Centre  |
| 10                           | Moe Community Group Hub - Education Skills Training<br>(also operates at 57 - Moe Community Group Hub) |
| 11                           | Federation Training - Yallourn Campus  |
| 12                           | Moe Heights Preschool  |
| 13                           | Moore Street Preschool   |
| 14                           | Murray Road Preschool  |
| 15                           | East Newborough Preschool  |
| 16                           | Moe Neighbourhood House Inc  |
| 17                           | St Mary's Primary School   |
| 18                           | South Street Primary School  |
| 19                           | St Kieran's Primary School   |
| 20                           | Albert Street Primary School   |
| 21                           | Elizabeth Street Primary School  |
| 22                           | Newborough Primary School  |
| 23                           | Lowanna College  |
| 24                           | Lavalla Catholic College - Presentation Campus   |
| 25                           | Baringa Special School   |
| 26                           | Newborough East Primary School   |
| 27                           | Proposed Government School   |
| LIBRARIES                    |  |
| 63                           | Frank Bartlett Memorial Library  |
| GENERAL FACILITIES           |  |
| 39                           | Moe Senior Citizen Centre  |
| 40                           | Newborough Senior Citizen Centre   |
| 41                           | Orana Senior Citizen Centre  |
| 42                           | Moe RSL  |
| 43                           | Yallourn Newborough RSL  |
| 44                           | Moe Service Centre   |
| 45                           | Central West Gippsland PCP   |
| 46                           | High Street Community Hub (Moe Life Skills)  |
| 47                           | Salvation Army Moe Corps & Community Centre  |
| 48                           | Moe P.L.A.C.E  |
| 49                           | Proposed Community Centre  |
| 50                           | Moe Heights Community Hall   |
| 51                           | Newborough Public Hall   |
| 52                           | Community Group Hub - Meeting Room   |
| 53                           | Newborough Gospel Trust  |
| 54                           | Moe & District Historical Society  |
| 55                           | New Life Christian Centre  |
| 56                           | Newborough Scouts & Guides Buildings/Halls   |
| 57                           | Moe Community Group Hub  |
| 58                           | Moe Community Group Hub - Meeting Rooms  |
| 59                           | Moe Town Hall  |
| 60                           | Proposed Community Hub   |
| 61                           | Moe Scout Hall   |
| 62                           | Proposed Community Facility  |

Figure 8 - Name of existing services and facilities, as at November 2017





Figure 9 - Facilities in Central Moe, as at November 2017



Latrobe City Council | Moe and District Social Infrastructure Plan



Figure 10 - Facilities in Central Newborough, as at November 2017

### 4.3 Capacity Assessment

The second step of the Building Blocks approach considers the capacity and catchment of existing social infrastructure.

The following provides an overview of the existing capacity of existing Council-run services and facilities in Moe and Newborough. It uses a 'traffic light' system.

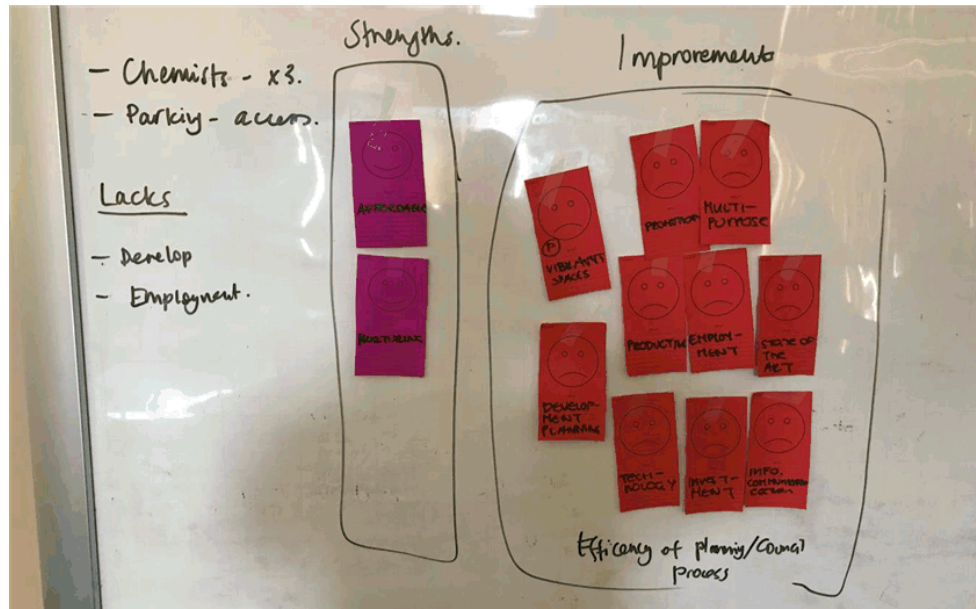
- **Green** indicates the facility or service can accommodate growth
- **Orange** indicates that the facility or service is nearing capacity and should be monitored over time
- **Red** indicates that the facility or service cannot accommodate any additional growth.

**Table 3 - Capacity of Existing Council-run Social Infrastructure**

| FACILITY / SERVICE  | CAPACITY | NOTES   |
|---|----------|---|
| Moe Heights Maternal & Child Health Centre                      | Green    | Many preschools in Moe and Newborough are currently operating at capacity under their current models. However, most could accommodate future growth using alternative models for service delivery.  |
| Murray Road Maternal and Child Health Centre                    |          |   |
| Moe Early Learning Centre                                       |          |   |
| Moe Heights Preschool   |          |   |
| Moore Street Preschool  |          |   |
| Murray Road Preschool   |          |   |
| East Newborough Preschool                                       |          |   |
| Moe District Meals on Wheels Inc.                               | Orange   | Service currently has capacity and can expand on a demand-driven basis. Meals on Wheels in Moe is run from Council facilities, but the service is not delivered by Council.   |
| Moe Senior Citizen Centre                                       |          | Space is largely used by the Moe Senior Citizens Group, other groups such as Combined Pensioners regularly use these facilities. More detailed information is required regarding programming, utilisation and condition of meeting rooms. |
| Newborough Senior Citizen Centre                                |          | Space is predominantly used by the Newborough Senior Citizens Group. More detailed information is required regarding programming, utilisation and condition of meeting rooms.   |
| Moe Service Centre (within the Frank Bartlett Memorial Library) | Green    | Ongoing monitoring is required regarding programming and utilisation of meeting rooms.  |

Latrobe City Council | Moe and District Social Infrastructure Plan

| FACILITY / SERVICE   | CAPACITY | NOTES  |
|--|----------|--|
| Moe P.L.A.C.E  |          | The long day care and preschool services offered at Moe P.L.A.C.E. are nearing capacity under their current models. However, the centre has some vacancies across all rooms and could accommodate future growth using alternative models for service delivery. |
| Save the Children (located in the Old Maternal and Child Health Centre, part of Good Beginnings) |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Newborough Public Hall (on Henry White Reserve)  |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| GEST Community Groups Hub - Meeting Room (Former Moe Library)                                    |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Moe & District Historical Society  |          | Space is exclusively used by the Moe and District Historical Society and cannot be booked by members of the public.  |
| Newborough Scouts & Guides Buildings/ Halls  |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Moe Town Hall  |          | Seating capacity is 402.   |
| Moe Scout Hall   |          | Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.  |
| Frank Bartlett Memorial Library (Also contains the Moe Service Centre)                           |          | Library membership and usership has increased since the new building was opened.   |



Discussions about existing Social Infrastructure Provision in Moe and Newborough.

Latrobe City Council | Moe and District Social Infrastructure Plan



*Meeting rooms in the Frank Bartlett Memorial Library and Service Centre*



#### 4.4 Application of Benchmarks

The third step applied the industry benchmarks presented in the previous chapter to assist in understanding future demand for social infrastructure in Moe and Newborough.

Key findings from application of benchmarks to the current and forecast population of Moe and Newborough include:

- Moe and Newborough would appear to currently be oversupplied in terms of many aspects of early years' social infrastructure (e.g. preschools, maternal and child health). Consultation with local service providers and the community have emphasized the importance of local and walkable access to these facilities and services.
- Moe and Newborough currently contain more primary and secondary schools than the industry benchmarks would trigger.
- Council currently operate a range of community meeting spaces, there is currently an oversupply of smaller sized meeting rooms (1-20 people venues) than triggered by the industry benchmarks. There would appear to be an undersupply for medium sized (21-50 people and 51-100 people) meeting rooms.
- A dedicated youth space is currently a gap in current provision.

**Table 4 - Social Infrastructure Needs Assessment**

| SERVICE AREA              | BENCHMARK  | EXISTING   | 2016 REQUIREMENT | 2031 REQUIREMENT | Assessment by benchmark |
|---------------------------|--|--|------------------|------------------|-------------------------|
| <b>Early Years</b>        |  |  |                  |                  |                         |
| Maternal and Child Health | 1 service for every 182 babies                                 | 8 sessions (from 3 facilities)                     | 5.45 sessions    | 5.00 sessions    | Sufficient              |
| Preschool                 | 1 30-place preschool room for every 30 (4-year-olds)           | 10 rooms (Based on model of 44 places)             | 6.6 rooms        | 6.06 rooms       | Sufficient              |
| Playgroup                 | 1 playgroup per 5,000 residents (uses a general meeting space) | 0 Council-run sessions (Not a Council-run service) | 3.3 sessions     | 3.54 sessions    | More space required.    |
| Long Day Care             | 1 place per 6.8 children aged 0-6 years                        | 254 places   | 199.56 places    | 191.06 places    | Sufficient              |
| Occasional Care           | 3 places per 1,000 children                                    | 0 places at Council facilities                     | 4.13 places      | 3.90 places      | More space required     |

Latrobe City Council | Moe and District Social Infrastructure Plan

| SERVICE AREA                 | BENCHMARK  | EXISTING  | 2016 REQUIREMENT                   | 2031 REQUIREMENT                   | Assessment by benchmark                      |
|------------------------------|--|---|------------------------------------|------------------------------------|--|
| Outside School Hours Care    | 150 places for 1000 children (0-6 years)   | Data not available                              | 208.3 places                       | 196.8 places                       | Requires further consideration               |
| <b>Education</b>             |  |   |                                    |                                    |  |
| Neighbourhood House          | 1 per 10,000 residents   | 1 neighbourhood house (Not Council-run)         | 1.65 neighbourhood houses          | 1.77                               | Sufficient given the role of other providers |
| Primary School               | 1 school per 8,000-10,000 residents  | 5 primary schools (Not a Council-run service)   | 1.65-2.06 primary schools          | 1.77-2.21                          | Sufficient                                   |
| Secondary School             | 1 school per 18,000 residents  | 3 secondary schools (Not a Council-run service) | 0.91 secondary schools             | 0.98                               | Sufficient                                   |
| Special Education            | 1 school per 60,000 residents  | 1 special education (Not a Council-run service) | 0.27 special schools               | 0.30                               | Sufficient                                   |
| Independent Primary School   | 1 school per 5,000 households (depending on Catholicity rate)  | 2 independent primary schools                   | 1.45 independent primary schools   | 1.58 independent primary schools   | Sufficient                                   |
| Independent Secondary School | 1 school per 16,000 households (depending on Catholicity rate – requires three feeder primary schools) | 1 independent secondary school (Only Year 9)    | 0.46 independent secondary schools | 0.49 independent secondary schools | Requires further consideration               |
| <b>Seniors</b>               |  |   |                                    |                                    |  |
| Seniors groups               | 1 per 10,000 people (general space)  | 2 senior citizens centres                       | 1.65 seniors groups                | 1.77 seniors groups                | Sufficient                                   |

Latrobe City Council | Moe and District Social Infrastructure Plan

| SERVICE AREA  | BENCHMARK                                 | EXISTING                        | 2016 REQUIREMENT                          | 2031 REQUIREMENT                          | Assessment by benchmark                      |
|---|---|---------------------------------|---|---|--|
| Planned Activity Group (PAG)                                  | 1 per 40,000 – 60,000 people              | No Council-run PAG              | 0.28-0.41 PAGs                            | 0.30-0.44 PAGs                            | Sufficient given the role of other providers |
| <b>Library</b>  |   |                                 |   |   |  |
| Library   | 1 Library per 30,000-60,000 people        | 1 library                       | 0.28-0.55 libraries                       | 0.30-0.59 libraries                       | Sufficient                                   |
| <b>General Spaces &amp; Services (Council-run facilities)</b> |   |                                 |   |   |  |
| Community Meeting Space                                       | 1 x 1-20 people venue per 4,000 people    | 7 rooms                         | 4.13 rooms                                | 4.42 rooms                                | Review current provision                     |
|   | 1 x 21-50 people venue per 8,000 people   | 1 room                          | 2.06 rooms                                | 2.21 rooms                                | Additional space required                    |
|   | 1 x 51-100 people venue per 8,000 people  | 1 venue                         | 2.06 venues                               | 2.21 venues                               | Sufficient given the role of other providers |
|   | 1 x 101-200 people venue per 8,000 people | 2 venues                        | 2.06 venues                               | 2.21 venues                               | Sufficient                                   |
|   | 1 x 200+ venue per 20,000 people          | 1 venues                        | 0.83 venues                               | 0.89 venues                               | Sufficient                                   |
| Services for young people                                     | 1 per 10,000 people                       | 1 service                       | 1.65 services                             | 1.77 services                             | Additional space required                    |
| Youth space   | 1 per 8,000 people                        | 0 dedicated spaces              | 2.06 spaces                               | 2.21 spaces                               | Additional space required                    |
| Multi-purpose community centre                                | 1 per 8,000-10,000 people                 | 1 Council-run community centres | 1.65-2.06 multi-purpose community centres | 1.77-2.21 multi-purpose community centres | Additional space required                    |

#### 4.5 Community Values Analysis

The final step of the Building Blocks approach considers community values and aspirations for social infrastructure. The following re-presents the community values established for Moe and Newborough. These values were prepared based on feedback from the community, Community Reference Group and Council Officers.

- Provide a range of facilities and spaces which support people of **diverse ages and life stages** to live in and visit Moe and Newborough
- Support **opportunities for education, training and skills development**
- Encourage residents to live **healthy and active lifestyles**
- Ensure social infrastructure is **accessible** in terms of design, location, cost and connection to sustainable transport modes
- Provide **inclusive and sustainable services and facilities** which respond to community needs and aspirations across different life stages
- Ensure there are places for people to **formally and informally come together to socialise**
- Facilitate access to and education in current **technology**
- Encourage opportunities for **intergenerational** facilities and programs
- Promote **community awareness** of local facilities, programs and events through access to information and knowledge sharing.

These values have informed the needs analysis (presented in the following section) as well as the Social Infrastructure Delivery Model.

It is recommended that Council continue to monitor these values to ensure that they are still relevant for the local Moe and Newborough communities.

#### 4.6 Summary of Key Findings by Service Area

The following describes the key findings from the social infrastructure audit, capacity analysis and application of benchmarks contextualised with the community values and aspirations articulated by the people of Moe and Newborough.

It discusses emerging future needs for social infrastructure across Moe and Newborough.

##### 4.6.1 Health facilities and services

There are currently three Council-owned and run facilities that offer maternal and child health care services in Moe (Moe Heights and Moe P.L.A.C.E.) and Newborough (Murray Road Maternal and Child Health Centre). Maternal and child health care service requirements are based on the number of babies born each year, and services are delivered for children aged 0-3 years old. Council also offers in-home care as an outreach service.

Based on current provision ratios, existing maternal and child health care services are adequate to meet the current demand. Strong community feedback was received to support continuation of Council's three existing facilities, based on the need for facilities to be local and walkable for people with young children and infants.

##### Distribution and type of health facilities and services

Existing health facilities and services are clustered around the Moe and Newborough town centres except for the Moe Heights Maternal and Child Health Centre. For the most part, these services are located in close proximity to bus services.

It is acknowledged that the study area contains a broad range of health specialists, including physiotherapists, optometrists, pathologists and chiropractors. The capacity analysis contained in this report does not include an audit and capacity assessment of these diverse services. Rather, it has focussed on the general medical facilities supporting the community.

There is currently a strong demand for health facilities. Services are typically used by local residents, as well as people from surrounding townships, located within and outside Latrobe City. Most medical centres are nearing capacity.

Many health services offer outreach (home-based) care, reducing people's need to travel. However, some services operate using a regional model and therefore require residents of Moe and Newborough to travel elsewhere to access particular specialists (e.g. accessing specialists and consultants as the Consulting Suites at Latrobe Regional Hospital or Warragul Hospital).

##### 4.6.2 Educational facilities

There are currently 10 kindergarten rooms provided across five Council-run preschool facilities. Demand for preschool places is calculated based on the number of children aged 4-years-old, annually. Facility design requirements are established by the State government, through the Department of Education and Early Childhood Learning (DEECD).

There is capacity within existing primary and secondary schools to accommodate the likely predicted population growth.



**Distribution and type of education facilities**

Moe and Newborough contain a range of educational facilities, from preschool to secondary school and tertiary education

There are currently enough preschool places to accommodate existing demand. Some sessions are operating at capacity, while others are nearing maximum participant numbers. Many facilities could accommodate additional enrolments if session programming was amended. Like maternal and child health care, preschool location is an important factor for parents of young children; and local, walkable facilities are in demand (i.e. people want to attend the preschool they can walk to).

The capacity of a facility to increase its enrolment numbers is linked to the way sessions are designed to meet the required hours of attendance (e.g. fewer days, longer hours, versus more days, shorter hours). The number of days per session per facility can therefore be altered using programming to accommodate more students – up to the maximum number based on each facility.

There is currently strong demand for educational facilities for the early years age cohort, with most local preschools nearing capacity based on current delivery models and the number of students enrolled. There has been some demand for before and after preschool care, which is currently only provided at Moe P.L.A.C.E.

Seven (7) primary schools and one (1) secondary school operate in the area, all with capacity to accommodate additional students. Further education is provided at the Yallourn Campus of Federation Training, Gippsland Employment Skills Training (GEST), Moe Neighbourhood House and through Life Skills Education Victoria, of which Moe Life Skills is a registered training provider. Educational facilities and services are primarily used by local residents as well as some households from the surrounding townships.

Baringa Special School, due to its specialist nature, has a wide catchment with students from as far as Trafalgar, Traralgon, Glengarry and Toongabbie. This facility is currently operating at capacity, with limited scope to accommodate additional children.

The community have expressed the importance of ensuring that social infrastructure provides opportunities for all members of the population to develop new skills, learn and contribute to society.

**4.6.3 Support services**

There are two childcare facilities in the study area- one managed by Council and one privately run childcare facility.

Council does not currently run any services for older people from its facilities in Moe and Newborough, but provides facilities to be used by community groups (e.g. Moe Senior Citizens' Centre). Other services (e.g. Meals on Wheels) are currently being provided by third parties. Home and Community Care (HACC) services are provided by Council, and these operate as outreach services where staff will visit and assist people in-home.

According to research conducted for this project, there may be a desire for additional spaces designed specifically inclusive of the needs for older people in future. Existing centres like the Moe and Newborough Senior Citizens Centre (owned, but not run, by Council) are located locally, but are not considered fit-for-purpose (e.g. cold in winter, hot in summer).

**Distribution and type of support services**

Support services provided in Moe and Newborough include child care centres, retirement villages and aged care, Meals on Wheels and Headway Gippsland (support for people with acquired brain injuries).

The only facility which is reported to be nearing capacity is the ACSAG Narracan Gardens Nursing Home in Moe. It is noted that a planning permit has recently been issued for the development of a new aged care facility on Albert Street, Moe. The facility is currently under construction and will comprise 144 beds over a single storey building with single and larger rooms. It will offer respite care, opportunities for ageing in place, high-needs care and a separate, secure dementia unit. A new aged care facility, the Moe Community Aged Care Facility, is currently proposed to be open in Moe (c. November 2018), and will have 144 beds.

Moe Neighbourhood House also offers Learn Locals accredited programs. 'Learn Locals' is a pre-accredited training program that provides job training and adult support skills. At present, there are accredited programs being run from the Lowanna College Education facility, Moe Community Groups Hub and High Street Community Hub (Moe Life Skills). Across Moe and Newborough, the Learn Locals program supports many residents and visitors. The overall capacity of the program is unknown due to the number of venues and service providers.

The user catchment for services varies. Most are predominantly used by local residents. However, there are examples where infrastructure is servicing residents from outside the study area.

#### 4.6.4 General facilities and meeting rooms

According to Council's facilities database, a number of general facilities in Moe and Newborough are available for public hire and can be used as general meeting spaces. In addition, facilities like the new Frank Bartlett Memorial Library and Moe P.L.A.C.E. have meeting rooms available for hire.

Based on the existing and forecast population for Moe and Newborough, there may be a need for additional medium sized meeting rooms and an opportunity to evaluate the number of smaller meeting rooms. However, as detailed below, many general facilities and meeting rooms across Moe and Newborough are in older buildings that have limited storage or climate control capacity to create fit-for-purpose experiences as community needs change in the future.

A dedicated youth space has been identified as a gap in the current provision. This finding was reinforced by community consultation that indicated a strong desire for a youth-oriented space in the study area.

#### Distribution and type of general facilities and meeting rooms

Moe and Newborough contain a variety of meeting spaces, community centres and senior citizen centres. It is noted that meeting spaces are available within many of Council's facilities. Typically, Council-owned meeting spaces can take many different forms, including dedicated halls, small to large spaces within multi-purpose community facilities and spaces within higher order community facilities such as libraries, cultural centres, leisure centres and civic centres.

The Moe Service Centre and Library contains several meeting rooms that can host up to 20 people. Among these some multi-purpose rooms can be adjusted to accommodate more people (divider walls removed). There are also informal break-out spaces within the Service Centre and Library that can be used without a booking. The formal meeting spaces can be hired for a fee, and while popular there is still capacity to accommodate more groups within the building's booking program.

The Moe Community Groups Hub (former Moe Library and Service Centre) is currently used by Gippsland Employment Skills and Training (GEST) for adult education. This space also has some meeting rooms available for hire. The Moe Community Groups Hub hosts several community groups and can be hired for a range of occasional activities, including accredited skills training, temporary client services (e.g. NDIS), events and meetings for social interest groups.

There is scope for the new library building to accommodate more users. Partnerships with the new Moe Service Centre and Library through Council ownership means some tenants seeking space at the Moe Community Groups Hub have been successfully accommodated in the new building, if more fit-for-purpose. The Moe Community Groups Hub has space to accommodate more one-off bookings both during the day and in the evenings.

Many spaces across Moe and Newborough accommodate regular meetings from a range of community groups. Some spaces are exclusively used by community groups, such as the Scout Hall in Moe. The old Moe Court House houses the Moe Historic Society and museum, but the facility is not available to hire for other purposes.

Larger meeting spaces (able to accommodate 80+ people) are available in the Monash Soccer Club pavilion, Moe Town Hall, Yallourn Newborough RSL, Moe RSL, Moe Racing Club, Ted Summerton Reserve and Moe P.L.A.C.E.

Access to a dedicated youth space has emerged as a key local need through the assessment process.

#### 4.6.5 Libraries

Moe and Newborough are serviced by the recently constructed Frank Bartlett Memorial Library. The library provides core library services as well as acting as a community space, with meeting rooms and informal break-out spaces available to the community. The spaces are attracting users from local and surrounding area.

##### Distribution and type of libraries

The Frank Bartlett Memorial Library and Moe Service Centre on George Street in Moe was recently built, opening in June 2016.

A range of programs operate out of the library including Storytime, digital literacy training, older adult exercise programs and family tree training workshops. The library also offers free Wi-Fi, study areas and typical library and service centre functions.

The library is a highly valued and well utilised service. Since its redevelopment, visits to the facility have increased by up to 800 visits per week, compared to the former library. There is demand for more programs focused on adult and digital literacy, as well as spaces specifically designed for young people and the elderly, which could be accommodated in the library in the next phase of development.



View from the Moe Library







## 5.1 Overview

The following presents the Moe and Newborough Social Infrastructure Delivery Model. This model seeks to take the benchmarks and standards presented in this document, as well as the aspirations articulated by the community, and provide guidance regarding the spatial distribution and locational attributes of social infrastructure.

The model contains four levels of community infrastructure: Neighbourhood, District, Municipal and Regional. The types of services and facilities delivered at each level differ and cater for different populations or 'catchments'. The different levels of community infrastructure in the Social Infrastructure Delivery Model are described below and Table 5 describes their key attributes.

- **Neighbourhood** - the smallest scale in the Social Infrastructure Delivery Model. It includes local services and facilities that people need to access regularly or those required by families and children. Neighbourhood level social infrastructure is generally located within walking distance of people's homes.
- **District** - generally applies to a town (e.g. Moe or Newborough). Social infrastructure at this scale includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level.
- **Municipal** - comprises purpose-built facilities which service all residents of Latrobe City. Some of these facilities may be located in Moe and Newborough, while others will be in other parts of the municipality.
- **Regional** - includes large state-of-the-art purpose-built facilities such as the Moe Library and Service Centre or Latrobe Performing Arts Centre, which service people from across the Gippsland region.

As highlighted in Table 5, public transport connections between Latrobe's networked cities are critically important for residents to be able to access municipal or regional scale social infrastructure.

Although beyond the scope of this Plan, it is noted that the time of writing, Latrobe City Council is advocating to the State Government to reinstate the bus connection between Newborough and the Latrobe Regional Hospital in Traralgon, which was recently changed. The change has meant residents without a drivers' licence or seeking public transport connections to Traralgon and Morwell, particularly from Newborough, face too many changes and an unreasonable time commitment to use public transport. This concern from the community was raised numerous times during consultation throughout the project.

