



MOIRASHIRE



ENRICHING LIFE ON THE MURRAY

COUNCIL AGENDA

21 November 2016



Discover Moira



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AGENDA

**ORDINARY MEETING OF COUNCIL
FOR
MONDAY 21 NOVEMBER 2016
TO BE HELD AT PRESIDENTS ROOM, NUMURKAH TOURIST INFORMATION CENTRE,
MELVILLE STREET NUMURKAH
COMMENCING AT 5:00 PM**

1. CALLING TO ORDER – CEO

RECORDING

Consistent with section 72 of our Meeting Procedures Local Law, Council officers have been authorised to record the public session of this meeting using an audio recording device.

2. PRAYER

Almighty God we humbly ask you to guide our deliberations for the welfare and benefit of the Moira Shire and its people whom we serve.

Amen

3. ACKNOWLEDGEMENT OF COUNTRY

We, the Moira Shire Council, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

4. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION UNDER ACTS, REGULATIONS, CODES OR LOCAL LAWS

6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation: "That the minutes of the Ordinary Council Meeting held on Monday, 19 September 2016 and the minutes of the Special Meeting of Council held on Monday, 7 November 2016, as prepared, be confirmed."

8. COUNCILLOR REPORTS

Councillors will provide verbal reports.

9. OFFICER REPORTS FOR DETERMINATION

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11. NOTICES OF MOTION

NIL

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NIL

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NIL

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FILE NO: F16/98
7. DELIVER SOUND FINANCIAL MANAGEMENT

ITEM NO: 9.1.1

QUARTERLY BUDGET REVIEW - SEPTEMBER 2016

RECOMMENDATION

That Council notes and approves the projections for the 2016/17 financial year contained in the September 2016 quarterly budget review.

1. Executive Summary

Income Statement

There has been a slight improvement to \$3 million from the budgeted surplus of \$2.88 million in the September quarter. This is mainly driven by reduced contract costs and increased waste collection revenue, and the receipt of an extra allocation of funds from the Victorian Grants Commission of the Financial Assistance Grant. Expenses from flood damage have yet to be determined and this may affect the year end result.

Balance Sheet

The Balance Sheet of Moira Shire remains strong. The variance in Current Assets is mainly due to projects not completed in 2015/16 which were rolled into 2016-17.

Cash Flow Statement

The September forecast is affected by projects not completed in 2015/16 and rolled into 2016/17. The cash position of Moira Shire remains strong.

Capital Expenditure

Capital works budget remains steady and Moira Shire is working towards completing 100% of its adopted budget. Flooding and rain are the main variables which will affect the delivery of the capital works program, but the effect of these delays are yet to be determined.

Financial Performance indicators

All Financial performance indicators remain within the acceptable VAGO range.

2. Background and Options

The quarterly budget review is mandated under Section 138 of the Local Government Act 1989. The Act requires that at least every three months the Chief Executive Officer must ensure a statement comparing the budgeted revenue and expenditure for the financial year with actual revenue and expenditure to date is presented to the Council.

3. Financial Implications

3.1 Summary of changes to projected operating result for the 2016/17 financial year

The surplus for the Proposed September 2016 Forecast is expected to be \$3,003,028 - an increase in the surplus of \$125,689 compared to the Adopted Budget 2016/17 surplus of \$2,877,339. The major reasons for the increase in the surplus are as follows:

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QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)

Proposed Forecast Sep 2016 vs Adopted Budget 2016/17	(Favourable) / Unfavourable \$
Surplus – Adopted Budget 2016/17	(2,877,339)
Rates Income	(50,000)
Capital Income	-
Operating Grants	(147,689)
Other Operating Income	(100,000)
Employee Costs	-
Material & Services	(5,000)
Contract Services	127,000
Other Operating Expenditure	50,000
Proposed September 2016 Forecast Surplus	(3,003,028)

Council has a forecast surplus of \$3,003,028. The significant points are as follows:

- a) **Rates Income** – Variance is driven by reclassification of rates refunds as operating expenditure in line with industry standard. The movement between rates and other expenditure has a net nil effect.
- b) **Operating Grants** – Variance is driven by increased allocation from Victorian Grants Commission of Financial Assistance grant.
- c) **Other Operating Income** – Variance is driven by anticipated additional income from the Cobram Landfill.
- d) **Contract Services** – Variance is driven by increased contract costs associated with process improvement projects offset by reduced waste collection contract costs.
- e) **Other Operating Expenditure** – Variance is driven by reclassification of rates refunds as operating expenditure in line with industry standard. The movement between rates and other expenditure has a net nil effect.

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QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)

3.2 Income Statement

Income Statement	Adopted Budget 2016/17	YTD Actuals 2016/17	Proposed Forecast Sep 2016	Proposed Forecast Sep 2016 vs Adopted Budget 2016/17
Income				
Rates	(34,074,567)	(34,055,645)	(34,124,567)	(50,000)
Operating Grants	(10,781,561)	(2,838,862)	(10,929,250)	(147,689)
Capital Grants	(6,420,710)	(388,586)	(6,420,710)	-
Capital contributions	(76,416)	(85,721)	(76,416)	-
Contributions - cash	(25,000)	(12,500)	(25,000)	-
Contributions - non-monetary (Donated assets)	(200,000)	-	(200,000)	-
Reimbursements and Subsidies	(59,866)	(119,682)	(59,866)	-
User Charges	(2,462,530)	(675,493)	(2,562,530)	(100,000)
Statutory Fees and Fines	(903,300)	(343,995)	(903,300)	-
Interest	(365,000)	(161,923)	(365,000)	-
Other Revenue	(693,162)	(208,440)	(693,162)	-
Net Proceeds of Sale of Land Held for Resale	(25,000)	(8,665)	(25,000)	-
Net Gain on Disposal of Property, Plant & Equipment	(1,050)	(14,262)	(1,050)	-
Income Total	(56,088,162)	(38,913,774)	(56,385,851)	(297,689)
Expenditure				
Employee Costs	20,938,176	5,368,728	20,938,176	-
Materials & Services	14,883,742	4,108,791	14,878,742	(5,000)
Contract Services	5,978,091	1,184,308	6,105,091	127,000
Utilities	991,882	234,810	991,882	-
Bad and Doubtful Debts	2,500	-	2,500	-
Depreciation	8,900,000	2,225,001	8,900,000	-
Other expenses	615,012	267,145	665,012	50,000
Interest on Borrowings	391,420	100,022	391,420	-
Interest on Unwinding of Discount of Provisions	300,000	-	300,000	-
Written Down Value of Infrastructure Replaced	200,000	-	200,000	-
Share of Net Loss of Associated Entity	10,000	-	10,000	-
Expenditure Total	53,210,823	13,488,805	53,382,823	172,000
Operating Result	(2,877,339)	(25,424,969)	(3,003,028)	(125,689)

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QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)**3.3 Statement of Cash Flow**

	Adopted Budget 2016/17	Proposed Forecast Sep 2016	Proposed Forecast Sep 2016 vs Adopted Budget 2016/17
Statement of Cash Flow			
Net cash flows provided by operating activities	12,321,000	12,446,689	125,689
Net cash flow used on investing activities	(11,628,000)	(11,628,000)	-
Net cash flows provided by financing activities	(1,418,000)	(1,418,000)	-
Net change in cash held	(725,000)	(599,311)	125,689
Cash at the beginning of the year	16,861,000	24,717,000	7,856,000
Cash at the end of the year	16,136,000	24,117,689	7,981,689

3.4 Balance Sheet

	Adopted Budget 2016/17	Proposed Forecast Sep 2016	Proposed Forecast Sep 2016 vs Adopted Budget 2016/17
Balance Sheet			
Current Assets	21,928,000	29,909,689	7,981,689
Non-Current Assets	508,200,000	508,200,000	-
Total Assets	530,128,000	538,109,689	7,981,689
Current Liabilities	9,511,000	9,511,000	-
Non-current Liabilities	13,817,000	13,817,000	-
Total Liabilities	23,328,000	23,328,000	-
Net Assets	506,800,000	514,781,689	7,981,689
Equity	506,800,000	514,781,689	7,981,689

3.5 Capital

	Adopted Budget 2016/17	YTD actuals 2016/17	Proposed Forecast Sep 2016	Proposed Forecast Sep 2016 vs Budget 2016/17
Capital				
Total capital income	(6,431,210)	(484,207)	(6,431,210)	-
Total capital expenditure	11,418,000	2,394,906	11,418,000	-
Grand Total	4,986,790	1,910,699	4,986,790	-

Capital Expenditure commitments outstanding of \$3,985,008.

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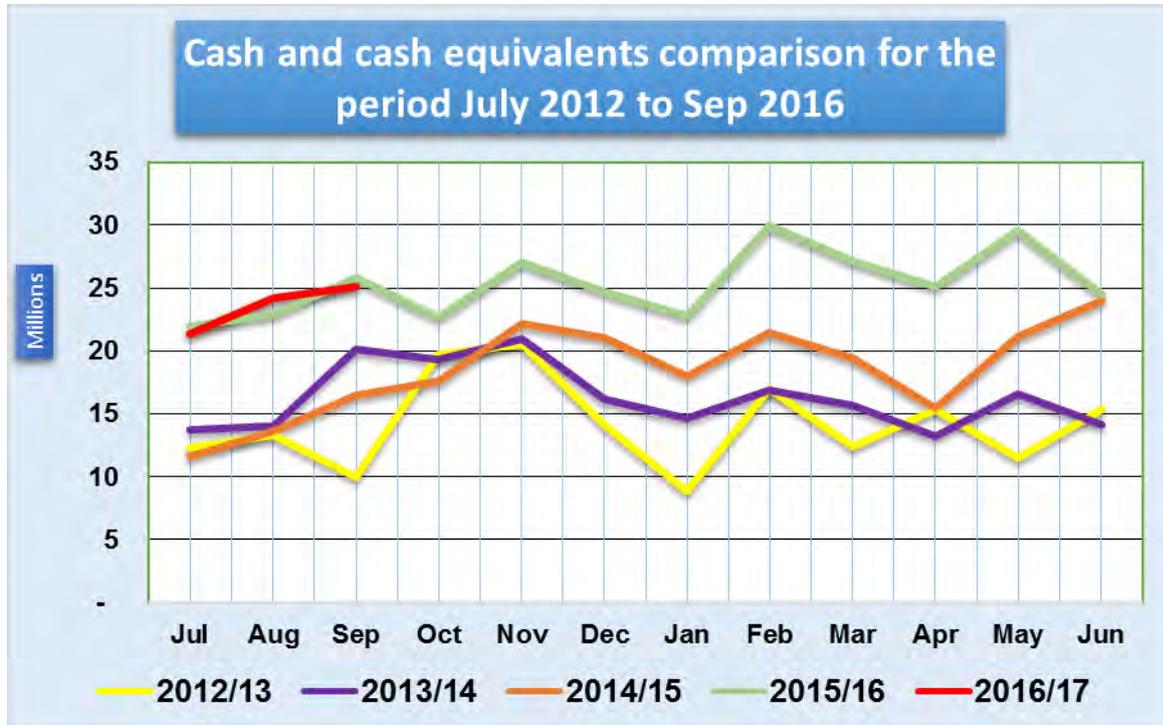
QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)

3.6 Capital Expenditure

Historical expenditure on capital works:



3.7 Cash Balance



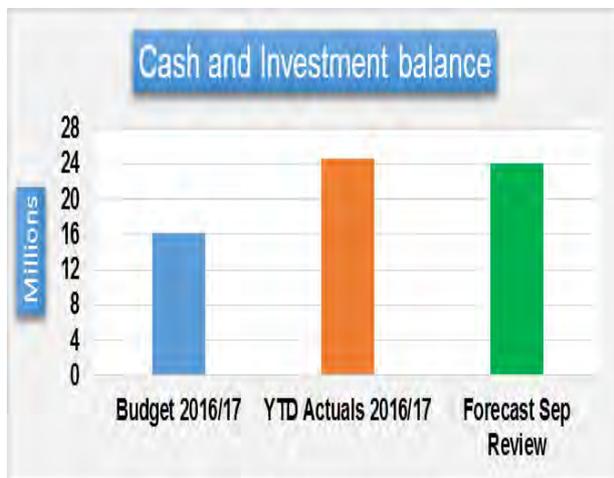
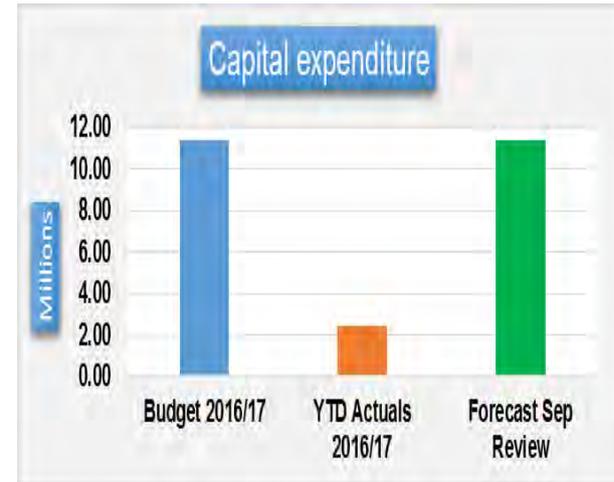
This graph represents the balance of cash assets which comprises cash at bank and on hand plus investments. The balance of cash assets remains in a sound position at \$24.56 million year to date. The proposed balance at 30 June 2017 is proposed to be \$24.12 million.

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QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)

3.8 Financial Indicators



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QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)

3.9 Financial Performance Indicators

	Dimension/indicator /measure	Band / Range	Results 2015	Results 2016	Budget 2016/17	Sep 2016 Review
	Efficiency					
	Revenue level					
E1	Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$700 to \$2,000	\$1,735	\$1,824	\$1,862	\$1,861
	Expenditure level					
E2	Expenses per property assessment [Total expenses / Number of property assessments]	\$2,000 to \$5,000	\$3,148	\$2,880	\$3,071	\$3,081
	Workforce turnover					
E3	Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	5% to 20%	12.26%	6.71%	9.00%	9.00%
	Liquidity					
	Working capital					
L1	Current assets compared to current liabilities [Current assets / Current liabilities] x100	100% to 400%	331.60%	334.10%	230.55%	314.47%
	Unrestricted cash					
L2	Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	10% to 300%	237.26%	252.29%	140.31%	219.72%
	Obligations					
	Asset renewal					
O1	Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100	40% to 130%	65.14%	67.24%	99.90%	99.90%
	Loans and borrowings					
O2	Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	0% to 70%	20.67%	16.83%	13.54%	13.52%
O3	Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	0% to 20%	4.53%	4.46%	3.01%	3.01%
	Indebtedness					
O4	Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	2% to 70%	42.66%	40.23%	35.81%	35.67%
	Operating position					
	Adjusted underlying result					
OP1	Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	-20% to 20%	-0.87%	0.20%	4.20%	4.43%
	Stability					
	Rates concentration					
S1	Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	30% to 80%	56.32%	66.26%	69.65%	69.33%
	Rates effort					
S2	Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	.15% to .75%	0.62%	0.66%	0.64%	0.64%

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7. DELIVER SOUND FINANCIAL MANAGEMENT

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QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)

4. Risk Management

It is appropriate to examine the risks as they may impact on the financial position of Council. The areas identified are flagged to highlight potential impacts on Council.

Capital Works

Council's capital works need to be managed prudently to strengthen Council's financial position and ensure Council meets all the low risk financial sustainability indicators as specified by the Victorian Auditor-General's Office.

Grant Income

Council has a significant level of government grants - \$17.35 million. These grants underpin several capital works projects and operating programs, all of which are of importance to the community. Capital grants, for 2016/17, total \$6.42 million and operating grants \$10.93 million. Due to the conservative position taken by Government in approving new grants the trend as a proportion of the total income may continue to decrease. The continuation of this level of funding will be monitored closely.

5. Internal and External Consultation

The following members of staff were consulted:

- Corporate Management Team
- All Managers
- Manager - Finance
- Team Leader – Financial Accountant
- Financial Accountant

The Council's September 2016 budget review is provided for public viewing in accordance with Council's open and transparent governance policy.

6. Regional Context

There are no regional issues to consider within this report.

7. Council Plan Strategy

Moira Shire will meet governance, communication, compliance and regulatory standards through its commitment to advocacy and effective decision making and demonstrate good governance by being consensus orientated, equitable, effective and efficient.

8. Legislative / Policy Implications

This report complies with Section 138 of the Local Government Act 1989 and Council's Budget and Financial Reporting policy.

9. Environmental Impact

Council's sound financial position continues to allow Council to implement and maintain its environmental projects.

10. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

11.

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7. DELIVER SOUND FINANCIAL MANAGEMENT

ITEM NO: 9.1.1

QUARTERLY BUDGET REVIEW - SEPTEMBER 2016 (cont'd)

Conclusion

The projected cash position is \$24.12 million as at 30 June 2017.

An operating surplus of \$3 million is forecast as at 30 June 2017.

A capital works program of \$11.42 million.

Council continues to manage its position and continues to seek additional revenue streams and monitor expenditure.

Attachments

Nil

FILE NO: TBC
4. SMARTER DELIVERY OF SERVICES AND
PROGRAMS

ITEM NO: 9.1.2

MOIRA SHIRE COUNCIL - BRAND REFRESH PROJECT

RECOMMENDATION

That Council adopt the new brand design.

1. Executive Summary

Feedback and consultation has confirmed Council's current brand and style is difficult to work with because of its design, multiple elements and dated colour palette.

To address these challenges and develop an effective brand, Council commissioned a brand refresh project. The project confirmed the relevance of the existing brand elements and the need to more effectively convey Moira Shire's geographic location.

The final designs are now presented to Council for adoption. Following adoption Council will progress the development of the new Council style guide with a view to implementing the entire suite of resources in late 2016, including a Council signage strategy.

2. Background and Options

Council's current brand (logo) and style guide was adopted with the creation of the Moira Shire in the early 1990s. As communication tools have changed, for example the evolution of online communications and self-service tools, the practical shortcomings of Council's current branding and style have become increasingly evident and expensive to work around.

Council commissioned a brand refresh project to address these practical limitations and at the same time confirm the relevance and practical efficacy of the existing brand and style elements.

During the brand refresh consultation three key themes were confirmed:

- The core elements of water, sun, nature/agriculture that the current logo endeavours to convey remain relevant to the identity of the Moira Shire.
- Moira is not a specific location and the current logo does not effectively convey a geographic identity.
- The logo is dated in colour and execution and many of Council's style elements eg the 'blue swoosh' are not unique to the Council.

The design process enabled a range of options to be presented to Council for its consideration and feedback. The designs were also tested with advisory groups including Council's Multicultural and Disability Advisory Committees and Moira Shire Youth Council.

Key elements of the new brand

The proposed brand:

- directly addresses the geographic location of the Moira Shire. This has improved the simplicity of the logo by not requiring Council's previous Moira on the Murray strapline;
- introduces a more vibrant, modern colour palette;
- retains references to water, agriculture/nature and sun.

Next steps

The final designs are now presented to Council for adoption. Following adoption Council will progress the development of the new Council style guide with a view to implementing the entire suite of resources in late 2016.

FILE NO: TBC
4. SMARTER DELIVERY OF SERVICES AND
PROGRAMS

ITEM NO: 9.1.2

MOIRA SHIRE COUNCIL - BRAND REFRESH PROJECT (cont'd)

3. Financial Implications

Council proposes to transition to the new brand and signage over time and hence the costs of the transition will be met by the costs Council would normally incur in the replacement of existing resources. However, simplifying the brand and improving its execution is intended to reduce some of the costs currently incurred as a result of a complex combination of elements.

Council recognises the importance of Shire entrance (gateway), town entrance and other wayfinding and location signage. Council has intentionally deferred a number of these projects to incorporate the outcomes of the brand refresh. The 2015/16 budget allocation will be applied to delivering the first stage of a Council signage strategy with further budget requirements costed and tested through future budget development and consultation.

4. Risk Management

Nil

5. Internal and External Consultation

Councillors, Council staff and Council's specialist committees have/are being consulted through this process.

6. Regional Context

A number of Council's have and are undertaking brand refresh projects in recognition of the changing communication tools and use.

7. Council Plan Strategy

Smarter delivery of services and programs

8. Legislative / Policy Implications

Council's brand use and release is regulated through Council's policies.

9. Environmental Impact

Nil

10. Conflict of Interest Considerations

The officer preparing this report has no conflict of interest.

11. Conclusion

Council's proposed new brand will address a range of practical and communication challenges identified with Council's current brand and style.

The new brand will be rolled out progressively to minimise costs and disruption to the business.

Attachments

Nil

FILE NO: 120.06.0003
1. OUR COMMUNITIES

ITEM NO: 9.1.3

COUNCIL'S COMMITTEE REPRESENTATIVES

RECOMMENDATION

That Council appoint Councillor Representatives to Council's Advisory (Special) Committees; Audit Committee; Moira Advisory Committees; Other Moira Committees and Other Representative Bodies, in accordance with the attached list.

1. Executive Summary

Section 86 of the *Local Government Act 1989* (the Act) enables councils to establish special committees, which may be the subject of delegations from the Council. It also recognises the possibility of establishing advisory committees, whose role it is to provide recommendations to the Council, although they do not have any formal delegated powers.

Each year, Councillors are presented with a report which details the current special committees for which Councillor Representation is required. In turn, Councillors are nominated to these special committees for the coming 12 months.

This report identifies Councillor Representatives to Advisory (Special) Committees; Audit Committee; Moira Advisory Committees; Other Moira Committees and Other Representative Bodies for 2016.

Councillor Representatives to Council's Section 86 Committees will be determined at a future meeting.

2. Background and Options

Special Committees of Council advise Council on special interest areas of decision making. Committees may comprise individual community members, community group representatives and in some instances agency and government department representatives.

As a function of Council, Councillor Representation is also common.

An instrument of delegation to a committee is used to clearly articulate the nature of the delegation, and any conditions or limitations under which the delegation is exercised. Section 86(4) also imposes certain limitations, including the power to borrow money or enter into contracts for an amount exceeding that previously determined by the Council.

The process for establishing a special committee is relatively simple. It involves:

- Resolving to establish the committee, including setting out its purposes, members (and their voting rights), delegated powers, and reporting obligations back to the Council; and
- Delegating, via an instrument of delegation, certain Council powers to the committee to enable it to function effectively.

The Council is also able to impose conditions on the exercise of the delegated powers and to ensure it can operate effectively and provide the advice required. This option also often ensures that the Council will have continued access to funding from the Commonwealth and State Government (which may not be the case where the external body is appointed to manage the land, for example).

As appointees to special committees, Councillors will be provided with opportunities to attend conferences, workshops and forums that relate directly to their role on their appointed committees. This will allow for Councillors to expand on their knowledge in specific areas.

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1. OUR COMMUNITIES

ITEM NO: 9.1.3

COUNCIL'S COMMITTEE REPRESENTATIVES (cont'd)

Special committees can be formed at any time where a need is identified. Once identified, a formal process of Council to advertise the formation of a committee and appointment of committee representatives is undertaken.

3. Financial Implications

Council's financial support for special committees is a budgeted item.

4. Risk Management

Council's representation on committees enables timely information transfer.

5. Internal Consultation and External Consultation

Councillors held a discussion on which Councillor/s would be representatives on Council's Advisory (Special) Committees; Audit Committee; Moira Advisory Committees; Other Moira Committees and Other Representative Bodies.

Once Councillors' have been appointed to the committees, each committee will be notified of their delegated Councillors appointment Councillors will then commence receiving correspondence regarding committee meetings.

6. Regional Context

There are no regional issues to consider within this report.

7. Council Plan Strategy

Governance Moira will meet governance, communication, compliance and regulatory standards through its commitment to advocacy and effective decision making and demonstrate good governance by being consensus orientated, equitable, effective and efficient.

8. Legislative / Policy Implications

The process of delegation of Council's powers is a legislative requirement and is accomplished by documentation for each committee. Section 86 of the *Local Government Act 1989*, and Section 86(4) of the *Local Government Act 1989* are particularly relevant

9. Environmental Impact

There are no environmental sustainability issues to consider within this report.

10. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

11. Conclusion

Following the committee appointments, should an alternative Councillor Representative be appointed to a Committee, the Instrument of Delegation and previous meeting Minutes will be forwarded to the Councillor for their information.

It is then suggested the relevant Council Manager will brief the Councillor Representative on the workings and issues relevant to the Committee.

Attachments

- 1 2017 Councillor Committee Representatives

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1. OUR COMMUNITIES

ITEM NO: 9.1.3

COUNCIL'S COMMITTEE REPRESENTATIVES (cont'd)

ATTACHMENT No [1] - 2017 Councillor Committee Representatives

ADVISORY COMMITTEES AND BOARDS	Representative	Dates	Occurrence
Moira Shire Disability Advisory Committee	Crs: Bourke and Lawless	Second Tuesday	Bi Monthly
Moira Shire Environment Sustainability Advisory Committee	Crs: Cox and Martin	Tuesday	Quarterly
Moira Shire Youth Council	Mayor Crs: Mansfield and Martin	Third Tuesday	Quarterly
Moira Shire Kinnards Wetland Advisory Committee	Cr Cox	Various	Quarterly
Moira Shire Community Safety Committee	Crs: Bourke and Martin	First Tuesday	Quarterly
Moira Shire Municipal Public Health & Wellbeing Advisory Committee	Crs: Bourke and Cox		Quarterly
Moira Shire Multicultural Advisory Committee	Crs: Martin and Mustica		Quarterly
Moira Shire Tourism Advisory Board	Crs: Buck and Mansfield	Second Thursday	Bi Monthly

FILE NO: 120.06.0003
1. OUR COMMUNITIES

ITEM NO: 9.1.3

COUNCIL'S COMMITTEE REPRESENTATIVES (cont'd)

ATTACHMENT No [1] - 2017 Councillor Committee Representatives

OTHER REPRESENTATIVE BODIES	Representative	Dates	Occurrence
Goulburn Broken Greenhouse Alliance	Cr Martin	Third Thursday	Varies
Goulburn Valley Community Road Safety Council	Csr: Bourke and Cox	Various	Quarterly
Goulburn Valley Regional Library Corporation Board	Cr Cleveland	Thursday	Quarterly
Goulburn Valley Waste and Resource Recovery Group	Cr Bourke	Friday	Quarterly
Lake Mulwala Community Reference Group	Cr Mansfield	Various	Varies
Goulburn Valley Highway Bypass Action Group	Mayor		
Municipal Association of Victoria	Mayor	Friday	Quarterly
Murray River Group of Councils	Mayor		Bi Monthly

FILE NO: 120.06.0003
1. OUR COMMUNITIES

ITEM NO: 9.1.3

COUNCIL'S COMMITTEE REPRESENTATIVES (cont'd)

ATTACHMENT No [1] - 2017 Councillor Committee Representatives

OTHER REPRESENTATIVE BODIES		Representative	Dates	Occurrence
Murray Darling Association Inc		Crs Cox and Mansfield	Various	Twice yearly
Sullivan Education Fund		Crs Mansfield and Buck	No meetings required.	
Barmah Forest Heritage and Education Centre		Cr Bourke	First Wednesday	Quarterly
Numurkah Flood Study Community Reference Group		Cr Bourke	Thursday	As required
AUDIT COMMITTEE		Representatives	Dates	Occurrence
Moira Shire Council Audit Committee		Crs: Cox and Martin	Various	Minimum Quarterly

FILE NO: 120.06.003
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.4

COUNCIL MEETING SCHEDULE 2017

RECOMMENDATION

That Council

1. Pursuant to Part 3, Section 8(1) of Local Law No. 1 (No. 1 of 2007 amended 22 July 2008) set the date, time and place of Council meetings as:
 - Ordinary Council Meetings to be held on the fourth Wednesday of the month commencing at 5pm.
 - One Ordinary meeting will be held each at Yarrowonga, Numurkah and Nathalia
 - All other Ordinary Council Meetings to be held at the Cobram Civic Centre, Council Chambers.

2. Briefing sessions to be held on the second Wednesday of the month.

1. Executive Summary

Under Part 3, Section 8(1) of Council's Meeting Procedures Local Law 2007 (No. 1 of 2007 amended 22 July 2008) Council is required to set the date, time and place for Council Meetings.

This report details the meeting and briefing schedule for the first six months of 2017.

2. Background and Options

Meeting locations

In 2016 Council meetings took place in Numurkah, Nathalia, and Yarrowonga with the majority of meetings held in Numurkah.

In past years Council has scheduled meetings in smaller towns and this is well received by local communities but has not necessarily resulted in increased community attendance and increased the logistical and technology challenges as well as the time required of Council officers. In 2016, while the Library was being constructed, Council did not have access to the Cobram Civic Centre.

Proposal – Majority of Council Meetings and all Briefings to be held in a venue in Cobram.

Meeting times

There is no time of day that suits every segment of the community and this is reflected in the wide range of meeting times adopted by Councils across Victoria. Prior to 2016 Council scheduled meetings for 6pm which was 'unfriendly' to a range of demographics, requires considerable officer involvement outside of standard business hours and involves travel at higher risk periods of the day including dusk and night time.

In 2016 Council held meetings commencing at 5pm, which resulted in a greater attendance at the meetings.

Proposal – Council schedule meetings to commence at 5pm.

Week of the month

In 2016 Council Meetings were scheduled in the fourth week of each month. This enabled month end data to be included at the next meeting and hence improved the timeliness of officer reports.

FILE NO: 120.06.003
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.4

COUNCIL MEETING SCHEDULE 2017 (cont'd)

The Council agenda will be available to Councillors and community by the end of the second week of the month. Having the meetings during the fourth week of the month will allow additional time for agenda review by Councillors and the community.

Proposal – Continue with fourth week of the month.

3. Financial Implications

Council meeting expenses are included in the adopted budget. The budget amount for 2016/2017 is: \$26,000. The meeting expenses include:

- Lunch, afternoon tea and dinner.
- Hire of venues that are not owned by Council.
- Cost of external bodies to present to Council.
- Equipment required for Council Meetings.

In addition to the meeting expenses, the cost of Councillor and staff travel, staff overtime and time demands of senior staff are hidden costs that needs to be taken into consideration.

4. Risk Management

Risk to Councillors, staff and community members of travelling long distances on country roads at night will be reduced by having the meetings starting earlier and the venue accessible by major roads.

In addition to the above mitigation the physical workload and man hours required to set up venues without the required equipment is reduced, by having the meetings at venue with the appropriate ergonomic equipment.

5. Internal and External Consultation

An Ordinary meeting of Council forms part of Council's commitment to community engagement.

All Council Meetings and Special Council Meetings are advertised in the Moira Shire Full Page advertisement, which is advertised in the: Yarrowonga Chronicle, Numurkah Leader, Cobram Courier and the Nathalia Red Gum Courier. Council Meeting dates and times are available from the Moira Shire website (www.moira.vic.gov.au).

Copies of the agenda are available from the Moira Shire website and service centres.

Minutes of the previous meeting are uploaded onto the website once Council has approved them at the following meeting.

6. Regional Context

There are no regional issue to consider within this report.

7. Council Plan Strategy

Governance Moira will meet governance, communication, compliance and regulatory standards through its commitment to advocacy and effective decision making and demonstrate good governance by being consensus orientated, equitable, effective and efficient.

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5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.4

COUNCIL MEETING SCHEDULE 2017 (cont'd)

8. Legislative / Policy Implications

Under Part 3, Section 8(1) of Council's Meeting Procedures Local Law 2001 (No. 1 of 2007 amended 22 July 2008) Council is required to set the date, time and place for Council Meetings.

9. Environmental Impact

There is a carbon footprint left whenever meetings require travel. Councillors and Officers car pool where possible to reduce the amount of cars travelling to one location.

10. Conflict of Interest Considerations

There are no council officer conflict of interest issues to consider within this report.

11. Conclusion

That Council set the date, time and place for Council Meetings and Briefings for the first six months 2017 as per the attached schedule.

Attachments

- 1 Draft - Meeting schedule 6 month 2017

FILE NO: 120.06.003
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.4

COUNCIL MEETING SCHEDULE 2017 (cont'd)

ATTACHMENT No [1] - Draft - Meeting schedule 6 month 2017

6 Monthly Council Meeting and Briefing Schedule – 2017

Date	Venue	Meeting
Wed 8 Feb 2017	Cobram Civic Centre	Briefing (note to incorporate special meeting to adopt Code of Conduct)
Wed 22 Feb 2017	Cobram Civic Centre	Ordinary Council Meeting
Wed 8 Mar 2017	Cobram Civic Centre	Briefing
Wed 22 Mar 2017	Nathalia Dancocks Room	Ordinary Council Meeting
Wed 12 April 2017	Cobram Civic Centre	Briefing
Wed 26 April 2017	Yarrowonga Town Hall	Ordinary Council Meeting
Wed 10 May 2017	Cobram Civic Centre	Briefing
Wed 24 May 2017	Numurkah Presidents Room	Ordinary Council Meeting
Wed 14 June 2017	Cobram Civic Centre	Briefing
Wed 28 Jun 2017	Cobram Civic Centre	Ordinary Council Meeting

FILE NO: F13/2657
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5

YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT

RECOMMENDATION

That:

1. Council endorse the Yarrowonga Library Future Needs Analysis and Site Identification Report

1. Executive Summary

The Yarrowonga Library, located at 26-30 Belmore Street Yarrowonga, is operated by Goulburn Valley Libraries on behalf of Moira Shire. The library is open Tuesday to Friday from 10am to 5.30pm, and from 9am to 12 noon on Saturday.

The Yarrowonga Library Steering Committee; which has been established to oversee this project, comprises representatives of Moira Shire (both Councillors and staff) and Goulburn Valley Libraries (both Board members and staff). The steering committee has identified that the current library has outgrown its existing site and in order to meet the future needs and use for the library potential new sites need to be investigated to continue to deliver relevant services to the growing Yarrowonga and district population.

Urban Enterprise were engaged to provide an analysis of the future needs, a feasibility study for a new development and the identification of potential sites. These were developed through consultation and completing a strategic analysis of existing documents and strategies. The attached report outlines the findings and recommendations from this process.

2. Background and Options

Public libraries are no longer just a place for quiet contemplation and browsing of catalogues, books and newspapers. Libraries of today are humming with the excitement and noise of community interaction and the thirst for information, learning, sharing ideas and creative expression. As a community space libraries are a hub where all community members can feel safe, welcome, engaged and empowered.

While Yarrowonga Library incorporates a number of the spaces, programs and services desired by the community, significant changes need to be made to ensure the library can continue to contribute to the social and economic well-being of the community. The library's physical environment must effectively operate as a multi-purpose hub for community members, home-based businesses, students and visitors.

The library must provide spaces for four critical activities – community interaction, learning and development, community services and creative exploration and expression. The existing Yarrowonga Library building is significantly smaller than the recommended size. The State Library New South Wales – People Places Service Based Benchmark Area Calculator, 2012, which, including the ten-year population growth for Yarrowonga and the non-resident workforce, requires 823m² floor area. This would be a considerable increase from the current 240m² that the Yarrowonga Library utilises.

Consideration has also been made for the co-location of other services, such as Moira Shire Council Customer Services and capacity for virtual business spaces. Urban Enterprise have thoroughly reviewed these factors and addressed them within the attached Yarrowonga Library Future Needs and Site Identification Report for Councils

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2. IMPROVING MOIRA'S LIVEABILITY

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

consideration. This report shall assist with development of a community consultation process, a project feasibility study and the development of a business plan for funding application opportunities.

3. Financial Implications

This report has been funded through operational expenditure. The report will also assist Council and Goulburn Valley Libraries with the development of a business case for community consultation and the securing of external funding.

4. Risk Management

Through the completion of a thorough project analysis and consideration of the attached report Council are able to evaluate all associated potential risk involved.

5. Internal and External Consultation

Urban Enterprise consulted with key Council officers, including Economic Development & Tourism Officers, Arts and Culture Officer and Council's Corporate Management Team. External consultation occurred through the attendance at public community meetings and meeting with Goulburn Valley Library Staff.

6. Regional Context

The report considers regional, state and national trends and needs analysis in the development of the document

7. Council Plan Strategy

This report is supportive of Council's Strategic Goal of Improving Livability by evaluating and planning for future community needs.

8. Legislative / Policy Implications

Under section 196 of the Local Government Act 1989, Goulburn Valley Regional Library Corporation operates under the agreement between City of Greater Shepparton, Moira Shire Council and Strathbogie Shire Council.

9. Environmental Impact

The Community Services Unit is reflective of environmental sustainable practices and in all actions strives to limit environmental impact and respect sustainability.

10. Conflict of Interest Considerations

There are no officer conflict of interest to report.

11. Conclusion

The current Yarrowonga Library site is no longer suitable to the communities' needs and growing population. The attached Yarrowonga Library Future Needs Analysis and Site Identification Report examines the future site and services needs as well as provides a comprehensive evaluation of potential future sites.

Attachments

- 1 Yarrowonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

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2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5

**YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE
IDENTIFICATION REPORT (cont'd)**

ATTACHMENT No [1] - Yarrowonga Library Future Needs Analysis and Site
Identification Report - 29 August 2016



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2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5

YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

AUTHORS

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FILENAME: Yarrawonga Library Future Needs Analysis & Site Identification-August 2016.docx

VERSION: 1

DISCLAIMER

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrowonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

EXECUTIVE SUMMARY

INTRODUCTION

Urban Enterprise was engaged by Moira Shire Council to undertake an analysis of the spaces, services and programs that will be required by the Yarrawonga Library to meet the future needs of the community. The project also explores the opportunity for the possible co-location of a new Visitor Information Centre and Council's Yarrawonga Customer Service Centre with a new library.

Public libraries are no longer purely repositories for books, increasingly they are hubs of community interaction, social wellbeing, learning, creativity and new technology. The new library needs to respond to contemporary community needs and expectations.

YARRAWONGA LIBRARY

The Yarrawonga Library is located at 26-30 Belmore Street, Yarrawonga and is one of ten libraries under the management of Goulburn Valley Libraries (GVL). The Yarrawonga Library is one of the primary libraries in the GVL region, alongside Shepparton, Cobram and Euroa.

The current Yarrawonga Library is not meeting the needs of the community and is constrained by its existing site and building. The library is approximately 240m² (gross) on a site of 620 m² (gross).

CONTEMPORARY LIBRARIES

Analysis of contemporary new library facilities shows that libraries are increasingly a hub of varying activities, services, programs and spaces for the community and visitors.

Contemporary libraries are places for meeting (both informally and formally), sharing ideas and knowledge, accessing technology and fostering creativity.

The current Yarrawonga Library does not provide spaces or facilities that are in line with contemporary library facilities. Core areas undersupplied in the Yarrawonga Library include separate children's area, separate teenage area, meeting rooms, activity rooms, designated quiet areas and kitchenerette access for meetings/seminars.

The inadequacy of the Yarrawonga Library space to meet contemporary library services is confirmed by GVL management and Yarrawonga Library staff.

DEMAND FOR LIBRARY SERVICES

The Yarrawonga Library services a population of 9,115 residents (ABS 2011), based on population catchment analysis. The size of the population in the catchment is estimated to grow to 11,210 residents by 2026.

The Library also services the non-resident workforce of Yarrawonga, which is estimated to consist of 717 workers by 2019, further increasing demand for contemporary library facilities.

Further, there are an estimated 253,718 visitors to Yarrawonga each year, which creates additional demand for contemporary library facilities. Visitors to the region can utilise library facilities and services such as accessing local information, access to WiFi and computers, lounge spaces and meeting spaces.

PROJECTED SPACE REQUIREMENTS

The projected space requirements for the Yarrawonga Library are based on analysis which utilises published benchmark calculators for contemporary library spaces¹, using

¹ People Places: A Guide for Public Library Buildings in New South Wales (3rd Edition, Sydney: State Library NSW, 2012)

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

- Accessible for all vehicles;
 - Future expansion;
 - Limited site constraints to development;
 - Council owned land;
 - Sufficient space for development;
 - Town Centre primacy; and
 - Zoning.
- Based on an unweighted and weighted criteria site assessment, the preferred site for the location of the library is the current Town Hall, community hall and former Kindergarten site on the corner of Belmore and Orr Street.
- PREFERRED SITE**
- The preferred site has many favourable attributes for establishment of the library and 'ticks' all the boxes in the site assessment matrix.
- The site was also formerly identified in the *Yarrawonga Growth Management Strategy 2008*, for establishment as a civic hub. The major benefits of this site include:
- Central location;
 - In Council ownership;
 - Opposite Yarrawonga bus terminus;
 - Large site which can accommodate the library plus many other potential co-located uses;
 - Urban renewal opportunity;
 - Three street frontages;
 - Zoned Public Use Zone (PUZ), compatible with use for a library;
 - Home to the iconic Yarrawonga Town Hall building.
- population and service provision calculators. The Population Based Benchmark analysis has resulted in an estimated required 823m² of library space to service the projected ten-year catchment population.
- The Service Based Benchmark analysis shows that the Yarrawonga Library would need a gross area of approximately 875m² to accommodate library services to serve the ten-year population catchment.
- Therefore, the average required space for the Yarrawonga Library is approximately 850m², far exceeding the current library space of 240m².
- LOCATION ASSESSMENT**
- "Poor locations for public libraries can result in public monies being wasted. Research strongly supports that location is a major factor for library users and a well-located library is essential to achieve increased utilisation".²
- Nine locations/sites were assessed against location criteria in a site assessment matrix to identify a preferred site for the location of the library. Location criteria included:
- Main street or shopping centre location;
 - Highly visible location;
 - Ground floor and street frontage;
 - High levels of personal and property safety;
 - Fully accessible;
 - Accessible from local schools;
 - Potential for outdoor space;
 - Priority pedestrian access;
 - Walk to public transport;
 - Convenient and safe parking;

² State Library NSW - People Places - A Guide for Public Library Buildings v1 NSV/2012 p.66

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrowonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

The site is also not located at an attraction (such as Lake Mulwala), which is an attraction in its own right and will draw visitors independently of the VIC. A Lake Mulwala location also provides the opportunity to capture views. However, capturing views is considered to be more important when a component of a concept that incorporates a restaurant or function space in which the views can be enjoyed by visitors, rather than for a standalone VIC

LIBRARY CONCEPT

An indicative concept for the site has been prepared, which incorporates the needs of the library and acknowledges the extended opportunities for the site to incorporate additional uses and create a community hub in the centre of Yarrowonga. The concept is shown on the following page.

The Town Hall site allows the library to be incorporated into a broader masterplan for the site, so that the Town Hall precinct becomes a hub for arts, cultural and community uses.

NEXT STEPS

The next steps for the project include:

1. **Feasibility Study & Site Masterplan:** Prepare a feasibility study and masterplan for the identified site, using this report as a functional brief.
2. **Business Case:** A business case should be compiled for the preferred masterplan concept. The business case should be used to attract government funding for the development.

- Sufficient car parking opportunities along Belmore Street, Orr Street and Hume Street;
- Opportunities for incorporation of outdoor spaces and new community public open space located within the Town Centre;
- Potential economic benefits for local business traders;
- Within walking distance to anchor supermarket, retailers and Yarrowonga District Health Service;
- Currently an underutilised civic site.

POTENTIAL CO-LOCATION OF VIC

The preferred site for the Yarrowonga Library was independently assessed to determine its validity for the potential co-location of a Visitor Information Centre (VIC), using a set of location criteria to determine appropriate locations of VIC's.

The assessment showed that there may be potential for co-location but that the site lacks some location attributes that may be considered important for the location of VICs.

The favourable factors for co-location include:

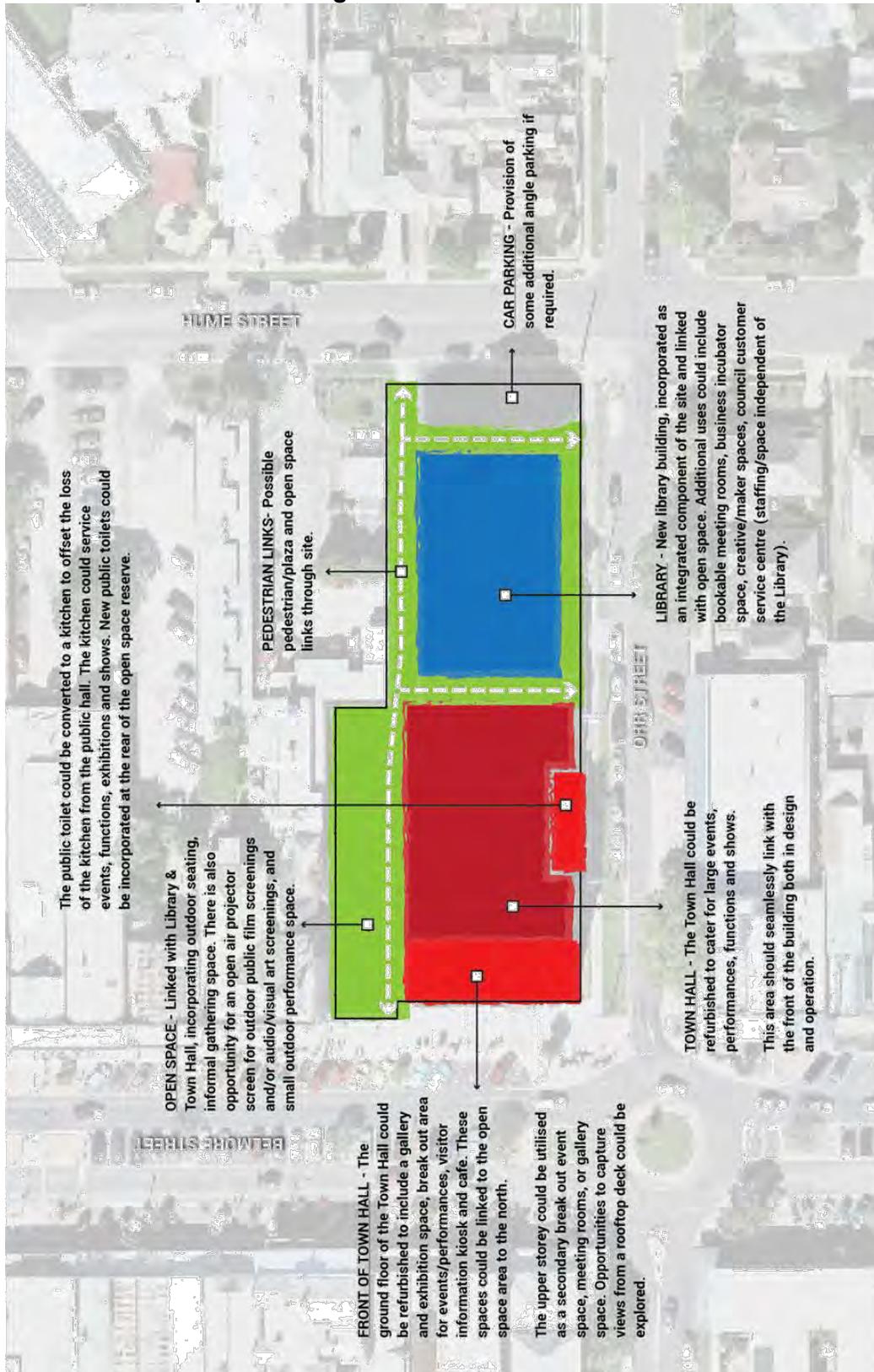
- Central and highly visible location;
 - Potential for incidental visitation;
 - Potential economic benefit to local traders;
 - The site is in Council ownership;
 - Favourable zoning; and
 - Potential for shared facilities, creating operational efficiencies.
- However, the site may need to provide some car parking access for longer vehicles such as caravans and boat trailers. Further, the site is not located at the gateway to Yarrowonga and there is potential for visitors to bypass a VIC in this location, particularly with implementation of the preferred Yarrowonga-Mulwala Bridge road alignment. Adequate signage at gateway entrances would be required to direct visitors to the VIC if the VIC was located in the Town Centre.