Latrobe City Council | Moe and District Social Infrastructure Plan

Table 5 - Social Infrastructure Delivery Model Key Attributes

| AREA                 | SCALE   | POPULATION CATCHMENT  | ACCESSIBILITY   | NOTE  |
|----------------------|---|---|---|---|
| <b>Neighbourhood</b> | <ul style="list-style-type: none"> <li>Local scale</li> </ul>   | <ul style="list-style-type: none"> <li>Facilities/services most people need to access regularly</li> <li>Facilities/services needed by families and children</li> </ul>                         | <ul style="list-style-type: none"> <li>Services and facilities will be within a 400-800m walking distance of homes (5 to 10-minute walk)<sup>4</sup></li> </ul>   | <ul style="list-style-type: none"> <li>This Plan considers four neighbourhoods in the district: North Moe, South Moe, Newborough and Lake Narracan</li> </ul>   |
| <b>District</b>      | <ul style="list-style-type: none"> <li>May be larger scale than those at the Neighbourhood level</li> </ul>   | <ul style="list-style-type: none"> <li>Facilities/services people need to access less regularly</li> <li>Accessed by only some members of the community (e.g. youth or older people)</li> </ul> | <ul style="list-style-type: none"> <li>Moe and Newborough</li> <li>Will be within walking distance for some people,</li> <li>Others may need to drive or use public transport to access</li> </ul>  | <ul style="list-style-type: none"> <li>District-level social infrastructure should be provided at a walkable distance where possible, and positioned to take advantage of public transport links</li> </ul> |
| <b>Municipal</b>     | <ul style="list-style-type: none"> <li>Purpose-built facilities to service all residents of Latrobe City</li> </ul>                                     | <ul style="list-style-type: none"> <li>All residents of Latrobe City Council</li> </ul>   | <ul style="list-style-type: none"> <li>Some located in Moe and Newborough and some are located within other parts of Latrobe City</li> <li>Most people will need to drive or catch public transport to access</li> </ul>                            | <ul style="list-style-type: none"> <li>Public transport important – particularly train access and bus services to Morwell and Traralgon</li> </ul>  |
| <b>Regional</b>      | <ul style="list-style-type: none"> <li>Large scale, purpose-built facility/service</li> <li>Services people from across the Gippsland region</li> </ul> | <ul style="list-style-type: none"> <li>All residents in Gippsland region</li> </ul>   | <ul style="list-style-type: none"> <li>Some may be located in Moe and Newborough and some are located within other parts of the City or the Gippsland region</li> <li>Most people will need to drive or catch public transport to access</li> </ul> | <ul style="list-style-type: none"> <li>Public transport important – particularly train and bus access to Morwell and Traralgon</li> </ul>   |

<sup>4</sup> The 400-800m comfortable walking distance measurement is taken from the Heart Foundation's *Healthy by Design* distance for access to destinations or land uses. This benchmark recommends having land uses within a walkable distance is intended to allow residents to undertake and fulfil a variety of daily activities and needs (i.e., live, work, play) in their neighbourhood. For more information about the *Healthy by Design* approach, refer to the Heart Foundation's Healthy by Design website: [www.healthyactivebydesign.com.au](http://www.healthyactivebydesign.com.au). It is noted that for some users, alternative arrangements such as driving may still be needed to access services at the neighbourhood level. Other design and streetscape considerations are also required to support people of all abilities, where a 400m distance may be too far to walk.

Table 6 presents the services and facilities that should typically be provided at each tier at a minimum. The delivery model is cumulative and therefore the extent and scale of social infrastructure increases from neighbourhood to regional. The model seeks to support walkable, inclusive and active communities, balanced with achieving financially viable facilities and services.

**Table 6 – Social Infrastructure Model**

| NEIGHBOURHOOD   | DISTRICT  | MUNICIPAL  | REGIONAL  |
|---|---|--|---|
| Expected population for this catchment: 5,000 - 10,000 residents  | Expected population for this catchment: 10,000 - 30,000 residents   | Expected population for this catchment: 30,000+ residents  | Expected population for this catchment: 50,000+ residents   |
| <ul style="list-style-type: none"> <li>• Maternal and Child Health</li> <li>• Preschool</li> <li>• Playgroup</li> <li>• Long day care</li> <li>• Out of school hours care</li> <li>• Primary school</li> <li>• Health services (where feasible)</li> <li>• Local community space</li> <li>• Local notice board</li> </ul> | <ul style="list-style-type: none"> <li>• Health services</li> <li>• Secondary school</li> <li>• Independent primary school (where feasible)</li> <li>• Independent secondary school (where feasible)</li> <li>• Occasional child care</li> <li>• Local youth space</li> <li>• Community space</li> <li>• Neighbourhood house</li> <li>• Education/ employment facilities and services (if feasible)</li> <li>• Residential aged care</li> <li>• Home and community care</li> <li>• Planned Activity Group (PAG) facility</li> </ul> | <ul style="list-style-type: none"> <li>• Higher order community centre</li> <li>• Community based health precinct (providing outreach)</li> <li>• Dedicated youth space</li> <li>• Civic centre</li> <li>• Other independent schools</li> <li>• Medicare and Support Services</li> </ul> | <ul style="list-style-type: none"> <li>• High order performing arts facility</li> <li>• University/ TAFE</li> <li>• Hospital (community-based health services)</li> <li>• Special educational needs school</li> </ul> |



This Plan has been prepared during a time of transition and change for Latrobe City. The municipality's economy is restructuring, and the population is changing. New industries are emerging, and the City is seeking to attract new residents of all life stages.

The vision and values presented in the previous chapter articulate the community's aspirations for the type, extent and delivery of services and facilities needed in Moe and Newborough now, and into the future. Community input has also informed the recommendations presented in this Plan.

This section presents analysis and recommendations for social infrastructure provision over the next 20 years which seek to address gaps in existing service provision, respond to future population and demographic change and embed community values.

## 6.1 Overview

The Moe and Newborough area has a stable population, which will grow slightly over the next 20 years. Moe and Newborough are currently well serviced by a range of social infrastructure which performs an important role locally as well as servicing the surrounding residents of the district. Importantly existing social infrastructure is well distributed across the study area, supporting walkable access to key local facilities and services.

As the population of Moe and Newborough grows and changes, it will be important that social infrastructure is able adapt to the evolving needs of the community and emerging delivery models. It will also be important that a range of affordable and accessible programs and spaces are provided across the townships to support the health and wellbeing of residents, foster local identity and encourage social connections.

The Social Infrastructure Delivery Model presented in Chapter 4 has been developed to inform the type, scale and distribution of facilities and services to support planning for the provision of social infrastructure across Moe and Newborough now and in the future. As outlined previously, the model contains four levels with recommended services and facilities that should be provided to support community health, wellbeing and social inclusion. These recommendations are based on existing benchmarks and best practice and are informed by the community values that underpin this plan. The four levels include:

1. Neighbourhood (local scale)
2. District (Moe and Newborough)
3. Municipal (Latrobe City Council area)
4. Regional (the Gippsland region).

This chapter provides an assessment of current and future social infrastructure requirements for Moe and Newborough, applying this model. It provides an analysis of existing community infrastructure,

It is designed to provide recommendations that can be tailored to achieve financially viable outcomes balanced with community needs.



## 6.2 General Recommendations

The following general recommendations are made to improve the extent, efficiency and quality of social infrastructure provided across Moe and Newborough. The following recommendations are aimed at providing Council with a strong evidence base to inform the long-term management of their assets and ensure that the spaces they provide meet the needs of service providers and community expectations.

### Periodically Review Meeting Spaces to Understand Availability and Utilisation

There are a wide range and scale of general meeting rooms that are available for hire. Based on the application of benchmarks, the study area would appear to be oversupplied with meeting spaces. However, more detailed information regarding the programming and use of these spaces is required.

Community feedback throughout this project has highlighted varying fee structures, amenities and rates of use. It is also noted that different leasing arrangements are in place across different spaces and groups. These arrangements can be prohibitive to holding meetings and events. Access to storage has also been frequently cited as an issue for existing community groups, particularly at the Moe Community Groups Hub and by the Moe & District Historical Society.

It is recommended that Council periodically review the use, programming and condition of meeting spaces at Council facilities to assist in prioritising upgrades and improvements. This could be through a survey or similar. Such a program could be developed over the longer-term and by creating partnerships with local user groups to have co-ownership and responsibility over the information-gathering process.

Opportunities to enable collaboration and innovation in many of the halls and meeting spaces around Moe and Newborough should be explored, and could be well supported by providing Wi-Fi connectivity, and improved climate control and acoustics in some facilities.

Over the longer-term there may be benefits in Council providing a centralised booking system for its community meeting spaces.

### Undertake Integrated Service Planning across Council

A range of Council departments undertake annual service planning to ensure that the range of programs and services provided meet the changing needs of the community. It is recommended that Council develop and implement a process that coordinates with asset planning and management.

This could provide information about the utilisation of Council facilities and spaces, analysis of the quality and condition of spaces and any future upgrades required. Likewise, this information would assist Council in determining over time where spaces could be decommissioned or re-purposed.

### 6.3 Neighbourhoods

The neighbourhood level is the smallest scale in the Social Infrastructure Model. It includes local services and facilities that people need to access regularly or those required by families and children. Neighbourhood level social infrastructure is generally located within walking distance of people's homes.

This Plan contains four neighbourhoods: North Moe, South Moe, Newborough and Lake Narracan.

The following sections contain an assessment of current social infrastructure provision and future requirements for each of the four neighbourhoods identified across Moe and Newborough.

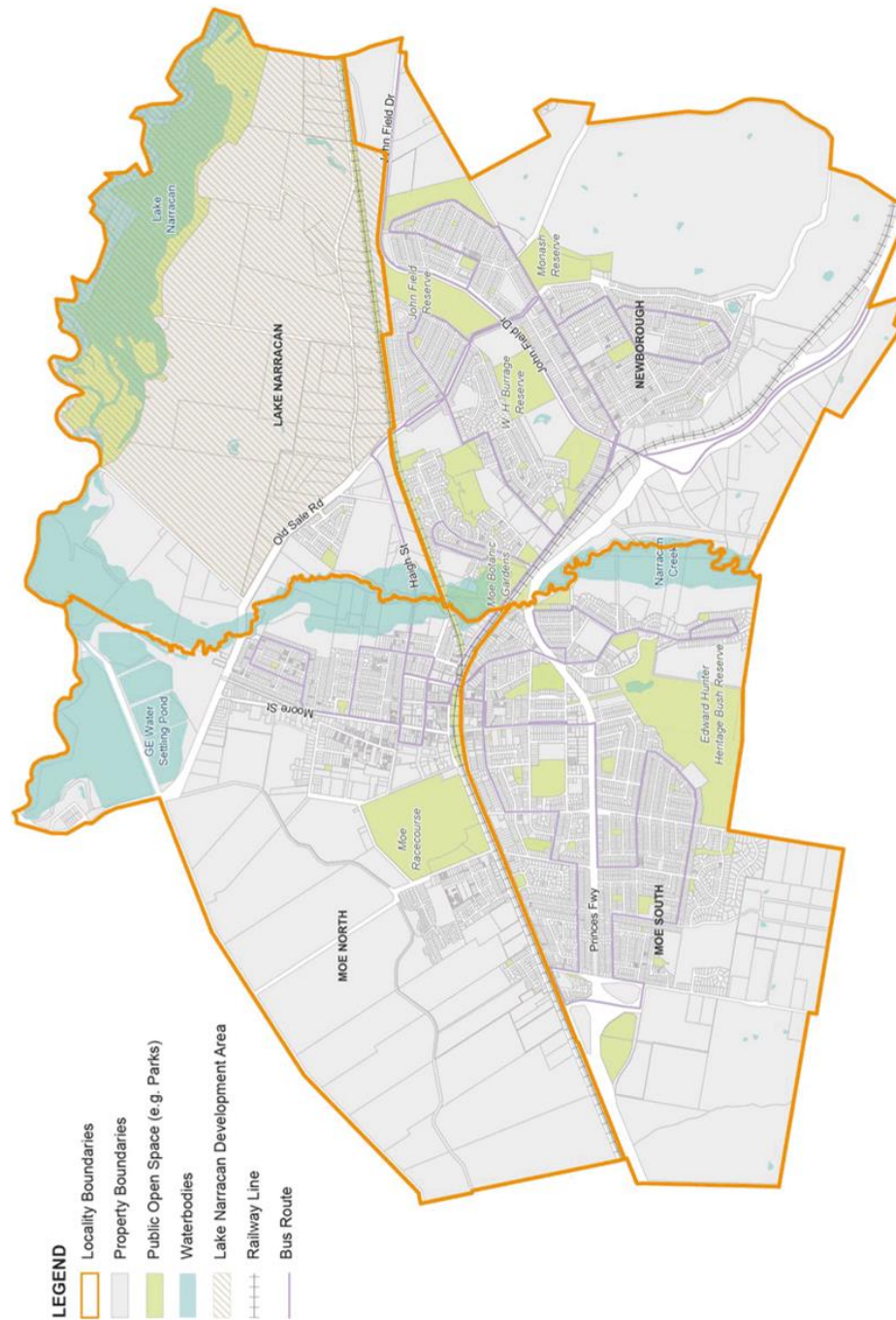
The neighbourhood areas were defined through analysis of physical attributes (e.g. train line, natural features). In addition, each neighbourhood area contains approximately 2000-3500 residential lots and therefore has similar sized populations.

The boundaries of the four neighbourhoods are outlined on the following map (Figure 7).



Moore Street, Moe

Figure 11 – Neighbourhoods



## 6.4 North Moe

The North Moe Neighbourhood is bound by the railway line to the south, Old Sale Road to the north, Narracan Creek to the east and the municipal boundary to the west. The Neighbourhood contains Moe's Town Centre and Train Station. Figure 7 illustrates the extent and distribution of existing social infrastructure provision in the Moe North Neighbourhood.

Residents living close to the town centre have a high level of service through the provision of a wide range of facilities and services. Social infrastructure provision is more limited in the outer-northern and western extents of the neighbourhood, however, the population density towards the edges of the neighbourhood also reduces. It is also noted that there is some industrial and commercial development concentrated in these areas.

### 6.4.1 Current Social Infrastructure

The following table summarises the existing supply and capacity of social infrastructure in the North Moe neighbourhood. Refer to Section 3.3 (Consideration of Benchmarks) and Section 4.4 (Application of Benchmarks) for a detailed assessment of infrastructure against industry benchmarks.

| INFRASTRUCTURE            | PROVISION | SERVICE PROVIDER   | COMMENTS/ FEEDBACK   |
|---------------------------|-----------|--|--|
| Maternal and Child Health | ✓         | Council  | <ul style="list-style-type: none"> <li>Services are predominantly operated from Moe Heights Maternal and Child Health Centre (in the South Moe neighbourhood area)</li> <li>Space available for Maternal and Child Health services to be provided within the new Library building (no current demand for services to be moved from existing facility)</li> </ul> |
| Preschool                 | ✓         | Council-run facility: Moore Street Preschool   | <ul style="list-style-type: none"> <li>Moore Street Preschool has capacity to accommodate more children in existing sessions</li> <li>There is potential to accommodate more enrolments in the existing facility by changing the current delivery model</li> </ul>   |
| Playgroup                 | ✗         | Albert St Primary School currently runs a playgroup (in partnership with Good Beginnings)<br><br>Koorie Playgroup runs from the Moe Heights Maternal and Child Health Centre | <ul style="list-style-type: none"> <li>Not a Council-run service</li> <li>There are a number of Council-owned meeting spaces available throughout the area that could host this activity</li> </ul>  |
| Long day care             | ✓         | Two Council-run facilities in Moe: Moe Early Learning Centre and Moe Heights   | <ul style="list-style-type: none"> <li>Two (2) centres both with capacity to accommodate more children.</li> </ul>   |
| Primary school            | ✓         | Government primary school  | <ul style="list-style-type: none"> <li>Albert Street Primary School</li> </ul>   |



Latrobe City Council | Moe and District Social Infrastructure Plan

| INFRASTRUCTURE                          | PROVISION | SERVICE PROVIDER  | COMMENTS/ FEEDBACK  |
|---|-----------|---|---|
| <b>Out of school hours care</b>         | ✓         | Privately run facility (non-government)   | <ul style="list-style-type: none"> <li>The Bluebird Child Care currently provides an out of school hours care service.</li> <li>Feedback from providers and community surveys has indicated parents often comment that they would like more opportunities for out of hours preschool and school care at their local preschool/school</li> <li>This service is partly provided by a Council-run 'Family Day Care' program</li> </ul> |
| <b>Health services (where feasible)</b> | ✓         | Privately (non-government) run facilities (other than Council-run Maternal and Child Health Care, as above)                             | <ul style="list-style-type: none"> <li>Range of general and specialist health services</li> <li>GP is at capacity and new patients have challenges getting appointments</li> <li>Home and Community Care (HACC) and health services have limited capacity, and some are not taking new appointments</li> <li>It is difficult to attract and retain GPs locally</li> </ul>   |
| <b>Local community space</b>            | ✓         | Council-run general facilities such as the Community Groups Hub<br>Some privately-operated facilities also offer hireable meeting rooms | <ul style="list-style-type: none"> <li>A range of private and Council operated meeting spaces that offer outreach services as well as spaces for hire</li> <li>Moe Community Groups Hub is generally busy during the day, with space for casual bookings available most days and in the evenings</li> </ul>   |
| <b>Local notice board</b>               | ✓         | Council-run at new Library/ Service Centre  | <ul style="list-style-type: none"> <li>A noticeboard is currently provided at the Moe Library and Service Centre on George Street, but is not very visible unless specifically visiting the library or service centre</li> </ul>  |

As highlighted above and illustrated at Figure 8 (below), the North Moe neighbourhood supports a wide range of local-scale services to residents in the area.

The Moore Street Preschool has capacity to accommodate additional students, in existing sessions as well as by modifying the service delivery model within the existing building.

Local GPs, some specialist health services and the local community space provided at the Moe Community Groups Hub (former Moe Library and Service Centre) reported that they have the capacity to accommodate more demand. Based on community feedback, it can be difficult to get appointments with GPs (especially for new patients), while some services are currently at capacity and not accepting new patients. This is a common challenge for regional communities, in attracting and retaining highly skilled and specialised labour.



Other higher order facilities and services available in the neighbourhood include:

- Two (2) Retirement and aged care facilities, with a third currently under construction on Albert/Haigh Streets, including Querencia Latrobe City which has proposed to build independent living units in Mena Street, Moe
- Adult education and skills training as well as a range of other programs, activities and groups are provided at the Moe Community Groups Hub.
- The new Frank Bartlett Memorial Library and Moe Service Centre.

The Frank Bartlett Library opened in 2016 and is a state of the art facility. The space contains consulting rooms, public meeting rooms, a community kitchen and a range of Council services.



*Albert Street Primary School*

#### **6.4.2 Considerations for the Future**

Based on the above and community values this Plan makes the following recommendations for social infrastructure:

##### **Establish Local Information Space**

A key gap in social infrastructure provision in the North Moe neighbourhood is a local information board. A key outcome from consultation, reflected in the community values developed for this Plan, relates to increasing community awareness of local facilities, programs and events to enhance local knowledge, participation and pride in the area.

A noticeboard is currently provided at the Moe Library and Service Centre on George Street, but is not very obvious unless specifically visiting the library or service centre. The noticeboard/information space should be highly visible and frequently updated. There is also potential that such a service could be digitised, enabling live updating via online content – people could then also access that database for more information.

During public consultation, there was strong advocacy from the local community for establishing a local information space at the eastern extent of the library building. This area is currently vacant and highly visible, especially to pedestrians accessing the train station. It is noted that the library is currently seeking a tenant for this space. Therefore, there is potential to establish a temporary pop-up community information resource in this area in the short term, while a longer-term tenant is being sought.

**Explore Out of School Hours Care**

Feedback received from community and stakeholder consultation indicate that families are seeking greater assistance with out of school hours care than in the past, even when one parent is working from home or fulfilling the role of primary carer. It is recommended that Council further explore the demand for this program and potential delivery models.

**Expand Local Intergenerational Program**

The population of Moe and Newborough is forecast to be the oldest of all the towns comprising Latrobe's networked city by 2031. As such there is a need to ensure older residents in Moe and Newborough are engaged and active into the future. This is reflected in the Plan's community value associated with promoting intergenerational facilities and services.

There are early years' services, a primary school and an existing and proposed retirement home and aged care facility clustered around Haigh and Albert Streets. Latrobe Community Health Service (Fowler Street, in the south Moe Neighbourhood) currently works with Albert Street Primary School in North Moe, whereby their clients support the Early Years' Oral Language Program. There is an opportunity to expand this program, capitalising on the proximity and walkability of nearby facilities and services. Suggestions for this program include an intergenerational community garden, arts program or song and story-time.

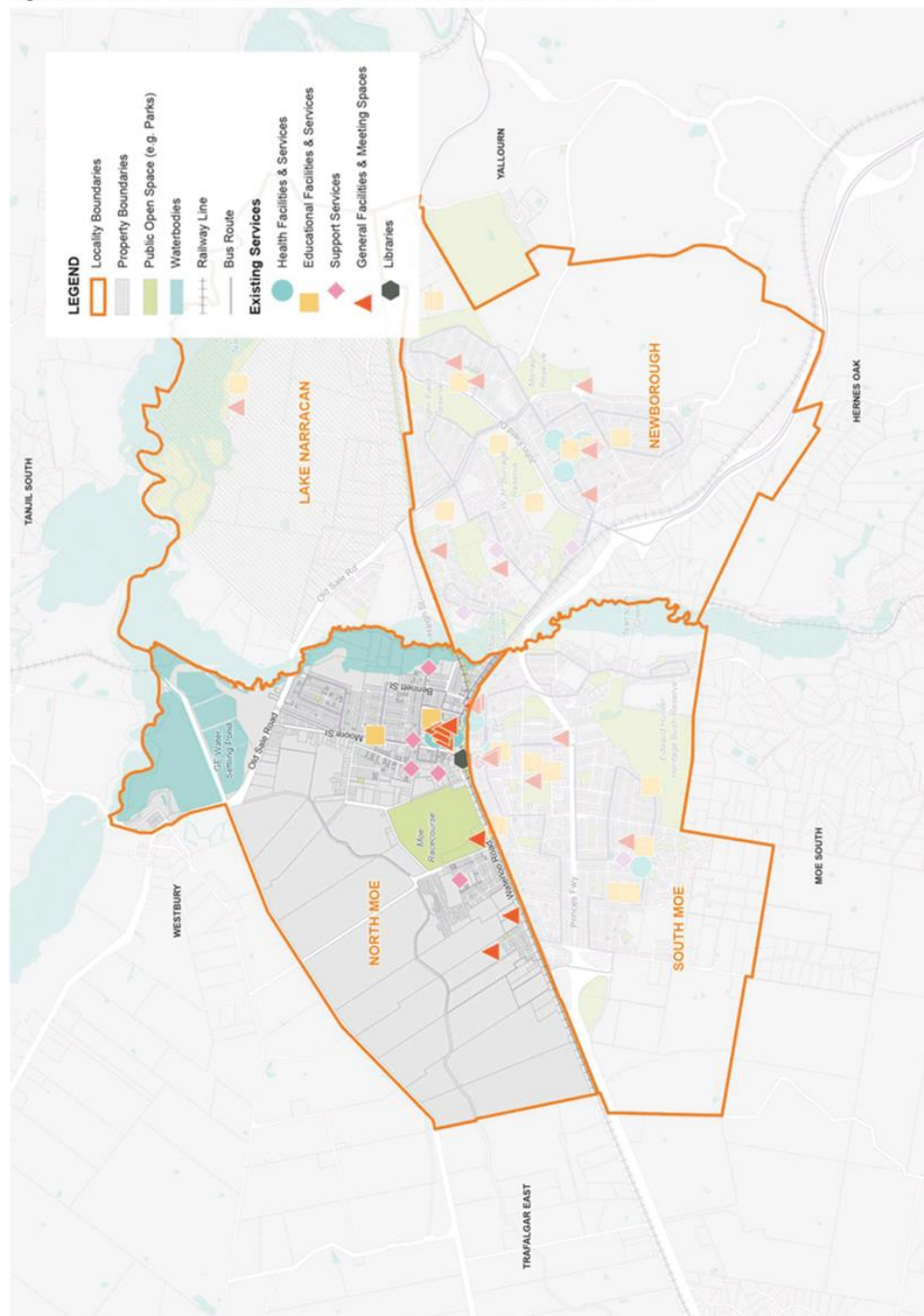
**Explore Computer Literacy Program at the Library**

A recurrent theme from consultation was the need for local residents to have access and education in technology. It is also understood that there is currently a high demand for digital literacy programs at the Moe Library and Service Centre. Library staff provide the service as part of their roles but there is enough demand for a full-time program to be run.

It is recommended that Council explore potential funding opportunities to deliver a low or no cost program locally. There may also be an opportunity to partner with existing Learn Local service providers who could run an outreach program using the Library's resources or offer the program from the Moe Community Groups Hub or High Street Community Hub. These facilities already provide a range of skills-building programs. Based on community feedback, affordability is a key factor that should be considered as part of any new program development at the library.

Latrobe City Council | Moe and District Social Infrastructure Plan

Figure 12 – North Moe Local Area, with Facilities as at November 2017



## 6.5 South Moe

The South Moe Neighbourhood is bound by the Edward Hunter Heritage Bushland Reserve to the south, Lloyd Street to the north, Narracan Creek to the east and the municipal boundary to the west. Figure 9 illustrates the extent and distribution of existing social infrastructure provision in the South Moe Neighbourhood.

In this neighbourhood, there are two key clusters of services and facilities; one on the southern side of the train station, towards Langford Street. The other is located around Elizabeth and Margaret Streets.