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016



YARRAWONGA LIBRARY - INDICATIVE CONCEPT MAP
YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS & SITE IDENTIFICATION PROJECT

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2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5

YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrowonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

1. INTRODUCTION

1.1. PROJECT BACKGROUND

Urban Enterprise was engaged by Moira Shire Council to undertake an analysis of the spaces, services and programs that will be required at the Yarrowonga Library to meet the future needs of the community. The project also provides the opportunity to explore the possible co-location of a new Visitor Information Centre and Council's Yarrowonga Customer Service Centre with a new library.

The purpose of the study is to provide Council with clarity regarding the facilities required by the library, infrastructure required to deliver these facilities, the potential for co-location of a visitors centre and Council customer service centre and the potential sites and identification of a preferred site for this facility.

1.2. PROJECT SCOPE

The scope of the project includes to:

- Analyse the spaces, programs and services that will be required at the Yarrowonga Library to meet the future social and economic needs of the local and regional community;
- Identify the infrastructure required to cater for those spaces, programs and services; and
- Identify and assess potential sites for a new public library.

1.3. REPORT OVERVIEW

The report is set out in four parts as follows:

- **Part A – Background**

This section of the report includes a strategic context analysis, including a literature review to inform the project and assessment of the existing Library.

- **Part B – Needs Analysis**

Part B of the Report provides a needs analysis for a new library in Yarrowonga, including case studies of contemporary libraries, benchmarked with the current Yarrowonga Library, qualitative need based on consultation, quantitative need based on population projections and demographic analysis, ancillary demand from visitor populations and population and service based benchmark assessment to determine indicative floor space requirements.

- **Part C – Location Analysis**

Part C of the report provides an analysis of potential sites for a new Yarrowonga Library and identifies a preferred site moving forward.

- **Part D – Library Concept**

Part D of the report provides an indicative concept proposal for the Yarrowonga Library on the preferred site, identified in Part C.

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

1.4. ABOUT THE LIBRARY

Yarrawonga Library is open from 10.00am – 5.30pm Tuesday to Friday and 9.00am – 12.00pm on Saturday. The library is closed Monday and Sunday.

Services at the Yarrawonga Library include internet pc access, Wi-Fi access, word processing, photocopying, printing, scanning, newspapers, website databases, book clubs, baby changing facilities, and all abilities access and toilet.

Activities on offer at Yarrawonga Library include 'Rhyme and Story Time' every 4th Wednesday of the month at 10.30am, School holiday programs and Yarrawonga friends of the library meetings.

While Yarrawonga Library incorporates a number of the spaces, programs and services desired by the community, significant changes need to be made to ensure the library can continue to contribute to the social and economic well-being of the community.

Public libraries are no longer just a place of quiet contemplation and browsing of catalogues, books and newspapers. Libraries of today are humming with the excitement and noise of community interaction and the thirst for information, learning, sharing ideas and creative expression.

As a community space, libraries are a hub where all community members can feel safe, welcome, engaged and empowered.

The library's physical environment must effectively operate as a multipurpose hub for community members, home based businesses students and visitors.

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**YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE
IDENTIFICATION REPORT (cont'd)**

**ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site
Identification Report - 29 August 2016**

PART A: BACKGROUND

This section of the report includes a strategic context analysis, including a literature review to inform the project and assessment of the existing Library.

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

2. STRATEGIC CONTEXT

2.1. INTRODUCTION

This section of the report includes a literature review of key documents and strategies relevant to the project.

2.2. LOCAL & REGIONAL CONTEXT

MOIRA ECONOMIC ANALYSIS

Urban Enterprise prepared an economic analysis report for Moira Shire in 2014. The report included an analysis of the key economic and demographic drivers for the growth of the Yarrawonga Township. The key findings from the report which relate to this study include:

- The cross border relationship with Mulwala is important as it is a significant township with a population of over 2,000 residents, which utilise Yarrawonga's services.
- Commercial land and activity is concentrated around the town centre.
- A recent Commercial 2 Zone has been introduced along the Murray Valley Highway. A Bunnings Warehouse is currently being developed, as well as a possible car dealership. There may be additional opportunities for highway focused retail in this area, but it will be important that any new retail uses do not threaten the primacy of the town centre.
- Existing residential uses are located primarily between the Murray Valley Highway and Lake. There are a number of residential growth areas identified to the south of the Highway, with a large area between Old Wilby Road and Botts Road, as well as between Reillys Road and Benalla-Yarrawonga Road.
- The importance of the tourism and residential lifestyle economy are shown in the high number of accommodation, cafe and restaurant businesses in Yarrawonga compared

to other towns in the Shire. The focus of the town has shifted from industry to tourism and retirees.

The report also provides a summary of Yarrawonga's strengths and weaknesses, which were derived from consultation. Those relating to this project include:

- The outlook for the town was considered very positive with a number of large developments expected to be completed in coming years;
- A lack of activities for the younger population (other than sport) including arts and cultural activities (e.g. music);
- Lack of 'wealth creating industries' (e.g. manufacturing) and job opportunities for younger population; and
- Trading hours which are not suited to the tourism market (e.g. many shops close after 1pm on the weekends).

As a part of the recommendations in the report, Yarrawonga was identified as an appealing lifestyle location, which may be attractive for professional services and small/home-based businesses. A long term opportunity for Council was to investigate demand for a facility which offers short-term and flexible office space.

Importantly, the Moira Economic Analysis report has identified the importance and concentration of the town centre as a commercial hub and for new retail uses located outside of the town centre not to threaten the primacy of the town centre. This may have implications of the potential locations for the Yarrawonga Library. The report also identified a lack of activities (other than sport) for young people. An enhanced Yarrawonga Library concept may also provide opportunity to engage younger people in cultural and arts activities. Further, the facility could also provide short term and flexible office space.

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YARRAWONGA STRUCTURE PLAN

The Yarrawonga Structure Plan was incorporated into the Moira Shire Planning Scheme in 2013. The key directions of the plan relevant to this project are summarised as follows:

- Encourage the more effective use of the rear of Belmore Street. Pedestrian access to the rear of these sites will enable more opportunity for use of car parking at the rear of sites.
- Promote an integration of tourism, retailing and residential uses at the interface of Lake Mulwala and the town centre through redevelopment of land adjacent to the northern end of Belmore Street.
- Investigate urban renewal and redevelopment options for the land bounded by the rail line, Belmore Street and the Murray Valley Highway.
- Protect the Belmore Street retail activity centre by favouring new developments that provide retail space on the ground floor with offices above the ground or in the streets surrounding Belmore Street.
- Protect the ambience of Belmore Street by retaining the centre of the road car parking.

The Yarrawonga Structure Plan provides an important reference for the location assessment and future concept plan for the Library.

YARRAWONGA GROWTH MANAGEMENT STRATEGY

The *Yarrawonga Growth Management Strategy 2008* was developed in response to significant residential population growth in order to plan for the future needs of the growing community and ensure appropriate access to community facilities and services.

Analysis of service provision found the following services experiencing difficulty in meeting demand:

- Mental health services;
- Youth support services;

- Occasional care;
- Family day care;
- Maternal and Child Health Care nurses and immunisation services;
- Residential and aged care facilities;
- Disabled respite care;
- Home and Community Care programs and packages;
- Flexible meeting space and community office space;
- Community transport;
- Ambulance staff; and
- Increased civic customer services in Yarrawonga.

COMMUNITY HUBS

The report makes recommendations relating to the development of community service hubs. Community hubs are multi-purpose community facilities that bring a range of compatible services together in a single accessible location. The result is a more efficient use of facilities, sustainable land use and equitable access to community services all available at a more convenient single location rather than traditional stand-alone facilities.

Community hubs create more efficient use of facilities by sharing space (different organisations operate in the same place at different times), shared administration, storage and maintenance, pooled finances) and increased usage as service users access the facility for a wider range of reasons.

Community hubs can foster beneficial partnerships between the organisations, service providers and local government.

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GOULBURN VALLEY LIBRARY PLAN

Goulburn Valley Libraries (GVL) provides services to the communities in the municipalities of Greater Shepparton City Council, Moira Shire and Strathbogie Shire. The *GVL Library Plan 2015-19* provides an overview of the organisation, as well as the current context and opportunities and challenges facing libraries in the future.

GVL serves a population of over 100,000 people over an area of 9,772 square kilometres³

GVL operates 10 libraries by agreement in the townships of Cobram, Euroa, Mooropna, Nagambie, Nathalia, Numurkah, Tatura, Violet Town, Yarrawonga and the City of Shepparton. Libraries located in Moira Shire include Cobram, Nathalia, Numurkah, and Yarrawonga. They also operate a Mobile Library service that serves smaller towns and communities within the region.

CIVIC HUB

Most relevant to this project is the Civic Hub concept.

The Civic Hub concept is based on the development of the Yarrawonga Town Hall precinct (including land adjacent to the Town Hall), to respond to the need for increased municipal, and other, services in the town centre.

Possible services and facilities of the Civic Hub, recommended in the report, could include:

- Yarrawonga Town Hall;
- Library;
- MHA;
- Expanded municipal offices and Council customer services;
- Other regional and local government services;
- Civic customer service reception area / information;
- Vic Roads;
- Centrelink.

This project provides the opportunity to address undersupplied services in Yarrawonga, including through the co-location of the Yarrawonga Library with other community facilities and services to create a community civic hub. The *Yarrawonga Growth Management Strategy* identifies the Yarrawonga Town Hall as a candidate site for this use.

³ Goulburn Valley Libraries Library Plan 2015-19

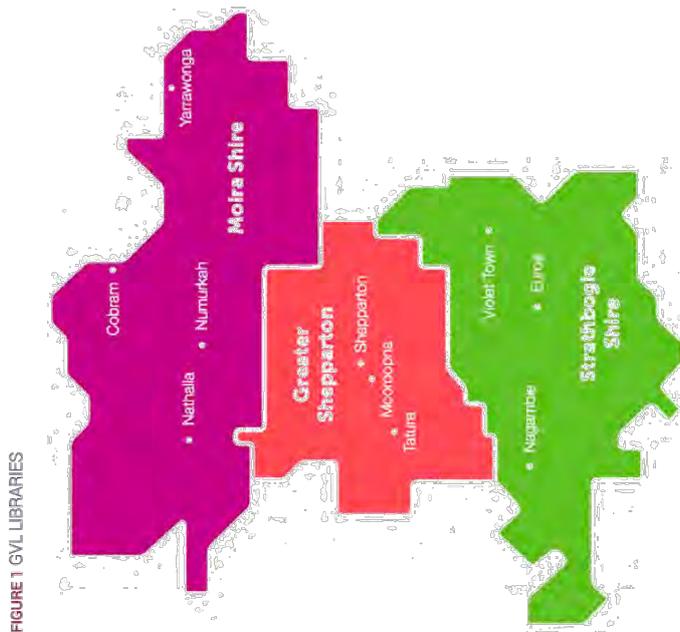
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- GVL provide:
- Management of a collection of 202,101 items, comprising 198,681 print and audio visual materials, and 3,420 digital materials.
 - Shared technical services, CIT, HR, administration, operations and service support from a Regional Administration and Support Centre at Shepparton.
 - Management of a dedicated staff of 67, supported by community volunteers.
- In 2015, the organisation was characterised by:
- Declining trends in patronage;
 - Low membership rate – 29.5% of population vs. Victorian average of 47%;
 - Low active membership rate – 16% of population vs. Victorian average of 20%;
 - An older physical collection – 35% of stock purchased in the last 5 years. Victorian average 64%;
 - A large physical collection – 2.1 items per capital vs. Victorian average of 1.5;
 - A small e-Book collection – 0.02 items per capital vs. Victorian average of 0.05;
 - Low level of spending on collection items – \$2.09 per capital vs. Victorian average of \$6.05;
 - Low level of staffing – 0.24 EFT per 1,000 population vs. Victorian average of 0.31;
 - Relatively low level of funding – \$31.49 per capital vs. Victorian average of \$38.80;
 - High levels of satisfaction among current patrons – 9.3/10 vs. Victorian average of 8.57/10;
 - Sound financial position at current funding levels – min. debt, modest cash reserve.



Source: CGL Annual Report 2014/16

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FIGURE 2 PREFERRED BRIDGE ALIGNMENT



Source: <http://www.melroads.vic.gov.au/traffic-and-projects/road-projects/yarrawongamulwalahighwayplanningstudy>

TABLE 1 MEMBERSHIPS, VISITS & LOANS

	2010/11	2013/14	2014/15
Memberships	30,797	29,899	29,531
Visits	375,787	363,441	346,430
Loans	496,350	474,179	449,893

Source: Goulburn Valley Libraries - Library Plan 2015-2019

THE FUTURE OF PUBLIC LIBRARIES

The GVL Library Plan acknowledges that library spaces are moving away from being primarily print collections, to social and digital integrated spaces. The Plan states that 'future libraries need spaces for experiences and activities as well as performance and personal development. Business spaces and cafes, spaces for brain health and learning and spaces to participate and connect'. Libraries need to be able to provide a space for users to create, share and even publish.

MULWALA BRIDGE & MURRAY VALLEY HIGHWAY CONNECTION

In 2009 Vic Roads commissioned a planning study to identify options for a new bridge and approaches within the townships of Yarrawonga and Mulwala.

The preferred alignment of the new bridge will run adjacent to the existing bridge, effectively through the location of the Yarrawonga Mulwala Visitors Centre. Some of the key benefits of this alignment, as described by Vic Roads include:

- Removal of through traffic and reduces congestion in Belmore Street.
- Provides a new freight route and reduces congestion in Belmore Street.
- Provides a reliable route for pedestrians and cyclists between Melbourne Street in Mulwala, and Belmore Street in Yarrawonga.
- Supports tourism by providing direct access to Yarrawonga foreshore.

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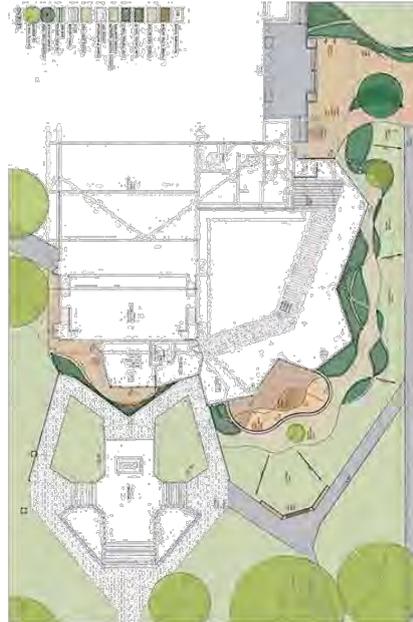
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Source: Dale Coburn Architects - <http://www.dalecoburnarchitects.com.au/ind/about-us>



Source: Polivy Studio - <http://www.polivystudio.com.au/cobram-library/>

COBRAM LIBRARY

Construction has recently begun on Cobram Library and learning centre. The project is located on the site of the existing Civic Centre in Cobram. The redevelopment includes varied and different sized library components including informal reading areas, children's areas, computer areas and technology areas. The design includes the provision of private break out spaces and flexible community group areas. The Cobram Library will be a place for people to come together, share ideas, to learn and connect. The proposed design will transform library services for the Cobram and surrounding communities by offering a modern library with online access.

At the new library there will be:

- Access to more than 10,000 books, audio books, DVD's, Magazines, Newspapers located at Cobram, plus access to over 200,000 items across the GVRLC network of local Libraries and over 1 million times through our network of Victorian and NSW public libraries.
- On line access to eBooks, eMagazines and online children's stories.
- Plenty of casual seating and tables.
- A meeting room available for public use.
- State of the art PC's for public use, printing and copying facilities.
- Youth and children spaces including a safe outside area.
- Quiet reading areas and study areas.
- Wi-Fi access inside and outside for people to bring their own devices.
- Audio visual displays.
- Kitchenette for staff and public use.

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2.3. LIBRARY BUILDING & PLANNING PUBLICATIONS

SHEPPARTON LIBRARY REDEVELOPMENT
The redevelopment of the Shepparton library was recently completed. The redeveloped library features:

- An increase of library space of 45%;
- New IT area;
- Local history research room;
- A Skype booth;
- A community multipurpose room with AV resources;
- Enhanced reception area;
- New service desk;
- An outdoor area with art wall;
- New storage compactors;
- Improved staff work area;
- Improved all access toilet and baby change facilities;
- New modern furniture and shelving.

TOMORROW'S LIBRARY

The Ministerial Advisory Council on Public Libraries (MAC) undertook a comprehensive review of the role of Victorian public libraries, including services and funding arrangements between 2012 and 2014, known as *Tomorrow's Library*. The project seeks to maximise the benefits people traditionally enjoy from their local libraries, while meeting the future demands of Victoria's changing communities.

The MAC review came to some significant conclusions in regard to Victoria's public libraries. Key findings are outlined below.

TODAY'S LIBRARY

"Public libraries in Victoria provide a wide range of services that are valued by the community. However, there is disparity between libraries, with some unable (for a variety of reasons) to offer the same suite or standard of services as others. The MAC believes all Victorians should have access to high-quality public library services, regardless of where they live".⁴

THE CHANGING LIBRARY ENVIRONMENT

"The environment in which public libraries operate is changing rapidly. It is challenging for public library services to keep pace with changes in technology and the phasing out of obsolescent technology. Identifying emerging trends and changes can be difficult, as is anticipating the impact on library usage, particularly for smaller library services. There is an ad hoc approach to implementing new services. For example, some public libraries are providing commercially acquired e-books while others are not. The MAC believes all Victorians should have access to high-quality public library services, regardless of where they live".⁵

⁴MAC – Review of Victorian Public Libraries Stage 1 Report – 2012, p.18

⁵MAC – Review of Victorian Public Libraries Stage 1 Report – 2012, p.21

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FUTURE TRENDS

The MAC report provides two possible future scenarios for public libraries, the 'creative library' and the 'community library'.

The 'Creative Library' Concept

In this scenario, developed by the MAC, the rising social need is around creativity as more and more people seek the skills and resources to develop and express their creativity. The future option in this scenario is for public libraries to evolve towards becoming the creative library.

The creative library concept is:

- An active learning centre;
- A community arts studio;
- A brain gymnasium;
- A collaborative work space.

The creative library concept would offer a range of services and programs that promote creative expression and collaboration, including:

- Workshops to facilitate individual and group artistic development, including music, pottery, storytelling, poetry, drawing, writing, painting, sketching, media etc.
- Creative spaces for collaborative 'jamming';
- Studios for recording and editing content;
- Business spaces for local telecommuters;
- Physical book collections;
- E-resources;
- Language and literacy programs for all age groups.

The 'Community Library' Concept

In this scenario, developed by the MAC, active learning forms a key component of the concept, providing classes, workshops and training to meet community's needs.

In this scenario, the public library facilitates community connection and learning as a meeting place for people to gather, share and learn. The community library concept is:

- A gathering place;
- A learning centre (a 'brain gymnasium');
- A repository, documenter and disseminator of local knowledge;
- An exhibitor of local creativity;
- A local business hub.

The community library concept would offer a range of services and programs that promote lifelong learning and social connection, including:

- Literacy programs;
- Learning programs;
- Community programs;
- Documenting, warehousing and disseminating local history, culture and knowledge;
- Social spaces;
- Business Centre for local telecommuters;
- Physical book collections;
- E-resources;
- Quiet spaces;
- Information services;
- Outreach services.

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PEOPLE PLACES – A GUIDE FOR PUBLIC LIBRARY BUILDINGS IN NEW SOUTH WALES – THIRD EDITION

The State Library of New South Wales published the third edition of *People Places* in 2012. *People Places* provides a guideline for planning and building public libraries. The third edition was updated by Francis-Jones Morehen Thorp (FJMT) architects. The guideline provides library managers and councils with a practical tool to plan and create library spaces. The following information has been extracted from this publication to provide important background context and research to the project.

The third edition of *People Places* provides information relevant to this project on:

- The continuing popularity of libraries within a digital age;
- Future trends which impact on library design;
- How to determine the need and size for a new or extended library.

TRENDS IN PUBLIC LIBRARIES

People Places provides an assessment of the trends in public libraries. According to *People Places*, public libraries must be buildings that

- Provide a cultural hub and focal point for the community;
- Are functional and multipurpose, accommodating a range of activities and uses;
- Enable user-friendly access to the latest in technology;
- Attract a wide range of users providing areas for relaxation, research, leisure and learning;
- Have effective and efficient delivery of services;
- Develop from a co-operative approach between all stakeholders to ensure the changing needs of the community are met.

- Are good value in the longer term and contribute to Environmental Sustainability.⁶

The public library trends outlined in *People Places* includes:

3. Public libraries as places of social capital⁷

'Public libraries bring people together from a range of different backgrounds to meet, network and potentially develop relationships with other members of the community.'

4. Community living room⁸

'The 'living room' library provides spaces to lounge, drop in, plug in, login, meet up, read a magazine, listen to music, buy a coffee or even watch tv.'

5. Breakdown of hierarchy⁹

'The size of service desks has shrunk and configuration changed to reduce barriers. Management of library staff has moved towards roving librarians. Lounge areas, collaborative study areas and group tables are now prevalent. There is also a trend toward moveable furniture.'

6. Urban and socio-cultural regeneration¹⁰

'Libraries have been used as opportunity to regenerate/develop urban and regional spaces. Community urban regeneration strategies from People Places, include:

- Creation or re-activation of public open spaces and streetscape as a result of a new library;
- Insertion of iconic or as liminal architecture, which reinvigorates and challenges the identity and self-awareness of a community, and places an urban centre 'on the map';
- Transparent facades that connect internal library activity with the street, thereby increasing public safety and surveillance;

⁶ State Library New South Wales – *People Places – A Guide for Public Library Buildings in New South Wales – Third Edition*

⁷ State Library New South Wales – *People Places – A Guide for Public Library Buildings in New South Wales – Third Edition* p.19

⁸ State Library New South Wales – *People Places – A Guide for Public Library Buildings in New South Wales – Third Edition* p.21

⁹ State Library New South Wales – *People Places – A Guide for Public Library Buildings in New South Wales – Third Edition* p.23

¹⁰ State Library New South Wales – *People Places – A Guide for Public Library Buildings in New South Wales – Third Edition* p.25

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- Co-location with other valued community facilities to create a public hub, which is discrete from commercial pressures and reinforces a sense of support and belonging.
 - Spaces which promote partnerships and programs with other cultural and educational institutions to strengthen local learning, cultural development and identity.
 - Insertion of libraries into town centres, existing or new development, which are primarily commercially (retail or office) focused.
 - Spaces which promote the development and reinforcement of community identity through the creation and collection of local knowledge and culture.
- Facilities which can stimulate socioeconomic development and promote social cohesion include:
- Technologies for creative and local content e.g. sound mixing and recording, graphic and design software, blogs, photo sharing, community radio.
 - Archiving, preservation and display of local cultural items and artefacts.
 - Loan or sale of cultural items such as musical instruments and art works.
 - Spaces for group discussions and talks.
 - Technology training facilities, job search, internet connection for small business.
 - Spaces for exhibitions and museum collections.
- 7. Whole of life value and design excellence¹¹**
A successful building delivers on the following:
- Functionality;
 - Durability;
 - Ecological Sustainability;
- 8. Public libraries and ecologically sustainable development¹²**
'Public libraries are central to providing community leadership in ecologically sustainable development (ESD).'¹³
- Social Responsibility;
 - Cultural Development.
- 9. Programs and partnerships¹³**
'Contemporary libraries are highly focused on programs and partnerships, as well as maintaining their traditional roles. Library space is being increasingly occupied by informal social activities as well as facilities for structured group activities.
Traditional programs remain popular including 'Baby Rhyme Time' and 'Children's Storytime'. Other popular programs include bilingual story time sessions, cultural book exchanges or themes author talks. Alternate programs include band nights for youth culture, assisted homework sessions, early literacy programs, knitting and cooking classes.
The implications for these programs and partnerships includes the importance of flexible spaces, which can be accessed out of hours such as meeting rooms, training rooms and multipurpose spaces. Youth and children's areas require greater flexibility to cater for large groups and diverse activities.
General areas of the library, such as foyers and lounge spaces can be rearranged for performances and displays, allowing the library to serve as a venue for events and host exhibitions.
Forming partnerships is another way libraries are promoting community involvement and providing a broader scope of services and information. Typically, partnerships include local education institutions such as TAFE, schools and community colleges.'

¹² State Library New South Wales - People Places - A Guide for Public Library Buildings in New South Wales - Third Edition p.21

¹¹ State Library New South Wales - People Places - A Guide for Public Library Buildings in New South Wales - Third Edition p.27
¹³ State Library New South Wales - People Places - A Guide for Public Library Buildings in New South Wales - Third Edition p.29

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10. Ageing of the Community¹⁴

Although this trend is related to the ageing of the population in NSW, it is also relevant for Yarrowonga.

'Older residents are already major users of libraries and this trend is likely to grow as the number of older residents with significant leisure time increases. Access to specialist collections, adult education, activities targeting seniors, increasing computer usage and browsing areas for casual users are examples of potential trends that may be experienced. Many seniors live alone and may seek social interaction by longer stays in libraries, emphasising the importance of comfortable lounge spaces.'

The next generation of retirees, the Baby Boomers, are generally more sophisticated in their knowledge of digital information with just under 60% accessing the internet from home and are keen to explore new ways of using their recreation time. Access for older residents in retirement villages and household services will also need to be considered. Access for people with a disability will become an increasingly important issue.'

11. Youth Culture¹⁵

'Youth are significant users of public libraries and major consumers of information technology. As a place away from home and school, libraries can act as a place of refuge for youth, to meet with friends or be by themselves. Increasingly the delineation between recreational time is blurred with study activity.'

An important aspect of contemporary youth culture is the fluid approach to activities and proficiency with multi-tasking, meaning younger generations often like to work chat, use technology and do numerous other things at the same time. Many libraries are responding to these specific needs by providing separate areas that allow young people to undertake a range of activities in a space designed especially for multi-tasking.'

¹⁴ State Library New South Wales - People Places - A Guide for Public Library Buildings in New South Wales - Third Edition p.33

¹⁵ State Library New South Wales - People Places - A Guide for Public Library Buildings in New South Wales - Third Edition p.35

12. New information technologies¹⁶

'Recently, public libraries have been required to provide additional space for technologies such as computer training rooms, large areas for public access catalogues, dedicated computerised work stations for staff, additional storage for digital technology and hardware and more seating for Wi-Fi/laptop use.'

An advantage of recent technology is that much of it is wireless, allowing greater physical flexibility, with library spaces able to be multifunctional.

Increased access to wireless internet and local area network (LAN) access points, touch screens, tablet consoles, mobile devices and laptops has created an interactive environment fundamentally changing the layout of libraries.'

13. Collaborative learning environments¹⁷

'As a result of the trend towards collaborative learning, public libraries have shifted from 'silent reading' and individual study models of the past, towards active and interactive learning environments.'

Public libraries have a unique opportunity to provide a physical environment in which the community can learn, socialise and use technology.'

Key elements of collaborative learning spaces include:

- *Group study areas;*
- *IT enabled lounge and study;*
- *A variety of attractive and flexible furniture arrangements that allow users to customise their own spaces.*
- *Convenient access to Wi-Fi and power points.*
- *Technologies that facilitate interactive group activity e.g. large display screens, wireless access, digital whiteboards, gaming consoles and tablets'*

¹⁶ State Library New South Wales - People Places - A Guide for Public Library Buildings in New South Wales - Third Edition p.37

¹⁷ State Library New South Wales - People Places - A Guide for Public Library Buildings in New South Wales - Third Edition p.39

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- Adopting retail strategies e.g. new trends in concept stores where a range of linked products are offered, or 'one-stop-shops'.
 - In-house cafes, restaurants and stores.
 - Themed areas – consistent colours, graphics, materials, fittings and fixtures.
 - Retail influenced product display – featured products displayed prominently.¹⁷
- 17. Cultural development¹⁷**
- 'Culture relates to the values, beliefs and customs of a community and the forms through which that culture is expressed. For many people, traditional mediums of literature, art, dance, theatre, film and music are used to express our culture while our natural and built environment are further extensions of our cultural image.*
- Councils are striving to reinforce and welcome cultural diversity, promote partnerships and reinforce regionally specific history and heritage. Public libraries are often integral to this trend.'*

People Places provides very important background and contextual research into the current trends in library services and the important role public libraries play in communities. The findings of this research should be considered when determining the future opportunities and needs for an enhanced Yarrowonga Library.

- Skilled, trained library staff.'
- 14. Our Multicultural Society¹⁸**
- 'There is a need to ensure that there are prominent areas for browsing and reading multicultural resources, as well as meeting room and lounge areas for social contact with people of similar backgrounds and interests. In supporting diverse cultures within a community, many successful libraries have offered areas for exhibition and events, particularly with flexibility to hold performances and festivals both inside and out.'*
- 15. Our Indigenous community¹⁹**
- 'In many communities, public libraries play a pivotal role in the promotion and retention of Indigenous culture, with many housing specialist collections of books, audio-visual materials, periodicals, local history and ancestry, and artefacts relating to Aboriginal and Torres Strait Islander people.'*
- 16. Competition and Marketing²⁰**
- 'The way we spend our leisure time is changing and increasingly libraries are as much a place to spend time as a place of learning and research.*
- In recent years, many public libraries have sought to improve their marketing through the adoption of various retail strategies in their physical design such as:*
- The provision of flexible floor space which can be used for a variety of activities and experienced including courses and events.
 - 'Weeding' of collections to allow more space for display, particularly face out shelving.
 - Creating memorable and exciting spaces.
 - Furniture and shelving which is moveable, modular and changeable.
 - Exhibition/display space which is appropriately lit, attractive and accessible.

¹⁷ State Library New South Wales – People Places – A Guide for Public Library Buildings in New South Wales – Third Edition p.45
¹⁸ State Library New South Wales – People Places – A Guide for Public Library Buildings in New South Wales – Third Edition p.47

¹⁹ State Library New South Wales – People Places – A Guide for Public Library Buildings in New South Wales – Third Edition p.41
²⁰ State Library New South Wales – People Places – A Guide for Public Library Buildings in New South Wales – Third Edition p.43

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ATTACHMENT No [1] - Yarrowonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

3. YARRAWONGA LIBRARY

3.1. INTRODUCTION

This section of the report provides analysis of the current Yarrowonga Library, including an overview of the existing site and facilities, library performance and origin of facilities.

3.2. THE EXISTING SPACE

The Yarrowonga Library, located at 26-30 Belmore Street, Yarrowonga, is operated by Goulburn Valley Libraries on behalf of Moira Shire. The library is open Tuesday to Friday from 10am to 5.30pm, and from 9am to 12 noon on Saturday.

The library occupies a site of approximately 620 square metres, however, the building itself occupies an area of approximately 240 square metres. The site includes provision of 3 staff car parks and two visitor car parks on the northern side of the site, accessed via Belmore Street. The library is adjacent to the Yarrowonga Post office to the south and retail space to the north.

Expansion of the existing building is constrained by a substantial mobile tower to the rear of the library building.

The existing library space includes:

- Provision of 5 desktop computers;
- Printing and photocopying facilities;
- Small staff kitchen;
- One accessible shared toilet;
- Kids learning area;
- Limited tables, chairs and working spaces.

Artificial light is relied on in the library, as there are no windows on the north side of the building.

There is no clear separation of spaces for differing functions within the library and many aisles are not fully accessible due to size constraints.

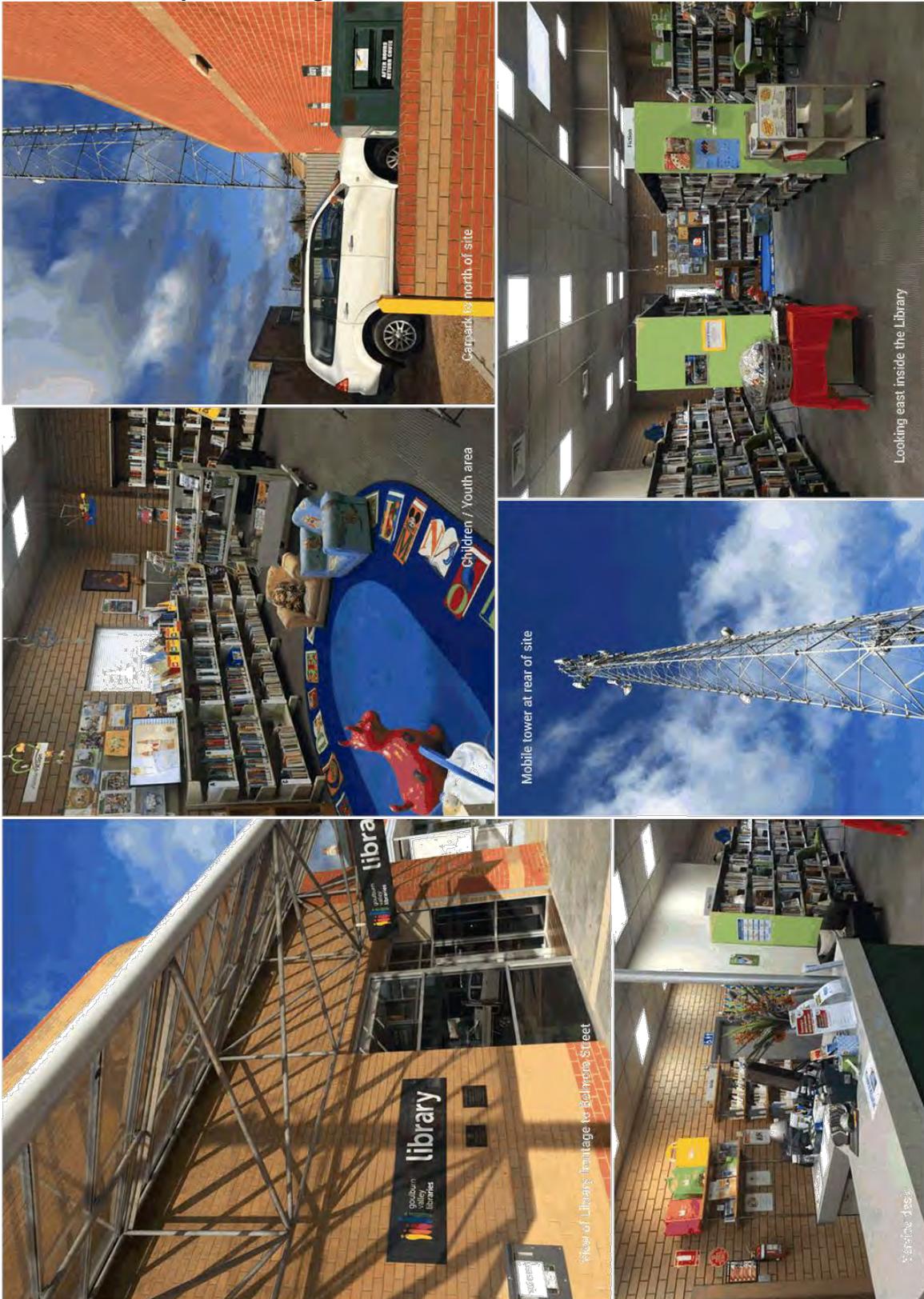
The following page includes images of the current Yarrowonga Library.

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3.4. YARRAWONGA LIBRARY PERFORMANCE

Figure 5 provides a summary of the performance of GVL libraries in the 2014/15 financial year against performance measurements of members, loans, visits, holds/requests, in-library internet and Wi-Fi.

The following key points have been drawn from the 2014/15 Annual Report data:

- Yarrawonga had the **second highest** number of **members** of all GVL libraries, second only to Shepparton.
- Yarrawonga had the **third highest** number of **loans** of all GVL libraries, behind Shepparton and Cobram.
- Yarrawonga had the **fourth highest** number of **visits** of all GVL libraries, behind Shepparton, Cobram, Euroa and Yarrawonga.
- Yarrawonga had the **fifth highest** number of **in-library internet users**, behind Shepparton, Mooroopna, Euroa and Numurkah.

It is clear that Yarrawonga is one of the most highly utilised libraries in Moira Shire, alongside Cobram, which is logical given these areas are the two largest population centres in Moira Shire.

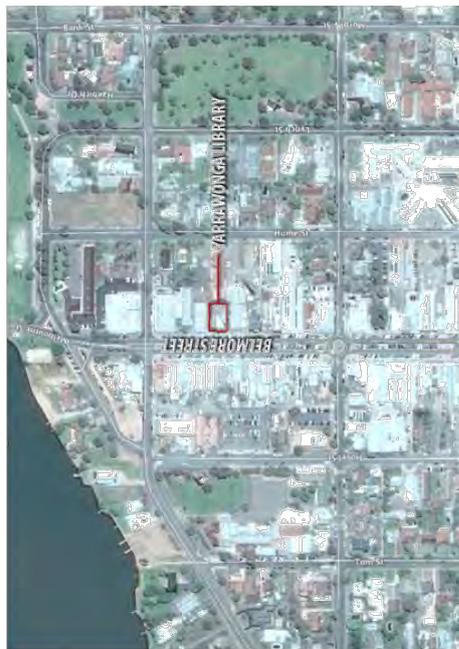
Yarrawonga has the second highest numbers of members, comparable to Euroa and Cobram. However, visitation to Yarrawonga library is less than Euroa and Cobram. This may suggest that the library and/or facilities is not appealing enough to draw a higher proportion of visitors to utilise the library services.

3.3. LOCATION

The Yarrawonga Library is located at 26-30 Belmore Street, Yarrawonga, within the Yarrawonga town centre, as shown in the map below.

Consultation with library staff and managers suggest that a town centre location is favourable due to the proximity to other town centre services and amenity and the convenience of the central location.

FIGURE 4 YARRAWONGA LIBRARY LOCATION



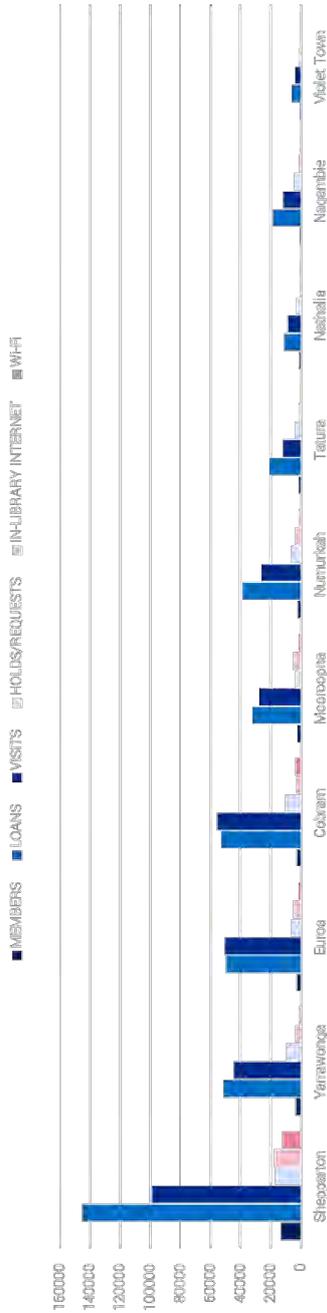
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FIGURE 5 GVL LIBRARIES – COMPARISON OF PERFORMANCE



Source: GVL Annual Report 2014/16

3.5. ORIGIN OF LOANS

Table 2 shows the origin of loans from the Yarrawonga Library for the 2015/16 financial year. The data shows that 84% of all loans originate locally from the Yarrawonga area, and that approximately 10% of loans originate over the NSW border in Mulwala.

TABLE 2 ORIGIN OF LOANS BY POSTCODE 2015-2016

POSTCODE (& POSTCODE SUBURBS)	ADULT LOANS	TEENAGE LOANS	JUNIOR LOANS	ALL LOANS
3730 - Yarrawonga (VIC), Yarrawonga South (VIC), Telford (VIC), Esmond (VIC), Burramine South (VIC), Burramine (VIC), Bundalong South (VIC), Bundalong (VIC), Boosey (VIC), Bathurst (VIC)	83%	84%	88%	84%
2647 - Mulwala (NSW)	11%	8%	5%	10%
Other	6%	8%	7%	6%
Total	100%	100%	100%	100%

Source: GVL, 2016

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PART B: NEEDS ANALYSIS

Part B of the Report provides a needs analysis for a new library in Yarrawonga, including case studies of contemporary libraries, benchmarked with the current Yarrawonga Library, qualitative need based on consultation, quantitative need based on population projections and demographic analysis, ancillary demand from visitor populations and population and service based benchmark assessment to determine indicative floor space requirements.

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4. CONTEMPORARY LIBRARY CASE STUDIES

4.1. INTRODUCTION

The need for high quality community spaces where people can learn, exchange ideas, meet and work collaboratively is more important than ever. This section of the report provides a case study analysis of new and contemporary libraries that provide services and infrastructure to meet contemporary community and visitor needs. The outcomes of the case study assessment will be used to benchmark the current offering of the Yarrowonga library to identify service provision gaps.

The case studies analysed include:

- The Dome;
- Library at the Dock Docklands;
- Hume Global Learning Centre;
- Caroline Springs Library and Community Centre;
- Melton Library and Learning Hub;
- Emerald Hill Library and Heritage Centre;
- Katoomba Library; and
- Beechworth Library.

4.2. THE DOME, GEELONG

The Geelong Library and Heritage Centre (the Dome) was officially opened on 20 November 2015, and is designed to meet the expectations of 21st century public library users, providing contemporary and innovative library and information services. It is also a vibrant gathering space for local residents, workers and visitors to enjoy – a tourist destination in the heart of Geelong's cultural precinct.

The Dome is owned by the City of Greater Geelong, and is managed and operated on behalf of the City by the Geelong Regional Library Corporation.

The redevelopment of the existing Geelong Library and Geelong Heritage Centre formed a major component of the Geelong Cultural Precinct Masterplan – a joint initiative between the City of Greater Geelong and the State Government of Victoria.

Delivery of the \$45.5 million Geelong Library & Heritage Centre project was enabled through funding from the City of Greater Geelong (\$20.5 million), the State Government of Victoria (\$15 million) and the Commonwealth Government (\$10 million).

Award-winning Melbourne firm, ARM Architecture, completed the architectural design of the facility.²²

²² <http://www.grlc.gov.au/gfbc/about-dome>

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GROUND FLOOR & MEZZANINE

Gathering Place, Ki-Kiri-ngijj [we talk together], main entrance, news lounge, technology, exhibitions and café.

The ground floor is an open-plan, informal area featuring a six metre high wall of books. On this floor, visitors can speak with library staff, return books, pick up reserved items and enjoy a collection which includes award-winning Australian authors, newspapers and magazines. It is also the place to gather, catch up on news or borrow an iPad. It is a welcoming space and a gateway to the rest of the centre.

An 80-seat café - including an external deck with terraced gardens - provides direct access to Johnstone Park. This level also houses a 200m² exhibition gallery space, with a connection to the Geelong Gallery.

Suspended above the ground floor and bisecting the wall of books at its mid-point vertically, the mezzanine provides a vantage point to the ground floor. A secluded reading area occupies the northern end of the mezzanine level. This level also houses a maker space with opportunities for 3D printing, Oculus Rift Virtual Reality experiences and use of electronics kits

LEVEL 1

Reading nest, Ngawaring ngijj and Cave, Kanyul Kamung, Dedicated Children & Youth Floor

Level one is a dedicated space for children and young people, and features an external timber terrace, a wet-area activities room, age-appropriate technology and collection resources, and a family room. Colourful and comfortable furnishings, including an adjustable ottoman inspired by *The Very Hungry Caterpillar*, create a family-friendly environment for learning and reading.

A 100-inch screen and gaming consoles provide young people with opportunities for relaxation and fun. This floor also houses 4 x 27-inch iMacs, 9 public PCs, and 5 children's Play and Learn computers. The floor is home to a Cruiser table (smart touch screen table), Lego Mindstorm kits, Cemo and Arduino electronics kits. The green screen fun often visits this floor as well.

THE BUILDING

The Dome is built over eight levels, including five publicly accessible levels and three levels housing building services and administrative headquarters. The lower ground floor contains the bulk of the building services, including water harvesting and storage. This floor also features a loading dock with a dock leveler adjacent to a large secure storeroom and access passage. The sixth floor is acoustically isolated from the rest of the building, and houses the plant rooms and air handling system. The cooling towers are open to the sky and the sustainable mechanical systems are designed for optimum performance and energy efficiency.

The five publicly accessible levels include the usual library services as well as:

- 6,000m² of space;
- A diverse collection of print, multimedia and heritage items;
- Major event space, seating 300 people with sweeping views of Geelong;
- 80-seat café, with an outdoor deck area leading into Johnstone Park;
- An entire floor dedicated to children and young people;
- High-end digital technology and high speed internet access;
- Heritage Centre repository and reading room;
- Eight meeting rooms available for community groups and corporate hire;
- An exhibition space curated by the Geelong Gallery; and
- Powerful Wi-Fi and high speed internet access.

FLOOR BY FLOOR

This section provides a floor by floor overview of the publicly accessible spaces and facilities available at the Dome. Information has been sourced online from the Geelong Regional Libraries.

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Source: <http://www.qltr.com.au/galleries/level2.html>

LEVEL 2

Inspiration space, Nyal (open your eyes), large print and audiobooks, magazine, multimedia, non-fiction, meeting and discussion rooms.

The open-plan second floor houses the library's print and digital collection for adults, presented on bespoke shelving units. A series of meeting rooms along the northern wall contain graphic wallpaper featuring a digitally altered reproduction of Eugene von Guerard's 1856 work, *View of Geelong*. The western meeting room has a single hexagonal window on the northern wall revealing a view of contemporary Geelong. There are a variety of seating options with distinct geometric forms.

Features:

- Large print and audio books, magazines, multimedia, non-fiction;
- Technology including onscreen magnifiers, text to speech readers, multimedia-enabled discussion rooms and meeting room with conferencing facilities;
- PCs and iMacs.

LEVEL 3

The vault, Kim bame thiya (here yesterday), heritage, reading room, regional archives, local and family history and history reference collection

Level three houses Geelong's new Heritage Centre. This bold red area is as distinctive as the collection it houses, and includes custom shelving and joinery which is integrated into the space. The public-access area features a large research desk, digital display, reference library, microfilm and PC access, and a reception area for staff to receive enquiries from customers.

The 520m² secure archive repository houses the majority of the Heritage Centre collection and boasts over four kilometres of mobile shelving.

Features:

- Heritage reading room;
- Technology including a Cruiser table (smart touch screen table), microfiche and microfilm readers, presentation space and public PCs; and
- Entire heritage collection in one location.

LEVEL 4

Administration, Kim bame murk (here is the head), headquarters of GRLC

This floor houses the administrative staff for the Geelong Regional Library Corporation which is responsible for the operation of 16 libraries (including the Geelong Library & Heritage Centre) and two mobile libraries across the municipal areas of City of Greater Geelong, Golden Plains Shire, the Surf Coast Shire and the Borough of Queenscliff.

LEVEL 5

The high ground, Wurd! Youwang (You Yangs - big hill in the middle of the plains), major events and balcony

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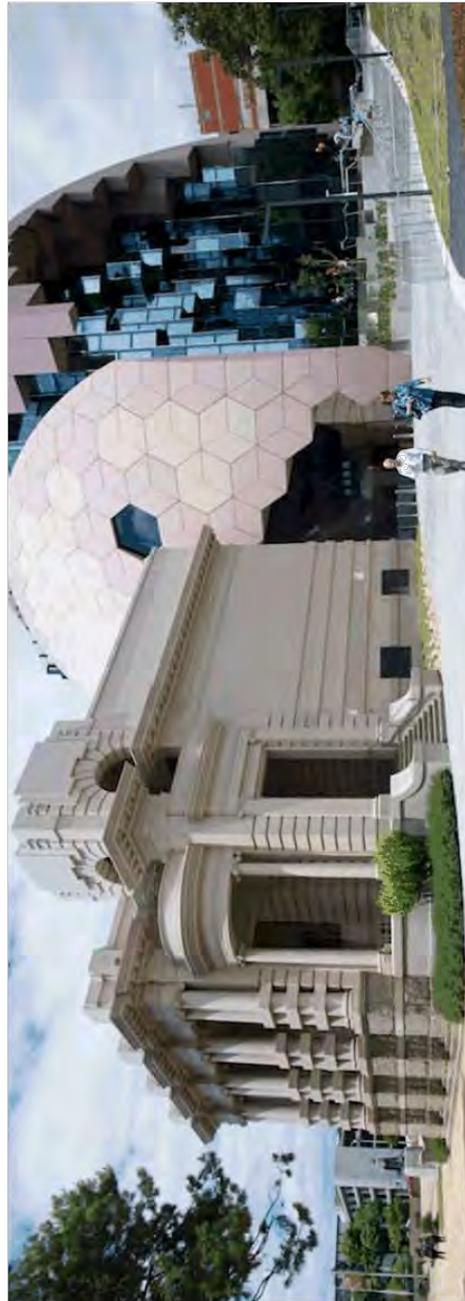
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The fifth floor features a flexible, multi-purpose event space with capacity to seat up to 250 people. High-end audio visual technology and facilities make this the perfect venue for business events, receptions, dinners and weddings.

Features:

- 250-seat capacity flexible and multi-purpose auditorium/conference/meeting/display space; and
- North-facing balcony (100-person capacity) with views over central Geelong and the waterfront across Corio Bay to the You Yangs.

The domed ceiling is lined with ochre-coloured hexagonal tiles which replicate the geometry of the external domed façade. A large acoustic stackable wall system enables the space to be divided into two smaller rooms. Mirror-finished doors open onto the large north-facing deck with glazed balustrades, providing spectacular views over Corio Bay to the You Yangs.



Source: <http://www.geelong.gov.au/gfnc>

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- Other bookable spaces.

Library at The Dock has multipurpose rooms for hire that are suitable for meetings, conferences, performances, training, recreation, gameplay, art and design activities. Bookable spaces include an activities room, community rooms, meeting rooms, a terrace (outdoor activity space), practice rooms (piano practice), makers space, gameplay and design lab (An informal area for community to run activities that create, develop skills, and workshop. This could be gaming events, screen printing, craft or 3D printing).



Photo: Fairfax Darwin - <https://www.fairfax.com.au/news/2015/07/29/150729/openhouses2016/exploration-and-activity/library-at-the-dock/>

4.3. LIBRARY AT THE DOCK

Library at The Dock, one of six public libraries and one of four community hubs in the City of Melbourne, is the civic heart of Docklands. It offers traditional and digital catalogues, free WiFi, a range of unique events and multipurpose rooms for hire.

The library was opened in 2014 and was developed through a partnership between the City of Melbourne, Places Victoria and Lend Lease.

The Library at the Dock offers a range of facilities, including:

- A modern library service with traditional and digital catalogues;
- Free WiFi;
- Creative editing suites and recording studio;
- The studio can be used to record and edit voice overs; vocal and audition tapes; spoken work and readings; and instrumental works.
- Community meeting spaces;
- Study areas;
- Performance space;
- The performance space is suitable for large functions. The space has audio-visual equipment and flexible seating arrangements. The performance space can be used for theatrical performances; rehearsals; formal presentations; graduation ceremonies; conferences; and passive recreation classes. The performance space and the community room share a retractable wall. When booked together, the Community room can be used as a green room. The Community room has a kitchenette, and movable tables and chairs.
- Gallery space;
- The gallery spaces is a versatile exhibition space for hire where a range of visual art works can be presented. The gallery space includes a diverse program of exhibitions by community groups, individual artists and themed exhibitions from the City of Melbourne collection.

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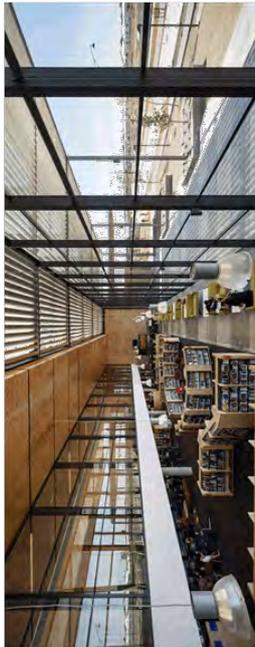


Photo by Trevor Mehn - source: <http://www.shutterstock.com/5528146/CraigieburnLibraryFutureNeedsAnalysis>



Photo by Trevor Mehn - source: <http://www.shutterstock.com/5528146/CraigieburnLibraryFutureNeedsAnalysis>

4.4. HUME GLOBAL LEARNING CENTRE, CRAIGIEBURN

The Hume Global Learning Centre (HGLC) offers an area to learn, create and share knowledge. The facility is located within the Craigieburn Town Centre precinct.

Key features of the centre include:

- Meeting and training rooms;
- Seminar and conference facilities;
- Craigieburn library;
- Craigieburn gallery;
- Free wireless and internet access;
- Onsite café and catering;
- Multimedia and audio-visual equipment;
- Occasional care facility.

The facility covers an area of 4,640 square metres, through a series of interlocking pavilions of varying height and scale that step down from the entrance and a two storey central library reading space to the low scale of the children's library.

Louwered verandas provide outdoor spaces for community activities, including markets and music performances.

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Source: Webcams - <http://www.mps.com.au/ps/psch/branch/yarrawonga/yarrawonga-community-centre/>

4.5. CAROLINE SPRINGS LIBRARY & COMMUNITY CENTRE

The Caroline Springs Library and Community Centre is located in the Caroline Springs Town Centre, providing a vibrant community hub in the heart of Caroline Springs. There are 8 meeting spaces that can be booked for various activities, including community group meetings, training, arts and craft groups or business meetings. No private functions are possible in the centre.

Features of the centre include:

- Fully staffed facility;
- Meeting rooms;
- Toilets/Shower;
- All abilities amenities and access;
- Tea and coffee;
- Projector;
- Whiteboard;
- Meeting tables and chairs;
- Parking;
- Internet access.

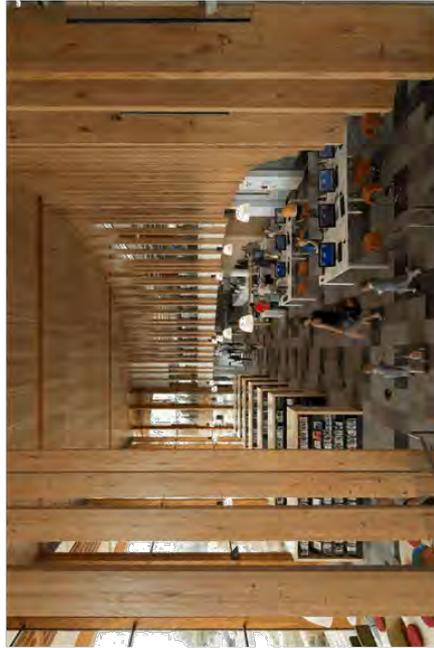
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The Melton Library and Learning Hub project contributed an estimated 77 Full Time Equivalent (FTE) jobs during the construction phase and 15 ongoing FTEs. Further, the training and business incubator helps to up-skill the community and provides opportunities for economic diversification.



Source: <http://www.melton.vic.gov.au/objects/melton-library-learning-hub-melton-vic/>

4.6. MELTON LIBRARY & LEARNING HUB

The Melton Library and Learning Hub is located in the Melton Town Centre and opened in 2013, replacing the original 1970's library and community hall. The centre is built over two levels covering 3,500 square metres of space. The Melton Library and Learning Hub was Australia's first library in Australia to be awarded a 5 Star Green Rating from the Green Building Council of Australia.

The Melton Library & Learning Hub features:

- Flexible spaces to cater for large and small groups;
- Children's programs and Maternal and Child Health services;
- Training and business incubator, which can be accessed when the library is closed;
- High level of use of glass to make the centre as transparent as possible so people can see the activities and functions inside;
- Activity rooms;
- Café;
- An 80 seat theatre;
- Informal meeting areas;
- Rooms for maternity health nurses;
- Separate areas for children and teenagers;
- Designated quiet areas;
- Outdoor spaces for children.

The café is prominently positioned and has an archive of magazines, whilst the activity rooms are located next to the café. The activity rooms are used for a variety of activities, including yoga and arts and craft.

The children's library features pod-like plywood furniture to invite exploration. Whilst the popular teenage quarters feature a lounge and computers.

The facility also includes a recording studio and editing suite.

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Source: <http://www.architecturaldesign.com.au/photos/16304.html>



Source: <http://www.architecturaldesign.com.au/photos/16304.html>

4.8. KATOOMBA LIBRARY, NSW

The Katoomba Library in New South Wales is a multi-functional library, co-located with the Blue Mountains Cultural Centre.

The Blue Mountains Cultural Centre features the Blue Mountains City Art Gallery and World Heritage Exhibition which is devoted to education about the distinctive environment, history and culture of the Blue Mountains region. Additional features of the Cultural Centre include:

- Foyer – providing cultural and visitor information;
- Theatre/Seminar room- for seminars, talks and presentations;
- Multi-purpose workshop room – for educational public programs;
- Cultural Centre Restaurant / Café – for fine food and outdoor dining;
- Cultural Centre Shop –providing quality craft and mementos of the Blue Mountains Region;
- Two public courtyards and a scenic viewing platform – providing opportunities for outdoor events and views over the Jamison Valley.

The 900sqm library front cost approximately \$1.1 million. It includes multi-purpose spaces for activities including children's storytimes, book launches and quiet study. There are lounges for reading and areas for meetings. Other features include:

- 12 internet terminals and free Wi-Fi access;
- Lots of natural light;
- Quiet spaces.

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Source: Indigo Shire Council - http://www.indigo.shire.vic.gov.au/Your_Council/Media_Releases/Library_at_heart_of_new_community_hub

²⁴ http://www.indigo.shire.vic.gov.au/Your_Council/Media_Releases/Library_at_heart_of_new_community_hub

4.9. BEECHWORTH LIBRARY, VIC

Indigo Shire Council recently completed a relocation, upgrade and refurbishment of the Beechworth Library.

The library has been co-located with Council's Maternal and Child Health service and customer service centre within the Memorial Hall in Ford Street, within the main commercial centre. The co-location of the three services has created a commercial hub.

In a media release published by Indigo Shire Council, the Mayor stated that "the co-location of these three services in the heart of town means that access is much easier for everyone, particularly for library users, and having the three services together on the one site is a more efficient use of resources"²³

The Beechworth library has shown significant growth since redevelopment, including:

- The number of people through the door each week increased from an average of 152 to 292 people;
- The average number of reference questions asked each week has grown from 18 to 41;
- Public access computer usage has gone from an average of 9 people a week to 22;
- Attendance at library programs has risen from an average of 21 people each week to 37.

Concurrently to the library, Indigo Shire refurbished the Beechworth Visitor Information Centre, located next door to the new library. The Beechworth VIC was improved with better technology and better use of the space to aid customer flow.²⁴

²³ http://www.indigo.shire.vic.gov.au/Your_Council/Media_Releases/Library_at_heart_of_new_community_hub

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4.10. FACILITIES & SPACES BENCHMARKING

This section of the report provides benchmarking of the facilities and spaces at Yarrawonga Library against the facilities and spaces identified in the contemporary library case studies as well as drawing on research from *People Places: A Guide for Public Library Buildings in New South Wales - Third Edition 2012*. The spaces and facilities identified through the case studies are not common to all of the case study libraries, however the assessment will provide an overview of how the Yarrawonga Library stacks up against contemporary library facilities.

Table 3 on the following page provides a benchmarking of Yarrawonga Library facilities against contemporary library facilities.

The table shows that Yarrawonga Library is significantly undersupplied in terms of current and contemporary facilities and spaces when assessed against more recent trends in library facilities and spaces. Reasons for this include the size and outdated, and inflexible spaces of the current Yarrawonga Library.

Yarrawonga Library is undersupplied in contemporary library facilities and spaces. Not all contemporary facilities will be appropriate for an improved Yarrawonga Library, however, the assessment shows that there is significant scope to increase the type of spaces and facilities offered at Yarrawonga Library.

Specific areas of focus include separate children's area, separate teenage area, meeting rooms, activity rooms, designated quiet areas, kitchenette access for meetings / seminars.

Analysis of contemporary new library facilities shows that libraries are increasingly a hub of varying activities, services, programs and spaces for community and visitors.

Contemporary libraries are places for meeting (both informally and formally), sharing ideas and knowledge, accessing technology, fostering creativity and having fun.

The case study libraries reveal that libraries consist of a variety of spaces and facilities, including meeting rooms (informal and bookable), café, theatres/seminar rooms, lounge spaces, children's spaces, teenage spaces, computer access, free Wi-Fi access for personalised devices, quiet spaces, outdoor areas, business incubator, service amenity such as toilets and kitchenette, conference/event spaces, gallery, performance spaces, recording and editing studios, heritage centre, and visitor information.

The case studies examined show that the current Yarrawonga Library does not provide spaces or facilities that are in line with contemporary library facilities. However, there is significant opportunity for a future Yarrawonga Library to provide facilities that meet the needs and expectations of the community and visitors alike.

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TABLE 3 BENCHMARKING OF YARRAWONGA LIBRARY AGAINST CONTEMPORARY LIBRARY FACILITIES

FACILITIES	YARRAWONGA LIBRARY	COMMENTS
Separate Children's Area	x	Although the Yarrawonga Library has a space designated for children, the area is significantly constrained by space. Further, when children are actively using the space, the activity and noise conflicts with other spaces in the library.
Separate Teenage Area	x	There is a small section dedicated to teenage resources, however, it is integrated with the young children's area and is constrained significantly by limited space.
Meeting Rooms	x	Currently, the back of house staff kitchen is used as the primary meeting room for the library. There is no public access meeting rooms for informal or organised/cookable meetings.
Informal Lounge and seating areas	✓	There is an informal lounge area in the Yarrawonga Library however, consultation with library staff and managers as well as site visits show that the lounge area is significantly constrained by limited space. There is little delineation of spaces for different uses within the library.
Exhibition Space / Gallery	x	There is no exhibition space/gallery space within the current library due to limited space.
Events Space	x	There is no events space within the current library due to limited space.
Heritage Centre	x	The Yarrawonga Library is not currently co-located with a heritage centre, as is the case for some of the case study libraries.
Creative editing suites and recording studio	x	There are no creative editing suites and/or recording studio within the current library.
Performance space	x	There is no performance space within the current library.
Business incubator	x	There is no business incubator within the current library.
Activity rooms	x	There are no activity rooms within the current library.
Designated quiet areas	x	There are no designated quiet areas within the current library.
Outdoor spaces	x	There are no outdoor spaces or access to outdoor spaces within the current library.
WiFi & internet access	✓	The library has access to WiFi for portable devices as well as internet access on the library computers.
Kitchenette access for meetings / seminars	x	There is a back of house staff kitchenette, however, this is not for public use.
Occasional care facility	x	There are no occasional care facilities at the current library.

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5. QUALITATIVE DEMAND

5.1. INTRODUCTION

This section of the report provides an overview of information gained through consultation with library managers, library staff and Council, to provide a high level qualitative assessment of the need for an upgraded Yarrawonga Library.

5.2. SUMMARY OF CONSULTATION

The following provides a summary of consultation outcomes in terms of the requirement for new facilities and spaces at Yarrawonga Library.

FLEXIBILITY

Flexibility of spaces was raised as a key need for the Yarrawonga Library. Currently the library space is very inflexible with heavy set shelving units and limited spaces that can be changed and adapted to suit the needs of the day. Providing a flexible space is a high priority for the Library. This includes simple measures such as new shelves with castor wheels so that they can be moved at will, as well as larger adaptable spaces that can be used for a variety of purposes.

SEPERATION OF SPACES

Given the space constraint of the current library there are conflicts with the use of the library spaces for different uses. This includes seating areas and tables located adjacent to bookshelves, thus restricting the accessibility to books. The children's space conflicting with quiet areas or study spaces. The children's space located directly adjacent to the teenager area. Having a reasonable separation of some of the primary spaces in the library is important to ensure an accessible and welcoming space for different users with varying needs.

SEATING

Seating in the current Yarrawonga library is very limited and constrained by space. There is need for more seating capacity and seating options including informal lounge areas, individual seating desks, standing spaces and group seating / working space.

Seating should be comfortable and inviting to entice people to spend time in the library and feel comfortable spending time there.

MEETING SPACES

Yarrawonga Library does not currently have meeting spaces, both informal meeting space and bookable meeting rooms. Currently, the 'Friends of the Yarrawonga Library' group are constrained to meet in the back of house staff kitchen area due to lack of meeting space within the library. There is a requirement for more meeting spaces in the library, including informal meeting spaces, private meeting rooms, bookable meeting spaces, spaces for seminars and functions. A kitchenette attached to a bookable meeting space would also be a welcomed addition to the library and complement bookable meeting and seminar rooms.

EXHIBITION SPACE

There is no exhibition space at the Yarrawonga Library. Exhibition space would be a welcomed addition to the library, including for displays of local artists works, travelling exhibitions and school artists' works.

MAKER SPACES

Maker spaces would be a welcome addition to the Yarrawonga Library. Maker space could include studio style spaces or rooms for various programs covering arts, crafts, technology, music, health and wellbeing.

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BACK OF HOUSE SPACE

More space is required for 'back of house' functions and administration areas. The current spaces are restrictive for 'back of house' functions, including limited office and storage space.

FLOORSPACE

The current library space, including back of house functions and services is approximately 240 square metres. Initial conversations with library staff and managers reveal that a space of at least double the existing library footprint would be required to deliver improved library spaces and services.

AMPHITHEATRE

An amphitheatre space would add diversity to the library and increase it's accessibility as a wide ranging community space. An amphitheatre would offer a space for performances from local musicians and performers.

OUTDOOR AREAS

The Library does not have any useable or functional outdoor space. Outdoor space could be utilised to enhance the comfort and welcoming nature of the space, offer protected outdoor play areas for children or provide protected outdoor reading, relaxing or studying space. It would be important that outdoor space is protected from the elements including sun and rain as well as be secured and safe.

CAFÉ SPACE

A café space would be a welcomed addition to the library to provide more amenity to the library space, promote people to relax and enjoy the space and create more of a relaxing lifestyle centre. A café space could be leased out to a third party to operate. The size of the café would need to be assessed based on market demand, particularly if in a town centre location, given the high number of cafés located on Belmore Street.

SIGNAGE & PARKING

Good signage and adequate and accessible parking are required for an improved Yarrowonga Library to make the space easy to access and to promote incidental visitation.

ACCESS

A secondary access point to the library is required for back of house functions such as deliveries and servicing. The current libraries service access point is through the primary entrance.

VISIBILITY

The current visibility of the library on Belmore Street is an important aspect of it's current location in order to draw people in and provide good exposure.

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residents. The Yarrowonga Library's primary purpose is to service residents of Yarrowonga and Moira Shire.

Redevelopment of the library may result in a higher proportion of residents from Mulwala utilising the library if it offers a superior service. However, in any case, the primary population centre and catchment is Yarrowonga, making up almost 80% of the total estimated population catchment. Therefore, the surrounding rural residential settlements have little impact on the total population catchment for the Yarrowonga Library, and will have minimal effect on the demand for additional library space. Further, rural residents may utilise the mobile library services.

TABLE 4 YARRAWONGA LIBRARY - ESTIMATED POPULATION CATCHMENT

STATE SUBURB	POPULATION 2011	% OF CATCHMENT
Yarrowonga	7,058	77%
Bundalong	605	7%
St. James	363	4%
Burrumbidgee	343	4%
Tungamah	287	3%
Wilby	269	3%
Total Victorian Population	8,925	
Mulwala NSW (10% of Population)	190	2%
Total Catchment Population	9,115	100%

Source: ABS Census Data, 2011

6. QUANTITATIVE DEMAND

6.1. INTRODUCTION

This section of the report provides analysis of the quantitative demand for the Yarrowonga Library, based on a catchment population analysis, forecast population and demographic assessment.

6.2. ESTIMATED CATCHMENT AREA

Figure 6 on the following page provides a spatial assessment to determine the population catchment areas for the Yarrowonga Library.

The map includes the location of libraries in the region and the approximate route and drive times between libraries, overlaid onto a map of ABS State Suburb data areas. This method has been used to determine the approximate population areas that would fall into the catchment of the Yarrowonga Library.

The population catchment assessment is high level only and makes assumptions regarding local access to libraries, including that people will generally travel the shortest distance to visit a library, i.e. if there are libraries in both Cobram and Yarrowonga, a resident of Cobram is unlikely to utilise the Yarrowonga library as their primary library and vice versa.

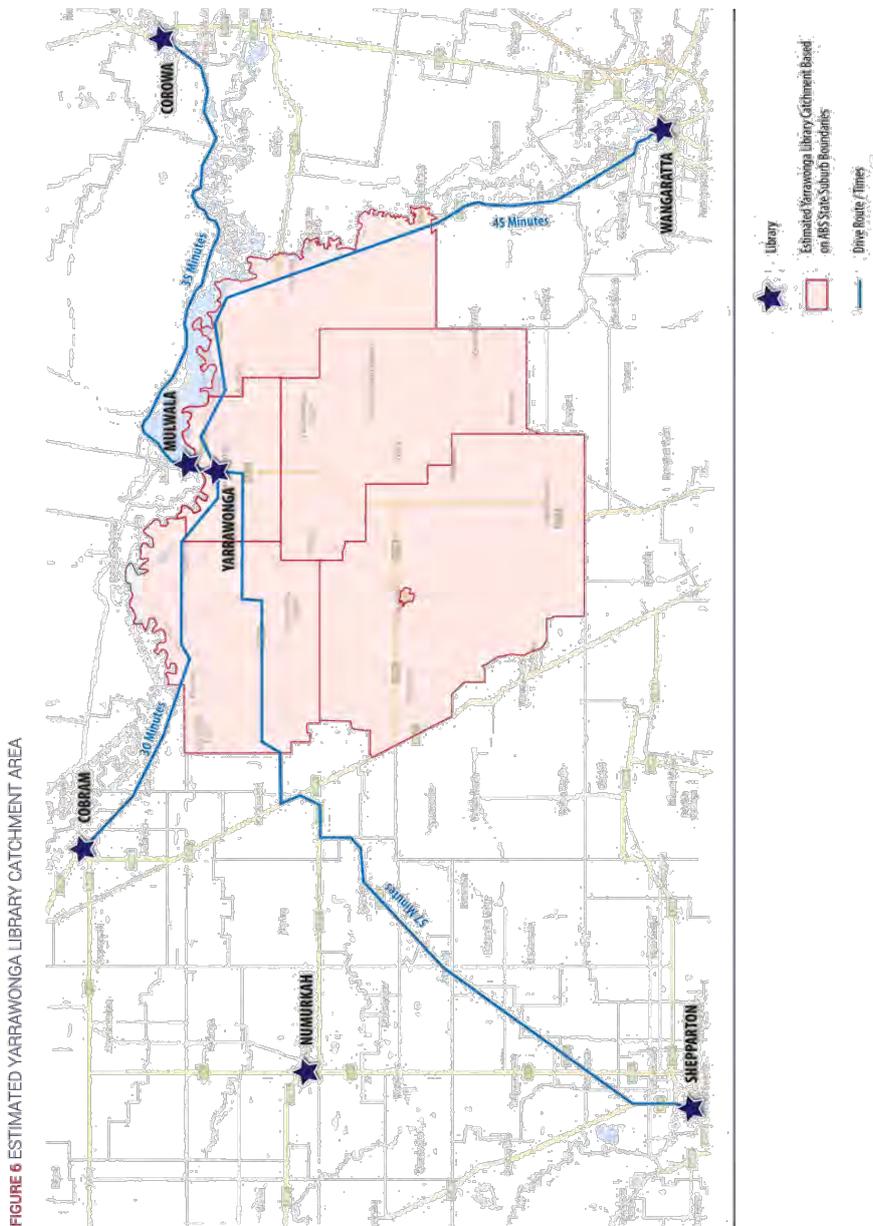
The ABS State Suburbs considered to be within the catchment of the Yarrowonga Library are outlined in Table 4. The estimated Victorian residential population catchment for the Yarrowonga Library is 8,925 people. However, taking into consideration that 10% of loans from the Yarrowonga library originated from Mulwala (see Section 3.5), 10% of the 2011 population of Mulwala has been included to the estimated population catchment, resulting in a total estimated primary population catchment of 9,115 people. Additional rural NSW populations have not been included in the population catchment as there are existing libraries in Mulwala, Berrigan and Corowa. It is assumed that these libraries cater to NSW

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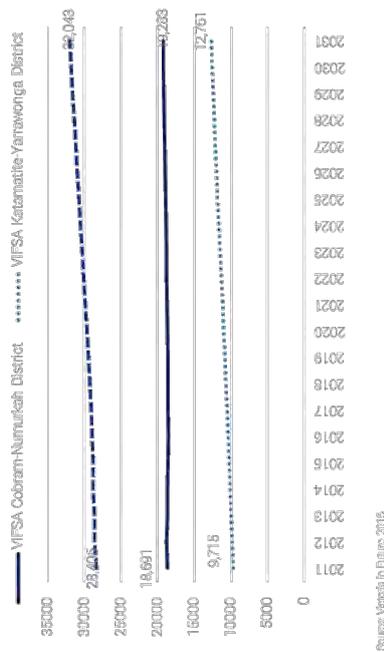
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6.3. CATCHMENT POPULATION GROWTH

Figure 7 shows the Victoria in Future (VIF) Statistical Areas of the Katamatite-Yarrawonga District and the Cobram Numurkah District. The Katamatite-Yarrawonga District covers a similar area to the catchment area identified for the Yarrawonga library (see Section 6.2) and is the closest aligned VIF data area to determine regional population growth.

Victorian in Future estimates that the population of Moira Shire will show strong growth, reaching an estimated 32,043 residents by 2031. The Victoria in Future Statistical Area (VIFSA) of Katamatite – Yarrawonga District is made up of the Statistical 2 Areas of Yarrawonga (SA2) and Moira (SA2), of which Yarrawonga is the primary population centre. This area is expected to grow by over 3,000 residents between the periods of 2011 to 2031 and at a faster rate than that of the Cobram-Numurkah District.

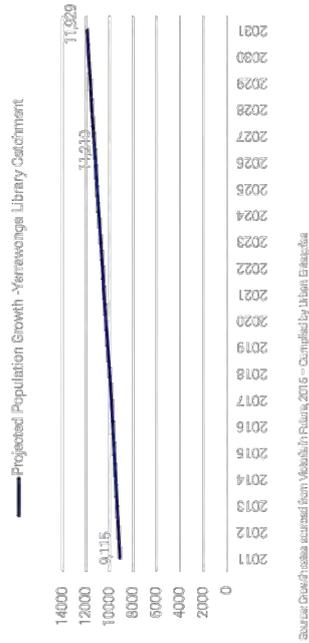
FIGURE 7 MOIRA (S) – VICTORIAN IN FUTURE POPULATION PROJECTIONS



Source: Victorian in Future, 2015

Applying the VIF growth rates of Katamatite-Yarrawonga to the estimated library catchment population from 2011, the Yarrawonga Library catchment population is expected to grow steadily by an average of 1.4% per year to 11,929 people by 2031. The estimated resident population in the next ten years is just over 11,000 people at 11,210 residents.

FIGURE 8 PROJECTED CATCHMENT POPULATION GROWTH



Source: Council tables sourced from Victorian in Future 2016 – Compiled by Urban Enterprise

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DWELLING APPROVALS

New dwelling approvals between 2011 and 2015 shows that on average there have been 58 dwelling approvals per year, reinforcing expected population growth in Yarrawonga.

FIGURE 9 TOTAL DWELLING APPROVALS – YARRAWONGA SAZ

	2011-2012	2012-2013	2013-2014	2014-2015	AVERAGE
Total Dwelling Approvals	70	65	46	57	58

Source: ABS Building Approvals, 8737.0 - Australia, May 2015

The Yarrawonga Library catchment population is expected to show strong and steady growth. The larger residential population will increase the public services and amenity of the Yarrawonga Library.

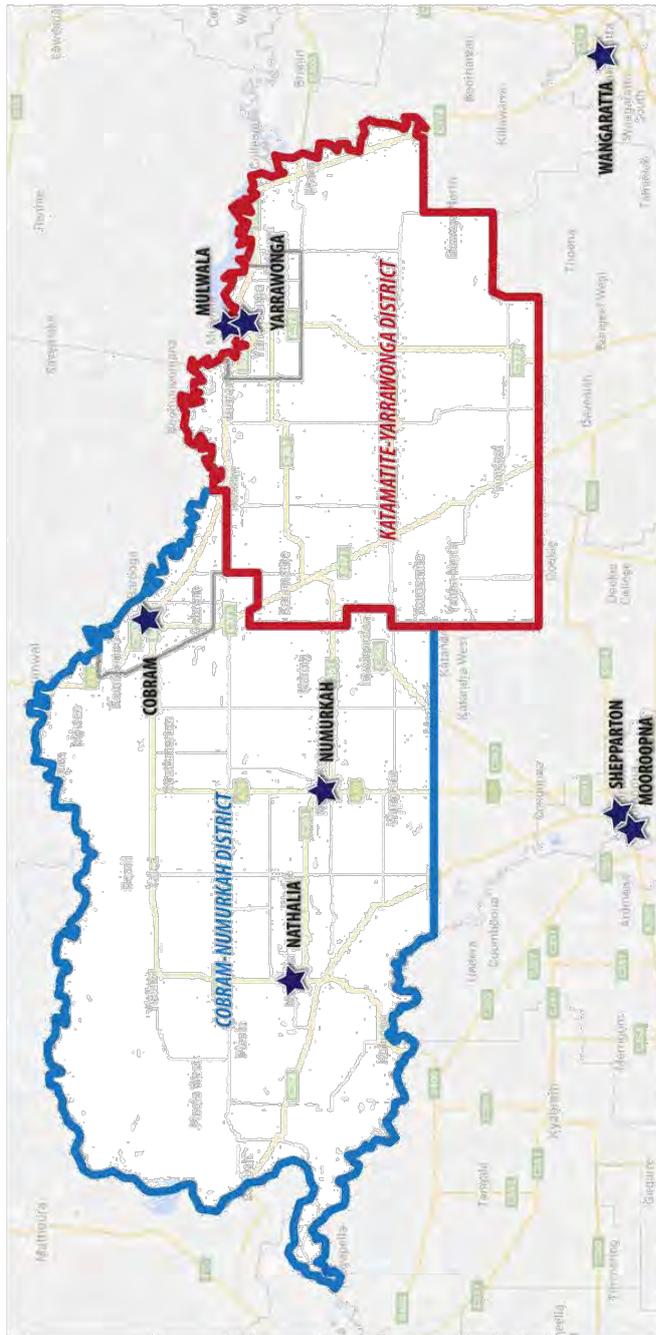
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FIGURE 10 VICTORIA IN FUTURE - DATA AREAS



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6.4. CATCHMENT POPULATION AGE PROFILE

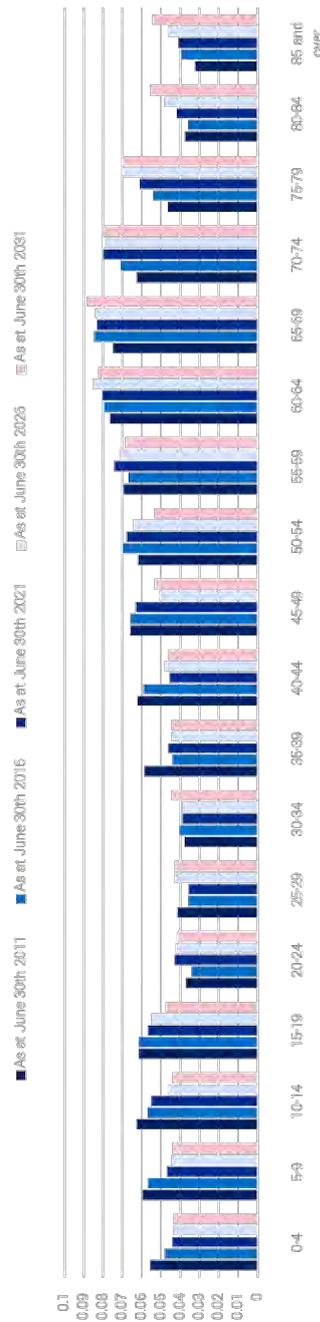
Figure 11 shows the projected age profile of the Katamatite-Yarrawonga District in 5 year intervals to 2031. The age profile shows that the population is generally ageing, with growth in the proportion of residents aged over 60 between 2011 and 2031.

Generally, the proportion of residents aged between 0 and 19 and 35 and 54 will decline towards 2031.

The proportion of residents aged between 20 and 34 will generally remain consistent between 2011 and 2031.

The changing age profile of the residential population will have implications on the types of services and programs provided at the Yarrawonga Library, including provision of appropriate programs for an ageing residential population. Whilst the proportion of younger residents is in decline relative to the total population, services that cater to a younger residential population are also important, including infants, primary, secondary and tertiary level residents.

FIGURE 11 VIFSA KATAMATITE-YARRAWONGA DISTRICT – PROJECTED AGE PROFILE – PROPORTION OF RESIDENTS IN 5 YEAR AGE GROUPS 2011-2031 – ALL PERSONS



Source: Victoria in Future, 2015

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6.6. YARRAWONGA WORKING POPULATION

This section provides an overview of the working population in the Yarrawonga Library catchment area (Yarrawonga SA2 and Moira SA2) to determine the number of non-resident workers in the catchment.

Table 6 shows that the non-resident working population in the catchment area was estimated at 569 people in 2011.

The non-resident working population increases the demand for library facilities and services, additional to that of the resident population.

TABLE 6 YARRAWONGA & MOIRA WORKER LOCATION OF RESIDENCE

	YARRAWONGA SA2	MOIRA SA2	TOTAL
Yarrawonga	1402	32	1434
Corowa Region	252	5	257
Moira	209	416	625
Cobram	42	17	59
Other	182	71	253
Total Working Population	2087	541	2628
Total Non-Resident Working Pop.	476	98	569

Source: ABS Census, 2011

6.5. HOUSEHOLD COMPOSITION

The majority of households in the catchment area are family households (69% Yarrawonga SA2 and 76% Moira SA2). Further, 30% of households in Yarrawonga SA2 are lone person households, which is above the Victorian average. Libraries provide a place for the community and for social interaction, which may be particularly important for lone person households.

TABLE 5 HOUSEHOLD COMPOSITION

	YARRAWONGA SA2	MOIRA SA2	VICTORIA
Family Household	69%	76%	71%
Single (or lone) person households	30%	22%	25%
Group households	2%	3%	4%

Note: Data not equal 100% due to rounding
Source: ABS Census, Queensland, 2011

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TABLE 7 HUMIE REGION EMPLOYMENT GROWTH ESTIMATES

	2010	2015	% GROWTH 2010-15	2019 (PROJECTED JOBS)	% GROWTH 2015-19
Hume Region	72200	87300	17%	6465	7%
Yarrowonga Non-Resident Workforce	569*	667		717	

*ABS 2011
Source: Department of Employment, Labour Market Information Portal – via Moira Shire Economic Analysis Report, 2016

REGIONAL EMPLOYMENT PROJECTIONS

Regional employment estimates and projections for the Hume region are used to provide an indicator of macro-economic conditions for the period since the 2011 census and projected employment levels to 2019. Regionally, employment growth is estimated to be strong between 2010 and 2015, growing at approximately 17% between this period. Further, estimates for employment growth between 2015 and 2019 are positive at 7%.

Applying these high level growth projections to the non-resident working population of Yarrowonga, it is estimated that by 2019 the non-resident working population would consist of approximately 717 workers. This is a very high level estimate only and is based on regional growth assumptions and ABS data from the 2011 census.

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7.2. THE VISITOR MARKET

Table 8 provides the average visitation to Yarrowonga according to the Tourism Research Australia National Visitor Survey (NVS) and International Visitor Survey (IVS). The data shows that there are an estimated 253,718 visitors to Yarrowonga each year. Visitors to the region can utilise library facilities and services such as accessing local information, access to Wi-Fi and computers and meeting spaces.

TABLE 8 VISITATION TO YARRAWONGA

	5 YEAR AVERAGE (2016-2016 YE MARCH)
Domestic Overnight Visitors	134,694
Domestic Daytrip Visitors	117,998
International Visitors	1,026
Total	253,718

Source: Tourism Research Australia National Visitor Survey & International Visitor Survey, 2016

7. ANCILLIARY DEMAND DRIVERS

7.1. INTRODUCTION

This section of the report provides an assessment of the visitor market to Yarrowonga, which is an ancillary demand driver to the local resident population and working population. Consultation with library staff and managers revealed that the library is used by visitors, particularly in peak visitation periods.

Data has been sourced from Tourism Research Australia's (TRA) annual National Visitor Survey (NVS) and International Visitor Survey (IVS). The NVS is the major source of information on the characteristics and travel patterns of domestic tourists and the IVS represents the most comprehensive source of information on international visitors to Australia.

TRA provides the following definitions in relation to the NVS & IVS:

- **Domestic overnight visitor:** People aged 15 years and over who undertake an overnight trip of one night or more and are at least 40 km from home are referred to as overnight visitors.
- **Domestic day trip visitors:** Those who travel for a round trip of at least 50 km, are away from home for at least 4 hours, and who do not spend a night away from home as part of their travel.
- **International visitor:** A person is defined as an international visitor to Australia if they are currently a resident overseas, have been in Australia for less than one year and are aged 15 years or over.

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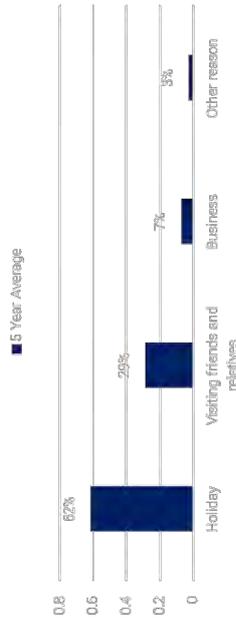
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PURPOSE OF VISIT

Over the 5-year period between 2012 and 2016, for the year ending March, 62% of domestic overnight visitors to Yarrawonga were visiting for a holiday, followed by visiting friends and relatives (29%) and visiting for business purposes (7%).

FIGURE 12 DOMESTIC OVERNIGHT VISITORS TO YARRAWONGA – PURPOSE OF VISIT – 5 YEAR AVERAGE



Source: Tourism Research Australia National Visitor Survey, 2016

The provision of contemporary library services not only cater to residential populations but also cater to the visitor market. Yarrawonga attracts a significant number of visitors each year, staying in the region for an average of 3.2 nights, further increasing the demand for additional local services and amenity. This is particularly relevant for business and holiday travellers.

7.3. DOMESTIC OVERNIGHT VISITORS

VISITATION

Over the 5-year period between 2012 and 2016 for the year ending March, there was an average of 134,694 domestic overnight visitors to Yarrawonga, staying a total average of 429,175 visitor nights, at an average of 3.2 nights per visitor trip.

TABLE 9 DOMESTIC OVERNIGHT VISITATION TO YARRAWONGA – 5 YEAR AVERAGE

	5 YEAR AVERAGE (2012-2016 YE MARCH)
Domestic Overnight Visitors	134,694
Domestic Overnight Visitor Nights	429,175
Average Length of Stay	3.2

Source: Tourism Research Australia National Visitor Survey, 2016

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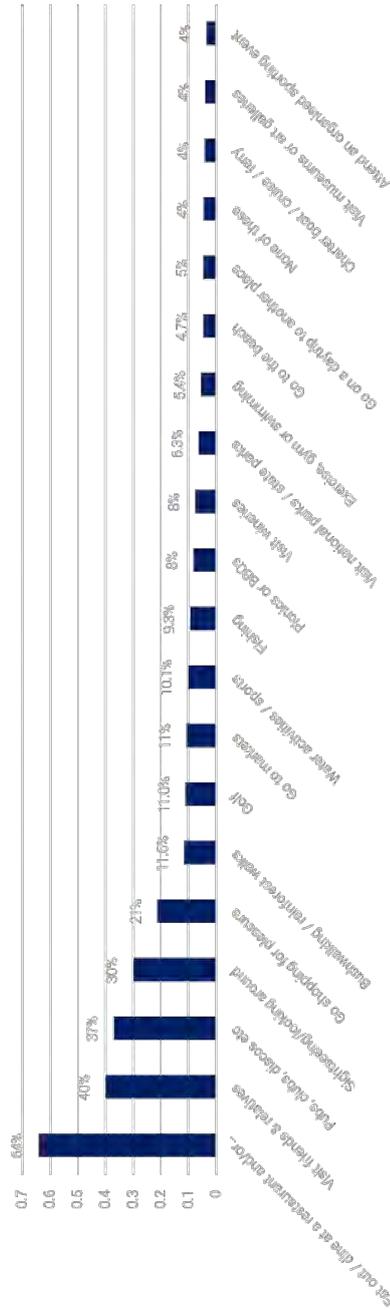
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ACTIVITIES

Figure 13 shows the top 20 activities undertaken by domestic overnight visitors to Yarrawonga over the 5-year period between 2012 and 2016, for the year ending March. Visitors have a high propensity to eat out/dine at a restaurant and/or café (64%), visit friends and relatives (40%), go to pubs, clubs, discos (37%), sightseeing (30%) and go shopping for pleasure (21%).

The activity profile of domestic overnight visitors shows that many of the activities that visitors have a high propensity to engage with are typically associated with the central city area, including eating out at restaurants/cafes, visiting pubs/clubs/discos and going shopping for pleasure. This may be a consideration for the locational assessment of the Yarrawonga Library. There may also be opportunity to increase the proportion of visitors that visit museums or art galleries, through the provision of co-located exhibition and gallery spaces within an enhanced Yarrawonga Library concept.

FIGURE 13 TOP 20 ACTIVITIES UNDERTAKEN BY DOMESTIC OVERNIGHT VISITORS – 5 YEAR AVERAGE



Source: Tourism Research Australia National Visitor Survey, 2016

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7.5. INTERNATIONAL VISITORS

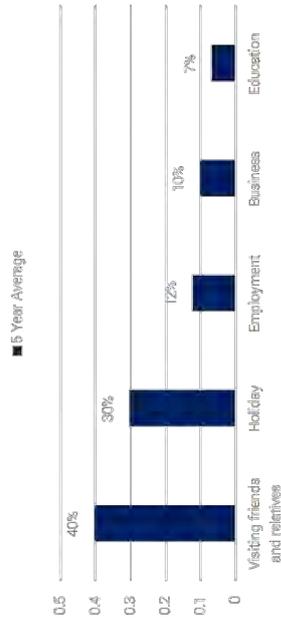
VISITATION

There was an average of 1,026 annual international visitors to Yarrawonga for the year ending March 2012-2016.

PURPOSE OF VISIT

40% of international visitors to Yarrawonga over the 5-year period visited to visit friends and relatives, followed by for a holiday (30%), employment (12%), business (10%) and education (7%). Although a small visitor market compared to domestic visitors, library services may be utilised by international travellers, particularly those seeking employment and visiting for business.

FIGURE 15 INTERNATIONAL VISITORS TO YARRAWONGA – PURPOSE OF VISIT – 5 YEAR AVERAGE



Source: Tourism Research Australia's International Visitor Survey, 2016

7.4. DOMESTIC DAYTRIP VISITORS

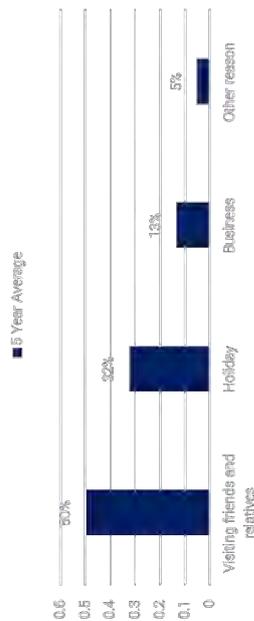
VISITATION

There was an average of 117,998 annual daytrip visitors to Yarrawonga for the year ending March 2012-2016.

PURPOSE OF VISIT

Over the 5-year period between 2012 and 2016, for the year ending March, 50% of domestic overnight visitors to Yarrawonga were visiting to visit friends and relatives, followed by visiting for a holiday (30%) and visiting for business purposes (13%). Daytrip visitors to Yarrawonga for business purposes may rely on library services and facilities for conducting business, holding meetings, using WiFi or accessing computer services.

FIGURE 14 DOMESTIC DAY TRIP VISITORS TO YARRAWONGA – PURPOSE OF VISIT – 5 YEAR AVERAGE



Source: Tourism Research Australia's National Visitor Survey, 2016

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8. PROJECTED SPACE REQUIREMENT

8.1. INTRODUCTION

This section of the report provides an assessment of the projected space requirement of the Yarrawonga Library utilising the Population Based Benchmark and Service Based Benchmark as published in *People Places: A Guide for Public Library Buildings in New South Wales* (3rd Edition, Sydney; State Library NSW, 2012).

8.2. POPULATION BASED BENCHMARK

People Places: A Guide for Public Library Buildings in New South Wales (3rd Edition, Sydney; State Library NSW, 2012) outlines a population based benchmark approach to calculating the estimated floor area required for a library of any given population catchment. This method has been used for Yarrawonga, utilising the population catchment assessment outlined in Section 6. The assessment is outlined in Table 10 below.

Utilising the Population Based Area Calculator it is estimated that 823 m² (gross) of space would be required for the Yarrawonga Library. The estimated required area is significantly larger than the current library space at 240 m².

TABLE 10 POPULATION BASED BENCHMARK AREA CALCULATOR

What is the ten-year population forecast for the local catchment of the proposed library?	11210
How many people would you forecast to be in the non-resident workforce in that catchment in ten years' time?	717*
Using the Population-Based Benchmark, the total library floor area should be	823 m ² (gross)

*Population forecast to 2019 - utilising the 2011 growth projections
Source: State Library New South Wales - People Places Population Based Area Calculator

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IDENTIFYING THE SIZE OF DIFFERENT FORMAT COLLECTIONS WITHIN THE COLLECTION

Identifying the size of different format collections includes print, non-books and electronic items. Each of these formats requires different shelf space, so the proportion of each type is required to calculate the space requirement.

Using data from the 2014/15 GVL Annual Report, print and audio visual resources make up 98% of the collection, with e-resources making up the remaining 2%. Currently, printed materials make up the majority of resources in GVL libraries, however, there is a trend toward a greater quantity of e-resources within GVL libraries and across the state. With this in mind, it may be likely that the proportion of e-resources will increase in the future. Therefore, the following proportion of functional areas have been assumed for the analysis:

- Books and volumes on shelves – 85% of collection;
- Periodicals – 1% of collection;
- Non-print material – 4% of collection;
- Virtual and digital resources – 10% of collection.