### 6.5.1 Current Social Infrastructure

The following table summarises the existing supply and capacity of social infrastructure in the South Moe neighbourhood. Refer to Section 3.3 (Consideration of Benchmarks) and Section 4.4 (Application of Benchmarks) for a detailed assessment of infrastructure against industry benchmarks.

| INFRASTRUCTURE                   | PROVISION | SERVICE PROVIDER  | COMMENTS/ FEEDBACK  |
|----------------------------------|-----------|---|---|
| <b>Maternal and Child Health</b> | ✓         | Council – Moe Heights Maternal and Child Health Care Centre<br>Latrobe Community Health Service and other private GPs | <ul style="list-style-type: none"> <li>Moe Heights Maternal and Child Health Centre services residents across the District</li> <li>Capacity based on annual births – at present no additional demand triggering expansion is anticipated</li> </ul>  |
| <b>Preschool</b>                 | ✓         | Council-run facilities  | <ul style="list-style-type: none"> <li>Moe Early Learning Centre cannot accommodate additional students under the current delivery model.</li> <li>Moe Heights Preschool has the potential to accommodate more children within existing programs.</li> <li>Both facilities could accommodate greater overall enrolments by varying the current delivery model.</li> </ul> |
| <b>Playgroup</b>                 | ✓         | Playgroup run by St Kieran's Primary School   | <ul style="list-style-type: none"> <li>Not a Council-run service.</li> </ul>  |
| <b>Long day care</b>             | ✓         | Council-run facility  | <ul style="list-style-type: none"> <li>Moe Early Learning Centre can accommodate additional children.</li> </ul>  |
| <b>Primary school</b>            | ✓         | Privately (non-government) or government-run  | <ul style="list-style-type: none"> <li>St Kieran's Primary School, Elizabeth Street Primary School and Moe South Street Primary School.</li> </ul>  |
| <b>Out of school hours care</b>  | ✓         | Privately (non-government) or government-run  | <ul style="list-style-type: none"> <li>Moe South Street Primary School offers an out of school hours care program</li> <li>This service is partly provided by a Council-run 'Family Day Care' program</li> </ul>  |

Latrobe City Council | Moe and District Social Infrastructure Plan

| INFRASTRUCTURE                          | PROVISION | SERVICE PROVIDER   | COMMENTS/ FEEDBACK  |
|---|-----------|--|---|
| <b>Health services (where feasible)</b> | ✓         | Privately (non-government) and Council-run   | <ul style="list-style-type: none"> <li>Some general and specialist health services available</li> <li>New patients have challenges getting appointments</li> <li>Home and Community Care (HACC) and health services have limited capacity, and some are not taking new appointments</li> <li>It is difficult to attract and retain GPs locally</li> <li>There is currently no GP at the Latrobe Community Health Service (while the after-hours program is provided by local doctors from other local practices)</li> </ul> |
| <b>Local community space</b>            | ✓         | Some Council-run and hireable facilities in South Moe<br>General facilities and meeting places such as the High St Community Hub (run as profit-for-purpose) also operate in this area | <ul style="list-style-type: none"> <li>Numerous private (i.e. non-government, not-for-profit or profit-for-purpose) and Council operated meeting spaces for hire, all with capacity.</li> </ul>   |
| <b>Local notice board</b>               | ✗         |  |   |

South Moe is well serviced by a range of local-scale social infrastructure. An existing gap in provision is in out of school hours care and a community information board. Based on community feedback, it can be difficult to get health care and in-home care appointments with GPs and specialists (especially for new patients), while some services are currently at capacity and not accepting new patients. This is a common challenge for regional communities, in attracting and retaining highly skilled and specialised labour.

The Moe Heights Preschool can accommodate additional children. The preschool program operated through the Moe Early Learning Centre is operating at capacity. There is the potential for these services to accommodate future demand by varying the delivery model in these facilities.

Other higher order facilities and services available in the neighbourhood include:

- Latrobe Community Health Service
- Moe Neighbourhood House
- Baringa Special School
- Moe P.L.A.C.E.
- Life Skills Disability Support and High Street Community Hub.



### 6.5.2 Considerations for the Future

Based on the above, coupled with analysis and community values this Plan makes the following recommendations for social infrastructure:

#### **Establish Local Information Space**

A key gap in social infrastructure provision in this neighbourhood is a local information board. A key outcome from consultation, reflected in the community values developed for this Plan, relates to increasing community awareness of local facilities, programs and events to enhance local knowledge, participation and pride in the area.

Potential locations for the establishment of this resource are Moe P.L.A.C.E.

#### **Explore Out of School Hours Care**

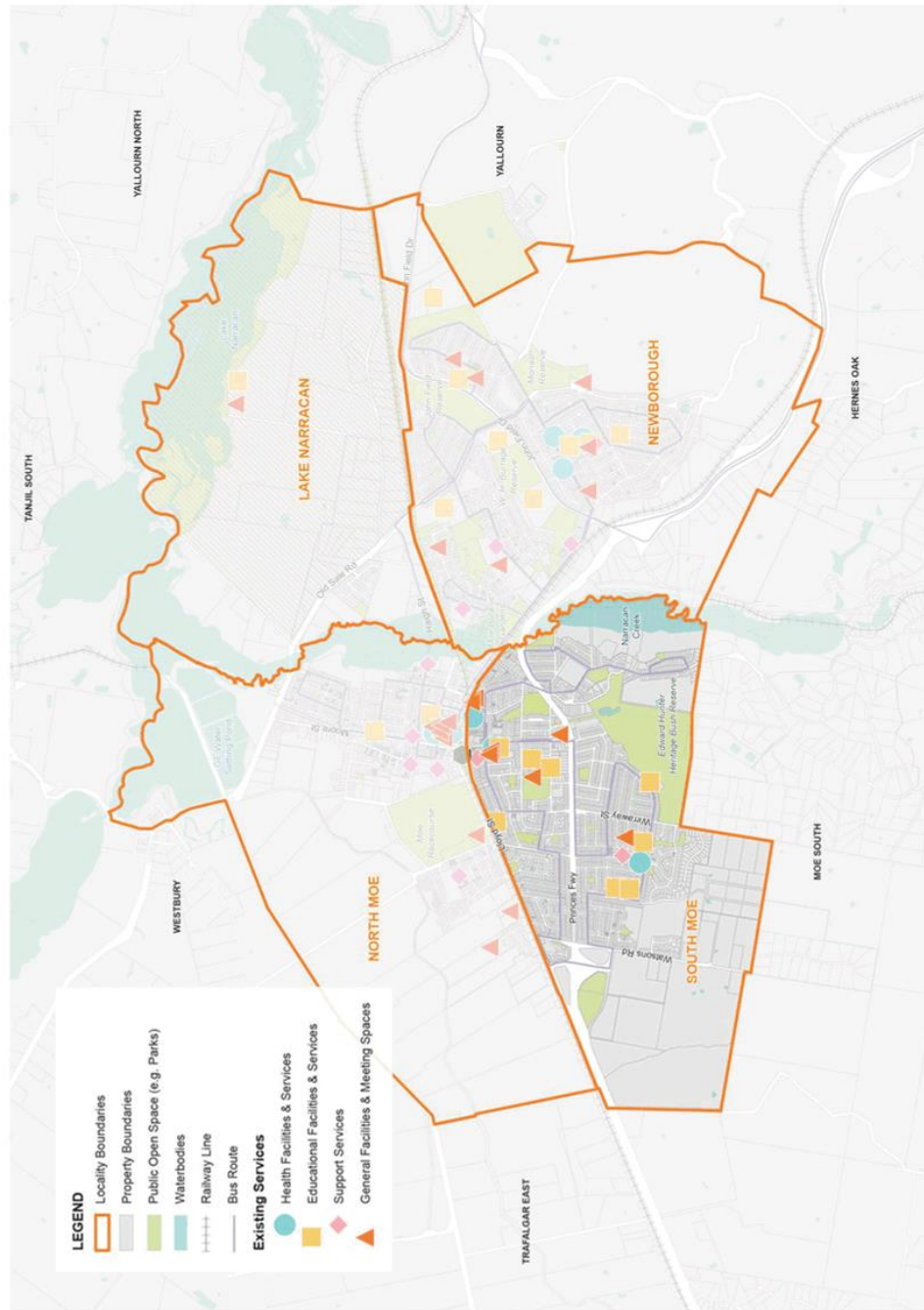
Feedback received from community and stakeholder consultation indicate that families are seeking greater assistance with out of school hours care than in the past, even when one parent is working from home or fulfilling the role of primary carer. It is recommended that Council further explore the demand for this program and potential delivery models.

#### **Expand Local Intergenerational Program**

The population of Moe and Newborough is forecast to be the oldest of all the towns comprising Latrobe's networked city by 2031. As such there is a need to ensure older residents are engaged and active into the future. This is reflected in the Plan's community values associated with promoting intergenerational facilities and services.

Latrobe Community Health Service (Fowler Street) currently works with Albert Street Primary School (in the northern part of Moe) whereby their clients support the Early Years' Oral Language Program. There is an opportunity to expand this program to this neighbourhood, capitalising on the proximity and walkability of nearby facilities and services. Suggestions for this program include an intergenerational community garden, arts program or song and story-time.

Figure 13 – South Moe Local Area, with Facilities as at November 2017



## 6.6 Newborough

The Newborough Neighbourhood is generally bound by the Railway Line to the north, Haunted Hills Road to the south, Monash Road and Monash Reserve to the east and Narracan Creek to the west. Figure 10 illustrates the extent and distribution of existing social infrastructure provision at Newborough Neighbourhood scale.

This neighbourhood has a central cluster of services and facilities focussed on Rutherglen Road.

### 6.6.1 Current Social Infrastructure

The following table summarises the existing supply and capacity of social infrastructure in the Newborough neighbourhood. Refer to Section 3.3 (Consideration of Benchmarks) and Section 4.4 (Application of Benchmarks) for a detailed assessment of infrastructure against industry benchmarks.

| INFRASTRUCTURE                   | PROVISION | SERVICE PROVIDER   | COMMENTS/ FEEDBACK  |
|----------------------------------|-----------|--|---|
| Maternal and Child Health        | ✓         | Council-run facilities   | <ul style="list-style-type: none"> <li>Murray Road Maternal and Child Health Centre</li> </ul>  |
| Preschool                        | ✓         | Privately and Council-run facilities   | <ul style="list-style-type: none"> <li>Murray Road Kindergarten and East Newborough Preschool are not operating at capacity and could accommodate more children</li> <li>Little Saints Early Learning Centre (privately run) also offers vacation care</li> </ul>   |
| Playgroup                        | ✓         | Privately-run (non-government)   | <ul style="list-style-type: none"> <li>Privately run program operates from Newborough Primary School</li> <li>Not a Council-run service</li> </ul>  |
| Long day care                    | ✓         | Privately provided (e.g. Little Saints Early Learning Centre) (non-government) | <ul style="list-style-type: none"> <li>No Council-run long day care in Newborough</li> </ul>  |
| Primary school                   | ✓         | Privately (non-government) or government-run                                   | <ul style="list-style-type: none"> <li>St Mary's School, Elizabeth Street Primary School, Newborough Primary School, Newborough East Primary School</li> </ul>  |
| Out of school hours care         | ✓         | Currently run by Newborough Primary School (Trial)                             | <ul style="list-style-type: none"> <li>A trial out of school hours care program is currently being provided by Newborough Primary School</li> </ul>   |
| Health services (where feasible) | ✓         | Privately (non-government) and Council-run                                     | <ul style="list-style-type: none"> <li>Some general and specialist health services available</li> <li>New patients have challenges getting appointments</li> <li>Home and Community Care (HACC) and health services have limited capacity, and some are not taking new appointments</li> <li>It is difficult to attract and retain GPs locally</li> </ul> |

Latrobe City Council | Moe and District Social Infrastructure Plan

| INFRASTRUCTURE        | PROVISION | SERVICE PROVIDER   | COMMENTS/ FEEDBACK  |
|-----------------------|-----------|--|---|
| Local community space | ✓         | Both privately-owned and Council-run facilities are available for hire in Newborough | <ul style="list-style-type: none"><li>Numerous private and Council operated meeting spaces for hire</li><li>Newborough Public Hall is a very popular venue and is often booked by community members</li></ul> |
| Local notice board    | ✓         | Noticeboard located on Rutherglen Road but limited visibility                        |   |

Newborough is well serviced by a range of local-scale social infrastructure. Based on community feedback, it can be difficult to get health care and in-home care appointments with GPs and specialists (especially for new patients), while some services are currently at capacity and not accepting new patients.

Murray Road Kindergarten and East Newborough Preschool have the capacity to support additional students. There is potential for these facilities to accommodate future growth by varying the current delivery model.

Other higher order facilities and services available in the area include:

- Federation Training, Yallourn Campus
- St Mary's Primary School
- Lowanna College
- Lavalla Catholic College, Presentation Campus (this campus is currently not being used)
- ACSAG Narracan Gardens Nursing Home
- Moe District Meals on Wheels Inc.



Rutherglen Road, Newborough

### 6.6.2 Considerations for the Future

Based on the above, coupled with analysis of building condition data and community values this Plan makes the following recommendations for social infrastructure:

#### Improve Community Noticeboard

A community noticeboard is currently displayed on a shop wall on Rutherglen Road, however there may be opportunities to promote local activities in a more prominent way. This could include construction of a new noticeboard in a more visible location or through 'tactical urbanism'<sup>5</sup> around the existing site. There is also potential to engage students from Lowanna College and/or Federation Training in the design and improvement of this space. This could include a public art project, seating area or low-cost gathering space that could feature the noticeboard and community information at its heart.

Improvements to Newborough's community noticeboard is recommended based on feedback received from community members throughout the project. Residents in Moe and Newborough felt there were lots of programs, events and services happening in local facilities but that it was difficult to find good, centralised information.

The community noticeboard is an opportunity to promote these opportunities and enhance local knowledge, participation and pride in the area.

#### Explore Out of School Hours Care

Feedback received from community and stakeholder consultation indicate that families are seeking greater assistance with out of school hours care than in the past, even when one parent is working from home or fulfilling the role of primary carer. Newborough Primary School is trialling an out of hours school care program.

#### Expand Local Intergenerational Program

The population of Moe and Newborough is forecast to be the oldest of all the towns comprising Latrobe's networked city by 2031. As such there is a need to ensure the areas older residents are engaged and active into the future. This is reflected in the Plan's community value associated with promoting intergenerational facilities and services.

Latrobe Community Health Service (Fowler Street) currently works with Albert Street Primary School (in the northern part of Moe) whereby their clients support the Early Years' Oral Language Program.

It is also noted that Café 65 at Narracan Gardens Aged Care Facility is currently run in partnership with Moe Life Skills, with an aim to operate the coffee bar as a training facility and expand training and employment options for participants with disabilities. Participants in Moe Life Skills gain an opportunity to apply skills in a work environment, while residents at Narracan Gardens can form, maintain and extend their social relationships and networks, and remain part of the community through integrating community activities, events and educational programs through the café.<sup>6</sup>

<sup>5</sup> 'Tactical urbanism' refers to low-cost, temporary changes to the built environment that are aimed at improving local neighbourhoods and local gathering spaces.

<sup>6</sup> Moe Life Skills: Information about Café 65 and local stories available from URL: <<https://moelifeskills.com/stories/justin/>>.



There is an opportunity to expand the intergenerational program in this neighbourhood, capitalising on the close proximity of nearby facilities and services. Suggestions for this program include an intergenerational community garden, arts program or song and story-time.

**Explore opportunities for a community space in Newborough**

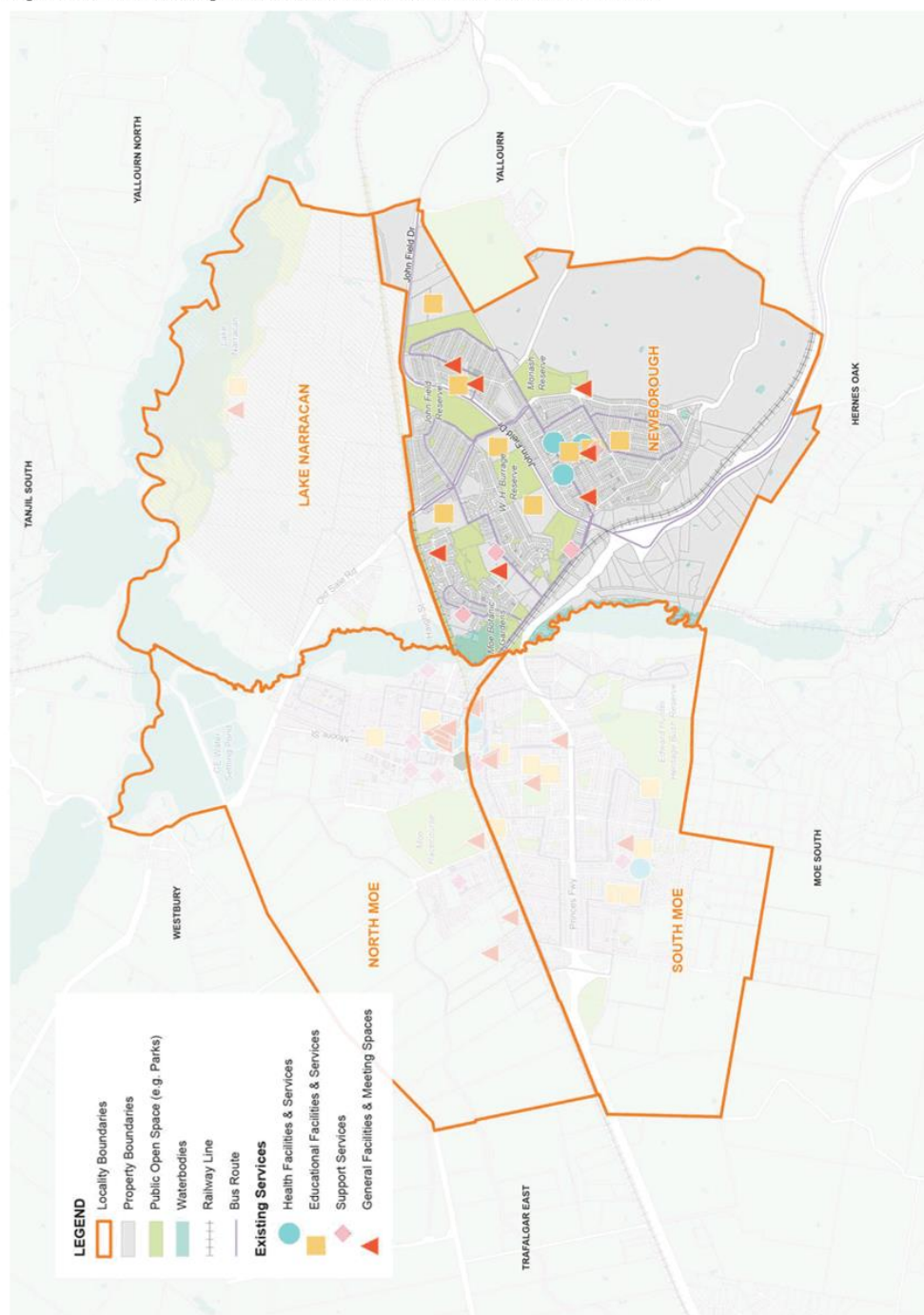
There are a range of community facilities located around Henry White Reserve, near the intersection of Rutherglen Road and Balfour Road. This includes the Murray Road Maternal and Child Health Centre, Murray Road Preschool, Moe and District Meals on Wheels Inc and Newborough Public Hall, each of which is contained in a separate building.

Comments received during project consultation indicated that the Murray Road Preschool and Newborough Public Hall in particular are highly valued facilities that are getting outdated. Furthermore, feedback also indicated that the Newborough Public Hall is a very popular venue and is often booked by community members

In the longer term there is potential to explore opportunities for a community space in Newborough.

Latrobe City Council | Moe and District Social Infrastructure Plan

Figure 14 – Newborough Local Area, with Facilities as at November 2017



Ethos Urban with Social Fabric: Planning for your People

80

## 6.7 Lake Narracan

It is noted that the planning for Lake Narracan is being undertaken separately to this Social Infrastructure Plan, and therefore no additional recommendations are being made for the area as part of this Plan. Future social infrastructure to service this new community will be addressed through a separate process.

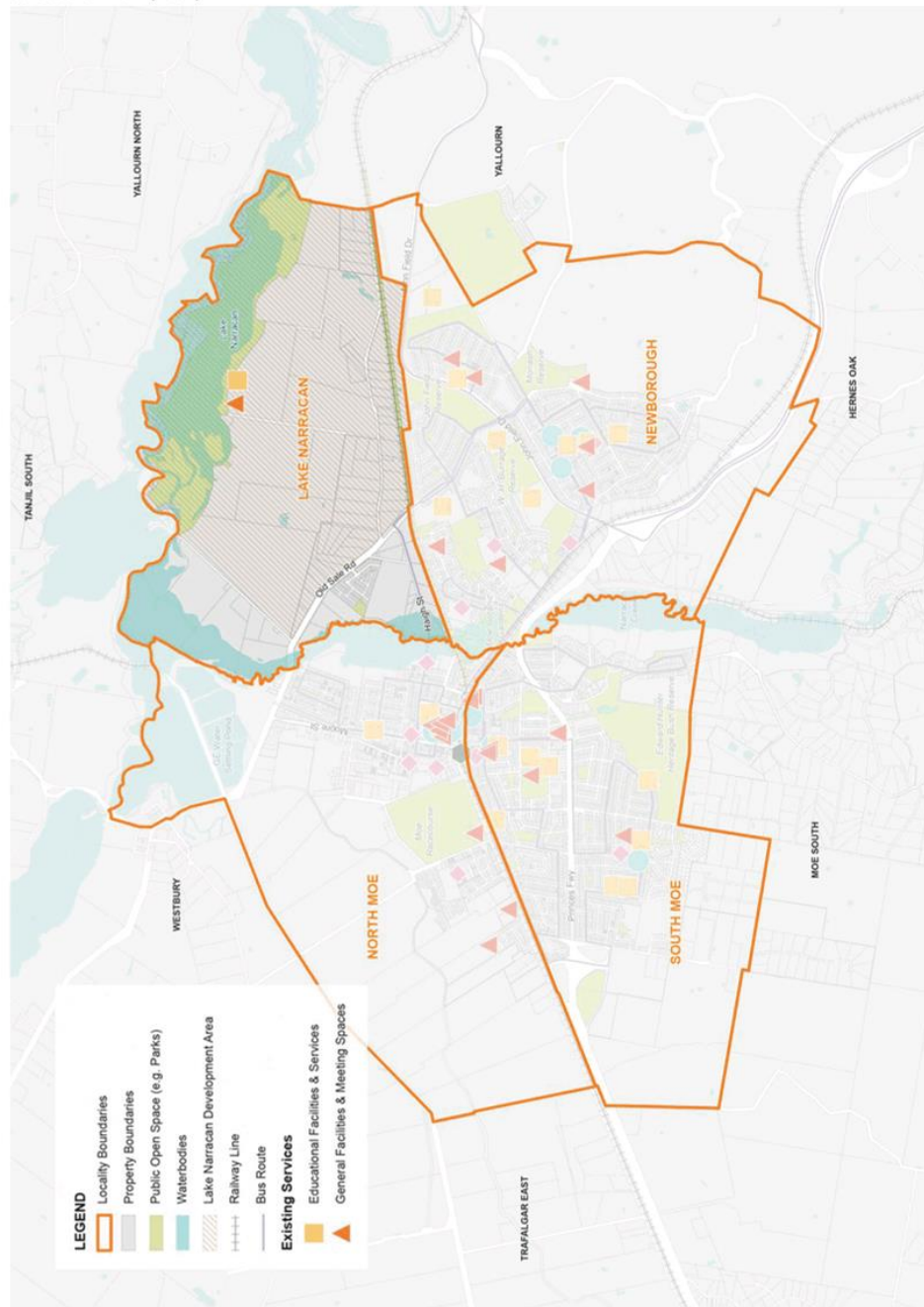
It is projected that the precinct structure plan (planned area) will have approximately 3,723 new lots when fully delivered, and a school and community facilities to service the new population have been proposed throughout the initial planning stages.<sup>7</sup>

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<sup>7</sup> Metropolitan (now Victorian) Planning Authority (2015), *Lake Narracan Precinct Structure Plan*.

Latrobe City Council | Moe and District Social Infrastructure Plan

**Figure 15 – Lake Narracan Local Area, with facilities shown as proposed on the existing Precinct Structure Plan (PSP)**



## 6.8 District

This Social Infrastructure Plan includes one district level catchment, comprising the townships of Moe and Newborough. Social infrastructure at this scale generally includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level.

District level social infrastructure will be provided at a walkable distance for some residents, while others may need to drive or use local public / community transport to access it.

### 6.8.1 Current Social Infrastructure Provision

The following table summarises the existing supply and capacity of social infrastructure at the district level. Refer to Section 3.3 and Section 4.4 for a detailed assessment of infrastructure against industry benchmarks.

| INFRASTRUCTURE                                | PROVISION | SERVICE PROVIDER                  | COMMENTS/ FEEDBACK   |
|---|-----------|-----------------------------------|--|
| Health services                               | ✓         | Private and not-for-profit sector | Includes general and specialist health services. <ul style="list-style-type: none"> <li>Many services are at capacity</li> <li>Regional health services and specialists are in high demand, and according to community feedback many have long waiting lists</li> </ul>            |
| Secondary school                              | ✓         | Government                        | <ul style="list-style-type: none"> <li>Lowanna College</li> </ul>  |
| Independent primary school (where feasible)   | ✓         | Private                           | <ul style="list-style-type: none"> <li>St Mary's Primary School</li> <li>St Kieran's Primary School</li> </ul>   |
| Independent secondary school (where feasible) | ✗         |                                   | <ul style="list-style-type: none"> <li>Lavalla Catholic College has its 'Presentation Campus' in Newborough (currently not operating)</li> </ul>   |
| Occasional child care                         | ✓         |                                   |  |
| Local youth space                             | ✗         |                                   | If provided in the future, such service or space could include: <ul style="list-style-type: none"> <li>Headspace (National Youth Mental Health Foundation)</li> <li>Ladder (not-for-profit targeting youth homelessness)</li> <li>Centre for Multicultural Youth (CMY).</li> </ul> |
| Community space                               | ✓         |                                   | <ul style="list-style-type: none"> <li>Moe P.L.A.C.E.</li> <li>MLS High Street Community Hub</li> <li>Moe Town Hall - facility is currently underutilised and the layout is not conducive to multipurpose community uses</li> </ul>  |
| Neighbourhood house                           | ✓         |                                   | <ul style="list-style-type: none"> <li>Moe Neighbourhood House</li> </ul>  |



Latrobe City Council | Moe and District Social Infrastructure Plan

| INFRASTRUCTURE   | PROVISION | SERVICE PROVIDER | COMMENTS/ FEEDBACK  |
|--|-----------|------------------|---|
| <b>Education / employment facilities (if feasible)</b> | ✓         |                  | <ul style="list-style-type: none"> <li>GEST (Gippsland Employment Skills Training)</li> </ul>   |
| <b>Residential aged care</b>                           | ✓         |                  | <ul style="list-style-type: none"> <li>Three aged care facilities, with fourth currently under construction</li> <li>Narracan Gardens Nursing Home is nearing capacity</li> <li>Querencia Latrobe City has proposed to build independent living units in Mena Street, Moe, which would increase the overall offering of residential aged care services in the area</li> <li>Mitchell Grove, a residential estate in the North Moe local area, is currently being developed and includes retirement living ("Mitchell Views"). In future an aged care/retirement village facility will be located adjacent to the estate and there are plans to link this area to central Moe via local community transport services.</li> </ul> |
| <b>Home and community care</b>                         | ✓         |                  |   |

Moe and Newborough currently contain a broad range of district level social infrastructure, most of which have capacity to accommodate future growth.