THE PERCENTAGE OF THE COLLECTION OUT ON LOAN

People Places suggests that most libraries indicate that between 30% and 35% of the overall collection is on loan at any given time.²⁵

Loans data for the Yarrowonga Library shows that in 2014/15, there were 51,407 loans from a collection of 12,507 items with an average loan period of 1.5 days.

For the purposes of this analysis it is assumed that 30% of books and volumes on shelves, 50% of non-print material and 10% of periodicals are out on loan at any given time.

8.3. SERVICE BASED BENCHMARK

The Service Based Benchmark is a tool used to calculate the library collection and services in the next ten years, published in *People Places: A Guide for Public Library Buildings in New South Wales* (3rd Edition, Sydney: State Library NSW, 2012).

This tool is used in this section to provide a high level estimate of the library space required for the Yarrowonga Library over the next ten years, based on collection size, functional and service areas.

The Service Based Benchmark calculations are provided in Appendix A.

PROJECTING THE COLLECTION SIZE

The current collection size of the Yarrowonga Library is 12,507. Using the projecting collection size tool in People Places, 2012, as shown in Table 11, which uses an items per capital benchmark, the baseline collection for the ten-year catchment population is 26,904. Taking an average of the current library collection size and the baseline collection size of the projected ten-year population, the average collection size is 19,705.

TABLE 11 PROJECTING THE COLLECTION SIZE

	POPULATIONS UP TO 100,000 (ITEMS PER CAPITA)	YARRAWONGA CATCHMENT (BASED ON POPULATION OF 11,210)
Baseline	2.4	26,904
Enhanced	2.6	29,146
Exemplary	3.1	34,751

Source: State Library New South Wales – People Places Population Based Area Calculator

²⁵ People Places – Third Edition 2012, State Library NSW p.11

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These proportions have been used to provide an even distribution of seating types for different purposes in the library. This is a guide only for high level space requirement purposes only. Actual seating provision is subject to detailed design work.

Staff Areas and Workspace

Staff work spaces include service desks, sorting areas, work rooms, staff lunch rooms, staff toilets and showers, staff locker space, storage required for work material, files, stationery, stack collection storage, collections in process and transit, archives and conservation.

Amenities and Ancillary Space

Amenities and ancillary space includes any space required which supports the library but is not specific to a library function. These might include but are not limited to:

- Foyers, entrances, lobbies;
- Elevators and elevator shafts;
- Public toilets including baby change and parents room;
- Plant equipment;
- Maintenance and cleaning storage;
- Garbage and recycling areas;
- Loading and delivery area.

This space requirement will vary significantly across different library services however it is typical for the amenities and facilities space to comprise between 20-30% of functional and service space.

Specialist, Service and Meeting Areas

Specialist and service areas provide space for the library's specific specialist services and programs. These services areas may include but will not be limited to:

- Children's program and reading area;

PUBLIC ACCESS COMPUTERS

Generally, libraries serving populations of less than 20,000 people require access to at least 5 PCs with internet access⁸⁸. The current Yarrowonga Library includes 6 PCs.

The service based benchmark uses a space standard of 5 m² per public access computer terminal.

FUNCTIONAL & SERVICE SPACE

The Service Based Benchmark designates the collection space as 100% and the functional and service space as additional space, which is likely to be twice the size of the collection space.

Total library space (collection and functional and service space) expressed as a percentage is likely to total at least 300%, where 100% is allocated to collections and approximately 200% is allocated to service and functional space on the Service Based Benchmark.

Reader Seating & Study Space

The Service Based Benchmark calculates a seating requirement of 78 seats for the Yarrowonga Library, based on the population catchment. This includes seating in study and homework centres, meeting rooms if they are available for public use, lounge and browsing area seating, children's area seating, seating at Internet terminals, carrels and tables. However, it does not include staff seating or conference/external meeting room seating.

For the purposes of this analysis the following proportions of types of seating are used in the analysis:

- Proportion of seating to be desking – 40%;
- Proportion of seating to be lounge – 40%;
- Proportion of seating to be group study – 20%.

⁸⁸ Living Learning Libraries: Standards for NSW Public Libraries – Information Technology Standards S15

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SUMMARY OF SPACE REQUIRED FROM SERVICE BASED BENCHMARK

Table 12 shows the summary of the gross area required for the Yarrawonga Library, based on the Service Based Benchmark, published in *People Place, 2012*. The analysis shows that the Yarrawonga Library would need a gross area of approximately 875m² to accommodate library services to serve the ten-year population catchment.

TABLE 12. SUMMARY OF SPACE REQUIRED FROM SERVICE BASED BENCHMARK

SPACES	M ²
FUNCTIONAL AREA	
Books and Volumes on Shelves	167
Periodicals	18
Non Print Material	4
Virtual and Digital Resources	0
Public Computer Terminals	30
Functional Area Sub Total	219
READING, SEATING AND STUDY AREAS	
Desk Seating 50% (3m ² /space)	
Lounge Seating 40% (3m ² /space)	
Group Study Seating 10% (1.8m ² /space)	
Reading, Seating and Study Areas Sub Total	225
OTHER FUNCTIONAL AREAS	
Customer Service	
Service Desk, Returns and Self Check	22
Browsing, Display & Information	11
Newspaper, Magazine Area	11
Children's Youth Areas	
Children's Story Telling	11
Toy Library	22
Young Adult Area	11
Games Area / Digital Media Space	11

- Young adult area;
- Local history area/room;
- Family history area/room;
- Toy library;
- IT Training room;
- Training room;
- Games area;
- Digital learning and media areas;
- Audio-visual area/room;
- Newspaper and magazine area;
- Coffee shop;
- Bookshop;
- Public lockers.

The Service Based Benchmark provides suggested area guides for consideration when estimating the required space. These suggested areas have been used for calculation for the Yarrawonga Library to provide a high level overview of the required space.

Other Spaces

Other spaces provided for any areas, services, equipment or furniture that have not been accounted for in earlier sections of the analysis. This includes space for:

- Photocopiers;
- Printers;
- Display areas;
- Bulletin boards;
- Any other areas not identified.

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8.4. SUMMARY OF PROJECTED SPACE REQUIREMENT

Table 13 provides a summary of the projected space requirement based on the population based benchmark and the service based benchmark analysis. Both the population benchmark and service based benchmark estimate a required gross area of between 800m² and 900m², at an average of approximately 850m² required to service the projected ten-year population catchment.

The estimated gross area required for the Yarrawonga Library, based on a ten-year population projection, is significantly larger than the current space of the Yarrawonga Library of 240m² (approx.).

Further, as outlined in Section 8, the visitor population will increase demand for library services, particularly throughout the peak visitation periods, particularly the significant domestic overnight visitor market and business markets.

TABLE 13 SUMMARY OF PROJECTED SPACE REQUIREMENT

	ESTIMATED GROSS AREA
Population Based Benchmark	823 m ²
Service Based Benchmark	875 m ²
Average	849 m ²
Current Library area	240 m ²
Additional Space Required	609 m ²

Specialist		
Specialist Genre Collection	11	
Specialist Room Local & Family History	22	
Storage for Archival / Conservation	11	
IT Training Room	11	
Staff		
Staff Work, Lunch, Lockers	44	
Work Area Storage	11	
Mobile Library Services Area	11	
Central and Regional Work Area	11	
Amenities & Ancillary		
Foyer, Lobby, Corridors, etc.	33	
Vertical Circulation (Lifts/Lift Lobby/Stairs)	11	
Toilets, Restrooms, Cleaners	11	
Plant Equipment, Maintenance	11	
Server Room	11	
Photocopiers, Digital Equipment	11	
Loading Dock, Garbage & General Store	11	
Stack Area	11	
ADDITIONAL SERVICES		
Café	11	
Community Services	44	
Exhibition Space	11	
Community Kitchen	11	
Meeting Room for 10 People	15	
Other Functional Areas Sub Total	437	
Total Functional & Service Areas (gross)	875	

Source: State Library New South Wales - People/Place/Service Based Benchmark Area Calculator, 2012

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PART C: LOCATION ANALYSIS

Part C of the report provides an analysis of potential sites for a new Yarrawonga Library and identifies a preferred site moving forward.

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9. LOCATION ANALYSIS

9.1. INTRODUCTION

"Poor locations for public libraries can result in public monies being wasted. Research strongly supports that location is a major factor for library users and a well-located library is essential to achieve increased utilisation".²⁷

This section of the report provides a locational analysis for the Yarrowonga Library. Location assessment criteria have been developed which will be used to assess potential locations and sites for the Yarrowonga Library. Location assessment criteria have been sourced from *People Places – Third Edition 2012*, as well as developed by Urban Enterprise from the background context and research, consultation, needs analysis and our experience with similar projects.

The criteria developed in this section of the report will be used in a site assessment matrix to determine the most appropriate sites/locations for the Yarrowonga Library.

9.2. LOCATION ASSESSMENT CRITERIA

- **Main street or shopping centre location** – Is the site on a main town centre street or in a shopping centre destination location?
- **Highly visible location** – Is the site highly visible from main areas of activity e.g. main streets?
- **Ground floor and street frontage** – Does the site have ground floor frontage to the street?
- **High levels of personal and property safety** – Is the site in a safe location e.g. not isolated, area of activity and 'eyes on the street'?
- **Fully accessible** – Is the site fully accessible?

²⁷ State Library NSW - *People Places – A Guide for Public Library Buildings in NSW 2012* p.66

- **Accessible from local schools** – Is the site easy to access from local schools?
- **Potential for outdoor space** – Does the site provide the potential to incorporate outdoor space in to the concept?
- **Priority pedestrian access** – Does the site provide priority access to pedestrians (i.e. the area does not prioritise vehicles)?
- **Walk to public transport** – Is the site within walking distance to public transport (approximately 400m)?
- **Convenient and safe parking** – Is the site easily accessible by private vehicle with conveniently located and accessible car parking?
- **Accessible for all vehicles** – Does the site provide accessibility to a range of vehicles e.g. buses?
- **Future expansion** – Does the site provide potential for future expansion?
- **Limited site constraints to development** – Is the site restrictive of development e.g. topography, unstable soils, covenants etc.?
- **Council owned land** – Is the site currently owned by Council?
- **Sufficient space for development** – Is the site of adequate size for the development of the library?
- **Town Centre primacy** – Does the location strengthen the primacy of the Yarrowonga Town Centre?
- **Zoning** – Does the current zoning permit the use?



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9.3. IDENTIFIED SITES

A number of sites have been identified by the Project Steering Committee for assessment of the viability for the possible future location of the Yarrawonga Library.

An overview of potential sites for assessment are included in Table 14, as well as identified in Figure 16.

These sites will be assessed in a site assessment matrix, against the location assessment criteria.

TABLE 14 OVERVIEW OF POTENTIAL SITES

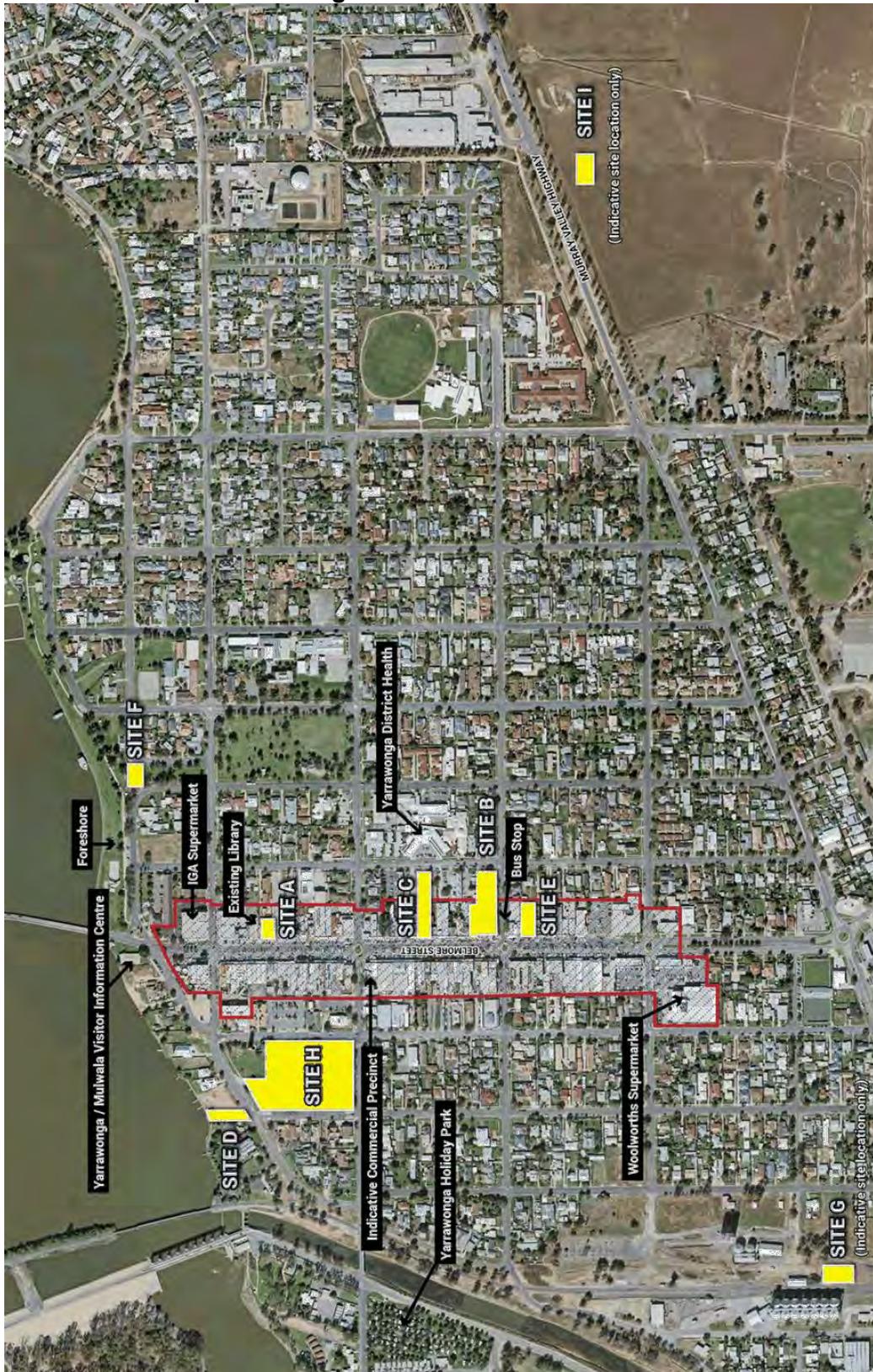
SITE IDENTIFIER	SITE	ADDRESS	OWNER	LOT SIZE (APPROX.)	ZONING
A	Current Site	26 - 30 Belmore Street, Yarrawonga	Moira Shire Council	620m ²	Commercial 1 Zone (CTZ)
B	Yarrawonga Town Hall, Community Hall & Former Kindergarten Site	Cnr Belmore and Cnr St & Cnr Hume & Cnr St, Yarrawonga	Moira Shire Council	3,500m ²	Public Use Zone (PUZ)
C	Former Ford Building	80 Belmore Street, Yarrawonga	Private Dwiletsch	2,000m ²	Public Use Zone (PUZ)
D	Road reserve at the end of Tom & Howell Streets, fronting Lake	Adjacent to 12 Irvine Parade, Yarrawonga	Private Ownership	940m ²	General Residential Zone (GRZ)
E	Old Nursery in Belmore Street	110 Belmore Street, Yarrawonga	Private Ownership	1,100m ²	Commercial 1 Zone (CTZ)
F	Co-location with proposed interpretive centre at Sullivan's Folly.	Cnr Hunt Street and Heebich Drive, Yarrawonga	Goulburn Murray Water	5,000m ²	Public Conservation & Resource Zone (PCRZ)
G	Vic Track Land Adjacent to Railway Corridor	No exact address (near Lott Street) adjacent to train line	Vic. Track	No current lot	Public Use Zone (PUZ)
H	Current Prep - 4 Campus of Yarrawonga College	2 Tom Street, Yarrawonga	Department of Education	1.2 ha	Public Use Zone (PUZ)
I	Greenfield land on Murray Valley Highway	Murray Valley Highway (between Woods Road and new Burnings Warehouse development)	Private Ownership	No current lot	General Residential Zone (GRZ)

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YARRAWONGA LIBRARY - IDENTIFIED SITES MAP
YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS & SITE IDENTIFICATION PROJECT

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Further, a highly visible location can allow new libraries to make a highly visible design statement.

3. Ground floor and street frontage (weighting X1)

Ground floor and street frontage is considered very important, however, all selected sites have ground floor and street frontage, therefore no additional weighting has been placed on the criteria.

4. High levels of personal and property safety (weighting X3)

High levels of personal and property safety is an important criterion for the location, relating to a non-isolated location and having passive surveillance and activity. This is very important for ensuring a comfortable and welcoming location for visitors of all ages to the library.

5. Fully accessible (weighting X1)

A fully accessible site is very important, however, all selected sites would be required to be made fully accessible through development, therefore no additional weighting has been placed on the criteria.

6. Accessible from local schools (weighting X1)

Accessible from local schools is an important factor, however, given the location of schools in Yarrowonga close to the Town Centre, this criteria is satisfied through a central location.

7. Potential for outdoor space (weighting X1)

Potential for outdoor space is important, however, it is not considered to be a critical component of the location of the library, it has therefore been weighted accordingly.

8. Priority pedestrian access (weighting X1)

Priority pedestrian access relates to a pedestrian friendly environment. Town centre locations are more likely to be pedestrian friendly, rather than main road locations. This criterion is partially satisfied through a town centre locations and is therefore given no additional weighting.

9.4. SITE ASSESSMENT MATRIX

The following table provides an assessment of each of the identified sites against the locational assessment criteria in section 9.2.

The site assessment matrix includes both an unweighted score assessment and a weighted score assessment for comparison. This assessment will inform discussion of each of the sites and the potential for location of the Yarrowonga Library.

UNWEIGHTED SCORE ASSESSMENT

The unweighted score assessment includes the provision of 1 point for a site that satisfies the criterion and 0 points for a site that does not.

WEIGHTED SCORE ASSESSMENT

The weighted score assessment weights each criterion in terms of their importance for the identification of an appropriate site for the future Yarrowonga Library. The weighting of each criteria is outlined below. Criteria can be weighted as times 1, 2 or 3. For example if a site scores a base point of 1 against the relevant criteria and the criteria has a weighting of times 3, the weighted score for that site against the criteria is equal to 3. The weighting of each criteria is based on existing research and strategic policy for locating libraries and has been discussed with the project steering committee.

1. Main street or shopping centre location (weighting X3)

A main street or shopping centre location is considered to be very important for the location of libraries. Locating a library within the main activity centre allows people to undertake multiple activities in a single trip. A central location also promotes incidental visitation as it does not require a specific planned trip to the library. A central location is supported by existing policy and research.

2. Highly visible location (weighting X3)

A highly visible location is considered to be very important as it increases awareness of the location of the library, both with locals and visitors and increases passive surveillance.

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- 9. Walk to public transport - within 400m of bust stop (weighting X2)**
The proximity of the library to public transport is an important aspect of its location. Public transport provides access to Library for users that rely on public transport as one of their core modes of transportation. This criterion has therefore been weighted accordingly.
- 10. Convenient and Safe Parking (weighting X2)**
As private vehicle use is a key mode of transportation in Yarrawonga, it is important that the library has access to safe car parking within close proximity to the library. This criterion has been weighted accordingly.
- 11. Accessible for all vehicles (weighting X1)**
Although access for all vehicles is an important consideration, it's acknowledgement as a criterion for location and its single weighting is sufficient when compared with other criteria.
- 12. Future expansion (weighting X1)**
The needs analysis has identified a library size based on a ten year projected population. It is difficult to predict the long term requirements of a library space and therefore land requirements. However, creating a flexible and adaptable space, which can be adjusted based on future requirements is an important consideration in design. Having some additional land to facilitate future expansion is considered to be important, however, is not a core consideration and therefore is given a single weighting.
- 13. Limited site constraints to development (weighting X1)**
Limiting the site constraints to development is important in reducing barriers and cost to development. Although an important consideration, it is not considered to warrant additional weighting.
- 14. Council owned land (weighting X3)**
Council owned land is a primary consideration in location. Council owned land reduces the risks associated with purchase of private land, reduces project timing and reduces cost. It has therefore been given premium weighting in the weighted location assessment.
- 15. Sufficient space for development (weighting X3)**
Having sufficient space for development is a paramount requirement. Without sufficient space, development is impossible. This criterion has therefore been given maximum weighting.
- 16. Town Centre primacy (weighting X2)**
Existing strategic policy promotes maintain the primacy of the Town Centre. Moving key activities outside of the Town Centre reduces the primacy of the Town Centre, and therefore the activity and vibrancy associated with the Town Centre. This criterion has therefore been weighted accordingly.
- 17. Zoning (weighting X1)**
Although appropriately zoned land is an important aspect of the location as it indicates a use compatible with the land and surrounding land uses, zoning can be changed through a planning scheme amendment if strategically justifiable.

SITE ASSESSMENT MATRIX

Table 15 shows the site assessment matrix, which includes a checklist against the criteria, a summary comment has been provided for each site against each criterion, as well as an unweighted and weighted score.

A total unweighted and weighted score is provided for each site for comparison.

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TABLE 15 SITE ASSESSMENT MATRIX

		Site Identifier / Site Name									
		A	B	D	E	F	G	H	I	J	K
		Current Site	Yarrawonga Town Hall & Former Kindergarten Site	Former Ford Site	Road reserve at the end of Tom & Howell Streets	Old Nursery in Belmore Street	Co-location with proposed Interpretive Centre at FOLLY's Landing	Vic Track Land Adjacent to Railway Corridor	Current Prep - 4 Campus of Yarrawonga College	Greenfield Land on Murray Valley Highway	
Criteria	Main street or shopping centre location (Criteria weighting X3)										
Yes / No	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗
Comment	Yes, located on Belmore Street.	Yes, located on Belmore Street.	Yes, located on Belmore Street.	Located off main street.	Located off main street.	Yes, located on Belmore Street.	Yes, located on Belmore Street.	Located off main street.	Located off main street.	Located off main street.	Located off main street.
Base Score	1	1	1	0	0	1	0	0	0	0	0
Weighted Score	3	3	3	0	0	3	0	0	0	0	0
Criteria	Highly visible location (Criteria weighting X3)										
Yes / No	✓	✓	✓	✗	✗	✓	✗	✗	✗	✗	✗
Comment	Yes, located on Belmore Street.	Yes, located on Belmore Street and includes iconic Town Hall building.	Yes, located on Belmore Street.	Located off main street.	Located off main street.	Yes, located on Belmore Street.	Located off main street.	Located off main street.	Located off main street.	Located off main street.	Located off main street.
Base Score	1	1	1	0	0	1	0	0	0	0	0
Weighted Score	3	3	3	0	0	3	0	0	0	0	0
Criteria	Ground floor and street frontage (Criteria weighting X1)										
Yes / No	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Comment	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.
Base Score	1	1	1	1	1	1	1	1	1	1	1
Weighted Score	1	1	1	1	1	1	1	1	1	1	1

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Site Identifier / Site Name		A	B	C	D	E	F	G	H	I
Criteria	High levels of personal and property safety (criteria weighting X3)									
Yes / No	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗
Comment	Within high activity Town Centre location.	Within high activity Town Centre location.	Within high activity Town Centre location.	Within high activity Town Centre location.	Located off main street and adjacent to water. Reduced passive surveillance.	Located off main street and in industrial area. Reduced passive surveillance.	Located off main street. Adjacent to Highway with high vehicle speeds. Reduced passive surveillance.	Located off main street. Reduced passive surveillance.	Located off main street. Adjacent to Highway with high vehicle speeds. Reduced passive surveillance.	
Base Score	1	1	1	1	0	0	0	0	0	0
Weighted Score	3	3	3	3	0	0	0	0	0	0
Criteria	Fully accessible (criteria weighting X1)									
Yes / No	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Comment	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.	Would be required to be fully accessible if developed.
Base Score	1	1	1	1	1	1	1	1	1	1
Weighted Score	1	1	1	1	1	1	1	1	1	1
Criteria	Accessible from local schools (criteria weighting X1)									
Yes / No	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Comment	Central location to local schools.	Central location to local schools.	Central location to local schools.	Central location to local schools.	Central location to local schools.	Central location to local schools.	Central location to local schools.	Central location to local schools.	Central location to local schools.	Located in close proximity to Yarrawonga College.
Base Score	1	1	1	1	1	1	1	1	1	1
Weighted Score	1	1	1	1	1	1	1	1	1	1
Criteria	Potential for outdoor spaces (criteria weighting X1)									
Yes / No	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓



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Site Identifier / Site Name		A	B	C	D	E	F	G	H	I
Comment	Site is constrained by size. Opportunities for outdoor space are limited.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.	Yes, the site includes opportunities for the incorporation of outdoor spaces.
Base Score	0	1	1	1	1	1	1	1	1	1
Weighted Score	0	1	1	1	1	1	1	1	1	1
Criteria	Proximity pedestrian access (criteria weighting X1)									
Yes / No	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Comment	Located within Town Centre. Includes wide footpaths and low vehicle speeds.	Located within Town Centre. Includes wide footpaths and low vehicle speeds.	Located within Town Centre. Includes wide footpaths and low vehicle speeds.	Located within Town Centre. Includes wide footpaths and low vehicle speeds.	Located outside Town Centre, however is not on a main road.	Located within Town Centre, however is not on a main road.	Located within Town Centre, however is not on a main road.	Located outside of potential Town Centre with bypass route with higher vehicle speeds.	Located outside Town Centre, however is not on a main road.	Located outside of Town Centre on main Highway.
Base Score	1	1	1	1	1	1	1	0	1	0
Weighted Score	1	1	1	1	1	1	1	0	1	0
Criteria	Walk to public transport (within 400m of bus stop (criteria weighting X3))									
Yes / No	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗
Comment	Located approx. 360m walk to Belmore/Orr St bus terminus.	Located adjacent to the Belmore/Orr St bus terminus.	Located approx. 140m walk to Belmore/Orr St bus terminus.	Located approx. 670m walk to Belmore/Orr St bus terminus.	Located approx. 670m walk to Belmore/Orr St bus terminus.	Located approx. 850m walk to Belmore/Orr St bus terminus.	Located approx. 850m walk to Belmore/Orr St bus terminus.	Located approx. 950m walk to Belmore/Orr St bus terminus.	Located approx. 450m walk to Belmore/Orr St bus terminus.	Located approx. 1.25 km walk to Belmore/Orr St bus terminus.
Base Score	1	1	1	0	0	0	0	0	0	0
Weighted Score	2	2	2	0	0	0	0	0	0	0
Criteria	Convenient and safe parking (criteria weighting X2)									
Yes / No	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

Site Identifier / Site Name		A	B	C	D	E	F	G	H	I
Comment		On street parking and staff car parking currently provided on site.	On street parking opportunities on Hume Street and Belmore, Orr and Hume Street.	On street parking opportunities available on Irvine Parade.	On street parking opportunities on Belmore Street.	On street parking opportunities available.	Land available for on-site parking.	Land available for on-site parking.	Parking available.	Land available for on-site parking.
Base Score		1	1	1	1	1	1	1	1	1
Weighted Score		2	2	2	2	2	2	2	2	2
Criteria										
Yes / No		✓	✗	✗	✗	✓	✓	✓	✓	✓
Comment		Parking provided off site for passenger vehicles, bus stop located adjacent to site.	Standard passenger vehicles only.	Standard passenger vehicles only.	Standard passenger vehicles only.	Potential to be accessible to larger vehicles.	Potential to be accessible to larger vehicles.	Potential to be accessible to larger vehicles.	Potential to be accessible to larger vehicles.	Potential to be accessible to larger vehicles.
Base Score		0	0	0	0	1	1	1	1	1
Weighted Score		0	0	0	0	1	1	1	1	1
Criteria										
Yes / No		✗	✓	✗	✗	✓	✓	✓	✓	✓
Comment		Future expansion potential would be limited due to size of the site. Expansion would have to be to a second level.	The site includes future expansion potential, most likely as a second storey.	The site is constrained by existing buildings to the north and south, however, expansion is possible to the east.	The site is constrained by residential development to the east and west and Lake Mulwala to the north.	The site is constrained by existing buildings to the north, south and east.	There may be some potential for expansion, but may be constrained by size.	The site would include future expansion potential.	The site would include future expansion potential.	The site would include future expansion potential.
Base Score		0	1	1	0	0	1	1	1	1
Weighted Score		0	1	1	0	0	1	1	1	1
Criteria										
Yes / No		✗	✗	✗	✗	✓	✓	✓	✗	✓

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

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Site Identifier / Site Name		A	B	C	D	E	F	G	H	I	J
Comment	Site is constrained by a mobile tower at the rear of the site.	Site includes existing buildings, including Town Hall, Community Hall and former Kindergarten and portable buildings.	Site appears to be an unconstrained, greenfield site. However, further investigation required.	Site includes existing buildings.	Site appears to be an unconstrained, greenfield site. However, further investigation required.	Site appears to be an unconstrained, greenfield site. However, further investigation required.	Site includes existing buildings.	Site appears to be an unconstrained, greenfield site. However, further investigation required.	Site includes existing buildings.	Site appears to be an unconstrained, greenfield site. However, further investigation required.	Site appears to be an unconstrained, greenfield site. However, further investigation required.
Base Score	0	0	1	0	1	1	0	1	0	1	1
Weighted Score	0	0	1	0	1	1	0	1	0	1	1
Criteria	Council owned land (criteria weighting X3)										
Yes / No	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
Comment	Yes.	Yes.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Base Score	1	1	0	0	0	0	0	0	0	0	0
Weighted Score	3	3	0	0	0	0	0	0	0	0	0
Criteria	Sufficient space for development (criteria weighting X3)										
Yes / No	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Comment	Site is approximately 620 m ² , less than the required area for an enhanced Yarrawonga Library concept.	Yes, the total site is approximately 3,500 m ² .	Yes, the total site is approximately 2,000 m ² .	Yes, the total site is approximately 940m ² .	Yes, the total site is approximately 1,100m ² .	Yes, the total site is approximately 1,100 m ² , however may not be sufficient room for co-location of uses.	No identified property boundary, however, sufficient land available.	No identified property boundary, however, sufficient land available.	Yes, the total site is approximately 1.2 ha	No identified property boundary, however, sufficient land available.	No identified property boundary, however, sufficient land available.
Base Score	0	1	1	1	1	0	1	1	1	1	1
Weighted Score	0	3	3	3	3	0	3	3	3	3	3
Criteria	Town Centre proximity (criteria weighting X3)										
Yes / No	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗
Comment	Yes, located within Town Centre.	Yes, located within Town Centre.	Yes, located within Town Centre.	Located outside Town Centre.	Yes, located within Town Centre.	Located outside Town Centre.	Located outside Town Centre.	Located outside Town Centre.	Located outside Town Centre.	Located outside Town Centre.	Located outside Town Centre.
Base Score	1	1	1	0	1	0	0	0	0	0	0

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

Site Identifier / Site Name		A	B	C	D	E	F	G	H	I
Weighted Score		2	2	2	0	0	0	0	0	0
Criteria	Zoning (Criteria weighting X)									
Yes / No		✓	✓	✓	✗	✓	✗	✓	✓	✗
Comment		Commercial 1 Zone.	Public Use Zone.	Public Use Zone.	General Residential Zone.	Commercial 1 Zone.	Public Conservation & Resource Zone.	Public Use Zone.	Public Use Zone.	General Residential Zone.
Base Score		1	1	1	0	1	0	1	1	0
Weighted Score		1	1	1	0	1	0	1	1	0
Total										
Total Base Score		12	14	13	8	13	9	10	10	9
Total Weighted Score		23	29	24	11	24	10	13	13	12

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

9.6. DISCUSSION OF SITES

SITE A: CURRENT SITE

The current Yarrawonga Library site although centrally located and in Council ownership is constrained by its size, which is a major barrier to development of a new Yarrawonga Library. In order to achieve the required area, the library would need to be located over multiple levels, which increases the cost of development, increases difficulties in staffing the library and restricts access. Further, the site is constrained by an existing mobile telephone tower to the rear of the site, which would likely increase the cost of development if the library was redeveloped on the current site.

Further, if redeveloped the library would need to be closed and the collection stored offsite during development.

Based on the restrictions to expansion and development, the current library site is not considered to be a viable location for the future Yarrawonga Library.

SITE B: YARRAWONGA TOWN HALL, COMMUNITY HALL & FORMER KINDERGARTEN SITE

The Yarrawonga Town Hall, Community Hall and Former Kindergarten Site was ranked highest in the site assessment matrix, both in the unweighted and weighted score. This site has many favourable attributes for establishment of the library and 'ticks' all the boxes in the site assessment matrix.

The site was also formerly identified in the *Yarrawonga Growth Management Strategy 2008*, for establishment as a civic hub. The major benefits of this site include:

- Central location;
- In Council ownership;
- Opposite a bus stop;
- Large site which can accommodate the library plus many other potential co-located uses;

9.5. SITE SCORES

Table 16 provides a summary of the total scores from the site assessment matrix. The table shows that based on both the unweighted and weighted scores, the Yarrawonga Town Hall site is the preferred site.

Other sites which performed well in the site assessment matrix included the former Ford Building, the Old Nursery in Belmore Street and the current site.

Discussion on each site is provided in section 9.6.

TABLE 16 SITE SCORES

SITE IDENTIFIER	SITE	UNWEIGHTED SCORE	WEIGHTED SCORE
A	Current Site	12	23
B	Yarrawonga Town Hall, Community Hall & Former Kindergarten Site	16	29
C	Former Ford Building	14	25
D	Road reserve at the end of Tom & Howell Streets, fronting Lake	8	11
E	Old Nursery in Belmore Street	13	24
F	Co-location with proposed interpretive centre at Sullivan's Folly	9	10
G	Vic Track Land Adjacent to Railway Corridor	10	13
H	Current Prep - 4 Campus of Yarrawonga College	10	13
I	Greenfield land on Murray Valley Highway	9	12

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- Within private ownership.
Further the site is only approximately 940m², which would mean the site would need to be almost fully developed boundary to boundary in a residential zone. The shape of the site is also considered to be a constraint to development.
The bonus of this site is the location on the lake front and the potential to capture views. However, this site is not considered to display the core characteristics of a potential library site due to its location outside of the commercial centre of Yarrawonga.

SITE E: OLD NURSERY IN BELMORE STREET

The old nursery site in Belmore Street, much like the former Ford site ranked highly in the site assessment matrix due to its central location, size, zoning and proximity to public transport. However, also like the former Ford site, the site is within private ownership, which creates additional development hurdles and increases the cost and timing of development.

SITE F: CO-LOCATION WITH PROPOSED INTERPRETIVE CENTRE AT SULLIVAN'S FOLLY

Co-location of the library with the proposed interpretive centre at Sullivan's Folly did not rank that well compared to other sites due to its location outside of the Town Centre, proximity to public transport and outside of Council ownership.

SITE G: VIC TRACK LAND ADJACENT TO RAILWAY CORRIDOR

Vic Track land adjacent to the railway line has been proposed as a potential location for the Yarrawonga Library. The area is designated as a future urban renewal area, which would likely coincide with the preferred route for the Mulwala lake crossing and road alignment. The old railway station building was recently converted into a community exhibition space. The area is currently characterised by industrial uses and brownfield land. The area is also identified in the Yarrawonga Structure Plan for future light or service industries.
The site has not ranked well in the site assessment due to some key negative characteristics of the site, including:

- Urban renewal opportunity.
- Three street frontages;
- Zoned Public Use Zone (PUZ), compatible with use for a library;
- Home to the iconic Yarrawonga Town Hall building;
- Sufficient car parking opportunities along Belmore Street, Orr Street and Hume Street;
- Opportunities for incorporation of outdoor spaces and new community public open space located within the Town Centre;
- Potential economic benefits for local business traders;
- Within walking distance to anchor supermarket, retailers and Yarrawonga District Health Service;
- Currently an underutilised civic site.

SITE C: FORMER FORD SITE

The former Ford building site located on Belmore Street within the Yarrawonga Town Centre, scored highly in the site assessment ranking, second to the Yarrawonga Town Hall site. This site has many favourable attributes including its central location, size and potential for two street frontages. However, a major barrier of this site is that it is in private ownership. The private ownership of the site increases the potential cost and timing of development. This would seem unnecessary given the presence of a superior site, in Council ownership, located just south of this site.

SITE D: ROAD RESERVE AT THE END OF TOM & HOVELL STREETS, FRONTING LAKE

The road reserve site at the end of Tom & Hovell Streets, fronting Lake Mulwala did not rank comparatively well in the site assessment matrix, due to the following key factors:

- Location outside of the Town Centre;
- Location off the main street;
- Incompatible zoning and adjacent land uses;

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Further, the site is in close proximity to new residential subdivisions and residential growth and Yarrowonga College.

However, the site is considered to be inappropriate for the establishment of a library, for the following reasons:

- Location outside of the Town Centre;
- Location on Murray Valley Highway which has high vehicle speeds;
- Incompatible adjoining land uses including Bunnings Warehouse (under development) and proposed business park;
- Lack of passive surveillance;
- Distance from the nearest bust stop;
- Land in private ownership.

The site is therefore, not considered to be an appropriate location for the library.

9.7. SUMMARY OF SITE ASSESSMENT

The site location assessment has identified the Yarrowonga Town Hall, Community Hall and Former Kindergarten site as the preferred location for the future Yarrowonga Library.

Other sites that ranked highly in the assessment included the Former Ford Building and Old Nursery Site. This is primarily due to their Town Centre location, which brings a number of locational benefits fundamental to the location of libraries. However, these sites are not in Council ownership and would increase the potential cost and timing of development.

The Yarrowonga Town Hall site is considered to be ideal for the location of the library and provides the opportunity for creation of an active community precinct in the Yarrowonga Town Centre.

- Location outside of the current commercial activity centre and Town Centre;
- Location off the main street;
- Site is not in Council's ownership;
- Low levels of passive surveillance;
- Significant distance from the nearest bust stop.

The site is currently not considered appropriate for the location of a library.

SITE H: CURRENT PREP-4 CAMPUS OF YARRAWONGA COLLEGE

The current prep-4 campus of Yarrowonga College has plans to move from the current site in the future. This may provide some land for alternative purposes in the future.

The site did not rank well in the site assessment matrix due to the following key factors:

- Location off the main street and outside of the Town Centre;
- Land not in Council ownership;
- Limited passive surveillance;
- Distance from the nearest bus stop;
- Existing buildings on site, which would require demolition or repurposing.

As the site is currently in operation as a school campus, there is uncertainty around potential timing for use as a library. The needs analysis identifies a current need for an improved library facility. The potential uncertainty around timing could cause unnecessary delays.

Further, given the size of the site is much larger than the requirements of the library, a study would be required to determine the appropriate future land use mix of the site.

The site is therefore, not considered to be an appropriate location for the library at this time.

SITE I: GREENFIELD LAND ON THE MURRAY VALLEY HIGHWAY

Greenfield land on the Murray Valley Highway was raised as a potential location for the library given the presence of greenfield land which would increase the ease of development.

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9.8. PREFERRED SITE

An aerial photo of the Town Hall site is shown in Figure 17 and images of the Town Hall site included in Figure 18. The site is approximately 9,500m², with a frontage of approximately 41 metres to Belmore Street, 100 metres to Orr Street and 30 metres to Hume Street.

The site includes the iconic Yarrowonga Town Hall building, with a frontage to Belmore Street and Orr Street. There is existing open space incorporated into the site, which is partly utilised for access and open grass areas as well as utilised as an outdoor seating area for the hotel/restaurant adjacent.

Directly east of the Town Hall building is a community hall building fronting Orr Street. To the rear of the site on the corner of Orr Street and Hume Street is a disused, former Kindergarten building.

On the north side of the site are some temporary portable buildings, which include a space for a yoga studio.

The site is zoned Public Use Zone (PUZ). The purpose of the zone is to:

- Recognise public land use for public utility and community services and facilities.
- To provide for associated uses that are consistent with the intent of the public land reservation or purpose.

The purpose of the public land use as set out in Clause 36.01 is for Local Government.

The site is affected by a Parking Overlay (PO). The purpose of which is:

- To facilitate an appropriate provision of car parking spaces in the area.
- To identify areas and uses where local car parking rates apply.
- To identify areas where financial contributions are to be made for the provision of shared car parking.

'Library' is not listed as a use in the table.

Given the size of the site is excess to the Libraries requirements, additional uses, functions and services are possible for the site to create a community hub of activity, rather than limit the site to a single use.

Potential concepts for the site are outlined in Part D of the report.

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**YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE
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YARRAWONGA TOWN HALL SITE
YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS & SITE IDENTIFICATION PROJECT

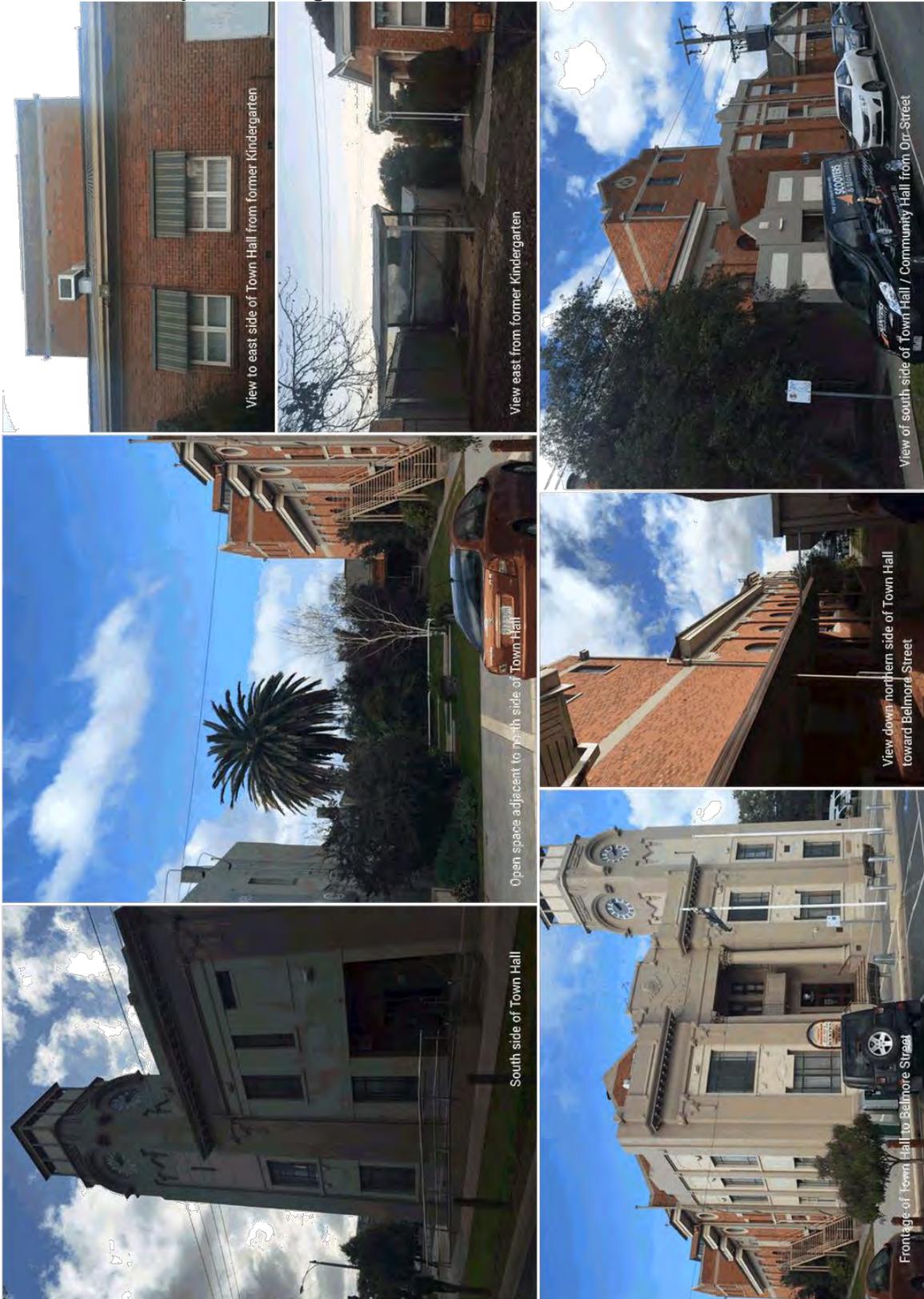


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- **Land Ownership** – Will the ownership of the land be an obstacle to realising the concept objectives? Can a lease be secured on favourable (less than market rate) terms for a satisfactory period (e.g. 10 years)?
- **Amenity** – Is the site situated such that the impact on neighbouring residential amenity is minimised? Is the location likely to attract local community opposition?

Table 17 provides an assessment of the preferred site for the library against the VIC location criteria. This assessment does not include an assessment of an ideal site for the location of an independent VIC (out of the scope of this project), rather it is an assessment of the viability of the preferred library site for the potential co-location of a Visitor Information Centre.

9.9. VISITOR INFORMATION CENTRE CO-LOCATION

As a part of the project, Urban Enterprise has been asked to provide an independent assessment of the merits of co-locating the Visitor Information Centre (VIC) with the library.

In order to do this, the preferred site is assessed against locational criteria for a VIC. The location criteria for the VIC are separate from the library criteria in order to determine independently whether the preferred location for the library would also be suited for co-location of a VIC.

The VIC location criteria are sourced from previous work undertaken by Urban Enterprise in relation to the location of VIC's and in particular work completed for Moira Shire on the Yarrowonga-Mulwala Tourism Space/Visitor Information Centre Feasibility Study in 2009.

VIC LOCATION CRITERIA

The location criteria relevant to this project from the study include:

- **Visibility** – Is the site visible from major entry and exit points to the town? Is the site visible at eye level for drivers?
- **Accessibility** – Is the site easily accessible by foot, bike, car, bus and train? Does the building offer seamless accessibility for the mobility-impaired?
- **Attraction** – Is the VIC an attraction in its own right? Or is it collocated with a prominent tourism attraction e.g. Lake Mulwala?
- **Parking** – Is there ample space for parking for cars, coaches, boat trailers and caravans?
- **Incidental Visitation** – does the location have the potential to attract incidental visitation?
- **Connection to town centre** – how well is the site integrated and connected to the Yarrowonga town centre? Is the site considered to be part of the Yarrowonga town centre experience?
- **Zoning** – Does the current zoning permit all of the proposed activities of the VIC?