The Narracan Gardens Nursing Home is nearing capacity, however there is scope to accommodate future demand in other aged care facilities within the area, noting that a new 144-bed facility currently under construction in Moe.

Many existing general and specialist health providers are nearing capacity and not taking on new patients. A recurrent theme from community consultation was the challenge Latrobe City encounters in attracting and retaining health care professionals.

A significant gap in current social infrastructure provision relates to a meeting and/or gathering space for youth. This was also a key message from community consultation.

Latrobe City Council | Moe and District Social Infrastructure Plan



*Newborough East Primary School<sup>8</sup>*

<sup>8</sup>Image source: Newborough East Primary School Facebook Page

### 6.8.2 Considerations for the Future

Based on the above and community values this Plan makes the following recommendations for social infrastructure:

#### Develop a Local Youth Space

The 'youth' population group (aged 10-19 years) currently makes up approximately 12% of the area's population and is forecast to comprise a similar proportion of the community in 2031.

At present, there is a lack of targeted local youth services and spaces to assist and engage young people in Moe and Newborough. This was consistently mentioned in community and stakeholder consultation. Youth Service providers are predominantly located in Morwell. Under this approach it can be difficult for young people without a car to access these spaces and services.

There are a range of opportunities to explore in determining what 'type' of youth space to provide in the district. The Master Plan for the Frank Bartlett Library included the development of a youth-oriented public open space next to the facility, which could be reinvigorated with the help of young people as an action arising from this plan.

Although beyond the scope of this strategy, it was noted during consultation that the existing skate park is in poor condition and not appealing for young people or adults to use. This space is centrally located and well serviced by public transport and retail. There is potential to redevelop this space to appeal to the area's youth.

Consultation should be undertaken with the young people of Moe and Newborough to determine the most appropriate type and location for a local youth space. Considerations need to include ongoing management and operational costs to build sustainability. This group should also be involved in determining the future design and longer-term ownership of any youth space(s). Examples of spaces or services that could be provided locally in the future include: Headspace (National Youth Mental Health Foundation), Ladder (not-for-profit targeting youth homelessness), or the Centre for Multicultural Youth (CMY) and link with the soon to be established State Government funded Youth Space in Morwell.

#### Create an Online Community Information Portal

Access to information emerged as a key message from consultation and initiative of this Plan. Consistent with the community values and in order to complement the neighbourhood level recommendations, it is recommended that an on-line community information portal is established to provide a centralised point of contact regarding local groups, facilities, courses and events.

Based on community feedback, the online information portal could be linked to digital noticeboards placed in key locations throughout the town – responding to the future consideration that local noticeboards be better maintained and located in each local area. Examples of key locations include at the Moe Service Centre and Library (North Moe), at the Elizabeth Street shops (South Moe) and Rutherglen Road (Newborough).

#### Explore Development of a Community Classroom

As highlighted in Case Study 2 (see Appendix A), there are opportunities for Latrobe to run a Community Classroom program within existing facilities, to support opportunities for education, training and skills development. Such a service could be provided in partnership with existing

educational providers (e.g. GEST, Moe Life Skills, Federation University or Federation Training) or new partners to provide such a service i.e. Morwell 3840 Project.

The community has expressed a strong desire for greater opportunities for adult education, training and skills development. The Classroom programs could be designed to respond to different needs in the community, tested in consultation with key groups, for example:

- Short courses,
- Business incubator and skills development
- Courses aimed at supporting parents to work from home/start businesses
- Computer lab and technology skills (e.g. computer literacy and beyond, such as coding or social media workshops).

The Community Classroom could be established within vacant shop fronts in central Moe and Newborough, or share existing facilities such as school computer labs after school hours or on weekends.

It is recommended that a scoping exercise be undertaken with different community groups to establish what key skills people in Moe and Newborough would like to develop in future. This should also consider current Learn Local capability and provision.

## 6.9 Municipal

Municipal scale social infrastructure comprises purpose-built facilities which service all residents of Latrobe City. In the future, some of these facilities may be located in Moe and Newborough, while others will be in other parts of the municipality.

Most people will have to drive to access these types of facilities, but public transport access, particularly to train stations, is important to encourage use by all.

At present Moe and Newborough do not contain any municipal scale social infrastructure. The future provision of such facilities and services should be determined through a municipal wide plan.

Examples of municipal scale social infrastructure include:

- Higher order community centre
- Community based health precinct (providing outreach)
- Youth space
- Civic centre
- Planned Activity Group facility
- Other independent schools.



## 6.10 Regional

Regional scale social infrastructure includes large state-of-the-art purpose-built facilities such as the Moe Library and Service Centre or Latrobe Performing Arts Centre, which service people from across the Gippsland region.

In the long term, some of these facilities may be provided in Moe and Newborough or other parts of Latrobe City, while others might be provided elsewhere in the Gippsland region. Public transport access, particularly by train, is important to connect people to these facilities.

Examples of regional scale social infrastructure include:

- High order performing arts facility
- University/ TAFE
- Hospital (community-based health services)
- Special education school.

At present the Federation Training Yallourn Campus as well as the Baringa Special School are located in Moe and Newborough, which both service a regional catchment.

The Baringa Special School is currently operating at capacity, it educates children aged five to 18 years from across Latrobe as well as surrounding municipalities.

Transport to regional scale infrastructure, particularly the Latrobe Regional Hospital (Traralgon) and Federation University (Churchill) has frequently been cited as an issue by community members in the development of this Plan; specifically, the lack of safe and efficient public transport and connectivity between trains and buses to and from these regional scale facilities.

### 6.10.1 Considerations for the Future

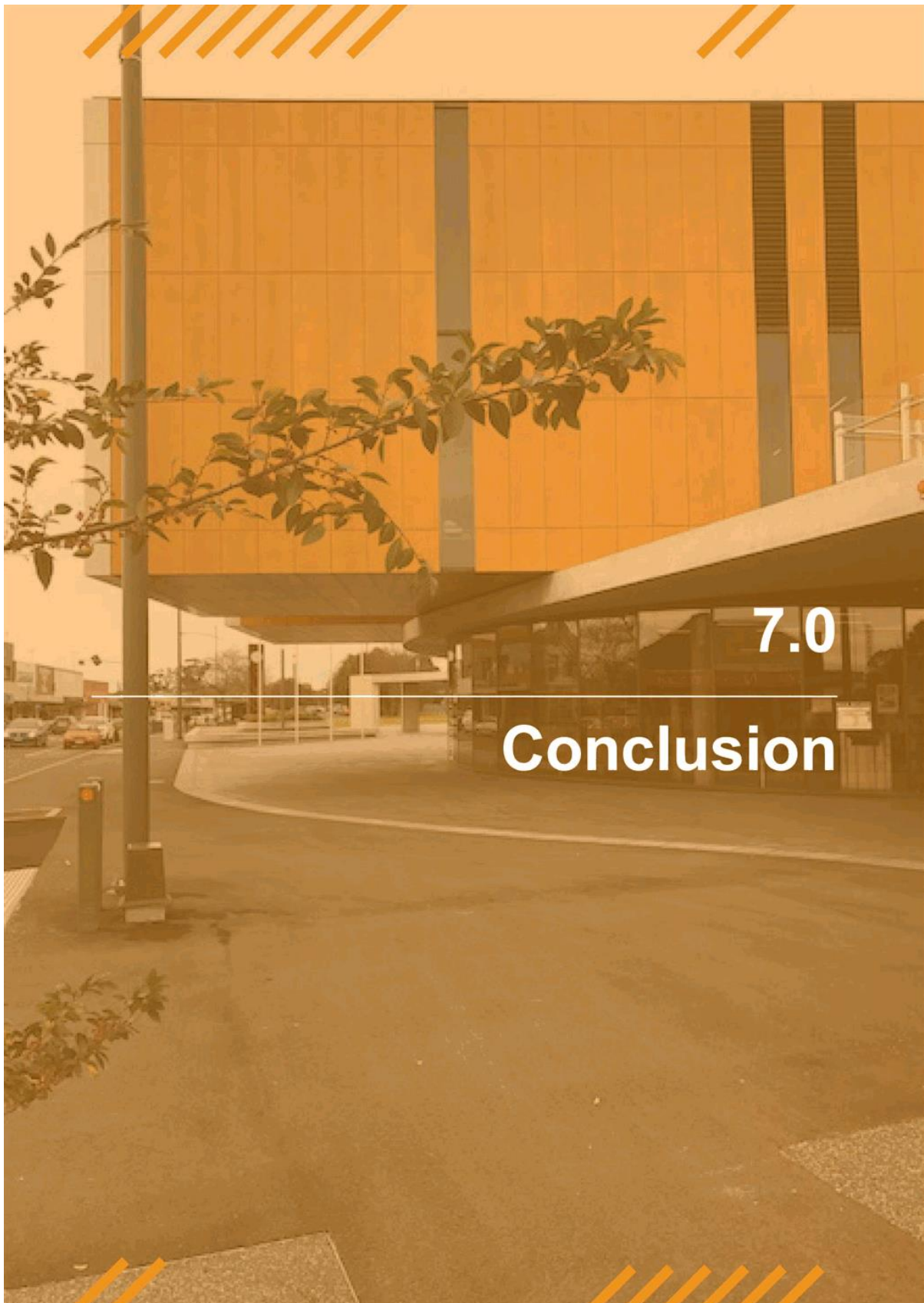
The future provision of regional scale facilities and services should be determined through a City-wide planning study, involving consultation with neighbouring municipalities.

Notwithstanding the following recommendation is made regarding regional scale social infrastructure in Moe and Newborough:

#### Investigate Potential Community Transport Program

Access to regional scale health and educational infrastructure is vital to support the health and vitality of local residents. It is recommended that Council consider working with related services and service providers to identify transport needs and solutions. The focus of this work should consider integrated transport systems to provide more direct and efficient access to/from key facilities and services.

There is potential for this program to be operated in partnership with key service providers / institutions, such as Federation University.



## 7.1 Where to From Here?

This Draft Social Infrastructure Plan includes a range of recommendations to improve and ensure ongoing access to quality social infrastructure across Moe and Newborough over the next 20 years, which are collated below. It is noted that there is likely to be further engagement and investigations required to implement some of these actions, including:

- Targeted consultation with existing service providers and facility operators
- Targeted consultation with particular population groups (e.g. youth)
- Scoping of potential delivery and/or funding partners.

This Plan also advocates that Council continue to investigate and monitor emerging and best practice approaches to community infrastructure delivery. This should include analysis of local, national and international examples and models, further to those presented at Appendix A. This ongoing analysis should seek to inform the development of contemporary and creative options for the future delivery of community infrastructure in Latrobe City, which support integrated and connected service provision, across sectors and ages.

### 7.1.1 Summary of Recommendations

This Draft Social Infrastructure Plan contains the following recommendations for social infrastructure in Moe and Newborough over the next 20 years. The key recommendations and their associated level of priority, being high (1-5 years), medium (6 - 10 years) and low (10 or more years) are outlined below.

Council plays a variety of roles in the delivery of social infrastructure, these include:

- Direct service providers
- Planner
- Advocate
- Partner – through the funding of services / provision of spaces for services, programs or activities to be undertaken by others

| Action   | Priority            | Council's Role | Key Partners                            |
|--|---------------------|----------------|---|
| Periodically review community meeting spaces to understand availability and utilisation  | High (short term)   | Lead           | Service providers and facility managers |
| Integrate service planning with asset management across Council                          | High (short term)   | Lead           |   |
| Develop a local youth space  | High (short term)   | Advocate       | Youth groups; community                 |
| Establish Local Information Space in the identified neighbourhoods of Moe and Newborough | High (short term)   | Lead           |   |
| Health care advocacy and promotion of partnerships for service delivery (to implement in | High (shorter term) | Partner        | Local and regional service providers;   |

Latrobe City Council | Moe and District Social Infrastructure Plan

| Action   | Priority                     | Council's Role | Key Partners   |
|--|------------------------------|----------------|--|
| line with Council's <i>Municipal Health and Wellbeing Plan</i> )   |                              |                | other levels of government   |
| Investigate potential community transport program  | High (shorter term)          | Lead           |  |
| Explore feasibility for out of hours school care   | Medium                       | Advocate       | DEET and other schools   |
| Expand local intergenerational program   | Medium                       | Partner        | Aged care operators, seniors' groups and early childhood service providers |
| Explore computer literacy program at the library   | Medium                       | Partner        | Library; adult education providers   |
| Create an online community information portal  | Medium                       | Lead           |  |
| Explore opportunities for a community space in Newborough  | Low (longer term)            | Lead           | Local service providers and facility managers; community                   |
| Explore development of a community classroom   | Low (longer term)            | Partner        | Local universities, education providers                                    |
| Investigate potential community transport program  | Low (longer term)            | Lead           |  |
| Promote the <i>Emergency Relief and Client Support Services</i> pamphlet (containing local information about support services and emergency help) among the community to help build local knowledge about existing services and spaces | Ongoing (currently underway) | Lead           | Local service providers and facility managers; community                   |

## 7.2 Implementation and Monitoring

It is recommended that Council review the key assumptions, models and actions of this plan in line with the release of new Census data to ensure they are still relevant and reflect the future needs and aspirations of the local community.

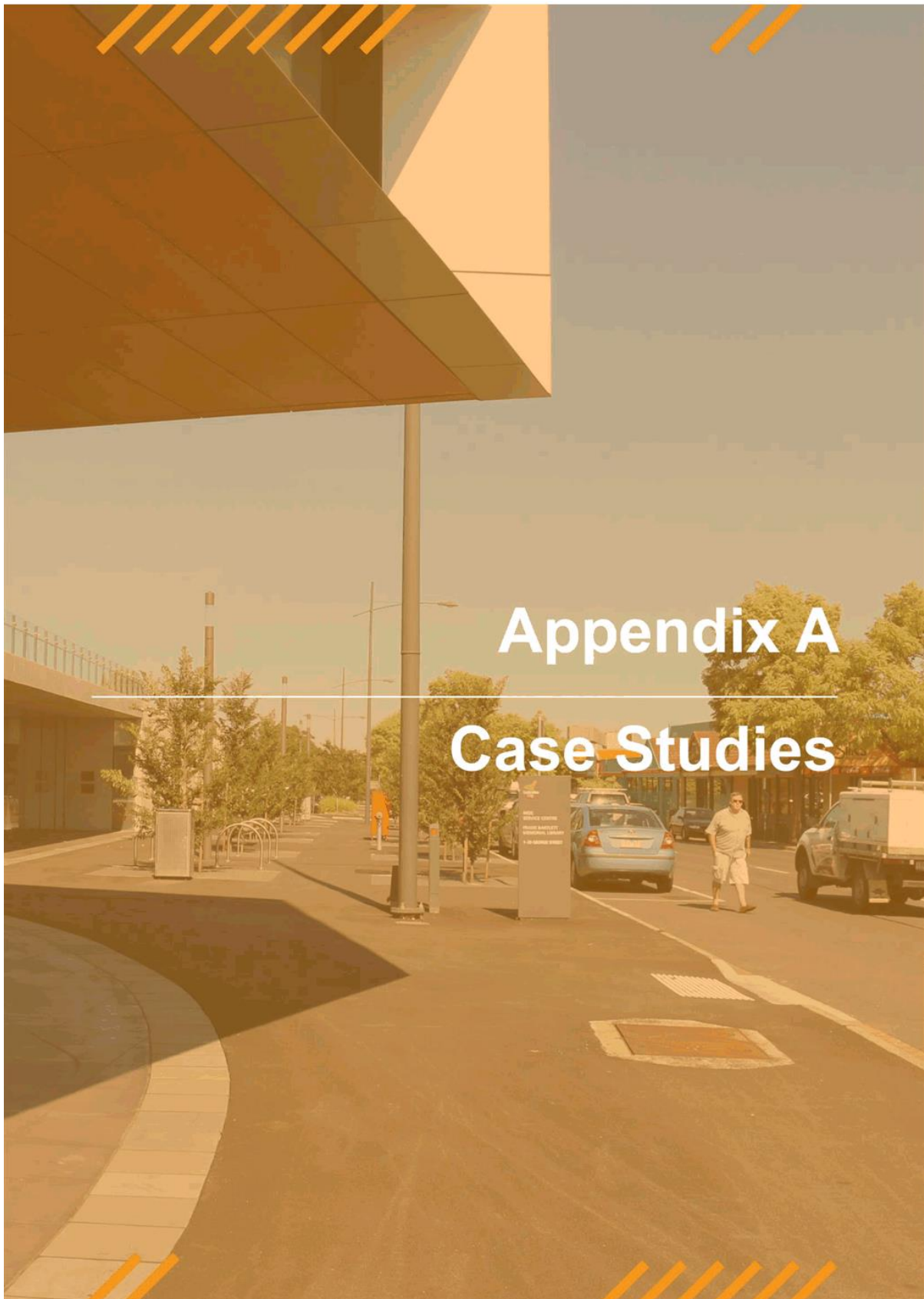


Latrobe City Council | Moe and District Social Infrastructure Plan



*Albert Street Primary School*





**CASE STUDY 1: Providence Mount St. Vincent Intergenerational Learning Centre**

The Intergenerational Learning Center (ILC), is located within the Providence Mount St. Vincent Retirement Centre in West Seattle, Washington. The ILC is owned and operated by Providence Health and Services, a private health care provider that combines several organisations under central administration. The centre is based on providing services, support and socialisation between the very old with the very young.

The Providence Mount St. Vincent Retirement Centre caters for people both living independently and needing assisted living services, nursing or in-home care. Uniquely, this facility also contains a licensed child care centre, with space for 125 children (aged between 6 months and 5 years old) which is owned and operated by the retirement home and Providence Health and Services. The centre operates five days a week, from 6am to 6pm and has 38 staff. One of the centre's six classrooms is based on the skilled nursing floor of the retirement home.

The residents and children within the ILC interact via intergenerational programming, with activities ranging from art, music, fun exercise, sing-a-longs and recreational games to small activities and engagement. Each class has six scheduled weekly visits planned with a group of residents.



The centre considers benefits of the program to be:

| FOR CHILDREN   | FOR OLDER ADULTS  | FOR THE COMMUNITY   |
|--|---|---|
| <ul style="list-style-type: none"><li>• Variety of role models</li><li>• Positive and realistic portrayal of aging</li><li>• Reduces fear of various abilities or disabilities</li><li>• Reduces fear of older adults</li><li>• Sees the aging process as normal</li><li>• Broader perspective of family lives</li><li>• Opportunity to give and feel needed</li><li>• Have an adult “playmate” who is not responsible for the child’s behaviour</li><li>• Broader perspective on change and growth</li><li>• More knowledge about the elderly</li><li>• Helps eliminate stereotyping</li><li>• Young families are introduced to our community of older adults</li></ul> | <ul style="list-style-type: none"><li>• Opportunity to be a role model</li><li>• Reintegration into family life</li><li>• Opportunity to give and feel needed</li><li>• Sense of wonder and humour rekindled</li><li>• Value renewed for past life experiences</li><li>• Sense of purpose</li><li>• Enhanced integration</li><li>• Reminded of their children and grandchildren when they were little</li></ul> | <ul style="list-style-type: none"><li>• Closer ties and friendships within community</li><li>• Promotes partnerships among different groups/organizations</li><li>• Breaks down stereotypes and barriers that exist between generations</li><li>• Enhances traditions and culture of communities</li><li>• Broadens professional network and enhances career opportunities</li><li>• Broadens staff understanding of other age groups</li></ul> |

**For more information, visit:**

- About the ILC: <http://washington.providence.org/senior-care/mount-st-vincent/services/child-care/>
- Information about the services offered: <http://washington.providence.org/senior-care/mount-st-vincent/services/child-care/about-child-care/>
- Media stories and videos about the ILC: <http://washington.providence.org/senior-care/mount-st-vincent/services/child-care/media-features/>



**CASE STUDY 2: Yarraville Community Classroom**

The Community Classroom is located in Yarraville, Melbourne and is powered by VU Hanger. VU Hanger is Victoria University's Start-up Stimulator and provides students, staff and local business with the expertise and networks of three *Entrepreneurs in Residence* at Victoria University.

The VU Community Classroom is devoted to developing and empowering forward thinkers through access to higher education short courses. The classroom offers a variety of highly practical programs and services to provide learners with information on modern business methodologies.

Example workshops include *SuperMum* which is aimed at mums and delivers the crucial elements needed to grow in the ever-changing business landscape. *SuperSocials* is aimed at any business that wishes to optimise their social media presence. Classes are either a day long or run as a morning (10am – 12pm) or night (6pm-8pm) session.

The Community Classroom considers benefits of their programs to be broad reaching as they accommodate to students, academics, staff members, local business owners as well as people who have no ties to the university of the West.

The classroom has been operating since May 2017 and will run until December 2017.



**For more information, visit:**

<http://www.vuhanger.com/community-classroom/>

**CASE STUDY 3: Ryde (NSW) and Rockhampton (QLD) Online Community Platforms**

Ryde, NSW and Rockhampton, QLD both use an interactive online web platform powered by OpenCities to highlight local facilities, see nearby events, parks, council venues and facilities. Accessible from any device, an interactive platform demonstrates the value that council returns to the community in a highly relevant way. In addition to updated local noticeboards in key places around Moe and Newborough, there is potential for an online platform to complement and enhance the sharing of local information about events, services and programs currently happening across Latrobe.

In Ryde, there is a 'My Neighbourhood' interactive map enables citizens to find services and information that relates specifically to their area. This includes local parks, events, waste collection and details on your local council. The 'Have Your Say' interactive map allows citizens to see all Council projects by neighbourhood, upcoming consultations and annual updates on where citizens 'Special Rate Variation' has helped improve the local area, for example road resurfacing or the installation of fitness equipment in parks.

The OpenCities interactive web platform operates similarly in Rockhampton where users can discover what is happening in and around their local area enhancing community engagement. Information on parks and facilities, events and projects and contact details for the local councillor is available. Visitors are also reminded of their weekly general waste collection time.

The interactive platform enhances local knowledge, collates and promotes interconnectivity and opportunities already existing locally, and provides Council with the opportunity to create a valuable, transparent hub for knowledge transfer.

**For more information, visit:**

- <https://www.rockhamptonregion.qld.gov.au/Council-Services/My-Neighbourhood>
- <http://www.ryde.nsw.gov.au/haveyoursay/Lets-Explore>
- <http://www.ryde.nsw.gov.au/System-pages/My-Neighbourhood>
- <http://blog.seamlesscms.com/2015/10/a-modern-engagement-platform/>
- <http://www.opencities.com/>

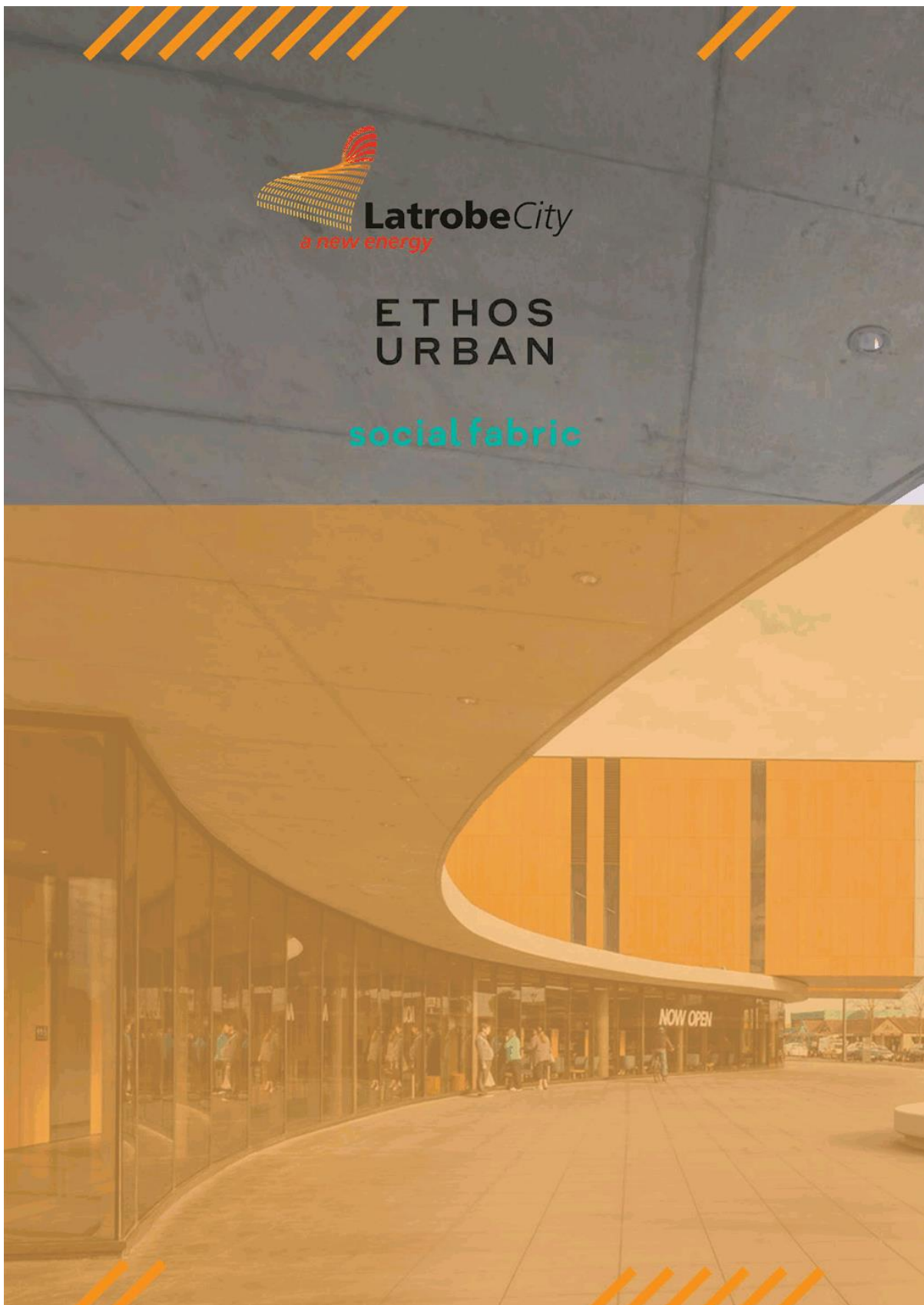




Latrobe City Council | Moe and District Social Infrastructure Plan

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**Agenda Item: 16.2**

**Agenda Item: Public Safety Infrastructure Fund Grant Opportunity**

**Sponsor: General Manager, Community Services**

**Council Plan Objective: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.**

**Status: For Decision**

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Harriman

**That Council submit an application to the Public Safety Infrastructure Fund for lighting projects at:**

- **Agnes Brereton Reserve, Traralgon;**
- **Moe-Yallourn Rail Trail;**
- **Traralgon Railway Reservoir Reserve;**
- **Moe All Abilities Playground, incorporating the Moe Scout Hall; and,**
- **Hasthorpe Place Car Park, Moe incorporating CCTV.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The Public Safety Infrastructure Fund grants are provided by the Department of Justice and Regulation as part of their suite of community safety grants. Grants are available for projects between \$20,000 and \$250,000. Council has previously received funding under this program for lighting and security upgrades as well as CCTV installation.

- The grants will support new infrastructure or the redevelopment of existing infrastructure based on the Crime Prevention Through Environmental Design Principles.
- Grant funds can only be used for infrastructure costs. All design, project management and evaluation costs are borne by Council.
- Projects must have a crime prevention focus and be strongly supported by local evidence.

**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*.

**Background:**

The Public Safety Infrastructure Fund (PSIF) grants are provided by the Community Crime Prevention Unit of the Department of Justice and Regulation (DJR).

Grants of between \$20,000 and \$250,000 are available to councils to support projects that improve community safety, security and confidence in public places. Councils may submit more than one application up to a total of \$250,000. Grant applications are due by 20 July 2018. Successfully funded projects must be completed by 13 November 2020.

The grants aim to support projects implementing Crime Prevention Through Environmental Design (CPTED) principles. The CPTED principles include natural surveillance, natural access control and natural territorial reinforcement. Natural surveillance increases the visibility of areas and aims to keep potential offenders under observation. Natural access control seeks to limit access to specific areas. Territorial reinforcement seeks to delineate public and private space to create a sense of ownership and to enable intruders to be more easily identified.

The program will fund new infrastructure, or the redevelopment of existing infrastructure, in public places. Examples of eligible projects include enhancing natural surveillance, encouraging increased use of public spaces, physical security such as lighting and fencing, and CCTV systems.

Grant funds can only be used for infrastructure costs, which include equipment, materials and installation. All design, project management and evaluation costs are borne by Council. Regional Councils are required to co-contribute a minimum of 10% to the delivery of the project. A maximum of 50% of the co-contribution may be in-kind.

All projects must demonstrate a clear crime prevention need based on local information and evidence, such as crime statistics. DJR will also consider in the assessment of projects identified areas of high need and priorities emerging from Regional Crime Prevention Reference Groups.

Previous projects funded by the PSIF within Latrobe City

In 2012, installation of an additional seven CCTV cameras in Traralgon CBD and upgraded monitoring equipment at Traralgon Police Station.

In 2012, security upgrades to seven public sport and recreation sites that were identified as regularly vandalised, and broken into. The upgrades included the installation of motion sensor lighting, roller shutters, heavy duty fencing and replacement of wooden tables/benches with steel. The upgrades sites included:

- Moe Outdoor Pool
- Moe Botanical Gardens Public Toilets



- Morwell Town Common Public Toilets
- Traralgon, Bert Thompson Public Toilets
- Traralgon, Victory Park Sound Shell
- Traralgon Outdoor Pool
- Yallourn North, Coach Road Lookout

In 2011, lighting upgrades at Morwell East Residents Achievement (MERA) Park and the Churchill Underpass. MERA Park lighting was updated to P2 standard and the Churchill Underpass lighting was upgraded to P10 standard.

**Reasons for Proposed Resolution:**

The proposed projects have been identified as priorities in discussion with Victoria Police. As well as anecdotal evidence from the police and community members there are crime statistics data that identifies these areas as priorities. Council officers responsible for contributing to the maintenance of these facilities have also provided support information.

Agnes Brereton Reserve, Traralgon

Due to growing use of the area, including as a pedestrian link between the CBD, the recreation precinct and new housing estates, pedestrian traffic has increased, which is encouraged.

Moe-Yallourn Rail Trail

Antisocial behaviour and a number of incidents of crime have been reported along the Rail Trail in the past twelve months. This section of the rail trail is used as a pedestrian link between the Moe CBD, housing in the Dinwoodie Drive area and Lowanna College. The Rail Trail Committee are supportive of this project.

Hasthorpe Place Car Park, Moe

The car park lacks natural surveillance and has two late night venues that feed patrons into the area. Some venues, services and facilities in the area have a large number of older patrons who are reluctant to use the car park due to perceptions of safety. This project will both improve lighting and provide CCTV coverage in the area.

Traralgon Railway Reservoir Reserve

There have been a number of ongoing issues and reports of anti-social behaviour such as lighting of fires and other inappropriate activity in this reserve, which is highly used. Additional lighting in the car park and security lighting at the maintenance shed is aimed at reduce damage and making it safer for park users leaving around dusk or arriving in the early morning.

Moe All Abilities Playground, incorporating the Moe Scout Hall

There have been reports of anti-social behaviour and people feeling unsafe in and around the playground and Scout Hall. Improved lighting in these areas will increase actual and perceived safety and usage of these facilities.

## Issues:

### *Strategy Implications*

The proposed project would meet the Council Plan objective of 'provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.'

### *Communication*

The proposed projects have been discussed with Victoria Police as required by the grant guidelines.

If successful in gaining the grant communication will take place with the community and identified stakeholders regarding the project and its implementation.

### *Financial Implications*

Council is required to contribute 10% of the project costs. Costings for the projects are to be developed as part of preparing the application. If the grant application is unsuccessful or does not fund all of the projects, there will be an opportunity to review priorities within the adopted budget to assess how these safety improvements might be addressed.

### *Risk Analysis*

| Identified risk  | Risk likelihood* | Controls to manage risk   |
|--|------------------|---|
| Reputational risk from not applying for funding                    | 4                | Submit application  |
| Safety issues arising from identified projects not being addressed | 3                | Submit application for highest priority project                                   |
| Project does not increase safety in area                           | 3                | Ensure intervention adheres to CPTED principles and addresses the identified need |

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

### *Legal and Compliance*

No legal and compliance issues have been identified.

### *Community Implications*

The recommendation aims to address the identified community safety issue in xxx. If successful in receiving the grant this will provide benefit to the community.

*Environmental Implications*

No environmental impacts have been identified.

*Consultation*

Council officers have consulted with Victoria Police regarding the identified projects. Council officers with a responsible for supporting the management and maintenance of these facilities have also provided input.

Community engagement will be undertaken with identified stakeholders and the broader community if Council is successful in receiving the grant.

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

Nil

# CORPORATE SERVICES

## 17. CORPORATE SERVICES

Agenda Item: 17.1

**Agenda Item:** Authorisation of Council Officer under the Planning & Environment Act 1987

**Sponsor:** General Manager, Corporate Services

**Council Plan Objective:** Ensure Council operates openly, transparently and responsibly.

**Status:** For Decision

### **MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Howe

That Council in exercising the powers conferred by Section 224 of the *Local Government Act 1989* and Section 147(4) of the *Planning and Environment Act 1987* (Act):

1. Appoints and authorises Amelia Coleman, Trainee Planner as an Authorised Officer for the purposes of the Act and associated regulations; and
2. Delegates and authorises the Chief Executive Officer to sign and seal the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) as presented which comes into force immediately the common seal of Council is affixed.

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

By authorising officers, Council is authorising a suitably skilled/qualified officer to undertake the duties required of a particular statutory position. Once a person is authorised by Council, that person has the powers of that statutory position; as distinct from being delegated the powers of the Council.

Authorisations are different from delegations as delegations involve the Council giving its powers to members of staff who then act on behalf of Council. Persons authorised by Council to hold a statutory position are acting as holders of statutory



powers; they are not acting as delegates on behalf of the Council. Their powers and responsibilities are different to the powers and responsibilities of the Council.

By authorising Amelia Coleman, Trainee Planner for the purposes of administration and enforcement of the *Planning and Environment Act 1987* (Act), this will enable the newly appointed officer to operate and perform his duties with respect to the statutory planning powers and functions of the Council.

**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*.

**Background:**

Council has the power to appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement on any Act, regulation or local laws which operate with respect to the powers and functions of the Council. A Council must maintain a register that shows the names of all people appointed by it to be authorised officers. Each authorised officer is to be issued with an identity card that contains a photograph and signature of the authorised officer and is signed by the Chief Executive Officer.

In accordance with Section 224 of the *Local Government Act 1989*, an authorised officer has the following powers:

- To demand the name and address of a person who has committed, or who is reasonably suspected by the officer to have committed, an offence under any Act, regulation or local law in respect of which he or she is appointed. In doing so, the officer must inform the person in sufficient detail of the reason for which the demand is made to enable the person to understand the nature of the offence or suspected offence; and
- To enter any land or building in the municipal district at any reasonable time to carry out their duties as an authorised officer.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

1. *Any reference in this Act to an Authorised officer of a responsible authority of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.*

**Reasons for Proposed Resolution:**

Section 188(2)(c) of the *Planning and Environment Act 1987*, stipulates that Council has *the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.*

**Issues:**

*Strategy Implications*

Council Plan objective, 'to ensure Council operates openly, transparently and responsibly'.

*Communication*

Not Applicable.

*Financial Implications*

There are no financial or resource implications, as this position is within the adopted budget. However, if Council decides not to authorise the nominated officer, it will impede their ability to fully execute their duties.

*Risk Analysis*

If an officer is not authorised by Council under section 224, the officer will be unable to adequately perform their duties, as described in their position description. Further implications to this are as follows:

- Delays in processing decisions on planning applications.
- Development and subdivision projects within the Latrobe City Council having timely delays.
- Risk that developers will become frustrated with delays and appeal to VCAT.
- Planning officers that do not have the appropriate authorisation and delegation are unable to determine planning applications.
- A court or tribunal can declare any planning permit issued by the unauthorised officer invalid.

*Legal & Compliance*

The *Planning and Environment Act 1987* requires direct authorisation from Council to council officers in order to perform certain statutory duties.

By authorising the nominated officer under the *Planning and Environment Act 1987* and under section 224 of the *Local Government Act 1989*, Council will ensure that the nominated officer will be able to perform and fulfil their role as described in their position description.

*Community Implications*

No Community impact.

*Environmental Implications*

No environmental impact.

*Consultation*

There is no engagement required as part of this process.

**Supporting Documents:**

Instrument of Appointment & Authorisation – Amelia Coleman

**Attachments**

1 [↓](#). Instrument of Appointment & Authorisation Amelia Coleman

## **Authorisation of Council Officer under the Planning & Environment Act 1987**

- 1    **Instrument of Appointment & Authorisation Amelia  
Coleman ..... 485**

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*



**Latrobe City Council**

**Instrument of Appointment and Authorisation**  
***(Planning and Environment Act 1987 only)***

**June 2018**

**Amelia Coleman**



**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "**officer**" means -

**Amelia Coleman**

**By this instrument of appointment and authorisation Latrobe City Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.
3. Any planning application which has received one or more objection(s).

Any planning application recommended for refusal (including planning applications where Council has no discretion for approval).

Any application of strategic significance (at the discretion of the CEO).

Any matter relating to the signing and sealing of Section 173 Agreements.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on 3 April 2018.

The Common Seal of **LATROBE CITY COUNCIL**  
was affixed in accordance with Local Law No. 1  
this     day of             2018 in the presence of:

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*Gary Van Driel – Chief Executive Officer*

**Agenda Item: 17.2**

**Agenda Item: Review of Council Policies**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

**That Council:**

- 1. Adopts the following policies with an effective date of 02 July 2018:**
  - a. Investment Policy**
  - b. Volunteer Policy**
- 2. Notes that with the adoption of these policies listed, that any previous versions are now rescinded;**
- 3. Makes these policies available to the public on Council's website; and**
- 4. Rescinds the Home Based Aged and Disability Services Policy effective from 02 July 2018 and removes this policy from circulation.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Policies are reviewed regularly to ensure that they remain relevant and consistent with community and legislative expectations, and to lessen any bureaucratic burden from duplication.

The following policies have been reviewed, and are presented for adoption by Council:

- Investment Policy
- Volunteer Policy

In addition, the Home Based Aged and Disability Service Policy has been identified as obsolete or superseded. This is now presented to Council to abolish accordingly.

### 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*.

### Background:

The proposed policy 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:

Table one: Policy Review Table

| Adopted Policy Title                           | Statutory Review | No change | Title Change | Policy level change | Minor Change(s) | Significant Change(s) | Superseded / Obsolete | New |
|--|------------------|-----------|--------------|---------------------|-----------------|-----------------------|-----------------------|-----|
| Investment Policy                              |                  |           |              |                     | X               |                       |                       |     |
| Volunteer Policy                               |                  |           |              |                     | X               |                       |                       |     |
| Home Based Aged and Disability Services Policy |                  |           |              |                     |                 |                       | X                     |     |

### Investment Policy

- The *Investment Policy* has been reviewed and changes proposed. The *Audit and Risk Committee* have endorsed the policy at its meeting held on 31 May 2018 with some minor changes (included in the attached version), and the Policy will be presented to Council for adoption at the next available Council meeting.
- The policy has been transposed across to the current policy template and the review has not identified any major change is required.
- The most significant change is the removal of the option to invest funds in unrated financial institutions and to reduce the maximum percentage of investments held at any one time in financial institutions rated BBB+ to BBB- from 60% to 50%. These changes are proposed to further minimise the perceived risk in Council's investment portfolio given the reduced level of

government guarantee on deposits to a maximum of \$250,000 where requested.

- The financial impact is limited to any loss where unrated financial institutions may have offered a higher interest rate. This is considered to be minimal as the difference between the winning quote and the second highest quotes are most often very small. These changes are expected to have only a minor impact and will not lead to any significant change in current practice.

#### Volunteer Policy

- A review of the *Volunteer Policy* (attached) has been undertaken, and minor changes are proposed (highlighted in the draft policy) including incorporating requirements for Working with Children's Checks.

#### Home Based Aged and Disability Services Policy

- A review of the *Home Based Aged and Disability Services Policy* (attached) has indicated that the policy duplicates our current funding and service agreement that is in place.
- The review also highlighted that the policy does not add any value to the current suite of policies that Aged and Disability Services work within, therefore it is recommended that this policy is abolished.

#### **Reasons for Proposed Resolution:**

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. This report is a part of an ongoing program to ensure that all policies are kept relevant and up to date during the term of a Council.

#### **Issues:**

##### *Strategy Implications*

The Policy review program supports the Council Plan objective '*Ensure Council operates openly, transparently and responsibly*'.

##### *Communication*

The following is planned for the communication of the decision:

- Policies that are abolished are removed from circulation and key internal stakeholders notified.
- The policies that have been adopted will be placed on Council's website (in a form compliant with disability discrimination requirements). Any implementation or communications plan identified for these policies will be also actioned.

*Financial Implications*

There are no current financial implications with the adoption or removal of any of the proposed policies. However, the resource implications are positive, in that there is less red tape within Council through maintaining or implementing Council and operational policies.

*Risk Analysis*

The proposed resolution will improve management of potential risks of staff not being aware of requirements as there will be a reduction of policies requiring maintenance and compliance by officers.

*Legal and Compliance*

There are no other known legal and compliance issues with the adoption or removal of the policies listed.

*Community Implications*

There are no further known community implication with the adoption (or removal) of the policies listed.

*Environmental Implications*

There are no environmental implications with the removal or adoption of these policies.

*Consultation*

Applicable consultation has occurred within the organisation and with the *Audit and Risk Committee* (where applicable) during each policy review.

*Other*

Not applicable.

**Supporting Documents:**

*Council Policy Development Policy*

*Investment Policy (current)*

*Volunteer Policy (current)*

**Attachments**

1 [1](#). Proposed Investment Policy

2 [2](#). Proposed Volunteer Policy

3 [3](#). Home Based Aged and Disability Services Policy



## **Review of Council Policies**

|          |  |            |
|----------|--|------------|
| <b>1</b> | <b>Proposed Investment Policy.....</b>                     | <b>493</b> |
| <b>2</b> | <b>Proposed Volunteer Policy .....</b>                     | <b>503</b> |
| <b>3</b> | <b>Home Based Aged and Disability Services Policy.....</b> | <b>509</b> |



## Investment Policy

Version 4

Approval Date: (insert date)

Review Date: (insert date)



## Investment Policy

## DOCUMENT CONTROL

|                           |   |   |
|---------------------------|---|---|
| Responsible GM            | Greg Drumm                              |   |
| Division                  | Corporate Services                      |   |
| Last Updated (who & when) | Manager Finance - Matthew Rogers        | June 2018   |
| <b>DOCUMENT HISTORY</b>   |   |   |
| Authority                 | Date                                    | Description of change   |
| Council                   | May 2018                                | Removal of unrated institutions, changed to framework percentages, formatted to new policy template |
|                           |   |   |
| References                | Refer to Section 8 and 9 of this policy |   |
| Next Review Date          | May 2022                                |   |
| Published on website      | No                                      |   |
| Document Reference No     |   |   |

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Page 2 of 9

|                      |                    |               |                    |             |                |
|----------------------|--------------------|---------------|--------------------|-------------|----------------|
| Responsible Division | Corporate Services | Approved Date | (day, month, Year) | Review Date | (month & year) |
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## Investment Policy

### 1. Background

The purpose of this policy is to provide a framework to ensure Council optimises its return on investment of surplus funds, while limiting unnecessary exposure to risk.

### 2. Objectives

The objective of Council's investment policy is to ensure that:

- Investment decisions are based on the security of funds by limiting unnecessary exposure to risk
- Return on surplus funds is maximised through prudent investment while limiting unnecessary exposure to risk.
- Sufficient funds are available to meet daily operational cash requirements.
- Council funds are invested in accordance with legislative requirements.
- Effective internal controls exist to minimise the risk of unauthorised appropriation of Council funds; and
- All investment transactions are appropriately authorised and documented.

### 3. Scope

This policy applies to all Latrobe City Council staff involved with the investment of funds and is to be read in conjunction with the S7 Instrument of Sub-Delegations, other related documents and procedures.

### 4. Principles of Management

The investment of Council's surplus funds and cash management will comply with the following conditions;

#### 4.1 Currency

All investments are to be denominated in Australian dollars only

#### 4.2 Cash Management

The general bank account balance of Council is to be kept at a sufficient level to meet Council's daily cash flow requirements.

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Page 3 of 9

|                         |                    |                  |                       |                |                |
|-------------------------|--------------------|------------------|-----------------------|----------------|----------------|
| Responsible<br>Division | Corporate Services | Approved<br>Date | (day, month,<br>Year) | Review<br>Date | (month & year) |
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## Investment Policy

Funds available for investment will be determined following a review of expected future cash flows taking into consideration the timing of future investment maturities

### 4.3 Quotations on Investments

A minimum of three quotations must be sought from approved financial institutions before investing or reinvesting funds. In addition to this requirement,

### 4.4 Investment Framework

**Authorised Investments** – funds to be invested in accordance with Sections 136 and 143 of the Local Government Act 1989. An extract of sections 136 and 143 of the Local Government Act 1989 are included in Attachments

**Portfolio Credit Framework** – limits the overall credit exposure of the portfolio;

**Financial Institution Framework** – limits exposure to individual institutions;

**Term to Maturity Framework** – limits based upon term to maturity

Percentage limits adopted within each of these frameworks are based on Council's total core investment portfolio balance.

### Authorised Investments

All funds must be invested with an Australian Prudential Regulatory Authority (APRA) Authorised Deposit Taking Institution (ADI) and comply with section 143 of the Local Government Act 1989.

Council endorses the following investment types:

- Bank accepted / endorsed bank bills
- Bank negotiable certificates of deposit
- Bank interest bearing deposits
- Authorised deposit taking institutions
- Government securities of the Commonwealth
- Securities guaranteed by the Victorian Government

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Page 4 of 9

|                         |                    |                  |                       |                |                |
|-------------------------|--------------------|------------------|-----------------------|----------------|----------------|
| Responsible<br>Division | Corporate Services | Approved<br>Date | (day, month,<br>Year) | Review<br>Date | (month & year) |
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## Investment Policy

Authorised Deposit-taking Institutions (ADIs) are corporations which are authorised under the Banking Act 1959. ADIs include banks, building societies and credit unions. All ADIs are subject to the same Prudential Standards but the use of the names 'bank', 'building society' and 'credit union' is subject to corporations meeting certain criteria.

A list of APRA authorised Deposit Taking Institutions is available at [www.apra.gov.au](http://www.apra.gov.au)

### Portfolio Credit Framework

The maximum percentage of total funds that can be invested in each rating category at any one time is as follows. The percentages represent the maximum percentage of the total funds invested by each rating classification. (e.g. A maximum of 80% of total investments can be in A1 rated institutions.)

| PORTFOLIO CREDIT FRAMEWORK |                    |                                 |
|----------------------------|--------------------|---------------------------------|
| Long Term Ratings          | Short Term Ratings | Maximum Percentage of Portfolio |
| AAA to AA-                 | A1+                | 100%                            |
| A+ to A-                   | A1                 | 80%                             |
| BBB+ to BBB-               | A2                 | 50%                             |

### Financial Institution Framework

Financial Institutions will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below. The percentages represent the maximum investment in an individual institution as a percentage of the total fund invested by each rating classification. (e.g. An institution with an A1+ rating can hold a maximum of 60% of the total investments)

| FINANCIAL INSTITUTION FRAMEWORK |                    |                                 |
|---------------------------------|--------------------|---------------------------------|
| Long Term Ratings               | Short Term Ratings | Maximum Percentage of Portfolio |
| AAA to AA-                      | A1+                | 60%                             |
| A+ to A-                        | A1                 | 50%                             |
| BBB+ to BBB-                    | A2                 | 40%                             |

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Page 5 of 9

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|----------------------|--------------------|---------------|--------------------|-------------|----------------|
| Responsible Division | Corporate Services | Approved Date | (day, month, Year) | Review Date | (month & year) |
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## Investment Policy

### Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints. The percentages represent the maximum percentage of the total funds invested for each maturity term by each rating classification. (e.g. A total of 20% of the total investments may be long term, as long as they are invested in A1+ rating institutions.)

| TERM TO MATURITY FRAMEWORK |                    |                      |                        |                    |
|----------------------------|--------------------|----------------------|------------------------|--------------------|
| Long Term Ratings          | Short Term Ratings | Short Term (0-6mths) | Medium Term (6-12mths) | Long Term (1-5yrs) |
| AAA to AA-                 | A1+                | 100%                 | 70%                    | 20%                |
| A+ to A-                   | A1                 | 80%                  | 50%                    | 15%                |
| BBB+ to BBB-               | A2                 | 60%                  | 30%                    | 10%                |

When assessing the term of investments, especially with regard to long term investments, Council's short term and medium term forecast cash requirements should also be considered to ensure that Council has sufficient funds to meet day to day cash requirements and also has cash reserves available to help cover unforeseen events.

### 4.5 Managed Funds

Latrobe City Council will not invest in Managed Funds

### 4.6 Change in Credit Rating

In the event of the Standard and Poor's credit rating of one of Council's investments being downgraded such that it no longer falls within the investment policy guidelines, it will be divested at maturity, or immediately, whichever is deemed most appropriate.

### 4.7 Shares

Trading in shares is not an approved investment option.

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Page 6 of 9

|                      |                    |               |                    |             |                |
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| Responsible Division | Corporate Services | Approved Date | (day, month, Year) | Review Date | (month & year) |
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## Investment Policy

### 4.8 Investment Approval

A written recommendation and all other relevant information will be provided to the CEO, or delegated authorising officer, when approval for investing or re-investing of funds is being sought.

### 4.9 Register of Investments

A register of investments will be maintained, together with an investment file containing all letters of advice from financial institutions.

## 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 5.1. 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

### 5.2. 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

### 5.3. General Manager Corporate Services

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

### 5.4. Manager Finance

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures

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Page 7 of 9

|                         |                    |                  |                       |                |                |
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| Responsible<br>Division | Corporate Services | Approved<br>Date | (day, month,<br>Year) | Review<br>Date | (month & year) |
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## Investment Policy

- Provide appropriate resources for the execution of the frameworks and procedures

### 5.5. 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.

## 6. Evaluation and Review

This policy will be reviewed on request of Council, 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).

## 7. Related Documents

s.7 Delegations - S7\_Instrument\_of\_Sub-Delegations

## 8. Reference Resources

Local Government Act 1989 – sections 136 & 143

## 9. Appendices

### Local Government Act 1989

#### Section 136 - Principles of sound financial management

- (1) A Council must implement the principles of sound financial management.
- (2) The principles of sound financial management are that a Council must
  - (a) manage financial risks faced by the Council prudently, having regard to economic circumstances;
  - (b) pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;
  - (c) ensure that decisions are made and actions are taken having regard to their financial effects on future generations;
  - (d) ensure full, accurate and timely disclosure of financial information relating to the Council.
- (3) The risks referred to in subsection (2)(a) include risks relating to—

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Page 8 of 9

|                         |                    |                  |                       |                |                |
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| Responsible<br>Division | Corporate Services | Approved<br>Date | (day, month,<br>Year) | Review<br>Date | (month & year) |
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## Investment Policy

- (a) the level of Council debt;
- (b) the commercial or entrepreneurial activities of the Council;
- (c) the management and maintenance of assets;
- (d) the management of current and future liabilities;
- (e) changes in the structure of the rates and charges base.

### Section 143 - Investments

A Council may invest any money:

- (a) in Government securities of the Commonwealth;
- (b) in securities guaranteed by the Government of Victoria;
- (c) with an authorised deposit-taking institution<sup>3</sup>;
- (d) with any financial institution guaranteed by the Government of Victoria;
- (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act;
- (f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purpose of this sub section."

\*Authorised deposit-taking institution or ADIs include banks, building societies and credit unions.