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TABLE 17 COMPATABILITY ASSESSMENT OF PREFERRED SITE WITH VISITOR INFORMATION CENTRE – ASSESSMENT MATRIX

CRITERIA	WEIGHTING	COMMENT	SCORE	WEIGHTED SCORE (WEIGHTING X SCORE OUT OF 3)
Visibility - Is the site visible from major entry and exit points to the town?	3	The site is not necessarily visible from the major entry and exit points of Town, including from the potential future Yarrawonga Mulwala bridge and road alignment.	0	0
Visibility - Is the site visible at eye level for drivers?	2	The Yarrawonga Town Hall site is one of the most visible sites along Belmore Street. The site is highly visible to drivers at eye level along Belmore Street.	3	6
Accessibility - Easily accessible by car/bus?	3	The site is easily accessed by car and is located adjacent to the town centre/bus stop.	3	9
Accessibility - Easily accessible by foot?	3	The site is easily accessed by foot along Belmore Street.	3	9
Accessibility - Easily accessible by train?	2	No direct train to Yarrawonga.	0	0
Attraction - Is the location an attraction in its own right? Is it co-located with a prominent tourist attraction?	3	The Town Hall site is an iconic building, however it is currently not an attraction in its own right, such as Lake Mulwala.	0	0
Parking - Is there ample space for parking for cars, coaches, boat trailers and caravans?	3	The site includes three street frontages and on street parking. However, the site may not be compatible with a high frequency of larger vehicles such as caravans, boat trailers and coach buses.	1	3
Incidental Visitation - does the location have the potential to attract incidental visitation?	2	Given the sites central location on Belmore Street and proximity to shops and cafes this location has potential to attract high incidental visitation.	3	6
Connection to town centre - how well is the site integrated and connected to the Yarrawonga town centre?	2	The site is located within the Yarrawonga Town Centre.	3	6
Zoning - Does the current zoning permit all of the proposed activities of the VIC?	2	As the site is zoned Public Use Zone, the sites zoning is compatible with the use of the land for public community services and facilities.	3	6
Land Ownership - Will the ownership of the land be an obstacle to realising the project objectives?	3	The land is owned by Council and therefore is favourable for development.	3	9
Amenity - Is the site situated such that the impact on neighbouring residential amenity is minimised? Is the location likely to attract local community opposition?	2	The site has a partial interface with residential properties to the east and south. Community support of the site would need to be established through consultation.	2	4
Total			24/25	60/90

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FINDINGS

The site assessment to determine the compatibility of the preferred site for the library with the co-location of a visitor information centre has shown that there may be potential for co-location but that the site lacks some location attributes that may be considered important for the location of VICs.

The favourable factors for co-location include:

- Central and highly visible location;
- Potential for incidental visitation;
- Potential economic benefit to local traders;
- The site is in Council ownership;
- Favourable zoning; and
- Potential for shared facilities, creating operational efficiencies.

However, the site may need to provide some car parking access for longer vehicles such as caravans and boat trailers. Further, the site is not located at the gateway to Yarrawonga and there is potential for visitors to bypass a VIC in this location, particularly with implementation of the preferred Yarrawonga-Mulwala Bridge road alignment. Adequate signage at gateway entrances would be required to direct visitors to the VIC if the VIC was located in the Town Centre.

The site is also not located at an attraction (such as Lake Mulwala), which is an attraction in its own right and will draw visitors independently of the VIC. A Lake Mulwala location also provides the opportunity to capture views. However, this is considered to be more important when a component of a concept that incorporates a restaurant or function space in which the views can be enjoyed by visitors, rather than for a standalone VIC.

In summary, the Town Hall site may be considered suitable for the co-location of a VIC, however feasibility analysis is required to determine the future viability of this location.

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Identification Report - 29 August 2016**

PART D: LIBRARY CONCEPT

Part D of the report provides an indicative concept proposal for the Yarrawonga Library on the preferred site, identified in Part C.

FILE NO: F13/2657
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5

YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

SPACE REQUIREMENTS

Based on the population and service based benchmark analysis, the gross floor area of the library should be approximately 850 m². Further, Table 18, from the Service Based Benchmark analysis (see Section 8.3) shows the indicative areas for spaces within the Yarrawonga Library. The site lends itself to the possibility of some uses being incorporated into the Town Hall building, thus reducing the requirement on library floor space. This needs to be resolved through a feasibility and design opportunities exercise for the site.

TABLE 18 INDICATIVE GROSS AREA FROM SERVICE BASED BENCHMARK ANALYSIS

SPACES	M ²
FUNCTIONAL AREA	219 m ²
READING, SEATING AND STUDY AREAS	225 m ²
OTHER FUNCTIONAL AREAS	341 m ²
Customer Service	44 m ²
Children/Youth Areas	55 m ²
Specialist Areas (local history/heritage, IT Training, Archival storage)	56 m ²
Staff Spaces	77 m ²
Amenities & Services Spaces	110 m ²
ADDITIONAL SERVICES	77 m ²
Café	11 m ²
Community Services	44 m ²
Exhibition Space	11 m ²
Community Kitchen	11 m ²
MEETING ROOM FOR 10 PEOPLE	15 m ²

INDICATIVE USES

Possible indicative uses for the site are included in Table 19. This includes potential locations for different uses across the site.

10. LIBRARY CONCEPT

10.1. INTRODUCTION

This section of the report presents a potential concept option for the Yarrawonga Library, based on demand for library space, library case study research, analysis of population demographics and opportunities which are associated with the preferred Town Hall site. Case study libraries that have been developed around and/or incorporated heritage buildings include The Dome, Emerald Hill Library and Heritage Centre and Beechworth Library.

The proposed concept in this section is indicative only. Further feasibility analysis is required to determine the demand for facilities additional to the library and the physical constraints and opportunities of the site through a design response and master planning exercise.

10.2. INDICATIVE CONCEPT

OVERVIEW

The indicative concept for the Yarrawonga Library is one of an integrated community hub, that incorporates a variety of uses, services and activities to create an accessible, vibrant and diverse space in the centre of Yarrawonga.

The library is proposed as one component of the site, which is integrated both in function and design with complementary uses such as arts and culture spaces and facilities, tourism uses, community uses and business uses. The case study libraries show that contemporary libraries often centre around a community hub concept with a variety of compatible spaces and activities.

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ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

VISUALISING THE CONCEPT

Urban Enterprise has prepared an indicative concept plan which outlines the high level opportunities for the site.

Further feasibility work and consultation is required to determine the mix of possible uses and activities for the site and a design response is required to determine the opportunities and constraints of the site, including the location of various uses and activities across the site. An indicative concept plan is provided in Figure 19, to demonstrate possible uses and activities across the site.

STAGING

The site provides the opportunity for construction to be delivered in stages, including the development of the library building as a stage 1 project. However, the whole site should be master planned to ensure a cohesive and integrated design response.

PROGRAMS

Possible additional programs that could be incorporated as part of the indicative concept include:

- Band nights for youth culture;
- Book launches and author talks;
- Knitting and cooking classes;
- Health and wellbeing classes (e.g. Yoga);
- 'Creative' workshops;
- Recording and editing studios;
- Exhibition nights;
- Gallery nights.

TABLE 19 INDICATIVE CONCEPT / LOCATION WITHIN SITE

USE/FACILITY	POSSIBLE SITE LOCATION
• Library	Standalone building
• Separate areas for children and teenagers	-
• Seating (Lounges, desks, group tables)	-
• Public computer area	-
• Council/customer service centre (separate space and staffing within library building)	-
• Flexible spaces	-
• Business incubator	-
• Theatre/Seminar room	-
• Bookable meeting rooms/meeting spaces	-
• Bookable activity spaces	-
• Exhibition space	-
• Maker spaces	-
• Designated quiet areas	-
• Staff amenities (kitchen, break space,)	-
• Library services space	-
• Cultural and visitor information Space	Town Hall (ground floor)
• Café Space	Town Hall (ground floor)
• Galley Space	Town Hall (ground floor)
• Theatre, performance, event space and large meeting space	Town Hall Theatre Room
• Event Space/Break Out Space	Town Hall (First Floor)
• Kitchen for conferences/events	Town Hall
• Public courtyard	Linked to Library/Town Hall

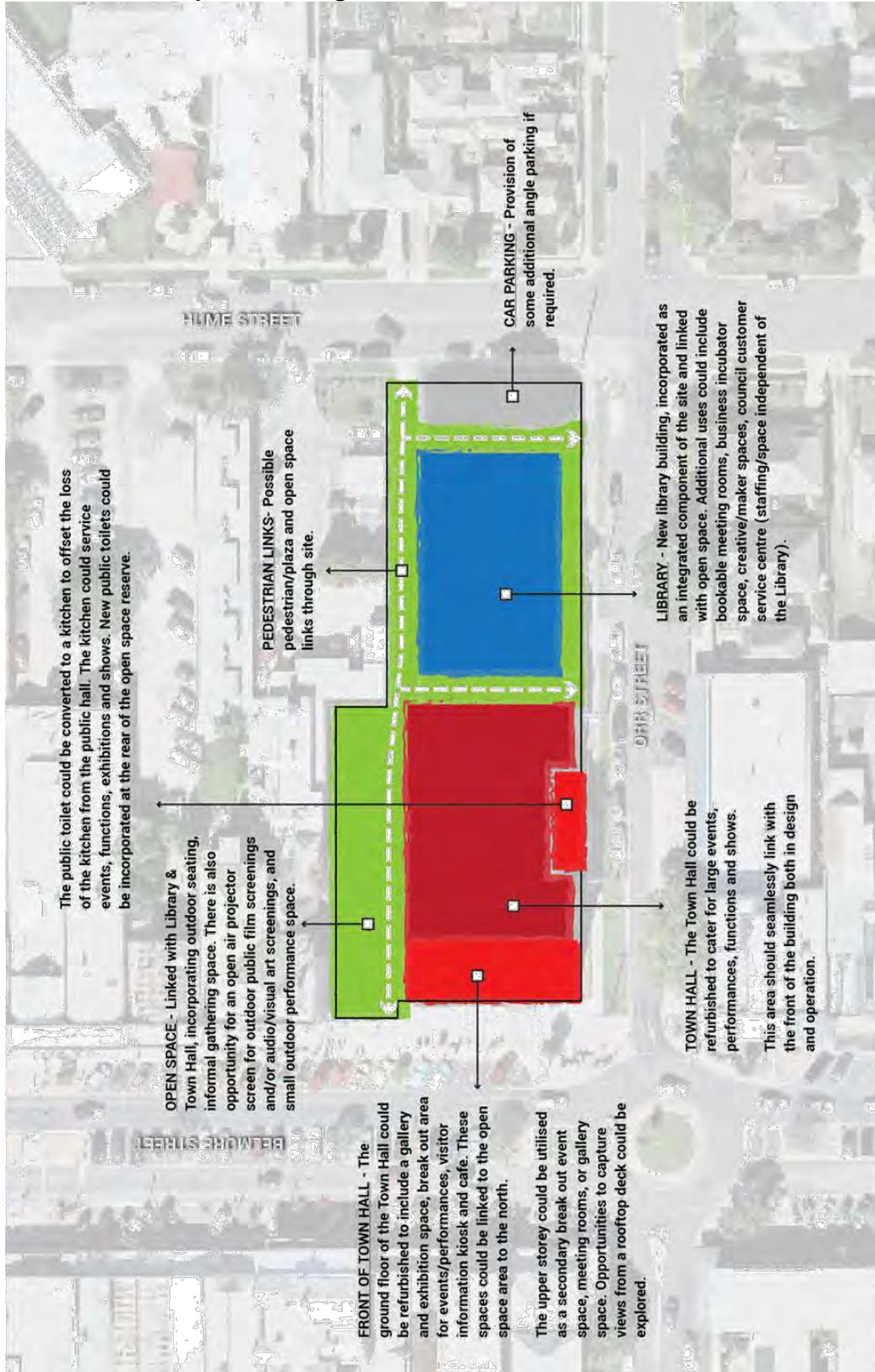
Discussions with the Moira Shire Arts and Culture department have revealed that the site would provide opportunity for inclusion of arts and culture facilities and spaces. Those raised through discussions include spaces for temporary/pop up exhibition space, workshop/creative spaces, performing arts space, adaptable theatre space, community arts space, large outdoor screen and outdoor performance space.

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016



YARRAWONGA LIBRARY - INDICATIVE CONCEPT MAP
YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS & SITE IDENTIFICATION PROJECT

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrowonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

10.3. ACTION PLAN & NEXT STEPS

This section of the report outlines the next steps for the project to progress the selected site forward. The next steps are outlined below:

18. **Feasibility Study & Site Masterplan:** Prepare a feasibility study and masterplan for the identified site, using this report as a functional brief. The feasibility study and masterplan should explore the physical opportunities and constraints of the site in detail, provide detailed concept options and provide detailed feasibility analysis of a preferred option, including indicative development and operating costs. This should have consideration of other arts, cultural and community uses collocated within the precinct so a staged plan is delivered for the entire precinct, with the library as stage one.
19. **Business Case:** A business case should be compiled for the preferred masterplan concept, drawing on existing work where possible. This business case should be used to attract government funding for the development. The business case should be prepared in a template consistent with State Government Business Case Guidelines.

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrowonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

11. REFERENCES

- City of Melbourne, Library at the Dock, <http://www.melbourne.vic.gov.au/community/hubs/bookable-spaces/the-dock/library-at-the-dock/Pages/library-at-the-dock.aspx>
- Francis Jones Morehen Thorp - Australian Public Libraries - NSW State Library, People Places Study, 2010
- Geelong Regional Libraries, Geelong Library and Heritage Centre (The Dome) <http://www.grlc.vic.gov.au/grlhc>
- Goulburn Valley Libraries - Annual Report 2014-15
- Goulburn Valley Libraries - Library Plan 2015-2019 (2016 Review), 2016
- Moira Shire - Yarrowonga Growth Management Strategy - Stages 2 & 3 Report, 2008
- Moira Shire - Yarrowonga/Mulwala Tourism Space/Visitor Information Centre Concept and Location Assessment, 2010
- State Government of Victoria - Review of Victorian Public Libraries Stage 1 Report, 2012
- State Library New South Wales - Living Learning Libraries - Standards and Guidelines for NSW public libraries 6th edition, 2014
- State Library New South Wales - People Places: A Guide for Public Library Buildings in New South Wales, Third Edition, 2012
- State Library New South Wales - People Places: Population Benchmark Area Calculator, 2012
- State Library New South Wales - People Places: Service Based Benchmark Area Calculator, 2012

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

12. APPENDICES

APPENDIX A SERVICE BASED BENCHMARK CALCULATIONS

1. BASE AREA CALCULATIONS											
1a. ESTIMATE NUMBER OF ITEMS PER CAPITA											
ENTER COLLECTION SIZE	19705						Based on worksheet S.10 of Living Learning Libraries	Enter % out on loan	Adjusted no. of items	Number of items / sqm	ARE A
								30	11724.475	70	167
1b. ESTIMATE AREA OF COLLECTION											
FUNCTIONAL AREA		Enter % of collection for each type below	Resulting no. of items								ARE A
BOOKS AND VOLUMES ON SHELVES	86		16749.25								
PERIODICALS	1		197.05					10	177.345	10	18
NON PRINT MATERIAL	1		786.2					50	394.1	100	4
VIRTUAL AND DIGITAL RESOURCES	10		1970.5					0	1970.5	0	0
								TOTAL COLLECTION AREA			189
1c. CALCULATE AREA FOR PUBLIC COMPUTERS											
ENTER POPULATION SIZE	11210										
(10 year population projection for your local catchment area)											
FUNCTIONAL AREA		Terminals based on ST5 of LLJ standards	Enter Additional terminals (optional)	Total number work-stations	Suggested area / terminal						ARE A
PUBLIC COMPUTER TERMINALS	5		1	6	5						30
				TOTAL PUBLIC COMPUTER AREA							-30



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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

1d. SUMMARISE BASE AREA	COLLECTION AREA PLUS PUBLIC COMPUTER AREA	219
The collection and technology areas combined provide the base area of 100% from which functional and services space can be calculated		
2. CALCULATING FUNCTIONAL AND SERVICE AREAS		
2a. READING, SEATING AND STUDY AREAS		
For Seating Allocations see 1.3 A Step by Step Guide	Enter % of seating to be desking (3sqm/ space)	50%
	Enter % seating to lounges (3sqm/ space)	40%
	Enter %seating to be group study (1.8sqm/ space)	10%
	resulting % of base area from LLL calc	100%
SEATING BASED ON POPULATION		225
2. CALCULATING FUNCTIONAL AND SERVICE AREAS CONTINUED		
OTHER FUNCTIONAL AREAS		
2b. CUSTOMER SERVICE		
SERVICE DESK, RETURNS & SELF CHECK		22
BROWSING, DISPLAY and INFORMATION		11
NEWSPAPER / MAGAZINE AREA		11
CHILDREN / YOUTH AREAS		
CHILDREN'S STORY TELLING		11
TOY LIBRARY		
		22

FILE NO: F13/2657
2. IMPROVING MOIRA'S LIVEABILITY

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

YOUNG ADULT AREA			5-10% recommended	5%	11
GAMES AREA / DIGITAL MEDIA SPACE			5-10% recommended	5%	11
2d. SPECIALIST					
SPECIALIST GENRE COLLECTION			5-10% recommended	5%	11
SPECIALIST ROOM LOCAL & FAMILY HISTORY			10-15% recommended	10%	22
STORAGE FOR ARCHIVAL / CONSERVATION			5% recommended	5%	11
IT TRAINING ROOM			5-10% recommended	5%	11
2e. STAFF					
STAFF WORK, LUNCH, LOCKERS			20% recommended	20%	44
WORK AREA STORAGE			5% recommended	5%	11
MOBILE LIBRARY SERVICES AREA			5% recommended	5%	11
CENTRAL AND REGIONAL WORK AREA			5% recommended	5%	11
2f. AMENITIES AND ANCILLARY					
FOYER, LOBBY, CORRIDORS, ETC			15% recommended	15%	33
VERTICAL CIRCULATION (LIFTS/ LIFT LOBBY / STAIRS)			5% recommended	5%	11
TOILETS, RESTROOMS, CLEANERS			5% recommended	5%	11
PLANT EQUIPMENT, MAINTENANCE			5-10% recommended	5%	11
SERVER ROOM			5% recommended	5%	11
PHOTOCOPIERS, DIGITAL EQUIPMENT			5% recommended	5%	11
LOADING DOCK, GARBAGE & GENERAL STORE			5-10% recommended	5%	11
STACK AREA			5-10% recommended	5%	11
2g. ADDITIONAL SERVICES					
CAFÉ			5% recommended	5%	11
COMMUNITY SERVICES			20-25% recommended	20%	44
EXHIBITION SPACE			5% recommended	5%	11

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2. IMPROVING MOIRA'S LIVEABILITY

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YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE IDENTIFICATION REPORT (cont'd)

ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site Identification Report - 29 August 2016

COMMUNITY KITCHEN OTHER AREAS NOT IDENTIFIED	Enter the number of people to be accommodated	Enter area / person (1-1.5sqm / person)	5% recommended	5%	11
Choose one of the following options					
2h. MEETING SPACES					
MEETING ROOM SPACE & STORAGE	10	1.5		7%	15
or					
MULTIPURPOSE, TRAINING, AV ROOM			20-25% recommended		10
			TOTAL %:	29.3%	
		TOTAL FUNCTIONAL AND SERVICES AREA			656
		TOTAL GROSS FLOOR AREA			875

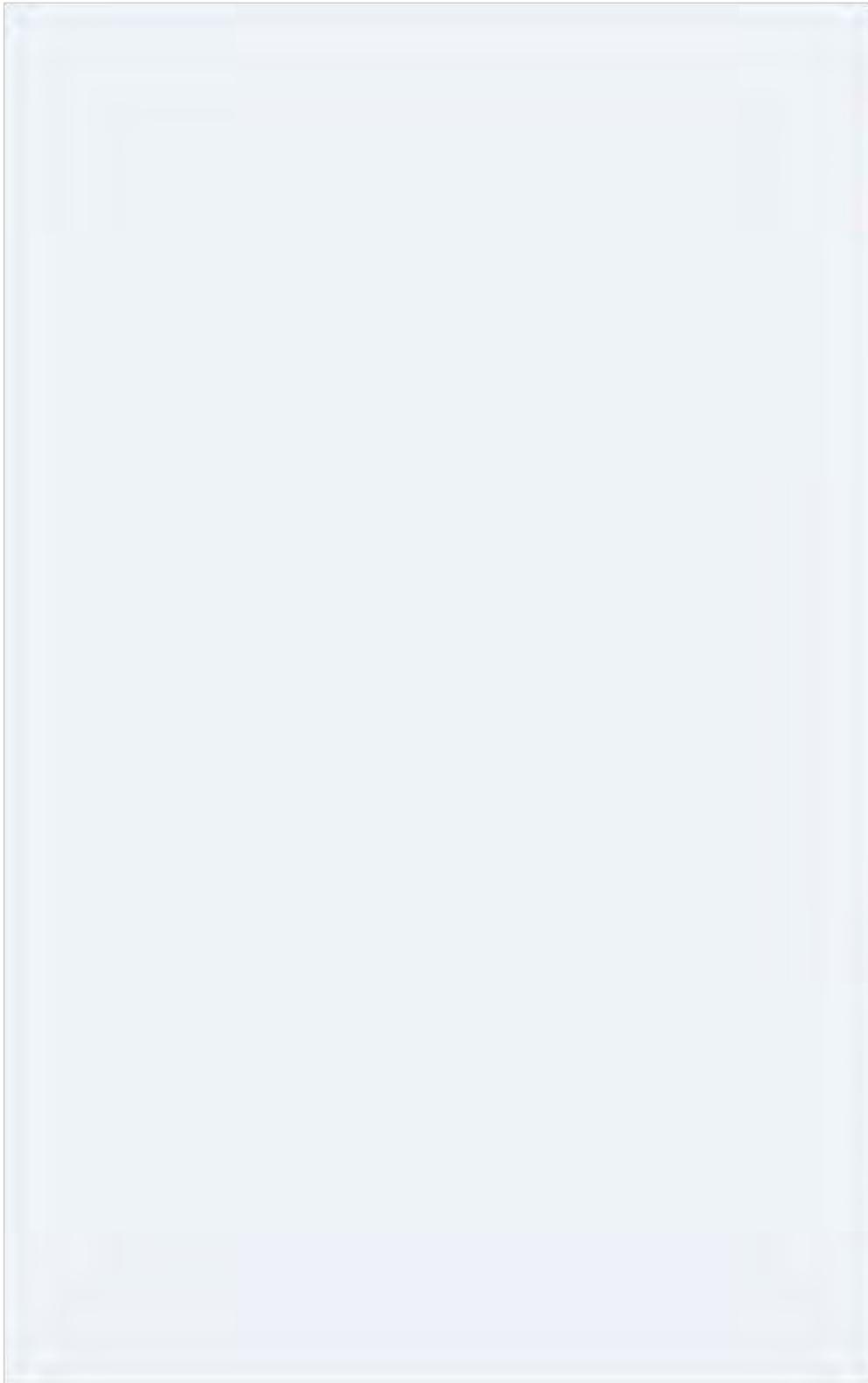
Source: State Library New South Wales - People Places Services Spaces: Benchmarking Area Calculator, 2012

FILE NO: F13/2657
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5

**YARRAWONGA LIBRARY FUTURE NEEDS ANALYSIS AND SITE
IDENTIFICATION REPORT (cont'd)**

**ATTACHMENT No [1] - Yarrawonga Library Future Needs Analysis and Site
Identification Report - 29 August 2016**



URBAN ENTERPRISE URBAN PLANNING LAND ECONOMICS TOURISM PLANNING INDUSTRIAL SOFTWARE
389 ST GEORGES RD NORTH PITTOCK 3068 VIC | PH: (03) 9462 3888 | WWW.URBANENTERPRISE.COM.AU

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.6

ASSEMBLIES OF COUNCILLORS

RECOMMENDATION

That Council receive and note the summary of Records of Assembly of Councillors.

1. Executive Summary

The records of the Assembly of Councillors reported during the month of September 2016 and November are incorporated into to this report.

Inclusion of the records of Assembly of Councillors in the Council agenda, and incorporation into the Minutes ensures Council meets its statutory obligations under section 80A of the Local Government act 1989 (the Act).

2. Background and Options

The Assemblies of Council report is a standing report presented to Council, to report on Assemblies of Council in accordance with the Act and best practice good governance principles.

Section 80A of the Act requires written records of Assemblies of Councillors be kept, comprising the information prescribed in section 80A (1).

Section 80A (2) of the Act prescribes that these records be, as soon as practicable:

- (a) reported at an ordinary meeting of the Council, and
- (b) incorporated in the minutes of that Council meeting.

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
5 September 2016 Council Briefing	<p>Councillors: Gary Cleveland, Peter Mansfield, Wendy Buck Ed Cox Kevin Bourke Don McPhee Marie Martin Brian Keenan (arrived 12:30 pm)</p> <p>Staff: Acting Chief Executive Officer, Leanne Mulcahy General Manager Infrastructure, Andrew Close, Manager Governance and Communications, Linda Nieuwenhuizen Manager Finance, Simon Rennie Manager Commercial Services, Bruce Berg von Lindhe Manager Information Services, James Hargreaves</p>	<p>1. Draft annual report 2. Agenda as provided</p>	Nil

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.6

ASSEMBLIES OF COUNCILLORS (cont'd)

<p>6 September 2016 Youth Council</p>	<p>Councillors: Gary Cleveland</p> <p>Staff: Youth Development Officer, Hollie Barnes Administration Support Officer, Sharon Nye Manager Governance and Communications, Linda Nieuwenhuizen Executive Assistant to Mayor and Councillors, Bobby Brook</p>	<ol style="list-style-type: none"> 1. Brand refresh project 2. Australia Day Nominations 3. Council election process 4. Citizenships 5. Town Issues 6. Freeza update 7. Next meeting 	<p>Nil</p>
<p>12 September 2016 Council Briefing</p>	<p>Councillors: Gary Cleveland, Peter Mansfield, Wendy Buck Ed Cox Kevin Bourke Don McPhee Marie Martin Brian Keenan Alex Monk</p> <p>Staff: Acting Chief Executive Officer, Leanne Mulcahy General Manager Infrastructure, Andrew Close, Manager Governance and Communications, Linda Nieuwenhuizen</p>	<ol style="list-style-type: none"> 1. Local Government Act amendment submission 2. Branding development 3. Cobram Library Tour 	<p>Nil</p>
<p>16 September 2016 Tourism Advisory Committee</p>	<p>Councillors: Don McPhee</p> <p>Staff: Tourism Development Officer, Louise Munk Klint Tourism Support Officer, Kyla Carpinelli</p>	<ol style="list-style-type: none"> 1. Webinar – Liz Ward 2. Previous minutes 3. EV Circuit 4. Raft the Murray 	<p>Nil</p>
<p>19 September 2016</p>	<p>Councillors: Gary Cleveland Ed Cox Kevin Bourke Don McPhee Marie Martin Wendy Buck Peter Mansfield Brian Keenan (arrived 3 pm) Alex Monk</p> <p>Staff: Acting Chief Executive Officer, Leanne</p>	<ol style="list-style-type: none"> 1. Playground renewal Yarrowonga 2. Agenda as provided 	<p>Nil</p>

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.6

ASSEMBLIES OF COUNCILLORS (cont'd)

	<p>Mulcahy General Manager Infrastructure, Andrew Close, Manager Governance and Communications, Linda Nieuwenhuizen Simon Rennie Acting General Manger Corporate Manager Commercial Services – Bruce Berg von Lindhe James Hargreaves – Manager Information Services</p>		
<p>7 November 2016 Council Briefing</p>	<p>Councillors elect: Gary Cleveland Ed Cox Kevin Bourke Marie Martin Libro Mustica John Beitzel Wendy Buck Peter Lawless Peter Mansfield</p> <p>Staff: Chief Executive Officer, Mark Henderson General Manager Corporate, Leanne Mulcahy General Manager Infrastructure, Andrew Close Manager Governance and Communication, Linda Nieuwenhuizen Manager Finance, Simon Rennie Executive Assistance to the CEO, Robyn Bonaddio Executive Assistant - Mayors and Councillors, Bobby Brook Julie Gerard - Executive Assistant Office of the CEO</p>	<p>1. Welcome and state of the shire 2. Councillor aspirations 3. Your first six months 4. IT Resources 5. Navigating airwatch 6. Code of Conduct and Councillor customer service process 7. Preliminary introduction to Council Meeting 8. Mock Council Meeting 9. Councillor discussion Governance issues Agenda items Meeting schedules</p>	

3. Financial Implications

Nil

4. Risk Management

Compliance with statutory obligations

5. Internal and External Consultation

Nil

6. Regional Context

Nil

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.6

ASSEMBLIES OF COUNCILLORS (cont'd)

7. Council Plan Strategy

Demonstrating Good Governance

8. Legislative / Policy Implications

This report complies with the requirements under section 80A of the Local Government Act 1989.

9. Environmental Impact

Nil

10. Conflict of Interest Considerations

Nil

11. Conclusion

The Assembly of Councillors records incorporated into this report are a true and accurate record of all assemblies of Councillors reported during September and November 2016.

Attachments

Nil

FILE NO: 111.111.111
4. SMARTER DELIVERY OF SERVICES AND
PROGRAMS

ITEM NO: 9.2.1

REALLOCATION OF R2R FUNDING IN 2016-2017 CAPITAL BUDGET

RECOMMENDATION

That Council approve the removal of the project to reconstruct Naring Road from the 2016-2017 capital budget and the \$600,000 be reallocated to the Sealed Road Pavement program.

1. Executive Summary

The above average rainfall over the winter spring period has resulted in the above average occurrence of defects with Council's sealed road network. Council has already budgeted \$400,000 in its 2016-2017 capital budget to renew sections of sealed road pavements but these funds are insufficient to address the problems now becoming evident.

It is estimated that the funds allocated in the Sealed Road Pavement renewal budget need to be increased to \$1.1 million to allow the identified sections of pavement to be renewed. It is proposed that the project to reconstruct Naring Road from Labuan Road along the length of 4m wide seal be cancelled and the funds reallocated to the Sealed Road Pavement program. The additional \$100,000 will be sourced from the Road Asphalt program by delaying some works to the 2017-2018 budget.

2. Background and Options

The recent wet weather has increased the rate at which defects are occurring within Council's sealed road network. Council has allocated \$400,000 of its Roads to Recovery (R2R) program funding towards the Sealed Road Pavement renewal program however these funds are insufficient to be able to address the number of pavement defects becoming evident.

Thus far, \$1.1 million of works to renew failed pavement sections have been identified. Defects are primarily being caused through saturation of the subgrade, allowing greater deflection in the pavement underload, leading to cracking in the bitumen surface that allows surface water into the pavement accelerating the failure. Potholes can also become evident where surface water is able to pool in depressions in the road surface.

Failure to address the problems can see the degradation of the pavement accelerate and the cost to repair become greater. This impacts the amenity of all road users within the Shire.

It is believed that the need to maintain the existing sealed roads in good repair is a higher priority than the reconstruction and widening of the 4m wide sealed section of Naring Road.

Therefore it is recommended that the \$600,000 project to reconstruct Naring Road be cancelled and the R2R funds be reallocated to address the sealed road pavement issues.

3. Financial Implications

The project funds under discussion in this report are from the Roads to Recovery program, there are no Council funds involved.

FILE NO: 111.111.111
4. SMARTER DELIVERY OF SERVICES AND
PROGRAMS

ITEM NO: 9.2.1

REALLOCATION OF R2R FUNDING IN 2016-2017 CAPITAL BUDGET (cont'd)

4. Risk Management

Council has obligations under the Road Management Act to repair defects within the time frame specified within Council's Road Management Plan. If the current issues in the sealed roads are not addressed in a timely manner, they may degrade further and impact upon Council's ability to meet its obligations under its Road Management Plan

5. Internal and External Consultation

Discussion has taken place amongst Council's Operations, Engineering and Asset Management staff.

6. Regional Context

It is evident driving around the region that sealed road pavements have been severely impacted by the recent wet winter and spring. In some areas, VicRoads have resorted to temporary speed limit reductions to manage risk to safety posed by the deteriorating condition of the sealed road.

Council's position is helped by the fact that it has a long standing commitment to its renewal obligations for its road network, particularly the resealing of road pavements, and as a result we are seeing fewer issues than some of our neighbours.

7. Council Plan Strategy

This supports the Council plan action of improving Moira's Liveability

8. Legislative / Policy Implications

Council has obligations under the Road Management Act with respect to the timely maintenance of its road network in accordance with its Road Management Plan. The recommendation to remove the Naring Road Reconstruction Project from the Capital program and reallocate the funding to the Sealed Road Pavement Renewal Program will see many of the issues being addressed before they deteriorate any further.

Failure to address the issues could see the rate of deterioration accelerate creating an ongoing maintenance burden and increase pressure on Council to ensure compliance with its Road Management Plan.

9. Conflict of Interest Considerations

The author of the report has no conflict of interest considerations

10. Conclusion

Given the deterioration in Council's sealed road network following above average rainfall in winter and spring, it is recommended that Council cancel the Naring Rd Reconstruction Project in the current Capital Works budget and reallocate the \$600,000 funding to the Sealed Road Pavement Renewal Program.

Attachments

Nil

FILE NO: F13/2894
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.2

AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN

RECOMMENDATION

That Council

1. Approve the amendment to the Silverwoods Development Plan (October 2016) showing a Seniors Living site and modifications to Stages 7, 8 & 12.
2. Council's previous resolution on an amendment to the Development Plan on the 23 June 2014 with respect to the shared pedestrian/bicycle pathway is still applicable.

1. Executive Summary

This report was deferred from the 19 September 2016 Ordinary Meeting of Council.

A request has been received from the Bosco Jonson on behalf of Lotus Living Pty Ltd to amend the Development Plan for the Silverwoods, Murray Valley Highway, Yarrawonga.

The amendment includes the incorporation of a Seniors Living site within the Silverwoods Estate replacing a stage(s) for conventional residential development.

The amendment to the Development Plan was referred, however it was not advertised owing to the minor nature of the changes. The intent of the original concept has not changed and no specific advertising process was incorporated as part of the approval of the Development Plan.

Since the 19 September Ordinary Meeting of Council, the proponent has updated the Development Plan to include notes to the Seniors Living component and modified the road layout and open space provision in Stages 7, 8 & 12.

The amendments are considered satisfactory and are recommended for approval.

2. Discussion

Location of Silverwoods

Silverwoods is located on the north side of the Murray Valley Highway (MVH), Yarrawonga approximately 2.5 kilometres east of the Belmore Street commercial centre and is generally bound by MVH, Botts Road, Hogans Road and Lake Mulwala.

FILE NO: F13/2894
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.2

AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)



3. Background and Options

The original Development Plan for Silverwoods was approved by Council on 17 July 2006, following the approval of Planning Scheme Amendment C24 that rezoned the land from Rural to Residential 1 and replaced the Development Plan Overlay to accommodate for this residential golf course project.

An amendment to the Development Plan was approved by Council on 23 June 2014 incorporating the following:

- Reordering of stage numbering;
- Reconfiguration of stage boundaries;
- Removal of integrated development within Stage 9 (now shown as Stage 10) and incorporation of golf facilities;
- Reconfiguring of the golf course layout and some renumbering of holes between holes 1 and 5;
- Extension of Stage 11 along Lake Mulwala;
- Inclusion of medium density housing within Stages 1, 3, 4, 5B, 7 and 13 of the amended plan;
- Reconfiguration/reallocation of pocket parks (public open space);
- Increase in provision of public open space from 5% to 8%;
- Deletion of community retail site in Stage 8 (now shown in Stage 9).

Council approved this amendment subject to the following inclusion:

That a shared pedestrian/bicycle pathway along the alignment of the road parallel with Hogans Road in Stages 12 and 13 between the pedestrian access points in Hogans Road and Murray Valley Highway.

Proposed Amendments

FILE NO: F13/2894
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.2

AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

The proposed amendments to the Silverwoods Development Plan incorporate the following:

- Stage 10a and 10b for residential development being converted to specifically a 'Future Seniors Living' site;
- The boundary of the Golf Facilities site adjoining the Future Seniors Living site is being realigned to become a straight boundary.

No further details have been submitted with respect to the design or layout of this Seniors Living site which could be described as either a Retirement Village or a Residential Village under the Planning Scheme.

Both these uses are permitted within a General Residential zone, subject to a Planning Permit. Details of this use and development will be forthcoming with any application for a Planning Permit.

The most recent proposed Development Plan (October 2016) has included notes in relation to the Seniors Living component, namely:

Note 1: any proposed development must comply with the Silverwoods Residential Design Guidelines dated 2013.

Note 2: a residential use and development planning permit application must be accompanied by the following document:

- *Built form drawings (including elevations and floor plans), demonstrating compliance with the guidelines referred in note 1;*
- *Landscape master plan;*
- *Traffic impact assessment; and*
- *Services and infrastructure report*

The addition of notes provides a degree of certainty in relation to how this Seniors Living development will relate to the Silverwoods Estate as a whole in terms of design.

Further, the October 2016 Development Plan also is modifying the road layout of Stage 7, deleting court bowls and replacing them with a "through" street and the road of stage 12 is being realigned providing allotment frontage overlooking the golf course rather than backing onto the golf course. In addition the provision of open space in Stage 8 is being redistributed between Stages 7 & 8 while in stage 12 such open space is being relocated. Such changes are considered to be satisfactory.

4. Financial Implications

There are no financial implications in relation to the approval of this Development Plan Amendment.

5. Risk Management

The Development Plan provides guidance as to how Silverwoods develops in the future. As each residential stage, golf facilities and commercial development takes place, applications for Planning Permits must be lodged, considered and approved with conditions. Planning Permits provide the statutory function of the development which must be complied with. If compliance with the planning permits are not achieved, they may become an enforcement issues.

6. Internal and External Consultation

Schedule 6 to the Development Plan Overlay at Clause 43.04 provides for the following:

Any development plan that is prepared and approved must include:

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AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

- *Processes for making changes to the development plan, including a public consultation period and a requirement that the responsible authority approve any changes to the development plan.*

In preparing and approving the development plan for Silverwoods a process to amend the development plan was not formulated or included, therefore it is upon the merits and extent of the change to the development plan that needs to be assessed as to whether the public consultation is necessary.

The proposed amendment to the Development Plan was referred to Council's Infrastructure Department. No objection has been raised to the amendment, however Council's resolution on the previous amendment is still relevant and should be carried over.

The proposed Development Plan Amendment was referred to Goulburn Murray Water, who advised that it had no objection to the amendment provided that the Stormwater Management Plan is updated to reflect the higher density of development.

The owner/developer, Lotus Living and the Silverwoods Owner's Corporation were given opportunity to present their cases regarding this amendment to the Development Plan to Councillors at the Council Briefing meeting held on 8 August 2016.

7. Regional Context

There is no regional context associated with this proposal amendment to the Development Plan for Silverwoods.

8. Council Plan Strategy

Two of strategic goals in the current Council Plan are:

- *Improve Moira's Liveability*
- *Driving economic growth – agriculture, manufacturing and tourism*

Silverwoods provides a unique environment for living on a golf course estate adjoining Lake Mulwala, hence there are elements of liveability and tourism that is on offer.

The proposed amendment will provide a specific form of residential development which will add to the diversity of housing in Yarrawonga and more broadly in Moira Shire.

The proposed amendment to the Silverwoods Development is not in conflict with Council's Strategy Plan.

9. Legislative / Policy Implications

At Clause 43.04-3 it states:

"The development plan may be amended to the satisfaction of the responsible authority".

There are no guidelines embedded in the planning scheme to provide guidance as to what needs to be taken into account by the Responsible Authority, therefore Council's considerations would be based on the merit and extent of changes to the Development Plan.

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AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

10. Environmental Impact

The approval of the Development Plan amendment is unlikely to result in an adverse effect on the environment.

There are a number of existing approved environmental documents that are now *Reference Documents* contained in the Planning Scheme, namely:

An Environmental Improvement Plan for Silverwoods incorporating

- Construction Management Plan (CMP);
- Operational Environmental Management Plan (OEMP); and
- Water Management Strategy (WMS) (June 2007),

Others approved *Reference Documents* relating to Silverwoods include:

- Silverwoods Yarrowonga Single Residential Lot Design Guidelines (May 2007);
- Silverwoods Yarrowonga Landscape Management Plan;
- Silverwoods Yarrowonga Traffic Engineering Assessment;
- Silverwoods Yarrowonga Drainage Master Plan.

11. Conflict of Interest Considerations

There are no Council officer conflict of interest issues to consider within this report.

12. Conclusion

The changes to the Silverwoods Development Plan are relatively minor changing from one form of residential development to another, that is, from conventional residential to a village style for Seniors Living.

The proposed changes still generally accord with the approved Development Plan, however there will be an added form of housing on the estate which will provide greater diversity in housing stock.

The changes to the road layout and open space in stages 7, 8 & 12 are considered to be minor and do not affect the overall design of the Estate.

Overall, the changes to the Development Plan (October 2016) are considered to be reasonable and therefore it is recommended for approval.

Attachments

- 1 Silverwoods original approved Development Plan 2006
- 2 Silverwoods approved amended Development Plan 2014
- 3 Proposed Amendment to the Silverwoods Development Plan February 2016
- 4 Proposed Amendment to Silverwoods Development Plan October 2016
- 5 Cover letter October 2016

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AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

ATTACHMENT No [1] - Silverwoods original approved Development Plan 2006



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2. IMPROVING MOIRA'S LIVEABILITY

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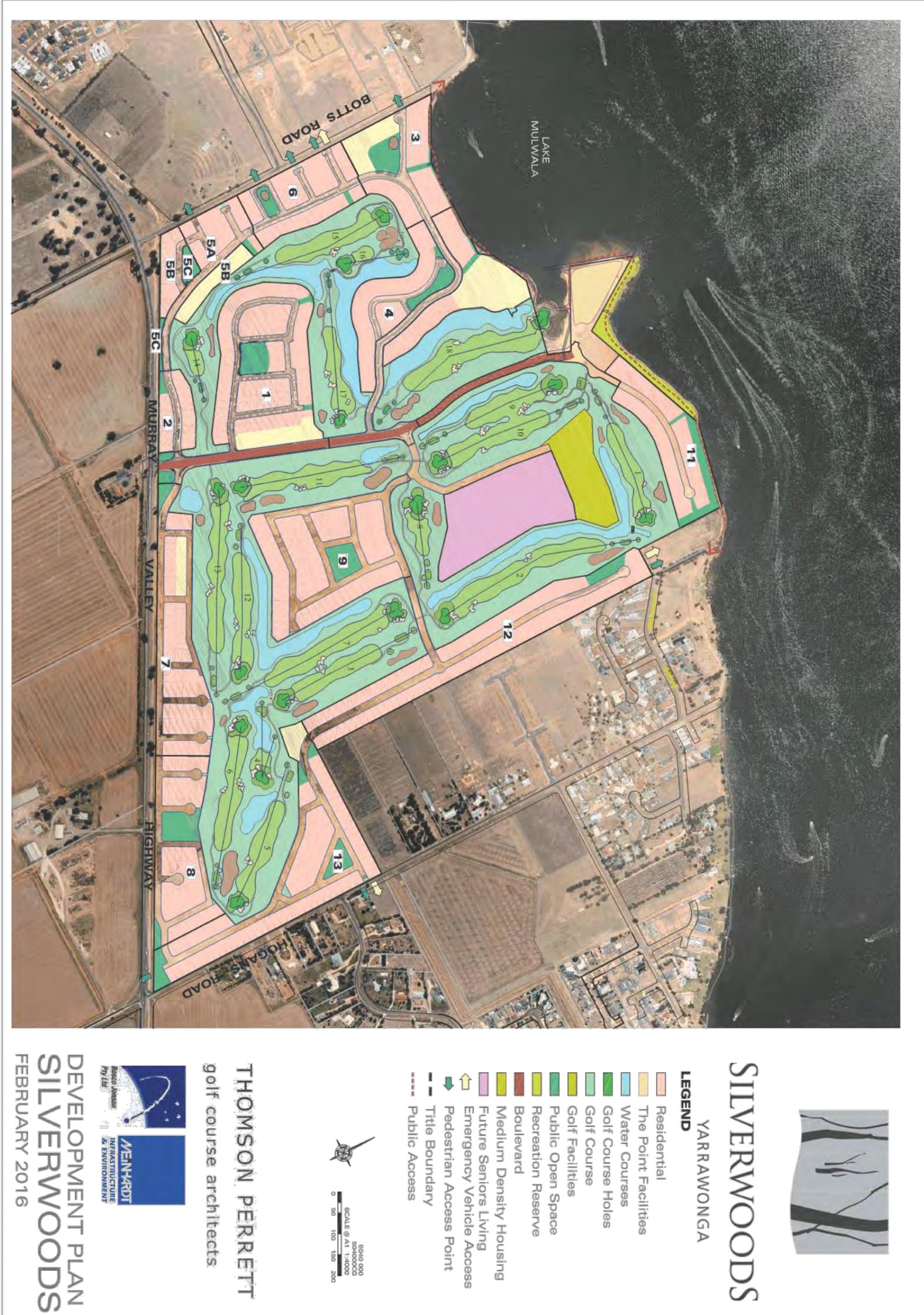
AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

ATTACHMENT No [2] - Silverwoods approved amended Development Plan 2014



AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

ATTACHMENT No [3] - Proposed Amendment to the Silverwoods Development Plan February 2016

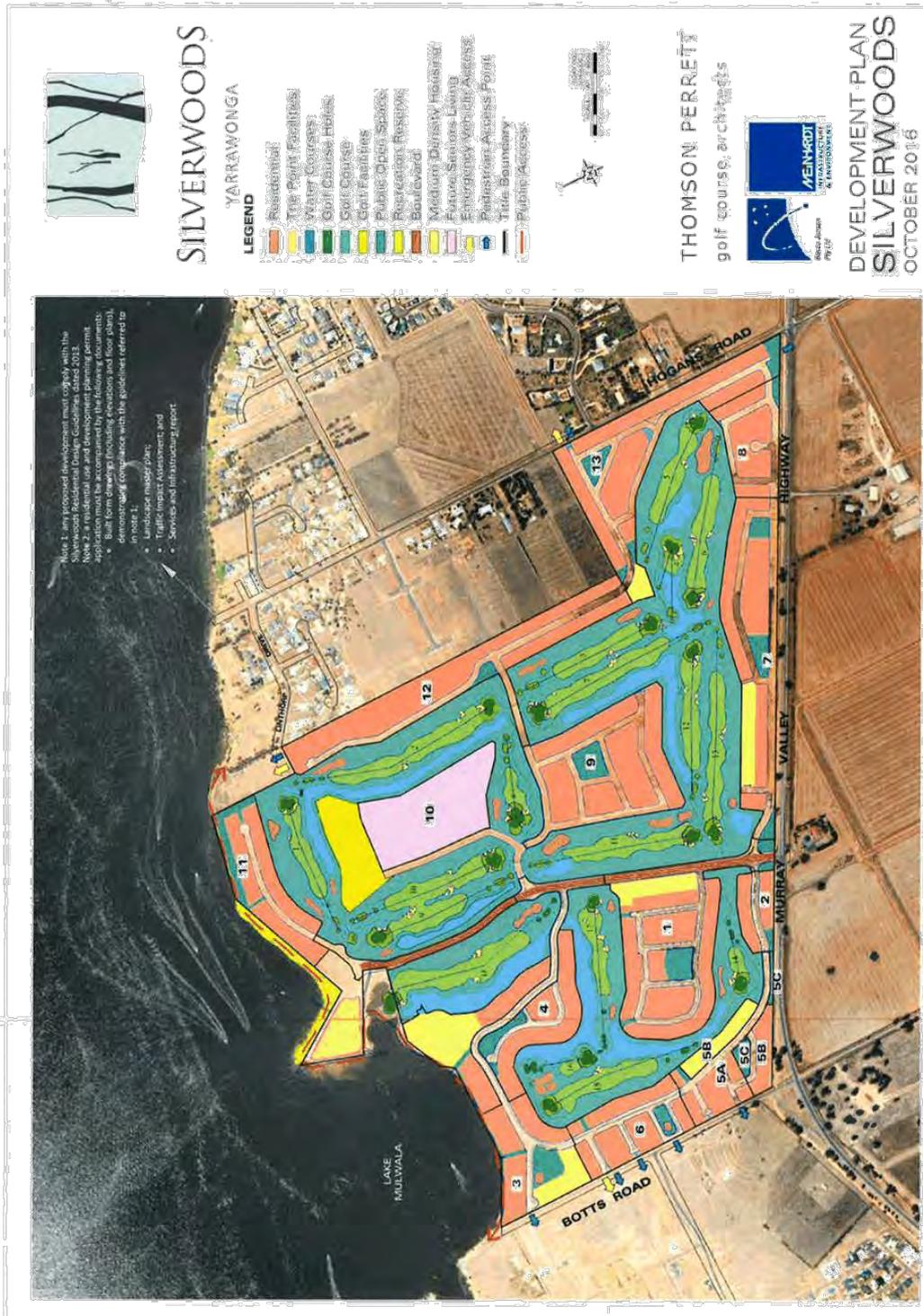


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AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

**ATTACHMENT No [4] - Proposed Amendment to Silverwoods Development Plan
October 2016**



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AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

ATTACHMENT No [5] - Cover letter October 2016

12 October 2016

Mr Peter Stenhouse
Statutory Planning Coordinator
Moira Shire Council
PO Box 578
COBRAM VIC 3643

RE: AMENDMENT TO THE SILVERWOODS DEVELOPMENT PLAN
8656 MURRAY VALLEY HIGHWAY YARRAWONGA

Dear Peter,

We continue to act on behalf of Lotus Living in relation to the development of the above site. Further to our ongoing correspondence in relation to the Silverwoods project, please find enclosed an amended Development Plan for the Silverwoods Estate.