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Page 9 of 9

|                         |                    |                  |                       |                |                |
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| Responsible<br>Division | Corporate Services | Approved<br>Date | (day, month,<br>Year) | Review<br>Date | (month & year) |
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## Volunteer Policy

Version Draft

Approval Date: (insert date)

Review Date: (insert date)



## Volunteer Policy

### DOCUMENT CONTROL

|                           |   |                       |
|---------------------------|---|-----------------------|
| Responsible GM            | General Manager Community Services      |                       |
| Division                  | Community Services                      |                       |
| Last Updated (who & when) | Manager Aged & Disability Services      | May 2018              |
| <b>DOCUMENT HISTORY</b>   |   |                       |
| Authority                 | Date                                    | Description of change |
| Council                   | DRAFT                                   | DRAFT                 |
|                           |   |                       |
|                           |   |                       |
|                           |   |                       |
| References                | Refer to Section 8 and 9 of this policy |                       |
| Next Review Date          | May 2020                                |                       |
| Published on website      | Once Adopted                            |                       |
| Document Reference No     |   |                       |

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Page 2 of 6

|                      |                    |               |       |             |          |
|----------------------|--------------------|---------------|-------|-------------|----------|
| Responsible Division | Community Services | Approved Date | DRAFT | Review Date | May 2020 |
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## Volunteer Policy

### 1. Background

Latrobe City Council recognises the significant personal benefits in volunteering; including improved health and wellbeing, and that active participation in our community strengthens community cohesion and fosters understanding and acceptance of diversity and difference. Council is committed to providing opportunities for community participation and volunteerism to support improved health and wellbeing through all stages of life.

Volunteering provides a means through which people are able to actively participate in activities and services of Latrobe City Council in a way that benefits the Council and the community whilst enabling volunteers to meet their own expectations and fulfil a sense of personal achievement.

### 2. Objectives

The Volunteer Policy identifies the mutual obligations and responsibilities of both volunteers and Latrobe City Council. The purposeful involvement of volunteers provides for a rewarding personal experience and is designed to enhance the ongoing development of Latrobe City Council in meeting the needs of clients and the community.

### 3. Scope

A volunteer is defined as *a person who gives his/her services without any express or implied promises of remuneration* (The Law and Volunteers, Johnstone Training and Consultation, Satterfield and Gower, January 1993). Volunteers give freely of their time, talents, skills and energy with no expectation of monetary compensation.

### 4. Principles of Management

The relationship between the organisation and its volunteers is one of trust, recognition and mutual obligations. Volunteers take on agreed obligations and responsibilities and in return the organisation is committed to be responsive to the needs and expectations of those who volunteer their services.

Council supports the principle that volunteers are managed, supported and resourced in accordance with the National Standards for involving Volunteers in not-for-profit organisations and agrees with the principles of volunteering as defined by Volunteering Australia, namely

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.
- Volunteering is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium,

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Page 3 of 6

|                         |                    |                  |       |                |          |
|-------------------------|--------------------|------------------|-------|----------------|----------|
| Responsible<br>Division | Community Services | Approved<br>Date | DRAFT | Review<br>Date | May 2020 |
|-------------------------|--------------------|------------------|-------|----------------|----------|



## Volunteer Policy

- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not-for-profit sector only,
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

Latrobe City Council will recognise that volunteers have expectations of their time and effort in the work that they undertake for the Council and acknowledge the obligation Council has in ensuring these expectations are met as far as practicable.

### The Relationship between Volunteers and Paid Staff

Effective relationships between volunteers and paid staff lead to enjoyable and productive workplaces. The involvement of volunteers within Latrobe City Council should not constitute a threat to job security or work satisfaction of paid staff. The role of volunteers compared with paid staff will be different and distinct but complementary. The roles that volunteers perform are designed to enhance and add value to the achievements made by paid staff.

### Volunteer Responsibilities

Volunteers play an important role in the life of the services and have a responsibility to comply with all the policies and procedures of Council. In addition volunteers will be expected to:-

- Undertake a Volunteer Police Check that is paid for by Council
- Undertake a Volunteer Working with Children Check in accordance with Latrobe City Council's Working with Children Operational Policy.
- Take responsibility in complying with all health and safety requirements and reporting of any issues, thereby contributing to a safe work environment for other volunteers, paid employees, clients and members of the public.
- Be responsible in making a realistic commitment in terms of both time and areas of involvement and to honour those commitments.
- To treat Council, personal and confidential information in accordance with the Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic), in particular, the Information Privacy Principles and the Health Privacy Principles contained within these Acts.
- Comply with all the requirements of their individual role statement.

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Page 4 of 6

|                         |                    |                  |       |                |          |
|-------------------------|--------------------|------------------|-------|----------------|----------|
| Responsible<br>Division | Community Services | Approved<br>Date | DRAFT | Review<br>Date | May 2020 |
|-------------------------|--------------------|------------------|-------|----------------|----------|



## Volunteer Policy

- Bring to the attention of management any issues that have an adverse impact on their performance as a voluntary worker.
- Where a volunteer uses their own vehicle to carry out a service, the vehicle must be **registered and** maintained in a roadworthy condition. The onus for insurance coverage rests with the owner of the vehicle (or the volunteer), who should ensure appropriate third party, comprehensive and liability insurance is current.
- Adhere to the Latrobe City Council Code of Conduct while undertaking duties or tasks on behalf of Council.

### Council Responsibilities

Latrobe City Council recognises the important role that volunteers play in the life of the community and as such agrees to:

- Interview and engage volunteers in accordance with anti-discrimination and equal opportunity legislation.
- Provide volunteers with a healthy and safe workplace.
- Provide a formal induction to all volunteers before they are allocated tasks.
- Define volunteer roles and develop clear role statements.
- As required, provide training to volunteers to improve their skill set and assist them in the performance of their voluntary role.
- Not require a volunteer to perform any role or task that they are not appropriately qualified or skilled to undertake.
- Provide appropriate public liability insurance coverage for volunteers, where applicable.
- Provide feedback on performance.
- Inform volunteers of their responsibilities as volunteers and ensure that their work complements but does not undermine, the work of paid employees.
- Reimburse volunteers for pre-agreed out of pocket expenses.
- Regularly acknowledge and recognise the contributions of volunteers.
- Provide all volunteers with information on grievance and unsatisfactory performance operational frameworks and procedures.

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. 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

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Page 5 of 6

|                         |                    |                  |       |                |          |
|-------------------------|--------------------|------------------|-------|----------------|----------|
| Responsible<br>Division | Community Services | Approved<br>Date | DRAFT | Review<br>Date | May 2020 |
|-------------------------|--------------------|------------------|-------|----------------|----------|





## Volunteer Policy

### 5.2. 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

### 5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

### 5.4. 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

### 5.5. 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.

## 6. Evaluation and Review

This policy will be reviewed on request of Council, 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).

## 7. Definitions

A Latrobe city Council volunteer is a person who gives freely of their time without recompense, either financial or any other form.

## 8. Related Documents

- Latrobe City Council Volunteer Application Form
- Latrobe City Council Grievance Procedure
- Latrobe City Council Performance Management Procedure

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Page 6 of 6

|                         |                    |                  |       |                |          |
|-------------------------|--------------------|------------------|-------|----------------|----------|
| Responsible<br>Division | Community Services | Approved<br>Date | DRAFT | Review<br>Date | May 2020 |
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|                     |   |                 |
|---------------------|---|-----------------|
| Document Name:      | <b>Home Based Aged and Disability Services Policy</b> | <b>11 POL-5</b> |
| Adopted by Council: | <b>22 August 2011</b>                                 |                 |

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### **Policy Goals**

The Home and Community Care Program was established in 1985 and is a cost shared program between the Commonwealth, State and Local Governments which provides a range of domiciliary and community based support services for the frail aged, younger people with a disability, and their carers. At the local level, the City of Latrobe plays a key planning and financial role in providing these services. A number of the services provided are governed by the Home and Community Care Act 1985.

The range of programs and assistance provided by the Council are responsive and flexible to the needs of aged and people with a disability. The programs are designed to promote independence, client wellbeing and prevent premature or inappropriate admission to residential care. This is achieved through the provision of a range of supports, which may include direct practical assistance, in the user's home or local community environment. Services are provided based on an assessment of client or carer need.

In addition to preventing premature or inappropriate admission to long-term residential care, the availability of aged and disability services also promotes the quality of life of the family and carer. The provision of targeted services enables carers to participate in family, social and community activities outside the home, where caring for a child or adult with a disability is restrictive of such activities.

### **Our Community**

#### **Latrobe 2026:**

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

#### **Council Plan:**

- Support initiatives that promote diversity and social inclusion.
- Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, well-being and safety of all within Latrobe City.
- Work collaboratively with all relevant stakeholders in the provision and support of quality education and care.
- Facilitate and support initiatives that strengthen the capacity of the community.
- Promote community participation and volunteerism to support improved health and wellbeing through all stages of life.

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## Policy Implementation

### 1. Domiciliary Services

The following services are designed to provide assistance and support within a person's home when that person has been assessed either temporarily or permanently, due to frailty, disability, illness, social or other problems as unable to maintain their lifestyle. Any resident on notification to Council in respect of aged and disability services shall be advised of the following programs and that access requires an assessment to be undertaken. Residents, after requesting a service, will be assessed for eligibility to ensure that the appropriate level of support can be determined. Assessments will be conducted within three working days of a request for a service.

#### 1.1 Home Care:

Includes essential house cleaning, changing bed linen, washing, ironing, and assistance with shopping, paying bills, preparing meals or running errands.

#### 1.2 Personal Care:

Includes assistance with bathing, showering, sponging, dressing, mobility and eating and drinking.

#### 1.3 Respite Care:

Supports the relationship between a carer and the person they are caring for, by providing them with a break from their caring responsibilities. The program also provides an opportunity for a person being cared for to have a break or an outing without their usual carer.

#### 1.4 Home Maintenance:

Includes tasks such as changing light globes, installing and replacing the batteries in smoke detectors and other minor household repairs, cyclic tasks such as spring cleaning, clearing gutters, cleaning windows, taking rubbish to the transfer station, mowing lawns and general garden maintenance and installation of rails and ramps.

#### 1.5 Meals on Wheels:

Provides a fresh home delivered three-course meal at lunchtime to recipients each weekday and frozen meals on weekends for outlying towns. Volunteers throughout the municipality deliver meals on wheels.

#### 1.6 Volunteer Program:

Recruits, trains and supports volunteers to enable participation in services delivered by the Aged and Disability Services Unit. These services include We Care (friendly visiting), meals on wheels and the adult day activity support service.

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A copy of the Home Based Aged and Disability Services Client Charter shall be given to all clients and/or their carers outlining their rights and responsibilities in regard to Council services delivered under the Home and Community Care Program.

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

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

Date : <insert date.

**Agenda Item: 17.3**

**Agenda Item:** Potential renaming of Yallourn North Recreation Reserve

**Sponsor:** General Manager, Corporate Services

**Council Plan Objective:** Ensure Council operates openly, transparently and responsibly.

**Status:** For Decision

**Proposed Resolution:**

**That Council:**

1. Offers no objection to the proposal to rename the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North “McGregor Reserve”, as proposed by the Yallourn North Hall & Recreation Reserve Committee;
2. Writes to the Executors of Alexander McGregor and Patricia McGregor’s Estate seeking their consent to use of the McGregor name in the renaming of the Yallourn North Recreation Reserve to “McGregor Reserve”;
3. Delegates to the Chief Executive Officer the authority:
  - a) To give public notice in accordance with the *Office of Geographic Names’ Naming rules for places in Victoria. Statutory requirements for naming, roads, features and localities 2016* of its intention to consider a proposal to rename the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, “McGregor Reserve” and invite written submissions, and
  - b) If Council receives submissions authorises the Chief Executive Officer:
    - i) to fix the date of the Ordinary Council Meeting to consider submissions in accordance with Section 223 of the *Local Government Act*, and
    - ii) notify all submitters of the time and place of the Ordinary Council Meeting that Council will consider the submissions and invite them to speak in support of their submission, or
4. If no submissions are received, delegates to the Chief Executive Officer the authority to submit an application to the Office of Geographic Names to rename the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, to “McGregor Reserve”; and



5. Notifies the Yallourn North Hall & Recreation Reserve Committee of Council's decision.

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Law

**That Council:**

1. Offers no objection to the proposal to rename the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, "McGregor Reserve, Yallourn North", as proposed by the Yallourn North Hall & Recreation Reserve Committee;
2. Writes to the Executors of Alexander McGregor and Patricia McGregor's Estate seeking their consent to use of the McGregor name in the renaming of the Yallourn North Recreation Reserve to "McGregor Reserve, Yallourn North";
3. Delegates to the Chief Executive Officer the authority:
  - a) To give public notice in accordance with the *Office of Geographic Names' Naming rules for places in Victoria. Statutory requirements for naming roads, features and localities 2016* of its intention to consider a proposal to rename the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, "McGregor Reserve, Yallourn North" and invite written submissions, and
  - b) If Council receives submissions authorises the Chief Executive Officer:
    - i) to fix the date of the Ordinary Council Meeting to consider submissions in accordance with Section 223 of the *Local Government Act 1989*, and
    - ii) notify all submitters of the time and place of the Ordinary Council Meeting that Council will consider the submissions and invite them to speak in support of their submission, or
4. If no submissions are received, delegates to the Chief Executive Officer the authority to submit an application to the Office of Geographic Names to rename the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, to "McGregor Reserve, Yallourn North"; and
5. Notifies the Yallourn North Hall & Recreation Reserve Committee of Council's decision.

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council has received correspondence from the Yallourn North Hall & Recreation Reserve Committee (YNHRRC) requesting Council rename the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, to “McGregor Reserve”. This renaming proposal is to recognise the contribution residents Alexander McGregor and Patricia McGregor made to the Yallourn North community over a period of many years. A copy of the abovementioned correspondence, together with an aerial image of the town’s central Reserve, are provided for Council’s information (Attachments 1 and 2).
- Officers obtained “in principle” support to the renaming proposal from the Office of Geographic Names and recommend that Council resolve to commence the statutory process to rename the Yallourn North Recreation Reserve “McGregor Reserve” in accordance with the OGN Naming Rules.
- Council will be required to give public notice and invite community comment concerning the proposal. Any written submissions received must be considered in accordance with Section 223 of the *Local Government Act 1989* at a future Council Meeting.

**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*.

**Background:**

The YNHRRC has requested that the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, be renamed “McGregor Reserve”. This nomination is in recognition of Mr and Mrs McGregor’s contribution to the Yallourn North community over many years. The YNHRRC advise that the Yallourn North Recreation Reserve will be celebrating its 100<sup>th</sup> anniversary and would like to acknowledge the contribution of Mr and Mrs McGregor as part of the celebrations.

From the information provided by the YNHRRC, Mr and Mrs McGregor were prominent contributors and advocates within the Yallourn North community. Mr and Mrs McGregor are the only life members of the Junior Football Club and they had been heavily involved in community groups over their respective lives. Upon their death, Mr and Mrs McGregor bequeathed a large amount of money to all of the community groups that they were involved in. The YNHRRC wishes to recognise the contribution made by Mr and Mrs McGregor to the Yallourn North community.

Extensive details of Alexander (Alec) McGregor’s service medals, community service and sporting awards, Royal Australian Air Force service, record of community service and record of sporting involvement are contained in the Nomination for an Award in the Order of Australia refer confidential Attachment 3.

Patricia (Pat) McGregor was the local Kindergarten assistant for over 30 years.

Both Alec and Pat McGregor had been well known and adored within the community.

The Yallourn North Recreation Reserve is located on Crown land being Crown Allotments 13F Section C and 13N Section C and is located at Reserve Street Yallourn North.

As a naming authority Council is entitled to name/rename features and roads within the municipality, subject to satisfying the *Office of Geographic Names' Naming rules for places in Victoria. Statutory requirements for naming, roads, features and localities 2016 (OGN Naming Rules)*.

A table reviewing this renaming proposal in accordance with the OGN Naming Rules is provided in Attachment 4.

Officers sought the Office of Geographic Names' preliminary advice on the proposed renaming prior to Council considering the proposal. A copy of the Office of Geographic Names' correspondence providing in principal support is provided for Council's information Attachment 5.

#### *Options*

The following options are provided for Council's consideration:

- Support in principle the proposal to rename the Yallourn North Recreation Reserve located at Reserve Street Yallourn North "McGregor Reserve" as proposed by the YNHRRC and commence community consultation; or
- Resolve not to proceed with the renaming proposal and notify the YNHRRC of Council's decision.

#### **Reasons for Proposed Resolution:**

This resolution authorises the commencement of community consultation process to ascertain if there is support or disapproval of the proposal name.

#### **Issues:**

##### *Strategy Implications*

2017/2021 Council Plan:

Objective 6: *Ensure Council operates openly, transparently and responsibly.*

Strategy 7: *Enhance Council's engagement with the community to better understand the community's priorities.*

##### *Communication*

The YNHRRC undertook preliminary consultation with the Yallourn North community prior to submitting the renaming request to Council for consideration. This preliminary consultation process included requesting suggestions of names worthy for consideration. "McGregor" was the overwhelming choice suggested by the community. Details of this consultation are provided in the YNHRRC's correspondence refer Attachment 2.

### *Financial Implications*

Costs associated with this process are:

1. Officer resources in preparation of Council reports;
2. Public notices in the Latrobe Valley Express inviting submissions;
3. Officer resources in preparation and submission of an application to the Office of Geographic Names for registration of “McGregor Reserve” as a feature;
4. Manufacturing and erection of signage.

The above costs are within existing budget allocations.

### *Risk Analysis*

As mentioned previously the YNHRRC has undertaken extensive preliminary community consultation. The potential risk will be from Yallourn North residents and traders that have stated their preference and Council determines otherwise.

### *Legal and Compliance*

As a naming authority Council is entitled to name/rename features, roads and localities within the municipality, subject to satisfying the *Office of Geographic Names’ Naming rules for places in Victoria. Statutory requirements for naming, roads, features and localities 2016 (OGN Naming Rules)*.

### *Community Implications*

The present name of Yallourn North Recreation Reserve is a well-known feature within the Yallourn North community and changing the name may cause confusion.

### *Environmental Implications*

Not applicable.

### *Consultation*

Council officers have referred the proposed name to the Registrar for the Office of Geographic Names and “in principal” support has been received.

As both Mr and Mrs McGregor are deceased and do not have any living relatives, it is also proposed to consult with the Executors of Mr and Mrs McGregor’s Estate to seek approval of the use of the McGregor name in renaming the Reserve “McGregor Reserve”. Subject to a response, Council would then seek public submissions via the following methods:

- Public notices in the Latrobe Valley Express;
- Notice displayed at Council’s Corporate Headquarters and Moe Service Centre/Library;
- Details placed on the Latrobe City Council website and Facebook page;
- Letters to the Yallourn North Recreation Reserve User Groups.
- Letter to Department of Environment Land Water and Planning.

*Other*

There is a confirmed historical link of the name McGregor to Yallourn North. Officers have concluded that renaming of the Yallourn North Recreation Reserve located at Reserve Street, Yallourn North, “McGregor Reserve” to acknowledge the contribution made by Alexander McGregor and Patricia McGregor during their lifetime to the Yallourn North community would be appropriate.

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Aerial Image
- 2 [↓](#). Correspondence from Yallourn North Hall & Recreation Reserve Committee requesting renaming
- 3. Alexander McGregor Order of Australia Nomination (Published Separately) (Confidential)
- 4 [↓](#). Correspondence from Office of Geographical Names providing in principal support
- 5 [↓](#). 2016 Rules and Requirements Table



## **Potential renaming of Yallourn North Recreation Reserve**

|          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Aerial Image .....</b>   | <b>519</b> |
| <b>2</b> | <b>Correspondence from Yallourn North Hall &amp; Recreation Reserve Committee requesting renaming .....</b> | <b>521</b> |
| <b>4</b> | <b>Correspondence from Office of Geographical Names providing in principal support .....</b>                | <b>523</b> |
| <b>5</b> | <b>2016 Rules and Requirements Table .....</b>  | <b>525</b> |





**Yallourn North Hall and Recreation Reserve**  
ABN: 11 701 529 653

c/- 45 Boundary Road  
Yallourn North Vic 3825  
[yallournnorth.vic.au/monash-hall-mcgregor-reserve](http://yallournnorth.vic.au/monash-hall-mcgregor-reserve)

Property Officer  
Latrobe City Council  
PO Box 264  
Morwell 3840

To whom it may concern,

**Application to rename the Yallourn North Town Oval reserve**

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After much deliberation and consultation with the community, the Yallourn North Hall and Recreation Reserve committee have unanimously agreed to rename the town's central reserve.

Therefore we seek your assistance as a naming authority to formalise and finalise the process with the Office of Geographic Names.

Through our engagement process with the Yallourn North community, we have agreed that the reserve should be named after Alexander and Patricia McGregor, who were prominent community contributors and advocates.

Please find below the details to complete the process and explaining the proposed name change - as outlined by staff member Danielle McKenzie in her email to us on the 9<sup>th</sup> February 2018:

**Area** - We would like to rename the reserve in entirety - 13F sec C and 13N sec C (see attached image).

**Name** - We have agreed to rename the Town Oval reserve "McGregor Reserve".

**Background** - Alexander (Alec) and Patricia (Pat) McGregor were unable to have children of their own, but were extremely dedicated to the community. Their input went above and beyond the normal assistance offered by other community members and volunteers. This is detailed within the Nomination for an award for the Order of Australia document (attached).

Both Alec and Pat are the only life members of the Junior Football club (of which the reserve is home to), and they had been heavily involved in all community groups over their respective life's. Pat had also been the local Kindergarten assistant for over 30 years, and they had both been well known and adored within the community.



As a final contribution, the couple bequeathed a large amount of money to all of these groups. The name change in their honour is our way of saying thank-you for all their generosity.

**Descendants** - They are both deceased with no descendants.

**Justification:** Through our consultation we ascertained that there was overwhelming community support for the reserve to be named after the couple. We would like to honour them for their enormous contribution to the community as outlined above.

The reserve has never had a prominent title in its 99 year history, and therefore we believe it is appropriate to rename the reserve in time for its 100<sup>th</sup> anniversary.

It is our unanimous conclusion that the couple are deserving of having the reserve dedicated to them.

**Details of community input** – As part of the process we consulted extensively with community groups and the residents of Yallourn North – firstly requesting suggestions of names worthy for consideration. The McGregors were the overwhelming choice put forth by the community.

The consultation was undertaken via a variety of mediums over the course of many months, including our Community Newsletter, Facebook page, Notice-board, Shops, and website. There was also extensive discussion with, and subsequent support from, our local clubs and community groups. The community was kept informed as the process developed and outcome confirmed.

Representatives of the user groups are on the Yallourn North Hall and Recreation Reserve committee, and have been involved through every step of this decision.

As evidenced by the above, Alexander and Patricia McGregor are more than deserving to have the reserve named after them. And the Yallourn North community is strongly behind this decision.

Thank you for your time in undertaking this formal process on behalf of our community. Should you need any further information at finalise the renaming, please contact me directly as soon as practical.

Kind regards

Alica Hearn  
Secretary  
Yallourn North Hall and Recreation Reserve

Chairperson  
Robyn Byrne  
0456 814 737

Secretary  
Alica Hearn  
0409 426 347

Treasurer  
Bill O'Donnell  
03 5167 1513

## Naming authority request for 'in principle' support for a place name from the Registrar of Geographic Names

Name: Danielle McKenzie  
Role: Disclosure & Property Officer  
Contact number: 03 5128 5640  
Naming authority: Latrobe City Council  
Date: 9 May 2018

Please answer questions 1 to 8

- 1 Proposed name: **McGregor Reserve**
- 2 Circle the type of place name applicable: **Locality**
- 3 Is this a renaming proposal: YES If yes, what is the current name:
  - **Yallourn North Recreation Reserve (Registered Feature – Park)**
  - **Crown Allotment 13F Section 3 and Crown Allotment 13N Section 3.**
- 4 Attach a map that shows the extent of the road, feature or locality to be named. If it is a feature, does the feature have a property address? If so, what is the address?
  - **Aerial image of Yallourn North Recreation Reserve is attached.**
  - **Reserve is located at Reserve Street Yallourn North.**
- 5 Why has the name been selected, who selected the name and what is the origin or meaning/background of the name? Please attach any supporting documentation.
  - **Following the Yallourn North Hall and Recreation Reserve Committee's consultation with the Yallourn North community, the Committee has requested the renaming of the town's central reserve "McGregor Reserve".**
  - **Undated letter from Yallourn North Hall and Recreation Reserve Committee.**
  - **Nomination for an Award in the Order of Australia dated 22 October 1999.**
- 6 Why does the naming authority require 'in principle' support?  
**For the Registrar Geographic Names to consider the proposed name "McGregor Reserve" prior to Council raising the expectations of the community by considering the proposal and engaging with the community.**
- 7 Have you checked for duplication or phonetically similar names using VICNAMES? Were any identified?  
**Yes checked for duplication and none were identified.**
- 8 Does the name comply with the key principles and specific statutory requirements in the *Naming rules for places in Victoria 2016* (for a road, feature or locality)?



Complete the checklist below:

| Principles                                      | Yes                   | No                    | Not applicable        |
|---|-----------------------|-----------------------|-----------------------|
| Ensuring public safety                          | X                     | <input type="radio"/> | <input type="radio"/> |
| Recognising the public interest                 | X                     | <input type="radio"/> | <input type="radio"/> |
| Linking the name to the place                   | X                     | <input type="radio"/> | <input type="radio"/> |
| Ensuring names are not duplicated               | X                     | <input type="radio"/> | <input type="radio"/> |
| Names must not be discriminatory                | X                     | <input type="radio"/> | <input type="radio"/> |
| Dual names                                      | <input type="radio"/> | <input type="radio"/> | X                     |
| Recognition and use of Aboriginal names         | <input type="radio"/> | <input type="radio"/> | X                     |
| Using commemorative names                       | X                     | <input type="radio"/> | <input type="radio"/> |
| Using commercial and business names             | X                     | <input type="radio"/> | <input type="radio"/> |
| Language  | X                     | <input type="radio"/> | <input type="radio"/> |
| Directional names to be avoided                 | X                     | <input type="radio"/> | <input type="radio"/> |
| Assigning extent to a feature, locality or road | X                     | <input type="radio"/> | <input type="radio"/> |

**Registrar's support:**

I support the above-mentioned proposed name 'in principle', subject to a compliant naming proposal being submitted to my office.



Craig L. Sandy

Registrar of Geographic Names

Date: 23/5/2018

**Note:** This form is only for the use of naming authorities and the information you provide in it must not be communicated to the general public.

Enquiries: Office of Geographic Names  
(03) 9194 0282

Please email or send the completed form together with a map and any relevant supporting documentation to:

Email: [geo.names@delwp.vic.gov.au](mailto:geo.names@delwp.vic.gov.au)

Address: Office of Geographic Names  
GPO Box 527  
Melbourne  
Victoria 3001

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## Naming rules for places in Victoria

### Statutory requirements for naming roads, features and localities 2016

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 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 the Reserve.</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 Yallourn North Recreation Reserve to "McGregor Reserve" is consistent with this Principle.</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 to "McGregor Reserve" has a direct link with Yallourn North community members Alexander (Alec) McGregor and Patricia (Pat) McGregor.</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 to "McGregor Reserve" 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 "McGregor Reserve" is not recorded within the mandatory radius applicable for rural and remote areas.</p>  |
| <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>   | <p>The renaming proposal is unlikely to cause offence to any member of the public.</p>   |
| <p><i>Principle F - Use of Aboriginal languages in the naming</i></p> <p><i>The use of Aboriginal languages in the naming of</i></p>  | <p>This Principle is not applicable.</p>   |

|   |   |
|---|---|
| <p><i>rates, features and localities is encouraged subject to agreement from the relevant Traditional Owners Group/s.</i></p>   |   |
| <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>   | <p>This Principle is not applicable.</p>                                      |
| <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 achievements, relevant history and association to the area, and the significance of the family/person to the area/land.</i></li> <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>The proposed renaming "McGregor Reserve" complies with this Principle.</p> |
| <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>   | <p>This Principle is not applicable</p>                                       |

|   |  |
|---|--|
| <i>Principle J - Language</i><br><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>   | The proposed renaming is consistent with this Principle. |
| <i>Principle K - Directional names to be avoided</i><br><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> | This Principle is not applicable.                        |
| <i>Principle L - Assigning Extent to Feature, Locality or Road</i><br><i>Council, as the naming authority, must define the area and/or extent to which the name will apply.</i>   | The Yallourn North Reserve is easily identifiable.       |

In addition to the above rules, there are specific statutory requirements applicable to this request:

#### **Features**

|  |  |
|--|--|
| <b>4.2.1 – Feature type</b> - Feature type should be included in the feature name  | This requirement is applicable and is satisfied. |
| <b>4.2.2 – Waterways</b> –is necessary to provide the exact detail of the full extent of the waterway being name to ensure official records are unambiguous  | This requirement does not apply.                 |
| <b>4.2.3 - Locational names</b> – 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. | This requirement does not apply.                 |
| <b>4.2.4 – Base names</b> – features named under private sponsorship.  | This requirement does not apply.                 |

**Agenda Item: 17.4**

**Agenda Item: Proposed Road Discontinuance - Verey Lane, Morwell**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr McFarlane

**That Council:**

- 1. Authorises the Chief Executive Officer to commence the statutory process required under sections 206 and 223 together with schedule 10 clause 3 of the *Local Government Act 1989* and publishes public notices inviting written submissions concerning the proposed discontinuance of part of Verey Lane, Morwell, being the land described as Road R1 on LP33695 contained in Certificate of Title Volume 9732 Folio 422; and**
- 2. If submissions are received, authorises the Chief Executive Officer to:**
  - a) fix the date of the Ordinary Council Meeting to consider submissions in accordance with section 233 of the *Local Government Act 1989*, and**
  - b) notify all submitters wishing to be heard of the time and place of the Ordinary Council Meeting that Council will consider submissions; or**
- 3. If no submissions are received:**
  - a) Council forms the opinion that the part of Verey Lane described as Road R1 on LP33695 contained in Certificate of Title Volume 9732 Folio 422 is not reasonably required for public traffic and authorises the Chief Executive Officer to prepare a notice for inclusion in the Victoria Government Gazette formally discontinuing the road.**
  - b) Authorises the Chief Executive Officer to sign and seal any documents required to transfer the land contained in Certificate of Title Volume 9732 Folio 422 to the Country Fire Authority without consideration in accordance with section 191 of the *Local***



**Government Act 1989.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Verey Lane, Morwell, is accessed from Collins Street and is comprised of a carriageway easement over the rear of 173-177 Princes Drive acquired by the former Shire of Morwell in 1984 and a road reserve created on LP33695 in 1956 that is in the name of the owners of 167-171 Princes Drive, Jammatt Pty Ltd and Nestlan Pty Ltd.
- The Country Fire Authority (CFA) are proposing to build the new Morwell fire station on these properties, together with 30-40 Buckley Street, and have requested that Council discontinue and transfer the road reserve that forms part of Verey Lane as part of this development.
- Verey Lane provides access to the rear of the properties at 24-28 Buckley Street and the CFA are currently in negotiations with the property owners to provide an alternate source of access via 30-40 Buckley Street.
- Section 206 and Schedule 10, Clause 3 of the *Local Government Act 1989* gives Council the power to discontinue roads however, prior to doing so, it is necessary to give public notice and consider submissions on the proposal.
- Should the road reserve be discontinued it will vest in Council and can then be transferred to the CFA without consideration pursuant to section 191 of the *Local Government Act 1989*.

**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*.

**Background:**

The CFA has identified a site for the construction of a new fire station that will incorporate the properties currently identified as 167-171 Princes Drive, 173-177 Princes Drive and 30-40 Buckley Street, Morwell. ([Attachment One](#))

As part of the initial design it has been identified that Verey Lane will need to be discontinued as it currently runs between the above properties, providing access to the rear of 24-28 Buckley Street. This will require the extinguishment of a carriageway easement over the rear of 173-177 Princes Drive, acquired by the former Shire of Morwell in 1984, and the discontinuance of a road reserve that was originally created on LP33695.

The registered proprietor of the road reserve, which is contained in Certificate of Title Volume 9732 Folio 422 and measures approximately 220 square metres, is shown as the owners of 167-171 Princes Drive, Jammatt Pty Ltd and Nestlan Pty Ltd.

A confidential copy of the proposed site plan is attached to Councillor agenda report. (Attachment Two)

The CFA has acknowledged that Verey Lane provides access to the properties in Buckley Street and has been in discussions with the property owners regarding a proposal to incorporate access from Buckley Street through the creation of a 7.5 meter wide easement along the boundary of 28 Buckley Street. (Attachment Three)

While the CFA has been in negotiations to purchase 167-171 Princes Drive the process has stalled due to questions regarding the status of the road reserve as the vendor is of the opinion that it has already vested in Council and cannot be sold.

It has subsequently been determined that the best manner in which to resolve this impediment is for Council to undertake the statutory process to discontinue the road reserve. This will remove the road status and vest the land in the ownership of Council, thereby enabling it to be transferred to the CFA and consolidated with the adjoining properties.

Verey Lane is recorded on the Public Road Register as a road not maintained by Council.

#### **Reasons for Proposed Resolution:**

Due to the proposed development of the new Morwell fire station the carriageway easement and road reserve that form Verey Lane will no longer be required as access to the rear of the properties at 24-28 Buckley Street as an alternative source of access is to be provided. As a result, Council can consent to the extinguishment of the carriageway easement and undertake the statutory process to discontinue the road reserve which will enable the land to be transferred to the CFA for incorporation into the development of the fire station.

While the road reserve is currently in the name of the owners of 167-171 Princes Drive, Jammatt Pty Ltd and Nestlan Pty Ltd, once discontinued the land will vest in the ownership of Council and can then be sold based upon an independent valuation or, as the CFA is a public body, transferred without consideration.

Given the development of the new fire station is a significant project that will benefit the community it would be appropriate for the road reserve to be discontinued and transferred without consideration subject to agreement from the adjoining property owners regarding the provision of alternative access to the rear of the properties at 24-28 Buckley Street.

#### **Issues:**

##### *Strategy Implications*

Objective 6 of the 2017/2021 Council Plan: Ensure Council operates openly, transparently and responsibly.

### *Communication*

Council officers have met with representatives of the CFA to discuss the proposed development of the Morwell fire station overall and the discontinuance and transfer of the road reserve in particular.

### *Financial Implications*

The costs associated with undertaking the statutory process to discontinue the road reserve are minimal being the cost of public notices together with the preparation of the necessary plan for inclusion in the Victoria Government Gazette. These costs will be accommodated within an existing budget.

### *Risk Analysis*

Provided suitable access is provided to the rear of the properties at 24-28 Buckley Street, as is currently being negotiated, there are not considered to be any risks with the discontinuance of Verey Lane as it is otherwise not required for public traffic.

### *Legal and Compliance*

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

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

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

This power is subject to section 223 of the Act whereby Council must give public notice of its intention to discontinue the road and invite comment on the proposal.

Section 191 of the Act gives Council the power to transfer, exchange or lease land without consideration to –

- (a) the Crown; or
- (b) a Minister; or
- (c) any public body; or
- (d) the trustees appointed under any Act to be held on trust for public or municipal purposes; or
- (e) a public hospital within the meaning of the *Health Services Act 1988* or other hospital carried on by an association or society otherwise than for profit or gain to the members of the association or society.

*Community Implications*

Verey Lane is only used for access to the properties at 24-28 Buckley Street and the CFA are in negotiations with the owners of these properties to provide an alternate source of access, as such the discontinuance and transfer of the road reserve will not have significant community implications.

Given its location in the middle of the area that is designated for the new Morwell fire station there are likely to be far greater implications on the development of the site if the road reserve was not discontinued.

*Environmental Implications*

There are no environmental implications as a result of this action.

*Consultation*

Council would be required to give public notice of its intention to discontinue part of Verey Lane and invite comment on the proposal. It is proposed that this will be achieved by public notices in the Latrobe Valley Express and letters to property owners / occupiers adjoining the laneway.

Any submissions received would be considered in accordance with section 223 of the *Local Government Act 1989* at a future meeting of Council.

*Other*

Nil

**Supporting Documents:**

Nil

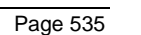
**Attachments**

- 1 [↓](#). Morwell Fire Station - Feature Survey
2. Morwell Fire Station - Proposed Site Plan (Published Separately) (Confidential)
- 3 [↓](#). Morwell Fire Station - Proposed Easement Design

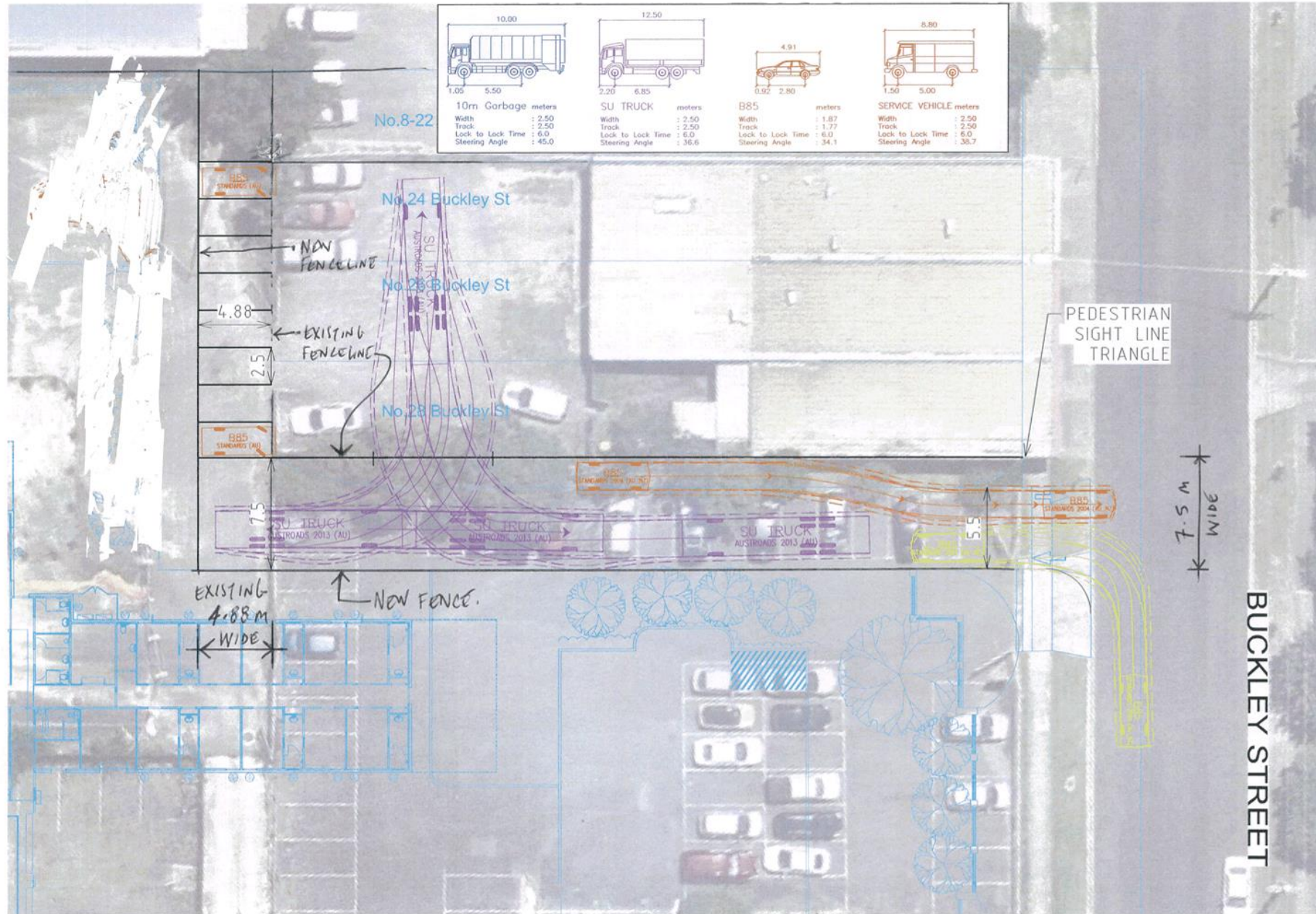
## **Proposed Road Discontinuance - Verey Lane, Morwell**

- 1 Morwell Fire Station - Feature Survey..... 535**
- 3 Morwell Fire Station - Proposed Easement Design ..... 537**









**Agenda Item: 17.5**

**Agenda Item: Award Contracts Under CEO Delegation - 2018/19  
Capital Works**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Subject to the recommended tenders being within Council's adopted budget and comply with Council's Procurement Policy, delegate to the Chief Executive Officer (CEO) the power to award the following contracts within the 2018/19 Annual Capital Works Program which exceed the CEO's financial delegation of \$500,000 (incl. GST):**
  - a. Traralgon to Morwell Shared Path – Stage 1B – McDonald Street to Monash Way, Morwell (\$650,000)**
  - b. Road Rehabilitation Project Package – Aucterlonie, Church and Franklin Streets, Morwell (\$980,000)**
  - c. Road Rehabilitation Project Package – Beck Street, Moe and East Street, Yallourn North (\$850,000)**
  - d. Road Rehabilitation Project Package – Oak Ave and Lafayette Street, Traralgon (\$1,200,000)**
  - e. Road Rehabilitation at Vincent Road, Morwell (\$600,000)**
  - f. Drainage works at Jack Canavan Reserve, Traralgon West (\$600,000)**
  - g. Construction of Traralgon South Tennis Courts (\$700,000)**
  - h. Design & Construction of Sports Lighting at Northern Reserve and Monash Reserve Newborough (\$560,000)**
  - i. Design & Construction of Sports Lighting at APEX Park and Tyers Reserves (\$630,000)**
  - j. Latrobe Sports and Entertainment Stadium - Function Centre and**

**Kitchen (\$500,000)**

- k. Latrobe City Sports and Entertainment Stadium – Grandstand (\$850,000)**
- l. Traralgon South Pavilion upgrade (\$500,000)**
- m. Burrage Reserve Newborough - New unisex change facility (\$500,000)**
- n. APEX Park Traralgon Pavilion (\$600,000)**
- o. Ronald Reserve – Pegasus Soccer Club Pavilion Construction (\$642,000)**
- p. Monash Reserve multi-use courts and multi-use pavilion (\$3,800,000)**
- 2. Authorises the CEO to sign and seal any associated documents to effect the awarding of those contracts; and**
- 3. Releases the decision to the public once the contracts are awarded; and**
- 4. Receive a quarterly report at an Ordinary Council meeting detailing the contracts awarded by the CEO and the successful contractor.**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

That Council:

- 1. Subject to the recommended tenders being within Council's adopted budget and complying with Council's Procurement Policy, delegate to the Chief Executive Officer (CEO) the power to award contracts for the following projects within the 2018/19 Annual Capital Works Program which exceed the CEO's financial delegation (note all amounts are exclusive of GST):**
  - a. Traralgon to Morwell Shared Path – Stage 1B – McDonald Street to Monash Way, Morwell (\$650,000)**
  - b. Road Rehabilitation Project Package – Auchterlonie, Church and Franklin Streets, Morwell (\$1,260,000)**
  - c. Drainage works at Jack Canavan Reserve, Traralgon West (\$600,000)**
  - d. Construction of Traralgon South Tennis Courts (\$700,000)**
  - e. Design & Construction of Sports Lighting at Northern Reserve and Monash Reserve Newborough (\$560,000)**
  - f. Design & Construction of Sports Lighting at APEX Park and Tyers Reserves (\$650,000)**
  - g. Latrobe Sports and Entertainment Stadium - Function Centre and Kitchen (\$500,000)**
  - h. Latrobe City Sports and Entertainment Stadium – Grandstand (\$850,000)**
  - i. Traralgon South Pavilion upgrade (\$500,000)**
  - j. APEX Park Traralgon Pavilion (\$600,000)**
- 2. Subject to external funding being received and the recommended tenders**



complying with Council's Procurement Policy; delegate to the Chief Executive Officer (CEO) the power to award contracts for the following projects which exceed the CEO's financial delegation (note all amounts are exclusive of GST):

- a. Burrage Reserve Newborough – New unisex change facility (\$500,000)
  - b. Ronald Reserve – Pegasus Soccer Club Pavilion Construction (\$643,000)
  - c. Monash Reserve multi-use courts and multi-use pavilion (\$3,800,000)
3. Authorises the CEO to sign and seal any associated documents to effect the awarding of those contracts; and
  4. Releases the decision to the public once the contracts are awarded; and
  5. Receive a quarterly report at an Ordinary Council meeting detailing the contracts awarded by the CEO and the successful contractor.

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council has delegated the Chief Executive Officer (CEO) authority to award contract works up to \$500,000. Council delivers a number of capital works projects on an annual basis, many of the projects are delivered by way of contract.

In order to expedite the contract process and enable the delivery of the identified 2018/19 Capital Works Program in a timely manner, it is recommended that the Council delegate to the CEO the power to award contracts which exceed the CEO's financial delegation of \$500,000 (incl. GST), subject to the recommended tenders being within Council's adopted budget, the contract complying with Council's Procurement Policy, and the awarding being reportable at a quarterly Council Meeting.

**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*.

**Background:**

Contracts are typically advertised for three weeks, followed by a period to evaluate tenders, clarify any tender issues, carry out necessary referee checks, and then prepare the tender evaluation report and associated Council report.

Without the power delegated to the CEO to award contracts, subject to the recommended tenders being within Council's adopted budget, there is typically a delay of a month in order to present the report at the next available Council meeting.

Delegating the CEO the power to award contracts will greatly assist in delivering the 2018/19 Capital Works Program and reduce the risks of increased costs due to delays.



**Reasons for Proposed Resolution:**

The proposed resolution will create a more efficient and timely tendering process for administering 2018/19 capital works. This is due to an increase in capital works identified for the 2018/19 financial year, the reduced number of Council meetings and the overall time to conduct a tender process.

**Issues:**

*Strategy Implications*

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2017-2021:

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Built Environment

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

Latrobe City Council Plan 2017-2021

Indicators

Objective 3: Improve the liveability and connectedness of Latrobe City

*Communication*

In accordance with Council's Procurement Policy, Latrobe City Council's website will be updated to provide summary information relating to contracts entered into with an estimated expenditure which exceed the compulsory tender threshold.

All contracts awarded by the CEO will be reported to Council on a quarterly basis detailing the successful contractor.

*Financial Implications*

Detailed in the table below is the list of capital works projects for 2018/19 where Council's adopted budget exceeds the CEO's delegation. Delegation to the CEO is sought for the awarding of contracts if the preferred tendered price falls within Council's adopted budget.

|    |  |           |
|----|--|-----------|
| a. | Traralgon to Morwell Shared Path – Stage 1B – McDonald Street to Monash Way, Morwell | \$650,000 |
|----|--|-----------|

|    |   |             |
|----|---|-------------|
| b. | Road Rehabilitation Project Package – Aucterlonie, Church and Franklin Streets, Morwell     | \$980,000   |
| c. | Road Rehabilitation Project Package – Beck Street, Moe and East Street, Yallourn North      | \$850,000   |
| d. | Road Rehabilitation Project Package – Oak Ave and Lafayette Street, Traralgon               | \$1,200,000 |
| e. | Road Rehabilitation at Vincent Road, Morwell*   | \$600,000   |
| f. | Drainage works at Jack Canavan Reserve, Traralgon West*                                     | \$600,000   |
| g. | Construction of Traralgon South Tennis Courts*  | \$700,000   |
| h. | Design & Construction of Sports Lighting at Northern Reserve and Monash Reserve Newborough* | \$560,000   |
| i. | Design & Construction of Sports Lighting at APEX Park and Tyers Reserves*                   | \$630,000   |
| j. | Latrobe Sports and Entertainment Stadium - Function Centre and Kitchen*                     | \$500,000   |
| k. | Latrobe City Sports and Entertainment Stadium – Grandstand*                                 | \$850,000   |
| l. | Traralgon South Pavilion upgrade*   | \$500,000   |
| m. | Burrage Reserve Newborough - New unisex change facility                                     | \$500,000   |
| n. | APEX Park Traralgon Pavilion*   | \$600,000   |
| o. | Ronald Reserve – Pegasus Soccer Club Pavilion Construction*                                 | \$642,000   |
| p. | Monash Reserve multi-use courts and multi-use pavilion*                                     | \$3,800,000 |

*\*Those projects marked with an asterisk are partially or fully funded from external sources.*

### *Risk Analysis*

Providing delegation to the CEO will reduce the risk of delay costs associated with the time to award contracts and the short construction season.

### *Legal and Compliance*

All processes will comply with legal and compliance guidelines.

*Community Implications*

The proposed recommendation will have a positive impact on the community as it will allow capital works projects to commence at an earlier stage.

*Environmental Implications*

There are not considered to be any environmental implications associated with this report.

*Consultation*

The 2018/19 capital works were presented to Council throughout the 2017/18 financial year in the lead up to the 2018/19 Annual Budget adoption.

In preparing this report, internal consultation has been held with the Infrastructure & Recreation Development Department.

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**  
Nil

**Agenda Item: 17.6**

**Agenda Item:**                      **Tabling of 'Assembly of Councillors' Records**

**Sponsor:**                              **General Manager, Corporate Services**

**Council Plan Objective:** **Ensure Council operates openly, transparently and responsibly.**

**Status:**                                **For Information**

### **MOTION**

**Moved:**            Cr McFarlane

**Seconded:** Cr Law

**That Council receives and notes the Assembly of Councillors records tabled for the period 16 April 2018 – 19 June 2018.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

| Date          | Assembly Details                            | In Attendance  | Confidential | Declarations of Interest |
|---------------|---|--|--------------|--------------------------|
| 16 April 2018 | War Memorial Advisory Committee Meeting     | <b>Councillors</b><br>Cr D Clancey<br><b>Officers</b><br>Kevan Delaney<br>Henry Morrison   | No           | Nil                      |
| 22 May 2018   | Latrobe City Sports & Entertainment Stadium | <b>Councillors</b><br>Cr A McFarlane<br>Cr G Middlemiss<br><b>Officers</b><br>Steven Piasente,<br>Larry Sengstock,<br>Josh Wilson,<br>Janine Alexander | No           | Nil                      |

| Date        | Assembly Details  | In Attendance   | Confidential | Declarations of Interest              |
|-------------|---|---|--------------|---------------------------------------|
| 28 May 2018 | Councillor Briefing   | <b>Councillors</b><br>Cr A McFarlane<br>Cr G Middlemiss<br>Cr D White<br>Cr K O'Callaghan<br>Cr D Howe<br>Cr D Clancey<br>Cr B Law<br>Cr S Gibson<br><b>Officers</b><br>Steven Piasente<br>Larry Sengstock<br>Josh Wilson<br>Janine Alexander | Yes          | Cr Clancey x 2<br>Cr Gibson<br>Cr Law |
| 30 May 2018 | Gippsland Regional Aquatic Centre Project Reference Group               | <b>Councillors</b><br>Cr D Harriman<br>Cr B Law<br>Cr D Howe<br><b>Officers</b><br>Steven Piasente<br>Larry Sengstock<br>Luke McGrath<br>Tania Eleftheriou  | No           | Nil                                   |
| 30 May 2018 | Latrobe City Cultural Diversity Advisory Committee                      | <b>Councillors</b><br>Cr D Clancey<br><b>Officers</b><br>Steven Tong<br>Teresa Pugliese   | No           | Nil                                   |
| 31 May 2018 | Latrobe Convention Centre Business Case Project Reference Group         | <b>Councillors</b><br>Cr A McFarlane<br>Cr G Middlemiss<br><b>Officers</b><br>Michael Bloyce<br>Andrea Stanlake   | No           | Nil                                   |
| 31 May 2018 | Yinnar Community Centre Community Engagement Project Steering Committee | <b>Councillors</b><br>Cr D White<br><b>Officers</b><br>Heather Farley<br>Kevan Delaney<br>Liam Bantock  | No           | Nil                                   |



| Date         | Assembly Details  | In Attendance  | Confidential  | Declarations of Interest |
|--------------|---|--|---|--------------------------|
| 05 June 2018 | Traralgon Sports Stadium Project Reference Group  | <b>Councillors</b><br>Cr D Harriman<br>Cr D Clancey<br>Cr D Howe<br><b>Officers</b><br>Steven Piasente<br>Larry Sengstock<br>Brian Feltham<br>Bianca James               | No  | Nil                      |
| 06 June 2018 | Moe Southside Community Precinct Users Group Committee                                      | <b>Councillors</b><br>Cr B Law<br><b>Officers</b><br>Simon Clark   | No  | Nil                      |
| 12 June 2018 | Latrobe Creative Precinct Project Reference Group   | <b>Councillors</b><br>Cr D Clancey<br><b>Officers</b><br>Trevor Dando<br>Andrea Stanlake   | No  | Nil                      |
| 13 June 2018 | Chief Executive Officer Recruitment, Performance and Remuneration Review Advisory Committee | <b>Councillors</b><br>Cr A McFarlane (via phone)<br>Cr D Clancey<br>Cr D White<br>Cr S Gibson<br><b>Officers</b><br>Mr Vince Haining<br>Gary Van Driel<br>Brett McCulley | Yes<br>Under Section 89(2)(a) personnel matters<br>(d) contractual matters<br>(e) proposed developments | Nil                      |
| 14 June 2018 | Ted Summerton Reserve Project Reference Group   | <b>Councillors</b><br>Cr B Law<br>Cr S Gibson<br><b>Officers</b><br>Steven Piasente<br>Josh Wilson<br>Janine Alexander<br>Lauren Dinsdale                                | No  | Nil                      |

| Date         | Assembly Details  | In Attendance   | Confidential   | Declarations of Interest |
|--------------|---|---|--|--------------------------|
| 14 June 2018 | Australia Day Advisory Committee Meeting                  | <b>Councillors</b><br>Cr D White<br>Cr D Howe<br><b>Officers</b><br>Jo De Jong<br>Wendy Hrynyszyn   | No   | Nil                      |
| 18 June 2018 | Councillor Briefing                                       | <b>Councillors</b><br>Cr A McFarlane<br>Cr D Harriman<br>Cr D Clancey<br>Cr G Middlemiss<br>Cr K O'Callaghan<br>Cr B Law<br>Cr D White<br>Cr D Howe<br><b>Officers</b><br>Gary Van Driel<br>Sara Rhodes-Ward<br>Gail Gatt<br>Steven Piasente<br>Greg Drumm<br>Larry Sengstock<br>Trevor Dando<br>Andrea Stanlake<br>Michael Bloyce<br>Brett McCulley<br>Louise Mckendry | Yes<br>Under Section (2) (d) contractual matters (e) proposed developments (h) would prejudice the Council or any person | Cr D Harriman            |
| 19 June 2018 | Latrobe City Sports & Entertainment Stadium – PRG meeting | <b>Councillors</b><br>Cr A McFarlane<br>Cr G Middlemiss<br><b>Officers</b><br>Steve Piasente,<br>Larry Sengstock,<br>Josh Wilson,<br>Lauren Dinsdale  | Yes<br>Under Section (2) (e) proposed developments   | Nil                      |

#### 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*.

**Reasons for Proposed Resolution:**

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states '*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting*'.