This amendment seeks to revise 'Development Plan Silverwoods', August 2013, which was approved at Council's Ordinary General Meeting on 23 June 2014 and subsequently endorsed on 29 August 2014. At the Ordinary Council Meeting on 19 September 2016, Council deferred the consideration of proposed changes to the Silverwoods Development Plan (August 2016), which was submitted for approval in March 2016.

We now seek to substitute that plan with this latest plan (October 2016). Amendments to Stage 10 are still proposed, and the plan now introduces two notes to guide future built form applications in that stage. Additional minor changes are also proposed to Stage 7 and 12.

As previously discussed with Peter Stenhouse, it is our understanding that no fee applies to this development plan application.

To assist you in your consideration of this matter please find attached the following:

- A copy of the proposed Silverwoods Development Plan, October 2016

Proposed Amendments

The proposed amendment to the Silverwoods Development Plan is consistent with the overall intent of the previously approved plan and will facilitate the development of an integrated golf course and residential community. The revised layout is not dissimilar with what was previously exhibited within the wider community, considered and subsequently approved by Council, however some necessary amendments have been made as a consequence of ongoing design development.

Proposed changes to Stage 7 are:

- Realignment of the boundary between Stage 7 and Stage 8 to reflect delivery timeframes for this area
- Relocation of the public open space to be provided as part of Stages 7 and 8 to provide pocket parks in closer proximity to all residents
- Redesign of the road network to replace courts with interconnected roads, thereby enhancing through movements of vehicles, cyclists and pedestrians
- Redistribution of the number of lots to be provided in Stage 7 and 8.



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AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

ATTACHMENT No [5] - Cover letter October 2016

Proposed changes to Stage 10 (as previously submitted) are:

- Consolidation of Stage 10a and 10b into one superlot for a 'Future Seniors Living' site
- Adjustment to the southern boundary of the recreation reserve (located to the north of Stage 10) to make this boundary straighter
- Inclusion of two notes on the Development Plan that highlight the application requirements for the proposed use and development of Stage 10.

Proposed changes to Stage 12 are:

- Realignment of the local access road to the west to enable the creation of larger lots
- Relocation of the public open space to be provided as part of Stage 12 to a location midway between future residents in Stage 12.

The key components shown within the previously approved Development Plan are still in place, including the development of lifestyle living framed around the Silverwoods Black Bull Golf Course, connectivity to the main boulevard, provision for a local street network that supports pedestrian movements. These elements are generally consistent with what was previously approved.

Key pedestrian linkages throughout the site have been maintained, offering the local community the opportunity to fully appreciate the lake and its environs. Further, provision has been made for emergency vehicle access and pedestrian linkages to and from the estate.

In essence, this is a very minor amendment.

Planning Policy Considerations

No notable amendments have been made to the Moira Planning Scheme since adoption of the latest iteration of the Silverwoods Development Plan in 2014.

Public Notification

As you would be aware, the schedule to the Development Plan Overlay (DPO6) pursuant to Clause 43.04 of the Moira Planning Scheme states the following:

Any development plan that is prepared and approved must include:

Processes for making changes to the development plan, including a public consultation period and a requirement that the responsible authority approve any changes to the development plan.

It is our understanding that no such process was identified as part of the Development Plan approvals process, and as such there is no agreed mechanism by which public consultation (if any) should be carried out, nor was the process specified by which Council may approve any changes to the Development Plan.

The proposed revision is consistent with the original intent of the previously approved Development Plan document, meaning there are no fundamental changes proposed that would warrant concern within the local community. We are aware that an informal process has already taken place in regards to the previously submitted changes to Stage 10. These changes are still proposed, and the minor amendments to Stage 7 and 12 do not warrant further advertising.



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AMENDMENT TO SILVERWOODS DEVELOPMENT PLAN (cont'd)

ATTACHMENT No [5] - Cover letter October 2016

It could be reasonably argued that the proposed amendments are 'generally in accordance' with the approved Development Plan and that this amendment is not necessary. However, for the benefit of all parties involved in the preparation, assessment and issuance of future planning permits within the Silverwoods Estate, it is considered that this amendment will give everyone more certainty moving forward.

Conclusion

The proposed amendments to the Silverwoods Development Plan are considered to be largely inconsequential and do not introduce anything that is inconsistent with the previously approved plan. The proposed amendment delivers a land use that is consistent with the original residential designation of the land and will stimulate future development within the Silverwoods Estate.

It is considered that the proposed amendment to the Development Plan should be approved for the following reasons:

- The proposed amendments are consistent with the Moira Planning Scheme
- The proposed amendment will result in an improved lot layout and integrated road network
- The amendment will ensure greater housing diversity and choice for prospective purchasers
- The proposed layout is consistent with what was previously approved by Council
- Future residential development must comply with the Silverwoods Residential Development Guidelines (dated 2013)
- Where future residential use and development planning permit applications are required these will be assessed against the Moira Planning Scheme.

We therefore formally request that Council supersede the previously submitted proposed Development Plan (August 2016), and proceed with the consideration of this further amended version at its November meeting, or the earlier opportunity soon after.

If you have any further questions in relation to this matter then please do not hesitate to contact me.

Regards,



Ben Mahon
Principal Town Planner
Bosco Jonson

FILE NO: 52015327
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

**AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16
TOCUMWAL ROAD, NUMURKAH**

RECOMMENDATION

That Council approve the issue of a Notice of Decision to Grant an Amended Permit for Planning Application No. 52015327 with the following amendments:

What the Permit allows - Thirty- two (32) lot subdivision

Condition 1 - Delete

Condition 3 - Replace with

Prior to the issue of Statement of Compliance, the owner must remove the Section 173 Agreement registered on title and enter into a new agreement with the Responsible Authority made pursuant to Section 173 of the *Planning and Environment Act 1987* to provide for the following:

- (a) *Proposed Lot 17 and the dwellings erected thereon be retained for public housing operated by a public or community body.*

The Agreement must be prepared by the developer at the developers cost unless Council has been requested in writing to prepare it in which case all costs associated with the preparation and registration of the agreement must be borne by the applicant. All fees associated with the documentation must be fully paid prior to execution and registration of the document by Council.

Condition 9 Replace with

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* for duration of the 12 months defect liability period.

Condition 10 Replace with

Prior to the issue of a Statement of Compliance for Stage 2, the subdivider of the land must enter into an agreement with the responsible authority under Section 173 of the Planning and Environment Act 1987 and confirmation of lodgement of the Agreement pursuant of Section 181 of the Act must be provided to the responsible authority. The Agreement must provide for the following:

- a) should lots 18 to 25 inclusive be further subdivided, then no lot created can have sole access via MacKillop Way, or unless otherwise agreed to in writing by the Responsible Authority.

The owner/subdivider under this permit must pay full costs of the preparation, execution and registration of the Section 173 Agreement and must be registered on the title, at no expense to Council, and its provisions must be noted on the endorsed construction plans.

Condition 14 Replace with:

Prior to the issue of a Statement of Compliance for Stage 1, the subdivider must provide/extend kerb and channel and associated drainage, construct and seal the gravel road shoulder and provide a footpath adjacent to the subject land at O'Connor Street, and at no expense to Council and work with Council to link the above-mentioned infrastructure for the remaining length (approximate 53m) through to Mackillop Way, adjacent to No. 24 O'Connor Street. Council will pay costs associated with this construction, subject to approval of the overall cost of such works and availability of funding as agreed to in writing. If Council funding is not available, the developer will not be required to construct the additional 53 metres of linking infrastructure. All the works must conform to plans and specifications prepared by a suitable qualified Engineer, and

FILE NO: 52015327
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16 TOCUMWAL ROAD, NUMURKAH (cont'd)

endorsed by the Responsible Authority prior to commencement of construction. Unless otherwise agreed in writing, the Authority will only approve plans and specifications complying with Council's Infrastructure Design Manual [IDM].

Condition 15 Replace with:

Prior to the issue of a Statement of Compliance for Stage 2, the subdivider must improve the remaining unsealed section of Mackillop Way for its full width through to O'Connor Street, to cater for the increase in traffic. As a minimum, the area must be reformed to centrally drain via a concrete spoon drain, including any associated underground drainage in maintaining an all-weather gravel and drained standard. All the works must conform to plans and specifications prepared at the expense of the subdivider by a suitable qualified Engineer, and endorsed by the Responsible Authority prior to commencement of construction. Unless otherwise agreed to in writing, the Authority will only approve plans and specifications complying with Council's Infrastructure Design Manual [IDM].

Condition 16(c) No change

Condition 22 Delete

1. Executive Summary

An application to amend a planning permit has been received to subdivide land at 16 Tocumwal Road, Numurkah. The application seeks to amend the number of lots created, change the subdivisional layout and amend a number of conditions.

The application was referred and advertised. No objections were received from referral authorities or internal departments, however one objection was received from a local resident relating to drainage and sewerage problems in the local area.

The application to amend planning permit 52015327 is recommended for approval.

2. Background and Options

Planning Permit 52015327 was considered by Council at its meeting on 29 March 2016. Council resolved to approve the application and issue a Notice of Decision to grant a permit owing to an objection to the application. No appeals were lodged against Council's decision, therefore a Planning Permit was issued on 7 April 2016.

Application Details

Applicant:	St. John the Baptist Parish
Applicant Contact:	Tomkinson Group
Owners:	The Roman Catholic Trusts Corporation for the Diocese
Land Address:	16 Tocumwal Road, Numurkah
Title Details:	Lots 1, 2, 3 and 4 on Title Plan 944316T
Site Area:	7.83ha
File No:	52015327
Zone:	General Residential Zone (GRZ)
Overlays:	No

Key Issues

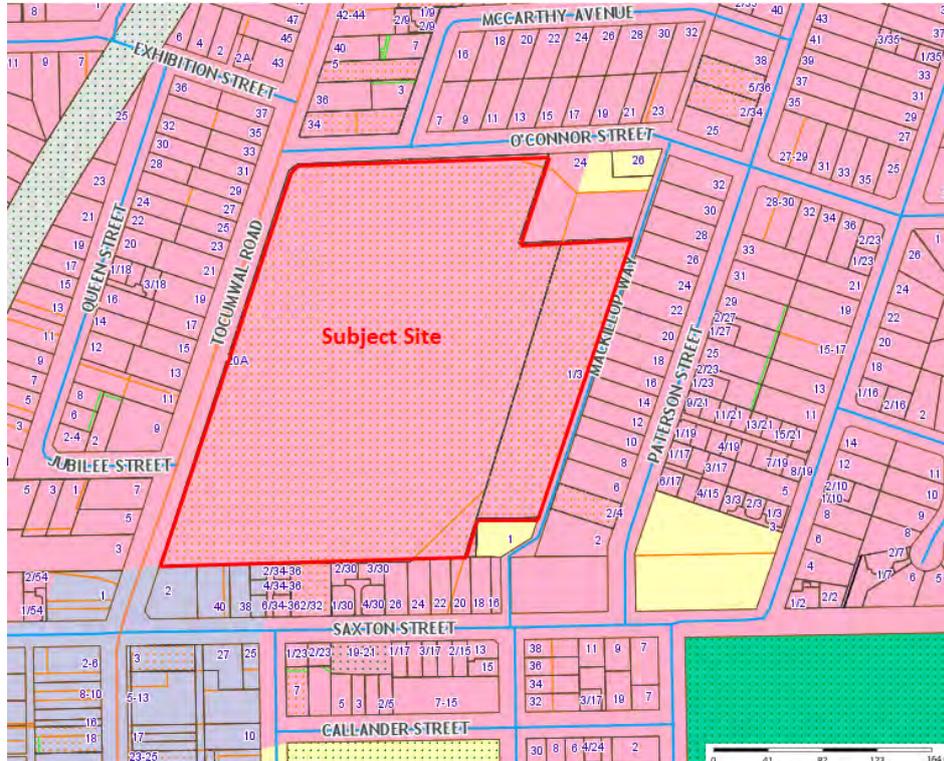
- Subdivision requirements/conditions

FILE NO: 52015327
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

**AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16
TOCUMWAL ROAD, NUMURKAH (cont'd)**

- Objection



The subject land is located directly north of the main town of Numurkah along Tocumwal Road. The subject land contains a church and school complex and six supported living units which are run by Providing All Living Supports (PALS). Access to the subject land will be directly from O'Connor Street. There are a number of planted scattered trees associated with the school complex and trees located along the boundaries of the subject land.

Proposal

The proposal is to amend what the permit allows from a 31 lot subdivision to a 32 lot subdivision, alter the layout of the proposed lots and to change the wording on a number of permit conditions (1, 3, 9, 10, 14, 15, 16(c) and 22) relating to road construction, design, footpaths, access and landscaping.

3. Financial Implications

In the event that Council's decision is appealed at VCAT, any cost associated with attending and responding to an appeal is not budgeted for.

4. Risk Management

If Council decides to grant an amended permit and conditions are not fulfilled, it may become a compliance issue.

5. Internal and External Consultation

Internal Consultation

The application was referred to the Infrastructure & Assets Department and Natural Resources, both of whom have not objected to the proposed amendments.

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2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16 TOCUMWAL ROAD, NUMURKAH (cont'd)

Permit Condition	Applicant's request	Response
No. 1 – Amended plan requiring a court bowl, removing raingardens, stormwater retardation	Remove condition	Agreed – remove condition
No.3 – Section 173 Agreement addressing existing public housing dwellings on Lot 16.	Realign with renumbered conditions - show as Lot 17	Agreed
No 9 – Landscaping maintenance	Add to condition “for duration of the 12 months defect liability period”	Agreed
No 10 – Section 173 Agreement – addressing access to Lots 17 to 24 via MacKillop Way	Replace “primary” access with “no” access and renumbering of lots to “18 to 25”	Reword condition in part – “should lots 18 to 25 inclusive be further subdivided , then no lot created can have sole access via MacKillop Way, or unless otherwise agreed to in writing by the Responsible Authority....”
No 14 – Footpath construction in O’Connor Street and its funding arrangement	Include: “If Council funding is not available, the developer will not be required to construct the additional 53 metres of linking infrastructure”	Agreed – provides flexibility should Council fail to secure the necessary funds due to unforeseen reasons
No 15 – Construction of MacKillop Way	Remove condition entirely	Reword condition in part “Prior to the issue of a Statement of Compliance for Stage 2, the subdivider must improve the remaining unsealed section of Mackillop Way for its full width through to O’Connor Street, to cater for the increase in traffic. As a minimum, the area must be reformed to centrally drain via a concrete spoon drain, including any associated underground drainage in maintaining an all-weather gravel and drained standard....”
No 16(c) Footpath construction on both sides of proposed road	That only footpaths be provided on one side of the proposed road	No change to condition
No 22 construction of vehicle crossings to lots fronting O’Connor Street and Lot 2	Remove condition entirely	Agreed – delete condition

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2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

**AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16
TOCUMWAL ROAD, NUMURKAH (cont'd)**

External Consultation

The application was referred to APA, CFA, Goulburn Valley Water and Powercor under Section 55 of the *Planning and Environment Act 1987*. No objections have been received.

Public Consultation

Public Notice of the application was given in accordance with the provisions of Section 52 of the *Planning and Environment Act 1987*. Adjoining and nearby landowners were notified by letter and notices were placed on the subject land.

One objection has been received against this application being the same objector to the original application. The main concern related to the drainage of the immediate local area and concern was raised in regards to where the stormwater, rainwater and sewerage will go with the addition of thirty-two (32) lots.

The objection further submits that a local drainage has remained an issue for a period of time which the landowner has previously raised concerns to Council's Infrastructure Department.

A copy of the objection letter was sent to the Applicant. The Applicant provided a written response to the concerns raised by the Objector. The Applicant responded directly to stormwater and sewerage management as it relates to the subdivision. Sections of the objection raised concerns outside of the control of the planning permit as points raised related directly to Council acting as the drainage authority.

The objector was given a copy of the applicant's response however the objector did not wish to withdraw the objection.

6. Regional Context

There is no regional context associated with this proposal, given its scale and location.

7. Council Plan Strategy

Moira Shire's current Council Plan states that it is a strategic goal of the plan to:
Improve Moira's Liveability

The strategic goal aims to enhance liveability through safe and welcoming communities. Council's Infrastructure Planning Department have recommended conditions that would ensure that the subject site is drained adequately, Council must consider this against the Objector's concerns relating to drainage.

8. Legislative / Policy Implications

As this application is to amend a planning permit, there is no need or requirement to assess the whole proposal against the provisions of the planning scheme.

The Planning and Environment Act provides the ability for the applicant to apply to amend a planning permit, pursuant to Section 72 and 73 of the Act. The assessment of this application can only focus on those issues requested by the applicant and no other issues. The merits of the overall proposed subdivision cannot be revisited.

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**AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16
TOCUMWAL ROAD, NUMURKAH (cont'd)**

9. Environmental Impact

It is considered that the proposed subdivision will not impact unduly upon the environment. The conditions set out for the permit, if issued, will ensure that the proposal will not impact upon the Environment.

10. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

11. Conclusion

The application to amend Planning Permit 52016327 to increase the number of lots by one lot to 32 lots, change the lot configuration and alter or delete permit condition is considered to be generally satisfactory. Most of the conditions requiring amendment or deletion have been agreed to with the exception of Condition 16(c). Footpaths on both sides of the street are required under the Council's Infrastructure Design Manual being the current standard for urban subdivision, therefore, this condition should be retained.

With respect to the objection, it does not specifically relate to the requested amendments to the permit, rather, to the whole development. The drainage issues were dealt with in the original application and appropriate conditions were applied accordingly. Therefore, there is little scope to address any additional drainage concern with respect to this application. In other words, new conditions cannot be added to the permit.

Overall, the request to amend the permit is generally considered to be reasonable, therefore it is recommended that a notice of decision to grant an amended permit be issued varying what the permit allows together with altering or deleting conditions 1, 3, 9, 10, 14, 15, and 22.

Attachments

- 1 Planning Permit 52015327
- 2 Plan of Subdivision to original application
- 3 Proposed amended Plan of Subdivision and staging
- 4 Objection
- 5 Applicant's response to objection



PLANNING PERMIT

Planning Permit No: 5/2015/327

Moira Planning Scheme

Responsible Authority: Moira Shire Council

ADDRESS OF THE LAND: 16 Tocumwal Road NUMURKAH

LAND TITLE PARTICULARS: Lots 1, 2, 3 & 4 on Title Plan 944316T

THE PERMIT ALLOWS: Thirty-One (31) Lot Subdivision

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

- (1) Prior to the endorsement of the "Design Response Plan and Staging Plan" (drawing number reference 1104901-DRP) and "Proposed Plan of Subdivision" plan (drawing number reference 1104901-PPOS), revision F, sheet 1 of 1 dated 31/11/2015, and as appropriate, amended plans must be submitted to and approved by the Responsible Authority. In particular plan(s) must satisfactorily address the following point(s) to show:
 - a) a court bowl at the proposed road dead-end adjacent to proposed Lot 24, providing a minimum 10m turning radius and a 28m diameter road reserve in accordance with Clause 12 (Design of Road) Table 2 – "Residential Court Bowl" of Council's IDM standards; and
 - b) removal of the proposed "Drainage Basin & Raingarden Reserve 355m²" adjacent to proposed Lots 6 and 29, in accordance with Clause 20 (Stormwater Treatment) of Council's IDM standards; and
 - c) how stormwater flows from the subject land, are to be contained to the network capacity of the receiving pipe and demonstrate any potential stormwater retardation basin can meet the objectives and requirements of Clause 18 (Retarding Basins) of Council's IDM standards. This will include but not limited to, details of storage of the 1% AEP event flows, controlled permissible site discharge, WSUD features, inclusion into Stage 1 works, easements and legal point of discharge.

Date issued: 10 May 2016

Signature for the Responsible Authority:

Melissa Nicole Lotito

**LAND USE (NATIVE VEGETATION)
PLANNER**



- (2) The subdivision as shown on the endorsed plans must not be altered *without the written consent of the Responsible Authority.*
- (3) Prior to the issue of Statement of Compliance, the owner must remove the Section 173 Agreement registered on title and enter into a new agreement with the Responsible Authority made pursuant to Section 173 of the *Planning and Environment Act 1987* to provide for the following:
 - (a) Proposed Lot 16 and the dwellings erected thereon be retained for public housing operated by a public or community body.
The Agreement must be prepared by the developer at the developers cost unless Council has been requested in writing to prepare it in which case all costs associated with the preparation and registration of the agreement must be borne by the applicant. All fees associated with the documentation must be fully paid prior to execution and registration of the document by Council.
- (4) Before the Statement of Compliance is issued under the *Subdivision Act 1988*, the applicant or owner must pay to the Responsible Authority a sum equivalent to 5 per cent of the site value of all the land in the subdivision as a contribution to public open space. All costs associated with the valuation of land shall be borne by the applicant or owner.
- (5) The owner of the land must enter into an agreement with:
 - a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
- (6) All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
- (7) Before the certification of the plan of subdivision for the first stage of development starts, a landscape master plan for the whole of the estate *prepared by a person suitably qualified or experienced in landscape design* to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plan must be drawn to scale with dimensions and two copies must be provided. The plan must show:

Date issued: 10 May 2016

Signature for the Responsible Authority:

A handwritten signature in black ink, appearing to read "Melissa Nicole Lotito", is written over a horizontal line.

Melissa Nicole Lotito

LAND USE (NATIVE VEGETATION)
PLANNER



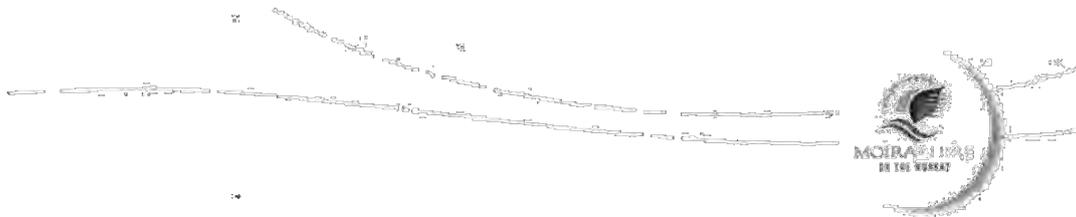
- a) Revegetation of drainage reserves/rain gardens using only indigenous (local) native plant species in all stages of the development.
 - b) Use of drought tolerant native species for street trees in all stages of the development.
 - c) The general layout of street tree and drainage/rain garden reserve plantings.
 - d) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names and quantities of each plant.
- All species selected must be to the satisfaction of the Responsible Authority.
- (8) Before the issuing of Statement of Compliance is approved by the responsible authority, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
 - (9) 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.*
 - (10) Prior to the issue of a Statement of Compliance for Stage 2, the subdivider of the land must enter into an agreement with the responsible authority under Section 173 of the Planning and Environment Act 1987 and confirmation of lodgement of the Agreement pursuant of Section 181 of the Act must be provided to the responsible authority. The Agreement must provide for the following:
 - a) that primary access is not permitted via Mackillop Way for Lots 17 to 24 inclusive. The owner/subdivider under this permit must pay full costs of the preparation, execution and registration of the Section 173 Agreement and must be registered on the title, at no expense to Council, and its provisions must be noted on the endorsed construction plans.
 - (11) Prior to the issue of a Statement of Compliance for Stage 2, the subdivider must fence, at no expense to Council, the boundary of the allotments abutting Mackillop Way. Such fencing is to be constructed to the standard required by the Responsible Authority, and must be constructed in such a way to provide uniform colour, type, and height fencing and must be compatible with other residential fences within the subdivision.
 - (12) All construction plan approvals will lapse at the time of a request to extend this Planning Permit.
 - (13) Prior to construction commencing on the site for the first stage of the proposed development, a Traffic Impact Assessment Report in accordance with Clause 9 (Traffic Management Strategy) of Council's Infrastructure Design Manual [IDM] must be submitted to and approved by the Responsible Authority. Any measures identified in that Report must be fully designed and constructed to the specifications and

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satisfaction of the Responsible Authority, prior to the issue of a Statement of Compliance for the relevant stage.

- (14) Prior to the issue of a Statement of Compliance for Stage 1, the subdivider must provide/extend kerb and channel and associated drainage, construct and seal the gravel road shoulder and provide a footpath adjacent to the subject land at O'Connor Street, and at no expense to Council and work with Council to link the above-mentioned infrastructure for the remaining length (approximate 53m) through to Mackillop Way, adjacent to No. 24 O'Connor Street. Council will pay costs associated with this construction, subject to approval of the overall cost of such works and availability of funding as agreed to in writing. All the works must conform to plans and specifications prepared by a suitable qualified Engineer, and endorsed by the Responsible Authority prior to commencement of construction. Unless otherwise agreed in writing, the Authority will only approve plans and specifications complying with Council's Infrastructure Design Manual [IDM].
- (15) Prior to the issue of a Statement of Compliance for Stage 2, the subdivider must upgrade to a sealed and drained standard the remaining gravel section of Mackillop Way for its full width through to O'Connor Street. All the works must conform to plans and specifications prepared at the expense of the subdivider by a suitable qualified Engineer, and endorsed by the Responsible Authority prior to commencement of construction. Unless otherwise agreed to in writing, the Authority will only approve plans and specifications complying with Council's Infrastructure Design Manual [IDM].
- (16) Prior to the issue of a Statement of Compliance for the relevant stage of the development, and in accordance with the Endorsed Plan the subdivider must undertake, or cause to be undertaken, full construction of all new roads, footpaths, drainage and related infrastructure. All the works must conform to plans and specifications prepared at the expense of the applicant by a qualified Engineer, and endorsed by the Responsible Authority prior to commencement of construction. Unless otherwise agreed in writing, the Authority will only approve plans and specifications complying with Council's Infrastructure Design Manual [IDM]. In particular:
- the proposed Road must be designed and constructed to at least the standard of an 'Access Street' as defined in Clause 12 (Design of Roads) Table 2 of the IDM, with a minimum reserve width of 16m, accommodating for a 7.3m wide carriageway, or to such higher standards as may be recommended by the TIAR. Any recommendations detailed in the TIAR, or traffic calming measures as required to restrict vehicle speeds to the target 40kph, must be provided; and
 - any court bowl must offer a minimum 10m turning radius and a 28m diameter road reserve; and
 - all footpaths and pedestrian crossings must be designed and constructed in accordance with IDM Clause 13.3 (Mobility and Access Provisions). Footpaths

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Signature for the Responsible Authority:

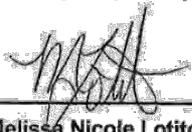
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- must be provided on both sides of the proposed Road unless otherwise agreed in writing by the Responsible Authority; and
- d) provide street lighting in accordance with Clause 26 (Public Lighting) of the IDM; and
 - e) provide type SM2M kerb and channel to the frontage of the proposed Road, in accordance with IDM standard drawing SD100 (Typical Kerb Profiles), and must be constructed along the entire frontage of each and every Lot within the development unless otherwise agreed in writing by the Responsible Authority.
- (17) Prior to the issue of Statement of Compliance for each stage, if required easement/s need to be created to the stormwater Legal Point of Discharge for the purpose to drain lots.
- (18) Prior to construction commencing on the site for the relevant stage of the development, detailed drainage plans with computations must be prepared in accordance with Clause 16 (Urban Drainage) of Council's Infrastructure Design Manual [IDM], and submitted to and approved by the Responsible Authority. The drainage plans must incorporate measures to enhance the quality of water discharged from the site and protect downstream infrastructure and waterways by the application of water-sensitive urban design principles. All the works must be designed and constructed in accordance with Clauses 20 (Stormwater Treatment) and 22 (Environment Management during Construction) of Council's IDM, and to the satisfaction of the Responsible Authority. In particular:
- a) all storm-water runoff originating from the subject property and from any adjacent catchment/s which have the potential to pass through the subject land during a 20% AEP event must be collected, controlled and conveyed by underground pipes to a legal point of discharge identified by the Responsible Authority. Unless agreed otherwise, upstream catchment/s must be assumed on post-development coefficient's to which the land is zoned. Unless these pipes are located within a reserve, easements must be created in favour of the Moira Shire Council to facilitate the future maintenance of the relevant assets; and
 - b) permanent overland and/or underground flood pathways must be identified or established to handle the maximum storm-water runoff that may reasonably be expected to affect the subject property in a 1% AEP event, both at the completion of construction and in the future. For this purpose, the total discharge from any upstream catchment/s must be assumed on post-development coefficient's to which the land is zoned. Unless the flood pathways are located within a reserve, appropriate easements must be created in favour of the Moira Shire Council to facilitate future maintenance of the relevant assets; and
 - c) the peak discharge from and through the fully developed site in a 20% AEP event must be limited to a level that does not exceed the existing network capacity of the receiving drainage system from the subject property, plus any additional

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Signature for the Responsible Authority:

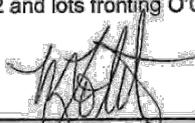

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- discharge, transferred from the upstream catchment in accordance with Clause 21 (Stormwater Discharge Points) of Council's IDM; and
- d) unless other arrangements are proposed by the subdivider and approved by the Responsible Authority, any remaining flow control required to limit peak discharge from the developed site must be provided by constructing a retardation basin, in accordance with Clause 18 (Retarding Basins) of Council's IDM, through which all discharge from the developed site is directed; and
 - e) each proposed lot must have a stormwater house inlet point, extending from the legal point of discharge to within its property boundary to the specification and satisfaction of the Responsible Authority; and
 - f) measures to enhance the quality of water discharged from the site and protect downstream infrastructure and waterways by the application of water-sensitive urban design principles. All the works must be designed and constructed in accordance with Clause 20 (Stormwater Treatment) of Council's IDM, and to the satisfaction of the Responsible Authority; and
 - g) in the event of a staged development, temporary easements must be provided to ensure that Council has access to all drainage infrastructure essential to the operation of that stage, and all previous stages, including infrastructure that will ultimately be located in the road reserve.
- (19) Prior to the issue of a Statement of Compliance for Stage 1, all Lot 1 roof water from buildings and surface water from hard paved areas must be collected and conveyed to a drainage easement or to the legal point of discharge so as to prevent storm water nuisance to adjoining land.
- (20) Prior to the issue of a Statement of Compliance for the relevant stage of the development, all drainage infrastructure required by the approved drainage plan must be constructed in accordance with plans and specifications approved by the Responsible Authority.
- (21) Prior to the issue of Statement of Compliance, for each stage, the subdivider must construct/provide vehicle crossing to each and every lot and/or reserves within the subdivision development in accordance with Clause 12.9 (Vehicle Access) of Council's Infrastructure Design Manual [IDM]. Alternatively, vehicle crossings are not required to be constructed where mountable kerb and channel is used.
- (22) Prior to the issue of a Statement of Compliance of Stage 1, the subdivider must provide a vehicle crossings in accordance with Clause 12.9 (Vehicle Access) of Council's Infrastructure Design Manual [IDM] and must be constructed in accordance with plans and specifications approved by the Responsible Authority. In particular, provide vehicle crossings to proposed Lot 2 and lots fronting O'Connor Street.

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- (23) The staging of the subdivision must remain in sequence commencing from Stage 1, unless otherwise agreed in writing by the Responsible Authority.
- (24) If the subdivider wishes to complete the works in stages, construction plans and specifications for each stage must be submitted to and approved by the Responsible Authority. The applicant must construct, or cause to be constructed, to the satisfaction of the Responsible Authority and any temporary works required to facilitate traffic movements after each stage has been completed. In particular:
- a) temporary court bowls, secured by an easement of way, must be designed, constructed and fenced; and
 - b) where stub roads remain at the conclusion of each stage, arrangements must be made to ensure that permanent sealed road surfaces are not damaged by traffic using these court bowls; and
 - c) temporary easements must be provided for each stage so that Council has access to all drainage infrastructure essential to the operation of that stage, and any previous stages, including infrastructure that will ultimately be located in the road reserve.
- (25) Prior to the issue of a Statement of Compliance, for each stage, the subdivider must provide the Responsible Authority with a maintenance bond equal to 5% of the relevant civil construction costs (excluding GST). The Authority will hold this bond until any and all defects notified to the subdivider before or during the liability period have been made good to the satisfaction of the authority.
- (26) Prior to the issue of a Statement of Compliance, for each stage, the subdivider must pay to the Responsible Authority plan checking fees equal to 0.75% of the relevant civil construction costs (excluding GST) and site supervision fees equal to 2.5% of the relevant civil construction costs (excluding GST).
- (27) Prior to the issue of Statement of Compliance for each stage, as constructed drawings in accordance with Council's Infrastructure Design Manual [IDM] are to be submitted for civil construction works in hard copy and electronic copies compatible with Council's AutoCAD drawing package in DWG or DXF format.
- (28) Prior to the issue of Statement of Compliance, for each stage, the subdivider must provide Street trees for that stage in accordance with Council's Infrastructure Design Manual [IDM]. Landscaping of the nature strip must include the planting of one (1) MATURE (2 – 3 metres high) street tree per lot (of an approved species and location). Street trees must be selected and planted by a qualified Horticulturist/Arborist. Maintenance of these trees must be a minimum of 12 months from the time of Statement of Compliance and to the satisfaction of the Responsible Authority.

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- (29) Prior to the issue of Statement of Compliance for Stage 1, the subdivider must provide Street trees to the frontage at O'Connor Street, where appropriate and at no expense to Council. Trees must be provided in accordance with Council's Infrastructure Design Manual [IDM] and landscaping of the nature strip must include the planting of one (1) MATURE (2 – 3 metres high) street tree per lot (of an approved species and location). Street trees must be selected and planted by a qualified Horticulturist/Arborist. Maintenance of these trees must be a minimum of 12 months from the time of Statement of Compliance and to the satisfaction of the Responsible Authority.
- (30) Prior to the issue of a Statement of Compliance, all drains and batters, and all areas disturbed in the course of the works, must be topsoiled and seeded to establish grass cover.
- (31) All earthworks and lot filling must be in accordance with Clause 15 (Earthworks and Lotfilling) of Council's Infrastructure Design Manual [IDM].
- (32) In accordance with the Clause 22 (Environment Management during Construction) of Council's Infrastructure Design Manual [IDM], appropriate measures, satisfactory to the Responsible Authority, must be taken to minimise erosion and to retain dust, silt and debris on site, both during and after the construction phase.
- (33) Before the works commence, a site management plan detailing the measures to be taken to control stormwater discharge and sedimentation on the site during the construction process must be submitted to, and approved by, the Responsible Authority.
- (34) The subdivider must ensure that all practicable measures are taken to maintain vehicle and machinery hygiene, and to avoid the spread of soil-borne pathogens and weed seeds.
- (35) No excavated or construction materials may be placed or stored outside the site area or on the adjoining road reserves, except where the materials are required in connection with any road or footpath construction works in such reserves that are required as part of this permit.
- (36) Care must be taken to preserve the condition of existing infrastructure adjacent to the site. If any damage to existing infrastructure occurs as a result of this development, the affected infrastructure must be replaced, and the full cost met, by the subdivider, to the specification and satisfaction of the Responsible Authority.

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- (37) All infrastructure created by this development, and passing into the ownership and control of Council, must be maintained by the applicant for a period of 3 months following practical completion, and the applicant must thereafter accept liability for correcting defects that become evident during the following 9 months.
- (38) Prior to certification of plan, proposed road names must be submitted to Council for approval. Roads must be named in accordance with the Guidelines for Geographic Names 2010.
- (39) Fire Hydrants must be provided to the satisfaction of the relevant fire authority.
- (40) **APA Conditions**
Easements in Favour of "Australasian Gas Networks (VIC) Pty Ltd" must be created on the plan to the satisfaction of APT.
- (41) The plan of subdivision submitted for certification must be referred to APT O&M Services Pty Ltd, in accordance with Section 8 of the Subdivision Act 1988.
- (42) **Goulburn Valley Water Conditions**
Payment of a new customer contribution for water supply to the development, such amount being determined by the corporation at the time of payment.
- (43) Provision of a reticulated water supply and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
- (44) Any existing water service that crosses any of the proposed allotment boundaries within the proposed development must be disconnected and re-located at the developer's expense, to be wholly within one allotment only and to the satisfaction of the Goulburn Valley Region Water Corporation.
- (45) Payment of a new customer contribution for sewerage services to the development, such amount being determined by the Corporation at the time of payment.
- (46) Provision of reticulated sewerage and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
- (47) Provision of easements in favour of the Goulburn Valley Region Water Corporation over all existing and proposed sewer mains located within private property.

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- (48) The operator under this permit shall be obliged to enter into an Agreement with Goulburn Valley Region Water Corporation relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Goulburn Valley Water. A copy of the format of the Agreement will be provided on request.
- (49) The plan of subdivision lodged for certification is to be referred to the Goulburn Valley Region Water Corporation pursuant to Section 8(1) of the Subdivision Act, 1988.
- (50) **Powercor Conditions**
The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.
- (51) The applicant shall:
- Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (A payment to cover the cost of such work will be required). In the event that a supply is not provided, the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.
 - Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
 - Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
 - Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.
 - Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.
 - Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of "Powercor Australia Ltd" for "Powerline Purposes" pursuant to Section 88 of the Electricity Industry Act 2000.

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- Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.
- Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.
- Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.
- Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

Permit Notes

- (1) A consent to work within Road Reserve permit must be obtained from the Responsible Authority prior to the carrying out of any works in the Road Reserve.

Date issued: **10 May 2016**
Signature for the Responsible Authority:

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PLANNING PERMIT

IMPORTANT INFORMATION ABOUT THIS PLANNING PERMIT

What has been decided?

The Responsible Authority has issued a permit.

(Note: This is not a permit granted under Division 5 or 6 of Part 4 of the Planning and Environment Act 1987.)

When does a permit begin?

A permit operates:

- from the date specified in the permit; or
- if no date is specified, from—
 - (i) the date of the decision of the Victorian Civil and Administrative Tribunal, if the permit was issued at the direction of the Tribunal; or
 - (ii) the date on which it was issued, in any other case.

When does a permit expire?

1. A permit for the development of land expires if—
 - a) the development, or any stage of it, does not start within the time specified in the permit;
 - b) the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - c) the development, or any stage of it, is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit, or, in the case of a subdivision or consolidation, within 5 years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
 - a) the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
 - b) the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
 - a) the development or any stage of it does not start within the time specified in the permit; or
 - b) the development or any stage of it is not completed within the time specified in the permit; or, if no time is specified, within two years after the issue of the permit; or
 - c) the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - d) the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
 - a) the use or development of any stage is to be taken to have started when the plan is certified; and
 - b) the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

What about appeals?

- The person who applied for the permit may apply for a review of any condition in the permit unless it was granted at the direction of the Victorian Civil and Administrative Tribunal, in which case no right of review exists.
- An application for review must be lodged within 60 days after the permit was issued, unless a Notice of Decision to Grant a Permit has been issued previously, in which case the appeal must be lodged within 60 days after the giving of that notice.
- An application for review is lodged with the Victorian Civil and Administrative Tribunal.
- An application for review must be made on an Application for Review form, which can be obtained from the Victorian Civil and Administrative Tribunal, and be accompanied by the applicable fee.
- An application for review must state the grounds upon which it is based.
- An application for review must also be served on the Responsible Authority.
- Details about applications for review and the fees payable can be obtained from the Victorian Civil and Administrative Tribunal.



CONCEPT PLAN

CONCEPT PLAN FOR THE PROPOSED THIRTY-ONE (31) LOT SUBDIVISION

NO.	DATE	DESCRIPTION	BY	CHKD
1	10/01/2016	PRELIMINARY PLAN
2	10/01/2016	REVISED PLAN
3	10/01/2016	REVISED PLAN
4	10/01/2016	REVISED PLAN
5	10/01/2016	REVISED PLAN
6	10/01/2016	REVISED PLAN
7	10/01/2016	REVISED PLAN
8	10/01/2016	REVISED PLAN
9	10/01/2016	REVISED PLAN
10	10/01/2016	REVISED PLAN
11	10/01/2016	REVISED PLAN
12	10/01/2016	REVISED PLAN
13	10/01/2016	REVISED PLAN
14	10/01/2016	REVISED PLAN
15	10/01/2016	REVISED PLAN
16	10/01/2016	REVISED PLAN
17	10/01/2016	REVISED PLAN
18	10/01/2016	REVISED PLAN
19	10/01/2016	REVISED PLAN
20	10/01/2016	REVISED PLAN
21	10/01/2016	REVISED PLAN
22	10/01/2016	REVISED PLAN
23	10/01/2016	REVISED PLAN
24	10/01/2016	REVISED PLAN
25	10/01/2016	REVISED PLAN
26	10/01/2016	REVISED PLAN
27	10/01/2016	REVISED PLAN
28	10/01/2016	REVISED PLAN
29	10/01/2016	REVISED PLAN
30	10/01/2016	REVISED PLAN
31	10/01/2016	REVISED PLAN

omkinson Group
 PROJECT MANAGERS
 DEVELOPMENT PLANNERS
 LICENSED SURVEYORS
 CIVIL ENGINEERS
 FREEDCALL: 1800 810 170 TEL: (03) 5445 8700 FAX: (03) 5441 5648
 PO BOX 421, BENDIGO 3552 57 MYERS STREET, BENDIGO 3550
 WEB: www.omkinson.com EMAIL: bendigo@omkinson.com

PROPOSED THIRTY-ONE (31) LOT SUBDIVISION
 16 TOCCUMWAL ROAD / 3 MACKILLOP WAY, NUMURKAH
 PROPOSED PLAN OF SUBDIVISION

Principal: ST. JOHN THE BAPTIST PARISH NUMURKAH
 Municipality & Ref: MOIRA SHIRE COUNCIL
 Drawing No: 1104901-PPoS
 REV F
 SHEET 1 of 1

Scale: 1:500
 Date: 10/01/2016

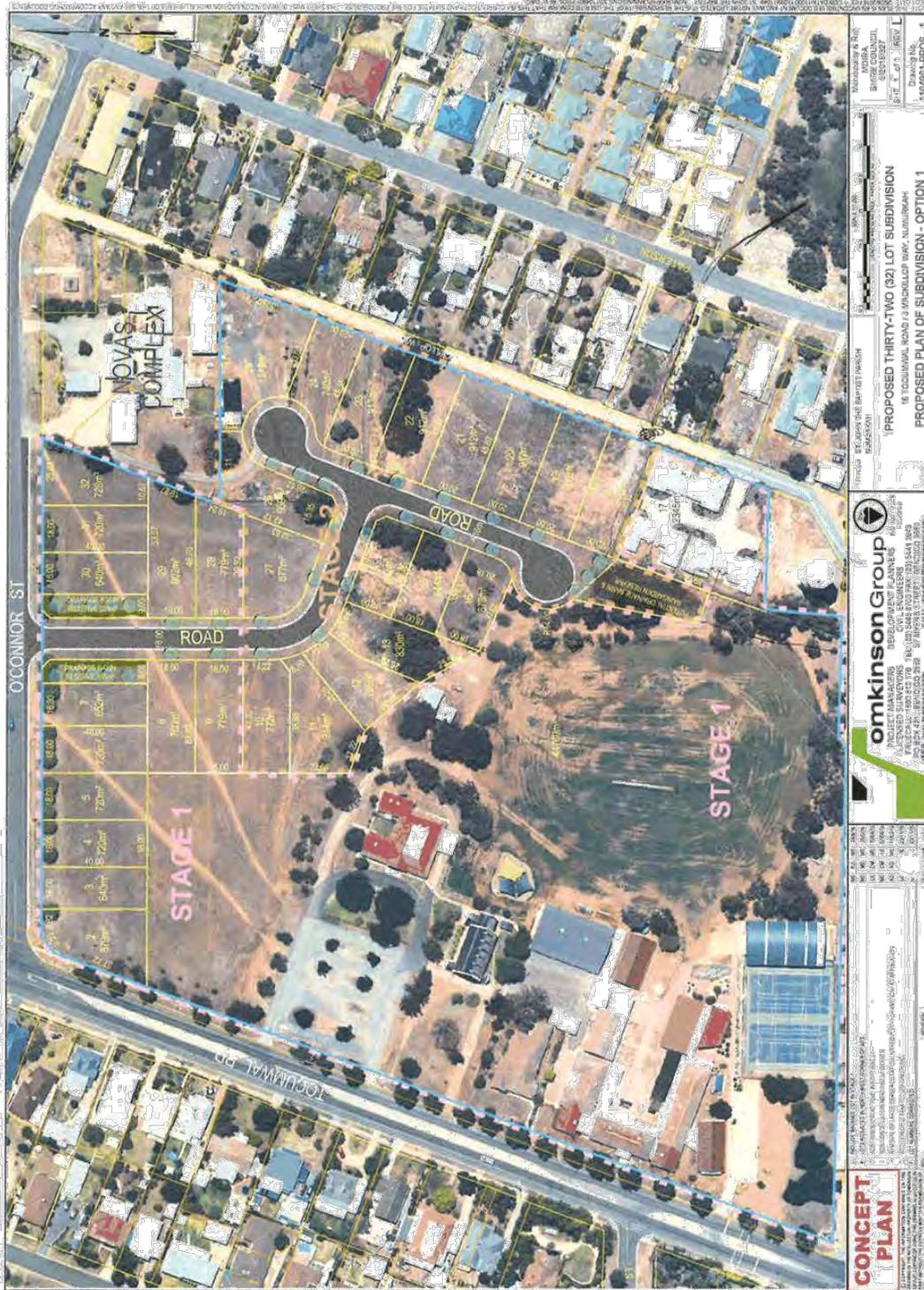
NOTES: THIS PLAN IS AN UNCONTROLLED DOCUMENT AND WILL NOT BE REPAIRED, REVISED, AMENDED OR REPLACED. IT IS THE RESPONSIBILITY OF THE USER TO OBTAIN THE MOST CURRENT COPY AND SUITABLE FOR THE PROPOSED USE. THIS SHEET MUST BE READ IN CONJUNCTION WITH ALL SHEETS OF THIS SET AND ANY ACCOMPANYING DOCUMENTS.

FILE NO: 52015327
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16 TOCUMWAL ROAD, NUMURKAH (cont'd)

ATTACHMENT No [3] - Proposed amended Plan of Subdivision and staging

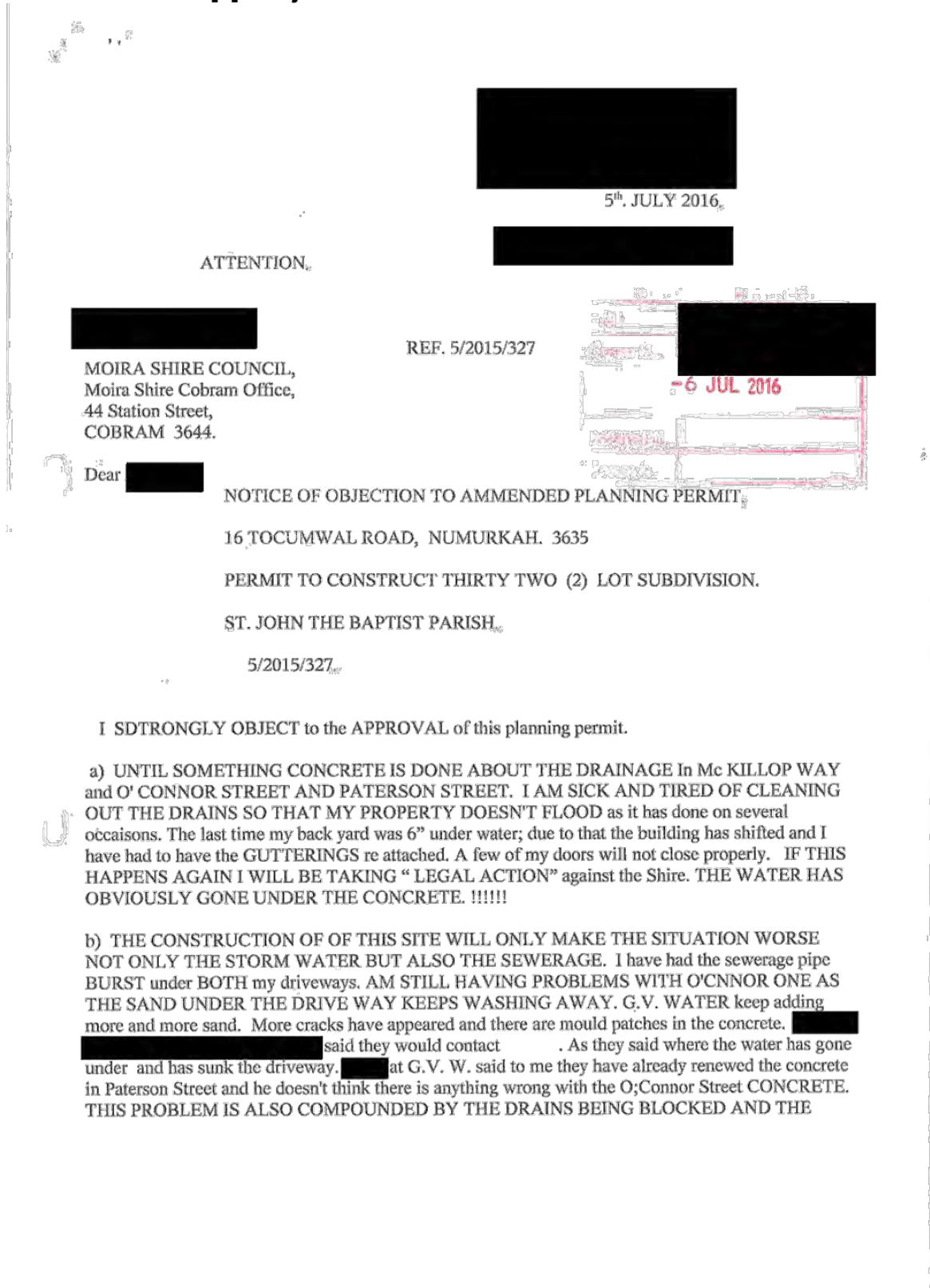


FILE NO: 52015327
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

**AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16
TOCUMWAL ROAD, NUMURKAH (cont'd)**

ATTACHMENT No [4] - Objection



[REDACTED]

5th. JULY 2016.

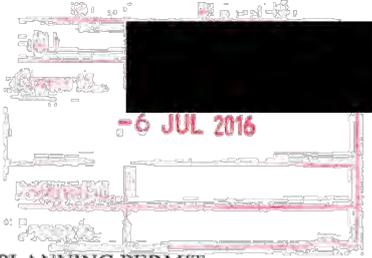
[REDACTED]

ATTENTION.

[REDACTED]

MOIRA SHIRE COUNCIL,
Moira Shire Cobram Office,
44 Station Street,
COBRAM 3644.

REF. 5/2015/327



Dear [REDACTED]

NOTICE OF OBJECTION TO AMMENDED PLANNING PERMIT
16 TOCUMWAL ROAD, NUMURKAH. 3635
PERMIT TO CONSTRUCT THIRTY TWO (2) LOT SUBDIVISION.
ST. JOHN THE BAPTIST PARISH.
5/2015/327.

I SDTRONGLY OBJECT to the APPROVAL of this planning permit.

a) UNTIL SOMETHING CONCRETE IS DONE ABOUT THE DRAINAGE In Mc KILLOP WAY and O' CONNOR STREET AND PATERSON STREET. I AM SICK AND TIRED OF CLEANING OUT THE DRAINS SO THAT MY PROPERTY DOESN'T FLOOD as it has done on several occasions. The last time my back yard was 6" under water; due to that the building has shifted and I have had to have the GUTTERINGS re attached. A few of my doors will not close properly. IF THIS HAPPENS AGAIN I WILL BE TAKING " LEGAL ACTION" against the Shire. THE WATER HAS OBVIOUSLY GONE UNDER THE CONCRETE. !!!!!

b) THE CONSTRUCTION OF OF THIS SITE WILL ONLY MAKE THE SITUATION WORSE NOT ONLY THE STORM WATER BUT ALSO THE SEWERAGE. I have had the sewerage pipe BURST under BOTH my driveways. AM STILL HAVING PROBLEMS WITH O'CONNOR ONE AS THE SAND UNDER THE DRIVE WAY KEEPS WASHING AWAY. G.V. WATER keep adding more and more sand. More cracks have appeared and there are mould patches in the concrete. [REDACTED] said they would contact [REDACTED]. As they said where the water has gone under and has sunk the driveway. [REDACTED] at G.V. W. said to me they have already renewed the concrete in Paterson Street and he doesn't think there is anything wrong with the O;Connor Street CONCRETE. THIS PROBLEM IS ALSO COMPOUNDED BY THE DRAINS BEING BLOCKED AND THE

FILE NO: 52015327
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3

AMENDMENT TO PLANNING PERMIT 5/2015/327, 31 LOT SUBDIVISION, 16 TOCUMWAL ROAD, NUMURKAH (cont'd)

ATTACHMENT No [5] - Applicant's response to objection



Our Reference: 1104901
Your Reference: 5/2015/327
22 July 2016

Moira Shire Council
Planning Department
Attn: Melissa Lotito
PO Box 578
COBRAM VIC 3643

Dear Melissa

**Re: Proposed Thirty-two (32) Lot Subdivision
16 Tocumwal Road and 3 MacKillop Way, Numurkah
Client: St John the Baptist Parish, Numurkah (c/- Tierney Property Group)**

Thank you for forwarding a copy of the single objection received in relation to the proposed amendment to this subdivision. The following is provided in response to the objection, in line with our response to the objection on the original application:

Objector's concern	Response
Stormwater management concerns – due to localised flooding already experienced	The proposed subdivision includes 2 or 3 stormwater retention basins to assist in the management of stormwater. These basins will limit peak flows to pre-development levels and should thus have no impact on surrounding infrastructure. The detailed design for drainage infrastructure will be designed in line with the Infrastructure Design Manual and to the satisfaction of the Responsible Authority. It is expected that drainage in the overall area will be improved due to the size of this development.
Sewerage management and capacity of sewerage system	The proposed subdivision includes a possible sewerage easement to connect to infrastructure adjoining MacKillop way, however the full sewerage route and design will not be finalised until detailed design phase, after a planning permit is issued. The detailed design for sewerage infrastructure will be designed in line with the Infrastructure Design Manual and to the satisfaction of the Responsible Authority.

We have not provided a response to the other points raised in the letter, as they relate to Council directly, rather than this planning permit application.

If you have any queries, please do not hesitate to contact our Bendigo Office.

Yours sincerely



Andrea Delaney
Principal Planner




www.tomkinson.com

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2. IMPROVING MOIRA'S LIVEABILITY

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**52016130 - USE AND DEVELOPMENT OF CHILD CARE CENTRE - 24-28
MAIN STREET & 5 WILLIAM STREET, COBRAM**

RECOMMENDATION

It is recommended that Council Issue a Notice of Decision to Grant a Permit in relation to Planning Permit Application 5/2016/130 for the use and development of a child care centre on the land at 24-28 Main Street and 5 William Street, Cobram subject to the following conditions:

- (1) Before the use and/or development start(s), amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - (a) all council assets proposed to be altered and/or removed, which will include, but not limited to, street trees and on-street car parking along Williams Street and Main Street adjacent to the subject land and recommend all mitigating measures.
 - (b) reconfigure the disable car parking to comply with Australian Standards AS2890.6.
 - (c) an area within the curtilage of the property set aside to ensure safe and convenience for loading and unloading goods and supplies by suitably sized vehicle and must ensure that they can enter and exit in a forward direction at all times. Alternative solutions maybe considered for deliveries outside the site provided safe and practical functionality can be achieved.
 - (d) demonstrate car parking layout (as shown) will function properly under all normal conditions without conflicts arising between vehicles. The design vehicle shall be based on a minimum 5.2m Car with a minimum 6.3m turning radius and such vehicles must ensure that they can enter and exit in a forward direction at all times.
 - (e) the acoustic fence described in Condition 4.
 - (f) the front fence described in Condition 5.
 - (g) the landscape plan as per Condition 15 of the permit.
- (2) The use and/or development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
- (3) All lots must be consolidated prior to the use commencing.
- (4) Before the use begins, an acoustic fence must be erected along the western boundary of the subject land to a minimum height of 1.8 metres above natural ground level to manage the noise emanating between the site and the adjoining lot to the west. The design of the fence must be prepared by a suitably qualified acoustic engineer. The details of the design and acoustic qualities of the fence must be to the satisfaction of the Responsible Authority.
- (5) Before the use begins an open type fence with a minimum height of 1.5 metres must be constructed along the southern boundary of the subject land starting from the western boundary to the edge of the access to the car parking area.
- (6) The western and southern boundary fences constructed as part of this development must be maintained by the owner of the land to the satisfaction of

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- the Responsible Authority. The fences must be retained for the duration of the use and must not be removed without the written consent of the Responsible Authority.
- (7) Prior to construction commencing on the site, the applicant must provide a drainage plan that accords with the provisions of Council's Infrastructure Design Manual [IDM], and has been prepared to the satisfaction of the Responsible Authority. In particular demonstrate that:
- (a) provision for sufficient on-site detention to limit the peak outflow from the site during a 10% AEP rainfall event to the network capacity computed in accordance with the provisions of IDM Clause 19 (On-site Detention Systems), providing sufficient storage, unless proven otherwise, and conveyed by underground pipes to a legal point of discharge nominated by the Responsible Authority;
 - (b) all storm-water deposited upon, and transferred through, the developed site during a 10% AEP rainfall event must be collected and conveyed by underground pipes and to a legal point of discharge nominated by the Responsible Authority;
 - (c) all storm-water deposited upon, and transferred through, the developed site in a 1% AEP rainfall event must be collected and conveyed by secure overland and/or underground flood pathways to a legal point of discharge identified by the Responsible Authority; and
 - (d) stormwater drainage plans for the development must incorporate measures to enhance the quality of water discharged from the site and to protect downstream infrastructure and waterways.
- (8) Prior to the commencement of the use, drainage infrastructure required by the approved drainage plan must be constructed in accordance with plans and specifications to the satisfaction of the Responsible Authority.
- (9) Prior to the commencement of the use, all internal customer parking, maneuvering areas and loading and unloading areas created by the proposed development and as shown on the endorsed plan must be constructed sealed, drained and illuminated in accordance with plans and specifications approved by the Responsible Authority. Unless otherwise agreed in writing, the Authority will only approve plans and specifications complying with Council's Infrastructure Design Manual [IDM].
- (10) Prior to the commencement of the use, pedestrian access ways within the curtilage of the property and to and from the site, as shown on the endorsed plan are to be constructed, sealed, line marked, illuminated and drained in accordance with Clause 13 (Mobility and Access Provisions) of Council's Infrastructure Design Manual [IDM], and to the satisfaction of the Responsible Authority.
- (11) Vehicle access and egress from the property must take place in a forward direction at all times.
- (12) Prior to the commencement of the use, the site must have a point of access known as a vehicle crossing that serves that lot. All new and existing vehicle crossings as shown on the endorsed plan must be constructed and sealed to the standards of Council's Infrastructure Design Manual [IDM] Clause 12.9.1 (Urban Vehicle Crossings), and to the satisfaction of the Responsible Authority. In particular:

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- (a) any redundant vehicular crossing/s from Main and Williams Streets serving the subject land must be removed and replaced with kerb and channel, and to the satisfaction of the Responsible Authority.
- (13) Prior to the commencement of the use, as appropriate landscaping of the nature strip must include the planting of MATURE (2 – 3 metres high) Street Tree(s) to each street frontage of the subject land (of an approved species and location) in accordance with Council's Infrastructure Design Manual [IDM] or unless otherwise agreed to in writing by the Responsible Authority.
- (14) Prior to the commencement of the use, the nature-strip and all disturbed areas are to be top soiled and seeded to establish grass cover.
- (15) Before the use and/or development start(s), a Landscape Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale and three copies provided. The submitted plan must show:
- (a) A minimum of two (2) rows of small to medium local indigenous shrubs to be planted within the property boundary adjacent to the south boundary fence.
 - (b) the predominate use of indigenous or native plant species in landscaping.
 - (c) if exotic plant species are proposed, provide reasons for use instead of native species.
 - (d) a schedule of all proposed trees, shrubs and ground cover, which will include number and botanical names of such plants and the location of all areas to be covered by grass or other surface materials as specified.
 - (e) include the method of preparing, draining, irrigating and maintaining the plantings and landscaped areas.
 - (f) include a weed management program.
- (16) Before the use starts or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the application plans must be carried out and completed to the satisfaction of the Responsible Authority.
- (17) 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.
- (18) 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.
- (19) The use may operate only between the following hours unless with the written consent of the Responsible Authority.
- Monday to Friday: 7am to 6pm

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- (20) Not more than 110 children are permitted on the premises at any one time without the written consent of the Responsible Authority.
- (21) Provision must be made on the land for the storage and collection of garbage and other solid waste. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority and must not be used for any other purpose.
- (22) External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.
- (23) Goods or equipment must not be stored or left exposed outside a building so as to be visible from any public road or thoroughfare.
- (24) The subject land must be kept neat and tidy at all times and its appearance must not, in the opinion of the Responsible Authority, adversely affect the amenity of the locality.
- (25) No fewer than 26 car space(s) must be provided on the land for the use and development, including 2 spaces clearly marked for use by disabled persons.
- (26) This permit will expire if one of the following circumstances applies:
- The development and use is/are not started within two years of the date of this permit.
 - The development is not completed within two years of the date of commencement.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started; and within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

Permit Notes

- (1) This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.
- (2) Unless no permit is required under the planning scheme, no sign must be constructed or displayed without a further permit.
- (3) In accordance with the Clause 22 (Environment Management during Construction) of Council's Infrastructure Design Manual [IDM], appropriate measures, satisfactory to the Responsible Authority, must be taken to minimise erosion and to retain dust, silt and debris on site, both during and after the construction phase.
- (4) Care is to be taken to preserve the condition of existing infrastructure adjacent to the site. If any damage to existing infrastructure occurs as a result of this development, the affected infrastructure is to be replaced by the applicant, at the applicant's cost to the specification and satisfaction of the Responsible Authority.
- (5) No construction materials or earth is to be placed or stored outside the site

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area or on adjoining road reserves. This does not apply to road or footpath construction works on adjoining roads required as part of this permit.

- (6) Before undertaking any works on public land or roads, the applicant must obtain a permit from the relevant authority giving Consent to Work within a Road Reserve.
- (7) An application for Food Act registration of a Class 1 facility must be submitted to Council and approved by Council's Environmental Health Officer prior to any works commencing.

1. Executive Summary

Planning Permit Application 5/2016/112 is an application for the use development of the land one two separate allotments, namely 24-28 Main Street and 5 William Street, Cobram for a child care centre of 110 children and should be supported for the following reasons:

1. The proposal accords with the relevant provisions in the State and Local Planning Policy Frameworks of the Moira Planning Scheme.
2. The proposal accords with the provisions of the Commercial 1 Zone and Parking Overlay – Precinct 2.
3. The proposal will not detrimentally affect the amenity of the surrounding area.
4. The proposal positively responds to the character of the area.
5. The proposal is in the interest of the orderly development of the area.

There are two planning permit triggers for this application as detailed below:

- **Clause 34.01-1** – Planning permit is required for the use of the subject land as a child care centre as it is a Section 2 use in the Commercial 1 Zone, given that the frontage at ground floor exceeds 2 metres.
- **Clause 34.01-3** – Planning permit is required to construct a building or construct or carry out works.

The application was advertised and two objections have been received.

The application was referred internally. The responses did not object to the issuing of a permit subject to conditions being placed on a permit.

The application has been assessed and found to be consistent with the Planning Scheme, specifically the Commercial 1 Zone in which the site is located, the Parking Overlay and relevant policies contained within the State and Local Planning Policy Frameworks. Importantly, it is considered that the proposal will result in a net community benefit and will not result in any adverse impacts upon the amenity enjoyed by surrounding neighbors. In addition, it is considered that the proposed design response is consistent with and respects the character of the commercial area in which the site is located.

Therefore, it is recommended that the Permit Application 5/2016/130 for use and development of the land for a child care centre be approved.

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2. Background and Options

Subject Application Details

Applicant: Yenlade Pty Ltd and Derbrook Pty Ltd
Owner: Parawon Nominees Pty Ltd
Land Address: 24-28 Main Street and 5 William Street, Cobram
Title Details: Lots: 1, 2 and 3 LP: 141554, Lots: 1 and 2 LP: 67474 and
Lot 78 PS: 1834.
Site Area: 2,905.6m² (approximately)
File No: 5/2016/130
Zone: Commercial 1 Zone (C1Z)
Overlay: Parking Overlay – Schedule 2 (PO2)

Subject Application Details

The subject land is located on six separate land parcels in total known as 24-28 Main Street and 5 William Street. The site is located on the eastern edge of the commercial centre of Cobram and is surrounded by properties also within the C1Z.

The subject land is largely vacant expect for a single storey brick building occupied by Riverside Christian Outreach Centre on 5 William Street.

The site contains an existing crossover along Main Street and contains access from a rear laneway. In addition, on-street parallel parking is provided along the Main and William Street frontages. Island car parking is also provided in Main Street.

In terms of the site's immediate surrounds it is noted that properties to the north of the site are occupied by commercial uses with their principal frontages to Bank Street. The allotment directly abutting the site to the west currently contains buildings occupied by a legal practice. Further west of the site are commercial buildings located on the corner of Main and High Street. Further east of the site (opposite side of William Street) is the Cobram Bowling Club and occupying land to the south of the site (over the opposite side of Main Street) are a mix of residential and commercial uses and development.

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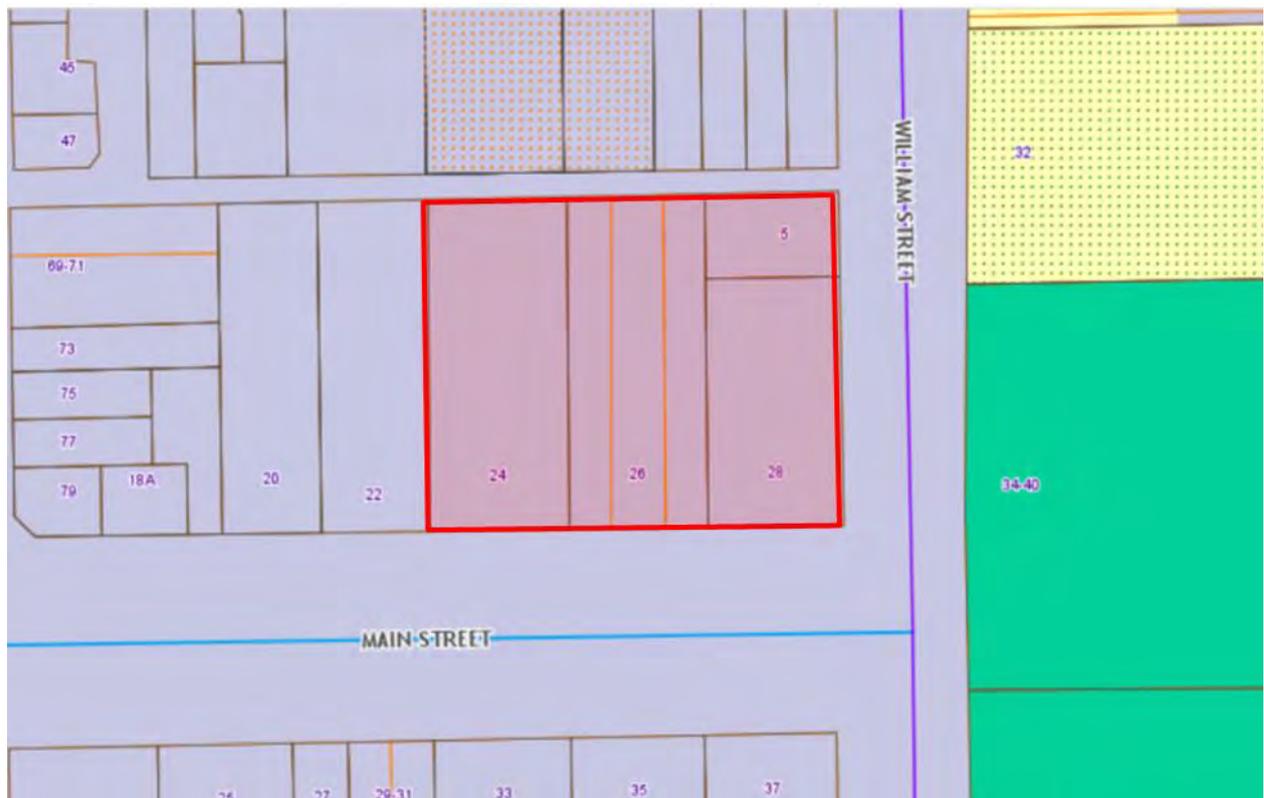
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Proposal

The application seeks approval for the use and development of the subject land for a child care centre.

The centre is proposed to cater up to 110 children and will comprise of the following ages:

- 0-1 years: 12 children
- 1-2 years: 16 children
- 2-3 years: 16 children
- 3-4 years: 33 children
- 4-5 years: 33 children

Other key elements of the proposal include the following:

- The development of a single storey building encompassing a total floor area of approximately 877 square metres and a maximum building height of 6.6 metres.
- The proposed building will accommodate rooms for each of the above age groups as well as a staff room, offices, kitchen, storage areas and amenities for staff and children.
- The proposed building will be constructed of brick veneer cladding on the lower level and colour bond corrugated wall cladding for the upper level. Scyon linea boards will also be incorporated along the building facades. Verandahs are also proposed along the buildings northern and eastern facades.
- The entrance to the building will be provided via Main Street
- The provision of a total of 26 car spaces (inclusive of 2 disabled car spaces).
- Access will be provided to the car park via a new crossover from Main Street. The existing crossover will be re-established.

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Planning Permit History

According to Council's records, there is no planning permit history for the subject site.

Key Issues

- Commercial 1 Zone
- Parking Overlay
- Protection of Amenity of surrounding owners and occupiers

Options

Council has the option to defer its decision for further assessment, issue a refusal on certain grounds or issue a notice of decision to grant a permit subject to conditions.

3. Financial Implications

In the event that Council's decision is appealed at VCAT, any cost associated with attending and responding to an appeal is not budgeted for.

4. Risk Management

If Council decides to grant a permit and conditions are not fulfilled, it will revert back to being a compliance issue.

5. Internal and External Consultation

Internal Consultation

The application was referred internally to the Infrastructure Planning, Natural Resources, Environmental Health, Assets and Building Departments. None of the internal departments objected to the issue of a permit subject to conditions being placed on the permit.

External Consultation

There were no external referral authorities as part of this application.

Advertising

The application was advertised with a notice placed on the site and letters going to land owners in the vicinity of the application. Two (2) objections were received and their concerns are summarised in the table below. It is noted that one of the objections will be withdrawn if the conditions relating to the acoustic fence are included on a permit (should one issue).

Basis of Objection	Officer's comments
<p><i>Protection of amenity</i> - Noise</p>	<p>The impact of the proposed development upon the amenity enjoyed by owners and occupiers in this C1Z is a key consideration when assessing this application. It is considered that this type of use is appropriate given the mixed use nature of the precinct.</p> <p>In addition, a condition will be placed on the permit requiring an acoustic fence to be constructed along the western site boundary at a height of 1.8 metres above natural ground level. This will assist in ameliorating any</p>

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	adverse noise impacts onto adjoining property to the west of the site.
<i>Proposal is not in keeping with Character of the area</i>	The use and development of the site is in keeping with the character of the area which is categorised largely by a mix of commercial uses. The proposed design response is contemporary and complementary to the surrounding neighbourhood.
<i>Car Parking and Traffic</i>	The proposal exceeds the car parking requirements of Clause 52.06. In addition, Council's Infrastructure and Assets Department have consented to the proposal. As such, it is considered that the proposal will not result in any adverse traffic and car parking implications subject to compliance with the conditions of the permit.
<i>Excessive Hours of Operation</i>	The proposed hours of operation (i.e. 7am – 6pm Monday to Friday) are standard operating hours for a child care centre.

Copies of the objections were forwarded to the applicant who responded in letter form through the applicant's consultant. The applicant's response was provided to the objectors, a copy is attached here. Clarification was sought from one of the objector on the claim of commercial advantage by the applicant's consultant. The objector confirmed that the objection was based on neighborhood character.

The two objections are attached. The objectors declined to request a mediation meeting, asking that Council proceed to make a decision.

6. Regional Context

There is no regional context associated with this development, given its small scale and location.

7. Council Plan Strategy

Moira Shire's current Council Plan states that it is a strategic goal of the plan to:

Improve Moira's Liveability

It is considered the proposal does not conflict with the Council Plan to enhance liveability through safe and welcoming communities. The proposal is a community type land use centrally located and easily accessible.

8. Legislative / Policy Implications

Zoning

The subject land is located in the Commercial Zone (C1Z). Clause 34.01 of the Moira Planning Scheme states that the purpose of the C1Z is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*

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- *To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

Clause 34.01-1 indicates that the use of land for a child care centre is a Section 1, permitted land use, provided that any frontage at ground floor level must not exceed 2 metres and access must not be shared with a dwelling (other than a care taker's house). Given that the frontage at ground floor level exceeds 2 metres a planning permit is required for the use of the land.

Clause 34.01-3 states that a planning permit is required to construct a building or construct or carry out works.

A response to the relevant decision guidelines at Clause 34.01-8 is provided below:

- ***The interface with adjoining zones, especially the relationship with residential areas.***

Land surrounding the site is predominately the C1Z except for land over the opposite side of William Street that is located within the PPRZ and PUZ3 and occupied by the Cobram Bowling Club and Victoria Police respectively. The proposed use and development of the land for a childcare centre is not considered to adversely impact on these uses and is an appropriate land use within the C1Z.

There are some existing dwellings located on the opposite side of Main Street which are also located in the C1Z and therefore the amenity expectations of these residences varies to dwellings located within the an area zoned for residential purposes. The proposal is not expected to adversely impact on the amenity enjoyed by these dwellings given the surrounding site context.

- ***The effect that existing uses may have on the proposed use.***
Existing land uses surrounding the site vary from commercial retail premises, public uses, offices and some residences. The proposed child care centre is considered to appropriately "fit in" with this mixed land use context.
- ***The drainage of the land.***
Council's Infrastructure Department has reviewed and consented to the proposal subject to conditions including (but not limited to) the preparation of a drainage plan which must accord with Council's Infrastructure Design Manual.
- ***The availability of and connection to services.***
The site is connected to all necessary urban services.
- ***The effect of traffic to be generated on roads.***
Whilst the proposal will result in an increase in traffic within the area it is not considered unreasonable given the commercial zoning of the site which anticipates these types of uses are likely to operate within a commercial centre. In addition, sufficient on-site car parking has been provided which accords with the requirements of Clause 52.06. Furthermore, Council's Infrastructure Department has reviewed and consented to the proposal subject to conditions.
- ***The interim use of those parts of the land not required for the proposed use.***
Not applicable

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- ***The movement of pedestrians and cyclists, and vehicles providing for supplies, waste removal, emergency services and public transport.***
The proposed site layout is considered appropriate subject to compliance with the conditions on the permit.
- ***The provision of car parking.***
Refer to the following section of this report which addresses car parking.
- ***The streetscape, including the conservation of buildings, the design of verandahs, access from the street front, protecting active frontages to pedestrian areas, the treatment of the fronts and backs of buildings and their appurtenances, illumination of buildings or their immediate spaces and the landscaping of land adjoining a road.***
The proposed development adopts a contemporary design response that is respectful of the existing streetscape in terms of built form and design. Active street frontages have been incorporated along the Main Street frontage. A change in materiality across each frontage assists in breaking up the facades and reducing any potential visual bulk.
- ***The storage of rubbish and materials for recycling.***
It is submitted that appropriate storage for rubbish and materials for recycling is provided as part of the proposal.
- ***Defining the responsibility for the maintenance of buildings, landscaping and paved areas.***
The proposed development will be maintained by the permit holder.
- ***Consideration of the overlooking and overshadowing as a result of building or works affecting adjoining land in a General Residential Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.***
Not applicable
- ***The design of buildings to provide for solar access.***
The proposed building will provide good solar access.
- ***The objectives, standards and decision guidelines of Clause 54 and Clause 55. This does not apply to a development of five or more storeys, excluding a basement.***
Not applicable.

Overlays

The subject site is affected by Parking Overlay – Schedule 2 at Clause 45.09. The purpose of the Parking Overlay is:

- *To implement the State Planning Policy Framework and Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To facilitate an appropriate provision of car parking spaces in an area.*
- *To identify areas and uses where local car parking rates apply.*
- *To identify areas where financial contributions are to be made for the provision of shared car parking.*

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Schedule 2 to the Parking Overlay relates to 'Business ones and Mixed Use Zones Cobram' and does not contain specific car parking rates for a child care centre. As such, the applicable car parking rates for this application is under the car parking provisions at Clause 52.06.

Particular Provisions

Clause 52.06 – Car Parking sets out that before the floor area of an existing use is increased;

The number of car parking spaces required under Clause 52.06-5 or in a schedule to the Parking Overlay must be provided to the satisfaction of the responsible authority in one or more of the following ways:

- *on the land; or*
- *in accordance with a permit issued under Clause 52.06-3; or*
- *in accordance with a financial contribution requirement specified in a schedule to the Parking Overlay.*

The table at Clause 52.06-5 states that car parking for a child care centre must be provided at a rate of 0.22 to each child. In total 24 car spaces are required for the proposed use.

The proposal provides for 26 car spaces and therefore accords with the car parking provisions of Clause 52.06.

Clause 65.01 – Decision Guidelines

When deciding an application Clause 65.01 of the Moira Planning Scheme states that the responsible authority must consider the following, amongst other issues:

- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*

The proposed use and development of the land for a child care centre is consistent with the purpose of the commercial zoning of the area which seeks to "create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses". In addition, the proposed child care centre appropriately "fits in" with the surrounding site context which consists of a mix of land uses.

It is noted that the amenity expectations of dwellings within a commercial zone vary to those within a conventional residential area. As such, the proposal is not considered to result in any unreasonable amenity impacts given its positioning within an established commercial centre.

9. Environmental Impact

If a permit is issued then the proposal may have an impact on the environment in the area specifically as regards noise pollution and the removal of street trees. Conditions will be placed on a permit to ameliorate any adverse impacts.

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10. Conflict of Interest Considerations

There is no officer conflict of interest issues associated with this report.

11. Conclusion

The proposed use and development of the land for a child care centre is consistent with the purpose and decision guidelines contained in the CIZ and PO2, as well as the relevant policies contained in the State and Local Planning Policy Frameworks within the Moira Planning Scheme.

The concerns raised by the Objectors have been addressed in this report and it is submitted that the proposal will not have an adverse amenity impact on the surrounding area and is appropriate given the site context and its positioning with a mixed use area in the C1Z.

It is concluded that the proposed use and development is in the interest of the orderly planning and development of the area. This report therefore recommends that the application be approved.

Attachments

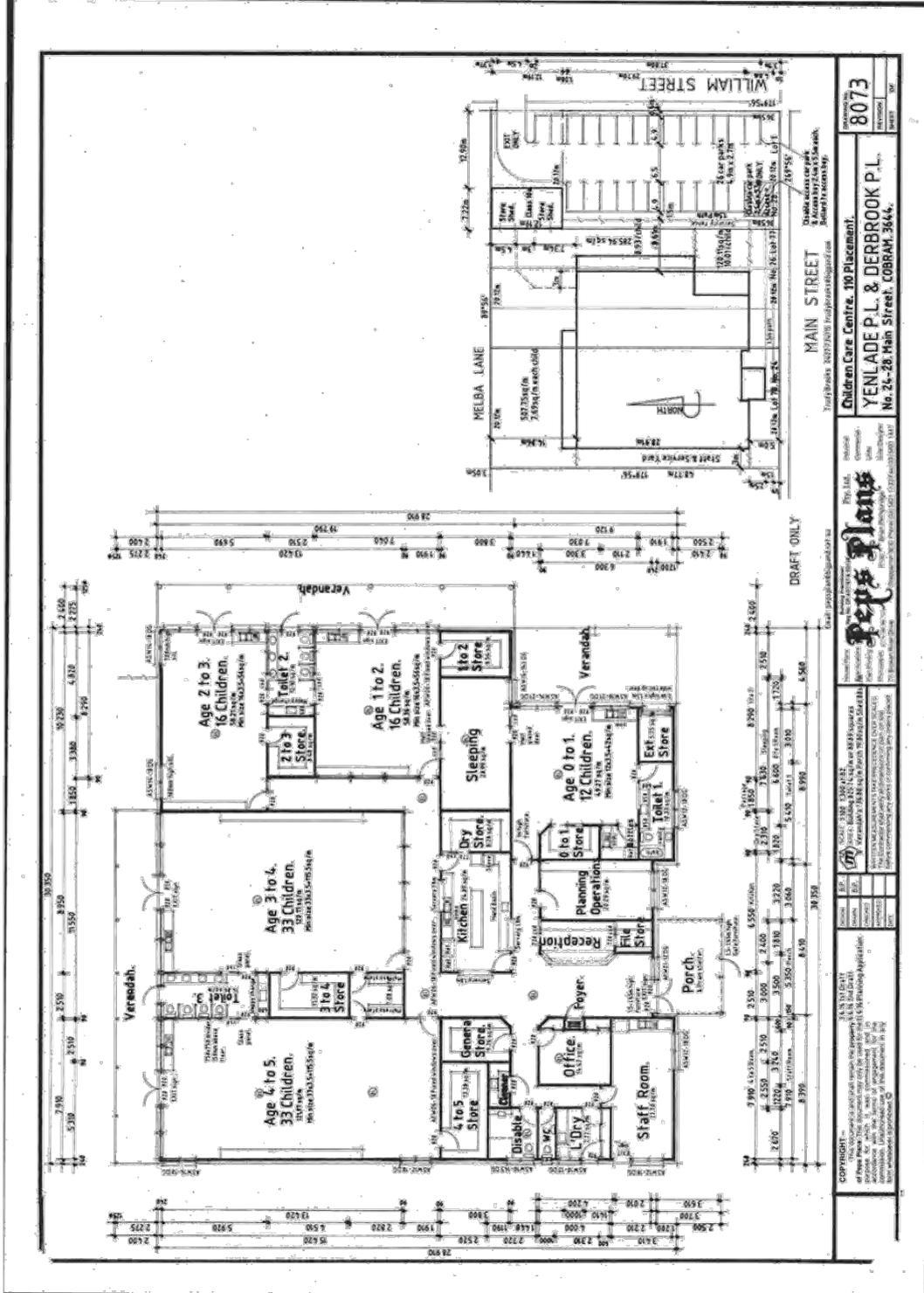
- 1 Site plan, floor plan, elevations
- 2 Objections
- 3 Applicant's response to objections

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MAIN STREET & 5 WILLIAM STREET, COBRAM (cont'd)**

ATTACHMENT No [1] - Site plan, floor plan, elevations

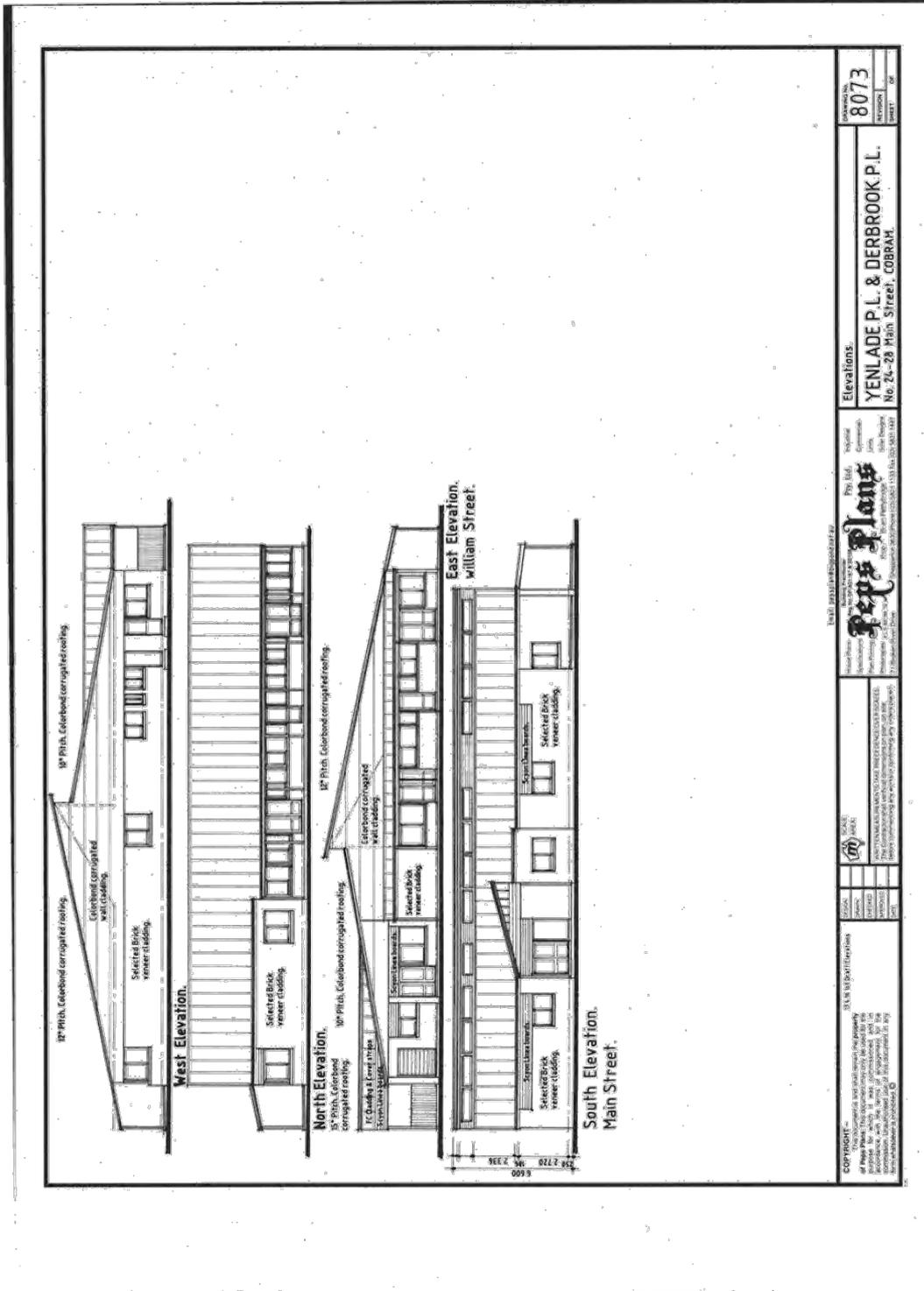


FILE NO: 52016130
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.4

**52016130 - USE AND DEVELOPMENT OF CHILD CARE CENTRE - 24-28
MAIN STREET & 5 WILLIAM STREET, COBRAM (cont'd)**

ATTACHMENT No [1] - Site plan, floor plan, elevations



FILE NO: 52016130
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.4

**52016130 - USE AND DEVELOPMENT OF CHILD CARE CENTRE - 24-28
MAIN STREET & 5 WILLIAM STREET, COBRAM (cont'd)**

ATTACHMENT No [2] - Objections

17 AUG 2016

Office: [REDACTED]
Our Ref: [REDACTED]
Your Ref: 5/2016/130

17 August 2016

Attn: [REDACTED]
Moirā Shire Council
PO Box 578
COBRAM VIC 3643

By e-mail: info@moira.vic.gov.au

Dear Madam,

Re: Objection to Planning Permit No. 5/2016/130
Ppty: 26 Main Street Cobram and 5 William Street Cobram

We are the occupants and registered proprietors of [REDACTED] Main Street, Cobram.

We object to the proposal to use the land at 26 Main Street Cobram as a child care centre on the following grounds:

- 1. Noise**
We currently conduct a legal practice from our property. The nature of practice requires a great deal of concentration and whilst the noise of children may be pleasant in parkland it would, in the proposed location, be a distraction and at certain times of the day become a nuisance.
- 2. Parking/Traffic**
Whilst the plan provides for parking within the Applicants property, we believe the positioning of the building entrance will encourage its customers to use the parking spaces in Main Street adjacent to the entrance. This would result in a marked reduction of parking spaces for other businesses in Main Street and increased traffic flows. This increase in the volume of traffic at certain times of the day will cause further congestion to the High Street / Main Street intersection which is already the site of many accidents or near accidents.

Yours faithfully,
[REDACTED]

FILE NO: 52016130
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.4

**52016130 - USE AND DEVELOPMENT OF CHILD CARE CENTRE - 24-28
MAIN STREET & 5 WILLIAM STREET, COBRAM (cont'd)**

ATTACHMENT No [2] - Objections



Moira Shire Council
PO Box 578
Cobram Vic 3643

Via email

18 August 2016

Dear Sir/Madam,

**RE: 5/2016/130 - 26 Main Street & 5 William Street, Cobram - Use & Development -
Child Care Facility**

[Redacted] act on behalf of the [Redacted] and
object to the proposed use and development of the site as a child care facility.

While provided with a link to the advertised material, the link did not work to the effect that all
the supporting documentation was available electronically to comprehensively review the
proposal.

Consequently, we object to the proposal based on the following grounds:

- The design and negative impact of the proposal on the neighbourhood character of
the area;
- Negative impact on car parking and traffic within Main and William Street and the
wider area;
- In adequate drop off pick up areas;
- Excessive hours of operation;
- Noise;

We reserve the right to further expand upon our grounds of objection.

I look forward to working with you to resolve these issues and if you have any queries, please
do not hesitate to contact me on [Redacted]

Yours faithfully,



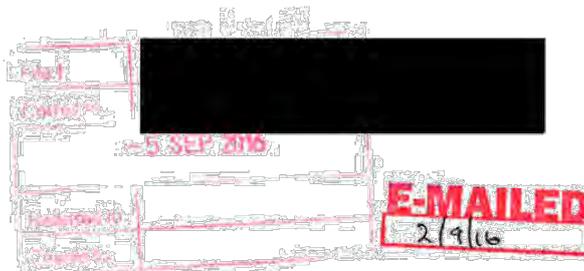
FILE NO: 52016130
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.4

**52016130 - USE AND DEVELOPMENT OF CHILD CARE CENTRE - 24-28
MAIN STREET & 5 WILLIAM STREET, COBRAM (cont'd)**

ATTACHMENT No [3] - Applicant's response to objections

[REDACTED]



[REDACTED]
Moirā Shire Council
PO Box 578
COBRAM VIC 3643

Date: 2 September 2016

Re: Response to Objection - Application for Planning Permit 5/2015/130
26 Main Street & 5 William Street, Cobram
Use & Development – Child Care Centre

Dear [REDACTED]

We act on behalf of Yenlade Pty Ltd & Derbrook Pty Ltd, the permit applicant with respect to the above planning permit application. We write further to receipt and review of the objection to the application lodged by [REDACTED] – approximately 800 metres north east of the subject land.

Given the location of the objector it is submitted that the primary motivation of the objection is to maintain a commercial advantage. Therefore, it is respectfully requested that officers reject the objection pursuant to Section 57(2)(a) of the Planning and Environment Act 1987.

Furthermore, the objection notes that it has been drafted without a review of the application documentation and has come from a direct competitor. Consequently, we fail to see how the objector can reasonably be seen to suffer material detriment and find the 'grounds' in the objection as secondary to the primary motive – commercial advantage.

This is evidenced by the following:

- *Design and neighbourhood character impact* - as the land is within the Commercial 1 Zone (i.e Cobram town centre) and an area where such building typologies are expressly encouraged. The buildings and works will also not be visible from the objectors land;
- *Negative impact on car parking/pick up-drop off* – as the proposed use provides car parking in excess of the requirements of the Moira Planning Scheme (24 spaces required whereas 26 provided);
- *Excessive hours of operation* – as the proposed hours of operation are 7am – 6pm Monday to Friday (i.e standard operating hours for a childcare centre). It is also noted that the objectors hours of operation extend beyond the proposed hours and are 6:30am – 6:30pm Monday – Friday¹; and
- *Noise* – as the objector is located approximately 800 metres from the subject land and the proposed use/development will be located within the town centre.

1001

1/2

FILE NO: 52016130
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.4

**52016130 - USE AND DEVELOPMENT OF CHILD CARE CENTRE - 24-28
MAIN STREET & 5 WILLIAM STREET, COBRAM (cont'd)**

ATTACHMENT No [3] - Applicant's response to objections

The Tribunal has also held that for an objection to be valid it must articulate legitimate reasons that the objector will suffer material detriment. In this case and based on the above, we submit that there are no valid reasons within the objection.

Respectfully, we submit that the grounds contained within the objection are made purely on commercial grounds and therefore request that officers exercise their discretion and disregard the objection made by the [REDACTED] pursuant to Section 57(2)(a) of the Planning and Environment Act 1987. Accordingly, Section 57(2)(b) provides that, if an objection is rejected under these provisions, the Planning and Environment Act 1987 applies as if the objection had not been made.