**Attachments**

- 1 [1](#). War Memorial Advisory Committee Meeting
- 2 [2](#). Latrobe City Sports & Entertainment Stadium
- 3 [3](#). Councillor Briefing
- 4 [4](#). Gippsland Regional Aquatic Centre Project Reference Group
- 5 [5](#). Latrobe City Cultural Diversity Advisory Committee
- 6 [6](#). Latrobe Convention Centre Business Case Project Reference Group
- 7 [7](#). Yinnar Community Centre Community Engagement Project Steering Committee
- 8 [8](#). Traralgon Sports Stadium Project Reference Group
- 9 [9](#). Moe Southside Community Precinct Users Group Committee
- 10 [10](#). Latrobe Creative Precinct Project Reference Group
- 11 [11](#). Chief Executive Officer Recruitment, Performance and Remuneration Review  
Advisory Committee
- 12 [12](#). Ted Summerton Reserve Project Reference Group
- 13 [13](#). Australia Day Advisory Committee Meeting
- 14 [14](#). Councillor Briefing
- 15 [15](#). Latrobe City Sports & Entertainment Stadium-PRG meeting

## **Tabling of 'Assembly of Councillors' Records**

|           |  |            |
|-----------|--|------------|
| <b>1</b>  | <b>War Memorial Advisory Committee Meeting .....</b>   | <b>551</b> |
| <b>2</b>  | <b>Latrobe City Sports &amp; Entertainment Stadium.....</b>  | <b>553</b> |
| <b>3</b>  | <b>Councillor Briefing .....</b>   | <b>555</b> |
| <b>4</b>  | <b>Gippsland Regional Aquatic Centre Project Reference<br/>Group.....</b>                                    | <b>557</b> |
| <b>5</b>  | <b>Latrobe City Cultural Diversity Advisory Committee .....</b>  | <b>559</b> |
| <b>6</b>  | <b>Latrobe Convention Centre Business Case Project<br/>Reference Group.....</b>                              | <b>561</b> |
| <b>7</b>  | <b>Yinnar Community Centre Community Engagement<br/>Project Steering Committee.....</b>                      | <b>563</b> |
| <b>8</b>  | <b>Traralgon Sports Stadium Project Reference Group.....</b>   | <b>565</b> |
| <b>9</b>  | <b>Moe Southside Community Precinct Users Group<br/>Committee .....</b>                                      | <b>567</b> |
| <b>10</b> | <b>Latrobe Creative Precinct Project Reference Group .....</b>   | <b>569</b> |
| <b>11</b> | <b>Chief Executive Officer Recruitment, Performance and<br/>Remuneration Review Advisory Committee .....</b> | <b>571</b> |
| <b>12</b> | <b>Ted Summerton Reserve Project Reference Group .....</b>   | <b>573</b> |
| <b>13</b> | <b>Australia Day Advisory Committee Meeting.....</b>   | <b>575</b> |
| <b>14</b> | <b>Councillor Briefing .....</b>   | <b>577</b> |
| <b>15</b> | <b>Latrobe City Sports &amp; Entertainment Stadium-PRG<br/>meeting.....</b>                                  | <b>579</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>  | War Memorial Advisory Committee Meeting |
| <b>Date:</b>              | Monday, 16 April 2018                   |
| <b>Time:</b>              | 3.00 pm                                 |
| <b>Assembly Location:</b> | Latrobe Regional Gallery Meeting Room   |

#### In Attendance

|  |   |  |   |
|--|---|--|---|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>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>  | Kevan Delaney and Henry Morrison  |  |   |
| <b>Matters discussed:</b>  | Preservation of war memorials located within Latrobe City with representatives of the various RSL sub branches. |  |   |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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                                    | Not applicable         |

**Record Completed by:** Henry Morrison





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |   |
|---------------------------|---|
| <b>Assembly details:</b>  | Latrobe City Sports & Entertainment Stadium   |
| <b>Date:</b>              | Tuesday 22 May 2018   |
| <b>Time:</b>              | 5.33 pm - 6.28 pm   |
| <b>Assembly Location:</b> | Function Room, Latrobe City Sports & Entertainment Stadium,<br>Crinigan Road, Morwell |

#### In Attendance

|  |   |  |   |
|--|---|--|---|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</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>Officer/s:</b>  | Steven Piasente, Larry Sengstock, Josh Wilson, Janine Alexander                       |  |   |
| <b>Matters<br/>discussed:</b>  | 1. Governance/Terms of Reference<br>2. Project Background<br>3. Project Status update |  |   |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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                                    | No                     |

**Record Completed by:** Janine Alexander



### 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>              | 28 May 2018                    |
| <b>Time:</b>              | 6:00pm - 9:34pm                |
| <b>Assembly Location:</b> | Corporate Headquarters Morwell |

#### In Attendance

|  |   |   |  |
|--|---|---|--|
| <b>Councillors:</b>                      | <input checked="" type="checkbox"/> Cr Alan McFarlane   | <input checked="" type="checkbox"/> Cr Graeme Middlemiss  | <input checked="" type="checkbox"/> Cr Darrell White |
| <b>Arrival /<br/>Departure<br/>Time:</b> | <input 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, Gail Gatt, Sara Rhodes - Ward (from 6.40pm), Greg Drumm (from 6.40pm), Amy Phillips, Steve Piasente, Bruce Connolly (from 6pm-8.05pm)   |   |  |
| <b>Matters discussed:</b>                | <p>Tonights Presentations - confidential under Section 89(2) (h) prejudicial matter</p> <p>Future Presentations - confidential under Section 89(2) (d) contractual matters &amp; (e) proposed developments</p> <p>Upcoming Significant Items</p> <p>Upcoming Council Meeting Agenda</p> <p>Mayors Update</p> <p>CEO's Update</p> <p>Transition Briefing - confidential under Section 89(2) (e) proposed developments.</p> <p>Latrobe City Trust Governance and Support</p> <p>International Delegation</p> <p>Morwell to Traralgon Employment Corridor (MTEC) Background Reports</p> <p>Anzac Day &amp; Remembrance Day Traffic Management Expenses</p> <p>Outstanding Issues - confidential under Section 89(2) (h) prejudicial matter</p> <p>Strategic Issues</p> |   |  |



Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

☒ Yes

☐ No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

| Councillor / Officer making disclosure | Left Meeting: Yes / No |
|--|------------------------|
| Cr Clancey x 2                         | Yes                    |
| Cr Gibson                              | Yes                    |
| Cr Law                                 | Yes                    |

**Record Completed by:** Amy Phillips



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |   |
|---------------------------|---|
| <b>Assembly details:</b>  | Gippsland Regional Aquatic Centre Project Reference Group   |
| <b>Date:</b>              | Wednesday 30 May 2018                                       |
| <b>Time:</b>              | 6.00 pm - 7.15 pm   |
| <b>Assembly Location:</b> | Macfarlane Burnet Room, Traralgon Service Centre, Traralgon |

#### 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 /<br/>Departure<br/>Time:</b>   | <input checked="" type="checkbox"/> Cr Dale Harriman   | <input type="checkbox"/> Cr Kellie O'Callaghan     | <input checked="" type="checkbox"/> Cr Darren Howe |
|  | <input type="checkbox"/> Cr Dan Clancey  | <input checked="" type="checkbox"/> Cr Bradley Law | <input type="checkbox"/> Cr Sharon Gibson          |
| <b>Officer/s:</b>  | Steven Piasente, Larry Sengstock, Luke McGrath, Tania Eleftheriou  |  |  |
| <b>Matters<br/>discussed:</b>  | 1. Matters arising<br>2. Presentation of updated plans for review<br>3. Project Manager update<br>4. Business Plan update<br>5. Next Steps |  |  |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes. |  |  |  |

#### Conflict Of Interest Disclosures:

|   |                               |
|---|-------------------------------|
| <b>Councillor / Officer making disclosure</b> | <b>Left Meeting: Yes / No</b> |
| Nil   | No                            |

**Record Completed by:** Tania Eleftheriou



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |  |
|---------------------------|--|
| <b>Assembly details:</b>  | Latrobe City Cultural Diversity Advisory Committee |
| <b>Date:</b>              | Wednesday, 30 May 2018                             |
| <b>Time:</b>              | 6.04 pm - 7.08 pm                                  |
| <b>Assembly Location:</b> | Nambur Wariga Room, LC Headquarters                |

### 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 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>  | Steve Tong, Teresa Pugliese   |  |   |
| <b>Matters discussed:</b>  | Quorum not reached - discussion instead:<br>Name badges for Committee members<br>Changes to Latrobe City Citizenship Ceremonies<br>New Residents Packs<br>Latrobe Settlement Network Update<br>Update on Latrobe City Cultural Diversity Action Plan 2018-2022<br>Completion of co-opted member term on Committee<br>New and Emerging Communities Leadership Program update<br>Member updates |  |   |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes. |   |  |   |

### Conflict Of Interest Disclosures:

| Councillor / Officer making disclosure | Left Meeting: Yes / No |
|--|------------------------|
|  |                        |

Record Completed by: Teresa Pugliese





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |   |
|---------------------------|---|
| <b>Assembly details:</b>  | Latrobe Convention Centre Business Case Project Reference Group |
| <b>Date:</b>              | Thursday, 31 May 2018   |
| <b>Time:</b>              | 4.30 pm   |
| <b>Assembly Location:</b> | Meeting Room 6, Latrobe City Council Headquarters               |

#### In Attendance

|  |  |  |   |
|--|--|--|---|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</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>Officer/s:</b>  | Michael Bloyce, Andrea Stanlake  |  |   |
| <b>Matters<br/>discussed:</b>  | 1. Project Status<br>2. General Market Overview<br>3. Preliminary Considerations<br>4. Upcoming Activity |  |   |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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                                    | No                     |

Record Completed by: Andrea Stanlake



### 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>  | Yinnar Community Centre Community Engagement Project Steering Committee |
| <b>Date:</b>              | 31 May 2018   |
| <b>Time:</b>              | 7.00 pm - 9.00 pm   |
| <b>Assembly Location:</b> | Yinnar and District Memorial Hall                                       |

#### In Attendance

|  |   |  |   |
|--|---|--|---|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b>  | <input type="checkbox"/> Cr Alan McFarlane  | <input type="checkbox"/> Cr Graeme Middlemiss  | <input checked="" type="checkbox"/> Cr Darrell White<br>7.00 pm - 9.00 pm |
|  | <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>  | Heather Farley, Kevan Delaney and Liam Bantock  |  |   |
| <b>Matters discussed:</b>  | Proposed building works at Yinnar and District Memorial Hall and Yinnar Preschool as resolved by Council at the 7 May 2018 Council Meeting. |  |   |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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: Liam Bantock



### 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>  | Traralgon Sports Stadium Project Reference Group                  |
| <b>Date:</b>              | Tuesday 05 June 2018  |
| <b>Time:</b>              | 5.35 pm - 7.15 pm   |
| <b>Assembly Location:</b> | Kosciuszko Street Primary School, 36 Kosciuszko Street, Traralgon |

#### 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 /<br/>Departure<br/>Time:</b>   | <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 type="checkbox"/> Cr Bradley Law        | <input type="checkbox"/> Cr Sharon Gibson          |
| <b>Officer/s:</b>  | Steven Piasente, Larry Sengstock, Brian Feltham, Bianca James  |  |  |
| <b>Matters discussed:</b>  | <ul style="list-style-type: none"><li>• Presentation of updated plans for review</li><li>• Business Plan</li><li>• Discussion on current concept plans – achievability of components and budget constraints</li><li>• Progress update on funding for cricket pavilion</li><li>• Next steps</li></ul> |  |  |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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                                    | No                     |

**Record Completed by:** Bianca James



### 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>  | Moe Southside Community Precinct Users Group Committee |
| <b>Date:</b>              | 6 June 2018  |
| <b>Time:</b>              | 4:31pm   |
| <b>Assembly Location:</b> | Ted Summerton Reserve Pavilion                         |

#### 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 /<br/>Departure<br/>Time:</b> | <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 checked="" type="checkbox"/> Cr Bradley Law | <input type="checkbox"/> Cr Sharon Gibson |
| <b>Officer/s:</b>                        | Simon Clark   |  |   |
| <b>Matters<br/>discussed:</b>            | <p>Simon asked the Committee for any opinions or comments regarding the draft Terms of Reference operating document for the proposed Moe Southside Community Precinct Advisory Committee. The meeting resolved that as there were no comments or alterations to the draft document that Simon was to inform Council's Governance Team to proceed to put the Advisory Committee status and Terms of Reference operating document up to Council for consideration.</p> <p>Martin informed the meeting that the football netball club were proposing to seek funding to re-develop the function room area of the pavilion. Martin explained that the proposal was to remove the existing stage area, provide a larger bar area and generally make the whole room larger and more functional however the club would only proceed if all the user groups approved of the proposal. There were no initial concerns raised by the user groups. Funding may be sought from the Latrobe Valley Authority.</p> <p>The Committee discussed the ongoing issues with the showers in the pavilion changerooms. Martin explained that the showers do not operate sufficiently and need to be replaced or some solutions found. Simon explained that he had been told that the showers did operate to</p> |  |   |



|  |   |
|--|---|
|  | specifications however he believed it was obvious that further investigations were required. Cr Law will enquire if any improvements to the showers can be undertaken by Council. |
|--|---|

**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>  | Latrobe Creative Precinct Project Reference Group |
| <b>Date:</b>              | Tuesday, 12 June 2018                             |
| <b>Time:</b>              | 3.30 pm   |
| <b>Assembly Location:</b> | Latrobe Room, Traralgon Service Centre            |

#### 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 /<br/>Departure<br/>Time:</b>   | <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>  | Trevor Dando, Andrea Stanlake                                 |  |   |
| <b>Matters<br/>discussed:</b>  | 1. ECI Process Update<br>2. Design Update<br>3. Budget Update |  |   |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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                                    | No                     |
|  |                        |

**Record Completed by:** Andrea Stanlake



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |   |
|---------------------------|---|
| <b>Assembly details:</b>  | Chief Executive Officer Recruitment, Performance and Remuneration Review Advisory Committee |
| <b>Date:</b>              | 13 June 2018  |
| <b>Time:</b>              | 11.42 am  |
| <b>Assembly Location:</b> | Meeting Room 6, Corporate Headquarters  |

### In Attendance

|  |   |  |  |
|--|---|--|--|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b>  | <input checked="" type="checkbox"/> Cr Alan McFarlane<br>Via Telephone  | <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 checked="" type="checkbox"/> Cr Dan Clancey  | <input type="checkbox"/> Cr Brad Law           | <input checked="" type="checkbox"/> Cr Sharon Gibson |
| <b>Officer/s:</b>  | Mr Vince Hainiing - Independent Person<br>Gary Van Driel - CEO<br>Brett McCulley - Manager Governance   |  |  |
| <b>Matters discussed:</b>  | Current Terms of reference/Framework - Section 89 (2) (a) (d)<br>Timelines -Section 89 (2) (a) (d)<br>Potential New Key Performance Indicators - Section 89 (2) (a) (d) |  |  |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b><br>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                                    | N/A                    |
|  |                        |

**Record Completed by:** Brett McCulley, Manager 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>  | Ted Summerton Reserve Project Reference Group          |
| <b>Date:</b>              | Thursday 14 June 2018                                  |
| <b>Time:</b>              | 5.35 pm - 6.33 pm                                      |
| <b>Assembly Location:</b> | Meeting Room 3, Moe Service Centre, George Street, Moe |

#### In Attendance

|  |  |  |  |
|--|--|--|--|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>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 type="checkbox"/> Cr Dan Clancey                            | <input checked="" type="checkbox"/> Cr Bradley Law | <input checked="" type="checkbox"/> Cr Sharon Gibson |
| <b>Officer/s:</b>  | Steven Piasente, Josh Wilson, Janine Alexander, Lauren Dinsdale    |  |  |
| <b>Matters<br/>discussed:</b>  | 1. Action Items from previous meeting<br>2. Updated concept design |  |  |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>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                                    | No                     |
|  |                        |

**Record Completed by:** Janine Alexander

**Assembly of Councillors Record**

|                           |  |
|---------------------------|--|
| <b>Assembly details:</b>  | Australia Day Advisory Committee Meeting |
| <b>Date:</b>              | 14 June 2018                             |
| <b>Time:</b>              | 5.00 pm - 6.15 pm                        |
| <b>Assembly Location:</b> | Nambour Room, Latrobe City Headquarters  |

**In Attendance**

|  |  |  |  |
|--|--|--|--|
| <b>Councillors:</b>  | <input type="checkbox"/> Cr Alan McFarlane   | <input type="checkbox"/> Cr Graeme Middlemiss  | <input checked="" type="checkbox"/> Cr Darrell White |
| <b>Arrival /<br/>Departure<br/>Time:</b>   | <input type="checkbox"/> Cr Dale Harriman  | <input type="checkbox"/> Cr Kellie O'Callaghan | <input checked="" 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>  | Jo De Jong & Wendy Hrynyszyn   |  |  |
| <b>Matters<br/>discussed:</b>  | Review of action progress from previous meeting held 19 October 2017.<br>2018 Australia Day Program report.<br>2018 Australia Day Civic Function Program report.<br>2019 Australia Day Ambassador program - to report back to Council.<br>2019 Australia Day Nomination Forms approved.<br>2019 Australia Day Budget adopted.<br>2019 Sporting Hall of Fame inductees to be included in the 2019 Australia Day Civic Function.<br>2019 Australia Day Schedule - adopted.<br>Questions on Notice - by Julie Fenley discussed.<br>2019 Civic function entertainment. |  |  |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes. |  |  |  |

**Conflict Of Interest Disclosures:**

|   |                         |
|---|-------------------------|
| <b>Councillor / Officer making disclosure</b> | <b>Left Meeting: No</b> |
|---|-------------------------|

Record Completed by: Wendy Hrynyszyn



### 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>              | 18 June 2018   |
| <b>Time:</b>              | 6:00 pm  |
| <b>Assembly Location:</b> | Latrobe City Council, Nambur Wariga Room, 142 Commercial Road, Morwell |

#### In Attendance

|  |  |   |  |
|--|--|---|--|
| <b>Councillors:</b>                      | <input checked="" type="checkbox"/> Cr Alan McFarlane  | <input checked="" type="checkbox"/> Cr Graeme Middlemiss  | <input checked="" type="checkbox"/> Cr Darrell White |
| <b>Arrival /<br/>Departure<br/>Time:</b> | <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, Sara Rhodes-Ward, Gail Gatt, Steven Piasente, Greg Drumm, Brett McCulley, Louise McKendry, Larry Sengstock from 6:41 pm to 8:31 pm, Trevor Dando, Andrea Stanlake, Michael Bloyce from 7:30 to 8:31 pm.  |   |  |
| <b>Matters<br/>discussed:</b>            | Presentation<br>Tonight's Presentations - <i>confidential under Section 89(2) (d) of the Local Government Act 1989, as it involves discussion of contractual matters.</i><br>Future Presentations - <i>confidential under Section 89(2) (e) of the Local Government Act 1989, as it involves discussion of proposed developments.</i><br>Upcoming Significant Items<br>Mayors Update<br>Chief Executive Officer – General Update<br>Transitional Briefing - <i>confidential under Section 89(2) (e) of the Local Government Act 1989, as it involves discussion of proposed developments.</i><br>Major Projects Reference Group Update<br>2009 Bushfire 10 Year Anniversary<br>Review of Council Policies<br>Latrobe Leisure Fees and Charges Review |   |  |





|  |  |
|--|--|
|  | <p>Kernot Hall Common Property Usage for Gippsland High Tech Precinct</p> <p>Latrobe City Car Parking – Action Plan Update</p> <p>Latrobe Valley Microgrid</p> <p>Public Safety Infrastructure Fund Grant Application</p> <p>Submission To Victorian Heritage Council - Hazelwood Power Station</p> <p>Proposed Latrobe Valley Integrated Fire Station - Northern Reserve, Newborough</p> <p>2018 Stem Sisters Exchange To Sister Cities</p> <p>Gippsland Regional Aquatic Centre And Traralgon Sports Stadium - Design Options And Business Plans</p> <p>Establishment Of Project Reference Group - Monash Reserve Newborough - Development Of Multi-Use Courts And Pavilion</p> <p>Latrobe Creative Precinct Concept Design - <i>confidential under Section 89(2) (e) of the Local Government Act 1989, as it involves discussion of proposed developments.</i></p> <p>Councillor Issues For General Discussion</p> <p>Outstanding Issues - <i>confidential under Section 89(2) (h) of the Local Government Act 1989, as it involves discussion of a matter which the Council or special committee considers would prejudice the Council or any person.</i></p> <p>Strategic Issues For Future Briefings</p> |
| <p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p> |  |

**Conflict Of Interest Disclosures:**

| Councillor / Officer making disclosure | Left Meeting: Yes / No                    |
|--|---|
| Cr Harriman                            | Yes Left meeting 5:58 pm returned 6:36 pm |

**Record Completed by:** Louise McKendry - Governance Officer



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

|                           |   |
|---------------------------|---|
| <b>Assembly details:</b>  | Latrobe City Sports & Entertainment Stadium - PRG meeting                             |
| <b>Date:</b>              | Tuesday 19 June 2018  |
| <b>Time:</b>              | 5.36pm - 6:40pm   |
| <b>Assembly Location:</b> | Function Room, Latrobe City Sports & Entertainment Stadium,<br>Crinigan Road, Morwell |

#### In Attendance

|   |  |   |   |
|---|--|---|---|
| <b>Councillors:</b><br><br><b>Arrival /<br/>Departure<br/>Time:</b>   | <input checked="" type="checkbox"/> Cr Alan McFarlane<br>5.30pm - 7.10pm   | <input checked="" type="checkbox"/> Cr Graeme Middlemiss<br>5.30pm - 7.10pm | <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>Officer/s:</b>   | Steven Piasente, Larry Sengstock, Josh Wilson, Lauren Dinsdale   |   |   |
| <b>Matters<br/>discussed:</b>   | 1. Project Status update<br>2. Concepts and options from draft LCSES Masterplan for consideration and<br>feedback - Confidential under section 89(2)(e) proposed developments. |   |   |
| <b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Please list the confidentiality reasoning next to the matter discussed, as per the example in the<br>guidance notes. |  |   |   |

#### Conflict Of Interest Disclosures:

| Councillor / Officer making disclosure | Left Meeting: Yes / No |
|--|------------------------|
| Nil                                    | N/A                    |

Record Completed by: Lauren Dinsdale

# **URGENT BUSINESS**

**18. URGENT BUSINESS**

Nil

# 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.

### **MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Clancey

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

- 19.1 *Presentation of the Audit and Risk Committee Minutes* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**
- 19.2 *Latrobe Creative Precinct Update* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.3 *Gippsland Regional Aquatic Centre and Traralgon Sports Stadium Update* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**
- 19.4 *Council Committee Review* is designated as confidential as it relates to personnel matters (s89 2a)**
- 19.5 *Chief Executive Officer Performance and Remuneration Review* is designated as confidential as it relates to personnel matters (s89 2a)**

**CARRIED UNANIMOUSLY**

**The Meeting closed to the public at 7:38pm.**

**The meeting re-opened to the public at 8:10pm.**

**There being no further business the meeting was declared closed at 8:10pm.**

**I certify that these minutes have been confirmed.**

**Mayor:** \_\_\_\_\_

**Date:** \_\_\_\_\_