Therefore, we respectfully request that officers continue to process our client's application on the basis that the objection had not been made.

If you wish to discuss the above further please do not hesitate to contact the undersigned on [REDACTED]

Yours sincerely,

[REDACTED]

[REDACTED]

L001

2 / 2

[REDACTED]

FILE NO: 5/2008/453
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.5

EXTENSION OF TIME TO PLANNING PERMIT 5/2008/453 - CAMPING AND CARAVAN PARK, CAMPBELL ROAD, COBRAM

RECOMMENDATION

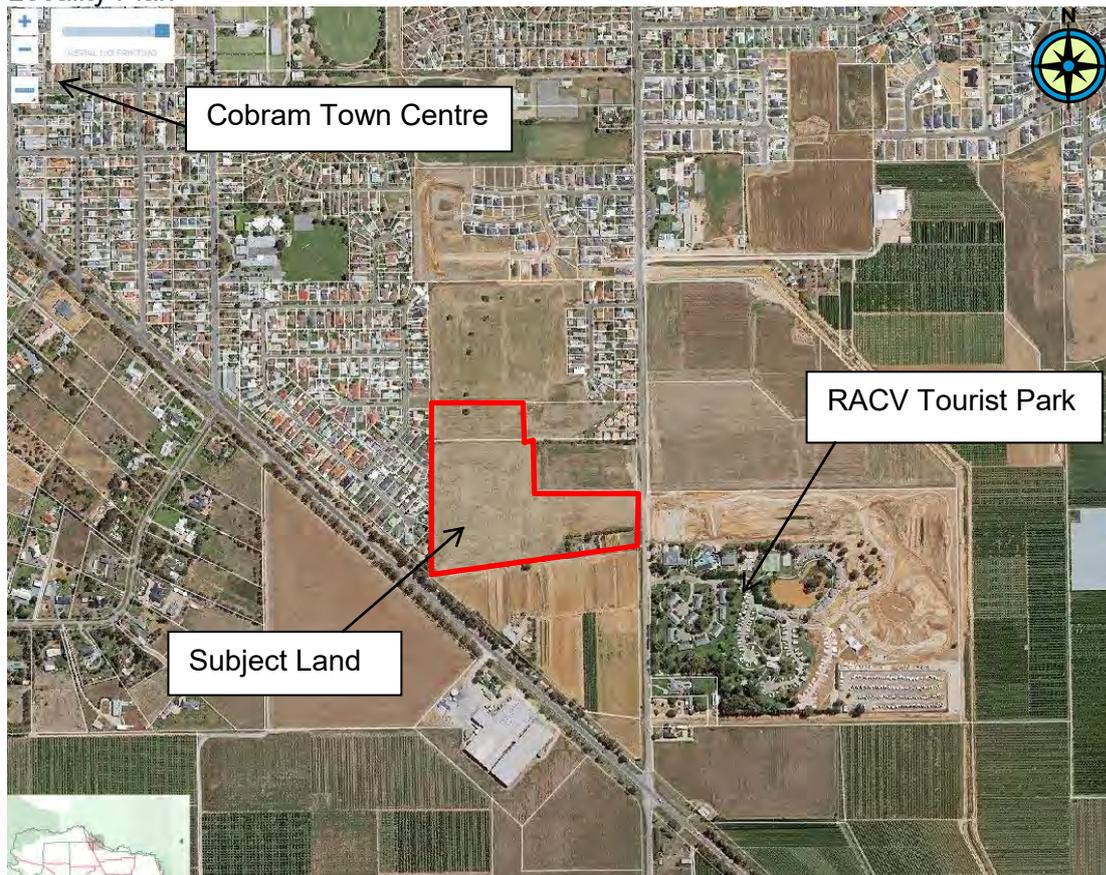
That the request for an extension of time to Planning Permit 5/2008/453 for a Camping and Caravan Park at 143 Campbell Road, Cobram be refused on the grounds that the proponent has had sufficient time to commence the development and that any further extension to the permit is viewed as 'warehousing' the permit.

1. Executive Summary

A request has been received for an extension of time to Planning Permit 5/2008/453 for a Camping and Caravan Park at 143 Campbell Road Cobram.

This is the third request for an extension of time. The applicant is requesting a 5 year extension.

Locality Plan



The request has been assessed against the criteria established by VCAT for extensions of time to permits.

It is considered that the proponent has been given sufficient time to commence the development and any further extension is viewed as warehousing the permit, which is contrary to the VCAT criteria, therefore it is recommended that the request be refused.

FILE NO: 5/2008/453
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.5

EXTENSION OF TIME TO PLANNING PERMIT 5/2008/453 - CAMPING AND CARAVAN PARK, CAMPBELL ROAD, COBRAM (cont'd)

2. Background and Options

Planning Permit 5/2008/453 (TP0800453) was approved on 19 October 2010 for the use and development of land for the purpose of a camping and caravan park with associated facilities, following the approval of the amendment to the Cobram Development Plan to accommodate for this proposed use and development.

The proposed camping and caravan park involved 148 sites for registered movable dwellings, a community centre, sports building, bowling green, maintenance building, open space reserve, car parking and RV parking areas, walkways and passive open spaces. Access is gained from Campbell Road, with linkages to the Lawson Drive and Sturt Street to the west and a future road in a conventional residential subdivision to the north.

Condition 21 of the permit set the expiry date at 2 years to commence the use and development.

On the 4 October 2012, Council received a request to extend the permit. The permit was subsequently extended for two years.

On 24 December 2014, Council received another request to extend the permit. Again the permit was extended for another two years.

Council at its Ordinary meeting on 24 August 2015, considered a request to amend the Cobram Development Plan making changes to the layout of the Camping and Caravan Park and to amend plans endorsed as part of the Planning Permit. The motion recommending approval of the changes to the Cobram Development Plan was lost. No alternative motion was put forward, therefore no decision was made.

3. Financial Implications

In the event that Council's decision is appealed at VCAT, any cost associated with attending and responding to an appeal would need to be funded.

4. Risk Management

The request to extend a planning permit for a Camping and Caravan Park does not present a risk to the future development of Cobram as it accords with the approved Development Plan for Cobram.

5. Internal and External Consultation

A request to extend a permit is not normally advertised. The request was not referred to authorities as there were no authorities that required conditions on the original permit.

This request was discussed by the Development Assessment Team concluding that a further extension of time was not supported and that conventional residential development is considered to be preferred in this location.

6. Regional Context

There is no regional context associated with this request to extend the time of this permit.

7. Legislative / Policy Implications

Under Section 69 of the Planning and Environment Act 1987, the owner or occupier may apply for an extension of time before or within 6 months from the date of the permit. As

FILE NO: 5/2008/453
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.5

EXTENSION OF TIME TO PLANNING PERMIT 5/2008/453 - CAMPING AND CARAVAN PARK, CAMPBELL ROAD, COBRAM (cont'd)

the permit has been extended on 2 occasions this request has been made within the statutory time frames of the extended permit.

There is no statutory criteria to assess a request for an extension of time to a permit, however there have been a number of noteworthy VCAT cases that provide a basis or criteria to assess such requests. *Kantor and others vs Murrindindi Shire Council and others (1997)* is seen as the authoritative case for setting the assessment criteria:

- Whether there had been change in planning policy;
- Whether the landowner is seeking to “warehouse” the permit;
- Intervening circumstances as bearing upon grant or refusal;
- The total elapse of time;
- Whether the time limit originally imposed was adequate;
- The economic burden imposed on the landowner by the permit; and
- The probability of a permit issuing should a fresh application be made.

8. Assessment

Whether there had been change in planning policy;

The land was rezoned from Residential 1 Zone to the General Residential Zone Planning Scheme Amendment VC116. This amendment was introduced by the State Government to better manage housing growth and to broaden the range of use allowed in each new zone created by the amendment.

There have been amendments to the Cobram Development Plan since the approval of the planning permit, however they did not affect the subject land.

Whether the landowner is seeking to “warehouse” the permit;

The planning permit was issued in 2010 and two extensions of time have been granted. In the request to extend the permit, it is claimed that the reason for the further extension of is due to the downfall of the economy from the global financial crisis and its domino effect on the development and property industries and residential subdivision market.

The only evidence to support the applicant bone fides about proceeding with the development of the land is the lodgement of plans in 2011 to satisfy condition 1 and the lodgement of amended plans to both the Development Plan and the Planning Permit last year. This is not strong evidence or shows significant progression of the development, but does provide some level of commitment to the project albeit peripheral.

It could therefore be said that there is some form of ‘warehousing’ of the permit. This is further supported by the fact that this extension of time is for 5 years, thus giving the proponent 11 eleven years to commence the development.

Intervening circumstances as bearing upon grant or refusal;

Have there been any events outside of the proponents control to prevent the progression of this development? The simple answer is no.

The only circumstances being relied upon by the proponent is due to the current market values and demand.

The total elapse of time;

FILE NO: 5/2008/453
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.5

EXTENSION OF TIME TO PLANNING PERMIT 5/2008/453 - CAMPING AND CARAVAN PARK, CAMPBELL ROAD, COBRAM (cont'd)

There has been six years since the issue of the permit to seek other permits or permissions or to simply commence works. This is considered to be generous period of time to commence a development of this nature.

*Whether the time limit originally imposed was adequate;
The time period applied to this permit was the 'standard' 2 years to commence and 10 years to complete from the commencement date. While the commencement time period is considered adequate to this development, the completion date is considered to be generous.*

*The economic burden imposed on the landowner by the permit; and
There has been no unreasonable economic burden imposed on the proponent by this permit to cause a delay in commencing this development.*

*The probability of a permit issuing should a fresh application be made.
The planning permit was issued for a Camping and Caravan Park which is defined in the Planning Scheme as follows:*

Land used to allow accommodation in caravans, cabins, tents, or the like.

Whether this is a proper characterisation of the proposed use is debatable given that these cabins are intended to be used for permanent accommodation focusing on the over 55 age group. The application clearly indicated that it was not a Retirement Village. The dwellings were to comply with the Residential Tenancies (Caravan Park and Moveable Dwellings Registrations and Standards) Regulations.

The proposed use could be better characterised as a Residential Village which is described in the Planning Scheme as follows:

Land, in one ownership, containing a number of dwellings, used to provide permanent accommodation and which includes communal, recreation, or medical facilities for residents of the village.

Regardless of whether the proposal is characterised as a Camping and Caravan Park or a Residential Village, both these uses are permissible uses (Permit required) in the General Residential Zone.

What controls how this subject land is used and developed is via a Development Plan. As previously stated, a Development Plan was approved in 2007 with the subject land designated for standard residential development having lots of 500 – 1000 square metres. This Development Plan was subsequently amended in 2010 to accommodate for this use and development as a Camping and Caravan Park, which effectively reduced connectivity with surrounding land.

As it stands today, if a new application for a planning permit for either a Camping and Caravan Park or a Residential Village was lodged that had a layout conforming with the approved amended Development Plan, then there is no reason why a planning permit could not be granted.

9. Environmental Impact

There are no environmental issues to consider with this request to extend the time of a permit.

FILE NO: 5/2008/453
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.5

**EXTENSION OF TIME TO PLANNING PERMIT 5/2008/453 - CAMPING AND
CARAVAN PARK, CAMPBELL ROAD, COBRAM (cont'd)**

10. Conflict of Interest Considerations

The Chief Executive Officer has declared a conflict of interest, being an indirect interest due to residing in close proximity to the proposed development.

11. Conclusion

The request to extend Planning Permit 5/2008/453 for the third time (by 5 years) would mean that the proponent has been given up to 11 years to commence the development.

It is not normal practice to extend a permit more than what the permit allowed for originally to commence the development, in this case, 2 years.

It is considered that the proponent has been given sufficient time to commence the development and any further extension of the permit is viewed as warehousing the permit, therefore the request to extend the permit is refused.

Attachments

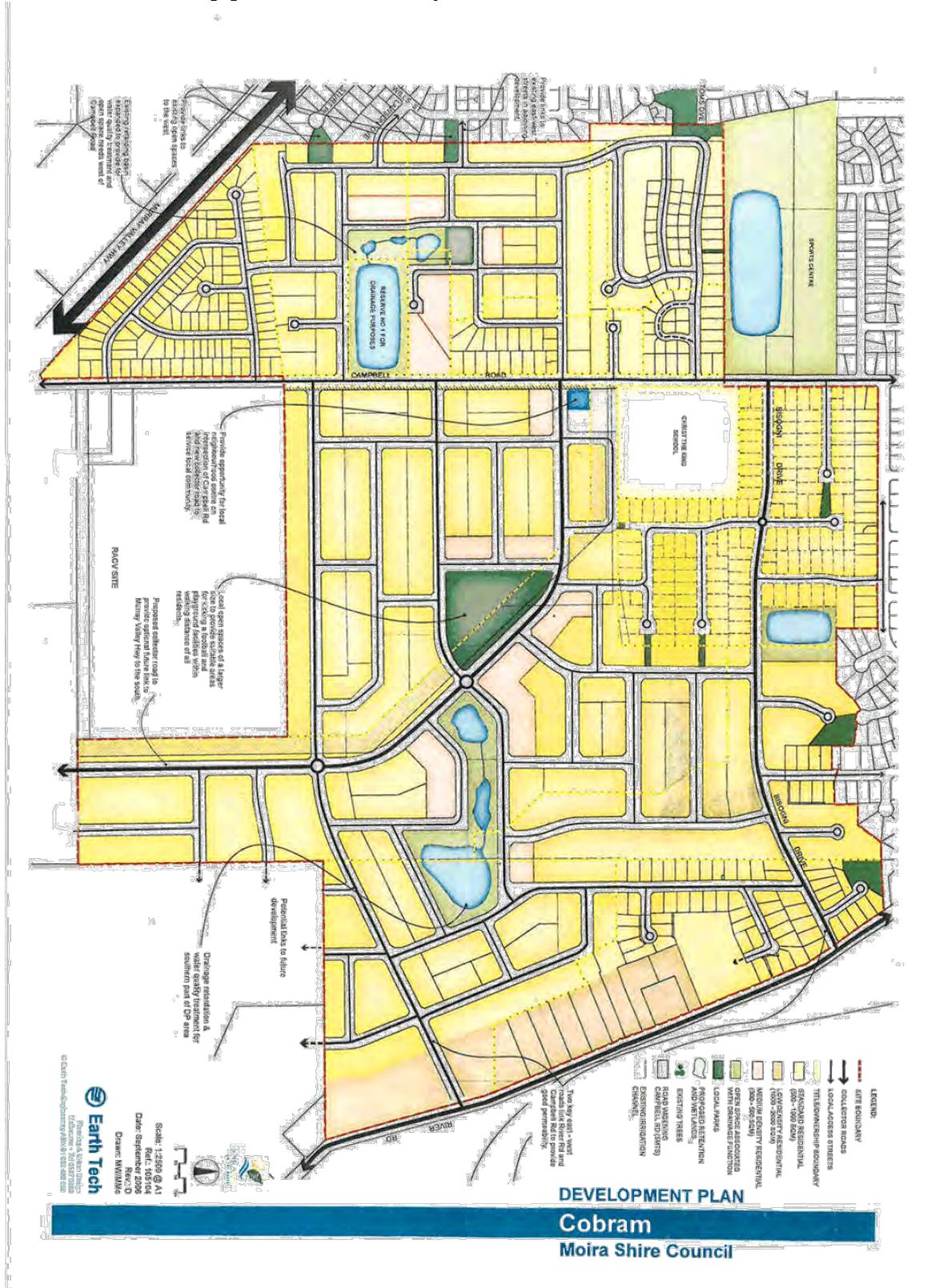
- 1 Cobram Development Plan 2007
- 2 Cobram Development Plan Amended 2010

FILE NO: 5/2008/453
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.5

EXTENSION OF TIME TO PLANNING PERMIT 5/2008/453 - CAMPING AND CARAVAN PARK, CAMPBELL ROAD, COBRAM (cont'd)

ATTACHMENT No [1] - Cobram Development Plan 2007



CAMPBELL ROAD

PLANNING & ENVIRONMENT ACT 1987
MOIRA PLANNING SCHEME
 This Development Plan is pursuant to the Development Plan
 Overlay Number DPO1
 Council approved this plan at the meeting on 19/07/10
 Delegate [Signature]
 Date 11/7/10

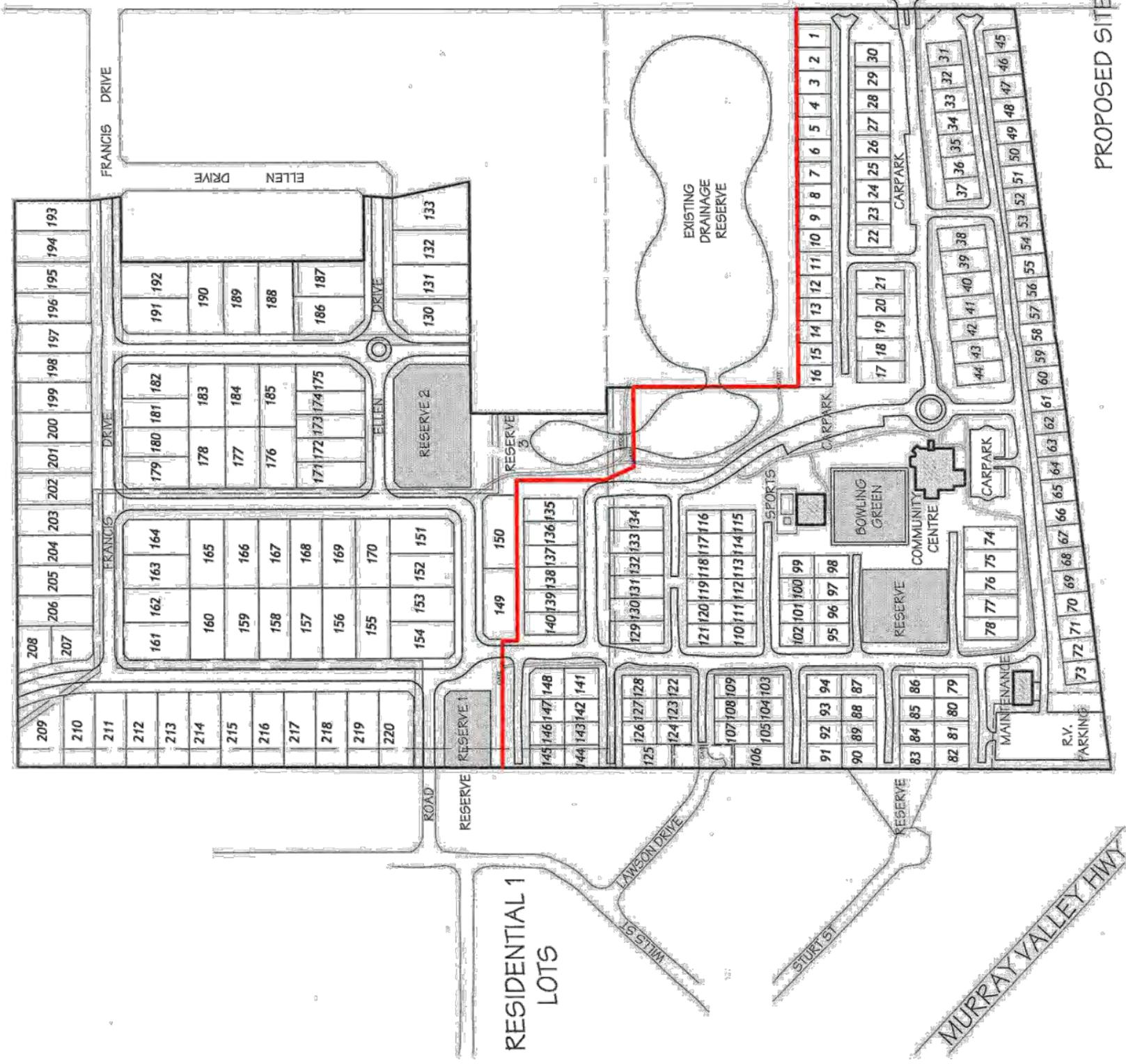
**EXISTING ORCHARD
 RURAL ZONE**



220 SITES

NO.	DATE	BY	REVISION
1			ISSUED FOR APPROVAL
2			SM AND ALTERED
3			DEVELOPMENT REDUCED
4			DATE

WALLIS WATSON(COWES)LTD
 CAMPBELL ROAD, CORAN
 DRAWN: [Signature] DATE: [Date]
 CHECKED: [Signature] DATE: [Date]
 SCALE: 1:500
 DRAWN BY: [Signature]
 H8870
 10/4 Main Street, Melbourne 3000
 Ph: 03 9574 2321 F: 03 9574 8756
 Fax: 03 9574 2322
 Email: info@walliswatson.com.au
 WALLIS WATSON (CORAN) PTY LTD
 Registered Company
 Incorporated in Victoria



PROPOSED SITE PLAN - CONCEPT 2

FILE NO: 5/2007/500
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.6

**APPLICATION TO AMEND PLANNING PERMIT 5/2007/500 - 168 LOT
SUBDIVISION - 143 CAMPBELL ROAD/ELLEN DRIVE COBRAM**

RECOMMENDATION

That Council refuse the application to amend planning permit 5/2007/500 to subdivide land at 143 Campbell Road Cobram on the following grounds:

1. The proposed amendments are considered to be not in the interests of good orderly planning.
2. The proposed amendments are not in keeping with the established residential pattern of development of the area.

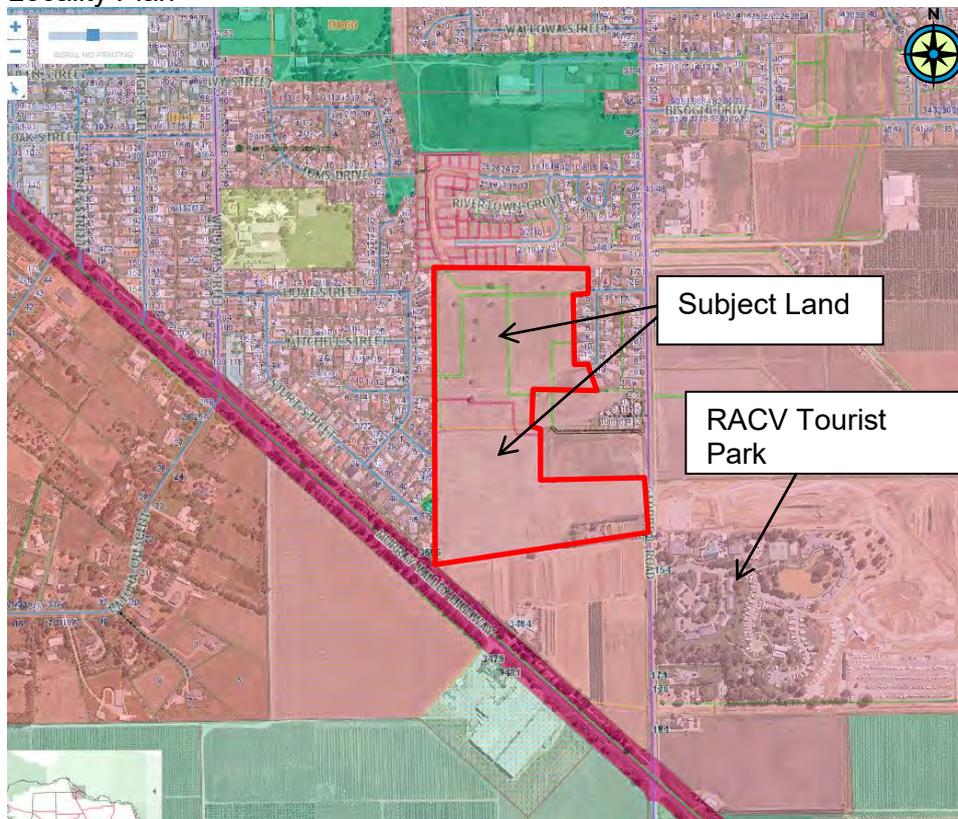
1. Executive Summary

An application has been received to amend Planning Permit 5/2007/500 to subdivide land at 143 Campbell Road and Ellen Drive, Cobram. The application seeks to amend what the permit allows from 168 lots to a multi-lot subdivision that would create 76 conventional residential lots and a superlot (or balance lot).

The application has not been referred or advertised.

The application to amend planning permit 5/2007/500 is recommended for refusal.

Locality Plan



2. Background and Options

Planning Permit 5/2007/500 was issued on 19 December 2007 as it accorded with the Cobram Development Plan approved by Council at its meeting on 19 March 2007. The

FILE NO: 5/2007/500
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.6

**APPLICATION TO AMEND PLANNING PERMIT 5/2007/500 - 168 LOT
SUBDIVISION - 143 CAMPBELL ROAD/ELLEN DRIVE COBRAM (cont'd)**

Permit was issued to subdivide land being Lot S3 PS312120 (Ellen Drive) and Lot 1 PS310892 (143 Campbell Road) into 168 lots, associated works and variations of easements.

The permit was subsequently amended on 27 June 2008 to modify the wording on conditions 8, 9 and 19.

The permit has been extended on 3 previous occasions as conditions on the permit only provided a 2 year period to certify plan(s) of subdivision. The permit has not been acted upon.

The Cobram Development Plan was subsequently amended by Council at its meeting on 19 July 2010 in order to accommodate for a Camping and Caravan Park on the southern portion of the subject land to Planning Permit 5/2007/500, being Lot 1 PS310892.

A Planning Permit 5/2008/453 was issued for a Camping and Caravan Park following the approval to the amendment to the Cobram Development Plan. This permit has been extended on two occasions and a third extension of time is subject to a separate report elsewhere in this Agenda.

3. Financial Implications

In the event that Council's decision is appealed at VCAT, any cost associated with attending and responding to an appeal would need to be funded.

4. Risk Management

There is an approved Planning Permit for a 168 lot subdivision. If the application to amend the permit is not approved then the existing permit stands. This permit has until 19 December 2017 to commence by the certification of a Plan of Subdivision.

5. Internal and External Consultation

The application was not referred to referral authorities or internal departments, however, this application along with the extension of time to Planning Permit 5/2008/453 for the Camping and Caravan Park was discussed by senior Council officers.

Senior officers concluded that this application to amend the permit should not be supported as it provided the catalyst for the Camping and Caravan Park to be established on the proposed superlot. The extension of time to the Camping and Caravan Park, as reported elsewhere in this Agenda, was also not supported as conventional residential development was preferred in this location.

The application was not advertised as it was exempt under the provisions of Clause 43.04-2 of the planning scheme as it accords with the approved Development Plan.

6. Regional Context

There is no regional context associated with this request to extend the time of this permit.

7. Legislative / Policy Implications

As this application is to amend a planning permit, there is no need or requirement to assess the whole proposal against the provisions of the planning scheme.

FILE NO: 5/2007/500
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.6

**APPLICATION TO AMEND PLANNING PERMIT 5/2007/500 - 168 LOT
SUBDIVISION - 143 CAMPBELL ROAD/ELLEN DRIVE COBRAM (cont'd)**

The Planning and Environment Act provides the ability for the applicant to apply to amend a planning permit, pursuant to Section 72 and 73 of the Act. The assessment of this application can only focus on those issues requested by the applicant and no other issues. The merits of the overall proposed subdivision cannot be revisited.

8. Environmental Impact

There are no environmental issues to consider with this application to amend this permit.

9. Conflict of Interest Considerations

There are no Council officer conflict of interest issues to consider within this report.

10. Conclusion

The application to amend Planning Permit 5/2007/500 would provide the ability to create a superlot for the Camping and Caravan Park on the southern portion of the land which is subject to another permit (5/2008/453) and which is being considered for another extension of time.

If the extension of time is not granted to Planning Permit 5/2008/453, then no permit would exist for a Camping and Caravan Park (unless an appeal is lodged against any refusal to extend the permit).

Conventional residential subdivision is the preferred form of development on this site. This is what the original permit was issued for, regardless of any subsequent change to the Cobram Development Plan to accommodate for a Camping and Caravan Park.

It is considered that it would not be in the interest of good orderly planning to now provide the ability to create a lot potentially for a Camping and Caravan Park that may not have valid planning approval if Council decides to refuse the extension of time to Permit 5/2008/453.

It is therefore considered that the application to amend the permit should be refused.

Attachments

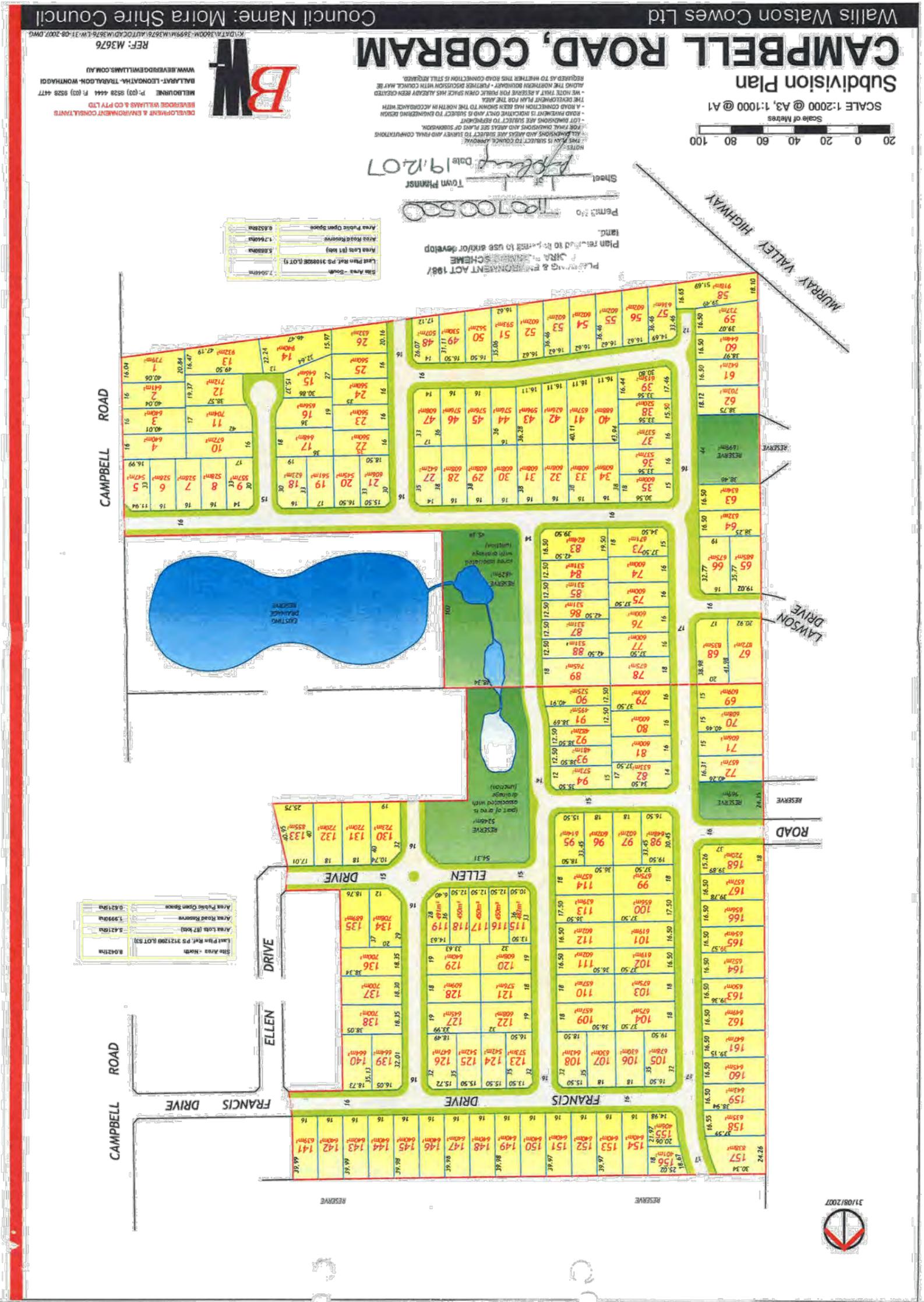
- 1 Endorsed Plan to Permit 5/2007/500
- 2 Proposed Amended Plan
- 3 Original Cobram Development Plan 2007
- 4 Amended Cobram Development Plan 2010

FILE NO: 5/2007/500
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.6

APPLICATION TO AMEND PLANNING PERMIT 5/2007/500 - 168 LOT SUBDIVISION - 143 CAMPBELL ROAD/ELLEN DRIVE COBRAM (cont'd)

ATTACHMENT No [1] - Endorsed Plan to Permit 5/2007/500

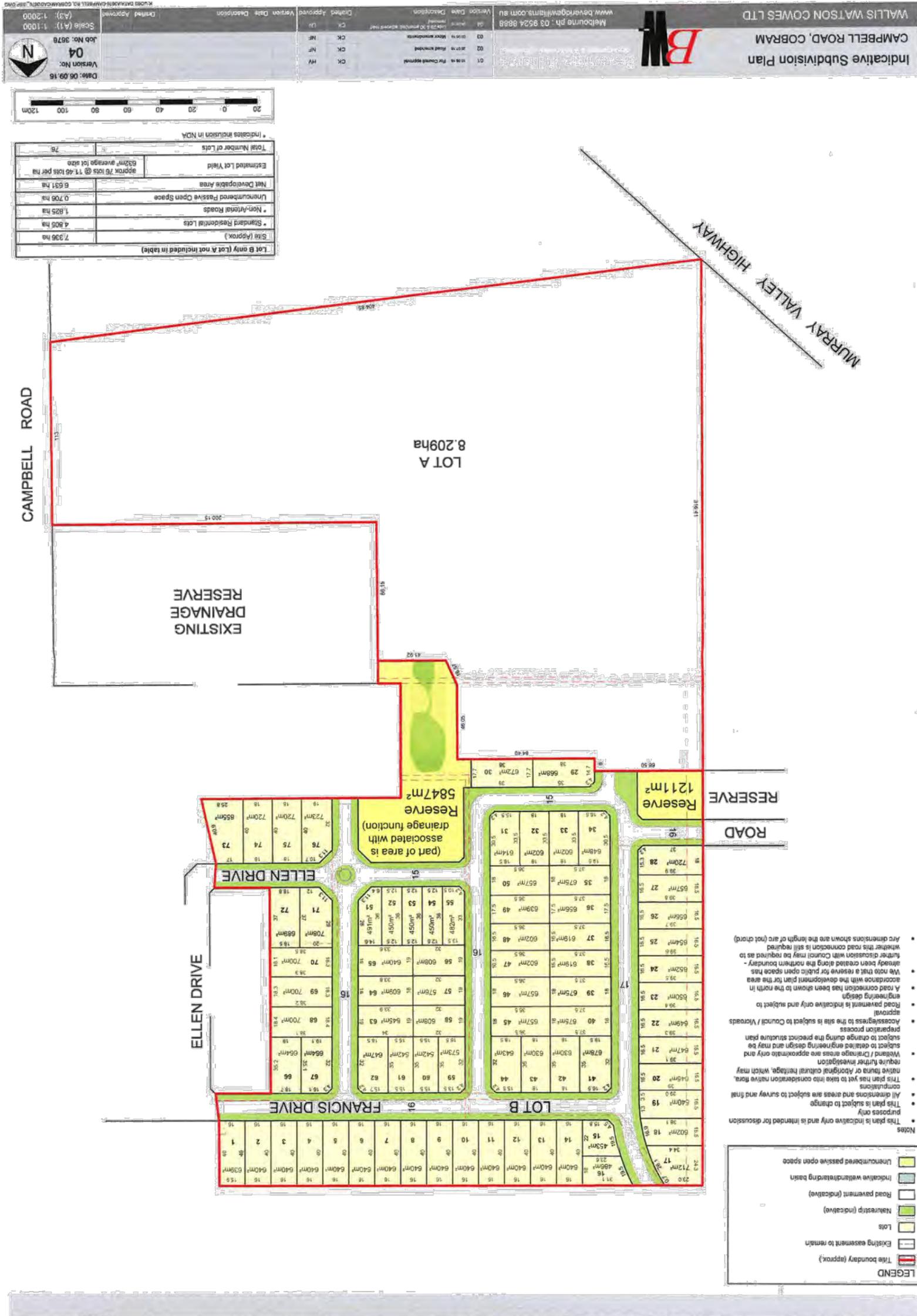


FILE NO: 5/2007/500
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.6

APPLICATION TO AMEND PLANNING PERMIT 5/2007/500 - 168 LOT SUBDIVISION - 143 CAMPBELL ROAD/ELLEN DRIVE COBRAM (cont'd)

ATTACHMENT No [2] - Proposed Amended Plan

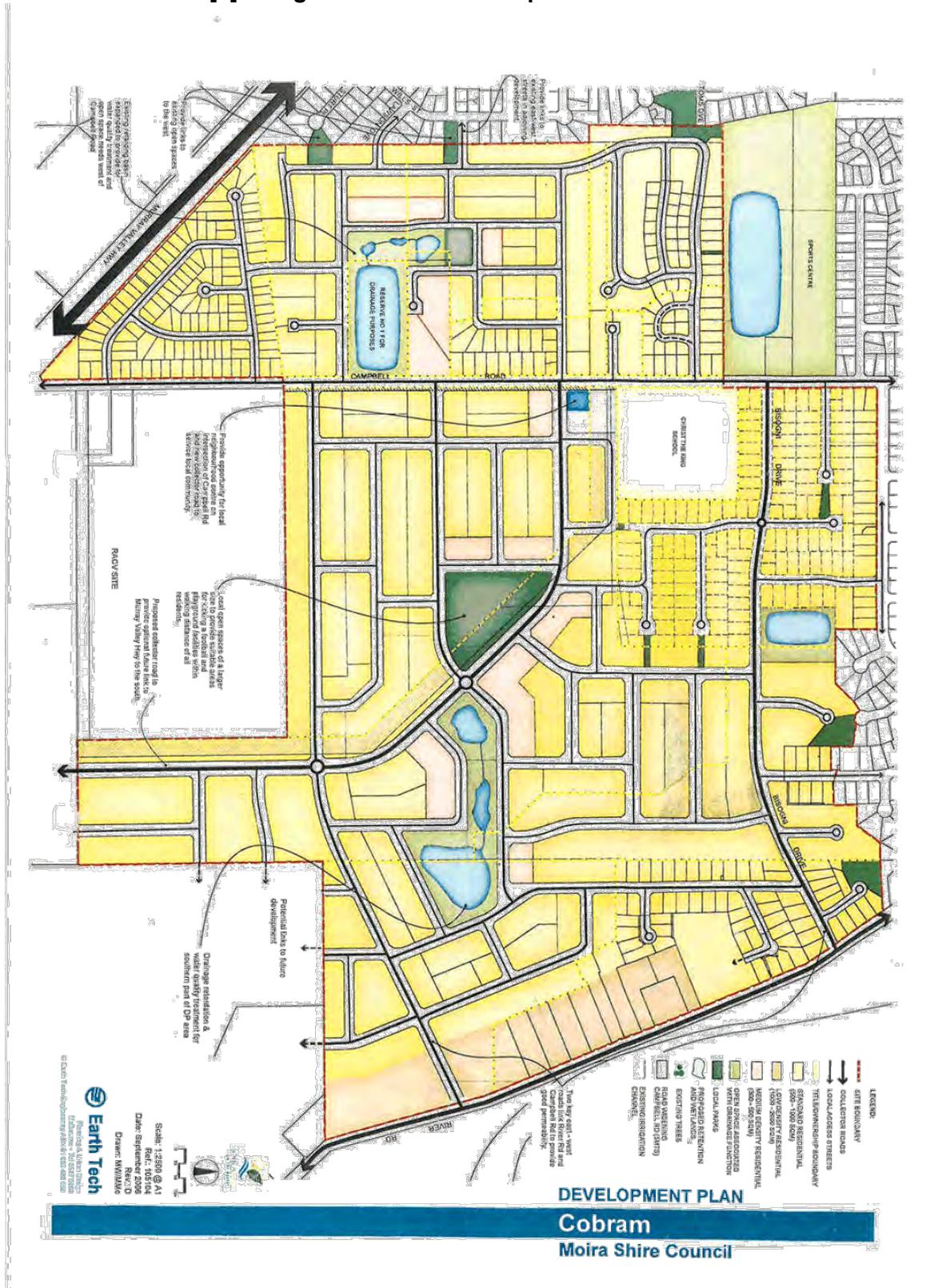


FILE NO: 5/2007/500
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.6

**APPLICATION TO AMEND PLANNING PERMIT 5/2007/500 - 168 LOT
SUBDIVISION - 143 CAMPBELL ROAD/ELLEN DRIVE COBRAM (cont'd)**

ATTACHMENT No [3] - Original Cobram Development Plan 2007



FILE NO: F/300
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 10.1

ACTION OFFICERS' LIST.

RECOMMENDATION

That Council receive and note the Action Officers' List.

Meeting: 19 September 2016

Subject: General Business

MOTION

That Megan Shultz be invited to brief Council on her company's views on the green and grey routes for the proposed Yarrowonga Mulwala Bridge.

(CARRIED)

Activity

Briefing to be included in the upcoming schedule. It's understood that the Traffix Group is no longer engaged on this assignment.

Meeting: 22 August 2016

Subject: General Business

MOTION

That Council:

1. Remove the Tungamah Tennis Club building from the list of buildings proposed for removal as adopted by Council at the May 2016 Council meeting.
2. Undertake works to make the building safe for public use as soon as possible.

(CARRIED)

Activity:

Community informed of Council decision. Works currently underway and will be completed by the end of November.

Meeting: 22 August 2016

Subject: General Business

MOTION

That a community meeting needs to be held now for all involved agencies/authorities to provide feedback to the community on new learnings gained from the most recent minor flood event, occurring from August 8th through till the 15th August.

(CARRIED)

Completed

A letter sent to the SES as the lead agency requesting a meeting. Minor flood event has been largely overtaken by more recent major flood event.

Meeting: 22 August 2016

FILE NO: F/300
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 10.1

ACTION OFFICERS' LIST.
(cont'd)

Subject: General Business

MOTION

That Council request that the 13 permanent monitoring stations as identified by the Numurkah Flood Study Community Reference Group throughout the catchments, be installed without further delay.

(CARRIED)

Completed

The Department of Environment Land Water and Planning (DELWP) have advised that it supports Council's resolution that installing flood monitoring stations will help alleviate community anxieties about the lack of information available during floods.

FILE NO: F/300 5. DEMONSTRATING GOOD GOVERNANCE
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ITEM NO: 10.1

ACTION OFFICERS' LIST.
(cont'd)

Meeting: 25 July 2016
Subject – General Business
<p>MOTION</p> <p>That Council be advised as to the water allocation and extraction licence assets held by Council, the trading actions achieved over the past three seasons and the demand required to meet community needs.</p> <p style="text-align: right;">(CARRIED)</p>
<p>Activity</p> <p>Information being gathered.</p>
Meeting: 25 July 2016
Subject – General Business
<p>That Council review the delegation policy.</p> <p style="text-align: right;">(CARRIED)</p>
<p>Completed</p> <p>Briefing held in September.</p>
Meeting: 20 June 2016
Subject – Family Day Care
<p>MOTION</p> <p>That Council enter into a Shared Services model of family day care with Greater Shepparton City Council through the Goulburn Valley Regional Collaborative Alliance.</p> <p style="text-align: right;">(CARRIED)</p>
<p>Completed</p> <p>Negotiation complete with exit strategy finalised</p>

FILE NO: F/300 5. DEMONSTRATING GOOD GOVERNANCE
--

ITEM NO: 10.1

ACTION OFFICERS' LIST.
(cont'd)

Meeting: 20 June 2016

Subject – Sale saleyards land at Mill Street Cobram.

MOTION

1. That following consideration of submissions received under Section 223 of the Local Government Act Council resolve to sell the former saleyards land at Mill Street Cobram.
2. That the Chief Executive Officer be authorised to sell the land.

(CARRIED)

Activity

- Sale negotiations completed with selected EOI's
- Anticipate all land will be sold concluding Councils ownership of the site.

Meeting: Ordinary Council Meeting 23 November 2015

Subject – General Business

MOTION

That Council staff prepare a submission to the Planning Minister championing the green option for the Yarrowonga Mulwala Bridge to be presented when appropriate.

(CARRIED)

Activity

The budget includes funding to support Councils submission to the planning process that Vicroads will establish through DELWP. The Planning Minister has acknowledged Councils request that the EES / Planning Amendment consider both the green and the grey routes but has not indicated his intended decision at this stage. The Planning Minister is yet to request submissions.

Attachments

Nil

FILE NO: VARIOUS

ITEM NO: 14

GENERAL BUSINESS**Clause 62 of Council's "Meeting Procedures Local Law 2007 (No 1 of 2007) states:****62. Urgent or general business**

1. Business which has not been listed on a meeting agenda may only be raised as urgent or general business if the majority of Councillors are present and it is agreed to by a resolution of the Council.
2. Notwithstanding sub-clause (1), if all Councillors are not present, the Chairperson may rule the matter is of urgency and accept an urgency motion to deal with the business which has not been listed on the meeting agenda.
3. An urgency motion can be moved without notice.
4. Only the mover of an urgency motion may speak to the motion before it is put

FILE NO: VARIOUS

ITEM NO: 15

QUESTIONS FROM THE PUBLIC GALLERY

Clause 63 of Council's "Meeting Procedures Local Law 2007 (No. 1 of 2007) states:

63. Question Time

1. At every ordinary meeting of the Council a maximum of 30 minutes may be allocated to enable members of the public to submit questions to Council.
2. The time allocated may be extended by unanimous resolution of Council.
3. Sub-clause (1) does not apply during any period when the Council has resolved to close a meeting in respect of a matter under section 89 (2) of the Act.
4. To assist the accurate recording of minutes and addressing any questions that may require written response or follow up, the Chief Executive Officer may require questions to be submitted in writing on a form approved or permitted by Council.
No person may submit more than two (2) questions at any one (1) meeting.
The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.

No question must be so read unless:

- (a) the person asking the same is in the gallery at the time it is due to be read; and
- (b) the person asking the question reads the same when called upon by the Chairperson to do so.

A question may be disallowed by the Chairperson if it:

- (a) relates to a matter outside the duties, functions and powers of Council;
- (b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- (c) deals with a subject matter already answered;
- (d) is aimed at embarrassing a Councillor or a member of Council staff;
- (e) relates to personnel matters;
- (f) relates to the personal hardship of any resident or ratepayer;
- (g) relates to industrial matters;
- (h) relates to contractual matters;
- (i) relates to proposed developments;
- (j) relates to legal advice;
- (k) relates to matters affecting the security of Council property; or
- (l) relates to any other matter which Council considers would prejudice Council or any person.

All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.

The Chairperson may request a Councillor or member of Council staff to respond, if possible, to the question.

A Councillor or member of Council staff may require a question to be put on notice until the next Ordinary meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.

A Councillor or member of Council staff may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public . The Councillor or member of Council staff must state briefly the reason why to reply should be so given and, unless Council resolves to the contrary the reply to such question must be so given.

FILE NO: VARIOUS

ITEM NO: 16

MEETING ADJOURNMENT

RECOMMENDATION

That the meeting be adjourned for 10 minutes.

RECOMMENDATION

That the meeting be resumed.

RECOMMENDATION

That pursuant to Sections 89(2) (d) and (h) of the Local Government Act, 1989, this meeting of Council be closed to members of the public in order for Council to discuss personnel and contractual matters which the Council considers would prejudice the Council or any person..

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to continue in open session.

RECOMMENDATION

That the recommendations of the "Closed" Meeting of Council be adopted and the award of tenders disclosed in the open minutes.